



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 administering 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.



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PRESENTATIONS

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

NO DOCUMENTATION IS INCLUDED
FOR THIS AGENDA ITEM



CEDR
CLATSOP ECONOMIC
DEVELOPMENT RESOURCES

A M E R I C A ' S
SBDC
OREGON

Clatsop Economic Development

Resources

Astoria City Council Presentation

September 21, 2015



**CEDR IS THE
CONNECTOR OF
BUSINESSES IN
OUR COMMUNITY**



Overview of CEDR & Clatsop Community College SBDC

CEDR Mission: Deliver business-driven economic development services to create, grow and retain businesses in Clatsop County.

OSBDCN Mission: Helping Build Oregon's Best Businesses

CEDR Goals:

- Expand, retain and recruit businesses and industry.
- Develop existing and new industry clusters.
- Increase per capita income, diversify the economy and promote managed economic growth through year-round family jobs.
- Lead delivery of professional economic development searches by bringing together the efforts of multiple organizations.

OSBDCN Vision: "The Oregon SBDC network is Oregon's preeminent provider of effective and innovative business advising and training services.

VALUES: Honesty, Integrity, Responsiveness, Confidentiality, Accessibility, Innovation

CEDR 2015 Approved Budget (July 2015-June 2016)

7-1-15 through 6-30-16

Revenue	Baseline	Pct	Actual	Pct
County Sponsorship	\$70,000	28%		0%
City/Port/SETD	\$28,500	12%		0%
CCC Support \$34.6K+Program Income	\$52,649	21%		0%
Private Sector Sponsorship	\$22,000	9%		0%
Federal/SBDC Grants	\$73,454	30%		0%
Carryover into FY	\$665	0%		0%
Total Revenue	\$247,268	100%	\$0	0%
Expenses				
Wages & Fringe	\$199,230	81%		0%
Rent (South County)	\$9,000	4%		0%
Contracted Consultants/SBDC Coun.	\$14,500	6%		0%
G&A/Advertising/Travel/Supplies/Misc.	\$22,800	9%		0%
Unallocated (Carry into next FY)	\$1,738	1%		0%
Total Expense	\$247,268	100%	\$0	0%

Seaside & Astoria at \$7500 each
(current funding pending presentation)

Approved Budgets: Clatsop County. +\$10,000 to \$70,000. Warrenton +2,000 to \$7,000. Cannon Beach +\$1,000 to \$3,000

Gearhart- \$2,000 for this fiscal year. Seaside & Astoria request for +\$2500 to \$10,000. (Kevin presenting to Seaside & Astoria City Councils)

Confirmed Cities Currently at \$12,000, an increase of \$3,000. County at \$70,000, an increase of \$10,000.

Sunset Empire Transportation District \$500. Port of Astoria- \$1000.

Clatsop Community College \$34,649 "Match" and Program Income of \$18,000. Total = \$52649.

Private Sector Sponsorship \$22,000

Federal/SBDC funding: SBA \$31,150. OBDD/Business Oregon \$42304. Total= \$73,454.

Expenses

Wages & Fringe for Kevin Leahy, Dick Powell and 25% for Penny Rodgers

CEDR pays \$750/month to maintain an office in Seaside

Contracted Consultants- Estimated is CCC SBDC PT business counselors

G& A Breakdown:

Advertising/Marketing

Memberships- Country Club, Seaside Rotary

Estimated Travel & Business Expenses \$275/month

Accounting Fees (Bussert & Law/ Debbie Eddy)

Misc. (OEDA Membership, Business Filing, Misc.)

Liability Insurance

TOTAL

22800

CEDR Board of Directors 2015

<u>Last Name</u>	<u>First Name</u>	<u>Title</u>
Andersson	Erik	Economic Development Manager, Pacific Power
Baker-Monaghan	Rosemary	Executive Director, Liberty Restoration
Beck-Sweeney	Linda	Owner, Cannon Beach Vacation Rentals
Englund	Kurt	President, Englund Marine & Industrial Supply
Estes	Brett	City Manager for City of Astoria
Fritsch	Kurt	City Manager for City of Warrenton - (Alternate)
Fulton	Steve	Port of Astoria Commissioner
Hamilton	Gerald	Interim President, Clatsop Community College
Hauke	Skip	Executive Director of Astoria Warrenton Chamber of Commerce
Kujala	Mark	Mayor of Warrenton
Knight	Jim	Executive Director, Port of Astoria (Alternate)
Kucera	Brant	City Manager of Cannon Beach
McCoy	Paulette	Manager of Public Affairs, Providence Seaside Hospital
Montero	Tita	City Councilor for the City of Seaside
Morgans	Mark	Area Manager of Lewis and Clark Oregon Timber
Nemlowill	Chris	Co-Owner of Fort George Brewery
Popkin	Larry	Campbell and Popkin, Attorneys
Rohne	Dirk	Clatsop County Commissioner
Rush	Pam	Warrenton Branch Manager of Bank of the Pacific
Somers	Scott	Clatsop County Manager (Alternate)
Widdop	Dianne	Mayor of the City of Gearhart
<u>Advisory Members</u>		
Carrier	Court	Executive Director, Cannon Beach Chamber of Commerce
Hazen	Jeff	Executive Director, Sunset Empire Transportation District
Huntington	Susan	Executive Director, Seaside Chamber of Commerce
Thorsen	Erik	CEO, Columbia Memorial Hospital
Ward	Kristi	Community Relations GP Wauna Mill



Oregon Small Business Development Center Network
1445 Willamette Street, Suite 5 • Eugene OR, 97401
bizcenter.org

MEDIA RELEASE

FOR IMMEDIATE RELEASE: MAY 7, 2015

Clatsop SBDC wins SBA honors

Earlier this spring, it was announced that the Clatsop Community College (CCC) Small Business Development Center (SBDC) would receive the Oregon Excellence and Innovation Award, presented each year by the Small Business Administration to an outstanding SBDC in the state for providing exceptional value to small businesses, and advancing program delivery and management through innovation.

The award was presented Tuesday, May 5, to the Clatsop SBDC's Director, Kevin Leahy. However in addition to the statewide award, Clatsop's SBDC also took home the Center of Excellence and Innovation Award for all of SBA's Region X, which includes all of Oregon as well as Washington, Alaska and Idaho. The awards were presented during the Small Business Administration's (SBA) Small Business Week Awards.

"It was a tremendous honor for a center of our size to be recognized with the Regional Award," Leahy said. "It shows the acknowledgment of the caliber of our Center's remarkable staff, and it's wonderful to be able to bring the award back to Clatsop County."

"Kevin has been an inspiration to his community, small businesses and the Oregon Small Business Development Center Network," said Oregon SBDC Network Director Mark Gregory. "His commitment to excellence and a high performing Center are being celebrated through this award."

Over the past three decades, the Clatsop Community College SBDC has helped its region survive severe economic downturns due to timber and fishery harvest limitations. In fact, many of the CCC SBDC's successful clientele comprise a "who's who" in the revitalization efforts underway throughout Clatsop County, including Fort George Brewery, Skipanon Brand Seafood and High Life Adventures. These companies and hundreds more have benefited immensely from the counsel and expertise of the Center's business advisors, all with enduring ties to the community they serve.

Over the past few years, Clatsop has emerged as a top performer among Oregon's 19 SBDCs. In addition to its stellar core services, the CCC SBDC has successfully launched a Virtual Incubation Program in partnership with the Oregon Technology Business Center. This innovative program has helped enhance efforts to diversify the local economy with targeted services for early-stage technology endeavors.

Kevin Leahy's devotion to the clients and communities his Center serves is more than remarkable – it's in his blood. A fourth-generation Clatsop County resident, Leahy attended CCC, where he served as Freshman Class President. He graduated from Oregon State University with a degree in Business Administration.

Leahy went on to serve as Vice President of Merchandising for May Company (Macy's), following in the retail footsteps of his grandfather, who owned Astoria Hardware for many years in downtown Astoria. Named director of the CCC SBDC in July 2011, Leahy gained additional responsibility when he was named executive director of Clatsop Economic Development Resources (CEDR) two months later. He was also named director of the CCC SBDC Small Business Management (SBM) program in 2012. The SBM is the signature program for the Oregon SBDC Network.

Kevin is co-president of the 2015 Astoria Regatta Festival, an officer of the William J. Leahy (named after Kevin's father) Knights of Columbus Council at St. Mary's, Star of the Sea Parish in Astoria, and is president-elect for the Seaside Rotary Club for 2016. Kevin has been married to his wife, Karen, for 33 years, with three adult children: Meaghan, Sean and Kelley. He considers his family his greatest accomplishment.

The SBA selects SBDC Excellence and Innovation Award-winners at the state and national levels. A panel of judges comprised of both SBA employees and non-federal employees selects the winners. As Oregon's winner, the Clatsop SBDC is a candidate for the National SBDC Excellence and Innovation Award of the Year.

The Oregon Small Business Development Center Network (OSBDCN) is based at Lane Community College in Eugene. Throughout the state, 19 individual SBDCs deliver free, confidential business advising, free and low-cost business instruction and information referral services. The OSBDCN works to help start, grow and retain businesses in Oregon.

For more information, or to find the SBDC nearest you, visit www.bizcenter.org.

CEDR 2015 year-to-date results

Clatsop Community College Small Business Development Center (CCC SBDC) performance recap:

Counseling Clients: 98

Counseling Hours: 811

Long Term Clients: 39 (5 or more hours of advising)

Training Events: 35

Training Attendance: 214

Total Jobs Created/Retained: 40

Capital Formation (Assisting Businesses Secure Funding): \$2,295,195.00 (More than the last three years combined)

Increased Sales: \$220,400.00

Business Starts: 4

10-99 Employee Counseled 7.

New. Held/Holding “workforce training” workshops on: Succession Planning (Enhancing Value/Preserving Legacy), Introduction to Facebook, Going on your Own: Taking your Work or Business Online, Virtual Incubation Program, Government Contracting, Ready, Set, Start your Business, Instagram/Pinterest for Business, Social Media for Holiday Marketing, Retirement Planning for Small Businesses.

SBA Small Business Week Awards Event. Refer to Press Release for our CCC SBDC Region X award for the states of Alaska, Idaho, Oregon and Washington. First time ever!

Major Projects

-CEDR Awards Event. Held March 18th at the Seaside Convention Center.

Over 160 attendees. Full house!

Seven awards were given out, plus a CEDR Community Partnership award to Columbia Memorial Hospital, City of Astoria, Astoria School District and Recology Western Oregon.

-CEDR, Oregon Employment Department and Pacific NW Works High School “Career & Job Fair” Was held on Wednesday, April 15th, at the Clatsop County Fairgrounds. All five County High Schools participated, and AHS principal Lynn Jackson and counselors Andrew Fick and Beth Cornell attended all planning meetings. County juniors and seniors attended. 63 employers and over 500 students participated

Workforce training is a key part of Economic Development, and the career & job fair showed our students we have jobs available now for summer, well-paying jobs for our graduates that

may not go to college, and jobs and careers for our college students attending Clatsop Community College and Four Year Universities. We want our youth to come back to Clatsop County after graduating.

Clatsop County Enterprise Zone June 2015 Approval.

Kevin was named the “zone administrator” for the Clatsop Enterprise zone, which includes parts of the City of Warrenton, Clatsop County property including the North Coast Business Park, Port of Astoria properties in Warrenton including the Astoria-Warrenton Regional airport.

-CFEDC. Clatsop Forestry Economic Development Committee.

Kevin serves as Chair of this County-sponsored committee. CFEDC was an active participant in the High School Job and Career Fair, with many Forestry and Wood Products employers and associations in attendance. (OSU Forestry Program already asking when next year fair will be.) 30% of Clatsop County economy is in the forest products sector.

SAVE THE DATE! Leaders Forestry Tour Thursday, October 8th. 25th year!!!

-America’s SBDC National Conference. San Francisco 9/8-9/11.

Kevin recently attended the SBDC national conference in San Francisco. CCC SBDC was “scholarshipped” registration fee and lodging based on the CCC SBDC SBA 2015 District X award.

-Small Business Management Program.

Starts Thursday, Oct. 1st. Recruiting new participants. Nine month program based in Seaside at the CEDR/CCC South County Center. Signature program for the CCC SBDC. Limit of 15 businesses will be enrolled.

-ADHDA Business Development Committee.

Kevin serves on the ADHDA business development committee. Current projects include a Downtown “Cluster Analysis” project taking place. Focus on recruitment and retention for new businesses to Downtown Astoria.

-Strengthening existing businesses, through CCC SBDC, with FREE and CONFIDENTIAL advising.

-The committee welcomes new businesses by visiting them at their business location with flowers and a welcome packet of information, which includes CEDR/CCC SBDC services provided to the business community.

-CEDR/CCC SBDC Workforce Education and Training Committee.

CEDR spearheads bi monthly meetings that includes Clatsop Community College, Oregon Employment Department, CCC SBDC staff, Pac NW Works, WorksourceOregon and local business owners where workforce training issues are strategized, discussed, communicated and rolled out. The committee also works to not duplicate efforts amongst all the organizations.

-Hatch Innovation Tour September 30th- Astoria

Community Funded Capital program allowing for "Local Investing" will have an Astoria stop on Wednesday, September 30th, from 5:30-7:30 pm at CCC Astoria Campus. Hatch Director Amy Pearl will be presenting strategies. CEDR/CCC SBDC will be a partner in this. All are invited.

Upcoming Important Meetings

- CEDR Board Meeting is Tuesday, September 22nd.
- LCDC (Department of Land Conservation) roundtable Wednesday, September 23rd
- Col Pac/ Governors Regional Solution Team planning workshop Tuesday, September 29th in Tillamook.
- Oregon Small Business Development Center (OSBDCN) Directors Meetings & Retreat October 12th-14th.
- Kevin on OAPA- Oregon Chapter of American Planning Association (invited by Rosemary Johnson) panel in Portland on Friday October 16th to discuss Economic Development Initiatives.
- CCC SBDC Accreditation Visit from National Accreditation Team in November. (Once every five years). This team visits all 19 SBDC Centers in the State of Oregon to ensure proper delivery and services to the regional business community.
- CEDR annual meeting and board elections Tuesday, November 24th.
- Kevin also attends the monthly Astoria-Warrenton Chamber of Commerce and ADHDA meetings and gives a CEDR update at each meeting.

Community Development Department Quarterly Report Work Program Update – Q1 2015

Current Planning	Date	Activity
Permit Report		<ul style="list-style-type: none"> Q1 Revenues: \$9,738
HLC	08/15 07/15	<ul style="list-style-type: none"> Exterior Alterations: 112 W Exchange, 842 Irving Landmark Status: Pier 11
PC	07/15 09/16	<ul style="list-style-type: none"> CCC Zone Change: PAC/Josie Peper (Council Denied on 9/8) Conditional Use: 364 Floral (Denied); Armory: Approved
DRC	N/A	<ul style="list-style-type: none"> No Applications
Building		
Permit Report		<ul style="list-style-type: none"> Q1 Revenues: \$204,380
Yacht Club Apts Ph 2		<ul style="list-style-type: none"> Grading and foundation, plans approved
Womens' Resource Center		<ul style="list-style-type: none"> Under construction; transom windows exposed for first time in 60 years!
Holiday Inn Expansion		<ul style="list-style-type: none"> Plans submitted/approved
Patriot Hall Redevelopment		<ul style="list-style-type: none"> Plans submitted/approved
CMH Expansion		<ul style="list-style-type: none"> Demolition of John Warren grandstand completed; grading for parking
Senior Center	12/15	<ul style="list-style-type: none"> Under construction; demolition completed
Building Official Vacancy		<ul style="list-style-type: none"> County providing excellent service on temporary basis Review program for staffing options after Planner position hired
Code Enforcement		
Savior House	07/15	<ul style="list-style-type: none"> Investigated complaint; removed weeds and trash
Grand & 9th	08/15	<ul style="list-style-type: none"> Visible weeds abated on vacant property; house is for sale and under contract
818 Franklin	08/15	<ul style="list-style-type: none"> Visible violation: Junk car; letter sent
Hilltop Center	08/15	<ul style="list-style-type: none"> Investigated complaint; problems addressed
559 Alameda	08/15	<ul style="list-style-type: none"> Sending derelict building letter
4867 Birch	09/15	<ul style="list-style-type: none"> Olvey Violation; lien recorded with Clatsop County
3468 Grand	09/15	<ul style="list-style-type: none"> Illegal vacation rental; email warning sent on 9/2
964 Grand	09/15	<ul style="list-style-type: none"> Investigate complaint; vacant home; letter sent
Flavel: 943 Commercial	09/15	<ul style="list-style-type: none"> Contacted conservator to address vagrancy complaint
Code Position Vacancy		<ul style="list-style-type: none"> Investigate partnership with Police Department
Projects		
Heritage Square	09/21	<ul style="list-style-type: none"> RFQ Released; 5 proposals received; review panel recommendation on 09/11; ADC to review contract 09/21 Draft public involvement strategy; NED Talk/Workshop: 10/21
Development Review	Ongoing	<ul style="list-style-type: none"> Develop scope/schedule; inventory current process and identify gaps; create customer survey to gauge satisfaction and improvements
Parklets	08/15	<ul style="list-style-type: none"> Council authorization; no applications received
Affordable Housing	09/21	<ul style="list-style-type: none"> Work Session: Affordable housing strategy
Riverfront Vision Plan Ph 3	10/27	<ul style="list-style-type: none"> Town Hall on 08/20; PC Work Session on 09/01 & 09/16; proposed code amendments to PC Hearing on Oct 27
Parks Master Plan (P&R Department)		<ul style="list-style-type: none"> Assisted with RARE interviews; assist with scope, schedule, project management, and public involvement strategy Did tour of park properties/assets on 09/15
Astor West Gateway		<ul style="list-style-type: none"> Looking for grant opportunities; scope out concept plan

Community Development Department Quarterly Report Work Program Update – Q1 2015

FIRM Update		<ul style="list-style-type: none"> ▪ Review consultant findings and FEMA comments as needed
Traffic: Right Turns	10/27	<ul style="list-style-type: none"> ▪ Assist City Engineer with right turns permitted solutions ▪ Assist with grant applications as needed
Historic Resources		<ul style="list-style-type: none"> ▪ Work with DSL on foot of 2nd Street designation with SHPO ▪ Close Out CLG Grant – Report submitted/accepted by SHPO ▪ Participated in CLG Workshop in Gresham on 09/16
South Tongue Pt (DSL)	09/18	<ul style="list-style-type: none"> ▪ Coordinate boat tour with CREST and Mayor
Downtown Waterfront		<ul style="list-style-type: none"> ▪ TGM grant application was not selected; revisit next year
Other		<ul style="list-style-type: none"> ▪ City Fair, Roll & Stroll, Site Visits: Armory, YMCA, Waldorf, Senior Center, Flavel House, Liberty Theater; KMUN Interview
URA Program		
Unionfish Bldg	08/15	<ul style="list-style-type: none"> ▪ Retired agreement; loan restructured; Port lease reassigned
Astor Hotel	07/15	<ul style="list-style-type: none"> ▪ Paint contractors mobilized and making progress
Chowder Boat Lease	09/21	<ul style="list-style-type: none"> ▪ ADC to consider lease request
Economic Development		
5 Year ED Strategy ADHDA	09/30	<ul style="list-style-type: none"> ▪ Apply for DLCD grant; Request Council authorization 9/21 ▪ Serve on Business Development Committee; identify retail gaps to fill vacancies or underutilized storefronts
Site Visits		<ul style="list-style-type: none"> ▪ Fishhawk, DaYang Seafoods, Bornstein Seafoods, Clatsop Community Bank, Columbia Bank, & CRAFT3
ADMIN		
Professional Development Planner Recruitment		<ul style="list-style-type: none"> ▪ Attend LOC (Bend) Sept 24-25 & OAPA (Portland) Oct 14-16 ▪ Over 20 applications; 9 potential interviews; 1st & 2nd interviews in Sept/Oct




CITY OF ASTORIA

Founded 1811 • Incorporated 1856

September 14, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: FINANCE AND ADMINISTRATIVE SERVICES STATUS REPORT

The following are summaries of Finance and Administrative Services projects and activities for July and August, 2015.

OPENGOV

- Finance staff participated in a Socrata webinar as well as and OpenGov one-on-one review of respective financial transparency programs. OpenGov is a web-based platform which interfaces and has a partnership with our accounting software, Springbrook. Review of several cities with OpenGov platform enabled was exciting and additional discussions with the Finance Director of Northglenn, Colorado regarding implementation and maintenance provided sufficient information to move forward. On August 28 an agreement was signed with OpenGov to begin implementation process.
- The implementation timeline with OpenGov began September 3 and is scheduled to process for 10 – 12 weeks. This process involves setting up the data queries, pulling data from Springbrook and transmitting to OpenGov and subsequent verification, mapping, organization and report development.
- Queries for annual and monthly expense and revenue have been developed, datasets have been generated and transmitted to OpenGov for code linkage and report setup. Financial Analyst and Finance Director are in the process of data verification.
- In addition to generating data sets and verification training is taking place regarding the download requirements, query development and tools available through OpenGov.
- Finance looks forward to development of a formal timeline for internal and external report availability, after the initial training and implementation steps are completed.

PERSONNEL POLICIES AND PROCEDURES MANUAL

- A draft for an updated Personnel Policies and Procedures Manual was developed shortly before the departure of Mark Carlson in March, 2014. Review of the draft and incorporation of additional updates has been a high priority for Finance Director and Xenium. The updated manual will be presented for review at the September 21 Council Meeting.
- The plan is to have the new manual available to all staff electronically so updates will be made in one location and communicated to staff by e-mail.

CHECK SCANNING

- Initiated process with bank to send scanned checks directly for deposit.
- Reduces processing time batching physical checks for deposit and time to and from the bank
- Provides a redundancy for scanned checks at the bank.

AGREEMENTS

- Agreements have been developed for all Promote Astoria Fund grant recipients and vendors.
- Agreements have been developed for Clatsop Economic Development Resources (CEDR)
- Letters of agreement have been developed for Community Organization Grants.

AUDIT AND FINANCIAL STATEMENT PREPARATION


- Preliminary audit work was conducted the end of June by Pauly, Rogers & Company
- Preliminary closure of Fiscal Year 2014-2015 was conducted in August with the majority of information transmitted to audit team by September 4, 2015.
- Moss Adams is providing professional services specific to implementation of GASB 68 which relates to pension reporting and associated first year journal entries to account for the GASB change in presentation.
- Final fieldwork of the audit team is scheduled for the week of October 12, 2015
- Financial statements are to be completed by December 31, 2015 for presentation to council in January, 2016.

OPEN ENROLLMENT AND STAFF DEVELOPMENT

Finance Operations Supervisor, Finance Manager, Finance Director and Executive Assistant attended Citycounty Insurance Services (CIS) training in July to learn about insurance changes for upcoming open enrollment in October. CIS provided very beneficial information about prior enrollments and tips for making the process smooth for staff.

COMMUNITY ENGAGEMENT

Finance staff enjoyed the City Fair on September 10 and presented options available through the Finance Department website including: online payments for water/sewer billings, automatic bill payment and location of budget and financial statement information.

Submitted by: 

Susan Brooks, Director Finance and
Administrative Services




CITY OF ASTORIA

Founded 1811 • Incorporated 1856

September 11, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: LIBRARY DEPARTMENT STATUS REPORT

The following are summaries of Library Department projects and activities for July and August, 2015.

LIBRARY BUILDING PROJECT

- Library staff continues to work with the Community Development Department to investigate locating the Astoria Public Library as a part of a mixed use residential development within Heritage Square, to facilitate redevelopment of this space. Library staff is participating in the RFQ process initiated to meet this goal.
- Library Advisory Board, Library Foundation board, and Astor Library Friends Association members plan to attend the 2015 Fall Fundraising Workshop to be presented by Peter Pearson and Sue Hall of Library Strategies.

The workshop, sponsored by the Oregon Library Association Public Library Division, will be held on October 24, 2015 at the Tigard Public Library. Included are: best practices in library fundraising including Friends and Foundations, individual giving, special events, planned giving, public awareness and marketing, social media, and cultivating fundraising boards. The workshop concludes with an hour devoted to walking participants through creating their own plans for jump-starting a fundraising initiative in their libraries.

LANDSCAPING

Jessica Schleif continues to lead a group of volunteers in keeping the library landscaping up to date.

LIGHTING

Public Works employees continued installing more efficient ballasts and lamps in July.

STAFF DEVELOPMENT

- Laura Meeker continues learning aspects of cataloging.
- Meghann Lynch attended the Oregon Library Association Support Staff Association Conference in July.
- Program delivery staff will cross train in the fall of 2015.

COMMUNITY ENGAGEMENT

Programs for adults opened with a visit from the Bloodmobile on August 28. Library After Hours, Haunted Library, and other popular series begin in September.

SUMMER READING

Summer Reading is family focused including infants through adults. For school age children Summer Reading is the primary tool to discourage summer slide, commonly referred to as the summer achievement gap. All Summer Reading materials are prepared in Spanish and English.

A total of 215 children participated at the Astoria Library, reading for 1,401 hours.

- 56 children ages birth to 5
- 128 children in grades K through 5th
- 31 teens in grades 6th through 12th

These numbers represent a 15% increase.

35 weekly programs served 657 participants.

LIBRARIES ROCC*

Libraries ROCC supports resource sharing among the Warrenton, Seaside and Astoria libraries and provides no fee library cards to children in Clatsop County. During July and August, the Warrenton, Seaside, and Astoria directors provided courier service among the libraries and planned 2015-2016 fundraising events. The Seaside Friends of the Library serve as the fiscal agent for Libraries ROCC.

- The directors launched the Little Free Libraries fundraising event, sponsored by the Seaside Public Library Foundation. Interested parties can get an instruction packet at the Seaside, Warrenton or Astoria libraries. Completed Little Free Libraries, which will be auctioned in February 2016, can be dropped off at the Seaside Library by December 31, 2015. The directors continue looking for additional sponsors.
- Multiple grant applications have been submitted, results are pending.
- Seaside Director Esther Moberg established a GoFundMe account at <http://www.gofundme.com/LibrariesROCC>.

TECHNOLOGY

Library operations are conducted via cloud service with TLC (The Library Corporation). An upgrade of the wireless service is budgeted in 2016. Eight hardwired workstations currently provide public access computers. During July and August there were 10,499 technological uses as follows:

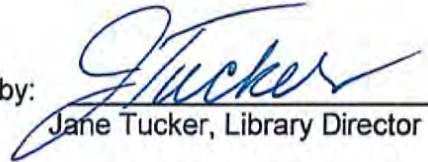
<u>Database</u>	<u>Uses</u>
Research databases – Gale	8
Learn a languages - Mango	56
Download music – Freegal	91
Sanborn maps database	22
Library website	7,405
Public computers	1,782
Wi-fi (# of devices)	565
Library2Go (ebooks)	570
Total	10,499

COMMUNITY SERVICES PROVIDED

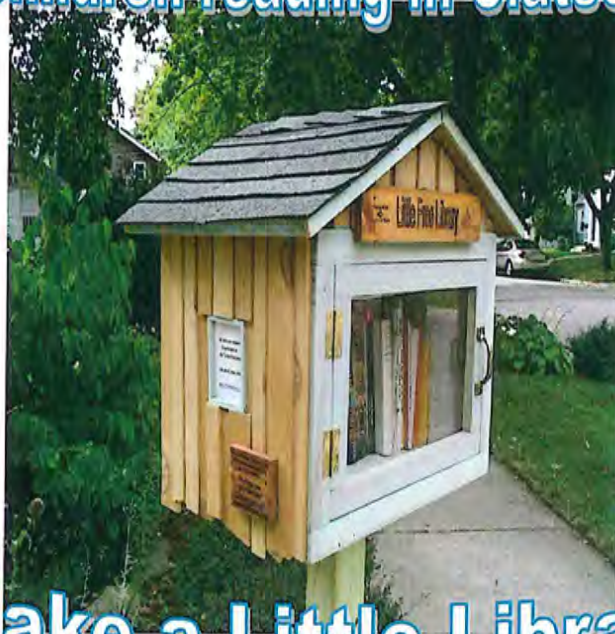
July and August circulation typically reflects the impact of Summer Reading. July and August were busy months.

- Added/updated 1,036 library card holders
- Performed 22,616 circulation functions

Submitted by:


Jane Tucker, Library Director

Support children reading in Clatsop County!



Make a Little Library!

SPONSORED BY THE SEASIDE PUBLIC LIBRARY FOUNDATION

Help us support literacy for children in Clatsop County!

Little Free Lending Library Build & Auction!

Libraries R.O.C.C is a not for profit program that provides all youth ages 0-19 in Clatsop County with library cards.

ROCC provides no fee library cards for kids in Clatsop County, courier services between the public libraries and schools in Clatsop County, and an annual countywide summer reading program. This program is run in part through collaboration between the public libraries and the five school districts in Clatsop County, but we also need YOUR help!

Create a little free library of your own design using the official rules packet. Drop off your finished little free library at the Seaside Public Library by December 31st. We will be displaying the little free libraries in January for people's choice awards, and auctioning them off in February. All proceeds will directly benefit the Libraries ROCC rural outreach program.

Pick up your packet of directions at either the Astoria, Seaside, or Warrenton public libraries. All entries must be received by December 31st

At Seaside Public Library, 1131 Broadway Ave., Seaside, OR 97138


To directly support the Libraries R.O.C.C. program, visit our gofundme page at:

www.gofundme.com/LibrariesROCC



September 14, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: PARKS AND RECREATION DEPARTMENT STATUS REPORT

The following are summaries of Parks and Recreation Department projects and activities between May and September 2015.

AQUATIC CENTER

Aquatic Center Season Overview

The Aquatic Center was very busy over the summer and most importantly it was safe. Attendance appeared very steady throughout the summer and our programs were successful. Below are some high lights from this season:

- Our Aquatic Risk Management Company, Ellis and Associates, preformed two unannounced audits this summer. The first audit was in June and we received an "exceeds" and the second audit was in August were we received a "meets". Exceeds is a difficult standard to achieve! During an audit, lifeguards are observed scanning the pools. Ellis and Associates has a very high standard for vigilance awareness. Lifeguard staff were very close during the second audit to receive another "exceeds". Aquatic Center Manager, Pam Pearce, is making some changes in training methods to bring those skills back up to an "exceeds" level.
- On June 27th -28th the North Coast Swim Team held a summer swim meet. It's estimated that 100 swimmers and their families attended this two day event.
- In July we held another lifeguard course. Four students enrolled and successfully completed the training to become lifeguards.
- The summer swim lesson program had great attendance and we saw many children continued through various levels.
- Throughout the summer we worked on securing contracts for pool maintenance and preparing project lists. On September 7th we closed our summer season and began working on our capital improvement projects of re-surfacing the Lap and Leisure Pools, replacing lighting with energy efficient LED lights, Installation of new shower systems, and preforming updates to the HVAC system. The projects are progressing well and we are on schedule to re-open on Monday, September 28th.

ASTORIA RECREATION CENTER

As City Council may recall, last summer the Astoria Recreation Center (ARC) moved from the Start of the Sea building to the former Yacht Club. The ARC has now been operating in its new location for just over a year. The building has been renovated to be fully functional with the additions of a playground, outdoor fitness area, gardening area for our after school students, and teen room.

Summer Day Camp

The 2015 summer day camp program was very busy and successful Program! The program averaged about 25 kids a day over the summer, a 48% increase from the previous summer.

Staff implemented weekly field trips, these varied from trips to the Aquatic Center to trips to other locations in the community. These included:

- A field trip to Coffenbury Lake, we took 33 kids with us to go swimming and try their hand at fishing. The fishing poles and tackle we used were donated through England Marine.
- The County Fair
- A trip to ride on the Trolley, have lunch, and then later enjoyed a delicious ice cream cone from Frite & Scoop.

After School Program

Our after school program ended in mid-June and began again with the start of the school year on September 8th. Staff have been restructuring and looking at ways to improve on the program both at the ARC and at our satellite location in Warrenton. Improvements in the program include:

- More structure and organization for Kid Zone Registration
- Better organization for managing Kid Zone participants when they get off the School bus
- Continuing to participate in "Agriculture in Class" again with lessons in growing some vegetables, how to make a healthy plate using what grows from our garden. Bringing in a few animals to Kids Zone as well for the kids to learn about

Adult Softball

The adult softball program ran throughout the summer with the following specific programs:

- Men's league running the end of May through the first week of July with a single elimination playoff bracket which ran through mid-July
- Women's league running the beginning of June through the first week of July with a single elimination playoff bracket which ran through mid-July
- Coed league running the end of July through the end of August

Youth Softball

The youth softball program began the first of May and ran through the first week of July. With unseasonably nice summer weather, there was only one night of rained out games

for the whole season, resulting in a shorter season. This year, staff has restructured divisions by age/ grade in the youth softball program. These changes were requested due to increased numbers of girls playing in local tournament leagues rather than participating in the summer recreation league. In total, there were 38 teams registered to play in the league between Seaside, Warrenton, Knappa, Ilwaco, Naselle and Astoria.

Adult Volleyball

Staff are currently beginning to plan out the fall volleyball program. In an effort to address past problems and improve the program, we have initiated new procedures:

- Participants must check in with their ID to the gym supervisor or referee before their game starts.
- In preparation that the league gets several new teams participating, we will start games in round robin style then be split up into two brackets. The goal is to have teams of the same skill level and intensity in their own bracket. Each bracket will have its own championship bracket.

Youth Softball

The youth softball program began the first of May. At the request of area coordinators, staff has restructured divisions by age/ grade in the youth softball program. These changes were requested due to increased numbers of girls playing in local tournament leagues rather than participating in the summer recreation league. There are 38 teams registered to play in the league between Seaside, Warrenton, Knappa, Ilwaco, Naselle and Astoria.

Fitness Classes

The summer fitness classes held regular attendance due in part to less class offerings. Early morning classes continue to be popular and staff have kept the same number of these classes going in to fall while adding new "lunch time classes" for folks who work.

We have two new fitness instructors this fall who will continue training over the first month to increase the number of classes they can teach.

Movies in the Park

The movies in the park series took place every Wednesday in August at Lindstrom Park. Staff showed free family friendly movies averaging over 100 participants at every movie.

Back to School Bingo Night

Staff planned a new family friendly special event to promote our afterschool programs and the ARC. The event included the following fun, free events:

- Bingo
- Crafts
- Face Painting
- Games

Run on the River

We quadrupled our attendance from last year with close to 400 participants. Buoy Beer provided a seafood boil and beer and Fernhill Glass made glass medals for half marathon participants. The Astoria Co-op, Frite and Scoop, Seaside Providence Hospital, and 94.3 KRKZ sponsored the event with the Astoria Trolley transporting participants to the race site. Roughly \$4,000 was raised and will be given to the Astoria Parks Recreation and Community Fund to raise money for scholarships. Overall, we heard positive feedback from the event and anticipate reaching our goal of 600 participants for next year's race on May 22, 2016, which will be organized by the Astoria Parks, Recreation and Community Foundation and chaired by Parks Board Member Pete O'Farrell.

0.0 K Instant Gratification Run

The Instant Gratification race started as an idea by Dulcye Taylor from ADHDA and Park Board President Norma Hernandez to build a race that "mocked races." The only other race of this kind that we had found is in Philadelphia, PA. The Parks Foundation decided to plan the event as a signature event to raise funds for scholarships. It was held on Sunday, June 14th. We had roughly 80 participants and raised close to \$1,600. The Parks Foundation seems eager to make this an annual event and plans to schedule a 2nd annual event in September 2016.

Kids' Day in the Park

On July 25th, we had our annual Kids' Day in the Park. It was a great afternoon at Tapiola Park with live music from the Brownsmead Flats, lawn games, face painting, snacks, a giant slip n' slide, and so much more! The weather wasn't ideal, but it didn't seem to stop people from coming and enjoying free, family fun!

Parks After Dark

In another attempt to raise money for scholarships, the Parks Foundation hosted monthly Parks after Dark events. Admission for each event was \$5 and North Coast Food Web provided food (with proceeds supporting their organization) and Buoy Beer and Fort George provided beer (with proceeds supporting the Parks Foundation). The events included:

- Saturday, May 23rd – Jurassic Park @ McClure Park
- Saturday, June 27th – Capture the Flag @ Shively Park
- Saturday, July 25th – Back to the Future @ McClure Park
- Saturday, Sep. 5th – Ghostbusters @ McClure Park

LIL' SPROUTS ACADEMY/PORT OF PLAY:

Although attendance this summer has been a bit lighter, Sprouts hasn't slowed down one bit. We took advantage of lower numbers, and were able to plan more organized events and activities, with the hope of engaging our parents a little more.

Curriculum for the Summer:

- Exploring the North Coast: Studying various landmarks, historical sights and some of the naturally beautiful places are lucky to have so close to home.

Weekly themes included *Beaches and Tide Pools*, *Native Americans*, *Fort Clatsop*, *Saddle Mountain*, *Astoria Landmarks*, and much more.

- Our Preschool and Pre-K classes took their first field trip ever out to Fort Clatsop. Although parents had to bring their children, because we didn't have a means of transporting them, it was still a wonderful experience. Our sprouts were talking about the trip, and Ranger Patricia for days. As a thank you to Superintendent, Scott Tucker, our Sprout kiddos built their own mini-replica of Fort Clatsop, and gave it to the park. It was actually featured in the Daily Astorian just recently, as the replica was put on display for the park's birthday celebration. We were very appreciative of the opportunity, and are hopeful for more visits and field trips around Clatsop County. A model of Fort Clatsop built by the Lil' Sprouts Academy Daffodil class sits on display at the National Park Service's 99th birthday party Saturday at Netul Landing.



Special Sprout Events:

- 4th of July Parade: On Friday, July 3rd, our Sprouts had a school-wide, patriotic parade. Kids dressed up in red, white and blue, and marched around the building and gym for parents to see. It was a great way to kick off the holiday, and was especially fun to have such great support from our parents.



- Splash Days: Due to the warm weather, we also had a few "Splash Days". We set up sprinklers, and water toys for the kiddos to enjoy. It was the first time we've ever done anything like this, and everyone had a blast!
- End of the Summer Sprout BBQ: On Wednesday, Sept. 2nd, we held an end of the Summer BBQ for our Sprout kiddos and their families. We were anticipating wet weather, so decided to provide sandwiches indoors, and parents were able to eat lunch with their kiddos in the classrooms. It was a great way to celebrate a fun summer, and also to encourage more parent involvement. Because this was so fun, we're thinking about planning one day a month that parents can bring their lunch and eat with their child, "Bring Your Parent to Lunch Day"!
- Annual Cleaning/Maintenance Closure: On September 3rd and 4th, Lil' Sprouts and Port of Play were both closed for our annual cleaning and maintenance days. Staff worked very hard to clean, sanitize, and reorganize classrooms, while our

maintenance team helped with fixes, updates and improvements. This was also a great time for staff to get to know each other, and provided great opportunities for team building. The following is a list of what was completed in our two days.

- All classroom and hallway carpets cleaned
- All toys were sorted and we were able to get rid of things not being used or things that were broken.
- All classrooms deep cleaned
- All supply/material closets cleaned and reorganized
- New paint and touch up (3 rooms)
- All toys, linens, furniture, cleaned/sanitized
- Additional shelving installed in multiple classrooms
- New “blackout” curtains hung
- All rooms rearranged and redecorated
- Sliding doors put in to create enclosed closet
- Various other miscellaneous fixes and updates

Lil' Sports Series:

Due to inquiries and requests from parents we decided to run our Lil' Sports Series classes this summer. The past couple times we've tried to run these classes, we haven't had enough participants. Whether it was lack of interest, or schedule conflicts, we weren't sure. But this time around, we had more than enough kiddos. In June, we had our Lil' Kickers soccer class and it was a hit! We had 10 kiddos participating every Thursday morning, from 10am-11am. We also ran our Lil' Hitters t-ball class every Thursday in July, and had 17 participants.

Parents seemed very happy with both classes and were asking if we'd be having more in the fall. Both classes focused on the fundamentals of each sport, and above all, teamwork and having fun!



PARKS MAINTENANCE

The Maintenance Division has been very busy this summer. We have hired five temporary workers to supplement our full time staff and have streamlined tasks to provide efficient service. This summer, the Maintenance Division focused on keeping all parks and playing fields mowed and clean, as well as the River Walk and Ocean View Cemetery. This is an enormous task covering twenty-five parks, seven baseball/softball fields, Smith Point and the Recreation Center and Aquatic Center grounds, all of which need to be mowed at least weekly. During the summer, our division is also responsible for preparing fields for recreation league softball games, which average ten per week.

In addition to routine work, the Maintenance Division provides support for all special events by moving supplies, transporting thirty tables and 100 chairs to event locations, and setting up and breaking down event equipment. Specifically, this summer the Maintenance Division accomplished:

- 45 days mowing/trimming at park areas
- Routine facilities maintenance
- 68 Softball/T-Ball field set-ups
- Partnered with Clatsop Community College to successfully obtain \$3,220 grant from the Oregon Commission on Historic Cemeteries to restore Oceanview Cemetery Mausoleum stained glass windows. Work will commence Spring 2016
- 10 full burials
- 15 cremation burials
- Coordination with Plant and Lawn Task Force to provide recommendations on the use of pesticides in parks
- Special events support: softball tournaments, hall rentals, CHIP In's, Regatta Celebration, 4th of July, Parks in the Dark, Movies in the Park, First Friday, AFD open house
- Constructed 65'x4' raised bed for Community Garden with volunteer assistance
- Hazard tree removals in parks
- Coordination with Column restoration contractors
- Replaced palisades at Fort Astoria replica
- Installed new merry-go-round at Lindstrom Park with equipment donated by Butch Peterson at a value of \$7,700
- Coordinated with Clatsop County on Smoke Free Parks
- Closed People's Park platform due to unsafe conditions
- Support for Port of Play/Lil Sprouts maintenance closure
- Astoria Aquatic Center annual maintenance closure

Fred Lindstrom Park Merry-Go- Round

The merry-go-round at Lindstrom Park was in very bad shape. It was old, rusty, wobbly and had come to the end of its useful life. Recently, it had stopped spinning and was becoming a source of constant complaints from park users. Fortuitously, a gentleman named Butch Peterson contacted the Parks Department about donating a new merry-go-round to the park as a memorial to his late wife. Mr. Peterson coordinated with staff and ended up purchasing an OmniSpin Spinner from Landscape Structures for \$7,700.



Astoria Recreation Center (ARC) Playground

When the ARC moved from Star of the Sea to the Yacht Club, the children no longer had access to a playground. As a result, maintenance staff created a playground repurposing old tires, tree stumps from a felled tree at the Astoria Column, repurposed cedar posts, a merry-go-round that had been found in park shops, and purchased a new slide. All these saved on costs. The ARC Playground was opened in March and in July a fence was installed to separate the playground from the road.

CHIP-in

Melissa Keyser began working as the new CHIP-in Volunteer Coordinator on Monday, August 17th. Her experience as Program Coordinator for the Haystack Rock Awareness Program in Cannon Beach, includes coordinating 10-15 seasonal staff as well as 200+ volunteers. She has volunteered with SOLVE, Surfrider, Friends of Trees, Friends of Cape Falcon, ODFW, COASST, and she additionally manages the Little Free Library on 12th and Grand.

This summer, from July - September, over 70 CHIP-in volunteers have dedicated more than 200 hours to various park clean-up events. They have picked up over 16 bags of trash and removed massive amounts of plant debris. Their continued support has led to some very dramatic park makeovers!

CHIP-in Events:

Cathedral Tree Trail Clean-up, July 19th, 1-4pm:

- Jonah Dart-McLean led the event
- CHIP-in partnered with Lewis and Clark National Park
- About 30 volunteers, 6 from Lewis and Clark National Park and 10 from Tounge Point Job Corps, cleared brush from about ¼ of the trail
- Volunteers built a 45 foot boardwalk, constructed 3 new waterbars, removed and replaced 4 steps, and trimmed lots of limbs that overhung the trail

'Love Your Columbia' Riverwalk Clean-up, August 22nd, 9-12pm:

- Melissa Keyser coordinated her first CHIP-in event with the help and guidance of Jonah Dart-McLean
- CHIP-in partnered with the Columbia River Keepers
- 28 volunteers removed about 9 yards of debris and picked up about 10 bags of trash
- Volunteers weeded, removed invasive plants, hedged, and cleared overgrown plants limiting the view of the river
- Volunteers were given free commemorative t-shirts with the Love Your Columbia logo

Astoria Aquatic Center Clean-up, September 13th, 1-4pm:

- Melissa Keyser coordinated the event and Pam Pearce assisted in leading the event
- 19 volunteers, 12 of whom were from the Job Corps, weeded, trimmed, mowed and hedged around the AAC
- Volunteers repainted all of the yellow caution paint in the parking lot, picked up about 6 bags of trash, and filled in about 5 yards of bark mulch

OCEAN VIEW CEMETERY

Cemetery Software System

Data entry for the cemetery GIS project continues. Staff has completed 95% of the data in phase three of the data entry project. Upon completion of this phase, the cemetery map, which is already viewable to the public, will become populated so that folks can locate loved ones without the assistance of city staff online. Once phase 3 is complete, staff will begin phase 4, which will enhance and support the records of who are buried in the cemetery. This phase will add details such as payments, but is not an integral part of documentation.

Cemetery Grounds Maintenance

Ocean View Cemetery continues to be a challenge to maintain and manage with our minimal resources. It takes approximately 40 man hours to mow the entire grounds and weed eating has been outsourced to the local juvenile work crew for two weekends a month during the summer months. Burials and cremations add to the toll the cemetery exacts on the Maintenance Division's capacity, because these events often cannot be foreseen or planned for beyond a three day window.



Hazard Tree Reduction at Cemetery

This spring, Arbor Care was contracted to remove several hazardous trees and dangerous limbs from some of the large spruce trees on the grounds. This work was initiated after a wind storm caused a large tree limb to fail, fortunately causing no damage to the monuments below.

Mausoleum

This summer the Parks and Recreation Department contracted Arbor Care to remove one dead cedar that was in danger of falling on the Mausoleum, shoveled about 400lbs of needles and leaves off the roof which cleared the drains that lead to where the downspouts used to be, and cut back encroaching brush on the east and west sides of the building. The Parks and Recreation Department also partnered with Clatsop Community Colleges Historic Preservation Program to receive a \$3,200 grant from the Oregon Parks and Recreation Department to conduct a workshop assessing and repairing the 6 leaded-glass windows in the Mausoleum.

OTHER PROJECTS

Grants

In partnership with ADHDA, the Parks and Recreation department worked on two grants to incorporate wayfinding signage from the Riverwalk to Downtown. We successfully submitted the National Endowment for the Arts' Our Town Grant and Federal Lands Access Program Grant. Notification indicating we did not receive the grants was received in July.

Community Garden

The garden has been bustling this summer, and is completely full! An additional bed was also put in at the front of the garden for miscellaneous planting amongst the gardeners.



Lawn and Plant Management Task Force

The Plant and Lawn Management Task Force was created to address concerns raised about the use of herbicides and fertilizers in parks and open spaces.

The task force consisted of:

- Norma Hernandez, Northwest Food Web
- Fred White-Gardener, Concerned Citizen
- John Whisler, Head Superintendent, Astoria Golf and Country Club
- Tom Duncan-Physician, Lower Columbia Clinic
- Howard Rub, Athletic Director Astoria High School
- Jessica Schleif, Master Gardener
- Drew Herzig, City Council Liaison
- Dave McElroy, Friends of McClure Park

The task force met four times over the course of 8 months:

- February 11, 2015: Meeting agenda included values, goals, and desired outcomes for the task force were established
- March 14, 2015: Meeting agenda included site tour of a variety of parks and open spaces (Alderbrook Lagoon, Fort Astoria, Niemi Field, Lindstrom Park, Shively Park)
- April 2, 2015: Meeting agenda included evaluation of progress and draft of policy recommendations
- September 9, 2015: Meeting agenda included review of policy recommendations, updates and final approval

The task force has developed recommendations for a final herbicide/pesticide use policy that will be presented to the Parks and Recreation Advisory Board during the September 23, 2015 meeting, prior to being presented to the Astoria City Council for adoption.

Comprehensive Parks and Recreation Master Plan

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. 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.

Parks and Recreation Department Staff and Community Development Department Staff have interviewed 5 AmeriCorps RARE participants, and have found an excellent match for the community. Ian Sisson, the RARE participant, will lead the City of Astoria in identifying system needs, available resources, and required capital project investments to accomplish short and long-term park, recreation, and open space objectives of the community.

The cost to the City of Astoria for an RARE participant is \$22,000 to place, train, and support the participant. In return the City of Astoria will receive a full-time RARE AmeriCorps participant who will provide community service for 11 months. 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. City Council authorized entering into an agreement with the University of Oregon to finalize the RARE placement in Astoria during the Monday, August 17th City Council meeting.

Ian Sisson, RARE Participant, started work with the City of Astoria on Monday, September 14th and has begun creating a scope and schedule for the Parks Master Plan. A Mayor appointed Citizen Committee will be meeting monthly and the majority of the public meetings and community involvement is expected to take place between November and February.

Astoria Column Restoration

The Column restoration began in March and is on schedule to be completed by September 30th. With the exception of wind storms and nearby road construction, the Column grounds have observed regular hours during the restoration, and docents have been onsite to share information about the restoration project.

The restoration includes:

- Cleaning the exterior surface of the Column, comprising of a series of historic murals that spiral from bottom to top of the 125-foot structure.
- Structural repairs to stabilize cracking, delamination and spalling; architectural repairs; and additional structural surveys, evaluations and inspections.
- Preservation and rehabilitation of the artwork/mural on the Astoria Column
- Restoration of the cupola and repairs to the observation deck

Because of the Astoria Columns location high on Coxcomb Hill, the Column is exposed to punishing environmental conditions like gale-force winds and driving rain that inflict wear on the structure and its artwork. Restorative efforts are conducted as dictated by the state of the structure and the effects of variable weather conditions, and are hoped to last 10 to 20 years.

More than half the cost of the estimated \$1 million project is required to repair the Column artwork and structure itself. The balance is allocated to restoration and repair of the plaza that surrounds the base of the Column, landscape improvements, and installation of new energy-efficient LED lighting. Over \$500,000 has already been committed to the project by private donors, and the balance is being raised through local and regional fundraising campaigns and events.

The most recent major art restoration performed on the Astoria Column was completed in 1995. Additional improvements to the grounds were completed in 2004, and the Column's spiral staircase was replaced in 2008. With the exception of the stair replacement, these projects, totaling over \$3.5 million, were funded exclusively by Friends of Astoria Column through campaigns and grants

Peoples Park

The City of Astoria Park located on 16th and Marine Drive known as Peoples Park, has a deck and observation tower that the Astoria Rotary Club constructed in the late 1970's following the People Places Plan from 1977. Following its construction, the Rotary Club continued to maintain and care for the structure by; rebuilding a portion of the structure, adding an ADA ramp, adding stairs leading to the railroad tracks, and partnering with the Coast Guard to rebuild the stairs leading to the observation tower.

Unfortunately, the Rotary Club has discontinued maintaining the structure and since June 18, 2015 the structure has been temporarily closed due to the structures hazardous state. This closure came after the Parks Maintenance team noticed one of the hand rails had fallen off, and upon repair found an additional rail down, several decking boards rotted and broken, and structural supports rotted. At this time, Parks and Recreation staff began requesting bids to repair the structure and began to ask the bigger question, of whether or not the structure will continue to be of value as it degrades further and requires increased levels of maintenance to keep it safe for the public's use. In recent years, the Parks and Recreation Department staff have been challenged with the task of keeping the structure safe for all users, as a large amount of illegal drugs, drug paraphernalia, alcohol, garbage, and illegal camping are found and take place on and underneath the structure.

After being informed that bids to repair the structure ranged from \$12,000 - \$16,000, Parks and Recreation Director, Angela Cosby, met with the Astoria Rotary Board on

July 13, 2015 to seek assistance in repairing or removing the structure and ways to increase positive use of the park. Following this meeting, the Rotary President and Board solicited feedback from the clubs members. During Mondays, August 10th Rotary Board meeting, the Board reviewed the feedback received from its members and decided that; the Rotary Club was not in a position to financially contribute to the needed repairs, they would like to be involved with the removal of the structure, and they would like to replace the structure with grass. Several Rotary members provided suggestions for alternative use of the space, such as a water feature, or a dog park. Parks and Recreation Department staff encouraged these members to participate in the upcoming parks master planning process, as future development of the site will be best determined by the direction provided in the Parks Master Plan.

During the Wednesday, August 19th, Parks Advisory Board Meeting the Board concurred with the Parks and Recreation Department staff and Rotary's suggestion of removing the platform from People's Park. Therefore, as a donation to the Astoria Rotary Club, Mike Abrahams with ABA Company and Tom Alfonse with Alfonse Trucking have offered their services to tear down and remove the structures at no cost, with the exception that the work will be performed during the precipitation season when their businesses obligations decrease.

Submitted by:

By: Angela Cosby

Angela Cosby
Director of Parks & Recreation



CITY OF ASTORIA
POLICE DEPARTMENT

September 21, 2015

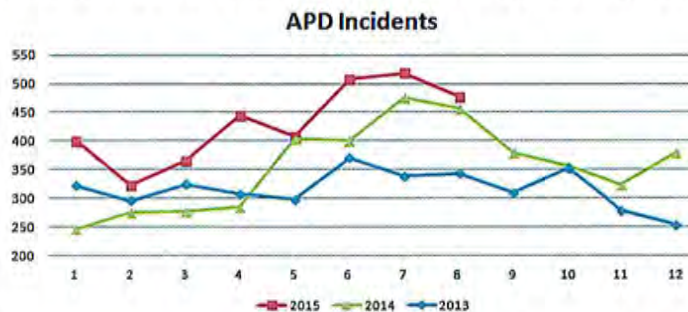
MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: POLICE DEPARTMENT - STATUS UPDATE

The Police Department has had a critically busy first half of the year. We are on pace to exceed 5,000 cases taken this year. This is an unprecedented amount of work for us. This does not mean an increase in crime. What it means is an increase in request for our services in circumstances that require either investigation or documentation. As can be seen in the chart on the right, incidents have been up significantly, but the change this year has been dramatic. The current trend is not sustainable given the current staffing. It is predictable that something will fall between the cracks at this frantic level of activity.



Added to this frantic pace has been a shortage of available manhours to cover the schedules. Due to injuries and illnesses the Department has been without three of their 16 sworn employees for significant periods of time. One employee due to illness missed more than 60 days work, another due to on the job injury has missed 60 days and is anticipated to be missing through November. A third employee has missed 30 days as a result of an off duty crash, while he will soon return to light duty we do not have an anticipated return to work date. These time loss incidents, in association with the current vacancy caused by Pete Curzon's retirement have created a true shortage of man hours available for the Department.

In March the Department ran a hiring process. It was possibly the most disappointing process we have seen in some time. 30 of the 60+ applicants presented themselves for testing (This is a fairly typical rate given conflicts and other issues). Of the 30 applicants 15 passed the written test. The written test we use is designed to test for job related writing, reading and math skills at the 12th grade level. This is the highest failure rate that we have ever seen. Several people who failed one or more sections of the test had advanced

degrees. Of the 15 passing candidates, one did not show for the physical fitness testing and the other 14 were interviewed. From the 14 interviews three were deemed acceptable to be hired. None of these three survived the background, psychological and medical testing. Because this is a linear process, the background before the medical before the psychological it is time consuming to see these candidates eliminated. We must make a tentative job offer prior to conducting the psychological and medical testing so we cannot have multiple candidates progressing simultaneously when we only have one opening. We eliminated the last viable candidate from the March process in late June and began advertising for the opening in July. We are testing again on September 16th through 18th hoping to find an acceptable candidate. Speaking with other Chiefs and the Director of Training at DPSST, this is not atypical of current applicants. Adding this extended hiring process to the already long training process and vacancies has become a serious issue for us. The November 2014 departure of an employee will likely not start until November 2015 and if everything goes as planned will not be available to work as a solo officer till July or August 2016.

In among the bad personnel news is also the joy of promoting Officer Chris McNeary to the role of Sergeant and Sergeant Eric Halverson to the rank of Deputy Chief. Both are well deserved promotions that are serving the City well.

Despite the frantic level of activity, the Department has been active both with other Departments and public outreach. With other Departments we have worked with the Parks Department on special event planning, Public Works Department on traffic safety issues, and regularly interact with engineering and fire on road closure requests.

We have managed to maintain and grow our social media following closing in on 5,900 likes to our page. We conducted a Citizens Police Academy that has been well reviewed from the participants and in the media. We also launched a new program called "Coffee with a Cop" that had officers meeting the public over coffee. The inaugural event was held at 3 Cups Coffee in July and was well attended. Another event will be announced soon.

The Department has finished a selection process for a new video solution that will include updated vehicle cameras as well as body worn cameras. We are excited to bring this new technology to bear and believe that it will do nothing but help our legitimacy within the community.

Additionally, despite all of the activity and shortages, we managed to in the last six months have officers away at advanced skills training including: ORPAT instructor, Interviewing, Detectives Academy, Supervision, Middle Management, Forensic retrieval of data from mobile devices, DUII investigation, Standardized Field Sobriety Test Instructor Course, Drug Recognition Evaluation Instructor, Crisis Intervention Training, and other topics.

With all of this description of activity from the first six months of the year you will find very little about crime. Much of what we have been focused on is not crime related. Instead, it is a heavy emphasis on the interface of our citizens and visitors with government. We find

increasingly that as government services do not meet the needs of citizens, the Police are one of the first calls to interact with government. We find ourselves in the position of doing welfare checks for estranged family that are in distant locations, providing crisis intervention for people with addictions or mental health issues, mediating property line and easement disputes, directing traffic for the Port of Astoria's boat launch, responding to transients and travelers that make the public uncomfortable and an inordinate amount of calls related to people urinating a defecating in public. Not your traditional police work.

To highlight some numbers on these issues, year to date, we responded to:

- 363 Disorderly Conduct Complaints
- 250 Suspicious Circumstances
- 197 Property Crimes
- 163 Motor Vehicle Accident Reports
- 156 Animal Complaints
- 122 False Alarms
- 131 DHS Referrals
- 82 Warrant Arrests
- 79 Trespass complaints
- 78 Welfare Checks

These are broad categories assigned by dispatchers

The detectives currently carry 33 active Astoria cases along with 7 major crime team cases. In amongst these are several high profile incidents that require substantial time resources including:

- The kidnap/rape case which led to the arrest of a 48 year old man who had kidnapped a 15 year old girl from a California community
- Two home invasion robberies one of which led to the arrest of 7 people.



Brad Johnston
Chief of Police
Assistant City Manager



September 16, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM: BRETT ESTES, CITY MANAGER
SUBJECT: **PUBLIC WORKS PROJECT ACTIVITY STATUS REPORT**

The following are brief summaries of the status of Public Works major projects and/or activities:

TRANSPORTATION

Irving Avenue: 19th Street Bridge Replacement

- Carter & Company was awarded the construction contract
- Construction is currently underway
- Irving Ave. is scheduled to reopen to pedestrian and vehicular traffic by October 31st

Waterfront Bridges Replacement Project

- Project includes street end bridge structures at 6th through 11th Streets
- OBEC Consulting Engineers was selected as the engineering consultant and design is underway
- Construction anticipated to span two winter seasons beginning as early as October 2016 and possibly as late as October 2017

OR202: High School – Hanover Sidewalks (Astoria)

- ODOT and the City signed a Project Letter of Understanding outlining the scope, schedule and estimated cost
- Project cost estimated at \$2,500,000 (\$2,243,250 from State and \$256,750 City match)
- Project will be officially awarded funding once the final Statewide Transportation Improvement Program (STIP) is approved by the Oregon Transportation Commission (OTC)
- Construction is anticipated to commence in summer 2018

Pedestrian Safety Enhancements

- Engineering staff has been working closely with the Coast Guard Housing staff to help improve the traffic calming efforts in their neighborhood. Increased police presence has found that the majority of speed violators are Coast Guard residents. This information has been shared with the Coast Guard. Staff has prepared a plan that included education, increased police presence and engineering applications that will improve safety. It is our understanding that the Coast Guard is working on education efforts that focus on educating new residents and child safety. They are also pursuing funding for additional traffic calming efforts that the Coast Guard has suggested and staff has helped to design.
- Street Lights at 33rd Street & Highway 30 - ODOT is processing the IGA for installation of new street lights at 33rd and Highway 30. Once approved the City will move forward with the project.
- Public Works staff is assisting Police staff on obtaining funding for a portable speed reader to be used for speed enforcement in problem areas.

- ODOT's preliminary scoping work on Downtown traffic signal upgrades (\$450,000 project budget) has begun and construction is anticipated to take place in 2016 when grant funds become available.
- Staff is continuing to pursue funding for rapid flashing beacons for select locations in town.

Combined Sewer Overflow (CSO)

16th St. CSO Separation Project

- Construction is underway and anticipated to be substantially complete by October 31, 2015
- All construction on 16th St. has been postponed until summer 2016 to avoid conflicts with the Clatsop Community College Patriot Hall Redevelopment Project

CSO Monitors Upgrade Project

- Phase 1 of the project is complete with 28 monitors and sensors installed
- Phase 2 of the project was installed and included 9 monitors and sensors and rain gauges

SEWER

Pump Station No. 1 Upgrades Project

- Preliminary design completed by Richwine Environmental
- Progressive Design Build contract awarded to Portland Engineering, Inc.
- Construction will occur as early as October 2015

WATER

Bear Creek Dam Seismic Stability Study

- Phase 2 of the Bear Creek Dam Seismic Analysis Project budgeted at \$147,000 was not completed during the 2014/2015 fiscal year and is continuing into the current fiscal year.
- The consultant has determined that additional geotechnical work is required to complete the study. A meeting was held with City staff and the Oregon Dam Safety Engineer to determine the required additional scope and funding sources to assist the City with the additional cost. Staff will provide Council an update in the near future.
- The City will receive an Oregon Water Resources Department grant to assist with the additional costs, exact amount to be determined.
- Staff will be presenting the finding of the study to Council with a plan to fund the required additional work.

Slow Sand Filter

- Engineering and Operations staff is engaged in ongoing efforts to optimize cleaning operations and appropriate methods of algae control in order to extend the life of the filter sand.
- Preliminary planning for the next re-sanding project is underway. Re-sanding will be needed in about 2 years.

Spur 14 Water Line

- City staff is coordinating with CH2M to finalize the design for the improvements.
- A conditional use application has been submitted to the City and is currently being processed by the County.
- City staff will begin environmental permitting once the design is finalized.

SANITATION

Landfill Closure

- Staff is continuing to work with the Oregon Department of Environmental Quality on post closure activities consisting of gas monitoring, groundwater monitoring and final permitting. Staff is currently reviewing a draft Solid Waste Disposal Site Closure Permit and will be bringing it to Council in the near future for acceptance.
- A lease agreement with Clatsop County has been approved by City Council for a new Household Hazardous Waste Facility (HHWF) at the landfill property. The County is in the design process for the new facility. Staff has been informed that the HHWF will be constructed starting in the spring of 2016.

PUBLIC WORKS PLANNING

Advance Planning

- In the last update we stated that Public works staff was working on the development of a priority project list for the ODOT STIP 2018/2021 Funding cycle. ODOT had indicated that the funding will be very limited and has suggested that we limit our request to two projects. Staff has submitted the list and it includes the remaining Hwy 202 sidewalk segments as Priority #1 and the Williamsport Sidewalk Project as Priority # 2. Due to the limited funding we do not anticipate the second project being funded. Following review of the project by ODOT, staff, and the Northwest Area Commission on Transportation (NWACT), ODOT requested the City to apply for the Highway 202 project.

Asset Management

- Staff is continuing to research asset management tools such as specialized asset management computer software. Asset management programs can be defined as software that assists with managing infrastructure capital assets to minimize the total cost of owning, operating, and maintaining assets at acceptable levels of service. Staff is currently reviewing the feasibility of investing in the software with the understanding that the resources (costs and additional staff time) required to fully implement a system may not be available or practical for a city the size of Astoria. Our current pavement management system is an example of such a tool but it only addresses one asset, pavement. A fully implemented asset management system would allow staff to manage the diverse majority of our infrastructure assets.

Submitted By: _____



Ken P. Cook, Public Works Director

MASTER PROJECTS LIST

Category	Asset	Phase	Project Name	Project Mgr	Tech Assigned	Consultant	Anticipated Construction Year	Anticipated Completion Date	Status/Remarks
Water	Multiple	Advanced Planning	Water Supply Master Plan	Chedy		CH2MHill			Funding - applying for upcoming funding assistance through Infrastructure Finance Authority
Water	Water Pipeline	Study	Water Transmission Line (Pipeline Feas) Vulnerability Study	JHf					Use DOGAMI Slide Mapping to determine vulnerability of line and look at reroute options
Water	Water Pipeline	Planning/Funding	Demer/Quameda to Harburg Water Transmission Main	Nelson					Need to determine funding source
Water	Storage	Planning/Funding	Clewall at Headworks						Need to determine funding source
Water	Source Water	Planning/Funding	Bo Char Filtration						Need to research with David Ford
Water	Source Water	Design	Slow Sand Filter Re-engineering Project				2017		Need to prepare for bid project and evaluate need for new lines
Water	Water Pipeline	Maintenance	Median Handworks Hydroelectric Project	Ken Nelson					OPERATIONAL - monitor power output
Water	Water Pipeline	Planning/Funding	Water Loss Study						RESEARCHING STANDARDS May become a state defining water mandate
Water	Water Pipeline	Advanced Planning	Bayline Plus Water Main						PLANNING STAGE Estimate needed from property owner
Water	Source Water	Advanced Planning	Cedar Creek Culvert / Bridge						NEED TO INITIATE PROJECT SCOPING? Preliminary concept by Greg Thiel. Critical to watershed. Not funded. Andy - site visit and estimate.
Water	Water Pipeline	Design	Spar 14 Waterline	Nelson		CH2MHill	2015	2015/2016	DESIGN UNDERWAY
Water	Source Water	Design	Boar and Cedar Creek Diversion	Nelson		In House			PRELIMINARY DESIGN Need to install canal gates, needs structural review & permit.
Water	Beer Creek Dam	Study	Beer Creek Dam Seismic Study	JHf		Condon		2015	PHASE 2 UNDERWAY (SEISMIC ANALYSIS) PHASE 1 (Final Investigation) completed last year
Water	Source Water	Study	Water Quality Evaluation			Paul Berg CH2M Hill		Ongoing	WORKING WITH PAUL BERG ON VARIOUS WATER SYSTEM SUPPLY & WATER QUALITY ITEMS
Transportation	Sidewalk System	Planning/Funding	Road 202 Sidewalk	Nelson		Needed	2017/2018	2018	FUNDED BY ODOT Waiting on ODOT funding becoming available to start design of project
Transportation	Sidewalk System	Planning/Funding	Road 202 Sidewalk (renewal project)	JHf					FUNDING - requested in 2018/2017 Enhance STIP
Transportation	Waterfront Bridges	Design	Waterfront Bridges Replacement Project	Crd/JHf		OBC	2016/2017 - Final 3 2017/2018 - Second 3	2018	FUNDED BY ODOT BRIDGE STIP PROGRAM Staff working with ODOT on selection of design consultant Current strategy is to conduct 7th, 9th & 11th Street Bridges first year and 8th, 8th & 10th Street Bridges second year Need to convene design/development group
Transportation	Living Avenue @ 15th Street Bridge	Construction	Living Avenue @ 15th Street Bridge Replacement Project	JHf		David Evans & Associates	2014	10/31/2015	UNDER CONSTRUCTION Weekly meeting and project updates when activities change or traffic disruptions will take place
Transportation	Living Avenue @ 23rd Street Bridge	Planning/Funding	Living Avenue @ 23rd Street Bridge Replacement Project	JHf					FUNDING - requested in 2018-2017 Bridge STIP
Transportation	Steel System	Planning/Funding	Boar Street Re-opening	Nelson				TBD	Needs funding and final design, geotechnical recommendations complete
Transportation	Waterfront Bridges	Construction	Street Coat Structures Repair Project	JHf	Steve	In House			ANNUAL REPAIR - 2015 REPAIRS - Need RFQ Need to discuss report recommended repairs with ODOT
Transportation	17th Street Dock	Planning/Funding	17th Street Dock Design Project	JHf			2016/2017	Ongoing	PERMITTING Need to coordinate permit
Transportation	17th Street Dock	Planning	Division of State Lands Lease Renewal	JHf		HLB Oak Assisting		31-04-15	
Transportation	17th Street Dock	Operations	Annual Structure Inspection	JHf		Beigerson Construction		Annual	Perform after winter storm season and while others are at sea
Transportation	Street Lighting	Advanced Planning	Street Lighting Evaluation	Ken Cook		In House			NEED TO EVALUATE STREET LIGHTING STREET LIGHTING SYSTEM Ken Cook reviewing existing street light system
Transportation	Streetlight	Planning/Funding	Streetlight Rehabilitation Plan	JHf		In House			NEED FINAL REVIEW Funding needs to be identified

MASTER PROJECTS LIST

Category	Asset	Phase	Project Name	Project Mgr	Tech Assigned	Consultant	Anticipated Construction Year	Anticipated Completion Date	Status/Remarks
Transportation	Treels System	Bidding	Treels Repair Project	Jeff	Steve	In House			Waiting on Army Corp Permit
Transportation	Treels System	Planning/Funding	Treels Maintenance Plan	Jeff		In House			NEED FINAL BIDDING Funding needs to be identified
Transportation	Channel System	Planning/Funding	Channel Repair Plan	Jeff	Dean	Needed			UNDERWAY Need meeting with Joel Bergeman and Andy Stucker to explore cost effective repair options. Set up meetings.
Transportation	Street System	Planning/Funding	Crack Seal and Seal Coat	Nathan		In House		Summer 2015	UNDERWAY
Transportation	Sewer System	Planning/Funding	Williamport Road Sidewalk Improvements	Jeff					FUNDING - requested in 2015-2021 Enhance STIP
Transportation	Street System	Planning/Funding	SE 2nd Street Widening	Nathan		In House		TBD	Need to develop scope, action plan. Location of ROW needs to be identified.
Transportation	Street System	Construction	Carteline Striping		Steve	In House		Annual	CONTRACT WITH BENTON COUNTY Most cost effective at this time
Transportation	Street System	Study	Pavement Management System (PMS)		Steve	In House		Annual	SIGNAL UPDATE AFTER PAIVING PROJECTS PER PAIVING MANAGEMENT PLAN Need to update report budget in 2015
Somewater		Design	Biogenerative Court Utility Replacement Project	Nathan		In-House	2015	2015	DESIGN UNDERWAY Working with property owners and their consultant
Sanitation	Landfill	Operational	Landfill Closure	Jeff		MVA assisting		2015/2016	IN PROCESS Need to finalize closure agreement/permits with DEQ Will have ongoing post-closure monitoring and monitoring
Sanitary	Sewer Pipeline	Design	Pump Station #1 Upgrades	Cheryl		Rockwell		2015/2016	Contractor chosen for progressive design build and preliminary design expected to be complete by end of October
Sanitary	Sewer Pipeline	Advanced Planning	Collection System Master Plan	Cheryl		Needed		2015/2016	FUNDING Applying for upcoming funding assistance through Infrastructure Finance Authority
Sanitary	Wastewater Treatment Plant	Planning/Funding	MWTP Headworks Project	Cheryl		Needed			PLANNING PHASE Planning for next project, scoping & funding
Property Management		Planning/Funding	Neighborhood Square Environmental Cleanup/Brownfields Grant from EPA	Jeff		AUEC	2015	2015	EPA GRANT UNDER UNDERWAY Design planned for fall 2015
Property Management			Landfill Monitoring		Steve	Landfills Technology			MONITORING UNDERWAY DURING WET SEASON - VISUAL ONLY In progress, check monthly, Steve to check.
Watershed	Trees	Bidding	Neighborhood Timber Harvest	Jerry		In House		Annual	Start in early spring
Watershed	Trees	Advanced Planning	Carbon Sequestrating Project	Ken Cook		In House			
Watershed	Trees	Maintenance	Sustainability Harvest Certification	Ken Cook		In House		Annual	Deck work
Watershed	Roads	Maintenance	Road Maintenance	Ken Nelson		In House			
CSO		Construction	CSO Phase 4 19th Street Separation Project	Cheryl		Debs & Olson	2015	10/01/2015	UNDER CONSTRUCTION Weekly meeting and project updates when activities change or traffic disruptions will take place
CSO		Operations	CSO Monitor Replacement Project	Cheryl				2015	UNDER CONSTRUCTION
CSO		Study	CSO Monitoring		Steve	In House		Ongoing	ASSIST PUBLIC WORKS OPERATIONS STAFF WITH FIELD WORK New monitoring equipment will require additional staff time
CSO		Study	CSO Monitor Data Processing (DEQ Report)	Cheryl		HDR		Ongoing	MONTHLY REPORTS TO DEQ BEGINNING DATA PRESENTATION Prepared by HDR and reviewed by City prior to submission to DEQ
CSO		Advanced Planning	Road Drain and Parking Lot Disconnect Program	Cheryl		In House			NO CURRENT ACTION Schedule tech for winter time research.
CSO		Design	Emergency LJA Station Operations - Stage 2	Nathan		In House		2015	NO CURRENT ACTION PRE-DESIGN NEEDED

MASTER PROJECTS LIST

Category	Asset	Phase	Project Name	Project Mgr	Tech. Assisted	Consultants	Anticipated Construction Year	Anticipated Completion Date	Start/Remarks
Emergency Management	Bear Creek Dam	Plan	Bear Creek Dam Emergency Action Plan (EAP) Update	Ken Nelson		In-House	Annual	ASSTT PUBLIC WORKS OPERATIONS WITH ANNUAL UPDATE Need to incorporate Science Study results when they are available	
Emergency Management		Plan	Emergency Operations Plan	Ken Cook					
Emergency Management		Plan	Hazard Mitigation Plan	Ken Cook					
Admin			Construction Contract Document Update			In-House	Annual	Completed 2015 - annual review of O&S changes	
Admin		Plan	Geobased Ordinance	Jill		In-House		ASSIST COMMUNITY DEVELOPMENT - NEED DLCD ASSISTANCE REGARDING SLIDE MAPPING USE Assembly Johnson prepared a draft ordinance that was reviewed by staff and other agencies. These review comments need to be discussed and incorporated. Comments pending.	
Admin			Design Standards	Nathan		Plunging existing staff		STANDARDS MANUAL IN PROCESS Need to revise sewer, water and streets chapters for review by committee.	
Admin			Property Management	Nathan		In-House	Ongoing	PROPERTY EASEMENTS, VACATIONS, LICENSE TO OCCUPY, CITY PROPERTY SALES, ETC.	
Admin			Residence Planning	Jill		In-House	Ongoing	Incorporate concepts from DLCD Framework into all projects as applicable	
Admin			Climate Change/Adaptation Planning	Jill		In-House	Ongoing	Completed screening of public works infrastructure	
Admin			Asset Management	Ken		HDR	Ongoing	PLANNING Working with HDR to develop a work plan for developing an asset management system Needs to be compatible with current GIS system. Springfield and Queeny sp Software	
Admin			Emergency Management	Ken & Jill		In-House	Ongoing	EMERGENCY OPERATION PLAN IN PLACE Need to review eligible hazard mitigation projects	
Admin			Development Review	Nathan		In-House	Ongoing	WEEKLY MEETINGS ON WEDNESDAY AT 9:00 AM Includes commercial developments, subdivisions, design reviews, building permit reviews.	
Admin			Emergency Sewer Erosion	DeVishne		In-House	Annual	CONSTRUCTION CONTRACT AFTER WINTER STORM SEASON Issued after rain last week - 44 days of construction	
Admin			As-built Management System	Shelby		In-House	Ongoing	UTILITY MAP CONVERSION IN PROCESS Shelby working on converting all existing utility maps to electronic format. Steve to assist Shelby with actual requests from Streets. (Water at 12th, water at Columbia, water at Clatsop, street lighting contacts)	
Admin			GIS Update	Shelby		Mark Scott	2015/2016	MORNING ON PHASE 2 OF MASTER PLAN RECOMMENDATIONS	
Admin			Addressing	Shelby Jenny		In-House	Ongoing	ASSIGNING OF NEW ADDRESSES	
Admin			Perfection Safety Improvements	Jill		In-House	Ongoing		
Admin			Landscape Mapping Update	Jill		In-House		MAPPING UPDATED August 2015, add new slides as they occur	
Admin			Sign Orders			In-House	Ongoing	SIGN INVENTORY DEVELOPMENT UNDERWAY - 75% COMPLETE	
Admin			Tirede Structure Inspection	Jill		In-House	Annual	INSPECTION WITH ANDY CIVILS COMPLETED IN FEBRUARY AND COMPLETE REPAIRS PRIOR TO TOLLEY START UP IN MARCH	
Admin			Permits	Nathan		In-House	Ongoing	PERMIT PROCESSING Grading, Sewer, Water, ROW, Tree, Diversion/Streambank	
Admin			Standard Detail Update			In-House		STANDARD DETAILS UPDATE IN PROCESS Steve to assemble complete set of Standard Details that are currently in use. Details to be updated in conjunction with development of Design Standards Manual. In process.	
Admin			Complaints	Jenny		In-House	Ongoing		



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

COMMUNITY DEVELOPMENT

MEMORANDUM

DATE: September 17, 2015
TO: CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: REQUEST AUTHORIZATION TO SUBMIT GRANT APPLICATION TO DLCD FOR ECONOMIC DEVELOPMENT STRATEGY

DISCUSSION / ANALYSIS

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.

RECOMMENDATION

Staff recommends that the 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.

By: 
Kevin A Cronin, Community Development Director



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

COMMUNITY DEVELOPMENT

September 17, 2015

Rob Hallyburton
Department of Land Conservation & Development
635 Capitol Street NE, Suite 150
Salem OR 97301

RE: 2015 DLCD TA Grant Application – Five Year Economic Development Strategy

The City of Astoria City Council would like to offer its full and complete support to our application for an economic opportunities analysis and a five year economic development strategy. On September 21, 2015 the City Council unanimously voted in favor to support the application. With the continued support of DLCD, the City has made great strides on completing various tasks to update its residential buildable lands inventory and recently conducted an affordable housing study.

The current grant application is to conduct an industrial and commercial lands inventory, an economic opportunities analysis consistent with Goal 9, and then based on the results create a five year economic development strategy around key business industry clusters. We feel our application meets the intent and purpose of the technical assistance program and aligns strategically with DLCD's interest in promoting economic development.

We look forward to collaborating with DLCD and our economic development partners on this fantastic opportunity for our community.

If we can be of any further assistance, or if you have any questions, please contact me at 503-325-5824 or alamear@astoria.or.us.

Sincerely,

THE CITY OF ASTORIA

Arline LaMear,
Mayor


cc: Patrick Wingard, DLCD



September 10, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: AGREEMENT FOR PROFESSIONAL SERVICES WITH CLATSOP
ECONOMIC DEVELOPMENT RESOURCES (CEDR)

DISCUSSION/ANALYSIS

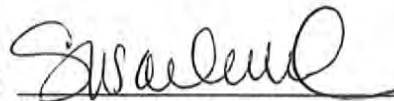
Council directed staff to draft an agreement between City and CEDR, prior to making funds available for disbursement for the Clatsop Economic Development Resources (CEDR) services. Council also requested a presentation from Kevin Leahy, Executive Director of CEDR. The presentation will also occur at the September 21st Council meeting. No disbursements have been made for Fiscal Year 2015-2016, to CEDR, pending final execution of an agreement. Funding sources for the CEDR agreement are included in the budget and will be paid out accordingly from the following funds:

General Fund (Non-Interdepartmental)	\$3,334
Astoria East Urban Renewal District Fund	\$3,333
Astoria West Urban Renewal District Fund	\$3,333

The agreement for professional services is similar to agreements with Astoria-Warrenton Chamber of Commerce and ADHDA except references to Promote Astoria Funds and City Code have been removed from Section 14. While the agreement is with the City of Astoria, there will be funds coming from the Astoria Development Commission which are within the City Manager's spending authority.

RECOMMENDATION

It is recommended the City Council approve execution of the Agreement for Professional Service with Clatsop Economic Development Resources (CEDR) and to provide distribution of budgeted expense.

By: 
Susan E Brooks, Director of Finance and
Administrative Services

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made this 1st day of July, 2015, between **City of Astoria**, hereinafter "**CITY**" and **Clatsop Economic Development Resources**, an Oregon Not-for-Profit Corporation and independent contractor in good standing, hereinafter called "**CEDR**".

WITNESSETH

Whereas, the CITY requires services which CEDR is capable of providing, under terms and conditions hereinafter described; and

Whereas, CEDR is able and prepared to provide such services as CITY does hereinafter require, under those terms and conditions set forth; now, therefore,

In consideration of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. Term. The term of this agreement shall commence on July 2, 2015 and terminate on June 30, 2016 Agreement may be terminated with a 60 day written notice by either party.
2. Services. CEDR agrees to provide services to CITY in accordance with the Scope of Work incorporated by reference as Exhibit "A".
3. Compensation. The amount to be paid to CEDR is not to exceed \$ 10,000, with \$ 3,334 coming from the CITY.
 - a. CEDR shall furnish the CITY with updated W-9 information, as designated by the Internal Revenue Service.
 - b. CITY shall make payments to CEDR after full execution of agreement.
4. CITY Contacts. For purposes hereof, the CITY contacts are the City Manager and Director of Finance and Administrative Services, 1095 Duane Street, Astoria, OR 97103.
5. CEDR Contacts. For purposes hereof, the CEDR contact is the Executive Director, Clatsop Economic Development Resources, 1455 North Roosevelt, Seaside, OR 97138.
6. CITY's Business License. Before permitting a sub consultant to begin work, CEDR shall verify a current business license is on file for the sub consultant.
7. Insurance. Prior to provision of services under this contract, CEDR shall procure professional and comprehensive general liability insurance with limits that, at a minimum, comply with the limits of local public body liability described in ORS 30.272-273 and shall provide original certificates of insurance to the City Director of Finance and Administrative Services, evidencing proof of CEDR insurance policies in effect for the type of coverage set forth below and within the stated limits.

At all times during the term of this agreement, CEDR shall keep such insurance policies in full force and effect and shall provide the CITY with original certificates of insurance. The CITY shall be named as an additional insured and no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage shall occur without 30-days written notice to City of Astoria Finance Department. Any failure to comply with this provision will not affect the insurance coverage provided to the City. The 30-day notice of cancellation provision shall be physically endorsed on to the policy.

8. Worker's Compensation. CEDR, its subcontractors, if any, and all employers working under

8. Worker's Compensation. CEDR, its subcontractors, if any, and all employers working under this Agreement are either subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers, or are employers that are exempt under ORS 656.126.
9. Laborers and Materialmen, Contributions to Industrial Accident Fund, Liens and Withholding Taxes. CEDR shall make payment promptly, as due, to all persons supplying contractor labor or material necessary to execute the work provided for in this Agreement. CEDR shall pay all contributions or amounts due the Industrial Accident Fund from CEDR or any sub consultant incurred in the performance of the Agreement. CEDR shall not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, Municipal Corporation or subdivision thereof, on account of any labor or material furnished. CEDR shall pay to the Department of Revenue all sums withheld from Employees pursuant to ORS 316.167.
10. Books and Records. CEDR shall keep all invoices, vouchers and other documentation for review by CITY's Finance Department, as needed, for the purposes of audit, examination, excerpts and transcripts.
11. Assignment. The responsibility for performing CEDR services under the terms of this agreement shall not be assigned, transferred, delegated or otherwise referred by CEDR to a third person without prior consent of City agent.
12. Indemnity. With regard to Comprehensive General Liability, CEDR agrees to indemnify and hold harmless the City of Astoria, its Officers and Employees against and from any and all loss, claims, actions, suits, reasonable defense costs, attorney fees and expenses for or on account of injury, bodily or otherwise to, or death of persons, damage to or destruction of property belonging to CITY, CEDR, or others resulting from or arising out of CEDR'S negligent acts, errors or omission in service pursuant to this Agreement. This agreement to indemnify applies whether such claims are meritorious or not; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CEDR and CITY this indemnification and agreement to assume defense costs applies only to the extent of the negligence or alleged negligence of the CEDR.

With regard to Professional Liability, CEDR agrees to indemnify and hold harmless CITY, its Officers and Employees from any and all liability, settlements, loss, reasonable defense costs, attorney fees and expenses arising out of CEDR'S negligent acts, errors or omissions in service provided pursuant to this Agreement; provided, however, that if any such liability, settlements, loss, defense costs or expenses result from the concurrent negligence of CEDR and CITY, this indemnification and agreement to assume defense costs applies only to the negligence of CEDR.

With respect to Commercial and Professional Liability, CEDR reserves the right to approve the choice of counsel.

13. Accounting and Reporting. Non-Profit shall provide City, semi-annual financial reports by August 1 and February 1, covering the six months ended June 30 and December 31, respectively, of each year. These can be satisfied as to the appropriateness of the expenditures. In addition a report of services performed shall be presented in a format acceptable to City, and will, at City's discretion, include a presentation at a meeting of the Budget Committee of the City. The Budget committee of the City shall review reports during the budget process and recommend to the City Council the continuance, discontinuance, or changes to a contract each year.

14. Complete Agreement. This Agreement and its referenced attachments constitute the complete agreement between CITY and CEDR and supersedes all prior written or oral discussions or agreements. CEDR's services are defined solely by this Agreement and its attachments and not by any other contract or agreement that may be associated with this Agreement.
15. No Religious Activities: No City funds may be used to promote institutions of religion or religious activities, symbols or presentations.
16. Equal Opportunity and Non Discrimination. It is the policy of the City of Astoria that no person shall be denied the benefits of or be subjected to discrimination in any City program, service, or activity on the grounds of age, disability, race, religion, color, national origin, sex, sexual orientation, gender identity / expression. The City of Astoria also requires its contractors and grantees to comply with this policy.
17. Applicable Law. The law of the State of Oregon shall govern the validity of this Agreement, its interpretation and performance and any other claims related to it.

City:

**Clatsop Economic Development
Resources (CEDR):**

Arline LaMear,
Mayor

Date

Kevin Leahy,
Executive Director

Date

Brett Estes,
City Manager

Date



Digitally signed by
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Exhibit A

Scope of Work

Economic Development Efforts

The Clatsop Economic Development Resources "CEDR" shall at a minimum provide the following efforts to proactively market the City of Astoria to promote business-driven economic development services to create, grow and retain local businesses:

- Expand, retain and recruit desirable businesses and industry working with local partnerships.
 - Develop existing and new industry clusters working in conjunction with local input.
 - Increase per capita income, diversify the economy and promote managed economic growth through year-round family jobs.
 - Deliver professional economic development searches by bring together the efforts of multiple organizations.
 - Provide business connections with in Clatsop County
-
- CEDR shall acknowledge City of Astoria, in documents or publications prepared (not inclusive of print advertising) or equipment and software purchased in the performance of this agreement



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

September 15, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM: BRETT ESTES, CITY MANAGER
SUBJECT: Updated Personnel Policies and Procedures Manual

DISCUSSION/ANALYSIS

The City Personnel Policies and Procedures Manual dated January, 1995 required update 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.

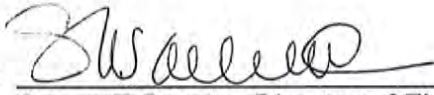
Over the last year, staff has been working on proposed revisions and updates to the Manual, in conjunction with our contracted Human Resource consulting firm, Xenium.

Staff plan to have the new manual available to all staff, electronically, on a shared drive. Individual Departments will be able to maintain hard copies as e-mail communication will alert 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.

RECOMMENDATION

It is recommended the City Council approve electronic sharing of the City Personnel Policies and Procedures Manual, dated September, 2015 and distribution of the physical Employee Handbooks to all staff.

By: 
Susan E Brooks, Director of Finance and
Administrative Services



CITY OF ASTORIA
POLICE DEPARTMENT

September 21, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: PURCHASE AUTHORIZATION OF VIDEO CAMERA PURCHASE

DISCUSSION/ANALYSIS

The Astoria Police Department has a long history of being in the forefront of field deployed video. In the early 1990s we had consumer quality video (In VHS-C and 8MM) cameras on dash mounted systems that used bungee cords and plugged into cigarette lighters that could be moved from one car to another. We moved to dedicated VHS systems in the late 1990s and continued with that until a digital system was first implemented in 2005. It was replaced in 2011 by the system that the City currently deploys. The current system, Digital Ally deploys in the rear view mirror of the vehicle. While the initial deployment was good, as car designs have changed this is no longer a solution that works within our fleet. The Tahoe purchased in 2014 has significant electronics installed in the rear view mirror. The vendor's solution to allow for both to be installed was to break open the original equipment mirror, wrap it in bubble wrap and place it in the headliner of the vehicle. This was not an acceptable solution. Based on this advice, with the City Manager's Approval, we purchased one Watchguard system for installation into that vehicle leaving behind the previous solution.

At the same time as the conflict with vehicle cameras was developing, the Department was also exploring the available body worn cameras with an eye to deployment of a Department owned body worn camera program. During the evaluation of the available body worn cameras we made an early determination that integration with the vehicle camera was important. This allows for a single software and database solution for all video. For the last 18 months we examined most systems available. Two systems rose to the forefront. Digital Ally (Our current system) and WatchGuard video. Digital Ally's incompatibility with our current and future proposed fleet made the decision easy.

The Department has developed policy to deploy the body camera program and is ready to move forward with the purchase. It has three components: body cameras, vehicle mounted cameras, and server and associated software.

The selected system is from the company Watchguard Video. Watchguard is a well established privately owned company. In 2010 when we were evaluating the existing system Watchguard was in the process of transitioning from the previous DVD based system to the current 4RE system. The 4RE system was the leading system in that selection process except for the fact that there were no successful deployments of the system. Since then the system is well deployed and well reviewed. It is locally deployed by Oregon State Police, Cannon Beach PD and has been selected but not yet purchased by Warrenton PD. This commonality of systems will help the Clatsop County District Attorney's office by consolidating the number of different software systems they need to utilize in order to present video evidence.

The Watchguard 4RE vehicle system is a robust system that allows for up to 6 high definition cameras to be connected. While this is an impressive amount of capability one must remember that each of those cameras means another video to be stored and the video adds up quickly. The Department will only capture two cameras initially. A front camera that is panoramic and a rear seat camera. One clear advantage of the 4RE system is "record after the fact" option. The ability to capture video after the fact comes from the camera design. Most camera companies record a constant loop of 30 seconds to 3 minutes that constantly overwrites itself. The 4RE system records constantly once the camera has booted up. It records until the capacity of the 100 GB hard drive is reached and then begins to overwrite this video. It transfers video creating an event only when a "trigger event" occurs. Trigger events are programmed by the Department and could include the emergency lights being activated, manual activation of the camera, speed over a preset limit, crash sensor activation, or a number of other events that could be determined by any input captured by the camera. The video that is not part of an event, remains on the cameras hard drive. An administrator can go back and look at the video at a later time to manually create an event for export. This feature turned out to be a major advantage just after Cannon Beach PD (CBPD) deployed this camera. An officer had driven by a hotel that was the scene of a robbery just before the robbery was reported. With any other camera system this would not have made any difference because there was no activity to indicate to the officer there was an event worth recording. Because of the "record after the fact" option, CBPD was able to retrieve video of the suspect's vehicle. This crucial piece of information allowed for the successful prosecution of a subject that had gotten away with several similar robberies with few leads. No other camera system on the market has this feature.

The Watchguard Vista body worn solution is not the sleekest looking or most feature laden camera that we examined. It has one significant asset though, it works (not true for some of the cameras we looked at) and works simply. The Vista tightly integrates with the Watchguard system, implementing the body camera as if it is a microphone for the vehicle system and an additional camera. It also has the ability to record after the fact. It is not likely that we will implement the record after the fact feature initially. There are significant privacy concerns for both officers and the public. Imagine knowing that you were



wearing a camera that would record the entire time you were at work, during breaks, while using the restroom, picking up lunch, etc. Imagine knowing that when you speak to a Police Officer in confidence that it could later be retrieved by anyone with access to the camera. The feature is software driven and is simple to implement if we determine it is valuable. The camera records at up to 780p and can be downgraded to 480p. Likely due to storage concerns 480p will be the standard resolution chosen for events recorded. Long term, the Department intends to obtain a body camera for each Officer so that no Officer would ever have to choose not to wear a body camera. Initially, the intent is to have a bank of 8 cameras that can be hot swapped by Officers so that they never have to wait to download video or charge the unit before they go back on the street. Additionally four cameras will be purchased, one for the Chief, Deputy Chief and both of the Detectives. These cameras can be used during investigations, and as an improvised vehicle camera when operating their assigned vehicles, which are not outfitted with vehicle cameras.

Storage is a major issue with video systems. The existing solution has 1.5 Terabytes of storage. This system does not capture video in high definition video and is two cameras per vehicle (5 units). The rear camera is set to capture at a very low resolution and the front camera at the max resolution that this system is capable of. The historic video storage for the current video system contains about 1 Terabyte of video. Given the increase in amount of video expected to be recorded with the increase in the number of cameras, the specified retention periods, and the increase in resolution, the Department conservatively estimates we will require 8.5 Terabytes of storage. Using a 20% buffer, the requirement is for 10+ Terabytes of storage. The suggested server solution storage is purchased in 4 Terabyte increments and the proposed option will be equipped with 12 Terabytes of storage. Ifocus has reviewed the system for compatibility and sufficiency. They are satisfied with the server, storage, software and warranties.

The Department has obtained a quote for a total of 16 Body Cameras (we will only purchase 12 initially but are requesting permission to obtain up to 16), four replacement vehicle cameras, and the server and associated costs. That quote is for \$49,067. There will be incidental costs incurred in installation of both the server and the vehicles. The Capitol Improvement budget includes line items for \$54,000 for the purchase of these systems.

RECOMMENDATION

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.



Brad Johnston
Chief of Police
Assistant City Manager



CITY OF ASTORIA
POLICE DEPARTMENT

DATE: **September 16, 2015**

M E M O R A N D U M

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: FY 2015-2016 DISPATCH SERVICE AGREEMENTS

DISCUSSION/ANALYSIS

Enclosed are the following signed subscriber agreements for FY 2015-2016 for submission to Council for approval and signature.

Port of Astoria	\$ 3,096
Warrenton Police Department	173,870
Clatsop County Sheriff's Office*	296,300
Elsie-Vinemaple RFPD*	4,278
John Day-Fernhill RFPD*	2,000
Knappa-Svenson RFPD*	6,790
Lewis & Clark RFPD*	4,768
Oregon State Department of Forestry	1,500
Olney-Walluski RFPD*	2,808
Warrenton Fire Department and RFPD	19,859
Westport-Wauna RFPD	2,256
City of Astoria PD/FD	337,020
Total	\$854,545

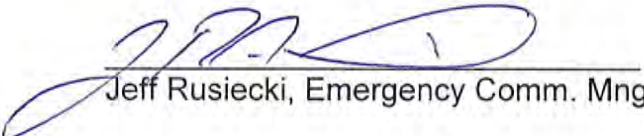
The passage of Senate Bill 1559 has allowed us to simplify our formula for allocating costs. In past years the formula for allocating costs of the Astoria Regional 9-1-1 center was based on population, assessed value, and calls for service. SB 1559 now directs the associated 9-1-1 tax monies collected directly to the PSAP instead of the County. The Astoria Subscriber's reached consensus that the annual tax collected will be deducted from the total amount the Center needs to collect for the fiscal year. The balance will then be divided by the total number of calls for service. Once the cost of a call for service is determined this figure will be multiplied by the number of calls for each Subscriber. All Agencies with the exception of the Clatsop County Sheriff's Office, The Port of Astoria, and the Oregon Department of Forestry also pay an annual Communications Equipment Infrastructure Maintenance fee of \$500. The total amount to be collected from all subscribers is the total Emergency Communications Fund budget minus the ending fund balance and any capital carry-over items. The Subscribers have also agreed to raise the minimum fee from \$250 to \$1,500. This fee has not been adjusted in over ten years and the new amount better reflects the value of the services provided.

The City of Astoria will provide each agency with a copy of the proposed Emergency Communications Budget and the estimated breakdown of Subscriber Costs at the first regular meeting of the Subscriber's Board for the calendar year. Any affected agency will be advised of any changes to those estimates during the course of the budget process. Billings will be mailed to each agency at the beginning of the fiscal year.

(*) Indicates agencies have submitted original and one copy for signatures.

RECOMMENDATION

Recommend the City Council approve the Dispatch Service Agreements for FY 2015-2016.


Jeff Rusiecki, Emergency Comm. Mngr.

SAMPLE DISPATCH SERVICE AGREEMENT

A G R E E M E N T

POLICE DISPATCH SERVICES

THIS AGREEMENT is entered into on the 1st day of July, 2015 by and between the Port of ASTORIA, hereinafter called "the Port", and the CITY OF ASTORIA, a municipal corporation and hereinafter called "Astoria," both of Clatsop County, Oregon.

The Port and Astoria enter this agreement because the Astoria Police Radio Communications Center, hereinafter called "Dispatch Center", has the staff and facilities to provide emergency radio dispatch service to the Port, and the Port has the necessary funds to pay Astoria for services performed under this agreement.

Nothing in this agreement shall be interpreted to cause the City of Astoria to violate any rules and regulations set forth by the United States of America Federal Communications Commission.

I.

SERVICES TO BE PROVIDED BY ASTORIA

- A. Basic Services
Astoria shall provide the Port with twenty-four (24) hour emergency dispatch service. This will include:
1. Answering service for the Port police emergency incoming telephone lines;
 2. Advising appropriate police agency by means of radio of services requested by the public;
 3. Answering police radio calls for service and provide appropriate information to authorized personnel;
 4. Maintaining a log of citizen-called-for services;
 5. Providing teletype service to authorized personnel;
 6. Provide communications infrastructure maintenance for all equipment licensed by the FCC to Astoria 911 not including end user equipment.

Astoria shall retain control of its Dispatch Center Personnel and their performance of services under this agreement. All such personnel performing services for the City of Astoria pursuant to this agreement shall be Astoria employees.

II.

CONSIDERATION

A. For the service provided by Astoria, the Port agrees to a cost of \$3,096 for the period of July 1, 2015 to June 30, 2016.

B. The Port shall pay Astoria as follows:

The sum \$3,096, payment due on September 30, 2015

OR

1. For the period from the 1st day of July, 2015 to the 30th day of September, 2015, the sum of \$774; payment due on September 30, 2015;
2. For the period from the 1st day of October, 2015 to the 31st day of December, 2015, the sum of \$774; payment due on December 31, 2015;
3. For the period from the 1st day of January, 2016 to the 31st day of March, 2016, the sum of \$774; payment due on March 31, 2016;

4. For the period from the 1st day of April, 2016 to the 30th day of June, 2016, the sum of \$774; payment due on June 30, 2016.

III.

LIABILITY INSURANCE

Each party to this agreement represents to the other that it will have in effect at all times during this agreement liability insurance coverage which covers all sums that each shall be legally obligated to pay as damages for liability under the Oregon Revised Statutes 30.260 to 30.300, the Oregon Tort Claims Act.

IV.

TELEPHONE LINES

The Port shall assume all costs for installation, maintenance, repair or rental for all emergency telephone lines originating from the Port.

V.

TERM OF CONTRACT

This contract shall be effective from July 1, 2015 to June 30, 2016 and may be modified or renewed upon the consent of both parties. This contract may be terminated at any time by either party provided that the terminating party gives the other party at least ninety (90) days written notice.

VI.

ATTORNEY FEES


In the event suit or action is instituted to enforce any of the terms of this contract, the prevailing party shall be entitled to recover from the other party such sum as the court may adjudge reasonable as attorney's fees at trial or on appeal of such suit or action, in addition to all other sums provided by law.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day, month and year first above written.

CITY OF ASTORIA

PORT OF ASTORIA


By _____
Arline LaMear, Mayor

By  _____
Jim Knight, Executive Director

By _____
Brett Estes, City Manager

By _____

APPROVED AS TO FORM

 _____
Astoria City Attorney



CITY OF ASTORIA
POLICE DEPARTMENT

DATE: September 15th, 2015

M E M O R A N D U M

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: PUBLIC SAFETY SERVER w/STORAGE AREA NETWORK PURCHASE

DISCUSSION/ANALYSIS

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 5 years. Thanks to expert maintenance, management, and extended warranties we were able to extend this life cycle to 7 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 (Enclosure 1).

The Astoria 9-1-1 Subscribers are aware of this asset replacement project and funds are available in the Emergency Communications Fund.

RECOMMENDATION

It is recommended that the City Council approve the purchase as proposed by iFOCUS Consulting.


J. R. Rusiecki, Emergency Communications Manager

Hardware	Qty	Dell WSCA Unit Price	Dell WSCA Cost
MD3200i SAN	1	\$12,408	\$12,408
PowerConnect 5524	2	\$1,989	\$3,977.10
PowerEdge R320	2	\$5,293	\$10,586

Hardware Sub-Total \$26,971

Software	Qty	Unit Price	Cost
WS2012R2 STD (OEM)	6	\$512	\$3,072
5-PK WS2012 DEV CALS (OEM)	5	\$131	\$656
SQL 2014 STD	1	\$6,929	\$6,929

Software Sub-Total \$10,658

Hard/Soft Sub-Total \$ 37,629

Labor	Qty	Labor Hr Per Op	Labor Hr Total	\$ Rate Per Hr	90 Cost
Project Solution Design	1	40	40		\$ 3,600
Project Management	1	40	40		\$ 3,600
Install/Config MD3200i iSCSI SAN	1	20	20		\$ 1,800
Install/Config PC5524s iSCSI	2	4	8		\$ 720
Install/Config PER320s Hyper-V, iSCSI	2	10	20		\$ 1,800
Install SQL Server: Astoria	1	6	6		\$ 540
Config WS2012R2 Failover Cluster	1	20	20		\$ 1,800
Migrate/Test SQL Databases: CMIDb,ForseDb	2	12	24		\$ 2,160
Config VMs: LEDSRV, VRI, DC4	3	10	30		\$ 2,700
Migration of VMs: DC3, PSFS2, PSFS3	3	3	9		\$ 810
Cutover Migrate VM: TSGW	1	10	10		\$ 900
Cutover of services: LEDSRV	1	10	10		\$ 900
Hyper-V3 Replication: LEDSRV, TSGW	2	2	4		\$ 360
Migration of Files: CMIDrive, 911 Data	2	3	6		\$ 540
Cutover SQL Dbs: CMIDb, LEDs	2	8	16		\$ 1,440
Config Db Backup	1	2	2		\$ 180
Config Db Maintenance	1	2	2		\$ 180
Config VMs: WS2008R2 Seaside/DR	1	10	10		\$ 900
Install SQL Server: Seaside/DR	1	6	6		\$ 540
Re-establishment of SQL Mirror	1	3	3		\$ 270
SQL Mirror Failure Test	1	5	5		\$ 450
Re-establishment of SQL Mirror	1	3	3		\$ 270

Labor Sub-Total \$ 26,460

Project Grand-Total \$ 64,089

ENCLOSURE (1)



September 14, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: ORDINANCE AMENDING THE ASTORIA CITY CODE TO PROHIBIT TOBACCO AND MARIJUANA USE IN CITY OF ASTORIA PARKS

DISCUSSION/ANALYSIS

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.

If Council adopts this ordinance signage informing users of the law will be printed and installed in all City of Astoria Parks. The cost to print the needed signage is estimated between \$2,500 - \$6,750 depending on quality and size. To assist in offsetting the cost of printing the signage, \$750 in funding is available from the Oregon Tobacco Prevention and Education Program via Clatsop County. The remainder of the funding to install signage would come from the Capital Improvement Fund.

In the event that enforcement is needed, Section 5.933 of the Astoria City Code provides the director, the director's authorized representative and police officers the authority to eject a person from the park. If further enforcement is needed, the penalties identified in Section 1.010 of the Astoria City Code also apply. These are the same laws that oversee the proposed regulation as all other City of Astoria Parks Rules and Regulations, such as horseback riding, alcohol consumption, or dumping refuse in City of Astoria Parks.

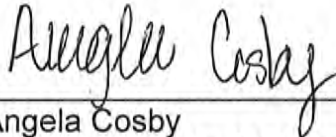
Tobacco use is the single most preventable cause of disease, disability, and death in the United States, Oregon, and Clatsop County. According to the surgeon general; there is no safe level of second hand smoke exposure, second hand smoke is a known trigger for asthma attacks, since 1964 2.5 million nonsmokers have died from second hand smoke exposure, 34,000 adult nonsmokers die of heart disease annually in the

United States, second hand smoke increases risk of cardio vascular disease, and second hand smoke increases risk of stroke.

Tobacco free and smoke free environments discourage kids from ever starting, reduce exposure to second hand smoke, prompt more smokers to try to quit, support those who are trying to quit, reduce the number of cigarettes consumed, and reduce litter from cigarette butts. Therefore, amending the City Code to prohibit smoking and tobacco use promotes the mission of the Parks and Recreation Department, promotes healthy outdoor recreation, reinforces to children that most Oregonians don't smoke, reduces exposure to secondhand smoke, protects wildlife and the environment from cigarette butts, and saves money through less maintenance and lower fire risk. The City Attorney has reviewed and approved the proposed ordinance

RECOMMENDATION

It is recommended that 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.

By: 

Angela Cosby
Director of Parks & Recreation

ORDINANCE NO. 15-_____

AN ORDINANCE AMENDING CITY CODE SECTION 5.926 AND 5.931
RELATING TO PARKS RULES AND REGULATIONS

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1. Astoria City Code Sections 5.926 and 5.931 are amended by adding the definition and section as follows:

5.926 Definitions. In Section 5.931 of this Code the following terms mean:

- (a) Smoking. Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or other device containing marijuana, tobacco or a tobacco product. This includes the use of any electronic cigarettes, and other vaping or inhalant devices which create smoke, aerosol, vapor from a liquid containing nicotine or other substances.
- (b) Tobacco Product. Any substance that contains tobacco or is derived from tobacco and is intended to be put in the human body. "Tobacco product" includes any liquid intended for use in an electronic smoking device or nicotine delivery device, but does not mean tobacco use cessation products approved by the United States Food and Drug Administration.
- (c) Tobacco Use. Smoking, chewing, inhaling, exhaling, vaping, and any other ingestion or consumption of tobacco or a tobacco product.
- (d) Marijuana. All parts of the plant Cannabis family Moraceae, the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin.

5.931 Parks Rules and Regulations, Actives Limited or Prohibited.

- (T) Smoking and Consumption of Tobacco or Marijuana. Smoking and any other use of tobacco or Marijuana is prohibited in all areas of Astoria City Parks.

Section 2. Effective Date. This ordinance will be effective 30 days following the date of its passage by the City Council.

ADOPTED BY THE COMMON COUNCIL THIS 21ST DAY OF OCTOBER, 2015.

APPROVED BY THE MAYOR THIS 21ST DAY OF OCTOBER, 2015.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Councilor Nemlowill			
Herzig			
Price			
Warr			
Mayor LaMear			



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

COMMUNITY DEVELOPMENT

MEMORANDUM

TO:  ASTORIA CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

RE: CLATSOP COMMUNITY COLLEGE ZONE CHANGE REQUEST
(A15-02) – 16TH & FRANKLIN

DATE: SEPTEMBER 14, 2015

BACKGROUND

Clatsop Community College 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 following findings of fact:

1. The amendment is not consistent with the Comprehensive Plan.

Finding: CP.045 states: "5. Expansion of the commercial area into the residential zone must be justified on the basis of compatibility with historic areas, and lack of alternative space in the Downtown." The applicant has not demonstrated why the proposed use of the property as a short-term lodging facility cannot be accommodated elsewhere in the downtown or other commercial area.

Finding: CP.220 states: "6. Protect neighborhoods from incompatible uses, including large scale commercial, industrial, and public uses or activities." The change of use from a small publicly owned building to a short term rental would be an incompatible use in a residential neighborhood. The impacts to the neighborhood include potential increases in noise and traffic. The Council has stated a desire to keep residential buildings and uses for its intended purpose. A lodging facility is incompatible with this policy direction.

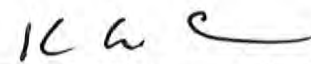
2. The amendment will not satisfy land and water use needs.

Finding: The City Council finds that the lack of affordable housing demonstrated in the Affordable Housing Study (July, 2015), provides a basis to protect residential areas and land zoned for multifamily development from conversion to commercial zones. The 2011 Buildable Lands Inventory states that the City will require 236 acres to satisfy residential housing requirements in the foreseeable future. Although the R-3 zone has a surplus inventory of 52 acres, conversion of the College property to commercial zoning would reduce the inventory by .73 acres thereby exacerbating a shortage that needs to be addressed through a UGB expansion or changes to the Development Code to support more density. Furthermore, the amendment is not compatible with the land use development pattern in the vicinity of the request because it would negatively impact the adjacent residential uses to the east in terms of additional traffic and noise, and lower property values.

RECOMMENDATION

It is recommended that the City Council find that the request does not meet the requirements of the Comprehensive Plan and Development Code, and authorize the Mayor to sign the Order for Denial.

By: 
Mike Morgan, Interim Planner

Through: 
Kevin A. Cronin
Community Development Director

BEFORE THE ASTORIA CITY COUNCIL
OF THE CITY OF ASTORIA

IN THE MATTER OF AN AMENDMENT REQUEST)
)
FOR THE FOLLOWING PROPERTY: TAX MAP 8DC;)
TAX LOT 17100, 17200, 17300, 17400; LOT(S) 7, 8, 9, 10)
AND PORTIONS OF 5 & 6; BLOCK 113; SHIVELY)
550 - 16TH STREET, 550 16TH, 558 16TH, 1642 FRANKLIN,)
AND 1658 FRANKLIN, ASTORIA, OREGON 97103) ORDER NO. A15-02
)
ZONE: R-3, HIGH DENSITY RESIDENTIAL)
)
APPLICANT: CLATSOP COMMUNITY COLLEGE,)
1651 LEXINGTON, ASTORIA OR 97103)

The above named applicant filed a request to amend the Land Use and Zoning Map from R-3, High Density Residential to C-3, General Commercial zone within the City limits of Astoria, Oregon.

A public hearing on the above entitled matter was held before the Planning Commission on July 28, 2015; and the Planning Commission closed the public hearing and rendered a decision at the July 28, 2015 meeting. The Planning Commission found the proposed amendment to be necessary and recommends to the Astoria City Council that the proposed amendment be approved.

A public hearing on the above entitled matter was held before the Astoria City Council and the public hearing was closed at the September 8, 2015 meeting; and the Astoria City Council rendered a decision at the September 21, 2015 meeting.

The City Council found the proposed amendment not to be necessary and orders that this application for an Amendment A15-02 is denied.

A copy of the application, all documents and evidence relied upon by the applicant, the staff report, and applicable criteria are available for inspection at no cost and will be provided at reasonable cost.

The effective date of this denial is the date of the signing of this Order.

This decision may be appealed to the Land Use Board of Appeals (LUBA) by the Applicant, party to the hearing, or a party who responded in writing, by filing a Notice of Intent to Appeal with LUBA within 21 days of the date this Order is signed.

DATE SIGNED: SEPTEMBER 21, 2015 DATE MAILED:

ASTORIA CITY COUNCIL

Mayor

Commissioner

Commissioner

Commissioner

Commissioner



CITY OF ASTORIA
 Founded 1811 • Incorporated 1856

September 11, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM: BRETT ESTES, CITY MANAGER
SUBJECT: COMMUNITY ORGANIZATION GRANTS / WARMING CENTER REQUEST

DISCUSSION/ANALYSIS

Community Organizations apply for City Grant funds through an application process which was due for Budget Committee consideration by February 27, 2015.

The recommended distributions incorporated into approved 2015-16 Budget are as follows:

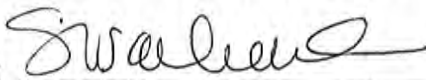
501(c)(3) Organization	Program	15-16 Approved Grant Amount
Clatsop CASA Program, Inc.	Court Appointed Special Advocates	\$ 2,500
Clatsop Community Action (CCA)	Housing, Food, Energy & other assistance	16,550
The Harbor, Inc.	Domestic/Sexual Assault Response	10,000
Helping Hands Reentry Outreach Centers	Structured Living Program	5,000
Lower Columbia Hispanic Council	Educational, financial and medical	4,000
Senior Citizens of Astoria, Inc.	Columbia Senior Diners and Meals on Wheels	4,000
Astoria Rescue Mission	Homeless Shelter	4,000
Total		\$ 46,050

The Astoria Rescue Mission requested removal from consideration for previously budgeted grant. As Rescue Mission has withdrawn approved application, Available 2015-2016 community organization grant funds in the amount of \$ 4,000 are available for social service agencies. Council may choose to use the available funding to support additional requests. At the September 8 Council Meeting a request by Karin Temple was made for consideration of providing funds for Warming Center activities. Since this time, staff have 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 a 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 2015-16 approved organizational 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.

RECOMMENDATION

It is recommended the City Council approve disbursement of the approved grants, as recommended by the sub-committee and contained in the 2015-2016 adopted budget, utilizing the disbursement letter attached. Astoria Rescue Mission will be removed from distributions per their request.

By: 
Susan E Brooks, Director of Finance and
Administrative Services

September 21, 2015

«First_Name» «Last_Name»,
«Title»
«Company_Name»
«Address_Line_1»
«City», «State» «ZIP_Code»

The City of Astoria budget for the Fiscal Year End June 30, 2016 contains an appropriation of \$ «Grant_Amount» for the «Company_Name» Program.

Enclosed please find the City of Astoria check # «check_number» in the amount of \$ «half_amount», which represents the first of two payments for this fiscal year.

Please mark your calendar to complete and submit a report for July 1 through December 31, 2015 in early January 2016. Receipt of this report will generate the second payment of \$ «half_amount» for Fiscal Year End June 30, 2016. Failure to submit reports and accounting jeopardize organization's ability to receive funds in subsequent years.

Applications for FY 2016-2017 grants will be available February 1, 2016 and due February 29, 2016. Final reports for the period January 1, 2016 through June 30, 2016 are due no later than August 15, 2016.

You are reminded provided grant funds must be used for the purposes stated in your organization's application and expenditures must meet or exceed the amount your organization is receiving. Records must include a written report with supporting documentation in the form of paid invoices. Expenses must relate to the purpose stated in your application.

It is the policy of the City that no person shall be denied the benefits of or be subjected to discrimination in any City program, service, or activity on the grounds of age, disability, race, religion, color, national origin, sex, sexual orientation, gender identity/ expression. The City requires its contractors and grantees to comply with this policy.

Enclosed is a W-9, required by the City for tax identification purposes. Please complete the form and return it in the enclosed envelope.

You are not authorized to cash the enclosed check unless you agree to the terms.

Thank you for your social service efforts in Astoria community.


Regards,

Susan E Brooks, CPA
Director of Finance and Administrative Services
City of Astoria



September 14, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: **16TH STREET CSO SEPARATION PROJECT – INTERGOVERNMENTAL AGREEMENT WITH CLATSOP COMMUNITY COLLEGE**

DISCUSSION/ANALYSIS

The 16th St. Combined Sewer Overflow (CSO) Separation project mainly consists of installing over 12,000 feet of new stormwater pipe within the existing roadway infrastructure in established City right-of-way. It will include replacing existing water and sewer pipe where construction of the new storm pipe compromises the integrity of the existing infrastructure. Most of the intersections will be rebuilt and many of the intersection ramps will be reconstructed within the project area.

The scope of the project includes construction in the following locations:

14 th St. from Duane to Lexington	16 th St. from Marine to Lexington
15 th St. from Commercial to Irving	17 th St. from Duane to Jerome
15 th St. from Jerome to Madison	18 th St. from Exchange to Grand
Grand from 15 th St. to 16 th St.	Jerome from 14 th St. to 15 th St.

During design of the 16th St CSO Project, the City began coordinating with Clatsop Community College (CCC) in September 2014 regarding the construction activities and timeline of work adjacent to the college campus, particularly on 16th St. between Jerome and Lexington. In November 2014, voters passed a bond that secured funding for CCC to redevelop the existing Patriot Hall located adjacent to 16th St. CCC immediately launched the project and selected a design-build team to proceed on an aggressive, accelerated construction schedule to minimize the duration of time without the resources of Patriot Hall.

The City's contractor, Emery & Sons Construction Group (Emery) has been making steady progress on the 16th St CSO project since construction began on June 1st. The schedule of work for the City's project anticipated construction on 16th St. between Jerome and Lexington to occur between mid-August and mid-September. 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 St. 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 16th St.

After both the City and CCC representatives met to consider various alternatives, the consensus was that postponing the City's project work within the 16th St. right-of-way from Jerome to Lexington would be the most cost effective and logistically favorable option. Since CCC is requesting the City to postpone construction within the 16th St. right-of-way to accommodate the Patriot Hall Redevelopment. This item was discussed at the August 17, 2015 Council meeting and CCC agreed to pay for the increased cost to the 16th St CSO 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 St. between Jerome and Lexington until spring/summer 2016. Fortunately, Emery is available and willing to remobilize their crews, subcontractors, and equipment back to the project site next year. Due to the nature of this work, Emery requested that all of the work on the entire length of 16th St. be postponed to next year. The City granted Emery's request, which gives Emery more flexibility to minimize remobilization costs. Emery has provided a not-to-exceed estimated cost of \$49,000 for remobilization.

The Intergovernmental Agreement (IGA) formalizes the conditions of this arrangement between the City and CCC. The City Attorney has reviewed the IGA and approved as to form.

RECOMMENDATION

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.

Submitted By: 
Ken P. Cook, Public Works Director

Prepared By: 
Cindy D. Moore, City Support Engineer

INTERGOVERNMENTAL AGREEMENT
Between The City of Astoria
and Clatsop Community College

THIS AGREEMENT entered into by and between Clatsop Community College, hereinafter referred to as CCC, and The City of Astoria, hereinafter referred to as CITY.

RECITALS

1. The CITY's 16th Street Combined Sewer Overflow (CSO) Separation Project (Project) will provide physical separation of stormwater from the sanitary sewer system within the City of Astoria. To aide in fulfilling this purpose, the new storm sewer conveyance system will bypass the CITY's interceptor to the wastewater treatment plant and discharge the stormwater, which has not been co-mingled with sanitary sewage, directly to the Columbia River. The goal of the project is to reduce the volume, frequency, duration and number of CSO events to the best extent practical, and in the process eliminates discharges that violate water quality standards.
2. CCC's Redevelopment of Patriot Hall project will redevelop a 93-year-old centerpiece building on the CCC campus and increase structural, seismic, energy efficiency and safety components of the building. The Redeveloped Patriot Hall will provide instructional space to support new paramedic, mental health and drug & alcohol worker training as well as other credit, job training and community education offerings. It will provide active learning and wellness resources for students and community members, including a gym with bleacher seating and the region's only indoor running track.
3. Construction activities associated with the CCC Redevelopment of Patriot Hall project are in conflict with construction activities associated with the CITY's Project within the 16th Street right-of-way between Jerome and Lexington during the timeframe of August 2015 through November 2015.
4. CCC and the CITY desire to enter into this agreement to provide the conditions for the timing of construction activities within the 16th Street right-of-way between Jerome and Lexington.
5. The terms of this agreement shall be in effect from the date of final execution by both parties, until completion of construction on 16th Street between Jerome and Lexington as part of the Project. The deadline for performing this work is October 30, 2016, unless otherwise extended by both parties.

NOW, THEREFORE, the premises being in general as stated in for foregoing RECITALS, it is agreed by the and between the parties hereto as follows:

CCC OBLIGATIONS

1. CCC will reimburse the CITY for contractor remobilization expenses associated with deferring construction activities on 16th Street between Jerome and Lexington until after June 2016 to avoid conflicts with CCC's Redevelopment of Patriot Hall project.
2. Upon receipt of invoice billing by the CITY, CCC shall pay CITY for 100 percent of costs incurred to remobilize the construction contractor, Emery & Sons Construction Group, Inc. Notwithstanding the forgoing, payment for remobilization expenses shall not exceed a maximum amount of \$49,000 unless agreed to by both parties through an amendment to this Intergovernmental Agreement.
3. CCC certifies, at the time this agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this agreement.

CITY OBLIGATIONS

1. CITY shall postpone all construction activity associated with the Project within the 16th Street right-of-way between Jerome and Lexington from the original scheduled start date of August 2015 until after June 15, 2016.
2. CITY shall be responsible for paying Emery & Sons Construction Group, Inc. for the change order to remobilize crews, equipment, materials and administrative expenses associated with postponing construction of 16th Street between Jerome and Lexington.
3. CITY shall present invoices with supporting documentation for 100 percent of actual costs incurred for remobilization of the CITY's contractor, Emery & Sons Construction Group, Inc., directly to CCC for review and approval. Such bills shall be in a form acceptable to CCC and documented in such a manner as to be easily verified. Billing shall be presented upon completion of the change order between the CITY and Emery & Sons Construction Group, Inc. Billings shall be for actual costs of remobilization of crews, equipment, materials and administrative expenses.

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their seals as of the day and year hereinafter written.

City of Astoria

Clatsop Community College

By: _____

By: [Signature]

Title: Mayor

Title: Vice President, Finance & Operations

Date: _____

Date: 9-14-2015

By: _____

Title: City Manager

Date: _____

Approved as to Form:

[Signature]
Digitally signed by
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Date: 2015.09.14 12:15:27 -0400

Approved as to Form:

[Signature]


Date

9-14-2015
Date



September 14, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL
FROM:  BRETT ESTES, CITY MANAGER
SUBJECT: PURCHASE OF NEW LADDER TRUCK

DISCUSSION/ANALYSIS

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 administering 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.

In order to initiate the purchase of the ladder truck it would be necessary to

- 1) Approve purchasing ladder truck with available funds
- 2) Move forward with supplemental budget process to recognize additional available General Fund beginning balance and to transfer \$ 450,000 to Capital Improvement Funds for purchase of the ladder truck.
- 3) Initiate the procurement process through HGAC
- 4) Advertise a notice of intent to establish a contract with Pierce Manufacturing Inc. through HGAC, per Oregon State procurement requirements.
- 5) Authorize Mayor LaMear to execute documentation.

Should City Council authorize this process, it is anticipated the supplemental budget and contract would be brought to the following meeting for consideration.

RECOMMENDATION

Staff recommends purchasing a new replacement ladder truck by proceeding with the steps described above.

By: Ted Ames
Ted Ames, Fire Chief

By: Susan Brooks
Susan Brooks, Director of Finance
and Administrative Services