



# AGENDA

## ASTORIA CITY COUNCIL

December 5, 2016

7:00 p.m.

2<sup>nd</sup> Floor Council Chambers

1095 Duane Street · Astoria OR 97103

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **REPORTS OF COUNCILORS**

4. **CHANGES TO AGENDA**

5. **PRESENTATIONS**

- (a) Astoria School District Strategic Plan
- (b) Sanctuary City

6. **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 11/7/16
- (b) Outfitting of Police Vehicle (Police)
- (c) Authorize Contract for Professional Services for Combined Sewer Overflow (CSO) Modeling Support (Public Works)
- (d) Federal Emergency Management (FEMA) Storm Damage Public Assistance Grant Acceptance (Public Works)
- (e) Authorization to Add Job Description for Building Inspector (Community Development)
- (f) Authorization to Approve Amendment #1 to Cooperative Improvement Agreement with the Oregon Department of Transportation (ODOT) for 23<sup>rd</sup> Street Closure (Public Works)

7. **REGULAR AGENDA ITEMS**

All agenda items are open for public comment following deliberation by the City Council. Rather than asking for public comment after each agenda item, the Mayor asks that audience members raise their hands if they want to speak to the item and they will be recognized. In order to respect everyone's time, comments will be limited to 3 minutes.

- (a) Heritage Square Environmental Protection Agency (EPA) Grant – AMEC Contract Amendment #4 (Public Works)
- (b) Resolution Amending Fee Schedule for Public Works Department (Public Works)

8. **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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November 30, 2016

## MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF DECEMBER 5, 2016

### PRESENTATIONS

**Item 5(a): Astoria School District Strategic Plan**

Craig Hoppes, Superintendent of the Astoria School District, will make a presentation regarding their strategic plan.

**Item 5(b): Sanctuary City**

Police Chief Brad Johnston will address the City Council on the concept of Sanctuary Cities.

### CONSENT CALENDAR

**Item 6(a): City Council Minutes**

The minutes of the City Council Meeting of November 17, 2016 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

**Item 6(b): Outfitting of Police Vehicle (Police)**

At the November 7, 2016 meeting Council approved the purchase of a 2017 Ford Police Interceptor Utility vehicle. At that time staff indicated a future approval would be required for the set up of the vehicle. Since 2013, Cascade Mobile has been the sole source emergency vehicle outfitter for the Astoria Police Department. In early 2016 the Astoria Police Department was advised by Cascade Mobile that they were no longer going to be involved in the business of setting up emergency vehicles. Cascade Mobile recommended vendor Wire Works as having a reputation for high quality workmanship and a reasonable turnaround time.

Staff met with a total of three vendors to obtain quotes. One vendor was unresponsive, a second vendor responded initially but no bid was ever provided, and Wire Works responded to the request for bid and also completed another

small job. After providing an initial quote, Wire Works offered to review the new police vehicle specs as they believed they could advise staff of what items can be installed at the factory that would provide savings to the City of Astoria. Staff has received a quote from Wire Works in the amount of \$13,696.86 for the set up of the new police vehicle. This includes emergency lighting, equipment, radios and installation. Wire Works also advised that they will coordinate directly with Gresham Ford to order and pre-stage the necessary equipment so they may immediately pick up the vehicle and begin outfitting the vehicle once it arrives to the dealership. Funds for this purchase are budgeted within the vehicle lease payment in the Capital Improvement Fund for Fiscal Year 2016-2017. It is recommended that Council approve the expenditure of \$13,696.86 for the set up of the vehicle previously approved.

**Item 6(c): Authorize Contract for Professional Services for Combined Sewer Overflow (CSO) Modeling Support (Public Works)**

An essential tool for the success of the combined sewer overflow (CSO) program is the computerized hydrologic and hydraulic model that is used to delineate and scope each CSO project. This model contains important information regarding the storm and sewer infrastructure, geographic areas that flow to each pipe segment, rainfall information, and historic flows used to predict the system response after a CSO project is completed. This model must be maintained and calibrated routinely so that it closely replicates actual conditions in the field and provides the City with accurate data for the design of future CSO projects. Determining the scope of future CSO projects is accomplished by a specialized CSO modeling engineer who analyzes the data generated by the model, and recommends the most cost effective approach to meet the overflow criteria established by the Department of Environmental Quality (DEQ). The scope is then given to a design engineering consultant to produce plans and specifications for construction of the project.

In April 2012, Council authorized a contract for CSO Modeling Support Services to HDR with the option of annual renewal of this contract. HDR has provided a scope of work and an estimated budget of \$74,201 for December 2016 through July 2017. The scope of services includes continued model updates, further development of preliminary project scopes, processing data, and monthly reporting for DEQ requirements. The contract has been reviewed by City Attorney Blair Henningsgaard and approved as to form. Funds are available through the Public Works Improvement Fund. It is recommended that Council renew the contract for CSO Modeling Support Services with HDR for a total not to exceed amount of \$74,201.

**Item 6(d): Federal Emergency Management Agency (FEMA) Storm Damage Public Assistance Grant Acceptance (Public Works)**

During the period of December 6 through 23, 2015, the State of Oregon experienced a severe weather pattern that caused damaging winter storms. The City of Astoria experienced erosion along the Columbia River shoreline and a washout in a location along Pipeline Road where the City's 21" diameter water transmission main crosses a ravine. As a result of the widespread damage, a

Federal declaration of emergency was declared on February 17, 2016 and Federal Emergency Management Agency (FEMA) Public Assistance Program funds became available to assist communities with the repair of their damages. The Infrastructure Finance Authority (IFA) notified the City that they may have grant funds available to provide match for FEMA funds. FEMA has completed an Applicant Exit Briefing that summarizes the anticipated project costs to date. This is the point at which the project administration is passed from FEMA to the Oregon Office of Emergency Management (OEM). The document now needs to be signed by the City's authorized representative for the project, City Engineer Jeff Harrington. IFA has informed staff that matching funds for this project may not be available due to strong competition for available funds. Staff has still applied hoping for a change in the availability of additional grant funds. Should IFA funds not become available, Capital Improvement funds shall be utilized. It is recommended that Council authorize City Engineer Jeff Harrington to sign the required follow up documents pertaining to the previously approved grant contract with FEMA/OEM.

**Item 6(e): Authorization to Add Job Description for Building Inspector (Community Development)**

The Community Development Department hired Ben Small as the new Building Official/Code Enforcement Officer in October 2016. Mr. Small has been studying for certifications for Building Official, fire life safety review, and commercial plan review and inspections. In the interim, the Department secured the services of the Clair Co., of Corvallis, Oregon to offset the need for residential and commercial plan review services. This is a temporary solution until Mr. Small is fully trained for the position. In addition to plan review, the City would like to hire Jim Byerly, who serves as the Warrenton Building Official, to offer commercial inspections to customers until such time Mr. Small has been fully trained. Originally, the concept was to hire the City of Warrenton Building Department through an Intergovernmental Agreement (IGA), but after careful consideration, a temporary, part time position is better suited to meet the needs of customers.

The enclosed job description is for a temporary, part time position of six to eight hours a week (Schedule F-1, Range 3, Step 6, \$50/hr.) that will be a new position as established in Resolution No. 16-12. Based on the number of proposed hours and temporary nature of the position, the Building Division has adequate funds to cover the cost of the position in Fiscal Year 2016-17. The Building Official position was budgeted for full time wages and benefits and it is estimated the savings from hiring the position in early October will offset the cost of the temporary Building Inspector position. The Finance Department and Xenium HR have reviewed and updated the attached job description. It is recommended that Council approve a job description for Building Inspector.

**Item 6(f): Authorization to Approve Amendment #1 to Cooperative Improvement Agreement with the Oregon Department of Transportation (ODOT) for 23<sup>rd</sup> Street Closure (Public Works)**

In an effort to expand parking and improve pedestrian and vehicular mobility between 23<sup>rd</sup> and 27<sup>th</sup> Street, Columbia Memorial Hospital (CMH) is constructing a

new parking lot adjacent to 23<sup>rd</sup> Street and Franklin Avenue. Part of this project includes improvements along US30 (Marine Drive) and Franklin Avenue. The improvements include closing the currently vacated access on 23<sup>rd</sup> Street, providing new sidewalks, upgrading Americans with Disabilities Act (ADA) ramps, new crosswalks, improved drainage, a new turn lane on Marine Drive, and a safer access to Franklin Ave. The City and CMH worked with ODOT to acquire \$149,000 in initial funding for the proposed improvements along the State highway. This funding does not require a matching contribution but will require CMH to pay for any costs that exceed the funded amount. The ODOT Cooperative Improvement Agreement (CIA) was approved by the City in January 2016. The City is included in the agreement to formally accept closure of the 23<sup>rd</sup> Street access location; accept the new Franklin Avenue intersection improvements and associated right-of-way dedication; and accept maintenance responsibility for improvements not maintained by adjacent property owners, CMH or ODOT.

During design review, ODOT required four additional ADA upgraded ramps be included in the scope of work. ODOT is providing an additional \$43,000 for the increased scope. The City will need to execute Amendment #1 to the CIA in order for CMH to utilize the additional access management funds. The City Attorney has reviewed the agreement and has approved it as to form. There is no direct financial impact to the City as a result of this amendment. It is recommended that Council approve Amendment #1 to the Cooperative Improvement Agreement with ODOT for the 23<sup>rd</sup> Street Closure Project.

## **REGULAR AGENDA ITEMS**

### **Item 7(a): Heritage Square Environmental Protection Agency (EPA) Grant – AMEC Contract Amendment #4 (Public Works)**

The City of Astoria was awarded a \$400,000 Environmental Protection Agency grant in 2012 for assessment and cleanup of the Heritage Square site. At the September 8, 2015 City Council meeting, a project update was presented. Council was also notified that staff would be bringing a request to the Astoria Development Commission to allocate \$40,000 from the Astor East Urban Renewal District (AEURD) for use as the required match for the \$400,000 EPA grant. At the December 7, 2015 Astoria Development Commission (ADC) meeting, expenditure of additional funds in the amount of \$109,842 from the AEURD was approved to complete the cleanup. The original cleanup estimates were obtained prior to the final approvals per standard EPA Grant procedures. At the February 4, 2016 special meeting, Council approved a contract amendment in the amount of \$46,909.23 for AMEC for additional cleanup work identified once cleanup began. At that meeting, Council was told that staff anticipated a grant in the amount of \$82,000 from Business Oregon to pay for the requested change order and provide for installation of a groundwater monitoring well.

The City Council accepted the Business Oregon grant at the April 18, 2016 Council meeting. At the May 2, 2016 Council meeting, Council authorized Contract Amendment #3 with AMEC Foster Wheeler for a total not-to-exceed amount of \$37,000 for additional site cleanup and groundwater monitoring. While it was anticipated that Amendment #3 would be adequate for the remaining work,

additional consultant and Oregon Department of Environmental Quality (DEQ) oversight time was realized.

Amendment #4 does not include additional tasks, but more time to complete the tasks identified in the last contract amendment that is required to finalize the Oregon DEQ requirements for receiving a No Further Action (NFA) letter for the site. This work will be funded by the Astor East Urban Renewal District. Once work is complete, our consultant will request an NFA letter from DEQ. Our DEQ representative has indicated that the actual letter may not be issued until all conditions are met.

Additional DEQ oversight fees will be billed directly to the City for payment. At this time, DEQ estimates fees to be approximately \$6,000. A separate action will be required by the Astoria Development Commission to allocate funds for the contract amendment and DEQ oversight fees. It is recommended that Council execute a contract amendment with AMEC Foster Wheeler in a total not-to-exceed amount of \$18,100 for Additional Site Cleanup Work and Groundwater Monitoring for the Heritage Square EPA Grant Cleanup Project.

**Item 7(b): Resolution Amending Fee Schedule for Public Works Department (Public Works)**

A primary duty of the Public Works Department is to efficiently manage and maintain City infrastructure including streets, water, sanitary sewer and storm drainage. As required through various City codes, the Public Works Department utilizes applications and permits to manage improvements and maintenance work completed by homeowners, commercial businesses, developers and franchise utility providers. The fees associated with these applications and permits have not been updated since 2005. The current fees are outdated and in several cases no fees are charged for time intensive tasks such as processing applications to fell/cut trees. The Public Works Department is proposing a fee update with the following goals.

1. Simplify the Public Works fee schedule by eliminating outdated and fragmented items.
2. Increase fees to cover the cost to review and process applications and permits.
3. Strategically reduce fees for maintenance items required by City Code, i.e. sidewalk repair.
4. Update the fee structure to allow third party costs, such as County filing and Geotechnical Review, to be passed on to the applicant when applicable.

The updated fees are based on the average time it takes to process the various permits and utilized current staff rates. Fees were also compared to other cities our size and in the region to check compatibility. Fees associated with development review and Public Works inspections are not included at this time. Staff plans to work with the Community Development Department to bring a comprehensive fee update associated with development review and building permit review for Council's consideration in early 2017. It is recommended that Council adopt the resolution amending the fee schedule for the Public Works Department.