



ALBANY CITY COUNCIL
AGENDA

Wednesday, January 24, 2024
6:00 p.m.

Council Chambers, City Hall
333 Broadalbin Street SW

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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. Business from the public
4. First reading of ordinances
 - a. Amending Albany Municipal Code 5.10, transient and itinerant merchants and vendors – Kim Lyddane [Pages 3-5] ORD NO. _____ p. 4
5. Award of contract
 - a. Exemption from competitive bidding and cooperative contract award to Dell Marketing L.P. – Sean Park [Pages 6-7] RES NO. _____ p. 7
6. Adoption of consent agenda
 - a. Appointments [Pages 8-28]
 - 1) Various annual appointments and reappointments
 - 2) Appointing Sherrie Payne and Brent Stutzman to the Economic Development Advisory Commission
 - b. Adoption of resolutions
 - 1) Private property impound towing rates – Kris Schendel [Pages 29-31] RES NO. _____ p. 30

MOTION: _____

7. Business from the council
8. City manager report
9. Next meeting dates
Monday, February 12, 2024; 4:00 p.m. work session
Wednesday, February 14, 2024; 6:00 p.m. meeting

council.cityofalbany.net



10. 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 

FROM: Kim Lyddane, Parks and Recreation Director

DATE: January 12, 2024, for the January 24, 2024 City Council Meeting

SUBJECT: Discussion on amending Albany Municipal Code 5.10

Action Requested:

Staff requests that the City Council amend Albany Municipal Code 5.10.020 and 5.10.050(1), Transient and Itinerant Merchants and Vendors.

Discussion:

Through an ongoing review of the Albany Municipal Code (AMC), staff discovered that many transient merchants with “pop-up” businesses in place less than 30 days are not adhering to the AMC’s licensing requirements. This requires staff time to contact merchants and help them get permitted. The permit fee of \$50.00 is only chargeable to for-profit entities. Over half of the merchants requiring these permits are non-profit and thus staff cost will not be recovered.

Chapter 5.10 of the AMC was developed in 1979 because stick-built businesses wanted oversight of longer term “pop-ups.” A vast majority of the businesses which used to use the 30 day or less section of the code, now get permitted by the community development department. The businesses left requiring the transient merchant permit are mainly fireworks and Christmas tree stands, both of which are tied to a holiday and limited in length.

To continue serving the community most effectively, the parks and recreation department recommends amending AMC 5.10.020 and 5.10.050(1) to remove the licensing requirement for transient businesses operating 30 days or less. Businesses operating more than 30 days will continue to be referred to Community Development for site plan review in accordance with the Albany Development Code.

Budget Impact:

Reduction of revenue is approximately \$50-150 but will free up staff time to focus on other efforts.

KL

Attachments: updated municipal code, ordinance





AN ORDINANCE AMENDING ALBANY MUNICIPAL CODE (AMC) CHAPTER 5.10.020 LICENSE-REQUIRED AND CHAPTER 5.10.050 LICENSE-ISSUANCE- INVESTIGATION, FOR TRANSIENT MERCHANT LICENSES

WHEREAS, the City of Albany is amending AMC Chapters 5.10.020 License-Required, and 5.10.050(1) License- Issuance-Investigation; and

WHEREAS, processes have changed since the AMC was enacted and the number of transient merchant license applicants for businesses operating 30 days or less does not cover the costs associated with administering and enforcing the permit; and

WHEREAS, eliminating the transient merchant license for businesses operating 30 days or less will be efficient and save City resources; and

WHEREAS, beginning February 1, 2028, transient merchant licenses for businesses operating 30 days or less will no longer be issued;

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

Amending AMC Title 5 License- Issuance. AMC Chapter 5.10.020 License- Required, is hereby amended to:

5.10.020 License— Required.

~~It is unlawful for a transient merchant, itinerant merchant, or itinerant vendor, as defined in AMC 5.10.010, to engage in such business within the City, without first obtaining a license therefor in compliance with provisions of this chapter. (Ord. 4313 § 1, 1979); and~~

Amending AMC Title 5 License- Issuance- Investigation. AMC Chapter 5.10.050 License-Issuance- Investigation is hereby amended to:

5.10.050 License – Issuance – Investigation.

Upon receipt of such application and payment by the applicant of a license fee, a license shall be issued by a designated City employee. The City shall keep a full record of all licenses issued. This license shall contain the name of the licensee, the date the same is issued, the nature of the business authorized to be carried on, the amount of the license fee paid, the expiration date of the license, the place where the business may be carried on under the license, and the name or names of the person or persons authorized to carry on the same.

~~(1) An application for a sale that will occur no longer than 30 days' duration in a calendar year will pay a license fee of \$50.00.~~

~~(1) (2)~~ An application for a business that will operate longer than 30 days and up to 120 days will be referred to the Community Development Department for site plan review in accordance with the Albany Development Code. The fee for the site plan review will be applicable planning fees. Site plan review approval shall be valid for up to three years subject to an annual license renewal fee of \$100.00 paid to the City upon a finding that there have been no changes in site usage or operations.

~~(2) (3)~~ A business operating for more than 120 days will be subject to all of the Development Code requirements for permanent businesses and shall not require a transient merchant license. (Ord. 5774 § 1, 2012; Ord. 5634 § 4, 2005; Ord. 5013 § 1, 1992; Ord. 4313 § 4, 1979).

Passed by the Council: _____

Approved by the Mayor: _____

Effective Date: _____

Mayor


ATTEST:


City Clerk



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager  1/18

FROM: Sean Park, Information Technology Director 

DATE: January 10, 2024, for the January 24, 2024, City Council Meeting

SUBJECT: Exemption from Competitive Bidding and Cooperative Contract Award to Dell Marketing L.P.
Relates to Strategic Plan theme: An Effective Government

Action Requested:

Staff recommends that the City Council, acting as the local contract review board, approve by resolution (Attachment 1) an exemption from the competitive bidding requirements and approving the use of a cooperative purchasing method to acquire technology solutions, products, and services through NCPA, an OMNIA Partners Company; and authorizing the information technology director to award a contract to Dell Marketing L.P. for up to seven years.

Discussion:

The City has historically purchased Dell hardware and peripherals for employee workstations and servers due to its proven reliability, performance, and cost. The City also has established processes, infrastructure, and training for managing Dell hardware. As hardware reaches end-of-life, replacement hardware and peripherals are purchased. The hardware lifecycle is variable year-over-year, and replacement costs can range between \$100,000 and \$250,000 annually depending on the systems due for replacement each year. For the past eight years, these purchases were made on a cooperative contract, National Cooperative Purchase Alliance (NCPA) 01-42, that expired in October 2023.

City staff conducted market research and found that a formal, competitive request for proposals for technology solutions, products and services was conducted by the Region 14 Education Service Center of Abilene, Texas. The resultant cooperative contract was awarded to NCPA, an OMNIA Partner Company of Franklin, Tennessee based on quality, performance, and pricing. OMNIA is a national cooperative purchasing program working to reduce the cost of goods and services by leveraging the purchasing power of public agencies.

The resulting contract, NCPA/OMNIA 01-143, is effective December 1, 2022, for a period of three years with an option to renew for up to five additional one-year terms, through November 30, 2030. This contract meets the operational needs of the information technology department and provides greater discounts when compared to the recently expired contract. Total hardware costs are estimated not to exceed \$250,000 annually.

The OMNIA Partner Company contract complies with ORS 279A.220 and OAR 137-046-0400 through 137-046-0480. Contingent on city council approval, a Notice of Intent to Award a contract will be advertised and posted with a seven-day comment period after which a contract will be awarded to Dell Marketing L.P.

Budget Impact:

The total cost for hardware replacement is approximately \$250,000 annually and will be paid from equipment replacement budgets of each department.

SP:DM:lr

Attachment 1: Resolution



RESOLUTION NO. _____

A RESOLUTION OF THE ALBANY CITY COUNCIL, ACTING AS THE LOCAL CONTRACT REVIEW BOARD, APPROVING AN EXEMPTION FROM COMPETITIVE BIDDING REQUIREMENTS; APPROVING THE USE OF A COOPERATIVE PURCHASING METHOD TO ACQUIRE TECHNOLOGY SOLUTIONS, PRODUCTS, AND SERVICES THROUGH NCPA, AN OMNIA PARTNERS COMPANY; AND AUTHORIZING THE INFORMATION TECHNOLOGY DIRECTOR TO AWARD A CONTRACT TO DELL MARKETING L.P.

WHEREAS, the City has historically purchased Dell Marketing L.P. hardware for employee workstations due to its proven reliability, performance, and cost, as well as established infrastructure, processes and training for Dell technology hardware; and

WHEREAS, the current cooperative contract with Dell Marketing L.P. expired October 30, 2023; and

WHEREAS, staff conducted market research and found that Requests for Proposals were conducted by NCPA (acquired by OMNIA in 2022), Oregon Department of Administrative Services (DAS), and National Association of State Procurement Officials (NASPO); and

WHEREAS, NCPA, based in Franklin, TN, is one of the nation's largest purchasing organizations serving state and local government and educational organizations, offering a portfolio of competitively bid and publicly awarded contracts to its members nationwide; and

WHEREAS, the lead agency, Region 14 Education Service Center, awarded a contract to Dell Marketing L.P. on December 1, 2022, with a condition that the Master Price Agreement's price, terms, and conditions could be assigned to NCPA/ONNIA members; and

WHEREAS, the OMNIA Partners, Inc. interstate cooperative contract includes technology solutions that best meet the needs of the City and the information technology department and includes a three-year contract with five extensions and a 15% discount applicable to workstations.

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council, acting as the local contract review board, authorizes an exemption from the competitive bidding process to use an interstate cooperative agreement provided by NCPA, an OMNIA Partners Company; and

BE IT FURTHER RESOLVED that the Albany City Council authorizes the information technology director to enter into a contract with NCPA, an OMNIA Partners Company, to purchase Dell Marketing L.P. hardware and solutions using a cooperative contract for up to seven years.

DATED AND EFFECTIVE THIS 24TH DAY OF JANUARY 2024.

Mayor

ATTEST:

City Clerk



MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 1/19*

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

DATE: January 5, 2024, for the January 24, 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 appointments and reappointments (unless otherwise noted, applications are attached in the order listed):

Arts Commission

- Keith Lohse, Ward 3 (Councilor McGhee's reappointment to a new three-year term)

Audit Committee (appointments by Mayor Alex Johnson II) (*applications not attached*)

- Marilyn Smith, Councilor
- Will Summers, Budget Committee Representative

Budget Review Committee

- Trevor Lee, 1 (Councilor Novak's appointment to fill a vacancy; term expires 12/31/24)

Human Relations Commission

- Alyssa Nydegger, Ward 1 (Councilor Newton's appointment to a new three-year term)

Landmarks

- Cathy Winterrowd, Ward 3 (Mayor Johnson II's appointment to a new three-year term)
- Richard Engeman, Ward 1 (Councilor Newton's appointment to a new three-year term)

Parks, Recreation, and Tree Commission

- Ashley Almon, Ward 3 (Mayor Johnson II's appointment to a new three-year term)

Transportation Advisory Commission

- Lacy Ramirez, Ward 3 (Councilor McGhee's reappointment to a new three-year term)

Tourism Advisory Committee

- Jonni Hudgens, Ward 2 (Councilor McGhee's appointment to fill a vacancy; term expires 12/31/25)

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.

Budget Impact:

None.

KM

Attachments 8



Citizen Advisory Group Application

Applying To **Arts Commission**

Received **December 4, 2023**

Name **Keith Lohse**

In City Limits? **Yes (Ward 3)**

Are you currently employed? **Yes (Albany Regional Museum)**

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

Museum Director

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

I studied arts administration at Butler University and currently operate a local museum. I have been a member of this commission for several years, serving as chair for two years.

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

**Operate Albany Regional Museum
Chair Arts Commission
Secretary Linn County Cultural Coalition**

How many Arts Commission meetings have you attended/viewed?

7 or more

Why do you feel that local art is important?

The arts honors local culture and views. It adds beauty and creates a sense of pride and unique culture that makes a City enticing and enjoyable to live in.

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

Our job is to advise the council on arts related questions, listen to City residents on what they would like from the City regarding art, and to amplify the voice of local artists.

I hope to continue leading the commission and keeping it productive in the coming years.

Have you reviewed the meeting schedule for the 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?

Current member





Citizen Advisory Group Application

Applying To Budget Committee

Received November 11, 2023

Name Trevor Lee

In City Limits? Yes (Ward 1)

Are you currently employed? Yes (Cherry city electric)

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

Project manager

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

I manage 20-30 million dollar electrical projects for a large electrical company. I budget all the dollars for a construction project

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

I am looking to get involved an any aspect

Are you a registered voter?

Yes

How many budget committee meetings have you attended/viewed?

1-3

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

My understanding is to help the great city of Albany come up and approve the budget for the upcoming years

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

I have very comprehensive skills in managing large budgets as I do this everyday for my career

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

I would work hard to make sure that the budgets are in line with the strategic plan.

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

I can look to see where the money is needed most at the times and help forecast and project where the money needs to be spent.

Have you reviewed the meeting schedule for this committee 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 committee, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity?

Rodger Nyquist





Citizen Advisory Group Application

Applying To Human Relations Commission

Received November 4, 2023

Name Alyssa Nydegger

In City Limits? Yes (Ward 1)

Are you currently employed? Yes (Crystal Pacifica)

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

General Manager

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

Running day to day operations, customer relations, employee management, accounts receivable, accounts payable, inventory management, sales, social media management, advertising

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

Volunteer Multnomah County Library.

How many Human Relations Commission meetings have you attended/viewed?

None

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

The role is that as an advisory committee member and to help provide representation for my community. To be a champion of equity and inclusion for the city of Albany

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

I have lived in Albany for 8 years and have made many connections in the community. I have worked at multiple local businesses and am a regular participant in local activities and events.

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

In order for a community to thrive, everyone needs to have the resources and support that are culturally, physically and socioeconomically significant to them. We cannot attract and retain community members if their unique needs are not our first priority. From race, gender, sexual orientation, and socioeconomic status, Albany residents are not a homogenous group. We need to make sure that our policies and actions reflect that.

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?

Steph Newton





Citizen Advisory Group Application

Applying To **Landmarks Commission**

Received **December 5, 2023**

Name **Cathy Winterrowd**

In City Limits? **Yes (Ward 3)**

Are you currently employed? **Retired**

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

Deputy Director and Historic Preservation Manager, Planning Dept, City of San Diego

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

I meet the Secretary of the Interior's Qualifications in History and until retirement, I served as the City of San Diego's primary historic preservation expert. I have conducted historical research and evaluation of buildings and structures, managed historic surveys of the built environment, prepared historic district documentation, made eligibility determinations for listing historic properties on the local, State and National Registers, and conducted Native American consultation, ethnographic research, and archaeological survey, testing and data recovery projects.

I received my BA degree in Anthropology, with Distinction, from San Diego State University with specialized course work in History, Anthropology and American Indian Studies.

The attached resume provides more detail about my education and career in Planning and Historic Preservation.

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

I have been a resident of Albany for more than 7 years and have observed the great sense of community and civic pride on display throughout the year. I have enjoyed participating in various civic/community activities but have not yet become active in any community organizations.

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

I do not yet have any volunteer experience in Albany nor have I been involved in preservation activities, except from afar. I have viewed the Landmarks Commission information online and the City's preservation and zoning regulations. I have reviewed a number of staff reports and Commission agendas and meeting minutes online and recently have attended a couple of Landmarks hearings virtually. I also recently provided comments to staff regarding proposed projects and have requested to be directly involved in the City's Code update as part of public outreach.

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

[retired_resume.pdf \(https://cityofalbany.wufoo.com/cabinet/2b7602ba-5dde-49b2-a0e1-97b580ecee7d\)](https://cityofalbany.wufoo.com/cabinet/2b7602ba-5dde-49b2-a0e1-97b580ecee7d)

How many Landmarks Commission meetings have you attended/viewed?

1-3

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

Yes

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

The role of a Landmarks Commissioner is to make decisions and provide sound recommendations to other decision makers on the consistency and appropriateness of private and public projects involving historical resources within the City of Albany, consistent with adopted regulations. This can be accomplished through detailed review and careful consideration of all meeting materials provided by staff during preparation for the Commission meeting, active listening to all public comments provided during the meeting, and making appropriate decisions dispassionately, consistent with findings of fact.

For nearly ten years I served as the City of San Diego's lead staff and planning manager for their Historical Resources Board, in addition to serving as the City's Liaison to the State Office of Historic Preservation. Attendance and participation in these hearings, along with Committee meetings, annual training, and State Preservation Conferences has given me a unique understanding of the public hearing process, need for legally defensible decision making, and extensive experience balancing the requirements of historic preservation with important private property rights.

I hope to contribute to the work of the Commission by calling on my extensive experience working with property owners, stakeholders, preservation and community organizations, other historic preservation professionals and decision makers. I hope to achieve this by employing sound decision making principles, being open to hearing public input at meetings and otherwise, as appropriate, being considerate of the views of other Commissioners, and actively participating in Commission meetings.

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?

on the City's website



Citizen Advisory Group Application

Applying To **Landmarks Commission**

Received **January 10, 2024**

Name **Richard Engeman**

In City Limits? **Yes (Ward 1)**

Are you currently employed? **Retired**

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

Public historian

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

BA, American studies; MA, history (American West; public history); MLS, librarianship. Retired librarian and archivist, Oregon Historical Society; Southern Oregon Historical Society; University of Washington.

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

Friends of Historic Albany, board member; Albany Public Library Foundation, board member, current president. Albany Regional Museum member.

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

Albany Regional Museum, past volunteer. Restore Oregon, led walking tours, member and chair, barn preservation taskforce. Contributor to online Oregon Encyclopedia, including entries for community of Airlie, Adair Village, Amity, Buchanan Farm and Tyee Wine Cellars, etc. Author of The Oregon Companion; Eating It Up in Oregon; The Jacksonville Story; and Wooden Beams and Railroad Ties: the History of Oregon's Built Environment (online). I served on the Jacksonville architectural review commission for five years, and on the Portland Landmarks Commission for eight years.

How many Landmarks Commission meetings have you attended/viewed?

1-3

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

Yes

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

The Landmarks Commission is a vital part of the city's planning and development efforts. As a commission member, I can contribute my past experience with similar organizations, my knowledge of local history and of regional architecture, and my interest in maintaining Albany's distinctive sense of place and its valued livability. I am committed to working to make sure that applicants to the commission receive good information and advice, and that applicants and commission members share a sense of worthwhile accomplishment when decisions are rendered. We all want Albany to continue to be an enviably distinctive place to live.

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?

City council member





Citizen Advisory Group Application

Applying To Parks, Recreation and Tree Advisory Commission

Received November 12, 2023

Name Ashley Almon

In City Limits? Yes (Ward 3)

Are you currently employed? Yes (Oregon travel information council)

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

Park Ranger

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

I have a B.S. in Environmental Science, I work in parks and recreation, and I have experience building trails.

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

Christmas Storybook Land board member since 2021

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

[reference letter from gerry fleuriet.pdf \(https://cityofalbany.wufoo.com/cabinet/9600c1bf-e55b-4146-89fd-4b6b666e9cd4\)](https://cityofalbany.wufoo.com/cabinet/9600c1bf-e55b-4146-89fd-4b6b666e9cd4)

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

None

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?

Maintaining and planning natural and recreational areas for the community as it applies to the use of the city budget and other funding opportunities and implementing sustainable management practices in our community

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

Music in the park, river rhythms, trails

How can Albany improve its parks and recreational activities?

I don't really have any complaints or suggestions at this time I would simply like to become involved and provide my expertise as it is needed

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?

I searched for it.





Citizen Advisory Group Application

Applying To **Transportation Advisory Commission**

Received **December 6, 2023**

Name **Lacy Ramirez**

In City Limits? **Yes (Ward 3)**

Are you currently employed? **Yes (State of Oregon)**

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

Reading Clerk for the Office of the Chief Clerk of the Oregon House

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

I was honored to be appointed to the Transportation Advisory Commission this past summer, a recognition that I deeply value, and I am eager to continue serving on the commission being that I am still in the process of learning and growing in this role. I believe that maintaining my position will further enhance my understanding and contribution to this important area.

As for my other experience, I have been serving in the Office of the Chief Clerk of the Oregon House of Representatives since 2019, a role that has given me an inside view of policy-making processes, from drafting to voting. This role has required me to be well-acquainted with all legislation introduced in the House, providing me with a comprehensive understanding of various state policy areas.

Serving in a non-partisan, unbiased capacity, I've developed an open-minded approach, gaining insights into diverse perspectives and voices within our state's legislative chamber. While my primary experience lies in state policy, my growing interest in understanding policy implementation at the city level was what drove me initially to join the Transportation Advisory Commission. My background as an Oregon native, a first-generation American, a mother, and a renter, combined with personal experiences of unreliable transportation, offers a unique perspective on the challenges and needs of our community.

As a dedicated member of the commission, my goal is to contribute to the betterment of the city, ensuring it becomes an ideal place for all residents, including my daughter, to thrive.

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

The Office of the Chief Clerk, where I currently work, has made it an effort to promote civic engagement in the community of Salem, and has strived to extend those efforts statewide. We developed a Legislative Page Program aimed at middle -to- high school students which brought them to the State Capitol to serve in 1-day or 1-week civics education programs. We have also launched an Internship Program for college students, a program that is being developed and implemented by me.

In addition, for the past four and a half years I've been heavily involved in the Oregon State Capitol's Diversity, Equity, and Inclusion Committee, a bipartisan committee dedicated to making the Capitol and inclusive and welcoming environment. In 2021, I was elected to the Executive Committee and am now currently serving as Chair. During the 2023 session, I developed various ways to engage the capitol community which included hosting a DEI Workshop, DEI book club, a community newsletter, "Lunch and Learn" events, and hosted a building-wide potluck.

While none of the aforementioned activities were specific to Albany, I would like to now expand my efforts outside of the Capitol walls and bring my energy and enthusiasm for civics to my own community.

If you have more information you would like to provide, please attach a file:

[ramirez_gruss_lacy__resume.pdf \(https://cityofalbany.wufoo.com/cabinet/abeea705-1d5c-430d-9d57-7f44097c5c9e\)](https://cityofalbany.wufoo.com/cabinet/abeea705-1d5c-430d-9d57-7f44097c5c9e)

How many Transportation Commission meetings have you attended/viewed?

4-6

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

My understanding of the role of a Transportation Commission member is that it is a multifaceted and dynamic position, requiring a deep commitment to understanding and actively engaging with the city's transportation policies. The commission plays a pivotal role in shaping the city's transportation landscape through various key functions, such as analyzing transportation reports, projects, city plans, and conducting thorough research in order to make well-informed, effective recommendations.

As a member of the Transportation Commission, my contributions would be twofold: bringing a fresh perspective informed by my background and experiences, and utilizing my skills in policy analysis and community engagement. My goal is to be a proactive, informed, and collaborative member, working towards the betterment of our city's transportation infrastructure and policies.

Please list any local bicycle, pedestrian, or traffic events in which you have participated:

I've attended no specific events in Albany, but would love to do so.

What do you believe are the biggest issues bicyclists, pedestrians, and drivers face in Albany?

From my observations and interactions within the community, I would say some of the key issues faced are:

- There are still many areas in Albany that lack dedicated bicycle lanes
- The needs of pedestrians with disabilities are not always adequately addressed, with obstacles such as curb cuts and tactile paving often missing or in poor condition.
- In some areas, crosswalks are sparse or poorly marked, and sidewalks are either in disrepair or absent, posing risks to pedestrian safety. However, at our last commission meeting, I was pleased to know that this is a steady ongoing project!

How can bicycle, pedestrian, and traffic safety be improved?

Improving road safety for everyone involves focusing on education and getting the community involved.

One of the ways to do this is by having educational campaigns that are easy to understand and reach everyone. These campaigns should teach people about being safe on the road, whether

they're walking, biking, or driving. It's also important to start teaching kids in schools about road safety early on, so they grow up knowing how to be safe.

I also think it's vital that we listen to what people in the community have to say about road safety. This means creating ways for people to share their concerns and ideas, and actually using these suggestions to make our streets safer and more accessible to everyone. It's important to find ways to spread the word about being safe on the road and make sure the safety plans we come up with work for everyone.

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?

I am currently on the commission!





Citizen Advisory Group Application

Applying To **Tourism Advisory Committee**

Received **December 6, 2023**

Name **Jonni (Jonni) Hudgens**

In City Limits? **Yes (Ward 2)**

Are you currently employed? **Self-employed**

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

Like most women I have held many positions over the years. Currently I am a house keeper. I have served as a caregiver, chef, home maker.

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

I am a non native Albanian. I moved here 40 years ago and have watched this town grow in amazing ways. While I am not the biggest traveler I have always known what I like, and am able to extrapolate that to what most average travelers will like.

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

Linn Co Dems -Neighborhood leader program
Nami - Family to Family class instructor
Safehaven Board member

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

No

How many Tourism Advisory Committee meetings have you attended or viewed?

1-3

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

The role of Tourism Advisory Committee members is to provide guidance to the City Council. This group also receives applications for and awards grants to tourism related activities.

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

Tourism is super important in Albany. We are located on I-5. We have such an opportunity to bring income to Albany.
Growth is undeniable. Taking our city in the right direction is important. Utilizing what we have important so that we can be ready to choose wisely for the future.
I'd be happy to help with this process.

How can Albany improve its tourism industry?

I don't have enough information to give a good answer to this question.

Why is Albany a good or bad place to visit?

Albany is a great place to visit. We are centrally located. We have a great many parks and wonderful weather. We have historical features in our town. We also have many modern places for visitors to see. For example our Carousel is an amazing treasure. We are upgrading the waterfront. We hold free concerts in the summer. Festivals and Farmers markets are a standard. You pick farms are a hoot. I personally love our local produce. Easy to brag about. Albany is a wonderful place to visit or raise a family.

Have you reviewed the meeting schedule for this committee 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 committee, would you like your application kept on file for the remainder of this recruitment period?

No

How did you hear about this opportunity?

Jackie Montaque





MEMO

TO: Albany City Council

VIA: Peter Troedsson, City Manager *PT 1/18*

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

DATE: January 5, 2024, for the January 24, 2024, City Council Meeting

SUBJECT: Appointments to Economic Development Advisory Commission
Relates to Strategic Plan theme: An Effective Government

Action Requested:

Council ratification of the following reappointments (biographies of appointments attached):

- **Sherrie Payne:** Finance and Banking (new three-year term expires 12/31/26)
- **Brent Stutzman:** General Business (new three-year term expires 12/31/26)

Discussion:

Members are recruited by the City's economic development team. Members will have professional experience and demonstrated expertise in key elements of the categories listed above. Of additional critical importance, each individual nominated has a track record of working with the City to promote a vibrant, diverse, and strong local economy.

Budget Impact:

None.

KM

Attachments 2





Sherrie Payne; Business Relationship Manager, Central Willamette Credit Union.

Sherrie has worked in the financial industry for over 24 years, 10 of which have been in the Willamette Valley. Sherrie spends much of her time networking with business in our area to understand their needs and connect them with the appropriate financing tools to help grow and take advantage of opportunities. Her perspective on business cycles, challenges and opportunities are a critically helpful to the City's creation and pursuit of an economic development strategy.



Brent Stutzman; co-owner, CFO and Plumbing Manager at Stutzman Services.

Brent was essentially born into the trades as his father owned a local plumbing company. Immediately after high school, Brent entered the Oregon plumbing apprenticeship program and has been a licensed Journeyman Plumber for 24 years.

He helped grow his family business until they merged with Stutzman Services in 2009. Since then, Brent, along with his business partners, have grown Stutzman Services exponentially to where they are now recognized as one of the most successful plumbing service and well pump companies in the Willamette Valley.

Brent serves on the Albany Area Chamber of Commerce Board of Directors, Executive Board of Directors, and Governmental Affairs Committee. He also owns multiple rental properties and serves on the leadership team of his church.



MEMO

TO: Albany City Council

VIA: Marcia Harnden, Police Chief
Peter Troedsson, City Manager *8/1/18*

FROM: Kristopher Schendel, Senior Code Compliance Officer

DATE: January 10, 2024, for the January 22, 2024, City Council Work Session and January 24, 2024, City Council Regular Session

SUBJECT: Albany Private Property Impound Rates
Relates to Strategic Plan theme: Effective Government

Action Requested:

Staff requests the City Council amend Albany Res. No. 7287 setting private property impound towing rates as allowed through Albany Municipal Code 13.90.130.

Discussion:

On December 13, 2023, Albany City Council adopted Res. No. 7287, to update private property impound rates that had been set on February 8, 2017, via Res. No. 6569. After Res. No. 7287 was adopted, staff sent the new rates to all tow companies that held a valid Private Property Impound Permit with the City of Albany. In doing so, it was discovered that the Hookup Fees (Class A, B, and C), the After-Hours Release Fee, and the Release at Scene (RAS) fees (Class A, B, and C) had decreased, which was not the intent of Res. No. 7287. Through some research, staff found that while preparing the resolution for council adoption on December 13, 2023, that they had been working off an outdated rate sheet. This was an error, as staff did not intend to reduce Hookup Fees, the After-Hours Release Fee, or RAS Fees.

Staff recommends that the City Council amend Res. No. 7287 to correct this error.

Budget Impact:

None.

KS

Attachments: Albany Municipal Code 13.90.130 Exhibit A (corrected rates).



RESOLUTION NO. _____

A RESOLUTION AMENDING PRIVATE PROPERTY IMPOUND TOWING RATES RESOLUTION NO. 7287

WHEREAS, Albany Municipal Code (AMC) Chapter 13.90.130 allows the city council to set maximum towing rates by resolution; and

WHEREAS, the council adopted Resolution No.7287 on December 13, 2023, setting private property impound rates; and

WHEREAS, it was later found that staff was working off an out of date rate sheet; and

WHEREAS, it was not the intent of staff to lower rates within the resolution.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the private property impound towing rates set forth in Exhibit A are hereby amended.

DATED AND EFFECTIVE THIS 24TH DAY OF JANUARY 2024.

Mayor

ATTEST:

City Clerk

Exhibit A

The terms used if not defined under the Albany Municipal Code may be found under the Oregon Revised Statutes or Oregon Administrative Rules.

Basic Fees for Towing may not exceed

Class A Hookup Fee	\$ <u>175165</u>
Class B Hookup Fee	\$ <u>200198</u>
Class C Hookup Fee	\$ <u>350300</u>

The following fees may be added, as appropriate if documented on a receipt

Towed Mileage up to a maximum of 7 miles (mileage measured to the 1/10th of a mile):	
Class A	\$7.00
Class B	\$7.50
Class C	\$8.00
Labor/Standby Time on Scene in excess of 30 minutes	\$25/ quarter hour
When charging a tower must report the time of arrival at and the departure from the scene.	
After Hours Release Fee (applicable only after 6 pm or before 8 am Monday-Friday, all day Saturday and Sunday and National Holidays)	\$ <u>4525</u>
Release at Scene (RAS) This fee may only be assessed if: <ol style="list-style-type: none"> 1. The tower has completed the hookup and attachment of all safety equipment and the tow truck's transmission is engaged and it has commended driving forward. 2. If all above requirements have not been met and vehicle owner/driver returns, an RAS fee shall not be charged. 	
RAS Fees may not exceed:	
Class A	\$ <u>175165</u>
Class B	\$ <u>200198</u>
Class C	\$ <u>350300</u>
Storage Fees (after 4 hour grace period, starting from time of notice to Albany Police Department)	
Per Day (per 24 hour period after completion of tow)	\$60
Vehicles over 20' long – Per Day (per 24 hour period after completion of tow)	\$90
Lien Filing Fee	
Value under \$1,000	\$125
Value \$1,001-\$2,500	\$150
Value greater than \$2,500 or out of state	\$175