

CITY OF ALBANY
CITY COUNCIL
Council Chambers
Wednesday, February 25, 2015
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 PRESENTATION

National Guard award.

Charles Beuchamp represents the Committee to support the National Guard. Beuchamp said he is here to present an award to a City of Albany employee. The Employer Support of the Guard and Reserve (ESGR) Committee has three missions: to make sure the Uniformed Services Employment Act is complied with by employers and service members; to mediate any issues with the law that may arise to solve them before the issue becomes a legal issue; and to recognize employers that provide good support to the reserves who are serving. The reserves are being deployed now just as much as the regular military. The military cannot function without the use of the reserves.

Beauchamp presented Wastewater Superintendent Kristin Preston with a Patriot Award for being a Supportive Supervisor in recognition of her work to ensure Sergeant Jeff Gill (Wastewater Collections Supervisor) has been able to fulfill his reserve duties. Preston received a certificate and a pin.

Preston said she shares the award with the City of Albany because the management team is supportive and has set the bar for performance and participation. She thanked Gill, who has worked for the City for 12 years. Gill serves in the National Guard and has had two tours in Iraq.

SCHEDULED BUSINESS

Communication

Police and Fire facilities final design report.

Konopa said this has been a lengthy process. There were several members of the Public Safety Facilities Review Committee (PSFRC) in the audience and Konopa wanted to acknowledge their contribution. They put in over 500 volunteer hours. She thanked retired Senator Frank Morse and retired Sheriff Dave Burright for co-chairing the PSFRC. Other members include: Skeet Arasmith, Geoffrey Berg, Tom Cordier, Sharon Edwards, Mike Martin, Chris Norman, Janet Steele, David Reece, Greg Roe, Bill Ryals, Buzz Wheeler, and Ralph Wyatt.

Konopa said there were 13 meetings over one year. This couldn't have been a more thorough review. She thanked them for their time and said it has set the foundation of Albany's future for police and fire facilities. Konopa asked the PSFRC members to stand. The audience applauded.

Konopa said there was a unanimous recommendation by the PSFRC for where we are today.

Jeff Humphreys, an architect with Mackenzie, is the principal responsible for the Police and Fire facilities project review for the City. He provided two assessments: Albany Fire Department (see agenda file) and Albany Police Department (see agenda file).

Humphreys began a PowerPoint presentation (see agenda file). Humphreys said this will be a recap of the last two months of work they have done with the City.

Humphreys said Phase 1: Task Overview is the schedule they worked out with the City. Ultimately they were tasked with evaluating the existing conditions, identifying what the deficiencies were, confirming what the space needs were, establishing a conceptual design, and forecasting costs. In order to achieve those elements,

they provided a scope that broke down into nine different tasks and the schedule was developed with those tasks in mind. Humphreys said they will be discussing some of the items but not all of them.

Humphreys said the nine tasks were:

1. Project Kick-Off Meeting: Meet with key staff to set the groundwork for the decisions to be made.
2. Site Investigation/Existing Conditions: Evaluate existing conditions with tours and review of existing documents and past reports.
3. Program Development: Meet with key staff to develop programs such as space needs and to reconfirm those that had already been completed.
4. Facility Tours: Tour 'precedent' facilities, which are other police and fire buildings that have been completed in the last five years to help test or validate the assumptions that were made in the programming stage.
5. Plan Development: Development of floor plans and site plan requirements that met the operational base needs from a programming standpoint.
6. Visioning/Public Outreach: involves a number of opportunities. Police and Fire each had three different weeks when their facility was available for public tours; on the fourth week, they had a visioning session where the public participated in what the character of the outside of the building should look like.
7. Concept design finalization.
8. Cost development.
9. Final report.

Humphreys showed the existing facilities. The Police Station was built in 1988 with approximately 10,000 square feet. There are a number of deficiencies, namely being undersized. They looked at the buildings from a building code standpoint, a seismic evaluation, energy code, and for Americans with Disabilities Act (ADA) requirements. There are a number of issues.

Humphreys showed the existing Fire Station 11. It was built in 1949 and is 14,500 square feet. It is in bad condition with a number of structural deficiencies as well as ADA and energy code deficiencies. There is no guarantee this building would remain operational in the event of a seismic activity.

Humphreys showed a snapshot of the final Police development. They looked at a number of different options; three evolved, including an option with the building being parallel with Highway 99, a second with the building being perpendicular to Highway 99, and the third with an L shaped building. The first scheme was ultimately selected. It is two floors, 41,000 square feet, and the second floor is smaller than the first floor. It has shelled space that provides room to expand on the second floor.

Humphreys said, for the Fire facility, they considered a number of designs developed for the site plan. The plan that was ultimately selected completely removes the existing building and rebuilds it. The scheme is two stories and 24,838 square feet.

Humphreys said the visioning and public outreach session was held in Fire Station 11's apparatus bay. About 50 people attended and were given the opportunity to weigh in on both the two sites. People were asked to vote on what they thought would be an appropriate building for the site. It was a lively discussion and they had good feedback.

Humphreys explained that from that they developed a number of different massing options, as shown in the slides of conceptual renderings. They met with staff. Each massing option met the program requirements because that was already set based on the floor plan and the site plan. This was to look at what the character of the building should be. The slide shows the scheme that Police ultimately chose.

Humphreys said the conceptual rendering for the Fire Station shows a different character from Police. One of the strategies they will employ is to use similar materials, detailing, and mechanical systems for both buildings in an effort to drive costs down.

Humphreys said the projected cost summary includes such items as the quantities of doors, extent of glazing for the brick, etc. Section 7 of each report shows the construction costs and is also shown on the slide. Since the City is considering a bond measure, it makes sense to look at both projects collectively so side-by-side charts were displayed on the slide. Costs are broken down into three major elements. Construction costs are the first; Police will cost \$12.7 million and Fire will cost \$7.4 million. Humphreys said the construction costs include raw construction and margins the contractor will charge such as profit and overhead, and builders' risk insurance. This was based on a Request For Proposal (RFP) process and a competitive bid and takes into account prevailing wage. The Police cost table includes the construction cost of the building and the site cost. Demolition and abatement are included on the Fire table but not the Police table. Contingencies are built in so they can draw on elements that are not yet designed on the project and eliminate or minimize the risk of going over budget. Humphreys highlighted that the state mandates that they spend 1.5% for green technology. On both projects, they are looking to employ PV panels to reduce the amount of electrical demand for the buildings.

Councilor Rich Kellum asked if the PV panels would be used instead of a generator with battery backup, or if it is in addition to them. Humphreys said it is in addition, and explained that PV panels will not meet the code requirements associated with emergency power, though it does reduce the amount of demand for the building. The PV panels would be adequate for about 7% of the total electrical load for the building, and the generator will be sized about 50%.

Humphreys explained the consultant costs. Once the project moves to the next phase, there will be a number of costs such as architect, engineers, project manager, and survey work for both projects. Humphreys said these are not just allowances; they have actually consulted with firms and used their budgetary numbers. Special inspections are for third party inspections which are not associated with the design team or the contractor team. For geotechnical services, since these are both essential services buildings they are required by code to have site specific assessments done. A geotechnical engineer provided the budget number. Environmental services, hazardous materials, and mitigation specification is required for the Fire facility. They also have costs identified for commissioning and an arborist. Each cost has a contingency.

Humphreys said owner costs, or soft costs, are the last category. Land acquisition is zero since the City already owns both sites. FF&E is for fixtures, furniture, and equipment. They are listed more specifically in the appendix of the document. There is a separate line item for lockers and shelving even though it is technically FF&E, because they usually expensive items and there are a lot of them. Fitness equipment, telephone data, low voltage equipment are also included. Both facilities will require a move, so they have included a moving allowance and temporary facilities. They recommend that Fire relocate during the demolition and construction because it would be more cost effective. The permit fees assessed have been verified with Planning staff, including taking all the credits that can be waived. There is also 1% of the construction value as a contingency for art.

Humphreys said the "Total Projected Costs" for Police is \$15.4 million and Fire is \$8.74 million. The "Bond Measure Summary" shows that both projects are under the cost of the budget that the City Council approved on February 11, 2015.

Councilor Floyd Collins noted that the costs do not include the issuance cost of the bond, \$201,500, which would be a project cost, but not part of the building cost. Humphreys said that is correct.

Councilor Bill Coburn said the bond measure will be voted on in May. He asked, if the measure passes, when will the buildings be completed? Humphreys said if the City moved immediately into the next phase after a successful bond measure, the project design documents could be completed by the end of this year so that the project could be in the position to bid before the end of this year. He recommends they wait until spring to construct so there are no wet soil conditions, so in March 2016. The construction window is about 1.5 years. It will take about 14 months to build the 24,000 square foot Fire facility, but with the demolition and site work, it could take longer. The 1.5 year timeframe is for both facilities to be built concurrently, as there would be significant cost savings associated with that.

Councilor Ray Kopczynski asked what percentage of the work will be done by local contractors. Humphreys said there could be ways to have as much work done locally as possible. It is commonly done but has not been part of the discussions yet.

Collins asked the date for the Invitation to Bid. Humphreys said their goal is a bid in December in order to tie into current rates for BOLI, before their January increase. This includes an eight-week bidding process with a prequalification process. They would ask them to hold their bids for 60 days to get to a better construction window and to avoid the holidays. Bids would be due late February.

Collins concluded that, based on the rough numbers presented by Humphreys tonight and the Council's previous consideration of a \$24.4 million project, with the high estimate they are now \$80,000 under the \$24.4 million and with the low estimate they are \$1.7 million under. That spread represents what would happen in the bidding process. Humphreys said the numbers he is sharing are on the high end. Collins said the point is that they have stayed within the original estimate; the proposed Fire building is smaller than the previous plan, even with the shift of the administrative staff. Still it is \$80,000 - \$1.7 million less than before. Collins said it is reflective of a good job by the architect and City staff to make sure they are not asking for more than they need. There is always the question of exorbitance, yet he doesn't see anything that represents features that are over the top. Rather, the buildings will have a long life-cycle and will not be built cheaply, requiring more costs later. He complimented staff and the architect.

Kellum said he noticed the furniture will be wood veneer and laminate. He asked if they would be using the furniture they have now. Humphreys said the current furniture is dated and damaged due to its age. Also it is systems furniture and they can't get replacement pieces for it. The proposal includes new furniture. He said they could do an inventory of the current stock and consider reducing it; though that is not reflected in these numbers.

Coburn noted that dispatch recently got new furniture and asked if they can use it. Chief Mario Lattanzio said the goal is to take the current furniture in dispatch and move it to the new facility. They still need to work through the other furnishings.

Konopa asked if the PSFRC members have questions for Mackenzie. Member Janet Steele said she saw the \$200,000 set aside for art representing 1%. She asked if it was fixed. Also there is \$300,000 for a project manager; she asked if that is for one person or a team. Also, under contingency there was over \$1 million for Fire and some for Police; she asked for further explanation.

Konopa said there is a 1990s City ordinance that addresses art. When City Hall was built they realized there was no budget for art, so they passed an ordinance that requires 1% to go towards art in any new public facility. Many larger communities do this also. They have used it for the new Library.

To Steele's other questions, Humphreys explained that there is a state requirement to incorporate new technology, which sets the 1.5% of the construction value. It does not have to be solar but they have found that is a good use of dollars. As to the project manager, they are looking for a Clerk of the Works, who would be independent of the contractor. They solicited input from a number of firms that do that type of service and established the value based on feedback because that is a competitive range for project management service. How many people it will entail will vary depending on the City's scope; it will likely be one full-time person and likely one other to assist in an office. Humphreys said there are contingencies in all three categories because right now the project is being based on limited development of construction documents. They have site plans, floor plans, and renderings. The cost estimator they work with has done a number of police and fire facilities with Mackenzie and there is a comfort level between the two firms. But the project has not yet been developed to the point where they have picked out the exact materials. The contingencies are used to fill in those missing pieces. It is a 15% contingency which is commonly done at this level. He explained how they move from contingencies to a defined category as they get farther into the project.

David Reece said he is impressed with the amount of detail presented tonight. The PSFRC were working with budgetary numbers that were exceeding \$200 a square foot; he noticed that Humphreys' numbers are below that on both facilities, which is impressive. He is hopeful that is through prudence and the materials and design will keep it there. He also noticed there was a commissioning on one building but not the other. Humphreys said he and Lattanzio caught that error; it should not be in the report. There will not be commissioning on either building. Humphreys explained that commissioning is required when going through the LEED (Leadership in Energy and Environmental Design) program. They may want to use commissioning even if they don't go through LEED. He used a car analogy to explain that with a new car, the manufacturer states that the new car meets all the requirements and states a value for performance ranges such as horsepower and gas mileage. He said, if you wanted, you could take the new car to a mechanic and they could tune it for you and you would see premiums with improved gas mileage or performance, for example. That is what commissioning does for a building; items will be fine-tuned to get optimum performance. However, it is not a requirement. Generally the cost of getting commissioned is recouped in less than five years.

Collins asked what the price of construction is doing in the market. Humphreys said it is going up 1.5% per quarter.

Humphreys said the buildings are designed efficiently. The cost per square foot is \$297 for Fire and \$284 for Police. That is very competitive and they are not "Taj Mahal"-type buildings.

Collins said, regarding inflationary costs, given the sequencing of design, bid, initial construction, a good construction window, and finishing the following spring, if we shifted 4-5 months, we are effectively shifting one year in the financing package, because you would lose the advantage of bidding in December through February if you moved bidding into June and July to start construction in September. Humphreys said the summary page doesn't itemize, but built into it is an escalation factor knowing that the project is not going to be built immediately. There won't be an escalation issue in the forecasting versus when it actually gets done. Collins said the schedule optimizes the opportunity for us to get the least cost because we are bidding in the winter when contractors are hungry and building in early spring through summer. Shifting up front by 3-4 months could get us into an additional construction window which would have a 6% per year inflationary impact. Humphreys agreed.

Fire Chief John Bradner said they are pleased with the efforts from Mackenzie and also the design teams from both departments. It has very much been a group effort to get to this point. Mackenzie has been conscientious of costs and the City's needs. Lattanzio also thanked Mackenzie and others who helped with the project. They had a short window of time and did have to make some cuts, but everyone worked with the last-minute changes. There were a lot of meetings and a lot effort that went into the final product.

Collins said that part of the PSFRC recommendation was the three-legged funding stool: the bond, the settlement proceeds, and the minor amendment process for the Central Albany Revitalization Area (CARA) with future consideration for other qualifying CARA components. He asked, have we reached the point of extracting from the construction estimates what might qualify for meeting the CARA criteria above and beyond the minor amendment, and if so, what the process will be. City Manager Wes Hare said Economic Development & Urban Renewal Director Kate Porsche has estimates of potential dollars that can be used from ARA for these projects. Hare said it may be premature tonight to specify an amount because there are still some unknowns; for example, a museum is an eligible cost under the urban renewal plan and there could be a small museum component potentially for both facilities, but we do not know the square footage yet.

Collins added that the City Council would not be the first decision makers; it would be referred to the CARA Advisory Board and then the Albany Revitalization Agency (ARA) would decide.

Porsche distributed the "CARA Contribution to Police and Fire Stations" (see agenda file). Porsche said that at the direction of the PSFRC, she went back through the Urban Renewal Plan line by line after having conversations with urban renewal attorney Jeannette Launer. Launer and Porsche came up with a basic framework for how the CARA Advisory Board and ultimately the ARA might think about an additional contribution. The CARA Advisory Board already approved a minor amendment to the plan for the two projects. There is a threshold for projects of \$500,000, which grossed up to today's dollars is about \$710,000. If there is work to be done that would already be a part of those projects, for example, the demolition of Station 11 that is already part of the project and something that has to be done to build the fire station, it does fall under the \$710,000 threshold. However, there may be some other items which are additional to the project that might be considered for funding, such as those outlined in the document. She suggested the next course of action would be to discuss this at the CARA Advisory Board level and then ultimately with the ARA. She pointed out that this is her recommendation in looking at the list that she and Launer put together, but ultimately it would be the Council's decision regarding the risk tolerance for a LUBA challenge.

Collins spoke about the Dodge building near Station 11. He recalled that the Council's decision was to find a useful purpose for it or see if it can be hauled away. It wasn't part of the site plan in Humphreys' PowerPoint. Porsche said she and Bradner worked together with a potential user, but there were a number of challenges with that existing historic building. Namely, it is zoned residential and to get it to be commercially zoned it would need a Comprehensive Plan amendment. The building has significant challenges where it stands and also needs spaces for parking. So with that, they are trying to relocate the building to a new lot or, worst-case scenario, if it has to be demolished, to use the historic components of it in other local buildings.

Collins said they can refer this space to CARA and its other potential uses, which would come to the final funding package. He said, that fulfills our commitment to the PSFRC to take a look at the final design and to the extent possible and to the extent that it meets the criteria, potentially expand the use of CARA funding.

Collins said, this is a big step; it has been three years getting to this point. He said, we have more information before us now, more documentation of the need, and documentation of the appropriate programs, building sites, location, and exterior views. He said, we have done more homework to get to this point than most similar projects do prior to coming before the people for a vote. He thanked the PSFRC for patiently wading through all the meetings and materials.

Business from the Public

There was no business from the public.

Second Reading of Ordinances

1) Declaring a street name change for a public street dedicated and named on the Edgewood Estates Subdivision Plat in Linn County and declaring an emergency:

a) Wilt Avenue SE.

City Attorney Jim Delapoer read the ordinance for the second time in title only: AN ORDINANCE DECLARING A STREET NAME CHANGE FOR A PUBLIC STREET DEDICATED AND NAMED ON THE EDGEWOOD ESTATES SUBDIVISION PLAT, IN LINN COUNTY; AND DECLARING AN EMERGENCY.

Kellum said he still has the same concern that he had before. People would have to change their addresses and other identification but they had no part in the decision. It was the City or someone else who chose the house number and street name, and now that a developer is coming in to extend the street it is impacting those residents. He said, there is an easy way and a right way to do it, which may be different. The residents will be out some effort time and money and he thinks they should find a way to compensate; he gave some examples.

The Council discussed giving a \$100 credit to those affected residents on their utility bill along with a letter. Konopa said she recalls doing something similar, but does not recall the details. Discussion followed.

Konopa suggested they consider an ordinance to make the developer pay. She agrees it will be very inconvenient for the residents to do change-of-addresses, etc.

Coburn agrees with Kellum. He thinks of it as a goodwill gesture. He thinks the City made the error so this would leave a good impression with the citizens.

Kopczynski asked if procedurally it would be easier to postpone these decisions until they could come up with some sort of compensation. Hare said that is not necessary; they could take action on the ordinance now and also direct staff to come up with an offering.

Olsen is in favor of Kellum's idea.

MOTION: Kellum moved to adopt the ordinance and direct staff to provide the impacted customers with a one month credit on their utility bill and a letter of explanation. Coburn seconded the ordinance and it passed 6-0 and was designated Ordinance No. 5847.

b) Bartley Street SE.

Delapoe read the ordinance for the second time in title only: AN ORDINANCE DECLARING A STREET NAME CHANGE FOR A PUBLIC STREET DEDICATED AND NAMED ON THE EDGEWOOD ESTATES SUBDIVISION PLAT, IN LINN COUNTY; AND DECLARING AN EMERGENCY.

MOTION: Kellum moved to adopt the ordinance and direct staff to provide the impacted customers with a one month credit on their utility bill and a letter of explanation. Coburn seconded the motion and it passed 6-0 and was designated Ordinance No. 5848.

2) Amending the Albany Municipal Code Title 7.90 Secondhand Dealers and Transient Merchants; repealing Ordinance No. 5837; and declaring an emergency.

There was an Ordinance on the dais which showed proposed amendments to page 3, item c. 4, by striking "...in which regulated property is returned to base components and not resold as regulated property." (see agenda file). These changes were discussed at the February 23, 2015, Work Session.

Delapoe read the ordinance for the second time in title only: AN ORDINANCE AMENDING THE ALBANY MUNICIPAL CODE TITLE 7.90 SECONDHAND DEALERS AND TRANSIENT MERCHANTS; REPEALING ORDINANCE NO. 5837; AND DECLARING AN EMERGENCY.

MOTION: Collins moved to amend the ordinance by striking "...in which regulated property is returned to base components and not resold as regulated property." on page 3, item c.4. Rich seconded the amendment to the ordinance and it passed 6-0.

MOTION: Kellum moved to adopt the ordinance as amended and Collins seconded it. The motion passed 6-0 and was designated Ordinance No. 5849.

First Reading of Ordinance

1) Amending Albany Municipal Code Chapter 2.27, Community Development Commission and declaring an emergency.

Planner II Anne Catlin said about a year ago they developed the Community Development Commission (CDC) bylaws. Her notes from that meeting show that the Council wanted to appoint the members after the initial appointment. However now that they have gone through the first year cycle, looking at efficiency concerns and the very specific membership requirement, the CDC recommends that the Mayor make the appointments with ratification from the Council. This would make it consistent with the other committees.

Konopa explained that as written, it requires that applications come to the Council and the Council would interview the applicants. For other committees the Councilors appoint members, but the CDC has requirements for members representing specific categories (such as the banking or construction), so it would be more difficult to coordinate. The ordinance brings the CDC appointments in line with how other committees are constructed, by having the Mayor bring appointments to the Council for ratification.

Olsen said that this particular commission doesn't have an effect on public policy like the Planning Commission does or that the Budget Committee might have. He supports this ordinance.

Johnson wondered if staff should do the interviewing. Konopa said that would veer from the current process even more. Hare said, respectfully, staff wants to stay out of it; it is the Council's advisory commission so it is not appropriate for staff to be involved at that level. Staff can help with administration, but not with the actual selection.

Coburn said all the Councilors have appointees on all the Boards and Commissions; and it seems to him that over the years it has slowly shifted to be appointments by the Mayor. He said it seems like they are losing the individual appointees by the Council members. Konopa said it used to be that Councilors only appointed for Planning Commission and Budget Committee. She suggested years ago that in order to have power removed from the Mayor, that the Council should decide the makeup and appointments of any new

committee. This applied to the PFSRC and the Airport Advisory Commission, in which case Councilors appointed members. The Mayor's position makes fewer appointments than it used to.

Kellum is concerned that because they need to recruit members with specific skills for the CDC, there is a benefit in having the entire Council do the appointments in order to get a better cross section. He wants a more diverse group of people. Discussion followed.

Coburn agrees that the Councilors have been making appointments for new committees instead of the Mayor for several years. He asked why the CDC, which is only two years old, doesn't fall under that scenario. Konopa said because the CDC is a bit different in that they want specific skills. The first year staff brought names forward. Catlin described the history of the CDC and listed the current members; she noted that two positions represent other City committees.

Johnson said she thinks they should advertise for the CDC like they do for other committees. If the Council has questions they could ask staff. That would broaden the range of applicants.

Konopa said the applications would be coming forward to the whole body and they would be selecting a member rather than the Mayor presenting a slate. Konopa said if the Council knows of someone that would be a great fit, to please let her know. There are three members whose terms have expired already, which is why staff looked at the bylaws and then noticed that there are challenges with the current process for this particular committee.

Coburn said he is not implying that Konopa would not do a good job of recommending appointees, rather he is wondering why it is being changed and why the CDC is different. He wants to understand the process and the validity for the change.

Discussion followed about how the process might work administratively in terms of advertisement and if interviews are necessary.

Coburn suggested they don't approve the ordinance and leave the process for CDC as it is now. If necessary they could use a ballot system to select members.

There was no action taken on this ordinance.

Adoption of Consent Calendar

- 1) Approval of Minutes
 - a) December 10, 2014, City Council Regular Session.
 - b) January 12, 2015, City Council Work Session.
- 2) Certifying properties exempt from property taxation:
 - a) Songbird Village. RES. NO. 6388
 - b) Periwinkle Place. RES. NO. 6389
 - c) ParkRose Properties. RES. NO. 6390
 - d) 1680-1682 Oak Street SE. RES. NO. 6391
 - e) 515 Geary Street SE. RES. NO. 6392
- 3) Approving contract renewal for Municipal Court Judge Robert Scott.
- 4) Appointing Municipal Court Judge Pro Tems and repealing Resolution No. 6306. RES. NO. 6393
- 5) Releasing four sewer and water easements to MWIC Albany, LLC. RES. NO. 6394
- 6) Accepting the following easements from Oregon Metallurgical, LLC:
 - a) A variable width sewer easement on Tax Lot 11S-03W-19 00402. RES. NO. 6395
 - b) A variable width sewer easement on Tax Lot 11S-03W-19 00400. RES. NO. 6396

MOTION: Johnson moved to adopt the Consent Calendar as presented. Kopczynski seconded the motion and it passed 6-0.

Award of Contract

- 1) Authorizing the Finance Director to enter into a contract with Novatime Technology, Inc., for time and attendance software.

Finance Director Stewart Taylor said the current payroll system is primarily paper based. This software would allow automation of the timesheets to create efficiencies in each department. He explained that the current system involves employees filling out paper timesheets and then Timekeepers in each department reenter the information. This software would eliminate data entry errors and would require one data input instead of multiple inputs. He anticipates the return on investment would be in two years. It does not eliminate a position but saves time in each department. It also provides a much better management system for tracking overtime and leave. Novatime includes automated approvals and flags supervisors when employees are reaching overtime levels. It provides better management of the time in different shifts by assigning leave or standby, and has a dashboard feature for managing projects and monitoring leaves. It

creates efficiencies without eliminating accuracy. Taylor noted that Payroll has a very high accuracy and City employees appreciate that.

Johnson commended Taylor for moving forward from a paper environment to this new software. Payroll is time consuming. She is glad it is not replacing employees and it interacts with Eden. She supports this change, and thinks it would be especially beneficial for Police and Fire. Taylor said Police and Fire use other software for managing shifts, though Novatime will be reviewed with both chiefs to see if it would work well for them. Public safety is unique with its shifts and premium pays; so Novatime will be evaluated to see if it has shift tracking and other features. Their current system captures their time well but still has multiple inputs.

Kellum asked if Taylor has determined how many extra hours this would make available for staff at the department level. Taylor said they have tracked the time inputs take in the current process but until the new system is in place, they won't know exactly how much time it will save.

Hare described the current process. This is a system that was considered some years ago when Eden was selected. He said, the payroll portion of Eden doesn't meet the City's needs because our payroll has so many variables and is so complex. This is an improvement.

Kopczynski is in favor of the move. He said if the technology is available to take the place of paper, they should be using it.

MOTION: Kopczynski moved to authorize the Finance Director to enter into a contract with Novatime Technology, Inc., for time and attendance software. Olsen seconded the motion and it passed 6-0.

BUSINESS FROM THE COUNCIL

Collins said he read the editorial in the *Albany Democrat-Herald* about the possibility of Millersburg's limitation on debt. His concern is that Albany and Millersburg have several joint ventures where the costs are shared 90/10. He wonders if in the future there was an improvement that was necessary at the Wastewater Treatment Plant (WWTP), that would necessitate a capital investment, for example, what would happen to the existing agreement if the Millersburg has a charter amendment regarding debt. He asked, does a prior contract with the City of Albany supersede Millersburg's charter? He asked, if we need to make an improvement and Albany gets funding but Millersburg does not, what do we do?

Hare said one of the dangers with limitation measures is that there are always unforeseen circumstances that could arise. Such measures limit a community's ability to respond, and moreover limits their ability to move quickly to take advantage of an opportunity. He thinks that the proposed measure in Millersburg likely has a clause that allows them to act in an emergency so if there were a potential crisis for the WWTP, for example, they could likely deal with it. Discussion followed about how Millersburg's charter amendments could impact the City of Albany. Delapoer said it his opinion it is bad policy to limit the flexibility of the elected representatives. He believes there are provisions in Albany and Millersburg's intergovernmental agreements (IGAs) that discuss what happens if one city cannot meet their capital call.

Collins said he asked, not because he wanted to get into the merits of the issue, but rather his concern for Albany is if Millersburg is unable to fund what is necessary for our joint venture facilities. Discussion followed.

Assistant City Manager/Public Works and Community Development Director Mark Shepard said he met with Millersburg City Clerk Barbara Castillo, and she agreed that the IGAs need refreshing. They will look them over during the next year. Collins said he is fine with that; he just wanted to get it on the Council's radar.

Shepard said the City of Albany got the second place award from the Asphalt Pavement Association of Oregon for Asphalt Pavement Construction on an Urban Street, for the roundabout project. He said credit goes to Engineering Manager Staci Belcastro and Assistant Public Works Director/City Engineer Jeff Blaine for oversight of the project; and specifically to Civil Engineer III Nolan Nelson, the design engineer, and Engineering Technician Lindsey Austin, the construction inspector.

RECESS TO EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION OR LITIGATION LIKELY TO BE FILED IN ACCORDANCE WITH ORS 192.660 (2)(h)

The Regular Session recessed to Executive Session at 9:00 p.m.

RECONVENE

The Regular Session reconvened at 10:15 p.m.

NEXT MEETING DATE: Work Session: March 9, 2015
 Regular Session: March 11, 2015

Albany City Council Regular Session
February 25, 2015

ADJOURNMENT

There being no other business, the meeting was adjourned at 10:15 p.m.

Respectfully submitted,

Reviewed by,

Mary A. Dibble, MMC
City Clerk

Wes Hare
City Manager