



ALBANY CITY COUNCIL AGENDA

Wednesday, March 13, 2024
6:00 p.m.

Council Chambers, City Hall
333 Broadalbin Street SW

Watch on YouTube: <https://www.youtube.com/user/cityofalbany>

Please help us get Albany's work done.

Be respectful and refer to the rules of conduct posted by the main door to the Chambers and on the website.

1. Call to order and pledge of allegiance
2. Roll call
3. Special presentations
 - a. Albany Fire Department Life Saving Awards – Shane Wooton [Verbal]
 - b. Linn County Veterans Day Parade – Christine Ferguson [Verbal]
 - c. Ram’s Horn Ministries – Ted Moreau [Verbal]
4. Business from the public
5. Award of contracts
 - a. North Albany Lift Station improvements (WWTP-24-01-CC) – Staci Belcastro and Nolan Nelson
[Page 3] MOTION _____
6. Adoption of consent agenda
 - a. Appointments [Pages 4-8]
 - 1) Appointing Ryan McAlister to the Building Board of Appeals
 - 2) Appointing Joyce Thompson Graham to the Parks, Recreation, and Tree Commission
 - b. Approval of minutes [Pages 9-19]
 - 1) February 12, 2024, city council special session with Linn County
 - 2) February 28, 2024, city council meeting
 - c. Recommendations to OLCC [Page 20]
 - 1) Approve change of ownership, full on-premises, commercial liquor license application for AJLL LLC dba Vito’s Trattoria
 - d. Adoption of resolutions
 - 1) Appropriation of Scharpf Foundation Grant and Endowment for Parks and Recreation Department – Kim Lyddane [Pages 21-22] RES NO. _____ p. 22
 - 2) Apply for Local Government Grant Program to aid in rehabilitation of Deerfield Park – Kim Lyddane [Pages 23-24] RES NO. _____ p. 24
 - e. Approval of agreements
 - 1) Intergovernmental Agreement with Oregon Youth Authority – Kim Lyddane [Pages 25-31]

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RES NO. _____ p. 26

MOTION: _____

7. Staff reports
 - a. Salary grade adjustment for building official manager classification – Matthew Ruetters
[Page 32] MOTION _____
8. Business from the council
9. City manager report
10. Next meeting dates
Monday, March 25, 2024; 4:00 p.m. work session
Wednesday, March 27, 2024; 6:00 p.m. meeting
11. Adjournment

This meeting is accessible to the public via video connection. The location for in-person attendance is accessible to people with disabilities. If you have a disability that requires accommodation, please notify city staff at least 48 hours in advance of the meeting at: cityclerk@cityofalbany.net.

Testimony provided at the meeting is part of the public record. Meetings are recorded, capturing both in-person and virtual participation, and are posted on the City website.



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 3/5*
Chris Bailey, Public Works Director *CB*

FROM: Staci Belcastro, P.E., City Engineer *SB*
Nolan Nelson, P.E., Civil Engineer III *NN*

DATE: February 26, 2024, for the March 13, 2024, City Council Meeting

SUBJECT: Award of Contract for WWTP-24-01-CC, North Albany Lift Station Improvements

Action Requested:

Staff recommends that Council, by motion, award this professional services agreement in the amount of \$963,000 to Kennedy/Jenks Consultants, Inc., (Kennedy Jenks) of Portland, Oregon.

Discussion:

On Tuesday, December 12, 2023, proposals were received for consultant services for WWTP-24-01-CC, North Albany Lift Station Improvements, in response to a Request for Proposals (RFP). The RFP was publicly advertised, and three consultants submitted proposals in response to the RFP. A five-member selection review team reviewed the proposals and determined that all the consultants met the minimum criteria and were qualified to provide the design services defined in the RFP. Based on the evaluation and selection criteria outlined in the RFP, Kennedy Jenks was selected to provide consultant services for the project. The detailed cost proposal Kennedy Jenks provided is reflective of the work to be performed.

Project Description

The existing North Albany Lift Station was constructed in the 1970s and upgraded in 2010. The existing station does not have sufficient capacity to handle existing peak flows without both pumps running. Additionally, it does not have the capacity to fully serve the urban growth boundary area tributary to the station. The existing structures and equipment are deficient in size, requiring a new facility to be constructed.

Kennedy Jenks will provide a design to replace the existing North Albany wastewater lift station with a new lift station sized to handle existing peak flows without both pumps operating and accommodate future growth. The new lift station will be constructed adjacent to the existing lift station while keeping the existing facility in service. The North Albany Lift Station services all wastewater customers in the North Albany area and service cannot be interrupted.

Budget Impact:

This project was identified in the 2024-2028 Capital Improvement Program and is in the current biennium budget. It will be funded from the Sewer System Capital Project Fund (60140350).

NN:SB:kc

c: Chris Bailey, Public Works Director (via email)
Kristin Preston, P.E., Assistant Public Works Director/Operations Manager (via email)



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 3/5*

FROM: Kinzi McIntosh, Central Services Support Specialist *KM*

DATE: February 27, 2024, for the March 13, 2024, City Council Meeting

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

Action Requested:

Council ratification of the following appointment:

Building Board of Appeals

- Ryan McAlister, Ward 0 (Mayor Johnson II's appointment to a new three-year term)

Parks, Recreation, and Tree Commission

- Joyce Thompson Graham, Ward 3 (Mayor Johnson II's appointment to a new three-year term)

Discussion:

Mayor and councilor appointments for any remaining vacancies on the City's citizen advisory groups will be submitted for approval at subsequent city council meetings.

Due to difficulty finding qualified members that fit the needs of the group, this group intends to make an exception to the residential requirement in Res. No. 6797, and allow the appointment of members who live, work, or do business outside the city limits. With this, Mayor Johnson II and staff would like to appoint Ryan McAlister with approval of council.

Budget Impact:

None.

KM

Attachment 2





Citizen Advisory Group Application

Applying To Building Board of Appeals

Received February 28, 2024

Name Ryan (Ryan) McAlister

In City Limits? No, not in city limits. (29117 Tampico Road)

Are you currently employed? Yes (Gerding Builders)

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

President, Gerding Builders - Commercial General Contractor

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

I have been in the Commercial General Contracting industry for over 25 years. I have worked on projects ranging from schools, to hospitals, to housing projects. While I do not live in the city limits of Albany - most of our company's major projects over the years have occurred in Albany and Benton / Linn County. I am a member of the Association of General Contractors and participate in industry related events. I am very familiar with the commercial general contracting industry and stay abreast of industry trends and changes.

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

Past Member of:
Corvallis Sustainability Coalition
Habitat for Humanity (past board member)
Benton County Talks Trash Work Group (Coffin Butte Landfill issues).
LEED AP
American Society of Healthcare Engineers - Certified Healthcare Constructor
Current Member of:
Association of Commercial General Contractors
Oregon State University - Construction Education Foundation Board Member.

How many Board meetings have you attended/viewed?

None

What is your understanding of the role of a Building Board of Appeals member and what contributions do you hope to make to the board?

Assist in resolving conflicts that may arise building code interpretation and implementation in the field with individuals seeking a building permit or related item. Role should be to provide an outside perspective as it pertains to industry best practices and building code conflicts that may be brought up by permit seeking entities.

How would your background and experience benefit the Building Board of Appeals and Albany in general?

I have been involved in multiple permit and Land Use application processes. I have a good understanding of commercial general contracting and construction industry in general.

Please describe your experience in applying the Oregon Building Code and Title 18 of the Albany Municipal Code. Include years of experience for the following: - Oregon Structural Specialty Code - Oregon Residential Specialty Code - Oregon Electrical Specialty Code - Oregon Plumbing Specialty Code

I have worked on multiple projects that have been subject to these provisions.

Please describe your experience in general and trade construction. Include years of experience for the following: - commercial or multi-dwelling construction - one- & two-dwelling construction - installing electrical systems - installing plumbing systems - installing mechanical systems

I have a BS in Construction Engineering Management and have been in the Construction Industry for 24+ years. I have worked on and am currently involved with multifamily construction projects, commercial building projects and institutional building project - both public and private projects. I have a thorough understanding of current Multifamily MEPF requirements as they pertain to the new energy code.

Please describe your experience in building design. Include years of experience for the following: - commercial or multi-dwelling design - one- & two-dwelling design - electrical system design - plumbing system design - mechanical system design

I have been involved with Design Build construction projects and MEPF design build projects. I regularly work with design engineers in the electrical, plumbing and hvac design arena. I am not an engineer by trade, but have a good understanding of MEPF systems.

Are you or have you been a registered design professional in the state of Oregon?

No

Do you currently or have you held Oregon inspector certifications?

No

Do you have any experience performing home or building assessments for defects or compliance concerns?

No

Please describe your experience working with the Oregon Fire Code and local fire marshals.

I regularly work with local AHJ's and fire marshals on projects both at the beginning (during permit application) and at the end (final inspections). I have work with Oregon Fire Codes on healthcare projects in particular - these codes are more restrictive for healthcare facilities.

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

Yes

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism or non-preparation for meetings could result in removal.

Yes

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

No

How did you hear about this opportunity?

Asked by City Official to Consider this Position



Citizen Advisory Group Application

Applying To Parks, Recreation and Tree Advisory Commission

Received November 15, 2023

Name Joyce Thompson Graham

In City Limits? Yes (Ward 3)

Are you currently employed? Retired

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

Recently retired Director of Adult Basic Skills, Linn-Benton Community College

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

Strong interest in promoting inviting and accessible outdoor spaces and experiences for all Albany residents. I am particularly sensitive to access to outdoors for those with mobility challenges. Strong interest in promoting long-term best environmental practices in tree management practices. Interest in greener, shady streets and public places.

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

While not having served directly in areas of parks and trees, my work history has been in advocacy and problem-solving for the betterment of often underserved populations. I have started a food bank (Siletz), have lead programs serving Adult English language learners and GED students, have been a member of the Hispanic Advisory Council, the GED Network, the ELL Providers' Group, and was a co-founder of the Linn Benton Community Literacy Partnership.

How many Parks, Recreation, and Tree Commission have you attended/viewed?

1-3

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

To my understanding, the role of the committee is to provide public input and guidance on considerations of development and maintenance of Albany city parks and outdoor areas as well as oversight and guidance of how Albany's public area trees are maintained, as well as damaged tree removal and new tree planting and care. These are areas that I feel are critical to the daily environment of Albany residents and can "make or break" the livability of a city. As we face increasing drought, higher year-round temperatures and significant environmental changes, these issues are all the more critical to our community. As a recently retired individual, I have been looking for a way to serve my community and I feel this committee is a good match for me.

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

Festival Latino, Northwest Art & Air festival

How can Albany improve its parks and recreational activities?

I did not list River Rhythms, Summer Sounds, Movies in the Park because both the parking and seating available are often challenges for handicapped residents. This is one concern I have. I am concern about some Albany parks, as residents say that they do not feel safe and have experienced car break-ins, etc. Additionally, some parks and recreational areas suffer from broken pavement and trash in the grass, lakes and public areas. These are concerns and make the areas less attractive to users.

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

Yes

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism or non-preparation for meetings could result in removal.

Yes

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

Yes

How did you hear about this opportunity?

Instagram





**MINUTES OF THE JOINT WORK SESSION OF
THE LINN COUNTY BOARD OF
COMMISSIONERS AND
ALBANY CITY COUNCIL MEMBERS
LINN COUNTY FAIR/EXPO CENTER
CONFERENCE ROOMS 1 AND 2
MONDAY, FEBRUARY 12, 2024
4:00 – 5:30 P.M.**



Approved by City Council: DRAFT

The Linn County Board of Commissioners and Albany City Council Members met for a Joint Work Session on Monday, February 12, 2024.

Those present at various times for the matters as indicated below were: Michelle Duncan, Linn County Sheriff; Gene Karandy, County Attorney for Linn County; Phil Van Leuven, Deputy County Attorney for Linn County; Andy Stevens, Linn County Assessor; Matt Pitcher, Linn County Chief Appraiser; Todd Noble, Linn County Health Services Administrator; Steve Wills, Linn County Planning and Building Director; Alyssa Boles, Linn County Planning Manager; Alex Paul, Linn County Communications Officer; Marsha Meyer, Senior Commissioners Administrative Assistant and Recorder; Alex Johnson II, Mayor, City of Albany; Peter Troedsson, City Manager, City of Albany; Marcia Harnden, Chief of Police, City of Albany; Sean Kidd, Attorney, City of Albany; City of Albany Council Members, Steph Newton, Matilda Novak, Jackie Montague, Ray Kopczynski, Ramycia McGhee and Marilyn Smith; Matthew Ruetters, Community Development Director, City of Albany; other audience members and Shayla Escudero, Reporter for Democrat-Herald.

1. At 4:00 p.m. Roger Nyquist, Linn County Commissioner Chair, called the meeting to order.

Commissioner Nyquist stated that the Fair and Expo Center building, which the meeting was being held, represented over 20 years of the County and City working together; it's a reminder that good things happen when we work together. He stated that the two entities hadn't met since mid-2000.

Commissioner Nyquist then recognized City of Albany Mayor, Alex Johnson II, who stated that he had strongly pushed to have this meeting ever since he had become Mayor. He stated that he felt that there was a good partnership between the County and the City and that, together, they could do great things.

Next, Commissioner Nyquist asked for everyone at the tables to introduce themselves: Sean Kidd, City Attorney; Peter Troedsson, City Manager; Ramycia McGhee, City Council Member; Michelle Duncan, Linn County Sheriff; Steph Newton, City Council Member; Andy Stevens, Linn County Assessor; Ray Kopczynski, City Council Member; Sherrie Sprenger, Linn County Commissioner; Alex Johnson II, City Mayor; Roger Nyquist, Linn County Commissioner; Marilyn Smith, City Council Member; Will Tucker, Linn County Commissioner; Jackie Montague, City Council Member; Marsha Meyer, Linn County Recorder; Matilda Novak, City Council Member; Darrin Lane, Linn County Administrative Officer and Phil Van Leuven, Linn County Deputy Attorney.

2. East Albany Plan – Matthew Ruetters, Community Development Director, City of Albany.

Commissioner Nyquist recognized Mr. Ruetters who presented the City of Albany's East Albany Plan.

Mr. Ruetters stated that this was a project that re-envisioned the future growth and expansion of the east side of Albany and what it could look like. He stated that the project had been adopted (Wednesday, May 10, 2023) and was funded with funding through a Transportation Grant from the Oregon Department of Transportation (ODOT). Mr. Ruetters stated that the goal was for better connectivity creating a plan of what it could look like and not of when or what would be built there.

Mr. Ruetters stated that there were no forced annexations but identified connections both north and south for not only vehicles but for transit and bike use. Housing, zones and density were also looked at and a mix of use tax exemptions were something to be discussed with the County. Although they hadn't proposed any annexations, they had started a plan doing some housekeeping in annexing into the City areas that were County in order for those areas to be served by utilities.

Commissioner Nyquist stated that the County had an agreement in place relating to the transferring of County roads; he then referred to Darrin Lane, Linn County Administrative Officer. Mr. Lane stated that the agreement with the City was still in effect and, a most recent example, was Goldfish Farm Road. He stated that there weren't many roads that fell under the agreement but the agreement could apply to other roads. Mr. Lane then asked Mr. Ruetters about the multi-family dwellings and what the impact on the housing availability would be in Albany. Mr. Ruetters stated that there were apartments available and that there were 800 vouchers ready for single bedroom dwellings; it does have an impact.

Councilor Newton asked Mr. Ruetters if he could send the East Albany Plan to the Commissioners and he said he would if the Board was interested in reviewing it. Commissioner Nyquist stated that he would be interested in receiving a copy. Commissioner Nyquist asked what percentage of the properties developed were wetlands and what the cost would be to mitigate those lands. Mr. Ruetters stated that 40 percent of the lands were encumbered and the cost would be \$93,000 a credit in the wetlands bank.

He stated that it wasn't an easy hurdle to grapple and there were big challenges; money was one of the challenging pieces but time was a much bigger piece; they would continue to work towards that to make it better.

Commissioner Sprenger stated that she had worked on this issue and that \$93,000 was less than it's been at certain times. She stated that the most critical point was people thinking they could buy a credit. She then asked how many credits were left and Mr. Ruetters indicated that he didn't have that number but there are not a lot of credits in the mitigation bank.

Commissioner Nyquist thanked Mr. Ruetters for his work and that, collectively, he hoped they could stay ahead of the road construction work using Three Lake Road as an example from the 90's.

3. Mental health response capability in the City and County – Todd Noble, Linn County Health Services Administrator.

Commissioner Nyquist called upon Mr. Noble to speak on behavioral health care needs.

Mr. Noble stated that his department was responsible for 50,000 lives and that it was a struggle to get enough staffing; currently his department has 20 job openings. He stated that they are the largest provider in the region; bigger than Lincoln and Benton Counties, however, they have a smaller staff.

He stated that his department has adult outpatient, children teams and serves lots of kids in DHS care, as well as, ACT teams which is what you would have in a state hospital. There are residential facilities that they provide treatment for and they are in contact with the medical school in Lebanon which is where they get most of their psychiatrists. Mr. Noble stated that his department also has a crisis mobile van going to those in need and to do interventions. There is a big need for crisis response given the issues in the communities. He stated that they hoped to be a receiving crisis center, which the Governor wants, to be available for 24-hour care.

Regarding substance abuse, Mr. Noble stated that there was a tremendous need for folks to get treatment. Due to legislation, they've lost the "big stick" they used to have to help get folks in to treatment; his department has plenty of options for people who are struggling.

Commissioner Nyquist asked Mr. Noble to talk about the homelessness and shelters. Mr. Noble stated that he was grateful for the shelters and that Linn County was unique. He stated that his staff goes to the shelters to give out medicine; emergency management and provide support to the shelters. Mayor Johnson thanked Mr. Noble for what the County was doing and asked if he was seeing incidents involving seniors with addiction and abuse. Mr. Noble stated that, across the board, people have started to cope with the issues following COVID; he wasn't sure about the elderly but would check on that.

Councilor Montague asked more questions relating to the crisis mobile van. Mr. Noble stated that Oregon was in crisis and they have people on call but, with the new law, they are needing to have two staff on duty which increases their staffing need.

Councilor Newton asked about the rural areas and whether or not there was more depression and/or suicides in those areas and whether or not there was a wait list to get assistance. Mr. Noble stated that they have more people being seen for depression and hopelessness and they have seen an uptick in suicides but have noticed that the people who've committed suicide were not active in specialty care but, instead, were more active in seeing their doctors. He stated that his department was reaching out to schools and community members to let the community know that there are services available in Linn County. In regard to a wait list, Mr. Noble stated that, right now, there was a wait list for children and families; it's not acceptable and it was concerning to him. There is no wait list for mental illness and those in crisis. He stated that they were focusing on schools and the wait list for children and families; part of the issue with the wait list, was the lack of staff. He stated that there had not been civil beds available for over two years; those beds have disappeared. His department was working with the state and Samaritan Health but there is no place to put them.

Councilor McGhee asked Mr. Noble what he was doing to attract more staff. He stated that he is always recruiting. His department has between 40-50 student affiliations from several universities and that getting interns was a huge source of their hiring. Mr. Noble also stated that the medical school in Lebanon was a source for hiring, especially, with psychiatric residents who rotate into the County. He stated that the Commissioners were very supportive and, along with the County's great benefits package, the Commissioners even raised the pay in order to be more competitive.

Councilor Novak asked Mr. Noble to explain more about the civil beds and what he meant by forensic beds. Mr. Noble explained that a civil bed was a community bed and a forensic bed was for someone who committed a crime. The County does all the aid and assist where, traditionally, the state had done that. He stated that not having state hospital beds was a challenge. Councilor Novak stated that she was curious if the County was providing services to people from other counties and Mr. Noble replied yes. He stated that the County was part of the Community Care Organization (CCO) which meant that when they get referrals from anyone who lives within the CCO they have to serve them. Mr. Noble was asked about the burden of that cost and he stated that the County had good partners with the IHN/CCO and they know the issues across Oregon and are supportive to give the funding needed for the work; the investment has been good.

Councilor Smith asked what IHN/CCO stand for and Mr. Noble replied that IHN is Inter-Health Network and CCO was Coordinated Care Organization. She then stated that the Mayor referred to legislation and asked if the lack of civil beds was a result of Measure 110 for people outside of the Health Care Organization. Mr. Noble stated that the law had unintended consequences. He then provided an explanation of what the County was doing.

Michelle Duncan, Linn County Sheriff, stated that, just in her career, she has gone from taking someone directly to the State Hospital to now they go to the Emergency Room and are there for weeks at a time. She stated that they are seeing more mental health and drug issues including in the jail; they leave the jail and go back into the community.

4. Impacts of homelessness – Marcia Harden, Chief of Police, City of Albany.

City of Albany's Chief of Police, Marcia Harden, presented a PowerPoint in regard to homelessness and Marvin's Garden, which was opened July 1, 2023 in compliance with House Bill 3115. She stated that Marvin's Garden was available for tent and car camping. She also provided statistics and activity of the site since it opened. Chief Harden indicated that some of the victories they've seen were low level of crime inside the camp and working with outreach partners. Some challenges were dealing with the frustrations of nearby businesses and the lack of state funding for maintaining the site. Commissioner Sprenger thanked Chief Harden for the great presentation and asked questions about how people transition into Marvin's Garden. Councilor Newton asked about the status of City of Lebanon in regard to House Bill 3115. Commissioner Tucker provided information and stated that, in regard to the Point in Time count, he hadn't seen the final count yet. The Governor had declared an emergency, as well as, Linn County and it was accepted by the state; however, the County received zero money as it all went to the metropolitan areas and was delegated by the service providers including CSC and Emergency Management. That money could not be used for infrastructure and programs. In regard to what the City of Lebanon was doing, Commissioner Tucker stated that he did not want to comment on another City's efforts. Councilor Smith provided additional information on where the money from the state was being used.

Commissioner Sprenger asked Mr. Noble if Linn County Health Department gave out needles and Mr. Noble replied no but other health organizations do.

Sheriff Duncan responded to the topic of how the rural cities handle the requirements of House Bill 3115. She stated that Albany has the services but in the outlining areas they don't have that access and not every city has the infrastructure. They are being forced to set up a camp with no services. She indicated that some cities have opted to not set up a camp as it becomes very problematic for them. Discussion continued.

5. County Assessor's forecasts for property tax revenue – Andy Stevens, Linn County Assessor/Tax Collector.

Mr. Stevens provided background information and stated that his office was the historian and certifies the values. He stated that the City of Albany, over the last five years, saw an increase of five percent and that his office was still looking at the new construction and would not have the new numbers until they were certified. Mr. Stevens stated that growth comes from the new construction and, in his estimation, the number would be 3.5 percent; he thought it would be the same for the City. Commissioner Tucker asked about how many property appeals were scheduled and Mr. Stevens stated that they've received 23 residential appeals. Commissioner Nyquist acknowledged Ray Hilts, in the audience, and

thanked him for his work in hearing the appeal cases for many years. Commissioner Nyquist stated that he felt comfortable with the estimated 3.5 percent. Mayor Johnson thanked Mr. Stevens for the work he does.

Commissioner Sprenger asked Mr. Stevens if his office charged the Special Districts a fee for collecting their taxes. Mr. Stevens stated no.

Councilor Kopczynski asked the County for an update on the intermodal center. Commissioner Nyquist provided some background information and stated that the center was ready over a year ago but there had been no trains leaving the station. There has been interest in the need for rail service which would add to the tax rolls, however, between the time it was decided to build the intermodal center and the time the County received the grant, the world's shipping needs changed with the war in Ukraine which has led to a market shift. When the center was built, it was envisioned that commodities would leave the center to Seattle; the drive today can be 8-9 hours. Commissioner Nyquist stated that, in time, it would provide value and, with Coos Bay wanting to be an international shipping port, our rail line and the intermodal center would be important in that regard.

Commissioner Tucker stated that some of the land was not being used for intermodal and asked Commissioner Nyquist how many acres there were and whether or not he could disclose that. Commissioner Nyquist stated that the intermodal center was 60-acres and the balance of the land was owned by the County. He stated that they were in negotiations and there was a contract for long time leases and economic development dollars once that was up and going.

6. Closing remarks.

Commissioner Nyquist went around the tables and asked individuals if they had any closing remarks. Everyone provided input with the majority stating: it was a good meeting and demonstrated that partners and relationships extend beyond the County. They hoped that the City and County could meet again, possibly annually, in the future.

Councilor Smith thanked the County for appointing her to the Transportation Advisory Committee; it has been an education and she was glad to be representing the City. Commissioner Nyquist thanked the City Parks Department for the use of the overflow parking lot during the County Fair.

Commissioner Nyquist stated that the County would prepare the minutes of this meeting and would provide them to the City.

7. Adjournment. There being no other business. The Joint Work Session of the Linn County Board of Commissioners and Albany City Council Members was adjourned at 5:40 p.m.



Recorder for Linn County
Board of Commissioners
Marsha Meyer

2-23-2024

Date



MINUTES

Wednesday, February 28, 2024

Meeting

Council Chambers, City Hall

Approved: DRAFT

Call to Order and Pledge of Allegiance

Mayor Alex Johnson II called the meeting to order at 6:00 p.m. The mayor led the pledge of allegiance.

Roll Call

Councilors present: Mayor Alex Johnson II and Councilors Matilda Novak (arrived at 6:08 p.m.), Steph Newton, Ray Kopczynski (virtual), Jackie Montague, Marilyn Smith, and Ramycia McGhee

Councilors absent: None

Special Presentations

- a. Albany Police Department Public Service Award for Jason Dorsette
Police Chief Marcia Harnden presented the award.
- b. Albany Police Department Public Service Award for Emma Deane
Harnden presented the award.
- c. Albany Police Department retirement Steve Mills
Harnden presented the award.

Business from the Public

6:09 p.m.

Charles Williams read a statement of concern* about equity initiatives and programs in the Greater Albany Public Schools.

Scott Lepman expressed concerns about downtown safety and homelessness. He passed out a handout* with examples of properties in Portland.

First Reading of Ordinances

6:16 p.m.

Amend Albany Municipal Code Chapter 5.08 Peddlers; Solicitors

Director of Community Development Matthew Ruetters said the proposed changes are housekeeping. Allowed zones for recreational marijuana manufacturing uses will be changed to match those for medical marijuana manufacturing uses. The amendments also correct outdated numbering of Oregon Revised Statute citations and remove unused references to fees.

City Attorney Sean Kidd read the ordinance for the first time in title only.

MOTION: Councilor Jackie Montague moved to have the ordinance read a second time in title only. Councilor Marilyn Smith seconded the motion, and it passed 6-0.

Kidd read the ordinance a second time in title only.



MOTION: Smith moved to adopt the ordinance. Councilor Ramycia McGhee seconded the motion, which passed 6-0 and was designated Ordinance No. 6036.

Adoption of Resolutions

6:25 :p.m.

Stabilization fund policy

Finance Director Jeanna Yeager said one objective in the City's strategic plan is to establish reserves. Use of the proposed stabilization fund would be based on a decline in revenues, rather than an increase in expenses. It would be funded with one-time monies remaining from the public safety buildings contingency funds, and capped at \$2 million.

Councilor Matilda Novak asked if some of the money could be used to fix the streets instead.

Councilor Ray Kopczynski said the council has talked about building reserves for years. It's essential to do it.

Councilor Steph Newton asked if the council could request uses for the fund. Yeager said requests would come from departments for review by the city manager and finance director before being brought to the council.

Montague and Smith expressed agreement with Kopczynski.

MOTION: Smith moved to adopt the resolution. Kopczynski seconded the motion, which passed 6-0 and was designated Resolution No. 7300.

Award of Contract

6:29 p.m.

Purchase of 35 ft hybrid-electric transit bus

Novak said electric vehicles sometimes don't perform well in cold wet weather. She asked if this is also true of hybrids. Transit Manager Barry Hoffman said hybrid vehicles have a diesel motor to back up the electric one. Transit is confident that this bus will be able to operate year-round.

Newton asked how many other buses are coming up on retirement. Hoffman said there is one "sister" to the one this bus replaces. Transit will look for another grant to replace it. Newton asked if that bus will be all electric. Hoffman said no. The City needs to invest in charging infrastructure before adding all-electric vehicles.

Montague asked if the bus being replaced can be used for parts to keep its "sister" running longer. Hoffman said it can be kept as a spare. Replaced buses are usually auctioned and the money put back into the equipment fund.

MOTION: Smith moved to approve the purchase of the new bus. McGhee seconded the motion, which passed 6-0.

Adoption of Consent Agenda

6:40 p.m.

a. Appointments

- 1) Accepting Ashley Almon's resignation from the Parks, Recreation, and Tree Commission
- 2) Accepting Steve Reynolds' resignation from the Tourism Advisory Committee
- 3) Appointing Hedio Schulte to the Human Relations Commission

b. Approval of minutes

- 1) February 14, 2024, city council meeting
- c. Certifying properties exempt from taxes
 - 1) Songbird Village RES NO. 7302
 - 2) Periwinkle Place RES NO. 7303
 - 3) ParkRose RES NO. 7304
 - 4) 1680-1682 Oak Street RES NO. 7305
 - 5) 515 Geary Street SE RES NO. 7306
- d. Approval of meeting date
 - 1) August and September 2024 City Council Meeting dates

MOTION: Montague moved to adopt the consent agenda as presented. Smith seconded the motion, and it passed 6-0.

Staff Report

6:40 p.m.

Approval of a commercial property lease agreement with Coastal Farm

Harnden said the proposed lease is for office space for a term of two years. That area of the city has a growing number of police calls, many of them to Walmart. Officers who respond to calls in the area have to drive back to the station to make their reports. Response times across the city are climbing.

Newton asked what percentage of police calls come from Walmart. Harnden said she doesn't know the percentage, but there were 57 calls from Walmart in December. She said retailers near I-5 are subject to organized retail theft.

MOTION: Montague moved to authorize the police chief to sign the agreement. Smith seconded the motion, which passed 6-0.

Business from the Council

6:48 pm

Smith requested an update on the airport museum project. She thanked staff for their work on the Strategic Plan update that came before the council Monday, February 26.

Newton expressed concern about automatic late notices for water bills being sent to accounts that were not past due.

McGhee said a constituent complained that Knox Butte Road at Goldfish Farm Road is not well lit. She also asked if the council could invite the Human Relations Commission to a joint meeting.

Novak praised the staff who post City responses to issues on NextDoor. It's an effective way to reach people.

City Manager Report

7:00 p.m.

City Manager Peter Troedsson said the council will be briefed on the airport museum.

He said Utility Billing's transition to new software has been difficult. Staff is working to solve problems and get information out to customers.

Troedsson asked for the council's approval to put the police department and City logos on a letter of support for HB 4002. Kidd said 4002 is a compromise between total repeal of Measure 110 and maintaining it as is.

Montague asked if community partners support the bill. Harnden said yes. The law enforcement piece won't go into effect until September, to allow time for training. The Albany police department now has 20 officers who have never arrested anyone for a drug offense.

MOTION: Smith moved to support using the logos on the letter. The motion was seconded and passed 6-0.

Recess to executive session

7:13 p.m.

The council recessed into executive session to discuss labor negotiations in accordance with ORS 192.660 (2)(d)

Reconvene

7:36 p.m.

The council reconvened into regular session.

2. Next meeting dates

Monday, March 11, 2024; 4:00 p.m. work session

Wednesday, March 13, 2024; 6:00 p.m. meeting

3. Adjournment

7:37 p.m.

Respectfully submitted,

Reviewed by,

Allison Liesse
City Clerk

Peter Troedsson
City Manager

**Documents discussed at the meeting that are not in the agenda packet are archived in the record. Documents from staff are posted to the website after the meeting. Documents submitted by the public are available by emailing cityclerk@albanyoregon.org.*



MEMO



TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 3/5*

FROM: Marcia Harnden, Chief of Police *MH*

DATE: February 28, 2024, for the March 13, 2024, City Council Meeting

SUBJECT: Change of Ownership, Full-On Premises, Commercial, Liquor License Application for AJLL LLC, DBA Vito's Trattoria, Located at 211 W 1st Ave, Suite 102

Action Requested:

I recommend the change of ownership, full-on premises, commercial, liquor license application for AJLL LLC, DBA Vito's Trattoria, located at 211 W 1st Ave, Suite 102 be approved.

Discussion:

AJLL LLC, DBA Vito's Trattoria, has applied for a change of ownership, full-on premises, commercial, liquor license. Based on a background and criminal history investigation through Albany Police Department records, the applicant has no criminal record.

Budget Impact:

None.

MH:rj

Sp





MEMO



TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 3/5*

FROM: Kim Lyddane, Parks and Recreation Director

DATE: March 1, 2024, for March 11, 2023, City Council Work Session and March 13, 2024, City Council Meeting

SUBJECT: Appropriation of Scharpf Foundation Grant and Endowment for Parks and Recreation Department Programs

Action Requested:

Council approval by resolution to appropriate grant funds from the Scharpf Foundation and Greater Albany Public Schools Foundation Scharpf Endowment.

Discussion:

The parks and recreation department will receive \$88,000 to support aquatics programs through the Doris and Bill Scharpf Foundation. An endowment through the Greater Albany Public Schools Foundation was left to support the Water Safety Awareness Program. This year, as the endowment has matured, \$38,000 will be transferred to assist in covering program costs. In addition to the endowment, the Bill and Doris Scharpf Foundation also awarded a \$50,000 grant to fully cover the Water Safety Awareness program and to help fund other improvements at the aquatic facilities.

Budget Impact:

The funds will go into Parks and Recreation Department's Revenue Account 20250000-462020

kl

Attachments: Resolution (1)





RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY OF ALBANY PARKS AND RECREATION DEPARTMENT TO ACCEPT ENDOWMENT FUNDS FROM THE GREATER ALBANY PUBLIC SCHOOLS FOUNDATION AND A GRANT FROM THE SCHARPF FOUNDATION FOR AQUATICS PROGRAMS AND FACILITY IMPROVEMENTS

WHEREAS, the Scharpf Endowment through the Greater Albany Public Schools Foundation is donating to the City of Albany Parks and Recreation Department \$38,000 for the 2024-2025 Water Safety Awareness Program for 3rd and 4th grade students; and

WHEREAS, the Scharpf Foundation is donating to the City of Albany Parks and Recreation Department \$50,000 to fully cover the costs of the 2024-2025 Water Safety Awareness Program in addition to ongoing facility improvements;

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council accepts Scharpf Endowment funds through the Greater Albany Public Schools Foundation and Scharpf Foundation funds in the total amount of \$88,000; and

BE IT FURTHER RESOLVED that the Fiscal Year 2024-2025 grant funds are hereby appropriated as follows.

Resources:	Debit	Credit
20250000-462020: Donations: Aquatics		\$88,000

DATED AND EFFECTIVE THIS 13TH DAY OF MARCH 2024.

Mayor

ATTEST:

City Clerk



MEMO



TO: Albany City Council

VIA: Peter Troedsson, City Manager *AT 3/5*

FROM: Kim Lyddane, Parks and Recreation Director

DATE: March 1, 2024, for the March 11, 2024, City Council Meeting Work Session and the March 13, 2024, City Council Meeting

SUBJECT: Support of the Parks and Recreation Department’s application for the Local Government Grant Program to aid in the rehabilitation of Deerfield Park.

Action Requested:

Council approval by resolution to support the rehabilitation of Deerfield Park and applying for a Local Government (LG) Grant through Oregon State Parks.

Discussion:

Deerfield Park was identified in the 2021 Parks Master Plan for rehabilitation. The Park was developed in the 1950s and was previously owned by the Greater Albany Public School District. The 10.89-acre park was purchased by the City of Albany in 2018. The neighborhood park is in significant need of repair, as it has not been improved since the playground equipment was purchased and installed 40 years ago.

The design process for the park is underway. The first of two community forums took place on February 28, and the second is scheduled for March 20. The large neighborhood park will receive a new playground, a bark mulch walking trail, and some new sidewalks. Additional features may be added to the park, but nothing has been finalized at this time, as the design is still in development through the public information process. In the 2021 Parks Master Plan, \$250,000 was identified for improved play areas, pathways, and a naturalized area. Since 2021, construction costs have significantly increased and as a result, the department has put aside an additional \$500,000 to assist with improvements. Still, \$750,000 is not a significant amount of money to make improvements for a park that large and one that has not been improved in decades. As a result, the parks and recreation department, working with Lango Hansen, requests support and approval from the city council to apply for a Local Government Grant through Oregon State Parks. The application date for the LG rehabilitation grant is April 1. Parks and Recreation will also be requesting letters of support from various stakeholders who have expressed excitement over the much-needed improvements. Applicants will be notified in the fall if approved. Construction for Deerfield Park is scheduled for spring/summer of 2025.

Budget Impact:

The funds will go into Parks and Recreation Department’s Capital Improvement Program 20250515-700510 account.

kl

Attachments: Resolution (1)





RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY OF ALBANY PARKS AND RECREATION DEPARTMENT TO APPLY FOR A LOCAL GOVERNMENT GRANT THROUGH OREGON STATE PARKS AND RECREATION DEPARTMENT FOR DEERFIELD PARK

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the Albany Parks and Recreation Department desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation enhancements; and

WHEREAS, Deerfield Park was created in the 1950s by Greater Albany Public Schools (GAPS); and

WHEREAS, in 2018 the parks and recreation department purchased the 10.89-acre park from GAPS; and

WHEREAS, in the 2021 Parks Master Plan, Deerfield Park was selected for improvements within the five-year plan, as the park as not seen any improvements since the playground equipment was installed 40 years ago; and

WHEREAS, for years there has been community interest and requests for improvements at the park, as the current set-up is insufficient for community needs and ADA accessibility; and

WHEREAS, a rehabilitation project for the park will include multiple components: the construction of a new playground, walking path, basketball court, and a nine-hole disc golf course; and

WHEREAS, the parks and recreation department has available matching funding to fulfill its share of the obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the parks and recreation department will provide adequate funding for the on-going operation and maintenance of this park should grant funds be awarded;

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council:

1. Demonstrates its support for the submittal of a grant application to the Oregon Parks and Recreation Department for the rehabilitation of Deerfield Park, and
2. Authorizes the parks and recreation director to execute any and all documents related to the grant application and to effectuate its award.

DATED AND EFFECTIVE THIS 13TH DAY OF MARCH 2024.

Mayor

ATTEST:

City Clerk



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 3/5*

FROM: Kim Lyddane, Parks and Recreation Director

DATE: March 1, 2024, for the March 11, 2024, City Council Work Session and March 13, 2024, City Council Meeting

SUBJECT: Oregon Youth Authority Intergovernmental Agreement

Action Requested

Council approval by resolution to direct the Albany Parks and Recreation Department to enter into an intergovernmental agreement (IGA) with the Oregon Youth Authority for labor and equipment for trail maintenance projects.

Discussion

The parks and recreation department wishes to enter into an intergovernmental agreement (IGA) with the Oregon Youth Authority to provide labor and equipment for a variety of park maintenance and trail projects. Sample projects include work on the Oak Creek trail, Takena Landing trail, and the Waverly Lake and Cox Creek path. This agreement will provide much needed assistance to the parks and recreation department during the busy spring/summer season and will also provide work opportunities for selected youth from the Jackie Winters Transition Program at Oak Creek.

Budget Impact

The Parks and Recreation Department has \$5,000 for this IGA (20250035-600400).

KL

Attachments: Resolution and Intergovernmental Agreement



RESOLUTION NO. _____

A RESOLUTION AUTHORIZING EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT WITH OREGON YOUTH AUTHORITY FOR LABOR AND EQUIPMENT TO ASSIST WITH PARK AND TRAIL MAINTENANCE

WHEREAS, the spring and summer months require increased staffing to maintain the City's parks and trail systems; and

WHEREAS, the Oregon Youth Authority has trained labor and equipment to assist with such park and trail maintenance projects; and

WHEREAS, the parks and recreation department will pay the Oregon Youth Authority \$5,000 for their labor and equipment.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the director of Albany Parks and Recreation execute an intergovernmental agreement with Oregon Youth Authority for labor and equipment to assist with park and trail maintenance.

DATED AND EFFECTIVE THIS 13TH DAY OF MARCH 2024.

Mayor

ATTEST:

City Clerk

**CITY OF ALBANY PARKS AND RECREATION/ OREGON YOUTH AUTHORITY
INTERGOVERNMENTAL AGREEMENT
FOR
PARK AND TRAIL MAINTENANCE SERVICES**

This Intergovernmental Agreement is made and entered into as of the 1st day of April 2024, by and between the City of Albany Parks and Recreation Department, a municipal corporation of the State of Oregon, hereinafter referred to as "Albany" and the Oregon Youth Authority, Oak Creek Facility of Albany, Oregon, hereinafter referred to as "OYA," and jointly referred to as "parties."

RECITALS

WHEREAS, Oregon Statutes grant general authority for Intergovernmental Agreements by units of local government pursuant to the provisions of ORS 190.010 to 190.110; 368.016(2); 373.260; and 294.950(2); and

WHEREAS, Albany will assist OYA with providing opportunities for youth in the Jackie Winters Transition Program at Oak Creek to gain transitional employment skills and experience; and

WHEREAS, OYA will assist Albany with park and trail clean-up; and

WHEREAS, OYA has the ability to assist providing additional labor hours in preparing and maintaining parks and trails in a safe fashion; and

WHEREAS, Albany is willing to provide park clean-up projects pursuant to the terms of this Agreement: and

NOW, THEREFORE, in consideration of the recitals above and the mutual covenants, terms and provisions set forth herein, the parties agree as follows:

1. **Scope of Services:**

The Parties concur that the purpose of this Agreement is for OYA to provide park clean-up services including, but not limited to, park and trail debris clearing. The specific Scope of Services is outlined in Section 3: Labor and Equipment.

2. **Consideration:**

Albany shall pay OYA for clean-up efforts on a per project basis. Albany has \$5,000 budgeted for this agreement.

OYA agrees to provide personnel and equipment as described below. Further, the Parties hereto recognize and agree that such personnel and equipment shall be periodically unavailable under

this Agreement due to the nature of the transition program at Oak Creek.

OYA agrees to provide at least one on-site lead staff member during all project opportunities provided under this agreement. OYA staff to remain on-site at all times.

3. **Staffing and Equipment:**

OYA agrees to provide all labor and equipment as needed for projects, including but not limited to safety vests, work gloves and hand tools as appropriate.

4. **Sample Clean-up Projects:**

1. Oak Creek Trail Work – This is a trail that runs from Teloh Calapooia Park – north and then around the 53rd avenue housing development. Once it dries out from winter – typically about the middle of May, to weed eat the path, make any needed repairs, and get the trail ready for the summer season. OYA will go through the trail a second time in early July -mostly to cut back grass and vegetation that has grown since May and make minor trail improvements.
2. Takena Landing Trail – Trail needs to be gone through and cleaned up, weed eat etc. Twice a year. Mid-May the first time and Mid July the second time.
3. Waverly lake and Cox Creek path – Waverly Lake is a gateway park and as a result, we have high expectations for the landscape maintenance \Cox Creek path is a connector that runs from Waverly Lake to Talking Water Gardens. This area needs work in the spring. If the weather permits it can be weed eaten and cleaned up in late April.

5. **Term of Agreement:**

This Agreement shall run from March 1, 2024, until December 31, 2024.

6. **Governing Law:**

This Agreement and its construction shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding, including discovery proceedings, (collectively, "Claim") between the Parties that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of the State of Oregon and venue shall lie in Linn County, Oregon.

7. **Severability:**

If any provisions of this Agreement or the application thereof to any persons or circumstances

shall, to any extent, be invalid or unenforceable, then the remainder of this Agreement or the application of such provision, or portion thereof, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

8. **Entire Agreement:**

This Agreement and the exhibits attached hereto sets forth the entire understanding among the Parties with respect to the subject matter referenced herein, there being no terms, conditions, warranties or representations with respect to its subject matter other than as contained herein.

9. **Notices and Demands:**

Any notice, demand, or other communication under this Agreement shall be sufficiently given if sent by (i) registered or certified mail return receipt requested, postage prepaid, (ii) nationally recognized overnight courier service, or (iii) first class mail or delivered in person.

In the case of City of Albany:

Kim Lyddane
Parks & Recreation Director
333 Broadalbin Street SW
Albany, OR 97321
Phone: (541) 917-7769

In the case of the Oregon Youth Authority:

John Phillips IV
Group Life Coordinator II
Jackie Winters Transition Program at Oak Creek
Oregon Youth Authority
4400 Lochner Rd SE,
Albany, OR 97322
(541)-791-5999

9. **Binding Effect:**

This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective legal representatives, successors and assigns.

10. **Modifications:**

This Agreement cannot be changed orally, and no agreement shall be effective to waive, change,

modify or discharge it in whole or in part unless such agreement is in writing and is signed by the Parties against whom enforcement of any waiver, change, modification or discharge is sought.

11. Attorneys' Fees:

In the event of any controversy, claim or dispute between the Parties affecting or relating to the subject matter or performance of this Agreement, each prevailing Party shall be entitled to recover from each non-prevailing Party all of its reasonable expenses, including reasonable attorneys, experts and accountants fees and expenses of litigation, whether incurred at trial or on appeal and including any incurred in or in connection with any bankruptcy proceeding.

12. Counterparts:

The Agreement may be executed in several counterparts, either by manual, facsimile or email signatures and all such executed counterparts shall constitute one and the same agreement.

13. Headings:

The section headings set forth in this Agreement are for convenience and reference only and in no way define or limit the scope or content of this Agreement or in any way affect its provisions.

14. Construction:

The Parties acknowledge that the parties and their counsel have reviewed this Agreement and that the normal rule of construction to against the drafting Party shall not be employed in the interpretation of this Agreement or any exhibits or amendments hereto.

15. Indemnification:

To the extent legally possible and subject to the limits of the Oregon Tort Claims Act, the parties shall indemnify and hold the other parties, their officers, agents, and employees, harmless from and against any and all claims, actions, liabilities, costs, including attorney fees and other costs of defense, arising out of or in any way related to any act or failure to act by the indemnifying party's officers, agents, and employees.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in duplicate by the duly authorized persons whose signature appear below. Each party, by the signature below of its authorized representative, hereby acknowledges that it has read this Agreement, understands it, and agrees to be bound by its terms and conditions. Each person signing this Agreement represents and warrants to have the authority to execute this Agreement.

CITY OF ALBANY, OREGON:

OREGON YOUTH AUTHORITY:

Dated: _____, 2024

Dated: _____, 2024

By: _____
Peter Troedsson

By: _____
John Phillips IV

Title: City Manager

Title: Group Life Coordinator II



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 3/5*

FROM: Matthew Ruettgers, Community Development Director *MR*

DATE: February 29, 2024, for the March 13, 2024, City Council Meeting

SUBJECT: Salary Grade Adjustment for Building Official Manager Classification

Relates to Strategic Plan theme: Effective Government

Action Requested:

Staff requests that City Council, by motion, authorize an increase to the salary grade for the Building Official Manager classification, affecting 1.0 full-time equivalent (FTE) in the Community Development Department, from N160 to N165 effective April 1, 2024.

Discussion:

In late 2022 the Community Development Director requested that the Human Resources department evaluate the classification and compensation of the Building Official Manager position against the City of Albany's comparable jurisdictions. Classification and compensation evaluations are essential to the City's ability to recruit and retain qualified staff. Human Resources conducted the requested review, including an assessment of the essential duties of the position specific to Albany, and determined that the position was appropriately classified; however, the salary grade for the classification should be increased so that it is within market, and Council approved the increase at that time.

As part of the adopted 2023-25 budget, the City Council approved a new salary schedule for Nonbargaining and Executive staff, which adjusted the salary schedule to provide consistency in the salary range spread and progression between salary grades, resulting in better consistency when conducting compensation surveys and comparing Albany's wages with those of our comparable jurisdictions. One unintended consequence is that the new salary schedule did not account for the work conducted in late 2022, which demonstrated Albany's somewhat unique essential duties for the Building Official Manager position and what sets it apart from some of our comparable jurisdictions having positions with the same or similar position title but that do not have the same level of responsibility and authority as what is assigned to Albany's position.

This proposed adjustment still lies within the market range of comparable jurisdictions, while also recognizing the prior assessment of the position conducted in 2022, which was not accounted for in the new salary schedule adopted as part of the 2023-25 budget. It is important to note, recognizing the prior 2022 assessment of the Building Official Manager position, another position assessment and corresponding salary survey were completed recently, which reaffirmed the prior 2022 assessment.