



AGENDA

ASTORIA CITY COUNCIL

September 21, 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) North Coast Watershed Association – Brooke Duling
- (b) Clatsop Economic Development Resources – Kevin Leahy

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) Department Project Status Reports
 - (1) Community Development
 - (2) Finance Department
 - (3) Library
 - (4) Parks and Recreation
 - (5) Police Department
 - (6) Public Works
- (b) Request Authorization to Submit Grant Application to DLCD for Economic Development Strategy (Community Development)
- (c) Agreement for Professional Services with Clatsop Economic Development Resources (CEDR) (Finance)
- (d) Approve Updates to the Personnel Manual (Finance)
- (e) Authorization to Purchase Cameras for Police Department (Police)
- (f) Fiscal Year 2015-16 Dispatch Service Agreements (Police)
- (g) Public Safety Server with Storage Area Network Purchase (Police)

7. **REGULAR AGENDA ITEMS**

- (a) Ordinance Amending City Code to Prohibit Tobacco and Marijuana Use in City of Astoria Parks (2nd reading & adoption) (Parks)
- (b) Adoption of Finding for Denial for Amendment Request (A15-01) by Clatsop Community College to the Land Use and Zoning Map to Rezone an Area at 16th and Franklin Streets from R-3 (High Density Residential) to C-3 (General Commercial) (Community Development)

REGULAR AGENDA ITEMS (con't)

- (c) Social Service Grant Application Approvals and Potential Contribution to Warming Center (Finance/City Council)
- (d) Intergovernmental Agreement with Clatsop Community College regarding 16th Street CSO Separation Project (Public Works)
- (e) Purchase of New Ladder Truck (Finance Department/Fire Department)

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
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September 17, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF SEPTEMBER 21, 2015

PRESENTATIONS

Item 4(a): North Coast Watershed Association – Brooke Duling

Brooke Duling, Watershed Coordinator for the North Coast Watershed Association which is an umbrella non-profit organization for four watershed councils, two of which are in Astoria, will update the City Council on their activities.

Item 4(b): Clatsop Economic Development Resources (CEDR) – Kevin Leahy

Clatsop Economic Development Resources Director Kevin Leahy will make a presentation regarding the services provided by CEDR to the local business community.

CONSENT CALENDAR

Item 6(a): Department Project Status Reports

Enclosed for the City Council's information are status reports for the following City Departments: (1) Community Development, (2) Finance Department, (3) Library, (4) Parks and Recreation, (5) Police Department, and (6) Public Works.

Item 6(b): Request Authorization to Submit Grant Application to DLCD for Economic Development Strategy (Community Development)

The City has an ideal opportunity to apply for a grant from the Department of Land Conservation & Development (DLCD) Technical Assistance (TA) program for assistance in creating the City's first Economic Development Strategy. The

grant application, which is due by September 30, 2015, would be for costs associated with hiring professional services to conduct the required analysis, public involvement strategy, and the development of a five year action plan. One of the top priorities of the DLCD TA program is "promoting economic development." The program provides grants up to \$100,000, and funds would be available after January 1, 2016 providing advanced time to hire a consultant and develop an advisory committee of stakeholders. The approximate grant request is \$75,000. Although the grant does not require a mandatory match, it would place the application in a better position for an award. Since this is a citywide effort, staff is proposing matching funds (in an amount between 10 to 20 percent of the grant request) from a combination of sources: Astor East and Astor West Urban Renewal Districts.

Staff has consulted Clatsop Economic Development Resources (CEDR), the local DLCD representative, and is working on a draft scope of work to flesh out the details of the economic development strategy and any background work that would be needed to support it. The application requires a resolution or letter of support from the City Council as part of the application package. It is recommended that Council authorize an application to the DLCD for a grant request for up to \$75,000 and the Mayor to sign a letter of support on behalf of the City Council.

Item 6(c): Agreement for Professional Services with Clatsop Economic Development Resources (CEDR) (Finance)

The City Council directed staff to draft an agreement between the City and CEDR prior to making funds available for disbursement for CEDR services. An Agreement for Professional Services is attached for Council consideration. It is recommended that Council approve the execution of the Agreement for Professional Services with Clatsop Economic Development Resources and to provide distribution of the budgeted expense.

Item 6(d): Approve Updates to the Personnel Manual (Finance)

The City Personnel Policies and Procedures Manual (Manual) dated January, 1995 required updates to incorporate new policies, update existing policies with current State and Federal law, and to add administrative practices which may not have been in writing. Over the last year, staff has been working on proposed revisions and updates to the Manual, in conjunction with our contracted Human Resource consulting firm, Xenium. Staff plans to have the new Manual available to all City staff electronically on a shared drive. Individual Departments will be able to maintain hard copies through e-mail communications that will alert them to updates as they occur. Employee Handbooks are available in paper copy for each employee as a summary of the full policies and procedures available in the Manual. It is recommended that Council approve electronic sharing of the City Personnel Policies and

Procedures Manual dated September, 2015 and distribution of the hard copy Employee Handbooks to all staff.

Item 6(e): Authorization to Purchase Cameras for Police Department (Police)

The Police Department is requesting authorization for the purchase of video camera systems in the amount of \$49,067. \$54,000 was budgeted for this purpose in the Capital Improvement budget. The Department has identified vehicle cameras, body worn cameras, and server infrastructure all from a single vendor, Watchguard Video. This suite of hardware and software will allow for an integrated video system that is compatible not only internally but also with the deployments of other law enforcement agencies in Clatsop County simplifying systems throughout the criminal justice system. This purchase allows the Department to remain on the forefront of video where it has been positioned since the early 1990s. It is recommended that Council approve the purchase of the Watchguard in car video systems, body cameras, and associated software and servers in the amount of \$49,067.

Item 6(f): Fiscal Year 2015-16 Dispatch Service Agreements (Police)

The subscribers for Police and Fire emergency communications services have completed their annual agreements with the City. It is recommended that the City Council consider approval of these Service Agreements.

Item 6(g): Public Safety Server with Storage Area Network Purchase (Police)

The Astoria 9-1-1 Center is scheduled to replace its current server that was purchased in 2008. At that time the life expectancy of this hardware was five years. Thanks to expert maintenance, management, and extended warranties, we were able to extend this life cycle to seven years. During the past year the current system has had three hard-drives and a power supply fail, which were replaced. This server maintains the computer aided dispatch program (CAD) for two Dispatch Centers and associated records management software (RMS) for numerous public safety agencies in the county. This server is considered critical infrastructure and must have built in redundant systems. The Astoria 9-1-1 Subscribers carried \$38,000 from last fiscal year along with an additional \$35,000 budgeted in the current to cover the associated costs of the project. iFOCUS Consulting, the City's contracted information and technologies provider has designed a suitable asset replacement. The proposed solution consists of \$26,971 in new hardware and \$10,658 for software. The project labor is quoted at \$26,460 for a total cost of \$64,089. The Astoria 9-1-1 Subscribers are aware of this asset replacement project and funds are available in the Emergency Communications Fund. It is recommended that the City Council approve the purchase as proposed by iFOCUS Consulting.

REGULAR AGENDA ITEMS

Item 7(a): Ordinance Amending City Code to Prohibit Tobacco and Marijuana Use in City of Astoria Parks (2nd reading & adoption) (Parks)

This proposed ordinance amending the Astoria City Code to prohibit tobacco and marijuana use in City of Astoria Parks received its first reading at the September 8, 2015 City Council meeting. 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 or marijuana use or prevent users of City of Astoria Parks from second hand smoke exposure. It is recommended that the City Council conduct the second reading and adopt the ordinance amending the Astoria City Code to prohibit tobacco and marijuana use in City of Astoria Parks.

Item 7(b): Adoption of Finding for Denial for Amendment Request (A15-01) by Clatsop Community College to the Land Use and Zoning Map to Rezone an Area at 16th and Franklin Streets from R-3 (High Density Residential) to C-3 (General Commercial) (Community Development)

Clatsop Community College (CCC) has proposed to sell the building known as the "Josie Peper" building to a private individual, who has stated that she would be using it as a residence (a second home) as well as a short term rental. Because the CCC properties are located in the R-3, High Density Residential zone, staff advised the College and the prospective owner that the only way a short term rental could be allowed would be if there was a zone change to a zone that allowed lodging, such as the C-3, General Commercial zone. On June 1, 2015, the College applied for an amendment to change the designation of the Performing Arts Center (the PAC), the Josie Peper building and the surrounding parking areas from R-3 to C-3.

On July 28, 2015, the Planning Commission held a public hearing and heard testimony from College officials, as well as three property owners in the vicinity who objected to the amendment. The basis of their objection was that the use of the Josie Peper building as a vacation rental would change the nature of the use, creating more traffic and late night noise and disruption. The Planning Commission voted 4-1 to recommend approval of the amendment. At its September 8, 2015 meeting, the Astoria City Council held a public hearing, and determined that the amendment request did not meet the criteria required by Section 10.070 (B) of the Development Code, and voted to tentatively deny the request based on the findings of fact as outlined in the memo accompanying this agenda item in your packets. It is recommended that Council find that the request does not meet the requirements of the Comprehensive Plan and

Development Code and authorize the Mayor and Council to sign the Order for Denial.

Item 7(c): Social Service Grant Application Approvals and Potential Contribution to Warming Center (Finance/City Council)

Community organizations applied for City grant funds for Fiscal Year 2015-2016 through an application process held earlier in the year. Since that time, the Astoria Rescue Mission has requested removal from consideration for a previously budgeted grant. As the Rescue Mission has withdrawn its approved application, the FY 2015-16 community organization grant funds in the amount of \$ 4,000 have become available for social service agencies. The City Council may choose to use the available funding to support additional requests.

At the September 8, 2015 Council meeting, a request was made by Karin Temple to consider providing funds for the Warming Center activities. Since that meeting, staff has discussed information and met with representatives of the Warming Center. The application criteria and a list of Astoria 501(3)(c) organizations has been provided to assist with location of potential partners for the Warming Center activities. Staff feels it is important for the application process to be completed in order to provide appropriate review and consideration of the request.

Attached is a letter to accompany the first distribution for the FY2015-16 approved organization grants. This letter is similar to the Arts and Cultural Grants distribution letter previously approved by the City Council at the August 17, 2015 meeting. This letter incorporates the accounting and reporting requirements, deadlines and the adopted City non-discrimination policy. It is recommended that Council approve disbursement of the approved grants, as recommended by the sub-committee and contained in the FY2015-16 adopted budget, utilizing the attached disbursement letter. The Astoria Rescue Mission will be removed from distributions per their request.

Item 7(d): Intergovernmental Agreement with Clatsop Community College regarding 16th Street CSO Separation Project (Public Works)

During the design phase of the 16th Street CSO Project in September 2014, the City began coordinating with Clatsop Community College (CCC) regarding construction activities and the timeline of work adjacent to the college campus, particularly on 16th Street between Jerome and Lexington Avenues. In November 2014, voters passed a bond that secured funding for CCC to redevelop the existing Patriot Hall located adjacent to 16th Street. CCC immediately launched the project and selected a design-build team to proceed with construction on an accelerated schedule to minimize the duration of time without the resources of Patriot Hall. The City' construction schedule for work on 16th Street between Jerome and Lexington was anticipated to occur between mid-August and mid-September 2015. This timeline was originally thought to work well with CCC since classes are not in

session during this period; however, demolition of Patriot Hall was recently scheduled for this timeslot and this requires equipment and material staging within the 16th Street right-of-way. Due to the nature of work and aggressive construction schedule, it would be cost prohibitive for CCC to suspend work on Patriot Hall to allow the City's contractor to complete work within the right-of-way.

City and CCC representatives met to consider various alternatives and determined that postponing the City's project within the 16th Street right-of-way would be the most cost effective and logistically favorable option. CCC has agreed to pay for the increased cost to the City's project for remobilizing the construction crew and equipment back to the site in spring/summer 2016. The City has formally requested that Emery postpone the work on 16th Street between Jerome and Lexington until spring/summer 2016 and the company has agreed to do so. Due to the nature of this work, Emery requested that all work on 16th Street be postponed to next year. The City granted Emery's request. The estimated cost for this change is \$49,000 for remobilization. An Intergovernmental Agreement (IGA) formalizing the conditions of this arrangement. The City Attorney has reviewed the IGA and approved as to form. It is recommended that the City Council authorize the Intergovernmental Agreement with Clatsop Community College to delay construction on 16th Street until spring/summer 2016.

Item 7(e): Purchase of New Ladder Truck (Finance Department/Fire Department)

Since January, 2013, approximately \$45,000 has been spent on repairs to City of Astoria Fire Department Ladder Truck 2541, in order to assure it can reliably and safely continue responding to calls for service. Based on information provided by Fire Chief Ted Ames regarding the continued need for repairs and the truck's advanced age of 27 years, the Astoria City Council has determined the need for replacing the ladder truck. During Budget Committee meetings in spring of 2015, a decision was made to transfer \$500,000, from the General Fund to the Capital Improvement Fund as a down payment on a lease/option to purchase a replacement ladder truck. A lease purchase comes with the added leasing costs and interest on the unpaid balance for the life of the lease.

After review of draft financial statements for Fiscal Year 2014/15, the ending General Fund balance exceeded the anticipated amount of \$ 2,500,000, budgeted for beginning fund balance for Fiscal Year 2015/16 by \$500,000. The additional funds are the result of several key vacancies and expenses budgeted but unexpended. It should be noted, this is a one-time situation which would not be sustainable for additional operation expense but which is suited to purchase identified critical equipment and avoid financing costs.

The City has received a proposal for an Arrow XT 105' Aerial Ladder Truck at the price of \$ 937,811. With the \$ 500,000 transfer already approved, the balance remaining would be \$ 437,811. There may be discounts available which staff will report when the purchase details are finalized. The City entered into a contract with Houston Galveston Area Council (HGAC) in November, 2014. HGAC is an interstate cooperative procurement agency which

administers contracts between member jurisdictions and member manufacturers. The Pierce Manufacturing Company is a member manufacturer. Membership in HGAC allows the City to enter into a contract for the purchase of the ladder truck with HGAC serving as the administrating contract agency. Staff recommends entering into a contract with Pierce Manufacturing for purchase of a new Ladder Truck, facilitated by the HGAC membership. Use of this contract meets Oregon procurement standards as long as the City issues the seven day notice of intent to award.

To anticipate punch list items, staff proposes making an additional transfer from the General Fund to the Capital Improvement Fund of \$ 450,000, for a total of \$950,000 needed to pay for the ladder truck. The budget was compiled to provide a fiscally sound contingency for unforeseen expenditures. Since the beginning fund balance is more than anticipated, this proposal does not reduce the Fiscal Year 2015-16 budgeted contingency. This memo was developed to obtain Council direction for the negotiation and final procurement. It is recommended that Council approve the purchase of a new replacement ladder truck.