



ALBANY CITY COUNCIL

AGENDA

Wednesday, July 22, 2020

This meeting will be conducted virtually. At 7:15 p.m., join the meeting at:

<https://www.gotomeet.me/cityofalbany/ccm>

You can use your built-in microphone or dial in using your phone.

Call: [1-646-749-3129](tel:1-646-749-3129)

Access code: [491-970-829](tel:491-970-829)

Microphones will be muted and webcams will be turned off for presenters and members of the public unless called upon to speak.

Requests for information to be shared on screen must be submitted before noon on the day of the meeting.

If participant(s) disrupt the meeting, the participant(s) microphone and webcam will be turned off.

If disruption continues, the participant(s) will be removed from the meeting.

1. Call to order and pledge of allegiance

2. Roll call

3. Public hearings – Parks and Recreation, and fire and life safety

a. Adopting Parks and Recreation fees for Fiscal Year 2020-2021. [Pages 3-8]

Action: _____ RES NO. _____

b. Adding and updating fire and life safety services fees. [Pages 9-14]

Action: _____ RES NO. _____

4. Public hearing – Public Works

Persons wanting to address the council during public hearings have two options.

1- *Email your comments to pw.quotes@cityofalbany.net. Please include your name, address, and subject of the public hearing. Comments received before 4:00 p.m. on the day of the meeting will be included in the record.*

2- *To testify virtually during the public hearing, register by emailing pw.quotes@cityofalbany.net before 3:00 p.m. on the day of the meeting. During public testimony, the mayor will call upon those who have registered to speak, and they will be unmuted at that time.*

a. Adjusting public works fees and charges. [Pages 15-44]

i. Water system development charges

Action: _____ RES NO. _____

ii. Wastewater system development charges

Action: _____ RES NO. _____

iii. Transportation system development charges

Action: _____ RES NO. _____

iv. Street connection charges

Action: _____ RES NO. _____



- v. Sewer connection charges
Action: _____ RES NO. _____
- vi. Water connection charges
Action: _____ RES NO. _____
- vii. Storm connection charges
Action: _____ RES NO. _____
- viii. Post-construction stormwater quality program permit fees
Action: _____ RES NO. _____

5. Business from the public

*Persons wanting to provide comment to the council during "business from the public" must send their written comments by email to cityclerk@cityofalbany.net **before noon** on the day of the meeting in order to be included in the public record. Please limit comments to one page and include your name and address.*

6. Award of contract

- a. Sole-source procurement of physician advisory services. [Pages 45-48]
Action: _____ RES NO. _____

7. Adoption of consent calendar

- a. Accepting Kenny Larson's resignation from the Planning Commission. [Page 49]
- b. Appointing Carol Canham to the Planning Commission. [Pages 50-52]
- c. Approval of minutes
 - 1) June 10, 2020, meeting. [Pages 53-55]
 - 2) June 22, 2020, work session. [Pages 56-59]
- d. Recommendation to OLCC
 - 1) Annual liquor license renewal, VFW Post #584. [Page 60]
- e. Adoption of resolution
 - 1) Accepting right-of-way dedication, Sarah Avenue NW. [Pages 61-64]
RES NO. _____

Action: _____

8. Staff report

- a. Reclassification requests, street maintenance and transit. [Pages 65-66]
Action: _____
- b. Accepting DLCD grant for HB 2001 implementation.
Action: _____

9. Business from the council

10. Next meeting dates

Monday, August 10, 2020; 4 p.m. work session
Wednesday, August 12, 2020; 7:15 p.m. regular meeting

11. Adjournment

Due to Governor Brown's Executive Orders limiting public gatherings during the COVID-19 pandemic, this meeting is accessible to the public via phone and video connection.



RESOLUTION NO. _____

A RESOLUTION REPEALING RESOLUTION NO. 6718 (A RESOLUTION ESTABLISHING FEES AND CHARGES FOR PARKS & RECREATION SERVICES) AND REVISING FEES AND CHARGES FOR PARKS & RECREATION SERVICES FOR FISCAL YEAR 2021-2022.

WHEREAS, THE City of Albany is dedicated to delivering the services that Albany’s citizens need, want, and are willing to support; and

WHEREAS, the City of Albany has duly adopted Resolution No. 6718, establishing fees and charges for parks and recreation services for Fiscal Year 2020-2021.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the fees and charges listed in “Exhibit A” (attached) be established for Parks & Recreation Department programs and services, effective August 1, 2020; and

BE IT FURTHER RESOLVED that Resolution No. 6718 is hereby repealed.

DATED AND EFFECTIVE THIS 22ND DAY OF JULY 2020.

Mayor

ATTEST:

City Clerk

EXHIBIT A

Albany Parks and Recreation Schedule of Fees and Charges FY21

RECREATION PROGRAMS

Recreation fees are intended to recover the following expenses: all direct costs as well as marketing costs associated with programs. These include (as appropriate): facility expenses, transportation, instruction, equipment, supplies and materials. Charges may vary according to location, instructor wages, and contracted services rates. All direct costs are divided proportionately among the participants.

ALBANY RESIDENT DISCOUNT

For most services, Albany residents receive a discount of 30%. Non-residents typically pay full price. However, frequent non-resident customers may elect to purchase a Frequent Customer Card (FCC), which covers any non-resident surcharges for one full year.

Frequent Customer Card	FY20	FY21
Individual	\$40.00/year	\$50/year
Family	\$80.00/year	\$100/year

SPORTS PROGRAMS

Team Fees	FY20	FY21
Volleyball	\$28.00/game	\$29/game
Men's League Softball	\$55.00/game	\$56/game
Women's League Softball	\$55.00/game	\$56/game
Co-ed League Softball	\$55.00/game	\$56/game

Fees include costs for staffing, officials, facilities, capital enhancement fees, marketing costs associated with programs, field maintenance and awards. Prices may be adjusted to reflect unanticipated increases in gym rental prices. Number of games offered may be affected by gym availability.

AQUATICS PROGRAM

COOL! SWANSON PARK ACTION CENTER

Admission	Daily		10-Visit		Season Pass	
	Resident/Non-Resident		Resident/Non-Resident		Resident/Non-Resident	
	FY20	FY21	FY20	FY21	FY20	FY21
Adults/Senior	\$5/6	\$5.25/\$6.75	\$45/\$54	\$47.25/\$60/75	\$150/\$180	\$157.50/\$202.50
Tots (0-5 years)	\$3.25/\$3.75	\$3.50/\$4.50	\$29.25/\$35	\$31.50/\$40.50	\$97.50/\$117	\$105/\$135
Youth (6-17 years)	\$4.50/\$5.50	\$4.75/\$6.25	\$40/\$50	\$42.75/\$56.25	\$135/\$162	\$142.50/\$187.50
Adults/Senior	\$5/6	\$5/6	\$45/\$54	\$45/\$54	\$150/\$180	\$150/\$180
Family (up to 4 people)					\$350/\$420	\$375/\$450
Observers	\$2	\$2				

EXHIBIT A

COOL! POOL RENTALS

Pool/Deck	Hourly Resident/Non-Resident	
	FY20	FY21
1-50	\$160.00/\$185.00	\$170/\$220
51-100	\$195.00/\$220.00	\$205/\$255
101-150	\$230.00/\$255.00	\$240/\$290
151-200	\$265.00/\$290.00	\$275/\$325
201-250	\$300.00/\$325.00	\$310/\$360
251-300	\$335.00/\$360.00	\$345/\$395
Refundable Damage Deposit	\$100	\$100

For each additional 50 persons, add \$35.00

COOL! FACILITY RENTALS

Room	Hourly Resident/Non-Resident	
	FY20	FY21
Community Room Rental	\$35.00/\$40.00	\$40/\$50
Refundable Damage Deposit	\$100.00	\$100

Maximum 15 persons in Community Room

ALBANY COMMUNITY POOL (ACP)

FY20-21 will be the first year where Albany Community Pool has a Resident/Non-Resident rate.

General Admission	Individual		Annual Pass		20-Visit Cards	
	Resident/Non-Resident		Resident/Non-Resident		Resident/Non-Resident	
	FY20	FY21	FY20	FY21	FY20	FY21
Youth	\$4.25	\$4.50/\$6	\$275	\$292.50/\$390	\$81	\$85.50/\$114
Adult	\$4.50	\$4.75/\$6.25	\$290	\$308.75/\$406.25	\$85.50	\$90.25/\$118.75
Seniors (55+)	\$4.25	\$4.50/46	\$275	\$292.50/\$390	\$81	\$85.50/\$114
Family (up to 6, \$2/each after)	\$14	\$15/\$19.50	\$475	\$525/\$680		
Family Plus Sports Pass			\$600	\$780		
Sports Pass			\$275	\$292.50/\$390		
					10- Visit Cards	
Parent/Child	\$5				\$45	\$47.25/\$60.75
Adult Fitness	\$5				\$45	\$47/\$60.75

ACP FACILITY RENTAL

Pool Rental	Hourly Resident/Non-Resident	
	FY20	FY21
Entire Pool (up to 40 persons)	\$110.00/hour	\$125/\$162.50
Half pool (up to 40 persons)	\$65.00/hour	\$70/\$91
Refundable Damage Deposit	\$40	\$40

EXHIBIT A

FIELD RENTALS

Softball/Baseball Fields Rentals	Field/Hour
90-Minute Usage	\$50
Light Usage	\$35
Pitching Mound/Rubber Install	\$30
Damage Deposit	\$150.00

New this year: due to COVID-19, we are altering use of our fields in the summer months to maximize play outside of adult league times.

PARK, SHELTER, SENIOR CENTER RENTALS

Option A: Staff Recommendation

Picnic Shelters and Stages**	Weekday (M-TH) All Day		Weekend/Holiday All Day	
	Resident/Non-Resident/Non-Profit		Resident/Non-Resident/Non-Profit	
	FY20	FY21	FY20	FY21
Bryant #1 or #2	\$90/\$115/ \$75	\$95/\$120/\$85	\$110/ \$145/ \$90	\$115/\$150/\$95
Grand Prairie	\$90/ \$115/ \$75	\$95/\$120/\$85	\$120/ \$160/ \$110	\$125/\$165/\$115
Monteith Shelter	\$90/ \$115/ \$75	\$100/\$125/\$95	\$135/ \$175/ \$110	\$140/\$180/\$120
Monteith Stage/Shelter	\$165/ \$220/ \$125	\$175/\$230/\$135	\$350/ \$465/ \$280	\$355/\$470/\$290
Timber Linn #1 or #2	\$100/ \$130/ \$70	\$110/\$140/\$80	\$230/ \$310/ \$190	\$235/\$315/\$200
Timber Linn Amphitheater	\$495	\$500	\$660	\$675
Non-Shelter Areas	Rates Negotiable		Rates Negotiable	
Refundable Damage Deposit – \$100				

Or 15% of gross ticket sales, whichever is greater, not to exceed \$5,000

** \$ 50.00 vendor fee or 15% of gross sales, whichever is greater for commercial sales.

SENIOR CENTER ROOM RENTALS

Room	Non-Profit Per Hour		Private Resident Per Hour		Private Non-Resident Per Hour		Commercial Per Hour	
	FY0	FY21	FY20	FY21	FY20	FY21	FY20	FY21
1 Bay	\$30	\$35	\$40	\$45		\$55	\$60	\$65
2 Bays	\$40	\$45	\$50	\$55		\$65	\$70	\$75
3 Bays	\$50	\$55	\$60	\$65		\$75	\$80	\$85
Activity Room	\$35	\$40	\$50	\$55		\$65	\$65	\$70
Meeting Room	\$25	\$30	\$35	\$40		\$50	\$40	\$45
Kitchen	\$40	\$45	\$55	\$60		\$70	\$90	\$95

EXHIBIT A

Room	Non-Profit Per Hour		Private Resident Per Hour		Private Non-Resident Per Hour		Commercial Per Hour	
	FY0	FY21	FY20	FY21	FY20	FY21	FY20	FY21
Rec. Room	\$50	\$55	\$60	\$65		\$75	\$80	\$85
Entire Facility	\$100	\$140	\$150	\$185			\$175	\$215
Refundable Security Deposit	\$100							
Refundable Alcohol Deposit	\$50							

Option B:

Picnic Shelters and Stages**	Weekday (M-TH) All Day		Weekend/Holiday All Day	
	Resident/Non-Resident		Resident/Non-Resident	
	FY20	FY21	FY20	FY21
Bryant #1 or #2	\$90/\$115	\$95/\$120	\$110/ \$145	\$115/\$150
Grand Prairie	\$90/ \$115	\$95/\$120	\$120/ \$160	\$125/\$165
Monteith Shelter	\$90/ \$115	\$100/\$125	\$135/ \$175/ \$110	\$140/\$180/\$120
Monteith Stage/Shelter	\$165/ \$220	\$175/\$230	\$350/ \$465	\$355/\$470
Timber Linn #1 or #2	\$100/ \$130	\$110/\$140	\$230/ \$310	\$235/\$315/
Timber Linn Amphitheater	\$495	\$500	\$660	\$675
Non-Shelter Areas	Rates Negotiable		Rates Negotiable	

Refundable Damage Deposit – \$100

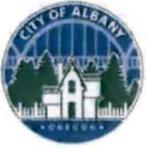
** Or 15% of gross ticket sales, whichever is greater, not to exceed \$5,000

* * \$50.00 vendor fee or 15% of gross sales, whichever is greater for commercial sales.

Room	Resident Per Hour		Non-Resident Per Hour	
	FY20	FY21	FY20	FY21
1 Bay	\$40	\$45	\$60	\$65
2 Bays	\$50	\$55	\$70	\$75
3 Bays	\$60	\$65	\$80	\$85
Activity Room	\$50	\$55	\$65	\$70
Meeting Room	\$35	\$40	\$40	\$45
Kitchen	\$55	\$60	\$90	\$95
Rec. Room	\$60	\$65	\$80	\$85
Entire Facility	\$150	\$185	\$175	\$215

EXHIBIT A

Room	Resident Per Hour		Non-Resident Per Hour	
	FY20	FY21	FY20	FY21
Refundable Security Deposit	\$100			
Refundable Alcohol Deposit	\$50			



MEMO



TO: Albany City Council

VIA: Peter Troedsson, City Manager

Handwritten signature and date 7/15

FROM: Shane Wooton, Fire Chief

DATE: July 14, 2020, for the July 22, 2020, City Council Meeting

SUBJECT: Fire and Life Safety Services Fee Schedule

Relates to Strategic Plan theme: A Safe City; An Effective Government

Action Requested:

Council approval by resolution to add and update fire and life safety service fees effective July 22, 2020.

Discussion:

The fire department currently assesses fire and life safety services fees. Adoption of the 2019 Oregon Fire Code added a state mandated licensing inspection, driving the need for a new operational permit. Updated repeat fire code violation and re-inspection fee schedules are also necessary.

Operational Permit Fee

Annual motor vehicle dismantling licensing inspections are now mandated by the state and the 2019 Oregon Fire Code. These inspections are subject to constricted time frames and may take priority over other assignments, increasing workload for staff and shifting other priorities (this is consistent with daycare/adult care licensing timelines). The following table outlines the range of fees assessed by other communities and the proposed fee range for the City of Albany.

Jurisdiction	Operational Permit Range
Eugene/Springfield	\$240
McMinnville	\$150 - \$250
Salem	\$75 - \$112.50
Gresham	\$75 - 120
Corvallis	\$80
Medford	\$75
Albany	\$125 - \$250

A proposed fee for the vehicle dismantling inspection is shown in the table below with other fees currently in place.



Operational Permit Type	Permit Fee
Special Events (OFC 105.6.37)	\$250
Temporary Membrane Structures/Tents (OFC 105.7.22)	\$125
Daycare/Adult Care Licensing Inspection (OFC 105.6E)	\$125
PROPOSED Motor Vehicle Dismantling Licensing Inspection (OFC 107.2.3.1)	\$125

Repeat Fire Code Violations

The fire department is responsible for conducting fire code inspections in 5,215 business occupancies. These inspections should occur every one to four years depending on the types of hazards within and associated with the occupancy. It is difficult for department staff to inspect these per the prescribed schedule due to staffing limitations and workload, resulting in businesses which have not been inspected in greater than four years.

The number of repeated fire code violations often prevents timely inspections for other businesses. A repeated violation occurs when a business owner/representative has been made aware of a particular violation during an inspection (e.g., blocked exit, over-due fire sprinkler system servicing, etc.), and then that same violation is found during another inspection a year or more later with the same owner/representative. These repeated violations indicate that previously known fire and life safety requirements, which are in place to protect them and the public, were disregarded, thereby requiring additional inspections. Approximately five to eight percent of inspections currently conducted reveal repeated violations. Deputy fire marshals essentially duplicate their work effort to devote additional time re-educating and re-inspecting. This effort takes away from what could be initial inspections of other occupancies. The table below shows the proposed fees for repeated violations.

Repeat Fire Code Violation(s) Fees Within 48 Months of Original Notice

1st Inspection (current)	1st Re-inspection (proposed)	2nd Re-inspection (proposed)	3rd Re-inspection (proposed)	4th or More Re-inspection (proposed)
\$0 per repeated violation	\$100	\$150	\$200	\$300

Fire Code Re-inspections

The need for Fire Code re-inspection fees was identified by the Fire Department in 2016 and implemented in 2017. No changes or increases have been made since then. The fees are to encourage business owners to correct Fire Code violations in a timely and efficient manner for the safety of their employees and patrons. It has been determined that a reduction in “free” re-inspections be made along with an incremental increase in re-inspection fees.

One workload issue that prevents conducting inspections within prescribed intervals is the number of re-inspections required to ensure compliance. If violations are found during an initial inspection, a re-inspection is scheduled to confirm that the required corrections have been made. These re-inspections commonly reveal that not all corrections have been made, thereby requiring more re-inspections. One-third of the inspections currently conducted are re-inspections requiring a staff time that could be used for initial inspections of other occupancies.

A fee structure similar to other jurisdictions is proposed. The following chart outlines the fees assessed by other communities and the proposed fees for the City of Albany.

Jurisdiction	1st Re-inspection	2nd Re-inspection	3rd Re-inspection	4th Re-inspection	5th or More Re-inspection
Salem	\$0	\$50	\$50	\$50	\$50
Gresham	\$0	\$45	\$457/violation + \$93	\$457/violation + \$93	\$457/violation + \$93
Lebanon	\$0	\$55/hour Min. 1 Hour	\$55/hour Min. 1 Hour	\$55/hour Min. 1 Hour	\$55/hour Min. 1 Hour
Corvallis	\$75	\$75	\$75	\$75	\$75
Marion County Fire District #1	\$0	\$75	\$75	\$75	\$75
Ashland	\$0	\$0	\$54	\$107	\$158
Eugene/Springfield	\$99/hour Min. 1 Hour				
Clackamas	\$100	\$100	\$100	\$100	\$100
McMinnville	\$0	\$100	\$200	\$400	Citation
Portland	\$100/Violation + \$150	\$100/violation + \$300	\$100/violation + \$600	\$100/violation + \$600	\$100/violation + \$600
Albany (current)	\$0	\$0	\$100	\$100	\$100

Proposed Fire Code Re-Inspection Fees

1st Re-inspection (current)	2nd Re-inspection (proposed)	3rd Re-inspection (proposed)	4th Re-inspection (proposed)	5th or More Re-inspection (proposed)
\$0	\$100	\$150	\$200	\$250+ \$50 ea. Addt'l

Budget Impact:

The proposed operational permit fee is estimated to generate \$250 annually based on 2019 activity. The proposed repeat Fire Code violation fee is estimated to generate \$800 annually based on 2019 activity. The proposed Fire Code re-inspection update is estimated to generate \$1,200 annually based on 2019 activity.

LR:rb

Attachment(s): 1



RESOLUTION NO. _____

A RESOLUTION ESTABLISHING FIRE AND LIFE SAFETY SERVICE FEES, AND REPEALING RESOLUTION NO. 6791.

WHEREAS, the city council reviews and authorizes service fees; and

WHEREAS, the city council established and maintains a fee schedule for various fire department permits (Resolution No. 6791); and

WHEREAS, the fire department has identified the need to adjust the fee schedule; and

WHEREAS, annual motor vehicle dismantling licensing inspections are now mandated by the state and are time sensitive; and

WHEREAS, repeated fire code violations and re-inspections are increasing staff workload and reducing inspections at other occupancies.

NOW, THEREFORE BE IT RESOLVED that the City Council of Albany, Oregon, authorizes the fees described in Exhibit A to be established effective July 22, 2020, for services provided by the Fire Department; and

BE IT FURTHER RESOLVED that Resolution No. 6791 is hereby repealed.

DATED AND EFFECTIVE THIS 22ND DAY OF JULY 2020.

Mayor

ATTEST:

City Clerk

Exhibit A
Fire and Life Safety Services Fee Schedule Effective July 22, 2020

OFC = Oregon Fire Code Reference

Fireworks Permit

Retail Fireworks Stand Permit (OFC 105.6C)	\$ 125
Fireworks Display Permit (OFC 105.6B)	\$ 450

Hazardous Materials Storage Tanks

Decommission or Removal Permit (OFC 150.7.8)	
0 – 99 gallons	\$ 0
100 – 9,999 gallons	\$ 150
10,000 and more gallons	\$ 300
New Installation Permit (OFC 150.7.8)	
0 – 99 gallons	\$ 0
100 – 9,999 gallons	\$ 250
10,000 – 49,999 gallons	\$ 500
50,000 – 99,999 gallons	\$ 750
100,000 and more gallons	\$ 1,000

Repeated Fire Code Violation(s) Within 48 Months of Original Notice (OFC 109.4.1)

1st Inspection	1st Re-inspection (proposed)	2nd Re-inspection (proposed)	3rd Re-inspection	4th or More Re-inspection
\$0	\$100	\$100	\$100	\$100

Operational Permits

Special Events (OFC 105.6.37)	\$250
Temporary Membrane Structures/Tents (OFC 105.7.22)	\$125
Daycare/Adult Care Licensing Inspection (OFC 105.6E)	\$125
PROPOSED Motor Vehicle Dismantling Licensing Inspection (OFC 107.2.3.1)	\$125

Private Fire Protection Service (OFC 105.7.1)

Inside City Limits - applicable to standpipes, connections for automatic sprinkler systems, and fire hydrant service for private fire protection located within city limits.

Fire Line Size	Monthly Rate
2-inch or smaller	\$ 13.94
3-inch	\$ 17.35
4-inch	\$ 18.93
6-inch	\$ 30.31
8-inch	\$ 48.96
10-inch	\$ 77.97

Outside City Limits - applicable to standpipes, connections for automatic sprinkler systems, and fire hydrant service for private fire protection located within city limits.

Monthly rates as listed for Inside City Limits with a 10 percent surcharge on said rates for service outside the city limits.

Special Conditions for all Fire Protection Services - water taken under this classification is to be used only to extinguish fires and for flushing necessary to maintain fire protection equipment. In case of surreptitious or improper use of water, the consumption may be estimated, and the water used shall be billed at regular meter rates.

Fire Plan Review Fee

15% of commercial plan review fee	Varies
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MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *BT 7/15*
Jeff Blaine, P.E., Public Works Engineering and Community Development Director *JB*

FROM: Rob Emmons, P.E., Assistant City Engineer *RE*

DATE: July 14, 2020, for the July 22, 2020, City Council Meeting

SUBJECT: Public Hearing Regarding Inflationary Adjustments to System Development Charges, Connection Charges, and Post-Construction Stormwater Quality Program Fees

Action Requested:

Staff recommends Council hold a public hearing to receive public input and consider adoption of the attached resolutions on proposed inflationary adjustments to System Development Charges (SDC), Connection Charges, and Post-Construction Stormwater Quality (PCSWQ) Program Fees.

Discussion:

Background

The basic principle behind the application of SDCs and Connection Charges is to have all customers pay their fair share for the services and infrastructure that are available to them. The collection of SDCs and Connection Charges help pay for existing and future infrastructure costs associated with meeting demands of growth in the city. If these fees were not collected, existing residents and rate payers would be required to pay for all infrastructure improvements required for current and future capacity. In addition, without SDCs there would be no mechanism to collect funds that can be used to assist developers with infrastructure improvements triggered by their development.

SDCs and Connection Charges have historically been adjusted annually, effective the first day of July. Although the Albany Municipal Code (AMC) (AMC 15.16.050(5)) states that annual adjustments for SDCs should be made automatically each July 1, council practice has been to hold a public hearing prior to considering any adjustments. The AMC, the adopted SDC methodologies, and the current pertinent resolutions all identify the process to make annual adjustments to the SDCs.

There are also construction-related fees for the PCSWQ program that are important to adjust for inflation. These fees provide flexibility to the developer by shifting responsibility to the City. Annual adjustments are necessary for the City to cover anticipated costs.

Proposed Adjustments

The adjustments presented for council consideration reflect the increased cost of construction (inflation). These charges are closely tied to construction costs and, therefore, the City uses a construction cost indicator to reflect the changing cost of constructing public improvements. The Engineering News-Record (ENR), an engineering and construction industry trade publication, publishes a regional Construction Cost Index (CCI) for Seattle that reflects the change in the cost of construction for the northwest. This index is routinely used by local agencies to represent the annualized inflationary impact for construction projects. This year's April '19 to April '20 ENR CCI for Seattle has increased 1.05 percent, which is applied to Transportation SDCs,



Connection Charges and construction-related PCSWQ program fees. Water and wastewater SDCs adopted last year were indexed to November 2018. Consequently, their inflationary adjustments represent more than one year and equals 5.28 percent.

Additional information about each fee can be found in Attachment A. Staff recommends council adopt the attached resolutions implementing the identified inflationary adjustments, provided as Attachments B through I.

Budget Impact:

If adopted, the fee adjustments will become effective on August 1, 2020. Actual revenue amounts will depend on development activity over the next fiscal year.

RE:kc

Attachments (9)

c: Jerry Running, Willamette Valley Homebuilders
Janet Steele, Albany Chamber of Commerce
John Pascone, AMEDC

Transportation System Development Charges, Connection Charges, and Post-Construction Stormwater Quality Fee

Current System Development Charges (SDCs)

State law (ORS 223.297-314) authorizes collection of SDCs to provide equitable funding for capital improvements to water, sewer, parks, transportation, and stormwater management systems. Albany has adopted long-range plans outlining the capital improvements needed to develop and maintain its water, sewer, parks, and transportation systems. These plans form the basis for the City's existing SDCs. The current SDC fees for a new single-family home in Albany are shown in the following table:

	Maximum Allowable ¹	Reimbursement Amount	Improvement Amount	Compliance Fee	Total Fee	% of Max.
Transportation	\$16,551	\$3,486	\$599	NA	\$4,085	25
Water (3/4-inch)	\$3523	\$614	\$2,243	NA	\$2,857	81
Wastewater	\$4481	\$298	\$3,255	\$7	\$3,560	79
Parks	\$293.33/br + 0.56/sf	0	\$1720 ²	NA	\$1720 ²	100
Total		\$4,398	\$7,817	\$7	\$12,222	

¹ Maximum allowable and current SDC for a single-family house effective with the most recently adopted resolutions.

² Fee for a 1,500 square foot, 3-bedroom house

Proposed SDC

SDCs are initially considered for adoption after completion of a public facility plan or master plan and development of a related Capital Improvement Plan (CIP) for the completion of proposed public improvements. The adopted methodology for each SDC includes a specific list of proposed capital construction projects. The initial maximum allowable SDC for each system is based on the cost of those proposed projects plus the value of the available capacity in the existing system.

The annual July adjustment is typically based on the year-over-year change to the Engineering News-Record (ENR) Construction Cost Index (CCI) for April.

The proposed fee adjustments detailed below have been rounded to the nearest dollar. To avoid the compounding effect of annual rounding of the fees, the amount listed in parentheses has been adjusted by the appropriate percentage. The actual fee charged is shown in bold and is rounded to the nearest dollar.

Water SDC Adjustment. The water SDC methodology was updated in 2019 and involved updating project costs and moving completed projects from the improvement project list to the reimbursement project list. This resulted in an overall increase to the SDC and a shift in dollars from the improvement fee to the reimbursement fee. The adopted methodology resulted in a maximum allowable fee of \$3,523 as indexed to Nov. 2018. The maximum allowable fee represented a significant increase over the existing fee; therefore, council recommended phasing-in the maximum allowable fee in five equal steps. The first phase-in step was established by Resolution 6785 in July 2019. Council has chosen not to pursue the second step in 2020.

The most recent inflationary adjustment to the water SDC was in Nov. 2018 as part of the methodology update, which took effect July 2019. Adjusting the water SDC using the change in the ENR cost index from Nov. 2018 to April 2020, results in the following fee for a 3/4-inch meter:

Water SDC	Current Fee	Proposed Fee
SDC-R (reimb. fee)	\$614 (\$613.80)	\$646 (\$646.21)
SDC-I (impr. fee)	\$2,243 (\$2,242.80)	\$2,361 (\$2,361.22)
Total Water SDC	\$2,857(\$2,856.60)	\$3,007 (\$3,007.43)

Wastewater SDC Adjustment. The wastewater SDC methodology was update in 2019, which resulted in an overall increase to the SDC and the addition of a compliance fee. The adopted methodology resulted in a maximum allowable fee of \$7,180 as indexed to Nov. 2018. The maximum allowable fee represented a significant increase over the existing fee. As a result, council decided to develop a funded and unfunded list which resulted in a reduced fee of \$4,481 (Indexed to Nov. 2018). Council recommended to phase-in the reduced fee in five equal steps. The first step was established by Resolution 6784 in July 2019. Council chose not to pursue the second step in 2020.

The most recent inflationary adjustment to the Wastewater SDC was in Nov. 2018 as part of the methodology update, which took effect July 2019. Adjusting the Wastewater SDC using the change in the ENR cost index from Nov. 2018 to April 2020 results in the following fee for a single-family residential customer:

Wastewater SDC	Current Fee	Proposed Fee
SDC-R (reimb. fee)	\$298 (\$298.00)	\$314 (\$313.73)
SDC-I (impr. fee)	\$3,255 (\$3,254.80)	\$3,427 (\$3,426.65)
Compliance Fee	\$7 (\$7.40)	\$8 (\$7.79)
Total Water SDC	\$3,560 (\$3,560.20)	\$3,748 (\$3,748.18)

Transportation SDC Adjustment. The transportation SDC methodology and Transportation System Plan list, originally adopted in 2010-2011, were modified in 2013, 2015, 2017, 2018, and again in 2020 to reflect new or modified projects or priority levels. The SDC methodology documents the calculation of an improvement and reimbursement fee that results in a maximum allowable fee of \$16,551 as indexed to April 2019. In the interest of promoting economic development, council deemed it desirable to charge less than the legally allowable charges. This was accomplished by creating a funded and unfunded list to limit the number of SDC-eligible projects.

The most recent adjustment to the Transportation SDC was in July 2019. Adjusting the Transportation SDC using the change in the ENR cost index results in the following fee for a residential customer:

Transportation SDC	Current Fee	Proposed Fee
SDC-R (reimb. fee)	\$3486 (\$3,486.29)	\$3,523 (\$3,522.87)
SDC-I (impr. fee)	\$599 (\$599.29)	\$606 (\$605.58)
Total Trans. SDC	\$4085 (\$4,085.58)	\$4,128 (\$4,128.45)

Stormwater SDC (Information Only). Albany does not have stormwater SDCs. A Stormwater Master Plan is under development and when completed, an SDC will be one of the funding tools available should council decide to adopt a stormwater SDC.

Proposed Connection Charges

For properties that have not previously participated in the cost to construct available public facilities, connection charges are applied at the time those properties connect to these facilities.

The most recent evaluation of the connection charges occurred in 2018 with new fees effective in January 2019. These fees were adjusted for inflation in July 2019. The inflationary adjustments detailed below for this year's adjustment use the ENR CCI for Seattle and have been rounded to the nearest dollar as previously described.

Street Connection Charge Adjustment. The Street Connection Charge is designed to recover the equivalent cost of constructing that portion of a local street that benefits a connecting property. A local street is the basis for calculating the fee. Adjusting the Street Connection Charge using the change in the ENR cost index results in the following fee:

Connection Charge	Current Fee	Proposed Fee
Street	\$153 (\$153.26)/ft of frontage	\$155 (\$154.87) /ft of frontage

Sanitary Sewer Connection Charge Adjustment. The Sanitary Sewer Connection Charge is designed to recover the equivalent cost of constructing that portion of the sewer system that benefits a connecting property. An eight-inch pipe is the basis for calculating the fee. Adjusting the Sewer Connection Charge using the change in the ENR cost index results in the following fee:

Connection Charge	Current Fee	Proposed Fee
Sanitary Sewer w/o lateral	\$66 (\$65.68)/ft of frontage	\$66 (\$66.37)/ft of frontage
Sanitary Sewer with lateral	\$79 (\$79.24) ft of frontage	\$80 (\$80.07)/ft of frontage

Water Connection Charge Adjustment. The Water Connection Charge is designed to recover the equivalent cost of constructing that portion of the water system that benefits a connecting property. An 8-inch pipe is the basis for calculating the fee for single-family residential land use zones, and a 12-inch pipe is the basis for calculating the fee for all other land use zones. Adjusting the Water Connection Charge using the change in the ENR cost index results in the following fee:

Connection Charge	Current Fee	Proposed Fee
Water: single-family residential w/o water	\$46 (\$45.87) /ft of frontage	\$46 (\$46.35) /ft of frontage
Water: single-family residential with water	\$60 (\$60.47)/ft of frontage	\$61 (\$61.10) /ft of frontage
Water: all other land use zones w/o water	\$69 (\$68.81) /ft of frontage	\$70 (\$69.53) /ft of frontage
Water: all other land use zones with water	\$77(\$77.15) /ft of frontage	\$78 (\$77.96) /ft of frontage

Storm System Connection Charge Adjustment. The Storm System Connection Charge is designed to recover the equivalent cost of constructing that portion of the storm system that benefits a connecting property. The cost to provide drainage for an average lot in a fully improved subdivision is the basis for calculating the fee. Adjusting the Storm System Connection Charge using the change in the ENR cost index results in the following fee:

Connection Charge	Current Fee	Proposed Fee
Storm	\$84 (\$84.45)/ft of frontage	\$85 (\$85.34)/ft of frontage

Other Construction Fees

In response to regulatory requirements, a Post-Construction Stormwater Quality (PCSWQ) Program for new development and redevelopment projects was established in 2015 to help protect the water quality of Albany's lakes, rivers, and streams.

Design review and construction inspection activities for new facilities are funded through a permit fee structure that is percentage based (similar to all other public infrastructure improvements), and no changes to that fee structure are proposed. However, the PCSWQ Program does have options available to the developer that transfer some

responsibility to the City to construct improvements on their behalf. Those construction activities are funded through payment of an additional fee. Therefore, it makes sense that the construction-related fees be updated annually based on the change in the Seattle ENR CCI, like SDCs and connection charges.

The fees for off-site PCSWQ and for the transfer of landscaping responsibility to the City are established as a cost per square-foot rate that relates to the cost of construction and is, therefore, adjusted as follows:

Post Construction Stormwater Quality Fee	Current Fee	Proposed Fee
Off-site post-construction stormwater quality fee	\$53(\$53.21) /square foot	\$54 (\$53.77) /square foot
Transfer of Landscaping Responsibility to City		
– First 1000 square feet	\$18 (\$17.74)/square foot	\$18 (\$17.93) /square foot
– Additional square feet	\$12(\$11.82) /square foot	\$12 (\$11.94) /square foot



RESOLUTION NO. _____

A RESOLUTION REVISING WATER SYSTEM DEVELOPMENT CHARGES, REAFFIRMING AN APPEAL FEE AND REPEALING RESOLUTION 6785 (A RESOLUTION REVISING WATER SYSTEM DEVELOPMENT CHARGES, REAFFIRMING AN APPEAL FEE AND REPEALING RESOLUTION 6701).

WHEREAS, through the previous adoption of ordinances establishing and amending Albany Municipal Code 15.16 regarding system development charges (SDC), the council of the City of Albany has 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 SDC for the water system in Albany has been developed as specifically described in Resolution No. 6767; and

WHEREAS, the adopted methodology resulted in a maximum allowable fee of \$3,523 per Equivalent Residential Unit (ERU) when indexed to the Engineering News Record (ENR) Seattle Construction Cost Index (CCI) for November 2018 (11,532.16), which if indexed to current dollars is equivalent to \$3,709 (using index ratio 12,141.53/11,532.16); and

WHEREAS, the maximum allowable fee represents a significant increase over existing water SDC charges and, therefore, is proposed to be phased in by five equal steps; and

WHEREAS, the first phase-in step was established by Resolution No. 6785 in July 2019; and

WHEREAS, the council has chosen not to pursue the second step in 2020; and

WHEREAS, Section 15.16.050(5) of Ordinance 5306 allows for the annual adjustment of the herein established fees in accordance with the change in the ENR Seattle CCI.

WHEREAS, the council deems it desirable to increase the existing fees to reflect inflation relative to the increase in the ENR CCI Seattle Index; and

WHEREAS, the index used in Resolution 6785 was 11,532.16 and the April 2020 Index to be applied for purposes of this resolution is 12,141.53 (index ratio = $12,141.53/11,532.16 = 1.0528$).

NOW, THEREFORE, BE IT RESOLVED that an improvement fee and a reimbursement fee water system development charge for Albany hereby be revised as described in Exhibit 'A'; and

BE IT FURTHER RESOLVED that the water system development charges revised by this resolution and the repeal of Resolution No. 6785 shall be effective **August 1, 2020**.

DATED THIS 22ND DAY OF JULY 2020.

Mayor

ATTEST:

City Clerk

EXHIBIT A***WATER SYSTEM DEVELOPMENT CHARGE***

The water system development charge (SDC) does not include the cost of meter or service line installation. The first-year water SDC fees by meter size are shown below.

Water SDC by meter size:

Meter Size (inches)	Hydraulic Capacity Factor	Reimbursement Fee ¹		Improvement Fee ¹		Total SDC Fee ¹	
¾	1.00	\$614	\$646	\$2,243	\$2,361	\$2,857	\$3,007
1	1.67	\$1,025	\$1,079	\$3,745	\$3,943	\$4,770	\$5,022
1½	3.33	\$2,044	\$2,152	\$7,469	\$7,863	\$9,513	\$10,015
2	5.33	\$3,272	\$3,444	\$11,954	\$12,585	\$15,226	\$16,030
3	10.67	\$6,549	\$6,895	\$23,931	\$25,194	\$30,480	\$32,089
4	16.67	\$10,232	\$10,772	\$37,387	\$39,362	\$47,619	\$50,134
6	33.33	\$20,458	\$21,538	\$74,753	\$79,699	\$95,211	\$100,238
8	53.33	\$32,734	\$34,462	\$119,609	\$125,924	\$152,343	\$160,386
10	76.67	\$47,060	\$49,545	\$171,955	\$181,035	\$219,015	\$230,588
12	103.33	\$63,424	\$66,773	\$231,749	\$243,985	\$295,173	\$310,758

¹ Indexed to April 2020 ENR Seattle CCI (12,141.53)

SDC IMPROVEMENT FEE CREDIT

Pursuant to Albany Municipal Code (AMC) Section 15.16.090 (2), a credit against the water SDC-I fee shall be given for the cost of a qualified public water improvement required as a condition of development approval and identified in the revised Water SDC Methodology (February 2019, Resolution 6767) as a project to be wholly or partially funded with water SDC-I fees.

APPEAL FEE

Pursuant to AMC 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 conform to AMC Section 15.16.100 procedure.



RESOLUTION NO. _____

A RESOLUTION REVISING WASTEWATER SYSTEM DEVELOPMENT CHARGES, REAFFIRMING AN APPEAL FEE, AND REPEALING RESOLUTION 6784 (A RESOLUTION REVISING WASTEWATER SYSTEM DEVELOPMENT CHARGES, REAFFIRMING AN APPEAL FEE, AND REPEALING RESOLUTION 6699).

WHEREAS, through the previous adoption of ordinances establishing and amending Albany Municipal Code (AMC) 15.16 regarding System Development Charges (SDC), the Council of the City of Albany has 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 SDC for the wastewater system in Albany has been developed as specifically described in Resolution No. 6766; and

WHEREAS, the maximum allowable fee adopted in the methodology is \$7,180 per Equivalent Dwelling Unit (EDU) when indexed to the Engineering News Record (ENR) Seattle Construction Cost Index (CCI) for November 2018 (11,532.16), which if indexed to current dollars (April 2020) is equivalent to \$7,559 (using the ratio $12,141.53/11,532.16=1.0528$); and

WHEREAS, in an effort to keep SDC fees charged to customers at a reasonable level and in recognition of private development responsibilities and an uncertain regulatory future, the council chose to rely upon a funded and unfunded list; and

WHEREAS, use of a funded and unfunded list reduces the SDC fee per EDU to \$4,481 when indexed to the ENR Seattle CCI for November 2018 (11,532.16) (also referred to as "reduced fee"), which if indexed to current dollars (April 2020) is equivalent to \$4,718 (using the ratio $12,141.53/11,532.16=1.0528$); and

WHEREAS, the reduced fee still represents a significant increase over existing wastewater SDC charges and, therefore, is proposed to be phased in by 5 equal steps; and

WHEREAS, the first phase-in step was established by Resolution 6784 in July 2019; and

WHEREAS, the council has chosen not to pursue the second step in 2020; and

WHEREAS, AMC Section 15.16.050(5) of Ordinance 5306 allows for the annual adjustment of fees established herein in accordance with the change in the ENR Seattle CCI; and

WHEREAS, the index used in Resolution 6784 was 11,532.16 and the April 2020 index to be applied for purposes of this resolution is 12,141.53 (index ratio = $12,141.53/11,532.16 = 1.0528$).

NOW, THEREFORE, BE IT RESOLVED that an improvement fee and a reimbursement fee wastewater system development charge for Albany is hereby revised as described in Exhibit 'A'; and

BE IT FURTHER RESOLVED that the wastewater system development charges revised by this resolution and the repeal of Resolution No. 6784 shall be effective **August 1, 2020**.

DATED THIS 22ND DAY OF JULY 2020.

Mayor

ATTEST:

City Clerk

EXHIBIT A*WASTEWATER SYSTEM DEVELOPMENT CHARGE*

Wastewater SDC fees by customer class are shown below.

Residential Wastewater SDC

Component per EDU	Amount ^{1, 2, 3}	
SDC-r	\$298	\$314
SDC-i	\$3,255	\$3,427
Compliance Fee	\$7 (\$7.40)	\$8 (\$7.79)
Total	\$3,560	\$3,748

Numbers in parenthesis are calculated numbers shown for clarity. The nearest whole number is used to calculate the SDC fee.

¹ Indexed to April 2020 ENR Seattle CCI (12,141.53)

² For multifamily residential development, the SDC is the current residential SDC per EDU

³ For 'quad' or 'quint' type apartments, the number of EDUs shall not exceed the number of toilets available (Resolution No. 5055)

Commercial Wastewater SDC

Commercial customers vary significantly in terms of wastewater volumes. A plumbing fixture count is used to represent different wastewater volumes from commercial customers. Commercial customers also tend to vary significantly in terms of wastewater strengths. The combined BOD and TSS for the low-strength customer category are similar to the combined BOD and TSS for typical residential customers. Customers with medium-strength or high-strength pollutant loads have larger capacity demands per EDU than residential or low-strength commercial customers. A list of typical customer types in each strength category is included in Appendix I.

The classification of a new commercial customer will be determined by using the Commercial Customer Classification List (Appendix I). If the commercial customer cannot be easily categorized, they will be asked to submit estimated wastewater flow and strength data with a description of the type of business activities to the Public Works Director or designee. If multiple business types are tributary to a single pipe discharging to the wastewater collection system, the commercial customer classification for each tributary facility will be determined, and the classification with the highest strength will become the commercial customer classification for the entire facility. The Public Works Director, or designee, will make the final determination of customer classification for each new commercial customer.

For commercial development, the SDC fee is as follows:

Customer Class ¹	SDC-r per EDU ³	SDC-i per EDU ³	Compliance Fee per EDU ³	Total SDC per EDU ³	Cost per Additional Fixture over 6 ³
Commercial – Low	\$298	\$3,255	\$7 (\$7.40)	\$3,560	\$593
	\$314	\$3,427	\$8 (\$7.79)	\$3,748	\$625
Commercial – Medium ²	\$348	\$4,815	\$7 (\$7.40)	\$5,171	\$862
	\$367	\$5,069	\$8 (\$7.79)	\$5,444	\$907
Commercial - High	\$441	\$7,897	\$7 (\$7.40)	\$8,345	\$1,391
	\$465	\$8,313	\$8 (\$7.79)	\$8,786	\$1,464

Numbers in parenthesis are calculated numbers shown for clarity. The nearest whole number is used to calculate the SDC fee.

¹ See Appendix I for Commercial Customer Classification List

² For Recreational Vehicle (RV) Parks, the SDC is calculated based upon an assignment of three plumbing fixtures per pad or space.

³ Indexed to April 2020 ENR Seattle CCI (12,141.53)

Industrial Wastewater SDC

Industrial customers' use of the system is highly variable. Once connected to the wastewater system, each industrial customer is required to monitor and report its specific use of the system on a monthly basis. However, to determine the SDC fee for each industrial customer prior to collection of specific data, individualized flows and loads will be estimated and applied to the same unit cost of capacity as is used for the residential and commercial customers. The unit cost of capacities is shown in the following table:

FEE PER UNIT OF CAPACITY				
Units	Avg Dry Weather Flow mgd	Peak Flow mgd (a)	MMBOD lbs/day (b)	MMTSS lbs/day (b)
SDC-r Unit Costs	\$190,662	\$223,344	\$21 (\$21.32)	\$127 (\$127.24)
	\$200,729	\$235,137	\$22 (\$22.45)	\$134 (\$133.96)
SDC-i Unit Costs	\$1,327,666	\$2,359,499	\$1,953	\$1,813
	\$1,397,766	\$2,484,080	\$2,288	\$1,909
TOTAL Unit Costs	\$1,518,327	\$2,582,843	\$2,195	\$1,940
	\$1,598,495	\$2,719,217	\$2,311	\$2,043

Numbers in parenthesis are calculated numbers shown for clarity. The nearest whole number is used to calculate the SDC fee.
(a) Peak Flows are MMDWF and PWWF unit costs combined and assessed each industrial customer based on their peak day flow.
(b) Maximum month loading expressed in pounds per day

¹Indexed to April 2020 ENR (12,141.53)

For industrial development, the SDC fee is calculated by multiplying the individual customer's projected flows and loads by the unit costs of capacity shown above. The total SDC is the sum of the individual SDCs by parameter plus the compliance fee.

Total Industrial SDC Fee:

$$\text{Average flow (mgd)} \times \$1,518,327 + \text{Peak flow (mgd)} \times \$2,582,843 + \text{MMBOD (lbs/day)} \times \$2,195 + \text{MMTSS (lbs/day)} \times \$1,940$$

$$\text{Average flow (mgd)} \times \$1,598,495 + \text{Peak flow (mgd)} \times \$2,719,217 + \text{MMBOD (lbs/day)} \times \$2,311 + \text{MMTSS (lbs/day)} \times \$2,043$$

$$\text{Compliance Charge} = \del{\$37} \text{ } \$8 \times \text{number of EDUs, where EDUs} = (\text{Combined SDCi and SDCr}) / \del{\$3,553} \text{ } \$3,748$$

Industrial customers are required to submit periodic compliance reports (Albany Municipal Code (AMC) 10.06.070) indicating the nature and concentration of pollutants in the discharge and the average and maximum daily flows for the reporting period. Within 12 months from connection or at a mutually agreed upon time when the industrial customer's wastewater discharge characteristics have stabilized, the SDC may be recalculated based on the actual pollutant loading and flow and an adjusted payment (or refund) may be required.

Each industrial user is required to notify the City of any planned significant changes to the industrial user's operations that might alter the nature, quality, or volume of its wastewater (AMC 10.06.070(7)). If at any time after the initial SDC fee is paid and process or production changes result in increased flows and loads above those used to calculate original wastewater SDCs at the time of connection, the industry shall be responsible for payment of additional SDCs based on the unit costs of capacity in effect at the time of the increase. If, however, the process or production change results in decreased flows and loads, the industry will not be eligible for an SDC refund.

SDC IMPROVEMENT FEE CREDIT

Pursuant to AMC Section 15.16.090 (2), a credit against the sewer SDC-i fee shall be given for the cost of a qualified public wastewater improvement required as a condition of development approval and identified in the revised Wastewater System Development Charge Methodology (February 2019, Resolution 6766) as a project to be wholly or partially funded with wastewater SDC-i fees.

APPEAL FEE

Pursuant to Albany Municipal Code (AMC) 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 conform to AMC Section 15.16.100 procedure.

APPENDIX I**CITY OF ALBANY COMMERCIAL CUSTOMER CLASSIFICATION
COMBINED AVERAGE STRENGTH CATEGORIES & STANDARD INDUSTRIAL CLASSIFICATION**

Waste Characteristic Allocation: The City of Albany does not have a monitoring program for all commercial customers and, consequently, does not have specific monitoring data on all of Albany's commercial customers. However, an extensive project was undertaken by the City of Portland Bureau of Environmental Services (BES) to determine wastewater characteristics by Standard Industry Classification (SIC) codes based upon monitoring data for Portland's customers and using data from other cities.

The City of Portland's wastewater characteristic study data is based on BOD and TSS information from commercial customers in Portland and 28 additional cities, and the customer list is representative of the Albany commercial businesses. The City of Salem is also using the Portland BES data to classify their commercial customers. Albany will continue to refine this database as additional waste characterization data becomes known.

COMMERCIAL LOW-STRENGTH (UP TO 450 MG/L COMBINED BOD/TSS)**Offices and Services:**

- Accounting, Auditing, and Bookkeeping Services (8721)
- Adjustment and Collection Services (7322)
- Amusement and Recreation Services NEC (7999)
- Banks and Credit Unions (6021, 6022, 6141)
- Barber and Beauty Shops (7241, 7231)
- Child Day Care Services (8351)
- Computer and Computer Software Stores (5734)
- Correctional Institutions (9223)
- Employment Agencies (7361)
- Engineering Services (8711)
- Gasoline Service Stations (5541)
- Individual and Family Social Services (8322)
- Insurance Agents, Brokers, and Service (6411)
- Investment Advice (6282)
- Legal Services (8111)
- Libraries (8231)
- Medical and Dental Offices and Clinics (including chiropractors, health practitioners, optometrists)
(8011, 8021, 8041, 8042, 8049)
- Motels (7011)
- Museums and Art Galleries (8412)
- Nursing Care Facilities (8051)
- Schools (Elementary and Secondary) and Educational Services (8211)
- Taxicabs (4121)
- Title Insurance (6361)
- Trucking - local with storage (4214)

General Retail Businesses:

- Apparel, Accessory, Jewelry and Shoe Stores (5699, 5641, 5651, 5944, 5661)
- Auto equipment/supplies, new/used - NEC (5599 - see printout)
- Beer, Ale, and Liquor Stores - wholesale and distribution (5181 and 5921)
- Boat Dealers (5551)
- Book Stores (5942)
- Coin-Operated Laundries (7215)
- Department Stores (5311)
- Floor Covering Stores (5713)
- Florists (5992)
- Groceries, wholesale and distribution (5141)

Hobby, Toy, and Game Shops (5945)
Home Furnishings and Hardware Stores (5719, 5251)
Miscellaneous food stores - minimarts without kitchens (5499)
Musical Instrument Stores (5736)
Paint, Glass, and Wallpaper Stores (sales but no mixing) (5231)
Sporting Goods Stores and Bicycle Shops (5941)
Tobacco Stores and Standards (5993)
Used Merchandise Stores (5932)
Video Tape Rental (7841)

COMMERCIAL MEDIUM-STRENGTH (451 - 1,125 MG/L COMBINED BOD/TSS)

Automotive/Mechanical Repair and/or Wash:

Airports, Flying Fields, and Airport Terminal Services
Automotive Repair Shops NEC (7539-see printout)
Carwashes (7542)
Motor Vehicle Dealers - used cars (5521)

Specialty with medium-strength waste discharge:

Dry Cleaning Facilities (7216)
Restaurants, Eating Places, Bars, and Taverns (5812)
Funeral Services and Crematories (7261)
Hospitals (8060)
Junior Colleges and Technical Institutes (8222)
Meat and Fish Markets, Including Freezer Provisioners (5421)
Paints/Varnishes/Lacquers/Enamels mixing (2851)
Photofinishing Laboratories (7384)
Recreational Vehicle Parks (7033)
Trucking – local with storage (4212)

COMMERCIAL HIGH-STRENGTH (GREATER THAN 1,126 MG/L COMBINED BOD/TSS)

Automotive:

Exhaust System Repair (7533), Transmission Repair (7537), Tire Shop (7534), General Automotive Repair (7538-see printout), Automotive Services (7549), Armature Rewinding Shop (7694)
Motor Vehicle Dealers - new cars (5511)

Specialty with high-strength waste discharge:

Candy, Nut, and Confectionery Stores (5441)
Disinfecting and Pest Control Services (7342)
Fire Protection (9224)
Grocery Stores with garbage disposals (5412)
Industrial Launderers (7218)
Malt Beverage Brewery (2082)
Pharmaceutical Preparations (2834)
Retail Bakeries - with kitchen (5461)
Printing and Stamping on Fabric Articles - silk screening (2396)
Trucking - long distance, not local (4213)
Passenger car rental, no drivers for hire (7514)



RESOLUTION NO. _____

A RESOLUTION REVISING TRANSPORTATION SYSTEM DEVELOPMENT CHARGES FOR IMPACTS TO THE ALBANY TRANSPORTATION SYSTEM, REAFFIRMING THE APPEAL FEE, AND REPEALING RESOLUTION NO. 6848 (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).

WHEREAS, through the previous adoption of ordinances establishing and amending Albany Municipal Code (AMC) 15.16 regarding system development charges, the council of the City of Albany 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 modified and adopted in 2020 to reflect changes in the project list as specifically described in Resolution No. 6848; 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 (April 2020) is equivalent to \$16,725 (using index ratio $12,141.53/8647=1.404$); and

WHEREAS, Section 15.16.050(5) of Ordinance 5306 allows for the annual adjustment of the herein established fees in accordance with the change in the Engineering News-Record (ENR) Seattle Construction Cost Index (CCI); and

WHEREAS, the Albany City Council deems it desirable to increase the existing fees to reflect inflation relative to the increase in the ENR Seattle CCI; and

WHEREAS, the ENR Seattle CCI used in Resolution 6807 was 12,015.45, and the April 2020 ENR Seattle Construction Cost Index to be applied for purposes of this Resolution is 12,141.53 (index ratio = $12,141.53/12,015.45= 1.0105$).

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

BE IT FURTHER RESOLVED that an appeal fee is hereby reaffirmed as described herein; and

BE IT FURTHER RESOLVED that the transportation system development charges revised by this resolution and the repeal of Resolution No. 6848 shall be effective **August 1, 2020**.

DATED THIS 22ND DAY OF JULY 2020.

Mayor

ATTEST:

City Clerk

EXHIBIT A

Transportation System Development Charges (SDCs)

BASE FEE

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 \$3,558.45	\$605.34 \$611.69	\$4,126.84 \$4,170.14

¹ Base Fees are indexed to April 2020 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 \$3,558.45	\$3,486 \$3,523
SDCr	0.99	1.00	\$605.34 \$611.69	\$599 \$606
Total			\$4,126.84 \$4,170.14	\$4,085 \$4,128

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 2020 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	2019 Base Fee for a Single Trip Fee ³	SDC Fee
220	1 Low Rise Apartment	1 unit	0.56	1.00	\$4,126.84 \$4,170.14	\$2,314 \$2,335
222	1 Mid Rise Apartment	1 unit	0.44	1.00	\$4,126.84 \$4,170.14	\$1816 \$1,835
110	Light Industrial	1,000 sf	0.63	0.92	\$4,126.84 \$4,170.14	\$2,392 \$2,417
140	Manufacturing	1,000 sf	0.67	0.92	\$4,126.84 \$4,170.14	\$2,544 \$2,570

ITE Code	Description	Units	PM Peak Trips ¹	Pass by Factor ²	2019 Base Fee for a Single Trip Fee ³	SDC Fee
520	Elementary School	1,000 sf	1.37	0.80	\$4,126.84 \$4,170.14	\$4,523 \$4,570
710	General Office	1,000 sf	1.15	0.92	\$4,126.84 \$4,170.14	\$4,366 \$4,412
720	Medical Office	1,000 sf	3.46	0.92	\$4,126.84 \$4,170.14	\$13,137 \$13,274
820	Shopping Center	1,000 sf	3.81	0.50	\$4,126.84 \$4,170.14	\$7,862 \$7,944
862	Home Improvement Superstore	1,000 sf	2.33	0.50	\$4,126.84 \$4,170.14	\$4,808 \$4,858
911	Walk-In Bank	1,000 sf	12.13	0.50	\$4,126.84 \$4,170.14	\$25,029 \$25,292
931	Quality Restaurant	1,000 sf	7.80	0.50	\$4,126.84 \$4,170.14	\$16,095 \$16,264
932	High Turnover Restaurant	1,000 sf	9.77	0.50	\$4,126.84 \$4,170.14	\$20,160 \$20,371
934	Fast Food W/Drive Thru	1,000 sf	32.67	0.50	\$4,126.84 \$4,170.14	\$67,412 \$68,119

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 2020 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 SDC_i and SDC_r calculated for the existing use if it is less than the SDC_i and SDC_r calculated for the proposed use. If the change in use results in the SDC_i or SDC_r for the proposed use being less than the SDC_i or SDC_r for the existing use, no SDC_i or SDC_r 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 SDC_i 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 TSDC_i 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 a 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; and
- 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	Takema	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/Geary 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 (Fillsworth 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	Ellingson 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/lf) 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
L19C	Somerset Avenue Extension – Timber Ridge Road to NE +/- 950 feet	long/dev	100%	\$625,000	\$625,000		\$410,000

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
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	\$158,000	
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	long/dev	49%	\$5,847,000	\$2,865,030		\$1,979,250

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
	<i>Funding is for 24ft of right-of-way (3 to 5 lanes) at \$6/ s.f. and 25% construction</i>						
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: Burkhart 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	\$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		
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		

Attachment D - Exhibit A

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
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



RESOLUTION NO. _____

A RESOLUTION REVISING CONNECTION CHARGES FOR STREET CONNECTIONS TO IMPROVED CITY STREETS OF UNASSESSED PROPERTIES IN THE CITY OF ALBANY AND REPEALING RESOLUTION 6808 (A RESOLUTION REVISING CONNECTION CHARGES FOR STREET CONNECTIONS TO IMPROVED CITY STREETS OF UNASSESSED PROPERTIES IN THE CITY OF ALBANY AND REPEALING RESOLUTION 6753).

WHEREAS, Chapter 15.30 of the Albany Municipal Code sets forth requirements for connection charges for connections to improved streets of unassessed properties within the City of Albany; and

WHEREAS, connection charges are designed to recover the equivalent cost of constructing the standard portion of a street system that benefits the connecting property; and

WHEREAS, a local street shall be the basis for calculating the per foot of frontage cost for all properties; and

WHEREAS, the per foot of frontage dimension shall be calculated by measuring the entire length of the property frontage that is adjacent to improved streets regardless of the length of the street along that frontage; and

WHEREAS, it is important to annually adjust connection charges in order to keep pace with the changing cost of public improvement projects; and

WHEREAS, the Engineering News Record (ENR) Seattle Construction Cost Index (CCI) used in Resolution 6808 was 12,015.45, and the April 2020 ENR Seattle Construction Cost Index to be applied for purposes of this resolution is 12,141.53 (index ratio = $12,141.53 / 12,015.45 = 1.0105$).

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that Resolution 6808 is hereby repealed as of the effective date of the revised charges; and

BE IT FURTHER RESOLVED that the following street connection charge rate is hereby established:

Street Connection Charge Rate: ~~\$153~~ (calculated fee \$154.87) **\$155** per front foot; and

BE IT FURTHER RESOLVED that in no case shall the total connection charge be for less than an equivalent of 50 feet of frontage; and

BE IT FURTHER RESOLVED that it is the intent of the Albany City Council to annually adjust the connection charges outlined in this Resolution on the first day of July each calendar year in proportion to the change in the Seattle Construction Cost Index as published in the Engineering News Record. The adjustment shall be made by calculating the percentage increase/decrease in the index from the last adjustment and then applying that percentage to the previous year's connection charge; and

BE IT FURTHER RESOLVED that the effective date of these charges shall be **August 1, 2020**.

DATED THIS 22ND DAY OF JULY 2020.

Mayor

ATTEST:

City Clerk



RESOLUTION NO. _____

A RESOLUTION REVISING CONNECTION CHARGES FOR SEWER CONNECTIONS OF UNASSESSED PROPERTIES IN THE CITY OF ALBANY AND REPEALING RESOLUTION 6809 (A RESOLUTION REVISING CONNECTION CHARGES FOR SEWER CONNECTIONS OF UNASSESSED PROPERTIES IN THE CITY OF ALBANY AND REPEALING RESOLUTION 6751).

WHEREAS, Chapter 15.30 of the Albany Municipal Code sets forth requirements for connection charges for sewer connections of unassessed properties within the City of Albany, and

WHEREAS, connection charges are designed to recover the equivalent cost of constructing the standard portion of a sewer system that benefits the connecting property; and

WHEREAS, the minimum size sanitary sewer (8-inch pipe) shall be the basis for calculating the per foot of frontage cost for all properties; and

WHEREAS, the per foot of frontage dimension shall be calculated by measuring entire length of the property frontage that is adjacent to the sanitary sewer regardless of the length of the sewer on that frontage; and

WHEREAS, it is important to annually adjust connection charges in order to keep pace with the changing cost of public improvement projects; and

WHEREAS, the Engineering News Record (ENR) Seattle Construction Cost Index (CCI) used in Resolution 6809 was 12,015.45, and the April 2020 ENR Seattle Construction Cost Index to be applied for purposes of this resolution is 12,141.53 (index ratio = 12,141.53 /12,015.45= 1.0105).

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that Resolution 6809 is hereby repealed as of the effective date of the revised charges; and

BE IT FURTHER RESOLVED that the following sanitary sewer connection charge rate is hereby established:

- Sanitary Sewer Connection Charge Rate:
 - Property without service lateral - ~~\$66~~ per front foot (calculated fee \$66.37) **\$66** per front foot
 - Property with service lateral - ~~\$79~~ per front foot (calculated fee \$80.07) **\$80** per front foot; and

BE IT FURTHER RESOLVED that in no case shall the total connection charge be for less than an equivalent of 50 feet of frontage; and

BE IT FURTHER RESOLVED that it is the intent of the Albany City Council to annually adjust the connection charges outlined in this resolution on the first day of July each calendar year in proportion to the change in the Seattle Construction Cost Index as published in the Engineering News Record. The adjustment shall be made by calculating the percentage increase/decrease in the index from the last adjustment, and then applying that percentage to the previous year's connection charge; and

BE IT FURTHER RESOLVED that the effective date of these charges shall be **August 1, 2020**.

DATED THIS 22ND DAY OF JULY 2020.

Mayor

ATTEST:

City Clerk



RESOLUTION NO. _____

A RESOLUTION REVISING CONNECTION CHARGES FOR WATER CONNECTIONS OF UNASSESSED PROPERTIES IN THE CITY OF ALBANY AND REPEALING RESOLUTION 6810 (A RESOLUTION REVISING CONNECTION CHARGES FOR WATER CONNECTIONS OF UNASSESSED PROPERTIES IN THE CITY OF ALBANY AND REPEALING RESOLUTION 6750).

WHEREAS, Chapter 15.30 of the Albany Municipal Code sets forth requirements for connection charges for water connections of unassessed properties within the City of Albany; and

WHEREAS, connection charges are designed to recover the equivalent cost of constructing the standard portion of a water system that benefits the connecting property; and

WHEREAS, the connection charge for water is generally dependent on the minimum size water line to serve the property according to land use zone; and

WHEREAS, the minimum size water line for single-family residential land use zones (8-inch pipe) and for multi-family, commercial, and industrial land use zones (12-inch pipe) shall be the basis for calculating the per foot of frontage cost for all properties; and

WHEREAS, water lines constructed by the North Albany County Service District were financed by property taxes levied by the District; and

WHEREAS, the per foot of frontage dimension shall be calculated by measuring entire length of the property frontage that is adjacent to the water line regardless of the length of the water line along that frontage; and

WHEREAS, it is important to annually adjust connection charges in order to keep pace with the changing cost of public improvement projects; and

WHEREAS, the Engineering News Record (ENR) Seattle Construction Cost Index (CCI) used in Resolution 6810 was 12,015.45, and the April 2020 ENR Seattle CCI to be applied for purposes of this resolution is 12,141.53 (index ratio = $12,141.53 / 12,015.45 = 1.0105$).

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that Resolution 6810 is hereby repealed as of the effective date of the revised charges; and

BE IT FURTHER RESOLVED that the following water connection charge rate is hereby established:

Water Connection Charge Rate:

Single-family Residential:

Without water service - ~~\$46~~ per front foot (calculated fee ~~\$46.35~~) **\$46** per front foot

With water service - ~~\$60~~ per front foot (calculated fee ~~\$61.10~~) **\$61** per front foot

Multi-family, Commercial, or Industrial:

Without water service - ~~\$69~~ per front foot (calculated fee ~~\$69.53~~) **\$70** per front foot

With water service - ~~\$77~~ per front foot (calculated fee ~~\$77.96~~) **\$78** per front foot; and

BE IT FURTHER RESOLVED that properties within the City of Albany connecting to water lines constructed by the North Albany County Service District shall be exempt from the water connection charge; and

BE IT FURTHER RESOLVED that in no case shall the total connection charge be for less than an equivalent of 50 feet of frontage; and

BE IT FURTHER RESOLVED that it is the intent of the Albany City Council to annually adjust the connection charges outlined in this resolution on the first day of July each calendar year in proportion to the change in the Seattle Construction Cost Index as published in the Engineering News Record. The adjustment shall be made by calculating the percentage increase/decrease in the index from the last adjustment and then applying that percentage to the previous year's connection charge; and

BE IT FURTHER RESOLVED that the effective date of these charges shall be **August 1, 2020**.

DATED THIS 22ND DAY OF JULY 2020.

Mayor

ATTEST:

City Clerk



RESOLUTION NO. _____

A RESOLUTION REVISING CONNECTION CHARGES FOR STORM CONNECTIONS OF UNASSESSED PROPERTIES IN THE CITY OF ALBANY AND REPEALING RESOLUTION 6811 (A RESOLUTION REVISING CONNECTION CHARGES FOR STORM CONNECTIONS OF UNASSESSED PROPERTIES IN THE CITY OF ALBANY AND REPEALING RESOLUTION 6752).

WHEREAS, Chapter 15.30 of the Albany Municipal Code sets forth requirements for connection charges for connections to the storm system of unassessed properties within the City of Albany; and

WHEREAS, connection charges are designed to recover the equivalent cost of constructing the standard portion of a storm system that benefits the connecting property; and

WHEREAS, a cost to provide drainage for an average lot in a fully improved subdivision shall be the basis for calculating the per foot of frontage cost for all properties; and

WHEREAS, properties draining to a street that meets the standards for an improved street or connected to a storm drain pipe shall be considered served by storm drainage; and

WHEREAS, the per foot of frontage dimension shall be calculated by measuring entire length of the property frontage that is adjacent to storm drain regardless of the length of the storm drain along that frontage; and

WHEREAS, it is important to annually adjust connection charges in order to keep pace with the changing cost of public improvement projects; and

WHEREAS, the Engineering News Record (ENR) Seattle Construction Cost Index used in Resolution 6811 was 12,015.45, and the April 2020 ENR Seattle Construction Cost Index to be applied for purposes of this resolution is 12,141.53 (index ratio = $12,141.53 / 12,015.45 = 1.0105$).

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that Resolution 6811 is hereby repealed as of the effective date of the revised charges; and

BE IT FURTHER RESOLVED that the following storm connection charge rates are hereby established:

Storm Connection Charge Rate: ~~\$84~~ (calculated fee ~~\$85.34~~) **\$85** per front foot; and

BE IT FURTHER RESOLVED that in no case shall the total connection charge be for less than an equivalent of 50 feet of frontage; and

BE IT FURTHER RESOLVED that it is the intent of the Albany City Council to annually adjust the connection charges outlined in this resolution on the first day of July each calendar year in proportion to the change in the Seattle Construction Cost Index as published in the Engineering News Record. The adjustment shall be made by calculating the percentage increase/decrease in the index from the last adjustment, and then applying that percentage to the previous year's connection charge; and

BE IT FURTHER RESOLVED that the effective date of these charges shall be **August 1, 2020**.

DATED THIS 22ND DAY OF JULY 2020.

Mayor

ATTEST:

City Clerk



RESOLUTION NO. _____

A RESOLUTION REVISING POST-CONSTRUCTION STORMWATER QUALITY PROGRAM PERMIT FEES AND REPEALING RESOLUTION 6812 (A RESOLUTION REVISING POST-CONSTRUCTION STORMWATER QUALITY PROGRAM PERMIT FEES AND REPEALING RESOLUTION 6706).

WHEREAS, Ordinance 5841 created a post-construction stormwater quality (PCSWQ) program and provided authorization by resolution for the formation of PCSWQ program permit fees; and

WHEREAS, the PCSWQ program and permit fees became effective January 1, 2015; and

WHEREAS, it is important to annually adjust the construction-related program fees in order to keep pace with the changing cost of public improvement projects; and

WHEREAS, the Engineering News Record (ENR) Seattle Construction Cost Index (CCI) used in Resolution 6812 was 12,015.45, and the April 2020 ENR Seattle CCI to be applied for purposes of this Resolution is 12,141.53 (index ratio = $12,141.53 / 12,015.45 = 1.0105$); and

WHEREAS, the calculated fee will be used to apply next year's annual adjustment, but the rounded fee (rounded to the nearest dollar) will be the established rate this year.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that Resolution 6812 is hereby repealed as of the effective date of the revised permit fees; and

BE IT FURTHER RESOLVED that the post-construction stormwater quality program permit fees are hereby revised as described in Exhibit A; and

BE IT FURTHER RESOLVED that the effective date of these fees shall be **August 1, 2020**.

DATED THIS 22ND DAY OF JULY 2020.

Mayor

ATTEST:

City Clerk

EXHIBIT A

City of Albany Post-Construction Stormwater Quality Program Permit Fees

DRAWING REVIEW AND APPLICATION

- A. A fixed fee of \$100*, plus
- B. 0.6 PERCENT of the Engineer's construction cost estimate

*If a fixed fee has already been paid with an associated Site Improvement permit, an additional fixed fee is not required for the Post-Construction Stormwater Quality permit.

PERMIT TO CONSTRUCT FACILITIES

- A. A fixed fee of \$100*, plus
- B. 4 percent of the project cost from \$0 to \$25,000, plus
- C. 3 percent of the project cost from \$25,000 to \$50,000, plus
- D. 2.5 percent of the project cost above \$50,000

*If a fixed fee has already been paid with an associated Site Improvement permit, an additional fixed fee is not required for the Post-Construction Stormwater Quality permit.

OTHER FEES

- A. Off-site Post-Construction Stormwater Quality Fee (PCSWQ) (PCSWQ facilities impractical or ineffective for proposed development) (~~calculated \$53.21~~) **\$53** (calculated fee \$53.77) **\$54** per square foot of required post-construction stormwater quality facility. Director approval required per Albany Municipal Code (AMC) 12.45.040.
- B. Transfer of Landscaping Responsibility to the City – Per AMC 12.45.110, the applicant can, when approved by the Public Works Director, transfer landscaping responsibilities to the City for public PCSWQ facilities. Whether or not the City accepts this responsibility is at the sole discretion of the Director. Costs associated with transferring landscaping responsibility are as follows:
 - i. First 1,000 square feet – (~~calculated \$17.74~~) **\$18** (calculated fee \$17.93) **\$18** per square foot of facility to be planted*
 - ii. Additional square feet – (~~calculated \$11.82~~) **\$12** (calculated fee \$11.94) **\$12** per square foot of facility to be planted*

*Street trees not included. Costs for transfer of street tree planting responsibility established under separate fee schedule. Transfers of responsibility for landscaping and/or street tree planting must be compatible.

- C. Third Party Review – When the City requires third party plan review or special inspections, those costs shall be the responsibility of the applicant and are in addition to all other fees identified herein.
- D. Permit Transfer – \$25
- E. Permit Extension – Approval of extensions are at the sole discretion of the Public Works Director per AMC 12.45.070. The first two extensions are free. Subsequent extensions are \$250 per extension.
- F. Work without permit – Permit fees shall be doubled.



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager  7/15

FROM: Shane Wooton, Fire Chief 

DATE: July 14, 2020 for the July 22, 2020, City Council Meeting

SUBJECT: Sole-Source Procurement of Physician Advisory Services
Relates to Strategic Plan theme. A Safe City

Action Requested:

Staff recommends City Council, acting as the Local Contract Review Board, adopt the attached Resolution (Attachment 1) that will:

- 1) Adopt written findings to use a sole-source procurement for the Albany Fire Department (AFD) to procure physician advisory services; and
- 2) Authorize the Fire Chief to negotiate and award a sole-source contract for physician advisory services to Trey Woods, MD for five years.

Discussion:

The Albany Fire Department is required by Oregon State law to have a board-certified physician to supervise and oversee the City of Albany's ambulance service, its EMTs, paramedics, and the Community Paramedic Program. This individual assists in providing direction to the department by creating protocols and policies, educating staff via regular training sessions, and conducting quality improvement reviews for our organization and members. The department also purchases medical supplies and pharmaceuticals under the physician's license on a continual basis. Additional functions include advocacy within the professional medical community on behalf of the City of Albany and serving as a consultant on matters of infection control and communicable diseases. The physician advisor role is an important and integral part of our EMS system.

ORS 279B.075 and OAR 137-047-0275 define the requirements allowing a sole-source procurement. Staff has reviewed the requirements and outlined the findings to support a sole-source procurement below.

- Dr. Woods is a practicing emergency room physician at Good Samaritan Regional Medical Center. Surrounding area EMS agencies are entering into contracts or are already under contract with Dr. Woods for physician advisory services. This creates a unique position with specialized services and relationships between Albany Fire and surrounding EMS agencies, and our regional hospital system.
- The use of a sole-source procurement process allows the City of Albany to contract with Trey Woods, MD, who will provide seamless oversight of quality and operational management for the City of Albany and neighboring agencies who provide first response and/or ambulance transport services as well as oversight to our two 911 Dispatch centers in Linn and Benton Counties. This collaboration will continue the regional approach for our area.



- This continuity of care and advocacy for our City is extremely important when navigating the pre-hospital setting. Dr. Woods is familiar with the needs of Albany's EMS system and has a high level of experience with emergency medicine.
- The procedure for AFD's acquisition of this service may result in cost savings to the City by allowing shared training time and quality improvement sessions by the physician advisor with other area fire departments.
- Awarding a contract to Dr. Woods is in the City's best interest and will promote advocacy for AFD within the Samaritan system in matters of health care.
- Dr. Woods is the only service provider offering physician advisory services locally and to surrounding agencies, creating a regional physician supervisory approach and community networking.

Public notice of the approval of a sole-source procurement must be given at least seven days before award of the contract and affected persons may protest the request. Public notice of this request will be made in accordance with state purchasing requirements.

The attached Resolution authorizes the use of a sole-source procurement process after adopting the findings needed to satisfy City and State purchasing requirements.

Budget Impact:

The total cost for physician advisory services over a five-year term is \$116,250. The cost for FY 20-21 is \$23,250 and is within the department's current approved biennial budget and will not require additional funds (10025010-600400).

SW:rb:dm

Attachment 1 – Resolution



RESOLUTION NO. _____

A RESOLUTION OF THE ALBANY CITY COUNCIL, ACTING AS THE LOCAL CONTRACT REVIEW BOARD, AWARDING A SOLE-SOURCE CONTRACT TO TREY WOODS, MD TO PROVIDE PHYSICIAN ADVISORY SERVICES.

WHEREAS, Oregon Revised Statutes 279B.075 and Oregon Administrative Rule 137-047-0275 allow the City Council, acting as the local contract review board, to award a contract for goods and services without competition by sole-source procurement if it is determined that the goods or services are available from only one source; and

WHEREAS, such authorization must be based on written findings submitted by the department seeking the exception that describes the circumstances that support the sourcing selection and use of a sole-source procurement as set forth below; and

WHEREAS, the Albany Fire Department (AFD) is required by law to have a supervising physician advisor who is approved by the Oregon State Medical board as an EMS supervising physician and meets all qualifications specified in OAR 847-035-0020; and

WHEREAS, the physician advisor provides direction by creating protocols and policies, educating staff via regular training sessions, and conducting quality improvement reviews for the department; and

WHEREAS, AFD purchases medical supplies and pharmaceuticals under the physician's license on a continual basis; and

WHEREAS, physician advisory services are a specialized service and AFD has a unique opportunity to contract with Trey Woods, MD, who is approved by the Oregon State Medical board as an EMS supervising physician and is providing physician advisory services to surrounding EMS agencies and establishing a regional medical supervision service area; and

WHEREAS, Trey Woods, MD offers continuity of services in the local area for City of Albany citizens; and

WHEREAS, the regional approach provided by Trey Woods, MD is not available from any other medical service provider and is determined to be a sole-source provider of physician advisory services; and

WHEREAS, Trey Woods, MD would provide seamless quality and operational management of clinical and/or scope of practice issues at Albany Fire Department and at neighboring agencies who provide ambulance transport and EMS services in Linn and Benton Counties to continue a regional approach.

NOW, THEREFORE, BE IT RESOLVED BY THE ALBANY CITY COUNCIL, ACTING AS THE LOCAL CONTRACT REVIEW BOARD:

SECTION 1. Adopts the following findings:

1. The City requires physician advisory services for the Albany Fire Department to conduct emergency medical services.
2. The Albany Fire Department has researched options and found that Trey Woods, MD is a board-certified physician at a local hospital and is familiar with the department's needs and practices.
3. Trey Woods, MD is the sole provider offering regional physician advisory services to surrounding agencies who train and provide similar services and will maintain a regional medical supervisory approach.
4. The use of a sole-source procurement process allows the City of Albany to contract with Trey Woods, MD will provide seamless oversight of quality and operational management for the City of Albany and neighboring agencies who provide first response and/or ambulance transport

services as well as oversight to our two 911 Dispatch centers in Linn and Benton Counties. This collaboration will continue the regional approach for our area.

5. Financial and efficiency benefits could be realized in contracting with Trey Woods MD and using the regional approach by collaborating with our partner agencies in educational and quality improvement activities.

SECTION 2. Notwithstanding the provisions of Albany Municipal Code Section 2.66.060, the AFD is authorized and directed to use a sole-source procurement method to procure physician advisory services.

SECTION 3. The Fire Chief is hereby directed to negotiate and award a sole-source contract for physician advisory services to Trey Woods, MD. after the City has given public notice for seven days of its intent to award a contract, per Oregon Administrative Rules 137-047-0275 and ORS 279B.075.

DATED AND EFFECTIVE THIS 22ND DAY OF JULY 2020.

Mayor

ATTEST:

City Clerk

Roten, Holly

Subject: FW: My Resignation

From: Kenneth Larson <kenny.larson1@gmail.com>
Sent: Monday, July 6, 2020 9:11 AM
To: Troedsson, Peter <Peter.Troedsson@cityofalbany.net>
Cc: Martineau, David <David.Martineau@cityofalbany.net>; Johnson II, Alex <alex.johnson2@cityofalbany.net>
Subject: My Resignation

[External Email Notice: Avoid unknown attachments or links, especially from unexpected mail.]

Mr. Troedsson,

I am writing to inform you that because I have changed residences and now reside in Ward 1, I am no longer eligible to represent Ward 2 on the City's planning commission. Therefore, I am submitting this notice of resignation.

It has been an absolute honor and pleasure to serve our community on the planning commission over the past year and I hope to find opportunities to serve our city again in the future.

Thank you,

--
Kenny Larson
LinkedIn | [linkedin.com/kennylarson](https://www.linkedin.com/kennylarson)

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MEMO

TO: Albany City Council

FROM: Holly Roten, Senior Administrative Supervisor *HR*

DATE: July 14, 2020, for the July 22, 2020, City Council Meeting

SUBJECT: Appointment to the Planning Commission
Relates to Strategic Plan theme: An Effective Government

Action Requested:

Council ratification of the following appointment:

Planning Commission

- Carol Canham (Councilor Alex Johnson II's new appointment to fill a vacant term expiring 12/31/2023; 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 city council meetings.

Budget Impact:

None.

HR

Attachment





Citizen Advisory Group Application

Applying To Planning Commission

Received July 31, 2019

Name Carol (Carol) Canham

Home Address , Albany, Oregon 97322

In City Limits? Yes (Ward 2)

Home Email

Home Phone

Alternative Home Phone

Employed Outside the Home? Yes (City of Halsey)

Work Address PO Box 10, Halsey, OR 97348

Work Email

Work Phone

Alternative Work Phone

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

Office Manager/City Clerk

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

Red Cross, Love INC, Stone Soup, Lions Club, Altrusa, etc. I am in the process of finding my niche in Albany. We moved here from Corvallis in 2018.

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:

As an Albany resident and homeowner, I have a vested interest in the success of our city. I would like to help make it a place people want to move to and ultimately stay in. I work for a nearby city, and am growing more familiar each day with how a city operates. I have attended a few city planning classes and am fascinated by how it all comes together. I am excited to continue on my steep learning curve.

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

I hope to be a part of a team of reasonable adults who attempt to communicate in an effective manner and want to develop a strong community. I have had training in listening skills and consider myself to be a fair and open-minded person. I have strong research and organizational skills. I show up for meetings.

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?

August 2019 issue of City Bridges





MINUTES

Wednesday, June 10, 2020
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.

SPECIAL PRESENTATION

Konopa presented a key to the city to Management Assistant/Communications Officer Marilyn Smith, who will retire June 30.

POLICE PRESENTATIONS

- a. Employees of the year
Police Chief Marcia Harnden presented employee of the year awards to Officer Peter Teague and Property & Evidence Specialist Kasey McCormack.
- b. Lifesaving awards
Harnden presented lifesaving awards to Officers Jenn Williams, John Trantham, Blake Miller, and Kyle Libra.

PUBLIC HEARING

7:38 p.m.

- a. Adopting the 2019-2020 supplemental budget

Konopa opened the public hearing at 7:38 p.m.

No one had signed up to testify. One letter received was before the council (see agenda file).

Finance Director Jeanna Yeager said the proposed budget change is primarily a result of transfers between funds. In the last budget process, the council directed a transfer of "Pepsi" money from the risk management fund to the economic development fund.

Konopa closed the public hearing at 7:47 p.m.

MOTION: Councilor Bill Coburn moved to adopt the resolution. Councilor Alex Johnson II seconded the motion.

Councilor Rich Kellum asked City Manager Peter Troedsson to review the City's designated funds. He said fund transfers can be a flag to wrongdoing.

VOTE: The motion passed 6-0, and the resolution was designated Resolution No. 6896.

APPROVAL OF CONTRACT INCREASE

7:50 p.m.

Riverfront lift station and force main, SS-19-05

Civil Engineer III Chris Cerklewski said unforeseen expenses including relocation of the electrical building in response to neighbor requests resulted in a 16.2% increase in the contract. The expense is reasonable for the work, and the project is still within the original budget.

MOTION: Johnson II moved to approve the contract increase. Councilor Mike Sykes seconded the motion, and it passed 6-0.



APPROVAL OF AGREEMENT

7:54 p.m.

Stormwater IGA with Millersburg

Public Works Operations Director Chris Bailey said that, at the last council meeting, the council asked about the labor rate on this contract. She explained the process for calculating labor. The rate is recalculated annually and typically increases every year. The current rate is \$111 per hour.

MOTION: Kellum moved to approve the agreement. Johnson II seconded the motion, and it passed 6-0.

ADOPTION OF CONSENT CALENDAR

7:58 p.m.

a. Approval of minutes

1) April 22, 2020, executive session.

b. Annual liquor license renewals

c. Adoption of resolutions

1) Declaring the City's eligibility to receive state revenues.

RES NO. 6897

2) Declaring the City's election to receive state revenues.

RES NO. 6898

MOTION: Coburn moved to adopt the consent calendar with Item a.1 removed for discussion. Councilor Bessie Johnson seconded the motion. The motion passed 6-0.

Kellum said "Human Relations Director" in the executive session minutes should be "Human Resources Director."

MOTION: Kellum moved to adopt Item a.1 with the correction. Johnson II seconded the motion, which passed 6-0.

STAFF REPORTS

a. Cumberland Church update

7:59 p.m.

President Emma Eaton and Vice President Joel Orton of Cumberland Community Events Center presented slides (see agenda file). They hope to acquire the property this year and relocate the church building by March 2021.

Coburn said the group told the council in September that they would buy the building as soon as they obtained 501(3)c status, but they haven't done so. He asked why. Bailey said she believed the council had decided not to sell the building until the group acquired property.

Kellum objected to the City continuing to pay upkeep costs for the building while the Cumberland group is using it.

City Attorney Sean Kidd said if the Cumberland Group bought the church and then fell apart, a non-City-owned building would be sitting on City land.

Eaton said without the land or a contract, they have found it hard to get donations to move the building. Bailey suggested selling one of the four lots at Pine and Santiam to the group and leasing the remainder.

The council discussed selling vs. leasing the lots, and timing of the building sale and relocation.

MOTION: Kellum moved to sell the building to the Cumberland group for one dollar. Johnson II seconded the motion.

Kidd said the group needs a contract for the property before they buy the building. They will need to present any contract or proposal to their complete board. He suggested doing an option agreement with a time limit for the single parcel where the church would sit.

WITHDRAWAL: Kellum and Johnson II withdrew their motion and second.

MOTION: Kellum moved to require the group using the building to pay all building expenses. Johnson seconded the motion, which passed 4-2, with Councilor Dick Olsen and Coburn voting against.

Kidd said he and staff can put together an option agreement within 30 days.

MOTION: Johnson II moved to have staff prepare an option agreement for the purchase of the property at Sixth Avenue and Pine Street SE within 100 days for \$69,000. Kellum seconded the motion, which passed 6-0.

BREAK

The council recessed for a break at 8:50 p.m.

RECONVENE

The council reconvened at 8:56 p.m.

STAFF REPORTS, continued

b. Transient Lodging Tax funding discussion

8:56 p.m.

Deputy City Manager/CIO Jorge Salinas showed PowerPoint slides (see agenda file). Transient Lodging Tax (TLT) payments are lower in the last few months due to COVID-19. Staff recommends moving to quarterly distribution based on actual revenues. The TLT Advisory Commission doesn't support this recommendation.

The council asked the TLT commission to come back to the council with a proposal. The commission will bring an update to the council at the June 24, 2020, meeting.

BUSINESS FROM THE COUNCIL

9:29 p.m.

Coburn asked why the new pickleball courts cost so much. Parks & Recreation Director Kim Lyddane said there were unexpected issues with demolition of the old tennis courts.

Olson asked why the City is taking down the trees along Ninth Avenue. Bailey said the trees were causing problems with the sidewalks. They will be replaced with appropriate street-tree species.

Kellum asked why the City is still collecting parks System Development Charges (SDCs) when we don't have enough money to maintain the parks we already have. Konopa said SDC funds are collected for long-term planned projects. Lyddane said the parks master plan will come to the council this fall.

Johnson II thanked Troedsson and Harnden for their handling of the protest in Albany on Tuesday, June 2. Sykes said he would like to thank each Albany police officer personally. We have some of the best in the nation.

RECESS TO EXECUTIVE SESSION

The council recessed to executive session at 10:03 p.m.

RECONVENE

The council reconvened into regular session at 10:18 p.m.

MOTION: Coburn moved to indemnify City Manager Peter Troedsson as to all legal actions acting in his capacity as city manager. Johnson II seconded the motion, and it passed 6-0.

NEXT MEETING DATES

Monday, June 22, 2020; 4:00 p.m. work session

Wednesday, June 24, 2020; 7:15 p.m. council meeting

ADJOURNMENT

There being no other business, the meeting was adjourned at 10:20 p.m.

Respectfully submitted,

Reviewed by,

Allison Liesse
Deputy City Clerk

Peter Troedsson
City Manager



MINUTES

Monday, June 22, 2020

Work Session

Remote

Approved: **DRAFT**

CALL TO ORDER

Mayor Sharon Konopa called the meeting to order at 4:01 p.m.

ROLL CALL

Councilors present: Mayor Sharon Konopa and Councilors Rich Kellum, Bill Coburn, Bessie Johnson, Alex Johnson II, Dick Olsen (arrived 4:13 p.m.), and Mike Sykes

Councilors absent: None.

Business from the public **4:02 p.m.**

None.

Sorte property access request **4:02 p.m.**

Park and Facilities Maintenance Manager Rick Barnett gave the council an overview of the right-of-way request.

Councilor Mike Sykes supports fulfilling the request as long as the conditions in the staff report are met.

Councilor Bill Coburn agreed and expressed surprise that the City could deny access to the property. City Attorney Sean Kidd explained how and why the City had the authority to deny this request.

Councilor Bessie Johnson and Councilor Alex Johnson II expressed support for approval and noted that they thought some of the city and federal requirements that the owner would need to fulfill were strict.

Konopa said that she opposes the request because the owner likely knew it was not buildable land when he purchased the property and because construction will disturb the neighborhood.. Konopa also warned that approval would set a precedent for granting access through park land.

Councilor Rich Kellum does not see construction traffic as an issue.

Responding to a question from Councilor Dick Olsen, the applicant said that his measurements put the property at about two hundred and ten feet above sea level.

Responding to a question from Johnson II, Barnett said that the surrounding neighborhood had not been notified about the application.

MOTION: Coburn moved to grant the applicant access to the property in an agreement that is agreeable to both the city and the applicant. Kellum seconded the motion which passed 6-0.

Columbus Street infrastructure funding agreement

4:18 p.m.

Development Services Manager Matthew Ruetters detailed the proposed funding agreement to the council.

The council discussed the cost of the project, why staff is recommending this agreement, the necessity of this project so that the South Albany Area Plan can be implemented, the use of roundabouts, and city growth.

Coburn expressed concern about financially assisting a developer with a project and concern that the project was deemed necessary for the South Albany Area Plan to be implemented.

Kellum said that he is in favor of the project as long as it pays for itself by the end.

Johnson said that she is in favor as long as the project is not just benefiting a small group of people. Staff then detailed how the project would benefit the city.

Johnson II said that he supports the development and the growth; however, he is still worried about losing money. He said that he has safety concerns about installing roundabouts in the new development.

Olsen noted that the system development charge is set to balance out over time as some projects pay more and some pay less.

MOTION: Johnson II moved to direct staff to enter into the Columbus Street infrastructure funding agreement. Johnson seconded the motion which passed 6-0.

Transient lodging tax funding discussion

4:51 p.m.

Deputy City Manager/CIO Jorge Salinas presented motions that were made at the June 22, 2020, Transient Lodging Tax Advisory Committee (see agenda file) and an excel spreadsheet that showed staff's recommendations for implementation on those motions (see agenda file).

Salinas said that seventy-five percent of economic development staff salary comes from Central Albany Revitalization Area money and twenty-five percent comes from transient lodging tax.

City Manager Peter Troedsson said staff recommends zeroing out the Veterans Day parade line item because of a strong likelihood that the parade will not occur this year.

Troedsson said that both the Albany Downtown Association (ADA) and the Albany Visitors Association (AVA) are making significant cutbacks to personnel to compensate for lack of funding.

Johnson does not want to cut back on city economic development staff, even if it means that ADA and AVA need to cut back.

Johnson II does not want to cut anyone's staff and asked that staff look into the economic opportunities fund to see if money from that fund could loaned to ADA and AVA. Sykes and Coburn agreed and added that they should not be cut because they are essentially the city's advertising.

Councilors directed staff to look at how much money the City would need to borrow from the economic opportunities fund to fund ADA staff, AVA staff, and City economic development staff for July, August, and September, and bring that report to the June 24, 2020, council meeting.

City Manager Report

5:49 p.m.

None.

Business from the Council

5:49 p.m.

Coburn asked staff to draft a report for the June 24, 2020, council meeting concerning the City's plan for COOL! Pool.

Kellum asked for an email with the public information concerning the cancellation of the Veterans Day parade.

Konopa said that an email went out saying that ATI had orders to work through September and then may begin to lay off workers or shut down.

Adjournment

There being no other business, the meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Reviewed by,

Gabriel Shepherd
Recorder

Jorge Salinas
Deputy City Manager/CIO



MEMO

TO: Albany City Council

VIA: Jeana Yeager, Finance Director

BY for JY

FROM: Linda Booth, Parks & Recreation Clerk III

DATE: July 15, 2020, for the July 22, 2020, City Council Meeting

SUBJECT: Annual Liquor License Renewals
Relates to Strategic Plan theme: A Safe City

Action Requested:
Council approval for these annual liquor license renewals

Discussion:
The following is a list of businesses that have submitted an application for liquor license renewal.
These businesses have paid their fees.

VFWS Post #584	VFWS Post #584	1469 Timber St

Budget Impact:
Revenue of \$35



RESOLUTION NO. _____

A RESOLUTION GRANTING AND ACCEPTING THE FOLLOWING STREET AND UTILITY
RIGHT-OF-WAY DEDICATION

Grantor

City of Albany

Purpose

Converting a one-foot wide reserve strip in Sarah Avenue NW into public right-of-way, as part of Penny Crossings subdivision.

10S04W36CA08100

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that it does hereby accept this dedication.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage by the council and approval by the mayor.

DATED AND EFFECTIVE THIS 22ND DAY OF JULY 2020.

Mayor

ATTEST:

City Clerk

RIGHT-OF-WAY DEDICATION

KNOW ALL MEN BY THESE PRESENTS, that, **the City of Albany, Oregon, a Municipal Corporation**, hereinafter referred to as Grantor, hereby dedicates to the City of Albany, a Municipal Corporation, hereinafter called "City" for street and utility right-of-way purposes, all of that real property situated in Benton County, Oregon, dedicated to Grantors on the Gibson Hill subdivision plat recorded in Book 9, Page 26 Benton County Book of Plats, and being more particularly described as follows:

Tract E, Gibson Hill Subdivision (County Survey SP0009-026), as shown on attached Exhibit A.

The Grantor covenants that they are lawfully seized and possessed of the real property above described and that they have a good and lawful right to convey it or any part thereof and that they will forever warrant and defend the same against all persons who may lawfully claim the same.

The right-of-way dedicated herein is in consideration of \$1.00, receipt of which is acknowledged by the Grantor, and in further consideration of the public improvements to be placed upon said property and the benefits grantors may obtain therefrom.

IN WITNESS WHEREOF, the Grantor has hereunto fixed their hand and seal the day and year written below.

GRANTOR:

City of Albany

Peter Troedsson

STATE OF OREGON)
County of _____) ss.
City of _____)

This instrument was acknowledged before me this _____ day of _____, 2020, by Peter Troedsson, City Manager, on behalf of the City of Albany.

Notary Public for Oregon
My Commission Expires:_____

City of Albany - Public Works Department

CITY OF ALBANY:

STATE OF OREGON)
County of Linn) ss.
City of Albany)

I, Peter Troedsson, as City Manager of the City of Albany, Oregon, pursuant to Resolution Number _____ do hereby accept on behalf of the City of Albany, the above instrument pursuant to the terms thereof this _____ day of _____, 2020.

City Manager

ATTEST:

City Clerk

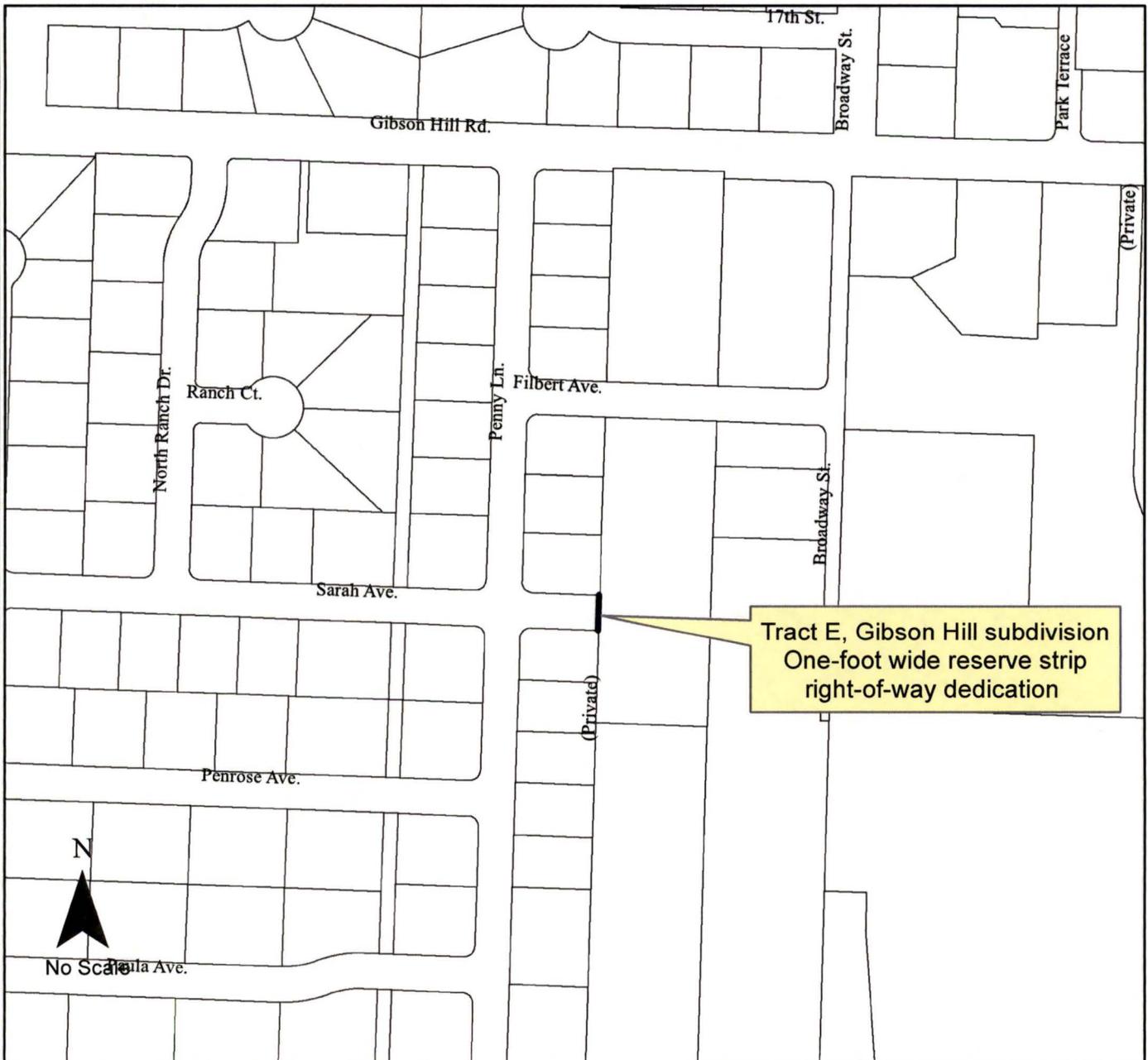
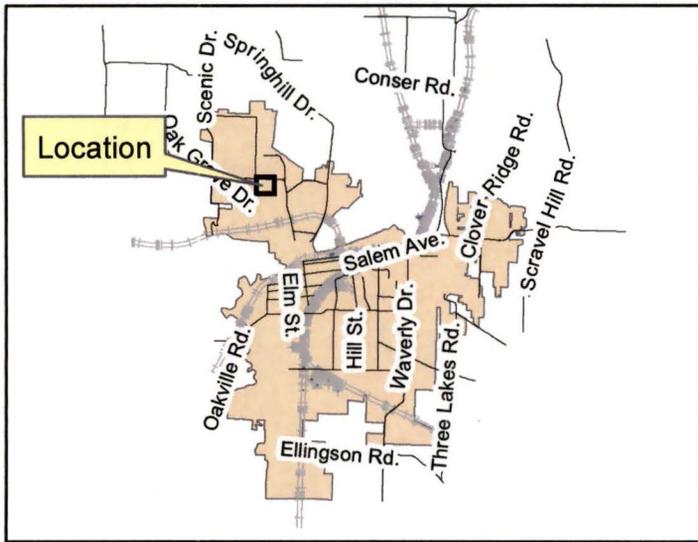
EXHIBIT A

10S04W36CA08100

A one foot wide reserve strip
right-of-way dedication, as part
of Penny Crossings subdivision



Geographic Information Services





MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 7/15*

FROM: Chris Bailey, Public Works Operations Director *CB*

DATE: July 15, 2020, for the July 22, 2020, City Council Meeting

SUBJECT: Reclassification Request

Action Requested:

Staff recommends City Council authorize reclassifying an existing 1.00 FTE street maintenance supervisor position to a 1.00 FTE transportation manager and an existing 1.00 FTE airport/transit manager position to a 1.00 FTE transit manager.

Discussion:

In the biennial budget that was approved for the current biennium, staff proposed eliminating the existing 1.00 FTE utility superintendent position and instead creating two full-time positions to better accommodate a growing amount of work. This small reorganization took the superintendent position and created two positions: a street maintenance supervisor and an airport/transit manager. These actions were approved to take place in the current fiscal year as part of the budget process.

The item before you today is a slight change to what was approved in the budget. Upon further analysis of the workload required to successfully navigate the complicated nature of funding and management of the public transit, municipal airport, and street maintenance programs, staff is now recommending council approve a reclassification of the street maintenance supervisor position upward to a transportation manager position, responsible for both street maintenance and the management of the Albany Municipal Airport. Simultaneously, the airport/transit manager position will be reclassified downward to transit manager.

This reclassification will create a position dedicated to the management and improvement of the City's public transit programs. For at least the last 10 years, there has not been a dedicated transit manager, and, as the complexity of transit grows and increased funding is creating opportunities to expand transit in Albany and the region, the importance of having one manager who is solely focused on these programs has risen.

At the same time, the maintenance and improvement of the City's street network is also facing critical needs. The transportation manager position will bring increased focus on optimizing our existing street maintenance funding while developing options for future improved levels of street maintenance. Combining this with the operation and management of the Airport recognizes that it is largely the responsibility of our street maintenance staff to maintain the Airport and will ensure the existing work and relationships at the Airport continue.

This action will affect the Airport Fund and the Street Fund, but the Transit Fund is the only negatively impacted fund. In the approved budget, the airport/transit manager position was paid 50 percent from the Airport Fund and 50 percent from the Transit Fund. This reclassification will place the full cost of the transit manager on the Transit Fund. There are adequate resources to pay for this additional cost. Conversely, the Street Fund would recognize a decrease in proposed expenditure because the position that was approved in the budget (street maintenance supervisor) was 100 percent paid from the Street Fund. By creating a transportation manager with responsibilities for both streets and the Airport, the position's costs will be split between the Airport and Street Funds. The small decrease in expenditure for the Airport Fund reflects the reclassification downward of the airport/transit manager position.

Staff recommends council approve these reclassifications in order to better align the structure of the Public Works Operations Department with the demand for services from its staff.

Budget Impact:

If approved, the budget impacts will be:

<u>Fund Name</u>	<u>Increase (Decrease)</u>
Street Fund	(\$68,000)
Airport Fund	(\$4,200)
Transit Fund	\$69,000

Adequate resources exist in the Transit Fund to provide for this increase in expenditures.

CB:kc