
AGENDA

ASTORIA CITY COUNCIL MEETING

Tuesday, January 21, 2014

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. PRESENTATIONS

- (a) Recognition of Astoria Aquatic Center Lifeguard Staff

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/Library Board Work Session Minutes of 1/6/14
- (b) City Council Minutes of 1/6/14
- (c) Boards and Commission Minutes
 - (1) Library Board Meeting of 11/26/13
- (d) Parks and Recreation Project Status Report
- (e) Expense/Revenue Report for Ghadar Party Centenary Celebration (October 4 and 5, 2013 (City Manager)

7. REGULAR AGENDA ITEMS

- (a) Ordinance Readopting Certain State Statutes to Reflect Changes Made by the 2013 Oregon Legislature (1st reading) (City Attorney/City Manager)
- (b) Liquor License Application from Wifrano Melo, Paulina P. Hernandez and Kathleen D. Peterson, dba Tora Sushi Lounge at 1197 Commercial Street, for a New Outlet for a Full On-Premises Sales License (Finance)
- (c) Public Hearing for Sale of City Property Located at 4900 Block of Birch Street, Lot 1, Block 18, Alderbrook (Public Works)
- (d) Award of Contract for Cemetery Software System (Parks)
- (e) Award of Contract for Installation of a Water Well and Pump at Ocean View Cemetery (Parks)
- (f) Request to Purchase Photocopier for the Police Department (Police)
- (g) Buyout of an Employee's Retirement Insurance (Finance)
- (h) Arts and Cultural Fund to Promote Tourism (Finance)

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

<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
Founded 1811 • Incorporated 1856

January 15, 2013

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF JANUARY 21, 2014

PRESENTATIONS

Item 5(a): Recognition of Astoria Aquatic Center Lifeguard Staff

Parks and Recreation Director Angela Cosby will make a presentation recognizing Astoria Aquatic Center Lifeguard staff.

CONSENT CALENDAR

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

The minutes of the City Council/Library Board Work Session of January 6, 2014 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(b): City Council Minutes

The minutes of the City Council meeting of January 6, 2014 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) Library Board meeting of 11/26/13 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 6(d): Parks and Recreation Project Status Report

Enclosed is a status report regarding major Parks and Community Services Department projects. This report is provided for information only.

Item 6(e): Expense/Revenue Report for Ghadar Party Centenary Celebration (October 4 and 5, 2013) (City Manager)

A memo has been prepared outlining the financial expense report and summary of activities for the Ghadar Party Centenary Celebration held on October and 5, 2013. This item is for City Council information only and requires no action.

REGULAR AGENDA ITEMS

Item 7(a): Ordinance Readopting Certain State Statutes to Reflect Changes Made by the 2013 Oregon Legislature (1st reading) (City Attorney/City Manager)

Enclosed is an ordinance implementing “global” readoption of various Oregon Revised Statutes that appear throughout the Astoria City Code. It is recommended that Council conduct the first reading of this ordinance.

Item 7(b): Liquor License Application from Wifrano Melo, Paulina P. Hernandez and Kathleen D. Peterson, dba Tora Sushi Lounge at 1197 Commercial Street, for a New Outlet for a Full On-Premises Sales License (Finance)

A liquor license application has been filed by Wifrano Melo, Paulina P. Hernandez and Kathleen D. Peterson, doing business as Tora Sushi Lounge, located at 1197 Commercial Street. The application is for a New Outlet for a Full On-Premises Sales License. The appropriate departments have reviewed the application and it is recommended that Council consider approval.

Item 7(c): Public Hearing for Sale of City Property Located at 4900 Block of Birch Street, Lot 1, Block 18, Alderbrook (Public Works)

The City has received an offer from Mike and Judith Cahill to purchase Lot 1, Block 18 located in the 4900 Block of Birch in Alderbrook. The property is adjacent to and immediately north of the Cahill property located at 4908 Cedar Street and is one of four adjacent lots the City has listed for possible sale. The Cahill’s offer is \$12,000. At their January 6, 2014 meeting the City Council acted to schedule a public hearing on the proposed sale for the January 21, 2014 Council meeting. It is recommended that Council conduct the public hearing, after which, the City Council approve or deny the sale of said property.

Item 7(d): Award of Contract for Cemetery Software System at Cemetery (Parks)

Currently, identifying the location of graves is a challenge for visitors of Ocean View Cemetery as well as time intensive for staff. Accordingly, staff has assembled a panel of interested parties who have researched various cemetery software systems and geographic information systems to find the best solution for meeting visitor and staff needs. Staff has solicited quotes for the cemetery software system from three companies. The quotes are as follows:

Ramaker & Associates	\$23,645
Legacy Mark LLC.	\$15,879
Cartomation Inc.	\$15,000

It is also important to note that additional costs will be incurred for the City's information technology consultants to coordinate integration of the website; this cost is estimated between \$1,000 and \$2,000. Additional costs may also be incurred for the entering of data into the software system and computer equipment needed to do so. Currently staff is utilizing volunteer assistance from Clatsop Community College to enter data and hopes to keep the costs as minimal as possible by utilizing volunteer assistance. It is recommended that the City Council award a contract with Cartomation Incorporated to create a software system for Ocean View Cemetery in the amount of \$15,000. There are sufficient funds in Cemetery Fund 325 to cover the purchase.

Item 7(e): Award of Contract for Installation of a Water Well and Pump at Ocean View Cemetery (Parks)

Parks and Recreation Department staff have been working to increase the health of the turf at Ocean View Cemetery. This includes the treatment of weeds and moss, seasonal fertilization, and the installation of a water well to provide irrigation to the property. Currently, the Cemetery is connected to the City of Warrenton water supply, which triggers high water rates. In conjunction with a high volume of water needed to irrigate 50 developed acres, our current water supply is not financially feasible. Thus, Parks staff have been meeting with contractors and requesting financial information for installation of a water well and pump system. Staff has solicited quotes for the installation of the water well and pump system from three area drilling companies. The quotes are as follows:

A.M. Janssen Well Drilling Co., Inc. & Precision Pump	\$22,850
Skyles Drilling, Inc. & Clearwater Pump Service	\$19,551
McMullen Drilling Corporation	\$18,701

It is recommended that the City Council award a contract with McMullen Drilling Corporation for the installation of a water well and pump system in the amount of \$18,701. There are sufficient funds in Cemetery Fund 325 to cover the purchase.

Item 7(f): Request to Purchase Photocopier for the Police Department (Police)

The Canon photocopier located at the Police Department is more than six years old and has reached the end of its useful life. The Department sent out Requests for Proposals to three commonly used copier supply companies, of which Astoria Business Equipment Company (ABECO) was the only company that responded. The Police Department requests that Council authorize the purchase of a new Kyocera color copier in the amount of \$13,225.95 from ABECO. Funds are available in the Capital Improvement Fund. This item was

continued from the January 6, 2014 Council meeting. The staff memo includes additional detail relating to purchase price and solicitation methods.

Item 7(g): Buyout of an Employee's Retirement Insurance (Finance)

In 1989 the City entered into an agreement with its employees to provide up to 60 months of post-retirement health insurance for those employees meeting certain date and eligibility requirements. Recently the City began discussions with former Police Officer John Decker to consider an option for the City to buy out the remainder of his 42 months of health insurance benefit. The current value of those benefits is \$71,367.24. Subject to Council approval, I have offered, and Officer Decker has accepted, an agreement to take a one-time cash payment of \$35,683.62 in lieu of his remaining health insurance benefits. It is requested that Council consider accepting this agreement and allow the City Manager to formalize and sign the necessary documents.

Item 7(h): Arts and Cultural Fund to Promote Tourism (Finance)

During the 2013-14 budget process the Budget Committee put forth, and the Council accepted, a recommendation to fund \$30,000 for the Arts and Cultural Fund to Promote Tourism out of the Promote Astoria Fund. A committee comprised of Councilors Arline LaMear, Drew Herzig and Budget Committee members Loran Mathews, Kathleen Sullivan and Richard Hurley met over two evenings to review and consider the applications received by the December 31, 2013 deadline. It is recommended that Council approve the recommendations of the Committee for the allocation of the Arts and Cultural Fund to Promote Tourism.

AGENDA

ASTORIA DEVELOPMENT COMMISSION MEETING

Tuesday, January 21, 2014
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.
(a) ADC Minutes of 12/2/13
6. **REGULAR AGENDA ITEMS**
(a) Authorization to Award Construction Contract for Portway Street Railroad Crossing Improvement Project (Public Works)

<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>



January 15, 2014

MEMORANDUM

TO: ASTORIA DEVELOPMENT COMMISSION (ADC)

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: ASTORIA DEVELOPMENT COMMISSION (ADC) MEETING OF JANUARY 21, 2014

CONSENT CALENDAR

Item 5(a): ADC Minutes

The minutes of the ADC meeting of December 2, 2013 are enclosed for your review. Unless there are any corrections, it is recommended that the ADC approve these minutes.

REGULAR AGENDA ITEMS

Item 6(a): Authorization to Award Construction Contract for Portway Street Railroad Crossing Improvement Project (Public Works)

At its June 17, 2013 meeting, the ADC authorized staff to move forward with design of the Portway Railroad Crossing Improvement Project. The new crossing will improve this critical gateway to the Port of Astoria, make Trolley operation safe and reliable along this segment of track; enhance/reestablish vehicular mobility along Portway Street; eliminate ponding water and increase vehicular and pedestrian safety during inclement weather; make future utility and track maintenance more efficient; and upgrade the intersection of the River Trail and Port Trail system to be ADA compliant. Staff solicited bids for the work and is recommending that the ADC authorize award of a construction contract to TFT Construction, Inc., in the amount of \$190,647.25 for the Portway Rail Crossing Improvement Project and approve the associated budget for contingency and construction support services. Funds for this project are available in the Astor-West Urban Renewal District.