

Revised



ALBANY CITY COUNCIL AGENDA

Monday, June 11, 2018
4:00 p.m. Work Session
Council Chambers, City Hall
333 Broadalbin Street SW

- 4:00 p.m. CALL TO ORDER
- 4:00 p.m. ROLL CALL
- 4:10 p.m. BUSINESS FROM THE PUBLIC
- 4:15 p.m. HUMAN RELATIONS COMMISSION 2017 ANNUAL REPORT – Jorge Salinas. [Pages 2-22]
Action Requested: Information and discussion.
- 4:30 p.m. ALBANY ENTERPRISE ZONE DESIGNATION – Jorge Salinas, Seth Sherry. [Pages 23-26]
Action Requested: Information, discussion, and direction.
- 4:40 p.m. ECONOMIC IMPROVEMENT DISTRICT ADMINISTRATIVE FEE – J.C. Rowley.
[Pages ~~27-28~~ 27-32]
Action Requested: Information, discussion, and direction.
- 4:55 p.m. DISPOSITION OF CUMBERLAND PRESBYTERIAN CHURCH – Ed Hodney.
[Pages ~~29-31~~ 33-35]
Action Requested: Information, discussion, and direction.
- 5:10 p.m. STORMWATER RATES AND OUTREACH – Jeff Blaine, Chris Bailey. [Pages ~~32-33~~ 36-37]
Action Requested: Information, discussion, and direction.
- 5:55 p.m. BUSINESS FROM THE COUNCIL
- Request for Collaborative Tourism Promotion funds for Northwest Tandem Rally 2018 – Mayor Konopa. [Verbal]
Action Requested: Information and discussion.
 - LGBT Pride Month proclamation – Mayor Konopa. [Verbal]
Action Requested: Information.
- 6:10 p.m. CITY MANAGER REPORT
- 6:15 p.m. ADJOURNMENT

The location of this meeting is accessible to the disabled. If you have a disability that requires accommodation, please notify the City Manager's Office in advance of the meeting: CAdmin@cityofalbany.net | 541-791-0206 or 541-917-7519.

cityofalbany.net





HUMAN RELATIONS COMMISSION

2017 ANNUAL REPORT

Prepared & presented by:

- Stephanie Newton
- Chris Equinoa
- Tina Dodge Vera
- Alice Brockgreitens
- Javier Cervantes
- Kim Whitley
- Denise Hughes-Tafen



Human Relations Commission

INTRODUCTION

The Human Relations Commission (HRC) was established in 2007 by the Albany City Council to strengthen connections within Albany's diverse community by being committed to the philosophy of inclusion, equal opportunity, fair treatment for all residents of Albany and promoting harmonious relations among the citizens of Albany.

It was created to recommend programs, activities, ordinances, expenditures, and other appropriate governmental activities which will serve the goal of maintaining respectful interactions within our community. The HRC recommendations are submitted to the City Council and City Manager.

In formulating its recommendations, the HRC strives for actions that lead to positive and respectful relations committing to diversity, equity, and inclusion in the community. The duties of the Commission do not include the investigation or sanctioning of individual acts of unlawful or discriminatory behavior, but instead focus on recommending community activities that may be expected to promote positive change.

A history of commission membership and attendance is attached to this report, along with a calendar of 2017 HRC meetings and events that HRC members attended.



Human Relations Commission

HIGHLIGHTS

JANUARY

- Hosted a showing and discussion of the movie *Selma* on Saturday, January 14th.
- An Albany resident asked about the HRC's mission statement and requested clarification of what "*harmonious relationships*" meant.

FEBURARY

- Alice Brockgreitens joined the Human Relations Commission.
- Members attended Coffee With a Cop, hosted by the Albany Police Department

MARCH

- Voted for recipients of the 2016 Albany Human Relations Award.

APRIL

- The Commission held a joint meeting with the Hispanic Advisory Committee (HAC) of Linn and Benton Counties.
- Discussed rewording the HRC mission statement.



Human Relations Commission

HIGHLIGHTS

MAY

- Presented 2016 Albany Human Relations Award to Dania J. Samudio, Keith Kolkow, and Ochoa's Queseria Mexican-style cheese factory.
- Members attended OneVibe Diversity Day, Liberty Tree Day, Coffee With A Cop, and the HEART to Heart Resource Fair

JUNE

- Issued proclamation for LGBT Pride Week.

JULY

- Proposed wording revisions to AMC 2.25, Albany Human Relations Commission

AUGUST

- The Human Relations Commission and the City Council held a joint work session to discuss the ordinance brought forward by the Human Relations Commission at the June 28 and July 12, 2017 City Council meetings.



Human Relations Commission

HIGHLIGHTS

SEPTEMBER

- Informed of upcoming plans to change the mascot of South Albany High School from Greater Albany Public School Superintendent Jim Golden and South Albany High School Principal Brent Belveal.

OCTOBER

- Special joint work session with Albany City Council
- Work session with the Hispanic Advisory Council

NOVEMBER

- Members attended Coffee with a Cop and the Annual Summit on Homelessness

DECEMBER

- Members attended the Homeless Memorial Service



Human Relations Commission

CONCLUSION

It is a pleasure to continue to strengthen connections within Albany's diverse community by being committed to the philosophy of inclusion, equal opportunity, fair treatment for all residents of Albany and promoting harmonious relations among the citizens of Albany through our recommendations and support for activities and actions that lead to positive and respectful interactions committing to diversity, equity, and inclusion within our community.

We have met that goal to the best of our ability and feel our output is commendable, considering limited resources. The Commission members believe the commission is still needed and valued and there is still a lot of work to do. We thank the City Council for their support.

Javier Cervantes

Stephanie Newton

Tina Dodge Vera

Kim Whitley

Chris Equinoa

Denise Hughes-Tafen

Alice Brockgreitens



Human Relations Commission

HISTORY

COMMISSION ESTABLISHED

- Council adopted Ordinance No. 5665, March 28, 2007, creating Albany Municipal Code Chapter 2.25, establishing the Human Relations Commission (HRC).
- Council adopted Ordinance No. 5671, May 9, 2007, amending AMC 2.25.020 [commissioners must reside within the Albany city limits] and 2.25.030 [initial terms to be staggered according to the appointee's surname beginning with three-year terms for those closest to the beginning of the alphabet].
- Council adopted Ordinance No. 5866, January 13, 2016, amending AMC 2.25.030, Term of office and initial appointment, removing the following restriction: Members may not serve more than six consecutive years on the Commission. After serving six consecutive years, a member must leave the Commission for one year before being eligible for reappointment.



Human Relations Commission

HISTORY

- **Purpose:** The Human Relations Commission is established by the Albany City Council to strengthen connections within Albany's diverse community by being committed to the philosophy of inclusion, equal opportunity, fair treatment for all residents of Albany and promoting harmonious relations among the citizens of Albany. It is created to recommend programs, activities, ordinances, expenditures, and other appropriate governmental activities which will serve the goal of maintaining respectful interactions within our community.
- **Duties and Responsibilities:** The Human Relations Commission shall meet periodically in public sessions at dates, times, and places as may be established by the Commission. The Commission shall have the duty to make recommendations to the City Council and the City Manager as outlined in AMC 2.25.010.

In formulating its recommendations, the Human Relations Commission shall strive for actions that lead to positive and respectful relations committing to diversity, equity, and inclusion in the community. The duties of the Commission will not include the investigation or sanctioning of individual acts of unlawful or discriminatory behavior but will, instead, focus on recommending community activities that may be expected to promote positive change. The duties of the Human Relations Commission may be revised at any time, after public notice, by resolution



Human Relations Commission

HISTORY

FIRST COMMISSIONERS

Name	Appointed By	Appointment Date	Term Expiration Date	Comments
Rafael Palacios	Mayor Doug Killin	07-25-2007	12-31-2007	Resigned 08-08-2007; he relocated to California; Blanca Ruckert appointed as replacement.
Blanca Ruckert	Mayor Doug Killin	08-08-2007	12-31-2007	none
Jodi Nelson	Councilor Dan Bedore	07-25-2007	12-31-2007	none
Rick Hammel, Jr.	Councilor Dick Olsen	07-25-2007	12-31-2008	none
Delia Guillen	Councilor Ralph Reid, Jr.	07-25-2007	12-31-2008	none
C. Jeffery Evans	Councilor Sharon Konopa	07-25-2007	12-31-2009	none
Marian Anderson	Councilor Jeff Christman	07-25-2007	12-31-2009	none
Anna Anderson	Councilor Bessie Johnson	08-08-2007	12-31-2009	none

FIRST MEETING/FIRST OFFICERS

HRC's first meeting was Tuesday, September 25, 2007. At the second meeting [October 23, 2007], the first Chair and Vice Chair were elected. C. Jeffery Evans was elected Chair and Blanca Ruckert as Vice Chair.



Human Relations Commission

HISTORY

SUBSEQUENT COMMISSIONERS

- Blanca Ruckert was reappointed 01-07-2008 by Mayor Killin; new term expires 12-31-2010.
- Jodi Nelson was reappointed 01-09-2008 by Councilor Bedore; new term expires 12-31-2010.
- Anna Anderson resigned 08-13-2008; Councilor Johnson appointed Kim Whitley on 08-27-2008, as her replacement for the term expiring 12-31-2009.
- Delia Guillen resigned 09-09-2008; Councilor Reid appointed John Hartman on 10-22-2008, as her replacement for the term expiring 12-31-2008.
- Margaret Martinez was appointed 01-14-2009 by Councilor Reid replacing John Hartman, whose term expired 12-31-2008. Margaret's three-year term expires 12-31-2011.
- Nancy Greenman was appointed 01-14-2009 by Councilor Olsen replacing Rick Hammel, Jr., whose term expired 12-31-2008. Nancy's three-year term expires 12-31-2011.
- Blanca Ruckert resigned 04-22-2009; Mayor Konopa appointed Michael Thompson on 06-24-2009, as her replacement for the term expiring 12-31-2010.
- C. Jeffery Evans resigned 06-24-2009; vacant term expired 12-31-2009. Councilor Coburn appointed Linda Hart on 06-23-10, for a new three-year expiring 12-31-2012.
- Marian Anderson resigned 09-09-2009; vacant term expired 12-31-2009. Councilor Christman appointed Tina Dodge Vera on 02-10-2010, for a new three year, expiring 12-31-2012.



Human Relations Commission

HISTORY

SUBSEQUENT COMMISSIONERS

- Kim Whitley was reappointed 01-13-2010 by Councilor Johnson; new term expires 12-31-2012.
- Jodi Nelson resigned 06-10-10; vacant term expires 12-31-2010. Councilor Collins appointed Julie Jones on 07-14-2010, as her replacement for the term expiring 12-31-2010.
- Julie Jones was reappointed 01-12-2011 by Councilor Collins; new term expires 12-31-2013.
- Michael Thomson was reappointed 01-12-2011 by Mayor Konopa; new term expires 12-31-2013.
- Margaret Martinez completed her three-year term that expired 12-31-2011. Council Kopczynski appointed Leonor Rodriguez on 01-11-2012 for a new three-year term expiring 12-31-2014.
- Nancy Greenman was reappointed 01-11-2012 by Councilor Olsen; new term expires 12-31-2014.
- Julie Jones resigned 7-11-2012; vacant term expires 12-31-2013. Councilor Collins appointed Javier Cervantes on 8-22-2012 as his replacement for the term expiring 12-31-2013.
- Kim Whitley was reappointed 01-09-2013 by Councilor Johnson; new term expires 12-31-2015.
- Tina Dodge Vera was reappointed 02-13-13 by Councilor Coburn; new term expires 12-31-2015.
- Jay Sluiter was appointed 02-13-13 by Councilor Kellum; new term expires 12-31-2015.



Human Relations Commission

HISTORY

SUBSEQUENT COMMISSIONERS

- Leonor Rodriquez resigned 09-10-13; vacant term expires 12-31-2014. Councilor Kopczynski appointed Rob Duncan on 09-25-2013 as her replacement.
- Javier Cervantes was reappointed 1-08-2014 by Councilor Collins; new term expires 12-31-2016.
- Chris Equinoa was appointed 1-08-2014 by Mayor Konopa replacing Michael Thomson, whose term expired 12-31-2013. Chris' three-year term expires 12-31-2016.
- Rob Duncan resigned 6-11-2014; vacant term expires 12-31-2014. Councilor Kopczynski appointed Debbie Berg 6-25-2014 as his replacement for the term expiring 12-31-2014.
- Debbie Berg was reappointed 1-14-2015 by Councilor Kopczynski; Debbie's three-year expires 12-31-2017.
- Graham Kislingbury was appointed 1-14-2015 by Councilor Olsen replacing Nancy Greenman, whose term expired 12-31-2014; Graham's three-year term expires 12-31-2017.
- Denise Hughes-Tafen was appointed 7-22-2015 by Councilor Kopczynski replacing Debbie Berg, who resigned; term expires 12-31-2017.
- Tina Dodge Vera was reappointed 2-24-2016 by Councilor Coburn; Tina's three-year term expires 12-31-2018.



Human Relations Commission

HISTORY

SUBSEQUENT COMMISSIONERS

- Kim Whitley was reappointed 2-24-2016 by Councilor Johnson; Kim's three-year term expires 12-31-2018.
- Jay Sluiter's term expired 12-31-2015; he did not want to be considered for reappointment. This vacant position is Councilor Kellum's to fill; the three-year term expires 12-31-2018.
- Chris Equinoa was reappointed 1-11-2017 by Mayor Konopa; Chris's three-year term expires 12-31-2019.
- Alice Brockgreitens was appointed 1-24-2017 by Councilor Sykes; Alice's three-year term expires 12-31-2019.
- Javier Cervantes was appointed 1-24-2017 by Councilor Kellum to fill the vacant position from 12-31-2015; Javier's term expires 12-31-2018.
- Stephanie Newton was appointed 1-23-2018 by Councilor Olsen, replacing Kislingbury, who resigned; term expires 12-31-2020.



Human Relations Commission

ROSTER

Denise Hughes-Tafen

Appointed By: Councilor Kopczynski

Term Expires: 12/31/20

Javier Cervantes

Appointed By: Councilor Kellum

Term Expires: 12/31/18

Tina Dodge Vera

Appointed By: Councilor Coburn

Term Expires: 12/31/18

Kim Whitley

Appointed By: Councilor Johnson

Term Expires: 12/31/18

Chris Equinoa

Appointed By: Mayor Konopa

Term Expires: 12/31/19

Alice Brockgreitens

Appointed By: Councilor Sykes

Term Expires: 12/31/19

Stephanie Newton

Appointed By: Councilor Olsen

Term Expires: 12/31/20



Human Relations Commission

VISITORS

2009

- Sharon Gisler
- Michael Thomson
- Mayor Sharon Konopa
- Gerald Gisler
- John Phillips
- Margo Coleman
- Alice Fitzpatrick
- Donna Copeland
- Bill Root
- June Hemmingson
- Larry Eby
- Penny Miltenberger
- Dan Miltenberger
- Phillipa Meehan
- Dick Owen
- Rosa Plascencia
- Tina Dodge Vera

2010

- Clifford Hartman, Linn County Mental Health
- Jim Bell, LBCC
- Mary Zelinka, CARDV
- Linda Hart
- Frank Moore, Linn County Mental Health
- Catherine Henderson, Mental Health Advisory



Human Relations Commission

VISITORS

2011

- Sue McGuire-Thompson, Community Services Consortium
- Debbie Little, Community Services Consortium
- Vawna Shepherd
- Ora Mowdy
- Shawn Smith
- Westen Hoover
- Ramos Pacheco
- Andy Phillips
- Jamie Lavery
- Anna Benson, Linn-Benton Housing Authority
- Jeanette Emerson, LBCC student
- Chelsea Baker, LBCC student

- Daniel Trinidad, LBCC student
- Jodie Nelson, OSU

2012

- Frank Moore, Linn County Mental Health
- Clifford Hartman, Linn County Mental Health
- Kathryn Henderson, Linn County Mental Health Advisory Board
- Jim Clausen
- Doug Finegan
- Dick Knowles, Linn County Mental Health Advisory Board
- Dede Burns-McLay, CARDV



Human Relations Commission

VISITORS

2013

- Jennifer Sanders, Chief Operations Officer for Linn-Benton Housing Authority
- Albany Mayor Sharon Konopa
- Greg Roe, United Way of Linn County Executive Director
- Katie Nooshazar, Recreation Programs Manager, City of Albany Parks & Recreation
- Debbi Richards, Recreation Programs Supervisor, City of Albany Parks & Recreation
- Rose Lacey, Recreation Programs Specialist, City of Albany Parks & Recreation
- Anne Catlin, Planner III, City of Albany Community Development
- Frank Moore, Linn County Mental Health
- Clifford Hartman, Linn County Mental Health
- Tony Howell, Linn County Alcohol & Drug Program
- Cristie Lynch, Samaritan Health Marketing & Communications Manager
- Tara Dixon, GAPS
- McKinney-Vento (homeless student) Liaison
- Monica Lorence, Linn County Outreach Coordinator of Jackson Street Youth Shelter
- Andrea Myhre, Grant Officer with the Jackson Street Youth Shelter



Human Relations Commission

VISITORS

2014

- Tony Howell, Linn County Mental Health
- Tonja Everest, Greater Albany Public Schools
- Lisa Shogren, Greater Albany Public Schools
- Dan Stone, LBCC Theatre Director
- Sandy Roberts, Community Education Specialist, City of Albany Police Department
- Casey Dorland, Lieutenant, City of Albany Police Department
- Ed Hodney, Director, City of Albany Parks & Recreation Department
- Danette Killinger, Prevention Coordinator, Linn County Alcohol & Drug
- Kathryn Henderson, Prevention Specialist, Linn County Alcohol & Drug
- Todd Noble, Program, Manager, Linn County Mental Health
- Denise Hughes-Tafen, representing Community Action for Racial Equality (CARE)
- Franz Schneider, representing Community Action for Racial Equality (CARE)
- Sue Goodman, representing Community Action for Racial Equality (CARE)
- Zoe Kellett, representing Community Action for Racial Equality (CARE)
- Peter Goodman, representing Community Action for Racial Equality (CARE)
- Jasper Smith, MLK Commission Chair & Program Manager for Benton County Developmental Disabilities Program



Human Relations Commission

VISITORS

2015

- Peter Goodman, representing Community Action for Racial Equality (C.A.R.E.)
- Sue Goodman, representing Community Action for Racial Equality (C.A.R.E.)
- Catherine Miller, representing Community Action for Racial Equality (C.A.R.E.)
- Carmen Moody, representing Community Action for Racial Equality (C.A.R.E.)
- Rich Kellum, City Councilor
- Tony Howell, Linn County Alcohol & Drug Program Manager
- Todd Noble, Linn County Mental Health Program Manager
- Jeff Blackford, CHANCE Executive Director
- Leonor Rodriguez, Hispanic Advisory Committee
- Captain Eric Carter, Albany Police Department
- Dr. Don Nelson, Psychologist, Linn County Sheriff's Office/Linn County Mental Health
- Captain Todd Vian, Linn County Sheriff's Office
- Kalin Salinas



Human Relations Commission

VISITORS

2016

- Ray Kopczynski, Albany City Councilor
- Frank Moore, Linn County Health Administrator/Mental Health Director
- John Bradner, Albany Fire Chief
- Alfredo Mendez, Deputy Fire Marshal, Albany Fire Department
- Debbi Richards, Recreation Program Supervisor, Albany Parks & Recreation Department
- Anj Brown, Resource Development Coordinator, Albany Parks & Recreation Department
- Ed Hodney Albany Parks & Recreation Director
- Katie Nooshazar, Recreation Programs Manager, Albany Parks & Recreation Department
- Lynne Smith, Event & Program Coordinator, Albany Parks & Recreation Department
- Rose Lacey, Recreation Coordinator, Albany Parks & Recreation Department
- Iris Carrasco
- Farhad Nooshazar
- Todd Noble, Linn County Mental Health Program Manager
- Kathryn Henderson, Linn Mental Health Advisory Committee Board Member
- Brad Conners, Crime Prevention Specialist, Albany Police Department
- Dave Toler, Director of Senior & Disability Services, Oregon Cascades West Council of Governments



Human Relations Commission

VISITORS

2017

- Iris Carrasco
- Sue Goodman
- Nancy Greenman
- Peter Goodman
- David Mote
- Keith Kolkow
- LBCC Students
- Shasta Prunk
- Sharon Gisler
- Jerred Taylor
- Ed Hemmington
- Todd Noble, Linn County Health
Administrator/Mental Health
Director
- Others who did not provide their
names



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 6/7*

FROM: Seth Sherry, Economic Development Manager
Jorge Salinas, Deputy City Manager/CIO *JS*

DATE: June 5, 2018, for the June 11, 2018, City Council Work Session

SUBJECT: Request for Designation of the Albany Enterprise Zone
Relates to Strategic Plan theme: A Healthy Economy

Action Requested:

Council approval for the designation of the Albany Enterprise Zone.

Discussion:

On June 30, 2018, the South Santiam Enterprise Zone will be renewed, no longer including the city of Albany. The South Santiam Enterprise Zone was originally a city of Lebanon zone and was expanded over the years to include other areas of the county including Albany and Millersburg as well as property in Tangent, Scio, Lyons, and Mill City.

The city of Albany, because of population growth, is now considered a Metropolitan Statistical Area (MSA) and can no longer be a part of a rural enterprise zone and needs to designate on its own as an Urban Zone. The proposed new zone is within Albany's Urban Growth Boundary (UGB), including 8.01 square miles of the allowable 12 square miles (see interactive map available at cityofalbany.net/enterprisezone). Strategically, this allows for growth and targeted additions to the Albany Enterprise Zone as conditions change and the city continues to grow. Please note, the proposed zone boundaries include all potential buildable lands currently within the UGB.

One additional change to the proposed Albany Enterprise Zone is to include hotels as eligible businesses that can apply for enterprise zone benefits. As a reminder, this would only apply to new hotel development or significant expansions of both size and employees. It is staff's opinion that targeted hotel development in the downtown area would leverage extensive existing investment in both public-private partnerships and commercial and retail development. Further, hotel development will continue to pay TLT revenues to the City during their period of property tax abatement, somewhat offsetting the forgone tax revenue.

Enterprise Zones are our only local incentive for encouraging our existing businesses to expand and helping attract new businesses to the area. Both economic development activities create new jobs for our communities.

SS:JS:hr
Attachment

G:\Economic Development\Enterprise Zone\Albany Enterprise Zone\Enterprise Zone Staff Report CCWS 06.11.18.docx



RESOLUTION NO. _____

A RESOLUTION DESIGNATING THE ALBANY ENTERPRISE ZONE

WHEREAS, the City of Albany is sponsoring an enterprise zone designation jointly with Linn County; and

WHEREAS, the sponsoring governments have formally advised and received consultation from the Oregon Business Development Department (OBDD) according to ORS 285C.078; and

WHEREAS, the municipal corporations, school districts, special service districts, that receive operating revenue through the levying of ad valorem taxes on real and personal property in any area of this enterprise zone were sent notice and invited to a public meeting May 9, 2018 regarding its designation, in order for the sponsoring governments to effectively consult with these other local taxing districts; and

WHEREAS, this enterprise zone has a total area of 8.01 square miles; it meets other statutory limitations on size and configuration, and it is depicted here on a drawn-to-scale map (Exhibit A) and its GIS shape files will be provided to OBDD. The sponsors shall fulfill their duties and implement provisions jointly under ORS 285C.105 or elsewhere in ORS Chapter 285C and related parts of Oregon Law, including but not limited to appointing a local enterprise zone manager, and to preparing a map (Exhibit A) of local, publicly owned lands and buildings in this enterprise zone for purposes of ORS 285C.110; and

WHEREAS, designation of this enterprise zone does not grant or imply permission to develop land inside it without complying with jurisdictional zoning, regulatory and permitting processes and restrictions; nor does it indicate any intent to alter those processes or restrictions, except as otherwise done in accordance with Comprehensive Plans as acknowledged by the state of Oregon Land Conservation and Development Commission (LCDC); and

WHEREAS, the availability of enterprise zone exemptions to businesses that operate hotels, motels or destination resorts would help diversify local economic activity and facilitate the expansion of accommodations for visitors, who in turn will spend time and money in the area for business, recreation or other purposes; and

WHEREAS, the City of Albany and Linn County are interested in encouraging new business investment, job creation, higher incomes for local residents, greater diversity of economic activity, and increased prosperity for all residents; and

WHEREAS, the sponsors appreciate the impacts that the designated enterprise zone would have and the property tax exemptions that eligible business firms might receive therein; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Under ORS 285C.065/285C.245 the City of Albany does hereby designate an Oregon enterprise zone to be named: The Albany Enterprise Zone, jointly with Linn County, the boundary and area of which are described in the exhibits. John Pascone, Albany-Millersburg Economic Development Corporation (AMEDC) President, is authorized to submit documentation of this enterprise zone designation to OBDD on behalf of the zone sponsor for purposes of a positive determination in favor under ORS 285C.074. designation of this enterprise zone takes effect on July 1, 2018, as so stipulated by OBDD in its determination pursuant to any revision and resubmission of documentation. John Pascone is appointed as the local zone manager for this enterprise zone. Subject to grant of approval by the director of OBDD, the sponsors would waive the distance maximum of 20 miles overall and 15 miles between separate areas within the Enterprise Zone under ORS 285C.120 (2) for purposes of this designation.

BE IT FURTHER RESOLVED that the City of Albany, as a sponsor of the Enterprise Zone exercises its option herewith under ORS 285C.070 that qualified property of and operated by a qualified business as a hotel, motel or destination resort shall receive the property tax exemption in the Zone, and that such business firms are eligible for purposes of authorization in the Zone.

DATED AND EFFECTIVE THIS 13TH DAY OF JUNE 2018.

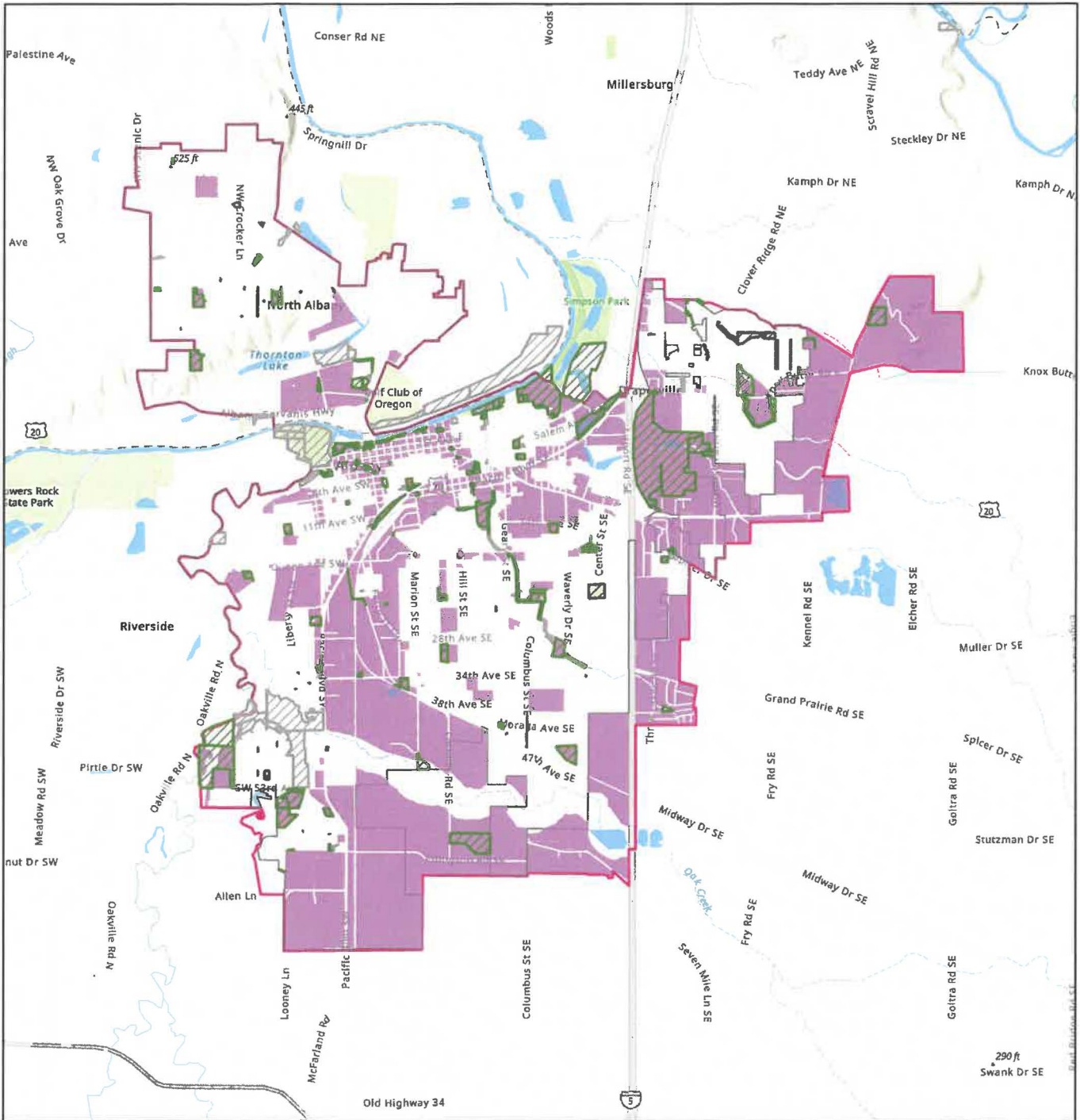
Mayor

ATTEST:

City Clerk

Albany Enterprise Zone

Exhibit A



June 5, 2018

City Owned Parcels

Outside Enterprise Zone

Inside Enterprise Zone

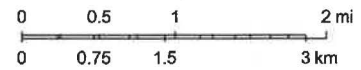
Enterprise Zone

Albany City Limits

Urban Growth Boundary (UGB)

cityofalbany.net/enterprisezone

1:72,224



Sources: Esri, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyretsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 6/7*
Jeanna Yeager, Finance Director

FROM: J.C. Rowley, Accounting Supervisor *JCR 6/7*
Denise Valentino, Accounting Specialist

DATE: June 5, 2018, for the June 11, 2018, City Council Work Session

SUBJECT: Economic Improvement District Administrative Fee

Relates to Strategic Plan theme: Fiscal Responsibility

Action Requested:

Council adoption of an ordinance and resolution to incorporate a contract, including an administrative fee, for the administrative work performed on behalf of the Albany Downtown Association (ADA) for the implementation and maintenance of the Economic Improvement District (EID).

Discussion:

The Albany City Council has entrusted staff with protecting the City's resources. One of the major resources is staff time. Staff spends a considerable amount of administrative time on the EID on behalf of the ADA. Historically, the City has never charged an administrative fee. The only costs recouped by the City from the ADA are the initial hard costs, which include: advertisement of public notices, copy charges for printed mailings, and postage for those mailings (see Attachment A for details). There are other costs associated with organizing, implementing, programming, billing, receipting, remittance to the ADA, reconciling, and reporting. Other ongoing hard costs do not get reimbursed by the ADA (see Attachment B for details).

For the Fiscal Year (FY) 2018-19, there are currently 121 owners with 180 properties, with an approximate billing potential of \$39,699.45. These potential 180 properties are recalculated annually to determine the next year's billing and entered into the City's financial billing system. Each year, there are setups and programming for the EID that include but are not limited to: reassessing the Real Market Value (RMV) for each property; recalculating the new year's EID billing from the new RMV for each property; and recalculating the maximums and minimums for properties and owners. The RMV and property information are gathered from the Linn County Assessor's Office.

Owners are given one year to make payment for each of the EID's five separate billing years. Once the account is 12 months past due, the status of the billing becomes delinquent. At that point, an annual simple interest of 12 percent is charged and invoiced monthly. This simple interest is calculated monthly at 1 percent of the principle amount. The earliest delinquent EID recognized in the current financial system dates to 1989, which was charged interest at the same 12 percent and has since been paid in full.

Monthly billing has been past practice for delinquents. These monthly billings are necessary to upload the latest information and lien amount owed on each property to the Net Assets system, commonly referred to as

cityofalbany.net



Conduits. In accordance with ORS 93.643 the City is required to record certain liens in the County Clerk's office or provide access by an online electronic medium. The City contracts with the Net Assets Corporation to provide internet access to the Conduits system. These monthly billings are not reimbursed as far as the staff time required (see Attachment B for details). The City maintains 79 current, unpaid assessments specifically related to EID billing, the earliest of which dating back to 2004.

All funds collected, current and delinquent, on behalf of the EID are turned over to the ADA.

As reported by the State, there are currently six cities in the Oregon Main Street Network that have an EID. The seventh is the City of Portland, which does not have a current EID but has language regarding EIDs in its city code. Albany staff reached out to this list of cities for more information, but not all were available for comment (see Attachment C for details). Per the State, the City of Corvallis is the only city with a current EID known to charge an administrative fee. The City of Portland previously charged an administrative fee through a vendor contract. The administrative fees that Oregon cities charge their corresponding downtown associations or partnerships are allowed per ORS 223.001(5). Other specificities regarding EIDs are found in ORS 223.112 to 223.132.

Recommendation:

The current operation and tasks to administratively help support the ADA have become increasingly unsustainable with current staff resources. City staff is recommending a 3 percent administrative fee to be applied to EID gross receipts for both current and delinquent amounts through a contract starting July 1, 2018. Staff realizes that this would be a new expense for the ADA, so is requesting a reduced portion with the goal of both entities sharing in the total cost of administering the EID (see Attachment B for details). City staff recognizes the mutual partnership with the ADA and would continue to provide support at the reduced rate for future EIDs. The proposed administrative fee captures this partnership.

This proposed administrative fee is not associated with any other program that may contribute funds to the ADA (see Attachment D for details).

Budget Impact:

City of Albany staff time is included in the current budget, such as GIS map and block preparation; calculation of assessment amount per property; mailings to property owners; and billings and collections. The new incremental revenue would recoup a portion of the costs associated with the City's resources allocated to EID administration while keeping a valuable partnership with the ADA.

JCR: DV:hr

Attachments 4

c: Lise Grato, Albany Downtown Association Executive Director
Oscar Hult, Albany Downtown Association President

Data & Statistics

Current Postage Rate	\$	0.50
Current Postage Handling Fee per Letter	\$	0.085
Accounting Specialist Billable Hourly Rate	\$	38.85
Accounting Supervisor Billable Hourly Rate	\$	59.02
Finance Director Billable Hourly Rate	\$	80.52
Delinquent Properties as of July 1, 2018		79
Total Delinquent Property Principle	\$	13,951.69
Current Properties Included for new EID		180
Number of Unique Owners for new EID		121
Estimated First Year EID Billing	\$	38,699.45

Albany Downtown Association (ADA) Current Invoice Amount

Public Meeting Notice Advertisements		
Advertisement 1 Cost	\$	208.80
Advertisement 2 Cost (Estimated)		208.80
First Notice OF EID Letter		
Postage ¹		
(270 properties @ \$0.50 each)		N/A
Postage Handling Fee ¹		
(270 properties @ \$0.085 each)		N/A
Black & White Copy Charge		
(270 properties @ \$0.05 each)		13.50
Second Notice of EID Letter		
Postage		
(210 properties @ \$0.50 each)		105.00
Postage Handling Fee		
(210 properties @ \$0.085 each)		17.85
Black & White Copy Charge		
(210 properties @ \$0.05 each)		10.50
Total ²	\$	564.45

1. Postage and Handling Fee are not applicable for the current billing as the ADA picked up the mailings and reimbursed the City \$37.00 for excess stamps that the City already had in its possession.
2. All items listed above are typically billed to the ADA from the City at the inception or renewal of the EID.

Items Not Billed to the Albany Downtown Association (ADA)

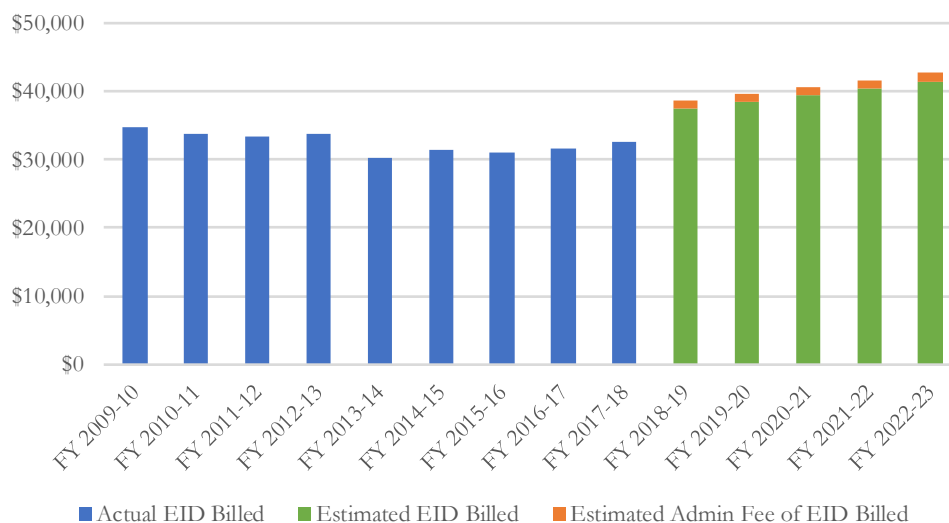
Initial Setup of EID ^{1,6} (24 hours/year @ \$38.85/hour x one-time)	\$ 932.40
Annual Setup of EID ^{2,6} (24 hours/year @ \$38.85/hour x 5 years)	4,662.00
Annual Billing Postage (121 mailings @ \$0.50 each x 5 years)	302.50
Annual Billing Postage Handling Fee (121 mailings @ \$0.085 each x 5 years)	51.43
Monthly Processes ^{3,6} (36 hours/year @ \$38.85/hour x 5 years)	6,993.00
Monthly Postage (79 delinquent mailings/month @ \$0.50 each x 5 years)	2,370.00
Monthly Postage Handling Fee (79 delinquent mailings/month @ \$0.085 each x 5 years)	402.90
Finance Director Time ⁴ (\$80.52/hour)	N/A
Accounting Supervisor Time ⁵ (\$59.02/hour)	N/A
Total for 5-year EID	\$ 15,714.23
Annualized Amount for EID	\$ 3,142.85
Annualized % of Estimated Billing	8.12%

1. Initial Setup of EID includes, but is not limited to: pulling the property data for owners and properties; reconciling the data for owners and properties; review of public notices, letters and ordinance; formatting data to put into letter format; folding and stuffing mailings.
2. Annual Setup of EID includes, but is not limited to: setting up a new annual district in the financial system; setting up any new customers for newer owners in the financial system; setting up a new annual assessment in the financial system; review of data entry; initial billing of the EID.
3. Monthly Processes include but are not limited to: billing of delinquents; cash receipting; reporting of EID receipts; requisition entry and purchase order creation for remittance to the ADA; invoicing and check writing for remittance to the ADA; billing inquiries from customers; folding and stuffing mailings; monthly reconciliation of assessments.
4. Finance Director Time includes but is not limited to: reviewing public notices, letters and ordinance; fields questions from property owners; general supervision of the EID in accordance with the City's accounts receivable practices. Time spent on the EID is relatively minimal. However, the City recognizes that there is time spent, but chooses not to recognize the allotted time for EID involvement.
5. Accounting Supervisor Time includes but is not limited to: reviewing public notices, letters and ordinance; fields questions from property owners; general supervision of the EID in accordance with the City's accounts receivable practices; review of monthly assessment reconciliation; programs advanced spreadsheet and mail merge functions. Time spent on the EID is relatively minimal. However, the City recognizes that there is time spent, but chooses not to recognize the allotted time for EID involvement.
6. These are annualized estimates of the Accounting Specialists' time associated with the EID. Estimations are estimated based on previous knowledge of the process. Time in previous years was not tracked by the City.

Other Oregon Cities with EID's

City	Admin Fee Charged (Yes or No)	Responses/Notes
Bend	No	No response was given by city staff, but the State confirmed no administrative fee is charged.
Corvallis	Yes	Flat \$3,585 annual fee charged to their downtown association for the work provided on EID's; contracts are signed with the details.
Cottage Grove	No	In earlier years Cottage Grove would do more work on EID's, but in recent years they are doing less work; their downtown association completely handles all their own accounting and record keeping now.
Hillsboro	No	Finance prepares the invoices for the EID and the Economic Development Project Manager includes a letter with the invoice.
McMinnville	No	The City of McMinnville confirmed that they do not charge an administrative fee for their approximate \$70,000 in EID assessments annually.
Oregon City	No	The current EID will not be renewed in the coming fiscal year; no response was given by city staff, but the State confirmed no administrative fee is charged.
Portland	Yes	City Code Chapter 3.122, actual terms of administration for specific programs are put into a contract; no specific details were shared.

Albany EID Billing History & Outlook



Fiscal Year	EID Billed	Estimated Admin Fee
FY 2009-10	\$34,756.91	\$0.00
FY 2010-11	\$33,870.22	\$0.00
FY 2011-12	\$33,316.13	\$0.00
FY 2012-13	\$33,799.88	\$0.00
FY 2013-14	\$30,298.86	\$0.00
FY 2014-15	\$31,465.33	\$0.00
FY 2015-16	\$31,108.43	\$0.00
FY 2016-17	\$31,571.78	\$0.00
FY 2017-18	\$32,511.68	\$0.00
FY 2018-19*	\$38,699.45	\$1,160.98
FY 2019-20*	\$39,666.94	\$1,190.01
FY 2020-21*	\$40,658.61	\$1,219.76
FY 2021-22*	\$41,675.08	\$1,250.25
FY 2022-23*	\$42,716.96	\$1,281.51

*The EID Billed in the future years are estimated based on current remonstrances and a future 2.5% growth over the life of the continued EID. Corresponding Estimated Admin Fee is based on the recommended 3% rate to charge EID receipts. The Estimated Admin Fee is assuming that all EID amounts billed within the current year will be remitted.



TO: Albany City Council
VIA: Peter Troedsson, City Manager
FROM: Ed Hodney, Director of Parks & Recreation
DATE: June 5, 2018 for the June 11, 2018 City Council Work Session
SUBJECT: Disposition of Cumberland Presbyterian Church
RELATES TO STRATEGIC PLAN THEME: ● Great Neighborhoods

Action Requested:

Discuss options and give staff direction regarding the disposition of the City-owned Cumberland Presbyterian Church at 401 Main Street SE.

Discussion:

The property was purchased by the City in 2000 in anticipation of a street project that would be needed to address traffic at Main Street/Santiam Road/Salem Avenue. The street project was built in 2014, reducing the size of the original lot and rendering the property surplus. In 2015, Council agreed to convey the property to a non-profit organization who wished to establish a counseling center, but the organization failed to follow through, leaving ownership with the City.

The City Council and staff have long worked to find a purpose for the church, built in 1892. Under City ownership:

- the building has been rented and used for church services;
- an unsuccessful attempt has been made to solicit a private interest to purchase and move the building;
- the church was most recently used as storage for a nearby coffee shop.

In 2017, the Mayor's Historic Properties Task Force assessed options for renovation and reuse of the old church. The group determined that the historic church should be saved, but they recognized that the current location and reduced size of the lot made it impossible to establish a commercial or institutional use with adequate parking space and vehicle access. The Task Force recommended the City find a way to move the church to City-owned parkland next to the Albany Skatepark. Such a move would free up the land to be resold and proceeds returned to the Street Fund.

In recent discussions with the City Council, councilors have expressed both support for and opposition to a renovation and adaptive City use of the building. However, no vote has been taken to give staff direction on such a project. Some of you have stated that you want no City funds at all spent on such a project, while others feel the church is of value and worthy of some level of City resources.

Most recently, the renovation of the church was added to the proposed 2019-2023 Capital Improvements Program as a placeholder until decisions are made regarding the project. The

project budget is tentatively set at \$500,000, without specified funding sources. Staff has previously reported to the Council the estimates of \$60,000 in relocation costs and a similar figure for a new foundation if the church is moved to the Skatepark property. The project estimate assumes that at least some of the construction costs may be covered through donated services and materials, but no attempt has been made to secure those services at this time.

City staff need definitive direction from the Council. We have developed several possible options for your consideration. First, let's start with the obvious: *the status quo is not a reasonable or responsible course of action*. The church is deteriorating, becoming an eyesore to the surrounding community, and represents an increasing public liability that may eventually come down on its own if not secured. Wood rot is evident, and the roof needs replacement soon.

Options may include but are not limited to the following:

1. **Demolish the church by contract, salvaging materials for other uses if possible.**
 - a. It may be possible to secure a bidder who is willing to perform demolition services in exchange for salvage value.
 - b. The vacant land can then be sold and proceeds returned to the Street Fund.
2. **Make another attempt to find a buyer who is willing to purchase and move the church to property not owned by the City.**
 - a. The lot is now too small to accommodate sufficient parking for a commercial or institutional use, necessitating a move to another location.
 - b. It might be tempting to require a buyer to preserve the historic value of the building, but such requirements may discourage interest in the property.
 - c. The City may find it necessary to encourage interest by offering to subsidize moving costs for the buyer.
3. **Explore the conveyance of the property to adjacent land owners and others, in exchange for help in moving the church to its proposed new location.**
 - a. This is a variation on Option 2 but based on a decision to preserve the church as a public asset on City land, rather than disposing of it.
 - b. No conversations have been initiated at this time, pending direction from Council.
 - c. May eliminate sale proceeds which should go to the Street Fund.
4. **Make repairs as necessary and maintain the building to secure the building and buy more time.**
 - a. An estimate of \$56,100 has been received to replace the roof. Determine funding source.
 - b. We estimate current annual maintenance and operating costs of \$6,000. These costs are expected to increase as the structure continues to deteriorate.
 - c. To limit expenditures on staff time and City maintenance resources, Council should decide how long we will remain in this hold pattern.
5. **Direct staff to develop more comprehensive and precise estimates for the relocation and renovation of the church for public use.**
 - a. Assumes that Council has decided to invest in the church as a public asset.
 - b. Develop renovation plans to generate a project budget. Two local architects have offered their services at a significantly discounted fee to produce renovation plans for the City. The proposed fee is \$28,000. Parks SDC revenues are potentially available for this work.
 - c. Once the architects' estimates have been received, determine limits on City funds to be obligated and charge staff to develop strategies project funding from non-City sources.

Consideration of your options and ultimate direction to staff might start with the following question: *Should the City endeavor to save this historic building?* Is there significant public value in preserving it? A significant number of Albany citizens have expressed support for preserving the church, while others have advocated for its sale or demolition. If your answer to this question is that the City should spend no more time and money to save the building, then options 1 and 2 are available to you. Options 3-5 are available if you direct staff to preserve the church for public use.

Budget Impact:

Not estimated at this time.



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *BT*

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

DATE: June 5, 2018, for the June 11, 2018, City Council Work Session

SUBJECT: Stormwater Service Charges and Outreach

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

Action Requested:

Staff recommends that City Council determine a preliminary stormwater rate and revenue target to take effect beginning in 2020 and provide direction on stormwater outreach.

Discussion:

On February 12, 2018, Council received a detailed staff report on the stormwater utility with a staff recommendation to raise rates steadily over the next 10 years beginning with a 13 percent increase in March 2018. Council ultimately directed staff to implement a 5 percent inflationary increase in 2018.

At the March 12, 2018, City Council Work Session, Council heard a report from Jeff Blaine on fiscal year 2018-19 rate changes for the water, sewer, and stormwater utilities. The primary purpose of the report was to consider future rate adjustments necessary to provide desired levels of service for each utility. Rate adjustments are necessary to respond to inflation and to address unfunded system needs. Based on direction from Council, a 5 percent inflationary rate increase for stormwater was again proposed for fiscal year 2018-19, which will take effect March 1, 2019.

The original recommendation of a series of 13 percent rate increases over the next 10 years was intended to meet a level of service that would:

- Provide resources necessary to implement a reasonable version of the pending National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Phase 2 permit, expected to be issued in September.
- Provide resources to pay for the stormwater portion of current street improvement capital projects, which is estimated to be \$400,000 per year and is currently funded through the street capital fund.
- Build funds to begin a capital maintenance program to initiate a Perpetual Life Replacement (PLR) program. The funding target was based on the current known pipe condition (for 50 percent of the system), which would require an estimated \$2 million per year for 10 years to repair and was designed to generate \$2 million in additional annual revenue for these needs by the last year of the 10-year planning cycle.

Also, at this work session, staff asked the Council for direction on Council's desire to perform more outreach regarding needs within the stormwater utility. Council directed staff to return with this stormwater rate and level of service discussion, so Council could determine stormwater rate and revenue targets prior to initiation of an outreach program.

At the Work Session, staff will present utility needs, describe options for rate and revenue targets, and provide estimated impacts to a variety of stormwater utility customers. Staff requests Council direction on funding/rate targets, desired public outreach processes, and definition of Council's role in that public outreach process.

Budget Impact:

None.

CB:kc

- c: Kristin Preston, Wastewater Superintendent (via email)
- Rob Emmons, Assistant City Engineer (via email)
- Jeni Richardson, P.E., Civil Engineer III (via email)
- Jeff Babbitt, Public Works and Community Development Business Manager (via email)
- Patty McInnes, PW Customer Services Supervisor (via email)