



AGENDA

ASTORIA CITY COUNCIL

WORK SESSION / REGULAR SESSION

Monday, August 3, 2015
2nd Floor Council Chambers
1095 Duane Street • Astoria OR 97103

5:30 P.M. WORK SESSION

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATION ON RELOCATION OF COXCOMB HILL COMMUNICATIONS FACILITIES
4. RECESS TO EXECUTIVE SESSION
 - (a) ORS 192.660(2)(e) – Real Property Transactions

7:00 P.M. RECONVENE TO REGULAR SESSION

5. REPORTS OF COUNCILORS
6. PROCLAMATIONS
 - (a) Willis L. Van Dusen Day
 - (b) 225th Birthday of the United States Coast Guard
7. CHANGES TO AGENDA
8. 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 7/6/15
 - (b) Boards and Commissions Minutes
 - (1) Historic Landmarks Commission Meeting of 6/16/15
 - (2) Library Board Meeting of 6/23/15
 - (3) Planning Commission Meeting of 4/7/15
 - (4) Planning Commission Meeting of 4/28/15
 - (5) Traffic Safety Committee Meeting of 4/28/15
 - (c) Authorization to Apply for a HEAL Cities Small Grant Award (Parks)
 - (d) Resolution Creating a Pilot Program to Allow “Parklets” on Side Streets in the Downtown Area (Community Development/Public Works)
 - (e) Authorize Hybrid Contract and Soliciting Proposals for Pump Station No. 1 Upgrades (Public Works)

9. REGULAR AGENDA ITEMS

- (a) Authorization to Purchase Two Police Patrol Vehicles (Police)
- (b) Revised Job Description and Salary Resolution for Planner Position (Community Development)
- (c) Water Supply Update (Public Works)
- (d) Lease Agreements with Verizon for Shively and Reservoir Sites (Police)
- (e) Public Hearing and Ordinance to Vacate Nile Street (1st reading) (Public Works)

10. NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)

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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July 30, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF AUGUST 3, 2015

6:00 P.M. WORK SESSION

Item 3: Presentation on Relocation of Coxcomb Hill Communications Facilities

City staff and representatives from Converge Communications will make a presentation on the proposal for relocation of communication facilities from Coxcomb Hill.

ADJOURNMENT TO EXECUTIVE SESSION

Item 4(a): ORS 192.660(2)(e) - Real Property Transactions

The City Council will recess to executive session to discuss a real property transaction issue.

7:00 P.M. RECONVENE TO REGULAR SESSION

PROCLAMATIONS

Item 6(a): Willis L. Van Dusen Day

Mayor LaMear will proclaim Saturday, August 8, 2015 as Willis L. Van Dusen Day.

Item 6(b): 225th Birthday of the United States Coast Guard

The Mayor will make a proclamation recognizing August 4, 2015 as the 225th Birthday of the United States Coast Guard.

CONSENT CALENDAR

Item 8(a): City Council Minutes

The minutes of the City Council meeting of July 6, 2015 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 8(b): Boards and Commissions Minutes

The minutes of the (1) Historic Landmarks Commission meeting of 6/16/15, (2) Planning Commission meeting of 4/7/15, (3) Planning Commission meeting of 4/28/15, and (4) Traffic Safety Advisory Committee meeting of 4/28/15 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 8(c): Authorization to Apply for a HEAL Cities Small Grant Award (Parks)

The Healthy Eating Active Living (HEAL) Small Grant Program is part of the Heal Cities Campaign, a joint initiative of the League of Oregon Cities (LOC) and the Oregon Public Health Institute (OPHI) that helps civic leaders create healthy communities. The Campaign encourages cities to adopt policies that will, over time, expand the options for city residents, visitors, and employees to eat healthier food and/or become more physically active (HEAL policies). On July 21, 2014 the Astoria City Council adopted a resolution to become a HEAL City. The HEAL Cities Small Grant is one of the benefits of the program.

The Parks and Recreation Department has begun drafting an Employee Wellness Program for the City of Astoria employees. In looking into developing a wellness program Parks staff have found the following benefits common in an Employee Wellness Program: Lower absenteeism rates, higher job satisfaction, increased overall wellness, and improved health resulting in lower insurance premiums. The program will also allow the City to be eligible for CIS funds that are available for Employee Wellness Programs.

In order to assist in implementing an Employee Wellness Program, the Parks staff would like to apply for a HEAL Cities Small Grant in the amount of \$6,000. The grant requires matching funds or “in-kind matches” such as donated property, materials, and services that add up to 50% of the amount applied for. This would be met through staff time, administrative costs, food donations from community partners, and passes to recreation exercise classes and aquatics center use. The proposal must be received by August 31, 2015. Staff will receive notification of funding of the grant in September of 2015. Once an Employee Wellness Program is developed, the draft policy would be brought to Council for consideration. It is recommended that Council approve submittal of application for the HEAL Cities Small Grant in the amount of \$6,000 to develop and implement an Employee Wellness Program.

Item 8(d): Resolution Creating a Pilot Program to Allow “Parklets” on Side Streets in the Downtown Area (Community Development/Public Works)

City staff was approached by two business owners regarding the potential of a “parklet” to be located within a designated, on street parking space in downtown Astoria. A parklet will facilitate the use of public space for small, outdoor, commercial spaces in the street rights of way adjacent to storefront locations. In many cities that permit this activity, the street – in this case the parking strip - has

been activated. In downtowns or older commercial areas where public space might be underutilized, parklets are an urban design tool to provide more outdoor seating, landscaping, bike parking (“corrals”) and to inject more activity into the streetscape. Since this involves the private use of a public right of way, City staff (including ADHDA staff) has drawn on work done in other cities, including Sacramento and Portland, to develop and adapt several policies which are attached for the Council’s review. On July 20, 2015 the City Council reviewed a pilot proposal that included requirements for participation in the program. The City Council provided suggested changes and directed staff to bring the revised proposal back for consideration.

The ADHDA Executive Director and Board President reviewed the revised proposal and reiterated their support. As a reminder, once a property owner proposes a parklet project, staff would review the project and then present the proposal with a recommendation to the City Council for final approval. It is recommended that the City Council consider the proposal of a pilot project for a two year period, and if approved adopt the attached resolution.

Item 8(e): Authorize Hybrid Contract and Soliciting Proposals for Pump Station No. 1 Upgrades (Public Works)

The City of Astoria’s wastewater treatment facility, interceptor and the main pump and lift stations were constructed in the mid-1970s. PS#1 contains three wastewater pumps with two variable speed 125 horsepower (hp) pumps and one fixed speed 75 hp pump. The system has provided reliable service for the past 40 years, but lacks peak efficiency. Replacement parts are no longer readily available and parts of the system have reached the end of their useful life. On June 1, 2015, Council authorized Richwine Environmental to prepare a Concept Design Report for this project. The report recommends replacement of the pump’s variable frequency drives (VFDs) and installation of a new control system at PS#1. The estimated project cost is \$225,000. The Report also includes an evaluation of alternative project delivery in lieu of the traditional design-bid-build process. A hybrid contract is allowed by City Code and was determined to be the most advantageous type of contract for this specialized project. It is recommended that the City bid this project using a Progressive Design Build approach to expedite construction. In order to move forward with this contract approach, a public hearing for an exemption to standard solicitation methods needs to be held. A public hearing is scheduled for the August 17, 2015 City Council meeting.

Staff is requesting authorization to solicit proposals at the August 3, 2015 Council meeting. Staff will evaluate the proposals to select the most qualified contractor for this project and negotiate contract terms. It is anticipated that the final contract will be presented to Council for approval at the first meeting in September. Energy Trust of Oregon performed a Technical Analysis Study for PS#1 in September 2013. This study evaluated the energy consumption and economics related to upgrading the pump station in order to improve energy efficiency. At that time the grant incentive for replacing the VFDs and installing a new control system was \$65,083. Energy Trust is currently reevaluating their Study to determine if additional financial incentives are available. The final incentive offer and

agreement will be presented to Council when authorization to award the project is recommended. Funding is available in the Public Works Improvement Fund. It is recommended that Council authorize staff to solicit proposals for installation of the Pump Station No. 1 Upgrades Project.

REGULAR AGENDA ITEMS

Item 9(a): Authorization to Purchase Two Police Patrol Vehicles (Police)

As explained in the memo from Police Chief Johnston, the Police Department proposes purchasing two patrol vehicles. One vehicle will replace a 2010 Chevy Tahoe 2WD Police Pursuit Vehicle and the second vehicle will be used for the second Detective position. Staff researched options to purchase these vehicles using the Oregon State Purchasing Program. Quotes were received from Gresham Ford for a 2015 Ford Police Interceptor Utility in the amount of \$26,928.87 and a 2016 Ford Fusion in the amount of \$17,415.00. Funds for these purchases are budgeted in the Capital Improvement Fund for Fiscal Year 2015-16. It is recommended that the City Council authorize these purchases from Gresham Ford.

Item 9(b): Revised Job Description and Salary Resolution for Planner Position (Community Development)

The Community Development Department has five Full Time Equivalent (FTE) split between the planning and building divisions. The Planner position (1 FTE), which provides project management services to all types of customers and projects, has been vacant since Rosemary Johnson retired from the City of Astoria last year. As part of a larger full scale review of service delivery and development services, the Community Development Director has been reviewing staffing levels, existing and needed skill sets, as well as professional development and organizational development opportunities.

The current planner job description has not been reviewed since Rosemary Johnson was hired for the position in 2002. Before a recruitment strategy can be implemented, the position description needs to satisfy the current workforce development needs of the Department, the City, and the current marketplace. The proposed revisions to the job description accomplish three objectives: 1) increase the educational and experience requirements for a professional planner to an "Associate" level, 2) clearly focus the position on providing excellent customer service, and 3) reframe the position as a project manager/city planner that provides service to a number of programs, customer bases, and functions at the City of Astoria. A copy of the revised job description is attached.

In addition to the revised job description, the salary range was increased during the FY2015-16 budget process, but the Salary Schedule has not been updated to reflect the budgeted amount. The current range is set at 28 – \$44,999 – 54,696 annually and the proposed increase will reset the range at 34 – \$52,162 - \$63,403 annually. This increase will allow for the Director to recruit a qualified candidate pool. It is recommended that the City Council approve the revised job description

and revised salary range contained in the attached resolution. With this action, the Director will initiate the recruitment strategy to fill the planner position vacancy.

Item 9(c): Water Supply Update (Public Works)

Given the unusually dry spring and summer weather to date, Public Works staff has analyzed the City's levels of consumption, water storage, and volume of stream flows in the watershed. Staff has determined that the storage volume is currently at 95 percent of average of normal storage for this time of year. July is historically the driest month of the year with an eight year average of 0.75 inches of rain, the August eight year average is 1.01 inches, and September is 3.63 inches. The City of Astoria and outlying water districts and associations' current water demand averages 3.0 million gallons per day, with peak demand as high as 3.5 million gallons per day. With dry weather potentially continuing over the next few months, staff will continue to monitor storage volumes and reevaluate the volumes as the summer and fall progresses to determine if the lack of rainfall is impacting the water supply. If necessary, recommendations will be brought to the City Council to enact mandatory water use restrictions. As a precaution, it may be advisable to inform water customers about the impacts on the City's water volumes during these unusually dry conditions and request that they voluntarily conserve water whenever possible.

Item 9(d): Lease Agreements with Verizon for Shively and Reservoir Sites (Police)

Following direction from the Astoria City Council at the April 1, 2013 meeting, City staff and consultants have worked with Verizon Wireless to negotiate a Lease that moves all communications facilities out of Astor Park at Coxcomb Hill and returns the park entrance to park grounds. This work was done in support of a 2014–2015 City Council goal: "Complete emergency communications systems." Staff initially identified the Reservoir Ridge site as a possible relocation site. The Reservoir Ridge site is acceptable for public safety radio. To retain status quo coverage that they provide from Astor Park, Verizon required additional locations... Staff provided Verizon with a list of all City owned and some privately owned properties near the area attempting to be covered with an additional site, all but Shively Park were eliminated. Verizon will also be adding a third site joining the cellular antenna arrays atop the building at 351 14th Street. The solution identified requires two Leases of City property to be approved by City Council.

The terms of the proposed Leases are favorable to the City and would provide income to the City for both locations. The Leases also require any future Subleases (collocations) to negotiate access rights with the City in addition to Leases with Verizon. The value of the first five years of the Shively Lease is \$24,000 or a total of \$120,000. Beginning in the sixth year, both the Reservoir Ridge Lease and the Shively Lease will each generate \$27,600 per year in lease payments. These amounts will escalate automatically at 15% for each subsequent 5 year renewal term, based on a 3% per year inflation factor. It is recommended that the lease payments from the Shively Lease be transferred as income to the Parks Operations Fund and that the income from the Reservoir Ridge Lease be transferred to the Capitol Improvement Fund. The Astoria Parks and Recreation

Board has recommended approval of the Lease with Verizon to develop the site at Shively Park. More information may be found in the "Historical Information" that is attached to Chief Johnston's memo.

At the time for publication of the Council packet, the Leases were still being reviewed by the City Attorney. The Leases will be forwarded under separate cover to the City Council and hard copies will be available on the night of the council meeting. It is recommended that Council approve of the Leases for both Reservoir Ridge and Shively Park. It is also recommend that council authorize the City Manager to sign documents allowing for the development review process to proceed.

Item 9(e): Public Hearing and Ordinance to Vacate Nile Street (1st reading) (Public Works)

The City has been working with Verizon to facilitate the relocation of the wireless communication facility currently located on Coxcomb Hill. The proposed relocation area is located in the forested area in Shively Park. Staff will be bringing a draft Lease for the Shively Park location to the City Council for consideration separately. The site proposed for the new facility is located on property owned by the City; however a portion of the facility would need to be located within an unimproved portion of the Nile Street right-of-way in order to accommodate the structure. This process will result in the ability of the City to potentially lease the proposed site to Verizon for a wireless communication within the Shively Park. At their July 6, 2015 meeting, the City Council set a public hearing for the August 3, 2015 meeting. It is recommended that the Astoria City Council conduct the scheduled public hearing and if deemed appropriate, hold a first reading of the ordinance to approve the vacation of the south 30' of Nile Street within Shively Park area.



CITY OF ASTORIA

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PROCLAMATION

WHEREAS, Willis L. Van Dusen was born and raised in Astoria, Oregon; and

WHEREAS, he attended school in Astoria, graduating from Astoria High in 1971; and

WHEREAS, Willis attended the University of Oregon, home of the Fighting Ducks, where he earned a degree in business in 1975; and

WHEREAS, he is the owner of Van Dusen Beverages, Oregon's oldest family business established in 1849 in Astoria, which currently bottles and distributes Pepsi products; and

WHEREAS, Willis was appointed to fill the Astoria City Council Ward 2 vacancy in February 1985; and

WHEREAS, in 1990 he was elected Mayor of the City of Astoria and began serving January 1, 1991; and

WHEREAS, Willis served as Mayor for 24 years until his retirement in 2014; and

WHEREAS, his humor, team building skills, and love for the City of Astoria made him the City's longest-serving Mayor; and

WHEREAS, Willis' accomplishments include President of the Astoria Riverfront Trolley; past President of the Astoria Rotary Club; Columbia River Maritime Museum Trustee member; Board of Directors member for Oregon Soft Drink Association; Board of Directors member of the Liberty Theater; Board member of the University of Oregon Alumni Association; Board Member of Astoria Column, Inc.; and his recent appointment to Pacific Power's Regional Advisory Board where he will represent the northern Oregon Coast.

NOW, THEREFORE, I, Arline LaMear, Mayor of Astoria, do hereby proclaim August 8, 2015 as

WILLIS L. VAN DUSEN DAY

and invite all citizens to join in celebrating Dave's many contributions to our community.

IN WITNESS WHEREOF, I have herewith set my hand and caused the Seal of the City of Astoria to be affixed this 3rd day of August, 2015.

Mayor



CITY OF ASTORIA

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PROCLAMATION

WHEREAS, believing the coasts of the fledgling United States needed protection from pirates, smuggling, and foreign intrusions, Secretary of the Treasury Alexander Hamilton recommended the creation of a "system of cutters" for that purpose; and

WHEREAS, on August 4, 1790, the Coast Guard was created by Alexander Hamilton and the leadership from our newly formed United States Congress; and

WHEREAS, the Coast Guard first established its presence in the Pacific Northwest with the construction and operation of 16 lighthouses along the coast built between 1852 and 1858; and

WHEREAS, the people of Astoria, Oregon share a rich history with the United States Coast Guard and have provided a home for the Coast Guard since 1915; and

WHEREAS, today, Astoria is part of the US Coast Guard 13th District, Sector Columbia River; and

WHEREAS, Sector Columbia River executes its missions along 420 miles of coast, 465 miles of inland rivers and 33 ports with a workforce of 500 Active Duty, 105 Reserve, 29 Civilian and 890 volunteer Auxiliary personnel; and

WHEREAS, on May 1, 2012, Admiral Robert J. Papp, Commandant of the United States Coast Guard, proclaimed Astoria as an official "Coast Guard City".

WHEREAS, today we honor those that serve and have served in the United States Coast Guard which is a unique branch of the military that serves as a maritime law enforcement agency and a federal regulatory agency; and

NOW, THEREFORE, I, Arline LaMear, Mayor of Astoria, do hereby proclaim August 4, 2015, as the

225TH BIRTHDAY OF THE UNITED STATES COAST GUARD

and I call this observance to the attention of all our citizens.

IN WITNESS WHEREOF, I have herewith set my hand and caused the Seal of the City of Astoria to be affixed this 3rd day of August, 2015.

Mayor

A regular meeting of the Astoria Common Council was held at the above place at the hour of 7:00 pm.

Councilors Present: Nemlowill, Herzig, Warr, Price, Mayor LaMear

Councilors Excused: None

Staff Present: City Manager Estes, Assistant City Manager/Police Chief Johnston, Parks and Recreation Director Cosby, Finance Director Brooks, Fire Chief Ames, Community Development Director Cronin, Planner Johnson, Library Director Tucker, Public Works Director Cook, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

City Council proceeded to Item 4: Changes to the Agenda.

PUBLIC COMMENTS (NON-AGENDA)

This Item was addressed immediately following Item 4: Changes to the Agenda.

Mary Rose Lenore-Eng, 856 Harrison, Apt 3, Astoria, said she was a new resident in Astoria and was thankful for the opportunity to live in a beautiful city. She described her involvement with a head injury survivor she befriended, who was injured when he was 10 years old at Cape Disappointment and had been rescued by the Coast Guard. She discovered he had unmet needs and eventually found Independent Living Resources, a brain injury focused program. Every time she sees Coast Guard members, she thanks them for saving the man's life. The community owes the Coast Guard a lot of support because they are so significant to the community. Although the Multnomah Commissioners might passionately care about this man's struggles, when the Portland Police testified in court to beating him, the judge looked at him askance. However, the lack of formal resolution resulted because of inadequate civil representation for this man. Her struggle to support him was not in vain and this has been one of the most beautiful experiences in her life. She believed he deserves a chance, as does anyone with a severe disability. She noticed a difference in him after the Charleston Massacre. Many of his old symptoms returned, like hyper-excitability, agitation, fear of a new place, and fear of new challenges. She tried getting him into a clinic, a hospital, a lawyer, or a family member. She needs a break from all of the responsibilities. She was grateful for the Clatsop court system because she has gained a lot of strength through The Harbor. Now that she is in a romantic relationship with him, she was eligible for a restraining order that she received earlier that day. She described the incident that led to the restraining order, which occurred on July 3, 2015, when she and another caregiver were threatened with a golf club. These types of incidents have become increasingly severe. Her online research has indicated that people with brain injuries also suffer from traumatic encephalopathy, which creates a host of symptoms that sometimes get worse. This condition is near degenerative. The number of veterans returning with blast injuries to the head has led to an increase in research over the last 10 years. There is a lot of incentive to continue the research so that people can be helped. She has a lot of compassion for people with disabilities or unmet needs and hoped to be of service in Astoria. She thanked the community for their kindness and the Police Department for the way they have handled the sensitive situations she has been in with her friend. She hoped he would be able to recover.

Sean Fitzpatrick, 1046 Grand Avenue, Astoria, said he recently returned from a two-week vacation to an area he used to live in. While on vacation, he reminisced with others about his dealings with city staff, City Council, and the county when he lived there. He thanked Astoria staff and City Council for doing such a great job. Astoria has a great Council and very knowledgeable staff.

Chris Farrar, 3023 Harrison Avenue, Astoria, said every year, Astoria receives some loud and cacophonous visitors, the sea lions that occupy the docks and jetties in town. This year, the sea lions have attracted quite a bit of interest. Their numbers have been growing for about three decades for many reasons. He recently read two articles about the controversy surrounding the sea lions, the fear that they eat many salmon, their affect on the fishing and tourist industries, and their destructive behavior on the docks. They are destructive and large, but they are also comical and enjoyable. This makes them a great icon for a city. The articles pointed out that the sea lions provide economic value to the area by attracting tourism and provide value to the fishing industry by eating the weak and sick fish. Humans catch all types of fish in a net, which does not enhance the genetic

strength of the species. The sea lions cull the species and drive it to greater strength. The July 2nd edition of the *Daily Astorian* included statements from fishery managers from Washington and Oregon that indicated the summer salmon season has been extended on the Lower Columbia River by three weeks. A new daily catch limit has also been approved. The fish numbers are in great shape right now and the estuary is doing great. The problem in global warming, a lack of precipitation, a lack of snow, and the streams are getting warm enough to kill the salmon. The salmon may be lost to human activities, not sea lions. He mentioned an article on sea change in Astoria, published in the July 2015 edition of *Via*, the Oregon AAA magazine. The first sentence of the article discussed the sea lions that could be seen under a local bar and went on to describe why Astoria was so wonderful. Sea lions are part of the reason Astoria is wonderful and they are a great icon. Sea lions have been shot and letters to the editor suggest Astoria should get rid of the sea lions. He believed this was the wrong move and that the sea lions are an asset. The magazine article never would have been written if City Council had approved the slaughter of 200 sea lions on the dock.

Jean Reitman, 1212 Niagara, Astoria, said she has done a lot of work on the right-of-way adjacent to her property. She removed 120 cubic yards of blackberry roots to clear the property because it was a severe threat to her health and the plants on her property. She planned to make significant improvements to the area and had straw bales delivered to her home. While putting away the bales, she was approached by a City employee. The conversation resulted in 540 bales being confiscated and taken to an unknown location, supposedly because her bales were on the right-of-way and created a fire hazard. Neither of these was true and she was upset about the way she was greeted and spoken to by the City employee. Her greatest concern was the lack of due process. The whole experience has been the shock of her life. She gave a detailed account of the conversation with the City employee, as follows:

She said the conversation continued and got worse. There have been emails and articles about this in the newspaper. Her biggest concerns were the lack of due process and her constitutional rights. She grew up with the Women's Liberation Movement and has been fighting for equal rights her entire life. She has been a doctor for 35 years and has experienced all types of bureaucracies and difficult situations that she had to judge for herself. Many things went wrong here and she wanted this forum to serve as a last conciliatory opportunity to make the situation right. She needs cooperation, but has only received posturing up to this point. She wanted a resolution to the situation. If no resolution can be made, she has no choice but to pursue full litigation, which she does not want. She has never been sued or had to sue another person. Situations have never risen to this level before and she cannot believe this has happened in this beautiful town that she fell in love with. This has really torn her life upside down. She could not express the amount of upset, discomfort, and feeling of unease and unsafe in her own home that has come from this. Additionally, she has lost property that was destroyed. She pleaded with the City to work with her to resolve this in a cooperative fashion.

Mayor LaMear noted City Council was sent a photograph of the straw bales that were placed on the right-of-way on Niagara. The photograph was displayed for the audience.

Ms. Reitman said she had about 100 photographs.

Mayor LaMear explained the City received a complaint about the bales. Fire Chief Ames visited the site to look at the bales and determined that with the current weather and lack of rain, the bales were a fire hazard. He consulted with the State Fire Marshall, who concurred.

Chief Ames added that Mr. Crater suggested he visit the site to look at the bales. The same morning, staff received the fire weather forecast from the Oregon Department of Forestry (ODF) for the upcoming weekend of June 27-28. For the first time in quite a number of years, the entire state of Oregon, including the coastal strip, would be under red flag warnings that Saturday through Sunday for dry lightning, high temperatures, and very low humidity. After looking at the bales and considering the forecast, he determined they were a potential fire hazard because of their proximity to the street and sidewalk. He told Mr. Crater that in his opinion, the bales created a fire hazard. He also asked the ODF District Forester and Deputy State Fire Marshal Tad Pedersen for their opinions of the situation and they both agreed that in an urban setting and Astoria's history with large fires, this situation should not remain during the predicted weather.

Mayor LaMear said the straw bales were taken from the property and relocated to the stadium complex on Williamsport Road for storage. Director Cook added when he and Chief Ames met with Ms. Reitman, they told her where the bales were being stored. This was the first time he had heard about any abrupt statements and noted such behavior was not characteristic of that employee. The Public Works Department is to treat everyone

fairly and in a consistent way. Plans for the activity on the right-of-way were never given to the Public Works Department, so staff did not have the opportunity to work with Ms. Reitman to discuss issues with the right-of-way and permitting prior to having nine tons of hay delivered. During the meeting with Ms. Reitman, he and Chief Ames attempted to work out a plan. Ms. Reitman had agreed to a plan, and then the next morning, she sent him an email that said she wanted to modify the plan and she was going to do something different. However, staff was unable to accept her modifications to the plan.

Mayor LaMear asked for details of the plan the three of them had originally agreed upon. Director Cook said Ms. Reitman agreed to give staff written information about what she planned to do with the hundreds of bales, which included placing them on a hillside. He had explained that staff could review a written plan to see if that it was not going to be a threat to the hillside or cause any issues, staff would make regular deliveries of small quantities of bales from the sports complex as Ms. Reitman used them. Chief Ames confirmed this was the agreed upon plan.

Mayor LaMear added that small quantities meant 10 to 12 bales and Ms. Reitman disagreed with staff's understanding of the plan they agreed to. It is difficult to determine the facts in this he said/she said situation. She had full confidence in City staff and Chief Ames made the right call upon determining the bales were a fire hazard. This situation is very unfortunate. If the plan had been given to the Public Works Department and staff had an opportunity to review the plan first, none of this would have happened.

Ms. Reitman said she had no idea this issue would be discussed at this time. Every word of her account of what happened was true and she did not appreciate being questioned about her integrity or honesty. The agreement was made during a very nice conversation on the property. During the conversation, she had gone into considerable detail to educate staff because staff was uninformed about what straw bales are used for, what their actual combustibility quotient is, how she had protected the bales, and that there was never any risk. She told staff she was willing to move the bales into the upper level of her garage and offered other options, but none were allowed. In addition to weatherproofing the bales, the bales were beyond the standard of any fire hazard. Staff only consulted with people they knew would agree with them instead of consulting with bale experts. She made it very clear during her conversation with staff that there was no more time under this project for any approval process. She had already attempted at least 100 times to call various departments that staff is now accusing her of not calling. She was never able to get a hold of anyone. She has told City Manager Estes that the only people willing to speak to her were the Master Gardener's Association who said they had a direct link to the City Engineer. A month later, she was told the association had done all it could, no one was available to assist, and Ms. Reitman was out of their jurisdiction. Upon calling any phone number about this situation, she is told she is out of their jurisdiction. Her plan does not require any permits. This was discussed thoroughly and she, Chief Ames, and Director Cook agreed that she was just adding earth to the bank. No disruption to any other aspect of the property or potential damage would be done. They agreed she would submit a write-up, not for approval, just as a formality, and Jeff Harrington would be in charge of the project. She did not know who Mr. Harrington was or if he existed. Subsequent to this decision, there was no compromising. The bales could have been covered like at any other construction site in the City. There was no need to remove the bales, even if they were a fire risk. A number of other things could have been done, other than this extreme rash measure. She was never told where the bales were being stored or allowed to inspect what is perishable property that she had spent a huge amount of money on. She previously had bales delivered for a long period of time. City trucks go by hundreds of times a day and no one ever said a word to her until this situation occurred. Even if the bales were a serious hazard and had to be removed, they could not be moved in the five hours she was given. Even City staff was not able to move the bales in eight hours. It makes no sense to put a logistical impossibility on a resident, to speak to someone the way staff spoke to her, and to be deprived of all due process. Requiring an action of someone must be done through due process. She would not be here otherwise. She and the City are at an impasse on this issue. The bales are ruined after staff kept them outside unprotected. The bales that were left were placed in a bin that she rented. She showed photographs of the bales left in the bin. She had rented the bin from Recology to fill with blackberry roots, not straw. However, staff filled the bin with straw and left the bin on the property. That truly was a fire risk that she did not cause. The entire situation does not make sense.

Mayor LaMear thanked her for speaking and said she hoped they could come to a resolution.

Councilor Herzig wanted to know the location of the property line and the right-of-way. Director Cook said the right-of-way on Niagara Avenue is one of the widest at 100 feet wide. The right-of-way extends almost 27 to 30 feet behind the sidewalk; however, he was unsure why plans were to widen the street by that much. He confirmed for Councilor Herzig that all of the hay was stored on the City's right-of-way.

Councilor Herzig asked if other alternatives to confiscation were explored. City Manager Estes said Ms. Reitman was given notice of a deadline that could have been extended by one day if she had submitted a plan. Chief Ames added that when he learned of the letter that was delivered to Ms. Reitman, he believed the large volume of bales would be difficult to move by the deadline. Therefore, he suggested the deadline be extended until noon on that Saturday. Mr. Crater agreed to the deadline extension as long as Ms. Reitman had a plan in place to move the bales. He later learned that she did not have a plan for removing the bales by noon on Saturday, so staff decided it would be best to move the bales as initially intended. Covering the bales would not have reduced the volume of fuel sitting in an urban neighborhood, nor would it reduce the chances of a passerby accidentally throwing a cigarette on to the property and starting a fire. The bales could have been wetted down, but the straw would build up heat as it compressed. The contractor who removed the bales found the bottom layer had already compressed and built up so much heat that it was too hot to touch. A machine was necessary to move the bottom layer. Because of the predicted forecast, he still believed staff made the right decision to move the bales to a safe location. There is nothing wrong with the straw because there has been no rain since the bales were moved. The bales were stored out in the air, just as they would have been on Ms. Reitman's property or in the right-of-way. The straw is still useable and remains undamaged. If a plan comes up, he was sure the straw could be used appropriately. He confirmed for Councilor Warr that there were no plants under the straw at the stadium.

Ms. Reitman showed a photograph of what was left in the bin after the bales were removed. She did not believe anything had been accomplished. She had explained in her write-up that the bales had to be sanitized because they should not have been exposed to air, weeds, rain, or pollen for the purposes of her project. Therefore, the bales are no longer useable for the purposes she intended.

Councilor Price said this was a complicated issue and she trusted staff to come up with a reasonable solution. While straw is a great weed abater, the only thing that will kill blackberries is a giant application of Roundup. She was concerned about the combustibility of the bales, even as they sit at the sports complex. One of the reasons bales are covered is to prevent water from creating compression and heat. Chief Ames believed the bales were placed in the rock quarry area with nothing around them.

Councilor Warr referred to the photograph of the bales on Ms. Reitman's property and noted they were not covered or protected.

Ms. Reitman said she was in the process of covering the bales when Mr. Crater arrived. She was putting on industrial strength weatherproofing that is above and beyond any industrial tarps in the country.

Councilor Warr asked if the bales had never been in the air or on the ground.

Ms. Reitman clarified that she meant they were high grade. The bales had just been delivered. Straw bale walls are more fire resistant than a stick-built home because there is a lack of oxygen in compressed bales. Straw bales do not have the same combustibility as hay or loose straw. The purpose of her project was to create a weed and pesticide free fertile bank that could be landscaped. She had a full plan that she researched for seven months. She found it difficult to explain her requisite knowledge to people who wanted the bales removed because of their own concerns. She did not have a plan in place by 2:00 pm. It would be fine if the bales were used for a hayride, but once they are exposed to pollen, weeds, and air, so they had already become seeded with weeds.

Councilor Warr said he baled a lot of straw on a farm when he was young. He explained the process of cutting the grain, allowing the straw to dry as it lays on the ground, and baling it all out in the air and exposed to the climatic elements that occur during the process. He asked how the bales were sanitized.

Ms. Reitman said the bales were protected from the time they baled for the purposes of natural building. They do not need to be stored inside as long as they are tarped properly. The bales cannot be exposed to rain and it rained the last two nights. She has been writing letters and emails during every point in this process to update and inform in an effort to prevent this situation. Until today, she was never allowed to know where the bales were stored. She has never received any legal documentation stating what was done and why it was done.

Councilor Warr asked Ms. Reitman to send him some data via email. He wanted to understand how straw gets sanitized, protected from the elements, if it is ever exposed to the elements again, and how it is ruined.

City Council proceeded to Item 5: Consent Calendar.

CHANGES TO AGENDA

This Item was addressed immediately following Item 2: Roll Call.

City Manager Estes requested the addition of Regular Agenda Item 6(n): Ladder Truck Repairs (Fire). The Agenda was approved with changes.

City Council returned to Item 3: Public Comments.

CONSENT CALENDAR

This item was addressed immediately following Item 3: Public Comments.

The following items were presented on the Consent Calendar:

- 5(a) City Council Minutes of 6/1/15
- 5(b) City Council Special Meeting Minutes of 6/4/15
- 5(c) Boards and Commissions Minutes
 - (1) Library Board Meeting of 5/26/15
 - (2) Parks Board Meeting of 4/22/15
 - (3) Parks Board Meeting of 5/27/15
- 5(d) Project Status Update for Library
- 5(e) Project Status Update for Parks Department
- 5(f) Project Status Update for Public Works**
- 5(g) Renewal of Contract for Professional Services with ABC Transcription (City Manager)
- 5(h) Annual Review of Memorandum of Understanding between the City of Astoria and US Coast Guard for Fire Services (Fire)
- 5(i) Fee Agreement with Propel Insurance (Finance)
- 5(j) Recology Rate Review for Year End December 31, 2014 for Solid Waste Collection and Transfer Station Activities (Finance)
- 5(k) Authorization to Approve Intergovernmental Agreement with Benton County for Street Striping (Public Works)**
- 5(l) Authorization to Award Crack Sealing Contract (Public Works)

Councilor Warr asked how staff determines what is approved on the Consent Calendar and what is approved as part of the Regular Agenda. City Manager Estes explained that items that have been previously discussed and renewals of existing contracts are placed on the Consent Calendar. Items are proposed for the Consent Calendar when the agenda is approved by the Mayor, but can be moved to the Regular Agenda.

Councilor Warr asked if the contract with Propel Insurance was executed by the former Finance Director. City Manager Estes confirmed Mark Carlson had negotiated the contract before he left in February 2014, which was presented to Council in the summer of 2014.

Mayor LaMear requested the removal of Item 5(f) and Councilor Herzig requested the removal of Item 5(k) for further discussion.

City Council Action: Motion made by Councilor Warr, seconded by Councilor Herzig, to approve Items 5(a), (b), (c), (d), (e), (g), (h), (i), (j), and (l) of the Consent Calendar. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Item 5(f): Project Status Update for Public Works

Mayor LaMear said the Project Status Update reports are available on the City's website. The reports are a great way to find out what is going on in the Public Works, Library, and Parks and Recreation Departments. She referred to Page 2 of the report, which noted staff was seeking funding for rapid flashing beacons (RFBs) and asked if Oregon Department of Transportation (ODOT) would be providing the funding. Director Cook said the City recently received a grant for the installation of street lights at Safeway to light up the pedestrian crossings at

the intersection. Staff has submitted a request for funds for the RFBs, so the City has been placed in a queue and is waiting for funds to become available.

Mayor LaMear asked if the funds being sought for a portable speed reader were grant funds. Director Cook said most likely, funds for a portable speed reader would not be available in a grant. The cost is not great, so the Capital Improvement Fund could cover the cost.

Councilor Herzig said ODOT would loan out the portable speed readers for free, but ODOT must place them. He believed the loan was for two weeks and could possibly be extended. A couple of years ago, he mentioned to the Traffic Safety Committee that it might be better to borrow the speed reader to find out if they are effective before spending City money on them. He asked for a report on the details of the traffic calming measures being implemented in the Coast Guard Housing. He believed it was important for City Council to be fully informed, as Astoria is a Coast Guard City and this issue has continued for about eight years. He requested a full report be given in August. Director Cook noted that the City Engineer intended to write a staff report to present to City Council prior to implementing any improvements.

Item 5(k): Authorization to Approve Intergovernmental Agreement with Benton County for Street Striping (Public Works)

Director Cook confirmed for Councilor Herzig that the striping would not be done by the same group that did the striping after the CSO Project on 8th and Niagara.

City Council Action: Motion made by Councilor Herzig, seconded by Councilor Warr, to approve Item 5(k) of the Consent Calendar. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

REGULAR AGENDA ITEMS

Item 6(a): Award of Contract to Repair and Upgrade the HVAC System at the Astoria Aquatic Center (Parks)

The heating, ventilating, and air conditioning (HVAC) system at the Astoria Aquatic Center, which controls the facilities water temperatures, boilers, and humidity; is in need of repair and updates. The original system installed in 1997 operated on a Disk Operating System (DOS), which has grown out of date and the main computer system is on the verge of crashing. Over the past several years upgrades to convert the DOS system to a Windows Operating System have taken place as funds were available, approximately 80% of the system has been updated. Additionally, the two heating coils that assist in transferring water through the heat exchange and boiler efficiently have broken and are in need of replacement. Request for Quotes were published in *The Daily Astorian*, sent to individual contractors, and entered into an online database run by Contractor Plan Center, Inc., in Milwaukie, Oregon. This expense was included in the annual budget process and there are sufficient funds in the Capital Improvement Fund to cover this purchase. Staff received one bid as follows:

| <u>Contractor</u> | <u>Amount</u> |
|-------------------|---------------|
| P & L Johnson | \$42,500 |

It is recommended that Council award a contract with P&L Johnson in the amount of \$42,500 to repair and update the HVAC system at the Astoria Aquatic Center.

City Manager Estes noted this expense was included in the annual budget process and there were sufficient funds in the Capital Improvement Fund to cover the expense.

Councilor Herzig said he was always concerned when the City only receives one bid, but at least this bid came from a local contractor. He asked if there was any way to account for this. Director Cosby said P & L Johnson custom created the unit for the Aquatic Center, so they have in depth knowledge of the system. The project is so specific that other contractors would not be able to compete.

Mayor LaMear called for public comments on Regular Agenda Items 6(a) through (d). There were none.

City Council Action: Motion made by Councilor Herzig, seconded by Councilor Nemlowill, to award a contract with P&L Johnson in the amount of \$42,500 to repair and update the HVAC system at the Astoria Aquatic Center. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill, and Mayor LaMear; Nays: None.

Item 6(b): Award of Contract to Resurface Lap Pool and Leisure Pool (Parks)

The Lap Pool and Leisure Pool are the main amenities within the Astoria Aquatic Center, located at 1997 Marine Drive, and are in need of resurfacing. The current plaster is worn thin and exposing the concrete pool floor in many locations. If not corrected, significant damage will be caused to the structure of the Lap Pool and Leisure Pool. Pool plaster has an estimated life span of 7-10 years before needing to be replaced. The current pool plaster is 18 years old, and the original plaster from the Astoria Aquatic Centers construction in 1997. Request for Quotes were published in *The Daily Astorian*, sent to individual contractors, and entered into an online database run by Contractor Plan Center, Inc. in Milwaukie, Oregon. Staff has received two bids for preparing and resurfacing the Lap Pool and Leisure Pool with a Krystalkrete, Krystal Blue, and Quartz finish. This expense was included in the annual budget process and there are sufficient funds in the Capital Improvement Fund to cover this purchase. The bids are as follows:

| <u>Contractor</u> | <u>Amount</u> |
|----------------------|---------------|
| Anderson Pool Works | \$77,564 |
| Premier Pool and Spa | \$94,000 |

It is recommended that Council award a contract with Anderson Pool Works in the amount of \$77,564 to prepare and resurface the Lap Pool and Recreation Pool with a Krystalkrete, Krystal Blue, and Quartz finish.

City Manager Estes noted this expense was included in the annual budget process and there were sufficient funds in the Capital Improvement Fund to cover the expense.

Director Cosby confirmed for Councilor Herzig that staff does research on the companies to determine their credibility. For this contract, staff also visited a pool recently replastered by Anderson Pool Works.

City Council Action: Motion made by Councilor Herzig, seconded by Councilor Nemlowill, to award a contract with Anderson Pool Works in the amount of \$77,564 to prepare and resurface the Lap Pool and Recreation Pool with a Krystalkrete, Krystal Blue, and Quartz finish. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill and Mayor LaMear; Nays: None.

Item 6(c): Award of Contract to Install New Shower System at the Astoria Aquatic Center (Parks)

The shower systems in the men's, women's, and family locker rooms at the Astoria Aquatic Center are in need of replacement. The current showers are 18 years old and original to the facility's 1997 construction. Overtime the showers internal cartridges have worn thin making it challenging for patrons to turn the water pressure off after each use. This results in unused water left streaming from the showerhead. Additionally, the current hot water delivery system does not include a mixing valve; instead, it delivers only hot water to the showers placing patrons at risk of being scalded.

To correct this, staff proposes the shower fixtures be replaced with an externally mounted unit, mixing value, temperature gauge to monitor the hot water supply, and metered valve that will automatically shut off after a few minutes to reduce water waste.

Request for Quotes were published in *The Daily Astorian*, sent to individual contractors, and entered into an online database run by Contractor Plan Center, Inc. in Milwaukie, Oregon. Staff has received two bids for; 10 Symmonds 1-903-60 shower unit, 5 Symmonds 1-903s fs ADA shower unit, 5 ADA slide bars with handheld shower Model T-600B-36-V-NE, 1 Powers 130 GPM Hydroguard model 433 1-25" Tempering valve with gauge. This expense was included in the annual budget process and there are sufficient funds in the Capital Improvement Fund to cover this purchase. The bids are as follows:

| <u>Contractor</u> | <u>Amount</u> |
|------------------------|---------------|
| Terry's Plumbing | \$21,500 |
| J.P. Plumbing Co. Inc. | \$23,925 |

It is recommended that the City Council award a contract with Terry's Plumbing in the amount of \$21,500 to install a new shower system at the Astoria Aquatic Center.

City Manager Estes noted this expense was included in the annual budget process and there were sufficient funds in the Capital Improvement Fund to cover the expense.

Mayor LaMear said most of the complaints she hears about the Aquatic Center are about the showers.

City Council Action: Motion made by Councilor Warr, seconded by Councilor Price to award a contract with Terry's Plumbing in the amount of \$21,500 to install a new shower system at the Astoria Aquatic Center. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill and Mayor LaMear; Nays: None.

Item 6(d): Award of Contract to Install Energy Efficient Lighting Fixtures at the Astoria Aquatic Center (Parks)

The current lighting at the Astoria Aquatic Center is provided by High Intensity Discharge (HID) bulbs and fixtures which produces light from a capsule of gas. HID lighting bulbs produce 5% of their output when first ignited, requiring 10 minutes to reach full output. Additionally, if the power to the lamp is lost or turned off, the light must cool before it can be relit, causing a 15 minute lapse in light, which creates a safety concern in an Aquatic Center setting. With updates in technology since the HID lighting fixtures were installed during the facility's construction in 1997, higher quality lighting options are now available which will; eliminate the warm-up and cool-down requirement of HID fixtures and bulbs, provide increased lumens, decrease maintenance costs, and reduce energy consumption.

Request for Quotes were published in *The Daily Astorian*, sent to individual contractors, and entered into an online database run by Contractor Plan Center, Inc. in Milwaukie, Oregon. Staff has received three bids to install energy efficient LED lighting fixtures at the Astoria Aquatic Center. This expense was included in the annual budget process and there are sufficient funds in the Capital Improvement Fund to cover this purchase. The bids are as follows:

| Contractor | Project Cost | ETO Incentive | Total | Payback | Annual Savings |
|----------------------|--------------|---------------|-----------|---------|----------------|
| Pacific Energy | \$73,733 | \$22,315 | \$51,418 | 4.71 | \$8,728 |
| North Coast Electric | \$76,985 | \$17,278 | \$59,707 | 9.5 | \$6,268 |
| Crescent Electric | \$127,134 | N/A | \$127,134 | N/A | N/A |

It is recommended that the City Council award a contract with Pacific Energy Concepts in the amount of \$73,733 with an expected Energy Trust of Oregon Incentive of \$22,315 for an expected total of \$51,418 to install energy efficient LED lighting at the Astoria Aquatic Center.

City Manager Estes noted this project includes incentives from Energy Trust of Oregon (ETO), which are based on energy improvements made to the existing infrastructure. Pacific Energy Concepts is one of ETO's few Performance Plus Allies and is eligible for more energy reduction incentives from ETO than competitors who are not Performance Plus Allies.

Councilor Nemlowill commended Director Cosby for taking care of so much deferred maintenance at the Aquatic Center. The upgrades are no surprise and have been included in the budget.

City Council Action: Motion made by Councilor Nemlowill, seconded by Councilor Herzig to award a contract with Pacific Energy Concepts in the amount of \$73,733 with an expected Energy Trust of Oregon Incentive of \$22,315 for an expected total of \$51,418 to install energy efficient LED lighting at the Astoria Aquatic Center. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill and Mayor LaMear; Nays: None.

Item 6(e): Resolution Adopting Fiscal Year 2015-2016 Water Rate (Finance)

Item 6(f): Resolution Adopting Fiscal Year 2015-2016 Sewer and CSO Rate (Finance)

The Public Works Fund budget, approved by the Budget Committee on May 7, 2015 and adopted by the City Council on June 1, 2015, provides for increases in rates and fees for water and sewer services.

The rate adjustments are as follows:

Water Rates----- increase of 2%
Sewer Rates ----- increase of 2%
Sewer Surcharge --- increase of 5 percentage points

Two resolutions have been prepared to implement the proposed rate changes. It is recommended that Council consider adopting separately the proposed Water and Sewer Resolutions implementing rate adjustments for Fiscal Year 2015-16.

City Manager Estes noted there were no water or sewer rate increases in the last fiscal year. The CSO surcharge increase is necessary to cover the debt incurred by the City constructing the mandated CSO Project to control sewage overflows into the Columbia River.

Councilor Herzig said the resolution implementing the water rate increase is 14 pages long and is filled with definitions. He asked if there was anything new in the resolution, noting that the citizens did not know about the changes and he wanted to make sure the City was not moving the goal post without their knowledge. He asked for details about the changes. Director Cook said there were no substantial changes and he could provide Council with the details later.

Councilor Herzig understood that the resolution would not change services in a major way. Fourteen pages are intimidating to read all at once. He confirmed with Director Cook that the same thing applied to the resolution implementing the sewer and CSO rate increases. Director Cook said many of the changes were corrections to typographic errors from the previous year.

Mayor LaMear called for public comments. There were none.

Councilor Herzig said it was troubling to make Astoria a more expensive place to live. However, the City must pay for the CSO Project. This is unfortunate, but the expense has been predicted in each year's budget. The water, sewer, and CSO surcharge rates will increase for the next 10 years, but the City has been able to keep the charges to a minimum. It is regrettable that citizens in Astoria who use water must bear the burden of the expense, but there does not seem to be any other alternative.

City Council Action: Motion made by Councilor Price, seconded by Councilor Warr to adopt the Fiscal Year 2015-2016 Water Rate. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill and Mayor LaMear; Nays: None.

City Council Action: Motion made by Councilor Price, seconded by Councilor Warr to adopt the Fiscal Year 2015-2016 Sewer and CSO Rate. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill and Mayor LaMear; Nays: None.

Item 6(g): Contract Amendment with Plangineering LLC for Design Standard Development (Public Works)

The Public Works Department is in the process of updating the Public Works Design Standards in an effort to provide clear direction for right-of-way improvements and development. To assist with final revisions and to development of several new chapters, staff engaged the services of Plangineering LLC. Design Standards are nearing completion. We currently need to complete the storm drainage chapter, and work to adopt and implement the standards. Plangineering has estimated assistance to finalize the standards will cost \$5,070. A contract amendment has been prepared for this work. A summary of the original contract amount and subsequent amendments follows:

| Task | Status | Amount |
|---------------------------------|---------------|---------------|
| Plangineering Original Contract | Completed | \$6,243.00 |
| Contract Amendment #1 | Completed | \$3,747.00 |
| Contact Amendment #2 | Proposed | \$5,070.00 |

It is recommended that City Council approve Contract Amendment #2 with Plangineering LLC for assistance with development of the Public Works Design Standards.

Councilor Herzig noted the staff report indicated Carol Richardson, owner of Plangineering, was formerly an engineer for the City of Astoria. He wanted to know the period of time between her employment with the City and her ownership of Plangineering and if the City had a contract with Plangineering. Cindy Moore, City Support Engineer, replied she did not know exactly, but Ms. Richardson left the City about eight years ago and went to work for a consulting firm for about four or five years. Then, she opened her own firm, Plangineering. The City did not have a contract with Plangineering until recently. She has a lot of history with the City, understands the City's goals, and understands the ins and outs of the project. Therefore, staff believed hiring her firm was in the City's best interest.

Councilor Herzig said he was concerned that there was enough time between jobs to avoid the senator/lobbyist revolving door situation, but it is important to keep local knowledge part of the project. He asked if staff had the expertise and time to complete this project on their own, suggesting it would be more efficient to keep the project in house instead of spending \$5,070 on a consultant. Engineer Moore said staff did not have the time. This project requires a focused effort over a long period of time, but staff is pulled in all different directions. Staff tried over a 10-year period to do this themselves and finally decided it would be best to hire a consultant. Ms. Richardson's expertise and knowledge of the area was a great opportunity to do so.

City Council Action: Motion made by Councilor Price, seconded by Councilor Warr to approve Contract Amendment #2 with Plangineering LLC for assistance with development of the Public Works Design Standards. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill and Mayor LaMear; Nays: None.

Item 6(h): Resolution Scheduling Public Hearing for Proposed Vacation of Nile Street (Public Works)

The City has been working with Verizon to facilitate the relocation of the wireless communication facility currently located on Coxcomb Hill. The proposed relocation area is located in the forested area in Shively Park. Staff will be bringing a draft lease for the Shively Park location to the City Council for consideration separately. The site proposed for the new facility is located on property owned by the City; however a portion of the facility would need to be located within an unimproved portion of the Nile Street right-of-way in order to accommodate the structure.

A right-of-way vacation would resolve some issues associated with the construction of the proposed facility within a right-of-way. There are no utilities within this right-of-way and due to the steep topography, it is unlikely that a road would ever be constructed at this site. If the vacation were approved, the vacated portions of the right-of-way would revert back to the City as the City is the property owner on either side of the right-of-way. To accomplish the goals of the street vacation, the following steps are necessary:

- Process the street vacation petition recommended by this memorandum and set a public hearing
- Prepare and process conveyance deeds (after street vacation is complete)

Parks and Recreation Director Angela Cosby has been involved in the selection of the site and concurs with the proposed street vacation. It is recommended that the City Council adopt the attached resolution calling for a public hearing to be held at the August 3, 2015 Council meeting concerning the vacation of Nile Street within Shively Park.

City Manager Estes added that the Parks and Recreation Board was also involved in the site selection and staff has received their concurrence on the proposed project. He noted the date on the resolution originally stated the public hearing would be scheduled for the second meeting in July. However, the date was changed to August to 3rd because staff anticipates a presentation from Converge Communications at the August 3rd meeting. Staff believed it would be beneficial for Council to hear the presentation the same day as this public hearing is conducted.

Staff displayed simulations of the project as Director Cosby described the details of the project. She explained the exact location of the monopole, noting that it would be somewhat visible from certain locations within Shively Park. The right-of-way to be vacated is not developed.

City Manager Estes added that the vacation would be on an unimproved right-of-way that never had a street built along it.

Mayor LaMear asked if Verizon's lattice tower at the reservoir would be the main the tower. Director Cosby confirmed the lattice tower would be installed at the reservoir and a monopole would be installed at Shively Park. Assistant City Manager/Police Chief Johnston added that the Code amendment approved at the last City Council meeting only allows a lattice tower in the land reserve area, not at Shively Park. The wireless communications code is very specific and only allows monopoles within the City.

Councilor Herzig said the monopole will not hold the emergency communications system. It is a cell phone monopole, which is being used as a bargaining chip with Verizon. If Verizon can place a monopole that covers the south slope, they are more willing to agree to the entire move. Chief Johnston believed Councilor Herzig's characterization of Verizon was unfair. The monopole is required in order for Verizon to provide full coverage. The move of Verizon's tower from the Coxcomb site to the reservoir site causes substantial decreases in service and Verizon must have a way to cover the entire area. Without a second tower that can cover the affected area, Astoria residents who are also Verizon customers would experience a substantial decrease in service.

Councilor Herzig understood the purpose of this monopole was so Verizon could continue to enhance their service to the south slope. City Manager Estes explained that the tower at Reservoir 1, east of the Column, is blocked by Coxcomb Hill and cannot provide service to the area around Niagara, the Peter Pan Neighborhood, and down to the south slope. Verizon must be allowed to retain their current level of service. The second tower at Shively Park would maintain that level of service and makes the entire transaction feasible.

Councilor Herzig believed staff had confirmed that this monopole is a bargaining chip for Verizon. Chief Johnston believed the monopole was a bargaining chip for the City of Astoria.

Councilor Herzig said the City needs to make sure it can convince the people that Shively Park is the only place in the entire City that this monopole can be placed. If Shively Park is the only possible location, the City must move forward with the project. However, it is on the City to make that case.

Councilor Nemlowill understood a lot of time and money had been put into this, but she was not excited to see the cell phone tower moved from one park to another. It is horrifying to see the concept at Shively Park. She asked if there were other options.

Chief Johnston said there were three options:

- Do nothing and allow the Verizon lease to expire at the end of September 2017, leave the lattice tower at Coxcomb Hill for emergency communication equipment, and remove all of the tenants from the tower.
 - This leaves Astoria vulnerable to the trees around the tower, which costs the City money as an annual inspection must be done by an arborists to determine which trees would need to be removed to protect the tower.
 - Use the monopole presented as a potential solution in April 2013, which was suggested by Verizon.
 - Start the entire process over.

Staff considered every City-owned property on top of the hill. Sites were winnowed out through computer simulations, and then Verizon tested the remaining sites to determine which ones would work. Shively Park was the only City owned site at the top of the hill that survived the tests.

City Council Action: Motion made by Councilor Warr, seconded by Councilor Nemlowill to adopt the resolution scheduling a public hearing at the August 3, 2015 Council meeting concerning the vacation of Nile Street within Shively Park. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill and Mayor LaMear; Nays: None.

Item 6(i): Astoria Senior Center Renovation Project Construction Contract Award (Community Development/Public Works)

In March of 2013 the City Council approved a contract with the Oregon Business Development Department Infrastructure Finance Authority (IFA) for a Community Development Block Grant (CDBG) award in the amount of \$1,500,000 for the Renovation of the Astoria Senior Center. Following receipt of the bids for Astoria Senior

Center Renovation in late February 2015 project staff have been working with the apparent low bid general contractor (Skyward Construction, Inc.), S|EA (project architect), City staff and the Senior Center Management to adjust the scope of work defined in the bid/design documents. This work was done to align closer with the available project renovation funds in consideration the bids received exceeded the project cost estimate while still addressing the direct core needs of the Senior Center and the defined project requirements within the Community Development Block Grant contract documents.

Concurrent with the work to adjust the project scope, project staff was successful in obtaining an additional \$240,000 (previously approved by Council in May of 2015) from IFA. Receipt of the amended total IFA project funding of \$1,740,000 greatly assisted in narrowing the previous gap of available funds for construction to ensure the core needs of the Senior Center project will be realized.

The work to align the project scope of work with the amended project funding has recently been completed to the satisfaction of the Senior Center Management and the project staff. The proposed award of the construction contract to Skyward Construction, Inc. is in the amount of \$1,455,157. A construction contingency of approximately eight percent will be available outside of the construction contract for any unforeseen circumstances that may arise. The City Attorney has reviewed and approved the contract for Council action. Construction is anticipated to begin in Mid-July and conclude in early December of 2015. It should be noted that several local subcontractors will provide services on this project. It is recommended that the City Council authorize staff to award the construction contract for the Astoria Senior Center Renovation Project to Skyward Construction, Inc. in the amount of \$1,455,157.

City Manager Estes added that a contingency of 8 percent would be available outside of the construction contract for unforeseen circumstances. Larry Miller, Senior Director, and Larry Allen, Senior Center President, have both indicated to staff that they support this contract, as they were unable to attend this meeting.

Councilor Herzig announced the ground breaking at the Senior Center had been scheduled for Thursday, July 9th at 11:00 am.

Mayor LaMear asked why there was difference between the contract amount and the total funding. City Manager Estes explained that the total amount includes architectural fees for S|EA and other components of the project. The contingency of eight percent over the contract amount would be the amount left exclusive of any existing contracts with the architect.

City Council Action: Motion made by Councilor Herzig, seconded by Councilor Warr, to authorize staff to award the construction contract for the Astoria Senior Center Renovation Project to Skyward Construction, Inc. in the amount of \$1,455,157. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill and Mayor LaMear; Nays: None.

Item 6(j): Authorization to Enroll in the American Carbon Registry (Public Works)

At its June 4, 2015 meeting, the City Council approved a contract with The Climate Trust (Emissions Reduction Purchase Agreement) to sell carbon credits generated from the City of Astoria Watershed carbon project. The contract with The Climate Trust (TCT) requires the City to complete development of a carbon project that achieves the standards set by the American Carbon Registry (ACR). In order to initiate the carbon project, the City is required to open a registry account with ACR. This account will allow the City to upload and store key project documents in addition to holding all of the verified carbon credits generated by the project over time. The ACR registry also provides the platform to transfer the City's carbon credits to TCT's ACR registry account as per the contract TCT.

To open an ACR registry account, the City must sign a *Terms of Use Agreement*. The Agreement has been reviewed by the City Attorney as to form. There is a \$500 fee to open an ACR account and a \$500 annual fee to maintain the account in good standing. ACR requires the City to appoint an ACR Account Agent that will be responsible for managing the City's ACR account. It is proposed that the City Manager appoint the appropriate City staff to be the ACR Account Agent. It is recommended that Council authorize the City Manager to open an ACR registry account on behalf of the City of Astoria and assign the Public Works Director as the ACR Account Agent for the purposes of managing the City's ACR registry account.

City Council Action: Motion made by Mayor LaMear, seconded by Councilor Herzig to authorize the City Manager to open an ACR registry account on behalf of the City of Astoria and assign the Public Works Director as the ACR Account Agent for the purposes of managing the City's ACR registry account. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill and Mayor LaMear; Nays: None.

Item 6(k): Authorization of Contract Amendment - CSO Monitors Phase 2 (Public Works)

In March 2015, the City Council authorized the award of the CSO Monitors Project to ADS Environmental Services. At that time, a phased approach to procurement and installation of the equipment was recommended and approved. The first phase was completed in May with monitors and sensors installed at 28 sites for a total price of \$199,437.32. This contract amendment represents the second phase of work to procure and install monitors in the remaining 12 diversion structures, one flow meter and three wireless rain gauges.

The complete scope, including both phases of the project, will include 40 new monitors (one less than originally scoped) for the City's CSO diversion structures, two spare monitors, two flow meters and three wireless rain gauge modules. Total cost for this project was originally estimated to be \$329,408; however, the project is now expected to cost \$295,579.63. Reduction in the project cost is mainly due to utilization of down looking ultrasonic sensors instead of pressure sensors. The City was also able to reduce the total number of monitored sites from 41 to 40 due to eliminating overflow potential. Funds are available in the Public Works Improvement Fund for the second phase of this project. It is recommended that Council execute a contract amendment with ADS Environmental Services for a total not to exceed amount of \$96,142.32 for procurement and installation of Phase 2 of the CSO Monitors Project.

Councilor Warr said the original estimate for this contract was \$329,000, so getting the contract for \$295,000 should be celebrated.

City Council Action: Motion made by Councilor Warr, seconded by Councilor Price to execute a contract amendment with ADS Environmental Services for a total not to exceed amount of \$96,142.32 for procurement and installation of Phase 2 of the CSO Monitors Project. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill and Mayor LaMear; Nays: None.

Item 6(l): Salary Resolution Establishing Basic Compensation Plan Cost of Living Wage Adjustments for the Astoria Public Safety Association, Police Sworn Management, General/Parks Group, Public Works Group, and Management and Confidential Employees Including Stability Pay Modification (Finance)

Staff positions and associated compensation are detailed in the "Resolution Establishing a Basic Compensation Plan for the Employees of the City of Astoria and Establishing Regulations for the Placement of Present Employees within the Wage and Salary Schedules Provided." Whenever there are changes in positions, whether a position is begin deleted, added or redefined; or whether a change in compensation is proposed; such changes are adopted by resolution. This proposed resolution implements the cost of living wage adjustments effective July 1, 2015 for the Astoria Public Safety Association, General/Parks Group, Public Works Group, and Confidential and Management Employees. In addition, it is proposed that the Management and Confidential Employees be provided with a similar stability calculation methodology similar to the Union contracts to minimize additional compression issues in the future. This information is presented in the enclosed memo from Director of Finance & Administrative Services Susan Brooks. It is recommended that Council adopt the Salary Resolution as presented.

City Manager Estes noted the details of the proposed wage adjustments and explained stability payments, as stated in the staff report. All of the wage adjustments were included in the current budget. However, stability payments will have minimal impacts on each department when costs are distributed.

Councilor Herzig understood that when an employee lasts for five years, the employee qualifies for stability pay. Stability pay is not a salary increase, but an extra bonus for tenure. Director Brooks clarified stability pay is based on an employee's salary after five years of continuous service. It is an additional amount added to an employee's monthly paycheck, not a salary increase. The intent is to stabilize the workforce. Turnover incurs huge costs. If the City can provide an incentive for employees to stay, the City retains their working knowledge and expertise without incurring turnover costs. Astoria has a very stable workforce. She did not research the history of stability

pay, but confirmed for Councilor Herzig that it was implemented many years ago. Stability pay, which is also called longevity pay, is widely used in the public sector and college systems.

Councilor Price asked how this was left out of the budget. City Manager Estes explained that it was discussed, but was inadvertently left out of the salary calculations.

Councilor Price said in the seven months she has been on City Council, this is the second or third time an adjustment of full salary schedules has been proposed. She asked if this was normal. City Manager Estes said two union contracts and an agreement with the Fire Department Management staff have been approved since Councilor Price has been on City Council. The only time staff will propose a salary resolution is when the union contract with the Fire Department is negotiated or if an adjustment to the salary of a specific position is necessary.

City Council Action: Motion made by Councilor Nemlowill, seconded by Councilor Price to adopt the Salary Resolution. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill and Mayor LaMear; Nays: None.

Councilor Herzig confirmed that adoption by a unanimous vote meant the resolution would take effect immediately.

Item 6(m): Resolution Adopting the Pre-Disaster Hazard Mitigation Plan Addendum – Five Year Update (Community Development)

At their October 20, 2008 meeting, Astoria City Council adopted a Pre-Disaster Natural Hazards Mitigation Plan and the City of Astoria Addendum. This Plan was developed in partnership with Clatsop County and Columbia River Estuary Studies Task Force (CREST). The purpose of the Plan was to increase the County's and City's resilience to natural hazards that could affect the region including earthquakes, floods, droughts, landslides, coastal erosion, tsunamis, windstorms, winter storms, wildfires, and volcanoes. City adoption of the Addendum opened doors for grant funding on projects that reduce risks posed by natural hazards in advance of a disaster and on projects following a natural disaster. Each municipality within the County developed their own Pre-Disaster Mitigation Plan addendums, which ultimately were incorporated into the County's Plan.

The County advised the City in 2013 that FEMA requires a five-year review and update of the County's Plan and recommends that the city Addendums also be updated if modifications are needed. If no modifications are required, cities would still need to readopt the Addendum by Resolution. Staff from the Community Development, Public Works, Engineering, Police, Fire, and Parks Departments reviewed the Addendum Plan and developed recommendations for updates to the Plan. Proposed changes were relatively minor in nature and update statistics such as number of buildings in flood zones, census data, Parks facilities, buildings that have been seismically upgraded, and noting mitigation action items that have been completed since 2008 through 2013.

The proposed updates to the Plan were submitted to FEMA for review and approval prior to final adoption in the County's Plan. Earlier this year, FEMA responded to the proposed updates and requested that the City include notation of the responsible department and/or agency for each of the "Action" items in the Plan. Staff have made those proposed notations. Upon adoption of the Addendum, City staff will forward the approved resolution to the County for inclusion in the final County-wide draft to FEMA so that their final approval process can proceed. Final adoption and submittal by the County is due to FEMA in early July. It is recommended that the Council adopt the attached resolution formally adopting the updates to the Astoria Pre-Disaster Natural Hazards Mitigation Plan Addendum.

City Manager Estes noted that former Planner Rosemary Johnson sat on the coordinating committee with the County and was available to answer questions.

Mayor LaMear said she and Councilor Herzig met with Ms. Johnson to discuss these updates. The City may want to make additional changes, but cannot do so until 2018. It is frustrating to play catch up all the time. However, that is the way this works. The pre-disaster hazard mitigation plan is very thorough.

Councilor Price said in 2014, the City joined with Warrenton and Clatsop County to contest the new FEMA maps and asked for an update. City Manager Estes said the new FEMA maps would be discussed at one of the next two City Council meetings and staff will provide an update to the situation. An analysis was completed that

demonstrates how Astoria, Warrenton, and Clatsop County refute some of FEMA's data. This analysis was presented to FEMA representatives at a meeting and FEMA is now considering the information. Additional work or contract amendments may be necessary to move forward. He confirmed for Councilor Warr that local resident's costs will skyrocket if the maps are not amended. More individuals will be required to have flood insurance and impacts to people who already have flood insurance are possible.

Councilor Herzig thanked Ms. Johnson for all the work she put into the Mitigation Plan. This was one instance where the City needed to retain local knowledge because Ms. Johnson had to review the Plans from 2008 and 2013. This Plan is a five-year snapshot and recreating it is quite tedious. He confirmed the Plan was available online as part of the Agenda Packet. It is frightening to read how vulnerable the City is. The Plan stated on Page 18 that as of 2013, the City had not yet adopted a geological hazard and hillside development ordinance. He asked if the ordinance had been adopted since then. Ms. Johnson said no, she and Engineer Harrington have been working on the ordinance for several years. A draft ordinance was reviewed by multiple contractors as staff was getting the ordinance ready for adoption. However, Department of Geology and Mineral Industries (DOGAMI) published new mapping that indicated massive landslide areas that were more historic than the newer slides. Since then, staff has hired a geologist to map the City's known landslides. DOGAMI or the Department of Land Conservation and Development will help staff update the draft ordinance after considering the new LIDAR maps, the geologist's maps, and the DOGAMI maps. The ordinance will address all of the potential landslide areas and the degree of review necessary for various types of development. New data delayed the process of getting the ordinance adopted. City Manager Estes added that Ms. Johnson was working on this ordinance in addition to all of the other work she was doing for the Planning Department. When she retired, he asked her to continue working this as a special project. He believed she could help finalize several projects now that she is no longer working at the front counter.

Councilor Price said the Plan states Astoria's chair wall construction is a liability, but there is not much the City can do about that. In the event of an earthquake, the streets will implode and many of the utilities will be destroyed. The wastewater systems and lift stations will also be compromised. Staff had mentioned in the Plan a need for a shelter located inside City limits, should roads or bridges become damaged or impassible. Astoria has designated some emergency gathering spots, like the college. However, he did not know if the City had established a shelter. The Plan also states the Police and Fire Departments will be inundated in a tsunami and notes the possibility of moving the Fire Department. He was unsure what progress had been made with plans to move the Fire Department. At least the City has established heated emergency shelters that are available during extended cold weather events. The action items in the Plan include implementing an all-hazards education and outreach campaign by 2017. He believed this should be a high priority because the City needs to let the public know how much time and thought has gone into this Plan. He understood the Community Emergency Response Team (CERT) has had an up and down relationship, but wanted the public outreach and education to be a high priority. The document is fascinating, concise, and frightening. He thanked staff for all their work on the Plan.

City Council Action: Motion made by Councilor Price, seconded by Councilor Warr to adopt the resolution formally adopting the updates to the Astoria Pre-Disaster Natural Hazards Mitigation Plan Addendum. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill and Mayor LaMear; Nays: None.

Item 6(n): Consideration of Authorization for Additional Ladder Truck Repairs (Fire)

This Item was added during Item 4: Changes to the Agenda.

City Manager Estes explained that the Fire Department's ladder truck has been in for repairs and has been reviewed by Underwriters Laboratories (UL) for approved testing over the past few months. The cost for the repairs done to date is \$9,735.21. This amount has been paid with funds from the Fire Department Budget of Fiscal Year 2014-2015. Unfortunately, further repairs are needed. During the UL acceptance testing, a problem was discovered involving the main aerial waterway swivel component. This component allows for turning and extending or retracting the aerial ladder while the water is being discharged from the top when operating at a fire. The main aerial swivel unit was removed and sent to the manufacturer for evaluation. Staff hoped it could be repaired as opposed to replacing it. This could not be determined until the component was inspected. Upon inspection, it was determined by the manufacturer that the component could not be repaired due to advanced rust and pitting throughout its electrical and hydraulic components. The main waterway swivel will need to be replaced if the ladder truck is to stay in service until a replacement truck can be delivered. The cost to replace the swivel is \$10,464.00. Shipping, reinstalling the swivel unit, and UL retesting is estimated to cost \$1,097.50. Staff recommends City Council authorize a payment for the emergency repairs performed on the ladder truck in

the amount of \$11,561.50. This issue came up late last week as the Agenda Packet was being published and Chief Ames requested this item be added to tonight's agenda.

City Council Action: Motion made by Councilor Herzig, seconded by Councilor Nemlowill to authorize a payment for the emergency repairs performed on the ladder truck in the amount of \$11,561.50 to Hughes Fire Equipment Incorporated. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill and Mayor LaMear; Nays: None.

NEW BUSINESS & MISCELLANEOUS

Item 7(a): Change First Meeting Date in September, 2015 (City Council)

Astoria City Hall will be closed on Monday, September 7, 2015, due to the Labor Day holiday; therefore, the first Council meeting in September will need to be changed. Past practice has been to hold the Council meeting on the following day, which in this case will be Tuesday, September 8, 2015.

City Council Action: Motion made by Councilor Herzig, seconded by Councilor Price to reschedule the first City Council meeting in September for Tuesday, September 8, 2015. Motion carried unanimously. Ayes: Councilors Price, Warr, Herzig, Nemlowill and Mayor LaMear; Nays: None.

Councilor Price said over the last few weeks, she has heard concerns about the increase in homeless and transient people and lack of mental health services and housing. A couple of weeks ago, Chief Johnston sent Council an email about the number of calls and complaints from citizens. The Police Department is trying to address these concerns in various ways. Chief Johnston suggested the City authorize the establishment of a task force that would include law enforcement from throughout the county, health service providers, and mental health service providers. She believed this was a good idea and wanted to move forward with Chief Johnston's idea immediately. Specific details could be discussed at the next City Council meeting.

Chief Johnston said homelessness is not usually a police issue because there is no legislation prohibiting it and it cannot be used as a basis for enforcement, custodial, or other decisions. However, the police can be of assistance by enforcing behavioral issues like urinating and defecating in public places, criminal mischief, and criminal trespassing. Loitering, begging and similar behaviors are not violations of the law, but are protected forms of speech in Oregon. While the First Amendment is generally more specific and does not seem to intrude on some legislation of things like loitering and begging, the Oregon Constitution is much broader and activities like nudity and begging have been deemed forms of expression by the Oregon Supreme Court. These behaviors and activities fall under the protection of Article 1 Section 8 of the Oregon Constitution. The City of Astoria repealed its begging law in 1998 after it had been deemed unconstitutional. The problem with enforcement efforts is a lack of consequence for the behaviors. People arrested for offensive public conduct, a City Code violation, or criminal trespassing, criminal mischief, or theft three, State law violations and Class C misdemeanors, do not spend a single day in jail due to current jail capacities. These people are released before an officer can even finish the report of the incident. The majority of the people who are arrested for these offenses have significant issues with drugs and alcohol or have mental health issues. The jail wants to release these people quickly because they are problematic and their minor offense status helps facilitate their quick release. These minor offenses are also the most prevalent in the community and citizens find them most offensive to society. Arrests and citations will not convince offenders to exhibit pro-social behaviors. Corri Buck the Astoria Rescue Mission, and the Police Department are the only entities going out to where these people are to provide resources. This population, with drug, alcohol, mental health, and housing problems, must go somewhere, wait to see someone, and likely return for future appointments in order to get assistance. This group is not likely to engage in such activity. Therefore, the Police Department attempts to link the people they have daily contact with to beneficial services, reengage family members, and find aid from other community partners. Social agencies seem less of a threat to this population because they are not government entities. Astoria needs social agencies to come engage people with the services they need. There are models for such programs in other cities, so he suggested adopting an existing program and update it to fit the resources, needs, and environment of Astoria. He believed a task force, focused on reducing disorder in the downtown, could identify the problem, issues, and solutions. The task force should be multidisciplinary by including the Police, social serves agencies, public health, the faith-based community, individuals, and those who helped organize the warming shelter. After determining the issues and possible solutions, the task force should recommend an implementable solution.

Mayor LaMear asked if sleeping in a vehicle is an arrestable offense. Chief Johnston said City Code allows for the arrest of people camping in the City limits. However, he could not recall any time when arrest was used as a tool for this offense. Most often, people are moved from a public place and may be issued a citation. The ordinance prohibits people from sleeping in a public or private parking lot or in parks.

Councilor Herzig said the City Eugene adopted an ordinance that defined public parking lots as camp sites so that people could sleep in their cars without breaking the law. In each community, there are ameliorations of certain situations. Grace Episcopal Church runs a food pantry that serves the homeless and the women at Bethany Lutheran Church take bagged lunches to homeless people. Many places in Astoria are trying to help the homeless population. It is important to realize the symptoms need to be treated, but the causes of these symptoms are possibly beyond the City's control. The City and Clatsop Community Action do not have the resources for a homeless program. The closest program is Helping Hands in Seaside. Community partners do not have the facilities. He heard there had been another delay on the mental health crisis center in Warrenton and asked if Chief Johnston had any additional information. Chief Johnston said the project manager for the mental health crisis center was also project manager for the memory center that the health care district is building. The memory center project fell behind and the mental health crisis center had to wait for the project manager to become available.

City Council Action: Motion by Councilor Price, seconded by Councilor Warr to authorize the Mayor to establish a task force to address the scope of Astoria's homeless, housing, and mental health needs, as well as potential solutions.

Councilor Nemlowill asked how much responsibility would be on the City to implement solutions it is not equipped for. The City is providing a lot of basic services and she did not believe the City could take on this issue.

Councilor Price believed the City would find out if it could handle the issue by creating the task force. A lot of this is a County issue and the County has been working to improve services. Astoria is the biggest player in Clatsop County, so until Astoria takes action, the County will not have the incentive it needs. Astoria cannot take a back seat to these issues any longer because they affect affordable housing and other aspects of the city. She believed it was time for Astoria to identify the problems and be part of the solutions.

Councilor Herzig said City Council can serve as a convener for the conversation in the same way the Community Action Team discussed poverty. City Council is not taking on the responsibility of solving the problems, but is being part of addressing the issue by starting a conversation.

Councilor Warr believed the conversation that just took place was beyond the capabilities of City Council. He wanted to address transients, homeless people on the streets, and panhandling, not affordable housing and homelessness as well. Therefore, he did not support everything Councilor Price had said.

Councilor Price believed the issue of homelessness was more than just being homeless. The Astoria Police Department provides the bulk of mental health services to Astoria and Clatsop County and they do the best they can with this issue. However, the mental health issues and affordable housing must also be addressed.

Councilor Warr said the City Council cannot be all things to all people.

Councilor Price explained that most services are County services and Astoria should join the conversation and have a role in the County. Astoria should address the gritty as well as it addresses its pretty because the City is both.

Councilor Nemlowill said she was not ready to make a decision at this meeting.

Councilor Warr confirmed he had seconded the motion, but was not sure he would vote in favor it, as presented by Councilor Price.

Councilor Price noted the Mayor would be appointing the task force members. Some of the specifics about what will and will not be addressed will come out of the task force.

Councilor Nemlowill asked Councilor Price to explain why she was shocked that Councilor Nemlowill needed more time. Councilor Price replied she was being a little sarcastic. Councilor Nemlowill explained she did not want to rush into anything. It was late and the Council had a long agenda.

Councilor Herzig suggested amending the motion to authorize the Mayor to propose a task force to City Council. This would allow Mayor LaMear to craft the language to be comprehensive, but not expansive. Councilor Price supported this amendment.

Councilor Price supported this amendment.

Mayor LaMear also agreed and said she would work with Chief Johnston on the wording of a task force proposal. She would also review how other cities handle these issues.

Mayor LaMear restated the amended motion, which was to direct Mayor LaMear to present City Council with a proposal for a task force to study the issue of the homelessness.

Motion carried 4 to 0 to 1. Ayes: Councilors Price, Warr, Herzig, and Mayor LaMear; Nays: None; Abstentions: Councilor Nemlowill.

Councilor Price requested marijuana be added to the next meeting's agenda. Measure 91 passed by a margin of about 56 percent in all of Astoria's precincts and almost all of Clatsop County. As of October 1st, medical marijuana dispensaries will be able to sell up to a quarter of an ounce each day to recreational users. Astoria issues business permits without regard to the type of business being established. There are currently four medical marijuana dispensaries and one more may open soon. Between now and January 1, 2016, when medical marijuana dispensaries and others can apply to be recreational dispensaries, there could be a number of other medical dispensaries that come on board and become eligible to sell to recreational users. She wanted to discuss what Astoria wants because her constituents have not made it clear how many dispensaries are appropriate in Astoria. There could be a dispensary on every corner as long as they are at least 1000 feet from a school. Astoria is like the Wild West and City Council should discuss whether the city should remain that way. She asked that this discussion be added to an agenda in August.

REPORTS OF COUNCILORS

Item 8(a): Councilor Nemlowill had no reports.

Item 8(b): Councilor Herzig reported that there was a rally and some brief speeches on July 5 about how all lives matter. He thanked the Mayor for being a part of the event. Everyone needs to speak up about institutionalized racism. On July 8 at Clatsop Community College Arts Center from 4:00 pm to 6:00 pm, the community will say goodbye to the Galizio family. Janice O'Malley Galizio, the CHIP-In coordinator, will be missed. The next CHIP-In event will be held in her honor on Sunday, July 19 at the Cathedral Trail from 1:00 pm to 4:00 pm. Volunteers will meet at the Column. Groundbreaking at the Senior Center is July 9 at 11:00 am. He asked when the contract with the Astoria Warrenton Chamber of Commerce and the letter of compliance from the Rescue Mission would be presented to City Council.

City Manager Estes said Director Brooks has been drafting both documents, as well as a template to use for all organizations, all of which will likely be presented to City Council in August.

Item 8(c): Councilor Warr had no reports.

Item 8(d): Councilor Price had no reports.

Item 8(e): Mayor LaMear reported that she has reappointed Kate Summers to the Library Board. She has been an extremely effective Board member and her term ended June 30th. She toured the Column to learn more about the restoration project. She went up on the scaffolding and it was frightening to see the dirt below. There is quite a bit of damage that cannot be seen as one looks up at the Column, but up close, one can see quite a bit of erosion. It is understandable why the Column must be closed over the summer. The City wants the

restoration team to do the job right without hurrying. Each time the Column is restored, the materials used are better. This time, the materials are expected to last many years.

Mayor LaMear recessed the regular meeting of the Astoria City Council at 9:21 pm to convene the Executive Session.

EXECUTIVE SESSION

Item 9(a): ORS192.660(2)(h) – Legal Counsel

Mayor LaMear reconvened the regular meeting of the Astoria City Council at 9:24.

City Council Action: Motion made by Councilor Price, seconded by Councilor Warr to approve the Settlement Agreement as presented. Motion passed unanimously. Ayes: Councilors Price, Warr, Nemlowill, Herzig, and Mayor LaMear; Nays: None.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:30 pm.

ATTEST:

APPROVED:

Finance Director

City Manager

DRAFT

HISTORIC LANDMARKS COMMISSION MEETING

City Council Chambers
June 16, 2015

CALL TO ORDER – ITEM 1:

A regular meeting of the Astoria Historic Landmarks Commission (HLC) was held at the above place at the hour of 5:18 p.m.

ROLL CALL – ITEM 2:

Commissioners Present: President LJ Gunderson, Commissioners Jack Osterberg, Thomas Stanley, Paul Caruana, Mac Burns, and Kevin McHone.

Commissioners Excused: Vice President Michelle Dieffenbach

Staff Present: Interim Planner Mike Morgan.

PRESENTATIONS – ITEM 3(a):

Dr. Harvey Historic Preservation Honorable Mention Award: 1196 Marine, Astoria Brewing Company Inc. (formerly Andrew & Steve's) – Owners, Allen & Huber Real Estate LLC.

President Gunderson gave a brief history of Dr. Harvey and the award. She thanked the property owners for their restoration work, which added to the overall historic character of Astoria. The HLC presented property owners Karen and Steve Allen with a plaque.

APPROVAL OF MINUTES – ITEM 4(a):

President Gunderson asked if there were any changes to the minutes.

Commissioner Caruana noted he was listed as present; however, he did not attend that meeting.

Commissioner Osterberg noted the following correction to the third paragraph of Page 5, "Commissioner Caruana **Burns** understood..."

Commissioner Stanley moved to approve the minutes of May 19, 2015 as corrected; seconded by Commissioner Burns. Ayes: President Gunderson, Commissioners Caruana, Osterberg, Burns, Stanley, and McHone. Nays: None.

PUBLIC HEARINGS:

President Gunderson explained the procedures governing the conduct of public hearings to the audience and advised that the substantive review criteria were listed in the Staff report.

ITEM 5(a):

HD15-02 Historic Designation HD15-02 by Pier 11, LLC to designate a property as a local landmark at 77 11th Street in the A-2, Aquatic Two Development Zone. Staff requests this item be continued to the July 21, 2015 meeting at 5:15 pm.

Interim Planner Morgan confirmed the Commissioners had not yet received the evaluation forms for this application. The Applicant is in the process of hiring an architect or historical researcher. Once the Applicant completes an information packet, the packet will be sent to Commissioners with the evaluation form. Staff will complete their report after receiving the completed evaluation forms from Commissioners. If the information packet is not submitted to Staff by July, the public hearing will have to be postponed to August.

Commissioner Stanley moved that the Historic Landmarks Commission (HLC) postpone the public hearing for Historic Designation HD15-02 by Pier 11, LLC until July 21, 2015 at 5:15 pm; seconded by Commissioner McHone. Motion passed unanimously.

ITEM 5(b):

NC15-06 New Construction NC15-06 by Keane Randall to construct a 672 square foot garage adjacent to historic properties at 3426 Harrison in the R-2, Medium Density Residential zone.

President Gunderson asked if anyone objected to the jurisdiction of the HLC to hear this matter at this time. There were no objections. President Gunderson asked if any member of the HLC had a conflict of interest, or any ex parte contacts to declare. None declared. President Gunderson requested a presentation of the Staff report.

Interim Planner Morgan presented the Staff report and recommended approval with conditions.

Commissioner Osterberg asked for details about how the variance would affect the placement of the garage on the property. Interim Planner Morgan explained that the variance from the 20-foot setback would allow the garage to be placed 10 feet from the street along the front of the property. The variance had already been granted administratively.

President Gunderson asked what type of windows would be installed in the garage. Interim Planner Morgan said the Applicant proposed vinyl one-over-one single-hung windows trimmed in wood. He confirmed the garage would be painted to match the house.

Commissioner Burns asked what material the garage door would be made of. Interim Planner Morgan believed the garage door would be fiberglass.

President Gunderson opened public testimony for the hearing and asked for the Applicant's presentation.

Keane Randall, 3426 Harrison Avenue, Astoria, confirmed the garage door would be fiberglass. In the future, he would like to build a wooden garage door, but plans to use an off-the-shelf fiberglass garage door for now. He confirmed the pitch of the garage roof would be 6:12, which is pretty close to the pitch of the roof on the house. The house is only 20-feet wide, which is not quite as wide as the garage. Therefore, he estimates the pitch of its roof is about 6:10.

Commissioner Caruana believed the location and size of the garage seemed straight forward. However, the details are important, so he wanted to know the size of the trim. He had no problems with the project, but wanted to make sure the garage door would have casing so it did not end up looking like a track house garage. Mr. Randall said he intended to use 1-inch by 4-inch trim for the corner boards and 1-inch by 6-inch trim around the windows and the front of the garage door. His house does not have corner boards, but all of the windows and doors have 1-inch by 6-inch trim.

Commissioner Caruana noted that the garage is a nice addition, but it should look original to the house. He just wanted to make sure the trim and details would match the house, and suggested this be added as a condition of approval. Mr. Randall noted that the house needs to be painted, but the garage will be built before the house is painted.

President Gunderson confirmed the HLC could not designate colors, but preferred the garage match the house. Mr. Randall said he wanted the entire garage to match the house. He believed that in Astoria, there was more value in improving real estate than saving money on building the garage.

President Gunderson stated for the record that there was no one else in the audience. She closed the public testimony portion of the hearing and called for Commission discussion and deliberation.

Commissioner Caruana moved that the Historic Landmarks Commission (HLC) adopt the Findings and Conclusions contained in the Staff report and approve New Construction NC15-06 by Keane Randall, with an additional condition of approval stating, "All windows and doors and soffits shall be trimmed out to match the

existing house, including the roll up garage door." Motion seconded by Commissioner Burns. Motion passed unanimously.

President Gunderson read the rules of appeal into the record.

The Commission and Interim Planner Morgan briefly discussed how the order would be enacted as amended with the new condition, which was the historical practice of the HLC. Interim Planner Morgan agreed to send the revised findings to Commissioner Caruana for review.

REPORTS OF OFFICERS/COMMISSIONERS – ITEM 6: None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 5:45 p.m.

ATTEST:

APPROVED:

Secretary

Interim Planner

DRAFT

Astoria Library Board Meeting

Astoria Public Library

June 23, 2015

5:30 pm.

Present: Library Board members Kate Summers, David Oser, Chris Womack, and Susan Stein (via conference call). Staff Library Director Jane Tucker, Patty Skinner, and Lindsay Johnson. ALFA Representative Charlotte Langsev and Nick Benas

Excused: Kimberly Chaput

Absent: None

Call to Order: Chair Kate Summers called the meeting to order at 5:30 pm.

Approval of Agenda: The agenda was approved as submitted.

Approval of Minutes: The minutes of May 26, 2015 were approved as presented.

Renovation Update:

Item 4(a): Foundation Update

Kate Summers will show the Facebook page she created for the Foundation later in the meeting.

Items 4(b) and (c): Renovation Committee Update and Staff Reports

The new Community Development Director, Kevin Cronin, is expected to begin with the city within the next few weeks. The timeline for the City Council goal to explore a private/public partnership library on Heritage Square is to be determined. The Revitalization Committee held its regularly scheduled meeting on June 3, 2015. The next meeting of the committee is scheduled for September 1, 2015 and will be convened earlier if there are developments.

Board Reports:

Kate Summers reported that she met City Manager Estes, who said he would be introducing her to Kevin Cronin shortly.

Library Director's Report:

Summer Reading has kicked off successfully in Astoria. Director Tucker attended the opening programs for all three kickoffs. In Astoria, more than 100 children attended the kick off. Programs are being held daily for differing age groups. A special performance by the Reptile Man drew 250 children and families. A special performance on Carnivorous Plants drew 150 children and families.

Update on ALFA Activities:

Charlotte Langsev reported that ALFA has a current balance of \$6,692.89. ALFA is a major supporter of the Summer Reading programs, having donated \$800 toward the superhero capes that the readers made at the kick-off and other supplies. ALFA also donated two of the major prizes for the countywide Summer Reading drawing for those who complete the program. ALFA is also a major supporter of the teen, family, and adult programs held throughout the year.

New Business:

Item 8(a): Achievement Gap Video

Patty Skinner introduced a short video on the achievement gap created during the summers between school years. It is common for all children to lose some of the reading, math, and other skills learned in the school year. However, children from low-income families, who do not have access to learning through library visits, museum visits, family vacations, summer camps, and other options can develop a learning gap that widens each year. The short video visually demonstrates how these gaps can develop. A short discussion on other aspects of learning gaps followed.

Susan Stein asked if there were statistical data to demonstrate the impact Summer Reading programs in libraries have on the achievement gap. The data would help people understand how much the summer programs help children. Director Tucker said she would get the data.

Item 8(b): Foundations Facebook Page Preview

Kate Summers created a Facebook page for the Astoria Oregon Public Library Foundation, which can be found at astorialibrary.org on Facebook. She has been posting pictures and news about the library and has gathered 35 likes in just a few days. The Board and Staff discussed how to use the page to create awareness and raise funds. Funds need to be raised for the building campaign, materials, furniture, and other amenities. Ms. Johnson noted the library also has a Pinterest page.

Item 8(c): Teen Services Report

Lindsay Johnson recognized a need to serve teens in 2007. She and Ami Kreider created a Game Day concept, which became successful as a family program. Ms. Johnson continued her efforts to attract teens to the library through collection development, attractive programs, and outreach. She and Director Tucker reviewed past programs and outreach efforts, noting which ones were most successful. Director Tucker noted there is a new programming budget for teens of \$125.

Old Business: There was none.

Public Comments: Nick Benas said he enjoyed the haunted house and episodes of the *Twilight Zone* that were shown at the Haunted Library event. He had also heard that the nursery school students loved the reptile program.

Items for Next Meeting's Agenda: Set a fundraising goal for the Foundation and coordinate a social gathering with City Staff, the Library Board, the Library Foundation, ALFA, and the Revitalization Committee.

Adjournment: There being no further business, the meeting was adjourned at 6:30 pm.

Respectfully submitted,

Jane Tucker, Director, Astoria Library

ASTORIA PLANNING COMMISSION MEETING

Astoria City Hall

April 7, 2015

CALL TO ORDER:

President Pearson called the meeting to order at 6:30 pm.

ROLL CALL:

Commissioners Present: President David Pearson, Vice President McLaren Innes, Kent Easom, Sean Fitzpatrick, and Jan Mitchell

Commissioners Excused: Daryl Moore and Frank Spence

Staff Present: City Manager Brett Estes and Consultant Matt Hastie, Angelo Planning Group. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

PUBLIC HEARINGS:

President Pearson explained the procedures governing the conduct of public hearings to the audience and advised that handouts of the substantive review criteria were available from Staff.

ITEM 3(a):

A14-05 Amendment 14-05 by Community Development Department to amend the Development Code, Zoning map, and Comprehensive Plan to implement the Riverfront Vision Plan in the Bridge Vista Area (Partway to 2nd Streets, West Marine/Marine Drive to the Columbia River Pierhead Line); add Pedestrian Oriented Commercial District Overlay Zone; add Bridge Vista Overlay zone; add design standards for development; miscellaneous related changes with new code references; and rezone the existing C-2 (Tourist Commercial) zoned parcels to C-3 (General Commercial) zone, and S-2 (General Development Shoreland) zone. Amend the Comprehensive Plan Sections CP.140(C & E) Columbia River Estuary Aquatic and Shoreland Designations, CP.210.1 Economic Development, and Figure 1.4 Riverfront Vision Plan map area boundaries. The Planning Commission recommendation will be forwarded to City Council tentatively scheduled on May 18, 2015 City Council meeting at 7:00 pm for public hearing at 1095 Duane Street.

President Pearson asked if anyone objected to the jurisdiction of the Planning Commission to hear this matter at this time. There were no objections. He asked if any member of the Planning Commission had any conflicts of interest or ex parte contacts to declare. Hearing none, he asked Staff to present the Staff report.

City Manager Estes reviewed the written Staff report. Three pieces of written correspondence have been received from Nancy Walker, Ed Wornicky and Rhonda Gerwin, and George (Mick) Hague. The letters were provided to the Planning Commission prior to the meeting. Consultant Matt Hastie presented an overview of the proposed Code amendments the Planning Commission worked on during work sessions. The Code amendments were tentatively proposed be presented to City Council in May and Staff would continue to refine the amendments based on feedback from the Planning Commission and City Council.

President Pearson confirmed the Commission had no questions for Staff and opened the hearing for public testimony. He explained that the Staff report also served as the Applicant's testimony because the City is the Applicant. He called for any testimony in favor of the application. Hearing none, he called for any testimony impartial to the application.

Mike Weston, Port of Astoria, said the Port has adopted a procedure that allows for some waterfront development and some pedestrian friendly developments on some of the properties within the Bridge Vista Area. He believed the procedure would allow for a good mix and balance of developments. The Port is still concerned with building envelope size, but he believed the proposed process in the system would allow enough flexibility that the Port could

do the necessary developments. While the Port is impartial to the application, they believed some portions are good and some are bad.

Ted Osborne, 345 Alameda, Astoria, said the community meeting in January was fairly energized. He asked the Planning Commission what lessons they learned at that meeting that led to revisions and which revisions were incorporated into the proposed amendments. He also wanted to know how the final revisions were reflected in the Code amendments being proposed at this hearing.

President Pearson responded that the Commission would reserve the right to answer those questions and discuss after the public hearing.

Dale Corbett, 701 NW Warrenton Drive #22, Warrenton OR 97146 said there were some interesting, thoughtful, and valuable elements in the presentation, as well as some aspects that would poison the community. Economic development is a given in society and he feared the framework of thinking is that development is necessary for progress. He suggested that some areas be kept as-is instead of developed. He asked the Planning Commission to realize the Astoria riverfront is the only thing of its kind in the world. He requested the riverfront be preserved and protected from building north of Marine Drive as far as the Port of Astoria and possibly the West End Basin. There are thousands of creative opportunities and technical means for economic development. However, there is only one Astoria riverfront. He urged the Planning Commission to keep this in mind and eliminate all of the building that destroys what nature has given, making Astoria very special.

Suzanna Gladwin, 82316 Highway 103, Seaside, said she has a home in Astoria and visits often. Many people drive and walk along the streets near the water want views. She was impartial to the fact that a lot more was going on near the pier than in other areas. She understood the shipping channel changes and wondered if people understood what happens to the bridge supports as the currents and channel change. She believed boats and ships could not safely come in any closer. This affects water-dependent uses that are proposed near the moorage and the Port. She questioned whether the Code amendments would work in Astoria. She used the map to point out areas she believed the Code amendment would not work because of the tides, currents, bridge piers, and the way the shipping channel turns. Maybe this should be studied if it has not already been studied. She pointed to an area on the map where she believed water dependent uses should not be allowed. At the last meeting, a certain percentage of water-dependent uses and a planning mandate were discussed. She did not understand to which area these uses and the mandate would apply. She asked if the mandate could be fulfilled or changed. She believed it was important for the Planning Commission to consider these questions. If certain areas are not safe because of currents, the proposed percentage of water-dependent uses and mandates become problematic. She believed chokecherry and Alder were inappropriate because chokecherry spreads and Alder gets tall. She wanted to hear more about the water-dependent uses.

President Pearson called for testimony opposed to the application.

Richard Schroeder, 8918 Manion, Warrenton, said he did not own any property. However, he had become friends with Roger Forney and Bob Wright who own the property where Robert Jacob received approval to build condominiums. Mr. Forney and Mr. Wright called him several months ago and he became interested because his grandfather, Will Talent built the pilings. Mr. Talent and Peter Grant built the Talent Grant Packing Company on the property. He understood the process the City was going through. However, instead of making blanket zone changes in all of the properties, he requested the Planning Commission wait until a master plan for the property is developed. He and the property owners are in the process of starting to discuss a master plan with various people. He asked the Planning Commission to give him until the end of the year to submit a master plan for the property. He said the property is located on the riverside of Northwest Natural Gas. He has already had some discussions with Northwest Natural Gas. The master plan would include the property and possibly Northwest Natural Gas. He was not aware of what was going on until the first part of November when Mr. Wright called him. Mr. Wright and Mr. Forney have four different projects going throughout the country and neither could attend this meeting because they are both out of the state. Therefore, he was speaking to represent their interests. He has been working with Lawrence Claymore, who did the master plan for Mill Pond. All he and the owners want is a little bit of time.

Juanita Price, 373 Altadena, Astoria said her family came to Astoria in 1964 and she has retired from the Astoria Public Library. The Planning Commission has forgotten its Astoria roots. Astoria is a fishing village that never grew up with tourists in mind. However, the City has retained the concept of a working waterfront, which was in the Murase Plan implemented when Edith Miller was Mayor. The plan prompted the citizens to clean up the waterfront. She participated in work parties on Saturday mornings, cleaning up the waterfront and making it available for the

City to create the Riverwalk. The cleanup was done in increments over about 10 years. The Riverwalk and the bridge are defining features of Astoria. She asked why corridors were necessary to keep views of the river for the people riding the trolley or walking along the Riverwalk. She did not understand why the Planning Commission wanted to add the proposed zone and allowable use changes to the code. This plan is not a bridge vista plan; it is bridge blackout plan. She asked the Planning Commission to refrain from approving the ordinance.

Robert Clark, 145 2nd Street, Astoria, understood no petroleum businesses would be allowed in the parcel just west of 2nd Street. However, a petroleum business already exists on this property. There are larger forces that have plans for exporting cargo, such as propane, coal, and oil, out of the shipping channel on the north face of the area proposed for non-industrial uses. Navigation is not a perfect science. He wanted to know the general plan for disaster evacuation, should some of these vessels run into some of the development. He suggested the Planning Commission prioritize, above and beyond, reconstruction of existing buildings that need work in Astoria.

Suzanna Gladwin, 82316 Highway 103, Seaside, said that at a meeting several months ago, the general sentiment was to refrain from developing the waterfront. If there was an economic turnaround and the City did not have so many empty buildings, there might be a reason to develop the waterfront. However, once the waterfront is developed, it is difficult to go backwards. So many people love Astoria and the views. She owns a house above the Bridge Vista Area and her views would change with a 45-foot tall building. Buildings this tall would block the views of houses and views from the road. The river can be seen along a few places from Marine Drive and she would hate to see these blocked. She was opposed to development.

President Pearson called for any further testimony about the application.

Chris Farrar, 3023 Harrison Avenue, Astoria, said he understood that some place along the river had to allow development. Maybe some of the parcels in the Bridge Vista Area would be good for development. However, he believed development would be too close to the bridge on the west side. He did not understand why the Planning Commission believed a 150-foot wide strip would preserve the vista of the bridge from the west. He believed the bridge would only be visible by pedestrians and cyclists from the east looking west. The view from the opposite direction would be cut off. The Planning Commission acts like 35 feet is not high. However, these buildings will be high and will block a lot. He stated at a past meeting that development should be condensed to a smaller area and leave other areas open so the water can be seen. Looking out 200 feet through a 45-foot wide window will not provide a view of much. He was surprised to learn that the setbacks on the Rivertrail would only be 10 feet on one side and 20 feet on the other side. This would create a very narrow alley with 45-foot tall buildings on one side and 35-foot tall buildings on the other side. He preferred trees because they provide protection from the wind and rain. The landscaping should be kept natural, not barren.

Nancy Montgomery, 279 West Marine Drive, Astoria, said parking is already minimal along the waterfront and the proposed parking reduction requirements for new businesses would impact the existing businesses. She asked if there was any way to lower the 35-foot building height limit.

President Pearson closed the public hearing and called for closing comments of Staff.

Mr. Hastie responded to questions asked during public testimony, as follows:

- Vegetation would be allowed in the area next to the Rivertrail. The proposed code would reduce the number of tall trees and require trees be spaced farther apart north of the trail.
- A three-story building is approximately 35 feet tall and a four-story building is approximately 45 feet tall. The height restrictions for development on land are consistent with the current zoning and the recommendations approved in the Civic Greenway Area. Proposed height restrictions for over water development are lower than the current zoning allows.
- Setbacks along the Rivertrail would be set back from the existing right-of-way, which is 50 feet wide. This would result in a total minimum width of 80 feet.
- The code amendments have been recommended in order to implement the Bridge Vista Area of the Riverfront Vision Plan, which requires views of selected areas be preserved while allowing overwater development. Staff is not recommending development. The view of the bridge, particularly in front of Maritime Memorial Park, and the area west of 2nd Street, were deemed essential vistas. Therefore, development has been condensed into other areas. To prevent a wall of buildings, one of the recommendations is to keep buildings under 60 percent of the parcel width and under 150 feet wide.

Commissioner Mitchell believed the width of the right-of-way on either side of the Riverwalk corresponded to the right-of-way of the train tracks. Mr. Hastie added the right-of-way is 50 feet and the recommendations add to this width. She understood the Riverfront Vision Plan was developed because the existing zoning allowed uses beyond what is currently being discussed. It is important to remember that what existed in the area when there was a big push for development several years ago was a bit scary. Staff did not have any way to prevent development because the zoning allowed it. She did not understand all of the zoning, but appreciated the list of uses that would no longer be allowed. People who own land adjacent to the river need to understand that the City cannot create an area where development is completely prohibited.

Mr. Hastie and City Manager Estes continued to respond to the questions asked during public testimony, as follows:

- Many people at the Town Hall meeting indicated they wanted very little to no overwater development allowed. However, the City must implement the Riverfront Vision Plan, which requires a balance of development and protected vistas in this area. Therefore, Staff has identified areas where overwater development would not be allowed and has limited the uses that could occur over water. Visual simulations were created in response to questions about how development would affect views from up on the hill. If development were to occur to the maximum extent allowed by these recommendations, views from the hill would still be expansive.
- Petroleum and fossil fuel terminals would be prohibited in the aquatic zones, just as in the Civic Greenway Area. Existing fueling stations for vessels would still be allowed, but new coal terminal and petroleum transfer terminals would not be allowed. Existing uses in the commercial zones on land would be grandfathered in.
- Parking restrictions would only apply to uses where the majority of a site on land was occupied by a building or the expansion of an existing use up to 10 percent. This will have a minimal impact on parking in the area.

Commissioner Mitchell understood the parking concerns. However, large parking lots cannot be placed along the riverfront. City Manager Estes explained how the code amendment would allow a business to expand up to 10 percent without having to add additional parking. Staff knows parking is tight in the area, but it is also difficult for many of the businesses in the area to expand or redevelop. This recommendation provides those businesses with some flexibility.

Mr. Hastie reminded this was a balancing act and he believed the parking recommendations would have a minimal impact. In response to the concerns about the shipping channel, he said the channel was beyond the area regulated by the City of Astoria. Development in the shipping channel would require permits from other entities.

City Manager Estes added that the City has jurisdiction up to the pierhead line, which is outside of the shipping channel. Staff has heard that development costs for piers and structures in this area are high. The City is not proposing to encroach into the shipping channel or north of the pierhead line, which is 150 feet from the shipping channel.

President Pearson called for Commission discussion and deliberation.

Commissioner Easom said he supported the proposed code amendments.

Vice President Innes said each time the Planning Commission meets, she tries to think of another way to say the following: The Riverfront Vision Plan was built by the community through hearings and votes and was adopted in 2009. There was an agreement that balance would be sought when planning the future of the riverfront. The balance was to be between an opportunity for economic development and an opportunity to view and treasure the vistas. People who are showing up at the meetings now do not support the economic development. However, she cannot ignore the fact that the majority of the community has requested balance. The City needs to do something about overwater development soon because 45-foot tall structures are currently permitted. She is devoted to the view and the river trail. However, the Planning Commission must speak for everyone who has given their opinion in support of a balanced plan. She believed the City demonstrated how this balance could be achieved through implementation of the Civic Greenway Area. Moving forward with this amendment concludes the risk of having liquefied natural gas (LNG) loaded or stored in Astoria.

Commissioner Easom added that there would be access to the river if development occurred. He believed people lose sight of the fact that they can walk out on a pier and get beyond the buildings to look up and down the river. His office is at the foot of 14th Street, where people walk out on to the pier all the time. This plan does not eliminate views of the river and out on the river.

Commissioner Fitzpatrick said he was conflicted for a number of reasons. Many people who have spoken at the hearings and public meetings have asked that all overwater development be prohibited and that building heights be reduced. However, the Riverfront Vision Plan states there would be a balance and that development could not be allowed in the Civic Greenway Area. People who spoke in favor of prohibiting development in the Civic Greenway Area reminded the Planning Commission that development would be allowed in the Bridge Vista Area. The City does not currently have any height restrictions and the proposed allowed use restrictions are considerable compared to currently allowed uses. He did not believe the proposed amendments were perfect. However, no one seems to agree on what would be perfect. While the plan is imperfect, it is still a very good plan. He planned to vote in favor of the amendment.

Commissioner Mitchell said in 2009, she was very concerned that all of a sudden, the City received many proposals for development on properties along the riverfront and there were no boundaries or barriers. The City was dealing with zones and uses that had been implemented when the zoning code was adopted in the 1950s or 1960s. The City was completely unprepared for this, which made her a bit thankful for the economic crash. She prefers restoration over new development because the community has limited capacity and wants to retain its current quality of life. However, the City was given an opportunity to try to put some things in place that would give Astoria more control over what could happen. She has no greater wisdom than Staff and the consultant about these amendments. Having a vision is one thing, but it needs to be implemented so that great ideas have a way of fitting into the community. A lot of effort has gone into these amendments and no plan is perfect. However, she believed the amendments would be a huge step in the right direction and would leave the community less vulnerable to corporations that do not know much about how Astoria sees itself as a fishing village or a river community. She hoped the amendments would give the City more ability to manage the community.

President Pearson thanked everyone in the audience for attending. This is the fifth hearing and the document is very comprehensive. The Planning Commission and Staff have been fine-tuning the code amendments since October. The City is working towards a compromise between allowing development so Astoria can continue to grow, while respecting Astoria's working waterfront, introducing design review, protecting pedestrian vistas, and appropriate landscaping. There are many compromises, but there have also been many steps forward. He believed the proposed amendments provided the best possible balance and he supported sending them to City Council for consideration. This process has not been easy. The Plan is being implemented one section at a time. The Civic Greenway Area was meant to protect a large section of the waterfront and keep the riverfront as it is. The intention of the Bridge Vista Area is to allow development in a controlled manner while preserving elements that are special to a working waterfront and respects Astoria's heritage. There will be more opportunities for the public to voice its opinion at City Council.

Vice President Innes moved that the Astoria Planning Commission adopt the Findings and Conclusions contained in the Staff report and recommend the Astoria City Council adopt Amendment 14-05 on the Riverfront Vision Plan Implementation Ordinance for the Bridge Vista Area; seconded by Commissioner Easom. Motion passed unanimously.

President Pearson announced the next hearing on the Bridge Vista Area would be at the City Council meeting on May 18, 2015.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:56 pm.

ATTEST:

APPROVED:

Secretary

City Manager

ASTORIA PLANNING COMMISSION MEETING

Astoria City Hall
April 28, 2015

CALL TO ORDER:

President Pearson called the meeting to order at 7:02 pm.

ROLL CALL:

Commissioners Present: President David Pearson, Vice President McLaren Innes, Kent Easom, Sean Fitzpatrick, Daryl Moore, Jan Mitchell and Frank Spence

Staff Present: Interim Planner Mike Morgan. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

APPROVAL OF MINUTES:

President Pearson asked for approval of the minutes of the January 27, 2015 meeting. Commissioner Spence noted the following corrections:

- Page 1, Election of Officers, Item 4(a), Sentence 2 should read President Zetty Nemlowill
- Page 5, last paragraph, third sentence – “Anne ~~Fischer~~ **Kischer**”
- Page 6, first paragraph, Line 7 – Commissioner Spence's comment should state, “He also believed 40 feet between buildings was **not** too much...”

Commissioner Easom moved that the Astoria Planning Commission approve the minutes as corrected; seconded by Commissioner Moore. Motion passed 6 to 0 to 1, with Commissioner Mitchell abstaining.

PUBLIC HEARINGS:

President Pearson explained the procedures governing the conduct of public hearings to the audience and advised that handouts of the substantive review criteria were available from Staff.

ITEM 4(a):

A15-01 Amendment A15-01 by the Community Development Department to amend the Comprehensive Plan to extend the Gateway Overlay Zone (29th to 41st Streets, Leif Erikson Drive to the Columbia River) as reflected in the Riverfront Vision Plan, and miscellaneous plan language to reflect the development that has occurred over the last two decades.

President Pearson asked if anyone objected to the jurisdiction of the Planning Commission to hear this matter at this time. There were no objections. He asked if any member of the Planning Commission had any conflicts of interest or ex parte contacts to declare. Hearing none, he asked Staff to present the Staff report.

Interim Planner Morgan reviewed the written Staff report. No correspondence had been received and Staff recommended approval of the request.

President Pearson opened the public hearing. He explained that since the Applicant was the City, presentation of the Staff report served as the Applicant's testimony. He called for any testimony in favor of, impartial to, or opposed to the application. Hearing none, he closed the public hearing and called for Commission discussion and deliberation.

Commissioner Mitchell said she had been following the Riverfront Vision Plan implementation and believed she could vote on this request with a good understanding of the process.

Commissioner Easom moved that the Astoria Planning Commission adopt the Findings and Conclusions contained in the Staff report, approve Amendment A15-01 by the Community Development Department, and

recommend City Council adopt the amendment; seconded by Commissioner Moore. Motion passed unanimously.

REPORTS OF OFFICERS/COMMISSIONERS: None.

MISC.:

An amended list of Planning Commissioners is attached to the Agenda packet. This is for Commission information only, no action required.

Vice President Innes noted the next Planning Commission meeting, scheduled for May 29th, could be cancelled because there is nothing on the agenda.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:15 pm.

ATTEST:

APPROVED:

Secretary

Interim Planner

DRAFT

ASTORIA TRAFFIC SAFETY ADVISORY COMMITTEE

Astoria City Hall

April 28, 2015

CALL TO ORDER:

President Pearson called the meeting to order at 6:30 pm.

ROLL CALL:

Commissioners Present: President David Pearson, Vice President McLaren Innes, Kent Easom, Sean Fitzpatrick, Daryl Moore, Jan Mitchell and Frank Spence

Staff Present: Interim Planner Mike Morgan, City Engineer Jeff Harrington, and Engineer Technician Steve Ruggles. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

APPROVAL OF MINUTES:

President Pearson called for changed to the minutes of January 27, 2015. There were none.

Vice President Innes moved that the Traffic Safety Committee approve the minutes of January 27, 2015 as presented, seconded by Commissioner Fitzpatrick. Motion passed unanimously.

NEW BUSINESS:

Item 4(a): Update on Traffic Safety Related Items

Engineer Harrington reported that in an effort to increase safety, Staff has developed several ideas for keeping people informed and engaging with the community. These ideas should eliminate the public perception that Staff is not doing anything about traffic and pedestrian safety. Staff appreciates public input because the feedback allows the City to work on real issues instead of chasing its tail with ineffective measures. Therefore, Staff plans to publish information on the Police Department website and Facebook page. The information will include a synopsis of the current situation in Astoria and a link to the City Data website that shows traffic accident data in Astoria, which is below average in every category. He verified with a local insurance company that Astorians pay lower insurance rates because Astoria has below average traffic accident rates.

- Although Astoria has below average traffic accident rates, a lot of things can be done to improve the situation. Education is the best tool for making drivers aware that Astoria is a shared environment and pedestrians must be respected. Many aspects of the community contribute to traffic safety issues, like the low graduation rate for high school students, the lack of a driver's education program, and tourists who are not familiar with the city streets. Therefore, Staff has worked with Oregon Department of Transportation (ODOT) to receive funding for the following education and outreach programs in the community:
 - Safe Streets to School Program – This program focuses on students in Kindergarten through 8th grade.
 - Safety City – Staff just recently conducted this program at Astor School.
 - Halloween Safety Treats – Staff handed out awareness information for children and parents. Staff plans to work with ODOT to continue and improve this program each year.
 - ODOT Safety Posters – Each year when school starts, Staff distributes the posters throughout the community.
 - Clearinghouse of Information – Engineer Harrington has developed a resource group to connect with and get information out to community groups like Impact Oregon (formerly Mothers Against Drunk Driving), Coast Guard parents, and Sunset Empire Transit District.
 - Distribution of ODOT flyers in print and online.
- Staff continues to support ideas for stenciling, banners, logos, and other community involvement techniques. He mentioned Scott Lee's idea for "Stop, Wait, Wave," which was discussed in *The Daily Astorian*. Staff is working to make Mr. Lee's idea systematic, including having universal symbols, so the message is easily recognized by people of all ages, from all countries, and of all abilities. Staff has planned to implement this as part of a pilot project at 10th and Marine Drive. The Boy Scouts and a volunteer who

Traffic Safety Advisory Committee

April 28, 2015

Page 1 of 3

work near the intersection will assist in gathering input about how well the idea works. Staff chose this intersection because it is located near Mr. Lee's business, making it easy for him to work with the kids, and the intersection is busy. With the bar near this intersection, the signs will be reflective so they can be seen at 2:00 am.

- Police enforcement is complaint driven, so the Police Department has been working with the Coast Guard on some additional enforcement in target areas that are considered problematic. Staff has also been working with ODOT to eliminate sign clutter and continues to work on annual crosswalk improvements. Oregon State Police receives ODOT funding for speed enforcement, which comes from the Astoria Megler Bridge project.
- Staff would like to turn the Transportation System Plan (TSP) into a living document, which allows all major projects in Astoria to be funded by State Transportation Improvement Project (STIP) Funds. The most current version of the TSP can be obtained from Staff and is available on the City website. The sidewalk improvement project near the high school, which is included in the TSP, has not yet been approved by the Federal government and there is a chance the project will not be funded. However, Staff continues to advocate for project approval. Staff is working on a Transportation Growth Management (TGM) grant and STIP has approved \$400,000 for downtown signal upgrades for the 2016-2018 grant period.
- Engineer Harrington briefly reviewed recent projects. Staff has requested approval from ODOT to use LED lights for their streetlight optimization project and Astoria just received a grant for additional lights at the Safeway crosswalk.

Commissioner Mitchell asked if Staff counted traffic, noting it seemed like Astoria had a lot more year round traffic now. Engineer Harrington agreed and said ODOT conducts traffic counts in certain areas. This data was used to help develop the TSP. Commissioner Mitchell noted that visitors are not accustomed to Astoria's streets. She suggested Staff install ODOT signs that tell drivers they are entering into an area where the streets were designed 100 years ago when the driving situation was different. Staff has been working on the concept that Astoria is an auto-centric society. Roads have been built around automobiles for 100 years, but now Astoria is encouraging walking. Spreading a message of danger discourages people from walking. The best way to transition to a Transportation Options (TO) community is to get drivers to think like pedestrians.

Commissioner Easom noted the situation goes both ways. He described an incident where a pedestrian walked out in front of him as he was crossing through an intersection on a green light.

Commissioner Spence asked for details about the Coast Guard's request for speed bumps in their housing area. Engineer Harrington said the Coast Guard housing area uses many traffic calming techniques and they already have speed bumps. However, there is no safe place to install speed bumps along Alameda. The City's traffic calming policy includes criteria that must be met for an area to qualify for traffic calming methods. He explained how the narrow streets led to the perception that drivers were speeding through the area. However, data showed drivers were not speeding. Staff has agreed to help the Coast Guard by providing engineering estimates for a speed table at a particular intersection. The Coast Guard is also considering a traffic circle, which Staff does not recommend.

Vice President Innes congratulated Staff on their effort to educate the public. She agreed the information and statistics needed to be shared, but hoped sharing the information would not take up a lot of Staff's time. Engineer Harrington added that once Staff gets an idea of how people interact with the information on Facebook, Staff would contact the newspaper and ask them to publish an article on a particular event or topic. He asked Commissioners to forward their ideas to him via email.

Commissioner Spence wanted to know how Staff planned to educate drivers who do not regularly travel through non-standard intersections, like the intersections along the north-south corridor. Engineer Harrington said he wished this issue had been mentioned during development of the TSP, which took a year and a half. Staff wants all of its projects to correspond with the standards so that funding can be obtained. Therefore, Staff will meet with the TSP consultants to review the north-south corridor and the intersection of Irving and 8th Street. He noted that this corridor was the main route through town before the new Youngs Bay Bridge was built by ODOT in 1964. At the Irving and 8th intersection, Staff would like to retain the current flow of traffic while making the area safer. However, stop signs would disrupt the flow of traffic and drivers would begin cutting through the neighborhoods. Staff conducted a concept plan that involved reducing the size of the island and replaced the

yield sign with a stop sign. The consultants will review this plan and provide Staff with feedback. He noted there have not been any accidents at the intersection, but accidents would occur after installing the stop sign.

Commissioner Easom understood that there were only perceived issues at Irving and 8th. Engineer Harrington agreed, noting that Staff reviews many perceived issues.

Commissioner Mitchell described traffic issues at the intersection of 3rd and Bond. She suggested parking in front of apartment buildings be banned or requiring trucks and large vehicles to use a different route. Engineer Harrington said Staff would look into the traffic issues at this intersection. He agreed that removing parking would help the situation, but Astoria needs parking. Commissioner Mitchell added that Bond is used more now that Commercial is not accessible.

REPORTS OF OFFICERS/COMMISSIONERS: No reports.

PUBLIC COMMENT: No comments.

ADJOURNMENT:

There being no further business, the meeting was adjourned to convene the Planning Commission Meeting at 7:02 pm.

ATTEST:

APPROVED:


Secretary

Engineer



July 28, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: AUTHORIZATION TO APPLY FOR HEAL CITIES SMALL GRANT

DISCUSSION/ANALYSIS

The Healthy Eating Active Living (HEAL) Small Grant Program is part of the Heal Cities Campaign, a joint initiative of the League of Oregon Cities (LOC) and the Oregon Public Health Institute (OPHI) that helps civic leaders create healthy communities. The Campaign encourages cities to adopt policies that will, over time, expand the options for city residents, visitors, and employees to eat healthier food and/or become more physically active (HEAL policies). On July 21st, 2014 the Astoria City Council adopted a resolution to become a HEAL City.

The HEAL Cities Small Grant is one of the benefits of the program. HEAL Cities Small Grants will offer implementation grants to up to six cities to implement HEAL policies. The HEAL Cities Small Grants will be successful if, when it ends, more Oregonians have the option to eat healthier food and/or be more physically active.

The Parks and Recreation Department has begun drafting an Employee Wellness Program for the City of Astoria employees. Such a program will allow for decreased insurance premiums and make the City eligible for CIS funds that are available just for Employee Wellness Programs. In looking into developing a wellness program Parks Staff have found the following benefits common in an Employee Wellness Program including lower absenteeism rates, higher job satisfaction, increased overall wellness, and improved health resulting in lower insurance premiums.

In order to assist in implementing an Employee Wellness Program, the Parks Staff would like to apply for a HEAL cities small grant in the amount of \$6,000. The grant requires matching funds or "in-kind matches" such as donated property, materials, and services that add up to 50% of the amount applied for. This would be met through staff time, administrative costs, food donations from community partners, and passes to recreation exercise classes and aquatics center use. If received the grant funds would be used for wellness challenges, to offer wellness challenges and activities that motivate employees to eat healthier and exercise more. Some examples of activities/challenges are a "maintain don't gain" challenge for the holiday season, a get fit challenge, and information on how to cook healthier foods on a budget.

The proposal must be received by August 31, 2015. Staff will receive notification of funding of the grant in September of 2015. Once an Employee Wellness Program is developed, the draft policy would be brought to Council for consideration.

RECOMMENDATION


It is recommended that City Council approve submittal of application for the HEAL cities Small Grant in the amount of \$6,000 to develop and implement an Employee Wellness Program.

By: Angela Cosby
Angela Cosby
Director of Parks & Recreation



July 23, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: PARKLET PILOT PROPOSAL

DISCUSSION/ANALYSIS

City staff was approached by two business owners regarding the potential of a “parklet” to be located within a designated, on street parking space in downtown Astoria. A parklet will facilitate the use of public space for small, outdoor, commercial spaces in the street rights of way adjacent to storefront locations. In many cities that permit this activity, the street – in this case the parking strip - has been activated. In downtowns or older commercial areas where public space might be underutilized, parklets are an urban design tool to provide more outdoor seating, landscaping, bike parking (“corrals”) and to inject more activity into the streetscape.

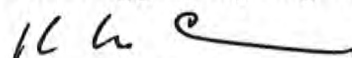
Since this involves the private use of a public right of way, City staff (including ADHDA staff) has drawn on work done in other cities, including Sacramento and Portland, to develop and adapt several policies which are attached for the Council’s review. On July 20, 2015 the City Council reviewed a pilot proposal that included requirements for participation in the program. The City Council provided suggested changes and directed staff to bring the revised proposal back for consideration.

The ADHDA Executive Director and Board President reviewed the revised proposal and reiterated their support. As a reminder, once a property owner proposes a parklet project, staff would review the project and then present the proposal with a recommendation to the City Council for final approval.

RECOMMENDATION

It is recommended that the City Council consider the proposal of a pilot project for a two year period, and if approved adopt the attached resolution. Separately, City staff will submit a revised fee schedule with proposed fees for the program as part of a comprehensive review of city fees at a later date.

By: 
Jeff Harrington, City Engineer

By: 
Kevin A Cronin, AICP, CD Director

City of Astoria
Parklet Pilot Program
General Requirements

Parklets are allowed within the street rights-of-way in accordance with the following standards:

Definition, Location Criteria, & Limits:

- “Parklet” is defined to mean a sidewalk extension that provides more space and amenities for people using the sidewalk in conjunction with the adjoining business.
- Parklets will only be permitted in the Downtown area and will not be allowed on Marine Drive, Commercial Street, Duane Street, or Exchange Street due to truck traffic dangers.
- Only fronting properties/businesses can apply for a parklet permit.
- The size of a parklet must not exceed 7 feet into street (providing 1-foot clear from parking line) and a total length of the existing parking space minus 2 feet (1 foot on each side to provide clearance from adjacent parking spaces).
- A parklet must be located at least 20 feet from a crosswalk or street corner.
- Shall be considered public spaces therefore will be available to the general public 24 hours a day when not occupied during regular business hours of the permittee that installed the structure.
- Limited to 1 parking space and one per block per side of block.

Design & Construction

- It is the responsibility of the permittee to design the parklet in compliance with Americans with Disability Administrative Guidelines (ADAAG) if the structure will provide pedestrian access.
- Will be allowed year around but must be a removable structure.
- A parklet must have adequate drainage under structure adjacent to curb to pass street drainage.
- Structure corners must be reflectorized to provide nighttime visibility by oncoming traffic.

- Rubber wheel stops must be placed on both ends of the parklet structure to warn parking cars of structures presence.
- A parklet cannot be located over water valves, adjacent to a fire hydrant, or over any other existing utilities in the street.
- The parklet shall not have a roof structure. Materials shall not include loose gravel, sand, or other such material. Floor material must be slip resistant.
- Green Building: Reuse, recycling, and locally sourced materials and services is strongly encouraged, but not required. Plant materials are also strongly encouraged, but must be containerized.
- The parklet shall not have any utilities that require wires or conduit crossing the sidewalk.
- A building permit may be required for any structure and ADA compliance.

Operations & Maintenance

- The permittee shall keep the parklet and surrounding area clean and well maintained. City street sweeper will not be able to access the street under and near the parklet so the permittee will be required to clean the area not maintained by the street sweeper.
- The permittee must insure the structure, list the City as an additional insured, and provide documentation to satisfy liability.
- With the exception of food and beverage associated with a permittee, no merchandise will be allowed on a parklet unless specifically approved by the Community Development Director.
- The Oregon Smokefree Workplace Law shall apply within 10 feet of any workplace entrance. The permittee may also ban smoking within the parklet consistent with State Law.

Application Process & Design Review

- Applicant must contact all property owners on the block to solicit input. Owner's comments may be considered by the City, but individuals owners or businesses who object cannot "veto" project.
- Application will be reviewed by Development Review Committee (City Staff) for general requirements and by the Community Development Director for Design Review and then submitted to City Council for approval with any conditions that may apply.

- Application to City must include the following:
 - a. Application form;
 - b. Location map (site plan);
 - c. Concept design, elevations, and materials list;
 - d. Verification of neighboring property owner notice and ADHDA Design Committee documenting support or concerns;
 - e. A design that meets sight distance and safety requirements;
 - f. Proof of insurance; and
 - g. If original submittal does not include enough detail for Design Review for final approval, additional information will be requested by the City to complete the approval process.

It is the intention of this document to provide general requirements for the implementation of a 2 year pilot project. Only 2 parklets will be permitted during the 2 year pilot project period. On an annual basis, City staff will refine the parklet requirements drawing on the experience of the pilot phase and other cities.

RESOLUTION NO. 15-_____

A RESOLUTION CREATING A PILOT PROGRAM TO ALLOW "PARKLETS" ON SIDE STREETS IN THE DOWNTOWN AREA.

WHEREAS, certain businesses in the downtown area have expressed interest in building "parklets" on the City streets in front of their businesses; and

WHEREAS, the Astoria Downtown Historic District Association (ADHDA) has supported the concept of a two year pilot project for up to two projects to determine outcomes; and

WHEREAS, many cities around the country have successfully allowed parklets to be constructed in rights of way

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ASTORIA:

Section 1. That the City of Astoria hereby allows the institution of a pilot project for a two year period to permit up to two parklets on the side streets in downtown Astoria.

Section 2. Effective Date. This Resolution is effective on the date of its passage.

ADOPTED BY THE CITY COUNCIL THIS 3RD DAY OF AUGUST, 2015

APPROVED BY THE MAYOR THIS 3RD DAY OF AUGUST, 2015.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION

YEA

NAY

ABSENT

Councilor Nemlowill

Herzig

Price

Warr

Mayor LaMear



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

July 21, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: **PUMP STATION NO. 1 UPGRADES – REQUEST FOR PROPOSALS**

DISCUSSION/ANALYSIS

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, pumps between one and eighteen million gallons per day to the City's wastewater treatment plant (WWTP).

PS#1 contains three wastewater pumps with two variable speed 125 horsepower (hp) pumps and one fixed speed 75 hp pump. The system has provided reliable service for the past 40 years, but lacks peak efficiency. Replacement parts are no longer readily available and parts of the system have reached the end of their useful life. It is a credit to our wastewater treatment plant operators that this pump station has functioned for such an extended number of years.

On June 1st, Council authorized Richwine Environmental to prepare a Concept Design Report for this project, which was recently completed. The report recommends a project scope that includes replacement of the pump's variable frequency drives (VFDs) and installation of a new control system at PS#1. Estimated project cost with engineering services, installation, and project management services is \$225,000.

The Concept Design Report also includes an evaluation of alternative project delivery in lieu of the traditional design-bid-build process. A hybrid contract such as Design/Build, Construction Manager/General Contractor (CM/GC), and Energy Savings Performance are allowed by City Code and it was determined to be the most advantageous type of contract for this specialized project. Attached is the Project Delivery section of the report that describes several alternative project delivery approaches. It is recommended that the City bid this project using a Progressive Design Build approach to expedite the delivery of this critical facility for construction this summer without additional risk. This approach will allow the contractor to design the project to be within the City's budget and before heavier rains begin. In order to move forward with type of contract approach, a public hearing for an exemption to the standard solicitation method needs to be held. A public hearing is scheduled for the August 17th City Council meeting.

It is recommended that a request for proposals be used to solicit a design-build contractor for this project. Staff is requesting authorization to solicit proposals at the August 3rd Council meeting. Qualifications, project approach and fee will all be considered in the evaluation of the proposals using the following scoring breakdown:

- Experience and capabilities
 - Design-builder/other projects 30%
 - Key Personnel 20%
- Organization, management and safety 15%
- Project approach 15%
- Fee and rate proposal 20%

Staff will evaluate the proposals to determine the selected contractor based on the above scoring criteria and will negotiate the contract terms. It is anticipated that the final contract will be presented to Council for approval at the first meeting in September. The timeline for selecting a design-build contractor is critical for this project to be constructed by winter before the peak flows are pumped to the wastewater treatment plant.

A Technical Analysis Study for PS#1 was requested by staff and was prepared by the Energy Trust of Oregon in September 2013. This study evaluated the energy consumption and economics related to upgrading the pump station in order to improve energy efficiency. At that time the grant incentive for replacing the VFDs and installing a new control system was \$65,083. Energy Trust is currently reevaluating their Study based on the Concept Design Report to determine if additional financial incentives are available for this project. The final incentive offer and agreement with Energy Trust will be presented to Council when authorization to award the project is recommended.


Below is a project timeline that highlights Council actions:

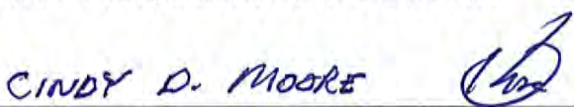
- Aug 3: Council authorize soliciting proposals
- Aug 17: Public Hearing for an exemption to the standard solicitation method for use of a Progressive Design Build Contract
- Sept 8: Council authorize Energy Trust Agreement and award contract to the selected contractor
- Sept 9: Selected contractor receives Notice to Proceed
- Dec 1: Construction completion

Funding is available in the Public Works Improvement Fund.

RECOMMENDATION

It is recommended that Council authorize staff to solicit proposals for installation of the Pump Station No. 1 Upgrades Project.

Submitted By: 
Ken P. Cook, Public Works Director

Prepared By: 
Cindy D. Moore, City Support Engineer

6. PROJECT DELIVERY

Historically, municipalities and public utilities in Oregon have delivered wastewater treatment capital projects using the Design-Bid-Build project delivery method. In some instances where cost and schedule are major factors, alternative delivery methods can be used. Alternative delivery methods such as Design Build, Construction Manager/General Contractor (CM/GC) and Progressive Design Build are now being utilized in Oregon.

Oregon municipal governments are defined as "contracting agencies" under ORS 279A.010 and are authorized to utilize both Design Build and Construction Manager/General Contractor (CM/GC) projects. Alternative contracting methods are allowed when projects have been exempted from the competitive bidding process in accordance with ORS 279C.335. Use of Alternative Contracting Methods must be justified in accordance with any applicable Code and Contracting Agency requirements and, if required, OAR 137-049-0600 to 137-049-0690 rules.

6.1 *Design-Bid-Build*

Projects have historically been delivered using the Design-Bid-Build contracting approach. In this approach, the City would contract with an engineer to develop biddable design documents. The project is then bid to get a fixed contract price from contractors. The low responsible bid contractor is awarded the contract and constructs the project. Typically the design engineer provides construction management and inspection services, but these services can also be provided by a third party. In this approach, any changes in scope of the contract due to project changes or changed conditions are negotiated in a change order for an increase or decrease in the contract price.

6.2 *Alternative Delivery Options*

There are three project delivery options that are available to the City in this project. Each of these alternatives are discussed below.

6.2.1 CM/GC

The Construction Manager / General Contractor or CM/GC project delivery method the City would contract with an engineer to design the project, but the contractor or construction manager is selected during the design process to provide constructability input. The Construction Manager is generally selected on the basis of qualifications, past experience or a best-value basis. During the design phase, the construction manager provides input regarding scheduling; pricing, construction phasing and other input that helps the owner design a more constructible project. At approximately an average of 60% to 90% design completion, the owner and the construction manager negotiate a guaranteed maximum price (GMP) for the construction of the project based on the defined scope and schedule. If this price is acceptable to both parties, they

execute a contract for construction services, and the construction manager becomes the general contractor.

The benefits of using the CM/GC approach are greatest for projects that:

- Are high risk
- Possess a high level of technical complexity
- Are governed by significant schedule constraints
- Require complex phasing
- Contain budget limitations requiring a construction cost guarantee during design
- Could result in substantial savings from value engineering

It is believed that the primary considerations that should be taken into account when evaluating CM/GC for use on a project are: time savings, cost savings, technical complexity, and not diminishing competition or encouraging favoritism. If at least two of these measures indicate that an alternative contracting method is in the best interest of the public, taxpayers, and other stakeholders, and the public agency has the experience and resources to administer the CM/GC process, the use of CM/GC is appropriate for a project.

6.2.2 DESIGN BUILD

In the design-build delivery approach, the public agency contracts with a general contractor to both design and build the project. The agency does not separately contract with the engineer for design. That is the responsibility of the general contractor. The general contractor in turn subcontracts, through competitive bidding or otherwise, for an engineer and various construction trade work. Design-build delivery methods have a number of variations, but most can be placed in one of two categories—stipulated price and construction management.

With stipulated price design-build a public agency specifies how much it will pay for construction for the project. For example, the City provides a general concept and performance requirements of the project to prospective bidders. The City then asks competing firms to present proposals that illustrate a conceptual design and provide specifications for the project that it is willing to construct for the price stipulated by the City.

With construction management design-build the City awards a contract to a "construction manager" (frequently a construction firm, but sometimes an engineering firm) on the basis of a negotiated fee. The construction manager designs the project and solicits bids from subcontractors and suppliers. The total of these bids plus the construction manager's fee determine the total price the City pays for the project.

6.2.3 PROGRESSIVE DESIGN BUILD

With Progressive Design Build (PDB) procurement, the design-builder is typically selected primarily on the basis of qualifications – and before significant development of

the project's design is completed. Upon contract award, design-build services are provided in two phases.

In Phase One, the owner and design-builder work together to advance the design, incorporating design concepts and details desired by the City and to ensure that the City's project performance requirements and standards are satisfied. This collaborative approach offers the owner the benefit of detailed cost estimating and schedule information, facilitating well-informed decision-making about project scope and design. The design-builder can also take steps during Phase One (such as ordering long-lead time equipment, permitting and site investigations) to reduce owner risks and costs for construction of the project during Phase Two.

During Phase One, the design-builder completes the project's design to the point desired by the owner (which often ranges from 60 to 90 percent, but can be less if schedule dictates) and typically submits to the owner a guaranteed maximum price (GMP) or lump-sum price for final design and construction, along with a detailed breakdown of estimated construction costs and a proposed schedule. The owner can also participate in the design-builder's selection of key subcontractors and equipment suppliers. Once the owner approves the proposed schedule and GMP or lump-sum price, the project proceeds to Phase Two, which includes final design and construction. If the parties cannot agree on an acceptable price and schedule, the owner can finish the partially completed Phase One design and complete the construction with a separately-procured construction contract.

There are a number of circumstances in which PDB might be the preferred project delivery method, such as when the owner wants to:

- Accelerate the schedule
- Maximize design-builder input during the project's design development
- Engage in a highly collaborative approach with the design-builder
- Emphasize qualifications in selecting the design-builder
- Minimize procurement cost and time
- Capture construction cost savings by using a GMP, or
- Achieve a high degree of construction cost certainty before design is complete

The following factors promote cost certainty and competitiveness with the PDB method:

- The GMP or lump-sum price proposal tends to be accurate, since it is established with the benefit of a relatively detailed level of design (typically between 60 and 90 percent design development) by an experienced design-builder, coupled with a high degree of owner input that avoids costly design-related change orders.
- The design-builder provides detailed cost estimates along with design development, allowing the design engineer to design to the owner's budget (as opposed to obtaining an engineer's opinion of probable cost upon completion of biddable plans and specifications along with the risk of bidding uncertainties).

- The GMP or lump sum price proposal can be prepared through bidding certain material purchases and/or subcontracted work thus providing greater cost certainty and demonstrating design-builder competitiveness.
- The design-builder can include detailed cost estimates of self-performed work in the GMP or lump sum price proposal providing the owner with increased transparency in pricing to promote cost certainty and competitiveness of the design-builder.

6.3 Recommended Project Approach

The City procurement rules allow alternative delivery methods with Council approval for energy projects or projects where timely delivery is critical. The upgrades to PS#1 is both an energy project as Energy Trust monies will be obtained for the project, but is also a critical project to upgrade the station before a failure of the antiquated equipment will cause a failure of the system.

This project has been well defined in this report. Phase I of the project is the installation of the VFDs and new control system. Phase II is the replacement of Pump No. 3 with a new pump and VFD. This equipment and project scope is defined to the extent that an alternative delivery approach will expedite the delivery of the project without presenting any additional project risk to the City. This also provides the City the opportunity to have the project designed to their budget.

The recommended project approach for this project is the Progressive Design Build project approach. In this approach, the Design-Builder can be selected in either a one-step or two-step process. In the one-step process, the Design-Builder is selected on qualifications directly from their proposal. In the two-step process, there is a prequalification step prior to proposal. In this instance, the one-step process is recommended to minimize the time required to select the Design-Builder. It is also recommended that the City request the guaranteed maximum price with the proposal. This project is defined in this report to provide the information necessary for the Design-Build contractor to provide the guaranteed maximum price. This will provide the City with the information necessary to ensure their budget is adequate for the project prior to Design-Build contractor selection.



CITY OF ASTORIA
POLICE DEPARTMENT

July 27, 2015

M E M O R A N D U M

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: AUTHORIZATION TO PURCHASE VEHICLE FOR POLICE
DEPARTMENT

DISCUSSION/ANALYSIS

Astoria Police had requested budgetary resources to purchase two vehicles this fiscal year. That request was part of the approved budget for FY 2015-2016.

Vehicle one replaces a 2010 Chevy Tahoe 2WD Police Pursuit Vehicle (PPV). The vehicle has 135,000 miles and is already seeing increased maintenance costs including lower engine rebuilds, heating and cooling issues and is outside of warranty on all work done. Staff has explored options on replacement of this vehicle which will be assigned to patrol.

When Staff attempted to obtain bids using the Oregon State Purchasing Program it learned the ordering window for the 2015 Tahoe PPV is closed. 2016 model year prices have increased. 2015 was the first year the 4WD PPV was available. Staff determined that having a portion of the fleet 4WD offered several advantages both for inclement weather and for access to urban forest areas. The 2016 Tahoe 4WD PPV was quoted at \$37,304. Staff was able to locate one Black 2015 Chevy 4WD Tahoe PPV in stock. The cost of the vehicle is \$34,009.55. It has similar options to what we would have specified. This is an increase from the purchase last fiscal year for a 2015 Chevy 4WD Tahoe PPV of \$1,913.

Staff also obtained prices on a 2015 Ford Police Interceptor Utility. Gresham Ford, through the State purchasing program, provided a low quote of \$26,928.87. The Ford Police Interceptor will provide a slightly smaller interior and lower ride height than the Tahoe. It is an all wheel drive platform and not a four wheel drive platform. This provides both positive and negative traits in public safety usage. Staff has been looking at the Ford Police Interceptor Utility for several years looking to determine if the transition made sense. The Ford Police Interceptor Utility was part of the testing processes conducted by the Los Angeles County Sheriff's Office and the Michigan State Police. These vehicle testing processes are the gold standard for police package testing. They include measured performance on a road course, acceleration, braking, ergonomics, and a detailed breakdown of vehicle attributes. The Ford Police

Interceptor Utility and the Chevy Tahoe PPV are comparable vehicles in most aspects of performance. Ergonomics/Comfort is the one area that the Tahoe platform is far and above every other police vehicle tested by either process. The Police Interceptor Utility rates well, the Tahoe is considerably above all other vehicles.

For several years the industry rumor mill indicated that GM would be discontinuing the Tahoe as a police vehicle. Staff had been keeping a keen eye on vehicle testing, driving other agencies Ford Police Interceptor Utilities, attending trade events, and using every opportunity to examine the Ford SUV. In 2015 GM made several changes to the Tahoe PPV that increased miles per gallon and some features that made delayed the decision to move away from the Tahoe PPV. The pricing trend of the Tahoe PPV is troubling. Given the price savings of over \$10,000 on a \$37,000 purchase, staff cannot justify staying with the Tahoe PPV and recommends transitioning to the 2015 Ford Police Interceptor Utility.

The second vehicle will be used for the second detective position. When Astoria Police staffed this position in 2014 we did not have a vehicle dedicated. The retirement of Chief Curzon and the resulting shuffling of staff to cover vacancies forestalled the issue as his assigned vehicle was assigned to the second detective. Chief Johnston continues to drive his previously assigned vehicle. Promotion of Deputy Chief Halverson who had been the Detective Sergeant and appointment of a second detective causes the shortage to return. Currently the detective is driving a retired patrol vehicle that has 145,000 miles on it. The vehicle is quite conspicuous and has mismatched interior pieces because of its previous use as a patrol vehicle. The current vehicle driven by the Deputy Chief, a 2011 Ford Fusion, was purchased for use as a detective vehicle and has proven to be quite satisfactory. Staff researched the price of a 2016 Ford Fusion using the Oregon State Purchasing Program and received a quote from Gresham Ford of \$17,415.

Astoria Ford was given an opportunity to bid on the items and the Oregon State Purchasing Program pricing was shared with them. They declined to quote based on the pricing obtained using the Oregon State Purchasing Program.

This item was included in the FY15-16 budget as a lease payment on new public safety vehicle. The Finance Department has budgeted spreading the purchase and set up of vehicles over two years. This amount is included in the adopted budget. A separate authorization will subsequently be requested for set up and equipment for the vehicles.

RECOMMENDATION

It is recommended that City Council approve the purchase of a 2015 Ford Police Interceptor Utility and a 2016 Ford Fusion from Gresham Ford.




Brad Johnston, Chief of Police



July 28, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: REVISED JOB DESCRIPTION AND SALARY RESOLUTION FOR PLANNER POSITION

DISCUSSION/ANALYSIS

The Community Development Department has five Full Time Equivalent (FTE) split between the planning and building divisions. The Planner position (1 FTE), which provides project management services to all types of customers and projects, has been vacant since Rosemary Johnson retired from the City of Astoria last year. As part of a larger full scale review of service delivery and development services, the Community Development Director has been reviewing staffing levels, existing and needed skill sets, as well as professional development and organizational development opportunities.

The current planner job description has not been reviewed since Rosemary Johnson was hired for the position in 2002. Before a recruitment strategy can be implemented, the position description needs to satisfy the current workforce development needs of the Department, the City, and the current marketplace. The proposed revisions to the job description accomplish three objectives: 1) increase the educational and experience requirements for a professional planner to an "Associate" level, 2) clearly focus the position on providing excellent customer service, and 3) reframe the position as a project manager/city planner that provides service to a number of programs, customer bases, and functions at the City of Astoria. A copy of the revised job description is attached.

In addition to the revised job description, the salary range was increased during the FY2015-16 budget process, but the Salary Schedule has not been updated to reflect the budgeted amount. The current range is set at 28 – \$44,999 – 54,696 annually and the proposed increase will reset the range at 34 – \$52,162 - \$63,403 annually. This increase will allow for the Director to recruit a qualified candidate pool.

RECOMMENDATION

It is recommended that the City Council approve the revised job description and revised salary range contained in the attached resolution. With this action, the Director will initiate the recruitment strategy to fill the planner position vacancy.

By: _____
Kevin A. Cronin, AICP, CD Director



Job Description

Job Title: Project Manager/City Planner
Department: Community Development
Reports To: Community Development Director
FLSA Status: Exempt
Physical Strength: Light (L)

Prepared By: Xenium
Prepared Date: July 2015
Approved By:
Approved Date:

SUMMARY

This position is responsible for preparing technical reports, memorandums, supporting information, staff reports for various boards, commissions, and community partners pertaining to program areas; conducts research, analyzes, interprets, and packages data for presentations, and develops written reports on assigned projects; does related work as required. Position requires substantial contact with the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES other duties as assigned...

1. Refines and maintains Zoning Ordinance, Comprehensive Plan and Zoning Map.
2. Assists in the preparation, implementation, updating and review of ordinances pertaining to planning program areas.
3. Reviews development proposals for compliance with City codes.
4. Evaluates building permits and sign permits for compliance with City codes.

JOB DUTIES

- Coordinates with Planning Commission, Historic Landmarks Commission and other Commission/Committee agendas and attend such meetings.
- Assists in coordinating the development services program, including interdepartmental review, pre-application conferences, and processing of development review applications from intake to close out.
- Interprets and applies basic policies and regulations related to general plans, zoning and land divisions.
- Independently formulates staff findings and recommendations pertaining to land development requests and community development projects.
- Responds to public inquiries and public agency requests to relate or interpret land use ordinances, policies and procedures.
- Delivers excellent customer service at the counter, over the phone, and other venues where city business is conducted and customer interface is expected.



Job Description

When assigned as a City Planner

- Conducts research, gathers and analyzes data and develops written reports on assigned projects.
- Assists in preparation of grant applications and management of grant funded projects.
- Makes public presentations on assigned projects.
- Conducts field investigations of violations of land use and land division ordinances and performs follow-up code enforcement.
- Prepares routine charts, maps, graphic displays, and other infographics as well as develops and executes public involvement strategies for specific projects and program areas.
- Assists Community Development Director on economic development, historic preservation, and urban renewal related projects.
- Respectfully takes direction from Operations Supervisor and/or Manager.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with coworkers/public and including the ability to communicate effectively and remain calm and courteous under pressure.

SUPERVISORY RESPONSIBILITIES

This position does not directly supervise staff, however indirect supervision may be provided to support staff.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in planning or related field and three years experience of increasing responsibility in land use planning at a city, county, or regional level. A Master's degree in planning, architecture, historic preservation, or related field can substitute for one year of experience.



Job Description

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license or ability to obtain one within three months of hire. A member of AICP or other professional license or certification is preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk or hear; and sit. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move materials up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee could be outdoors in all types of weather; moderate noises (examples: business office with computers and printers, light traffic).

Employee Signature: _____

Employer Representative: _____

Date: _____

RESOLUTION NO. 15-_____

A RESOLUTION ESTABLISHING A BASIC COMPENSATION PLAN FOR THE EMPLOYEES OF THE CITY OF ASTORIA AND ESTABLISHING REGULATIONS FOR THE PLACEMENT OF PRESENT EMPLOYEES WITHIN THE WAGE AND SALARY SCHEDULES PROVIDED

WHEREAS, the establishment of the principles of equal pay for equal work and compensation incentives for continued improvement in service by City employees should result in more efficient and more economical municipal government; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASTORIA:

SECTION 1. ESTABLISHING PAY PLAN

That there is hereby established a basic compensation plan for employees of the City of Astoria who are now employed, or will in the future be employed, in any of the classifications of employment listed in Sections 4, 5, 6, and 7, which are arranged in collective bargaining units, and Sections 8 and 9, which include employees not in a bargaining unit.

SECTION 2. SALARY AND WAGE SCHEDULES

That the following salary and wage schedules shall constitute the basic compensation plan, consisting of a base or entry rate (A) and four merit steps in the corresponding range on the schedule. Stability Pay shall be part of the basic compensation plan. (See Section 3.12 of the Personnel Policies and Procedures).

SECTION 3. CLASSIFIED POSITION ALLOCATION

That the following is a computed salary schedule and position allocation. All increases above the base rate for each range are called merit steps. Step increases are merit increases and are not automatic but must be earned by the employee. (See Section 3.11 of the Personnel Policies and Procedures). Each range is identified by a number. Each step within the range is identified by a letter; A is the entry rate, with Steps B, C, D, and E. The following salary schedules are listed by employee groups:

SECTION 4. GENERAL/PARKS EMPLOYEES

The following positions and ranges comprise the General/Parks Employees Unit. See "Schedule A" for salaries.

SCHEDULE A

| POSITION | RANGE |
|--|-------|
| LIBRARY ASSISTANT | 12 |
| ACCOUNTING SUPPORT CLERK | 14 |
| ACCOUNTING CLERK ENGINEERING SECRETARY PERMIT TECHNICIAN | 18 |

SCHEDULE A

| POSITION | RANGE |
|--|--------------|
| SENIOR LIBRARY ASSISTANT | 20 |
| RECREATION COORDINATOR | 23 |
| COMPUTER ASSISTED DRAFTING (CAD) TECHNICIAN ENGINEERING TECHNICIAN FACILITY COORDINATOR GROUNDS COORDINATOR | 26 |
| SENIOR ENGINEERING TECHNICIAN | 30 |

SECTION 5. FIRE DEPARTMENT

The following Positions and Ranges comprise the Fire Department Unit. See "Schedule B" for salaries.

SCHEDULE B

| POSITION | RANGE |
|------------------------------------|--------------|
| FIREFIGHTER* | 22 |
| DRIVER/ENGINEER* | 24 |
| FIRE LIEUTENANT* | 28 |
| DEPUTY FIRE CHIEF/TRAINING OFFICER | 42 |
| FIRE CHIEF | 48 |

*The salary shown for these positions is for a 56-hour duty week. The conditions set forth below shall be adhered to by the Fire Department personnel:

1. Employees on the off-duty shifts shall be available for emergency service.
2. A shift must be short more than one employee before a replacement is called in. Replacements called in to duty in such a case would receive time and one-half (1/2); every effort must be made by the department to keep overtime pay to a minimum.
3. The duty cycle of the department shall be determined by the Fire Chief with the approval of the City Manager.

SECTION 6. POLICE DEPARTMENT

The following Positions and Ranges comprise the Police Department Unit. See "Schedule C" for salaries.

SCHEDULE C

| POSITION | RANGE |
|--|-------|
| RECORDS SPECIALIST | 12 |
| SENIOR RECORDS SPECIALIST | 14 |
| COMMUNICATIONS OPERATOR | 22 |
| POLICE OFFICER | 29 |
| COMMUNITY POLICING OFFICER (ROTATING) DETECTIVE (ROTATING ASSIGNMENT) | 33 |
| SERGEANT | 36 |
| DEPUTY CHIEF OF POLICE | 42 |
| POLICE CHIEF/ASSISTANT CITY MANAGER | 48 |

SECTION 7. PUBLIC WORKS

The following positions and Ranges comprise the Public Works Unit. See "Schedule D" for salaries.

SCHEDULE D

| POSITION | RANGE |
|--|-------|
| EQUIPMENT SERVICER | 14 |
| UTILITY WORKER | 18 |
| EQUIPMENT MECHANIC I SWEEPER OPERATOR UTILITY TECHNICIAN | 20 |
| UTILITY WORKER II | 22 |
| WASTEWATER TREATMENT PLANT OPERATOR WATER QUALITY TECHNICIAN | 24 |
| EQUIPMENT MECHANIC II SENIOR BUILDING FACILITIES TECHNICIAN SENIOR UTILITY TECHNICIAN SENIOR UTILITY WORKER STORES SUPERVISOR WATER SOURCE OPERATOR | 26 |

SCHEDULE D

| POSITION | RANGE |
|--|-------|
| LEAD UTILITY WORKER WASTEWATER TREATMENT PLANT SUPERVISOR WATER QUALITY SUPERVISOR | 28 |

SECTION 8. MANAGEMENT AND CONFIDENTIAL

The following Positions and Ranges comprise the Management and Confidential Unit. See "Schedule E" for salaries.

SCHEDULE E

| POSITION | RANGE |
|---|-------|
| ADMINISTRATIVE ASSISTANT | 18 |
| EXECUTIVE SECRETARY | 20 |
| ADMINISTRATIVE SERVICES MANAGER FINANCIAL ANALYST | 28 |
| FINANCE OPERATIONS SUPERVISOR | 30 |
| EQUIPMENT MAINTENANCE SUPERVISOR | 32 |
| ASSISTANT PUBLIC WORKS SUPERINTENDENT FINANCIAL REPORT MANAGER | 34 |
| AQUATIC PROGRAM MANAGER | 35 |
| PARKS MAINTENANCE SUPERVISOR | 36 |
| BUILDING OFFICIAL/CODE ENFORCEMENT OFFICER PUBLIC WORKS SUPERINTENDENT PROJECT MANAGER/CITY PLANNER | 38 |
| EMERGENCY COMMUNICATIONS MANAGER LIBRARY DIRECTOR | 40 |
| ASSISTANT CITY ENGINEER | 45 |
| CITY ENGINEER | 47 |
| DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES PARKS AND RECREATION DIRECTOR PUBLIC WORKS DIRECTOR | 49 |
| COMMUNITY DEVELOPMENT DIRECTOR | 51 |

SECTION 9. TEMPORARY PERSONNEL

Police Reserve: \$11.00 (Schedule F, Range 1A 9) per training session, \$11.00 per hour assigned duty. Police Reserve rate of pay for dances, festivals, and similar duties shall be 1-1/2 times Range 29A.

All drills and training sessions must be officially approved.

CONTINGENT SEASONAL WORK

The following are positions for which temporary or seasonal employees may be hired. See "Schedule F-1" and "Schedule F-2" for salaries.

SCHEDULE F-1

| DEPARTMENT | JOB TITLES |
|--------------------|--|
| LIBRARY | LIBRARY ASSISTANT |
| PARKS & RECREATION | LIFEGUARD SWIM INSTRUCTOR RECREATION LEADER I RECREATION LEADER II PARKS LABORER |
| POLICE | TEMPORARY COMMUNITY SERVICE OFFICER |
| DEPARTMENT | JOB TITLES |
| PUBLIC WORKS | PUBLIC WORKS LABORER WEEKEND WATER OPERATOR |

SCHEDULE F-2

| DEPARTMENT | JOB TITLES | STEP |
|--------------------|--|----------------------|
| ALL DEPARTMENTS | CLERICAL AIDE | 14 |
| FINANCE | ACCOUNTING SUPPORT CLERK PARKING CONTROL OFFICER | 19 24 |
| LIBRARY | LIBRARY PAGE I LIBRARY PAGE II LIBRARY ASSISTANT SENIOR LIBRARY ASSISTANT | 14 16 19 31 |
| PARKS & RECREATION | CASHIER HEAD CASHIER | 14 16 |

SECTION 10. ADVANCEMENT WITHIN RANGE

As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Section 3.

SECTION 11. EXCEPTIONAL AND ADDITIONAL INCREASES

As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Section 3.

SECTION 12. STABILITY PAY

As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Section 3.12. The table below lists the stability pay for the different employee groups:

| | | |
|-------------------------------|---------------------|------------|
| General/Parks Union Employees | Step E of pay range | Schedule A |
| Fire IAFF Union | Step A of pay range | Schedule B |
| Fire Management | Step A of pay range | Schedule B |
| Police Union (sworn) | Step E of pay range | Schedule C |
| Police Union (nonsworn) | Step A of pay range | Schedule C |
| Police Management | Step E of pay range | Schedule C |
| Public Works Union | Step E of pay range | Schedule D |
| Management and Confidential | Step E of pay range | Schedule E |

SECTION 13. RESPONSIBILITY PAY

As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Sections 3.13.

SECTION 14. REPEAL OF RESOLUTIONS

Resolution No. 15-22 adopted by the City Council on April 20, 2015, is hereby repealed and superseded by this resolution.

SECTION 15. EFFECTIVE DATE

The provisions of this resolution shall become effective _____, 2015.

ADOPTED BY THE CITY COUNCIL THIS 3RD DAY OF AUGUST, 2015.

APPROVED BY THE MAYOR THIS 3RD DAY OF AUGUST, 2015.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION:

YEA

NAY

ABSENT

Councilor Nemlowill
Herzig
Price
Warr
Mayor LaMear

MANAGER\RES\SALARY RES 8-3-2015 CURRENT.DOC

SALARY SCHEDULES

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**GENERAL/PARKS UNION EMPLOYEES
SCHEDULE A
EFFECTIVE JULY 1, 2015**

| POSITION | RANGE | STEP | MONTHLY | YEARLY | HOURLY |
|---|-------|------|----------|--------|--------|
| Library Assistant | 12 | A | 2,513.75 | 30,165 | 14.50 |
| | | B | 2,639.44 | 31,673 | 15.23 |
| | | C | 2,771.41 | 33,257 | 15.99 |
| | | D | 2,909.98 | 34,920 | 16.79 |
| | | E | 3,055.48 | 36,666 | 17.63 |
| Accounting Support Clerk | 14 | A | 2,629.43 | 31,553 | 15.17 |
| | | B | 2,760.90 | 33,131 | 15.93 |
| | | C | 2,898.94 | 34,787 | 16.72 |
| | | D | 3,043.89 | 36,527 | 17.56 |
| | | E | 3,196.08 | 38,353 | 18.44 |
| Accounting Clerk Engineering Secretary Permit Technician | 18 | A | 2,903.50 | 34,842 | 16.75 |
| | | B | 3,048.67 | 36,584 | 17.59 |
| | | C | 3,201.11 | 38,413 | 18.47 |
| | | D | 3,361.16 | 40,334 | 19.39 |
| | | E | 3,529.22 | 42,351 | 20.36 |
| Senior Library Assistant | 20 | A | 3,054.19 | 36,650 | 17.62 |
| | | B | 3,206.90 | 38,483 | 18.50 |
| | | C | 3,367.24 | 40,407 | 19.43 |
| | | D | 3,535.61 | 42,427 | 20.40 |
| | | E | 3,712.39 | 44,549 | 21.42 |
| Recreation Coordinator | 23 | A | 3,290.84 | 39,490 | 18.99 |
| | | B | 3,455.38 | 41,465 | 19.93 |
| | | C | 3,628.15 | 43,538 | 20.93 |
| | | D | 3,809.56 | 45,715 | 21.98 |
| | | E | 4,000.03 | 48,000 | 23.08 |
| CAD Technician Engineering Technician Facility Coordinator Grounds Coordinator | 26 | A | 3,542.64 | 42,512 | 20.44 |
| | | B | 3,719.77 | 44,637 | 21.46 |
| | | C | 3,905.76 | 46,869 | 22.53 |
| | | D | 4,101.05 | 49,213 | 23.66 |
| | | E | 4,306.10 | 51,673 | 24.84 |
| Senior Engineering Technician | 30 | A | 3,905.08 | 46,861 | 22.53 |
| | | B | 4,100.33 | 49,204 | 23.66 |
| | | C | 4,305.35 | 51,664 | 24.84 |
| | | D | 4,520.62 | 54,247 | 26.08 |
| | | E | 4,746.65 | 56,960 | 27.38 |

**FIRE UNION EMPLOYEES
SCHEDULE B
EFFECTIVE JANUARY 1, 2015**

| POSITION | RANGE | STEP | MONTHLY | YEARLY | HOURLY | OVERTIME |
|-------------------------|-------|------|----------|--------|---------|----------|
| Firefighter | 22 | A | 4,260.19 | 51,122 | 17.5076 | 26.2614 |
| | | B | 4,473.20 | 53,678 | 18.3830 | 27.5745 |
| | | C | 4,696.86 | 56,362 | 19.3022 | 28.9532 |
| | | D | 4,931.70 | 59,180 | 20.2673 | 30.4009 |
| | | E | 5,178.29 | 62,139 | 21.2806 | 31.9209 |
| Includes 2.0% Stability | | C | 4,782.06 | 57,385 | 19.6523 | 29.4785 |
| | | D | 5,016.90 | 60,203 | 20.6174 | 30.9261 |
| | | E | 5,263.49 | 63,162 | 21.6308 | 32.4462 |
| Includes 3.5% Stability | | C | 4,845.96 | 58,152 | 19.9149 | 29.8724 |
| | | D | 5,080.81 | 60,970 | 20.8800 | 31.3201 |
| | | E | 5,327.39 | 63,929 | 21.8934 | 32.8401 |
| Includes 4.5% Stability | | C | 4,888.65 | 58,664 | 20.0903 | 30.1355 |
| | | D | 5,123.49 | 61,482 | 21.0555 | 31.5832 |
| | | E | 5,370.08 | 64,441 | 22.0688 | 33.1032 |
| Includes 6.0% Stability | | C | 4,952.55 | 59,431 | 20.3530 | 30.5294 |
| | | D | 5,187.40 | 62,249 | 21.3181 | 31.9771 |
| | | E | 5,433.98 | 65,208 | 22.3314 | 33.4971 |
| Driver/Engineer | 24 | A | 4,478.39 | 53,741 | 18.4044 | 27.6065 |
| | | B | 4,702.31 | 56,428 | 19.3246 | 28.9869 |
| | | C | 4,937.43 | 59,249 | 20.2908 | 30.4362 |
| | | D | 5,184.21 | 62,211 | 21.3050 | 31.9575 |
| | | E | 5,443.42 | 65,321 | 22.3702 | 33.5554 |
| Includes 2.0% Stability | | C | 5,027.00 | 60,324 | 20.6589 | 30.9883 |
| | | D | 5,273.78 | 63,285 | 21.6731 | 32.5096 |
| | | E | 5,532.99 | 66,396 | 22.7383 | 34.1075 |
| Includes 3.5% Stability | | C | 5,094.17 | 61,130 | 20.9350 | 31.4024 |
| | | D | 5,340.96 | 64,091 | 21.9491 | 32.9237 |
| | | E | 5,600.17 | 67,202 | 23.0144 | 34.5216 |
| Includes 4.5% Stability | | C | 5,138.96 | 61,667 | 21.1190 | 31.6785 |
| | | D | 5,385.74 | 64,629 | 22.1332 | 33.1998 |
| | | E | 5,644.95 | 67,739 | 23.1984 | 34.7976 |
| Includes 6.0% Stability | | C | 5,206.13 | 62,474 | 21.3951 | 32.0926 |
| | | D | 5,452.92 | 65,435 | 22.4092 | 33.6139 |
| | | E | 5,712.13 | 68,546 | 23.4745 | 35.2117 |
| Fire Lieutenant | 28 | A | 4,934.58 | 59,215 | 20.2791 | 30.4186 |
| | | B | 5,181.30 | 62,176 | 21.2930 | 31.9396 |
| | | C | 5,440.37 | 65,284 | 22.3577 | 33.5365 |
| | | D | 5,712.39 | 68,549 | 23.4756 | 35.2134 |
| | | E | 5,998.01 | 71,976 | 24.6493 | 36.9740 |
| Includes 2.0% Stability | | C | 5,538.89 | 66,467 | 22.7626 | 34.1439 |
| | | D | 5,810.91 | 69,731 | 23.8805 | 35.8207 |
| | | E | 6,096.70 | 73,160 | 25.0549 | 37.5824 |
| Includes 3.5% Stability | | C | 5,612.91 | 67,355 | 23.0668 | 34.6002 |
| | | D | 5,885.10 | 70,621 | 24.1853 | 36.2780 |
| | | E | 6,170.72 | 74,049 | 25.3591 | 38.0387 |
| Includes 4.5% Stability | | C | 5,662.26 | 67,947 | 23.2696 | 34.9043 |
| | | D | 5,934.44 | 71,213 | 24.3881 | 36.5822 |
| | | E | 6,220.06 | 74,641 | 25.5619 | 38.3429 |
| Includes 6.0% Stability | | C | 5,736.28 | 68,835 | 23.5737 | 35.3606 |
| | | D | 6,008.46 | 72,102 | 24.6923 | 37.0385 |
| | | E | 6,294.08 | 75,529 | 25.8661 | 38.7991 |

**FIRE MANAGEMENT
SCHEDULE B
EFFECTIVE FEBRUARY 2, 2015**

| POSITION | MONTHLY | YEARLY | HOURLY |
|-------------------|----------------|---------------|---------------|
| Deputy Fire Chief | 7,478.29 | 92,456 | 43.1440 |
| Fire Chief | 8,244.01 | 98,928 | 47.5616 |

**POLICE UNION EMPLOYEES
SCHEDULE C
EFFECTIVE JULY 1, 2015**

| POSITION | RANGE | STEP | MONTHLY | YEARLY | HOURLY |
|---|-------|------|----------|--------|--------|
| Records Specialist | 12 | A | 2,662.38 | 31,949 | 15.36 |
| | | B | 2,795.50 | 33,546 | 16.13 |
| | | C | 2,935.27 | 35,223 | 16.93 |
| | | D | 3,082.04 | 36,984 | 17.78 |
| | | E | 3,236.14 | 38,834 | 18.67 |
| Senior Records Specialist | 14 | A | 2,795.68 | 33,548 | 16.13 |
| | | B | 2,935.46 | 35,226 | 16.94 |
| | | C | 3,082.23 | 36,987 | 17.78 |
| | | D | 3,236.34 | 38,836 | 18.67 |
| | | E | 3,398.16 | 40,778 | 19.60 |
| Communications Operator | 22 | A | 3,414.24 | 40,971 | 19.70 |
| | | B | 3,584.96 | 43,019 | 20.68 |
| | | C | 3,764.20 | 45,170 | 21.72 |
| | | D | 3,952.41 | 47,429 | 22.80 |
| | | E | 4,150.04 | 49,800 | 23.94 |
| Police Officer | 29 | A | 4,056.91 | 48,683 | 23.41 |
| | | B | 4,259.76 | 51,117 | 24.58 |
| | | C | 4,472.75 | 53,673 | 25.80 |
| | | D | 4,696.38 | 56,357 | 27.09 |
| | | E | 4,931.20 | 59,174 | 28.45 |
| Community Policing Officer Detective | 33 | A | 4,471.57 | 53,659 | 25.80 |
| | | B | 4,695.15 | 56,342 | 27.09 |
| | | C | 4,929.91 | 59,159 | 28.44 |
| | | D | 5,176.41 | 62,117 | 29.86 |
| | | E | 5,435.23 | 65,223 | 31.36 |

**POLICE SWORN MANAGEMENT
SCHEDULE C
EFFECTIVE JULY 1, 2015**

| | | | | | |
|------------------------|----|---|----------|--------|-------|
| Sergeant | 36 | A | 4,795.62 | 57,547 | 27.67 |
| | | B | 5,035.40 | 60,425 | 29.05 |
| | | C | 5,287.17 | 63,446 | 30.50 |
| | | D | 5,551.53 | 66,618 | 32.03 |
| | | E | 5,829.11 | 69,949 | 33.63 |
| Deputy Chief of Police | 42 | A | 5,498.51 | 65,982 | 31.72 |
| | | B | 5,773.43 | 69,281 | 33.31 |
| | | C | 6,062.11 | 72,745 | 34.97 |
| | | D | 6,365.21 | 76,383 | 36.72 |
| | | E | 6,683.47 | 80,202 | 38.56 |
| Chief of Police | 48 | A | 6,122.82 | 73,474 | 35.32 |
| | | B | 6,428.96 | 77,148 | 37.09 |
| | | C | 6,750.41 | 81,005 | 38.94 |
| | | D | 7,087.93 | 85,055 | 40.89 |
| | | E | 7,442.32 | 89,308 | 42.94 |

**PUBLIC WORKS UNION EMPLOYEES
SCHEDULE D
EFFECTIVE JULY 1, 2015**

| POSITION | RANGE | STEP | MONTHLY | YEARLY | HOURLY |
|--|-------|------|----------|--------|--------|
| Equipment Servicer | 14 | A | 2,828.44 | 33,941 | 16.32 |
| | | B | 2,969.86 | 35,638 | 17.13 |
| | | C | 3,118.35 | 37,420 | 17.99 |
| | | D | 3,274.27 | 39,291 | 18.89 |
| | | E | 3,437.98 | 41,256 | 19.83 |
| Utility Worker | 18 | A | 3,118.12 | 37,417 | 17.99 |
| | | B | 3,274.02 | 39,288 | 18.89 |
| | | C | 3,437.72 | 41,253 | 19.83 |
| | | D | 3,609.61 | 43,315 | 20.82 |
| | | E | 3,790.09 | 45,481 | 21.87 |
| Equipment Mechanic I Sweeper Operator Utility Technician | 20 | A | 3,279.12 | 39,349 | 18.92 |
| | | B | 3,443.07 | 41,317 | 19.86 |
| | | C | 3,615.23 | 43,383 | 20.86 |
| | | D | 3,795.99 | 45,552 | 21.90 |
| | | E | 3,985.79 | 47,829 | 22.99 |
| Utility Worker II | 22 | A | 3,454.72 | 41,457 | 19.93 |
| | | B | 3,627.45 | 43,529 | 20.93 |
| | | C | 3,808.83 | 45,706 | 21.97 |
| | | D | 3,999.27 | 47,991 | 23.07 |
| | | E | 4,199.23 | 50,391 | 24.23 |
| Wastewater Treatment Plant Operator Water Quality Technician | 24 | A | 3,623.57 | 43,483 | 20.91 |
| | | B | 3,804.75 | 45,657 | 21.95 |
| | | C | 3,994.99 | 47,940 | 23.05 |
| | | D | 4,194.74 | 50,337 | 24.20 |
| | | E | 4,404.48 | 52,854 | 25.41 |
| Equipment Mechanic II Senior Building Facilities Technician Senior Utility Technician Senior Utility Worker Stores Supervisor Water Source Operator | 26 | A | 3,808.84 | 45,706 | 21.97 |
| | | B | 3,999.28 | 47,991 | 23.07 |
| | | C | 4,199.25 | 50,391 | 24.23 |
| | | D | 4,409.21 | 52,911 | 25.44 |
| | | E | 4,629.67 | 55,556 | 26.71 |
| Lead Utility Worker Wastewater Treatment Plant Supervisor Water Quality Supervisor | 28 | A | 3,991.09 | 47,893 | 23.03 |
| | | B | 4,190.64 | 50,288 | 24.18 |
| | | C | 4,400.17 | 52,802 | 25.39 |
| | | D | 4,620.18 | 55,442 | 26.65 |
| | | E | 4,851.19 | 58,214 | 27.99 |

**MANAGEMENT AND CONFIDENTIAL EMPLOYEES
SCHEDULE E
EFFECTIVE JULY 1, 2015**

| POSITION | RANGE | STEP | MONTHLY | YEARLY | HOURLY |
|---|-------|------|----------|--------|--------|
| Administrative Assistant | 18 | A | 2,932.59 | 35,191 | 16.92 |
| | | B | 3,079.22 | 36,951 | 17.76 |
| | | C | 3,233.18 | 38,798 | 18.65 |
| | | D | 3,394.84 | 40,738 | 19.59 |
| | | E | 3,564.59 | 42,775 | 20.56 |
| Executive Secretary | 20 | A | 3,077.03 | 36,924 | 17.75 |
| | | B | 3,230.88 | 38,771 | 18.64 |
| | | C | 3,392.42 | 40,709 | 19.57 |
| | | D | 3,562.04 | 42,744 | 20.55 |
| | | E | 3,740.14 | 44,882 | 21.58 |
| Administrative Services Manager Financial Analyst Planner | 28 | A | 3,749.90 | 44,999 | 21.63 |
| | | B | 3,937.39 | 47,249 | 22.72 |
| | | C | 4,134.26 | 49,611 | 23.85 |
| | | D | 4,340.98 | 52,092 | 25.04 |
| | | E | 4,558.03 | 54,696 | 26.30 |
| Finance Operations Supervisor | 30 | A | 3,937.53 | 47,250 | 22.72 |
| | | B | 4,134.40 | 49,613 | 23.85 |
| | | C | 4,341.12 | 52,093 | 25.04 |
| | | D | 4,558.18 | 54,698 | 26.30 |
| | | E | 4,786.09 | 57,433 | 27.61 |
| Equipment Maintenance Supervisor | 32 | A | 4,139.05 | 49,669 | 23.88 |
| | | B | 4,346.00 | 52,152 | 25.07 |
| | | C | 4,563.30 | 54,760 | 26.33 |
| | | D | 4,791.46 | 57,498 | 27.64 |
| | | E | 5,031.04 | 60,372 | 29.03 |
| Assistant Public Works Superintendent Financial Report Manager Project Manager/City Planner | 34 | A | 4,346.85 | 52,162 | 25.08 |
| | | B | 4,564.19 | 54,770 | 26.33 |
| | | C | 4,792.40 | 57,509 | 27.65 |
| | | D | 5,032.02 | 60,384 | 29.03 |
| | | E | 5,283.62 | 63,403 | 30.48 |
| Aquatic Program Manager | 35 | A | 4,459.64 | 53,516 | 25.73 |
| | | B | 4,682.62 | 56,191 | 27.02 |
| | | C | 4,916.75 | 59,001 | 28.37 |
| | | D | 5,162.59 | 61,951 | 29.78 |
| | | E | 5,420.71 | 65,049 | 31.27 |
| Parks Maintenance Supervisor | 36 | A | 4,566.06 | 54,793 | 26.34 |
| | | B | 4,794.37 | 57,532 | 27.66 |
| | | C | 5,034.08 | 60,409 | 29.04 |
| | | D | 5,285.79 | 63,429 | 30.49 |
| | | E | 5,550.08 | 66,601 | 32.02 |
| Bldg Official/Code Enforcement Officer Public Works Superintendent | 38 | A | 4,806.78 | 57,681 | 27.73 |
| | | B | 5,047.12 | 60,565 | 29.12 |
| | | C | 5,299.48 | 63,594 | 30.57 |
| | | D | 5,564.45 | 66,773 | 32.10 |
| | | E | 5,842.67 | 70,112 | 33.71 |

**MANAGEMENT AND CONFIDENTIAL EMPLOYEES
SCHEDULE E
EFFECTIVE JULY 1, 2015**

| POSITION | RANGE | STEP | MONTHLY | YEARLY | HOURLY |
|--|-------|------|----------|--------|--------|
| Emergency Communications Manager Library Director | 40 | A | 5,055.30 | 60,664 | 29.17 |
| | | B | 5,308.07 | 63,697 | 30.62 |
| | | C | 5,573.47 | 66,882 | 32.15 |
| | | D | 5,852.15 | 70,226 | 33.76 |
| | | E | 6,144.75 | 73,737 | 35.45 |
| Assistant City Engineer | 45 | A | 5,716.76 | 68,601 | 32.98 |
| | | B | 6,002.60 | 72,031 | 34.63 |
| | | C | 6,302.73 | 75,633 | 36.36 |
| | | D | 6,617.86 | 79,414 | 38.18 |
| | | E | 6,948.76 | 83,385 | 40.09 |
| City Engineer | 47 | A | 6,004.51 | 72,054 | 34.64 |
| | | B | 6,304.73 | 75,657 | 36.37 |
| | | C | 6,619.97 | 79,440 | 38.19 |
| | | D | 6,950.97 | 83,412 | 40.10 |
| | | E | 7,298.52 | 87,582 | 42.11 |
| Finance Director Parks And Recreation Director Public Works Director | 49 | A | 6,308.57 | 75,703 | 36.40 |
| | | B | 6,624.00 | 79,488 | 38.22 |
| | | C | 6,955.20 | 83,462 | 40.13 |
| | | D | 7,302.96 | 87,635 | 42.13 |
| | | E | 7,668.10 | 92,017 | 44.24 |
| Community Development Director | 51 | A | 6,624.19 | 79,490 | 38.22 |
| | | B | 6,955.40 | 83,465 | 40.13 |
| | | C | 7,303.17 | 87,638 | 42.13 |
| | | D | 7,668.33 | 92,020 | 44.24 |
| | | E | 8,051.74 | 96,621 | 46.45 |

**TEMPORARY EMPLOYEES
SCHEDULE F-1
EFFECTIVE JANUARY 1, 2014**

| RANGE | STEP | HOURLY | RANGE | STEP | HOURLY | |
|--------------|--------------|---------------|---------------|--------------|---------------|---------------|
| 1A | 1 | 9.10 | 2 | 1 | 21.00 | |
| | 2 | 9.25 | | 2 | 22.00 | |
| | 3 | 9.50 | | 3 | 23.00 | |
| | 4 | 9.75 | | 4 | 24.00 | |
| | 5 | 10.00 | | 5 | 25.00 | |
| | 6 | 10.25 | | 6 | 26.00 | |
| | 7 | 10.50 | | 7 | 27.00 | |
| | 8 | 10.75 | | 8 | 28.00 | |
| | 9 | 11.00 | | 9 | 29.00 | |
| | 10 | 11.25 | | 10 | 30.00 | |
| | 11 | 11.50 | | 11 | 31.00 | |
| | 12 | 11.75 | | 12 | 32.00 | |
| | 13 | 12.00 | | 13 | 33.00 | |
| | 14 | 12.25 | | 14 | 34.00 | |
| | 15 | 12.50 | | 15 | 35.00 | |
| RANGE | STEP | HOURLY | RANGE | STEP | HOURLY | |
| 1B | 1 | 12.75 | 3 | 1 | 37.50 | |
| | 2 | 13.00 | | 2 | 40.00 | |
| | 3 | 13.25 | | 3 | 42.50 | |
| | 4 | 13.50 | | 4 | 45.00 | |
| | 5 | 13.75 | | 5 | 47.50 | |
| | 6 | 14.00 | | 6 | 50.00 | |
| | 7 | 14.25 | | 7 | 52.50 | |
| | 8 | 14.50 | | 8 | 55.00 | |
| | 9 | 14.75 | | 9 | 57.50 | |
| | 10 | 15.00 | | 10 | 60.00 | |
| | 11 | 15.25 | | 11 | 62.50 | |
| | 12 | 15.50 | | 12 | 65.00 | |
| | 13 | 15.75 | | 13 | 67.50 | |
| | 14 | 16.00 | | 14 | 70.00 | |
| | 15 | 16.25 | | 15 | 72.50 | |
| | | | | 16 | 75.00 | |
| RANGE | STEP | HOURLY | RANGE | STEP | HOURLY | |
| 1C | 1 | 16.50 | 4 | 1 | 80.00 | |
| | 2 | 16.75 | | 2 | 85.00 | |
| | 3 | 17.00 | | 3 | 90.00 | |
| | 4 | 17.25 | | 4 | 95.00 | |
| | 5 | 17.50 | | 5 | 100.00 | |
| | 6 | 17.75 | | 6 | 105.00 | |
| | 7 | 18.00 | | 7 | 110.00 | |
| | 8 | 18.25 | | 8 | 115.00 | |
| | 9 | 18.50 | | 9 | 120.00 | |
| | 10 | 18.75 | | 10 | 125.00 | |
| | RANGE | STEP | HOURLY | RANGE | STEP | HOURLY |
| | | | | 5 | 1 | 130.00 |
| | | | | | 2 | 140.00 |
| | | | | | 3 | 150.00 |
| | | | | | 4 | 160.00 |
| | | | 5 | | 170.00 | |
| | | | 6 | | 180.00 | |
| | | | 7 | | 190.00 | |
| | | | 8 | | 200.00 | |

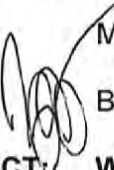
**GENERAL TEMPORARY EMPLOYEES
SCHEDULE F-2
EFFECTIVE JULY 1, 2013**

| POSITION | RANGE | STEP | MONTHLY | YEARLY | HOURLY |
|---|-------|------|----------|--------|---------|
| Clerical Aide (all depts.) Library Page I Parks Cashier | 14 | A | 1,585.94 | 19,031 | 9.1496 |
| | | B | 1,665.23 | 19,983 | 9.6071 |
| | | C | 1,748.50 | 20,982 | 10.0870 |
| | | D | 1,835.92 | 22,031 | 10.5920 |
| | | E | 1,927.72 | 23,133 | 11.1210 |
| Library Page II Parks Head Cashier | 16 | A | 1,666.40 | 19,997 | 9.6139 |
| | | B | 1,749.72 | 20,997 | 10.0950 |
| | | C | 1,837.21 | 22,047 | 10.5990 |
| | | D | 1,929.07 | 23,149 | 11.1290 |
| | | E | 2,025.52 | 24,306 | 11.6860 |
| Finance Accounting Support Clerk Library Assistant | 19 | A | 1,792.86 | 21,514 | 10.3430 |
| | | B | 1,882.50 | 22,590 | 10.8610 |
| | | C | 1,976.63 | 23,720 | 11.4040 |
| | | D | 2,075.46 | 24,906 | 11.9740 |
| | | E | 2,179.23 | 26,151 | 12.5730 |
| Parking Control Officer | 24 | A | 2,029.61 | 24,355 | 11.7090 |
| | | B | 2,131.09 | 25,573 | 12.2950 |
| | | C | 2,237.65 | 26,852 | 12.9100 |
| | | D | 2,349.53 | 28,194 | 13.5550 |
| | | E | 2,467.01 | 29,604 | 14.233 |
| Senior Library Assistant | 31 | A | 2,380.73 | 28,569 | 13.7350 |
| | | B | 2,499.77 | 29,997 | 14.4220 |
| | | C | 2,624.75 | 31,497 | 15.1430 |
| | | D | 2,755.99 | 33,072 | 15.9000 |
| | | E | 2,893.79 | 34,726 | 16.6950 |



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

July 24, 2015

TO: MAYOR AND ASTORIA CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: **WATER SUPPLY STATUS 2015**

BACKGROUND


Given the unusually dry spring and summer weather to date, Public Works staff has analyzed the City's levels of consumption, water storage, and the volume of stream flows in the watershed. Staff has determined that currently, storage volume is at 95% of average of normal storage for this time of year. July is historically the driest month of the year with an 8 year average of 0.75 inches of rain. The 8 year average for August is 1.01 inches, and the 8 year average for September is 3.63 inches. The City of Astoria and outlying water districts and associations current water demand averages 3.0 million gallons per day, with peak demand as high as 3.5 million gallons per day.

Without the certain knowledge of what the future holds for potentially continued dry weather over the next few months, Public Works staff will continue to actively monitor our storage volumes and reevaluate the volumes as the summer and fall progresses in order to determine if a continued lack of rainfall is negatively impacting our water supply. In a worst case scenario, recommendations could potentially be brought to the City Council to enact mandatory water use restrictions.

Based on the information available, it would be advisable as a precaution to request that all City of Astoria water customers be aware of these unusually dry conditions, and to request that all water customers voluntarily conserve water whenever possible.

RECOMMENDATION

Staff recommends that the City Council request that all City of Astoria water customers voluntarily conserve water whenever possible.

Submitted by: 
Ken P. Cook, Public Works Director



CITY OF ASTORIA
POLICE DEPARTMENT

July 29, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: VERIZON LEASE AGREEMENTS FOR RESERVOIR RIDGE AND
SHIVELY PARK SITES

DISCUSSION/ANALYSIS

Following direction from City Council at the April 1, 2013 meeting, City Staff and consultants have worked with Verizon wireless to negotiate a lease that moves all communications facilities out of Astor Park at Coxcomb Hill and returns the park entrance to park grounds. This work was done in support of a 2014 – 2015 City Council goal: “complete emergency communications systems.” Staff initially identified the Reservoir Ridge site as a possible relocation site. The Reservoir Ridge site is acceptable for public safety radio. To retain status quo coverage that they provide from Astor Park, Verizon required additional locations... Staff provided Verizon with a list of all City owned and some privately owned properties near the area attempting to be covered with an additional site, all but Shively Park were eliminated. Verizon will also be adding a third site joining the cellular antenna arrays atop the building at 351 14th Street. The solution identified requires two leases of City property to be approved by City Council.

The terms of the proposed leases are favorable to the City. Verizon would, at their cost:

- Develop a new site location located east of Coxcomb (Reservoir Ridge),
- Construct a new lattice tower at Reservoir Ridge,
- Provide a communications building suitable for City use at Reservoir Ridge,
- Provide backup power systems for City use at Reservoir Ridge,
- Move all City owned emergency communications equipment and current tenant owned equipment to the Reservoir Ridge site in a manner that does not affect critical operations,
- Provide space for current needs and reasonable expansion on the tower at Reservoir Ridge for emergency communications needs at no cost for the term of the lease and extensions, and
- Allows for location of emergency communications equipment on the Shivley Park Site at no cost if future needs identify this location as desirable (currently no equipment other than Verizon equipment is scheduled for installation at Shively).

The leases also require any future subleases (collocations) to negotiate access rights with the City in addition to leases with Verizon.

The leases provide income to the City for both locations. Income from the first five years at the Reservoir Ridge site is suspended for five years in exchange for the cost of constructing the City facilities listed above. The value of the first five years of the Shively lease is \$24,000 or a total of \$120,000. Beginning in the sixth year, both the Reservoir Ridge lease and the Shively lease will each generate \$27,600 per year in lease payments. These amounts will escalate automatically at 15% for each subsequent 5 year renewal term, based on a 3% per year inflation factor. It is recommended that the lease payments from the Shively lease be transferred as income to the Parks Operations Fund and that the income from the Reservoir Ridge lease be transferred to the Capitol Improvement Fund.

The Astoria Parks and Recreation Board has recommended approval of the lease with Verizon to develop the site at Shively Park. These leases are the next steps in a series of public processes that are required to move this process forward. If Council approves these leases both projects will enter the land use approval process. The process will include both the Wireless Communications Facility review by the Planning Commission and for Shively Park the Historic Landmarks Commission Review. Both projects require variances for height.

It is important to note that this project requires all sites to be approved to move forward. Verizon is not interested in the Reservoir Ridge site without an additional site approved to cover the areas that this move causes to have reduced or no service. This project will not move forward with the current terms without both sites being approved.

There has been some discussion about how much research has gone into this project. In order to understand the work that has been accomplished to reach this point the following background is provided on the location and what steps have been completed.

At the time for publication of the council packet, the leases were still being reviewed by the City Attorney. The leases will be forwarded under separate cover to the City Council and hard copies will be available on the night of the council meeting.

RECOMMENDATION

It is recommended that Council approve of the leases for both Reservoir Ridge and Shively Park. It is also recommend that council authorize the City Manager to sign documents allowing for the development review process to proceed.



Brad Johnston
Chief of Police
Assistant City Manager

Historical Information

In 1989 The City of Astoria constructed a communications facility at the entrance to Astor Park. The 80' lattice tower and associated communications building was built adjacent to the trailhead for the Cathedral Tree Trail (A lattice tower is a freestanding tower that is comprised of an open framework of overlapping trusses. This type of tower allows for many additional mounting points because of its design and multiple legs.). The tower was an improvement over status quo in 1988. The request for bids dated June of 1988 shows antennas mounted in the 5' diameter spruce tree, on a telephone pole, and behind the caretaker's house. In 2014 when we cut the much larger than 5' diameter spruce tree down, we found coaxial cable buried in the bark of the tree and antenna mounts with limbs having grown around them. At construction, this tower facilitated communications for PP&L, Telepage NW, City of Astoria Public Works, Clatsop County Sheriff, North Clatsop County Fire Departments, NW Natural Gas, Oregon State Police, Columbia Memorial Hospital and Elsie Vinemaple 911.

In June of 1992, then Public Works Director, Ben Shaw wrote to City Council that GTE was interested in leasing a site for a "cellular phone tower." They had explored siting at Astor Park, the Skyline Water Tower, and a site near Emerald Heights. The site selection refined their location preference to the Astor Park location. Director Shaw recommended that City Council approve a lease with GTE to extend the existing 80' tower by 20' and allow them to locate on this new portion of the tower. In February of 2002 the City was notified that GTE now does business as Verizon Wireless.

In 2005 Astoria Police Department radio, which had been located on the Skyline water tower, was compelled to relocate to Coxcomb during the construction of the Skyline water tank. This move was deemed permanent at the time. Intermodulation and propagation studies (Intermodulation is a form of interference between frequencies, and in some cases can prevent effective operation of radios on frequencies for which the interference overwhelms the signal. An intermodulation study makes mathematical study of the frequencies and their potential for interference. A propagation study is a computer simulation based on the expected behavior of radio waves taking into consideration frequency, distance, terrain, and other factors such as buildings and vegetation, etc) were conducted but no record of a structural study can be found. The City was approached about the possibility of moving to the KVAS tower off of Pipeline Road. The Police Department asked their radio consultants to examine this possibility as well. No formal studies were completed because the location of the tower, the tower height, and the surrounding terrain made this a site that was less desirable than Coxcomb.

In 2006 Verizon Wireless added a 6' microwave dish to the tower at Astor Park with no structural analysis and no increase in lease costs.

In 2008 Verizon Wireless requested permission to change their omnidirectional antennas to a panel array. To facilitate the request to change the antennas Verizon was required to submit a structural analysis. The structural analysis indicated that by the engineering standards in place at the time of the study (which are even more stringent now) the tower was inadequate to meet the requirements of the panel antennas. In fact

the details of the analysis indicated that the “maximum force in the tower legs is 305% of the factored resistance” and “the maximum force in the tower diagonals is 133% of the factored resistance.” An analysis of the current configuration without the changes was not conducted but extrapolation from the proposed evaluation indicates that the tower is at or near the maximum stress at peak winds.

In 2009 Day Wireless conducted a review of the tower location, intermodulation, and capacity issues. The recommendation from Day Wireless was to reduce the number of public safety and tenant antennas through disbursement to other sites and combining of radios on the tower. This was largely accomplished over the intervening years. The report identifies two possible paths forward to accommodate Verizon’s request. They suggested Verizon building a second tower at the site and moving off of the City’s tower or a larger three of four leg lattice tower capable of accommodating all users. Both suggestions revolved around the tower being located at Coxcomb.

In 2010 a radio room was added on to the pump house at Skyline water tank and two small lattice towers were added. Staff also worked with the State Radio Program to locate public safety radios at Megler at a State Radio Program location. Using grant funds awarded to a partner county to help subsidize the State sites construction and partnership agreements, this was accomplished with no cost to the City or subscribers. Both sites were designed to move some radios off of Coxcomb to:

- Reduce dependence on a single site,
- Reduce conflict between frequencies,
- Reduce the number of antenna located on Coxcomb, and
- Reduce the load on the tower at Coxcomb.

In 2010 Public Works Director Ken Cook suggested a potential site for a new tower. This site has since been named the Reservoir Ridge site. It is on a ridge north east of the reservoir at the end of Pipeline Road. This area was salvage logged of significant blow down timber after the December 2007 Storm and now stands largely clear of timber. It has a good quality logging road access to within 100 yards of the ridge peak. Commercial power is available less than ¼ mile away. For public safety radio the area is attractive, it is located slightly higher than Coxcomb and has good line of site to other current and potential radio sites throughout the County. This location was proposed to Verizon as a potential site. Verizon examined the site first with a propagation study then with a drive test. A drive test involves a stationary transmitter receiver and a mobile transmitter receiver. Monitors connected to the two transmitter receivers measure signals between them creating a more detailed coverage as the mobile transmitter receiver moves through the area of desired coverage. This can be done at different power levels, heights, and with different equipment to measure variability in the expected real world deployment for a site. Verizon initially proposed testing from this location and the KVAS transmitter site located to the south east but based on results of the drive testing and seeing the geography declined to drive test the KVAS site because the results would be less favorable than the Reservoir Ridge site. The Police Department also asked their radio vendors, Day Wireless and Cascade Networks about the possibility of relocating public safety radio to the KVAS radio site. Both visited the site and initially declined to do a formal evaluation because based on space available

on the tower, terrain surrounding the tower, and transmission power from the FM radio station, they could not in good faith recommend a move to this location.

In 2010 and 2011 Verizon Wireless proposed three different ideas all located in the area of the current communications tower. They were:

- Leave the City tower and build a monopole for Verizon equipment northwest of the existing tower;
- Build two monopoles northwest of the existing tower. One would belong to the City and one to Verizon.
- Build one monopole northwest of the existing tower that would serve the needs of both the City and Verizon.

All three plans were initially rejected by City Staff who did not feel they could support the proposals in a recommendation to Council. The location continues to be at the entrance to the most visited park in the City. All options did nothing to mitigate issues caused by the trees. All options were more visible than the current tower because of placement.

In 2012 staff worked with Verizon on the concept of a “monopine.” both at or near the current location and at or near the grove of trees behind the Caretaker’s House. A monopine is a monopole which is designed to be camouflaged in a grove of trees. It has fake branches and needles to appear to be a tree. Alone, the monopine is generally very easy to spot and looks rather absurd. In a grove of trees a good quality monopine well matched to its surroundings, can avoid detection by casual glances. The Caretaker’s location was rejected after an arborist determined the trees in the grove behind the Caretaker’s House were dying.

In 2012 the Police Department had a need to connect the Coxcomb communications tower to communications facilities at Tillamook Head. Because of the distance involved this required a 6 foot microwave dish in Astoria and an 8 foot microwave dish at Tillamook Head. The communications tower was incapable of holding this dish. The dish was located on the back of the Caretaker’s house with a small link between the front of the house and the tower.

In April 2013 Staff presented a concept to City Council to address both the City and Verizon’s communications needs. This proposal was a single monopole that was placed in the trees northeast of the current location. A Monopole is a tubular self-supporting telecommunications tower. The monopole is frequently seen as being less disruptive to views. A monopole has limited mounting locations and may require more height to be able to mount equal amounts of equipment. This proposal was rejected by the Council as they preferred to see no tower at Astor Park. Staff was directed to go back to Verizon and attempt to negotiate to remove the tower from Astor Park. Staff, working with Converge Communications, who was hired by the Friends of the Column contacted Verizon to attempt this process. Converge was able to convince Verizon that it was in their best interest to relocate out of Astor Park. Part of this change was accomplished by convincing Verizon that the solution did not need to be a single site. Verizon was convinced to begin thinking of the solution as a multiple site system.

Staff worked to identify all City owned parcels that could be offered for lease to Verizon and suggested some private locations that may be able to serve their needs. Most sites

were eliminated based on early examination. Shively Park and the Reservoir at James and 16th were drive tested. There was a substantial difference, because of terrain, between the Reservoir and Shively Park. Shively Park was the only location examined that provided coverage to the void area caused by a move to the Reservoir Ridge site. The reservoir building roof in particular was a very hopeful site from staff's perspective. On examination the height above the roofline of the building required to compensate for the terrain would have been over a hundred feet above the roofline of the two story building.

When Shively Park was identified, the initial location preferred by Verizon was atop the hill near the picnic structures. A site visit which was conducted with senior Verizon site development representatives, Converge, Parks Director Angela Cosby, and then Deputy Police Chief Brad Johnston. It was immediately apparent to all that the site Verizon was considering was not acceptable to any party at the site walk. Within a matter of minutes an alternate site at the far south west corner of the park, outside of the roadway that circles the park, was settled on.

Verizon has proposed a 150' monopole at this location. This tower would be roughly the same height as existing trees in the area. It will have antenna facing west and south from this location. No public safety equipment is planned for this location although the lease provides for no cost access to City owned emergency equipment if needed in the future. All additional collocated communications providers would be required to contract with the City for access rights. It is expected that the City could obtain revenue from each additional sublease at this location. The development code would require collocation rather than construction of additional towers.


The equipment located at Reservoir Ridge will be a one for one replacement of the tower at Astor Park. It will be a lattice tower that can accommodate future needs. The location, in the land reserve zone and well away from all development, should provide much less impact in views and be a much more defensible location. The current construction standards are much more stringent than those in place applied to the Astor Park site in 1989 and the wind loads that will be built for should exceed all weather conditions we are likely to see. The new location has had propagation studies completed. The propagation, because of the difference in terrain and the added elevation, looks improved for public safety radio from where the existing tower is located. All microwave antennas can be mounted on the new tower and additional links are possible between both the Astoria Police Department and a radio site in Humbug that is currently not connected. It is believed that this site will provide enhanced capabilities for the term of this contract and its extensions. The value to emergency communications of this development cannot be overstated.

The lease for Reservoir Ridge is structured so that any collocating providers would need to negotiate access rights with the City. This could increase the revenue from this site.



CITY OF ASTORIA
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Jul 23, 2015

TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: NILE STREET VACATION – PUBLIC HEARING

BACKGROUND

Over the last few years, the City has been working with Verizon to facilitate the relocation of the wireless communication facility currently located on Coxcomb Hill near the Astor Column. The proposed relocation would involve a potential location in the forested area in Shively Park. Staff will be bringing a draft lease for the Shively Park location to the City Council for consideration separately at the August 3, 2015 Council meeting. The City has met with Verizon and their team to determine the best possible location for the proposed facility. The site identified for the proposed facility would be on property owned by the City with a portion of the facility within an unimproved portion of the Nile Street right-of-way. In order to accommodate the facility at this location, staff recommends that this portion of Nile Street be vacated.

A right-of-way vacation would resolve some issues associated with the construction of the proposed facility within a right-of-way. There are no utilities within this right-of-way and due to the steep topography and location of the platted right-of-way, it is unlikely that a road would ever be constructed at this site. If the vacation were approved, the vacated portions of right-of-way would revert back to the neighboring property owner, the City of Astoria. In addition, since the City is the adjacent property owner, the City would become the property owner, thereby retaining the ability to use the vacated portion for any unforeseen future City needs.

This process will result in the ability of the City to potentially lease the proposed site to Verizon for a wireless communication within the Shively Park. To accomplish the goals of the street vacation, the following steps are necessary:

- At their July 6, 2015 meeting, the City Council set a public hearing for the August 3, 2015 meeting
- Public notices advising of the public hearing at City Council were mailed to the adjacent property owners on July 16, 2015, and published in the *Daily Astorian* on July 21, 2015
- Prepare and process conveyance deeds (after street vacation is complete)

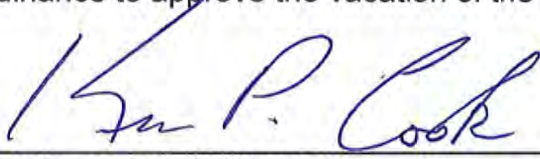
Parks and Recreation Director Angela Cosby has been involved in the selection of the site and concurs with the proposed street vacation. The Parks and Recreation Board have also


been included in the site selection and staff has received their concurrence on the proposed project and location.

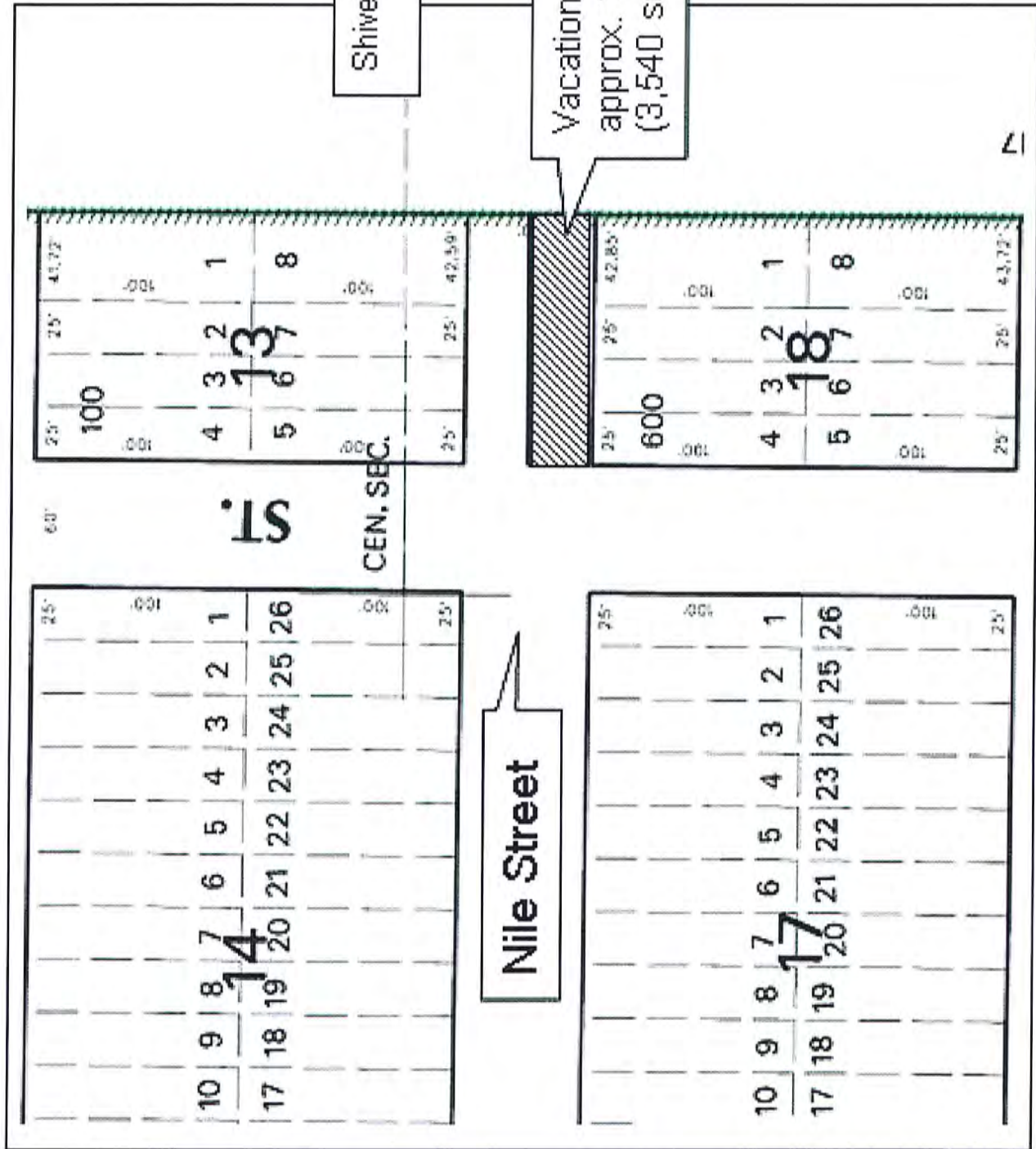
It has been City policy to assess an amount equivalent to the value of the adjacent property for the benefit received from the street vacation. Staff did not calculate an assessment in this case as the City is the beneficiary and the benefit is to the public.

RECOMMENDATION

It is recommended that the Astoria City Council conduct the scheduled public hearing and if deemed appropriate, hold a first reading of the ordinance to approve the vacation of the south 30' of Nile Street within Shively Park area.

Submitted By: 
Ken Cook, Public Works Director

Prepared By: 
Rosemary Johnson, Special Projects Planner



Shively Park

Vacation Area -
approx. 118' x 30'
(3,540 square feet)

Nile Street

| | | | |
|------|-----|--------|------|
| 25' | 25' | 41.72' | 100 |
| 100' | 25' | 100' | 1 |
| 4 | 3 | 2 | 13 |
| 5 | 6 | 7 | 8 |
| 25' | 25' | 42.39' | 100' |

| | | | |
|------|-----|--------|------|
| 25' | 25' | 42.85' | 600 |
| 100' | 25' | 100' | 1 |
| 4 | 3 | 2 | 18 |
| 5 | 6 | 7 | 8 |
| 25' | 25' | 43.72' | 100' |

| | | | | | | | | | |
|------|------|------|-----|----|----|----|----|----|----|
| 25' | 100' | 25' | | | | | | | |
| 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 100' | 25' | 100' | 25' | | | | | | |

| | | | | | | | | | |
|------|------|------|-----|----|----|----|----|----|----|
| 25' | 100' | 25' | | | | | | | |
| 10 | 9 | 8 | 7 | 6 | 5 | 4 | 3 | 2 | 1 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 100' | 25' | 100' | 25' | | | | | | |

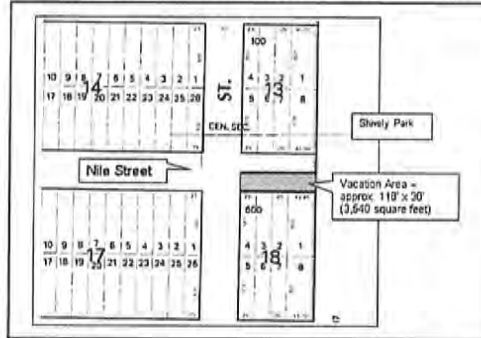
Ordinance No. 15-_____

AN ORDINANCE GRANTING THE PETITION FOR THE VACATION OF PORTIONS OF NILE STREET IN THE CITY OF ASTORIA, OREGON

The City of Astoria does ordain as follows:

Section 1. Vacation Allowed. That the petition for vacation of portions of Nile Street in the City of Astoria, Oregon as follows, is hereby granted:

Approximately 0.81 acres (3,540 square feet) all that portion of the south 30' of Nile Street located adjacent to Lots 1 to 4, Block 18, all in the plat of Central Astoria, County of Clatsop, State of Oregon.



Section 2. Combining Lots. The above noted vacated right-of-way and property are hereby combined into one lot and may not be separated except in compliance with building codes, City of Astoria Development Code, and other applicable land use regulations.

Section 3. Reservations. Nothing in this ordinance shall cause or require the removal or abandonment of any sewer, water main, gas main, conduit of any kind, wire, pole, or object used or intended to be used for any public service, and the right hereby is reserved for the owner of any such utility or object to maintain, continue, repair, reconstruct, renew, replace, rebuild or enlarge all utilities and objects.

Section 4. Effective Date. The provisions of this ordinance shall take effect 30 days after its passage.

The vacation of portions of Nile Street as described in Section 1 of this ordinance is ordered and allowed, subject to the provisions and restrictions contained in Section 2.250 and 2.310 of the Astoria Code.

ADOPTED BY THE COMMON COUNCIL THIS _____ DAY OF _____, 2015.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2015.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION YEA NAY ABSENT

Councilor Nemlowill
Herzig
Price
Warr

Mayor LaMear