



AGENDA

ASTORIA CITY COUNCIL

June 16, 2014

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) Johanna Ogden Report Regarding Trip to India
 - (b) Dr. Edward Harvey Historic Preservation Awards
 - (c) Irving Avenue: 19th Street Bridge Replacement Update
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 5/19/14
 - (b) Boards and Commission Minutes
 - (1) Parks Board Meeting of 4/30/14
 - (c) Renewal of Contract for Professional Services with ABC Transcription (City Manager)
 - (d) Approval of Olney-Walluski Water District Contract (Public Works)
 - (e) Amendment of Intergovernmental Agreement for Maintenance of Smith Point Roundabout (Parks)
7. **REGULAR AGENDA ITEMS**
 - (a) Authorization to Award Engineering Design Contract for 16th Street CSO Separation Project (Public Works)
 - (b) Public Hearing and Resolution Adopting Supplemental Budget for Fiscal Year 2013-14 – 16th Street CSO Project (Finance)
 - (c) Resolution Adopting Year End Adjustments for June 30, 2014 Budgets (Finance)
 - (d) Ordinance Adopting Building Code Operational Plan Revisions (1st reading) (Community Development)
 - (e) Authorization to Award 2014 Paving Project (Public Works)
 - (f) Consider Setting Public Hearing for the Sale of City Property Located in the 900 Block of 36th Street (Public Works)
 - (g) Authorization to Submit a Grant from Energy Trust of Oregon for Solar Study (Public Works)
8. **NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)**

9. **EXECUTIVE SESSION**

(a) ORS 192.660(2)(e) – Real Property Transactions

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.



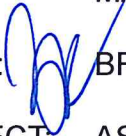
CITY OF ASTORIA

Founded 1811 • Incorporated 1856

June 12, 2014

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER PRO TEM

SUBJECT: ASTORIA CITY COUNCIL MEETING OF JUNE 16, 2014

PRESENTATIONS

Item 5(a): Johanna Ogden Report Regarding Trip to India

Ms. Ogden will make a presentation to the Astoria City Council regarding her recent trip to India.

Item 5(b): Dr. Edward Harvey Historic Preservation Awards

The City of Astoria Historic Landmarks Commission has selected the 2014 recipients for the Dr. Edward Harvey Historic Preservation Award. The awards are presented each year to recognize property owners who have completed exterior restoration or beautification of a building which exemplifies the historical attributes of the building or the architectural heritage of Astoria. The work must have been completed within the last two years. This year there are two properties to be presented with certificates, one commercial and one residential. Framed certificates will be presented by the Mayor Pro Tem to the recipients at the June 16, 2014 City Council meeting.

Item 5(c): Irving Avenue: 19th Street Bridge Replacement Update

The Irving Avenue Bridge near 19th Street is a steel structure that was constructed in 1946. The Oregon Department of Transportation (ODOT) and the City have secured federal funding from the Highway Bridge Replacement and Rehabilitation program (HBRRP) to replace the bridge. Nine bids were received by ODOT on May 22nd and the low bid was from Carter & Company, Inc., for \$3,957,091.25. It is anticipated that Carter and Company, Inc., will be given Notice to Proceed from ODOT at the end of June with construction anticipated to begin in August. Irving Avenue will be closed for up to a year during construction. A public open house will be held on Thursday, June 26th

from 5:00 p.m. to 7:00 p.m. at the Astoria Recreation Center, 1411 Grand Avenue. Design firm representatives, the contractor and City staff will attend the meeting and be available for questions from the community.

CONSENT CALENDAR

Item 6(a): City Council Minutes

The minutes of the City Council meeting of May 19, 2014 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) Parks Board meeting of 4/30/14 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 6(c): Renewal of Contract for Professional Services with ABC Transcription Services, Inc. (City Manager)

The City of Astoria has contracted with ABC Transcription Services, Inc., (ABC) since April 2010 for the transcription of meeting minutes for the City Council, Planning Commission, Historic Landmarks Commission, Design Review Committee and Library Board. The current contract will expire on June 30, 2014. ABC is agreeable to continuing the contract through the next fiscal year with no increase in fees. A total of \$16,500 is allocated in the FY 2014-2015 budget for these services, although it is anticipated that total cost for services will not exceed \$12,000. ABC has been both responsive and timely. City Attorney Henningsgaard has reviewed and approved as to form the draft contract. It is recommended that Council approve a Contract for Professional Services with ABC Transcription Services, Inc., for the period July 1, 2014 to June 30, 2015.

Item 6(d): Approval of Olney-Walluski Water District Contract (Public Works)

Since 1954, the City of Astoria has contracted to provide water to the Olney Walluski Water Association (OWWA). The previous contractual agreement made provision for the City to provide up to 150,000 gallons of water per day. The proposed new contract will maintain that maximum level of consumption. At present, OWWA has 220 connections and over the past year usage has been 47,600 gallons per day. Staff is proposing that the City enter into a new water service contract with OWWA for a period of 10 years. City Attorney Blair Henningsgaard has reviewed and approved as to form the attached agreement. It is recommended that Council approve execution of the attached water service contract with the Olney Walluski Water Association.

Item 6(e): Amendment of Intergovernmental Agreement for Maintenance of Smith Point Roundabout (Parks)

From 2009 – 2013 the City of Astoria Parks and Recreation Department held an Intergovernmental Agreement with the Oregon Department of Transportation to perform the landscape and maintenance duties of the Smith Point Roundabout at the intersection of US 101 and OR 202. In return, the Department of Transportation has made annual payment to the City of up to \$9,400 per fiscal year. In order to extend the Intergovernmental Agreement between the City of Astoria Parks and Recreation Department and the Department of Transportation for the continued landscape and maintenance of the Smith Point Roundabout, an amendment must be approved, with a new expiration date of June 30, 2017. The agreement has been reviewed and approved as to form by City Attorney Henningsgaard. It is recommended that Council approve Amendment Number 01 Intergovernmental Agreement with the Oregon Department of Transportation for the landscape and maintenance of the Smith Point Roundabout.

REGULAR AGENDA ITEMS

Item 7(a): Authorization to Award Engineering Design Contract for 16th Street CSO Separation Project (Public Works)

In April, Council authorized staff to solicit for qualifications from engineering design firms for the 16th Street Combined Sewer Overflow (CSO) Separation Project. This project mainly consists of the installation of new stormwater pipe within the existing roadway infrastructure in established City rights-of-way. It may be necessary to replace existing water and sewer pipe where construction of the new storm pipe compromises the integrity of the existing infrastructure. Statements of Qualifications (SOQ) were received on May 7th from five firms and are listed in the order in which they scored in City staff evaluations: Gibbs & Olson, OTAK, Kennedy/Jenks Consultants, HDR and RH2 Engineering. After scoring the SOQs, staff determined that Gibbs & Olson was the best choice for the project, due to the experience and availability, commitment to meet project deadlines, and knowledge of the area. The consultant's fee for the design engineering, geotechnical services and archaeological services to provide a 30% design report is \$286,300. The estimated range for services through final design, bidding services, and construction support services is \$608,000 to \$707,000. Construction is currently estimated to begin in May 2015. Funding for this project is available through an Infrastructure Finance Authority (IFA) contract that was authorized by Council in April. It is recommended that Council execute a contract with Gibbs & Olson for a total not to exceed the amount of \$286,300.00 for design engineering services to develop a 30% design report for the 16th Street CSO Separation project.

Item 7(b): Public Hearing and Resolution Adopting Supplemental Budget for Fiscal Year 2013-14 – 16th Street CSO Project (Finance)

ORS 294.473 provides a procedure for a municipality to pass a supplemental budget that adjusts for changes that happen during a fiscal year. The regulation stipulates that the Council should hold a public hearing for the proposed supplemental budget and, then, consider a resolution that would adopt the proposed supplemental budget. The City's Public Works Department has prepared a contract to start the design of 16th Street combined sewer overflow project. This contract will be considered by Council at their June 16, 2014 meeting. If the contract is approved, the contractor wants to start the initial surveys before the end of FY 2013-14. A budget was prepared for this work to start after July 1, 2014 for FY 2014-15, but not before July 1, 2014. Since there is no appropriation for this, it is required to adopt a supplemental budget for FY 2013-14 to accommodate initiation of this work. The appropriate notice was advertised on June 13, 2014. It is recommended that Council hold a public hearing for the advertised supplemental budget and consider adopting the resolution.

Item 7(c): Resolution Adopting Year End Adjustments for June 30, 2014 Budgets (Finance)

Review of four funds indicates the need for adjustments to their appropriations. For the General Fund, the Community Development Department has required some additional extra help for the Senior Center remodel and historic preservation initiatives in the amount of \$9,800. City Hall needs \$3,000 for Council Chamber technology and window repairs. State fines in the Municipal Court exceeded the budgeted by \$3,500. Finally, \$24,000 is needed for labor negotiations in the Non and Interdepartmental budget. The resolution increases these appropriations by \$40,300. For the Local Improvement Debt Service Fund, in anticipation of a bequest from the Estate of Art DeMuro, staff is requesting to transfer \$150,000 from the Local Improvement Debt Service Fund to the Parks Project Fund in support of the Garden of Surging Waves project. For the Public Works Improvement Fund, extra help for the hydroelectric grant was required in the amount of \$8,500. Renovation of the residence at the watershed requires an adjustment of \$15,000 for a total of \$23,500. For the Parks Operation Fund, revenues for the Aquatic Facility and Recreation programs are in excess of the budgeted revenues; however, revenues for the maintenance program that includes the cemetery are under budget. Parks staff is anticipating expenditures for renovation and improvements to the Yacht Club so that the building may be occupied in July. This makes for increased costs in June that will be offset in the next fiscal year because there will be no lease payment for the Star of the Sea building. Last fiscal year the additional transfer amount was \$187,300. The amount requested is not to exceed \$50,000 and the transfer will be only in the amount of what is needed. It is recommended

that Council approve the attached resolution to implement the adjustments for the FY 2013-14 budget.

Item 7(d): Ordinance Adopting Building Code Operational Plan Revisions (1st reading) (Community Development)

On March 24, 2014, the City Council adopted revised Building Inspection Program fees for the City of Astoria. The new fees were effective May 1, 2014. Oregon Administrative Rules require that municipalities update their Operational Plans following adoption of a new building inspection program fee schedule. The Operational Plan for the Building Inspection Division is required by the State Building Codes Agency (BCA) to address the day-to-day operations of the building inspection program. The attached draft Operation Plan reflects the program as it is currently conducted with recent updates in items such as hours of operation, reference to the City web site, etc. It is recommended that the City Council conduct a first reading of the proposed ordinance for the adoption of the Operational Plan as referenced in City Code Section 9.065 and schedule a second reading and adoption for the next regularly scheduled City Council meeting on July 7, 2014.

Item 7(e): Authorization to Award 2014 Paving Project (Public Works)

The 2014 Paving Project will include approximately 3,500 tons of asphalt pavement overlay, 11,750 square yards of asphalt grinding, 6 ADA ramp upgrades, 440 square yards of road base reconstruction, and other associated improvements. On May 19, 2014, the City Council authorized staff to solicit bids for the project. The following competitive bids were received:

Contractor	Total Bid
Bayview Transit Mix	\$481,101.50
Big River Construction	\$563,017.00

The Engineer's Estimate prepared for the project is \$531,680, including a 10% contingency and construction survey services. Funding for the project will come from the Astoria Road District Fund (Local Fuel Tax Fund). It is recommended that Council authorize award of a construction contract to Bayview Transit Mix in the amount of \$481,101.50 for the 2014 Paving Project.

Item 7(f): Consider Setting Public Hearing for the Sale of City Property Located in the 900 Block of 36th Street (Public Works)

A sales offer for a parcel of City owned property has been received from Brian K. Woosley and Donna L. Tavares, who own property at 3609 Irving Avenue, adjacent to the City lot. The offer for the property is \$4,000, which was the original asking price. The lot consists of a 50 foot by 200 foot parcel that extends east-west behind four residences that front on Irving Street. The

owners of two properties, Woosley/Tavares (tax lot 8300), and the Woods (whose property is located next to the Woosley/Tavares property, tax lot 8400) have their only vehicular access across the City lot, and have done so historically. The two owners of tax lots 8500 and 8600 have access from Irving Street. Under the proposed sales agreement, the City would sell the property to Woosley/Tavares, who would deed an access easement to Mr. and Ms. Wood. Woosley would continue to own the entire parcel behind the four dwellings. The property owners of tax lots 8500 and 8600 expressed no interest in owning the lot or a portion of the lot at this time. A fact sheet, assessor's map is attached to this report, as well as the City Planner's report. It is recommended that the City Council schedule a public hearing for the July 7, 2014 meeting to consider the offer.

Item 7(g): Authorization to Submit a Grant from Energy Trust of Oregon for Solar Study (Public Works)

The City has an opportunity to apply for a grant for a solar project at the sewage treatment facility and sewage pump station #1 through the PacifiCorp Blue Sky grant program. These two facilities are the largest users of electricity in the City, utilizing over one million kilowatt hours annually at a cost of over \$100,000 (electrical usage history attached). The purpose of the study would be to determine various technical details, such as the availability of optimum solar exposure and space to erect a solar array in the vicinity of the treatment plant and pump station, and if so, if there is a third party investor who would provide the funding for the project. The involvement of a third party investor is necessary because municipalities cannot take advantage of tax credits, which make these projects feasible. Typically, the investor constructs the solar facility at their cost, takes the available tax credits, and develops an agreement so that the City can take advantage of the energy savings. The City of Beaverton is working on a reservoir project using this source of funding (see attached). The City of Cannon Beach is interested in participating, since their sewage treatment plant has a large power load in the summer months when the plant is at full capacity. Energy Trust of Oregon has suggested that an investor may be interested in more than one municipality in order to increase the scale of the project. There is no match required for the PacifiCorp Blue Sky grant. It is recommended that Council authorize the City Manager Pro Tern to sign the grant application to PacifiCorp Blue Sky for an amount not to exceed \$25,000.

EXECUTIVE SESSION

Item 9(a): ORS 192.660(2)(e) – Real Property Transactions

The City Council will recess to executive session to discuss a real property transaction issue.