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# AGENDA

## ASTORIA CITY COUNCIL MEETING

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March 24, 2014

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. **PROCLAMATIONS/PRESENTATIONS**
  - (a) Sexual Assault Awareness Month as Requested by The Harbor
  - (b) Child Abuse Prevention Month
  - (c) Household Hazardous Waste Facility
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 2/18/14
  - (b) City Council Minutes of 3/3/14
  - (c) Boards and Commissions Minutes
    - (1) Historic Landmarks Commission Meeting of 2/18/14
    - (2) Library Board Meeting of 2/25/14
  - (d) Implementation of Cloud Hosting Service for Library Operating System (Library)
  - (e) Contract for Tow Services (Police)
  - (f) Authorize Solid Waste Engineering Consultant Services – Astoria Landfill (Public Works)
7. **REGULAR AGENDA ITEMS**
  - (a) Public Hearing for Sale of City Property Located at 2800 Block of Grand Avenue (Public Works)
  - (b) Resolution Implementing Building Codes Permit Fee Schedule (Community Development)
  - (c) Energy Trust of Oregon Incentive Grant for the Bear Creek Hydroelectric Project (Public Works)
  - (d) 16<sup>th</sup> Street CSO Separation – Approve Resolution, IFA Funding Contract, and Solicitation for Design Qualifications (Public Works)
  - (e) Wastewater Treatment Plant Effluent Treatment Upgrades – Pay Adjustment (Public Works)
  - (f) 11<sup>th</sup> Street CSO Separation Project – Pay Adjustment No. 6 (Public Works)
  - (g) Authorize Slope Easement for Tax Lot 200, Map T8N-R9W Section 17DD – Astoria Landfill Closure/Sports Complex Project (Public Works)

- (h) Authorize Clatsop County Household Hazardous Waste Facility Lease Agreement (Public Works)
- (i) Authorize Transfer of County Owned Property at the Astoria Landfill Site to the City of Astoria (Public Works)
- (j) Authorization to Purchase One Cube Van 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.**



March 21, 2014

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: *BE* BRETT ESTES, CITY MANAGER PRO TEM

SUBJECT: ASTORIA CITY COUNCIL MEETING OF TUESDAY, MARCH 24, 2014

**PROCLAMATIONS/PRESENTATIONS**

**Item 5(a): Sexual Assault Awareness Month as Requested by The Harbor**

The Mayor will proclaim April 2014 as Sexual Assault Awareness Month.

**Item 5(b): Child Abuse Prevention Month**

The Mayor will proclaim April 2014 as Child Abuse Prevention Month.

**Item 5(c): Household Hazardous Waste Facility**

A presentation will be made by Maureen Taylor of the Clatsop County Health Department regarding the Household Hazardous Waste Program.

**CONSENT CALENDAR**

**Item 6(a): City Council Minutes of 2/18/14**

The minutes of the City Council meeting of February 18, 2014 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

**Item 6(b): City Council Minutes of 3/3/14**

The minutes of the City Council meeting of March 3, 2014 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

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

Enclosed are the minutes of the (1) Historic Landmarks Commission meeting of 2/18/14, and (2) Library Board meeting of 2/25/14. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

**Item 6(d): Implementation of Cloud Hosting Service for Library Operating System (Library)**

The Astoria Public Library's Integrated Library System (ILS) provides cataloging, circulation, searching, and reporting functions and is essential to Library operations. Since January 7, 2005, the Astoria Public Library has contracted with The Library Corporation (TLC), to provide the ILS software necessary to the daily operation of the Astoria library. Astoria's servers are due for replacement in FY2014-15. Since the Library's servers are near the end of their life, staff reviewed purchasing new servers or implementing cloud hosting. Staff worked with iFocus Consulting, Inc. and technology consultant Lucien Kress to analyze the effectiveness of implementing cloud hosting versus purchasing local servers. It was agreed that the cloud hosting option is the most effective service model from a cost-benefit standpoint. It is recommended that Council authorize implementation of cloud hosting with The Library Corporation.

**Item 6(e): Contract for Tow Services (Police)**

The Police Department's Tow Services Contract with Classic Towing has expired. Staff issued a request for proposals to five local tow companies and only Classic Towing submitted a proposal. The proposal is an increase in pricing from the contract negotiated in 2010.: Fees proposed for the new contract are included in the Council memorandum for this item. It is recommended that Council approve the three-year Tow Service Agreement with Classic Towing.

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

At the direction of the Oregon Department of Environmental Quality (DEQ), the City is in the process of closing the landfill at 1800 Williamsport Road according to the City's recently approved Landfill Closure Plan. Under the framework of the previously approved Four Party Agreement, staff is working on multiple aspects of the project including assisting the development of the new Sports Complex. In October 2012, Council authorized a contract with Maul Foster Alongi (MFA) for engineering services for the landfill closure. During the development of this work, the DEQ has identified additional tasks that need to take place as a part of the Post-Closure of the Landfill. A new scope of work, which has been reviewed by the DEQ, has been prepared by MFA at a cost of \$33,850.00: Funds for this works are available in 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 the amount of \$33,850.00 for solid waste engineering services for the Landfill Closure Project.

## **REGULAR AGENDA ITEMS**

### **Item 7(a): Public Hearing for Sale of City Property Located at 2800 Block of Grand Avenue (Public Works)**

An offer to purchase a portion of excess City property has been received from Herb Mindt and Bill Jablonski. The lot is located in the 2800 block of Grand Avenue. Mr. Mindt and Mr. Jablonski are adjacent property owners whose property is located at 741 29th Street. The original asking price was \$20,000. After discussions with the applicants, staff recommends a selling price of \$15,000 for this parcel. At their March 4, 2014 meeting, the City Council acted to schedule a public hearing on the proposed sale for the March 24, 2014 Council meeting. It is recommended that the City Council conduct the public hearing, after which the Council may accept, reject or modify the proposal.

### **Item 7(b): Resolution Implementing Building Codes Fee Schedule (Community Development)**

Since 1994 the City has assumed administration and enforcement of the Building Inspection Program for Astoria, excluding the Electrical Program. The City has had a full time Building Official/Inspector since 2011. Since 1994, the City has increased building permit fees only once in 2004 and an amendment to those fees in 2005 to bring the City fees into alignment with the State fee system. Clatsop County, the City of Seaside, and the City of Warrenton currently have adopted fees that are higher than the current permit fee levels at the City. The proposed fee increase for Astoria would more closely match the local fee schedules of nearby municipalities.

Program income for FY2011-12 was \$155,775 with program expenses of \$181,001 leaving an income deficit of \$25,226. As a comparison, program income for FY2012-13 was \$110,175 with program expenses of \$176,828 for an income deficit of \$66,653. During the FY2013-14 budget process, staff analyzed this trend and determined the Building Permit Reserve Fund could be deleted within a couple years without any changes, assuming building permit levels did not increase significantly.

During the FY2013-14 budget cycle, then City Manager Paul Benoit explained that staff would be reviewing the building permit fee schedule and may propose increases in the future. Staff subsequently reviewed Astoria's fees and developed a proposed schedule that would place Astoria's fees in the line with other Clatsop County jurisdictions. It is recommended that Council adopt the attached Fee Resolution with an enacting date of May 1, 2014.

**Item 7(c): Energy Trust of Oregon Incentive Grant for the Bear Creek Hydroelectric Project (Public Works)**

In 2007 the City completed a feasibility study of the potential for wind and hydroelectric power in the Bear Creek watershed. The most promising project was identified as the installation of a small hydro turbine on the main waterline coming from the treatment plant. To date, the City has been awarded two grants: \$87,600 from Business Oregon Infrastructure Finance Authority, and \$167,000 from Pacific Power Blue Sky Fund. Energy Trust of Oregon (ETO) is offering a grant of \$143,000 for the project, which would bring the total grant funding to \$397,600. Once the ETO agreement is approved, staff and the engineering firm will finalize bid documents, with the goal of publishing the bids in April or May of 2014, with construction beginning in the summer, with completion in September or October. It is recommended that the City Council approve the agreement with Energy Trust of Oregon.

**Item 7(d): 16<sup>th</sup> Street CSO Separation – Approve Resolution, IFA Funding Contract, and Solicitation for Design Qualifications (Public Works)**

In August 2013, a Combined Sewer Overflow (CSO) program status presentation was given to Council and included a general description of the next major CSO project that was beginning to take shape. Since that time the scope of the project has been refined, a planning level cost estimate developed and funding sources evaluated and selected. The upcoming project, called the 16th Street CSO Separation Project, generally includes the area of 14th to 18th Streets from Duane to Lexington (see attached project map). City staff is preparing the Request for Qualifications package for the engineering design of this project with the advertisement expected to begin in early April. Construction of this project is anticipated to begin in spring 2015 and continue through the end of the year. There will be close coordination between construction of this project and the timing of the Irving Avenue Bridge Replacement Project to avoid disruption to traffic on 16th Street during the closure of Irving Avenue

The 16th Street CSO Separation Project consists of installing approximately 8,100 feet of new stormwater pipe in established City right-of-way. The preliminary cost estimate for the design, construction management, and construction of this project is estimated at \$5,683,000. The Oregon Infrastructure Finance Authority (IFA) has offered the City a funding package that includes a \$525,000 grant, and a \$5,158,000 low-interest loan at a 2.09% interest rate with a 25-year payback period. A portion of the CSO Surcharge fee will be utilized to repay the project loan. It is recommended that Council adopt the resolution that authorizes the IFA Financing Contract in the amount of \$5,683,000 for the 16th Street CSO Separation Project. It is also recommended that Council authorize staff to solicit Request for Qualifications for engineering design of this project.

**Item 7(e): Wastewater Treatment Plant Effluent Treatment Upgrades – Pay Adjustment (Public Works)**

The Wastewater Treatment Plant (WWTP) Effluent Treatment Upgrades Project includes the following improvements:

- Dechlorination equipment and instrumentation
- Chlorine contact chamber upgrades
- Wastewater effluent flow meter replacement
- Wastewater effluent pH adjustment equipment and instrumentation
- Chlorine feed system upgrades and instrumentation

In November 2012, the construction contract was awarded to R&G Excavating in the amount of \$1,049,000 and construction began in May 2013. Project construction is substantially complete and R&G is currently working on a few remaining final punch list items. Pay Adjustment No. 3 for \$5,106.37 includes several changes that are described in the memo.

This is expected to be the final change order for this project. A 10% construction contingency was budgeted for this project which amounted to \$105,000. Of that contingency, \$48,586.61 was expended or 4.6% of the bid amount. It is recommended that the City Council authorize this Pay Adjustment for the WWTP Effluent Treatment Upgrades project for \$5,106.37. Funds are available for this project through IFA funding.

**Item 7(f): 11<sup>th</sup> Street CSO Separation Project – Pay Adjustment No. 6 (Public Works)**

The 11<sup>th</sup> Street Combined Sewer Overflow (CSO) Separation Project primarily consisted of installing over 10,000 linear feet of new stormwater pipe. In certain instances, existing water and sanitary sewer pipes were replaced where construction of the new storm pipe compromised the integrity of the existing infrastructure. Due to the extent of utility replacement work along 8<sup>th</sup> Street, the entire roadway from Commercial to Niagara was rebuilt from curb to curb and most of the sidewalk was replaced. Substantial completion of the construction work was achieved by Tapani, Inc., on schedule in December 2013 to meet the DEQ deadline. Since that time, Tapani crews have been working on final punch list items which could continue for the next few months. Pay Adjustment No. 6, for \$64,387.79, includes a variety of changes that are itemized in the memorandum for this item. The three largest line items in this change order are for construction of concrete features. This change order also includes costs due to more CenturyLink conflicts. A claim was submitted to CenturyLink in December and staff has been informed a formal response is forthcoming. It is recommended that the City Council authorize this Pay Adjustment for the 11<sup>th</sup> Street CSO Separation Project for \$64,387.79. Funds are available for this project through IFA funding.

**Item 7(g): Authorize Slope Easement for Tax Lot 200, Map T8N-RW Section 17DD – Astoria Landfill Closure/Sports Complex Project (Public Works)**

At the direction of the Oregon Department of Environmental Quality (DEQ), the City is in the process of closing the landfill at 1800 Williamsport Road and assisting in the development of the new Sports Complex. As a condition of the approval of the Sports Complex Project a traffic study was completed. The study recommended that the earthen slope immediately north of the landfill entrance along Williamsport Road be excavated to improve driver sight distance. The majority of the excavation work is located within the Williamsport public right-of-way and on City property with the exception of a small area across from the landfill entrance. The small area is located on private property owned by Mr. Duffy Duncan of 1798 SE Wall Street Astoria. In order to complete the sight distance excavation work an easement is required. Mr. Duncan has agreed to provide this easement. It is recommended that Council authorize an Easement Agreement from Mr. Duffy Duncan to the City of Astoria for the proposed roadway improvements along Williamsport Road.

**Item 7(h): Authorize Clatsop County Household Hazardous Waste Facility Lease Agreement (Public Works)**

The Clatsop County Board of Commissioners established a Household Hazardous Waste Committee to oversee the Household Hazardous Waste program adopted by the County in 2009. The program, in cooperation with Western Oregon Waste (now Recology), is designed to provide alternative disposal methods for hazardous materials such as paint, motor oil and pesticides. The Committee (made up of the County, cities within the County, Recology and various fire districts) identified a site to potentially locate a Household Hazardous Waste Facility at the former landfill during development of the County Household Hazardous Waste Management Plan. A presentation by Maureen Taylor of the Clatsop County Health Department regarding the Household Hazardous Waste program will be made at the March 24, 2014 Council meeting.

The Clatsop County Health Department has requested that the City provide a lease area at the landfill property for a County Household Hazardous Waste Facility (HHWF). The proposed area is adjacent to the existing Recology lease area on the west side of the access road. The Oregon Department of Environmental Quality has awarded a grant to the County for development of the facility. A Lease Agreement is needed to fulfill the grant requirements. Should the Lease be approved, the County plans to hold collection events eight times per year on Saturdays. Collected materials will be hauled off to a proper disposal area. The attached Lease Agreement has been reviewed and approved as to form by City Attorney, Blair Henningsgaard. It is recommended that City Council authorize the Mayor to sign the Lease Agreement for the Clatsop County Household Hazardous Waste Facility to be located at the former Astoria Landfill property.



**Item 7(i): Authorize Transfer of County Owned Property at the Astoria Landfill/ Sports Complex Site to the City of Astoria (Public Works)**

During the preliminary development of the Sports Complex Project, the City had requested that Clatsop County transfer ownership of various tax lots located within and adjacent to the former Astoria landfill site to the City. The property was needed to improve the sports complex intersection access and to construct a wetland mitigation site. During the wetlands mitigation permitting process, staff learned of an option referred to as payment-in-lieu that allows a payment to be made rather than establishing a mitigation site. These monies are used to fund a larger mitigation effort in an area with greater overall benefits to the environment. The payment-in-lieu amount of \$21,750 was paid by Columbia Memorial Hospital. The County parcels are no longer needed for the wetland mitigation site; however, as a community partner on the Sports Complex Project, the County has proposed deeding that property over to the City along with the property for intersection improvements. The County has prepared a Quitclaim Deed for the property transfer. The Quitclaim Deed has been reviewed and approved as to form by City Attorney, Blair Henningsgaard. It is recommended that City Council accept ownership of the County property at the Astoria Landfill site , and authorize the Mayor and City Manager Pro Tem to sign the deed once approval has been obtained from County Board of Commissioners.

**Item 7(j) Authorization to Purchase One Cube Van for the Parks and Recreation Department**

The Parks Department is requesting approval to purchase a cube van to assist in the care and maintenance of the City's Parks and Recreation Facilities. The Parks and Recreation Department does not have a large vehicle fleet which requires the Park Maintenance Division to travel in pairs to accomplish tasks that would be completed more efficiently if the pair was able to travel individually. The addition of a cube van would also provide the Parks Facility Coordinator with transportable storage and would eliminate the need to make trips back and forth to the Parks Department Shops. Three quotes have been received for a used 16 foot, 35000 series, cube van, with 115,000 miles or less, and a 6.0 v8 engine from three dealerships. The quotes are as follows:

Penske Truck Leasing Company	\$14,999
Enterprise Truck Company	\$16,000
Don Lee Motors, Inc.	\$16,950
Lum's Auto Center	Declined to bid
Ocean Crest Chevrolet Buick GMC Cadillac	Declined to bid

It is recommended that the City Council approve the purchase of one 16 foot, 3500 series, cube van from Penske Truck Leasing Company in the amount of \$14,999. Funds are available in the Capital Improvement Fund.