



Revised

NOTICE OF PUBLIC MEETING
CITY OF ALBANY
CITY COUNCIL
Council Chambers
333 Broadalbin Street SW
Wednesday, January 27, 2016
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. SCHEDULED BUSINESS

a. Communications

- 1) Report from Linn County Expo contractor. [Verbal]

Action:

- 1) University of Oregon Sustainable City Year Program. [Pages 3-52]

Action:

b. Business from the Public

c. First Reading of Ordinance

- 2) Directing the correction of a scrivener's error in Ordinance Number 5864 and declaring an emergency. [Page 52a]

Action:

ORD. NO.

d. Adoption of Resolutions

- 1) Approving an extended property tax abatement agreement for TryEco LLC in the South Santiam Enterprise Zone. [Pages 53-56]

Action:

RES. NO.

- 2) Approving the transfer of road jurisdiction from Benton County to the City of Albany. [Pages 57-68]

Action:

RES. NO.

e. Adoption of Consent Calendar

- 1) Approval of Minutes

- a) November 4, 2016, Regular Session minutes. [Pages 69-73]

Action:

f. Award of Bid

- 1) ST-15-01, 34th Avenue Traffic Signals. [Pages 74-76]

Action:

g. Appointments

- 1) City Boards, Commission, and Committees. [Pages 77-81]

Action:

h. Reports

1) Reclassification of Library positions. [Page 82]

Action: \_\_\_\_\_

2) 2015-2015 Audit Report. [Page 83]

Action: \_\_\_\_\_

5. BUSINESS FROM THE COUNCIL

6. CITY MANAGER REPORT

➤ Temporary Employment Agreement. [Pages 84-90]

7. NEXT MEETING DATE: Work Session: February 8, 2016  
Regular Session: February 10, 2016

8. ADJOURNMENT

City of Albany Web site: [www.cityofalbany.net](http://www.cityofalbany.net)

*The location of the meeting/hearing is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-917-7508, 541-704-2307, or 541-917-7519.*



TO: Albany City Council  
FROM: Wes Hare, City Manager  
DATE: January 20, 2016, for the January 27, 2016, City Council Meeting  
SUBJECT: University of Oregon Sustainable City Year Program

*Jose Salinas  
for Wes Hare*

- RELATES TO STRATEGIC PLAN THEME:
- Great Neighborhoods
  - A Safe City
  - A Healthy Economy
  - An Effective Government

Action Requested:

Staff requests that the City Council provide direction on whether or not to apply to the University of Oregon (UO) Sustainable City Year Program (SCYP) prior to the January 31, 2016, deadline.

Discussion:

During the January 11, 2016, City Council Work Session, staff introduced the SCYP. This one-year program pairs the UO with an Oregon city to complete 15-20 city-identified projects. The participating city is required to pay for UO services; and in past years, projects have averaged approximately \$20,000 for a total cost of approximately \$250,000, depending on the number and scope of selected projects. Staff provided a list of potential projects to consider, should Council choose to apply to the program.

Before reaching a final decision, the Council asked for more information regarding the SCYP and directed staff to refine the proposed project list and provide information on potential funding sources and costs. This information is attached to this memorandum; however, it is important to remember that the final project list, scopes, and costs would continue to be revised to ensure a good match with the available UO resources. One of the concerns expressed by Council was that the UO considers application to the program a commitment to participate, even though they haven't yet negotiated with the University regarding overall project suitability, scope, or cost. Megan Banks, SCYP Manager, will speak to this concern, and other questions raised by Council, during a short presentation about the SCYP at the January 27 Council Meeting.

Budget Impact:

As noted, the City of Albany would have to pay the UO for services provided under SCYP, and total costs are expected to be approximately \$250,000. However, it is possible that the overall budget impact would be negligible due to the fact that many of the proposed projects are already planned for completion with dedicated funding sources. Additionally, communities that have participated in the SCYP indicate that they realized cost savings when compared to using the typical approach of relying on outside consultants.

RAR:rk:hr  
Attachment

- c: Chris Bailey, Public Works Operations Director  
Jeff Blaine, Public Works Engineering & Community Development Director  
Ed Hodney, Parks & Recreation Director  
Kate Porsche, Economic Development & Urban Renewal Director  
Bob Richardson, Planning Manager  
Megan Banks, UO SCYP Manager

This page intentionally left blank.



TO: Albany City Council  
FROM: Wes Hare, City Manager  
DATE: January 6, 2016, for the January 11, 2016, City Council Work Session  
SUBJECT: University of Oregon Sustainable City Year Program

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

Action Requested:

Staff requests that the City Council provide direction on whether or not to apply to the University of Oregon Sustainable City Year Program.

Discussion:

In recent months staff has held meetings with representatives from the University of Oregon (UO) to learn about their Sustainable City Year Program (SCYP). The SCYP is an annual program that pairs one Oregon city with multiple university teams, comprised of professors and students. The purpose of the program is to leverage the resources of the university to complete important city identified projects. Past SCYP cities include Salem, Redmond, Springfield, Medford, and Gresham. Reports from past participants indicate that projects delivered through the SCYP were of high quality and that there were several benefits from having university led projects. Some of these benefits included cost savings, being able to bring project partners together in a non-threatening way, and bringing a multitude of fresh ideas to projects.

Each year the UO accepts applications for program participation. The application includes a description of projects that each city would like considered for the program (typically 25 to 30 projects). The UO then works with the successful city to narrow down the project list, refine project scopes based on the resources the university can offer, and finalize project costs. Once an agreement between the city and UO is reached, projects are advanced through assistance from UO students and faculty, whose class work focuses on a particular project. In a typical year, the SCYP addresses 15-20 city projects through 20-30 courses with 500+ students spanning 13 academic departments, providing 40,000+ hours of student work.

Enclosed with this memorandum are potential projects from the Public Works, Community Development, Parks and Recreation, and Economic Development Departments that staff recommends submitting with the application, should Council choose to proceed. Final projects would be selected and scopes refined in partnership with the UO to ensure a good match between UO courses and City project goals.

Megan Banks from UO will be available at the Work Session to answer any questions from Council. If Council is interested in applying to the program, staff will prepare and submit an application with proposed projects by the January 31, 2016, deadline.

January 11, 2016, City Council Work Session

Page 2

January 6, 2016

Budget Impact:

The City of Albany would have to pay the UO for services provided under SCYP program. However, it is possible that the overall budget impact would be negligible due to the fact that many of the proposed projects are ones that are already planned for completion with dedicated funding sources. Given that some of these previously budgeted projects (e.g., Parks Master Plan) would be performed through outside consultants, it is probable that project costs will be below budgeted amounts.

Although the costs to every city will be different based on their community specific project lists, it would not be uncommon for the total cost to complete 15 to 20 projects to be around \$250,000. It is premature to identify costs for Albany because the final project list has not been identified and scopes aren't fully developed. If the Albany application is successful, staff would clearly define total costs and funding sources. While staff would return to Council with these details, it is important to understand that applying to the SCYP program is considered a commitment to participate if selected.

RAR:rk

Attachments

c: Chris Bailey  
Jeff Blaine  
Ed Hodney  
Kate Porsche  
Bob Richardson

## SUSTAINABLE CITY YEAR PROGRAM: PROJECT SUMMARIES LIST

### Parks and Recreation

Business Opportunities Assessment and Revenue Enhancement Plan .....	P&R 1
Business Plan And Marketing Campaign .....	P&R 3
Strategic Plan For Collaborative Community Sports Facilities Provision And Management .....	P&R 5
Development Of Concept Plans For Willamette Riverfront Parks And Trails .....	P&R 7
ETLNA Resources Assessment And Management Plan.....	P&R 9
Strategic Plan For Serving The Older Adult Population .....	P&R 11
Maintenance / Management Plans For Parks.....	P&R 13
Ten-Year Comprehensive Plan Update .....	P&R 15

### Public Works / Community Development

Buildable Lands Inventory Update.....	PW/CD 1
Development Resource Center And IT Services Space Planning .....	PW/CD 3
Equity And Opportunity Mapping Analysis.....	PW/CD 5
Historic Resource Data Integration And Mapping .....	PW/CD 7

### Economic Development

Improving Civic And Community Engagement .....	ED 1
Downtown Catalyst Projects .....	ED 3
Economic Development Strategic Action Plan And Information On Target Industries .....	ED 5
Plan to Develop Canal Walking Paths .....	ED 7
Residential Programs .....	ED 9
Monteith Riverpark Refinement / Expansion .....	ED 11
St. Francis Hotel .....	ED 13

This page intentionally left blank.

**SUSTAINABLE CITY YEAR PROGRAM PROJECT SUMMARIES  
PARKS AND RECREATION**

This page intentionally left blank.

**BUSINESS OPPORTUNITIES ASSESSMENT AND REVENUE ENHANCEMENT PLAN FOR  
PARKS & RECREATION**

<p><b>Project Description:</b> By City Council policy, the Parks &amp; Recreation Department receives a flat 20% of the City's total tax revenues annually. The Department is, in part, supported with non-tax revenues. Approximately 45-60% (varies year-to-year) of department's total annual expenditures may be derived from resources other than property tax receipts. In particular, the department relies on earned income, charges for service, private donations and sponsorships, and grants to pay for certain services and projects.</p> <p>Our objective is to maintain a ratio of tax/non-tax revenues equal or better than 50%/50%. The needs of a growing and changing community require that we respond to more effectively to rapid changes in the market and optimize non-tax revenue production.</p>	<p><b>Comments:</b></p> <p><b>Funding Source:</b> Parks &amp; Recreation Fund</p> <p><b>Estimated Budget:</b> \$10,000</p>
<p><b>Deliverables:</b> Assessment of existing services and practices; analysis of strengths and weaknesses; recommend new revenue-producing service opportunities; recommend other avenues for revenue enhancement.</p>	
<p><b>City Department:</b> Parks &amp; Recreation</p>	
<p><b>Potential Project Lead:</b> Parks &amp; Recreation staff</p>	
<p><b>Potential Funding Source:</b> Parks &amp; Recreation Fund</p>	
<p><b>Relevant City and Community Partners:</b> Parks &amp; Recreation, Finance; Albany Parks &amp; Recreation Foundation; community and business sponsors.</p>	
<p><b>Related Council Goals:</b> Goal 1: Effectively and efficiently deliver the services that Albany's citizens need, want, and are willing to support.</p>	
<p><b>Comments:</b></p>	

This page intentionally left blank.

**BUSINESS PLAN AND MARKETING CAMPAIGN FOR ALBANY  
PARKS & RECREATION FOUNDATION**

<p><b>Project Description:</b> We anticipate the announcement of a new Albany Parks &amp; Recreation Foundation, 501(c)(3) in the spring 2016. The purpose of the foundation will be to financially support programs and projects to serve the parks and recreation needs of Albany.</p>	<p><b>Comments:</b> <b>Funding Source:</b> Albany Parks &amp; Recreation Foundation; donations  <b>Estimated Budget:</b> \$3,000</p>
<p><b>Deliverables:</b> Draft and final Business Plan; Marketing Plan</p>	
<p><b>City Department:</b> Parks and Recreation</p>	
<p><b>Potential Project Lead:</b> Director of Parks &amp; Recreation</p>	
<p><b>Potential Funding Source:</b> Parks &amp; Recreation Fund, Foundation resources, private donations</p>	
<p><b>Relevant City and Community Partners:</b> P&amp;R Department, foundation supporters</p>	
<p><b>Related Council Goals:</b> Goal 1: Effectively and efficiently deliver the services that Albany's citizens need, want, and are willing to support. *Objective 37: Sustain revenues received from gifts, grants, and endowments to equal or greater than \$10 per capita by 2014.</p>	
<p><b>Comments:</b></p>	

This page intentionally left blank.

**STRATEGIC PLAN FOR COLLABORATIVE COMMUNITY SPORTS FACILITIES  
PROVISION AND MANAGEMENT**

<p><b>Project Description:</b> Albany Parks &amp; Recreation (APRD), Albany Public Schools, and local youth sports entities have a history of success in collaboratively funding and building sports facilities. The City has provided capital funding for an outdoor track and football/soccer field at Timber Ridge School, a gym at Timber Ridge School, and a gym at the Albany Boys &amp; Girls Club. Additionally, APRD provides public park space to support the activities of several youth sports groups.</p> <p>While these projects have marginally increased the community's collective capacity to support adult and youth sports, it is also agreed that there is still a significant deficit. This deficit in capacity must be addressed with more facilities over time, as well as a more efficient and coordinated use of the system.</p> <p>There is interest among these entities to expand facility offerings and make more efficient use of existing community facilities. A framework concept and plan for a collaborative effort is needed.</p>	<p><b>Comments:</b></p> <p><b>Funding Source:</b> Parks &amp; Recreation Fund (\$2,500); several youth sports organizations (\$5,000), GAPS athletics (\$2,500)</p> <p><b>Estimated Budget:</b> \$10,000</p>
<p><b>Deliverables:</b> Stakeholder recruitment and contracting; vision and mission development; assessment of community needs and opportunities; development of strategic plan and recommendations.</p>	
<p><b>City Department:</b> Parks &amp; Recreation</p>	
<p><b>Potential Project Lead:</b> Parks &amp; Recreation director</p>	
<p><b>Potential Funding Source:</b> P&amp;R operating budget, Albany Schools, alumni associations, Linn-Benton Community College, youth sports entities, private donors, businesses</p>	
<p><b>Relevant City and Community Partners:</b> Parks &amp; Recreation, youth sports entities, Albany Schools, Linn- Benton CC, business and industry</p>	
<p><b>Related Council Goals:</b> Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources. Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.</p>	
<p><b>Comments:</b></p>	

This page intentionally left blank.

**DEVELOPMENT OF CONCEPT PLANS FOR ALBANY  
WILLAMETTE RIVERFRONT PARKS AND TRAILS**

<p><b>Project Description:</b> The City of Albany owns park land/open space or possesses easements along its entire frontage along the Willamette River, both north and south banks. Ownership includes the confluence of the Calapooia and Willamette rivers and several creeks. Six parks, the Dave Clark Path, and several hundred acres of riparian open space are included in these holdings.</p> <p>The holding date goes back several decades. Capital reinvestment has been piecemeal and inadequate to keep pace with the growing and changing uses of these spaces. An updated vision for these holdings is needed to guide future investment and management activities.</p>	<p><b>Comments:</b></p> <p><b>Funding Source:</b> Parks &amp; Recreation Fund</p> <p><b>Estimated Budget:</b> \$45,000</p>
<p><b>Deliverables:</b> Assessment of current uses and conditions on existing properties; threats and opportunities analysis; draft and final concept plans for each included property; supportive maps and graphics; written recommendations and related reports to support conclusions.</p>	
<p><b>City Department:</b> Parks &amp; Recreation</p>	
<p><b>Potential Project Lead:</b> Director of Parks &amp; Recreation</p>	
<p><b>Potential Funding Source:</b> Parks &amp; Recreation Fund, CARA, Albany Parks &amp; Recreation Foundation, grants</p>	
<p><b>Relevant City and Community Partners:</b> Parks &amp; Recreation, Planning &amp; Community Development, Police, Fire, Public Works; neighborhood associations and adjacent businesses; Albany Downtown Association; Albany Visitors Association; Calapooia Watershed Council, Confederated Tribes of the Grand Ronde; Albany Parks &amp; Recreation Foundation</p>	
<p><b>Related Council Goals:</b> Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources. Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.</p>	
<p><b>Comments:</b> <i>This project may be split into more than one project. We suggest this project go first as the overarching design and review.</i></p>	

*This project will provide a concept framework and look at connections relating to the CARA projects Monteith Riverpark Refinement /Expansion, Plan to Develop Canal Walking Paths, Downtown Catalyst Projects.*

## ETLNA RESOURCES ASSESSMENT AND MANAGEMENT PLAN

<p><b>Project Description:</b>          East Thornton Lake Natural Area (ETLNA) is 26 acres of undeveloped public land on Thornton Lake. The site was purchased in 2011 to further the following objectives:</p> <ul style="list-style-type: none"> <li>• facilitate efforts to restore and enhance habitats for targeted plant and animal species;</li> <li>• provide outdoor recreation and environmental education opportunities;</li> <li>• interpret and promote the natural and historical heritage of Albany, both broadly defined and specific to the ETLNA site.</li> </ul>	<p><b>Comments:</b></p> <p><u>Funding Source:</u> Parks &amp; Recreation Fund/Parks SDC</p> <p><u>Estimated Budget:</u> \$60,000</p>
<p><b>Deliverables:</b>          Assessment of natural resources; preparation of resource management plans; engineering and park site planning; site design architectural design. These services are required to facilitate the development and management of the East Thornton Lake Natural Area ("ETLNA").</p>	
<p><b>City Department:</b> Parks &amp; Recreation</p>	
<p><b>Potential Project Lead:</b> Parks &amp; Recreation director</p>	
<p><b>Potential Funding Source:</b> Parks SDC program (currently budgeted), grants, and private donations</p>	
<p><b>Relevant City and Community Partners:</b> Parks &amp; Recreation, Public Works/Engineering, Friends of East Thornton Lake, Thornton Lake Homeowners Association, various State and Federal agencies, Albany Schools, Confederated Tribes of the Grand Ronde.</p>	
<p><b>Related Council Goals:</b>          Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources.          Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.</p>	
<p><b>Comments:</b></p>	

This page intentionally left blank.

## STRATEGIC PLAN FOR SERVING THE OLDER ADULT POPULATION

<p><b>Project Description:</b> Older adult programs and facilities need a redesign and marketing plan to meet current population requirements and desires. The current Senior Center facility needs updating. Albany Parks &amp; Recreation needs a strategy plan for serving the over 75 population as well as folks 55-60. Staff, stakeholders, and participants should all be part of the project.</p>	<p><b>Comments:</b></p> <p><b>Funding Source:</b> Parks &amp; Recreation Fund (\$5,000); Senior Center Foundation (\$5,000)</p> <p><b>Estimated Budget:</b> \$10,000</p>
<p><b>Deliverables:</b> Older adult facility and activity strategic plan</p>	
<p><b>City Department:</b> Parks &amp; Recreation</p>	
<p><b>Potential Project Lead:</b> Parks and Recreation staff</p>	
<p><b>Potential Funding Source:</b> Parks &amp; Recreation operating budget, Senior Center Foundation</p>	
<p><b>Relevant City and Community Partners:</b> Linn Benton Community College, RSVP, AARP, Senior Services</p>	
<p><b>Related Council Goals:</b> Goal 3: Provide effective stewardship of Albany’s significant natural, cultural, and historic resources. Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.</p>	
<p><b>Comments:</b></p>	

This page intentionally left blank.

**MAINTENANCE / MANAGEMENT PLANS FOR PARKS**

<p><b>Project Description:</b>          Development and testing of a model for a park site maintenance and management plan; completion of documents for at least three parks, to be determined. Plans will assess current purpose, conditions, challenges, and opportunities related to maintenance and management of the sites. A new vision for each site will be presented, capital needs projected, maintenance and management protocols defined.</p> <p>The new plans will guide capital reinvestment and set maintenance activities and schedules based on available resources. These plans will be coordinated with the Parks Master Plan.</p> <p>The department has already prepared first drafts of the plans for a few parks. However, the drafts are not comprehensive or complete.</p>	<p><b>Comments:</b></p> <p><b>Funding Source:</b> Parks &amp; Recreation Fund</p> <p><b>Estimated Budget:</b> \$7,500</p>
<p><b>Deliverables:</b> Plan outline/concept for review by department representatives; draft plans for at least three parks; final plans in both electronic and printed form; support graphics and maps as necessary.</p>	
<p><b>City Department:</b> Parks &amp; Recreation</p>	
<p><b>Potential Project Lead:</b> Parks &amp; Recreation staff</p>	
<p><b>Potential Funding Source:</b> P&amp;R operating budget</p>	
<p><b>Relevant City and Community Partners:</b> Parks and Recreation, Public Works, Police, Fire, Planning &amp; Community Development; P&amp;R, Tree, Arts commissions; Albany Parks &amp; Recreation Foundation; Albany School District; neighborhood associations; businesses</p>	
<p><b>Related Council Goals:</b>          Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources.</p>	
<p><b>Comments:</b></p>	

This page intentionally left blank.

## TEN-YEAR COMPREHENSIVE PLAN UPDATE

<p><b>Project Description:</b> Develop a 10-year Comprehensive Plan Update with a 5-year CIP.</p> <p><b>Tasks include:</b></p> <ul style="list-style-type: none"> <li>● Review existing background information and data</li> <li>● Conduct a recreation needs assessment survey to determine community needs.</li> <li>● Compile a Community Needs Assessment</li> <li>● Develop a 5-year capital and operations plan</li> <li>● Develop funding strategies</li> <li>● Develop the Draft and Final Master Plan</li> <li>● Update the System Development Charges (SDC) methodology</li> <li>● Develop maps to support the planning process</li> </ul>	<p><b>Comments:</b></p> <p><b>Funding Source:</b> Parks &amp; Recreation Fund/Parks SDC and Administration Programs</p> <p><b>Estimated Budget:</b> \$75,000</p>
<p><b>Deliverables:</b></p> <ol style="list-style-type: none"> <li>1. Facilitate and document the public involvement process</li> <li>2. Survey data and summary report</li> <li>3. Needs assessment report</li> <li>4. CIP, operations and funding plan</li> <li>5. Maps to support the planning process</li> <li>6. Draft System Master Plan Report w/maps and graphics</li> <li>7. Final System Master Plan Report w/maps and graphics</li> </ol>	
<p><b>City Department:</b> Parks and Recreation</p>	
<p><b>Potential Project Lead:</b> Department director</p>	
<p><b>Potential Funding Source:</b> Parks &amp; Recreation annual operating budget, Parks SDC program. Funds currently available.</p>	
<p><b>Relevant City and Community Partners:</b> Various interest groups, agencies, non-profits and organizations will have a role to play</p>	
<p><b>Related Council Goals:</b></p> <p>Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources.</p> <p>Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.</p>	
<p><b>Comments:</b></p>	

This page intentionally left blank.

**SUSTAINABLE CITY YEAR PROGRAM PROJECT SUMMARIES  
PUBLIC WORKS / COMMUNITY DEVELOPMENT**

This page intentionally left blank.

## BUILDABLE LANDS INVENTORY UPDATE

<p><b>Project Description:</b>          The City last completed a housing needs analysis in 2006 and Buildable Lands Inventory in 2007. Since that time, development conditions in Albany have changed. For Albany's Comprehensive Plan and Development Code to be responsive to current and future housing and economic needs, the Buildable Lands Inventory needs to be updated and analysis of these needs performed.</p> <p>In general, this project would occur in three steps:</p> <ol style="list-style-type: none"> <li>1. Create a GIS database to account for the amount of buildable land available for residential, mixed-use, commercial, industrial, and open space uses.</li> <li>2. Provide an analysis of vacant lands to understand physical constraints affecting their ability to be developed, e.g. wetlands, lot size.</li> <li>3. Analyze recent development trends and project future land needs by zone and general use type, e.g. residential medium density, commercial, heavy industrial.</li> </ol> <p>The purpose of this project is to collect data on existing land use conditions in the City to provide City staff information to evaluate the undeveloped and under-utilized land available for future development and identify strategies to ensure there is sufficient and appropriately zoned land available for the range of land uses permitted in the City.</p>	<p><b>Comments:</b></p> <p><b>Funding Source:</b> Planning Division Contractual Services Budget</p> <p><b>Estimated Budget:</b> \$20,000</p>
<p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Inventory of buildable lands including information on vacant land per zone</li> <li>• Analysis of constraints and characteristics of vacant land</li> <li>• Analysis of development trends since 2005</li> <li>• Analysis of future land need by zone and general use type</li> <li>• Report on the number, density and average mix of existing housing types</li> </ul>	
<p><b>City Department:</b></p> <ul style="list-style-type: none"> <li>• Community Development Department</li> <li>• Economic Development Department</li> <li>• Information Technology Department</li> </ul>	
<p><b>Potential Project Lead:</b>          David Martineau, Lead Current Planner</p>	

<p><b>Potential Funding Source:</b> Planning Division Contractual Services Budget</p>	
<p><b>Relevant City and Community Partners:</b> Benton County, Linn County, Albany Public Works, GAPS, and Community Development Departments</p>	
<p><b>Related Council Goals:</b> “Enhance the value and diversity of Albany’s economy by attracting, retaining, diversifying, and expanding local businesses.” “Create and sustain a city of diverse neighborhoods where residents feel good about where they live.”</p>	
<p><b>Comments:</b></p>	

**DEVELOPMENT RESOURCE CENTER & IT SERVICES SPACE PLANNING**

<p><b>Project Description:</b> Changes in organizational structure and available physical space are driving the need to consider alterations to work spaces and delivery of customer service. The area of focus would be the second floor of City Hall. There are two distinct components to this project that, depending on the recommendations for each, could impact the other. The first component is centered on utilization of the southern portion of the second floor that will be occupied by the IT Department. Structural changes will be required in this area to support IT services and to facilitate incorporation of an IT training room that provides many important, citywide functions. The second component involves integrating staff from Community Development and Public Works and the creation of a Development Resource Center for the public. The Development Resource Center concept revolves around combining front counter services for CD and PW and creating a more unified approach for serving the development community.</p>	<p><b>Comments:</b></p> <p><b>Funding Source:</b> Costs shared by Public Works, Building, Planning, and IT. PW (\$10,000), Building (\$5,000), and Planning (\$5,000) in current budgets. Costs for the IT portion of the project will be required to facilitate a move from the rented facility across from City Hall. Any costs incurred will be offset by savings in avoiding rent.</p> <p><b>Estimated Budget:</b> \$15,000 - \$20,000</p>
<p><b>Deliverables:</b> The desired work product is a cohesive plan to best utilize the available space on the second floor of City Hall. The successful plan will consider the needs of staff, from a work flow, training, and meeting room perspective, and promote a sense of unity between Community Development and Public Works Engineering Staff. Furthermore, the plan will identify structural changes to facilitate a combined counter for Public Works Engineering and Community Development that results in secure working environment and internal efficiencies for managing our customer interface as well as an enhanced customer experience that fully leverages available technologies without sacrificing staff availability. Potential impacts to lighting and HVAC systems will be fully considered with plan development.</p>	<p><i>Public Works Engineering and Community Development have been consolidated into a single department. When City Hall was constructed, these were two separate departments and construction promoted distinct separation and separate front counter services for the public. Now, as a single Department, the layout creates distinct physical and psychological barriers to bringing staff together to best serve the public and fully recognize internal efficiencies.</i></p>
<p><b>City Department:</b> Public Works Department Community Development Department Information Technology Department Parks Departments (Building Maintenance Division)</p>	
<p><b>Potential Project Lead:</b> Jorge Salinas, Assistant City Manager/Chief Information Officer Jeff Blaine, Public Works Engineering and Community Development Director</p>	

<p><b>Potential Funding Source:</b> PW/CD/IT</p>	
<p><b>Relevant City and Community Partners:</b> Public Works, Community Development, Information Technology, and Parks Departments; Development Community</p>	
<p><b>Related Council Goals:</b> <i>Strategic Plan Theme – A Healthy Economy</i> Goal 4: Effectively and efficiently deliver the services that Albany’s citizens’ need, want, and are willing to support.</p>	
<p><b>Comments:</b> <i>The IT Department is currently leasing space across the street from City Hall. The relocation of Fire Department administrative services provides an opportunity to bring IT services into City Hall, negating the need for a lease. The space requirements for IT are different from the Fire Department and include components such as a training room.</i></p>	

## EQUITY AND OPPORTUNITY MAPPING ANALYSIS

<p><b>Project Description:</b>          The purpose of this project is to map socio-economic data of Albany residents, housing conditions, crime and accident reports, and the location of community amenities and services in order to help the City analyze access to housing and community amenities. These analytics will help create a common understanding of Albany’s demographic distribution and will inform planning needs and investments by the City and area partners.</p> <p>The American Community Survey data show Census tracts 204 and 208 have higher concentrations of low-income and minority populations. These areas also have a higher percentage of older housing stock and apartments. Crime is higher and school reports show student achievement is lower in schools in these areas.</p> <p>As a recipient of federal funding, the City of Albany is required to affirmatively further fair housing and take steps to address issues of segregation and concentrated areas of poverty. The City will need to submit an Assessment of Fair Housing to the Department of Housing and Urban Development in 2017. This mapping analysis will provide necessary background data to develop this required plan.</p> <p>The data from this project will present a clearer picture of demographic and housing conditions by area, and can be the starting point in updating policies, codes, and developing targeted investment strategies to help Albany be an inclusive and welcoming community where residents feel good about where they live.</p>	<p><b>Comments:</b></p> <p><b>Funding Source:</b>  <b>Community Development Block Grant (CDBG)</b></p> <p><b>Estimated Budget:</b>  <b>Not to exceed \$14,000</b></p>
<p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Map of Census Tract and Block demographics, economic, and housing conditions (2010-14 American Community Survey data)</li> <li>• Map community amenities (schools, parks, transportation, services, etc.)</li> <li>• Map crime statistics</li> <li>• Evaluate GIS analytics and provide a preliminary assessment of findings, identifying areas of vulnerability and/or opportunity</li> </ul>	
<p><b>City Department:</b> Community Development</p>	
<p><b>Potential Project Lead:</b> Anne Catlin</p>	
<p><b>Potential Funding Source:</b> Community Development Block Grant and General Fund – Planning Division</p>	
<p><b>Relevant City and Community Partners:</b> City Information Technology Department, Police Department, Fire Department, Greater Albany Public School District</p>	
<p><b>Related Council Goals:</b>          Great Neighborhoods Goal 1: Create and sustain a city of diverse neighborhoods where residents feel good about where they live.</p>	
<p><b>Comments:</b></p>	

This page intentionally left blank.

## HISTORIC RESOURCE DATA INTEGRATION AND MAPPING

<p><b>Project Description:</b></p> <p>The Historic Resource Data Integration and Mapping project will integrate and augment City records and other available data related to Albany's heritage and historic resources into a comprehensive record management system and GIS interface. With more efficient and functional record management, the quality and capacity of the service delivery will be increased for the City's Historic Preservation program and heritage partners.</p> <p>The City of Albany is a SHPO Certified Local Government, with four National Register Districts and nearly 800 landmark properties protected by local ordinance. The City of Albany is renowned regionally and nationally for its historic resources and has been working with local heritage partners for over 30 years to develop unique opportunities to share this heritage.</p> <p>The City's established record management and mapping systems have become a limiting factor in service delivery for the City's Historic Preservation Program and are also in the process of transition. The citywide transition to Laserfiche record management, Accela for building and land use permit tracking, and a new public mapping portal in the near future, presents the need and opportunity to integrate the City's historic preservation program records and other available information in a way that not only improves service delivery but also maximizes opportunities for public access and engagement. The City of Albany is uniquely positioned to assist with the integration of historic records and the development of tools that will be especially useful for partners creating materials for heritage programs and tourism.</p> <p>The goal of the Historic Resource Data Integration and Mapping project is to augment and integrate the City's records and other available digital collections related to historic resources and heritage to improve service delivery by optimizing efficiency, accessibility and usability, particularly with respect to emerging tools for communication and public engagement. Specific applications would include an interactive public map portal, thematic presentations using ESRI StoryMap software, or the creation of mobile apps for walking tours.</p>	<p><b>Comments:</b></p> <p><b><u>Funding Source:</u> Certified Local Government Grant</b></p> <p><b><u>Estimated Budget:</u> Not to exceed \$10,000</b></p>
<p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Digital collection of historic maps, air photos, with GIS map layers</li> <li>• Data Integration of historic records using the City's Laserfiche, Accela, and mapping applications</li> <li>• Templates for Mobile Apps, StoryMaps, etc.</li> <li>• List of best Practices and Innovative Tools for mapping change over time</li> </ul>	

<p><b>City Department:</b> Community Development</p>	
<p><b>Potential Project Lead:</b> Bob Richardson, Shawna Adams</p>	
<p><b>Potential Funding Source:</b> SHPO Certified Local Government Grant Funds</p>	
<p><b>Relevant City and Community Partners:</b> City Information Technology Department (GIS), Albany Public Library, Albany Visitor's Association, Albany Regional Museum</p>	
<p><b>Related Council Goals:</b></p> <p><i>Strategic Plan Theme: Great Neighborhoods</i></p> <ul style="list-style-type: none"> <li>Goal 1: Create and sustain a city of diverse neighborhoods where residents feel good about where they live.</li> <li>Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources.</li> <li>Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.</li> </ul> <p><i>Strategic Plan Theme: Healthy Economy</i></p> <ul style="list-style-type: none"> <li>Goal 2: Partnerships — Strengthen the area's role as a leading regional economic center through local and regional coordination and collaboration on economic development planning and projects.</li> <li>Goal 4: Central Albany — Create a readily identifiable downtown core that is unique and vibrant with a mixture of entertainment, housing, specialty shops, offices, and other commercial uses.</li> </ul> <p><i>Strategic Plan Theme: An Effective Government</i></p> <ul style="list-style-type: none"> <li>Goal 1: Effectively and efficiently deliver the services that Albany's citizens need, want, and are willing to support.</li> </ul>	
<p><b>Comments:</b></p>	

**SUSTAINABLE CITY YEAR PROGRAM PROJECT SUMMARIES  
ECONOMIC DEVELOPMENT**

This page intentionally left blank.

**IMPROVING CIVIC AND COMMUNITY ENGAGEMENT**

<p><b>Project Description:</b>          The City of Albany and the CARA urban renewal district would like to see better civic engagement and public participation in our policymaking. We seek to understand new and better ways to connect with and engage our citizens, especially those groups who do not typically attend (minorities, youth, and families).</p> <p>Albany Hispanic residents increased 129% from 2000 to 2010 based on the US Census Bureau. Statistics for the increase in Russian residents is not available, only anecdotal information. Developmentally disabled residents recreational needs have not been addressed other than a summer camp opportunity.</p> <p>Albany Parks &amp; Recreation recognizes the opportunity and need to reach out to specific populations. A strategic plan is vital to serving the recreational needs of underserved populations. We would like to better understand what tools other communities are using, how to best communicate with different groups and understand their thoughts and concerns.</p> <p>This communication is two-way, as we would like better citizen input, but also better ways to tell our stories to citizens.</p>	<p><b>Comments:</b></p> <p><b>Funding Source:</b> CARA</p> <p><b>Estimated Budget:</b> \$12,000</p>
<p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Development of a Civic Engagement Program</li> <li>• Strategic plan to guide outreach to underserved populations in recreational activities and events.</li> <li>• Program will look at various means of distribution and receipt of information (internet, social, print, media)</li> <li>• Development of metrics related to civic engagement and tools that look to increased communication and input from stakeholders.</li> <li>• Create a Branded Civic Engagement Program.</li> <li>• Research and develop better ways to use existing city resources like GIS/city website/COA Twitter and Facebook accounts/channel 28, to increase community's awareness for projects, programs and services.</li> <li>• Consideration of how to better engage minorities, youth, and young families in our community.</li> <li>• Possible survey to understand how best to communicate with target audiences.</li> <li>• Review and report on best practices from other communities that could be implemented in Albany.</li> </ul>	
<p><b>City Department:</b>          Economic Development/CARA, Community Development, City Manager's office and PIO</p>	

<p><b>Potential Project Lead:</b> Kate Porsche, Economic Development and Urban Renewal Director and Ed Hodney, Parks and Recreation Director</p>	
<p><b>Potential Funding Source:</b> CARA, Parks &amp; Recreation operating budget, OSU Extension Services, maybe look at CDBG for engaging minorities?</p>	
<p><b>Relevant City and Community Partners:</b> Various departments, OSU Extension Service, Chamberlin House, Greater Albany Schools, Linn Benton Hispanic Advisory Committee, ARC of Linn County</p>	
<p><b>Related Council Goals:</b> Healthy Economy and an Effective Government. Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources. Goal 4: Provide diverse recreational, educational, and cultural opportunities that enrich the lives of our citizens.</p>	
<p><b>Comments:</b></p>	

## DOWNTOWN CATALYST PROJECTS

<p><b>Project Description:</b>          The 2011 retail refinement program outlined possible location for an east-end anchor in our downtown. We would like a closer look at the potential for development at that site, as well as consideration of other possible sites. Additionally, it would be helpful to understand other possible locations and types of catalyst projects that we should be looking to partner with using urban renewal funds.</p>	<p><b>Comments:</b></p> <p><u>Funding Source:</u> CARA</p> <p><u>Estimated Budget:</u> \$14,000</p>
<p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Review of 2011 refinement plan</li> <li>• Understanding of the proposed east-anchor site and constraints</li> <li>• Review of proposed parking garage location, etc. Consideration of other viable locations.</li> <li>• Consider development plans for various vacant parcels in the downtown core and east waterfront with an eye toward partnerships that could be viable catalyst projects</li> </ul>	
<p><b>City Department:</b>          Lead: CARA          Coordinating Department: Community Development</p>	
<p><b>Potential Project Lead:</b>          Kate Porsche, Economic and Urban Renewal Director</p>	
<p><b>Potential Funding Source:</b>          CARA Funds</p>	
<p><b>Relevant City and Community Partners:</b>          CARA, Community Development Department. Albany Downtown Association</p>	
<p><b>Related Council Goals:</b>          Healthy Economy and Great Neighborhoods</p>	
<p><b>Comments:</b></p>	

This page intentionally left blank.

**ECONOMIC DEVELOPMENT STRATEGIC ACTION PLAN AND  
INFORMATION ON TARGET INDUSTRIES**

<p><b>Project Description:</b> The City of Albany seeks to create a 5-year action plan to act as a roadmap to implementing local economic development initiatives.</p> <p>Additionally, we would like to understand market data related to target industries and recommend steps to better attract those target industries. The industries we would like to review include food processing, specialty metals, and manufacturing.</p>	<p><b>Comments:</b></p> <p><b>Funding Source:</b> Transient Lodging Tax (TLT), or possible Chamber or AMEDC partnership</p> <p><b>Estimated Budget:</b> \$12,000</p>
<p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Review of target industries</li> <li>• Meet with stakeholders to understand goals related to a 5-year strategic plan.</li> <li>• Review best practices related to economic development initiatives from other cities.</li> <li>• Review of market data related to target industries to better understand how to attract new businesses and help our existing businesses in these sectors to expand.</li> </ul>	
<p><b>City Department:</b> Lead: Economic Development Coordinating Department: Community Development</p>	
<p><b>Potential Project Lead:</b> Kate Porsche, Economic and Urban Renewal Director</p>	
<p><b>Potential Funding Source:</b> Economic Development or TLT Funds</p>	
<p><b>Relevant City and Community Partners:</b> AMEDC, local industry leaders</p>	
<p><b>Related Council Goals:</b> Healthy Economy</p>	
<p><b>Comments:</b></p>	

This page intentionally left blank.

**PLAN TO DEVELOP CANAL WALKING PATHS**

<p><b>Project Description:</b>          The CARA Plan includes multiple projects related to developing pedestrian amenities along the three canals in Central Albany: Vine Street, 8<sup>th</sup> Avenue, and Thurston Canal. The goal of the canal projects is to provide a clean safe walkway along the canals that can improve the property value of the surrounding neighborhood and turn it into a positive place that everyone can enjoy.</p> <p>Opportunities to provide pedestrian amenities around the Santiam-Albany Canal may be limited by FERC requirements. Research is needed to fully understand FERC requirements and to facilitate cost/benefit discussions regarding desired improvements. Consideration must also be given to maintenance access and protecting the structural integrity of the Canal.</p> <p>This project would help the CARA board outline a plan for future development of these projects.</p>	<p><b>Comments:</b></p> <p><b>Funding Source:</b> CARA</p> <p><b>Estimated Budget:</b> \$25,000</p>
<p><b>Deliverables:</b>          Students will analyze previous plans and work, coordinate with public works department to understand constraints and barriers to development around the Santiam-Albany Canal, including FERC, and property ownership issues. Provide a report outlining next steps for development, recommendations for phasing of projects, and design details for each project.</p>	
<p><b>City Department:</b>          Lead: CARA          Coordinating: Parks and Rec, Community Development, Public Works</p>	
<p><b>Potential Project Lead:</b>          Kate Porsche, Economic Development and Urban Renewal Director</p>	
<p><b>Potential Funding Source:</b>          CARA funds</p>	
<p><b>Relevant City and Community Partners:</b>          Parks and Rec, Community Development, Public Works; Albany Downtown Association?</p>	
<p><b>Related Council Goals:</b>          Great Neighborhoods; a Healthy Economy</p>	

<b>Comments:</b>	
------------------	--

## RESIDENTIAL PROGRAMS, A PLAN TO CREATE DENSITY IN THE CENTRAL ALBANY AREA

<p><b>Project Description:</b>          The CARA area currently has a residential loan program in place. It is generally believed that increasing residential density in the Central Albany Area is good for land-use, development, and the downtown economy. We are seeking to understand how the district could better incent and create public-private partnerships related to residential density.</p>	<p><b>Comments:</b></p> <p><u>Funding Source:</u> CARA</p> <p><u>Estimated Budget:</u> \$12,000</p>
<p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• With a background of current zoning and goals, help provide recommendations as to neighborhoods and specific areas where CARA should be working to increase residential density.</li> <li>• Provide a written report and presentation on suggestions, including best practices from other urban renewal districts as to suggested programs that will help to create the desired density and development patterns.</li> <li>• Analyze the previous CARA residential programs to understand their impact and how these programs could be changed or updated for better results.</li> <li>• Look at other URD's which have used funding programs to incent residential development, rehabilitation, in-fill, or mixed-use projects. Compile best-practices and recommendations.</li> <li>• Consideration should be given to historic homes, multi-family, as well as mixed-use developments. Additionally, the CARA plan outlines the goal of first-time home ownership, which should be looked at as well. Removal of blighting conditions should be considered as well.</li> <li>• Perform an economic analysis to understand the cost effectiveness of various developments proposed.</li> </ul>	
<p><b>City Department:</b>          Lead: CARA          Coordinating Department: Community Development</p>	
<p><b>Potential Project Lead:</b>          Kate Porsche, Economic and Urban Renewal Director</p>	
<p><b>Potential Funding Source:</b>          CARA Funds</p>	
<p><b>Relevant City and Community Partners:</b>          CARA, Albany LAC, Community Development Department.          Possible feedback from local realtors and local housing groups.</p>	

Albany Downtown Association related to downtown housing possibilities.	
<b>Related Council Goals:</b> Healthy Economy and Great Neighborhoods	
<b>Comments:</b>	

## MONTEITH RIVERPARK REFINEMENT / EXPANSION

<p><b>Project Description:</b></p> <p>The 2011 Retail Refinement Plan completed for the CARA district outlined the idea of a riverfront park and possible expansion or updating of the Monteith Riverpark. The former Albany Square location, the Monteith Riverpark expansion establishes a front door and gateway to the river and destination for families, residents, and visitors.</p> <p>With the determination that a town square would be better suited to a location with direct proximity to our retail core, the site north of Water (currently a parking lot owned by the City) has been identified as an expansion of passive park area (think Tom McCall Waterfront Park in Portland) and as an important gateway between the city and the riverfront in Albany. The west end is important with the Carousel as an anchor and the possible gateway to Monteith Riverpark, where our annual River Rhythms concerts are held. At the east end is the intersection of Broadalbin and Water Avenue—a prime pedestrian corridor in our downtown.</p>	<p><b>Comments:</b></p> <p><u>Funding Source:</u> CARA</p> <p><u>Estimated Budget:</u> \$24,000</p>
<p><b>Deliverables:</b></p> <p>The goals of this project is to create a concept plan for the area, which is generally bordered by the Calapooia River at the west, Broadalbin Street at the east, the Willamette River at the north and Water Avenue at the south. We would also like to add in the triangle of land owned by the City, which is directly north of the Carousel building.</p>  <p>We are seeking a group to take on creation of conceptual designs and alternatives for the spaces. While these spaces are physically connected, they are currently distinct in their use and include:</p> <ul style="list-style-type: none"> <li>● Monteith Riverpark</li> <li>● The Albany Senior Center</li> <li>● The vacant city-owned parking lot north of Water Avenue</li> </ul>	

<ul style="list-style-type: none"> <li>• The triangle of land, north of the carousel, currently used for parking of City vehicles</li> </ul> <p>The specific work we seek includes:</p> <ul style="list-style-type: none"> <li>• Preparation of concept alternatives <ul style="list-style-type: none"> <li>○ With an eye toward how to enhance the possible street projects and investments already being considered by CARA</li> <li>○ Consideration of the possible “gateway” treatment on Washington Street just south of Water Avenue</li> <li>○ Consideration of the use of space north of the carousel</li> <li>○ Possible overarching rework of the Monteith Riverpark space, including Senior Center and parking lot.</li> <li>○ View corridors and better engagement with the two rivers</li> </ul> </li> <li>• Selection of a preferred concept</li> <li>• Preparation of cost estimates</li> <li>• Refinement of concept</li> </ul>	
<p><b>City Department:</b> Lead: CARA Coordinating Departments: Parks and Rec, and Community Development</p>	
<p><b>Potential Project Lead:</b> Kate Porsche, Economic and Urban Renewal Director</p>	
<p><b>Potential Funding Source:</b> CARA funds; possible contribution from Parks Department as well</p>	
<p><b>Relevant City and Community Partners:</b> Parks department, Community Development Department. Albany Downtown Association, Albany Carousel.</p>	
<p><b>Related Council Goals:</b> Healthy Economy and Great Neighborhoods</p>	
<p><b>Comments:</b> <i>We suggest this project be the second component related to the “Development Concept Plans for Albany Willamette Riverfront Parks and Trails” go first as the overarching design and review.</i></p>	

## ST. FRANCIS HOTEL

<p><b>Project Description:</b>          The St. Francis Hotel, located at 406 1<sup>st</sup> Ave Albany, is a jewel in Albany's inventory of historic buildings. The first floor is currently used by a print shop and upper floors are unoccupied.</p> <p>ReStore Oregon did a comprehensive reuse report for us. We now seek to understand possible redevelopment partners and next steps to explore acquisition and redevelopment.</p>	<p><b>Comments:</b></p> <p><b>Funding Source:</b> CARA</p> <p><b>Estimated Budget:</b> \$12,000</p>
<p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>• Review existing reports and information.</li> <li>• Understand barriers to development including development of the existing building, but also needs of current business and their possible relocation.</li> <li>• Outline and present options and a road map to move the project forward.</li> <li>• Compile findings in a report and present to the CARA board.</li> </ul>	
<p><b>City Department:</b>          CARA; and coordinate with Community Development Department.</p>	
<p><b>Potential Project Lead:</b>          Kate Porsche, Economic and Urban Renewal Director</p>	
<p><b>Potential Funding Source:</b>          CARA funds</p>	
<p><b>Relevant City and Community Partners:</b>          Various city departments, current building owners</p>	
<p><b>Related Council Goals:</b>          A Healthy Economy</p>	
<p><b>Comments:</b>  <i>The scope of this project is more modest than others, but many believe this project could be a significant catalyst for the downtown area.</i></p>	

This page intentionally left blank.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE DIRECTING THE CORRECTION OF A SCRIVENER'S ERROR IN ORDINANCE NUMBER 5864, AND DECLARING AN EMERGENCY.

WHEREAS, on January 13, 2016, the Albany City Council adopted Ordinance 5864, vacating portions of the Willetta Street and Cathey Creek right-of-ways; and

WHEREAS, Exhibits A and B to the aforesaid Ordinance contained a scrivener's error when they designated a prior plat number as 2008-01 instead of 2003-01.

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

Section 1: City staff shall prepare corrected Exhibits A and B for Ordinance 5864 and staff shall record the corrected Ordinance with the Linn County Clerk, Linn County Assessor, and Linn County Surveyor. (ORS 271.150).

Section 2: In as much as this ordinance is necessary for the immediate preservation of the public peace, health, and safety of the City of Albany, or to facilitate the prompt and timely completion of important City business, an emergency is hereby declared to exist; and this Ordinance shall take effect and be in full force and effect when signed by the Mayor.

Passed by the Council: \_\_\_\_\_

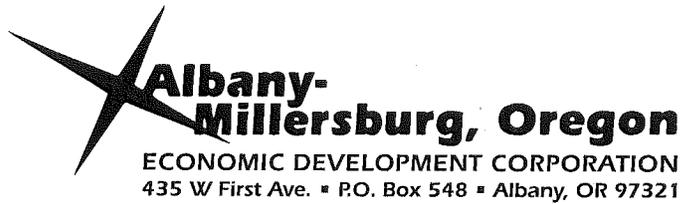
Approved by the Mayor: \_\_\_\_\_

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk



## Memo

Date: January 19, 2016

To: South Santiam Enterprise Zone Co-Sponsors  
Roger Nyquist      Linn County  
Kate Porche        City of Albany  
Gary Marks         City of Lebanon  
Barbara Castillo   City of Millersburg

From: John Pascone, President

Subject: TryEco LLC  
For Extended Abatement Agreement

TryEco has leased the former Absorbent Tech. building on Ferry St in Albany. They are planning to invest \$1-2 million and hope to have 20 employees in two years. They have completed an Enterprise Zone Authorization Application dated December 14, 2015.

Under regular enterprise zone exemption rules the company is required to add 10% to their workforce, the exemption is 3 years. The company has no employees so would normally need to add only 1 but they think they will add 6 new employees in the first year.

For companies that agree to hire and pay wages and benefits in excess of 150% of Linn County's Average Annual Wage, the firm can qualify for an additional 2 years.

Attached is a draft resolution which needs to be passed by each co-sponsor. The zone manager (me) and the county assessor's representative (Mark Wilkinson) cannot officially approve the company's application until the extended resolution is approved by the co-sponsors.

Please contact me if you have any questions. When you have the matter scheduled let me know and if desired, I can attend to present it on behalf of the company.

Thank you,

John

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION APPROVING AN EXTENDED PROPERTY TAX ABATEMENT AGREEMENT BETWEEN THE CITY OF ALBANY, A COSPONSOR OF THE SOUTH SANTIAM ENTERPRISE ZONE, AND TRYECO LLOC

WHEREAS, TryEco LLC is expanding and investing in plant construction and equipment; and

WHEREAS, TryEco LLC intends to add six new employees; and

WHEREAS, TryEco LLC anticipates providing average pay and benefits to these employees equal to or greater than 150 percent of the Linn County average, as required under ORS 285C.160; and

WHEREAS, TryEco LLC, which is locating in the city of Albany, has applied to extend the property tax abatement for which it qualifies through its inclusion in the South Santiam Enterprise Zone; and

WHEREAS, the City of Albany has requested support of this agreement from the other cosponsors of the South Santiam Enterprise Zone; and

WHEREAS, the City of Albany is a cosponsor of the South Santiam Enterprise Zone.

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council hereby approves the attached Extended Abatement Agreement and authorizes the Albany City Manager to sign the agreement.

DATED AND EFFECTIVE THIS 27TH DAY OF JANUARY 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

## Agreement for Oregon Enterprise Zone Extended Abatement

### AGREEMENT WITH THE SOUTH SANTIAM ENTERPRISE ZONE SPONSORS TO EXTEND PROPERTY TAX EXEMPTION TO FIVE CONSECUTIVE YEARS IN TOTAL FOR CAPITAL INVESTMENT BY TRYECO LLC.

The sponsors of the South Santiam Enterprise Zone comprising the governing bodies of the Cities of Albany, Lebanon, Millersburg and Linn County (hereinafter "The Zone Sponsor") and TryEco LLC (hereinafter "The Firm") do hereby enter into an agreement for extending the period of time in which The Firm shall receive an exemption on its investment in qualified property in the South Santiam Enterprise Zone contingent on certain special requirements, under ORS 285C.160.

The Zone Sponsor and The Firm jointly acknowledge: that subject to submission and approval of an application for authorization and the satisfaction of other requirements under ORS 285C.050 to 285C.250, The Firm is eligible for three years of complete exemption on its qualified property; that nothing in this agreement shall modify or infringe on this three-year exemption or the requirements thereof, and that this agreement becomes null and void if The Firm does not qualify for these three years of the exemption.

The Zone Sponsor extends The Firm's property tax exemption an additional two years on all property that initially qualifies in the South Santiam Enterprise Zone in the assessment year beginning on January 1, 2017 and, thus, sets a total period of exemption of five consecutive years during which statutory requirements for the standard three-year enterprise zone exemption must also be satisfied and maintained.

#### CONFIRMATION OF STATUTORY PROVISIONS

In order to receive the additional two years of enterprise zone exemption granted herein, The Firm agrees herewith under 285C.160(3)(a)(A) that for each year of the entire exemption period, all of The Firm's new employees shall receive an average level of compensation equal to or greater than 150 percent of the county average annual wage, in accordance with the specific definitions and guidelines in Oregon Administrative Rules (OAR), Chapter 123, Division 65 (123-065-41##), which provides that:

1. Such compensation may include non-mandatory benefits that can be monetized;
2. The county average annual wage is set at the time of authorization, except as pursuant to ORS 285C.160(4), according to the 2016\* Linn County average annual wage rate of \$ 38,313 for which 150 percent equals \$ 57,470.

\* Note: 2016 is the year this rate applies; it is published by the Oregon Employment Dept. as Average Annual Wage by County- 2014.

3. Only employees working at jobs filled for the first time after the application for authorization but by December 31 of the first full year of the initial exemption and performed within the current boundaries of the South Santiam Enterprise Zone are counted; and

4. Only full-time, year-round and non-temporary employees engaged a majority of their time in The Firm's eligible operations consistent with ORS 285C.135 & 285C.200(3) are counted, regardless if such employees are leased, contracted for or otherwise obtained through an external agency or are employed directly by The Firm.

#### LOCAL ADDITIONAL REQUIREMENTS

For The Firm to receive the additional two years of enterprise zone exemption granted herein, The City of Albany, a Zone Sponsor and The Firm agree that no additional requirements in addition to statutory requirements are being requested by The Zone Sponsor under ORS 285C.160(a)(B).

ACCEPTING FOR THE CITY OF ALBANY, A ZONE SPONSOR OF  
THE SOUTH SANTIAM ENTERPRISE ZONE:

---

ACCEPTING FOR TRYECO LLC

---

The other Zone Sponsors; City of Lebanon, City of Millersburg and Linn County approve this Agreement by passing separate Resolutions. Copies of which are attached.



TO: Albany City Council  
VIA: Wes Hare, City Manager  
FROM: Chris Bailey, Public Works Operations Director *CB*  
Jeff Blaine, Public Works Engineering and Community Development Director *JB*  
DATE: January 20, 2016, for the January 27, 2016, City Council Meeting  
SUBJECT: Benton County Road Transfer

Action Requested:

Staff recommends Council approve the transfer of road jurisdiction from Benton County to the City of Albany as described in the attached Resolution (Attachment 1).

Discussion:

At the September 9, 2015, City Council meeting, Council approved the Intergovernmental Agreement (IGA) with Benton County (Attachment 2) regarding the transfer of road jurisdictions from the County to the City. The IGA provides a schedule for improvement and jurisdictional transfer for each of the roads listed.

Consistent with the terms of the IGA, Benton County formally initiated a jurisdiction transfer for the first group of roads after holding a public hearing and issuing an Order dated December 15, 2015. These roads are:

- NW Wildwood Drive
- NW North Albany Road
- NW W. Thornton Lake Drive (the easterly 470 feet)
- NW E. Thornton Lake Drive
- NW Valley View Drive from NW Crocker Road to NW Ridgeview Lane.

Per ORS 373.270, the Council may accept the jurisdictional transfer by resolution.

Budget Impact:

City assumption of jurisdiction of these Benton County roads will not have a measurable near-term impact on the budget.

CB:kw  
Attachments (2)

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION ACCEPTING THE TRANSFER OF JURISDICTION OF THE FOLLOWING BENTON COUNTY ROADS TO THE CITY OF ALBANY: NW WILDWOOD DRIVE (COUNTY ROAD NO. 14301), NW NORTH ALBANY ROAD (COUNTY ROAD NO. 14400), NW E. THORNTON LAKE DRIVE (COUNTY ROAD NO. 14402), NW SQUIRE STREET (COUNTY ROAD NO. 04433), THE EASTERLY 470 FEET OF NW W. THORNTON LAKE DRIVE (COUNTY ROAD NO. 04420), AND NW VALLEY VIEW DRIVE FROM NW CROCKER LANE TO NW RIDGEVIEW LANE (COUNTY ROAD NO. 04441) FROM BENTON COUNTY.

WHEREAS, said streets are in Benton County and are located within the City of Albany city limits; and

WHEREAS, said streets have been improved to a level acceptable to the City of Albany; and

WHEREAS, the City Council approved an Intergovernmental Agreement with Benton County for the transfer of said streets; and

WHEREAS, the Benton County Board of Commissioners has by Order No. 2015-092, recorded as 2015-539468, initiated the transfer of said streets; and

WHEREAS, the City of Albany wishes to accept the jurisdiction for said streets.

NOW, THEREFORE, BE IT RESOLVED that the City of Albany City Council hereby accepts jurisdiction for said streets.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage by the City Council and approval by the Mayor.

DATED AND EFFECTIVE THIS 27TH DAY OF JANUARY 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

AFTER RECORDING  
Return To  
Benton County Public Works

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

<b>In the Matter of Initiating Proceedings to</b>	)	
<b>Transfer Jurisdiction of the following County Roads)</b>	)	
to the City of Albany, Oregon	)	
NW Wildwood Drive County Road No. 14301	)	
NW North Albany Road County Road No. 14400	)	
NW E Thornton Lake Drive County Road No. 14402	)	<b>ORDER NO. 2015 - 092</b>
NW Squire Street County Road No. 04433	)	<b>AND</b>
NW W Thornton Lake Drive County Road No. 04420	)	<b>NOTICE OF PUBLIC HEARING</b>
<i>easterly 470 feet) NW Valley View Drive County</i>	)	
<i>Road No. 04441; from NW Crocker Lane to</i>	)	
<i>NW Ridgeview Lane</i>	)	

**THE ABOVE ENTITLED MATTER COMING NOW FOR THE  
CONSIDERATION OF THE BOARD AND,**

**IT APPEARING TO THE BOARD**

**THAT**, the City of Albany has requested through Intergovernmental Agreement No. 41-00092 for Jurisdictional Road Transfer, the County transfer the above described Benton County Roads; and

**THAT**; Pursuant to ORS 373.270, proceedings be initiated to transfer jurisdiction to the City of Albany the following roads: NW Wildwood Drive County Road No. 14301, NW North Albany Road County Road No. 14400, NW E Thornton Lake Drive County Road No. 14402, NW Squire Street County Road No. 04433, NW W Thornton Lake Drive County Road No. 04420 (easterly 470 feet), NW Valley View Drive County Road No. 04441 (from NW Crocker Lane to NW Ridgeview Lane) all lying within that property annexed into the City of Albany; and

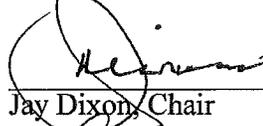
**NOW, THEREFORE, IT IS HEREBY ORDERED** that December 15, 2015, be established for conducting a public hearing on the proposed transfer of jurisdiction and that such hearing be held at 12:00 noon in the Benton County Board of Commissioners Meeting Room, 205 NW 5th Street, Corvallis, Oregon; and

**IT IS FURTHER ORDERED** that notice of the hearing be provided by the County Surveyor in accordance with ORS 373.270 (2a).

Adopted this 15<sup>th</sup> day of December, 2015.

Signed this 15<sup>th</sup> day of December, 2015.

**BENTON COUNTY BOARD OF COMMISSIONERS**

  
Jay Dixon, Chair

  
Annabelle Jaramillo, Commissioner

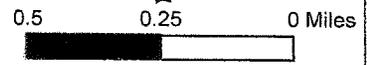
  
Anne Schuster, Commissioner

Approved as to form:

  
Vance Croney, County Counsel

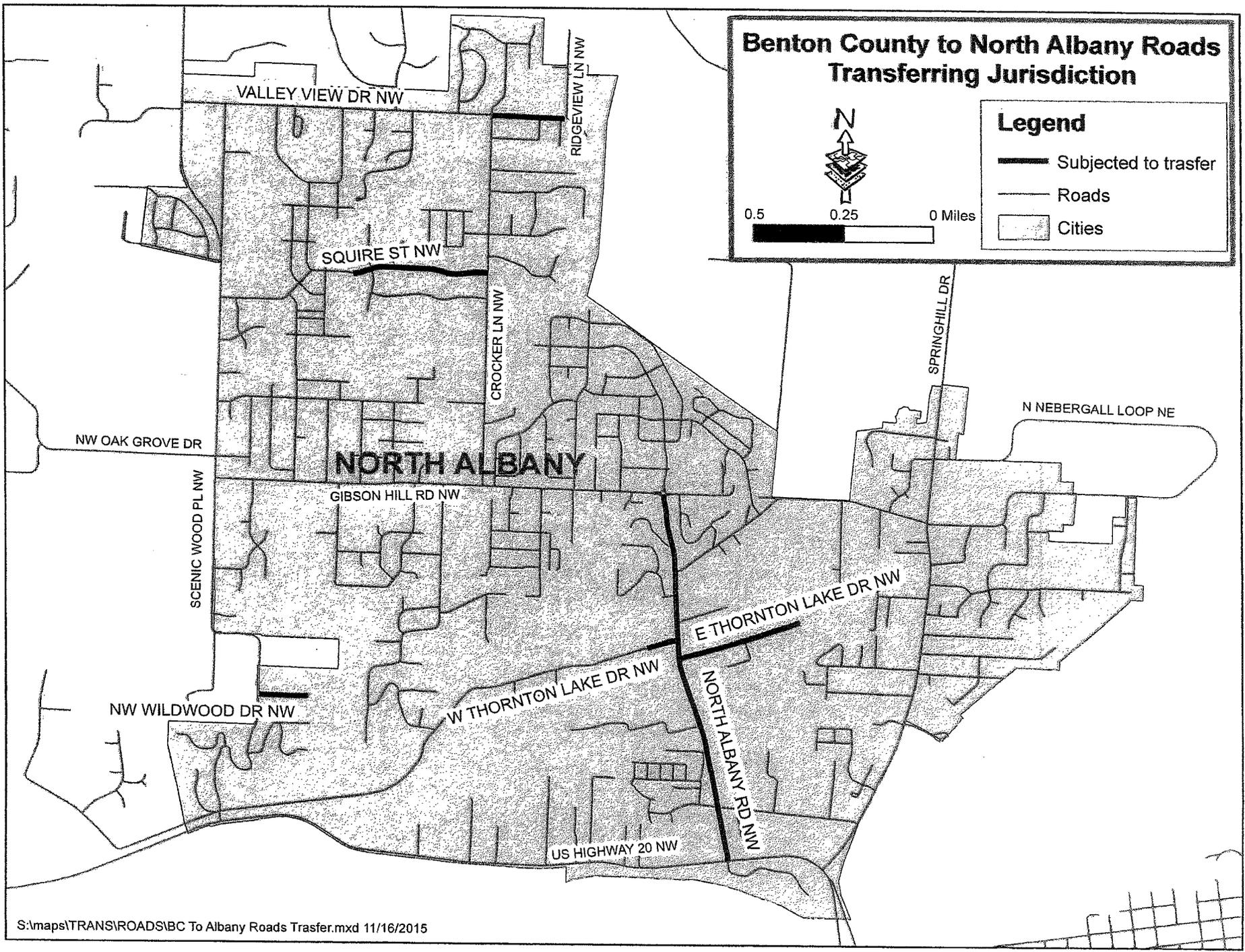
11-20-15  
Date

# Benton County to North Albany Roads Transferring Jurisdiction



**Legend**

- Subjected to trasfer
- Roads
- Cities



Benton County and City of Albany  
Intergovernmental Agreement  
for  
Jurisdictional Road Transfer

This Intergovernmental Agreement made and entered into in duplicate original as of the 21<sup>ST</sup> day of October 2015, by and between The City of Albany, a municipal corporation of the State of Oregon, hereinafter referred to as CITY and Benton County, a political subdivision of the State of Oregon, hereinafter referred to as COUNTY, and jointly referred to as PARTIES, or individually as a PARTY, identifies terms for jurisdictional road transfers.

**RECITALS**

**WHEREAS**, Oregon Statutes grant general authority for Intergovernmental Agreements by units of local government pursuant to the provisions of ORS 190.010 to 190.110; 368.016(2); 373.260; and 294.950(2); and

**WHEREAS**, certain roadways presently exist within the CITY's Urban Growth Boundary and City Limits for which the COUNTY presently retains jurisdiction, control, and maintenance responsibility; and

**WHEREAS**, the CITY and the COUNTY entered into an Intergovernmental Agreement dated May 11, 2005, that outlined an orderly process, method and timeliness for the transfer of jurisdiction and maintenance responsibility of COUNTY roads within the CITY's Urban Growth Boundary (UGB) to the CITY; and

**WHEREAS**, the COUNTY and CITY agree that the parties operated well under the May 11, 2005, intergovernmental agreement (IGA); and

**WHEREAS**, specific streets have been transferred from COUNTY to CITY jurisdiction and maintenance responsibility under the terms of the May 11, 2005, IGA; and

**WHEREAS**, additional negotiations between the COUNTY and CITY have made replacing the May 11, 2005 IGA timely; and

**WHEREAS**, this agreement replaces and supersedes the Intergovernmental Agreement between the CITY and the COUNTY dated May, 11, 2005; and

**WHEREAS**, the CITY and the COUNTY desire to agree upon the responsibilities of the operation, maintenance and safety of certain streets, hereinafter "subject streets," in a timely manner; and

**WHEREAS**, the CITY and the COUNTY acknowledge and agree that a systematic process for transfer of subject streets is desirable; and

**WHEREAS**, it is in the best interest of the CITY, COUNTY and public that permitting, inspection, and regulation of subject streets responsibilities be transferred to the CITY as soon as possible; and

**WHEREAS**, a subset of the "subject streets" are identified for near term transfer; and

**WHEREAS**, the identified improvements and timelines associated with said subset are considered as an overall transfer improvement package and are not separable without agreement between both PARTIES; and

**WHEREAS**, COUNTY will transfer title of that COUNTY-owned property described in M-57929-84, Benton County Deed Records, located at the southwest corner of North Albany Road and NW Gibson Hill Road to the CITY as part of the transfer of jurisdiction of the above said roads; and

**WHEREAS**, improvements will be constructed within the timelines identified herein and jurisdictional transfers will be completed in phases.

NOW THEREFORE, in consideration of the recitals above and mutual covenants, terms, provisions, and performances as set forth below, the PARTIES agree as follows:

**1. ROADWAYS SUBJECT TO THIS INTERGOVERNMENTAL AGREEMENT**

A. Set forth below are the COUNTY roads within the CITY's Urban Growth Boundary (UGB) which are expressly subject to the terms of this Agreement. This list may be supplemented or modified from time to time by mutual agreement of the PARTIES. Roads identified with an asterisk (\*) are the subset of streets subject to a near term transfer plan as described herein. Crocker Lane, Valley View Drive, and West Thornton Lake Drive have portions of the existing roads that are subject to near-term transfer and portions that do not yet have an assigned transfer schedule. The limits of the near-term transfer are identified in the following sections:

**SUBJECT STREETS**

Crocker Lane *	Robinhood Lane *
East Thornton Lake Drive *	Scenic Drive (Portions within City Limits)
Gibson Hill Road *	South Nebergall Loop (Spring Hill Drive to City Limits)
Grandview Drive *	Spring Hill Drive (HWY 20 to City Limits)
Meadow Wood Drive *	Squire Place *
North Albany Road (HWY 20 to Roundabout)*	Squire Street *
North Nebergall Loop (Spring Hill Drive to City Limits)	Valley View Drive*
Old Quarry Road	West Thornton Lake Drive*
Pineview Drive	Wildwood Drive *
Quarry Road	

This agreement acknowledges that all other streets in North Albany are either under City jurisdiction, State jurisdiction, or are private. This agreement does not obligate the City to any specific level of maintenance on any roads now identified as under City jurisdiction.

**2. NEAR-TERM IMPROVEMENTS AND TRANSFER**

- A. The COUNTY shall transfer to the CITY and the CITY shall accept jurisdiction of the streets identified in Sections 2-F through 2-J below based on the improvements and timelines outlined herein. Road transfers shall include the transfer of associated easements (i.e. road drainage or slope easements), or assignment of rights/responsibilities for associated easements, as legally allowed. In the event any of the rights for easements, etc. are not assignable, COUNTY agrees, pursuant to ORS 190.030, that CITY is vested with all powers, rights and duties relating to those easements that are vested with COUNTY.
- B. The PARTIES shall hold a pre-construction meeting prior to constructing any of the identified improvements to ensure that the scope and extents of the work is clearly defined before commencing construction. For major improvements requiring engineering design and development of construction drawings, the COUNTY will provide ample opportunities for the CITY to review and comment on the proposed improvements. Improvements shall be constructed consistent with the most recent version of the City of Albany Engineering Standards and Standard Construction Specifications.
- C. COUNTY and the CITY agree that jurisdictional transfer will occur only upon completion of the improvements identified in Sections 2-F through 2-J below. Completion shall be achieved upon written notice by COUNTY to CITY that such improvements have been accomplished, and CITY by written notice to COUNTY that said improvements have been satisfactorily completed. The COUNTY and the CITY acknowledge that if unforeseen circumstances arise, the timeline set forth may be adjusted and revised upon mutual written consent.
- D. Both PARTIES agree that until such time as the jurisdictional transfers of each identified street occurs, the PARTIES will retain their current operation and maintenance responsibilities, including those identified in the Letters of Understanding provided as Exhibits A and B.

- E. The PARTIES agree that upon completion by COUNTY and acceptance by CITY, COUNTY shall initiate the road(s) transfer and the CITY agrees it shall accept such transfer. The PARTIES agree that such transfers may occur singly, or as a combination of some or all of the identified streets. Public Works staff for both PARTIES shall work together to put forward such transfers.
- F. Roads to be transferred by December 2015, with no additional improvement required:
- NW Wildwood Drive (County Road Number 14301);
  - NW North Albany Road (County Road Number 14400);
  - NW West Thornton Lake Drive (County Road Number 04420) easterly 470 feet.
- G. Roads to be transferred by December 2015 upon completion of the following improvements by COUNTY:
- NW Valley View Drive (County Road Number 04441) from NW Crocker Lane to NW Ridgeview Lane: spot repairs and additional 2-inch overlay approximately 170 feet on the east end – work to be completed by October 2015;
  - NW East Thornton Lake Drive (County Road Number 14402): spot repairs, 2-inch overlay – work to be completed by October 2015.
- H. Roads to be transferred by December 2016 upon completion of the following improvements to be performed by COUNTY:
- NW Robinhood Lane (County Road Number 04435): widen road to approximately 26 feet and apply a 2-inch overlay;
  - NW Meadow Wood Drive (County Road Number 04434): 75 feet of a 2-inch overlay starting at the intersection of Crocker and double chip seal. CITY shall complete water line replacement within project area prior to COUNTY completing said improvements.
  - NW Squire Street (County Road Number 04433): repaint striping in 2016;
  - NW Squire Place (County Road Number 04437): spot repairs, crack seal and chip/slurry seal - work to be completed by October 2016;
  - NW Grandview Drive (County Road Number 04436): spot repairs, crack seal and chip/slurry seal – work to be completed October 2016.
- I. Roads to be transferred by December 2021 upon completion of the following improvements to be performed by COUNTY:
- NW Gibson Hill Road (County Road Number 04910): drainage improvements including shallowing ditches and replacing deteriorated or undersized stormwater piping, incorporation of post-construction stormwater quality facilities as required by City standards, pedestrian facilities including sidewalks and crossings (see Exhibit C), structural repairs and treatments resulting in a structural section that will withstand a 20-year design traffic-loading period with 90 percent reliability and acceptable ride quality, and new thermoplastic pavement markings. CITY and COUNTY shall collaborate and agree on the scope of improvements proposed to meet the specified criteria prior to initiating construction. Improvements shall be completed as not to interfere with future intersection treatments anticipated at the intersection with Gibson Hill Road and Crocker Lane. These improvements will be phased over several years.
- J. Roads to be transferred following completion of urban upgrades by the CITY and \$200,000 payment from COUNTY to CITY for said upgrades:
- NW Crocker Lane (County Road Number 04403): northerly 2,090 feet between Valley View Drive and Meadow Wood Drive. The COUNTY shall make the \$200,000 payment to the CITY no later than December 31, 2017.

### 3. LONG-TERM IMPROVEMENTS AND TRANSFERS

- A. Subject Streets, and remaining sections of Subject Streets, not identified for improvement and transfer in Section 2 shall remain in COUNTY jurisdiction until such time that the street has been brought up to urban standards consistent with the CITY's Development Code, Engineering Standards, and Standard Construction Specifications, or as otherwise agreed by both PARTIES; AND the CITY has agreed to accept jurisdiction. If CITY is accepting from COUNTY a roadway that has been improved to qualifying standards, the CITY shall accept the roadway without any additional maintenance compensation.
- B. Where CITY accepts jurisdiction and maintenance responsibility of a roadway in its existing condition without improvement to urban standards prior to transfer, COUNTY shall pay to CITY, in lieu of construction, the twenty- (20) year present worth value of anticipated maintenance costs. Calculations shall be made consistent with the principles described within the latest edition of *Principles of Engineering Economy*, by Grant and Iverson, or other method mutually agreed upon by the PARTIES.
- i. In determining the twenty- (20) year present worth calculation, the PARTIES shall use the current *R.S. Means* as the basis for estimating construction costs, current value, and salvage value (if any), unless they mutually agree to use other estimating techniques.
- ii. The items to be considered in order to maintain the roadway for its intended twenty- (20) year future life shall be:
- Shurry Seal at seven (7) years and at fourteen (14) years; and
  - A two-inch grind/overlay at twenty (20) years; and
  - The value of sweeping the roadway once a month; and
  - The value of re-striping the roadway once per year.
  - Any known wetland constraints/mitigation requirements for planned maintenance, improvement, or urban conversion.
- All other items which are not specifically identified shall be excluded.
- iii. The sum of twenty- (20) year maintenance shall include an interest factor that shall be calculated by utilizing the preceding three- (3) year rolling averages of the LGPI published interest rate for municipal investments.
- iv. PARTIES agree that some roadways will require an alternate method for determining the basis for computing the cash equivalent in lieu of roadway improvement. Various road classifications and partially improved roadways will likely require unique methods and negotiations to determine the cash equivalent. Any alternate methods shall be mutually agreed upon in writing by the PARTIES.
- v. Nothing herein obligates COUNTY to transfer a road at CITY request.
- C. PARTIES agree that individual IGAs will be executed for each individual or group transfer of roads. These IGAs shall outline the specific details of each transfer agreement.
- D. PARTIES agree that road transfers shall include the transfer of associated easements (i.e. road drainage or slope easements), or assignment of rights/responsibilities for associated easements, as legally allowed. In the event any of the rights of easements, etc, are non-assignable, COUNTY agrees, pursuant to ORS 190.030, that CITY is vested with all powers, rights and duties relating to those easements that are vested with COUNTY.

### 4. NOTIFICATIONS REGARDING POTENTIAL ROADWAY IMPROVEMENTS

- A. CITY agrees to notify COUNTY of proposed Site Improvement projects, Site Plan Reviews, or potential Local Improvement Districts that might result in the improvement of COUNTY roads within the CITY's urban growth boundary.
- B. COUNTY agrees to notify CITY of proposed construction or reconstruction of any COUNTY roads within CITY's urban growth boundary to ensure proper coordination of various improvements.

5. MAINTENANCE AGREEMENTS AND RESOURCE SHARING

- A. PARTIES agree that individual maintenance and jurisdictional agreements may be made as is beneficial and approved by both PARTIES. This may allow jurisdictional changes or maintenance agreements to occur in conjunction with or independent of IGA transfer agreements.
- B. In order to minimize the cost of various roadway maintenance activities to the citizens of the CITY and COUNTY, the PARTIES agree to contract with one another (subject to availability and to the extent that it is economically feasible) for the performance of services in connection with this Agreement in those circumstances where one PARTY has the expertise or resources to perform the service in the most cost-effective manner.

6. LAW ENFORCEMENT

- A. Nothing in this agreement shall affect the jurisdiction or responsibilities of the law enforcement agencies of the CITY or COUNTY.

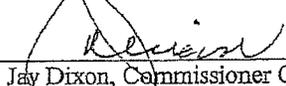
7. DISPUTE RESOLUTION

- A. The PARTIES agree to resolve all disputes that may arise pursuant to the terms of this Agreement by binding Arbitration. In the event the PARTIES cannot agree upon a single mutually acceptable Arbitrator, they shall apply to the presiding Judge of Benton County for the appointment of such Arbitrator. The costs of Arbitration shall be borne equally by both PARTIES and the Arbitrator's decision shall be binding and final. Except for the streets identified for near-term improvement and/or transfer in Section 2, this Arbitration Clause shall not obligate either PARTY to transfer or accept a roadway in the event of a disagreement. Arbitration shall only be utilized to resolve disputes that arise subsequent to a transfer decision having been made and accepted.

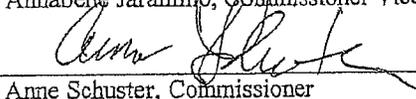
8. TERM

- A. This Agreement shall be perpetual so long as there are COUNTY roads within the CITY urban growth boundary. With the exception of the provisions outlined in Section 2, either PARTY may terminate this agreement upon two (2) years written notice to the other. Notwithstanding the right to terminate, the PARTIES agree that all near-term improvements and transfers as described above in Section 2 shall be completed by the PARTIES.
- B. If COUNTY terminates this agreement prior to the CITY utilizing the full cash equivalent of in-kind services due from COUNTY, COUNTY shall make a cash payment to CITY for the cash equivalent of in-kind services.

FOR COUNTY OF BENTON:

  
Jay Dixon, Commissioner Chair

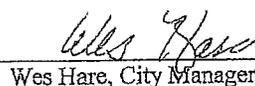
  
Annabella Jaramillo, Commissioner Vice Chair

  
Anne Schuster, Commissioner

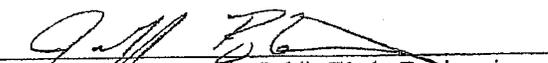
Approved as to Content:

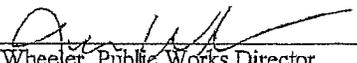
FOR CITY OF ALBANY:

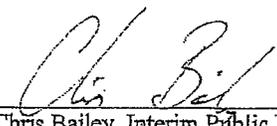
  
Sharon Konopa, Mayor

  
Wes Hare, City Manager

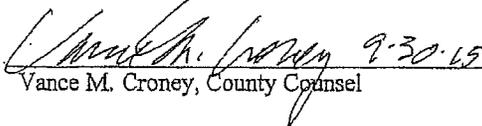
Approved as to Content:

  
Jeff Blaine, P.E., Interim Public Works Engineering and Community Development Director

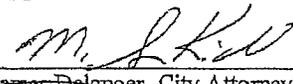
  
\_\_\_\_\_  
Joshua Wheeler, Public Works Director

  
\_\_\_\_\_  
Chris Bailey, Interim Public Works Operations Director

Approved as to Form:

  
\_\_\_\_\_  
Vance M. Croney, County Counsel

Approved as to Form:

  
\_\_\_\_\_  
James Delapoe, City Attorney  
*M. Sean Kell*

**NOTICE OF PUBLIC HEARING  
FOR  
ACCEPTING COUNTY ROADS INTO THE CITY OF ALBANY**

**Benton County Board of Commissioners**

**Tuesday, December 15, 2015  
12:00 Noon**

**Board of Commissioners' Meeting Room  
Benton Plaza Building  
205 NW 5<sup>th</sup> Street  
Corvallis, Oregon**

The Benton County Board of Commissioners will hold a public hearing to consider a transfer of jurisdiction of the following County Roads to the City of Albany:  
NW Wildwood Drive County Road No. 14301,  
NW North Albany Road County Road No. 14400,  
NW E Thornton Lake Drive County Road No. 14402,  
NW Squire Street County Road No. 04433,  
NW W Thornton Lake Drive County Road No. 04420; easterly 470 feet,  
NW Valley View Drive County Road No. 04441; from NW Crocker Lane to NW Ridgeview Lane

All interested persons are invited to attend and a reasonable opportunity will be given for testimony. Written testimony should be sent or delivered to the Benton County Board of Commissioners, 205 NW 5<sup>th</sup> Street, Corvallis, OR 97330. To be considered at the hearing, written testimony must be received by the Board of Commissioners Office by **5:00 p.m. on Monday December 14, 2015**, or must be submitted at the hearing. For further information, call the Benton County Board of Commissioners Office at 766-6800.

The hearing room is accessible to the disabled. Please notify the Benton County Board of Commissioners office at 766-6800 concerning any physical or language accommodations you may need as far in advance of the hearing as possible.

Jay Dixon, Chair

Annabelle Jaramillo, Vice Chair

Anne Schuster, Commissioner

CITY OF ALBANY  
 CITY COUNCIL  
 Council Chambers  
 Wednesday, November 4, 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: Mayor Sharon Konopa and Councilors Rich Kellum, Bill Coburn, Bessie Johnson, Ray Kopczynski, Dick Olsen, and Floyd Collins.

Councilors absent: None.

SPECIAL PRESENTATION

Police Department Lifesaving Awards.

Police Chief Mario Lattanzio came forward to recognize Police Officer Joe Clausen and Police Officer Scott McBride for saving the life of a man who had cut his arm and was bleeding to death. He read from the citation and presented a plaque, a medal, and a certificate to each officer.

Konopa said, Albany is very proud of our officers.

PROCLAMATIONS

#GivingTuesday.

Konopa read the proclamation as outlined in the agenda packet. She commented that this is a new proclamation.

Albany Charitable Toy Run.

Konopa said Albany is very proud of this event. She read the proclamation as outlined in the agenda packet.

Bill Root has been involved in the event for many years. He said it is moving to see the kids come and pick out a toy. This year, toys not given out will be donated to the Salvation Army for their toy run. Donations will be accepted at the Cutting Room or the Eagles Lodge any time before the event, or at Walmart on the day of the event. Root thanked the City of Albany and the Fire, Police, and Public Works Departments for their help. Konopa noted that the Cutting Room owners have filled in gaps when there haven't been enough toys.

SCHEDULED BUSINESS

Business from the Public

Scott Lawley, 175 Foxwood Court SE, is a member of the Albany Arts Commission. He wrote a letter to the *Albany Democrat-Herald*, published October 15, 2015, titled "Mailbag - Be heard on 1 percent for art". He read the letter into the record (see agenda file).

Linda Herd, Chair of the Albany Arts Commission, 723 Ferry Street SW, said Ordinance No. 5385 is working so far, and there is no reason to change it. The Commission hasn't received any bids for the two projects, so the cost is unknown. The opportunity to acquire art doesn't happen often, and relying on private investment for art is a nice idea, but we can ask for private investment too often. Privately funded art is less subject to City oversight. She said, we could end up with an art piece that didn't truly represent Albany. The Arts Commission wants to tell Albany's story, and they have no oversight of art on private property. It is important to public art that the City have oversight, and if we don't keep the one percent, then we should have oversight of all public art, even on private property.

Konopa expressed appreciation for the Arts Commission's work. Herd said that in December, an exhibition of art related to fly fishing will be in the City Hall gallery.

Michael Moore, 601 Peach Tree Lane NE, said he is a former member of the Arts Commission. He is disturbed by the proposal to change the one percent to one quarter of one percent. For a \$500,000 building, \$1,250 would

be available for art, which is not enough for anything substantial. He also doesn't like that the selection of public art would be up to the City Council. The Councilors are not professional artists, but the Arts Commission members are professionals or deeply involved in artwork. The Arts Commission is the most appropriate body to select artwork for the City. Public art doesn't have to be in buildings; it can be outdoor statues as in Corvallis. A recent letter to the *Albany Democrat-Herald* asked why the City needs more art, since we already have art at the library and at City Hall. Moore said that is an insignificant amount of art. Albany could have art in parks and statues around the City like Corvallis does. He hopes the Council will not change the existing ordinance.

Billie Moore, 601 Peach Tree Lane NE, said she was also on the Arts Commission for a while. She spent time in Albuquerque last year and was amazed at the amount of art in public places. A few months ago, she was in a very small town in Washington that had just one stoplight, but even they had a statue in front of their fire station. She said, if that little town can have public art, she doesn't see why Albany can't. Also, in response to the letter to the editor saying Albany has "numerous" places for rotating art exhibits, there are only two places. She asked the Council to consider if they want it to be that way.

#### Reconsideration of Ordinance

##### Amending Albany Municipal Code Chapter 2.27, Community Development Commission.

MOTION: Councilor Ray Kopczynski moved to adopt the ordinance and Councilor Bill Coburn seconded it.

Councilor Rich Kellum suggested rotating the selection of the Community Development Commission among the City's three wards.

Councilor Bessie Johnson clarified that the suggested change is to have the Mayor appoint Commission members subject to ratification by the Council.

Konopa said it would be very cumbersome to do as Kellum suggests. It would also be administratively cumbersome for staff. The Council would still have the final vote, just as they do on all the other boards and commissions. She said, we have struggled to fill positions on boards and commissions, and this could prevent people from wanting to apply. Johnson said she doesn't think this would be any different.

Kopczynski said he's been trying to get someone involved in the committees, and suggested him to Konopa as someone to consider. Kopczynski has no problem with the way it works now. Konopa said three committee members are serving on expired terms and three more are due to expire soon. The commissioners are asking what the status is. This has been on the Council's plate since last February.

VOTE: A vote was taken on the motion to adopt the ordinance and it failed 2-4, with Johnson and Kellum voting no.

#### First Reading of Ordinance

##### Amending Albany Municipal Code Chapter 2.96 concerning the acquisition of art for new City buildings.

There was a revised ordinance on the dais (see agenda file).

City Attorney Jim Delapoer read the revised ordinance for the first time in title only.

MOTION: Councilor Floyd Collins moved to have the City Attorney read the revised ordinance for a second time in title only and Kellum seconded it. The motion failed 5-1, with Kopczynski voting no (it takes a unanimous vote for a second reading in the same meeting).

Collins said he's not so much concerned about the one percent as he is that the Council has the ultimate fiduciary responsibility. He wants to be sure the City has the money to build the building we promised, for the purpose we promised. If we have the ability within the building budget to do the one percent, he supports the one percent. He does not support allocating the one percent and then having to reduce the functionality of the building. As the ordinance is now, we don't know what amount to calculate the one percent on until we have the construction dollars defined. Is it the engineer's estimate? Or the cost estimate? Or the bid? He said, it is the Council's responsibility to deliver the product to the people. As to the content of the art, he would defer to the Arts Commission 99% of the time, but it is the Council's responsibility to deliver to the community. He supports the revised ordinance as drafted, because the Council has the responsibility to deliver what was promised, and to ensure that it meets the overall objectives of the City.

Kopczynski said he would like to keep the ordinance the way it is written, with one percent. It's a valid choice of funding, and there's already a 10% contingency built in.

MOTION: Kopczynski moved to remove the revised ordinance from consideration and leave the existing ordinance as it is. Councilor Dick Olsen seconded the motion.

Kellum said, we told the public that we would not build a Taj Mahal. It makes sense to wait until we know how much money is available. He has a hard time telling his constituents that we will cut back on the functionality of the building so we can have art. He wants to wait until we get the functionality of the building before we start adding art. Art is nice but not mandatory. Kopczynski said he believes art is essential to the well-being of the community. Kellum said he has been involved in three art projects that were privately funded, including the titanium time capsule. Albany is not lacking art. He believes they should focus on functionality first, and then the extras.

Kopczynski said, we are building two facilities to last many years, and he cannot believe that one percent for art, with the ten percent built-in contingency, will make any difference in functionality.

Johnson said she will not be voting for the motion, but she has been thinking about how seldom this happens. She asked, how soon do they have to know how much they will have to spend? City Manager Wes Hare said the Council directed staff to proceed with construction of the buildings without including the extra features that might have been included as art (the police plaza drainage system and expansion of the fire building's exhibition area), but that doesn't preclude them from having art or using the one percent. He said, staff asked for the clarification because we need to get the project done. They should be done on time and in budget, and should be able to accommodate the one percent for art, if that is what the Council directs.

VOTE: A vote was taken on the motion to remove the revised ordinance from consideration and leave the existing ordinance as it is, and it passed 4-3, with Collins, Kellum, and Johnson voting no. (This item will not come back to the next meeting.)

Collins asked that staff assess the total costs at bid and inform the Council if they are within budget. He said, if the project is pushing the budget and if one percent takes us over the \$24 million, the Council needs to know. Based on discussions with Chief Lattanzio, they have already had to sacrifice some of the performance abilities of those buildings. Collins said he will not sacrifice police and fire services if they can get money for art from other sources. He said, we will be in trouble with the voters if we come in over budget. Hare said the Council will be informed of the bid estimates as they come in.

Coburn said there is another way to look at this. There are a lot of rules, regulations, ordinances, etc., that are required when we build a building; this is just one of them. He said, we knew they were in place when the voters voted, and nothing has changed. Olsen agreed.

#### Adoption of Resolutions

##### Transportation Project List modification for Transportation System Development Charge (SDCs) methodology and fee.

- a) Adopting a methodology for the development of a system development charge for the Transportation System and repealing Resolution No. 6220.

Transportation Systems Analyst Ron Irish asked for questions.

Kopczynski asked if the Council could modify this to make it more palatable as more revenue comes in. Irish said when development increases, the revenue stream to the SDC account increases. He said, it doesn't affect the project list, but lets us accelerate the rate at which we build projects if the Council wants.

MOTION: Kopczynski moved to adopt the resolution and Olsen seconded the motion. The motion passed 6-0 and was designated Resolution No. 6463.

- b) Revising the project list for the Transportation System Development Charges, reaffirming the base fee and the appeal fee, and repealing Resolution No. 6429.

MOTION: Collins moved to adopt the resolution and Kopczynski seconded the motion. The motion passed 6-0 and was designated Resolution No. 6464.

#### Adoption of Consent Calendar

- 1) Approval of Minutes
  - a) August 26, 2015, Regular Session minutes.
- 2) Approving the limited on-premises sales, change ownership liquor license application for Fox Run LLC, d/b/a All Star Pizza, located at 231 Lyon Street SE.

Olsen requested a change to page 3 of the August 26, 2015, minutes. He explained the intent of his comments and asked staff to make the change to the minutes.

MOTION: Olsen moved to adopt the Consent Calendar with the revision to the minutes. Kopczynski seconded the motion and it passed 6-0.

Award of Bid

WTP-16-01-A, Vine Street WTP Electrical Improvements.

Public Works Engineering and Community Development Director Jeff Blaine said the City received five bids for the project, ranging from \$585,707.00 to \$697,050.00. The engineer's estimate was \$775,000.00. Staff recommends awarding the project to the lowest bidder, U.S. West Electric, contingent upon receiving no bid protests before November 5, 2015. He explained the bid protest period contingency.

MOTION: Kellum moved to award the contract in the amount of \$585,707 to US West Electric of Myrtle Creek, Oregon and Kopczynski seconded it.

Kopczynski said the low bid is dramatically lower than the others, especially compared to the engineer's estimate. He asked if that is a concern. Blaine said sometimes it happens this way, and sometimes the outliers can be problematic, and sometimes they aren't. City Attorney Jim Delapoer said if the bidder believes they have made a mistake, they can apply to be relieved. The City hasn't received an application to be relieved in this case, which is confirmation that the bidder believes they can perform what they bid. Kellum said some bidders can get special deals, especially when the project is installation.

Coburn said, not in relation to this particular bid, that sometimes a bidder makes a mistake, and sometimes a bidder gets better pricing. He emphasized that he was not commenting on this particular bid. He has no insight into this bid. Konopa asked if he had heard of this company. Coburn said yes.

VOTE: A vote was taken on the motion to award the contract in the amount of \$585,707 to US West Electric of Myrtle Creek, Oregon and it passed 6-0.

Report

Public Safety Local Option Levy renewal election.

Hare reminded the Council that the City has been funding a good portion of police, fire, and ambulance services through a serial levy for the last 15 years. He said, typically, we have given ourselves leeway in scheduling renewal elections so that if it doesn't pass we have another chance before the levy expires. To maintain that practice, we need to go to the voters in May 2016 for a new five-year serial levy. We could ask for enough of an increase to make up for compression losses, but not more than that. Staff recommends putting the levy on the primary election in May.

Collins said the staff report states that staff recommends keeping the levy at the same amount. He asked Hare to clarify the amount of the levy. Hare said the City will receive the same amount of revenue from the levy, but because of compression, the levy might be at a different rate. Discussion followed about compression and the possible rate, and about how the change in the urban renewal laws would affect the revenues. Hare said this is the most money the City has ever received, but we get far less service per-capita than originally funded.

MOTION: Kopczynski moved to direct staff to prepare the Public Safety Local Option Levy renewal documents for the May, 17, 2016, Primary Election. Olsen seconded the motion and it passed 6-0.

BUSINESS FROM THE COUNCIL

Johnson commented on the progress of Lowe's construction. They have signs out that they're now hiring. She also noticed that the Wheeler Dealer at Queen Avenue and Geary Street is hiring. She hopes this is a good sign for unemployment numbers.

Olsen asked about the progress of the canal discussions with the city of Lebanon. Hare said the City has received a counter-proposal. It's too early to be optimistic, but discussion is progressing.

Kopczynski said one of his constituents heard a rumor that the City is considering putting in parking meters downtown. No other Councilors or staff had heard any discussion of doing this. Konopa said Parkwise is the agency that manages downtown parking. She hasn't heard any word of putting in meters.

Konopa reminded the Councilors of the Veteran's Day Parade.

Hare commended Assistant City Manager and Chief Information Officer Jorge Salinas for his work to get the City recognized as the No. 6 digital city in the U.S. The recognition is based on several programs, including ProjectDox, transparency initiatives, and computer statistic analysis. Hare said Salinas did a great job. Albany gets a lot of recognition for the work he does.

NEXT MEETING DATE: Work Session: November 9, 2015, and Regular Session: December 2, 2015.

Albany City Council Regular Session  
November 4, 2015

ADJOURNMENT

There being no other business, the meeting was adjourned at 8:26 p.m.

Respectfully submitted,

Reviewed by,

Mary A. Dibble, MMC  
City Clerk

Wes Hare  
City Manager



TO: Albany City Council

VIA: Wes Hare, City Manager  
 Jeff Blaine, P.E., Public Works Engineering and Community Development Director *JB*

FROM: Staci Belcastro, P.E., City Engineer *SB*  
 Chris Cerklewski, P.E., Civil Engineer III *CLC*

DATE: January 20, 2016, for the January 27, 2016, City Council Meeting

SUBJECT: Award of Bid for ST-15-01, 34th Avenue Traffic Signals

RELATES TO STRATEGIC PLAN THEME: • Great Neighborhoods

Action Requested:

Staff recommends that Council award this contract in the amount of \$455,532.00 to the low bidder, EC Company of Albany.

Discussion:

On January 12, 2015, bids were opened for ST-15-01, 34th Avenue Traffic Signals. There were seven bids submitted for this project, ranging from \$455,532 to \$638,638. The Engineer's estimate was \$601,375. A bid summary is provided as Attachment 1.

*Project Description*

This project includes construction of two new traffic signals on 34<sup>th</sup> Avenue at Marion Street and Hill Street. These two traffic signals are identified in the Transportation System Plan to accommodate increasing traffic volumes and safety related issues at these two intersections. The City Council directed staff to proceed with design and construction of this project at the July 7, 2014, City Council Meeting. A project vicinity map is provided as Attachment 2.

*Summary of Total Estimated Project Cost*

Based on the project bid and anticipated related costs, a summary of the total estimated project cost is shown in the following table. The amounts have been rounded to the nearest \$100.

Project Components	Estimated Cost
<b>I. Costs</b>	
a. Engineering	\$85,000
b. Construction Inspection	\$20,000
<i>Engineering Subtotal</i>	\$105,000
<b>II. Construction Costs</b>	
a. Construction Contract	\$455,500
b. Contingency (10%)	\$45,600
<i>Construction Subtotal</i>	\$501,100
<i>Total Estimated Project Cost</i>	\$606,100
<i>Project Budget</i>	\$720,000
<i>Under/(Over) Project Budget</i>	\$113,900

Budget Impact:

This project will be funded from Transportation System Development Improvement Fee Projects. (250- 50-2703).

CC:kw  
 Attachments (2)  
 mc award - ST-15-01

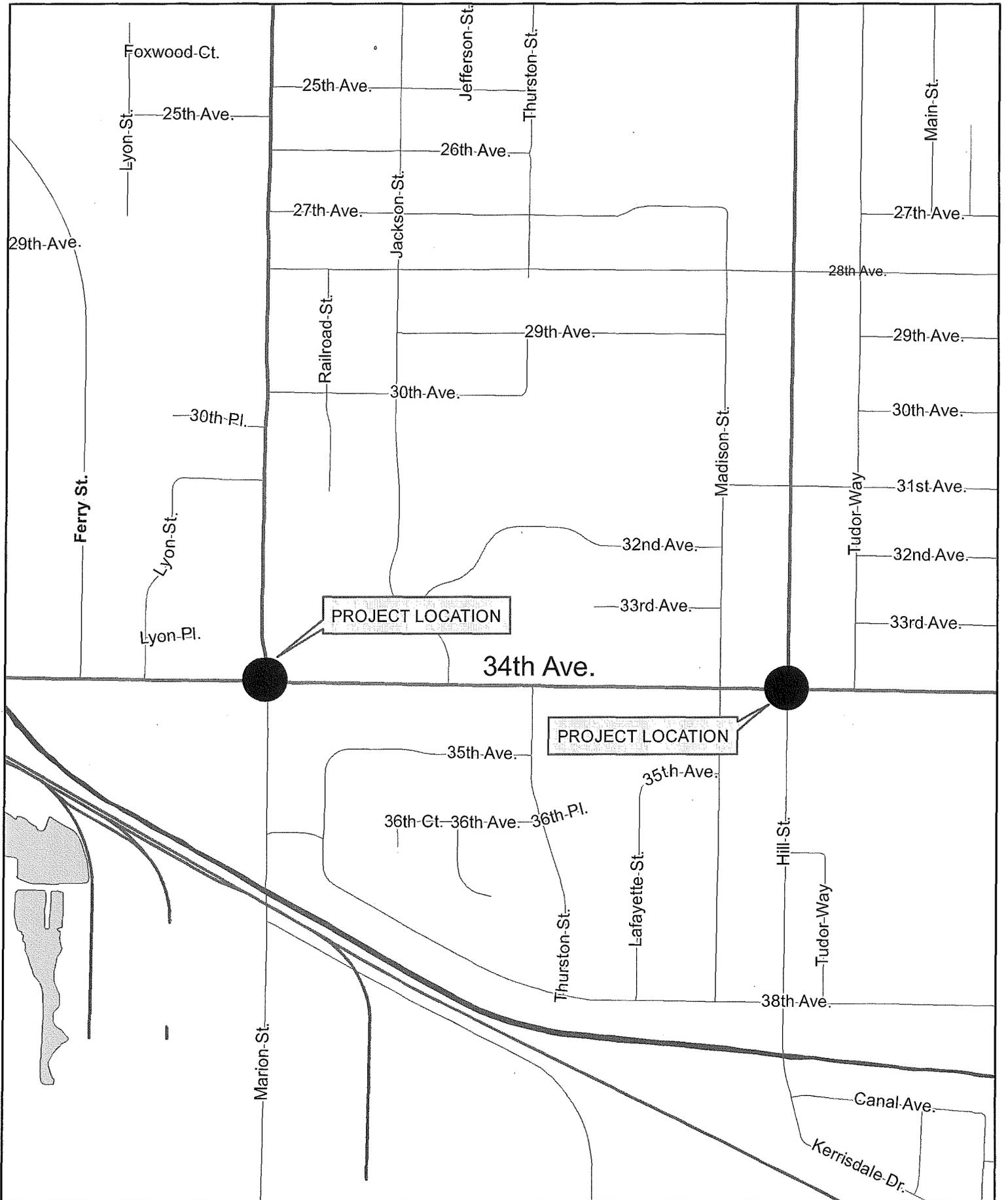


**CITY OF ALBANY, OREGON**  
**Public Works Department**  
**Construction Contract Bids**

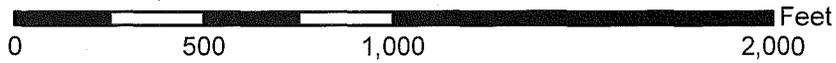
**Project:** ST-15-01, 34th Avenue Traffic Signals

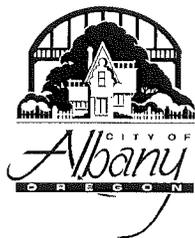
**Bid Opening:** January 12, 2015

Engineer's Estimate	EC Company (Albany)	Elcon Corporation (Milwaukee)	GT General Contracting (Salem)	Tornado Soft Excavation (Independence)	NorthStar Electrical (Wilsonville)	Tomco Electric (Bend)	Signal Construction (Wilsonville)
\$601,375.00	\$455,532.00	\$492,296.75	\$516,257.03	\$555,680.50	\$556,898.25	\$590,602.00	\$638,638



**ATTACHMENT 2: PROJECT VICINITY MAP  
ST-15-01, 34TH AVENUE TRAFFIC SIGNALS**





TO: Albany City Council  
FROM: Sharon Konopa, Mayor *Sharon (ed)*  
DATE: January 22, 2016, for January 27, 2016, City Council Meeting  
SUBJECT: Appointments to City Boards, Committees, and Commissions  
RELATES TO STRATEGIC PLAN THEME: • An Effective Government

Action Requested:

Council approval of the following appointments to City advisory groups:

***Airport Advisory Commission***

Mike Newman [*application attached*] (Councilor Coburn's new appointment)

***Albany Arts Commission***

Julie Jackson [*application attached*] (Mayor's new appointment)

Discussion:

Recommendations for any remaining vacancies on the City advisory groups will be submitted for approval at subsequent Council meetings.

Budget Impact:

None.

SK:ldh

*G:\Administrative Services\City Manager's Office\Boards-Commissions\2016 Recruitment\^2016 appointments-boards & commissions-msk-#2.doc*

412



# BOARD, COMMISSION, AND COMMITTEE APPLICATION

(Please print legibly or type)

CITY HALL  
333 Broadalbin Street SW  
P.O. Box 480  
Albany, OR 97321-0144  
www.cityofalbany.net

(541) 917-7500

**Board, Commission, and/or Committee Preference:**

**Airport Advisory Commission**

(list all for which you are applying)

Name: Michael D. Newman

Preferred First Name: Mike

### Residential Information:

Home Address: Albany OR 97322

Phone: \_\_\_\_\_  
Cellular: 541-979-6305

E-mail: rmNEWMAN@Q.com

Fax: \_\_\_\_\_  
(Optional)

### Employment Information:

Employer's Name: Retired

Work Address: \_\_\_\_\_  
own rentals

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: \_\_\_\_\_  
Dutch Bros Coffee Inventory part time
- \_\_\_\_\_  
Newman's Shell + Arco Gas Stations 30 years
- \_\_\_\_\_  
Also worked at Durafake and Wah Chang
- \_\_\_\_\_
- \_\_\_\_\_

For City use only: Ward: 1 II  or Lives Outside City Limits (Circle One)

If lives outside city limits, does applicant meet special definition for the specific b/c/e 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:

member TAKENa Kiwanis Club of ALBANY 45 years  
 Member of South Albany High Turf Committee helped raise  
 1.25 million for New Turf field  
 member of South Albany Fire Committee responsible for  
 over seeing the distribution of donated funds  
 worked river rhythms and WAH Chang Air + Air for several years

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

Growing up next to the Airport I've ALWAYS had an  
 interest in the Airport and the many types of planes  
 that land there. Now that my grandson is interested  
 in flying, I felt it was a good time to donate  
 some time to help make the Airport Successful

- What contributions do you hope to make?

After 30 years in the gas  
 business - were penny's matter I ~~feel~~ feel I could  
 contribute knowledge in City funding needs, budget,  
 appearance, operation, and New funding sources.  
 My experience comes from business not as a  
 pilot.

*Mike Newman*

Signature of Applicant

1/19/16

Date



# BOARD, COMMISSION, AND COMMITTEE APPLICATION

(Please print legibly or type)

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

(541) 917-7500

**Board, Commission, and/or Committee Preference:**

Arts Commission

(list all for which you are applying)

Name: Julie Jackson Preferred First Name: Julie

Residential Information:	
Home Address:	<u>630 SW 7th Ave</u>
	<u>Albany, OR 97321</u>
E-mail:	<u></u>
Phone:	<u></u>
Cellular:	<u></u>
Fax:	<u></u> <i>(Optional)</i>

Employment Information:	
Employer's Name:	<u>Republic Services</u>
Work Address:	<u>110 NE Walnut Blvd.</u>
	<u>Corvallis, OR 97330</u>
E-mail:	<u>Jjackson6@republicservices.com</u>
Phone:	<u>541- 754- 0444</u>
Cellular:	<u></u>
Fax:	<u></u> <i>(Optional)</i>

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: \_\_\_\_\_

I currently work as the municipal manager for Republic Services. My prior position was as the director of the Albany Downtown Association. I would consider myself a supporter of art, especially public art. In all of my work, creating a better place to live and work has been a constant theme. I believe that all forms of art contribute to a more colorful quality of life.

For City use only: Ward: <u>1</u> 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:  
Corvallis Sustainability Coalition

Association of Oregon Recyclers (state organization)

Oregon Refuse and Recycling Association

Oregon Green Schools

Oregon Historical Society

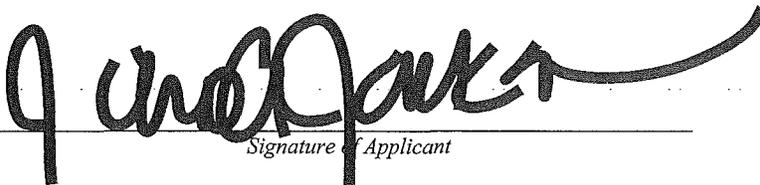
Oregon Main Street Program

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

I am interested in the Arts and believe that Albany could benefit from an increased awareness of Public art. I have served on numerous boards and try to be a contributing member.

- What contributions do you hope to make?

I would like to see the business community become involved in public art programs.

  
Signature of Applicant

1/12/2016

Date



TO: Albany City Council  
VIA: Wes Hare, City Manager  
FROM: Ed Gallagher, Library Director  
DATE: January 20, 2016, for the January 27, 2016, City Council Meeting  
SUBJECT: Reclassification Requests

RELATES TO STRATEGIC PLAN THEME: ● Effective Government

Action Requested:

Council authorization for the reclassification of Nereida Richey from a 0.50 FTE Library Aide position to a 0.50 FTE Library Assistant position; of Angela Barker from a 0.7125 FTE Library Aide position to a .7125 FTE Library Assistant position; of John Flynn from a 1.0 FTE Library Assistant position to a 1.0 FTE Librarian I position; and of Elizabeth Sonstegaard from a 1.0 Library I to a 1.0 FTE Librarian II position, effective February 1, 2016.

Discussion:

These reclassifications will provide more balance and flexibility for the organization, and come at a time of staff retirements and turnover. Library Assistants are able to provide full service at all desks, and this action will allow for more effective and tailored staffing in the different departments. Ms. Barker has a Master of Library Science (MLS) and is being underutilized; while Ms. Richey has already worked with us for many years as a Library Assistant and has returned to the area. Mr. Flynn also has an MLS, and has begun to participate in more professional activities such as programming and collection development, meriting a move into the professional ranks. Ms. Sonstegaard is a professional librarian who has taken leadership of the Adult Services/Reference Department, and this reclassification recognizes her contributions and fills an important gap in our organizational structure.

Budget Impact:

This is a reallocation of current FTE, not an increase. Associated cost increases are minor (under \$10,000), and can easily be accommodated within the 2015-2016 library budget.

EG/smd



TO: Albany City Council

VIA: Sue Folden, Council Audit Committee Chair  
Ray Kopczynski, Council Audit Committee Vice-Chair  
Wes Hare, City Manager

FROM: Stewart Taylor, Finance Director

DATE: January 20, 2016, for the January 27, 2016, City Council Meeting

SUBJECT: 2014-2015 Audit Report

RELATES TO STRATEGIC PLAN THEME: ● An Effective Government

Action Requested:

Accept the audit report of the City's financial statements dated June 30, 2015.

Discussion:

Brad Bingenheimer from the certified public accounting firm of Boldt, Carlisle & Smith, LLC, presented the audit report to the Council Audit Committee on January 22, 2016. The report expressed the opinion that the financial statements present fairly, in all material respects, the financial position of the City of Albany as of June 30, 2015, in conformity with accounting principles generally accepted in the United States of America.

In addition, Brad discussed the independent auditor's report required by the minimum standards for audits of Oregon municipal corporations and the report on internal control over financial reporting and compliance performed in accordance with government auditing standards. In the former report, Brad described that nothing came to the auditors' attention that caused them to believe the City was not in substantial compliance with relevant rules and regulations. In the later report, Brad described that the auditors did not identify any deficiencies in internal control over financial reporting that they consider to be material weaknesses.

This year's audit presented unique challenges due to changes in reporting requirements pronounced by the Government Accounting Standards Board and in changes in personnel on Brad's audit team. Brad and his staff continued to provide a tremendous amount of effort in assisting the city through the transitions.

City management would like to express appreciation to Brad and his team for their hard work in conducting the annual audit and in working with management to improve financial controls and efficiencies.

Budget Impact:

None

ST

**CITY MANAGER TEMPORARY EMPLOYMENT AGREEMENT**

This TEMPORARY EMPLOYMENT AGREEMENT, hereinafter called "Agreement," made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2016 by and between the City of Albany, hereinafter called the "City," and R. Wes Hare, hereinafter called "Employee."

**Agreement**

Based upon the mutual consideration hereinafter stated, CITY and EMPLOYEE enter into the following AGREEMENT:

1. Position – EMPLOYEE shall serve as City Manager and shall perform all assigned duties.
2. Duration – Said employment shall be for the period July 1, 2016, through June 30, 2017.
3. Salary – CITY shall pay for such services lawfully and properly rendered the total sum of \$137,796 for the period July 1, 2016, through June 30, 2017. The amount payable per month under this AGREEMENT is \$11,483 payable on the last working day of each month.
4. Benefits – CITY shall pay for all benefits currently and previously provided to EMPLOYEE except payments to the Oregon Public Employees Retirement System (PERS).
5. Prior Employment Agreement – Except as modified herein, all terms of the prior employment agreement of August 2012 remain in effect for the duration of this AGREEMENT.
6. General Conditions – This AGREEMENT is subject to the applicable laws of the state of Oregon and the duly adopted policies and administrative rules of the CITY.

IN WITNESS WHEREOF, the CITY and EMPLOYEE have executed this AGREEMENT the \_\_\_\_ day of \_\_\_\_\_ 2016.

By: \_\_\_\_\_  
**R. Wes Hare, City Manager**

\_\_\_\_\_  
**Date**

By: \_\_\_\_\_  
**Sharon Konopa, Mayor**

\_\_\_\_\_  
**Date**

CITY MANAGER EMPLOYMENT AGREEMENT  
Revised August 13, 2012

THIS AGREEMENT made and entered into this 20th day of August 2012 by and between the City of Albany, hereinafter called the "City," and R. Wes Hare, hereinafter called "Manager."

Recitals

WHEREAS, the City is a municipal corporation, duly organized under the statutory authority of the state of Oregon; and

WHEREAS, the City desires to employ the services of R. Wes Hare as the City Manager of the City of Albany to perform the duties of the City Manager under the conditions and provisions of the Albany Charter; and

WHEREAS, it is the desire of the City to provide certain benefits and to otherwise establish the terms and conditions of employment and to set working conditions of the Manager; and

WHEREAS, it is the desire of the City to (1) retain the services of the Manager and to provide inducement for him to remain in such employment; (2) make possible full work productivity through the establishment of these terms of employment and a regular process for evaluating performance; and (3) provide a just means for terminating the Manager's services at such time as he may be unable to fully discharge his duties due to age or disability or when the City may desire to otherwise terminate his employ; and

Agreement

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

Section 1. Duties.

The City hereby agrees to employ R. Wes Hare as City Manager of the City to perform the functions and duties of City Manager as specified in the Albany City Charter and to perform such other duties and functions as the City Council shall assign from time to time.

Section 2. Term. This agreement shall be for an indefinite term.

- A. Nothing in the Agreement shall grant the Manager any property rights in his position nor shall it prevent, limit, or otherwise interfere with the right of the City to terminate the services of the Manager at any time, with or without cause, subject only to the provisions of this agreement pertaining to Termination and Severance Pay.
- B. The Manager may resign at any time, subject only to the requirement that he provide not less than ninety (90) days' written notice to the City.
- C. The Manager agrees, except as specifically authorized by the City Council, to remain in the exclusive employ of the City and not to become employed by any other employer until the effective date of any termination or resignation. The term "employed" shall not be construed to include occasional teaching, writing, or consulting work, which does not interfere with the Manager's ability to effectively discharge his assigned duties. Further, the Manager shall not engage in any outside employment, consulting, or retainer agreement without the prior written consent of the City Council. Such consent shall be at the sole discretion of the City Council. The Manager agrees that any outside business activities shall be performed

without the use of any City resources and shall not interfere with the Manager's duties and employment with the City. The Manager further agrees that any outside activity shall be consistent with the requirements of Oregon's government ethics laws, the City Charter, the Albany Municipal Code, and the City's human resources policies.

Section 3. Termination and Severance Pay.

- A. In the event the Manager is terminated by the City Council at a time when the Manager is willing and able to perform the duties of City Manager or due to a medical disability, then, and in that event, the City agrees to pay the Manager a cash payment equal to six (6) months of annual salary, payable on a monthly basis at the same rate as the current agreement provides until such benefits are exhausted and provided further that such payments shall terminate upon the Manager obtaining comparable full-time employment. Any portion of a month shall be prorated.
- B. In the event the Manager is terminated because he willfully and repeatedly fails or refuses to comply with the policies, rules, regulations, and standards established by the Council in accordance with the City Charter and which have been communicated to him or because he commits any felony or other acts of willful misconduct connected with his employment, the City is discharged of responsibility with respect to the termination pay referenced in this section.
- C. In the event that the Manager voluntarily resigns his position while this agreement is in effect, then the Manager shall not be entitled to severance pay in accordance with this section.

Section 4. Salary.

- A. The City agrees to pay the Manager for his services rendered pursuant hereto to a monthly base salary of \$10,663 payable in installments at the same time as other City employees are paid. In addition, the City Council agrees to review the base salary and other benefits of the Manager at the Manager's annual performance review which shall be conducted in August of each year.
- B. The amount of the base salary referred to above may be adjusted annually (July 1) to reflect the percentage increase in the National CPI-W Index. The percentage adjustment may be calculated by determining the percentage change in the aforesaid index during the 12-month period ending with the last day of the preceding March. This percentage, if an increase, may be used to determine the percentage increase to which the Manager may automatically be entitled. This cost-of-living adjustment may then remain in effect for a 12-month period until the succeeding July 1 at which time a new calculation may be made using the same formula.

Section 5. Paid Leave of Absence.

The Manager shall be entitled to paid leave of absence (e.g., holidays, sick leave, vacations) with accrual, accumulation, and use in accordance with City policies applying to other Executive unit employees of the City. The Manager shall take no less than fifty percent (50%) of his annual earned vacation during each year of employment. *[see Section 12, Fringe Benefits]*

Section 6. Hours of Work.

It is understood and agreed that the Manager must devote a great deal of time outside of normal office hours to business of the City, and Manager is, therefore, entitled to take time off to such extent as he deems appropriate during normal office hours provided that the same do not interfere unduly with the performance of the Manager's duties. Such hours shall not exceed eighty (80) hours per fiscal year which shall be recorded on monthly time sheets as paid administrative leave. *[see Section 12, Fringe Benefits]*

Section 7. Automobile and Other Unreimbursed Business Expenses.

The City agrees to pay to the Manager the sum of \$300 per month as a vehicle allowance for travel and other unreimbursed business expenses in discharging his duties.

Section 8. General Expenses.

The City recognizes that certain expenses of a nonpersonal and generally job-affiliated nature are incurred by the Manager and hereby agrees to reimburse him for expenses incurred upon receipt of duly-executed expense vouchers, receipts, statements, or personal affidavits in accordance with federal, state, and local laws as specified in the prevailing policy of the City. Examples of such expenses include meals during which City business is conducted or where the Manager is requested to attend to represent the City, purchases of materials for recognition of employees or volunteers, and all travel and lodging expenses incurred in the conduct of City business.

Section 9. Dues and Subscriptions.

The City agrees to budget and pay the professional dues and subscriptions of the Manager appropriate for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement, and to improve his performance in his duties as City Manager of the City.

Section 10. Professional Development.

In accordance with City policy, the City agrees to budget and pay the registration, travel, and subsistence expenses of the Manager for professional and official travel, meetings, and occasions deemed necessary or desirable to continue the professional development of the Manager and to adequately pursue necessary official functions of the City. The Manager shall make periodic reports to the Council on such activities.

Section 11. Civic Membership.

The City recognizes the desirability of representation in and before local civic and other organizations, and the Manager is authorized to become a member of civic clubs or organizations for which the City shall pay membership expenses excluding the cost of meals, except for Rotary Club of Albany meals for which the City shall pay. The Manager shall report to the Council on each such membership.

Section 12. Fringe Benefits.

The Manager shall receive the same fringe benefits as other City Executive unit employees currently receive and such fringe benefits as may hereafter be provided by the City to its Executive unit employees. As used herein, "fringe benefits" includes long-term disability, health insurance, life/ad&d insurance, retirement benefits, 401a deferred compensation, and other benefits paid by the City for its Executive unit employees. These benefits are governed by but not limited to the member handbook and human resources policies.

A. Vacation, Sick, and Administrative Leave

- (1) Vacation time shall accrue at 12-2/3 hours/month upon the commencement of the Manager's employment. If the Manager should resign or be terminated during the first six (6) months, he shall not be compensated for unused vacation accrual.

- (2) The City agrees to credit the Manager with 720 hours of sick leave, which may be used at any time during the term of his employment. He shall accrue sick leave at the rate of eight (8) hours per month worked to the maximum in effect for Executive unit employees. The Manager agrees that there shall not be any compensation for any unused sick leave at the termination of employment, except as may be provided for continuation of health insurance benefits.
- (3) The City agrees to credit the Manager with administrative leave in accordance with the City's human resources policy. Any unused administrative leave shall not carry over to any subsequent year, and the Manager shall not be entitled to any compensation for any unused administrative leave at the termination of employment.

B. Deferred Compensation (457 Plan)

In addition to the base salary paid by the City to the Manager, the City agrees to credit and deposit ten (10) percent of the Manager's base salary each month, but not to exceed the IRS maximum, into a deferred compensation program approved by the City.

Section 13. Professional Liability.

The City agrees to defend, hold harmless, and indemnify the Manager on any and all claims brought against him arising out of his actions within the scope of the employment relationship with the City. The City agrees to carry appropriate insurance therefor through the City's insurance program.

Section 14. Use and Return of City Property.

The Manager recognizes and agrees that all personal property provided by the City to him shall be and remain the property of the City. The Manager will preserve, use, and hold the City property only for the benefit of the City and to carry out the City's business. When the Manager's employment terminates or upon demand of the City Council pending or during any review of the Manager's conduct, he will immediately deliver to the City all City property that he has in his possession or control.

Section 15. Attorney Fees.

In the event suit or action is instituted to interpret or enforce the terms of this employment agreement or seek damages for its breach, the prevailing party shall be entitled to recover from the other party such sums as the court may adjudge reasonable as attorney fees at trial or on appeal of such suit or action.

Section 16. Moving Expenses or Temporary Housing Allowance.

The City agrees to pay the Manager's moving expenses upon the submittal of appropriate receipts. If the moving expenses are greater than \$10,000, the City will pay the lowest of three quotes submitted by qualified moving companies. If the moving expenses are less than \$10,000, the City will pay the Manager the difference between the actual moving expenses and \$10,000 as partial compensation for temporary housing expenses or other transition expenses.

Over the first five years of employment, if the Manager resigns or is terminated with cause, the Manager shall reimburse the City for moving and temporary housing expenses received under this clause. The reimbursement amount shall be prorated by one-sixtieth (1/60) of the total amount for each month of completed service. The City shall be authorized to withhold the reimbursement amount from any salary and benefits still due the Manager at the time of separation. Upon the completion of the first five years of employment, the City can no

longer recover its payment for moving expenses. If, at any time, the Manager is terminated without cause, he is not obligated to repay any portion of the actual moving expense.

Section 17. City Residency

Within six (6) months of employment, the Manager shall establish and, thereafter, maintain residency within the Albany city limits.

Section 18. Amendments to this Agreement.

This employment agreement may be unilaterally modified by the City to comply with any applicable changes in federal or state law or generally applicable City policies. In addition, the City may unilaterally modify this employment agreement for any other reason upon six- (6) months' notice to the Manager.

Amendments to this agreement shall be in writing and signed by both parties.

Section 19. General Provisions.

This Agreement shall be binding upon and inure to the benefit of the heirs-at-law and executors of the Manager.

Section 20. Entire Agreement.

The Manager shall be subject to all employment policies and directives applicable to his position. These policies as they presently exist or may be subsequently modified, along with this employment agreement, constitute the entire agreement between the parties, integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiation or previous agreements between the parties with respect to all or any part of the subject matter hereof.

Section 21. Waiver.

Failure of either party at any time to require performance of any provisions of this employment agreement shall not limit the parties' right to enforce the provision, nor shall any waiver of any breach of any provision be a waiver of any succeeding breach of the provision itself or of any other provision.

Section 22. Severability.

If any provision, or any portion thereof, contained in this employment agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this employment agreement or portion thereof shall be deemed severable and shall not be affected and shall remain in full force and effect.

Section 23. Effective Date.

This agreement shall be effective commencing on the 1<sup>st</sup> day of August 2012.

IN WITNESS WHEREOF, the City of Albany has caused this revised employment agreement to be signed and executed on its behalf by its Mayor, and the Manager has signed and executed this revised employment agreement the 20<sup>th</sup> day of August 2012.

By: Wes Hare 8-16-12  
R. Wes Hare, City Manager

By: Sharon Konopa  
Sharon Konopa, Mayor