



**NOTICE OF PUBLIC MEETING**  
**CITY OF ALBANY**  
**CITY COUNCIL**  
 Council Chambers  
 333 Broadalbin Street SW  
 Wednesday, February 22, 2017  
 7:15 p.m.

**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."*

**AGENDA**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE TO THE FLAG

3. ROLL CALL

4. SCHEDULED BUSINESS

a. Business from the Public

b. Adoption of Consent Calendar

1) Approval of Minutes

a) August 1, 2016, Joint meeting of the Planning Commission, Landmarks Advisory Commission, and City Council minutes. [Pages 2-5]

2) Certifying properties exempt from property taxation:

a) Songbird Village. [Pages 6-7]

RES. NO. \_\_\_\_\_

b) Periwinkle Place. [Pages 6 & 8]

RES. NO. \_\_\_\_\_

c) ParkRose Properties. [Pages 6 & 9]

RES. NO. \_\_\_\_\_

d) 1680-1682 Oak Street SE. [Pages 6 & 10]

RES. NO. \_\_\_\_\_

e) 515 Geary Street SE. [Pages 6 & 11]

RES. NO. \_\_\_\_\_

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

c. Appointment

1) Appointing Meagan Harsen to the Community Development Commission. [Pages 12-15]

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

d. Reports

1) Purchase exemption – WTP-17-02, Vine Street water treatment plant improvements. [Verbal]

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

2) Request to reclassify two positions from Recreation Coordinator to Event and Program Coordinator in the Parks & Recreation Department. [Pages 16-17]

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

3) Accepting the 2016 fiscal year-end audit report. [Page 18]

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

5. BUSINESS FROM THE COUNCIL

~~6. RECONVENE~~

7. NEXT MEETING DATE: Work Session: Monday, March 6, 2017; and Regular Session: Wednesday, March 8, 2017

8. ADJOURNMENT

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.

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

CITY OF ALBANY  
JOINT MEETING OF THE PLANNING COMMISSION,  
LANDMARKS ADVISORY COMMISSION, AND CITY COUNCIL  
Council Chambers, 333 Broadalbin Street SW  
Monday, August 1, 2016  
5:15 p.m.

MINUTES

Planning Commissioners Present: Linsey Godwin (arrived at 5:30), Cordell Post, Dala Rouse, Bobby Schueller, Dan Sullivan, Larry Tomlin

Planning Commissioners Absent: Sue Goodman (excused), Roger Phillips (excused), one vacancy

Landmarks Advisory

Commissioners and Council: David Abarr (LAC), Keith Kolkow (LAC), Cathy LeSeur (LAC), Bill Ryals (LAC), Bill Coburn (Council), Floyd Collins (Council), Rich Kellum (Council), Ray Kopzynski (Council), Bessie Johnson (Council), Dick Olsen (Council), Mayor Sharon Konopa  
Absent were Kerry McQuillin (LAC, excused), and Larry Preston (LAC, unexcused)

Staff Present: Bob Richardson, Planning Manager; Rachel Kutschera, Administrative Assistant I; Kate Porsche, Economic Development and Urban Renewal Director; David Martineau, Planner III; Melissa Anderson, Planner II, Shawna Adams, Planner I; Anne Catlin, Long Range Planner; Nathan Reid, Urban Renewal Officer; Jorge Salinas, Assistant City Manager/Chief Information Officer; Sean Kidd, City Attorney; Jeff Blaine, Public Works Engineering and Community Development Director; Marilyn Smith, Public Information Officer

Others Present: Angelo Consulting Group (Becky Hewitt and Jason Graf)

CALL TO ORDER

Mayor Konopa called the meeting to order at 5:15 p.m. Commissioners and Council members who were present introduced themselves.

COMMENTS FROM THE PUBLIC

None

DOWNTOWN DEVELOPMENT CODE REVIEW PRESENTATION

Manager Richardson, Director Porsche, and representatives from Angelo Consulting Group presented information regarding updates to the downtown section of the Development Code (see Agenda Packet).

Discussion:

Each Council member and commissioner was given time to speak. The consultant asked for feedback regarding which areas present opportunities for change and development, what concerns they have and limits that need to be imposed to avoid negative outcomes, and what aspirations they have for the future of the downtown area.

Post asked if one of the goals was to not allowing certain uses such as professional businesses in the downtown. He pointed out that there are many professionals currently residing on First Avenue and some may want to purchase downtown buildings in the future. Hewitt said looking at current and future uses is part of this process, and it's good to hear that's what he wants.

Kellum asked how quickly building owners would be included to ensure their uses would be accommodated. Hewitt said right now a website and email address for submitting comments is ready, and a postcard to everyone within 200 feet of the zones, both owners and occupants were notified. Discussion followed including outreach methods and upcoming opportunities for involvement.

Collins asked about access to specific areas near the waterfront and other regulations that may affect how the downtown is used. Discussion followed.

Tomlin asked if building heights above two floors would be considered; Hewitt said the current code has an 85 foot height limit, and if anything, the question would be whether to reduce that limit.

Konopa said she wanted to preserve the "historic fabric" look and feel. Towards the waterfront, keep the historic fabric but with newer buildings that still blend in; upper floor housing should be higher-end type.

LeSeur is interested in the waterfront district and multi-use zoning.

Sullivan said parking is an issue that needs to be addressed.

Godwin said that currently, limited business hours in the downtown area keep her from coming on evenings and weekends. She hasn't noticed development downtown oriented toward the River, and suggested a tiered approach going away from the River to accommodate views.

Rouse said many of the current parking lots near the River used to be historic buildings that were torn down, and she doesn't want to see more of that. The railroad tracks are one issue there, but any more parking shouldn't be near the River. She would like to see a parking structure closer to the courthouse, possibly with retail combined into it.

Tomlin said residential construction in the area should maintain off-street capability for parking. Two cars at least per residence or more need to be accounted for.

Schueller wants to preserve the historic feel of the downtown and limit parking.

Abarr wants to maintain historic structures.

Kopczynski said there has never been a parking problem and there never will be; it is a perception issue.

Kolkow wants to maintain the historic feel and preservation focus, and would like to see mixed-use plaza that will hold more people than what is available now, as well as mixed-use areas to accommodate a range of incomes.

Collins is concerned about when the market versus regulation drives second-floor occupancy and live-work situations. He would like to see a balance of current regulations with historic preservation.

Olsen asked where the CARA Advisory Board members were. Porsche said for this meeting, those who are directly involved in code development were included, whereas the Board has been involved in the funding aspect. They will continue to be involved later on in the process.

Coburn said many fads have come and gone such as modern-looking facades on buildings, and he would like to see historic preservation be a focus. He asked how to protect current facilities in events such as earthquakes, and if CARA funding or other sources could be used to help.

Johnson said she'd like to see a multi-use storefront, similar to the Flynn Block only with a bigger variety of stores, perhaps an indoor mall style to make the Code more friendly to inviting a variety of businesses.

Rouse clarified that if they eliminated employee parking on the street, there would be a parking problem because staff wouldn't find spots. Discussion followed.

Kellum said currently along Water Avenue is "anti-historic" because the industrial buildings that were there are now gone. There are a limited number of places where development can happen. Regarding limited hours and closed business, that is due to lack of buy-in, and we need to get discussion and standards in place before spending millions of dollars in the downtown area. We need to make sure downtown businesses are willing to be a part of what happens next.

Konopa said that years ago there was discussion about parking for businesses, and now the next step is how to address that problem and how to drive the plan to bring in businesses.

Ryals said this process is a great responsibility and it's important not to underestimate the importance of it. We need to realize the Code needs to be flexible, simple, and understandable, to align with what people want and what is coming in the future. Right now, there is not enough housing downtown and it's too expensive. If we want those things, we need to be supportive, flexible, and encouraging of those who make those things happen and fund them. Outreach to those in the "trenches" needs to happen.

Scott Lepman, local developer, said he has been actively doing development in the downtown area and mentioned the mechanism of CARA assistance for developers. He wondered if design guidelines imposed twenty years ago are what's limiting current development. He encouraged patience and thoughtfulness through this process. He said bank financing is needed to develop in the downtown area and is very difficult to get. In his opinion, the residential housing market is strong and generates rent, so should be included. Bank financing currently isn't going into the downtown area.

Candice Ribera (with Scott Lepman's Company) said flexibility is the most important thing, especially in the location and use of the property.

#### Next Steps:

Hewitt said next steps are to put together issue summaries of what's been submitted, with a goal to finish in September. Then they will outline possible solutions for each, and have more discussion. When agreement is reached on solutions, draft code language will be developed and circulated for public review and comment. Ultimately, the language goes before Planning Commission and Council for decision and approval to put into the Development Code (January through April 2017).

Kellum asked if staff was looking at rules for outside the downtown area. Richardson said this project could inform development outside of the downtown area. Public input will influence how the Code is changed for other areas.

Tomlin said a homogenous look versus historic look could preclude "big-box" stores from coming into downtown. Discussion followed.

City of Albany – Joint Meeting Minutes

August 1, 2016

Page 4 of 4

NEXT PLANNING COMMISSION MEETING DATE

Monday, August 15, 2016

ADJOURN

Hearing no further business, Director Porsche adjourned the meeting at 6:38 p.m.

Respectfully Submitted,

Reviewed By,

Rachel Kutschera  
Administrative Assistant

Bob Richardson  
Planning Manager



TO: Albany City Council  
 VIA: Wes Hare, City Manager  
 FROM: Stewart Taylor, Finance Director  
 Mary Dibble, City Clerk

DATE: February 1, 2017, for the February 22, 2017, City Council Regular Session

SUBJECT: Certifying Properties Exempt from Taxes

RELATES TO: ● Create and sustain a city of diverse neighborhoods where all residents can find and afford the values, lifestyles, and services they seek.

Action Requested:

By separate resolutions, certify to the Linn County Assessor properties exempt from taxation.

Discussion:

The City Council annually considers resolutions to exempt low income and transitional housing properties from property tax per ORS 307.543. The properties include five low-income housing properties owned by the Albany Partnership for Housing and Community Development: Songbird Village, Periwinkle Place, Park Rose, 1680-1682 Oak Street SE, and 515 Geary Street SE.

The 133 low-income apartments and three transitional housing units that these properties provide are an integral part of providing an affordable quality of life in Albany. The Partnership depends on the tax exemption to keep their rental costs affordable to residents earning less than 60 percent of the area median income. Details of the requested exemptions are presented in the table below.

	Exempt Properties Estimate of Taxes *		
	2016 Market Value (RMV)	2016 Assessed Value (AV)	2016 Estimated City Tax (AV/1000*7.5484)
Songbird Village	2,625,180	1,869,180	14,109
Periwinkle Place	1,639,650	1,375,350	10,382
ParkRose	1,304,220	877,170	6,621
1680-1682 Oak Street	192,500	100,790	761
515 Geary Street SE	151,140	78,020	589
<b>Total</b>	<b>\$5,912,690</b>	<b>\$4,300,510</b>	<b>\$32,462</b>

\* Estimates provided by the Linn County Assessor's Office.

Budget Impact:

The exemptions reduce the property tax that the City would otherwise receive.

MD  
 Attachment

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

A RESOLUTION CERTIFYING TO THE LINN COUNTY ASSESSOR THAT THE SONGBIRD VILLAGE PROPERTY SHALL BE EXEMPT FROM PROPERTY TAXATION.

WHEREAS, the Albany City Council in 1993 adopted the provision of ORS 307.540 to 307.547, which allows for a low-income housing tax exemption when specific standards are met; and

WHEREAS, the Albany Partnership for Housing and Community Development is the senior partner of Albany Family Housing Limited Partnership, the owner of Songbird Village, an affordable housing project located at 215-245 21<sup>st</sup> Avenue SE and 2020-2040 Lyon Street SW (Assessor's Map No. 11S-3W-7CD, Tax Lot 901); and

WHEREAS, the Albany Partnership has submitted an application for property tax exemption; and

WHEREAS, the owner meets the requirements of ORS 307.541 and their application meets the requirements of ORS 307.545.

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council certifies to the Linn County Assessor that the property on which the Songbird Village project is located (Map No. 11S-3W-7CD, Tax Lot 901) shall be exempt from taxation under the City's tax levy as provided in ORS 307.543.

DATED AND EFFECTIVE THIS 22<sup>nd</sup> DAY OF FEBRUARY 2017.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

A RESOLUTION CERTIFYING TO THE LINN COUNTY ASSESSOR THAT THE PERIWINKLE PLACE PROPERTY SHALL BE EXEMPT FROM PROPERTY TAXATION.

WHEREAS, the Albany City Council in 1993 adopted the provision of ORS 307.540 to 307.547, which allows for a low-income housing tax exemption when specific standards are met; and

WHEREAS, the Albany Partnership for Housing and Community Development is the owner of Periwinkle Place, an affordable housing project located at 1700-1860 Periwinkle Circle (Assessor's Map No. 11S-3W-8DB, Tax Lot 5200); and

WHEREAS, the Albany Partnership has submitted an application for property tax exemption; and

WHEREAS, the owner meets the requirements of ORS 307.541 and their application meets the requirements of ORS 307.545.

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council certifies to the Linn County Assessor that the property on which the Periwinkle Place project is located (Map No. 11S-3W-8DB, Tax Lot 5200) shall be exempt from taxation under the City's tax levy as provided in ORS 307.543.

DATED AND EFFECTIVE THIS 22nd DAY OF FEBRUARY 2017.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

A RESOLUTION CERTIFYING TO THE LINN COUNTY ASSESSOR THAT THE PARKROSE PROPERTIES SHALL BE EXEMPT FROM PROPERTY TAXATION.

WHEREAS, the Albany City Council in 1993 adopted the provision of ORS 307.540 to 307.547, which allows for a low-income housing tax exemption when specific standards are met; and

WHEREAS, the Albany Partnership for Housing and Community Development is the owner of ParkRose, an affordable housing project associated with the Pacific Boulevard/9<sup>th</sup> Avenue Couplet Project of the Oregon Department of Transportation; and

WHEREAS, the Albany Partnership has submitted an application for property tax exemption; and

WHEREAS, the owner meets the requirements of ORS 307.541 and their application meets the requirements of ORS 307.545.

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council certifies to the Linn County Assessor that the properties on which the ParkRose project is located (Map No. 11S-3W-8BA Tax Lot 3101) shall be exempt from taxation under the City's tax levy as provided in ORS 307.543.

DATED AND EFFECTIVE THIS 22<sup>nd</sup> DAY OF FEBRUARY 2017.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

A RESOLUTION CERTIFYING TO THE LINN COUNTY ASSESSOR THAT THE PROPERTY LOCATED AT 1680-1682 OAK STREET SE SHALL BE EXEMPT FROM PROPERTY TAXATION.

WHEREAS, the Albany City Council in 1993 adopted the provision of ORS 307.540 to 307.547, which allows for a low-income housing tax exemption when specific standards are met; and

WHEREAS, the Albany Partnership for Housing and Community Development is the owner an affordable transitional housing project located at 1680-1682 Oak Street SE (Assessor's Map No. 11S-3W-7DA, Tax Lot 4000); and

WHEREAS, the Albany Partnership has submitted an application for property tax exemption; and

WHEREAS, the owner meets the requirements of ORS 307.541 and their application meets the requirements of ORS 307.545.

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council certifies to the Linn County Assessor that the property located at 1680-1682 Oak Street SE (Map No. 11S-3W-7DA, Tax Lot 4000) shall be exempt from taxation under the City's tax levy as provided in ORS 307.543.

DATED AND EFFECTIVE THIS 22nd DAY OF FEBRUARY 2017.

\_\_\_\_\_  
Mayor

ATTEST:

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

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

A RESOLUTION CERTIFYING TO THE LINN COUNTY ASSESSOR THAT THE PROPERTY LOCATED AT 515 GEARY STREET SE SHALL BE EXEMPT FROM PROPERTY TAXATION.

WHEREAS, the Albany City Council in 1993 adopted the provision of ORS 307.540 to 307.547, which allows for a low-income housing tax exemption when specific standards are met; and

WHEREAS, the Albany Partnership for Housing and Community Development is the owner of the affordable transitional housing project located at 515 Geary Street SE (Assessor's Map No. 11S-3W-5CD, Tax Lot 3200); and

WHEREAS, the Albany Partnership has submitted an application for property tax exemption; and

WHEREAS, the owner meets the requirements of ORS 307.541 and their application meets the requirements of ORS 307.545.

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council certifies to the Linn County Assessor that the property located at 515 Geary Street SE (Map No. 11S-3W-5CD, Tax Lot 3200) shall be exempt from taxation under the City's tax levy as provided in ORS 307.543.

DATED AND EFFECTIVE THIS 22nd DAY OF FEBRUARY 2017.

\_\_\_\_\_  
Mayor

ATTEST:

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



TO: Albany City Council  
FROM: Sharon Konopa, Mayor *Sharon*  
DATE: February 15, 2017, for February 22, 2017, City Council Meeting  
SUBJECT: Appointment to the Community Development Commission  
RELATES TO STRATEGIC PLAN THEME: ● An Effective Government

Action Requested:

Council approval of the following appointment:

***Community Development Commission***

Meagan Harsen, financial industry representative

(Mayor's new appointment)

Discussion:

None.

Budget Impact:

None.

SK:ldh

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BOARD, COMMISSION, AND COMMITTEE APPLICATION

RECEIVED FEB 15 2017 City of Albany City Manager's Office

(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: Community Development Commission (list all for which you are applying)

Name: Meagan Harsen Preferred First Name: Meagan

Residential Information: Home Address: Albany OR 97322 Phone: Cellular: 541.619.8096 E-mail: harsen@comcast.net Fax: (Optional)

Employment Information: Employer's Name: Academy Mortgage Work Address: 2851 NW 9th St, Suite A Corvallis OR 97330 Phone: Cellular: 541.619.8096 E-mail: meagan.harsen@academymortgage.com Fax: 541.216.4158 (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:

Loan Officer for residential mortgages, financial industry

For City use only: Ward: I II III or Lives Outside City Limits (Circle One) If lives outside city limits, does applicant meet special definition for the specific b/c/c for which applying? Yes No If yes, how?

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

Salvation Army (Albany Corp), Current Board Chairman

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

Would like to see how other non-profit/social service agencies operate and utilize funds. Enjoy being involved in helping the community with all financial resources that are available to those in need. Have been active board member with Salvation Army for 9 years, with responsibilities including fundraising, and approval of funds allocation towards projects and families in need.

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- What contributions do you hope to make?

Being involved in helping to make financial decisions that serve the needs of the community in the most effective ways possible. Being a resource for housing projects.

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Please consult the *Guide for Public Officials* and the *Guide for Public Officials 2015 Supplement* that are posted on the state of Oregon's website at <http://www.oregon.gov/ogec/Pages/index.aspx> (see visual reference below).

**Guide for Public Officials**



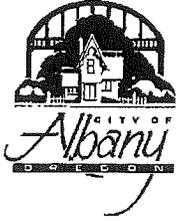
The guide has been revised to include informational links to statutes and rules to give you a more complete reference tool.  
Click here to access the guide. Click here for Guide for Public Officials 2015 Supplement.

*U. M. Arsen*

Signature of Applicant

02/14/2017

Date



# BOARD/COMMISSION/COMMITTEE SUPPLEMENTAL FORM

Your Name Meagan Harsen

Board/Commission/Committee Name Community Development Commission

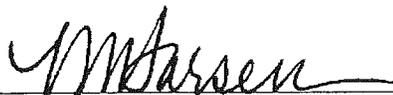
Sometimes, the City receives requests for contact information for members serving on City boards, commissions, and committees. Under Oregon law, as a public body volunteer serving the City, your addresses and telephone numbers are generally exempt from public disclosure.

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

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

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

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

Signature 

Date 02/14/2017



TO: Albany City Council  
VIA: Wes Hare, City Manager  
FROM: Ed Hodney, Parks & Recreation Director *E.H.*  
DATE: February 14, 2017, for the February 22, 2017 City Council Meeting  
SUBJECT: Reclassification of Recreation Coordinator Positions in Parks & Recreation  
RELATES TO STRATEGIC PLAN THEME: ● An Effective Government

Action Requested:

Approve the reclassification of two positions in the Recreation Program division, based on current scope of responsibilities and Human Resources Department recommendations. The specific actions are:

1. Reclassify Recreation Program Coordinator position to Event and Program Coordinator (Rose Lacey)
2. Reclassify Recreation Programs Coordinator position to Event and Program Coordinator (Bruce Edwards)

Discussion:

A review by the Parks & Recreation and Human Resources Departments, based on specific requests from employees, was recently completed on the two positions listed above. The Human Resources Department determined that reclassifications were required in order to provide equitable compensation commensurate with the position's level of responsibility and scope of work. The following is additional information on each of the reclassifications:

1. Reclassify Recreation Programs Coordinator to Event and Program Coordinator (Rose Lacey)

Rose is currently classified as a Recreation Program Coordinator. A review of the expectations for her position and the level of responsibility required to perform the job demonstrates that her work is more closely aligned with that of an Event and Program Coordinator than that of her current classification. Rose is responsible for development, marketing, and coordination of the Summer Sounds concert series, NWAAF festival stage performers, beverage vendors, and the Adult Recreation and Fitness Programs. Rose is in charge of our quarterly brochure, social media, and has been assigned programs or services that have not been as successful or fully developed as we would like under the oversight of other coordinators or supervisors. Rose is responsible for revenue development and cost recovery.

2. Reclassify Recreation Programs Coordinator to Event and Program Coordinator (Bruce Edwards)

Bruce currently is classified as a Recreation Program Coordinator. A review of the expectations for his position and the level of responsibility required to perform the job demonstrates that his work is more closely aligned with that of an Event and Program Coordinator than that of his current classification. Bruce is responsible for all sports

program development, and coordination. He is responsible for revenue development and cost recovery.

The Parks & Recreation Department is fortunate to have highly qualified individuals who are capable and willing to take on challenges as needs and opportunities arise. We do not believe that it is feasible to reduce the scope of these employees' work or the level of responsibility that each of the individuals listed above currently performs. Instead, based on their current level of responsibilities, Human Resource Department recommendations, and the need to compensate them fairly and appropriately we are requesting that these two employees be reclassified. Upon approval by the Council the reclassification would be effective August 1, 2016 for Rose Lacey, per contractual requirement based on position audit, and effective March 1, 2017 for Bruce Edwards.

Budget Impact:

The budget impact this fiscal year is projected to be \$3,500, which will be partially offset by revenue generated from Adult Recreation classes, and Sports Programs.

EH



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: February 15, 2017, for the February 22, 2017, City Council Meeting

SUBJECT: 2015-2016 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, 2016.

Discussion:

Brad Bingenheimer from the certified public accounting firm of Boldt, Carlisle & Smith, LLC, presented the audit report to the Council Audit Committee on February 16, 2017. 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, 2016, 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.

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