



AGENDA

ASTORIA CITY COUNCIL

December 7, 2015

Immediately Follows ADC Meeting
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) Liberty Restoration, Inc.

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 11/2/15
(b) Boards and Commissions Minutes
(1) Library Board Meeting of 10/27/15
(2) Parks Board Meeting of 10/28/15
(c) Request for Proposals for a Point of Sale and Registration Software System (Parks)
(d) Contract for Professional Human Resources Services with Xenium (Finance)
(e) Award of Contract for Cemetery Turf Revitalization (Parks)
(f) Telephone Network Upgrade (Finance/Police)
(g) Astoria Senior Center Renovation Project Construction Contract Amendment #3 (Public Works)
(h) City Council Ground Rules

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) Amendment A15-03 Concerning Riverfront Vision Plan Implementation for the Neighborhood Greenway Area (Community Development)
(1) Ordinance Amending the Astoria Comprehensive Plan Pertaining to Implementation of the Astoria Riverfront Vision Plan for the Neighborhood Greenway Plan Area (2nd reading & adoption)
(2) Ordinance Amending the Astoria Development Code and Land Use and Zoning Map Pertaining to Implementation of the Astoria Riverfront Vision Plan for the Neighborhood Greenway Area (2nd reading & adoption)
(b) Resolution Amending Fee Schedule for the Parks and Recreation Department (Parks)

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
Founded 1811 • Incorporated 1856

December 3, 2015

M E M O R A N D U M

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF DECEMBER 7, 2015

PRESENTATIONS

Item 5(a): Liberty Restoration, Inc.

Liberty Restoration, Inc., Board Member Steve Forrester will introduce Executive Director Rosemary Baker Monaghan and Vice-President Christine Lolich who will give a brief history of the City's pivotal role in the Liberty Theater's acquisition and restoration.

CONSENT CALENDAR

Item 6(a): City Council Minutes

The minutes of the City Council meeting of November 2, 2015 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 10/27/15 is enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 6(c): Request for Proposals for a Point of Sale and Registration Software System (Parks)

In June of 2015, the Astoria City Council allocated \$55,000 of Capital Improvement Funds for a Parks and Recreation Management Software System to host as a point of sale and online registration system for the Parks and Recreation Department. Currently, the Parks and Recreation Department process transactions for the Aquatic Center, Recreation Center, Cemetery, Port of Play, and Little Sprouts. All transactions, totaling \$942,580 annually are processed through a manual cash register, and all registrations, enrollments,

facility rentals, account management, memberships, attendance tracking, payment plans, and scholarships, are managed by hand, through written spreadsheets, notebooks, or hard copy forms. All manual work is then physically forwarded to the Finance Department where it is keyed into Springbrook, the City's financial software, to capture transactional entry for the general ledger and/or cash receipts as well as bank reconciliations. This largely manual process has proved to be inefficient and ineffective at meeting the Departments vast needs.

While the Department's production of work and implementation of programming grows, it is a priority that the efficiency and accuracy of the Department and the services provided improve to better meet the needs of its growing patron and community groups. It is recommended that City Council authorize the solicitation of proposals to select a Parks and Recreation Management Software that meets the needs of the Department.

Item 6(d): Contract for Professional Human Resources Services with Xenium (Finance)

Since 2011, the Human Resource (HR) administrative functions of the City have been the primary responsibilities of the Director of Finance and Administrative Services with the support of Julie Yuill, Executive Secretary to the City Manager. Higher level services and support have been met through a contract with Xenium, a private sector HR consulting and services company based in the Portland Metro area.

Xenium has been providing many human resources functions including policy and practice development and interpretation, discipline and termination consultation, Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA) compliance and tracking, onboarding, personalized training, coaching, and general workshop offerings. In addition Xenium has a retainer with Bullard Law Associates to assist with difficult labor issues. This enhances the ability of the City to respond quickly to minor issues which arise and require review of collective bargaining agreements. Xenium services have been highly utilized by the City providing quick turn around and a reliable resource. The most recent deliverable has been the final compilation and update of the Personnel Policies and Procedures from the 1995 version which Council adopted in September, 2015.

Xenium's service contract remains unchanged at \$2,475 per month or \$29,700 annually and was a line item adopted in the 2015-16 budget. Collaboration between the Director of Finance and Administrative Services with Xenium provides a flexible and dynamic model to handle various scenarios related to HR activities. The ability to draw on various HR experts and have full coverage throughout the year is a model we could not achieve in our prior HR model. City Attorney Blair Henningsgaard has reviewed and approved the attached contract as to form. It is recommended that Council approve the contract renewal with Xenium for Human Resources consulting.

Item 6(e): Award of Contract for Cemetery Turf Revitalization (Parks)

In May of 2015, Astoria City Council adopted "address cemetery maintenance/funding issues" as a goal for Fiscal Year 2015-16 and designated \$72,000 of Capital Improvement Funds for the weed eradication and reseeded at Ocean View Cemetery. The Parks Department has been investigating cost-effective methods to improve Oceanview Cemetery's turf. A major complaint by patrons of the cemetery is that the turf has gone from uniform grass to moss and weeds in many areas. This proposed work will require a level of concentrated care that the Parks Maintenance Division cannot provide without significantly reducing essential services to other components of the parks system. The most expedient and cost-effective method will be to contract out the work to a qualified and experienced grounds-maintenance company. Therefore, at its November 2, 2015 meeting, the City Council authorized the solicitation of proposals to improve the quality of turf and reduce noxious/invasive weed presence at Ocean View Cemetery.

An RFP was released and advertised through multiple channels for two weeks. This process resulted in a single response from DeJesus Lawn Maintenance. Their proposal provided a menu of three options for the turf renovation work, with three different prices. The preferred choice, option A, will include a treatment to improve the turf over the course of six months by eradicating weeds and moss, re-seeding with a site-appropriate grass species and applying fertilizer and lime to promote healthy growth of turf. The total cost to carry out this work is \$60,090 and is scheduled to take place from January - June 2016. The work outlined in the proposal will result in a one-time improvement of the cemetery's turf. Due to care of the cemetery being limited to mowing and weed-eating, the long-term health of the turf will depend on increased irrigation, applications of fertilizer and other chemicals, scheduled over-seeding, and regular aerating or dethatching to ensure the success of the new grass seed. A cost estimate of this increased level of care is approximately \$38,000 per year before personnel costs. It is recommended that Council accept the proposal and award attached contract to DeJesus Lawn Maintenance's to improve Oceanview Cemetery's turf and authorize the work to commence. There are sufficient funds in the Capital Improvement Fund to cover this work.

Item 6(f): Telephone Network Upgrade (Finance)

The City purchased a Voice Over Internet Protocol, known as VOIP, from Technology Integration Group in 2009 to upgrade the earlier antiquated phone system. This upgrade was needed as the prior infrastructure was beyond end-of-life expectancy and at any time a critical failure could have crippled the City's ability to maintain communication, both internal and external. A state of the art Cisco VOIP telephony system was purchased and installed at all City owned properties. As with any other technologies certain items need to be replaced to ensure reliability of the system as well as extend the life of the system. In order to maintain continuity of operations, it is recommended to replace the bulk of the City's Cisco switches and routers this Fiscal Year. The aforementioned hardware, which is critical to both City phones and network communication, is

now end-of-life and no longer supported by the manufacturer. The funds for this project are included in the Fiscal Year 2015-2016 budget. This project is quoted at a cost of \$68,100. Additional technical information may be found by referring to TIG Quote 10410 attached to this memorandum. It is recommended that the City Council approve the purchase as proposed by TIG and recommended by iFOCUS Consulting.

Item 6(g): Astoria Senior Center Renovation Project Construction Contract Amendment #3 (Public Works)

In July of 2015 the City Council approved a contract with Skyward Construction, Inc. for the Astoria Senior Center Renovation Project in the amount of \$1,455,157.00. A construction contingency of approximately 10% of the construction contract was set aside outside of the construction contract for any unforeseen circumstances that may arise during the project. As is with any remodeling project of the building circa 1947 its anticipated unforeseen items will emerge during the renovation process. Prior to this current contract amendment #3, the previously approved contract amendments #1 and #2 were in the total amount of \$26,930.99. Contract amendment #3 is related to the need to (1) patch the concrete at the exterior perimeter of the existing window openings on the South and East elevations to provide a sound substrate for installation of the new windows at a cost of \$2,919.91; (2) electrical permit variance from bid day at a cost of \$697.53; (3) modifications to the casework (cabinets) design from bid day by the architect at a cost of \$850.95. To date Contract Amendments #1, #2 and #3 would utilize \$31,399.38 of the \$145,515.70 contingency. It is recommended that the City Council approve the contract amendment #3 in the amount of \$4,468.39.

Item 6(h): City Council Ground Rules

Astoria City Mayor Arline LaMear has drafted Astoria City Council Ground Rules to be used during City Council meetings. She has implemented these ground rules to apply to all future Council meetings.

REGULAR AGENDA ITEMS

Item 7(a): Amendment A15-03 Concerning Riverfront Vision Plan Implementation for the Neighborhood Greenway Area (Community Development)

- (1) Ordinance Amending the Astoria Comprehensive Plan Pertaining to Implementation of the Astoria Riverfront Vision Plan for the Neighborhood Greenway Plan Area (2nd reading & adoption) (Community Development)
- (2) Ordinance Amending the Astoria Development Code and Land Use and Zoning Map Pertaining to Implementation of the Astoria Riverfront Vision Plan for the Neighborhood Greenway Area (2nd reading & adoption)

In 2008-2009, the City of Astoria developed the Riverfront Vision Plan (RVP) to address issues dealing with open space, land use, and transportation issues along the Columbia River. Significant public involvement opportunities were

designed to gain public input. This process was initiated to plan for these issues in a comprehensive manner and to set a framework for the future of the study area. The City's north Riverfront (Columbia River to West Marine / Marine Drive / Lief Erikson Drive) was divided into four Plan areas of development: Bridge Vista (Port/Smith Point to 2nd Street), Urban Core (2nd to 16th Street), Civic Greenway (16th to 41st Street), and Neighborhood Greenway (41st Street to 54th Street, east end of Alderbrook Lagoon). City Council accepted the Riverfront Vision Plan in December 2009. Since that time, the City Council has set goals regarding implementation of the Riverfront Vision Plan. Implementation of recommendations from the Riverfront Vision Plan in the Neighborhood Greenway Plan Area will take the form of map amendments, Development Code and Comprehensive Plan amendments.

Proposed map amendments will include: 1) apply the new Neighborhood Greenway Overlay (CGO) Zone to the Neighborhood Greenway Plan Area; and 2) rezone the water area between 41st and 54th Streets between the shoreline to the pier head line from A-3 (Aquatic Conservation) to A-4 (Aquatic Natural).

Proposed Development Code text amendments will include: 1) Add Neighborhood Greenway Overlay Zone to address the standards for over-water development including structure height and width, allowable uses, and landscaping; 2) Add new design standards for multi-family development in the Neighborhood Greenway Plan Area; 3) Add new design guidelines for multi-family residential and non-residential development in the Neighborhood Greenway Plan Area; 4) Establish landscaping standards for multi-family residential and non-residential construction/uses. There would be no landscaping standards for single-family and two-family dwellings; 5) Allow some exemptions for the few existing over-water buildings to continue to be viable businesses thereby preserving the historic structures; 6) Limit new, over-water development to maximum height of top of bank; and 7) Make miscellaneous "housekeeping" amendments related to references to the above noted amendments.

Proposed Comprehensive Plan text amendments will include: 1) Update the description of the Alderbrook Area and reference the Neighborhood Greenway Overlay Area and Riverfront Vision Plan implementation; 2) Acknowledge the growing impact of traffic to the neighborhood; 3) Add a policy to investigate the possibility of extending the trolley to the Alderbrook area; and 4) Change designation of aquatic area from conservation to natural, and amend allowable uses in the Aquatic Natural designated areas to include the exception for existing structures.

The Planning Commission held a public hearing at their October 27, 2015 meeting and unanimously recommended that the City Council adopt the proposed amendments. A public hearing on the Amendment was held and a first reading was conducted at the November 16, 2015 City Council meeting. It is recommended that Council consider adoption of the proposed ordinances. If the Council is in agreement with the recommendation of the Planning

Commission, it would be in order for Council to hold a second reading and adoption of the two separate ordinances.

Item 7(b): Resolution Amending Fee Schedule for the Parks and Recreation Department (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. To assist in achieving this goal the Parks and Recreation Department charges fees to assist in the cost recovery of the Department operations. The Department's budgeted cost recovery for the 2015-2016 fiscal year is 52%. In order to meet this budgeted allotment the Parks and Recreation Department is need of increased fees. The proposed changes are found in Astoria Aquatic Center – Schedule F1, Ocean View Cemetery – Schedule F3, Astoria Recreation Rental Division – Schedule F4 with the addition of the new Schedule F5 for the Astoria Column. Other fees charged by the Parks and Recreation Department for program based activities are not included in the Fee Schedule to allow flexibility for maximum cost recovery as programs ebb and flow. The Parks Advisory Board have reviewed and recommended that the City Council authorize this fee schedule amendment, in order to offset the costs within the Parks and Recreation Department.