



AGENDA

ASTORIA CITY COUNCIL

April 18, 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. **PRESENTATIONS**

- (a) Pacific Power
- (b) Lower Columbia Hispanic Council

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 3/21/16
- (b) City Council Work Session Minutes of 3/21/16
- (c) Boards and Commissions Minutes
 - (1) Historic Landmarks Commission Meeting of 3/15/16
 - (2) Parks Board Meeting of 1/27/16
 - (3) Planning Commission Meeting of 3/22/16
 - (4) Planning Commission Work Session Meeting of 3/22/16
 - (5) Traffic Safety Committee Meeting of 1/26/16
- (d) Acceptance of Certified Local Government Grant for Pass-through Façade Grant (Community Development)
- (e) Heritage Square Site Cleanup – Accept Business Oregon Grant (Public Works)
- (f) Authorize Solid Waste Engineering Consultant Services – Former Astoria Landfill (Public Works)
- (g) Authorization to Purchase Public Safety Radio Upgrades (Police)

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) Liquor License Application from James Defeo, dba Carruthers Kitchen, Inc., Located at 1198 Commercial Street, for a New Outlet for a Full On-Premises Sales Commercial Establishment License (Finance)
- (b) Spur 18 Combo Harvest 2016 (Public Works)

- 7. REGULAR AGENDA ITEMS (*continued*)**
- (c) Request to Award Contract with Auditors (Finance)
 - (d) Request to Purchase City-owned Property Adjacent to 323 Alameda Avenue (Public Works)
 - (e) Revised Job Description and Salary Resolution for Library Director (City Manager)
 - (f) Affordable Housing Code Amendments – Vacation Rentals (Community Development)
- 8. NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)**
- 9. EXECUTIVE SESSION**
- (a) ORS 192.660(2)(h) – Legal Counsel

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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April 13, 2016

M E M O R A N D U M

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL WORK SESSION AND REGULAR MEETING OF
APRIL 18, 2016

PRESENTATIONS

Item 5(a): Pacific Power

Alisa Dunlap, Regional Business Manager for PacifiCorp, will make a presentation regarding Pacific Power's activities.

Item 5(b): Lower Columbia Hispanic Council

Jorge Guterrez, Executive Director of the Lower Columbia Hispanic Council, will make a presentation regarding the activities of the Council.

CONSENT CALENDAR

Item 6(a): City Council Minutes

The minutes of the City Council meeting of March 21, 2016 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(b): City Council Work Session Minutes

The minutes of the City Council Work Session of March 21, 2016 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(c): Boards and Commissions Minutes

The minutes of the (1) Historic Landmarks Commission meeting of 3/15/16, (2) Parks Board meeting of 1/27/16, (3) Planning Commission meeting of 3/22/16, (4) Planning Commission Work Session meeting of 3/22/16, and (5) Traffic Safety Committee Meeting of 1/26/16 are enclosed. Unless there are any questions or

comments regarding the contents of these minutes, they are presented for information only.

Item 6(d): Acceptance of Certified Local Government Grant for Pass-through Façade Grant (Community Development)

At its March 7, 2016 meeting, the City Council authorized submittal of a \$12,000 grant application to the Certified Local Government (CLG) program of the State Historic Preservation Office. The request included funds to provide a pass-through façade grant to residential and commercial property owners who would like to restore portions of their properties that have been modified over the years. The City was recently notified that the application was approved in the amount of \$12,000. This will require a 1:1 match from the City, all of which is met by current staffing and existing budget items. No additional cash outlay is required for the grant. The grant and matching amounts are included in the Fiscal Year 2016-2017 Community Development Department budget. The attached Grant Agreement has been reviewed and approved by the City Attorney. It is recommended that Council accept the CLG grant in the amount of \$12,000 by entering into the Grant Agreement.

Item 6(e): Heritage Square Site Cleanup – Accept Business Oregon Grant (Public Works)

The City of Astoria was awarded a United States Environmental Protection Agency (EPA) multi-purpose brownfield pilot grant in 2012 for assessment and cleanup of the Heritage Square site. At the September 8, 2015 City Council meeting, staff and the project consultant, AMEC Foster Wheeler (AMEC), provided a project update and requested approval to place fill at a local City owned quarry site. 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 a match for the \$400,000 EPA grant.

At the December 7, 2015 Astoria Development Commission (ADC) meeting the ADC approved \$109,842 in additional funds from the AEURD to complete the cleanup. At the February 4, 2016 Special City Council meeting the Council approved a \$46,909.23 contract amendment for additional cleanup work. At that meeting Council was notified that \$82,000 in grant funds from Business Oregon was forthcoming for installation of a groundwater monitoring well. The funds are now available and a grant agreement is ready for signature. It is recommended that Council accept the Business Oregon Development Department Brownfield Redevelopment Fund Grant in the amount of \$82,000.

Item 6(f): Authorize Solid Waste Engineering Consultant Services – Former Astoria Landfill (Public Works)

The Oregon Department of Environmental Quality (DEQ) issued a closure permit for the Astoria Landfill on December 10, 2015. The permit outlines post-closure tasks that must be completed by various deadlines. Staff has asked our solid waste consultant to provide a scope of work to assist us with the work required by

June 30, 2016. The following is an outline of the tasks included in the scope of work:

Task 1 - Environmental Monitoring Plan (\$5,560.00)

Task 2 - Baseline Environmental Assessment Report (\$11,005.00).

Task 3 - On Call Consultation (\$2,950.00)

The work in the amount of \$19,515.00 will be funded through the Landfill Reserve Fund which was established to support closure activities. It is recommended that Council execute a contract with Maul Foster Alongi for a total not-to-exceed amount of \$19,515.00 for solid waste engineering services for the Landfill Closure Project.

Item 6(g): Authorization to Purchase Public Safety Radio Upgrades (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. Having our communications deficiencies exposed in the 2007 windstorm, the City of Astoria began to build out a robust, redundant, and capable communications network. This network was designed to allow us a path towards simulcasting. Simulcasting allows the Dispatch Center to broadcast radio transmission from several sites simultaneously. A simulcast system allows the disparate repeaters to act as one allowing for maximum coverage throughout the County. This would enhance our first responder's situational awareness and increase officer safety. The current system was designed to enable us to use simulcast when we had the upgraded equipment purchased and deployed. The City currently has one GTR 8000 in service. In conjunction with the Clatsop County Sheriff's Office, staff would like to purchase two Motorola GTR 8000 base radios with associated software making simulcasting possible. This addition would allow us to cover the majority of the County utilizing sites at Wickiup, Megler, and Tillamook Head. These base radios with associated equipment are Western States Contracting Alliance (WSCA) contract priced at \$10,640 each. The Fiscal Year 2015-16 Emergency Communications Budget currently has an approved line item to purchase a GTR radio. The estimated amount at the time of budgeting was \$12,000. In order to make this an operational system this year, the Sheriff's Office has agreed to contribute the necessary funds to purchase a second radio. It is recommended that Council approve the purchase of two GTR 8000 base radios by Astoria 9-1-1 totaling \$21,280 with the Sheriff's Office reimbursing the Emergency Communications Fund \$9,280.

REGULAR AGENDA ITEMS

Item 7(a): Liquor License Application from James Defeo, dba Carruthers Kitchen, Inc., Located at 1198 Commercial Street, for a New Outlet for a Full On-Premises Sales Commercial Establishment License (Finance)

A Liquor License Application has been filed by James Defeo, doing business as Carruthers Kitchen, Inc., located at 1198 Commercial Street. The application is for a New Outlet for a Full On-Premises Sales Commercial Establishment License.

The appropriate departments have reviewed the application. It is recommended that Council approve the application.

Item 7(b): Spur 18 Combo Harvest 2016 (Public Works)

A commercial forest thinning on 40 acres of City Watershed property is proposed for the summer of 2016. The Douglas-fir trees in this area are significantly infected with Swiss Needle Cast. This disease is a fungus that kills the second and third year needles causing significant growth reductions and in some trees death as the disease progresses. The disease does not affect Hemlock. The thinning will focus on removing the Douglas-fir and improving the growing conditions for the healthy Hemlock. Small openings in the forest will allow for natural regeneration of Hemlock. Three patch cuts would also be part of the project as noted on the map. The upper portion of the harvest area is bordered by the B Line spur road which has deteriorated significantly over the years. This road will be improved as part of this project. The net proceeds to the Capital Improvement Fund from this thinning operation are estimated to be \$200,000 after harvest and reforestation costs. It is recommended that Council approve the solicitation of bids for Spur 18 Combo Harvest 2016.

Item 7(c): Request to Award Contract with Auditors (Finance)

At the December 21, 2015 meeting, Council approved issuance of a request for proposals (RFP) seeking bids for audit services for the Fiscal Years 2015-16, 2016-17 and 2017-018 with two one year extension periods. The audit will cover the financial statements of both the City and the Urban Renewal Districts. The City received four proposals which were reviewed by a selection committee who applied a 70% weighting for technical merits and a 30% weighting for cost. The results are as follows:

<u>Company</u>	<u>Points</u>	<u>3 Year Bid Amount</u>
Merina & Company, LLP	89	\$ 96,950
Kern & Thompson, LLC	75	\$115,800
Steve Tuchscherer, CPA, PC	72	\$ 89,850
Pauly Rogers and Co., PC	57	\$ 90,800

As a point of reference, the prior three year audit fee by Pauly Rogers and Co., PC was \$87,425.

The proposals have been evaluated according to the terms of the RFP and it has been determined that Merina & Company, LLP to have the highest score. Oregon Revised Statutes require that auditors enter into a Contract for their services. The Contract incorporates the Engagement Letter required by the AICPA Professional Standards that describes the scope of the audit engagement. The City Attorney has reviewed and approved the Contract as presented. It is recommended that Council consider approval of the Contract for the audit of the City's financial statements for the periods indicated above.

Item 7(d): Request to Purchase City-owned Property Adjacent to 323 Alameda Avenue (Public Works)

The City has received a request from Bruce Conner to purchase City-owned property directly southeast of his property located at 323 Alameda Avenue. The City property is approximately 1.0 acre (Lots 25 to 41, Block 17 Map number 80907CD, Tax Lot 06400). At their March 7, 2016 meeting, Council directed staff to order an appraisal of the subject property. A summary appraisal report has been prepared and the estimated real land value is \$ 47,000. Mr. Conner has indicated a willingness to proceed with the sale. As the cost of the appraisal was \$800, staff is recommending that the additional cost above the \$450 fee set in the City fee schedule be added to the sale price for a total of \$47,350. If Council is willing to continue with the proposed sale, a public hearing will be scheduled to take public comment. It is recommended that Council schedule a public hearing on May 2, 2016 to discuss the proposed sale of this property.

Item 7(e): Revised Job Description and Salary Resolution for Library Director (City Manager)

Library Director Jane Tucker will be retiring at the end of May 2016. The current Library Director job description has not been reviewed since Jane Tucker's title was changed from Head Librarian to Library Director in 2002. In preparation of posting the job opening, staff worked with the City's human resources consultant, Xenium, to develop a new description and review salary ranges. Before the position can be posted, the job description needed to be updated to reflect current library practices, to satisfy the current needs of the City, and to address the current marketplace. A copy of the current and proposed job descriptions are attached. In addition to the revised job description, it is proposed that the salary range be increased from Range 40 to Range 45. This increase will bring it more in line with other similar jurisdictions in the area. Range 40 provides salary Steps between \$60,664 to \$73,737 a year. Range 45 provides salary Steps between \$68,601 to \$83,385 a year. Funds are included in the draft budget for FY 2016-17 which would accommodate this increase. This change will allow for the City 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 job will be posted to begin the recruitment process.

Item 7(f): Affordable Housing Code Amendments – Vacation Rentals (Community Development)

Over the past months, the Astoria Planning Commission has been working to draft Development Code amendments to address affordable housing issues. This follows City Council direction to initiate the project. One issue the Commission discussed was bed and breakfasts, homestay lodging and vacation rentals. During the Planning Commission work sessions, there was no consensus that there is a problem with the current system; however, at the November 2, 2015 Council meeting, the Council voted to include updates to "vacation rental" policies in the set of code amendments to address affordable housing. In order to provide

specific direction to the Planning Commission as to how the City Council wishes to address these uses, Community Development Director Kevin Cronin will present some options for Council discussion. This feedback will be used by staff to draft code language for Planning Commission consideration.

Item 9(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.