



AGENDA

ASTORIA CITY COUNCIL

Monday, August 17, 2015
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. **PRESENTATIONS**

(a) Steven Blakesley and Brian Mahoney of Clatsop County Health Department

5. **CHANGES TO AGENDA**

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 7/20/15

(b) Authorization to Submit Annual Ready to Read Grant (Library)

(c) Set up and Equipment for Two Police Vehicles (Police)

(d) Authorization of Easement to PacifiCorp – Yacht Club (Public Works)

(e) License to Occupy a Portion of the Alameda Avenue Right-of-Way Adjacent to 553 Alameda Avenue (Public Works)

(f) Astoria-Warrenton Area Chamber of Commerce Contract (Finance)

(g) Promote Astoria Funds – Arts and Cultural Grants (Finance)

7. **REGULAR AGENDA ITEMS**

(a) Ordinance to Vacate Nile Street (2nd reading & adoption) (Public Works)

(b) FEMA Flood Insurance Maps – Update and Phase 2 Authorization (Public Works)

(c) Geological Hazards Mapping Update (Public Works)

(d) Astoria Forest Carbon Consultant Services – Public Hearing to Exempt Contract from Competitive Solicitation Requirements (Public Works)

(e) Public Hearing for Exemption to the Standard Solicitation Method regarding Pump Station 1 Upgrades (Public Works)

(f) Public Hearing and Ordinance Amending the City Code to Prohibit Smoking and Tobacco Use in City of Astoria Parks (1st reading) (Parks)

(g) Authorization to Establish a Scholarship Program for Parks and Recreation Department Services (Parks)

(h) Authorization to Hire RARE Participant for Parks Masterplan Development (Parks)

7. **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

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August 13, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF AUGUST 17, 2015

PRESENTATIONS

Item 4(a): Stephen Blakesley and Brian Mahoney of Clatsop County Public Health Department

Stephen Blakesley and Brian Mahoney with the Clatsop County Public Health Department will give a presentation on services provided by the Clatsop County Public Health Department.

CONSENT CALENDAR

Item 6(a): City Council Minutes

The minutes of the City Council meeting of July 20, 2015 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(b): Authorization to Submit Annual Ready to Read Grant (Library)

The Ready to Read Grant program, administered by the Oregon State Library, is used to fund early literacy services for young children 0-6 years old and/or the statewide summer reading program for youth 0-14 years old. Grant applications must be date-stamped August 31, 2015 or earlier to be eligible and libraries have one calendar year to spend grant funds. In this grant application, the Astoria Public Library will partner with the Lower Columbia Hispanic Council to provide books and materials for early literacy activities to parents with children aged birth through six. Five early literacy kits will be created based on the early literacy practices of the Every Child Ready to Read curriculum (reading, singing, talking, writing and playing). Each kit will contain books and activities in Spanish or Spanish and English that support one of the practices. The Hispanic Council Community Liaison will use the materials in the kits with parents and children during home visits and early literacy programs. \$1,256 is being requested in Ready to Read grant funding. It is recommended that Council authorize submittal of the Ready to Read grant application in the amount of \$1,256.

Item 6(c): Setup and Equipment for Two Police Vehicles (Police)

At the August 3, 2015 meeting Council approved the purchase of two vehicles. At that time staff indicated a separate authorization would be required for the setup of the two vehicles. Staff has obtained a quote of \$15,500 for the setup of the two vehicles. This amount is included in the Fiscal Year 2015-16 budget. It is recommended that Council approve the expenditure of \$15,500 for the setup of the two Police vehicles previously approved for Fiscal Year 2015-2016.

Item 6(d): Authorization of Easement to PacifiCorp – Yacht Club (Public Works)

The City received a request form PacifiCorp for an easement on a portion of the City owned Yacht Club property located at 1555 W. Marine Drive. This easement is needed to address encroachments from existing utility appurtenances and to document improvements associated with required work on the Old Youngs Bay Bridge. City Attorney Blair Henningsgaard has approved the easement as to form. It is recommended that Council authorize staff to grant an easement to PacifiCorp for the requested area.

Item 6(e): License to Occupy a Portion of the Alameda Avenue Right-of-Way Adjacent to 553 Alameda Avenue (Public Works)

The City has received a request from Chris Dieckhoff to occupy a portion of the Alameda right-of-way in order to replace three existing landscape walls that are deteriorating with one new retaining wall in the Alameda right-of-way. The new wall will prevent additional soil movement on the slope fronting 553 Alameda Avenue and support a portion of the front deck. The Development Review Committee has reviewed this request and recommends a License to Occupy. The License Agreement has been reviewed and approved as to form by City Attorney Blair Henningsgaard. It is recommended that Council approve a License to Occupy, subject to the conditions contained in the Public Works Director's memo, for a 25 foot by 8 foot portion of the Alameda Avenue right-of-way adjacent to 553 Alameda Avenue for the purpose of constructing a retaining wall.

Item 6(f): Astoria-Warrenton Area Chamber of Commerce Contract (Finance)

City Code Section 8.045.18 requires organizations receiving funds from the Promote Astoria Fund to enter into a contract with the City. A draft agreement for the professional services for Visitor Center and Lower Columbia Tourism Committee Services is attached for Council consideration. It is recommended that Council approve execution of the Agreement for Professional Service with Astoria-Warrenton Area Chamber of Commerce and commence payments for services provided for in this Agreement.

Item 6(g): Promote Astoria Funds – Arts and Cultural Grants (Finance)

City Code Section 8.045.18 requires organizations receiving funds from the Promote Astoria Fund to enter into a contract with the City. A draft letter is provided with the grant terms and acceptance of terms language for Council

consideration regarding the annual Arts and Cultural grants provided through Promote Astoria funding. It is recommended that Council approve disbursement of the Arts and Cultural Program funds as recommended by the sub-committee and approved in the Fiscal Year 2015-2016 budget utilizing the attached disbursement letter.

REGULAR AGENDA ITEMS

Item 7(a): Ordinance to Vacate Nile Street (2nd reading & adoption) (Public Works)

The City has been working with Verizon to facilitate the relocation of the wireless communication facility currently located on Coxcomb Hill. The proposed relocation area is located in the forested area in Shively Park. Staff will be bringing a draft Lease for the Shively Park location to the City Council for consideration separately. The site proposed for the new facility is located on property owned by the City; however, a portion of the facility would need to be located within an unimproved portion of the Nile Street right-of-way in order to accommodate the structure. This process will result in the ability of the City to potentially lease the proposed site to Verizon for a wireless communication within the Shively Park. At their August 3, 2015 meeting, Council held a public hearing and conducted the first reading of the ordinance to vacate. It is recommended that the Astoria City Council conduct the second reading and adopt the ordinance to vacate the south 30 feet of Nile Street within Shively Park area.

Item 7(b): FEMA Flood Insurance Maps – Update and Phase 2 Authorization (Public Works)

The City entered into an Intergovernmental Agreement (IGA) with the City of Warrenton and Clatsop County in December of 2014 to hire a third-party engineering firm to analyze the data provided by the Federal Emergency Management Agency (FEMA) regarding D-FIRM maps for the Clatsop County region. The City of Warrenton, acting as lead agency, solicited proposals and entered into an agreement with Coast & Harbor Engineering to complete the initial analysis. The cost of Phase 2 is \$27,700 which will be divided between the parties. The City of Astoria's estimated share is \$7,000. Collin Stelzig, the lead consultant on the project, will be available to give an update and answer any questions Council may have. It is recommended that Council authorize the Mayor to sign Amendment 1 of the IGA between the City of Astoria and the City of Warrenton resulting in an expenditure of an amount not-to-exceed \$7,000 for additional flood map analysis.

Item 7(c): Geological Hazards Mapping Update (Public Works)

The City's existing Past Landslides Map is outdated and does not clearly show all recent slides and changes to the boundaries of existing known landslides. The landslides shown were mapped over the past 75 +/- years. It also does not include the Department of Geology and Mineral Industries (DOGAMI) landslide inventory presented to the City in 2013. The current mapping does not include fill areas which are susceptible to subsidence (ground sinking) during an earthquake.

Based on the variety of data available it was determined that it would be beneficial to combine all information into one new map titled “City of Astoria Geologic Hazards Map”.

In July of 2014 staff was offered an opportunity to apply for a \$5,000 Oregon Division of Land Conservation and Development (DLCD) Oregon Coastal Management program Technical Assistance Grant. The Public Works Department had already budgeted \$5,000 to begin the update and with the additional \$5,000 in grant funds was able to complete the work. The project is now complete. One of the grant requirements was that the City Council accepts the new mapping once complete. It is recommended that City Council accept the new mapping for use in the City GIS system for planning, permitting and engineering purposes.

Item 7(d): Astoria Forest Carbon Consultant Services – Public Hearing to Exempt Contract from Competitive Solicitation Requirements (Public Works)

At their June 4, 2015 meeting, the City Council approved a contract with The Climate Trust to sell carbon credits generated from the City of Astoria Watershed Forest Carbon Project. The contract requires that the initial forest carbon credits must be delivered to The Climate Trust (TCT) between March 15 and May 15, 2016. In order to meet TCT’s initial forest carbon credit delivery date, a development phase, third-party verification, and registration with the American Carbon Registry (ACR) must be completed. The forest carbon project development process is complex and time intensive. The development process requires unique knowledge and skills to meet the technical requirements of the ACR forest carbon methodology used for the project.

City staff seeks to contract with L&C Carbon to lead the remaining forest project development activities, including coordination of the third-party verification process with ESI, and managing the ACR registration process. L&C Carbon, a nationally recognized Oregon-based consulting firm, has a knowledgeable and skilled team of forestry professionals exceptionally well-suited to compete the City’s forest carbon project on time and within budget. The L&C Carbon team is highly experienced in developing forest carbon projects nationally and internationally. L&C authored the ACR methodology that will be used by the City for the project. It is recommended that Council conduct a public hearing for the purpose of taking public comment on the findings for exemption from the competitive solicitation requirements, and adopt findings that authorize the direct appointment process to contract with L&C Carbon LLC to provide forest carbon project development services for the not-to-exceed amount of \$31,750.

Item 7(e): Public Hearing for Exemption to the Standard Solicitation Method regarding Pump Station 1 Upgrades (Public Works)

The City of Astoria’s wastewater treatment facility, interceptor and the main pump and lift stations were constructed in the mid-1970s. Pump Station No. 1 (PS#1) is the largest pump station in Astoria and is located in the Alderbrook neighborhood. This pump station receives approximately 95% of the City’s combined sewage flows and, depending on the weather and the season, pumps between one and 18

million gallons per day to the City's wastewater treatment plant (WWTP). On June 1, 2015, Council authorized Richwine Environmental to prepare a Concept Design Report for this project, which was recently completed. The report recommends a project scope that includes replacement of the pump's variable frequency drives (VFDs) and installation of a new control system at PS#1. Estimated project cost with engineering services, installation, and project management services is \$225,000. The report also includes an evaluation of alternative project delivery in lieu of the traditional design-bid-build process. A hybrid contract is allowed by City Code and was determined to be the most advantageous type of contract for this specialized project. It is recommended that the City bid this project using a Progressive Design Build approach to expedite construction.

At their August 3, 2015 meeting, Council scheduled a public hearing for August 17, 2015 to take public comment on the findings for exemption to the standard solicitation method. The City Attorney has approved of the City using this exemption to the competitive solicitation process and is finalizing the contract language. It is recommended that Council conduct a public hearing for the purpose of taking public comments on the findings for exemption to the standard solicitation method and adopt findings that authorize use of a Progressive Design Build Contract for design and construction of the Pump Station No. 1 Project.

Item 7(f): Public Hearing and Ordinance Amending the City Code to Prohibit Smoking and Tobacco Use in City of Astoria Parks (1st reading) (Parks)

The mission of the Astoria Parks and Recreation Department is to provide life-long 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 support and reinforce this mission, the Astoria City Code provides rules and regulations of Astoria's Parks. Currently these regulations do not limit tobacco use or prevent users of City of Astoria Parks from second hand smoke exposure.

At the request of citizens and Parks and Recreation Advisory Board members, Mr. Stephen Blakesley, with the Clatsop County Public Health Department, gave a presentation on smoke and tobacco free parks / recreation areas during the May 27, 2015 Board meeting. His presentation included an overview of tobacco control and enforcement, agencies throughout the State that have implemented tobacco and smoke free policies, statistics on tobacco use, information about the tobacco industry, and how to make an informed decision about such a policy. Mr. Blakesley's presentation is attached. Upon conclusion of the discussion, the Astoria Parks and Recreation Board unanimously voted to develop a smoke and tobacco free policy to be recommended for City Council adoption. The City Attorney has reviewed and approved as to form the proposed ordinance that would implement this policy. If the Council is in agreement with the Parks and Recreation Advisory Board's recommendation, it would be in order for Council to conduct a public hearing and hold a first reading of the proposed Ordinance. It is recommended that the Astoria City Council conduct the scheduled public hearing and if deemed appropriate, hold a first reading of the ordinance to prohibit smoking and tobacco use in City of Astoria Parks.

Item 7(g): Authorization to Establish a Scholarship Program for Parks and Recreation Department Services (Parks)

The City of Astoria Parks and Recreation Department plays a central role in defining the City's quality of life and is committed to offering low cost recreation programs, facilities, special events, and making its programs accessible to all segments of the population, as possible. Since 2009 the Parks and Recreation Department has hosted an unofficial scholarship program that waived over \$35,000 in program fees last year. Although this program is well utilized it has many shortcomings. To correct this without eliminating the scholarship program, the Parks and Recreation Department is proposing a formalized scholarship program. Parks Director Cosby has drafted policies and practices for this program which may be found in her memo that is included in the agenda packet. Additionally, a scholarship fund has been established with the Astoria Parks, Recreation and Community Foundation, to provide partial and full subsidies to eligible applicants for selected Recreation programs. The Astoria Parks, Recreation, and Community Foundation have fundraised over \$8,600 in scholarship funds since beginning a fundraising campaign in late May. During the May 27, 2015 Parks and Recreation Advisory Board meeting, the Board discussed the policy and practices noted above. Upon conclusion of the discussion, the Astoria Parks and Recreation Advisory Board unanimously voted to recommend the policy and practices to City Council. It is recommended that the Astoria City Council adopt the Scholarship Policies and Practices which were recommended by the Parks and Recreation Advisory Board.

Item 7(h): Authorization to Hire RARE Participant for Parks Masterplan Development (Parks)

The City of Astoria last completed a Parks Master Plan in 1978 and the Parks and Recreation Department has found inefficiencies in operating without the guidance and policy direction of such a plan. On May 18, 2015 the Astoria City Council adopted "develop a city parks master plan" as a City Council goal for the 2015-2016 fiscal year. The City Council then allocated \$35,000 of funding in the 2015-2016 Fiscal Year budget to complete a system-wide Parks and Recreation Master Plan to provide guidance and policy direction for Astoria's Parks, Aquatic Center, Recreation Center, and Recreational Programs. In an effort to produce a quality Master Plan with limited financial resources, the Parks and Recreation Department has coordinated with the University of Oregon's AmeriCorps RARE program. The mission of the Resource Assistance for Rural Environments (RARE) Program is to increase the capacity of rural communities to improve their economic, social, and environmental conditions, through the assistance of trained graduate-level participants who live and work in communities for 11 months. Participants assist communities and agencies in the development and implementation of plans for achieving a sustainable natural resource base and improving rural economic conditions while gaining community building and leadership skills.

The planning process must include substantial citizen involvement, inventory of existing conditions and facilities, analysis of issues and community needs, and specific recommendations that include specific actions, priorities, and costs.

Additionally, to complete the planning process the Parks and Recreation Master Plan will be an adopted planning document through the local land use approval process. A service agreement with the University of Oregon is required to finalize the RARE participant's placement in Astoria. A templet of the service agreement has been approved by the City Attorney and is attached for your review. It is recommended that Council authorize the City Manager to enter into a Service Agreement with the University of Oregon for an AmeriCorps RARE participant.