

---

---

# **AGENDA**

## **ASTORIA CITY COUNCIL WORK SESSION**

---

---

November 4, 2013  
6:00 p.m.  
2<sup>nd</sup> Floor Council Chambers  
1095 Duane Street  
Astoria OR 97103

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **REGULAR AGENDA ITEMS**  
(a) Transportation Systems Plan
4. **ADJOURNMENT**

**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 LAMPI, CITY MANAGER'S OFFICE, 503-325-5824.**

---

---

# AGENDA

## ASTORIA CITY COUNCIL MEETING

---

---

November 4, 2013  
7:00p.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) Clarification of Conflict of Interest
- (b) Parks Volunteer Program

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 10/7/13
- (b) Boards and Commission Minutes
  - (1) Library Board Meeting of 9/24/13
  - (2) Library Board Meeting of 10/1/13
  - (3) Library Board Meeting of 10/8/13
  - (4) Planning Commission Meeting of 9/24/13
  - (5) Traffic Safety Committee Meeting of 9/24/13
- (c) Transient Room Tax Update (Finance)
- (d) Grant Application for a Community Wellness Challenge (Parks)

7. **REGULAR AGENDA ITEMS**

- (a) Review Process for Sale of City Property (Public Works)
- (b) Public Hearing regarding Proposed Sale of City Property Located at 1840 4<sup>th</sup> Street (Public Works)
- (c) Ordinance regarding Development Code Amendment (A13-04) Concerning Solar Energy (2<sup>nd</sup> reading & adoption) (Community Development)
- (d) 11<sup>th</sup> Street CSO Separation – Gibbs & Olson Design Engineering Services Contract Amendment (Public Works)
- (e) Resolution Scheduling Public Hearing for Proposed Vacation of a Portion of Duane Street Right-of-Way (Public Works)

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

- (a) Change Second Meeting Dates in January and February, 2014 (City Council)

<p><b>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 LAMPI, CITY MANAGER'S OFFICE, 503-325-5824.</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



CITY OF ASTORIA  
Founded 1811 • Incorporated 1856

October 30, 2013

MEMORANDUM

TO: ASTORIA CITY COUNCIL

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF NOVEMBER 4, 2013

**6:00 P.M. – WORK SESSION**

**REGULAR AGENDA ITEMS**

**Item 3(a): Transportation Systems Plan**

Mr. Chris Maciejewski of DKS Associates, an employee-owned transportation planning and engineering firm, City Councilor Russ Warr, and Community Development Director Brett Estes will brief the Council on key recommendations included in the Draft Transportation Systems Plan.

**7:00 P.M. – REGULAR MEETING**

**PRESENTATIONS**

**Item 5(a): Clarification of Conflict of Interest**

**Item 5(b): Parks Volunteer Program**

Parks and Recreation Director Angela Cosby will brief the Council on progress made toward implementing the City Council Goal of “Develop a Program to Promote ‘Citizens Helping in Parks’, with Particular Emphasis on Neighborhood Parks and the RiverWalk”.

**CONSENT CALENDAR**

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

The minutes of the City Council meeting of October 7, 2013 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

**Item 6(b): Boards and Commissions Minutes**

The minutes of the (1) Library Board meeting of 9/24/13, (2) Library Board meeting of 10/1/13, (3) Library Board meeting of 10/8/13, (4) Planning Commission meeting of 9/24/13, and (5) Traffic Safety Committee meeting of 9/24/13 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

**Item 6(c): Transient Room Tax Update (Finance)**

At the September 24, 2013 City Council meeting, staff updated the Council regarding a delinquent room tax issue with the Riverwalk Hotel. Recently, staff met with the owner and worked through the monthly vs. quarterly reporting concerns and have agreed upon a monthly reporting method that is workable for both the City and the owner. The owner has agreed to bring the account current within 30 days. This is an informational update only and no Council action is required.

**Item 6(d): Grant Application for a Community Wellness Challenge (Parks)**

The Parks and Recreation Department is offering a Wellness Challenge which is a 9-week fitness program that will serve up to 50 participants and run from January 9, 2014 to March 6, 2014. The Wellness Challenge will introduce participants to exercise opportunities offered by the Parks and Recreation Department, as well as provide lessons on healthy cooking, heart health, and other topics. Participants will be competing for prizes based on attendance and physical activities. In order to fund the program, Parks and Recreation has identified a grant opportunity through Columbia Pacific Coordinated Care Organization: The Community Wellness Investment Fund. If the Parks and Recreation Department is successful in obtaining this grant, it will provide up to \$5,000 toward program coordination, prizes and supplies for the Wellness Challenge. It is recommended that Council approve submission of the grant application to Columbia Pacific Coordinated Care Organization for \$5,000.

**REGULAR AGENDA ITEMS**

**Item 7(a): Review Process for Sale of City Property (Public Works)**

At the April 15, 2013 meeting, City Council authorized staff to issue a Request for Proposals (RFP) to realty firms for the sale of excess City property. Area Properties was the only firm that responded, and Council authorized a contract at the August 6, 2013 meeting. At the August 19, 2013 City Council meeting, staff presented a list of procedures and properties for marketing by Area Properties. The Council approved the procedures and the list of properties. The procedures were as follows:

- Area Properties would begin marketing the properties immediately; with special consideration being given to adjacent property owners

by providing them advanced notice and first opportunity to submit an offer.

- Potential buyers would make offers on selected properties and would be notified that acceptance is contingent on Council approval.
- The offers would be presented to the Council at a public hearing, in accordance with the City's Real Property Sale Procedures, City Code Section 1.500 through Section 1.510.

At the last regular City Council meeting a number of citizens expressed concern over a short timeframe for responding to a mailed notice offering a "courtesy first choice purchase opportunity" as well as some level of confusion as to how the sale process will work. Council, too, expressed concern with some elements of the process. In an effort to address the issues raised, Area Properties has extended the response time from October 16, 2013 to November 1, 2013 and future mailings to adjacent property owners will provide a two week response time. Also, staff has worked with Area Properties to produce a "Frequently Asked Questions" handout for prospective purchasers of City property. It is recommended that the Council provide staff with direction as to how to proceed with the Property Sales Program.

**Item 7(b): Public Hearing regarding Proposed Sale of City Property Located at 1840 4<sup>th</sup> Street (Public Works)**

At the October 21, 2013 meeting, the City Council agreed to schedule a public hearing concerning the sale of excess City property at 1840 4<sup>th</sup> Street. This property is a single family residence acquired by the City in 2010. The City has received an offer for the property of \$55,000. It is recommended that the City Council hold a public hearing and direct the City Manager to accept or reject the offer in accordance with City Code 1.500 to 1.510.

**Item 7(c): Ordinance regarding Development Code Amendment (A13-04) Concerning Solar Energy (2<sup>nd</sup> reading & adoption) (Community Development)**

This proposed ordinance received its first reading at the October 21, 2013 Council meeting. The ordinance amends Astoria Development Code Article 6 concerning solar energy facilities on historic properties, Article 9 concerning administrative procedures, and adding Article 16 on solar energy systems. It is recommended that the City Council conduct a second reading and adopt the ordinance.

**Item 7(d): 11<sup>th</sup> Street CSO Separation – Gibbs & Olson Design Engineering Services Contract Amendment (Public Works)**

In June 2012 Council awarded the 11<sup>th</sup> Street CSO Separation project design engineering services contract to Gibbs & Olson. Construction of this project is

approximately 90% complete and on schedule according to the original construction timeline. Gibbs & Olson has been providing construction support services, including onsite construction inspection, during the entire construction duration. City staff recommends retaining the Gibbs & Olson construction inspector for an additional month to observe the final paving effort on 8<sup>th</sup> Street, develop the final punch list in collaboration with City staff, and provide periodic inspections through completion of the project. The estimated fee for this additional service is \$21,623. This contract amendment also includes preparation of final inspection daily reports, additional construction support by the engineer to make design adjustments due to varying field conditions, and the development of record drawings for this project by Gibbs & Olson. The estimated fee for these additional services is \$27,600. The total requested fee for additional services is \$49,223. This amount is within the overall project budget and is expected to cover the cost of Gibbs & Olson construction support services through the final completion of this project. Funding for this amendment is available through the IFA funding contract that was authorized by Council in May 2012. It is recommended that Council execute a contract amendment with Gibbs & Olson for the 11<sup>th</sup> Street CSO Separation Project in the amount of \$49,223.00 for additional construction support services.

**Item 7(e): Resolution Scheduling Public Hearing for Proposed Vacation of a Portion of Duane Street Right-of-Way (Public Works)**

The City is currently working on acquisition of real property located at 1636 Exchange Street (Armory Building) and the adjacent parking lot at the 1600 Block Duane Street owned by the Columbia River Maritime Museum. To facilitate the acquisition, the City needs to vacate a portion of Duane Street between 17<sup>th</sup> and 18<sup>th</sup> Streets. The right-of-way is 40 feet in width with the north 20 feet being previously vacated. The previous 20 foot wide vacation was for a full block while the current request is for the easterly 200 feet of the block. Staff has determined that the area to be vacated does not appear to have any future potential as an access route, but believes an easement should be established for future utilities. Since this vacation has been initiated by the City, there is no assessment required and the vacated portion of the right-of-way will revert back to the adjacent property owners. Affected property owners have been contacted and are in agreement with the vacation. It is recommended that the Astoria City Council adopt a resolution of intent to hold a public hearing concerning the vacation of a portion of the Duane Street right-of-way.

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

**Item 8(a): Change Second Meeting Dates in January and February, 2014 (City Council)**

Astoria City Hall will be closed on Monday, January 20, 2014 for Martin Luther King, Jr., Day, and Monday, February 17, 2014 for Presidents' Day; therefore, the second meeting dates in January and February will need to be changed.