

Revised



ALBANY CITY COUNCIL

AGENDA

Wednesday, January 8, 2020

7:15 p.m.

Council Chambers, City Hall

333 Broadalbin Street SW

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. PUBLIC HEARINGS
 - a. Transportation System Development Charge funded list modification. [Pages 3-14]
Action: _____ RES NO. _____
 - b. Building division fee changes. [Pages 15-24]
Action: _____ RES NO. _____
 - c. Planning fee changes. [Pages 25-28]
Action: _____ RES NO. _____
4. BUSINESS FROM THE PUBLIC
5. SECOND READING OF ORDINANCE
 - a. Republic Services franchise increase. [Page 29]
Action: _____ ORD NO. _____
6. ADOPTION OF CONSENT CALENDAR
 - a. Appointment to the Hospital Facility Authority. [Pages 30-31]
 - b. Appointments to the Audit Committee. [Pages 32-34]
 - c. Appointments to citizen advisory groups. [Pages 35-76]
 - d. Appointments to outside agency boards. [Pages 77-79]
 - e. Approval of Minutes
 - 1) December 18, 2019, city council meeting. [Pages 80-81]
 - f. Recommendation to OLCC
 - 1) Approve off-premises sales liquor license application for Aulakh & Ghumman Enterprise Inc., DBA 7-Eleven, 333 34th Avenue SE and 300 Queen Avenue SE. [Page 82]

Action: _____

7. BUSINESS FROM THE COUNCIL

- a. Receiving the mayor's veto of Ordinance No. 5935. [Verbal]

Action: _____

8. NEXT MEETING DATES

Wednesday, January 22, 2020; 7:15 p.m. regular meeting

9. ADJOURNMENT



Stream this meeting live on YouTube: [cityofalbany.net/livestream](https://www.youtube.com/watch?v=cityofalbany.net/livestream)

All City Council meetings are recorded. Audio and video of past meetings are available at [cityofalbany.net/council](https://www.cityofalbany.net/council).

The location of this meeting is accessible to the disabled. If you have a disability that requires accommodation, please notify the City Clerk's Office at least 48 hours in advance of the meeting: cityclerk@cityofalbany.net | 541-917-7532 or 541-917-7565.



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT*
 Jeff Blaine, P.E., Public Works Engineering and Community Development Director *JB*

FROM: Rob Emmons, Assistant City Engineer
 Ronald G. Irish, Transportation Systems Analyst *RI*

DATE: December 19, 2019, for the January 8, 2020, City Council Meeting

SUBJECT: Transportation System Development Charge Funded Project List Modification
 Relates to Strategic Plan theme: Great Neighborhoods

Action Requested:

Staff recommends Council conduct a public hearing to review the proposed transportation project funded list modifications and, if appropriate, adopt the attached resolution modifying the list without impacting the Transportation System Development Charge (TSDC) fee charged to new development.

Discussion:

At the October 21, 2019, City Council Work Session, Council authorized partnering with Linn County to improve, and transfer jurisdiction of, portions of Goldfish Farm Road. The County will be responsible for design and construction of road improvements, with the City participating in acquiring needed right-of-way. The City’s adopted TSDC methodology identifies right-of-way acquisition for Goldfish Farm Road as an eligible expense. However, in order to use TSDC funds for the purchase and not increase the fee charged to new development, funding must be shifted between projects. The proposed funding shifts are described below. All costs are expressed in 2010 dollars for consistency with the adopted TSDC methodology and funded list.

- Decreased Project Funding:
 - Project P12: Gibson Hill Road. The eligible cost for this project is \$723,000. A grant from the State funded most of, but not all, of the project. The grant funding creates an opportunity to redistribute \$468,630 to Project L52 A&B (Goldfish Farm Road). With the redistribution, \$255,170 (\$723,000 - \$468,630) is left to help fund the remainder of the Gibson Hill Road project.
- Increased Project Funding:
 - Project L52 A&B: Goldfish Farm Road. The redistribution of the eligible costs from Project P12 will facilitate the purchase of the right-of-way for this project. Any funds remaining after the right-of-way purchase is complete will be available for identified roadway improvements. The redistribution of \$468,630 will be allocated as defined in the following table. The current cost of all TSP listed projects, together with the proposed modifications, have not changed as summarized below.



Project	Redistributed Funding from P12	Existing Funding	Total Funding
L52A	\$127,630	\$30,370	\$158,000
L52B	\$341,000	\$0	\$341,000
Total	\$468,000		

	Total Project Cost	TSDCi Eligible	TSDCi Eligible & Funded
Current	\$267 M	\$155 M	\$34 M
As Proposed	\$267 M	\$155 M	\$34 M

M = 2010 dollars in millions

Staff recommends that council pass the attached resolution (Attachment A) modifying the project funded list without impacting the TSDC fee charged to new development.

Budget Impact:

If adopted as proposed, there will be no change to the TSDC fee and, therefore, no budget impact.

RE:ss

Attachment

c: Matthew Ruettgers, Development Services Manager (via email)



RESOLUTION NO. _____

A RESOLUTION REVISING TRANSPORTATION SYSTEM DEVELOPMENT CHARGES FOR IMPACTS TO THE ALBANY TRANSPORTATION SYSTEM, REAFFIRMING THE BASE FEE AND THE APPEAL FEE, AND REPEALING RESOLUTION NO. 6807 (A RESOLUTION REVISING TRANSPORTATION SYSTEM DEVELOPMENT CHARGES FOR IMPACTS TO THE ALBANY TRANSPORTATION SYSTEM, REAFFIRMING THE BASE FEE AND THE APPEAL FEE, AND REPEALING RESOLUTION NO. 6741)

WHEREAS, through the previous adoption of ordinances establishing and amending Albany Municipal Code 15.16 regarding system development charges, the Albany City Council has duly declared its intent to comply with the provisions of ORS 223.297 through 223.314; and

WHEREAS, a methodology for the calculation of an improvement and reimbursement fee system development charge for the transportation system in Albany was originally adopted in 2011 and was last modified and adopted in 2018 to reflect changes in the project list as specifically described in Resolution No. 6726; and

WHEREAS, the adopted methodology resulted in a maximum allowable fee of \$11,911 based on February 2010 dollars, which if indexed to current rates is equivalent to \$16,551 (using index ratio 12,015.45/ 8647); and

WHEREAS, the City has not implemented the maximum allowable Transportation System Development Charge (TSDC) and instead has established a Transportation System Development Charge improvement (TSDCi) funded list that identifies the improvements planned to be funded at the reduced fee; and

WHEREAS, the City can reallocate funds between eligible projects when necessary; and

WHEREAS, the Gibson Hill Road sidewalk project received partial grant funding, reducing the need for TSDCi funding, and

WHEREAS, the TSDCi savings resulting from the grant funding allows those funds to be redistributed to the Goldfish Farm Road project; and

WHEREAS, the project list modifications were available for public review and parties were given an opportunity to be heard at a public hearing on January 8, 2020; and

WHEREAS, the Engineering News Record (ENR) Construction Cost Index (CCI) used in Resolution 6807 was the April 2019 ENR CCI for Seattle of 12,015.45; and

WHEREAS, the April 2019 ENR CCI for Seattle is retained and applied within this resolution; and

WHEREAS, the city council deems it desirable to implement a reallocation of funds between the funded projects list that will not change the current fee.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that Resolution No. 6807 is hereby repealed effective as of the effective date of this resolution; and

BE IT FURTHER RESOLVED that transportation system development charges are hereby amended as described in Exhibit A; and

BE IT FURTHER RESOLVED that the fees, charges and project list as specifically described in "Exhibit A" (attached hereto) are hereby adopted.

DATED AND EFFECTIVE THIS 8TH DAY OF JANUARY 2020.

Mayor

ATTEST:

City Clerk

EXHIBIT A

Transportation System Development Charges (SDCs)

BASE FEE REAFFIRMED

The base unit for the Transportation System Development Charge improvement (SDCi) and reimbursement (SDCr) fee will be p.m. peak hour trip end as defined in the latest version of the Trip Generation manual by the Institute of Transportation Engineers (ITE).

The adjusted base fee for a single trip is a combination of the adjusted improvement and reimbursement base fees as shown below.

Base SDCi Fee	Base SDCr Fee	Total Base Fee for a Single Trip End
\$3,521.50	\$605.34	\$4,126.84

¹ Base Fees are indexed to April 2019 ENR Seattle CCI

CALCULATING THE SYSTEM DEVELOPMENT CHARGE

Residential, institutional, business and commercial, office, and industrial development SDC fees are computed by multiplying the base SDC fee by the associated basis for trip determination and by the associated p.m. peak hour trip end rate for the given land use. This calculated fee is further reduced to allow for a pass-by trip credit that varies by land use. Pass-by trip factors are 8 percent for industrial and office (ITE Category 000-199 and 700-799), 20 percent for institutional (ITE Category 300-699), and 50 percent for business and commercial (ITE Category 800-999).

A sample SDC calculation for a single-family house (ITE Category 210) is shown below.

SDC Calculation for a Single-family House (ITE Category 210)				
	P.M. Peak Trip Rate ¹	Pass-By Factor ²	2019 Base Fee for a Single Trip Fee ³	SDC Fee
SDCi	0.99	1.00	\$3,521.50	\$3,486
SDCr	0.99	1.00	\$605.34	\$599
Total			\$4,126.84	\$4,085

¹ P.M. Peak Trip Rate for given land uses are defined in the latest edition of the ITE manual

² Data for pass-by trip reduction factors are taken from an analysis of traffic impact fees developed by Anthony Ruffolo, Center for Urban Studies, Portland State University

³ Base Fees are indexed to April 2019 ENR Seattle CCI

A sample SDC calculation for other land uses is shown below.

ITE Code	Description	Units	PM Peak Trips ¹	Pass by Factor ²	2018 Base Fee for a Single Trip Fee ³	SDC Fee
220	1 Low Rise Apartment	1 unit	0.56	1.00	\$4,126.84	\$2,311
222	1 Mid Rise Apartment	1 unit	0.44	1.00	\$4,126.84	\$1,816
110	Light Industrial	1,000 sf	0.63	0.92	\$4,126.84	\$2,392
140	Manufacturing	1,000 sf	0.67	0.92	\$4,126.84	\$2,544
520	Elementary School	1,000 sf	1.37	0.80	\$4,126.84	\$4,523
710	General Office	1,000 sf	1.15	0.92	\$4,126.84	\$4,366
720	Medical Office	1,000 sf	3.46	0.92	\$4,126.84	\$13,137
820	Shopping Center	1,000 sf	3.81	0.50	\$4,126.84	\$7,862

ITE Code	Description	Units	PM Peak Trips ¹	Pass by Factor ²	2018 Base Fee for a Single Trip Fee ³	SDC Fee
862	Home Improvement Superstore	1,000 sf	2.33	0.50	\$4,126.84	\$4,808
911	Walk-In Bank	1,000 sf	12.13	0.50	\$4,126.84	\$25,029
931	Quality Restaurant	1,000 sf	7.80	0.50	\$4,126.84	\$16,095
932	High Turnover Restaurant	1,000 sf	9.77	0.50	\$4,126.84	\$20,160
934	Fast Food W/Drive Thru	1,000 sf	32.67	0.50	\$4,126.84	\$67,412

¹ P.M. Peak Trip Rate for given land uses are defined in the latest edition of the ITE manual

² Data for pass-by trip reduction factors are taken from an analysis of traffic impact fees developed by Anthony Rufolo, Center for Urban Studies, Portland State University

³ Base Fees are indexed to April 2019 ENR Seattle CCI

SDC CREDITS

Pursuant to Albany Municipal Code Section 15.16.090, a credit against the transportation SDC fee shall be given in the following situations:

A. Credit for prior use:

Pursuant to AMC 15.16.090 (1), a credit against the reimbursement and improvement fee portions of the SDC shall be given in an amount of the SDCi and SDCr calculated for the existing use if it is less than the SDCi and SDCr calculated for the proposed use. If the change in use results in the SDCi or SDCr for the proposed use being less than the SDCi or SDCr for the existing use, no SDCi or SDCr shall be required for that fee portion; however, no refund or credit shall be given.

B. Credit for the cost of a qualified public improvement associated with the development:

Pursuant to AMC 15.16.090 (2), a credit against the improvement fee portion of the SDC shall be given for the cost of a qualified public improvement required as a condition of development approval. A qualified public improvement must also be identified in the funded section of the project list in *Figure A: SDC Eligible Projects Funded by the Adopted Fee Schedule* (see below). A funded project can be either wholly or partially funded with SDCi fees. Projects can move between the funded and unfunded sections according to AMC 15.16.060(3).

The credit shall not exceed the dollar amount (adjusted annually using ENR Seattle Construction Cost Index) in the SDC column in *Figure A* associated with a qualified improvement in the funded projects group. If the credit exceeds the amount of TSDCi to be paid by the development, then the excess credit may be applied against transportation improvement fees that accrue in subsequent phases of the original development project. In summary, credits are possible only for projects identified in *Figure A* as having SDC funding and only to the extent that it is SDC funded.

On-site: A project that meets these qualification criteria and is located in whole or in part, on or contiguous to the property, and that is required to be built with greater capacity than is necessary for the particular development needs and exceeds the minimum standard facility size, will have reserve capacity. The applicant shall have the burden of demonstrating that a particular qualified transportation improvement will have a reserve capacity. The Highway Capacity Manual (HCM), or other City-approved traffic engineering methodology, shall be the approved method for calculating reserve capacity. The reserve capacity shall be expressed as a percent of the construction cost for said improvement. That portion of the construction cost that represents the reserve capacity, when multiplied by the percent of said project funded with the SDCi fee as identified in *Figure A*, will be the estimated credit. The actual credit will be the lower of the estimated credit and the dollar amount (adjusted using ENR Seattle Construction Cost Index) in the funded SDC column in *Figure A* associated with said project.

Off-site: A project that meets these qualification criteria that is not located on or contiguous to property (an off-site improvement) is qualified for SDCi credit. The credit shall be the lower of the actual construction cost or the dollar amount (adjusted using ENR Seattle Construction Cost Index) in the funded SDC column in *Figure A* associated with said project.

- C. Credit for reducing the number of trip ends the development will generate using automobiles:

Transit or Pedestrian: A credit against the improvement fee portion of the SDC shall be possible if the development is in an established transit or pedestrian district or if a program to be instituted in connection with the development is determined by the city engineer to materially reduce the number of trip ends the development will generate using automobiles and the extent of improvements necessary to serve the development and that the reduction will continue for at least 10 years after the development is occupied.

The reduced SDC will be calculated based upon the number of trip ends the development will generate with the trip end reduction program in effect. Before granting the credit, the City shall receive assurances that will bind the owner and the owner's successors to perform the program for the time required.

- D. Credit for reducing the number of peak hour trips the development will generate using automobiles:

Off-Peak Work Hours: A credit against the improvement fee portion of the SDC shall be possible if a program to be instituted in connection with the development is determined by the city engineer to materially reduce the number of peak hour trips the development will generate using automobiles and the extent of improvements necessary to serve the development, and that the reduction will continue for at least 10 years after the development is occupied. The reduced SDC will be calculated based upon the number of trip ends the development will generate with the peak hour trip reduction program in effect. Before granting the credit, the City shall receive assurances that will bind the owner and the owner's successors to perform the program for the time required.

APPEAL PROCEDURE AND FEE

Pursuant to Albany Municipal Code Section 15.16.100(5), an appeal fee of \$100 per appeal is hereby established.

Appeal submittal by parties appealing their calculated fee (AMC Section 15.16.100(3)) shall:

- A. Conform to AMC Section 15.16.100 procedures;
- B. Use standard study methodology and data collection forms and procedures for conducting a local trip generation study described in Albany's adopted "Traffic Impact Study Guidelines" and the ITE Trip Generation Manual; and
- C. Be prepared by or under the direct supervision of a Professional Civil or Transportation Engineer currently licensed to practice within the State of Oregon, and with special training and experience in transportation engineering and planning. The engineer shall certify the document by providing a signature and seal of approval.

Figure A: SDCi Eligible Projects Funded by the Adopted Fee Schedule

Costs are based on the *Engineering News Record (ENR)* Construction Cost Index (Seattle) in February 2010 of 8647.

Year 1-10 funded projects are in column 7. All short- and mid-term projects are funded.

Year 11-20 funded projects are in column 8.

1	2	3	4	5	6	7	8
Project #	Project	TSP Priority	Growth Percentage	Total Project Cost (2010 \$)	TSDCi Eligible	TSDCi Eligible & Funded Years 1-10	TSDCi Eligible & Funded Years 11-20
B1	14th Avenue	short	100%	\$2,000	\$2,000	\$2,000	
B2	Waverly Drive	short	100%	\$5,000	\$5,000	\$5,000	
B3	Hill Street	long/dev	100%	\$743,000	\$743,000		\$743,000
B4	24th Avenue	short	100%	\$5,000	\$5,000	\$5,000	
B5	Jackson Street	short	100%	\$674,000	\$674,000	\$110,000	
B6	Center Street	short	100%	\$6,000	\$6,000	\$6,000	
B7	US 20, North Albany	long/dev	100%	\$31,000	\$31,000		
B8	1st Avenue	long/dev	100%	\$43,000	\$43,000		
B9	2nd Avenue	long/dev	100%	\$43,000	\$43,000		
B10	Madison Street/7th Avenue	long/dev	100%	\$40,000	\$40,000		
B11	7th Avenue	long/dev	100%	\$95,000	\$95,000		
B12	Takena	long/dev	100%	\$53,000	\$53,000		\$53,000
B13	Liberty/Lakewood	long/dev	100%	\$76,000	\$76,000		
B14	12th Avenue (West)	mid	100%	\$32,000	\$32,000	\$32,000	
B15	Bain Street	long/dev	100%	\$49,000	\$49,000		
B16	South Shore Drive	long/dev	100%	\$33,000	\$33,000		
B17	Shortridge Street	long/dev	100%	\$27,000	\$27,000		
B18	24th Avenue	long/dev	100%	\$44,000	\$44,000		\$44,000
B19	38th Avenue and 39th Avenue	mid	100%	\$106,000	\$106,000	\$106,000	
B20	Lyon Street	short	100%	\$2,000	\$2,000	\$2,000	
B21	Ellsworth Street	short	100%	\$4,000	\$4,000	\$4,000	
I1	Main Street/Salem Avenue/3rd Avenue	short	100%	\$1,088,000	\$1,088,000	\$1,088,000	
I2	Main Street/Santiam Avenue/4th Avenue	short	69%	\$255,000	\$175,950	\$175,950	
I3	14th Avenue/Heritage Mall Access	short	100%	\$41,000	\$41,000	\$23,000	
I4	14th Avenue/Clay Street	short	100%	\$10,000	\$10,000	\$7,000	
I5	Waverly Avenue/14th Avenue	short	100%	\$41,000	\$41,000	\$23,000	
I6	Waverly Avenue/Queen Avenue	long/dev	100%	\$72,000	\$72,000		
I7	Waverly Avenue/Grand Prairie	long/dev	100%	\$175,000	\$175,000		
I8	US 20/North Albany Road	short	13%	\$40,000	\$5,200	\$5,200	
I9	US 20/Springhill Drive	short	23%	\$14,000	\$3,220	\$3,220	
I10	Knox Butte/Century Drive	short	0%	\$345,000	\$0		
I11	34th Avenue/Marion Street	mid	100%	\$345,000	\$345,000	\$345,000	
I12	US 20 (Lyon Street)/2nd Avenue	mid	16%	\$23,000	\$3,680	\$3,680	
I13	US 20/Clay Street	mid	20%	\$185,000	\$37,000	\$37,000	
I14	OR 99E/34th Avenue	long/dev	32%	\$192,000	\$61,440		\$61,440
I15	34th Avenue/Hill Street	long/dev	100%	\$350,000	\$350,000		\$350,000
I16	Ellingson Road/Columbus Street	long/dev	100%	\$500,000	\$500,000		\$250,000
I17	Waverly Avenue/14th Avenue	long/dev	100%	\$77,000	\$77,000		\$77,000
I18	Queen Avenue/Gearry Street	long/dev	100%	\$1,901,000	\$1,901,000		\$950,500
I19	Waverly Avenue/34th Avenue	long/dev	100%	\$42,000	\$42,000		
I20	US 20 (Ellsworth Street)/1st Avenue	mid	22%	\$18,000	\$3,960	\$3,960	
I21	US 20 (Lyon Street)/1st Avenue	mid	23%	\$80,000	\$18,400	\$18,400	
I22	US 20 (Lyon Street)/1st Avenue	mid	23%	\$10,000	\$2,300	\$2,300	

1	2	3	4	5	6	7	8
Project #	Project	TSP Priority	Growth Percentage	Total Project Cost (2010 \$)	TSDCi Eligible	TSDCi Eligible & Funded Years 1-10	TSDCi Eligible & Funded Years 11-20
I23	US 20 / Ellsworth Street / 2nd Avenue	mid	23%	\$17,000	\$3,910	\$3,910	
I24	OR 99E/Waverly Avenue	long/dev	27%	\$959,000	\$258,930		\$258,930
I25	US 20/Waverly Drive	long/dev	29%	\$853,000	\$247,370		\$247,370
I26	US 20/Waverly Drive	long/dev	29%	\$240,000	\$69,600		\$69,600
I27	OR 99E/Queen Avenue	long/dev	26%	\$894,000	\$232,440		\$232,440
I28	OR 99E/34th Avenue	long/dev	32%	\$456,000	\$145,920		
I29	OR 99E/Killdeer Avenue	long/dev	28%	\$3,207,000	\$897,960		
I30	US 20/Timber Street	long/dev	44%	\$571,000	\$251,240		\$251,240
I31	US 20/Timber Street	long/dev	44%	\$619,000	\$272,360		
I33	Knox Butte/New North/South Collector	long/dev	100%	\$525,000	\$525,000		
I34	Springhill Dr./Hickory St.	long/dev	100%	\$345,000	\$345,000		\$172,500
I35	Gibson Hill Rd/Crocker Ln	mid	100%	\$410,000	\$410,000	\$410,000	
I36	Timber St Extension/18th Ave/Spicer Dr ROW	short	100%	\$650,000	\$650,000		\$325,000
I36	Timber Str. Extension/18th Ave/Spicer Dr	long/dev	100%	\$863,000	\$863,000		\$441,000
I37	OR 99E / 29th Ave	long/dev	28%	\$106,000	\$29,680		
I38	Salem Avenue/Gear Street	long/dev	28%	\$845,000	\$236,600		\$236,600
I39	OR 99E/Lyon Street	long/dev	16%	\$205,000	\$32,800		
I40	OR 99E/53rd Avenue	long/dev	38%	\$550,000	\$209,000		
I41	Ellison Road / Lochner Road	long/dev	100%	\$500,000	\$500,000		\$250,000
I42	53rd Avenue Extension / Industrial Property Access	long/dev	100%	\$500,000	\$500,000		
I43	Clover Ridge Road / Knox Butte	long/dev	100%	\$350,000	\$350,000		
I44	Goldfish Farm Road / Knox Butte	long/dev	100%	\$350,000	\$350,000		
L1	53rd Avenue Extension	long/dev	54%	\$18,600,000	\$10,044,000		
L2	Waverly Drive	long/dev	36%	\$1,394,000	\$501,840		
L3	Washington/Calapooia/1st/2nd	short	42%	\$100,000	\$42,000	\$42,000	
L4	Timber Street Extension ROW	short	100%	\$966,000	\$966,000		\$483,000
L4	Timber Street Extension	long/dev	100%	\$2,708,000	\$2,708,000		\$677,000
L5	Main Street - 7th Avenue - Hill Street	mid	64%	\$1,292,000	\$826,880	\$385,260	
L6	North Albany Road	mid	29%	\$5,847,000	\$1,695,630	\$1,695,630	
L6	North Albany Road ROW	short	100%	\$19,000	\$19,000		\$19,000
L9	Queen Avenue	long/dev	12%	\$0	\$0		
L10	New North Albany Connector <i>Funding is for 15% construction west of Crocker (\$145/l) and 40% construction east of Crocker</i>	long/dev	100%	\$5,818,000	\$5,818,000		\$1,154,053
L11	Spicer Drive Extension (West of Timber St.)	long/dev	100%	\$982,000	\$982,000		\$245,000
L12	Spicer Drive Extension (East of Timber St.)	long/dev	100%	\$1,666,000	\$1,666,000		
L13	Goldfish Farm Road Extension	long/dev	100%	\$1,013,000	\$1,013,000		\$253,350
L14	Dogwood Avenue Extension	long/dev	100%	\$3,294,000	\$3,294,000		\$0
L15	New North/South Collector – LID Knox Butte to Somerset	short	100%	\$2,548,000	\$2,548,000		
L15	New North/South Collector – Knox Butte to US 20 (Santiam)	long/dev	100%	\$3,662,000	\$3,662,000		\$549,300
L16	New East/West Collector	long/dev	100%	\$3,723,000	\$3,723,000		\$0
L17	Expo Parkway Extension (south of Dunlap)	long/dev	100%	\$996,000	\$996,000		\$149,400
L18	Timber St Extension to Somerset Avenue	long/dev	100%	\$1,720,000	\$1,720,000		\$258,000
L19A	Somerset Avenue Extension - LID	short	100%	\$383,000	\$383,000		
L19B	Somerset Avenue Extension – wetlands to Charlotte	long/dev	100%	\$566,000	\$566,000	\$566,000	\$0

1	2	3	4	5	6	7	8
Project #	Project	TSP Priority	Growth Percentage	Total Project Cost (2010 \$)	TSDCi Eligible	TSDCi Eligible & Funded Years 1-10	TSDCi Eligible & Funded Years 11-20
L19C	Somerset Avenue Extension – Timber Ridge Road to NE +/- 950 feet	long/dev	100%	\$625,000	\$625,000		\$410,000
L20	Santa Maria Avenue Extension	long/dev	100%	\$1,872,000	\$1,872,000		\$0
L21	Knox Butte Road Widening ROW	short	100%	\$1,478,000	\$1,478,000		\$1,478,000
L21	Knox Butte Road Widening	long/dev	60%	\$3,169,000	\$1,901,400		\$1,901,400
L22	Knox Butte Road Widening ROW	short	100%	\$31,000	\$31,000		
L22	Knox Butte Road Widening	long/dev	56%	\$825,000	\$462,000		
L23A	Knox Butte Road Widening – from Goldfish Farm Road 970 feet to the east	long/dev	52%	\$717,000	\$372,840		
L23B	Knox Butte Road Widening - from Timber Ridge Street 730 feet to the west <i>Funding is 25% of street improvement + 50% of pedestrian bridge</i>	long/dev	52%	659,000	\$342,680	\$194,750	
L24A	Knox Butte Road Widening – from Timber Ridge Street 1,120 feet to the east	long/dev	47%	\$896,000	\$421,120	\$224,000	
L24B	Knox Butte Road Widening – from UGB 8,485 feet to the west	long/dev	47%	\$6,792,000	\$3,192,240		
L25	Dunlap Avenue Extension	long/dev	100%	\$1,045,000	\$1,045,000		\$156,750
L26	Springhill Road Widening	long/dev	61%	\$3,406,000	\$2,077,660		
L27	US 20 Widening	long/dev	18%	\$8,351,000	\$1,503,180		
L28	Ellingson Road Extension	long/dev	61%	\$5,740,000	\$3,501,400		
L30	Oak Street	short	100%	\$2,130,000	\$2,130,000	\$2,130,000	
L31	Fescue Street to Three Lakes Road Connector	long/dev	100%	\$886,000	\$886,000		\$132,900
L32	Fescue Street Extension	long/dev	100%	\$3,054,000	\$3,054,000		
L33	Three Lakes Road Realignment ROW	short	59%	\$750,000	\$442,500		
L33	Three Lakes Road Realignment	long/dev	59%	\$1,868,000	\$1,102,120		
L34	Looney Lane Extension	long/dev	100%	\$914,000	\$914,000		\$137,100
L35	Albany Avenue Widening	long/dev	26%	\$1,177,000	\$306,020	\$306,020	
L36	W Thornton Lk Dr, N Albany Rd & N Alb Middle School	long/dev	11%	\$565,000	\$62,150	\$62,150	
L37	Springhill Drive	long/dev	18%	\$4,158,000	\$748,440		
L38	Scenic Drive	long/dev	10%	\$6,842,000	\$684,200		
L39	Century Drive	long/dev	52%	\$3,199,000	\$1,663,480		
L40	Gibson Hill Road	long/dev	6%	\$3,816,000	\$228,960		\$228,960
L41	Skyline Drive	long/dev	0%	\$1,523,000	\$0		
L42A	Crocker Lane North (LID)	short	30%	\$1,721,000	\$516,300	\$417,000	
L42B	Crocker Lane South – from Gibson Hill Road north to L42A <i>Funding is 15% of Pheasant Run frontage</i>	long/dev	30%	\$2,808,000	\$842,400	\$107,150	
L43	Valley View Drive	long/dev	40%	\$3,695,000	\$1,478,000		
L44	West Thornton Lake Drive	long/dev	11%	\$6,097,000	\$670,670		
L45	Allen Lane	long/dev	56%	\$2,689,000	\$1,505,840		
L46	Columbus Street	long/dev	49%	\$4,549,000	\$2,229,010		\$1,137,250
L47	Grand Prairie Road	long/dev	53%	\$2,260,000	\$1,197,800		
L48	Spicer Drive	long/dev	32%	\$868,000	\$277,760		
L49	Scravel Hill Road	long/dev	21%	\$9,699,000	\$2,036,790		
L50	Quarry Road	long/dev	21%	\$3,493,000	\$733,530		
L51	Spicer Road	long/dev	54%	\$676,000	\$365,040		
L52A	Goldfish Farm Road – from Dogwood Avenue south 1,365 feet <i>Funding is right-of-way only</i>	long/dev	82%	\$1,645,500	\$1,349,310	\$30,370 \$158,000	

1	2	3	4	5	6	7	8
Project #	Project	TSP Priority	Growth Percentage	Total Project Cost (2010 \$)	TSDCi Eligible	TSDCi Eligible & Funded Years 1-10	TSDCi Eligible & Funded Years 11-20
L52B	Goldfish Farm Road – from Highway 20 north 2,320 feet	long/dev	82%	\$2,798,500	\$2,294,770	\$341,000	
L53	Ellingson Road <i>Funding is for 24ft of right-of-way (3 to 5 lanes) at \$6/s.f. and 25% construction</i>	long/dev	49%	\$5,847,000	\$2,865,030		\$1,979,250
L54-a	Lochner Road – North	short	44%	\$3,722,000	\$1,637,680	\$1,007,475	
L54-b	Lochner Road - South	long/dev	44%	\$4,548,000	\$2,001,120		\$1,137,125
L55	Three Lakes Road ROW	short	42%	\$287,000	\$120,540		\$120,540
L55	Three Lakes Road	long/dev	42%	\$4,569,000	\$1,918,980		
L56	US 20 - East of I-5	long/dev	44%	\$2,068,000	\$909,920		
L57	Santa Maria Avenue	long/dev	91%	\$694,000	\$631,540		
L58	Oak Street	short	65%	\$2,187,000	\$1,421,550	\$1,421,550	
L59	Water Avenue	short	50%	\$4,070,000	\$2,035,000		
L60	US 20 Superelevation and Widening	long/dev	22%	\$3,122,000	\$686,840		
L61	Three Lakes Road	long/dev	0%	\$1,879,000	\$0		
L62	Oak Creek Parkway <i>Funding is for 25% construction west of Columbus</i>	long/dev	100%	\$16,456,000	\$16,456,000		\$1,812,719
M1	Queen/Geary Periwinkle Path	short	70%	\$46,000	\$32,200	\$32,200	
M2-a	Oak Creek Loop Trail (south of Oak Creek)	long/dev	70%	\$2,680,000	\$1,876,000	\$200,000	
M2-b	Oak Creek Loop Trail (north of Oak Creek)	long/dev	70%	\$1,787,000	\$1,250,900		
M2-c	Oak Creek Crossing Trails	long/dev	70%	\$838,000	\$586,600		
M3	West Timber-Linn Trail	mid	70%	\$161,000	\$112,700	\$112,700	
M4	South Waterfront Trail	mid	70%	\$76,000	\$53,200	\$53,200	
M5	Albany-Corvallis Multiuse Path	mid	70%	\$1,477,000	\$1,033,900	\$304,500	
M6	Albany-Corvallis Multiuse Path	long/dev	70%	\$761,000	\$532,700		
M7	East Timber-Linn Trail	long/dev	70%	\$277,000	\$193,900		\$193,900
M8	Bain Street/Waverly Lake Trail	long/dev	70%	\$153,000	\$107,100		\$107,100
M9	Lebanon Trail	long/dev	70%	\$581,000	\$406,700		
M10	Periwinkle Trail Extension	long/dev	70%	\$1,528,000	\$1,069,600		
M11	East Albany Willamette River Bridge	long/dev	70%	\$7,657,000	\$5,359,900		
M12	99E/Oak Creek	long/dev	70%	\$129,000	\$90,300		
M13	US 20/99E Undercrossing	long/dev	70%	\$1,500,000	\$1,050,000		
P1	Springhill Drive	mid	70%	\$542,000	\$379,400	\$379,400	
P2	99E/24th Avenue	long/dev	70%	\$129,000	\$90,300		
P3	Oregon 99E: Burkhardt to Waverly	long/dev	70%	\$129,000	\$90,300		
P4	Ferry Street	long/dev	70%	\$725,000	\$507,500		
P5	Columbus Street	long/dev	70%	\$277,000	\$193,900		
P6	Geary Street	long/dev	70%	\$791,000	\$553,700	\$553,700	
P7	Airport Road	long/dev	70%	\$485,000	\$339,500		
P8	Killdeer Street	long/dev	70%	\$174,000	\$121,800		
P9	Waverly Drive	long/dev	70%	\$88,000	\$61,600		
P10	Albany-Santiam Canal Pedestrian Esplanade	long/dev	70%	\$1,232,000	\$862,400		
P11	Thurston Street Canal Pedestrian Esplanade	long/dev	70%	\$1,863,000	\$1,304,100		
P12	Gibson Hill Road	short	70%	\$1,034,000	\$723,800	\$23,800 \$255,170	
S1	ADA Accessibility Audit	short	0%	\$25,000	\$0		
S2	Hwy 20 Corridor & Downtown Refinement Plan	short	100%	\$250,000	\$250,000	\$250,000	
S3	Safety Audit	short	0%	\$30,000	\$0		

1	2	3	4	5	6	7	8
Project #	Project	TSP Priority	Growth Percentage	Total Project Cost (2010 \$)	TSDCi Eligible	TSDCi Eligible & Funded Years 1-10	TSDCi Eligible & Funded Years 11-20
S4	OR 99E Speed Study	short	0%	\$0	\$0		
S5	Downtown STA	short	0%	\$0	\$0		
S6	Albany TSP MPO Update	mid	32%	\$350,000	\$112,000	\$112,000	
S7	Major Corridors	long/dev	0%	\$0	\$0		
S8	Wayfinding	long/dev	0%	\$25,000	\$0		
S9	Interstate 5 / OR 99E / Knox Butte	long/dev	100%	\$100,000	\$100,000	\$100,000	
S10	Interstate 5 / US 20 (Santiam)	long/dev	100%	\$100,000	\$100,000	\$100,000	
T1	ADA Accessibility Projects	mid	70%	\$430,000	\$301,000	\$301,000	
TOTALS				\$267 M	\$155 M	\$14.2 M	\$19.7 M



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *BT/13*
 Jeff Blaine, P.E., Public Works Engineering and Community Development Director *JB*

FROM: Matthew Ruettgers, Development Services Manager *MR*
 Johnathan Balkema, Building Official Manager *JB*

DATE: January 3, 2020, for the January 8, 2020, City Council Meeting

SUBJECT: Building Division Fee Adjustments
 Relates to Strategic Plan theme | Relates to: Effective Government

Action Requested:

Staff recommends the City Council adopt the attached resolution (Attachment A) implementing the Building Division fee adjustments described herein. Prior to acting on the resolution, staff recommends Council hold a public hearing to receive public input and deliberate.

Discussion:

Background

The Community Development’s building division enforces the Oregon Building Codes, under a memorandum of delegation by the Department of Consumer and Business Services: Building Codes Division (BCD) through OAR 918-20. As such, the building division’s fee changes are adopted pursuant to the criteria specified in OAR 918-20-0220.

In February 2010, following the recession, council approved a 20 percent fee increase to ensure the building division would be solvent for the future. Since that time, development has rebounded, and the increased fees have resulted in the building division’s reserves returning to fiscally responsible levels.

Proposed Adjustments

Utilizing the adopted FY19-21 biennium budget, and review of the current development forecast and current projects, staff proposes the following changes to the adopted building division fees.

1. *Residential Building Permit Base Fee Increase*

The Building Division’s current fee structure has a minimum charge, referred to as a base charge, for residential permits. When a customer pays only the base charge for a small project, the charge provides for a single inspection. However, many small projects require more than one inspection and under the current fee structure customers pay additional inspection fees for those services.

Projects that exceed the base fee threshold are not limited to a single inspection. This creates a scenario where a larger project could pay less for plan review and inspection services than the smaller base fee project, simply due to the way the base fee is structured, not because there is more work associated with it. Staff recommends remedying this situation by increasing the residential building permit base fee and removing the single inspection limitation.



Proposed Fee Increase

Fee	Current Fee	Proposed Fee	% Change
Residential Building Permit (\$2,000 or less valuation)	\$60.00	\$75.00	25%

2. *Permit Fee Reduction*

Notwithstanding the base fee increase discussion above, staff proposes a reduction in the fee methodology used to determine the building permit fee, as shown on the tables below. Current reserves and anticipated levels of future development support this reduction.

Proposed One- and Two-Family Building Permit Fees

Valuation	Current Residential	Proposed Residential (Proposed name change to One & Two Family)	% change Initial --- Incremental
\$0 to \$25,000	\$60.00 for first \$2,000 plus \$8.90 for each additional \$1,000 or fraction	\$75.00 for first \$2,000 plus \$8.22 for each additional \$1,000 or fraction	+ 25 % --- -7.64 %
\$25,000 to \$50,000	\$264.00 for first \$25,000 plus \$6.60 for each additional \$1,000 or fraction	\$264.00 for first \$25,000 plus \$6.47 for each additional \$1,000 or fraction	0 % --- -1.97 %
\$50,000 to \$100,000	\$432.00 for first \$50,000 plus \$5.20 for each additional \$1,000 or fraction	\$425.00 for first \$50,000 plus \$4.95 for each additional \$1,000 or fraction	-1.62 % --- -4.80 %
\$100,000 and up	\$690.00 for first \$100,000 plus \$3.90 for each additional \$1,000 or fraction	\$672.00 for first \$100,000 plus \$3.70 for each additional \$1,000 or fraction	-2.60 % --- -4.13 %

Proposed Commercial Building Permit Fees

Valuation	Current Commercial	Proposed Commercial	% change Initial --- Incremental
\$0 to \$25,000	\$75.00 for first \$2,000 plus \$11.10 for each additional \$1,000 or fraction	\$75.00 for first \$2,000 plus \$11.10 for each additional \$1,000 or fraction	0 % --- 0 %
\$25,000 to \$50,000	\$330.00 for first \$25,000 plus \$8.25 for each additional \$1,000 or fraction	\$330.00 for first \$25,000 plus \$8.00 for each additional \$1,000 or fraction	0 % --- -3.03 %
\$50,000 to \$100,000	\$540.00 for first \$50,000 plus \$6.45 for each additional \$1,000 or fraction	\$530.00 for first \$50,000 plus \$6.10 for each additional \$1,000 or fraction	-1.85 % --- -4.43 %
\$100,000 and up	\$863.00 for first \$100,000 plus \$4.80 for each additional \$1,000 or fraction	\$835.00 for first \$100,000 plus \$4.60 for each additional \$1,000 or fraction	-3.24 % --- -4.16 %

3. *New Reroof Permit Fee*

Under the current fee structure, permits for reroofing commercial and multifamily structures (covering only, no structural improvements) are subject to the valuation tables discussed above. These projects generally do not require the same number of inspections as is required for new construction or structural alterations. As such, staff recommends adopting a new Reroof Permit Fee as shown below.

Proposed Reroofing Permit Fee

Fee	Current Fee	Proposed Fee	% Change
Reroofing Permit (where no structural work occurs)	Varies	\$225.00	Varies
Plan Review Fee	65% of Permit	65% of Permit	0 %

4. *Remove Land Use Review Fee*

The current building division fee table includes a land use review fee for planning division services. Even though these fees are applicable to reviewing building permits, it is not appropriate for them to be adopted as part of a building division fee schedule. As discussed in a separate memorandum, council will consider this fee as an amendment to the planning division’s fee schedule.

5. *Miscellaneous Amendments*

Staff recommend the following text amendments to fee names to improve consistency with current practice, terminology, department procedures, and to align with OAR 918-20.

Current Fee Name	Proposed Fee Name
Residential Building Permit	One- and Two-Family Building Permit
Commercial Building Permit	Commercial & Multifamily Building Permit
Plan review	Building plan review
Fire/life/safety review	FLS plan review
Residential fire suppression system	One- & two-family fire suppression system
Commercial fire suppression system	Commercial & multifamily fire suppression system
Hydrants (including PIVs)	Fire service line (including each vault, PIV, and fire line)
Radon mitigation, LP-tank connections and venting, gas fireplace	Miscellaneous systems (ex: fireplaces, radon systems, LP systems, and ducting)

Staff also recommends updating fees for responding to work completed without permits. The existing fee structure for work without permits is not consistent with current state statute. Staff is currently applying fees consistent with statute and it is important that the fee structure is updated to reflect current practice.

Under the current statute, additional fees for responding to work without permits (above beyond standard plan review and inspection fees for the work) is limited to actual additional costs or a calculated average of additional costs. The proposed fee structure includes a fee for work without permits that is determined by the City’s actual costs, with a \$150 minimum. This update will document current practice consistent with state statute.

Budget Impact:

The proposed reductions in fees will reduce the anticipated revenue in the affected building division program areas by approximately 3 percent.

JB:ss

Attachment



RESOLUTION NO. _____

A RESOLUTION SETTING BUILDING DIVISION FEES AND REPEALING RESOLUTION NO. 5891 (A RESOLUTION AMENDING THE FEE SCHEDULE FOR CERTAIN BUILDING DIVISION FEES AND REPEALING RESOLUTION NO. 5715)

WHEREAS, building fees were last updated on February 25, 2010, by Resolution No. 5891; and

WHEREAS, the Albany Building Division has performed a program analysis and determined areas where fees should be adjusted to meet the cost recovery criteria of Section 18.12.010(2) of the Albany Municipal Code; and

WHEREAS, the Albany City Council reviewed the proposed building fees shown in attached "Exhibit A" and held a public hearing on January 8, 2020.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that Resolution No. 5891 is hereby repealed.

BE IT FURTHER RESOLVED that the building division permit fees shown in "Exhibit A", attached hereto, are adopted by the City of Albany.

BE IT FURTHER RESOLVED that the effective date of these fees shall be January 9, 2020.

DATED THIS 8th DAY OF JANUARY 2020.

Mayor

ATTEST:

City Clerk

CITY OF ALBANY BUILDING PERMIT FEES*

1. BUILDING PERMITS:

- One- & two-family are residential structures and their accessory structures, which are regulated by the **Oregon Residential Specialty Code (ORSC)**.
- Multifamily include all residential structures not regulated by the ORSC and that are regulated by the **Oregon Structural Specialty Code (OSSC)**.
- Commercial include all other structures regulated by the **Oregon Structural Specialty Code (OSSC)**.

One- and Two-Family, Multifamily, and Commercial Building Permits

Total Valuation ¹	One- & Two-Family (ORSC)	Commercial & Multifamily (OSSC)
\$0 to \$25,000	\$75.00 for the first \$2,000 plus \$8.22 for each additional \$1,000 or fraction	\$75.00 for the first \$2,000 plus \$11.10 for each additional \$1,000 or fraction
\$25,001 to \$50,000	\$264.00 for the first \$25,000 plus \$6.47 for each additional \$1,000 or fraction	\$330.00 for the first \$25,000 plus \$8.00 for each additional \$1,000 or fraction
\$50,001 to \$100,000	\$425.00 for the first \$50,000 plus \$4.95 for each additional \$1,000 or fraction	\$530.00 for the first \$50,000 plus \$6.10 for each additional \$1,000 or fraction
\$100,001 and up	\$672.00 for the first \$100,000 plus \$3.70 for each additional \$1,000 or fraction	\$835.00 for the first \$100,000 plus \$4.60 for each additional \$1,000 or fraction

¹ Valuation is based on the methodology specified in OAR 918-050-0100

Building Permit Plan Review¹

Building plan review fee ¹	65% of building permit fee
FLS review fee ²	40% of the building permit fee
Deferred submittal ³ (per deferred item)	\$250.00
Phased project application fee ^{3,4}	\$250.00
Phased project review fee ^{3,4,5}	10% of building permit fee (\$1,500 max)
Additional plan review for revisions to approved plans	\$70.00/hour (1 hour min.)
Alternate materials and methods review fee ³	\$70.00/hour (2 hour min.)
Third-party plan review fee ³	\$70.00/hour (2 hour min.)
Additional consultation/research ³	\$70.00/hour (2 hour min.)

¹Plan review is required on all building permits unless waived by the Building Official (AMC 18.06 030)

²FLS review fee is required on all projects specified under ORS 479.155(2)

³This fee is in addition to applicable plan review and permit fees.

⁴Phased projects are subject to the approval of the Building Official.

⁵Phased project review fee is applied to each phase of the project

* The fees list under the Building Division section are only the fees adopted pursuant to the applicable Oregon Administrative Rule. Additional fees from other departments may be required for your project. Please see the adopted fees for the appropriate department.

2. ELECTRICAL PERMITS:

RESIDENTIAL PER UNIT:

1000 sq. ft. or less	\$135.00
Each additional 500 sq. ft. or portion.....	\$ 25.00
Limited energy	\$ 65.00

In a multifamily structure, OAR 918-309-0030 (5)(b) requires the electrical permit fee to be calculated by taking the square footage of the largest unit in the building and computing the fee. A fee of one-half of the first unit fee is applied to all additional units in the building regardless of size. In a multifamily structure, OAR 918-309-0030 (3)(b) requires one limited energy permit per building.

Residential remodels, additions, alterations or repairs shall use the lower of the square footage of the area being remodeled/added or the calculated branch circuit fee.

SERVICES OR FEEDERS: (Installation, Alterations or Relocation – no circuits included)

200 amps or less.....	\$ 80.00
201 to 400 amps.....	\$ 95.00
401 to 600 amps.....	\$158.00
601 to 1000 amps.....	\$205.00
1000+ amps or volts.....	\$475.00
Reconnect only	\$ 65.00
Manufactured home/modular service/feeder.....	\$ 65.00

TEMPORARY SERVICES OR FEEDERS: (Installation, Alterations, or Relocation)

200 amps or less.....	\$ 65.00
201 to 400 amps.....	\$ 86.00
401 to 600 amps.....	\$125.00
601 to 1000 amps.....	\$205.00
1000+ amps or volts.....	\$475.00

BRANCH CIRCUITS: (New, alteration, or extension per panel)

Branch circuits with purchase of service or feeder fee (each)	\$ 5.50
Branch circuit without purchase of service or feeder fee.....	\$ 65.00
Each additional	\$ 5.50

MISCELLANEOUS: (Service or feeder NOT included)

Renewable electrical energy systems.....	\$ 75.00
Pump or irrigation circle	\$ 65.00
Sign or outline lighting	\$ 65.00
Signal circuits or limited energy panel, alteration/extensions	\$ 65.00
Master Label Permit set-up fee	\$100.00
Each Master Label inspection.....	\$75.00/hour (1 hour min.)
Minor Label with corrections.....	\$75.00/hour (1 hour min.)

ADDITIONAL INSPECTION FEES OVER THE ALLOWABLE IN ANY OF THE ABOVE:

Per inspection or re-inspection when added to an existing permit.....	\$ 49.00
Miscellaneous hourly fee for inspections.....	\$75.00/hour (1 hour min.)

PLAN REVIEW FEE:

25% of electrical permit, if required (see application)

3. FIRE ALARM PERMITS: (Electrical permit required, see Section 2)

Fire alarm control panel.....	\$ 70.00
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SIGNAL INITIATING AND NOTIFICATION TYPES:

Signal initiating devices: detectors, manual pull stations, water flow, tamper switches

1-10	\$ 70.00
11-20	\$126.00
Each additional 30 (or fraction thereof)	\$ 42.00

Notification devices: bells, chimes, strobes, horns, annunciators, etc.

1-10	\$ 70.00
11-20	\$126.00
Each additional 30 (or fraction thereof)	\$ 42.00

PLAN REVIEW FEE 40% of fire alarm permit, \$70.00 minimum

4. FIRE SPRINKLER PERMITS:

One- & Two-Family Fire Suppression Systems (NFPA 13D)¹

Square Footage	Fee ²
0 to 2,000 sq. ft.	\$200.00
2,001 to 3,600 sq. ft.	\$250.00
3,601 to 7,200 sq. ft.	\$325.00
7,201 sq. ft. +	\$410.00

¹Separate plumbing permit required

²Includes plan review

Commercial & Multifamily Fire Suppression Systems (NFPA 13R & NFPA 13)

Add/replace valves, attachments, or devices.....	\$ 59.50 each
Fire pump installation or replacement (less than 1000 gpm).....	\$140.00 each
Fire pump installation or replacement (1000 gpm or more).....	\$280.00 each
Hood suppression systems (per hood).....	\$112.00 each
Fire Service Line (including each vault, PIV, and fire line)	
1 to 3.....	\$ 252.00
More than 3.....	\$ 84.00 each
New, lower/raise, and relocate fire sprinkler heads	
1 to 25.....	\$ 105.00
26 to 50.....	\$ 175.00
51 to 100.....	\$ 280.00
101 to 200.....	\$ 399.00
201 to 300.....	\$ 455.00
301 to 500.....	\$ 672.00
501 to 1000.....	\$1,400.00
1001 to 2000.....	\$2,436.00
2001 to 3000.....	\$3,150.00
3001 to 4000.....	\$3,752.00
4001 to 5000.....	\$3,990.00
5001 to 6000.....	\$4,200.00
Each 100 heads or fraction thereof over 6000.....	\$ 28.00
Each riser.....	\$ 70.00
Hydrostatic test (per riser).....	\$ 56.00
Flush test (per test/per riser).....	\$ 56.00
Storage tank (in addition to separate building permit).....	\$ 210.00
Standpipe or other testing.....	\$70.00 per staff/hour (\$280.00 min.)

PLAN REVIEW FEE:

40% of fire sprinkler permit (\$70.00 minimum).

Revisions, including field review inspection of as-builts \$70.00/hour (1hour min)

Additional inspections/plan review as required by Building Official \$70.00/hour

5. MANUFACTURED HOME PERMITS:

Manufactured home setup.....	\$ 275.00
plus 12% state surcharge.....	\$ 33.00
State fee.....	\$ 30.00

\$275.00 installation fee includes the electrical feeder, plumbing connections, and all cross-over connections.

Accessory structures, utility connections beyond 30 lineal feet and/or new or additional electrical services or plumbing require additional permits.

6. MECHANICAL PERMITS:

**1 & 2 Family Dwelling / Manufactured Dwellings:
New, Additions, Alterations, Repairs, & Accessory Structures**

Minimum permit fee.....	\$72.00
Gas connections.....	\$ 7.00 each
Appliances.....	\$20.00 each
Venting.....	\$10.00 each
Miscellaneous systems (ex: fireplaces, radon systems, LP systems, and ducting).....	\$30.00 each

Commercial & Multifamily: New, Alterations, Additions, Repairs, & Accessory Structures

The valuation used to determine the commercial mechanical permit fee shall include the value (rounded up to the nearest dollar) of all mechanical materials, equipment, labor, overhead and profit.

Total Valuation	Fee
\$0 to \$25,000	\$75.00 for the first \$2,000 plus \$11.10 for each additional \$1,000 or fraction
\$25,001 to \$50,000	\$330.00 for the first \$25,000 plus \$8.25 for each additional \$1,000 or fraction
\$50,001 to \$100,000	\$540.00 for the first \$50,000 plus \$6.45 for each additional \$1,000 or fraction
\$100,001 and up	\$863.00 for the first \$100,000 plus \$4.80 for each additional \$1,000 or fraction

Mechanical plan review – when required or requested.....35% of the permit fee

7. MISCELLANEOUS PERMITS/FEES:

- o Moving a building \$140.00
- o Demolition (plumbing permit may be required) \$ 70.00
- o Change of occupancy \$140.00
 - plus research fee as needed \$70.00/hour
- o Inspections for which no fee is specifically indicated \$70.00/hour (1 hour min.)
- o Compliance inspections \$70.00/hour (1 hour min.)
- o Re-inspections \$70.00/hour (1 hour min.)
- o Investigations: Costs for additional inspections/review/engineering required for investigations needed by the Building Official shall be recovered at cost plus 30% overhead. These activities may include, but are not limited to, actions necessary to issue a new or revised Certificate of Occupancy, costs associated with third-party review, complaint investigation, additional inspections, annual reviews, etc.
- o Work without a Permit..... Actual cost of investigation (\$150 minimum)
- o Temporary Certificate of Occupancy: (Each 30 days)
 - Commercial and multifamily..... \$200.00
 - 1 & 2 Family dwellings..... \$ 75.00
- o Expedited Services: (Applies to projects not requiring review from other departments)
 - Plan review^{1, 2}..... \$75.00 hour/ (2 hour min.)
 - After hours inspections²..... \$75.00 hour/ (2 hour min.)
 - Minor on-site plan review^{1, 2}..... \$75.00 hour/ (2 hour min.)
 - ¹Request shall be made at time of permit application
 - ²Fees are in addition to regular permit fees
- o Onsite inspector – daily rate.....\$1,000/ 8 hour block (min.)
- o Expired permit reinstatement.....50% of current permit fee

8. PARKING LOT PERMITS:

New Parking Lot

Spaces	Fee
1 - 25,000 square feet	\$0.06/sq. ft.
25,001 - 99,999 square feet	\$0.04/sq. ft.
100,000 and more square feet	\$0.03/sq. ft.

New parking lot plan review 65% of permit fee
 Remodel/review \$0.03/sq. ft.
Plus \$70.00/hour review (2 hour min.)

Re-striping Only

Spaces	Fee
1 – 5 spaces	\$75.00
6+ spaces	\$75.00 base fee + Plus \$70.00/hour (3 hour min.)

Additional consultation and/or inspections as needed \$70.00/hour (1 hour min.)

9. PLUMBING PERMITS:

New 1 & 2 Family Dwelling

Fee includes the first 100 feet of water and sewer service, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system.

One bathroom¹ & kitchen\$313.00
 Two bathrooms¹ & kitchen\$400.00
 Three bathrooms¹ & kitchen\$500.00
 Each additional bath¹/kitchen\$ 75.00
¹A half-bath is equivalent to a single bathroom

**Commercial, Multifamily, Manufactured Dwellings, 1 & 2 Family Dwelling
 New¹, Additions, Alterations, Repairs, & Accessory Structures**

¹Excludes 1 & 2 Family Dwelling, see fee schedule above.

Minimum permit fee \$72.00
 Each plumbing fixture or items (per fixture or item)\$19.00
 Includes: Absorption valve, clothes washer, dishwasher, drinking fountain, ejectors/sump, expansion tank, floor drain/sink/tub, garbage disposal, hose bibb, icemaker, trap primer, sewer cap, sink/basin/lavatory, tub/shower/shower pan, urinal, water closet, water heater, tankless water heater, backflow preventer, backwater valve, other fixtures or items not named above.

Other Plumbing Fees:

Sewer:

First 100 feet \$100.00
 For each additional 100 feet or portion \$ 35.00

Water service:

First 100 feet \$100.00
 For each additional 100 feet or portion \$ 35.00

Storm and rain drain:

First 100 feet \$100.00
 For each additional 100 feet or portion \$ 35.00

Manufactured home space (if not covered by siting fee)\$72.00
 Plumbing plan review – When required or requested..... 40% of the permit fee
 Minor Label with Corrections... .. \$75.00/hour (1 hour min.)

Medical Gas Installation

Fees based on valuation of installation costs and system equipment, including but not limited to, inlets, outlets, fixtures, and appliances (rounded up to the nearest dollar).

Total Valuation	Fee
\$0 to \$5,000	\$100.00
\$5,001 to \$10,000	\$100.00 plus \$1.50 for each additional \$100 or fraction thereof over \$5,000
\$10,001 to \$100,000	\$175.00 plus \$10.20 for each additional \$1,000 or fraction thereof over \$10,000
\$100,001 and more	\$1,195.00 plus \$7.00 for each additional \$1,000 or fraction thereof over 100,000

Minimum permit fee..... \$100.00
 Plumbing plan review¹..... 40 % of the permit fee
¹Plan review is required on all Medical Gas installations

10. Reroof Permit:

Commercial and multifamily (where no structural work occurs)..... \$225.00
 Plan review fee 65% of Permit Fee

11. SIGN PERMITS¹:

Freestanding, projecting, and monument signs (per sq. ft.)..... \$ 0.50
 All other signs (per sq. ft.)..... \$ 0.40
 Minimum..... \$40.00
 Temporary signs include a base fee of \$50.00 plus \$10.00 per sign
¹See Section 1: Building Permits for plan review and permits fees related to the attachment or supporting structure

12. SOLAR SYSTEM PERMITS:

PRESCRIPTIVE PATH SYSTEMS: \$230.00
 Qualifying roof installations on conventional light-frame construction. Includes plan review
 Additional inspections \$70.00/hour (1 hour min.)

ENGINEERED SYSTEMS Fair Market Value of work performed
 Indicate value of structural elements for the solar panels, including racking, mounting elements, rails, and the cost of labor to install. See Building Permit fees.



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 1/3*
Jeff Blaine, P.E., Public Works Engineering and Community Development Director *JB*

FROM: David Martineau, Planning Manager *DM*

DATE: January 3, 2020, for the January 8, 2020, City Council Meeting

SUBJECT: Planning Division New Fee and Resolution
Relates to Strategic Plan theme | Relates to. Effective Government

Action Requested:

Staff recommends the City Council adopt the attached resolution (Attachment A) implementing a new planning review fee for the Planning Division. Prior to acting on the resolution, staff recommends council hold a public hearing to receive public input and deliberate.

Discussion:

When properties develop, Albany's planning staff assures that development occurs consistent with the processes, procedures, and requirements identified in the Albany Development Code (ADC). As discussed with council at the August 26, 2019 work session, providing these services costs more than is recovered through planning permit and application fees. This financial imbalance is a burden on the City's general fund.

One phase of work with significant financial imbalance is building permit review. When applicants submit permits to the Building Division for constructing improvements, planning staff must also provide reviews to ensure consistency with the ADC and any related land use approvals. A small fee is collected for these reviews. Annual fee revenues for these reviews are less than \$10,000, but annual expenses are closer to \$60,000.

The current review fee is adopted as part of the building division's fee schedule. This fee is more appropriately adopted as a planning division fee, and as discussed in a separate memorandum, staff is proposing it be removed from the building division's fees.

The attached fee resolution would amend the current planning division fee schedule by establishing a new planning review fee on building permits. Consistent with the direction provided by council at the August work session, the fee is proposed at a level anticipated to fully reimburse the general fund for costs related to planning's building permit review.

Concurrent with this proposal, the building division is proposing additional fee adjustments. The building division's fee adjustments are expected to offset impacts of the new planning fee on applicants.

Budget Impact:

Implementation of the proposed fee will generate an estimated \$50,000 in additional annual revenue for the general fund (\$60,000 total).

DM:ss

Attachment



RESOLUTION NO. _____

A RESOLUTION ESTABLISHING A PLANNING REVIEW FEE FOR LAND USE REVIEWS ASSOCIATED WITH BUILDING PERMITS AND AMENDING RESOLUTION NO. 6813 (A RESOLUTION SETTING FEES AND CHARGES FOR DEVELOPMENT CODE PROVISIONS AND REPEALING RESOLUTION NO. 6710)

WHEREAS, fees related to Albany Development Code provisions were last revised on June 12, 2019, and took effect July 1, 2019, by Resolution No. 6813; and

WHEREAS, the Albany Planning Division is a general-fund supported program and all related permit/application fee revenue goes to the general fund; and

WHEREAS, costs for planning staff to review building permits for compliance with the development code and related land use approvals significantly exceed revenue for the same; and

WHEREAS, cost recovery for providing these services is appropriate and necessary; and

WHEREAS, to facilitate cost recovery, a new building permit planning review fee has been proposed; and

WHEREAS, the Albany City Council reviewed the proposed building permit planning review fee and held a public hearing on the proposed fee on January 8, 2020.

NOW, THEREFORE, BE IT RESOLVED by the city council that Resolution No. 6813 is hereby amended as shown in "Exhibit A"; and

BE IT FURTHER RESOLVED that the planning division's building permit review fee shall be applied to all building permit applications received after January 8, 2020.

DATED AND EFFECTIVE THIS 8th DAY OF JANUARY 2020.

Mayor

ATTEST:

City Clerk

EXHIBIT A
PLANNING DIVISION FEES TO ADMINISTER THE ALBANY DEVELOPMENT CODE
 Effective January 9, 2020

TYPE OF APPLICATION	FEES
Adjustment (Type I-L)	\$75
Annexations – (set by separate resolution)	Varies
Appeals	
Appeal to City Council (Type III)	\$910
Appeal to PC only (Type I-L that had a neighborhood meeting)	\$303
Appeal to Hearings Officer or Referee – Expedited Land Division	\$300 dep./max \$500 (b)
Building Permit Planning Review Fee	(i)
Comprehensive Plan Amendment (Type IV)	
Map Amendment – Without Concurrent Zoning Map Amendment	\$3,796
Map Amendment – Concurrent with Zoning Map Amendment	\$5,316
Text Amendment	\$4,252
Conditional Uses	
New Construction (Type III)	\$3,039 plus (c)
New Construction (Type II)	\$1,972 plus (c)
Existing Building – Expand or Modify (Type III)	\$1,972
Existing Building – Expand or Modify (Type II)	\$1,116
Existing Parking Lot – Expand or Modify (Type II & III)	\$1,116
Home Businesses requiring Conditional Use Approval	\$564
Additional fee if Design Standards apply (Type II & III)	\$332
Additional fee if Traffic Report required (Type II & III)	\$758
Development Code Amendment (Type IV)	
Text Amendment	\$4,227
Floodplain Development Permit	
New Construction (Type I)	(h)
Placing an RV over 180 days (Type I)	\$83
Fencing and freestanding walls (Type I)	\$83
Site Plan Improvement in the Floodplain (Type I)	\$83
Development in the Floodway (Type I-L)	\$166 plus (f)
Grading, Excavation, Fill, Paving, Mining, and Drilling (Type I-L)	\$250 plus (g)
Continuous Storage Operation (Type I-L)	\$166 plus (f)
Land Divisions of 19 Lots or Less (Type I-L)	\$250 plus (g)
Alteration of a watercourse (Type II)	\$829 plus (g)
Land Divisions of 20 or more lots, Cluster Developments, Planned Developments, and Manufactured Home Parks (Type III)	\$829 plus (f)
Historic Review	
Exterior Alteration; Designation of Landmark (Type I & Type I-L)	\$46
New Construction; Substitute Materials (Type I & Type I-L)	\$46
Demolition/Moving (Type III)	\$758
Interpretation of the Code	
Quasi-Judicial (Type II)	\$758
Legislative (Type IV)	\$1,517
Land Divisions	
<u>Partition (2 or 3 parcels)</u>	
Tentative Plat – (Type I-L, Expedited)	\$2,439
Tentative Plat – (Type III)	\$3,493
Final Plat – (Type I-L) [not applicable to replats]	\$613
<u>Subdivision (4 or more lots)</u>	
Tentative Plat – (Type I-L, Expedited)	\$2,735 + \$50 per lot
Tentative Plat – (Type III)	\$3,795 + \$50 per lot
Additional fee if Traffic Report required	\$758
Final Plat (Type I-L) [not applicable to replats]	\$765
Land Use Status Letter (Type I)	\$65
Manufactured Home Park (Type I-L)	\$2,735 + \$20 per space
Additional fee if in Floodplain (Type III)	\$1,064
Additional fee if Traffic Report required	\$758

Natural Resource Impact Review	
Natural Resource Impact review (Concurrent with another development application)	\$166
Natural Resource Impact Review for Residential Development (Not concurrent with another development application)	\$83
Natural Resource Impact review for other development (Not concurrent with another development application)	\$166
Natural Resource boundary corrections and refinements	\$83
Nonconforming Situations (Type II)	
New Construction	\$910 plus (c)
No New Construction	\$456
Planned Development – 2-Step Process	
Preliminary (Type III)	\$4,252
Final (Type I)	\$758
Additional fee if Traffic Report required	\$758
Property Line Adjustment (Type I)	
Replat (Type I-L – Only for moving or removing existing subdivision or partition property lines)***	\$303
Request for Public Hearing of a Type II Application	\$282 (e)
Residential Accessory Buildings (Type I-L and Type CUII)	\$456
Revision to Application in Process	\$302
Additional fee if re-notification required	\$151
Revised Decision	
Staff Decision (Type I, II, or I-L)	\$456
PC or CC Decision (Type III or IV)	\$1,064
Site Plan Review (d)	
New construction (Type I-L)	\$2,887 plus (c)
Modify existing development or development with minimal impact (Type I-L)	\$1,972
Change of use and/or minor development (Type I)	\$151
New parking areas or existing parking areas expansion (Type I-L)	\$1,116
Special Requests –Temporary Uses (Type I)	
Tree Felling – 5 or more	\$151
Concurrent with a development proposal (Type I-L)	\$456
Not concurrent with a development proposal (Type I-L)	\$1,214
Urban Growth Boundary Amendment	
	\$7,134
Vacation (Type IV)	
Public Street or Alley	\$2,429
Public Easements	\$2,126
Variance (Type II)	
First, or individual variance to a code section (Type II)	\$910
Each additional concurrent variance to a code section	\$608
Willamette Greenway (Type II)	
	\$1,366
Zoning Map Amendment (Type IV)	
	\$3,796
Additional Fees	
Additional fee if Traffic Report required	\$758
Additional fee if Design Standards apply	\$332
Additional fee if Mitigation is required	\$166
Additional fee if Hillside Development	\$1,062
REFUND POLICY: In cases of withdrawal of an application, refund of fees may be applicable, less costs incurred, as determined by the Director. Generally, refunds of 80% will be made for a withdrawn application if made in writing prior to the City sending out the Notice of Filing or Notice of Public Hearing and preparation of the staff report has not begun. If the notice has been sent but the staff report is not being prepared, then 50% of the application fee will be refunded. Exception: Refund policy of an appeal of an expedited land division shall follow ORS 197.375 regulations	
Notes:	
*** No Final Plat review fee for "replats" to move or remove existing subdivision or partition property lines	
(a) No fee for land use applications initiated by City of Albany General Fund departments.	
(b) Per ORS 197.375(6)	
(c) 0.15 percent of the development's construction value over \$150,000 (construction value excludes the cost of the land)	
(d) Unless determined otherwise by the CD Director, the fee to modify or revise an approved project shall be the same as a new application	
(e) Fee to be paid by the project applicant, not the person requesting the hearing; initial hearing fee set by ORS 227.175(10)(b);	
(f) Fee is in addition to the relevant land use application; plus pass-through cost for third-party review.	
(g) Plus pass-through cost for third-party review.	
(h) 5% of building permit fee is applied to building permit when the project is within a flood hazard zone	
(i) 15% of building plan review fee.	



ORDINANCE NO. _____

AN ORDINANCE AMENDING AMC 3.28.060 TO INCREASE THE FRANCHISE FEE FOR ALBANY-LEBANON SANITATION, INC. d/b/a REPUBLIC SERVICES FROM SIX TO SEVEN PERCENT.

WHEREAS, on December 28, 1977, the City of Albany and Republic Services entered into an exclusive franchise agreement whereby Republic Services is permitted to collect, transport and convey solid waste and recyclable materials within the city and to reuse, recycle or otherwise recover materials or energy from such solid waste and dispose of the remainder; and

WHEREAS, the franchise agreement was amended on or about February 27, 1986; and

WHEREAS, the City and Republic Services have met and discussed modifications to the franchise agreement, including increasing the franchise fee from six percent to seven percent; and

WHEREAS, the parties agree that the franchise agreement should be amended to reflect this change; and

WHEREAS, this amendment memorializes the agreement of the parties regarding the new franchise fee.

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

Section 1: Amendment of AMC 3.28.060. AMC 3.28.060 is hereby amended to read as follows:

3.28.060 Franchise Fee. In consideration of the franchise granted by this chapter, the franchisee shall pay to the city seven percent of gross receipts for this right, privilege and license, to be paid monthly.

Passed by the Council: _____

Approved by the Mayor: _____

Effective Date: _____

Mayor

ATTEST:

City Clerk



MEMO

TO: Albany City Council

VIA: Sharon Konopa, Mayor

FROM: Holly Roten, Senior Administrative Supervisor 

DATE: January 2, 2020, for the January 8, 2020, City Council Meeting

SUBJECT: Appointment to the Hospital Facility Authority
Relates to Strategic Plan theme: An Effective Government

Action Requested:

Council motion to fill a new term that will expire December 31, 2022, by appointing one of the following city council members: Sharon Konopa, Bessie Johnson, or Mike Sykes.

Discussion:

The city council adopted Resolution No. 6682 on March 28, 2018, redefining the membership of the HFA by filling vacancies as they occur with Council members. Budget Committee member Sue Folden's term expired December 31, 2019, and her position is to be filled by a city council member. A copy of the Hospital Facility Authority roster ending December 31, 2019, is attached for reference.

Budget Impact:

None.

HR
Attachment

Board of Directors

Term of Office: 3 years

Name	Business Information		Home Information		Position Information
Sue Folden Budget Committee member Ward 3 <i>Position: Budget Committee Member</i>	Mennonite Management Services Northwest 5353 Columbus Street SE Albany OR 97322	Phone 541-928-7232 Cell Email	873 Scenic Drive NW Albany OR 97321	Phone Cell 541-990-8533 Email suefolden@gmail.com	Original Appointment Date: 01/23/13 Full Consecutive Term: Second Current Position Term Ratified: 01/25/17 Expires: 12/31/19
Bill Coburn City Councilor <i>Position: City Councilor, Ward 2-b</i>	-----	Phone Cell 541-220-3060 Email 1 bcoburnconsulting@gmail.com Email 2 bcoburncc@gmail.com	6317 Chapman Court SW Albany OR 97322	Phone 541-928-0649 Cell 541-220-3060 Email bill.coburn@cityofalbany.net	Original Appointment Date: 04/25/18 Full Consecutive Term: First Current Position Term Ratified: 04/25/18 Expires: 12/31/20
Dick Olsen City Councilor <i>Position: City Councilor, Ward 1-a</i>	-----	Phone Cell Email rsolsen@proaxis.com	732 Broadalbin Street SW Albany OR 97321	Phone 541-926-7348 Cell Email dick.olsen@cityofalbany.net	Original Appointment Date: 04/25/18 Full Consecutive Term: First Current Position Term Ratified: 04/25/18 Expires: 12/31/20
Alex Johnson II <i>Position: City Councilor, Ward 2-a</i>		Phone Cell Email davelle65@gmail.com	1305 Tamarack Court SW Albany OR 97321	Phone Cell 541-730-5064 Email alex.johnson2@cityofalbany.net	Original Appointment Date: 01/09/19 Full Consecutive Term: First Current Position Term Ratified: 01/09/19 Expires: 12/31/21
Rich Kellum City Councilor <i>Position: City Councilor, Ward 3-b</i>	Willamette Welding Supply 4085 E Commercial Way SE Albany OR 97322	Phone 541-924-0188 Cell Email richk@willametteweldingsupply.com	4085 E Commercial Way SE Albany OR 97322	Phone 541-924-0188 Cell 541-974-1062 ty Phone 541-791-0158 Email rich.kellum@cityofalbany.net	Original Appointment Date: 01/13/16 Full Consecutive Term: Second Current Position Term Ratified: 01/23/19 Expires: 12/31/21

The contact information on this roster is to be used by City staff to conduct official City business, subject to public records law. Persons requesting member contact information are to be directed to the City Manager's Office to complete a public records request. Correspondence from the public should be distributed through the staff liaison or, in the case of more generic material, through the City Manager's Office.

a) meets when necessary

b) created by Albany City Council by Resolution #1900, dated 8/10/77 pursuant to ORS 441.525 to 441.595, Financing of Hospital Construction. Resolution #3143, dated 2/26/92, amended Resolution #1900 so that for terms expiring 7/1/92, 7/1/93, and 7/1/94, new appointments or reappointments shall commence on the date of appointment and will expire December 31 following the three-year appointment. Thereafter, terms shall commence on January 1 or date of appointment and shall expire on December 31 following the three-year appointment. Resolution #5016, dated 8/9/04, clearly defined term limits of new appointments.

c) No member shall serve more than two consecutive terms per Resolution No. 1900.

d) ORS 441.535 requires that at least one director shall be a member of the governing body (City of Albany)

e) By Council direction (July 12, 2004), four directors shall be lay members of the Albany Budget Committee.

Resolution NO. 6682, adopted March 28, 2018, redefined the membership of the HFA by filling vacancies as they occur with Council members. Council made initial appointments under this protocol at the April 25, 2018, City Council Meeting

f) appointed by the City Council

g) staff liaison: Finance Director Jeanna Yeager, 541-917-7521



MEMO

TO: Albany City Council

VIA: Sharon Konopa, Mayor

FROM: Holly Roten, Senior Administrative Supervisor *HR*

DATE: January 2, 2020, for the January 8, 2020, City Council Meeting

SUBJECT: Appointments to the Audit Committee
Relates to Strategic Plan theme: An Effective Government

Action Requested:

Council motion to fill two new terms that will expire December 31, 2021, by appointing/reappointing:

- One of the following city council members: Sharon Konopa, Mike Sykes, Rich Kellum, Bill Coburn, or Dick Olsen; and
- One member of the Budget Committee.

Discussion:

The Audit Committee positions held by Mayor Sharon Konopa and Budget Committee Chair Sue Folden expired December 31, 2019. Sue Folden is interested in continuing to serve as the Budget Committee representative. Copies of the Audit Committee and Budget Committee rosters ending December 31, 2019, are attached for reference.

Per Resolution No. 5350 creating the Audit Committee, the committee shall consist of three serving City Council members and one serving member of the Budget Committee.

Budget Impact:

None.

HR
Attachments 2

Audit Committee

INTERNAL USE ONLY — NOT FOR PUBLIC DISTRIBUTION

Term of Office: 2 years

Name	Business Information		Home Information		Position Information
Sue Folden Chair <i>Position: Budget Committee Member</i>	Mennonite Management Services Northwest 5353 Columbus Street SE Albany OR 97322	Phone 541-704-4205 Cell Email suef@mennoniteservicesnw.org	873 Scenic Drive NW Albany OR 97321	Phone Cell 541-990-8533 Email suefolden@gmail.com	Original Appointment Date: 11/14/07 Full Consecutive Term: Seventh <div style="border: 1px solid black; padding: 2px; text-align: center;"> Current Position Term Ratified: 01/10/18 Expires: 12/31/19 </div>
Sharon Konopa <i>Position: Mayor</i>	-----	Phone Cell Email	632 35th Avenue SE Albany OR 97322	Phone 541-926-6812 Cell 541-990-4098 Email sharon.konopa@cityofalbany.net	Original Appointment Date: 10/25/06 Full Consecutive Term: Seventh <div style="border: 1px solid black; padding: 2px; text-align: center;"> Current Position Term Ratified: 01/10/18 Expires: 12/31/19 </div>
Alex Johnson II <i>Position: City Councilor, Ward 2-a</i>	-----	Phone Cell Email davelle65@gmail.com	1305 Tamarack Court SW Albany OR 97321	Phone Cell 541-730-5064 Email alex.johnson2@cityofalbany.net	Original Appointment Date: 01/09/19 Full Consecutive Term: First <div style="border: 1px solid black; padding: 2px; text-align: center;"> Current Position Term Ratified: 01/09/19 Expires: 12/31/20 </div>
Bessie Johnson Vice Chair <i>Position: City Councilor, Ward 3-a</i>	-----	Phone Cell Email	2911 Geary Street SE Albany OR 97322	Phone 541-791-2494 Cell 541-619-0652 Email bessie.johnson@cityofalbany.net	Original Appointment Date: 01/09/13 Full Consecutive Term: Fourth <div style="border: 1px solid black; padding: 2px; text-align: center;"> Current Position Term Ratified: 01/09/19 Expires: 12/31/20 </div>

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- a) meets as necessary
- b) Resolution No. 5350, dated November 15, 2006, established this committee; committee to be comprised of three serving City Councilors and/or the Mayor and one serving Budget Committee Member
- c) appointed by the City Council
- d) staff liaison: n/a
- e) City's Finance Director serves as a nonvoting, ex officio member

Albany Budget Committee (lay members)

INTERNAL USE ONLY — NOT FOR PUBLIC DISTRIBUTION

Committee includes lay members and full City Council

Term of Office: 4 years

Name	Business Information	Home Information	Position Information
Jessi Brenneman Ward 3 Appointed By: Ward 2-b	self-employed Phone Cell 541-926-3272 Email jbrenneman3272@hotmail.com	1854 Geary Place SE Albany OR 97322 Phone Cell 541-926-3272 Email jbrenneman3272@hotmail.com	Original Appointment Date: 01/23/19 Full Consecutive Term: ----- Current Position Term Ratified 01/23/19 Expires: 12/31/19
Michael Thomson Secretary Ward 1 Appointed By: Mayor	----- Phone Cell Email	1291 Elm Street SW Albany OR 97321 Phone Cell 541-971-0456 Email goeyduck94@yahoo.com	Original Appointment Date: 01/12/11 Full Consecutive Term: Third Current Position Term Ratified: 01/11/17 Expires: 12/31/19
Terry Virnig Ward 1 Appointed By: Ward 1-a	----- Phone Cell Email	1810 NW Broadway Street Albany OR 97321 Phone Cell 541-974-3862 Email ttvirnig@gmail.com	Original Appointment Date: 01/11/17 Full Consecutive Term: First Current Position Term Ratified. 01/11/17 Expires: 12/31/19
Sue Folden Chair Ward 1 Appointed By: Ward 1-b	Mennonite Management Services Northwest 5353 Columbus Street SE Albany OR 97322 Phone 541-704-4205 Cell Email suefolden@gmail.com	873 Scenic Drive NW Albany OR 97321 Phone Cell 541-990-8533 Email suefolden@gmail.com	Original Appointment Date: 01/08/03 Full Consecutive Term: Fifth Current Position Term Ratified. 01/10/18 Expires: 12/31/20
Will Summers Ward 1 Appointed By: Ward 2-a	Oregon Employment Department 139 Fourth Avenue SE Albany OR 97321 Phone Cell 541-223-4954 Email William.A.Summers@oregon.gov	1120 Lawnridge Street SW P.O. Box 1793 Albany OR 97321 Phone 541-967-4292 Cell 541-990-5034 Email summerswa@comcast.net	Original Appointment Date: 01/11/12 Full Consecutive Term: Third Current Position Term Ratified. 01/10/18 Expires: 12/31/20
Colleen Keller Vice Chair Ward 3 Appointed By: Ward 3-a	----- Phone Cell Email	3201 18th Avenue SE Albany OR 97322 Phone Cell 541-990-1502 Email sueccd@gmail.com	Original Appointment Date: 01/10/07 Full Consecutive Term: Fifth Current Position Term Ratified: 01/23/19 Expires: 12/31/22
Vacant Ward ____ Appointed By: Ward 3-b	Phone Cell Email	Phone Cell Email	Original Appointment Date: ----- Full Consecutive Term: ---- Current Position Term Ratified: ---- Expires: 12/31/22

The contact information on this roster is to be used by City staff to conduct official City business, subject to public records law. Persons requesting member contact information are to be directed to the City Manager's Office to complete a public records request. Correspondence from the public should be distributed through the staff liaison or, in the case of more generic material, through the City Manager's Office.

a) meets when necessary

b) ORS 294.414 provides for the Budget Committee. New terms beginning 01/01/2019 and all future terms are for four years as required by ORS 294.414(6) for biennial budgets.

c) Per Resolution No. 6797 adopted 5/22/2019, councilors are to make appointment from their respective wards whenever possible. Members must be city residents and must be registered voters.

d) staff liaison: City Manager Peter Troedsson, 541-917-7505; or Finance Director Jeanna Yeager, 541-917-7521



MEMO

TO: , Albany City Council

FROM: Allison Grove, Administrative Assistant I (Confidential)

DATE: December 30, 2019, for the January 8, 2020, City Council Meeting

SUBJECT: Appointments to Citizen Advisory Groups
Relates to Strategic Plan theme: An Effective Government

Action Requested:

Council ratification of the following appointment:

Airport Advisory Commission

- Chuck Kratch (Mike Sykes' reappointment; application attached)

Arts Commission

- Julie Jackson (Alex Johnson II's reappointment; application attached)

Budget Committee

- Jessi Brenneman (Bill Coburn's reappointment; application attached)
- Michael Thomson (Sharon Konopa's reappointment; application attached)

City Tree Commission

- Garry Barnes (Mike Sykes' appointment; application attached)
- Kris Watts (Alex Johnson II's reappointment; application attached)

Community Development Commission

- Tara Dixson (Sharon Konopa's reappointment; application attached)
- Chris Equinoa (Sharon Konopa's reappointment; application attached)
- Meagan Harsen (Sharon Konopa's reappointment; application attached)

Human Relations Commission

- Chris Equinoa (Mike Sykes' reappointment; application attached)

Landmarks Commission

- Larry Preston (Mike Sykes' reappointment; application attached)

Parks & Recreation Commission

- Stacie Wyss-Schoenborn (Mike Sykes' reappointment; application attached)
- Katie Rex (Bessie Johnson's appointment; application attached)

Planning Commission

- Kenny Larson (Alex Johnson II's reappointment; application attached)

cityofalbany.net



- Diane Hunsaker (Sharon Konopa's reappointment; application attached)

Public Safety Commission

- Kevin Kreitman (Sharon Konopa's reappointment; application attached)

Traffic Safety Commission

- Jarrette Bishop (Bessie Johnson's appointment; application attached)

Transient Lodging Tax Advisory Committee

- Peggy Burris (Alex Johnson II's reappointment; application attached)

Discussion:

Mayor and Councilor recommendations for any remaining vacancies on the City's citizen advisory groups will be submitted for approval at subsequent Council meetings.

Budget Impact:

None.

AG

Attachments 18



Citizen Advisory Group Application

Applying To City Tree Commission

Received November 19, 2019

Name Kris (Kris) Watts

In City Limits? Yes (Ward 1)

Are you currently employed outside the home?

Yes (Albany Golf and Event Center)

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

Horticulturist at Albany Golf & Event Center AND Business Owner of Among Flowers Pruning

Please summarize what qualifications and experience you have that would apply to this position:

I have a B.S. in Horticulture from OSU, 2005. I have been taking care of the landscapes and smaller trees at Albany Golf and Event Center/Springhill Country Club since 2005 and when they began laying me off in the winter months, I began a winter pruning business called Among Flowers Pruning in 2012.

Please detail your knowledge of tree planting, pruning, and removal:

As I have a degree in horticulture, a pruning business, and a great love of trees, I am very knowledgeable about many aspects of tree care.

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

Albany Tree Commission since March 2012
Volunteered to prune street trees in the Covey Run neighborhood in North Albany, winters 2010-2012 (stopped only because my winter business became very successful)

How many City Tree Commission meetings have you attended?

7 or more

What is your understanding of the role of a City Tree Commission member and what contributions do you hope to make to the commission?

The Tree Commission is composed of citizens who are very concerned about the health and well being of our city's trees. We advise the city regarding the tree plan, and keep up to date on the state of the trees in our community. I hope to continue to offer my knowledge of trees to the commission as well as help to educate the public about the importance of tree health and their presence in the community.

Why are trees important to a community?

Trees clean the air and provide oxygen. They are a place for all kinds of wildlife to live and take shelter. They provide shade and cool an environment that is covered in concrete. Plus they are beautiful and increase property value.

How can the City Tree Commission promote awareness of Arbor Week?

In addition to the booth that the Parks and Rec department set up at the farmers market, contacting the Democrat Herald any time a tree-worthy issue comes up will help educate the community and be aware of the importance of trees.

What suggestions do you have for improving the Urban Forestry program?

I think the Albany Urban Forestry program is doing a great job with the resources it has.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Craig Carney originally suggested it to me in 2012





Citizen Advisory Group Application

Applying To Arts Commission

Received November 25, 2019

Name Julie Jackson

In City Limits? Yes (Ward 1)

Are you currently employed outside the home?

Yes (Republic Services)

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

Municipal Manager with Republic Services

Please summarize what qualifications and experience you have that would apply to this position:

I am the current chair person for the Albany Arts Commission.

Public Art is my focus as a member of the commission. I have been involved with the public art project that is in process now and was funded by the 1% for the Arts portion of the Police and Fire bond. I believe that public art gives a community a sense of place. Providing public art is a way to bring communities together, create discussion and build community pride.

Below are some bullet points about the value of public art.

Art in public spaces plays a distinguishing role in our country's history and culture. It reflects and reveals our society, enhances meaning in our civic spaces, and adds uniqueness to our communities. Public art humanizes the built environment. It provides an intersection between past, present, and future; between disciplines and ideas. Public art matters because our communities gain cultural, social, and economic value through public art.

Economic Growth and Sustainability. By engaging in public art as a tool for growth and sustainability, communities can thrive economically. Seventy percent of Americans believe that the "arts improve the image and identity" of their community.

Attachment and Cultural Identity. Public art directly influences how people see and connect with a place, providing access to aesthetics that support its identity and making residents feel appreciated and valued. Aesthetics is one of the top three characteristics why residents attach themselves to a community.

Artists as Contributors. Providing a public art ecosystem supports artists and other creatives by validating them as important contributors to the community. Artists are highly entrepreneurial. They are 3.5 times more likely than the total U.S. work force to be self-employed.

Social Cohesion and Cultural Understanding. Public art provides a visual mechanism for

understanding other cultures and perspectives, reinforcing social connectivity with others. Seventy-three percent of Americans agree that the arts “helps me understand other cultures better.”

Public Health and Belonging. Public art addresses public health and personal illness by reducing stress, providing a sense of belonging, and addressing stigmas towards those with mental health issues. Public art is noted as slowing pedestrians down to enjoy their space and providing a positive impact on mood.

Please list any art organizations to which you belong or community art activities in which you have participated. If you do not have an arts background, list community/civic activities in which you are or have been active:

I am a current member of the Albany Downtown Association Board of Directors, a member of the Oregon Refuse and Recycling Association Board and am active on a state and local level in the solid waste industry. That may not seem like a good fit for the Arts Commission, but I believe the tie to sustainability is a strong connection.

I was also a founding member of the Albany Carousel Board of Directors.

How many Arts Commission meetings have you attended?

7 or more

Why do you feel that local art is important?

From my previous answer, I believe that public art creates a healthy sense of place and has many benefits.

What is your understanding of the role of an Arts Commission member and how do you hope to impact the local arts community through being on commission?

The Arts Commission is responsible for placing public art, coordinating the gallery in City Hall and in general promoting art in the community

Have you reviewed the meeting schedule for the commission and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Current Member





Citizen Advisory Group Application

Applying To Transient Lodging Tax (TLT) Advisory Committee

Received November 11, 2019

Name Peggy Burris

In City Limits? Yes (Ward 1)

Are you currently employed outside the home? Yes (Albany Historic Carousel and Museum)

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

Executive Director

Please summarize what qualifications and experience you have that would apply to this position:

I have held this position for the last 3 years. My experience knowing how the TLT funds are divided up among the agencies as well as the CTP funds work, is invaluable. I have also been a recipient of these funds, I understand and take this position very seriously. They rely heavily on the committee for their lively hood in their agency.

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

I have been a member of Soroptimist International of Albany for 26 years.
I have been involved with the Albany Boys and Girls Club

Are you currently a Transient Lodging Tax (TLT) recipient or an employee or board member of a TLT recipient or collector organization?

No

How many TLT Advisory Committee meetings have you attended?

7 or more

What is your understanding of the role of a TLT Advisory Committee member and what contributions do you hope to make to the committee?

I fully understand the role, as I have held it for the past 3 years. I plan to make fair decisions. I plan to attend ALL meetings to ensure that I am well informed. I plan to be fair with members of the community that bring their CTP fund requests. I bring the experience of this committee as well as being a recipient from when I was the ED of the ADA.

Why is tourism an important part of economic development in Albany?

Tourism is extremely important to our community. It brings funds to the local businesses that rely heavily on a steady flow of tourists. It is important that our agencies work diligently to bring tourists to our community. I don't believe it is all about "heads in beds" (which is important as that is where the TLT funds come from) but not all agencies that work hard to make our community what it is, place heads in beds. I believe that we need to work on making Air B N B's part of the TLT funding. I believe that the Fair Grounds need to work on their marketing of their event space. All of us working together, will be economic development to Albany.

How can Albany improve its tourism industry?

I believe that the continual marketing of our community is key. I feel that all agencies play a part of this, not just the AVA, the Linn County Fair Grounds, the ADA, WVVA and others must market to agencies outside of our community. Continue to improve our parks, our rivers and our streets to help make marketing Albany easier.

Why is Albany a good or bad place to visit?

Albany is a WONDERFUL place to visit. We have a beautiful Carousel that brings in tourists from all 50 states and over 30 countries. We have wonderful rivers, covered bridges that are close to the city. We have award winning restaurants. We are warm and friendly. We have a wonderful community of hard working volunteers that are available to put together River Rhythms, Art and Air Festival and the Veterans Day Parade. Having a community of such wonderful people, can be felt by our visitors. Many people that I have spoke with at the carousel have been quite impressed with Albany and our fabulous downtown.

Have you reviewed the meeting schedule for this committee and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this committee, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

I am currently on the committee. I rec'd an email stating that my term was up at the end of the year.





Citizen Advisory Group Application

Applying To Airport Advisory Commission

Received November 16, 2019

Name Chuck Kratch

In City Limits? Yes (Ward 1)

Are you currently employed outside the home?

Retired

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

retired

Please summarize what qualifications and experience you have that would apply to this position:

Current member of Airport Advisory Commission

Please detail your knowledge and experience with aviation.

Airport Commission for 3 terms.

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

Member of Traffic Safety Commission

Do you have a significant financial interest in the commission's airport considerations?

No

How many Airport Advisory Commission meetings have you attended?

7 or more

What is your understanding of the role of an Airport Advisory Commission member and what contributions do you hope to make to the commission?

Advise Council and Airport Manager regarding public and pilots views of the Airport and it's uses. Contribute toward helping the Airport be self-sustaining and revenue neutral.

How would you improve the management and operation of the Albany Municipal Airport?

Airport is doing pretty well as is.

Have you reviewed the meeting schedule for the commission and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Advised by staff that my current term is near expiration.





Citizen Advisory Group Application

Applying To City Tree Commission

Received December 11, 2019

Name Garry barnes

In City Limits? Yes (Ward 1)

Are you currently employed outside the home? No

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

I am a stay at home parent. I currently run my own nonprofit working with youth.

Please summarize what qualifications and experience you have that would apply to this position:

I have work with a few organizations. I am a former business owner. I currently operate my nonprofit get Oregon youth active and involved. I organize volunteer opportunities for youth 16 years and up. We also help people improve their job skills training.

Please detail your knowledge of tree planting, pruning, and removal:

My knowledge of tree planting and pruning comes from my own experiences as a home or business owner. I recently moved from my home of 12 years. We had over two hundred trees on the property. I have good knowledge of horticulture and what I don't know I am willing to learn.

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

I volunteer for with.
Linn Benton Hispanic Council
Ronald McDonald House of Bend
Ronald McDonald House of Springfield.
The Young Eagles program.
The Oregon Air Show
Portland International raceway.
Portland Classic LPGA tournament.

I organize events for youth sports, DHS foster care kids and at risk youth.

I organize internships, job experience and trips to colleges for youth in our community.

I work with organizations that build dentist offices overseas.

I support 28 hygiene closets in Texas.
And more.

How many City Tree Commission meetings have you attended?

None

What is your understanding of the role of a City Tree Commission member and what contributions do you hope to make to the commission?

The tree commission help plan, decide and advise the city council on city needs or wants for tree issues.

I would hope to give back to my community and help with getting the youth involved in tree activities in our town.

Why are trees important to a community?

Oxygen replacement and beauty.

How can the City Tree Commission promote awareness of Arbor Week?

Start with the schools and the youth. Plan activities to plant trees and the care of classes. Target groups in our area that have interested parties to help with arbor week.

What suggestions do you have for improving the Urban Forestry program?

Get more local folks involved.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Alex Johnson





Citizen Advisory Group Application

Applying To Human Relations Commission

Received November 7, 2019

Name John (Chris) Equinoa

In City Limits? Yes (Ward 1)

Are you currently employed outside the home?

Retired

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

Teacher Education Associate for George Fox University; Clinical Supervisor for Western Governor's University; NCAA College Women's Basketball Official; Coordinator The Edge Basketball Officials Camp

Please summarize what qualifications and experience you have that would apply to this position:

I have been a member of the Albany Community for approximately 20 years. I was employed in the Greater Albany School District as a Principal and have served on numerous school committees. I have been a member of the Human Relations Commission and the Community Development Commission since my retirement in 2013. I have been involved with people throughout my 37 years as a public school employee and I am a firm believer in developing our community as a welcoming and safe place to live for all people.

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

Human Relations Commission
Community Development Commission
Parks and Recreation Master Plan Committee
Volunteer for The Festival Latino
Volunteer for River Rhythms
Twice Around Parade Participant

How many Human Relations Commission meetings have you attended?

7 or more

What is your understanding of the role of a Human Relations Commission member and what contributions do you hope to make to the commission?

Human Relations Commission members are available to receive concerns from the community and to make suggestions and promote programs to the City Council encouraging a welcoming

community in the City of Albany. We are a support mechanism for all people with a welcoming ear to the under-represented population of our community.

As part of its mission, the Human Relations Commission strives to reach out to the Albany community. Please describe your affiliations within the community that may aid the commission in this mission.

I have supported a number of civic programs and volunteered for a number of community events to support the city of Albany. Those most recently supported include the Latino Festival, River Rhythms, the Community Development Commission and the Parks and Recreation Master Plan Committee.

Why are diversity, equity, and inclusion important to the community?

First and foremost, you cannot be a welcoming community if you do not support diversity, equity and inclusion. These are traits that I personally subscribe to and support in all of my activities. We are a diverse population that is becoming more diverse by the year. We must be accepting for all races, religions and genders as they will bring valuable contributions to our community.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

No

How did you hear about this opportunity?

City of Albany web page.





Citizen Advisory Group Application

Applying To Landmarks Commission

Received November 24, 2019

Name Larry Preston

In City Limits? Yes (Ward 1)

Are you currently employed outside the home?

Self-employed

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

General Contractor

Please summarize what qualifications and experience you have that would apply to this position including education, professional experience, and any relevant licenses or certificates:

I have been a general contractor concentrating on residential remodels, repairs, additions, and light commercial work for nearly 30 years. I've had my Construction Contracting Board license (#85216) since 1992 and own my own company called Larry Preston Remodeling & Repair. Over the years, I have worked on many historic homes and businesses and have a working understanding of their construction as well as their historic value. For a number of years I taught history as a school teacher and have served on historic boards in Colorado and Oregon. I also serve on the Building Board of Appeals for the City of Albany and have served on the Landmarks Commission for a number of years. I've have attended numerous historic conferences and trainings, such as the Oregon Heritage Conference and Historic Preservation and Energy Efficiency, and have lead tours and workshops during the historic preservation month in Albany.

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

Marble, Colorado historic building preservation committee
Albany Landmarks Commission
Albany Building Board of Appeals
Albany Development Code Amendments Task Force

Do you have any work or volunteer experience specific to local history and/or historic preservation activities such as publications, committee work, etc.? Please describe:

Same as described above

How many Landmarks Commission meetings have you attended?

7 or more

Are you a professional in one of the disciplines associated with historic preservation?

Yes

What is your understanding of the role of a Landmarks Commission member and what contributions do you hope to make to the commission?

As a member of the Landmarks Commission we are tasked with the protection of our city's historic and cultural inventory. Albany's history, including people, homes and businesses, are what we are supposed to protect, enhance and preserve for the future. I am specifically qualified in that repair and restoration of these landmarks is what I do every day. My hope is that I can advise people who have historic homes and businesses with information that might help them consider the restoration and maintenance with an eye towards the historic significance of their property.

Albany's historic districts and preservation efforts are seen as exemplary throughout the state and I have enjoyed being a part of it.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Currently on the Commission





Citizen Advisory Group Application

Applying To Parks & Recreation Commission

Received November 27, 2019

Name Stacie Wyss-Schoenborn

In City Limits? Yes (Ward 1)

Are you currently employed outside the home?

Yes (Central Willamette Credit Union)

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

President/CEO

Please summarize what qualifications and experience you have that would apply to this position:

Central Willamette Credit Union, Albany, Oregon 2015 to Present

Oregon's fifteenth largest credit union with assets of \$335 million and serving 29 thousand members across four counties.

President/CEO – Under the direction of the Board of Directors provides strategic direction, vision, leadership and management in all functional areas and is responsible for ensuring the financial performance of the Credit Union.

Responsible for ensuring financial stability commensurate with the best interests of the members, the employees and the community.

Develop and execute the Strategic Business Plan and annual budget.

Ensure healthy growth is achieved through the strategic coordination of activities, guidance and direction.

Analyze industry trend and operating results of the Credit Union relative to established objectives and ensure appropriate steps are taken to reverse unsatisfactory trends.

Maintain state of the art technical knowledge of financial, products, services and overall best practices. Led the organization through a multi month core and debit card conversion with negligible adverse member impact.

Serve as the Credit Union ambassador, maintaining the image of quality service, trust and professionalism.

Develop and maintain quality relations with Credit Union volunteers, employees, members and the community. Created affinity program with local schools and employers bringing financial literacy and unique value to their constituents.

Ensure top talent team members are recruited, developed and retained who provide professional, caring service to the members.

Established and follow a healthy financial and asset-liability practices that reach Strategic Plan goals while maintaining the soundness of the Credit Union. Led asset growth of 6+% and loan growth 10+% year over year.

Safeguard the Credit Union by overseeing regularly reviews of risk, work with teams and Supervisory Committee to mitigate exposure through insurance, prudent operations and fostering a culture of compliance.

BECU, Tukwila, Washington 2007 to 2014

Nation's fourth largest credit union with assets of \$18.6 billion and serving 1.1 million members across Washington State.

VICE PRESIDENT, MEMBER SOLUTIONS – Responsible for all aspects of the credit union's retail delivery channel. Manage facility, security and operational functions for all 43 BECU branches. Recruit, train, and supervise eight direct reports with a combined work force of over 425 employees.

Valued participant of the leadership team, routinely providing ideas and input on the strategic direction of the organization, led three of the top six enterprise-wide completed initiatives in 2013/2014.

Launched Business Development Department, marketing the credit union directly to consumers, businesses, and organizations. Resulting in extremely successful sponsorships/partnerships at high-profile organizations, community and business events.

Kept Asset Liability Management (ALM) team informed of operating and competitor factors to positively influence plans and marketplace results.

Recognized key deficiencies in sales and service culture, restructuring entire division including job descriptions, functions, service level expectations, and success measures, boosting production performance. Grew Loan Applications 26%; Increased Loan Originations – Consumer 20.56% and Mortgage 11.77%; Loan Application Ratio to New Member – 18.04% Coached and developed existing direct reports, promoting several and replacing others who weren't a good fit thus, improving professionalism, quality and consistency within the business unit.

Introduced and implemented Integrity Selling® sales and service and coaching program with sufficient process infrastructure and training, resulting in effective coaching/mentoring program which empowered managers at all service levels. Success of both innovations resulted in adoption of both curriculums enterprise-wide.

Executive sponsor for vision, design and launch of de novo branch of the future concept. Location opened on time and within budget, current branch NPS is 97%. Accountable for branches profitability and ensuring ROI and aggressive break even timeframes.

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

I enjoy serving and giving back in my community. Currently I'm serving the community in the following capacity:

Treasurer for SafeHaven Humane Society

Linn Benton Community College Foundation Board Member

Good Samaritan Hospital Foundation Board Member

Albany Parks & Recreation Foundation Board Member

Albany Parks & Recreation Commission

Albany Chamber of Commerce Vice Chair

Member of Greater Albany Rotary Club

Active Lebanon Chamber Member

How many Parks & Recreation Commission meetings have you attended?

4-6

What is your understanding of the role of a Parks & Recreation Commission member and what contributions do you hope to make to the commission?

As a member of the Commission I'm to provide guidance and expertise to the City by understanding the community concerns and perspectives so I may represent them. I would continue to bring my positivity and enthusiasm for the City of Albany to the role. I would focus on making decisions which will bring the greatest benefit and livability to the community. In my current professional and volunteer activities I interact with a diverse set of constituents and use the opportunity to listen ideas and as appropriate educate on Parks and Recreation offerings.

What are your favorite events or programs offered by Albany Parks & Recreation?

The Parks & Recreation team have much too proud of this year as most if not all events increased attendance and net revenue. Programs also have performed well with positive results and year over year trends up. I personally participate and enjoy in many of the events, I love live music so River Rhythms, Summer Sounds and the NW Albany Arts & Air Festival are summer highlights.

How can Albany improve its parks and recreational activities?

I participated in the recent Master Plan survey and have reviewed the Outreach Summary, Needs and Opportunities documents. I applaud the significant focus and effort to involve citizen input in the Master Plan development process. Listening to constituents will be important as we embark upon balancing their expressed wants with the monetary and capacity constraints of the department. I'm looking forward to participating in the task forces as we dig into the results and begin identifying the initiatives to address sports and the river/outdoor spaces opportunities.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Currently serving





Citizen Advisory Group Application

Applying To Traffic Safety Commission

Received September 4, 2019

Name Jarrette (Jarrette) Bishop

In City Limits? Yes (Ward 3)

Employed Outside the Home? Yes (FedEx Freight)

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

FedEx Manager

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

I was a member of the Cable and Communications council for the city of Farmington, New Mexico from March 2016 until April 2017

Indicate why you are interested in serving on this advisory group as well as what qualifications and experience you have that would apply to this position:

I have worked in the transportation industry for 10 years, in three states. I understand the importance of traffic safety and would like to help improve Albany any way that I can. I have a good understand of traffic/DOT regulations and what the motoring public needs to be safe

What contributions do you hope to make to this advisory group?

I hope to bring my knowledge of working with commercial drivers along with general motorist safety to the table to help reduce traffic accidents for vehicles/bicyclists and pedestrians. I would also like to help identify problem areas in the city and collaborate with other on ideas to improve safety and reduce costs in doing so.

Have you reviewed the meeting schedule for this advisory group and can you commit to regular meeting attendance?

Yes

Keep application on file?

Yes

How did you hear about this opportunity?

Online Search





Citizen Advisory Group Application

Applying To Planning Commission

Received December 9, 2019

Name Kenny (Kenny) Larson

In City Limits? Yes (Ward 2)

Are you currently employed outside the home?

Yes (Oregon State University Foundation)

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

Writer

Please summarize what qualifications and experience you have that would apply to this position:

Planning Commission July 2019-December 2019
Communication Manager for the City of Salem where I translated highly nuanced and important city topics in to language Salem's resident's could understand.

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

City of Albany Planning Commission
City of Salem City Manager's Office (employee)

If you would like to provide more information related to your qualifications and experience, please attach a file:

[klarsonosuwriterresume.pdf \(https://cityofalbany.wufoo.com/cabinet/78991162-of3b-47c0-9c06-e72c34eaa858\)](https://cityofalbany.wufoo.com/cabinet/78991162-of3b-47c0-9c06-e72c34eaa858)

How many Planning Commission meetings have you attended?

1-3

What is your understanding of the role of a Planning Commission member and what contributions do you hope to make to the commission?

The Planning Commission helps guide the growth and development of the city by providing recommendations to Council through meetings, hearings, and worksessions.

How would you typically prepare for or how much time would you anticipate putting into preparing for a Planning Commission hearing?

During my time on the Planning Commission I would typically put 3-5 hours into understanding the content so I could make informed decisions and ask the right questions. Had the situation

come up, I would have not hesitated to reach out to City staff for clarification on matters when appropriate.

Assuming a controversial land use issue is before the commission, how would you reconcile your personal opinions and emotions with the policies and regulations established by the Comprehensive Plan, Development Code, and Design Standards? Are you comfortable making decisions that may be deemed unfavorable by some or at odds with your own preferences?

During my time at the City of Salem I was tasked with enthusiastically supporting city policies and rules without regard for my personal preferences. I clearly understand the legal framework that the commission works under and am comfortable making ethical, unbiased decisions based on facts.

This position requires that you listen to the public and your fellow commissioners. Do you consider yourself a good listener? How would you describe your personal level of tolerance for views that are different from your own?

I am well experienced with respectfully listening and addressing views that are differing or even hostile to my own, or of the entities I represent. During my time at the City of Salem, I regularly interacted with the public who possessed a wide spectrum of interests, motivations, understanding and opinions on the messages I was tasked with delivering. I would also take that feedback and report it to my superiors when necessary.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Previous service on Planning Commission





Citizen Advisory Group Application

Applying To Parks & Recreation Commission

Received November 22, 2019

Name katherine (Katie) Rex

In City Limits? Yes (Ward 3)

Are you currently employed outside the home?

Self-employed

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

Childcare provider

Please summarize what qualifications and experience you have that would apply to this position:

I reside within the city limits of Albany. I volunteer on the board of my son's school PTT. I am able to attend meeting, events, and log volunteer hours. I also frequent many of the parks and events here in Albany and can offer great input.

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

I am the volunteer coordinator for the periwinkle PTT. I volunteer my time to be the team parent for my sons AYSO soccer team.

How many Parks & Recreation Commission meetings have you attended?

None

What is your understanding of the role of a Parks & Recreation Commission member and what contributions do you hope to make to the commission?

The parks and recreation commission provides input and advice to the city council regarding the programs, activities, and plans pertaining to the community and city parks system.

I hope to be able to provide insight and advice from a mom and childcare provider's point of view. I frequent parks and events within the community and hope to be able to give back by donating my time to better these events and projects.

What are your favorite events or programs offered by Albany Parks & Recreation?

I enjoy taking my daycare kids to the fun in the park events and the art and air festival is a hit every year for the family.

How can Albany improve its parks and recreational activities?

I think the biggest thing is to hear the community out and really see what the majority of the people are saying needs improvement. I can't think of anything off the top of my head but I do see little things at events and activities. I'd be interested to know what any of the major complaints are. So far I think the parks and recreational activities are so great! Always affordable and accessible to the community. I hope it stays that way.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Parks and rec website





Albany City Council

Citizens Advisory Group Application

First name: Jessica Preferred first name: Jessi

Last name: Brenneman

Your official email while a member of a citizen advisory group

Sometimes, the City receives requests for contact information for members serving on City citizen advisory groups. Under Oregon law, as a public body volunteer serving the City, your home and work addresses and telephone numbers are generally exempt from public disclosure. You can mark your privacy preferences in the following sections.

The email you list below will be used to conduct official business as a member of a citizen advisory group. It will be public record. You are encouraged to set up an email address for group emails using one of the many free email services available.

Email address for conducting official business: jbrenneman3272@hotmail.com

Citizen Advisory Groups

Per Resolution No. 4421, no person shall serve simultaneously on more than one of the following: Budget Committee, Library Board, Parks & Recreation Commission, and Planning Commission.

Applicants must live within the Albany city limits unless otherwise specified. All terms are from January 1 - December 31 except Library Board.

Check all groups you would like to apply for:

- Airport Advisory Commission
- Arts Commission
- Bicycle and Pedestrian Advisory Commission
- Budget Committee
- Building Board of Appeals
- Central Albany Revitalization Area (CARA) Advisory Board
- City Tree Commission
- Community Development Commission
- Human Relations Commission
- Landmarks Advisory Commission
- Library Board
- Parks & Recreation Commission
- Planning Commission
- Public Safety Commission
- Traffic Safety Commission
- Transient Lodging Tax (TLT) Advisory Committee

If you indicated you'd like to apply for the Budget Committee, are you a registered voter? *The City Clerk will request voter registration verification from the County Clerk's office.*

Yes No

If you indicated you'd like to apply for the Transient Lodging Tax (TLT) Advisory Committee, are you currently an employee or board member of a Transient Lodging Tax (TLT) recipient or TLT collector organization?

Yes No

If there are currently no vacancies for your selected group(s), would you like your application kept on file for the remainder of this recruitment period?

Yes No

NOTES:

Airport Advisory Commission: By City Council policy, persons who have a significant financial interest in the Commission's airport considerations will not be appointed.

Budget Committee: Must be a registered voter. The City Clerk will request voter registration verification form the County Clerk's office.

Landmarks Advisory Commission: For special requirements, see AMC 2 76.020

Library Board: The Library Board term is from July 1- June 30 in accordance with Oregon state law

Planning Commission: Additional criteria, see AMC 2.16 020

Transient Lodging Tax (TLT) Advisory Committee: Members must live or work in city limits and may not be a TLT recipient or a board member of a TLT recipient or TLT collector organization

Residential Information

You can choose whether your home contact information is available to the public or for staff use for only.

Street address: _____

City/State: Albany, OREGON Zip: _____ Privacy: ___ Public Staff use only

Home email address: _____ Privacy: ___ Public Staff use only

Home phone: _____ Privacy: ___ Public Staff use only

Home cell phone: _____ Privacy: ___ Public Staff use only

Work Information

You can choose whether your home contact information is available to the public or for staff use for only.

Currently:

I am employed outside the home.

I do not work outside the home.

I am self-employed.

I am retired.

Other: _____

Employer: _____

Work street address: _____

City/State: ' _____ Zip: _____ Privacy: ___ Public ___ Staff use only

Work email address: _____ Privacy: ___ Public ___ Staff use only

Work phone: _____ Privacy: ___ Public ___ Staff use only

Work cell phone: _____ Privacy: ___ Public ___ Staff use only

Qualifications

Please provide information as requested below to describe your qualifications to serve on the indicated City of Albany citizen advisory group(s). 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: Owner/operator dog grooming

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

Candidate for City Council Member of Greater Albany Rotary

Indicate why you are interested in serving on the indicated citizen advisory group(s) and what other qualifications apply to this position:

I am interested in getting involved with the community and being part of the decision making process. I am concerned about safety of the community and, as a tax payer, interested where tax paying money is being spent.

What contributions do you hope to make?

I want to make the community safer and put tax dollars to work where it is needed most to benefit the city as a whole.

Attach a file if you have more information you would like to provide.

How did you hear about the opportunity to serve on a City of Albany citizen advisory group? *

- Print ad in the Democrat-Herald
- Ad on democratherald.com
- City website
- City Bridges
- City Facebook
- City Twitter
- City Instagram
- Chamber of Commerce ad
- The Mayor or a City Councilor
- A citizen advisory group member
- Other: _____

Return this application to: City Manager's Office, 333 Broadalbin St SW, first floor, PO Box 490, Albany, OR 97321

Staff Use Only: Ward III



Citizen Advisory Group Application

Applying To Budget Committee

Received November 19, 2019

Name Michael Thomson

In City Limits? Yes (Ward 1)

Are you currently employed outside the home? No

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

Administrative Assistant

Please summarize what qualifications and experience you have that would apply to this position:

Served on Budget Committee since 2011.

Previously worked in City Managers Office, City of Vancouver WA.

BA in Political Science.

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

Board Member, Greater Albany School District.

Volunteer & PTA Officer, Central/Takena Schools.

Volunteer positions at St. Mary's Parish, Albany.

Human Relations Commission, City of Albany. (Previous)

Board Member, Friends of Historic Albany.

Are you a registered voter?

Yes

How many budget committee meetings have you attended?

7 or more

What is your understanding of the role of a budget committee member and what contributions do you hope to make to the committee?

Review the budget as submitted by City Manger.

Ask questions, seek clarification from Department Directors.

Discuss recommended budget with Committee.

Send recommended budget to Council for approval.

What is your experience in reviewing or preparing a large-scale budget?

Years on the City Budget Committee.

Currently on School Budget Committee.

How would you make sure that the budget aligns with the City's Strategic Plan?

Council itself doesn't refer enough to the Strategic Plan when making decisions. I will.

Cities face many challenges as we attempt to meet the demands of our growing communities. What role can the budget committee play in assisting the City in meeting those challenges?

Understanding City finances and explaining the tough choices the Council has to make.

Have you reviewed the meeting schedule for this committee and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this committee, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Email From City





Citizen Advisory Group Application

Applying To Community Development Commission

Received November 12, 2019

Name Tara Dixson

In City Limits? Yes (Ward 3)

Are you currently employed outside the home? Yes (Greater Albany Public Schools FACT Program)

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

McKinney-Vento (Homeless) and Foster Care Liaison

Please summarize what qualifications and experience you have that would apply to this position:

Previous time on CDC and CDBG commissions.
Albany resident since 1987.
Interest and understanding of public services and community needs through work with school district in a social service capacity. Networking with other community agencies.
Knowledge of poverty rates, family needs in the Albany and Linn county area.
Work with Welcome Center staff working on equity and outreach to Spanish speakers in our community.
Crisis Response Training - serving the first responders and community
Faith based service projects - various times
Strength in strategic and vision planning - practical and budget minded
Understanding of small/micro businesses and the challenges funding can be.
Outside the box thinker

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

Community Development Commission member (current)
Volunteer: American Youth Soccer Organization (current and previous + 20 yrs total)
Love INC volunteer
HEART (Homeless Enrichment and Resource Team) Board member - current
Volunteer for Summit on Homelessness annual event
Volunteer and committee member for Heart to Heart Resource Fair held annually in May - last several years
Volunteer for the Homeless Person's Memorial Service held annually in December in Albany
Youth Services Team member - current
Child Welfare Advisory Committee - current (State level)

How many Community Development Commission meetings have you attended?

7 or more

What is your understanding of the role of a Community Development Commission member and what contributions do you hope to make to the commission?

Community Development Commission members oversee the Community Development Block Grant which has funding for public services as well as economic development. It has goals to improve blighted areas in our community and make improvements to accessibility. There are goals to improve equitable access to community services, educate about fair housing practices, reduce homelessness and improve economic opportunities for those experiencing poverty among other things. Albany is behind on building affordable housing. Our rental market is too high for most folks with Section 8 vouchers to use them. We must find ways to overcome the barriers to affordable housing and to allow people to age in place.

I hope to thoughtfully guide input on how best to serve families in our community through my experience with the school district, offering representation on their behalf. My experience working with area shelters and other community agencies helps me have a better understanding of where gap needs are in our community for those in poverty. Growing up in a family that owned and operated a small business also gives me perspective for economic development. I appreciate the variety of backgrounds of the members of the commission. Together we bring a variety of skills and experiences to make a well-rounded team that can problem-solve difficult questions for the greater good of our community, equitably improving the quality of life for its citizens.

Please describe your experience working on housing or economic development issues.

As a member of the CDC and HEART Board in our community, we often look at ways to improve housing and to find funding for individuals, veterans, seniors and families experiencing rent burden and/or homelessness. As the Homeless Liaison for the school district, I help families navigate the systems and look for housing in our area.

As far as economic development goes, I have taken some of the small business development classes offered by LBCC and have had a couple of small home based businesses at various times in my life. With 22 recovery houses in Albany, many people in our community could be considered "hard to employ" due to background and past issues. Therefore, finding ways they can experience a living wage is important; which could be through self-employment or through empowering others in our community to be business owners that would hire them.

Briefly describe your knowledge of Albany's Community Development Block Program.

CDBG is funded thorough HUD. Albany is considered an "Entitlement" Community. We receive between \$350,000-\$450,000 during each grant period to utilize in several HUD objective areas. Strategic planning selects a few of those objectives to target each grant period and fund projects to help reach goals related to those objectives.

In recent years, this program has worked overcome blighted and impoverished neighborhoods, assist with park and ADA improvements as well as making safer routes to schools in those areas. It helps with shelter operations, overcoming homelessness through supportive programs and services, as well as LBCC's economic development programs.

What programs or services could be offered or improved for low-income or special needs individuals and families in Albany?

More housing navigators to help people find and get into housing followed up by permanent supportive housing. This would help those with special needs and some of our low income and

often low education better understand how housing works and what all the things mean that are involved in renting, along with how to stay housed and be a good tenant. Goal setting and debt reduction classes. Life coaches could be utilized to help people set and move forward in their goals.

Supplementary classes - like the Rent Well classes that help people understand money management, where to cut costs, better utilize existing resources or make adjustments so they can stay in their housing. Understanding housing accommodations: how to apply with an accommodation, understanding your rights. What to do if you find an infestation - such as bedbugs.

City Transit services - improve routes and extend times offered to benefit more people.

Oftentimes if you can ride the bus to work, you can't get home because the bus doesn't run.

Taking a taxi to/from work is helpful, but takes about 2 hours wages out of a person's day.

Carpool networks would also be a possibility.

Family shelter or family transitional housing where mom and dad can be in the same housing and not separated. Oxford or God Gear type of transitional housing for 2 parent families with a savings plan to help them get into their own place.

Affordable supportive senior housing. I like the weatherization/necessary repair program to help people age in place.

Maybe we could look into rent-to-buy programs for housing to help people get out of high rent apartments and into home ownership.

How about affordable "tiny house" apartments with common areas for community and when more space is needed for guests or events.

Along the same lines - we could also make the "quad" version of that - like the apartments by LBCC.

Create a housing match app - similar to dating app formats - that would try to connect potential roommates. They could potentially be background checked as part of the app process to vet their legitimacy.

Create a non-profit for apartment application screening that would only charge one fee per adult but would send the credit/background check report to up to 10 landlords without additional charge. Many people spend the first/last they have saved on rental app fees.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Email from City staff. Time to renew my commission seat.





Citizen Advisory Group Application

Applying To Community Development Commission

Received November 1, 2019

Name John (Chris) Equinoa

In City Limits? Yes (Ward 1)

Employed Outside the Home? Yes (George Fox University, Western Governor's University)

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

Teacher Education Associate, George Fox University; Clinical Supervisor, Western Governor's University; Official's Observer, PAC-12 Conference; Coordinator, The Edge Basketball Officials Camp, LLC; Women's College Basketball Official

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

Member: Human Relations Commission
Member: Community Development Commission
Member: Albany Code Development Amendments Task Force
Member: Albany Parks and Recreation Plan Development Committee
Volunteer: Festival Latino Celebration
Volunteer: River Rhythms Concerts

Indicate why you are interested in serving on this advisory group as well as what qualifications and experience you have that would apply to this position:

I have been a member of the Albany community since 1999. I have been a school Principal in the Greater Albany School District from 1999 to 2013. As a retired, (somewhat) member of the community, I believe it is my calling to "give back" to the community and to help promote Albany as an outstanding community. My participation in several community commissions and with several community programs is the way I have made that commitment. I also believe that I can provide a unique perspective to each of these commissions. I have enjoyed serving on each commission and would like to continue to contribute.

What contributions do you hope to make to this advisory group?

Previously stated.

Have you reviewed the meeting schedule for this advisory group and can you commit to regular meeting attendance?

Yes

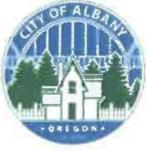
Keep application on file?

No

How did you hear about this opportunity?

Contacted by email.





Citizen Advisory Group Application

Applying To Community Development Commission

Received December 23, 2019

Name Meagan Harsen

In City Limits? Yes (Ward)

Are you currently employed outside the home?

Yes (Academy Mortgage)

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

Senior Loan Officer

Please summarize what qualifications and experience you have that would apply to this position:

This would be my 2nd term on the Board. I have a good understanding of the needs in our community and enjoy being a part of improving our community and it's residents.

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

Salvation Army (Albany Corps) - Advisory Board Member, 11 Years (prior Board Chairman)

Albany Chamber Member

How many Community Development Commission meetings have you attended?

7 or more

What is your understanding of the role of a Community Development Commission member and what contributions do you hope to make to the commission?

The CDC is influential in allocating funds to organizations that will help of community prosper. It is important to understand community needs and effectively allocate those funds to organizations in need, as well as those that will help improve our community. I hope to offer support and

Please describe your experience working on housing or economic development issues.

Past CDC board member

Briefly describe your knowledge of Albany's Community Development Block Program.

The City provides up to \$10,000 to Albany residents (selected by CDC) with 5 or fewer employees. The purpose is to support the business, which in turn will boost the community, creating jobs for lower income individuals in Albany.

What programs or services could be offered or improved for low-income or special needs individuals and families in Albany?

We need more options for low income housing. I think all of the organizations throughout the City do a fantastic job at supporting the needs with the resources they have to work with. We need more funds, which is always the battle.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Current board member





Citizen Advisory Group Application

Applying To Planning Commission

Received November 20, 2019

Name Diane Hunsaker

In City Limits? Yes (Ward 3)

Are you currently employed outside the home? Yes (Linn-Benton Community College)

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

Instructional assistant

Please summarize what qualifications and experience you have that would apply to this position:

I've served on the Planning Commission for the last two years.

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

Albany Library, Volunteer (Book re-shelving)

Linn-Benton Community College, Part-Time Faculty Association, VP of Professional Relations

Brass Ring Carousel, Volunteer (Carver)

How many Planning Commission meetings have you attended?

7 or more

What is your understanding of the role of a Planning Commission member and what contributions do you hope to make to the commission?

The Planning Commission reviews materials prepared by the Planning Department and applicants and hears citizen comments regarding development projects within the city. Our role is to see that development criteria are met by these projects.

How would you typically prepare for or how much time would you anticipate putting into preparing for a Planning Commission hearing?

I would prepare by reading the most pertinent parts of the material prepared by the Planning Department and possibly doing a site visit. The time required would depend on the amount of material sent.

Assuming a controversial land use issue is before the commission, how would you reconcile your personal opinions and emotions with the policies and regulations established by the Comprehensive Plan, Development Code, and Design

Standards? Are you comfortable making decisions that may be deemed unfavorable by some or at odds with your own preferences?

I don't reconcile them. I vote as I believe I'm required to do based on the documents mentioned above even if I'm personally opposed.

This position requires that you listen to the public and your fellow commissioners. Do you consider yourself a good listener? How would you describe your personal level of tolerance for views that are different from your own?

I listen carefully to citizen comments. If I engage with a citizen, I do so in a respectful manner even if I may personally disagree.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

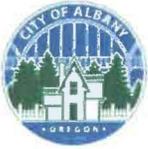
If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Originally, from the mayor (Sharon Konopa)





Citizen Advisory Group Application

Applying To Public Safety Commission

Received November 6, 2019

Name Kevin Kreitman

In City Limits? Yes (Ward 2)

Are you currently employed outside the home? Yes (City of Millersburg)

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

City Manager

Please summarize what qualifications and experience you have that would apply to this position:

Past fire chief City of Albany and Redding California. Continue to represent Albany Fire Department as Chair of NFPA's Combustible Dust Standards Correlating Committee and as a member of NFPA's Combustible Metals Standard and NFPA's Hazardous Materials Code.

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

Current Member Public Safety Commission
Hope Church, Church Council (Board)

If you would like to provide more information related to your qualifications and experience, please attach a file:

[chief_kreitman_cv1.docx \(https://cityofalbany.wufoo.com/cabinet/bd393889-9d15-4325-a6d3-fff3cbe79b60\)](https://cityofalbany.wufoo.com/cabinet/bd393889-9d15-4325-a6d3-fff3cbe79b60)

How many commission meetings have you attended?

7 or more

What is your understanding of the role of a Public Safety Commission member and what contributions do you hope to make to the commission?

As chief of the fire department at the time the Public Safety Commission was established I was tasked with working on the initial bylaws of the Public Safety Commission which included the following:

The Commission shall be advisory to the City Council in all matters pertaining to funding, operation, maintenance, facilities, and other activities of the Albany Fire and Police Departments to help maintain and deliver the highest quality and standards of public service.

1. General Functions:

- a. Evaluate public safety service in relation to the stated City goals and objectives.
- b. Communicate the importance and need of public safety services to the general public.
- c. Solicit public input about public safety issues related to the above-listed duties.
- c. Assist the Departments in providing stability and continuity in public safety operations.
- d. Conduct studies requested by the City Council in order to make recommendations.

2. Specific Responsibilities:

- a. Act in an advisory capacity to the City Council, the City Manager, and the Fire and Police Directors.
- b. Inform the City Council of the status and progress of public safety services and issues.
- c. Assist in the development of sound fiscal policies to achieve public safety goals.
- d. Recommend public safety service policies for approval by the City Council.
- e. Recommend an adequate system of public safety facilities.
- f. Recommend adequate staffing levels for public safety operations.

How would your background and experience benefit the Public Safety Commission and Albany in general?

I was chief of the fire department at the time the public safety commission was formed. The public safety committee actually stemmed from a council appointed committee to review fire department service level and financial needs that resulted in the construction of stations 13 and 14. I have extensive fire service background and familiarity with the issues and challenges the city faces with regard to fire and life safety issues and public safety in general including police and the challenges associated with funding of those services.

One of the original public safety commission task was based on the need to address public safety funding issues and was involved in the establishment of the current public safety levy in 2003.

Why are the Albany Fire and Police departments important to the community?

See responses above

How can the Albany Fire and Police departments improve their services to Albany residents?

Continue to review and update their missions ensuring they meet the service needs of the community.

What makes Albany a safe place to live?

Quality and effective emergency services that continue to meet the needs of the community.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Current Member





MEMO

TO: Albany City Council

VIA: Sharon Konopa, Mayor

FROM: Holly Roten, Senior Administrative Services Supervisor

DATE: January 2, 2020, for the January 8, 2020, City Council Meeting

SUBJECT: Appointment of City of Albany Representatives to Outside Agency Boards

Action Requested:

Council motion to appoint/reappoint City of Albany representatives to new terms on the following outside agency boards and commissions:

- Cascades West Area Commission on Transportation
 - Councilor Dick Olsen or other city council member (primary); new term expiring 12-31-21
 - Ron Irish, Transportation System Analyst (alternate); new term expiring 12-31-21

- Linn County Local Public Safety Coordinating Council
 - Councilor Rich Kellum or other city council member; new term expiring 8-31-21

Discussion:

Councilor Dick Olsen's term on the Cascades West Area Commission on Transportation expired on December 31, 2019, as did the term for the alternate position held by Transportation Systems Analyst Ron Irish. The council will need to appoint/reappoint one member of the city council along with the reappointment of Ron Irish, if desired.

Councilor Rich Kellum's position term on the Linn County Local Public Safety Coordinating Council expired on August 31, 2019. The council will need to appoint/reappoint one member of the city council. Police Chief Mario Lattanzio's current term on the public safety coordinating council will expire on August 31, 2021. The new police chief will assume the appointment upon hire.

A list of current City of Albany appointments to outside agency boards is attached for reference.

Budget Impact:

None

HR

Attachment



City of Albany Representatives for 2019 & 2020

Albany Area Metropolitan Planning Organization Policy Board

Bill Coburn, City Councilor (term expires 12-31-20)

Mike Sykes, City Councilor (*alternate*) (term expires 12-31-20)

Albany Downtown Association

Sharon Konopa, Mayor (term expires 12-31-20)

Albany Visitors Association

Alex Johnson II, City Councilor (term expires 12-31-20)

Albany-Millersburg Economic Development Corporation

Sharon Konopa, Mayor (term expires 12-31-20)

Mike Sykes, City Councilor (term expires 12-31-20)

[Under AMEDC bylaws, the mayors of Albany and Millersburg are automatic board members.]

Albany-Millersburg Joint Water/Wastewater Management Committee

Bill Coburn, City Councilor (term expires 12-31-20)

Rich Kellum, City Councilor (term expires 12-31-20)

Dala Rouse, Planning Commissioner (term expires 12-31-20)

Sharon Konopa, Mayor (*alternate*) (term expires 12-31-20)

Albany Partnership for Housing and Community Development

Sharon Konopa, Mayor (term expires 12-31-20)

Bill Coburn, City Councilor (*alternate*) (term expires 12-31-20)

Cascades West Area Commission on Transportation

Dick Olsen, City Councilor (term expires 12-31-19)

Ron Irish, Transportation Systems Analyst (term expires 12-31-19)

Linn-Benton Loop Board

Bill Coburn, City Councilor (term expires 12-31-20)

Chris Bailey, Public Works Operations Director [*ex-officio member*] (term expires 12-31-20)

Linn County Fair & Expo Advisory Committee

Bessie Johnson, City Councilor (term expires 12-31-20)

Linn County Local Public Safety Coordinating Council

Rich Kellum, City Councilor (term expires 8-31-19)

Mario Lattanzio, Police Chief (term expires 8-31-21) [*The new police chief will assume this appointment upon hire.*]

Oregon Cascades West Council of Governments Board of Directors

Sharon Konopa, Mayor (term expires 12-31-20)

Dick Olsen, City Councilor (*alternate*) (term expires 12-31-20)



City of Albany Representatives for 2019 & 2020

Oregon Cascades West Regional Consortium (Regional Wetlands)

Peter Troedsson, City Manager (term expires 12-31-20)

Jorge Salinas, Deputy City Manager/CIO (*alternate*) (term expires 12-31-20)

Willamette Criminal Justice Council

Sharon Konopa, Mayor (term expires 12-31-20)

Bessie Johnson, City Councilor (term expires 12-31-20)

Bernie Brown (*North Albany citizen representative*) (term expires 12-31-20)

Mario Lattanzio, Police Chief (*police chiefs are automatic members*) (term expires 12-31-20)

[The new police chief will assume this appointment upon hire.]



MINUTES

Wednesday, December 18, 2019
Regular Session
Council Chambers, City Hall

Approved: DRAFT

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Sharon Konopa called the meeting to order at 7:15 p.m. The mayor led the pledge of allegiance.

ROLL CALL

Councilors present: Mayor Sharon Konopa and Councilors Rich Kellum, Bill Coburn, Bessie Johnson, Alex Johnson II, Dick Olsen, and Mike Sykes

Councilors absent: None.

STATE OF THE COURT REPORT

Retiring Judge Robert Scott reported that the court is in good shape financially, and praised the court staff. The court is fast, courteous, and efficient with traffic cases. Some misdemeanor cases are up to a year old. Reasons include low attorney pay and a shortage of defense lawyers, more failures to appear, and defendants' inability to pay fines. Scott said the court is addressing these problems with periodic stakeholder meetings.

PRESENTATION

7:37 p.m.

Konopa and City Manager Peter Troedsson presented Scott with the key to the city. Konopa asked Scott what changes he's seen in the last 25 years in the people who attend court. Scott said drug and alcohol use and mental illness have increased dramatically. Many more people live in poverty and simply can't pay court fines.

APPROVAL OF MUNICIPAL COURT JUDGE CONTRACT

7:41 p.m.

MOTION: Councilor Bessie Johnson moved to approve the municipal court judge contract with Forrest Reid. Councilor Alex Johnson II seconded the motion, which passed 6-0.

OATH OF OFFICE FOR MUNICIPAL COURT JUDGE

7:43 p.m.

Konopa administered the oath of office to new municipal court judge Forrest Reid.

BUSINESS FROM THE PUBLIC

There was none.

SECOND READING OF ORDINANCE

7:48 p.m.

Albany Development Code amendments, DC-02-19.

City Attorney Sean Kidd said that at the last council meeting, on December 11, the proposed ordinance was read the first time in title only. Normally there is no sample motion on the dais for an ordinance on a legislative amendment. The sample motion had no legal validity. Tonight, the ordinance will have its second reading and amendment if anyone wishes to amend.

Kidd read the ordinance a second time in title only: AN ORDINANCE AMENDING ORDINANCE NO. 4441, WHICH ADOPTED THE CITY OF ALBANY DEVELOPMENT CODE, BY AMENDING THE ALBANY DEVELOPMENT CODE TEXT AND ADOPTING FINDINGS

MOTION: Johnson moved to approve the ordinance with an amendment to change the square footage from 750 to 900 square feet. Councilor Rich Kellum seconded the motion.

Konopa said she cannot support the increase in square footage.

Johnson said people should be allowed to build what they need. The difference is only 150 square feet.

Kellum said the council has approved this three times. The planning commission approved it. Albany has built far more apartments in the last year than people will build ADUs.

Johnson II said he supports 900 square feet. Many seniors have to move to assisted living because they can't live on their own property.

Konopa said she will strongly consider vetoing the ordinance if it passes.



Kidd said if the ordinance passes and is vetoed and the veto is not overturned, Albany will be out of compliance with state law.

MOTION: Kellum moved to call the question. Councilor Mike Sykes seconded the motion, which passed 6-0.

VOTE: On a roll-call vote, the ordinance passed 4-2, with Councilors Dick Olsen and Bill Coburn voting against. The ordinance was designated Ordinance No. 5935.

Kidd said the ordinance will take effect 30 days after signature by the mayor. Appeals may be made to the Land Use Board of Appeals within 21 days.

APPROVAL OF AGREEMENT

8:14 p.m.

a. Intergovernmental transfer agreement for ambulance transport cost reimbursement.

Fire Chief Shane Wooton said the agreement allows the fire department to seek reimbursement for the difference between the cost of transport for Medicaid patients and what Medicaid pays. This will be an annual item. The department hopes to put the money into the equipment replacement fund.

MOTION: Kellum moved to approve the agreement. Johnson seconded the motion, which passed 6-0. The resolution was designated Resolution No. 6845.

b. Republic Services franchise increase.

8:19 p.m.

Julie Jackson, of Republic Services, said Republic Services is fine with the increase, to be effective January 1, 2020.

Kidd read the ordinance for the first time in title only: AN ORDINANCE AMENDING AMC 3.28.060 TO INCREASE THE FRANCHISE FEE FOR ALBANY-LEBANON SANITATION, INC. d/b/a REPUBLIC SERVICES FROM SIX TO SEVEN PERCENT.

MOTION: Johnson moved to have the ordinance read a second time in title only. Johnson II seconded the motion, which failed 5-1, with Sykes voting no. A second reading in title only in the same meeting requires a unanimous vote of the council. This item will come back to a future council meeting for a second reading.

ADOPTION OF CONSENT CALENDAR

8:22 p.m.

a. Approval of Minutes

1) October 23, 2019, city council meeting.

b. Recommendation to OLCC

1) Approve full on-premises sales commercial liquor license application for Loafers Station, 222 SW Washington Street.

c. Adoption of Resolutions

1) Approving application for FY 2020-21 Homeland Security grant on behalf of emergency management. RES NO. 6846

2) Approving award from the Oregon Office of Emergency Management for two water distribution trailers. RES NO. 6847

MOTION: Johnson moved to approve the consent calendar as presented. Johnson II seconded the motion, which passed 6-0.

BUSINESS FROM THE COUNCIL

8:23 p.m.

Troedsson said the senior center's holiday lunch is tomorrow, and they need volunteers.

Management Assistant/Communications Officer Marilyn Smith said the annual homeless persons' memorial service is 5:30 p.m. Friday, December 20, at Signs of Victory Mission.

NEXT MEETING DATES

Monday, January 6, 2020; 4 p.m. work session

Wednesday, January 8, 2020; 7:15 p.m. regular meeting

ADJOURNMENT

There being no other business, the meeting was adjourned at 8:41 p.m.

Respectfully submitted,

Reviewed by,

Allison Liesse
Deputy City Clerk

Peter Troedsson
City Manager



MEMO



TO: Albany City Council

VIA: Peter Troedsson, City Manager

FROM: Mario Lattanzio, Chief of Police

DATE: December 18, 2019, for the January 8, 2020, City Council Meeting

SUBJECT: Off-Premises Sales, License Application for Aulakh & Ghumman Enterprise Inc., DBA 7-Eleven located at both 333 34th Avenue SE and 300 Queen Avenue SE.

Action Requested:

I recommend the off-premises sales, liquor license application for Aulakh & Ghumman Enterprise Inc., DBA 7-Eleven located at both 333 34th Avenue SE and 300 Queen Avenue SE.

Discussion:

Narinder Aulakh and Vikramjit Ghumman, on behalf of Aulakh & Ghumman Enterprise Inc., DBA 7-Eleven, have applied for an off-premises sale, liquor license. Based on a background and criminal history investigation through Albany Police Department records, the applicants have no criminal record.

Budget Impact:

None

ML:sd