



AGENDA

ASTORIA CITY COUNCIL

November 7, 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 10/3/16
- (b) City Council Minutes of 10/17/16
- (c) Authorization to Purchase Vehicle for Police Department (Police)
- (d) Fiscal Year 2016-17 Exchange Server and Public Safety Server Replacements (Finance)
- (e) Authorization to Request Qualifications to Produce Site Specific Park Plan at Shively and McClure Parks (Parks)
- (f) Memorandum of Understanding for Indigent Defense Services (Finance)

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) Public Hearing and Ordinance Making Certain Determinations and Findings Relating to and Approving the First Amendment to the Astor West Urban Renewal Plan (1st reading) (Community Development)
- (b) Resolution Amending Fee Schedule for the Astoria Aquatic Center (Parks)
- (c) Aquatic Center Use Agreement between Tongue Point Job Corps Center and the City of Astoria (Parks)
- (d) Consultant Services – Library Roof Replacement (Library)

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

8. **EXECUTIVE SESSION**

- (a) ORS 192.660(2)(h) – Legal Counsel
- (b) 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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November 3, 2016

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF NOVEMBER 7, 2016

CONSENT CALENDAR

Item 5(a): City Council Minutes

The minutes of the City Council meeting of October 3, 2016 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 5(b): City Council Minutes

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

Item 5(c): Authorization to Purchase Vehicle for Police Department (Police)

The Police Department proposes purchasing one new patrol vehicle this fiscal year which will replace a 2011 Chevy Tahoe 2WD Police Pursuit vehicle. Funds for this purchase are budgeted as a lease payment in the Capital Improvement Fund for Fiscal Year 2016-17. The Finance Department has budgeted spreading the purchase and set up of vehicles over two years. A separate authorization will subsequently be requested for the set up and equipment for the vehicle. It is recommended that Council authorize the purchase one Ford Police Interceptor Utility vehicle from Gresham Ford in the amount of \$29,058.63.

Item 5(d): Fiscal Year 2016-17 Exchange Server and Public Safety Server Replacements (Finance)

iFocus Consulting, Inc., made recommendations and has given quotes for the Fiscal Year 2016-17 budget to replace two of the City of Astoria's server platforms which have reached end-of-life, as follows:

<u>Server Description</u>	<u>Quote Amount</u>
• Exchange Server which provides email services to all City Departments (initially installed in 2009)	\$35,574.21
• Hyper-V Server for Public Safety which hosts virtual environments providing the active directory, file and print services, application servers, SQL services, Anti-virus services and other programs and services (initially installed in 2010).....	\$22,118.00

Replacement of both servers with cost-effective, manufacturer-supported hardware and software solutions provides operation flexibility for a five year time frame, maintains and enhances existing capabilities for software solutions, provides flexibility for future storage solutions and applications, and provides operational continuity, compatibility and flexibility across hardware and software solutions with manufacturer supported infrastructure required to process critical information for City operations and systems. Funding for both projects are included in the Fiscal Year 2016-17 Capital Improvement budget for iFocus Recommended Expenditures. It is recommended that Council approve the purchases and replacement as proposed by iFocus.

Item 5(e): Authorization to Request Qualifications to Produce Site Specific Park Plan at Shively and McClure Parks (Parks)

The City of Astoria was awarded the Oregon Parks and Recreation Department Local Government Grant of \$40,000 to support funding site plans for Shively Park and McClure Park and approve the Local Government Grant Program Agreement. At its October 17, 2016 meeting the City Council accepted the grant and committed the required 40% match, in the amount of \$16,000 cash budgeted in the Capital Improvement Fund and in-kind management and administration contribution of \$11,000. The tentative project timeline is as follows:

- October 2016 -----Notice to proceed from OPRD.
- December 2016 ---Designation of a project manager and procurement of a consultant.
- January 2017 -----Project kickoff, public notice of upcoming meeting dates.
- February 2017 -----Initial public meeting to collect input.
- March 2017-----Development of design alternatives.
- April 2017 -----Public meetings to collect input on design alternatives.
- May 2017 -----Selection of preferred concepts for McClure and Shively Parks; development of implementation and funding strategy.
- June 2017 -----Adoption of plan documents for McClure and Shively Park.

To stay on track with this tentative timeline, the Parks and Recreation Department seeks the City Council's authorization to request qualifications for a consultant or team of consultants specializing in community engagement, gathering, consolidating, and prioritizing community input, planning and landscape design and/or architecture. A selection panel comprised of Parks and Recreation

Department staff, Community Development staff, neighbors of Shively Park, and a representative from the Friends of McClure Park will evaluate and rank each statement of qualifications submitted. The consultant will be evaluated and ranked based on proven experience, expertise, and technical merit for the requested services. After a preferred consultant is chosen, they will be asked to develop a project management plan, budget and schedule for the project. This scope of work will be negotiated with staff. If an acceptable plan, budget, schedule, and contract cannot be developed, the selection panel will meet and select another consultant from the original RFQ submittals and restart negotiations. Once a final scope is developed, the contract will be brought to Council for consideration. It is recommended that City Council authorize the Parks and Recreation Department to request qualifications to complete site-plans at Shively Park and McClure Park.

Item 5(f): Memorandum of Understanding for Indigent Defense Services (Finance)

Staff has prepared an updated Memorandum of Understanding (MOU) between the City of Astoria and current Indigent Defense Attorney Jerry Widawski for his services. The current MOU became effective February 1, 2010 and no changes have been made since that date. Pursuant to the discussions between Judge Kristopher Kaino and the Astoria City Council, adjustment of the MOU is necessary to reflect the current and anticipated caseloads. As more cases have been cited to Clatsop County Circuit Court, fewer trials are anticipated in Astoria Municipal Court. The proposed MOU provides for compensation based on defendants rather than a flat fee per month. Funds have been budgeted for the current year based on the flat fee and it is anticipated the new agreement will be at the same amount or less than is currently budgeted. The proposed MOU becomes effective December 1, 2016. It is recommended that Council consider the revised Memorandum of Understanding for Indigent Defense Services with Jerry Widawski.

REGULAR AGENDA ITEMS

Item 6(a): Public Hearing and Ordinance Making Certain Determinations and Findings Relating to and Approving the First Amendment to the Astor West Urban Renewal Plan (1st reading) (Community Development)

The City of Astoria adopted the Astor West Urban Renewal Plan (the "Plan") in December 2002, (Ordinance #02-18). The Plan contains projects which were and are intended to assist in stimulating growth in the Urban Renewal Area (the "Area"). As a result of a landslide in 2007, Bond Street has been closed to two way traffic. Only one westbound lane of traffic is allowed limiting east-west traffic towards Marine Drive. In addition, water and sewer lines have been rerouted above the street. The Public Works Department commissioned a geotechnical analysis completed in August 2015 to study the feasibility of adding a retaining wall. The results of the study concluded that is indeed feasible. Based on the results, the Public Works Department prepared an "order of magnitude" cost estimate of \$395,000 to construct a retaining wall, repair Bond Street for two way traffic, and include low cost traffic calming measures to mitigate potential speeding along a narrow street in a dense neighborhood of residential buildings.

In March 2016, the Astoria Development Commission (ADC) directed staff to initiate a plan amendment study for the Astor West URA. In August 2016, the ADC received an update from city staff and reviewed a potential list of projects to fund to support the amended boundary while meeting the objectives of the original urban renewal district. In addition to the street aspect, there are underinvested residential properties that potentially need assistance (i.e., grants/loans/technical assistance) to renovate and preserve as affordable housing, which is another FY 15-16 Council Goal. Staff has met with the Community Action Team about a targeted pilot program that would offer some form of assistance to qualified property owners to renovate multi-family buildings while still meeting Development Code design requirements.

The proposed amendment to the Plan would expand the Area to include right of way as well as city owned land to widen Bond Street and permit the use of urban renewal funds for the new projects to be added in the Plan as identified in Table 11 of the Report Accompanying the Amendment. The proposed Amendment requires an Ordinance to implement the changes. The ordinance (Attachment A) adopting the Amendment requires the City Council to make certain findings, which are listed in the after the "Whereas" paragraph. These findings are based on various documents and events. It should be noted that there are portions of the draft ordinance which will be adjusted for the second reading, based upon any testimony received from any governing body of affected taxing districts. Additionally, a metes and bounds description will be added to Attachment B prior to the second reading. It is recommended that Council conduct the public hearing and hold the first reading of the ordinance.

Item 6(b): Resolution Amending Fee Schedule for the Astoria Aquatic Center (Parks)

The Astoria Aquatic Center partners with the Astoria School District and the North Coast Swim Club to provide space within the lap pool for their youth swim team members to practice. The Astoria Aquatic Center's current lane rental fee is \$25.00 per lane per hour; however, with daily practices lasting several hours, neither the Astoria School District nor the North Coast Swim Club can afford the \$25.00 per hour rate. It is proposed an additional lane rental fee for youth swim teams to practice be added to the fee resolution in the amount of \$5.00 per lane per hour effective November 8, 2016, contingent upon the youth swim team renting lap-lane space for the purpose of practicing a minimum of 100 hours a year, and all participants purchasing a monthly or daily pass. Following this increase, it is proposed that the Youth Swim Team Lane Rental Fee be increased to \$10.00 per lane per hour effective November 1, 2017. A subsequent increase request will be brought to the City Council next year. It is recommended that Council authorize this fee schedule amendment in order to increase youth swim team's access to the Astoria Aquatic Center.

Item 6(c): Aquatic Center Use Agreement between Tongue Point Job Corps Center and the City of Astoria (Parks)

The mission of the Astoria Parks and Recreation Department is to provide lifelong learning, wellness, and well-being through recreational opportunities and is dedicated to the preservation of natural resources, open spaces and facilities

that inspire and bring neighbors together. The Tongue Point Job Corps Center also understands the benefits of recreation for youth and adolescents; therefore, they have contacted the City of Astoria's Parks and Recreation Department to partner in increasing access to the Astoria Aquatic Center for its students. In order to accommodate the Tongue Point Job Corps Center's use of the Aquatic Center, a Pool Use Agreement has been drafted and approved by the City Attorney that provides the students' admission to the Astoria Aquatic Center without charge. In return, the Tongue Point Job Corps Center will pay the City of Astoria the "youth drop-in" admission cost for each service rendered on a quarterly basis. It is recommended that Council authorize the Pool Use Agreement with the Tongue Point Job Corps Center.

Item 6(d): Consultant Services – Library Roof Replacement (Library)

On February 19, 2016 McBride Architecture provided the City of Astoria an evaluation of the current Library Roof and Mechanical Systems. The findings suggest an overwhelming need to replace the current roof. The City Council approved \$280,000 for roof replacement in the adopted budget beginning July 1, 2016. Library Director Jimmy Pearson, in consultation with Public Works Director Ken Cook, requested and received an updated proposal from McBride Architecture for management of the project. The amount for these services is \$17,900. McBride will manage the project to include budgeting, develop all documents for bidding and provide construction documentation. Please refer to the full proposal for further details. As recommended by the consultant, the project would need to be bid in February/March of 2017 for a target of May 2017 for construction and completion. It is anticipated that the authorization to bid will be brought to Council in early 2017 with funds available in the Capital Improvement Fund. McBride Architecture was previously engaged by the City for replacement of the City Hall roof in 2009. It is recommended that Council authorize the Contract for Personal Services to initiate the Library Roof Replacement project.

EXECUTIVE SESSION

Item 8(a): ORS 192.660(2)(h) – Legal Counsel

The City Council will recess to executive session to consult with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed.

Item 8(b): 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.