
AGENDA

ASTORIA CITY COUNCIL MEETING

December 2, 2013
7:00p.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. CONSENT CALENDAR

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

- (a) City Council Minutes of 11/4/13
- (b) City Council Work Session Minutes of 11/4/13
- (c) Boards and Commission Minutes
 - (1) Historic Landmarks Commission Meeting of 10/15/13
 - (2) Planning Commission Meeting of 10/22/13
 - (3) Traffic Safety Committee Meeting of 10/22/13
- (d) Salary Resolution (Finance)
- (e) Emergency Repairs to Pump Station #1 (Public Works)

6. REGULAR AGENDA ITEMS

- (a) Sale of Excess City Property – Schedule Public Hearing (Public Works)
- (b) Ordinance for Proposed Vacation of a Portion of Duane Street Right-of-Way (2nd reading & adoption) (Public Works)
- (c) Proposal to Allocate City Funds to Assist Citizens Experiencing Financial Hardship with Utility Bills (Councilor Herzig)
- (d) Memorandum of Understanding Relating to Purchase of Astoria Armory at 1636 Exchange Street by Craft3 (Community Development)
- (e) Award of Contract for Consulting Services – 2013 Pavement Management System Update (Public Works)
- (f) Wastewater Treatment Plant Effluent Upgrades – Pay Adjustment (Public Works)

7. NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)

8. EXECUTIVE SESSION

- (a) ORS 192.660(2)(h) – Legal Counsel
- (b) ORS 192.660(2)(d) – Labor Negotiation Consultations

THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE LAMPI, CITY MANAGER'S OFFICE, 503-325-5824.



CITY OF ASTORIA

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November 26, 2013

MEMORANDUM

TO: ASTORIA CITY COUNCIL

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF DECEMBER 2, 2013

CONSENT CALENDAR

Item 5(a): City Council Minutes

The minutes of the City Council meeting of November 4, 2013 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 5(b): City Council Work Session Minutes

The minutes of the City Council Work Session meeting of November 4, 2013 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 5(c): Boards and Commissions Minutes

The minutes of the (1) Historic Landmarks Commission meeting of 10/15/13, (2) Planning Commission meeting of 10/22/13, and (3) Traffic Safety Committee meeting of 10/22/13 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 5(d): Salary Resolution (Finance)

The City utilizes schedule F-1 for the hiring of temporary employees throughout the City. Recently, the Finance Department undertook a review of the F-1 schedule and its ranges and steps and found that it was not meeting the placement needs of the departments. The adoption of this schedule will provide needed flexibility but not affect current wages of temporary employees. With respect to the Finance Operation Supervisor, the City engaged a consultant in 2010 to analyze the functions and efficiency of the Finance Department with the aim of realigning duties, tasks and positions. Since that time the responsibilities of the Finance Operations Supervisor have exceeded those that were initially

planned and intended under the reorganization. Based on the recognition of increased responsibilities the Finance Director performed a review of the position and recommends that the current pay scale of range 28 be changed to range 30.

Item 5(e): Emergency Repairs to Pump Station #1 (Public Works)

The City of Astoria's Wastewater Treatment Plant and main pump and lift stations were constructed in 1975. The largest pump station (Pump Station #1) is located in Alderbrook. This pump station receives approximately 90% of the City's sewage flows and can pump between two and eighteen million gallons per day to the City's Wastewater Treatment Facility. Prior to being pumped to the Wastewater Treatment Facility, the sewage is channeled through a cutter/shredder (Dimminutor) that reduces any solid material into small pieces in order to prevent damage to the pumping system. In mid-October 2013, the Dimminutor broke down and temporary repairs were made. The temporary repairs failed on November 12, 2013, and the Dimminutor was removed and brought to the manufacturer's representative Wm. H. Reilly Co. in Portland to make permanent repairs. The estimated cost for the repairs is \$20,000. It is recommended that Council approve the emergency repairs to the Dimminutor. Funds are available and will be divided 90% from Sewer fund and 10% from the Stormwater fund.

REGULAR AGENDA ITEMS

Item 6(a): Sale of Excess City Property – Schedule Public Hearing (Public Works)

On November 18, 2013 the City Council reaffirmed the process for the sale of excess properties, and directed staff to schedule public hearing for properties on which offers had been made. The seven parcels are as follows:

1. 5300 Block of Alder Street, Alderbrook, Lots 4 & 5, Block 128, Van Dusen Addition
2. 1st & West Grand, Uniontown, Lots 1 & 2, Block 80, McClure's
3. 400 Block 3rd Street, Uniontown, Tax Lot 600, McClure's
4. 4600 Block of Birch & Ash Streets, Alderbrook, Lot 3, Block 14, Alderbrook & Unplatted Parcel
5. 4700 Block Ash Street, Alderbrook Area , Lots 4, 5, & 9 and east 30' of Lot 10, Block 13, Alderbrook Addition
6. 1600 Block of 5th Street, Lots 5 & 31, Block 4, South Slope
7. 600 Block of Exchange Street, Lot 6, Block 40, McClure's

It is recommended that the City Council schedule a public hearing for December 16, 2013 to take public comment on the potential property sales and approve, deny or modify the conditions of the property. Note that detailed information and maps associated with each property are included with the staff report. The information and maps have also been uploaded to the City's web site at www.astoria.or.us on the home page under the "NEWS" heading.

Item 6(b): Ordinance for Proposed Vacation of a Portion of Duane Street Right-of-Way (2nd reading & adoption) (Public Works)

The City is currently working on acquisition of real property located at 1636 Exchange Street (Armory Building) and the adjacent parking lot at the 1600 Block Duane Street owned by the Columbia River Maritime Museum. To facilitate the acquisition, the City needs to vacate a portion of Duane Street between 17th and 18th Streets. The right-of-way is 40 feet in width with the north 20 feet being previously vacated. The previous 20 foot wide vacation was full block while the current request is for the easterly 200 feet of the block. Staff has determined that the area to be vacated does not appear to have any future potential as an access route, but believes an easement should be established for future utilities. Since this vacation has been initiated by the City, there is no assessment required and the vacated portion of the right of way will revert back to the adjacent property owners. At their meeting of November 18, 2013, the Council conducted a public hearing and the first reading of the ordinance of vacation. It is recommended that the Astoria City Council conduct the second reading and adopt the ordinance to vacate of a portion of the Duane Street right of way. Note that City Attorney Henningsgaard has drafted a Memorandum of Agreement relating to "access issues" that is acceptable to both the Moose Lodge and the Maritime Museum.

Item 6(c): Proposal to Allocate City Funds to Assist Citizens Experiencing Financial Hardship with Utility Bills (Councilor Herzig)

At the August 19, 2013 City Council meeting, Councilor Herzig proposed establishment of a Utility Assistance Program (UAP) for low income Astoria residents struggling to make their utility (water/sewer) bi-monthly payments. At the direction of Council, staff has been working on the program details and has identified four issues to be addressed: (1) From what fund should the funds be drawn; (2) What eligibility criteria should be used for distributing the funds; (3) Who will be responsible for administering the program's eligibility requirements; and (4) The number of times an applicant can access the program in a given year. Findings and recommendations are detailed in the associated staff report.

Item 6(d): Memorandum of Understanding Relating to Purchase of Astoria Armory at 1636 Exchange Street by Craft3 (Community Development)

At the October 7, 2013 Astoria Development Commission (ADC) meeting, an amendment to the Astor-East Urban Renewal Plan was approved which gave the ADC the authority to acquire real property located at 1636 Duane Street and

the adjacent parking lot at the 1600 Block Duane Street. This property is commonly known as the Astoria Armory and an adjacent parking lot, both owned by the Columbia River Maritime Museum (CRMM). The City and Craft3 staff have developed a set of draft terms to facilitate this transaction as noted below:

- City of Astoria and ADC will implement the terms below with the Columbia River Maritime Museum (CRMM) regarding the Armory and adjacent parking lot. The purchase price is \$250,000 plus closing costs which are estimated at approximately \$2,500. Under the plan, Craft3 will pay the \$250,000 and ADC will pay closing costs. In addition to the \$250,000, the draft terms for the purchase include a transfer of approximately 167 feet of ADC land east of the train depot to the Columbia River Maritime Museum, and that the City would vacate the portion of Duane Street adjacent to the former Builder's Supply building at 1777 Marine Drive. The 167 feet of ADC land and vacated portion of Duane Street right-of-way will be transferred to CRMM.
- ADC will acquire title of the parking lot and will instruct CRMM and the closing escrow agent that title to the Armory will be transferred to Craft3.
- Craft3 will deposit \$250,000 (agreed upon cash purchase amount) into a closing escrow account.
- Should the Astoria City Council approve the attached Memorandum of Understanding (MOU) with Craft3 at their December 2, 2013 meeting, the City will pledge Revolving Loan funds as security to share equally in any loss associated with the resale of the Armory. Conversely, should there be a profit in the resale, such profit would be shared equally with the City. Additional detail on the Revolving Loan Fund is provided later in this memorandum.
- Craft3 will offer the Armory for sale to the Friends of the Astoria Armory for a price not to exceed \$250,000 plus closing costs to be executed within 120 days from Craft3 acquiring the Astoria Armory.
- In the event that Craft3 and Friends of the Astoria Armory are unable to reach a mutually acceptable sales agreement, Craft3 shall be entitled to sell the Armory to any third party on terms acceptable to Craft3.
- Craft3 will agree that the terms of any offer of sale to the Friends of the Astoria Armory will be designed in a best manner to ensure that the Armory is maintained for public activities, that the Friends are able to meet its financial responsibilities in the sale and that expenses incurred by Craft3, ADC, or City in the acquisition and sale of the Astoria Armory are reimbursed.

The City "Revolving Loan Fund" is proposed to be used as a "loss reserve or guarantee" for the sale of the property to Craft3. The attached Memorandum of

Understanding (MOU) has been drafted that specifies that the City would guarantee that any profit on the resale of the property would be shared equally by Craft3 and the City. In turn, any loss from the resale of the property would also be shared equally by Craft3 and the City. It is recommended that the City Council authorize Mayor Van Dusen to sign the Memorandum of Understanding authorizing use of the City's revolving loan fund as a guarantee as identified in the MOU.

Item 6(e): Award of Contract for Consulting Services – 2013 Pavement Management System Update (Public Works)

The Public Works Department utilizes a software based pavement management system to make cost effective decisions about pavement maintenance and rehabilitation. This software relies on updated street rating every two to three years to operate effectively. Astoria is overdue for an update, with the previous work being completed in 2008. Capitol Asset and Pavement Management, Inc., assisted the City with street rating and initial setup of our pavement management system, Street Saver, in 2008. Given their familiarity with the City's street system and our software, staff contacted them regarding the need for an update to our system. They provided an estimated fee of \$14,500 to complete a system update. It is recommended that City Council authorize staff to award a contract to Capitol Asset and Pavement Services, Inc., for \$14,500 to complete the 2013 Pavement Management System Update. Funds for this project are available in the Astoria Road District Fund.

Item 6(f): Wastewater Treatment Plant Effluent Upgrades – Pay Adjustment (Public Works)

In November 2012, the construction contract was awarded to R&G Excavating (R&G) in the amount of \$1,049,000 for the Wastewater Treatment Plant (WWTP) Effluent Upgrades project. The project construction commenced in June 2013 and is approximately 85% complete.

Pay adjustment No. 3 for \$18,256.27 includes several changes that are itemized below:

A. Mastic sealant in lieu of grouting concrete baffle wall blocks (credit)	(\$5,079.20)
B. City provided power for bypass system (credit)	(\$3,240.12)
C. Influent pipe joint sealing	\$1,511.05
D. Bypass system rental charge for 21-day time extension	\$24,120.00
E. Chemical Feed Building roof drip edge	\$254.60
F. Additional Chemical Feed Building trim	\$241.18
G. Additional bollard	\$245.06
H. Bollard sleeves in lieu of painting	\$203.70

The current pay adjustment includes 6 increase items and 2 credits consisting of multiple modifications and adjustments determined necessary during the process of constructing the project. The following is a summary of the pay adjustments to date:

Pay Adjustment	Amount	Contract Amount	Contingency Balance	Contingency Balance Percentage
		\$1,049,000.00	\$105,000.00	100%
1	\$25,223.97	\$1,074,223.97	\$79,776.03	76%
2	\$0.00	\$1,074,223.97	\$79,776.03	76%
3	\$18,256.27	\$1,092,480.24	\$61,519.76	59%

It is recommended that the City Council authorize Pay Adjustment #3 for the WWTP Effluent Treatment Upgrades project for \$18,256.27. Funds are available for this project through IFA funding.

EXECUTIVE SESSION

Item 8(a): ORS 192.660(2)(h) – Legal Counsel

The City Council will recess to executive session to consult with counsel concerning legal rights and duties regarding current litigation or litigation like to be filed.

Item 8(b): ORS 192.660(2)(d) – Labor Negotiation Consultations

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

AGENDA

ASTORIA DEVELOPMENT COMMISSION MEETING

December 2, 2013
Immediately Follows City Council Meeting
2nd Floor Council Chambers
1095 Duane Street
Astoria OR 97103

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. REPORTS OF COMMISSIONERS**
- 4. CHANGES TO AGENDA**
- 5. CONSENT CALENDAR**
The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the Astoria Development Commission 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.
- 6. REGULAR AGENDA ITEMS**
 - (a) Authorization to Purchase the Parking Lot at the 1600 Block Duane Street Adjacent to the Astoria Armory (Community Development)

<p>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 LAMPI, CITY MANAGER'S OFFICE, 503-325-5824.</p>



CITY OF ASTORIA

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November 27, 2013

MEMORANDUM

TO: ASTORIA DEVELOPMENT COMMISSION (ADC)

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: ASTORIA DEVELOPMENT COMMISSION (ADC) MEETING OF DECEMBER 2, 2013

REGULAR AGENDA ITEMS

Item 6(a): Authorization to Purchase the Parking Lot at the 1600 Block Duane Street Adjacent to the Astoria Armory (Community Development)

At the October 7, 2013 Astoria Development Commission (ADC) meeting, an amendment to the Astor-East Urban Renewal Plan was approved which gave the ADC the authority to acquire real property located at 1636 Duane Street and the adjacent parking lot at the 1600 Block Duane Street. This property is commonly known as the Astoria Armory and an adjacent parking lot, both owned by the Columbia River Maritime Museum (CRMM). ADC and Craft3 staff have developed a set of draft terms to facilitate this transaction as noted below:

- ADC and City of Astoria will implement the terms below with the Columbia River Maritime Museum (CRMM) regarding the Armory and adjacent parking lot. The purchase price is \$250,000 plus closing costs which are estimated at approximately \$2,500. Under the plan, Craft3 will pay the \$250,000 and ADC will pay closing costs. In addition to the \$250,000, the draft terms for the purchase include a transfer of approximately 167 feet of ADC land east of the train depot to the Columbia River Maritime Museum, and that the City would vacate the portion of Duane Street adjacent to the former Builder's Supply building at 1777 Marine Drive. The 167 feet of ADC land and vacated portion of Duane Street right-of-way will be transferred to CRMM.
- ADC will acquire title of the parking lot and will instruct CRMM and the closing escrow agent that title to the Armory will be transferred to Craft3.
- Craft3 will deposit \$250,000 (agreed upon cash purchase amount) into a closing escrow account.

- Should the Astoria City Council approve a Memorandum of Understanding with Craft3 at their December 2, 2013 meeting, the City will pledge Revolving Loan funds as security to share equally in any loss associated with the resale of the Armory. Conversely, should there be a profit in the resale, such profit would be shared equally with the City.
- Craft3 will offer the Armory for sale to the Friends of the Astoria Armory for a price not to exceed \$250,000 plus closing costs to be executed within 120 days from Craft3 acquiring the Astoria Armory.
- In the event that Craft3 and Friends of the Astoria Armory are unable to reach a mutually acceptable sales agreement, Craft3 shall be entitled to sell the Armory to any third party on terms acceptable to Craft3.
- Craft3 will agree that the terms of any offer of sale to the Friends of the Astoria Armory will be designed in a best manner to ensure that the Armory is maintained for public activities, that the Friends are able to meet its financial responsibilities in the sale and that expenses incurred by Craft3, ADC, or City in the acquisition and sale of the Astoria Armory are reimbursed.

As noted in the attached memo, the terms of the property transaction including the ADC land transfer to CRMM, the easements, and the street vacation are progressing. To proceed with the purchase of the Armory and parking lot properties, the ADC should authorize the Chair to sign the Bargain and Sale Deed for purchase of the parking lot property. It is recommended that the ADC authorize Chairman Van Dusen to sign the Bargain and Sale Deed for purchase of the parking lot at the 1600 Block Duane Street.