NOTICE OF PUBLIC MEETING
CITY OF ALBANY
CITY COUNCIL WORK SESSION
Municipal Court Room
333 Broadalbin Street SW
Monday, January 11, 2016
4:00 p.m.

AGENDA

Revised

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."

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.

4:00 p.m. CALL TO ORDER

4:00 p.m. ROLL CALL

4:05 p.m. BUSINESS FROM THE PUBLIC

4:10 p.m. University of Oregon Sustainable City Year Initiative – ~~Jeff Blaine and Bob Richardson~~ Wes Hare. [Pages 3-64]
Action Requested: Information, discussion, and direction.

4:55 p.m. Transient Lodging Tax Ad Hoc Advisory Committee. [Page 65]
Action Requested: Discussion and direction.

5:35 p.m. BUSINESS FROM THE COUNCIL

5:40 p.m. CITY MANAGER REPORT

5:45 p.m. ADJOURNMENT

City of Albany Web site: www.cityofalbany.net

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

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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.

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

Albany Public Arts And Culture Strategic Plan ..... P&R 1

Business Opportunities Assessment and Revenue Enhancement Plan ..... P&R 3

Business Plan And Marketing Campaign ..... P&R 5

Strategic Plan For Collaborative Community Sports Facilities Provision And Management ..... P&R 7

Development Of Concept Plans For Willamette Riverfront Parks And Trails ..... P&R 9

ETLNA Resources Assessment And Management Plan ..... P&R 11

Strategic Plan For Serving The Older Adult Population ..... P&R 13

Maintenance / Management Plans For Parks ..... P&R 15

Ten Year Comprehensive Plan Update ..... P&R 17

The City Is The Classroom ..... P&R 19

Public Works / Community Development

Albany Municipal Airport Evaluation ..... PW/CD 1

Buildable Lands Inventory Update ..... PW/CD 3

Development Resource Center And IT Services Space Planning ..... PW/CD 5

Emergency Management – Bridge Evaluation ..... PW/CD 7

Equity And Opportunity Mapping Analysis ..... PW/CD 9

Floodplain Information Outreach ..... PW/CD 11

Historic Resource Data Integration And Mapping ..... PW/CD 13

Buildable Lands And Housing Conditions Inventory ..... PW/CD 15

Willamette River Multiuse Path Crossing ..... PW/CD 17

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

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SUSTAINABLE CITY YEAR PROGRAM PROJECT SUMMARIES
PARKS AND RECREATION

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ALBANY PUBLIC ARTS & CULTURE STRATEGIC PLAN

Project Description: Examine the role, scope and value of the arts in the Albany community; compare Albany with other communities; develop goals and strategies to strengthen and promote public and private endeavors; draft a plan to guide efforts to expand and promote the arts in Albany.	**Comments:**
Deliverables: Assessment of existing conditions, arts entities, and resources; stakeholder recruitment and contracting; opportunities analysis; vision development; plan development.	
City Department: Parks & Recreation	
Potential Project Lead: Parks & Recreation director	
Potential Funding Source: Current P&R operating budget support for public arts commission, private galleries, and other arts interests.	
Relevant City and Community Partners: Parks & Recreation, Libraries, Central Albany Revitalization Agency; Albany Downtown Association; Albany Visitors Association; Albany Public Schools, Linn-Benton Community College; Gallery Calapooia, Inc.	
Related Council Goals: 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.	
Comments:	

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BUSINESS OPPORTUNITIES ASSESSMENT AND REVENUE ENHANCEMENT PLAN FOR PARKS & RECREATION

Project Description: By City Council policy, the Parks & 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. 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.	**Comments:**
Deliverables: Assessment of existing services and practices; analysis of strengths and weaknesses; recommend new revenue-producing service opportunities; recommend other avenues for revenue enhancement.	
City Department: Parks & Recreation	
Potential Project Lead: Parks & Recreation staff	
Potential Funding Source: Parks & Recreation Fund	
Relevant City and Community Partners: Parks & Recreation, Finance; Albany Parks & Recreation Foundation; community and business sponsors.	
Related Council Goals: Goal 1: Effectively and efficiently deliver the services that Albany's citizens need, want, and are willing to support.	
Comments:	

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BUSINESS PLAN AND MARKETING CAMPAIGN FOR ALBANY PARKS & RECREATION FOUNDATION

Project Description: We anticipate the announcement of a new Albany Parks & 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.	**Comments:**
Deliverables: Draft and final Business Plan; Marketing Plan	
City Department: Parks and Recreation	
Potential Project Lead: Director of Parks & Recreation	
Potential Funding Source: Parks & Recreation Fund, Foundation resources, private donations	
Relevant City and Community Partners: P&R Department, foundation supporters	
Related Council Goals: 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.	
Comments:	

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STRATEGIC PLAN FOR COLLABORATIVE COMMUNITY SPORTS FACILITIES PROVISION AND MANAGEMENT

Project Description: Albany Parks & 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 & Girls Club. Additionally, APRD provides public park space to support the activities of several youth sports groups. 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. 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.	
Deliverables: Stakeholder recruitment and contracting; vision and mission development; assessment of community needs and opportunities; development of strategic plan and recommendations.	
City Department: Parks & Recreation	
Potential Project Lead: Parks & Recreation director	
Potential Funding Source: P&R operating budget, Albany Schools, alumni associations, Linn-Benton Community College, youth sports entities, private donors, businesses	
Relevant City and Community Partners: Parks & Recreation, youth sports entities, Albany Schools, Linn- Benton CC, business and industry	
Related Council Goals: 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.	
Comments:	

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DEVELOPMENT OF CONCEPT PLANS FOR ALBANY WILLAMETTE RIVERFRONT PARKS AND TRAILS

Project Description: 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. 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 in needed to guide future investment and management activities.	**Comments:** *This project may be split into more than one project.* *We suggest this project go first as the overarching design and review.* *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.*
Deliverables: 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.	
City Department: Parks & Recreation	
Potential Project Lead: Director of Parks & Recreation	
Potential Funding Source: Parks & Recreation Fund, CARA, Albany Parks & Recreation Foundation, grants	
Relevant City and Community Partners: Parks & Recreation, Planning & 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 & Recreation Foundation	
Related Council Goals: 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.	
Comments:	

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ETLNA RESOURCES ASSESSMENT AND MANAGEMENT PLAN

Project Description: 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: • facilitate efforts to restore and enhance habitats for targeted plant and animal species; • provide outdoor recreation and environmental education opportunities; • interpret and promote the natural and historical heritage of Albany, both broadly defined and specific to the ETLNA site.	**Comments:**
Deliverables: 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").	
City Department: Parks & Recreation	
Potential Project Lead: Parks & Recreation director	
Potential Funding Source: Parks SDC program (currently budgeted), grants, and private donations	
Relevant City and Community Partners: Parks & 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.	
Related Council Goals: 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.	
Comments:	

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STRATEGIC PLAN FOR SERVING THE OLDER ADULT POPULATION

Project Description: 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 & 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.	**Comments:**
Deliverables: Older adult facility and activity strategic plan	
City Department: Parks & Recreation	
Potential Project Lead: Parks and Recreation staff	
Potential Funding Source: Parks & Recreation operating budget, Senior Center Foundation	
Relevant City and Community Partners: Linn Benton Community College, RSVP, AARP, Senior Services	
Related Council Goals: 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.	
Comments:	

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MAINTENANCE / MANAGEMENT PLANS FOR PARKS

Project Description: 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. 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. The department has already prepared first drafts of the plans for a few parks. However, the drafts are not comprehensive or complete.	**Comments:**
Deliverables: 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.	
City Department: Parks & Recreation	
Potential Project Lead: Parks & Recreation staff	
Potential Funding Source: P&R operating budget	
Relevant City and Community Partners: Parks and Recreation, Public Works, Police, Fire, Planning & Community Development; P&R, Tree, Arts commissions; Albany Parks & Recreation Foundation; Albany School District; neighborhood associations; businesses	
Related Council Goals: Goal 3: Provide effective stewardship of Albany's significant natural, cultural, and historic resources.	
Comments:	

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TEN YEAR COMPREHENSIVE PLAN UPDATE

Project Description: Develop a 10-year Comprehensive Plan Update with a 5-year CIP. **Tasks include:** ▪ Review existing background information and data ▪ Conduct a recreation needs assessment survey to determine community needs. ▪ Compile a Community Needs Assessment ▪ Develop a 5-year capital and operations plan ▪ Develop funding strategies ▪ Develop the Draft and Final Master Plan ▪ Update the System Development Charges (SDC) methodology ▪ Develop maps to support the planning process	**Comments:**
Deliverables: 1. Facilitate and document the public involvement process 2. Survey data and summary report 3. Needs assessment report 4. CIP, operations and funding plan 5. Maps to support the planning process 6. Draft System Master Plan Report w/maps and graphics 7. Final System Master Plan Report w/maps and graphics	
City Department: Parks and Recreation	
Potential Project Lead: Department director	
Potential Funding Source: Parks & Recreation annual operating budget, Parks SDC program. Funds currently available.	
Relevant City and Community Partners: Various interest groups, agencies, non-profits and organizations will have a role to play	
Related Council Goals: 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.	
Comments:	

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THE CITY IS THE CLASSROOM:
HOW TO ESTABLISH EDUCATION AND LIFE-LONG LEARNING IN ALBANY

Project Description: Public education and our economic security are at a crossroads. With reductions in resources and mounting financial, social, and cultural pressures, we are unable to sustain a healthy local community and nation. Meanwhile, existing publically funded facilities, spaces, and programs are underutilized and can be used to support public education objectives. A new collaborative model is needed: one that integrates the assets and resources of the entire Albany community — local schools, universities, parks, open spaces, libraries, utilities, and businesses. A model created to optimize the community's use and return on these investments. Fostering integration with recent state initiatives, **The City is the Classroom** envisions the development of new or expanded education curricula for both children and adults: a city-sized classroom where instruction and learning opportunities are targeted to adults and children. The city becomes a place where diverse, lifelong educational opportunities work to reinforce the community.	**Comments:**
Deliverables: Stakeholder recruitment and contracting; vision and goals development; assess community assets and resources that will support objectives; design implementation strategies; develop curricula for delivery by all components of community education collaborative.	
City Department: Parks & Recreation, Libraries	
Potential Project Lead: Directors of P&R and Libraries	
Potential Funding Source: Existing operating resources, public and private entity grants, donations and sponsorships from private individuals and business.	
Relevant City and Community Partners: Parks and Recreation, Libraries, Community Development, Public Works; Albany School District, Linn-Benton Community College; Albany Chamber of Commerce; Albany Visitors Association; Albany Downtown Association; local business and industry	

Related Council Goals: 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.	
Comments:	

SUSTAINABLE CITY YEAR PROGRAM PROJECT SUMMARIES
PUBLIC WORKS / COMMUNITY DEVELOPMENT

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ALBANY MUNICIPAL AIRPORT EVALUATION

Project Description: The City of Albany owns and operates the Albany Municipal Airport, a small general aviation airport. The airport is located along the east side of I-5 and is physically constrained by the interstate to the west, two state highways to the north and south, and development to the east. While many of the tenants and users of the airport would like to see an expanded runway, there is no physical space to make such an expansion. This project will evaluate opportunities to relocate the airport to a more suitable location within the Albany area, and evaluate the potential value of the current airport property if it were available for development.	**Comments:**
Deliverables: The project will deliver a written report that summarizes the opportunities and challenges associated with relocating the airport either within or outside of Albany's Urban Growth Boundary. The report will also include an evaluation of the market value of the current airport property, as well as an evaluation of the highest uses of the property for the community if the airport were to be relocated. It will be important to understand the FAA rules and requirements for relocating an airport, and the obligations the City assumed by accepting FAA grant funds.	
City Department: Public Works Operations Economic Development Community Development	
Potential Project Lead: Chris Bailey, PW Operations Director	
Potential Funding Source: Municipal Airport Operating Budget	
Relevant City and Community Partners: Airport Advisory Commission, Linn County, AMEDEC	
Related Council Goals: *A Healthy Economy:* Goal 1: Business – Enhance the value and diversity of Albany's economy by attracting, retaining, diversifying, and expanding local businesses.	

Comments: A portion of the airport is a historic district and may have further use restrictions because of State Historic Preservation Office requirements.	

BUILDABLE LANDS INVENTORY UPDATE

Project Description: Albany's Buildable Lands Inventory (BLI) needs to be updated. Preliminary plans propose creating a Geographic Information Systems (GIS) database for use as a primary reference for determining the amount of buildable land to accommodate future housing and economic development. The database will be used in maintaining a current BLI that can be efficiently updated as new development occurs. The initial scope of the BLI update will include an accounting of developed and undeveloped land for residential, commercial and industrial land available within the political boundaries of Albany (city limits, urban growth area, and specific zones including mixed-use zones).	**Comments:**
Deliverables: The desired product is the creation of a baseline, a "snapshot in time," that will provide an accurate accounting of developed land in the present devoted to housing and economic development in order to begin the Buildable Lands Inventory update. The update will allow city planning staff to evaluate the amount of undeveloped and under-utilized land available for future growth and development.	
City Department: Community Development Department Economic Development Department	
Potential Project Lead: David Martineau, Lead Current Planner	
Potential Funding Source: Community Development Department Budget	
Relevant City and Community Partners: Benton County, Linn County, Albany Public Works and Community Development Departments	
Related Council Goals: "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."	
Comments:	

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DEVELOPMENT RESOURCE CENTER & IT SERVICES SPACE PLANNING

Project Description: 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.	**Comments:** *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.*
Deliverables: 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.	*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.*
City Department: Public Works Department Community Development Department Information Technology Department Parks Departments (Building Maintenance Division)	
Potential Project Lead: Jorge Salinas, Assistant City Manager/Chief Information Officer Jeff Blaine, Public Works Engineering and Community Development Director	

Potential Funding Source: PW/CD/IT	
Relevant City and Community Partners: Public Works, Community Development, Information Technology, and Parks Departments; Development Community	
Related Council Goals: *Strategic Plan Theme – A Healthy Economy* Goal 4: Effectively and efficiently deliver the services that Albany's citizens' need, want, and are willing to support.	
Comments:	

EMERGENCY MANAGEMENT – BRIDGE EVALUATION

Project Description: The City of Albany actively participates in various Emergency Management and Planning activities. One of these activities is to identify critical life line routes for serving the community during emergency events. The location of the Willamette River through the City of Albany creates a physical barrier between a significant portion of the community and critical services. The ODOT owned Lyon Street and Ellsworth Street bridges represent critical life line routes over the Willamette. The structural integrity of these bridges following a seismic event is in doubt and leads to significant concerns for providing critical emergency and life sustaining services to Albany residents, and those in surrounding communities. This project will evaluate the structural adequacy of the existing bridges to withstand anticipatable seismic events and will make recommendations for any necessary seismic retrofits.	**Comments:** *ODOT owns two bridges over the Willamette River in Albany, the Lyon and Ellsworth bridges. These two bridges represent **critical** lifeline routes for Albany residents, as well as neighboring communities. From ODOT's perspective, these bridges are not significant enough to be identified as important lifeline routes for the statewide system.*
Deliverables: The deliverable for this project would be a written report documenting the evaluation processed used to "rate" the seismic sufficiency of the two bridges. The report would conclude with recommended retrofits or improvements necessary to prevent complete failure during anticipatable seismic events and ensure that the bridges remain serviceable, even if in limited capacity, following a seismic event. This report would be utilized to seek grant or ODOT funding to complete detailed designs and construct the recommended retrofits.	*To date, ODOT staff has been unable and unwilling to evaluate these two bridges for sufficiency during anticipatable seismic events. Structural adequacy is unknown for given seismic events and ODOT has no plans to evaluate the structures to identify and implement retrofits.*
City Department: Public Works, Engineering Fire Department, Emergency Management	
Potential Project Lead: Staci Belcastro, City Engineer	
Potential Funding Source: TBD – Albany Transportation Capital budgets, MPO, or available Emergency Management/Preparedness funds. Community partners could be approached.	
Relevant City and Community Partners: ODOT, Benton County, Linn County, Albany MPO, Corvallis MPO, City of Corvallis, City of Adair Village	

Related Council Goals: *Strategic Plan Theme: Great Neighborhoods* Goal 2 - Provide an efficient transportation system with safe streets and alternative modes of transportation. *Strategic Plan Theme: A Safe City* Goal 1 – Ensure a safe community by protecting people and property.	
Comments:	

EQUITY AND OPPORTUNITY MAPPING ANALYSIS

Project Description:	**Comments:**
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. 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. 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. 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.	
Deliverables: • Map of Census Tract and Block demographics, economic, and housing conditions (2010-14 American Community Survey data) • Map community amenities (schools, parks, transportation, services, etc.) • Map crime statistics • Evaluate GIS analytics and provide a preliminary assessment of findings, identifying areas of vulnerability and/or opportunity	
City Department: Community Development	
Potential Project Lead: Anne Catlin	
Potential Funding Source: Community Development Block Grant and General Fund – Planning Division	
Relevant City and Community Partners: City Information Technology Department, Police Department, Fire Department, Greater Albany Public School District	
Related Council Goals: Great Neighborhoods Goal 1: Create and sustain a city of diverse neighborhoods where residents feel good about where they live.	
Comments:	

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FLOODPLAIN INFORMATION OUTREACH

Project Description: As part of the floodplain management program, the City has prepared a Flood Information and Insurance Promotion Public Outreach Plan. This plan outlines key messages and outreach projects to be implemented periodically throughout the year. Outreach projects include direct mail information flyers, newsletter articles, website information, and youth education, to name a few. Currently, we do not have a branding theme or an image for a mascot. Information flyers that have been sent out in the past need to be updated using the new messages from the plan, presented in a new layout and translated for the Spanish speaking public. This project would improve the City's flood information public outreach efforts by creating a branding theme with mascot that is readily accessible to adults and children in the community.	**Comments:** *The City of Albany participates in the National Flood Insurance Program and the Community Rating System to ensure residents of the community can obtain flood insurance at reasonable rates. Public outreach projects are a requirement for maintaining our participation in the Community Rating System.*
Deliverables: Create a branding theme with mascot that can be used for various flood information and insurance promotion outreach projects, such as: • Informational flyers • Children's educational material • Newsletter and newspaper articles • Website • Social Media Update the floodplain information flyer using the new branding theme in a new layout and translated into Spanish.	
City Department: Community Development Fire Department, Emergency Management	
Potential Project Lead: Melissa Anderson, Planner & Floodplain Manager	
Potential Funding Source: Community Development Department Budget	
Relevant City and Community Partners: Public Works, Operations, Public Information Officer, IT – Graphic & Web Specialist, Police, Fire and Floodplain Management Planning Committee	

Related Council Goals: *Strategic Plan Theme: A Safe City* Goal 1 – Ensure a safe community by protecting people and property.	
Comments:	

HISTORIC RESOURCE DATA INTEGRATION AND MAPPING

Project Description:	**Comments:**
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. 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. 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. 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.	
Deliverables: • Digital collection of historic maps, air photos, with GIS map layers • Data Integration of historic records using the City's Laserfiche, Accela, and mapping applications • Templates for Mobile Apps, StoryMaps, etc. • List of best Practices and Innovative Tools for mapping change over time	

City Department: Community Development	
Potential Project Lead: Bob Richardson, Shawna Adams	
Potential Funding Source: SHPO Certified Local Government Grant Funds	
Relevant City and Community Partners: City Information Technology Department (GIS), Albany Public Library, Albany Visitor's Association, Albany Regional Museum	
Related Council Goals: *Strategic Plan Theme: Great Neighborhoods* Goal 1: Create and sustain a city of diverse neighborhoods where residents feel good about where they live. 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. *Strategic Plan Theme: Healthy Economy* 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. 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. *Strategic Plan Theme: An Effective Government* Goal 1: Effectively and efficiently deliver the services that Albany's citizens need, want, and are willing to support.	
Comments:	

BUILDABLE LANDS AND HOUSING CONDITIONS INVENTORY

Project Description: The City last completed a housing needs analysis in 2006. Since that time, the housing market has changed due to changes in the economy and in lending practices, resulting in changing housing needs, types, availability, and affordability. In order for Albany's Comprehensive Plan to remain current and responsive to Albany's changing demographics and population, the City the residential buildable lands inventory will need to be evaluated against housing trends and projections and updated at least every three years. The purpose of this project is to collect data on existing residential conditions in order to understand the housing needs within the City so the City can evaluate strategies to ensure there is sufficient and appropriately zoned land available for needed housing. Statewide Planning Goal 10 requires, "buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of residents and allow for flexibility of housing location, type and density." Such land should be necessary and suitable for housing that meets the housing needs of households of all income levels.	**Comments:** *The City has received requests for zoning and comprehensive plan map amendments that would affect the supply of residential land. The city needs current data in order to effectively evaluate these requests. In addition, the City has received requests for housing types and developments that are not identified barriers in the development code for requested housing types.*
Deliverables: • Residential Buildable Lands Inventory • Report on residential densities achieved by zone • Report on the number, density and average mix of existing housing types • Report on housing prices and rents	
City Department: Community Development	
Potential Project Lead: Bob Richardson, Anne Catlin	
Potential Funding Source: General Fund - Community Development Department, Planning Division	
Relevant City and Community Partners: Albany Information Technology Dept (GIS), Greater Albany Public School District	
Related Council Goals: Great Neighborhoods Goal 1: Create and sustain a city of diverse neighborhoods where residents feel good about where they live.	
Comments/Notes: Statewide Planning Goal 10 requirements are found in OAR 660-015-0000(10) and ORS 197.303-307. The City adopted a package of "business ready" development code amendments in 2014 to respond to economic development needs and to remove regulatory barriers.	

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WILLAMETTE RIVER MULTIUSE PATH CROSSING

Project Description: The Willamette River Multiuse Path Crossing project will develop a conceptual plan and cost estimate for a multi-use path on the Lyon Street bridge that includes development of a preliminary design for connections to existing street and bicycle facilities at each end. The project will facilitate two-way bike movements across the river and connect with the Corvallis/Albany path system, Albany's park and riverfront trail system, and bicycle and pedestrian infrastructure on Albany's arterial street system.	**Comments:**
Deliverables: The desired product is development, with ODOT and community input, of a conceptual plan and cost estimate of sufficient detail to allow the project's incorporation into Albany's Transportation System Plan. The project will be used as the basis for future grant and ODOT STIP construction funding applications.	
City Department: Public Works Department Community Development Department	
Potential Project Lead: Ron Irish, Transportation Systems Analyst	
Potential Funding Source: Transportation System Development Fund	
Relevant City and Community Partners: ODOT, Benton County, Albany Public Works, Community Development, and Parks Departments	
Related Council Goals: "Provide an efficient transportation system with safe streets and alternative modes of transportation."	
Comments:	

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SUSTAINABLE CITY YEAR PROGRAM PROJECT SUMMARIES
ECONOMIC DEVELOPMENT

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IMPROVING CIVIC AND COMMUNITY ENGAGEMENT

Project Description:	**Comments:**
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). 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. Albany Parks & 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. This communication is two-way, as we would like better citizen input, but also better ways to tell our stories to citizens.	
Deliverables: • Development of a Civic Engagement Program • Strategic plan to guide outreach to underserved populations in recreational activities and events. • Program will look at various means of distribution and receipt of information (internet, social, print, media) • Development of metrics related to civic engagement and tools that look to increased communication and input from stakeholders. • Create a Branded Civic Engagement Program. • 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. • Consideration of how to better engage minorities, youth, and young families in our community. • Possible survey to understand how best to communicate with target audiences. • Review and report on best practices from other communities that could be implemented in Albany.	
City Department: Economic Development/CARA, Community Development, City Manager's office and PIO	

Potential Project Lead: Kate Porsche, Economic Development and Urban Renewal Director and Ed Hodney, Parks and Recreation Director	
Potential Funding Source: CARA, Parks & Recreation operating budget, OSU Extension Services, maybe look at CDBG for engaging minorities?	
Relevant City and Community Partners: Various departments, OSU Extension Service, Chamberlin House, Greater Albany Schools, Linn Benton Hispanic Advisory Committee, ARC of Linn County	
Related Council Goals: 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.	
Comments:	

DOWNTOWN CATALYST PROJECTS

Project Description: 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.	**Comments:**
Deliverables: • Review of 2011 refinement plan • Understanding of the proposed east-anchor site and constraints • Review of proposed parking garage location, etc. Consideration of other viable locations. • 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	
City Department: Lead: CARA Coordinating Department: Community Development	
Potential Project Lead: Kate Porsche, Economic and Urban Renewal Director	
Potential Funding Source: CARA Funds	
Relevant City and Community Partners: CARA, Community Development Department. Albany Downtown Association	
Related Council Goals: Healthy Economy and Great Neighborhoods	
Comments:	

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ECONOMIC DEVELOPMENT STRATEGIC ACTION PLAN AND INFORMATION ON TARGET INDUSTRIES

Project Description: The City of Albany seeks to create a 5-year action plan to act as a roadmap to implementing local economic development initiatives. 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.	**Comments:**
Deliverables: • Review of target industries • Meet with stakeholders to understand goals related to a 5-year strategic plan. • Review best practices related to economic development initiatives from other cities. • 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.	
City Department: Lead: Economic Development Coordinating Department: Community Development	
Potential Project Lead: Kate Porsche, Economic and Urban Renewal Director.	
Potential Funding Source: Economic Development or TLT Funds	
Relevant City and Community Partners: AMEDC, local industry leaders	
Related Council Goals: Healthy Economy	
Comments:	

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PLAN TO DEVELOP THE CANAL WALKING PATHS

Project Description:	**Comments:**
The CARA Plan includes multiple projects related to developing pedestrian amenities along the three canals in Central Albany: Vine Street, 8th 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. Opportunities to provide pedestrian ammeneties 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. This project would help the CARA board outline a plan for future development of these projects.	
Deliverables: 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.	
City Department: Lead: CARA Coordinating: Parks and Rec, Community Development, Public Works	
Potential Project Lead: Kate Porsche, Economic Development and Urban Renewal Director	
Potential Funding Source: CARA funds	
Relevant City and Community Partners: Parks and Rec, Community Development, Public Works; Albany Downtown Association?	
Related Council Goals: Great Neighborhoods; a Healthy Economy	

Comments:	

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

Project Description: 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.	**Comments:**
Deliverables: • 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. • 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. • Analyze the previous CARA residential programs to understand their impact and how these programs could be changed or updated for better results. • 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. • 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. • Perform an economic analysis to understand the cost effectiveness of various developments proposed.	
City Department: Lead: CARA Coordinating Department: Community Development	
Potential Project Lead: Kate Porsche, Economic and Urban Renewal Director	
Potential Funding Source: CARA Funds	
Relevant City and Community Partners: CARA, Albany LAC, Community Development Department. Possible feedback from local realtors and local housing groups.	

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

MONTEITH RIVERPARK REFINEMENT / EXPANSION

Project Description:	**Comments:**
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. 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.	*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.*
Deliverables: 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. 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: • Monteith Riverpark • The Albany Senior Center	

• The vacant city-owned parking lot north of Water Avenue
• The triangle of land, north of the carousel, currently used for parking of City vehicles
 	
The specific work we seek includes:
• Preparation of concept alternatives
  ○ With an eye toward how to enhance the possible street projects and investments already being considered by CARA
  ○ Consideration of the possible "gateway" treatment on Washington Street just south of Water Avenue
  ○ Consideration of the use of space north of the carousel
  ○ Possible overarching rework of the Monteith Riverpark space, including Senior Center and parking lot.
  ○ View corridors and better engagement with the two rivers
• Selection of a preferred concept
• Preparation of cost estimates
• Refinement of concept	

City Department: Lead: CARA Coordinating Departments: Parks and Rec, and Community Development	
Potential Project Lead: Kate Porsche, Economic and Urban Renewal Director	
Potential Funding Source: CARA funds; possible contribution from Parks Department as well	
Relevant City and Community Partners: Parks department, Community Development Department. Albany Downtown Association, Albany Carousel.	
Related Council Goals: Healthy Economy and Great Neighborhoods	
Comments:	

ST. FRANCIS HOTEL

Project Description: The St. Francis Hotel, located at 406 1st 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. 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.	**Comments:**
Deliverables: • Review existing reports and information. • Understand barriers to development including development of the existing building, but also needs of current business and their possible relocation. • Outline and present options and a road map to move the project forward. • Compile findings in a report and present to the CARA board.	
City Department: CARA; and coordinate with Community Development Department.	
Potential Project Lead: Kate Porsche, Economic and Urban Renewal Director	
Potential Funding Source: CARA funds	
Relevant City and Community Partners: Various city departments, current building owners	
Related Council Goals: A Healthy Economy	
Comments: The scope of this project is more modest than others, but many believe this project could be a significant catalyst for the downtown area.	

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TO: Albany City Council

VIA: Wes Hare, City Manager

FROM: Kate Porsche, Economic Development & Urban Renewal Director Kate Porsche

DATE: January 6, 2016, for the January 11, 2016, City Council Work Session

SUBJECT: Makeup of the Transient Lodging Tax Ad Hoc Advisory Committee

RELATES TO STRATEGIC PLAN THEME: • A Healthy Economy

Action Requested:

Please review and provide feedback related to the makeup of the Transient Lodging Tax Ad Hoc Advisory Committee.

Background:

This item came before the Council at the December 7 City Council Meeting. At that meeting, Council's direction was to create an ad hoc advisory committee to be comprised of one appointee from each City Councilor. There was additional direction that committee members not be TLT recipients or collectors of transient lodging tax.

Since that time, we have received three nominations. Staff has also fielded the following questions, for which we seek clarification:

- Should it be required that the ad hoc committee members be residents of the city of Albany?
- Should current board members of TLT recipient organizations be excluded? That is, does being a board member of the organization constitute that individual being a recipient?
- Should members of City boards, commissions, or committees be excluded?

We look forward to finalizing this information and getting the advisory committee meetings underway.

KP:hr
c: Ed Hodney, Parks & Recreation Director

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