



# AGENDA

## ASTORIA CITY COUNCIL

June 1, 2015

\*\*\* 6:00 p.m. \*\*\*

2<sup>nd</sup> Floor Council Chambers  
1095 Duane Street • Astoria OR 97103

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENTS (NON-AGENDA)
4. CHANGES TO AGENDA

5. **CONSENT CALENDAR**

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the City Council requests to have any item considered separately. Members of the Community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

- (a) City Council Minutes of May 4, 2015
- (b) Boards and Commissions Minutes
  - (1) Historic Landmarks Commission Meeting of April 2, 2015
  - (2) Library Board Meeting of April 28, 2015
  - (3) Planning Commission Meeting of April 7, 2015
- (c) Resolution Designating Signators for the City of Astoria (City Manager)
- (d) Lease Agreement with Astoria Regatta Association for Use of East Portion of Heritage Square and Closure of 12<sup>th</sup> Street between Duane and Exchange Streets (City Manager)
- (e) Authorize Submittal of TGM Grant (Community Development/Public Works)

6. **REGULAR AGENDA ITEMS**

- (a) Reimbursement of Expenses – Friends of Astoria Column (Police)
- (b) Approval of Personal Services Contract Amendment – Converge Communications (Police)
- (c) Authorization to Award Maintenance Patching 2015 Contract (Public Works)
- (d) Authorization to Award Professional Services Contract for Pump Station 1 Improvements (Public Works)

**REGULAR AGENDA ITEMS TO BE CONSIDERED AFTER 7:00 P.M.**

- (e) Public Hearing and Ordinances regarding Amendment Request A14-05 on Riverfront Vision Plan Implementation for Bridge Vista Area (1<sup>st</sup> readings) Community Development)
- (f) Public Hearing and Ordinance regarding Amendment A15-01 – Gateway Overlay Zone (1<sup>st</sup> reading) (Community Development)
- (g) Supplemental Budget for FY2014-15 (Finance)
- (h) Resolution to Elect to Receive State Shared Revenues (Finance)
- (i) Public Hearing and Resolution to Adopt the City of Astoria Budget for FYE June 30, 2016 (Finance)

7. **NEW BUSINESS AND MISCELLANEOUS**

8. **REPORTS OF COUNCILORS**

Full Agenda Packet

THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE YUILL, CITY MANAGER'S OFFICE, 503-325-5824.



# CITY OF ASTORIA

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May 28, 2015

## MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF JUNE 1, 2015

### CONSENT CALENDAR

**Item 5(a): City Council Minutes**

The minutes of the City Council meeting of May 4, 2015 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

**Item 5(b): Boards and Commissions Minutes**

The minutes of the (1) Historic Landmarks Commission meeting of April 21, 2015, and (2) Planning Commission meeting of April 7, 2015 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

**Item 5(c): Resolution Designating Signators for the City of Astoria (City Manager)**

The persons authorized by the City Council to sign checks and other bank withdrawal instruments on behalf of the City are designated by resolution. The attached resolution adds Director of Finance and Administrative Services Susan Brooks. It is recommended that the City Council consider this resolution for adoption.

**Item 5(d): Lease Agreement with Astoria Regatta Association for Use of East Portion of Heritage Square and Closure of 12<sup>th</sup> Street between Duane and Exchange Streets (City Manager)**

The Astoria Regatta Association (Association) is requesting the use of the east portion of Heritage Square located at 1153 Duane Street, and the closure of 12<sup>th</sup> Street between Duane and Exchange Streets to accommodate Astoria Regatta events. The time frame for the lease would be for Saturday, August 8, 2015, from 6:00 a.m. to 6:00 p.m. Events include a barbeque, vending of craft beer, and live music. It is requested that the Heritage Square site be leased for \$1.00. It is recommended that Council approve the Lease Agreement with the Astoria Regatta

Association for use of the east portion of Heritage Square located at 1153 Duane Street, and the closure of 12<sup>th</sup> Street between Duane and Exchange Streets, to accommodate the Regatta events scheduled for Saturday, August 8, 2015, for a total sum of \$1.00.

**Item 5(e): Authorize Submittal of TGM Grant (Community Development/Public Works)**

In 2013 the City applied for a grant from the Oregon Department of Transportation (ODOT) program, ConnectOregon, to rehabilitate a portion of the River Walk and trolley between 11<sup>th</sup> and 12<sup>th</sup> Streets, including pedestrian and bicycle improvements, repair of the tracks, and streetscaping. The grant request was unsuccessful, but it has formed the basis for the attached grant application to the State of Oregon for a Transportation and Growth Management (TGM) planning grant that would expand the scope of the project from 11<sup>th</sup> Street to the 17<sup>th</sup> Street Dock. Staff feels that the area between 14<sup>th</sup> and 17<sup>th</sup> Streets are especially in need of design work, given the mixture of pedestrian, bicycle, vehicular and trolley traffic. The funding would be used to plan for and design elements so that when opportunities arise for funding or construction, the City would have agreed upon concepts and preliminary designs ready to go. If successful, the City would assemble a multi-disciplinary team of consultants to evaluate and design specific project elements, including cost analysis. The draft application is currently being evaluated by City engineers and consultants that worked on the original ConnectOregon grant. Although not finalized, it is estimated that the total cost of the project, excluding local match, would be \$150,000 to \$175,000. The application deadline is June 12, 2015 so it is important that the Council authorize submission of the grant at the June 1, 2015 meeting. Staff would be able to provide the final application to Council at the June 15, 2015 meeting. It is recommended that the City Council authorize the submission of a letter in support of the TGM grant.

**REGULAR AGENDA ITEMS**

**Item 6(a): Reimbursement of Expenses – Friends of Astoria Column (Police)**

At the May 18<sup>th</sup> City Council meeting, Police Chief / Assistant City Manager Johnston provided background on the history of relocating the existing communications tower off Coxcomb Hill. In April of 2013, after presentations from the Friends of the Column (Friends) and the Astoria Police Department about their efforts at Astor Park, it became apparent that efforts being undertaken by the Police Department to modernize the communications facility at Coxcomb and the efforts of the Friends to develop the site were not well aligned. City Council directed staff to work to find an alternate location for the tower. A key to aligning the efforts was to convince Verizon Wireless moving from the site was in their best interest.

As part of the efforts to work to relocate the tower, the Friends have incurred \$69,657 in expenses. Their efforts have largely benefited the City of Astoria as Verizon Wireless is currently in contract negotiations to relocate the communications tower to a city owned lot northeast of the Reservoir 3. This move

would relocate all public safety, leased tenants, and Verizon to a new tower. The benefit of this move is largely to the City and the expenses incurred prohibit the Friends from pursuing other opportunities to pursue their mission. Council discussed this matter at the December 15, 2014 meeting and appeared to have consensus that the efforts of the Friends have been substantively responsible for progress toward this solution. Staff believes it is appropriate to reimburse the Friends for their expenditures. As this amount was not budgeted for this fiscal year a budget resolution has been prepared for consideration at the June 1<sup>st</sup> meeting, should Council approve the reimbursement.

At the May 18<sup>th</sup> Council meeting, Council requested information regarding the specific invoices paid to Converge by the Friends. Those invoices are attached to the memorandum. At the Friends of the Column's request all food related expenditures (in the amount of \$172.48) would be removed from the reimbursement amount. It should be noted that a detailed breakdown of out of pocket expenses is not included with the February 1, 2014 invoice. At the time of issuance of this memo, a breakdown was not available. The Friends also requested that those out of pocket expenses (in the amount of \$130.20) also be removed. Therefore, the reimbursement amount would be \$69,354.32. It is recommended that Council authorize reimbursement of \$69,354 from the Capital Improvement Fund to the Friends of Astoria Column for work provided by Converge Communications for relocation of the Coxcomb communications tower.

**Item 6(b): Approval of Personal Services Contract Amendment – Converge Communications (Police)**

In February of 2015 City staff contracted with Converge Communication to negotiate a lease between the City of Astoria and Verizon Wireless related to relocation of the Coxcomb Hill wireless communication facility. Converge was jointly selected by the Friends and City staff through a competitive process. The agreement was for an amount not to exceed \$5,000 and was within the spending authority of the City Manager. At that time, Converge was also working with the Friends of the Column. The work Converge was doing for the Friends is now complete, but the City's final contractual agreement with Verizon and moving the project to construction of a new tower remains to be accomplished.

Staff believes that continuing our relationship with Converge will significantly reduce the costs of, or risks associated with the work yet to be done. City contracting rules allow direct appointment for personal service contracts not exceeding \$20,000 as well as for personal services contracts to continue work of not more than \$100,000. Because of Converge's unique knowledge of this project it is recommended that a contract for additional services be authorized by direct appointment in an amount not to exceed \$20,000. Should the City Council approve this contract, a budget resolution is included in a subsequent agenda item to allocate funds for this fiscal year. It is recommended that Council authorize staff to contract with Converge by direct appointment to continue their contract for services in an amount not to exceed \$20,000.

**Item 6(c): Authorization to Award Maintenance Patching 2015 Contract (Public Works)**

Due to aging pavement, certain City streets have deteriorated and will require asphalt maintenance patching. This project is an intermediate effort to the major paving project that occurs every two years. The next major paving project is planned for the summer of 2016. City staff has recently completed a city wide condition survey of the most heavily traveled streets and areas subject of repeated complaints and compiled a list of immediate patching needs.

The following competitive quotes for asphalt maintenance patching have been received:

<b>Contractor</b>	<b>Total Quote</b>
Clean Sweep Maintenance, Inc.	\$23,949.40
Bayview Transit Mix, Inc.	\$29,050.00

Funding for this project is recommended to come from the Astoria Road District Fund (Fuel Tax Fund). This maintenance patching project is one part of a pavement preservation strategy that includes other maintenance measures such as pavement crack sealing and future pavement overlay.

It is recommended that City Council authorize the award of a construction contract to Clean Sweep Maintenance Inc. in the amount of \$23,949.40 for the Maintenance Patching 2015 Project.

**Item 6(d): Authorization to Award Professional Services Contract for Pump Station 1 Improvements (Public Works)**

The City of Astoria's wastewater treatment facility, interceptor and the main pump and lift stations were constructed in the mid-1970s. Pump Station No. 1 (PS#1) is the largest pump station in Astoria and is located in the Alderbrook neighborhood. This pump station receives approximately 95% of the City's combined sewage flows and, depending on the weather and the season, it pumps between one and eighteen million gallons per day to the City's wastewater treatment plant (WWTP).

PS#1 provided reliable service for the past 40 years, but lacks efficiency. Replacement parts are no longer readily available and parts of the system have reached the end of their useful life.

A Technical Analysis Study for PS#1 was prepared by Energy Trust of Oregon. This study evaluated the energy consumption and economics related to upgrading the pump station to improve energy efficiency and conserve energy. It was determined that at least two upgrade options are cost effective and would qualify for Energy Trust incentives ranging between \$65,083 and \$67,265.

The City now needs to determine the best project scope to upgrade PS#1. It is recommended that the City hire Richwine Environmental to prepare a Preliminary Design concept. Mr. Richwine has been working with the City of

Astoria as a key wastewater expert since 2008 and continues to support the City as an on-call consultant by providing advice and input during project development, particularly during the WWTP Effluent Treatment Upgrades Project.

The estimated fee for the concept design is \$16,000. Funding is available in the Public Works Improvement Fund. The City Attorney has reviewed, and approved as to form, the contract documents.

It is recommended that Council execute a contract for engineering services with Richwine Environmental for a total not to exceed amount of \$16,000.00 for the concept design of the Pump Station No. 1 Project.

#### **REGULAR AGENDA ITEMS TO BE CONSIDERED AFTER 7:00 P.M.**

**Item 6(e): Public Hearing and Ordinances regarding Amendment Request A14-05 on Riverfront Vision Plan Implementation Ordinance for Bridge Vista Area (1<sup>st</sup> readings) (Community Development)**

In 2008-2009, the City of Astoria developed the Riverfront Vision Plan (RVP) to address issues dealing with open space, land use, and transportation along the Columbia River. Significant public involvement opportunities were designed to gain public input. This process was initiated to plan for these issues in a comprehensive manner and to set a framework for the future of the study area. The City's north Riverfront (Columbia River to West Marine / Marine Drive / Lief Erikson Drive) was divided into four Plan areas of development: Bridge Vista (Portway to 2nd Street), Urban Core (2nd to 16th Street), Civic Greenway (16<sup>th</sup> to 41<sup>st</sup> Street), and Neighborhood Greenway (41<sup>st</sup> Street to east end of Alderbrook Lagoon).

During the Plan development, four community-wide forums, three open houses, and numerous community meetings were held at various locations within the four Plan areas. In addition, staff and/or consultants conducted stakeholder interviews, distributed and tabulated surveys. Development of the Vision Plan was structured to gain as much public input as possible. On December 7, 2009, after holding a final public hearing, the City Council accepted the Riverfront Vision Plan. For Fiscal Years 2011-2012, 2012-2013, 2013-2014, and 2014-2015, the City Council set goals to "Implement Riverfront Vision Plan on a Zone by Zone Basis."

The Bridge Vista Plan Area is generally located from Portway to 2nd Street and the River pierhead line to West Marine / Marine Drive. After reviewing the Code Evaluation Report, the Astoria Planning Commission and the project team began drafting preliminary code amendment language to address selected code issues for the Bridge Vista Plan Area. The team divided the amendments into three sections to allow for adequate review of the draft code amendments with the Planning Commission and public. The Planning Commission held four public work sessions (October 28, 2014, November 25, 2014, December 17, 2014, and January 27, 2015) on the draft amendments with mailed, e-mailed, and published notification to the general public and to anyone who has expressed interest in the Riverfront Vision Plan implementation process. The project team also conducted a

Town Hall meeting for interested community members on January 6, 2015. A presentation to the City Council on the progress made to date was held on March 16, 2015. The work sessions have been well attended and over 100 people attended the Town Hall meeting.

The RVP for the Bridge Vista Planning Area identified Land Use Assumptions and Objectives which state that *"This area is an appropriate location for new overwater development, should it occur. However, specific areas should remain open to preserve broad view of the river..."* The objectives include:

- Continue to support water-dependent uses within this area, but allow for a mix of commercial and residential uses that support but don't compete with the Downtown core.
- If development is to occur, promote new uses that are consistent with Astoria's "working waterfront."
- Encourage design of new or rehabilitated buildings that respect Astoria's character.
- Encourage new development along the Columbia River to improve and celebrate the River Trail and provide visual and periodic physical access to the water.
- Improve physical connections to adjacent neighborhoods.
- Use setbacks, stepbacks and other measures to ensure an open feel and continued visual access to the river.
- Work with property owners, including those with existing leases to maximize open areas over the water.
- Change zoning of area west of 2<sup>nd</sup> Street from Tourist Commercial to other commercial zone.
- Expand (Uniontown) design overlay for the historic district to accentuate the historic area (north of US 30) and create a more prominent gateway for the urban core.

Throughout the RVP implementation process, the Planning Commission (APC) focused on these Assumptions and Objectives and did not attempt to change the Vision Plan as adopted. There was discussion and public comment during the work sessions on the interpretation of these objectives.

Proposed map amendments will include:

1. Rezone the parcels north of West Marine Drive currently zoned C-2 (Tourist Commercial) midblock between Basin Street and Columbia Avenue to C-3 (General Commercial) with a Pedestrian Oriented Commercial District Overlay.
2. Rezone the parcels north of West Marine Drive currently zoned C-2 (Tourist Commercial) midblock between Basin Street and Portway Street to S-2 (General Development Shoreland).
3. Rezone the parcels north of Marine Drive west of 2nd Street currently zoned C-2 (Tourist Commercial) to C-3 (General Commercial).
4. Apply the new Bridge Vista Overlay (BVO) Zone to the Bridge Vista Plan Area.

Proposed text/code amendments will include:

1. Add a new Pedestrian Oriented Commercial District Overlay Zone to allow for smaller commercial development at a pedestrian scale with less automobile dependent uses on the land side of the River Trail in the Bridge Vista Area.
2. Add a new Bridge Vista Overlay Zone to address the standards for:
  - over-water and waterfront development including building height, building mass, width of structures, allowable uses, landscaping, and public access to the water, etc.;
  - land side development including building heights, setback, stepback, landscaping, and off-street parking; and river access requirements.
3. Add new design standards for development in the Bridge Vista Area.
4. Move the sections on use of native plants from the Civic Greenway Overlay Zone to Article 3 on Landscaping to be applicable to other areas of the Riverfront Vision Plan.
5. Make miscellaneous “housekeeping” amendments related to references to the above noted amendments.

The Planning Commission held a public hearing on April 7, 2015 meeting, unanimously recommending that the City Council adopt the proposed amendment as presented.

If the Council is in agreement with the recommendation of the Planning Commission, it would be in order for Council to hold a first reading of the proposed Ordinance as recommended by the Astoria Planning Commission for adoption of the proposed amendment.

**Item 6(f): Public Hearing and Ordinance regarding Amendment A15-01 – Gateway Overlay Zone (1<sup>st</sup> reading) (Community Development)**

Part of the Riverfront Vision Planning process included the extension of the Gateway Overlay Zone to 41<sup>st</sup> Street; however, the Comprehensive Plan contains a map (Figure 1.1) which illustrates the location of the Gateway Overlay Area from 16<sup>th</sup> to 29<sup>th</sup> Streets. In order to ensure that the Development Code is consistent with the Comprehensive Plan, staff has prepared an amendment to the Comprehensive Plan that extends the Gateway Overlay Area from 29<sup>th</sup> to 41<sup>st</sup> Street, and makes various “housekeeping” changes to the description of the area.

Changes include updated information concerning John Warren Field, the East Mooring Basin and the Astoria Plywood Mill, and a synopsis of the Riverfront Vision Plan. The only policy change is as follows:

Comprehensive Plan Section CP.08.1.b, Gateway Overlay Area Policies, is deleted in its entirety and amended to read as follows:

*“b. Enhance the primary uses, such as the Columbia River Maritime Museum and Columbia Memorial Hospital, and work to redevelop areas such as the former John Warren Field site, which have significant development potential.”*



The Planning Commission considered these changes at their April 28, 2015 hearing and moved to recommend them to the City Council. It is recommended that the City Council adopt the amendments to the Comprehensive Plan and hold a first reading of the ordinance.

**Item 6(g): Supplemental Budget for FY2014-15 (Finance)**

ORS 294.473 provides a procedure for a municipality to pass a supplemental budget that adjusts for changes that happen during a fiscal year. The process is to advertise a supplemental budget not less than 5 days before a Council meeting. Since the supplemental budget is less than 10% of the total expenditures, there is no requirement to hold a hearing for this adjustment. Council may consider a resolution that would adopt the supplemental budget as advertised. Expenses have been incurred in the amount of approximately \$70,000 by the Friends of the Astoria Column that relate to improvements for communication devices subject to a contract with Converge, Inc. The City has been asked to reimburse the Friends for these expenses. City Council is considering this request at this meeting. The City also has a contract with Converge for work relating to communication improvements at the Column and an additional contract is included in the June 1<sup>st</sup> packet. Staff is requesting an increase of \$10,000 for the current budget to anticipate work that may be completed before the end of this fiscal year 2014-15. The supplemental budget would allocate \$80,000 to the Capital Outlay line item under the Capital Improvement Fund. The appropriate attached notice was advertised on May 26, 2015. If Council approves these transactions, it is recommended that Council consider adopting the attached resolution for the supplemental budget.

**Item 6(h): Resolution to Elect to Receive State Shared Revenues (Finance)**

Oregon Revised Statute 221.770 requires the City to adopt a resolution to declare its intent to receive state revenue for each new fiscal year. State shared revenues include the state gas tax, alcohol tax, cigarette tax and state shared revenues. The attached resolution expresses the City's intention to receive state shared revenues for FY 2015-2016. It is recommended that the City Council consider this resolution for adoption.

**Item 6(i): Public Hearing and Resolution to Adopt the City of Astoria Budget for FYE June 30, 2016 (Finance)**

Oregon Local Budget Law requires that the City Council hold a public hearing on the budget, as approved by the Budget Committee. Notice of this hearing, scheduled for June 1, 2015, was published in the Daily Astorian on Wednesday, May 20, 2015. The budget for the City of Astoria, as discussed and approved by the Budget Committee, is ready for the City Council to consider for adoption. The changes from the proposed budget that the Budget Committee approved are as follows: \$500,000 is transferred from the Beginning Fund Balance of the General Fund to Machinery and Equipment in the Capital Improvement Fund in support of the purchase of an aerial ladder truck for the Fire Department. \$10,000 was

the purchase of an aerial ladder truck for the Fire Department. \$10,000 was added to each of the appropriations for the Astoria Downtown Historic Development Association, the Chamber of Commerce and the Lower Columbia Tourism Committee from the Ending Fund Balance of the Promote Astoria Fund. A second potential change relates to adjusting the approved Capital Improvement Fund budget by \$20,000 for a contract with Converge relating to services at the Astoria Column. A second resolution is available, if Council approves an appropriation for this expenditure. The attached resolution will adopt resources and appropriations and authorize the collection of taxes at a rate of \$8.1738 per thousand for FYE June 30, 2015. It is recommended that the City Council hold a public hearing on the FYE June 30, 2016 budget as approved by the Budget Committee. After the hearing, it is recommended that the Council consider the resolution to adopt this budget.