



AGENDA

ASTORIA CITY COUNCIL

July 7, 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) Jordan Schnitzer – Memorandum of Understanding between the Friends and City of Astoria
- (b) Friends of the Astoria Armory Progress Report
- (c) Senior Center Project 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 6/2/14
- (b) Boards and Commission Minutes
 - (1) Historic Landmarks Commission 5/20/14
 - (2) Library Board 5/27/14
 - (3) Planning Commission 5/6/14
- (c) 2014-2015 Coastal Zone Management Planning Assistance Grant (Community Development)
- (d) Resolution Designating Authorized Signers for the City of Astoria (City Manager)

7. **REGULAR AGENDA ITEMS**

- (a) Consideration of Draft City Council Goals for Fiscal Year 2014-2015 (City Council)
- (b) Ordinance Adopting Building Code Operational Plan (2nd reading & adoption) (Community Development)
- (c) Public Hearing for the Sale of City Property Located in the 900 Block of 36th Street (Public Works)
- (d) CSO Program Hydraulic/Hydrologic Modeling Support Services – Approve IFA Grant (Public Works)
- (e) CSO Program Hydraulic/Hydrologic Modeling Support – Contract for Professional Services (Public Works)
- (f) Preauthorization for Purchase of Front End Loader (Public Works)
- (g) 11th Street CSO Separation Project – Authorize Pay Adjustment (Public Works)

8. **NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)**
9. **EXECUTIVE SESSION**
 - (a) ORS 192.660(2)(d) – Labor Negotiation Consultations


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.



July 3, 2014

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER PRO TEM

SUBJECT: ASTORIA CITY COUNCIL MEETING OF JULY 7, 2014

PRESENTATIONS

Item 5(a): **Presentation from Jordan Schnitzer – Update on Friends of the Astoria Column Activities and Memorandum of Understanding between the Friends and City of Astoria**

Item 5(b): **Friends of the Astoria Armory Progress Report**

Representatives from the Friends of the Astoria Armory will give a report and a PowerPoint presentation regarding the progress made by the Friends regarding the Astoria Armory.

Item 5(c): **Senior Center Project Update**

In April 2013, the City of Astoria received a \$1.5 million Community Development Block Grant (CDBG) to renovate the Astoria Senior Center. As described in the memo regarding this item, due to the requirements of the CDBG grant, the process took longer than expected. The City's Construction Manager Al Jacques and Project Architect Scott Edwards and Associates have expressed concerns with going out to bid this summer; therefore, it is recommended that the Senior Center Project not be put out to bid until December 2014. The Senior Center Board supports this suggestion. Mr. Jaques and Senior Center Executive Director Larry Miller will be in attendance at the July 7th meeting to further address this issue.

CONSENT CALENDAR

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

The minutes of the City Council meeting of June 2, 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) Historic Landmarks Commission meeting of 5/20/14, (2) Library Board meeting of 5/27/14 and (3) Planning Commission meeting of 5/6/14 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 6(c): 2014-2015 Coastal Zone Management Planning Assistance Grant (Community Development)

The Department of Land Conservation and Development (DLCD) has awarded the City of Astoria \$9,000 to be used toward basic coastal planning activities. The grant funds are to be used to support routine land use activities. This is a regular program of DLCD's Coastal Management Program; the City has received this grant funding the past several years. There is a 1:1 match required which is easily met with current staff time allocated in the City's budget. The grant agreement has been reviewed and approved as to form by City Attorney Blair Henningsgaard. In addition, attached is a letter from the City Council requesting the Coastal Management funds; this letter is required to be submitted in conjunction with the authorized grant agreement. As these grant funds will support staff activities now being expensed to the General Fund, it is recommended that the Mayor sign the attached letter requesting funds in the amount of \$9,000 and that Council authorize the acceptance of the grant agreement.

Item 6(d): Resolution Designating Authorized Signers for the City of Astoria (City Manager)

The persons authorized by the City Council to sign checks and other bank withdrawal instruments on behalf of the City are designated by resolution. The attached resolution removes former Director of Finance and Administrative Services Manager Mark Carlson as an authorized signer for bank transactions due to his resignation. It is recommended that the City Council consider this resolution for adoption.

REGULAR AGENDA ITEMS

Item 7(a): Consideration of Draft City Council Goals for Fiscal Year 2014-2015 (City Council)

The City Council held a work session to set goals for Fiscal Year 2014-2015 on February 17, 2014. From that work session a list of Council goals was drafted. The draft goals were discussed at the Council meetings of February 18, 2014, April 7, 2014, April 21, 2014, and May 5, 2014. In addition an article reviewing the goals was published in the February 18, 2014 edition of *The Daily Astorian*. The final draft of the goals was posted on the City's website in advance of the May 5, 2014 Council meeting, and to date, no comments or suggestions for modifications or additions to the goals have been received from the public. It would be in order for the Council to consider adopting the draft list as the official City Council goals for Fiscal Year 2014-2015.

Item 7(b): Ordinance Adopting Building Code Operational Plan (2nd reading & adoption) (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 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. At its meeting on June 16, 2014, the City Council conducted a first reading of the ordinance. It is recommended that the City Council conduct a second reading and adopt the proposed ordinance for the Operational Plan.

Item 7(c) 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 located in the 900 Block of 36th Street has been received from Brian K. Woolsey and Donna L. Tavares who own property at 3609 Irving Avenue and Bernard Wood at 3629 Irving. The offer for the property is \$2000 each from Woolsey/Tavares and Wood. The original asking price was \$4000 for the entire parcel. 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, Woolsey/Tavares (tax lot 8300) and Mr. Wood (whose property is located east of the Woolsey/Tavares property, tax lot 8400) have their only vehicular access across the City lot. The two owners of tax lots 8500 and 8600 have access from Irving Street. Under the proposed sales agreement, the City would sell separate 50' x 50' parcels to Woolsey/Tavares and to Mr. Wood. A lot line adjustment would be done so that these parcels would be added to the respective lots. A survey is being done to identify the new lots and the easement across tax lot 8300 to tax lot 8400. The City would continue to own the remaining 50' x 100' lot behind tax lots 8500 and 8600. 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. At their June 16, 2014 meeting, the City Council acted to schedule a public hearing on the proposed sale for the next Council meeting on July 7, 2014. It is recommended that the City Council conduct the public hearing and if deemed appropriate, approve the sale of City property located in the 900 Block of 36th Street.

Item 7(d): CSO Program Hydraulic/Hydrologic Modeling Support Services – Approve IFA Grant (Public Works)

An essential tool for the success of the combined sewer overflow (CSO) program is the computerized hydrologic and hydraulic model that is used to delineate and scope each CSO project. These services have been provided by HDR for the past two years and are estimated to cost \$220,000 for the next two years. The annual contract renewal with HDR is included in the current Council packet as a separate agenda item. The Oregon Infrastructure Finance Authority

(IFA) has awarded the City a \$20,000 technical assistance grant to cover a portion of the cost for these services. The CSO Fund will be utilized to pay the balance. City Attorney Henningsgaard has reviewed the contract and approved as to form. It is recommended that Council authorize the IFA Financing Contract for a technical assistance grant in the amount of \$20,000 for the CSO Program Hydraulic/Hydrologic Modeling Support Services.

Item 7(e): CSO Program Hydraulic/Hydrologic Modeling Support – Contract for Professional Services (Public Works)

As stated in the prior agenda item, an essential tool for the success of the combined sewer overflow (CSO) program is the computerized hydrologic and hydraulic model that is used to delineate and scope each CSO project. Ongoing maintenance and calibration must be performed on the model so that it closely replicates actual conditions in the field and gives the City the most accurate data for the design of future CSO projects. This work is accomplished by a specialized CSO modeling engineer. In April 2012, Council authorized a contract for CSO Modeling Support Services to HDR with the option of annual renewal to perform the work. This contract was then renewed in June 2013. During the past year, HDR has provided a scope of work and estimated budget of \$110,614 for July 2014 through July 2015. The scope of services includes continued model updates, further development of Phase 4 preliminary project scopes, processing data, and monthly reporting for DEQ requirements. Staff has reviewed the scope and fee and has found the proposal to be appropriate and reasonable. Funds for this work are available through the CSO Fund and from a \$20,000 technical grant from the Infrastructure Finance Authority. It is recommended that City Council renew the contract for CSO Modeling Support Services with HDR for a total not to exceed \$110,614.

Item 7(f): Preauthorization for Purchase of Front End Loader (Public Works)

The Public Works Department currently uses a 1982 Clark Michigan front end loader which is primarily used to load dump trucks with gravel and other backfill material and to move large amounts of material. Clark Michigan has not been in business for 20 years and parts have to be made or retrofitted from some other piece of equipment. The loader has had over 5,600 hours of use and will need approximately \$18,000 worth of repair work to make it safe and usable. The estimated re-sale value of this loader is \$5,000. There are two venues to purchase used front end loaders; either public auction or equipment dealers. If staff uses the public auction method, they will need a purchase order in hand at the time of auction. If a loader is found through an equipment dealer, it may be difficult for the dealer to hold the loader until the purchase is authorized; therefore, staff is proposing preauthorization for purchase of a front end loader. Once a loader has been purchased, staff will report back to Council with the specifications of the equipment, as well as the price paid. It is recommended that Council approve the preauthorization for purchase of a used front end loader for a price not to exceed the budgeted amount of \$115,000 in the Public Works Improvement Fund.

Item 7(g): 11th Street CSO Separation Project – Authorize Pay Adjustment (Public Works)

The 11th 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 8th Street, the entire roadway from Commercial to Niagara, was rebuilt from curb to curb and most of the sidewalk was replaced. Pay adjustment No. 7, which is expected to be the final pay adjustment for this project is \$60,898.41, and includes a variety of changes that are itemized below:

A. Inside drop manholes	\$2,123.42
B. Asphalt curbing – miscellaneous locations	\$684.75
C. ADA ramp retaining wall at 8 th St and Lexington	\$2,214.90
D. Additional permanent erosion control and handrail on 9 th St	\$4,231.55
E. Additional concrete-related work – miscellaneous locations	\$28,000.00
F. 8 th St and Franklin intersection reconstruction	\$15,000.00
G. Asphalt embankment stabilization on 8 th St – Franklin to Grand	\$2,117.50
H. Asphalt grinding for drainage – miscellaneous locations	\$2,936.56
I. Outside drop manholes	\$1,061.71
J. Credit for missing locate wire	(\$1,000.00)
K. Damaged sewer lateral repair at 11 th St and Exchange manhole	\$8,496.31
L. Additional concrete-related work – 12 th St/Jerome and 8 th St	\$2,455.87
M. Credit for City-contracted landscaping	(\$3,550.40)
N. Credit for City-contracted plumber at 838 Grand (sewer lateral installation)	(\$4,473.76)
O. Driveway repair at 10 th St and Irving	\$600.00

Staff recommended, and Council approved, a 15% contingency on this project due to the scope, scale, and potential for encountering unknown conditions during construction. The construction contingency of 15% totals \$857,577. The amount of the change orders to date is \$654,394.11 which is 11.5% of the contingency budget. Tapani crews have been working on final punch list items since substantial completion of construction in December 2013. This work could continue for the next few months. It is recommended that the City Council authorize this pay adjustment for the 11th Street CSO Separation project for \$60,898.41. Funds are available for this project through IFA funding.

EXECUTIVE SESSION

Item 9(a): ORS 192.660(2)(d) – Labor Negotiation Consultations

The City Council will recess to executive session to consult with members of its labor contract negotiating team.