



AGENDA

ASTORIA CITY COUNCIL

October 17, 2016

7:00 p.m.

2nd 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. **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 9/19/16

(b) Boards and Commissions Minutes

(1) Historic Landmarks Commission Meeting of 8/16/16

(2) Planning Commission Meeting of 7/26/16

(3) Planning Commission Meeting of 8/2/16

(c) 17th Street Dock Division of State Lands (DSL) Lease Renewal (Public Works)

(d) Public Safety Radio Upgrade (Police)

(e) Accept Grant from Oregon State Parks and Recreation Department to Support Site-Specific Park Plan at Shively and McClure Parks (Parks)

6. **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) Cancellation of Public Hearing for Plan Amendment: Article 3 Accessory Dwelling Units (Community Development)

(b) Cancellation of Public Hearing for Plan Amendment: Article 9 Administrative Procedures (Community Development)

(c) 50th Street Trestle Repair Project – Authorization to Award Construction Contract (Public Works)

(d) 2017 Trolley Trestle Repair Project – Contract for Design Services (Public Works)

(e) Agreement for City Attorney Legal Services (City Council)

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

8. **EXECUTIVE SESSION**

(a) ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees

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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October 12, 2016

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF OCTOBER 17, 2016

CONSENT CALENDAR

Item 5(a): City Council Minutes

The minutes of the City Council meeting of September 19, 2016 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 5(b): Boards and Commissions Minutes

The minutes of the (1) Historic Landmarks Commission meeting of 8/16/16, (2) Planning Commission meeting of 7/26/16, and (3) Planning Commission meeting of 8/2/16 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 5(c): 17th Street Dock Division of State Lands (DSL) Lease Renewal (Public Works)

The City is required to have a Lease for a portion of the State owned submerged lands that the 17th Street Dock sits over. While the City owns the property, the State has ownership of the submerged lands (the river bottom). The current Lease expired in November of 2015. Staff has been working with the State Division of State Lands (DSL) to complete the new Lease Agreements and now have all of the required documents ready for City Council consideration. Since a small portion of the 17th Street Dock lies over property owned by Stopwater LLC (Bar Pilots), the City prepared a Sublease Agreement that will allow Stopwater to lease the submerged land from DSL and then sublease it to the City. Stopwater will pass through the Lease fee with a small administrative fee to cover reimbursement of their staff time. The City will also reimburse Stopwater \$2,500 for their actual costs to prepare the documentation for the Sublease. The fee for the Lease with DSL will be \$1,896.75 per year and the fee for the Sublease from Stopwater will be \$633.00 per year for a total of \$2,529.75. The attached Lease Agreement, Sublease Agreement and Consent to Sublease

have been reviewed as to form by City Attorney Blair Henningsgaard. Funds for the Lease will be paid from the 17th Street Dock Fund. It is recommended that Council authorize the Mayor to sign the DSL Lease Agreement for the 17th Street Dock, the Sublease Agreement with Stopwater LLC, and the DSL Consent to Sublease.

Item 5(d): Public Safety Radio Upgrade (Police)

The Public Safety communications network is comprised of multiple radios located at eight individual sites. These sites serve all the public safety agencies in Clatsop County. A simulcast system allows the disparate repeaters to act as one allowing for maximum coverage throughout the County. The ability to simulcast has been one of our long term communications infrastructure goals and with the financial partnership of the Astoria 9-1-1 Fire Subscribers we can take the first step towards our second simulcast frequency. In conjunction with the Astoria 9-1-1 Fire Subscribers, staff would like to purchase one (1) Motorola GTR 8000 base radio with associated software making simulcasting possible. The current Fire Repeater on Megler Mountain is at the end of its service life and needs replacement. By replacing this aging repeater with a GTR 8000, the Fire community will have taken their first step towards simulcasting. Having two county-wide simulcast channels has always been a communications goal for our Public Safety partners. This base radio with associated equipment is WSCA (Western States Contracting Alliance) contract priced at \$10,640 each. The Emergency Communications Fund has \$2,500 available in Network Maintenance toward the purchase of one radio with the local Fire Departments contributing the balance of \$8,140. It is recommended that Council approve the purchase of one (1) GTR 8000 base radio by Astoria 9-1-1 totaling \$10,640 with the local Fire Departments reimbursing the Emergency Communications Fund \$8,140.

Item 5(e): Accept Grant from Oregon State Parks and Recreation Department to Support Site-Specific Park Plan at Shively and McClure Parks (Parks)

The Astoria Parks and Recreation Department has been successful in receiving \$40,000 in grant funding from the Oregon Parks and Recreation Department to support site-specific park planning at Shively Park and McClure Park. The Parks and Recreation Department's draft Comprehensive Master Plan recommends completing site-specific park plans at several locations. During the community input process for the Parks and Recreation Comprehensive Master Plan, Shively Park ranked as the community's highest priority and McClure Park ranked as the second highest priority for site master plans. On May 2, 2016 Council approved the application to the Oregon Parks and Recreation Department Local Government Grant Program in the amount of \$40,000 to support funding site plans for Shively Park and McClure Park. The required 40% match, in the amount of \$16,000 cash, is budgeted in the Capital Improvement Fund in addition to an in-kind management and administration contribution of \$11,000. On September 15, 2016 the Parks and Recreation Department was informed that its grant application was successful. The tentative timeline for these projects is provided in Director Cosby's memo. It is recommended that Council accept the Oregon Parks and Recreation Department Local Government Grant to support

funding site plans for Shively Park and McClure Park and approve the Local Government Grant Program Agreement.

REGULAR AGENDA ITEMS

Item 6(a): Cancellation of Public Hearing for Plan Amendment: Article 3 Accessory Dwelling Units (Community Development)

Item 6(b): Cancellation of Public Hearing for Plan Amendment: Article 9 Administrative Procedures (Community Development)

A public hearing notice for the October 17, 2016 City Council meeting regarding two separate Astoria Development Code amendment applications was mailed anticipating the Planning Commission's review would be complete in time for this October 17th meeting; however, the hearing remains open at the Planning Commission. These City Council hearings will be rescheduled after the Astoria Planning Commission has made a recommendation. Any required mailed notices and newspaper notice will be provided once the hearing date has been set. The Astoria Planning Commission will hold a work session for further discussion on A16-02 -Article 3: Accessory Dwelling Units on Wednesday, October 19, 2016 at 6:30 p.m. in the Council Chambers and will continue the discussion at their regular meeting on October 25, 2016 at 6:30 p.m. in the Council Chambers. No action is required by the City Council; however the items had to be listed on the Council agenda since the public notice was provided.

Item 6(c): 50th Street Trestle Repair Project – Authorization to Award Construction Contract (Public Works)

OBEC Consulting Engineers recently completed an inspection of the trestles and track associated with the City owned railroad right-of-way to determine condition and repair priorities. As part of this effort, timber trestles east of 39th Street were inspected to ensure appropriate repairs can be made to facilitate continued use of the River Trail. The inspection found that a number of structural members supporting the River Trail walkway over the 50th Street Trestle need immediate replacement. The City coordinated with OBEC to develop a scope of work for the needed repairs. Staff used the informal Request for Quotes (RFQ) process since the work was estimated to cost less than \$100,000. The following competitive quotes for the project have been received:

<u>Contractor</u>	<u>Total Quote</u>
Columbia Dockworks	\$14,588
Mark Baldwin Construction	\$27,800
Bergerson Construction	\$31,446

Funding for this project is available in the Riverwalk – Trestles improvement budget of the Promote Astoria Fund. Additional trestle repairs will be required prior to trolley operation in 2017. The contract has been approved as-to-form by the City Attorney. It is recommended that Council authorize the award of a construction contract to Columbia Dockworks, Inc., in the amount of \$14,588 for the 50th Street Trestle Repair Project.

Item 6(d): 2017 Trolley Trestle Repair Project – Contract for Design Services (Public Works)

The City of Astoria has approximately 4.7 miles of railroad track and eight timber trestles formerly owned and operated by Burlington Northern Railroad from the Port of Astoria to Tongue Point. The Astoria Riverfront Trolley currently operates on approximately three miles of this track and over four of the trestles. The Trolley provides passenger service from Portway Street to 39th Street. Due to the age of the railroad infrastructure, the effort required to maintain the track and structures has been increasing rapidly. This year OBEC Consulting Engineers inspected the trestles and track to identify condition and determine repair priorities. At the July 18, 2016 Council Meeting, City staff presented three options for managing the maintenance needs of the Trolley and River Trail infrastructure. Council approved a hybrid approach which focuses available funding resources on maintaining the structures and track west of 39th Street (active rail) and provides minimal repairs and more frequent inspection to ensure safe operation of the River Trail east of 39th Street. Immediate maintenance needs for the trestles and track will need to be addressed prior to Trolley operation in 2017. OBEC provided a design services proposal to assist the City with completion of this maintenance work. Their scope of work includes design, permit review, bid support and construction assistance. This work is proposed to be completed for the not-to-exceed amount of \$23,122. The immediate maintenance needs, including trestles and track repair, are estimated at around \$320,000 for the 2016-2017 Fiscal Year. Staff recommends funding the immediate repairs using the Promote Astoria Fund. The City Attorney has reviewed the contract and approved it as to form. It is recommended that Council authorize award of a Personal Services Contract to OBEC Consulting Engineers in the amount of \$23,122 for design services for the 2017 Trolley Trestle Repair Project.

Item 6(e): Agreement for City Attorney Legal Services (City Council)

On September 6, 2016 an item regarding City Attorney Legal Services was deferred to a subsequent meeting as Attorney Henningsgaard was unable to be in attendance. The provisions contained in the agreement for legal services between Blair Henningsgaard and the City of Astoria remains unchanged from what was included in the September 6th packet. The agreement replaces the Legal Services agreement dated December 20, 2010. The compensation section includes an annual increase of \$3,000, from \$84,000 to \$87,000, for routine services, and non-routine matters will increase \$10 per hour from \$180 per hour to \$190 per hour. No other changes are contained in this agreement. The effective date is August 1, 2016. The Fiscal Year 2016-2017 budget includes a budget of \$87,000 for legal services in the City Attorney department of the General Fund. It is recommended that Council consider approve the revised agreement.

EXECUTIVE SESSION

Item 8(a): ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees

The City Council will meet in executive session to discuss a performance evaluation.