



AGENDA

ASTORIA CITY COUNCIL

June 20, 2016

7:00 p.m.

2nd Floor Council Chambers
1095 Duane Street · Astoria OR 97103

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **REPORTS OF COUNCILORS**

4. **CHANGES TO AGENDA**

5. **PRESENTATIONS**

- (a) Ocean View Cemetery New GIS Online System
- (b) Bear Creek Dam Seismic Study Results

6. **CONSENT CALENDAR**

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the City Council requests to have any item considered separately. Members of the community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

- (a) City Council Meeting of 5/2/16
- (b) City Council/Library Board Work Session of 5/25/16
- (c) Boards and Commissions Minutes
 - (1) Historic Landmarks Commission Meeting of 5/17/16
 - (2) Planning Commission Meeting of 5/24/16
- (d) Motor Vehicle Fuel Tax Collection Intergovernmental Agreement (Finance)
- (e) Resolution to Close Unnecessary Funds (Finance)

7. **REGULAR AGENDA ITEMS**

All agenda items are open for public comment following deliberation by the City Council. Rather than asking for public comment after each agenda item, the Mayor asks that audience members raise their hands if they want to speak to the item and they will be recognized. In order to respect everyone's time, comments will be limited to 3 minutes.

- (a) Resolution Adopting Supplemental Budget for Fiscal Year 2015-2016 (Finance)
- (b) Resolution Transferring Appropriations within a Fund – 17th Street Dock (Finance)
- (c) Spur 14 Water Line Project – Authorization to Award (Public Works)

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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June 17, 2016

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF JUNE 20, 2016

PRESENTATIONS

Item 5(a): Ocean View Cemetery New GIS Online System

Parks Department staff will update the City Council regarding the status of the new GIS online system for Ocean View Cemetery.

Item 5(b): Bear Creek Dam Seismic Study Results

The City of Astoria's Bear Creek Dam is a 90-foot high concrete gravity dam built in 1912 and raised in 1953. The Oregon Water Resources Department (OWRD) has classified the Dam as a high hazard dam due to the dam's proximity to human population areas downstream. The classification is not a result of the dam's age or condition, but the age and current condition does affect the possibility of failure during a significant seismic event.

In early 2013, the OWRD determined that the City should initiate a seismic failure analysis. A previous study performed 20 years ago did not include sufficient information to determine the actual risk of failure as a result of a Cascadia Subduction Zone earthquake. In September 2013, City Council authorized a contract with Cornforth for the first phase of a geotechnical engineering analyses. This work was completed in March of 2014. The analyses found that geologic conditions were better than previously assumed.

In October 2014, Council authorized an additional contract with Cornforth Consultants for Phase 2 of the study. Phase 2 included the "Seismic Failure Analysis". Their evaluation was completed and the results summarized in a draft report dated June 2015. The evaluation identified uncertainties in foundation conditions of the right (east) abutment that have a large impact on the dam's factor of safety against sliding. In order to address this, the consultant performed an additional geotechnical investigation and the results were favorable. Based on these results, it is anticipated that the State will not require any structural modifications to the dam structure. There will be some additional work at the water system headworks to prevent future dam overtopping events but the costs

of these improvements are small compared to the costs that would have been associated with a seismic retrofit of the dam structure. Future projects consist of repair to the main drainage piping for the dam, a probable maximum flow study for the watershed, and a possible future overflow weir to the east of the Bear Creek Reservoir. A final report detailing the study is currently being reviewed by the OWRD State Engineer and will be finalized in the near future. The consultant will be in attendance at the meeting to present the results of the study and to answer any questions.

CONSENT CALENDAR

Item 6(a): City Council Minutes

The minutes of the City Council meeting of May 2, 2016 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(b): City Council/Library Board Work Session Minutes

The minutes of the City Council/Library Board work session of May 25, 2016 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(c): Boards and Commissions Minutes

The minutes of the (1) Historic Landmarks Commission meeting of May 17, 2016, and (2) Planning Commission meeting of May 24, 2016 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 6(d): Motor Vehicle Fuel Tax Collection Intergovernmental Agreement (Finance)

Attached is Amendment Number 02 of Agreement 24551-02 for the completed intergovernmental agreement with the Oregon Department of Transportation (ODOT) to collect and administer the City's fuel tax. The current agreement was set to expire May 21, 2016 but was extended by ODOT until this amendment could be delivered. The amendment extends the termination date to September 30, 2021. City of Warrenton has expressed desire to re-adopt their Fuel Tax ordinance in coordination with the City of Astoria and indicated their preference is to bring the item before their Council in September, 2016. The timing was chosen to coincide with the renewal of their ODOT agreement for the on-going collection of local fuel tax. Approval of the attached agreement will align the ODOT collection agreement with the City of Warrenton in anticipation of consideration to re-adopt the Fuel Tax ordinance in September. City Attorney Henningsgaard has reviewed the amendment as to form. It is recommended that Council approve Amendment Number 02 for State of Oregon Intergovernmental Agreement 24551-02 for the on-going administration of the City's fuel tax and authorize the Mayor and the City Manager to sign the agreement.

Item 6(e): Resolution to Close Unnecessary Funds (Finance)

ORS 294.353 provides that the City Council may close funds that have become unnecessary by passing a resolution. Staff has determined that the following four funds have become unnecessary and may be eliminated because there is no current useful activity:

- The CSO Maintenance Fund (180) was originally established to account for the first CSO project. As the program has progressed, it has been determined that this function is better served by appropriating these expenses in the Stormwater Department (301-74) of the Public Works Fund. The residual resource of \$28,086 of this fund was budgeted to be, and was transferred, to the Public Works Improvement Fund at the beginning of this fiscal year, FY2015-16.
- The CSO 11th Street Separation Fund (183) was established to account for the expenses of the 11th Street separation project. This project is complete. There is \$36,215 of cash left in this fund because the City received a payment from ODOT as a reimbursement for work on the 8th and Commercial intersection. The attached resolution transfers this resource to the Public Works Fund.
- The Aquatic Facility Bond Fund (260) was established to account for debt service payments on the Aquatic Facility bonds that were authorized by voters in 1995. The bonds were retired in December 2012. There are residual resources of cash in the amount of \$568 and tax receivables in the amount of \$24,048. The attached resolution transfers these resources to the General Fund.
- The Landfill Reserve Fund (305) was established to accept transfers from other funds in support of design and monitoring expenses incurred for the landfill closure project. The project is complete. The residual resource of \$91,526 of this fund was budgeted to be and was transferred to the Public Works Improvement Fund at the beginning of this fiscal year, FY2015-16.

It is recommended that Council consider adopting the attached resolution to close these four unnecessary funds.

REGULAR AGENDA ITEMS

Item 7(a): Resolution Adopting Supplemental Budget for Fiscal Year 2015-2016 (Finance)

ORS 294.473 provides a procedure for a municipality to pass a supplemental budget that adjusts for changes that happen during a fiscal year. The process required by the statute is to advertise a supplemental budget not less than 5 days before a Council meeting. That notice was made. The Council is then required to conduct a public hearing for consideration of the supplemental budgets. Council may consider a resolution that would adopt the supplemental budgets as

advertised. The changes created by the supplemental budget to the Fiscal Year 2015-16 budget are as follows:

General Fund

The supplemental budget increases the Community Development Department requirements by a total of \$15,000 and creates an interfund transfer not to exceed \$290,000 to the Parks Operations Fund. These changes will reduce the General Fund Contingency by \$305,000.

This Community Development transfer is required as a result of extra labor required in providing coverage for Community Development Director and Planner duties during transitions in staff for both Community Development Director and Planner. Services were provided by Mike Morgan, as the interim Planner, and former Planner Rosemary Johnson completed ongoing projects and provided training for the Department.

Interfund transfer requirements are discussed in the Parks Operations Fund.

Parks Operation Fund (POF)

The supplemental budget for Parks Operation Fund increases resources and the related requirements in an amount not to exceed \$290,000.

Increased resources are:

- Recognizing \$290,000 transfer from General Fund

Increased requirements occur in the following departments:

Aquatic Center

Anticipated expenses are projected to exceed approved budget amounts by \$75,000.

- Wages are anticipated to exceed budget by approximately \$47,000. Approximately \$35,000 of this increased expenditure is a result of hourly wages increases designed to attract and retain qualified staff. The remainder is as a result of the Aquatic Center Coordinator's departure Mid-May.
- Non-labor expenses are anticipated to exceed budget by approximately \$28,000. These expenses are primarily associated with repair and maintenance of the facility.

Recreation Department

Anticipated expenses are projected to exceed budget in the amount of \$200,000.

- Wages are anticipated to exceed budget by approximately \$153,000. Assistance from Rosemary Johnson and John Goodenberger was required to complete necessary background and to conduct title research for the completion of the Parks Master Plan which amounted to approximately \$30,000. The remainder accounts for personnel costs required to operate recreational programs.
- Non-labor expenses are anticipated to exceed budget by approximately

\$50,000. Late renewal of the Gray School rental agreement and subsequent invoicing for prior year expense in the amount of \$12,000, unforeseen expenses related to repair and maintenance of facilities and increases for program and operating supply costs.

Appropriation authority level of an additional \$15,000 is included in the supplemental budget to provide for unanticipated items not considered in the end of year projections.

Capital Improvement Fund (CIF)

The supplemental budget increases resources and requirements in the amount of \$22,500. New resources offset the additional requirements.

Increased resources are:

- \$22,500 unanticipated revenue received for carbon credit payment.

Increased requirements are:

- Increase to Materials & Services in the amount of \$22,500. Additional expenses related to carbon credit validation and forestry services require additional \$22,500 in Professional Service appropriation.

It is recommended that Council adopt the attached resolution for the supplemental budget.

Item 7(b): Resolution Transferring Appropriations within a Fund – 17th Street Dock (Finance)

ORS 294.463 provides a procedure for a municipality to transfer appropriations within a fund. As the fiscal year 2015-16 reaches completion, staff has determined two funds require adjustments: the 17th Street Dock Fund and the Building Inspection Fund.

17th Street Dock Fund

At the time the budget was originally appropriated the actual amount of staff time required for maintenance was not anticipated. A transfer of \$2,500 is required between Personal Services and Materials & Services in the 17th Street Dock Fund. Appropriations for Personnel Services in the amount of \$2,500 are being transferred to provide appropriations in the amount of \$4,500. Materials & Services appropriation will be reduced from \$56,500 to \$54,000 and have sufficient appropriations remaining for anticipated expense of \$22,000.

Building Inspection Fund

At the time the budget was originally appropriated the Personal Services included appropriations for full time Building Inspector/Code Enforcement staff. Subsequent to budget adoption, staff left employment and the City has contracted services. A transfer of \$45,000 is required between Personal Services and Professional Services – Material & Services in the Building Inspection Fund. Appropriations for Personal Services will be reduced by

\$45,000 resulting in appropriations of \$136,450 which are sufficient for the anticipated annual expenses of \$72,000. Materials & Services appropriation will be increased by \$45,000 to a total of \$ 6,200 to provide sufficient appropriations for unanticipated contract support for building inspection/code enforcement and anticipated annual expense of \$66,200.

It is recommended that Council consider adopting the resolution.

Item 7(c): Spur 14 Water Line Project – Award Construction Contract (Public Works)

The Spur 14 Water Line Project will provide a direct connection to the City's best quality water source. Upon completion, the project will provide better operational control over source water selection, better flow monitoring, reduce maintenance on existing pressure relief valves, and should reduce the level of disinfection byproducts (DBP) in the City's treated water. This will also enhance the City's ability to stay in compliance with recent United States Environmental Protection Agency (USEPA) drinking water regulations.

In May 2016, Council authorized bid advertisement of this project. The following competitive bids were received on June 14, 2016:

<u>Contractor</u>	<u>Bid</u>
Big River Construction Inc.	\$286,007.00
Bill Hughes Excavation	\$312,503.59
Emery & Sons Construction Group	\$313,585.00
Enterprises Northwest Inc. DBA Earthworks Excavation	\$308,838.00

The Engineer's Estimate prepared for the project is \$290,000 including a 10% contingency.

Funds are available for this project in the Capital Improvement Fund, FY2016-17 budget. It is recommended that Council authorize staff to award a construction contract to Big River Construction, Inc., for the Spur 14 Water Line Project in the amount of \$286,007.00.