



## NOTICE OF PUBLIC MEETING

CITY OF ALBANY  
CITY COUNCIL WORK SESSION  
Municipal Court Room  
Monday, August 24, 2009  
4:00 p.m.

### AGENDA

- 4:00 p.m. **CALL TO ORDER**
- 4:00 p.m. **ROLL CALL**
- 4:00 p.m. **BUSINESS FROM THE PUBLIC**
- 4:05 p.m. **PARKING FOR PARATRANSIT VEHICLES, DRIVERS** – Diane Taniguchi-Dennis  
*Action Requested: Information, discussion, direction.*
- 4:20 p.m. **STREET SWEEPING UPDATE** – Mike Wolski  
*Action Requested: Information, discussion, decision.*
- 4:40 p.m. **PACIFIC BOULEVARD RESTRIPIING AND REDESIGN PROJECT** –  
Oregon Department of Transportation  
*Action Requested: Information, discussion, direction.*
- 5:15 p.m. **DRAFT EROSION PREVENTION AND SEDIMENT CONTROL PROGRAM** –  
Jeff Blaine, Mark Shepard  
*Action Requested: Information.*
- 5:45 p.m. **COUNCILOR COMMENTS**
- 5:55 p.m. **CITY MANAGER REPORT**
- 6:00 p.m. **ADJOURNMENT**

*City of Albany Web site: [www.cityofalbany.net](http://www.cityofalbany.net)*

*The location of the meeting/hearing is accessible to the disabled. If special accommodations to attend or participate in the meeting/hearing are needed, advance notice is requested by notifying the Human Resources Director at 917-7500.*



TO: Albany City Council

VIA: Wes Hare, City Manager  
Diane Taniguchi-Dennis, P.E., Public Works Director *Handwritten signature*

FROM: Mark W. Shepard, P.E., Assistant Public Works Director / City Engineer *MWS*  
Ron Irish, Transportation Systems Analyst *RI*

DATE: August 17, 2009, for the August 24, 2009, City Council Work Session

SUBJECT: Transit Vehicle Parking

RELATES TO STRATEGIC PLAN THEME: • Great Neighborhoods

Action Requested:

Staff requests Council input on the designation of 10 parking spaces within the Two Rivers Mall parking lot as "Transit Vehicle Parking Only" until December 2010. A memo and Resolution supporting this change has been prepared for the August 26, 2009, Council meeting to allow Council to take formal action on this request.

Discussion:

Over the course of this past year, it has become apparent that there are issues that need proactive and timely actions to improve the efficiency, effectiveness, coordination, and communication of the Transit program activities. Staff is working to: improve the financial health of the transit programs by controlling operating costs and finding additional revenue resources, which is a challenge given the current economic climate and expected trends over the next few years; obtain ARRA Economic Stimulus Grants and other grants that become available to improve our programs; developing transit route improvements to provide better transit access for our citizens; improving our internal business practices and processes to meet City standards; and planning for the move to the Albany Station REA building by December 2010.

The physical separation of the Transit program staff has made it difficult to provide the daily management and leadership oversight necessary during this transition. The current plan is to move the Transit program staff to the Public Works area at City Hall in September 2009. This location change also impacts our very dedicated volunteers in the Paratransit program. We welcome Transit staff and our volunteers into the vibrant City Hall environment. We believe that our citizens, employees, and volunteers will ultimately benefit from the improvements this change will bring about in the services we provide to the community.

The Transit program staff is currently renting building space on Jackson Street near the Albany Police Station at a cost of \$900 per month. The lease for this building will be taken over by the Environmental Services staff currently located at the Vine Street Water Treatment Plant. The Environmental Services staff are located in the unreinforced brick control building that does not meet seismic standards. The staff has been actively looking for alternative office space. Relocating the Environmental Services staff to the Jackson Street location will place this work unit in a location central to the industries they serve as part of the pretreatment program. There is currently IT/telephone in the building that will be reused and upgraded.

One of the requirements of moving the Transit staff to City Hall is to locate and provide parking facilities near City Hall for the Paratransit vehicles and the volunteers. The existing parking lot at City Hall does not have sufficient capacity to accommodate the Paratransit vehicles and the City-owned parking lot on the southeast corner of Ellsworth and 4<sup>th</sup> Avenue next to the Armory is full. The on-street parking spaces surrounding City Hall are a mix of 3-hour customer-only and employee permit parking. The customer-only spaces are needed to support adjoining retail businesses. The employee permit spaces are irregularly distributed, and are needed to help provide the on-going revenue necessary to support the operation of the downtown parking district.

Staff believes that the most southerly row of parking spaces in the Two Rivers Mall parking lot along 3<sup>rd</sup> Avenue (see attached map) is the most reasonable place to provide parking for the Paratransit vehicles. Those spaces are among the least used in the parking lot and are the closest to City Hall. Staff requests Council input on the designation of these 10 parking spaces within the Two Rivers Mall parking lot as "Transit Vehicle Parking Only" until December 2010. If Council supports the change, a memo and resolution to implement the restriction will be brought back to a regular Council meeting.

Budget Impact:

None.

RGI:kw  
Attachment



2nd Ave.

Ferry St.

Proposed Transit  
Parking Spaces

3rd Ave.



TO: Albany City Council

VIA: Wes Hare, City Manager  
Diane Taniguchi-Dennis, P.E., Public Works Director *haretan*

FROM: Mike Wolski, Operations Manager/Assistant Public Works Director  
Jon Goldman, Street Maintenance Supervisor

DATE: August 20, 2009, for the August 24, 2009, City Council Work Session

SUBJECT: Award of Bid for ST-10-03, Street Sweeping

RELATES TO STRATEGIC PLAN THEME: Great Neighborhoods

Action Requested:

Staff requests that Council consider the rejection all bids submitted for Street Sweeping, ST-10-03 on July 7, 2009, and that street sweeping continue to be done by the Street Maintenance Department.

Discussion:

For background, Council will recall that on May 27, 2008, bids were opened for Street Sweeping and Leaf Removal, ST-09-02. There were two bids submitted and both bids were significantly over the budgeted amount. As a result, both bids were rejected by Council. Staff began an evaluation on whether the sweeping cycle frequency could be significantly reduced in order to save money. Sweeping was deferred for a month to determine the amount of debris that collected on the streets. Staff then began to sweep the streets with existing equipment. It was determined that the existing cycle provided the acceptable level of service for the community. In addition, it was noted that the type of equipment used by the City provided reduced noise and less tree damage because of its size. On March 23, 2009, Council directed staff to advertise for Street Sweeping, with leaf removal removed from the contract. As part of the process, staff would prepare a comparison proposal for Council review.

On July 7, 2009, bids were opened for ST-10-03, Street Sweeping. The bid summary is as follows:

Water Truck Service, Wilsonville	\$176,096
Allied Waste Service, Albany	\$192,302
Forster Sweeping, Jefferson	\$231,182

The Allied Waste Service bid was found to be nonresponsive because the bid was turned in after the time deadline.

The cost for the City Street Maintenance Department to perform street sweeping service in Albany is \$136,200. This amount is detailed as follows:

One FTE, wages	\$ 36,588
One FTE, benefits	\$ 25,612
Uniform costs	\$ 900
Training costs	\$ 500
Fuel costs	\$ 14,100

Vehicle Maintenance	\$ 8,500
Dumping Fees	\$ 25,000
Equipment Replacement (six year)	<u>\$ 25,000</u>
TOTAL	\$136,200

The Public Works overhead to the Street Fund is \$109,000 for Public Works Administration and \$266,800 for PW Operations Administration. Public Works Administration is the Public Works Directors Office. Operations Administration is the Operations Manager, Clerical staff, and the Mapping/Maintenance Management staff that all work units in Operations utilizes. There is also \$98,400 in Central Services Charges to Street Maintenance. The Public Works overhead and the Central Services overhead exists whether the services are contracted or performed in-house. The overhead is proportional to the cost of services. Therefore, the overhead to perform the work in-house is less than the contracted services.

Staff recommends for FY 09/10, the street sweeping work continue to be provided by existing City staff. There is currently \$172,500 budgeted for contract street sweeping. By utilizing the existing staff and equipment, the costs for the FTE (wages, benefits, uniform, training) and the existing equipment costs (equipment replacement) are already covered in the base street maintenance budget. The actual expense to perform street sweeping in-house versus contract in FY 09/10 is estimated to be \$47,400 (fuel, vehicle maintenance, and dumping fees). However, by continuing to utilize existing staff, there are other duties that this staff member could have performed for street and ditch maintenance tasks that will be performed by temporary services. Staff will continue to analyze the impact by utilizing existing staff to perform street sweeping and will utilize temporary services to ensure that services are performed for street and ditch maintenance. Staff will make a recommendation for the FY 10/11 budget on whether it is more cost effective to add a staff member to perform the work or to continue to cover the work with temporary staff.

Budget Impact:

Street Sweeping will be funded from the Street Maintenance fund (250-50-2602).

JCG:kw:prj  
Attachment

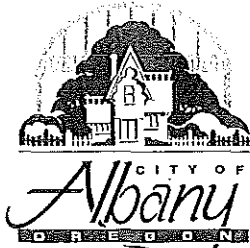


**CITY OF ALBANY, OREGON**  
**Public Works Department**  
**Construction Contract Bids**

**Project:** ST-10-03, Street Sweeping

**Bid Opening:** July 7, 2009

<b>Water Truck Service, Inc.</b>	<b>Allied Waste of Albany-Lebanon</b>	<b>Forster &amp; Co. Sweeping LLC</b>
\$176,096.00	\$192,302.00	\$231,182.00



August 13, 2009

Kevin Hines  
Allied Waste Services  
1214 Montgomery Street SE  
Albany, OR 97322

Dear Kevin Hines:

**BID SUBMITTALS FOR CITY STREET SWEEPING, ST-10-03**

The City requested bids for street sweeping through an Invitation to Bid process on June 2, 2009, with an advertised closing date of July 7, 2009, at 2:00 p.m. Unfortunately, after review of City procedures, I am writing to inform you that the bid submitted by Allied Waste Services on July 7, 2009, was found by the City to be nonresponsive.

The street sweeping bid opening on July 7, 2009, resulted in the receipt of three bids. Based on bid price alone, Water Truck Service Inc. was found to be the apparent successful low bidder, Allied Waste Services as next low, and Forster & Co. Sweeping as high bidder. Two of the three bids were submitted at the Parks & Recreation Department counter receiving the required staff initials, and date and time stamp in accordance with City procedures for all bid/proposal submittals and openings. The third bid was received from Allied Waste Services and was hand delivered in a sealed envelope to the City Clerk at the bid opening. The delivery of the bid actually occurred after 2:00 p.m. and was not delivered in accordance with the bid advertisement. The following information was in the advertisement and bid document:

*Bids submitted shall be filed in sealed envelopes not later than 2:00 p.m., July 7, 2009, addressed to the attention of Diane Wood, Purchasing Coordinator, at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321. The outside of the envelopes shall plainly identify: (1) the Project name, (2) the Bid Opening time and date, and (3) the Bidder's name. Immediately following the filing deadline, the bids shall be opened and publicly read in the Calapooia Room of City Hall. Bid totals will be posted on the City of Albany's Web site which is [www.cityofalbany.net](http://www.cityofalbany.net).*

The above advertisement indicates that the bid is to be submitted to the Finance Department not later than 2:00 pm. Bids that are delivered late or at a location other than that stated in the Invitation to Bid advertisement are considered nonresponsive. Offer submission requirements are found in OAR 137-047-0410 (2) and listed below:

- (a) To ensure proper identification and handling, Offers shall be submitted in a sealed envelope appropriately marked or in the envelope provided by the Contracting Agency, whichever is applicable.*
- (b) The Contracting Agency is not responsible for Offers submitted in any manner, format or to any delivery point other than as required in the Solicitation Document.*
- (3) Receipt of Offers. The Offeror is responsible for ensuring the Contracting Agency receives its Offer at the required delivery point prior to the Closing, regardless of the method used to submit or transmit the Offer.*

If you have any questions, please call me at (541) 917-7522.

Sincerely,

*Diane M. Wood*

Diane M. Wood, Purchasing Coordinator

- c: Stewart Taylor, Finance Director  
Jim Delapoer, City Attorney  
Mike Wolski, Assistant Public Works Director – Operations  
Jon Goldman, Street Maintenance Supervisor  
Allen D. Forster, Forster & Co. Sweeping, LLC

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**CITY HALL**

333 Broadalbin SW  
P.O. Box 490  
Albany, OR 97321-0144  
[www.cityofalbany.net](http://www.cityofalbany.net)

(541) 917-7500

**ADMINISTRATIVE SERVICES**

City Manager's Office

(541) 917-7500

FAX (541) 917-7511

Finance/Recorder

(541) 917-7500

FAX (541) 917-7511

Municipal Court

(541) 917-7740

FAX (541) 917-7748

**COMMUNITY DEVELOPMENT**

Planning

(541) 917-7550

FAX (541) 917-7598

Building Division

(541) 917-7553

FAX (541) 917-7598

**ECONOMIC DEVELOPMENT**

(541) 917-7500

FAX (541) 917-7511

Call-A-Ride

(541) 917-7770

FAX (541) 917-7573

TDD (541) 917-7762

Transit

(541) 917-7667

FAX (541) 917-7573

TDD (541) 917-7678

**FIRE ADMINISTRATION**

(541) 917-7700

FAX (541) 917-7716

**HUMAN RESOURCES**

(541) 917-7500

FAX (541) 704-2324

**INFORMATION TECHNOLOGY**

221 Third Avenue SW

(541) 917-7500

FAX (541) 917-7511

**PARKS & RECREATION ADMINISTRATION**

(541) 917-7777

FAX (541) 917-7776

Urban Forestry/

Building Maintenance

(541) 917-7679

FAX (541) 917-7776

**PUBLIC WORKS**

Engineering

(541) 917-7676

FAX (541) 917-7573

Water/Sewer Billing

(541) 917-7547

FAX (541) 917-7511