



Revised

NOTICE OF PUBLIC MEETING
ALBANY CITY COUNCIL
Council Chambers, City Hall
333 Broadalbin Street SW
Wednesday, February 28, 2018
7:15 p.m.

AGENDA

OUR MISSION IS

"Providing quality public services for a better Albany community."

OUR VISION IS

"A vital and diversified community that promotes a high quality of life, great neighborhoods, balanced economic growth, and quality public services."

This meeting is being recorded for live broadcast on Comcast cable channel 28, live streaming on the City of Albany website, and viewing on YouTube.

Rules of Conduct for Public Meetings

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the meeting.
2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.
3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.
4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the meeting.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. SCHEDULED BUSINESS
 - a. Business from the Public
 - 1) Plastic Bag Ban – Memorial Middle School Green Team students. [Presentation]
 - b. Public Hearing
 - 1) Setting rates for stormwater management services and repealing Resolution No. 6547. [Pages 3-9]
Action: _____ RES. NO. _____
 - c. Adoption of Resolutions
 - 1) Authorizing and approving a loan agreement between the City of Albany and the Oregon Department of Environmental Quality for construction of a wet weather lift station, force main, and repairs to the City’s River Front Interceptor. [Pages 10-15]
Action: _____ RES. NO. _____
 - 2) Allowing nonelected individuals to serve as Guest Councilors when an elected Councilor is absent and repealing Resolution No. 5771. [Handout available at meeting]
Action: _____ RES. NO. _____
 - d. Adoption of Consent Calendar
 - 1) Approval of Minutes
 - a) January 10, 2018, Regular Session minutes. [Pages 16-19]
 - b) January 22, 2018, Work Session minutes. [Pages 20-21]
 - c) January 22, 2018, Joint City Council and Planning Commission minutes. [Pages 22-23]
 - d) January 24, 2018, Regular Session minutes. [Pages 24-26]
 - 2) Adoption of Resolutions
 - a) Certifying properties exempt from property taxation:
 - (i) Songbird Village. [Pages 27-28] RES. NO. _____
 - (ii) Periwinkle Place. [Pages 27 & 29] RES. NO. _____
 - (iii) ParkRose Properties. [Pages 27 & 30] RES. NO. _____
 - (iv) 1680-1682 Oak Street SE. [Pages 27 & 31] RES. NO. _____
 - (v) 515 Geary Street SE. [Pages 27 & 32] RES. NO. _____
 - b) Authorizing the Albany Fire Department to apply for the FY 2018-2019 State Hazardous Materials Emergency Preparedness Grant on behalf of the Mid-Valley Local Emergency Planning Committee for a tabletop exercise and hazardous materials training. [Pages 33-34] RES. NO. _____

Action: _____

e. Award of Contract

- 1) Accepting the proposal and awarding a contract to Tyler Technologies and authorizing the Deputy City Manager/Chief Information Officer to sign a contract between the City of Albany and Tyler Technologies for an enterprise resource planning system. [Pages 35-37]

Action: _____ RES. NO. _____

f. Appointments

- 1) Appointing Devin Burroughs to the Airport Advisory Commission. [Pages 38-40]

Action: _____

- 2) Appointing Erik Anderson to the Public Safety Commission. [Pages 38 & 41-42]

Action: _____

g. Report

- 1) Single-purpose medic unit – Fire Chief John Bradner. [Verbal]

Action: _____

5. BUSINESS FROM THE COUNCIL

6. RECESS TO EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION OR LITIGATION LIKELY TO BE FILED IN ACCORDANCE WITH ORS 192.660 (2)(h).

7. RECONVENE

8. NEXT MEETING DATES: Work Session: Monday, March 12, 2018; and
Regular Session: Wednesday, March 14, 2018

9. ADJOURNMENT

City Council agendas, minutes, and audio/video recordings available at www.cityofalbany.net.

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



TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 2/21*

FROM: Jeff Blaine, P.E., Public Works Engineering & Community Development Director *JB*
Chris Bailey, Public Works Operations Director *CB*

DATE: February 19, 2018, for the February 28, 2018, City Council Meeting

SUBJECT: Stormwater Service Charges

RELATES TO STRATEGIC PLAN THEME:

- A Safe City
- An Effective Government

Action Requested:

Staff recommends Council hold a public hearing, deliberate, and take action on the attached Resolution.

Discussion:

At the February 12, 2018, City Council Work Session, Council received the first annual stormwater report regarding revenue and expenditure history and projections. The primary purpose of the report was to consider future rate adjustments necessary to provide desired levels of service. Rate adjustments are necessary to respond to inflation and to address many unfunded system needs. Current unfunded needs include:

- *Regulatory Compliance* – As Albany’s population grows, so does the stormwater regulations Albany must comply with. Now that Albany’s population has surpassed 50,000 the community must obtain coverage under the Department of Environmental Quality’s (DEQ) National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System (NPDES MS4), Phase II permit. DEQ implements federal requirements through this permit. Staff estimates that an additional **\$300,000 to \$1,000,000** will be required annually for regulatory compliance, depending on the level of requirements imposed through the permit.
- *Capital Projects*– Significant portions of Albany’s piped stormwater system are failing. With only 50 percent inspected to date, eight miles of pipe are identified as being in a failed condition or are anticipated to fail in the next 10 years. Another nearly one mile of pipe needs significant maintenance and repair to address root intrusions. To address all these issues would cost an estimated **\$20 million**. If the remaining portion of the system to be inspected is in similar condition, that number increases to \$40 million. Left unaddressed, more frequent street flooding, sink holes, and property damage should be anticipated.
 - Street projects – Based on the current level of investment in street improvements, staff estimates, on average, **\$400,000** is required annually to fund stormwater improvements associated with planned street projects. Street funds are currently used to cover these costs. This practice impacts the amount of street improvements that can be pursued.
 - Capacity projects – Portions of Albany’s stormwater system are undersized and result in localized flooding. A stormwater master plan update that will identify the location of undersized pipes is underway. The costs to address these system deficiencies will be incorporated into future presentations once available.

Council acknowledged the unfunded stormwater needs but determined it is not the appropriate time to consider rate adjustments beyond that necessary to respond to inflation. If passed, the attached Resolution would implement a three (3) percent increase as suggested by Council.

Budget Impact

Stormwater service charge revenue will increase by three (3) percent with passage of the attached Resolution; an estimated increase of \$52,500 in annual stormwater revenue.

JB:kc

Attachment

- c: Kristin Preston, P.E., Wastewater Superintendent (via email)
- Rob Emmons, P.E., Assistant City Engineer (via email)
- Jeni Richardson, P.E., Civil Engineer III (via email)
- Jeff Babbitt, Senior Accountant (via email)
- Patty McInnes, Utility Billing Customer Service Supervisor (via email)

RESOLUTION NO. _____

A RESOLUTION SETTING RATES FOR STORMWATER MANAGEMENT SERVICES AND REPEALING RESOLUTION NO. 6547 (A RESOLUTION SETTING RATES FOR STORMWATER MANAGEMENT SERVICES).

WHEREAS, rain falling onto developed property collects and runs off impervious or saturated surfaces and drains into stormwater inlets, pipes, drainage ditches, and creeks, and ultimately discharges to various local waterways; and

WHEREAS, when not properly managed, stormwater can flood streets, cause property damage, erode streams, and carry pollutants into local waterways, causing harm to habitat and aquatic species; and

WHEREAS, the existing stormwater system assets of piped and open conveyances are valued at more than \$100 million and should be properly maintained; and

WHEREAS, proper operation and maintenance of stormwater systems is essential for public health and safety; and

WHEREAS, local waterways that receive stormwater are valuable community assets and are subject to federal and state water quality regulations; and

WHEREAS, the City of Albany must comply with new stormwater regulatory requirements (National Pollutant Discharge Elimination System, Municipal Separate Storm Sewer System, Phase II permit) that require significant resources; and

WHEREAS, the City Council finds that a dedicated and reliable source of funds is necessary in order to support stormwater services that meet regulatory requirements and proactively manage and maintain the City's stormwater system; and

WHEREAS, the City Council has determined that implementing a stormwater utility and service charge is the most appropriate and equitable means of providing a dedicated and reliable source of funds; and

WHEREAS, the stormwater service charge is not a tax subject to the property tax limitation of Article XI, Section 11b of the Oregon Constitution; and

WHEREAS, all developed property in the City either uses or benefits from the City's stormwater management program and no developed property is exempt from the stormwater service charge; and

WHEREAS, the City Council has determined undeveloped properties shall not be charged for stormwater services; and

WHEREAS, the City Council annually considers future rate adjustments based on actual and anticipated revenues and expenses and completed this year's evaluation at the February 12, 2018, Council Work Session; and

WHEREAS, a three percent (3%) increase in revenue is recommended to fund stormwater services.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the rates and charges for stormwater services as specifically described in Exhibit A (attached hereto) are hereby adopted; and

BE IT FURTHER RESOLVED that Resolution No. 6547 is hereby repealed; and

BE IT FURTHER RESOLVED that the rates established by this resolution shall be effective **March 1, 2018**.

DATED THIS 28th DAY OF FEBRUARY 2018.

Mayor

ATTEST:

City Clerk

EXHIBIT A

STORMWATER SERVICE CHARGES

Stormwater service charges shall apply to all developed properties and are established for two rate classes: single family residential (SFR) and non-single family residential (NSFR). The stormwater service charge has two parts: a base charge and an impervious surface charge.

The base charge recovers costs attributed to customer-related services, such as billing and account maintenance, plus costs attributed to management of stormwater related to general use areas, such as streets and sidewalks in public rights-of-way. All developed property (SRF and NSFR) benefit from the City’s efforts to manage stormwater by reducing flooding, keeping streets passable during storm events, and protecting water quality. All customers will pay the same base charge per account.

The impervious surface charge recovers costs attributed to increased stormwater runoff from impervious surface area outside of the public right-of-way. The amount of total impervious surface on a typical single-family residence serves as the base unit for determining a property’s billable impervious surface area. In Albany, the typical single family residential property has a total of 3,200 square feet of impervious area when all impervious surfaces are included. This typical single family residential amount of impervious area is defined as one (1) equivalent residential unit or ERU.

The Public Works Director (Director) or his/her designee is responsible for determining the amount of billable impervious surface on a property. In making that determination, the Director may use aerial mapping, building plans, or other available tools. On-site measurement of the amount of impervious surface area on a property is not required to make this determination.

SINGLE FAMILY RESIDENTIAL RATES

Each developed single family residential (SFR) property shall be billed a base charge and an impervious surface charge for one (1) ERU. The impervious surface charge is tiered in recognition of variations in SFR building footprints throughout the City. The building footprint includes the surface area of the main building.

The monthly stormwater bill for a single family residential customer shall be computed as follows:

$$A = (\text{base charge}) + (\text{impervious surface charge} \times B)$$

where: A = monthly bill
B = 1 ERU

and where: base charge and impervious surface charges by tier are shown in the rate schedule below.

SFR RATE SCHEDULE

	Tier 1	Tier 2	Tier 3
Single Family Residential Customer	1,350 ¹ or less	Between 1,351 and 3,150 ¹	3,151 ¹ or more
Base Charge	\$ 4.79 \$ 4.93	\$ 4.79 \$ 4.93	\$ 4.79 \$ 4.93
Impervious Surface Charge (\$/ERU)	\$ 1.45 \$ 1.49	\$ 1.95 \$ 2.01	\$ 2.45 \$ 2.52
Total monthly SFR stormwater bill	\$ 6.24 \$ 6.42	\$ 6.74 \$ 6.94	\$ 7.24 \$ 7.45

¹Building footprint only – square feet

NON-SINGLE FAMILY RESIDENTIAL RATES

Non-single family residential (NSFR) properties include commercial or industrial uses, schools, government, duplexes, mobile home parks, multiple-family units, or mixed commercial-residential properties, and all other non-single family residential properties.

The monthly stormwater bill for each NSFR property shall include a base charge and an impervious surface charge. The base charge is the same one used for SFR accounts.

The impervious surface charge for NSFR properties is based on the amount of measured impervious area. The Director or his/her designee is responsible for determining the billable impervious surface area on a property.

The impervious surface charge for each NSFR customer is calculated by multiplying the rate per ERU by the number of ERUs for each property or account. The number of ERUs is determined by dividing the total billable impervious area by 3,200 square feet (the area of one ERU) and rounding to the nearest tenth.

The monthly stormwater bill for a non-single family residential customer shall be computed as follows:

$$A = (\text{base charge}) + (\text{impervious surface charge} \times B)$$

where: A = monthly bill

B = the billable impervious area expressed in ERUs

and where: base charge and impervious surface charge rates are shown in the rate schedule below.

RATE SCHEDULE

Non-Single Family Residential Customer

Base Charge \$4.79 \$ 4.93

Impervious Surface Charge (\$/ERU)¹ \$1.95 \$ 2.01

Monthly NSFR stormwater bill² **varies by account**

¹ ERU = Equivalent Residential Unit. One ERU is 3,200 square feet of impervious surface coverage

²The total monthly NSFR stormwater bill cannot be less than the Tier 2 SFR monthly bill

NON-SINGLE FAMILY RESIDENTIAL CREDITS

The NSFR stormwater credit program recognizes on-site stormwater management improvements that exceed minimum requirements may reduce the City’s stormwater management costs.

Credits for the identified programs can be cumulative as long as the aggregate impervious surface charge reduction does not exceed 25 percent. In no case shall the application of credits result in a final NSFR monthly bill that is less than the Tier 2 SFR monthly bill.

To be eligible for a credit, the customer must submit a completed credit application form with all required supporting documentation along with a credit application fee of \$50.00. Eligible credit programs are described below:

On-Site Structural Stormwater Control Credit: NSFR credits may be allowed for an approved, on-site, structural stormwater control that provides detention, reduces runoff volume, or improves stormwater quality. The intent of the credit is to recognize efforts of property owners to better manage stormwater when stormwater controls are not required as part of a proposed development or other regulatory requirement.

To be eligible for a credit, prior approval of design and construction is required. All facilities eligible for credit must also be designed, constructed, and maintained to the City’s Engineering Standards and Standard Construction Specifications; or as otherwise approved by the Director or his/her designee. The Director may require an engineering report, hydrologic analysis, an operation and maintenance plan, or any other documentation he/she determines necessary to confirm the reported performance of a stormwater facility.

Facilities installed to meet development or other regulatory requirements are not eligible, even if they exceed minimum performance standards. Facilities determined by the Director or his/her designee to be of no benefit to the City’s stormwater systems are also not eligible. Final determination of facility eligibility is made at the discretion of the Director.

The credit will be calculated by determining the amount of impervious surface routed to the eligible facility(ies), multiplying that area by 25 percent, and converting it to an ERU (rounded to the nearest tenth). The dollar value of the credit will be calculated by multiplying the resultant ERU by the impervious surface charge rate. The maximum credit allowed is 25 percent of the impervious surface charge on the relevant stormwater bill.

At the discretion of the Director or his/her designee, the credit may be terminated if the customer fails to maintain the facility in proper working order, the property changes ownership, the drainage characteristics of the property change, the property is redeveloped, or the property boundaries change.

The City may request periodic site visits and periodic submittals of maintenance inspection reports to verify that the stormwater facilities, for which the customer is receiving a credit, are installed and maintained in good working order. Failure to allow access or to provide requested reports may be cause for termination of the credit received.

Oregon Department of Environmental Quality (DEQ) 1200Z Credit: Properties that operate in compliance with an approved 1200-Z permit from the Oregon DEQ are eligible for up to a 25 percent impervious surface charge credit for that portion of the property covered by the 1200Z permit. The property owner may be required to provide documentation or allow inspection by City staff in order to demonstrate, to the Director's or his/her designee's satisfaction, compliance with the 1200-Z permit. Final determination of credit eligibility is made at the discretion of the Director.

Education Credit: Albany is required to implement a public education and outreach program. An informed and knowledgeable community is crucial to the success of a stormwater management program since it helps to ensure greater support and greater compliance. Directing educational programs toward specific groups of appropriate school-age children can help to inform and educate our community.

A credit program for education services may be available for certain schools. To be eligible for this credit, the applicant school would provide access to students within the target grade level of the City's Public Education and Outreach Program for City or City-sponsored presentations. In order to be eligible for a credit, both the applicant school and the City must agree to program terms, and the Director or his/her designee shall determine credit eligibility.

The credit for this program is up to 25 percent of the impervious surface charge on the stormwater bill for the educational facility providing access to students.

Other Credits: The Director may consider requests for stormwater credit for other facilities or programs provided the customer can demonstrate those programs or facilities exceed minimum regulatory requirements and they reduce the City's stormwater management costs.

APPEALS

Customers with questions about their stormwater bill will be provided informal opportunities to ask questions about their bill, and the City will work to help the customer understand how the bill is calculated for their property. If, after the bill calculation has been explained and is understood, the customer still disagrees with the bill, the customer may formally appeal the bill.

Initial Appeal: Any customer who disagrees with the calculation of the stormwater service charges for his or her property may apply to the Director for reconsideration of the stormwater service charge. The formal appeal requires payment of a \$25.00 appeal fee, must state the grounds for reconsideration, and must be filed in writing with the Director no later than thirty (30) days after date of the billing. The Director shall review the request to determine whether an error was made in the calculation of the service charge. If an error has been made in the calculation, the Director may approve a change to the service charge. If the appeal is denied, the reason(s) for denial will be reduced to writing and provided to the customer.

Appeal to City Manager: An appeal of the Director's decision may be brought before the City Manager within thirty (30) days of the date of the Director's decision on the initial appeal. The request must state the grounds for reconsideration of the Director's decision and must be filed in writing with the City Manager. If the City Manager determines that an error has been made in the calculation, the City Manager may approve a change to the service charge. If the appeal is denied, the reason(s) for denial will be reduced to writing and provided to the customer. The decision of the City Manager shall be final.

Successful Appeal: If an appeal of charges is successful, the revised service charge shall be applied to the account beginning with the bill that was the subject of the initial appeal, a credit will be applied to the account, and the \$25.00 appeal fee will be refunded. The revised service charge will be reflected in future billings for the property until the physical characteristics of the property change or until the rate resolution is changed.

GENERAL UTILITY INFORMATION

Billing Accounts: In cases where multiple utility accounts exist on one parcel, e.g., commercial retail mall, multi-family apartment units, etc., the City will work with the property owner to either bill one of the accounts for stormwater services for the full parcel, or a new account may be created in the property owner's name and that account will be billed for the stormwater services for the parcel. If a non-single family residential customer has two or more parcels associated with a single business operation, e.g., a commercial building and an adjacent parking lot, those parcels may be consolidated into one bill for stormwater billing purposes.

Monthly Bills: Bills will be rendered monthly. Bills for new accounts or closed accounts, or bills that, for any other reason, cover a period of time more or less than the normal billing period, shall be prorated. Stormwater service charges are not subject to vacancy credits and will not be discontinued when properties become vacant. However, under conditions where the City discontinues billing for other utility services, it may, at its discretion, choose to also discontinue billing for stormwater services.

Commencement: The stormwater service charge shall commence upon connection to the City's water or sewer system; or upon completion, occupancy, or use of the improvements, whichever comes first. Areas that are annexed to the City or under contract to annex shall become subject to the stormwater service charge on the date of annexation or the date of the annexation contract, whichever comes first.

Adjustments, Back-Billing, Credits, and Refunds: When the utility determines a customer has been mistakenly charged too much for stormwater services, the utility will apply a credit to the account based on the date the error first occurred, the date the current customer became responsible for the bill, or a period not to exceed six years, whichever is less. If the date cannot be reasonably determined, the utility will estimate the amount of the credit based on a period not to exceed six years.

When the utility determines a customer has not been charged or has not been charged enough for stormwater services, the utility will back-bill the account based on the date the error first occurred, the date the current customer became responsible for the bill, or a period not to exceed one year, whichever is less. If the date cannot be reasonably determined, the utility will estimate the bill for a period not to exceed one year. Customers who receive such a delayed bill will be offered the opportunity to make arrangements for installment payments.

Unified Billing: The stormwater service charge shall be billed and collected by the City in the same manner and at the same time as water and sewer service charges. Partial payments on the account shall be applied first to the stormwater charge, second to the sewer charge, and finally to the water charge. The customer shall not be allowed to specify a different allocation of payment.

Delinquent Accounts: An account is delinquent 10 calendar days after the date of the bill. Delinquent accounts will receive written notice of the delinquency and may be subject to administrative service charges and service discontinuation until the entire bill balance is paid in full. An interest charge may be added to the unpaid balance, at a rate of nine percent per annum.

Collection: Any balances due on delinquent accounts may be recovered by civil action in the name of the City against the property owner, the person, or both. Change of ownership or occupancy of premises found delinquent shall not be cause for reducing or eliminating the debt due. Should the City find it necessary to collect any delinquent fees or charges for stormwater services, it shall be entitled to use any means provided by the laws of the State or permitted by the Charter and ordinances of the City. Fees and charges that are delinquent may be subject to interest charges at nine percent per annum. Any interest charge due hereunder, which is not paid when due, may be recovered in an action at law by the City.



TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 2/21*

FROM: Chris Bailey, Public Works Operations Director *CB*
Jeff Blaine, P.E., Public Works Engineering and Community Development Director *JB*

DATE: February 9, 2018, for the February 28, 2018, City Council Meeting

SUBJECT: River Front Interceptor Loan Agreement

RELATES TO STRATEGIC PLAN THEME:

- A Safe City
- An Effective Government

Action Requested:

Staff recommends Council adopt the attached Resolution authorizing the City Manager to accept a loan through the Clean Water State Revolving Fund (SRF) for construction of a wet weather lift station, force main, and repairs to the City's River Front Interceptor (RFI).

Discussion:

Background

Originally constructed in phases in the early 1950's, Albany's RFI sewer line is 4.5 feet in diameter at the downstream end, a total of 8,713 feet long, and services a total of 1,820 acres as shown in Attachment 1. The RFI is the City's largest sewer line and generally serves the oldest portions of town. In fact, it was the first interceptor sewer constructed to deliver wastewater to the City's first treatment plant.

Occasionally, flows tributary to the RFI cause it to exceed its capacity, resulting in sanitary sewer overflows (SSOs) during rain events. These overflows are driven by stormwater/groundwater infiltration and inflow (I/I); a standard challenge for sewer utilities. The RFI's capacity has been insufficient for more than two decades and was, among other items, the subject of an enforcement action from the Oregon Department of Environmental Quality (DEQ) in 2000. That enforcement action was the primary driver for constructing the Albany-Millersburg Water Reclamation Facility (WRF).

Based on studies conducted by the City's consultant, construction of the WRF was expected to provide sufficient hydraulic capacity at the terminus of the interceptor to significantly reduce the number of SSOs on the RFI. Unfortunately, that has not proven to be true. While the old treatment plant was indeed undersized, it was not the only driver for SSOs from the RFI; several portions of the RFI itself are undersized. With the February 2009 completion of the WRF, the City has continued to experience I/I related SSOs from the RFI. A total of 20 incidents since February 2009 are violations of OAR 340-041-0009 and will likely be determined to be permit violations. (OAR 340-041-0009 prohibits discharges of raw sewage to waters of the State during the period of November 1 through May 21, except during a storm event greater than the one-in-five-year, 24-hour duration storm.)

As Albany continues to experience overflows from the RFI, additional enforcement from DEQ is anticipated, especially since DEQ took action on this issue previously. Proactively addressing the issue prior to further enforcement provides the most flexibility in determining how and when to move forward. If Albany waits for DEQ enforcement, DEQ takes control and can direct the path

forward. Additionally, waiting for DEQ enforcement only increases the risk of a third-party action to force corrective measures.

The City has completed various I/I investigations, studies, and capital projects to lessen the likelihood of overflows. In an effort to better manage capacity, entire sewer basins have been rerouted away from the RFI. Despite all of this effort, the RFI is still significantly under capacity during the regulatory storm event.

Portions of the RFI basin were previously a combined sewer/stormwater system and many of the sewer pipes are decades old, both of which make this basin particularly susceptible to I/I. While staff will continue I/I reduction efforts, these efforts alone will not be enough to correct the problem and prevent SSOs from the RFI.

As discussed previously with Council, the least cost and least disruptive solution for addressing SSOs from the RFI is to construct a wet weather lift station and force main at an estimated cost of \$13 million. Attachment 2 shows the proposed location for the lift station and force main. Alternate alignments were considered but were more costly and complicated to construct.

Funding Plan

Council reviewed funding alternatives for RFI improvements at the July 12, 2017, City Council Meeting and passed a Resolution authorizing staff to submit a loan application to DEQ through the SRF. DEQ recently approved the loan application for a 1 percent, 20-year loan, with 0.5 percent fees on remaining principal. For the \$13 million RFI project, this translates to an average annual payment of approximately \$750,000.

If the City enters into the loan agreement, the additional cost should be offset by near-term savings for other debt service payments. Recent efforts to refinance existing SRF loans for construction of the WRF were successful and resulted in an annual reduction in debt service payments of approximately \$350,000. Additionally, payments for the Talking Water Gardens land purchase will be completed in 2020, reducing annual expenditures by another \$500,000.

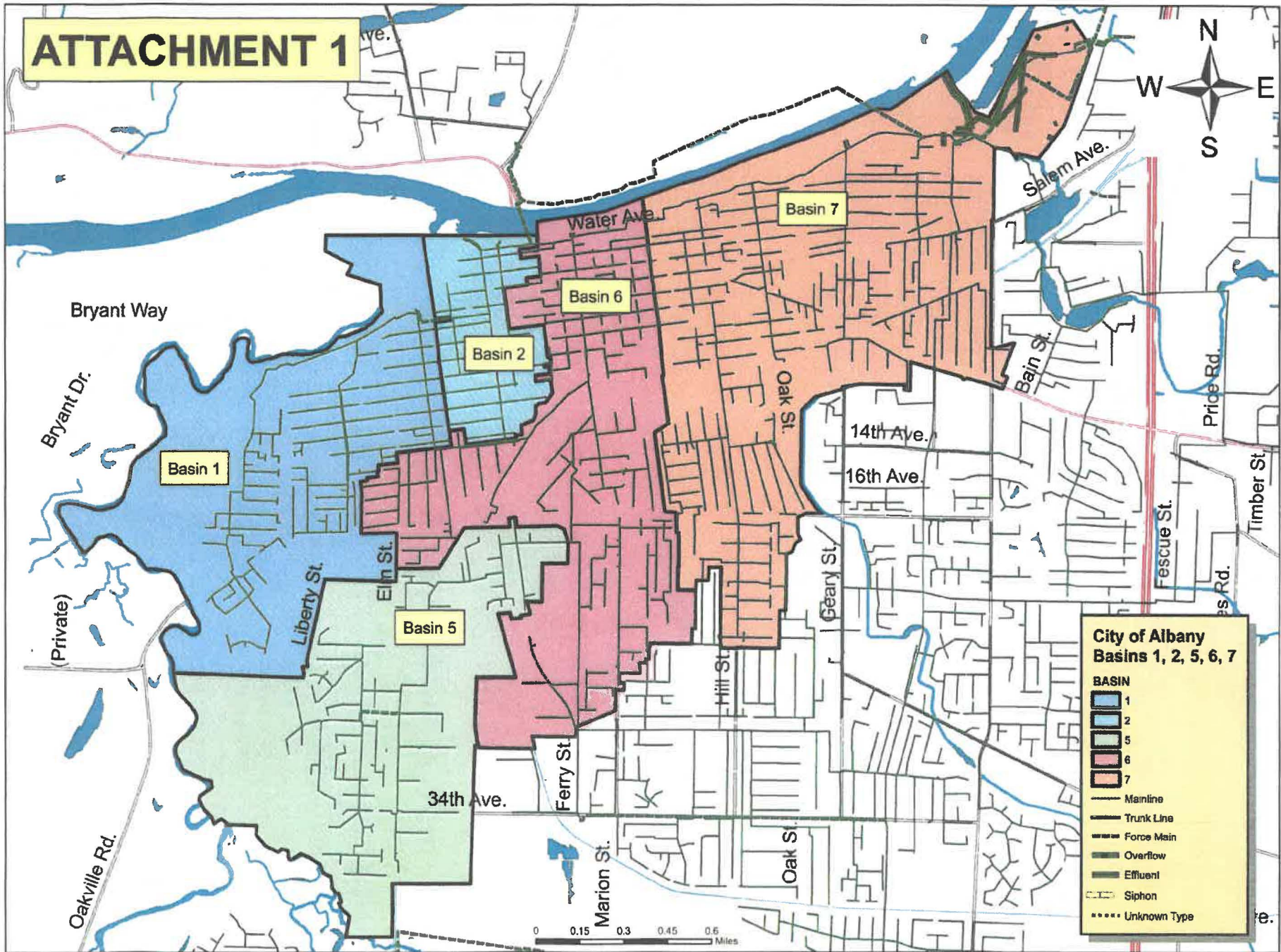
The City Attorney has reviewed the SRF loan agreement and did not identify any terms or conditions of concern. Staff requests Council pass the attached Resolution (Attachment 3) authorizing execution of the loan agreement.

Budget Impact:

None at this time.

JJB:kc

Attachments (3)



RESOLUTION NO. _____

A RESOLUTION AUTHORIZING AND APPROVING A LOAN AGREEMENT BETWEEN THE CITY OF ALBANY AND THE OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$13,000,000, AUTHORIZING THE CREATION OF A RESERVE FUND, AND RELATED MATTERS.

WHEREAS, the City Council (the "Council") of the City of Albany, Oregon (the "City"), a municipal corporation of the state of Oregon, finds that it is financially feasible for the City and that it is in the City's best interests to borrow money to finance the improvements to the City's sewer system, including but not limited to improvements required to comply with state and federal environmental regulations, and all equipment and appurtenances necessary, useful, or convenient thereto (collectively, the "Project"), and to fund a reserve fund, and pay costs associated with the issuance of such debt; and

WHEREAS, the City is authorized to borrow money from the Water Pollution Control Revolving Fund of the Department of Environmental Quality (DEQ) by entering into a loan agreement with the Department of Environmental Quality (the "Obligation") pursuant to Oregon Revised Statutes Section 468.439; and

WHEREAS, the DEQ has provided the Clean Water State Revolving Fund Loan Agreement No. R10514 for the amount of \$13,000,000; and

WHEREAS, the revenue secured loan has been approved at One and 00/100 percent (1.00%) per annum; and

WHEREAS, the Obligation requires an annual fee of 0.5% of the outstanding loan amount (as determined prior to the posting of the payment due on that date) to be paid during the repayment period commencing with the second payment date and annually thereafter; and

WHEREAS, the Obligation requires a loan reserve requirement of \$242,083; and

WHEREAS, the loan will end no later than (a) twenty (20) years after the earlier of the completion date or the estimated completion date set forth in loan documents ARTICLE 3(A)(10) or (b) February 1, 2040, whichever date is earlier; and

WHEREAS, an interest-only payment will be due within six months after the estimated project completion date set forth in ARTICLE 3(A)(10) and thereafter semi-annual payments of principal and interest in accordance with the loan agreement; and

WHEREAS, the City grants to DEQ a security interest in and irrevocably pledges its net operating revenues to secure payment of and to pay the amounts due under the loan agreement; and

WHEREAS, as a condition of the loan, the City debt service coverage requirement provides the City shall maintain wastewater rates and charge fees in connection with the operation of the facility that are adequate to generate net revenues in each fiscal year sufficient to pay (i) all debt service (excluding debt service on the loan), (ii) all other financial obligations imposed in connection with prior lien obligations, and (iii) an amount equal to the debt service coverage factor of 105% multiplied by the debt service payments due under the loan agreement in that fiscal year.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ALBANY, OREGON, HEREBY RESOLVES:

SECTION 1: APPROVAL OF LOAN AGREEMENT AUTHORIZED

- a. The Council hereby authorizes the City Manager, or his/her designee, to approve the Obligation in an aggregate principal amount not to exceed \$13,000,000 to finance the Project.
- b. The City Manager, or his/her designee, is authorized to approve the interest rate, maturity date, and any other terms, conditions, or covenants regarding the Obligation, the Project, or the revenues which are necessary or desirable to obtain the financing for the Project, subject to applicable requirements of law and the limitations set forth in this resolution.

SECTION 2: CREATION OF RESERVE FUND AUTHORIZED

- a. The Council hereby authorizes the funding of a reserve account dedicated to the repayment of the Obligation, pursuant to the terms of the Obligation.

SECTION 3: OBLIGATION PAYABLE SOLELY FROM REVENUES

- a. The Obligation shall not be a general obligation of the City, nor a charge upon its tax revenues, but shall be payable solely from net revenues received from the operation of the City's sewer system, which the City pledges to payment of the Obligation pursuant to its terms, reserves established for the Obligation, and the right of the State to offset amounts otherwise due from the State to the City as provided in the Obligation. The City's payment obligations under the Obligation shall be subordinate to any future senior lien revenue bonds issued by the City as more fully provided in the Obligation.

DATED AND EFFECTIVE THIS 28TH DAY OF FEBRUARY 2018.

Mayor

ATTEST:

City Clerk

CITY OF ALBANY
CITY COUNCIL
Council Chambers
Wednesday, January 10, 2018
7:15 p.m.

MINUTES

CALL TO ORDER

Mayor Sharon Konopa called the meeting to order at 7:15 p.m.

PLEDGE OF ALLEGIANCE

Konopa led the pledge of allegiance.

ROLL CALL

Councilors present: Mayor Sharon Konopa and Councilors Rich Kellum, Bill Coburn, Bessie Johnson, Ray Kopczynski, and Mike Sykes.

Councilors absent: Councilor Dick Olsen was excused.

SCHEDULED BUSINESS

7:15 p.m.

Public Hearing

Approving the sale of 15.89 acres of City-owned land at the northwest corner of Knox Butte Road NE and Timber Ridge Street NE to Hudson Capital Corp; Linn County Map and Tax Lot No. 11S-03W-03B-00101.

There was a revised resolution on the dais (see agenda file). It has the addition of "Exhibit A" in the last "Now Therefore..." clause.

Open: Konopa opened the public hearing at 7:16 p.m.

Parks & Recreation Director Ed Hodney said that the City is conducting a public hearing. The lot is highlighted on the map. The sale is for land at Timberridge and Knox Butte Road, to Hudson Capital, owned by Myles Breadner.

There was a sign-up sheet available for the public (see agenda file). There was no one signed up.

Close: Konopa closed the public hearing at 7:18 p.m.

MOTION: Councilor Rich Kellum moved to adopt the resolution and Councilor Ray Kopczynski seconded it. The motion passed 5-0 and was designated Resolution No. 6655.

Business from the Public

7:18 p.m.

There was none.

Adoption of Resolution

7:19 p.m.

Approving an extended property tax abatement agreement between the City of Albany, a cosponsor of the South Santiam Enterprise Zone, and Griffin Bros, Inc.

John Pascone, President of Albany Millersburg Economic Development Corporation (AMEDC), explained that this property is south of Marion Street. Griffin Bros, Inc. plans to remodel, add fire sprinklers, and move jobs from Salem, as well as adding another job. This will be a \$1.5 million investment. They make products for restaurant and other industries.

MOTION: Councilor Rich Kellum moved to adopt the resolution and Councilor Ray Kopczynski seconded it. The motion passed 5-0 and was designated Resolution No. 6656.

Adoption of Consent Calendar

7:23 p.m.

1) Approval of Minutes

- a) November 8, 2017, Regular Session minutes.
- b) November 13, 2017, Work Session minutes.
- c) November 29, 2017, Work Session minutes.
- d) November 30, 2017, Joint City of Millersburg and City of Albany Executive Session minutes.

2) Recommendation to OLCC:

- a) Approve the full on-premises sales, commercial liquor license application for Andy's Restaurant, Inc., d/b/a A B Chinese Restaurant, located at 1121 Pacific Boulevard SE.

MOTION: Councilor Bessie Johnson moved to adopt the Consent Calendar as presented. Kopczynski seconded the motion and it passed 5-0.

Award of Contracts

7:23 p.m.

Awarding a design-build contract for WTP-17-02. Vine Water Treatment Plant Improvements.

Civil Engineer III Nolan Nelson said this project was in the 2017 Capital Improvement Program (CIP). It includes two major components: the testing of filter media and fixing a wall between two filters that was leaking. On March 22, 2017, the Council approved the design-build method because it will have a lower impact on the plant by allowing the contractor, engineer, and City staff to work together. The Request for Proposal (RFP) was properly advertised and two proposals were submitted. The review committee scored the proposals using cost and non-cost criteria, such as qualifications, past relative experience, and project approach. There were two items based on cost, one being the overall cost to analyze the filters and provide a report, and the other to remove, protect, and replace the filter media. The two companies are both well qualified and have worked with the City on other capital projects.

Nelson said the project has two phases. The requested action tonight is to award the bid for the first phase, the analysis. They will provide a report and an analysis of the wall repair. They will work on a quote that will be part of the next phase of the project, at 80% design. Then staff will come back to Council to award the second phase. Phase two will be final design and construction of the repair, and the City can reject or award.

Discussion followed about the gap in prices between the two vendors.

MOTION: Kopczynski moved to award the bid to Pacific Excavation of Eugene, Oregon, in the amount of \$156,900. Kellum seconded the motion and it passed 5-0.

Awarding multiple contracts for the purchase of water treatment chemicals and authorizing the Public Works Operations Director to sign contracts resulting from the invitation to bid for water treatment chemicals.

7:35 p.m.

Public Works Operations Director Chris Bailey said that the City used to order chemicals when they were near the end of their stock, resulting in issuing requests for quotes and purchase orders. This process reduces staff time and locks in the prices for the chemicals. The chemicals can be volatile price-wise, so it is helpful to have secure prices so we can budget with confidence.

Councilor Bill Coburn thinks this is a great approach.

MOTION: Johnson moved to adopt the resolution and Kopczynski seconded it. The motion passed 5-0 and was designated Resolution No. 6657.

Approval of Contract Increase

Approving contract cost increases for furnishings and related services for Fire Station and Police Station Projects, MS-16-02 and MS-16-03.

Police Captain Brad Liles said this represents a cumulative increase over 10%. The Council previously approved using the High Intensity Drug Traffic Areas (HIDTA) grant funds to reimburse the City for the purchase of furniture for Linn County Interagency Narcotics Enforcement (LINE). The staff report gives details of the change orders.

Kellum asked Liles to explain further. Liles said the HIDTA grant money is now being applied. Also, as they reorganized management they recognized the need for separate work stations.

Kellum said that a constituent of his was concerned that the specs for the RFP were made to a specific manufacturer, and that manufacturer has no local representation. There are local products available that are comparable but not exact, so they didn't get a chance to bid. Kellum is sharing this information so that going forward, staff knows that it is a concern.

Johnson supports the request; the Police Department has done well to keep what they could from the old station and use it at the new station when possible. This is not going overboard.

MOTION: Kellum moved to approve the contract cost increases to Smith CFI: \$17,600.87 for Fire Furnishings/Installation and \$15,941.54 for Police Furnishings/ Installation. Kopczynski seconded the motion and it passed 5-0.

Approval of Contract Extension

Approving a temporary contract extension for custodial services with Willamette Valley Rehabilitation Center, Inc.

Purchasing Coordinator Diane Murzynski said the custodial contract with Willamette Valley Rehabilitation Center (WVRC) has expired. The previous contract was five years with a one-year extension. Staff is requesting the temporary extension of the existing contract with the same conditions and terms, so that staff can prepare an RFP.

Johnson asked why the contract is coming on January 10 when it expired December 31. Murzynski explained that staff tried to get a scope of service in place, but it did not happen. The City must use Qualified Rehabilitation Facilities (QRFs), and there are only three in the Linn County area. All public agencies are required to consider QRFs first, unless other very specific circumstances apply.

MOTION: Kopczynski moved to approve the temporary contract extension to Willamette Valley Rehabilitation Center, Inc. as outlined in the staff report. Councilor Mike Sykes seconded the motion and it passed 5-0.

Appointments

1) City Boards, Commissions, and Committees.

The Council considered the following appointments and reappointments:

Airport Advisory Commission

Gar Burroughs (Councilor Coburn's reappointment)
Chuck Kratch (Councilor Sykes' reappointment)

Albany Arts Commission

Cheryl French (Mayor's reappointment)
Linda Herd (Mayor's reappointment)
Rinee Merritt (Mayor's reappointment)

Albany Bicycle and Pedestrian Advisory Commission

Rob Bornheimer (Mayor's reappointment)
Tim McCloud (Mayor's reappointment)
Stephen Van Buskirk (Mayor's reappointment)

Albany Budget Committee

Sue Folden (Councilor Sykes' reappointment)
Will Summers (Councilor Kopczynski's reappointment)

Building Board of Appeals

Heidi Overman (Mayor's reappointment)
Jolene Thomson (Mayor's reappointment)

Community Development Commission

Dick Olsen, economic development representative (Mayor's reappointment)
Daniel Sullivan, Planning Commission representative (Mayor's reappointment)
Joann Zimmer, at-large representative (Mayor's reappointment)

Human Relations Commission

Denise Hughes-Tafen (Councilor Kopczynski's reappointment)
Stephanie Newton Azorr [application attached] (Councilor Olsen's new appointment)

Landmarks Advisory Commission

Keith Kolkow (Mayor's reappointment)
Jolene Thomson (Mayor's reappointment)

Library Board

Liz Irish [application attached] (Mayor's new appointment to fill vacancy; term expires 6-30-2020)

Parks & Recreation Commission

Russell Allen (Mayor's reappointment)
Jill Van Buren (Mayor's reappointment)

Planning Commission

Sue Goodman, Ward I (Mayor's reappointment)
Mike Koos, Ward III, [application attached] (Councilor Kellum's new appointment)

Public Safety Commission

Evan Church [application attached] (Councilor Kopczynski's new appointment)

Traffic Safety Commission

Courtney Stubbs [application attached] (Mayor's new appointment to fill vacancy;
term expires 12-31-2019)

Cascades West Area Commission on Transportation (CWACT)

Dick Olsen (term expires: 12-31-2019) (Mayor's reappointment)

Ron Irish (alternate) (term expires: 12-31-2019) (Mayor's reappointment)

MOTION: Kellum moved to approve the appointments as outlined in the staff report. Kopczynski seconded the motion and it passed 5-0.

2) Council Audit Committee.

MOTION: Kellum moved to approve the reappointments of Susan Folden and Sharon Konopa. Kopczynski seconded the motion and it passed 5-0.

3) Hospital Facility Authority.

Konopa suggested having the two lay members be converted to Council members, in order to avoid having lay members file Statement of Economic Interest forms with the Oregon Government Ethics Commission, which seems arduous for a committee that doesn't meet on a regular basis. The Council agreed. Staff will research the item and bring it back to a future Council meeting.

BUSINESS FROM THE COUNCIL

7:49 p.m.

Johnson said she has been appointed to the League of Oregon Cities' Finance and Taxation Committee and General Government Committee.

Kellum said he has been reappointed to the Linn County Public Safety Council and the Linn County Parks Commission.

Konopa said there is a letter from Hayden Homes about the Carousel on the dais (see agenda file). Konopa noted that they donated \$1,000 for the Mayor to use for kids who might otherwise not be able to afford the Carousel.

Konopa said that Safeway had their re-opening following their remodel.

City Manager Peter Troedsson reminded the Council of the Martin Luther King Jr. holiday.

NEXT MEETING DATES: Work Session: Monday, January 22, 2018; and Regular Session: Wednesday, January 24, 2018

ADJOURNMENT

There being no other business, the meeting was adjourned at 7:51 p.m.

Respectfully submitted,

Reviewed by,

Mary Dibble
City Clerk

Peter Troedsson
City Manager

CITY OF ALBANY
CITY COUNCIL WORK SESSION
Municipal Court Room
Monday, January 22, 2018
4:00 p.m.

MINUTES

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, Ray Kopczynski, Dick Olsen, and Mike Sykes.

Councilors absent: None

BUSINESS FROM THE PUBLIC

None

MUNICIPAL COURT ANNUAL REPORT

4:02 p.m.

Municipal Court Judge Robert Scott presented the *Albany Municipal Court Judge's Annual Report for the Calendar Year 2017*. There was a 33 percent increase over the previous year in number of cases filed, with traffic citations going up more than 50 percent.

Scott reviewed issues associated with staff turnover, a new software system, and the increased caseload. One of Municipal Court's full-time clerk positions was eliminated in the 2009 budget reductions, and he recommended that position be added back.

Konopa expressed appreciation to Scott for his many years as Municipal Court Judge.

Council agreed to consider adding back a full-time clerk position. This item will be added to the January 24 regular session agenda.

The Municipal Court Judge's contract and a resolution appointing Municipal Court Judges Pro Tem will be presented for adoption on the January 24 Consent Calendar.

SEWER SERVICE TO 2565 NW SKYLINE TERRACE

4:28 p.m.

City Engineer Staci Belcastro explained that the existing septic system at 2565 Skyline Terrace NW was tested as part of a home sale process, and it failed. Repair of the system is not an option due to state regulations that prohibit repair or replacement of septic systems if a public sewer is within 300 feet of the property. A letter from the subject property owner requesting assistance is included in agenda packets. Alternatives for extending sewer to the property were provided in the staff memo.

Following discussion, Council expressed support for Alternative 1 from the staff memo. This alternative would have the property owner extend sewer across the frontage of the property and enter into a capital recovery agreement with the City through which the owner could eventually be reimbursed a portion of his outlay if the property adjacent to the new sewer connects and pays connection fees.

In response to a question from Public Works Engineering and Community Development Director Jeff Blaine, Council gave guidance that connection fees should generally be used to help fund infill sewer projects as opposed to "one-off" projects associated with a single property.

1% FOR ART

4:49 p.m.

Parks and Recreation Director Ed Hodney explained that the Albany Arts Commission (AAC) is proposing a public process to install a commissioned work of art on public property in downtown Albany. He reviewed the 1% for Art policy and explained how it was applied to the new police and fire station buildings. The total available for public art is currently \$80,200.

Albany Arts Commission Member Julie Jackson gave a PowerPoint presentation called *Creating a Vision for Public Art in Albany*. The presentation included information about the Albany Arts Commission and examples of public art in other communities. The Albany Arts Commission has developed a request for proposals for a public art installation at a site on the east side of Lyon Street on ODOT property maintained by Albany Parks & Recreation. Funds generated by the 1% for Art ordinance will be utilized and the AAC intends to initiate a crowdfunding campaign to generate additional funds.

The Albany Arts Commission will issue an RFP, narrow down the selections, hold a public forum, and bring a recommendation back to City Council for final decision. This item is for information only.

In response to questions from Council, Fire Chief John Bradner explained that restoration of the steam fire apparatus would require a broader fundraising effort; he supports use of the funds as proposed. Hodney added that staff and the AAC are willing to pursue additional funding to restore the steam engine if that is the Fire Chief's objective.

CITY MANAGER PERFORMANCE EVALUATION

5:15 p.m.

Konopa noted that Councilors turned in performance evaluations for the City's Manager's six-month review, and all Councilors were pleased with his performance. Another evaluation will be done at the one-year anniversary of hire with annual evaluations going forward.

BUSINESS FROM THE COUNCIL

Sykes commended Fire Department personnel for providing life-saving care to one of his employees who had a serious medical event earlier today.

CITY MANAGER REPORT

Blaine referred to current rate-setting processes for the three utilities and previous Council questions about whether the processes could be consolidated. Staff believes that a system where rates take effect at different times of year is beneficial due to reduced impact on people, as well as seasonality benefits. Staff asked whether Council would like to try a process that would include an annual discussion and approval of the three utility rates, but with increases continuing to take effect at the time of year they have in the past. Council expressed support for trying the new process.

ADJOURNMENT

There being no other business, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Reviewed by,

Teresa Nix
Recorder

Peter Troedsson
City Manager

CITY OF ALBANY
PLANNING COMMISSION AND CITY COUNCIL
JOINT WORK SESSION
Council Chambers
Monday, January 22, 2018
6:00 p.m.

MINUTES

CALL TO ORDER

Mayor Sharon Konopa called the meeting to order at 6:04 p.m.

PLEDGE OF ALLEGIANCE

Mayor Konopa led the pledge of allegiance to the flag.

ROLL CALL

Councilors present: Mayor Sharon Konopa, Bill Coburn, Dick Olsen, Mike Sykes, Rich Kellum, Bessie Johnson, Ray Kopczynski

Commissioners present: Larry Tomlin, Dala Rouse, Linsey Godwin, JoAnn Miller, Michael Koos, Cordell Post, Diane Hunsaker

Commissioners absent: Sue Goodman, Daniel Sullivan

Staff Present: Bob Richardson, Planning Manager; Edie O'Neil, Administrative Assistant I; David Martineau, Planner III; Kris Schendell, Code Compliance Officer; Peter Troedsson, City Manager; Marilyn Smith, Management Assistant/Public Information Officer; Jeff Blaine, P.E., Public Works Engineering and Community Development Director

Others Present: Jessica Henson, Deputy City Attorney; Sean Kidd, City Attorney; Cathy Corliss, Angelo Planning Group; Lise Grato, Albany Downtown Association

PUBLIC COMMENT None

SIGN CODE AUDIT PRESENTATION

6:07 p.m.

Richardson explained why the Sign Code needed to be amended, pointing out the need for it to be more content-neutral. Corliss explained the project goal. She explained what content-neutral means. She talked about permanent signs versus temporary signs. Rouse asked about "A-Frame" signs to which Corliss provided further explanation. She talked about exempt signs and the categories associated with them. Kopczynski mentioned that billboards are not defined regarding political signs. He also asked about pre-existing signs for businesses. Corliss stated the Code would not regulate the content. She pointed out that the sign structure would, however, be regulated. Corliss stated staff would investigate this further. Corliss explained exempt signs. Tomlin stated he was concerned about how many political signs would be allowed. Kidd discussed case law that limited the number of political signs. Corliss went on to talk about prohibited signs. Kopczynski asked how prohibited signs are defined. Richardson explained. Corliss discussed general sign regulations. Kopczynski asked about enforcement of the sign code. Corliss stated that enforcement is covered in other parts of the Code. She moved on to explain sign standards by zoning district. She discussed sign standards by type and by special sign function. Corliss explained regulation of non-conforming signs.

Discussion followed regarding political signs.

Kopczynski asked about signs on vehicles. Schendell stated this is prohibited under the Code. Tomlin asked who decides what is obscene. Schendell stated there is an ORS defining this. Tomlin asked about window signs obscuring windows more than 50 percent, especially with windows being painted. Schendell provided explanation. Discussion followed about storefront window visibility.

Rouse asked about allowed sizes on signs. Kidd recommended grandfathering in those who are compliant now but would be non-compliant with the proposed changes.

Staff recommended expanding the project scope to reorganize the sign code, and there were no objections. Richardson stated revisions for the sign code would be presented at a future joint work session for final approval before formal presentation to Planning Commission and City Council.

ADJOURNMENT

There being no other business, Konopa adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Reviewed by,

Edie O'Neil
Administrative Assistant I

Bob Richardson
Planning Manager

CITY OF ALBANY
CITY COUNCIL
Council Chambers
Wednesday, January 24, 2018
7:15 p.m.

MINUTES

CALL TO ORDER

Mayor Sharon Konopa called the meeting to order at 7:15 p.m.

PLEDGE OF ALLEGIANCE

Konopa led the pledge of allegiance.

ROLL CALL

Councilors present: Mayor Sharon Konopa and Councilors Rich Kellum, Bill Coburn, Bessie Johnson, Ray Kocczynski, Dick Olsen, and Mike Sykes.

Councilors absent: Councilor Rich Kellum was excused.

PROCLAMATION

Four Chaplains Sunday.

The Mayor read the proclamation as outlined in the agenda packet.

A document titled "Four Chaplains Memorial Foundation – The Story" was available (see agenda file).

Konopa said this proclamation was requested by Albany residents Floyd Bacon and Steve Adams. Adams is the Albany American Legion Commander. Adams said that the American Legion recognizes Four Chaplains nationally. He noted that the four chaplains were from very different backgrounds. On behalf of American Legion Post 10, Adams thanked the Council for their support.

Konopa spoke about meeting the American Legion National Commander Denise Rohan and that she was very impressed with the Albany area.

SPECIAL PRESENTATION

Konopa acknowledged Finance Director Stewart Taylor, retiring January 31, 2018. She said Taylor has worked for the City for eleven years and has been a joy to work with. He is calm, patient, knowledgeable, and kept the City in a good financial position during the recession. The City of Albany did quite well under Taylor's leadership.

Konopa presented Taylor with a shadow box and a key to the City.

Taylor said, the joy has been mine. He has enjoyed working with the Council, Directors, and City staff. He shared that he had heard before being hired that Albany is a great place to work, and he found that to be true.

SCHEDULED BUSINESS

Business from the Public 7:23 p.m.

There was no business from the public.

Adoption of Resolution

Allowing nonelected individuals to serve as guest Councilors when an elected Councilor is absent and repealing Resolution No. 5771.

Since the full Council was not present, the Council consensus was to hold this item over to the February 14, 2018, Council meeting.

Adoption of Consent Calendar 7:24 p.m.

- a. Adoption of Consent Calendar
 - 1) Approval of Minutes
 - a) December 4, 2017, Work Session minutes.
 - 2) Authorizing a transfer for equipment replacement.

RES. NO. 6658

- 3) Authorizing the Fire Department to apply for funds not to exceed \$600,000 through the U.S. Department of Homeland Security Fiscal Year 2017 Assistance to Firefighters Grant for complete replacement of self-contained breathing apparatus and air compressor system. RES. NO. 6659
- 4) Approving a contract renewal for Municipal Court Judge Robert Scott.
- 5) Approving Municipal Court Judge Pro Tems and repealing Resolution No. 6573. RES. NO. 6660

MOTION: Councilor Ray Kopczynski moved to adopt the Consent Calendar as presented. Councilor Bill Coburn seconded the motion and it passed 5-0.

Konopa said there is a memo on the dais, dated January 23, 2018, requesting the restoration of a Municipal Court Clerk position in the Finance Department (see agenda file). This item was discussed at the January 22, 2018, Work Session.

MOTION: Kopczynski moved to approve the restoration of one FTE in Municipal Court in the Finance Department as outlined in the staff memo. Councilor Bessie Johnson seconded the motion and it passed 5-0.

Award of Bid

7:25 p.m.

Authorizing the Public Works Operations Director to sign a contract between the City of Albany and Evoqua Water Technologies for the purchase of membrane modules for the Albany-Millersburg Joint Water Treatment Plant.

Public Works Operations Director Chris Bailey said this is a bid award for the next round of membrane purchases for the AMWTP. This is the third set of replacement membranes. There are only two qualified suppliers that are approved by the state of Oregon, Evoqua and Scinor. The funds are budgeted for this year.

Coburn asked if the membranes are interchangeable from manufacturer to manufacturer. Bailey said they have slightly different performance capability, so require different programming through SCADA, but they do both work. Their lifespan is generally ten years. Kopczynski asked if there were any suppliers on the west coast. Bailey said there are other vendors but none that have been approved by the State of Oregon.

MOTION: Kopczynski moved to authorize the Public Works Operations Director to sign the contract with Evoqua Water Technologies for purchase of membrane modules. Johnson seconded the motion and it passed 5-0.

Reports

Buxton Customer Analytics.

7:28 p.m.

Assistant City Manager/Chief Information Officer Jorge Salinas said that at the January 8, 2018, Work Session, Buxton Customer Analytics gave a demonstration. Salinas handed out a "Vendor Reference Interview" survey for Buxton (see agenda file).

Salinas said that the Council asked if the Buxton data would be available to local marketing agencies. Salinas said that it would be for City use and would be brokered by the new Economic Development Manager. The other question was if the service would be in competition with other local providers; Salinas said it would provide proprietary data and would help with marketing services by providing analytical tools that would enable us to model some consumer demands for potential site selections and retention. We negotiated \$55,000 the first year and \$50,000 the following two years.

Salinas said one piece missing during the initial presentation was a cost of \$15,000, after further negotiations, they agreed to charge \$5,000 for that piece. Salinas said that is the only piece that has changed from the initial presentation.

Kopczynski asked if Albany Millersburg Economic Development Corporation (AMEDC) or the City contacted other cities to see what results they got from Buxton, if they were able to bring in more businesses. Salinas said the City did survey six of Buxton's customers. All had positive responses and said they would continue to extend the contract after the first year.

Cody Gunsington, Buxton Director of Sales, named several Oregon and California cities they are contracted with. They have been extremely successful achieving retail and economic goals. He provided examples of very successful working markets similar to Albany.

Kopczynski asked if they brought in new businesses. Gunsington shared results of other customers based on the analytical data and planning services that Buxton provides.

Salinas said this would be paid from PepsiCo settlement funds since it is for economic development. Troedsson said it is a three-year contract for now, but if other partners were also happy with Buxton's services, they would help share the cost. Councilor Dick Olsen objects to the City of Albany paying for

all of it. Salinas said that after the reimbursement from the sale of property on Timber Ridge, the total balance of the PepsiCo fund would be \$1.4 million.

MOTION: Kopczynski moved to authorize the City Manager to enter into an agreement with Buxton Company to procure access to economic development tools for three years. Coburn seconded the motion and it passed 5-0.

Adoption of the Strategic Plan for FY2018 through FY2022.

7:37 p.m.

MOTION: Kopczynski moved to adopt the Strategic Plan for FY 2018 through FY2022, with Coburn seconding.

Olsen noted that the Plan includes seeking grant funding from the State Historic Preservation Office (SHPO), which seems to conflict with other language that says they (who)? will seek SHPO grants when available. Salinas explained that the SHPO grants are available every other year, which is why the language intends to reflect that when they are available, staff will apply. They were getting frequent questions about this and it seemed that adding this explanation was better than leaving it marked as "n/a" in the off years.

VOTE: A vote was taken on the motion and it passed 5-0.

BUSINESS FROM THE COUNCIL

7:40 p.m.

Kopczynski said that at the Albany Area Metropolitan Planning Organization (AAMPO) Transportation meeting, they approved starting the public hearing process for the 2018-2019 program. Because of timing it was thought not necessary to meet until late March, so there will be a 60-day public comment period. It has been a good process. Discussion followed about the transportation plan.

RECESS TO EXECUTIVE SESSION TO DISCUSS REAL PROPERTY TRANSACTIONS IN ACCORDANCE WITH ORS 192.660(2)(e)

The Regular Session recessed to Executive Session at 7:44 p.m.

RECONVENE

The Regular Session reconvened at 8:18 p.m.

Johnson commented about potholes being fixed very quickly.

NEXT MEETING DATES: Work Session: Monday, February 12, 2018; Regular Session: Wednesday, February 14, 2018; and a joint meeting with Greater Albany Public Schools on February 12, 2018.

ADJOURNMENT

There being no other business, the meeting was adjourned at 8:18 p.m.

Respectfully submitted,

Reviewed by,

Mary Dibble
City Clerk

Jorge Salinas
Assistant City Manager/Chief Information Officer



TO: Albany City Council
 VIA: Peter Troedsson, City Manager
 FROM: Jeanna Yeager, Finance Director
 Mary Dibble, City Clerk

2/19

DATE: February 12, 2018, for the February 28, 2018, City Council Regular Session

SUBJECT: Certifying Properties Exempt from Taxes

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

Action Requested:

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

Discussion:

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

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

	Exempt Properties Estimate of Taxes *		
	2017 Market Value (RMV)	2017 Assessed Value (AV)	2017 Estimated City Tax (AV/1000*7.5484)
Songbird Village	2,887,700	1,925,250	14,533
Periwinkle Place	1,639,650	1,416,610	10,693
ParkRose	1,434,650	903,480	6,820
1680-1682 Oak Street	190,820	103,810	784
515 Geary Street SE	171,230	80,360	607
Total	\$6,324,050	\$4,429,510	\$33,436

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

Budget Impact:

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

MD
Attachment

RESOLUTION NO. _____

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

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

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

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

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

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

DATED AND EFFECTIVE THIS 28TH DAY OF FEBRUARY 2018.

Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

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

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

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

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

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

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

DATED AND EFFECTIVE THIS 28TH DAY OF FEBRUARY 2018.

Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

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

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

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

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

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

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

DATED AND EFFECTIVE THIS 28TH DAY OF FEBRUARY 2018.

Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

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

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

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

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

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

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

DATED AND EFFECTIVE THIS 28TH DAY OF FEBRUARY 2018.

Mayor

ATTEST:

City Clerk

RESOLUTION NO. _____

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

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

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

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

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

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

DATED AND EFFECTIVE THIS 28TH DAY OF FEBRUARY 2018.

Mayor

ATTEST:

City Clerk



TO: Albany City Council
VIA: Peter Troedsson, City Manager *2/21*
FROM: John R. Bradner, Fire Chief *JRB*
DATE: February 20, 2018, for the February 28, 2018, City Council Meeting
SUBJECT: Application for FY 2018-2019 State Hazardous Materials Emergency Preparedness Grant on Behalf of the Mid-Valley Local Emergency Planning Committee

RELATES TO STRATEGIC PLAN THEME: ● A Safe City

Action Requested:

Staff recommends City Council approval by resolution to apply for the FY 2018-2019 State Hazardous Materials Emergency Preparedness (HMEP) Grant on behalf of the Mid-Valley Local Emergency Planning Committee (LEPC). Activities in the grant include a tabletop exercise for Linn and Benton County Emergency Responders and Oregon Region 5 HazMat Team, hazardous materials-related training and education, and attendance at regional conferences.

Discussion:

The City of Albany participates in the LEPC. The Oregon State Fire Marshal's Office provides grant opportunities to Oregon LEPCs for hazardous materials emergency preparedness and requires a city or fire service entity to receive and distribute grant funds on behalf of the LEPC.

The grant application deadline is 5:00 p.m. on February 28, 2018. Staff plans to submit an application prior to the deadline in anticipation of Council approval for the following:

1. Hazardous Materials Tabletop Exercise for Linn and Benton County Emergency Responders and Oregon Region 5 HazMat Team (\$11,000).
2. Hazardous Materials Operations and Awareness training for up to 20 personnel (\$2,500).
3. Hazardous Materials Technician Training for two Oregon Region 5 HazMat Team Members (\$12,000).
4. Registration and travel costs for up to five LEPC members to attend regional conferences (\$2,000).

Budget Impact:

The total requested amount in the application is \$34,375. The total includes a required in-kind match of \$6,875, which would be satisfied through personnel participation in grant-supported activities.

JB:keh

Attachment (1)

c: Chuck Perino, City Emergency Manager/Safety Officer

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE ALBANY FIRE DEPARTMENT TO APPLY FOR THE FY 2018-2019 STATE HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT ON BEHALF OF THE MID-VALLEY LOCAL EMERGENCY PLANNING COMMITTEE FOR A TABLETOP EXERCISE AND HAZARDOUS MATERIALS TRAINING

WHEREAS, the Office of the State Fire Marshal (State) administers the Hazardous Materials Emergency Preparedness (HMEP) Grant Program funded by the U.S. Department of Transportation; and

WHEREAS, the HMEP Grant Program is available to Oregon Local Emergency Planning Committees (LEPC) for the purpose of increasing effectiveness in safely and efficiently handling hazardous materials incidents; and

WHEREAS, the State requires that a city or fire service agency be the pass-through for receipt and distribution of grant funds on behalf of the LEPCs; and

WHEREAS, the City of Albany participates in the Mid-Valley LEPC and can act as the pass-through agency for the HMEP Grant Program; and

WHEREAS, the Mid-Valley LEPC has identified the need to conduct a tabletop exercise for the benefit of Linn and Benton County emergency responders, the Oregon Region 5 HazMat Team, and the community; and

WHEREAS, the Mid-Valley LEPC has identified the need for hazardous materials awareness, operations, and team member training for Linn and Benton County emergency responders; and

WHEREAS, the FY 2018-2019 HMEP Grant Program supports hazardous materials training and exercises as identified by the Mid-Valley LEPC.

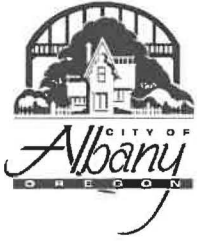
NOW, THEREFORE, BE IT RESOLVED that the Albany City Council authorizes the Albany Fire Department to apply for the FY 2018-2019 Hazardous Materials Emergency Preparedness Grant in the amount of \$34,375 on behalf of the Mid-Valley Local Emergency Planning Committee for hazardous materials training and exercise.

DATED AND EFFECTIVE THIS 28TH DAY OF FEBRUARY 2018.

Mayor

ATTEST:

City Clerk



TO: Albany City Council
 VIA: Peter Troedsson, City Manager *2/21*
 FROM: Jorge Salinas, Deputy City Manager *JS*
 Jeanna Yeager, Finance Director

DATE: February 21, 2018, for the February 28, 2018, City Council Meeting

SUBJECT: Award of Contract to Tyler Technologies for Enterprise Resource Planning Software

RELATES TO STRATEGIC PLAN THEME: • Effective Government

Action Requested:

Staff requests that Council adopt a resolution awarding Tyler Technologies a contract for implementation and annual maintenance and support for an enterprise resource planning (ERP) system, beginning March 2018, with an option to renew the maintenance and support contract annually thereafter.

Discussion:

The current system, Eden provided by Tyler, was implemented in 2006 and provides financial, budgeting, payroll, purchasing, and other critical services. This system is no longer being improved or supported, and only security updates are implemented. While no official end-of-life announcement has been made, the small number of new Eden customers in comparison to the increasingly larger number of new Tyler Munis customers indicates that Tyler Eden will be phased out sometime in the near future.

A proactive migration from Eden to Munis, taking advantage of license discounts provided due to the City’s existing relationship with Tyler, will enable the City to adopt a new system on its own terms and timeline rather than be forced to move later, while saving money on licensing costs.

Tyler Munis will make the City more accessible and responsive to external and internal customer needs and increase efficiency in its operations by providing:

- Highly integrated modules (including HR, finance, payroll, and utility billing) that will allow departments to streamline and reduce and/or eliminate manual processes.
 - Web-based access to Munis applications and data.
 - Integration with other business systems for easy sharing of information.
 - Compliance with GAAFR and GAAP standards.
 - Streamlined employee recruitment, development, and performance management in one enterprise-wide software system.
- Tools to produce and access information in a real-time environment.
- The ability to enable and empower users to become more efficient, productive, and responsive.

Three ERP vendors responded to the City’s Request for Proposals (RFP).

1. Alpha Sirius	\$2,900,000
2. Navigator	Incomplete, non-responsive
3. Tyler Technologies	\$844,836

While all vendors were measured in four areas (general and technical requirements, cost, customer references, and vendor interviews), Tyler Technologies was determined to be best suited for the City after extensive onsite demonstrations in November 2017, which included scoring input from all departments.

Budget Impact:

The negotiated cost for this project is \$732,803 to implement and approximately \$70,000 annually thereafter. Staff estimates the useful life of this ERP system to be between seven and ten years. The costs are shared between Finance and Utility Billing as follows:

Finance	\$606,553
UB	\$126,250
Total	\$732,803

JS:hr

Attachment

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RESOLUTION NO. _____

A RESOLUTION ACCEPTING THE PROPOSAL AND AWARDING A CONTRACT TO TYLER TECHNOLOGIES AND AUTHORIZING THE DEPUTY CITY MANAGER/CHIEF INFORMATION OFFICER TO SIGN A CONTRACT BETWEEN THE CITY OF ALBANY AND TYLER TECHNOLOGIES FOR AN ENTERPRISE RESOURCE PLANNING SYSTEM

WHEREAS, the City of Albany requested proposals for an enterprise resource planning (ERP) system through a formal competitive Request for Proposal (RFP) process on September 11, 2017, and received three competitive proposals; and

WHEREAS, the current system, Eden provided by Tyler Technologies, was implemented in 2006 and provides financial, budgeting, payroll, purchasing, and other critical services; and

WHEREAS, the Eden system is no longer being improved or supported by Tyler Technologies; and

WHEREAS, a review committee evaluated the proposals based on their technical requirements, ease of use, customer references, vendor interviews and demonstrations, and project cost; and

WHEREAS, Tyler Technologies will provide a smooth migration from Tyler Eden to Tyler Munis and will include license discounts and cost savings due to the City's existing relationship with Tyler; and

WHEREAS, the review committee recommends the City Council enter into a contract with Tyler Technologies for the implementation and annual maintenance and support for Tyler Munis, an ERP system, beginning March 2018, and an option to renew the maintenance and support contract annually thereafter.

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council hereby accepts the proposal submitted by Tyler Technologies and awards a contract to Tyler Technologies to provide enterprise resource planning software and an option to renew the maintenance and support contract annually, beginning March 2018; and

BE IT FURTHER RESOLVED that the Deputy City Manager/Chief Information Officer is hereby authorized to sign a contract between the City of Albany and Tyler Technologies to provide enterprise resource planning software.

DATED AND EFFECTIVE THIS 28TH DAY OF FEBRUARY 2018.

Mayor

ATTEST:

City Clerk



TO: Albany City Council
FROM: Sharon Konopa, Mayor *Sharon Konopa*
DATE: February 22, 2018, for February 28, 2018, City Council Meeting
SUBJECT: Appointments to City Boards, Committees, and Commissions
RELATES TO STRATEGIC PLAN THEME: • An Effective Government

Action Requested:

Council approval of the following appointments to City advisory groups:

Airport Advisory Commission

Devin Burroughs [*application attached*] (Councilor Kellum's new appointment)

Public Safety Commission

Erik Anderson [*application attached*] (Councilor Kellum's new appointment)

Discussion:

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

Budget Impact:

None.

SK:ldh

G:\Administrative Services\City Manager's Office\Boards-Commissions\Recruitment\2018 Recruitment\^2018 appointments-boards & commissions-msk-#2.doc



BOARD, COMMISSION, AND COMMITTEE APPLICATION

(Please print legibly or type)

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

(541) 917-7500

Board, Commission, and/or Committee Preference:

Airport Advisory Commission

(list all for which you are applying)

Name: Devin Burroughs Preferred First Name: Devin

Residential Information:	
Home Address: <u>Albany, Or 97322</u>	Phone: <u>N/A</u>
	Cellular: <u>541-401-0589</u>
E-mail: <u>devin.burroughs@hotmail.com</u>	Fax: _____ (Optional)

Employment Information:	
Employer's Name: _____	Phone: _____
Work Address: <u>Lebanon, OR 97355</u>	Cellular: <u>N/A</u>
E-mail: <u>N/A</u>	Fax: _____ (Optional)

Please provide information as requested below to describe your qualifications to serve on this City of Albany Board, Commission, or Committee. Feel free to provide additional information that you may wish to share with the City.

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

Research Farm Manager

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

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

Young Eagle Coordinator for the Albany EAA Chapter
 Event Coordinator for the Oregon Pilots Association Albany Chapter
 Linn County Sheriff's Department Search and Rescue pilot
 Command Pilot and Mission Assistant for Angle Flight West
 Volunteer for Fish of Albany
 Volunteer at Albany Art and Air Fair
 Volunteer Young Eagle Pilot

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

As a young local pilot, I am interested in promoting growth at the airport, for not only the City of Albany but also for the aviation industry. I feel it is my duty to give back to the airport, as it has been a major part of my life and future career. I want to see it bring its full potential of business and revenue to the city. The Albany airport is already an incredible place in the community with opportunities for much more. It would be a great honor for me, to serve along side a group of outstanding gentlemen and be able to contribute to the community.

- What contributions do you hope to make?

I hope to bring a youthful perspective to the commission not only as a pilot but as a resident of Albany. I will bring a new way to look at situations/opportunities other members of the commission many not have considered. As I spend a lot of time at the airport interacting with other pilots, I have a good understanding of how they feel. That being said, I also understand the city's perspective of the airport and its operations. I feel I can bring a balanced objective view to the commission.

Are you currently an employee or board member of a Transient Lodging Tax (TLT) recipient or TLT collector organization? Yes No

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

Guide for Public Officials



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

[Handwritten Signature]

 Signature of Applicant

02/15/2018

 Date



BOARD, COMMISSION, AND COMMITTEE APPLICATION

(Please print legibly or type)

RECEIVED

CITY HALL
333 Broadalbin Street SW
P.O. Box 490
Albany, OR 97321-0144
www.cityofalbany.net
(541) 917-7500

Board, Commission, and/or Committee Preference:

DEC 5 2017

Public Safety Commission

(list all for which you are applying)

CITY OF ALBANY
City Manager's Office

Handwritten initials

Name: Erik Anderson

Preferred First Name: Erik

Residential Information:

Home Address: 821 SW 7th Ave

Phone: 541-223-8082

Cellular:

E-mail: erik2238082@yahoo.com

Fax:

(Optional)

Employment Information:

Employer's Name: Marion County Emergency Management

Work Address: 5155 Silverton Road NE

Phone: 503-365-3186

Cellular:

E-mail: eanderson@co.marion.or.us

Fax:

(Optional)

Please provide information as requested below to describe your qualifications to serve on this City of Albany Board, Commission, or Committee. Feel free to provide additional information that you may wish to share with the City.

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

2011 - Current - Marion County Emergency Management

2009 - 2011 - Rural Metro Ambulance

2002 - 2013 - Tangent Fire District (Volunteer)

2008 - 2010 - Tangent Planning Commission (Volunteer)

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

If lives outside city limits, does applicant meet special definition for the specific b/c/c for which applying?

Yes No If yes, how? _____

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

City of Tangent Planning Commission
 Tangent Fire District
 Marion County Community Emergency Response Team
 Marion County Auxiliary Communications
 Marion County Medical Reserve Corps
 Central Willamette Valley Firefighters Association

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

I was born and raised in the City of Albany and have a long family history with this community. I've always considered Albany to be my home and would like to give back to my community in a way that allows me to use my passion for Public Safety and my life / work experiences. I feel that all residents in and served by the City of Albany deserve the right to have the best services available delivered to them with the utmost integrity.

- What contributions do you hope to make?

I feel that my diverse personal / professional background will provide a positive influence to the Public Safety Commission. This will be accomplished through dedication, working together, building relationships and overcoming obstacles.

Are you currently an employee or board member of a Transient Lodging Tax (TLT) recipient or TLT collector organization? Yes No

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



Guide for Public Officials



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 Signature of Applicant

12-4-17

 Date