



# AGENDA

## ASTORIA CITY COUNCIL

June 20, 2016

7:00 p.m.

2<sup>nd</sup> 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 – 17<sup>th</sup> 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 11<sup>th</sup> Street Separation Fund (183) was established to account for the expenses of the 11<sup>th</sup> 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 8<sup>th</sup> 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 – 17<sup>th</sup> 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 17<sup>th</sup> Street Dock Fund and the Building Inspection Fund.

**17<sup>th</sup> 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 17<sup>th</sup> 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>
<b>Big River Construction Inc.</b>	<b>\$286,007.00</b>
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.



**CITY OF ASTORIA**  
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Date: June 9, 2016

## **MEMORANDUM**

**TO:** MAYOR AND CITY COUNCIL

**FROM:** BRETT ESTES, CITY MANAGER

**SUBJECT:** **BEAR CREEK DAM SEISMIC STUDY FINAL PRESENTATION**

### **BACKGROUND**

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. This could potentially lead to loss of life and/or significant property damage. There are approximately 129 properties and 69 homes below the dam and within the estimated flood inundation zone.

In early 2013, the OWRD determined that the City should initiate a seismic failure analysis to investigate potential failure modes of the dam. A previous study completed 20 years ago did not include enough detail to determine the actual risk of failure as a result of a Cascadia Subduction Zone earthquake. In general, recent earthquake events in other countries; additional studies of the Cascadia Subduction Zone; and the seismic events that can be generated have increased concerns by the OWRD regarding the stability of dams along the Oregon Coast.

Staff worked with the State Dam Safety Engineer to develop a strategy to move forward. The first step was to hire a consultant that specializes in the type of analysis necessary to determine if the dam is at risk, and if so, what steps to take to reduce the risk of damage and potential failure during a significant seismic event. The previous study (HARZA Northwest, Inc., November 1993) indicated that mitigation costs in the range of \$1.5 - 2 million would be required.

### **DISCUSSION**

At the September 16, 2013 Council meeting City Council authorized a contract with Cornforth Consultants for a total not to exceed amount of \$99,865, for geotechnical engineering



services on the Bear Creek Dam Seismic Analysis Project. This work included Phase 1 of the study. The work was completed in March of 2014 and is included in a report titled “*Geotechnical Data Report - Phase 1 Geotechnical Investigation - Bear Creek Dam Seismic Stability Astoria, Oregon*”. The investigation found ground conditions that are favorable compared to previous less detailed work completed in 1993. In general, the geologic conditions at the site were found to be better than previously assumed as a direct result of more thorough investigations and research.

At the October 6, 2014 Council meeting City Council authorized an additional contract with Cornforth Consultants for a total not to exceed amount of \$147,000 for Phase 2 of the study. Phase 2 included the “Seismic Failure Analysis” which is an in depth structural and geotechnical stability evaluation of the dam. Cornforth completed a preliminary seismic stability evaluation of the dam and summarized the results in a draft report dated June 2015. The evaluation identified uncertainties in the foundation conditions of the right (east) abutment that have a large impact on the dam’s factor of safety against sliding. The factor of safety is the industry term for describing the ratio between the forces resisting dam movement (or failure) to the forces driving the dam movement (or failure).


Per the request of City staff and the OWRD State Engineer, Cornforth prepared a scope of work for the additional geotechnical investigation work needed to complete their analysis. The fee was \$144,000 of which the OWRD offered an assistance grant to the City in the amount of up to \$72,000 or 50% of the additional costs.

The additional work is now complete and the results are favorable. Based on the results, it is anticipated that the State will not require any structural modifications to the dam structure. This is very good news for the City and the ratepayers. 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.

Following is a summary of the project budget/costs to date:

<b>Phase</b>	<b>Description</b>	<b>City Cost</b>	<b>Grant Funds</b>	<b>Total Costs</b>
Phase 1	Geotechnical Investigation	\$49,932.50	\$49,932.50	\$99,865.00
Phase 2 Original Scope	Seismic Failure Analysis	\$115,000.00	\$32,000.00	\$147,000.00
Phase 2 Additional Scope	Additional Geotechnical Investigation	\$72,000.00	\$72,000.00	\$144,000.00
		<b>\$236,932.50</b>	<b>\$153,932.50</b>	<b>\$390,865.00</b>

The consultant will be in attendance at the meeting to present the results of the study and to answer any questions.

Submitted By   
Ken P. Cook, Public Works Director

Prepared By JEFF HARRINGTON   
Jeff Harrington, City Engineer



## HISTORIC LANDMARKS COMMISSION MEETING

City Council Chambers  
May 17, 2016

### CALL TO ORDER – ITEM 1:

A regular meeting of the Astoria Historic Landmarks Commission (HLC) was held at the above place at the hour of 5:18 p.m.

### ROLL CALL – ITEM 2:

Commissioners Present: President LJ Gunderson, Vice President Michelle Dieffenbach, Commissioners Jack Osterberg, Mac Burns, and Thomas Stanley.

Commissioners Excused: Paul Caruana and Kevin McHone

Staff Present: Planner Nancy Ferber, Administrative Assistant Sherri Williams, and Community Development Director Kevin Cronin. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

### APPROVAL OF MINUTES – ITEM 3(a):

President Gunderson asked if there were any changes to the minutes of April 19, 2016. Commissioner Osterberg noted the following corrections:

- Page 2, last paragraph, second sentence – “Mr. Rickenbach confirmed it would be made of *mild milled* steel...”
- Page 6, fifth paragraph, fourth sentence – “He did not know the design of the parking area, but it looked as if the area would need *tandem parking*...”

Commissioner Stanley moved to approve the minutes of April 19, 2016 as corrected; seconded by Commissioner Burns. Ayes: President Gunderson, Vice President Dieffenbach, Commissioners Osterberg, Burns, and Stanley. Nays: None.

### PUBLIC HEARINGS:

President Gunderson explained the procedures governing the conduct of public hearings to the audience and advised that the substantive review criteria were listed in the Staff report.

### ITEM 4(a):

EX16-03 Exterior Alteration EX16-03 by Clyde Manchester to install a door on the garage and replace siding on an existing building at 328 Alameda in the R-3, High Density Residential zone. This issue was continued from the April 19, 2016 meeting.

President Gunderson asked if anyone objected to the jurisdiction of the HLC to hear this matter at this time. There were no objections. President Gunderson asked if any member of the HLC had a conflict of interest, or any ex parte contacts to declare.

President Gunderson declared that she drove by the property. She requested a presentation of the Staff report.

Planner Ferber presented the Staff report and recommended approval with conditions. While not a Condition of Approval, Staff recommended the HLC require the window on the north side of the building be replaced with a window of vinyl clad or other appropriate material.

Commissioner Osterberg confirmed that no new changes or improvements have been added for the HLC to review since the last meeting. He asked if Staff had made any changes to the Conditions of Approval. Planner Ferber replied no, but the Conclusions and Recommendations now reiterate the original Conditions of Approval.



Commissioner Stanley understood the HLC was only reviewing the man door and siding. However, the current Staff report contained photographs of a new door on the west end of the front of the building. Staff confirmed it was a window, not a door. Before the application was complete, it was proposed to be a door, but it has always been a window and is not part of the permit currently being reviewed.

Vice President Dieffenbach asked for more details about Staff's recommendation to install a vinyl window on the north side of the building. Staff explained the window could only be seen from the bridge. The window is not part of this application, but because it is visible from the right-of-way, the HLC has jurisdiction over the window. Most properties do not have a viaduct in their backyard.

Commissioner Osterberg understood that no new items had been added for the HLC to review. However, Staff is urging the Commission to consider the window on the north side. He asked Staff to advise how to proceed. Planner Ferber explained that the north window was not part of the application, so it should not factor into the HLC's decision about the garage or the siding. However, the window is noncompliant and could come under review.

Commissioner Burns asked how the window would come under review. President Gunderson said at the last meeting, a neighbor had stated the window on the north side had been changed to a single pane and the proposed work had already been completed. So, Staff visited the site to verify the condition of the property and is now reporting back to the Commission on what they have seen since the last meeting.

Planner Ferber confirmed that Staff could implement Code enforcement even if the HLC did not make a decision about the window. She just wanted the HLC to be aware that the window was noncompliant so that if it came up, the window would not be a surprise. The window should have been replaced with something more historically appropriate than vinyl. Replacing the window is not a requirement or a recommendation, but if it addressed, it should be replaced with a non-vinyl material.

Commissioner Stanley asked if the window could be addressed as part of this hearing. Director Cronin said yes, the window is within the HLC's jurisdiction because it is in a public right-of-way.

President Gunderson said the house had several types of windows, so the windows should be addressed. She opened public testimony for the hearing and asked for the Applicant's presentation.

Clyde Manchester, 328 Alameda, Astoria, displayed a recent photograph of the building and said he was present to answer questions. He noted he had more photographs in a binder.

Director Cronin confirmed the Applicant's photographs needed to be scanned in and added to the public record.

President Gunderson said the property looked nice, but the stick-on unit numbers were out of character with the building. Mr. Manchester said some of the unit numbers were brushed nickel.

Commissioner Stanley asked if the Applicant was willing to change the window on the north side. Mr. Manchester said at this point, he could arrange to change the window if it would make everyone happy. He had tried to do interior work during the rainy season, but the window leaked and was causing serious damage. If the window needs to be changed, so be it. Commissioner Stanley noted that the property looked very nice.

President Gunderson called for any presentations by persons in favor of the application.

Ted Osborn, 345 Alameda, Astoria, said Alameda had been on its back for a long time and about four houses on the bridge side are dead. About 10 other houses along the street have not been maintained since at least 2007, when he first moved to the neighborhood. He lives three houses to the west of the Applicant's property. He was pleased to see that someone was sinking serious money into the house. There have been many times when property owners just painted part of their house. However, in this case, the property owners had a plan and a crew of good local contractors to work on the entire property. This is what the area needs and this house is now ready to perform for a number of years. He and his wife visited the property about three weeks ago just thank the owners for coming to Astoria. He loves what they have done, but was also disappointed about the stickers. He



would hate to see the HLC chase the owners out of town and recommended the Commission thank them for doing what they are doing.

President Gunderson called for any presentations by persons impartial to or against the application. Seeing none, she called for closing remarks of Staff. There were none. She closed the public testimony portion of the hearing and called for Commission discussion and deliberation.

Commissioner Burns said he approved of the application. He also wanted the window changed, but believed it was strange to tie that in because it was not part of the application. He believed Staff had done a good job of making sure the Applicant understood work could not be completed outside of the proper protocols or before the project was approved.

Commissioner Osterberg agreed and said he did not believe there was an overwhelming reason for the HLC to add a new condition of approval requiring the window be changed. No Findings or Conditions of Approval had been submitted on the window. He understood Staff was trying to be helpful, but he was not in favor of requiring the window replacement.

Vice President Dieffenbach said she agreed with the original application. However, she was frustrated because the HLC represents a quality of standard to the community and it is difficult to make a judgment when projects do not come before the Commission to make sure they meet the criteria. The HLC would not have approved a vinyl window, but she understood it was not part of the application. She believed code enforcement was the most appropriate way to address the window. She did not want the record to reflect that she had approved something that should not have been approved.

Commissioner Stanley said if the project had been reviewed by the HLC before the work had been done, there may have been no differences. The property looks nice and he appreciated anyone who comes to the community to make investments that improve the community. He did not believe he was in a position to enforce making changes to the window. He could tell the project was a major investment and believed the property owner could get together with Staff to work out the issues with the window. He liked the project and had no problems with it, but was sorry the HLC could not review it before the work was done. If the owners buy another building in a historic area, the HLC can be very helpful.

President Gunderson said she agreed with Vice President Dieffenbach on the window. The HLC would not have approved the vinyl because the window is very visible from the bridge. She preferred two motions, one for the application and one for the window. However, she understood other Commissioners did not want to pursue the window. She asked that the Applicant work with Staff to put the correct window into the house. The Commission appreciated all of the work adding the house was beautiful.

Commissioner Stanley moved that the Historic Landmarks Commission (HLC) adopt the Findings and Conclusions contained in the Staff report and approve Exterior Alteration EX16-03 by Clyde Manchester, seconded by Commissioner Burns. Motion passed unanimously.

President Gunderson read the rules of appeal into the record.

ITEM 4(b):

NC16-01          New Construction NC16-01 by Tim Kennedy for Fort George Brewery to construct an 8' X 44' galvanized steel bike shelter at 1492 Duane in the C-4 Central Commercial zone.

President Gunderson asked if anyone objected to the jurisdiction of the HLC to hear this matter at this time. There were no objections. President Gunderson asked if any member of the HLC had a conflict of interest, or any ex parte contacts to declare.

Commissioner Burns declared that he knows Tim Kennedy and occasionally goes to Fort George Brewery, but he did not believe this would affect his judgment. He has not discussed the project with the Applicant.

President Gunderson declared that she goes to the brewery and knows the Applicants, but has not discussed the project with anyone. She requested a presentation of the Staff report.



Planner Ferber presented the Staff report and recommended approval with conditions.

President Gunderson opened public testimony for the hearing and asked for the Applicant's presentation.

Jack Harris, 190 W. Exchange, Astoria, said Fort George started off as a little pub and has grown. The owners are sensitive to the issues that their growth has brought to the downtown area. On Saturdays, 50 employees work over the course of two shifts, many of whom drive to work. Fort George wants to build the new bike shelter as part of the solution to the parking problems Downtown and to provide general sustainability. All employees who have worked for Fort George for at least a year will be offered a bicycle. Employees who accept this benefit must use their bicycle at least 40 days of each year. Fort George does not have anywhere to put the bicycles, but they do have the lot across the street. One of the parking spots will be converted to a bike shelter that will easily hold 20 bikes. He believed the net benefit of giving up one off-street parking spot will be very positive. He offered to answer questions about the project.

Commissioner Osterberg asked if the bike shelter would have lighting. Mr. Harris said lighting would not be installed because there was a light pole nearby and the shelter would be used in the summer months when lighting is not an issue. However, if lighting does become an issue, lights will be installed later. A solar panel and solar lights could be installed.

Commissioner Osterberg said in the winter, it gets dark early and while Fort George Brewery is still open. There could be a real benefit to illuminating the inside of the bike shelter. Mr. Harris said he agreed, but he wants to wait and see what kind of light the bike shelter gets off of the streetlight on the corner of 15<sup>th</sup>. He hoped the ambient light would be enough, but if not, the situation would be corrected.

Vice President Dieffenbach confirmed the depth of the parking lot was 44 feet long, which would require a long roof. She would have liked to see a picture of the proposed shelter. Mr. Harris said he wanted to get as many bikes as possible in the shelter without taking away any more parking.

President Gunderson called for any presentations by persons in favor of the application.

Joe Garrison, 5249 Birch, Astoria, said he was one of 31 bakers at Blue Scorcher Bakery, five of whom regularly park at the existing bike racks in front of the bakery. In the summer, about 10 of the bakers commute by bike. Several of the hotels now provide free bicycles and he often sees bikes leaned up against the buildings because there is no place to park them. Touring by bicycle is also growing and the bicycle touring season is getting broader. This proposed bike shelter will earn its keep right away because there are many people looking for places to park bicycles in that area. The look of the shelter will add to the sense that Astoria as a working town, which is the reason many people come here. Astoria does not look like every other town. This bike rack will look like it was part of an old cannery, which he liked.

Tim Kennedy, 3708 Irving, Astoria, said he was in favor of the bike shelter. He rides his bicycle when he does not need his vehicle for hauling materials. He has noticed that Fort George and the Lovell Building are currently very congested by bicycle users during the summer and winter. The use of galvanized steel fits in with the character of marine waterfront because it is very corrosion resistant. He believed it was a very low maintenance material unless it is painted. The only change he proposed was to use a slightly different style of roofing material with no external fasteners to keep maintenance to a minimum. He confirmed for Commissioner Stanley that the 40-foot length of the shelter would run north and south.

Commissioner Stanley asked if the Applicants had considered providing any type of security. Mr. Kennedy said people would need to provide their own locks. The shelter would not be enclosed. The 44-foot by 8-foot roof would be supported by four steel frames, so the shelter would be open underneath the roof. Between the steel frames, there will be bike stanchions. He confirmed for President Gunderson that the shelter would be open to the public.

President Gunderson called for any presentations by persons impartial to or against the application. Seeing none, she called for closing remarks of Staff.



Planner Ferber noted that any signage would need to be approved by the Planning Department and Public Works said the driveway cut would need to be improved.

President Gunderson closed the public testimony portion of the hearing and called for Commission discussion and deliberation.

Vice President Dieffenbach and Commissioner Stanley said they wished the Staff report included a drawing of the shelter. Commissioner Stanley added the concept was great and it would be terrific if more people used bicycles.

Commissioner Burns said Fort George has always been very respectful of their buildings and the neighborhood. They understand historic preservation and Astoria's unique feel. He had no reservations about the project and believed it would look great.

Commissioner Osterberg agreed and said the materials and architecture were compatible with the surrounding historic structures. The compatible structures listed in the Staff report are large and imposing and the bike shelter is small and open. The shelter does not attempt to compete with the large surrounding structures, which helps make it compatible with the surrounding area.

President Gunderson said Fort George has come before the Commission many times. They have done an outstanding job and have become an important factor in the community. Fort George does everything first class and she is always proud to bring people to see the latest things they have done. She supported the application. Encouraging employees to ride bikes and buying the bikes speaks volumes. Fort George runs a great operation.

Vice President Dieffenbach moved that the Historic Landmarks Commission (HLC) adopt the Findings and Conclusions contained in the Staff report and approve New Construction NC16-01 by Tim Kennedy; seconded by Commissioner Burns. Motion passed unanimously.

President Gunderson read the rules of appeal into the record.

#### COMMUNICATIONS – ITEM 5(a):

##### **Special Assessment Application for 1121 11<sup>th</sup> Street by Kathleen Karan**

Planner Ferber said the State Historic Preservation Office (SHPO) sent Staff the application, recommended the HLC review it, and forward any comments. The Staff report included the application and a memorandum, which she briefly reviewed.

Director Cronin added that an Exterior Alteration permit had been issued in 2012, so Staff had no concerns.

Commissioner Osterberg said many of the projects were interior work, but he understood that the special assessments were for approved exterior work. Staff explained that as soon as a property is approved for a special assessment, any interior or exterior work must be reported to SHPO. The work must meet standards set by the Secretary of the Interior, which is more than what the HLC reviews.

Commissioner Osterberg was surprised that landscaping would be reviewed as well. However, he fully supported the application. He was pleased to see so much detail and such specific proposals.

Commissioner Stanley moved that the Historic Landmarks Commission (HLC) support the Special Assessment Application for 1121 11<sup>th</sup> Street by Kathleen Karan; seconded by Commissioner Burns. Motion passed unanimously.

#### REPORTS OF OFFICERS/COMMISSIONERS – ITEM 6:

Director Cronin announced the Library Open House was scheduled for Wednesday, May 25, 2016 from 4:30 pm to 6:30 pm to take feedback on the future of the library. Columbia Memorial Hospital has also scheduled an open house on Thursday, May 26<sup>th</sup> at the Seafood Lab to discuss traffic and parking at the old gas station across from the Growler Station. City Engineer Nathan Crater coordinated the event.



## NEW BUSINESS – ITEM 7:

### **Item 7(a): Historic Preservation Month**

President Gunderson said at the City Council meeting on May 2<sup>nd</sup> that Mayor LaMear declared May as Historic Preservation Month. She circulated the proclamation, which she accepted at the Council meeting on behalf of the HLC.

Director Cronin added that on May 18<sup>th</sup>, he and John Goodenberger would be hosting a walking tour as part of the Astoria Downtown Historic District Association (ADHDA) Ned Talk series. The tour will feature a few vacant buildings downtown that are hidden gems. Also, ADHDA's semi-annual cleanup event is on May 21<sup>st</sup>. He also reported that he attended Michelle Reeves workshop called Developer for a Day at the Oregon Heritage Conference.

### **Item 7(b): Preserving Oregon Grant**

Director Cronin said Staff has applied for a grant to restore the Flavel commercial property. He would provide the HLC with an update at their next meeting in June. He briefly described the grant approval process and said a decision was expected by August.

### **Item 7(c): Tiny House Revolution**

Director Cronin explained that City Council set a goal regarding affordable housing, so Staff has been working on several issues in an attempt to increase housing opportunities. Staff has received many inquiries about tiny houses and language to allow them has been proposed as part of the Affordable Housing Code Text Amendments. However, the public still needs to be educated about these homes. Staff has partnered with a tiny homebuilder in Hammond who will temporarily place a home on City-owned property in downtown Astoria. The home will be in Astoria for four to six months. Staff will be working with the Tongue Point Job Corps Construction Trades program to build a similar home and needs exterior design recommendations from the HLC. He confirmed this will be a demonstration project and the public will have the opportunity to tour the tiny houses with a real estate agent.

Commissioner Osterberg understood the tiny houses would be allowed as accessory dwelling units (ADU). Director Cronin added they would only be allowed in residential zones. Staff has only received one application for an ADU in the last year, even though changes were made to the ADU codes. Staff hopes the tiny houses or allowing people to convert existing detached garages will encourage investment. He briefly noted the requirements for tiny houses.

President Gunderson said she preferred ADUs that match the style of the main dwelling. Director Cronin confirmed applications for tiny homes would be reviewed by the HLC and briefly noted the maximum size requirements of ADUs.

### **Item 7(d): 2016 Dr. Edward Harvey Historic Preservation Awards**

President Gunderson confirmed all of the Commissioners had driven by the nominated properties.

Administrative Assistant Williams gave the history of the award and explained the process for nominating a property. Staff did not receive any nominations from the community this year, so she reviewed Exterior Alteration permits that had been issued in the last two years and chose the homes with the most impressive work. She reviewed each of the nominated properties, which were included in the Staff report.

Commissioners discussed each property with Staff and recommended the First Presbyterian Church and the Fisher Building be considered next year, as work was still not complete.

Commissioner Osterberg moved that the Historic Landmarks Commission (HLC) recommend the residential property at 3720 Duane Street as the winner of the Dr. Harvey Award; seconded by Commissioner Burns. Motion passed unanimously.

**PUBLIC COMMENT – ITEM 8:**

President Gunderson said at the May 2<sup>nd</sup> City Council meeting, she commended Planner Ferber and Director Cronin for doing such a great job on the Staff reports and presentations. She thanked Administrative Assistant Williams for making sure the Commissioners receive the reports and answer questions. Vice President Dieffenbach added that she appreciated Staff's progress report emails.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:43 p.m.

**APPROVED:**

\_\_\_\_\_  
Community Development Director

DRAFT



## ASTORIA PLANNING COMMISSION MEETING

Astoria City Hall  
May 24, 2016

### CALL TO ORDER:

President Pearson called the meeting to order at 6:30 pm.

### ROLL CALL:

Commissioners Present: President David Pearson, Vice President Kent Easom, McLaren Innes, Sean Fitzpatrick, Daryl Moore, and Frank Spence

Commissioners Absent: Jan Mitchell

Staff Present: Community Development Director Kevin Cronin, Planner Nancy Ferber, Parks Director Angela Cosby, and Parks Planner Ian Sisson. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

### APPROVAL OF MINUTES:

#### **Item 3(a): April 26, 2016 Meeting**

Vice President Easom noted the following corrections:

- Page 1, motion to approve the minutes of the March 22, 2016 meeting: "...seconded by ~~Vice President Easom~~ **Commissioner Innes**."
- Page 2, Paragraph 6: "~~Vice President Easom~~ **Commissioner Spence** noted the Staff report required the bicycle space to be located in the sidewalk furnishing zone."

Vice President Easom moved that the Astoria Planning Commission approve the minutes of April 26, 2016 as corrected; seconded by Commissioner Innes. Motion passed unanimously.

#### **Item 3(b): April 26, 2016 Work Session**

Vice President Easom noted the following correction:

- Page 1, Paragraph 4: "~~Vice President Easom~~ **Commissioner Spence** noted the City owns 1,300 parcels of land..."

Vice President Easom moved that the Astoria Planning Commission approve the April 26, 2016 work session minutes as corrected; seconded by Commissioner Moore. Motion passed unanimously.

### PUBLIC HEARINGS:

President Pearson explained the procedures governing the conduct of public hearings to the audience and advised that handouts of the substantive review criteria were available from Staff.

### ITEM 4(a):

A16-03 Amendment A16-03 by the Astoria Parks and Recreation Department to amend the Astoria Comprehensive Plan to include the Astoria Parks and Recreation Comprehensive Master Plan, City Wide.

President Pearson asked if anyone objected to the jurisdiction of the Planning Commission to hear this matter at this time. There were no objections. He asked if any member of the Planning Commission had any conflicts of interest or ex parte contacts to declare. Hearing none, he asked Staff to present the Staff report.

Director Cronin and Ian Sisson reviewed the written Staff report and noted the most recent updates to the draft Astoria Parks and Recreation Comprehensive Master Plan.



Commissioner Moore said he had no objections to the updates. He wanted to know why Columbia Field was listed as a City of Astoria park. The park is not City property and he did not believe the City had a formal arrangement with the school district. However, he understood the City uses and maintains the park. Mr. Sisson said the inventory could include an additional column to show ownership of each park property. The intent of the inventory is to show the parks that are managed by the Parks and Recreation Department. Staff needed to account for all of the facilities that are available to the public for recreation services and use. He confirmed that the Master Plan could be updated if the management agreement with the school district changed. Director Cronin added that this change could be done administratively because the Plan is a working document.

Commissioner Spence said lack of staff was discussed in several meetings. He hoped it would not be too late to recommend increased staffing while the City is putting the final touches on the budget. He asked if staffing had been addressed in the Parks Department budget and if the need for more staff had been accepted positively. Director Cosby said Staff has begun discussing staffing needs with City Council as part of the Master Plan, but it was not considered for the next fiscal year because the Master Plan has not yet been adopted. Once the Plan is adopted, work sessions will be scheduled to discuss how to balance resources with staffing requirements. She confirmed that the Parks Department just started to contract out some of its maintenance work, like restroom cleaning and mowing. The City has three full-time Parks maintenance employees and the contracted employees are seasonal employees that make lower hourly rates and do not receive the City's benefit package. City staff costs 60 percent more than seasonal employees. However, since the employment pool is empty, contracting is the City's only option right now.

President Pearson opened the public hearing and called for testimony in favor of, impartial to, or opposed to the application. Hearing none, he called for closing comments of Staff. There were none. He closed the public hearing and called for Commission discussion and deliberation.

Commissioner Innes said a lot of work had gone into the Master Plan in a very short amount of time. She hoped following through with the Plan would go well.

Commissioner Fitzpatrick said he was impressed with the amount of work that went into the Plan.

President Pearson agreed and said the document was a great working document.

Director Cronin said Staff wanted to continue this hearing because the Parks Board would be reviewing the Master Plan on May 25<sup>th</sup> and they may have something new for the Planning Commission to consider.

Commissioner Moore moved that the Astoria Planning Commission continue the hearing for A16-03 by the Astoria Parks and Recreation Department to the June 28, 2016 6:30 p.m. meeting; seconded by Commissioner Spence. Motion passed unanimously.

ITEM 4(b):

V16-05                      Variance V16-05 by Josh Kolberg, Architect for Columbia Memorial Hospital to locate a cancer treatment facility with floor area to lot ration of .22 from the required 1:1 ration at 1905 Exchange in the AH-HC, Attached Housing – Health Care zone.

President Pearson asked if anyone objected to the jurisdiction of the Planning Commission to hear this matter at this time. There were no objections. He asked if any member of the Planning Commission had any conflicts of interest or ex parte contacts to declare.

Vice President Easom declared a potential conflict of interest, as he manages the property adjacent to the site of the proposed facility. However, he did not believe this would impact his decision.

Commissioner Fitzpatrick declared that he and his wife have been long-term supporters of the facility. They were invited to a sneak peak of the cancer center the previous week, which they did not attend. He also received a letter with information about the facility, but he did not believe any of this would preclude him from being impartial. He also believed everything in the letter would be presented to the Commission during this hearing.



President Pearson asked Staff to present the Staff report.

Planner Ferber reviewed the written Staff report, noting Staff recommended approval of the request.

Commissioner Spence asked if the hospital owned all of the land shown in the photograph on Page 4 of the Staff report and why not all of the parcels would be used to calculate the floor to area ratio (FAR). It appears as if one site is being divided, which triggers the variance. Other Commissioners indicated the FAR would be worse if the entire property were considered. Commissioner Spence asked if the legal description of the individual lots controlled what could be developed. Planner Ferber confirmed the hospital owns one large lot, but just wants to develop a piece of it now and potentially develop the rest of it in the future.

Commissioner Spence asked if access would be from Exchange Street. Director Cronin said the Design Review Committee had already addressed the access criteria and it was not part of the criteria for approving the variance.

President Pearson opened the public hearing and called for a presentation by the Applicant. The Applicant confirmed he had no presentation.

President Pearson called for any testimony in favor of, impartial to, or opposed to the application. Hearing none, he called for closing comments of Staff. There were none. He closed the public hearing and called for Commission discussion and deliberation.

Commissioner Fitzpatrick believed the Applicant had made a case for needing this variance and he supported the application. President Pearson, Vice President Easom, Commissioners Innes and Spence agreed.

Commissioner Moore said the intention of the Gateway Overlay Zone was 1 to 1 construction. A cancer treatment center is absolutely necessary, but he believed the Commission should consider that variances could conflict with the intentions of the area. In the future, the hospital may construct more on the lot, which will increase the FAR, but there is no real plan at this point. Staff suggested the Applicant develop a master plan for the area, so he hoped there would be more development in the area to achieve the goals of the Gateway Area.

Vice President Easom moved that the Astoria Planning Commission adopt the Findings and Conclusions contained in the Staff report and Variance V16-05 by Josh Kolberg; seconded by Commissioner Innes. Motion passed unanimously.

President Pearson read the rules of appeal into the record.

#### REPORTS OF OFFICERS/COMMISSIONERS:

Director Cronin reported that the library's open house was scheduled for May 25<sup>th</sup> from 4:30 pm to 6:30 pm, and then the Library Board and City Council work session would be held at City Hall in Council Chambers at 7:00 pm. Columbia Memorial Hospital will host an open house on May 25<sup>th</sup> at the Seafood Lab to discuss the new parking lot at the site of the old gas station. On May 31<sup>st</sup>, an emergency management town hall meeting will be held at the Liberty Theatre.

#### PUBLIC COMMENTS:

#### ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:07 pm.

#### **APPROVED:**

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Community Development Director



CITY OF ASTORIA

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June 6, 2016

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: MOTOR VEHICLE FUEL TAX COLLECTION INTERGOVERNMENTAL AGREEMENT

**Discussion**

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.

**Recommendation**

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.

By: \_\_\_\_\_

Susan Brooks, CPA  
Director of Finance & Administrative Services



**AMENDMENT NUMBER 02  
INTERGOVERNMENTAL AGREEMENT  
Motor Vehicle Fuel Dealer Tax Collection  
City of Astoria**

This is Amendment No. 02 to the Agreement between the **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as "State," and **City of Astoria**, acting by and through its elected officials, hereinafter referred to as "Agency," entered into an Agreement on September 19, 2007 and Amendment Number 01 signed on September 24, 2011.

It has now been determined by State and City of Astoria that the Agreement referenced above shall be amended to extend the termination date and update contact information.

1. **Effective Date.** This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.
2. **Amendment to Agreement.** Terms of Agreement, Paragraph 2, Page 1, which reads:
3. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate on September 21, 2016, unless extended by an amendment to this Agreement.

Shall be deleted in its entirety and replaced with the following:

2. The term of this Agreement shall begin on the date all required signatures are obtained and shall terminate on September 30<sup>th</sup>, 2021.
4. **Counterparts.** This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
5. **Original Agreement.** Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. Agency certifies that the representations, warranties and certifications in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

**THE PARTIES**, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**Signature Page to Follow**

Agency/State  
Agreement No. 24551-02

**City of Astoria**, by and through its  
elected officials

By \_\_\_\_\_  
Mayor

Date \_\_\_\_\_

By \_\_\_\_\_  
City Manager

Date \_\_\_\_\_

**City Contact:**

John Snyder City of Astoria  
1095 Duane Street  
Astoria, OR 97103  
503-325-5821  
[jsnyder@astoria.or.us](mailto:jsnyder@astoria.or.us)


**State Contact:**

Douglas KleeB  
ODOT – Fuels Tax Group MS 21  
355 Capitol St NE  
Salem, OR 97301  
503-378-5773  
[Douglas.J.KLEEB@odot.state.or.us](mailto:Douglas.J.KLEEB@odot.state.or.us)

**STATE OF OREGON**, by and through  
its Department of Transportation

By  \_\_\_\_\_  
Fuels Tax Program Manager

Date 6/3/2016

 Digitally signed by  
com.apple.idms.appleid.prd.49317566476d4a3  
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June 15, 2016

**MEMORANDUM**

**TO: MAYOR AND CITY COUNCIL**

**FROM: BRETT ESTES, CITY MANAGER**

**SUBJECT: RESOLUTION TO CLOSE UNNECESSARY FUNDS**

**DISCUSSION/ANALYSIS**

ORS 294.353 provides that the Council may close funds that have become unnecessary by passing a resolution. Staff has determined that the following four (4) 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 CSO program progressed, the purpose of this fund was changed to account for expenses related to ongoing maintenance for the combined sewer overflow facilities, including monitoring of the outfalls. As the program has further 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, FY 2015-16. The attached resolution closes this Fund 180.

The CSO 11<sup>th</sup> Street Separation Fund (183) was established to account for the expenses of the 11<sup>th</sup> 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 8<sup>th</sup> and Commercial intersection. The attached resolution transfers this resource to the Public Works Fund and closes this Fund 183.

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. This fund has been accounting for prior year tax collections related to the bonds. 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 and closes this fund 260.



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, FY 2015-16. The attached resolution closes this Fund 305.

**RECOMMENDATION**

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

By:  \_\_\_\_\_  
Susan Brooks  
Director of Finance and Administrative Services



Resolution No. 16-

A RESOLUTION TO CLOSE UNNECESSARY FUNDS.

WHEREAS, ORS 294.353 provides that Council can close unnecessary funds by resolution and,

WHEREAS, the resources of the CSO Maintenance Fund (180) were budgeted to be and were transferred to the Public Works Improvement Fund in July 2015 and,

WHEREAS, the 11<sup>th</sup> Street CSO project is completed and the CSO Project Loan Fund (183) is now unnecessary and,

WHEREAS, the Aquatic Facility Bonds have been paid, making the Aquatic Facility Bond Fund (260) unnecessary and,

WHEREAS, the Landfill Closure Fund (305) is no longer necessary,

WHEREAS, these distributions are required to close these four funds,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ASTORIA THAT:

<u>CSO Maintenance Fund (180)</u>	
Retained Earnings	\$ 28,068
Transfer to Public Works Improvement Fund	<u>(28,068)</u>
Total	\$ 0
<u>CSO Project Loan Fund (183)</u>	
Cash	\$ 36,215
Transfer to Public Works Fund	<u>(36,215)</u>
Total	\$ 0
<u>Aquatic Facility Bond Fund (260)</u>	
Cash	\$ 568
Taxes Receivable-Current	6,675
Taxes Receivable-Non Current	17,373
Deferred Revenue	(24,048)
Transfer to General Fund	<u>(568)</u>
Total	\$ 0
<u>Landfill Closure Fund (305)</u>	
Retained Earnings	\$ 91,526
Transfer to Public Works Improvement Fund	<u>(91,526)</u>
Total	\$ 0

ADOPTED BY THE CITY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

APPROVED BY THE MAYOR THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager

ROLL CALL ON ADOPTION      YEA   NAY   ABSENT

Commissioner Nemlowill

Herzig

Price

Warr

Mayor LaMear

Resolution No. 16-

A RESOLUTION ADOPTING SUPPLEMENTAL BUDGETS FOR THE  
CITY OF ASTORIA.

WHEREAS, ORS 294.463 authorizes the transfer of appropriations or resources from one fund to another.

WHEREAS, ORS 471 and 473 provide a procedure to amend adopted budgets by issuing a supplemental budget;

WHEREAS, supplemental budgets are required for the General Fund, the Parks Operation Fund and Capital Improvement Fund after the FY 2015-16 budget was adopted.

WHEREAS, the supplemental budgets are on file in the office of the Finance Director at City Hall.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ASTORIA:

**General Fund**

<u>Resources</u>	<u>Amount</u>
Beginning Fund Balance	\$ 2,500,000
Ad Valorem Taxes	5,530,460
Non Ad Valorem Taxes	1,736,640
Licenses and Fees	191,110
Fines	184,500
Grants	29,150
Interest	11,000
Transfers In	437,210
Miscellaneous	<u>71,620</u>
Total Resources	\$10,691,690

<u>Requirements</u>	<u>Amount</u>
Personnel Services	5,235,030
Materials & Services	1,607,770
Transfers	2,131,810
Contingency	<u>1,717,080</u>
Total Requirements	<u>\$10,691,690</u>

**Parks Operation Fund Appropriation Transfer**

<u>Resources</u>	<u>Amount</u>
Beginning Fund Balance	\$ 0
Charges for Services	942,580
Transfer from Other Fund	<u>1,168,100</u>
Total Resources	<u>\$ 2,110,680</u>

<u>Requirements</u>	<u>Amount</u>
Personnel Services	1,437,640
Materials & Services	<u>673,040</u>
Total Requirements	<u>\$ 2,110,680</u>

**Capital Improvement Fund**

<u>Resources</u>	<u>Amount</u>
Beginning Fund Balance	\$ 782,500
Intergovernmental	236,000
Gifts, Bequests & Grants	1,855,000
Timber Sales	250,000
Miscellaneous and Interest	328,000
Transfer from Other Fund	<u>1,040,000</u>
Total Resources	<u>\$ 4,491,500</u>

<u>Requirements</u>	<u>Amount</u>
Materials & Services	2,047,700
Capital Outlay	1,902,500
Debt Service	40,480
Contingency	95,000
Unappropriated Ending Fund Balance	<u>405,820</u>
Total Requirements	<u>\$ 4,491,500</u>

ADOPTED BY THE CITY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
2016.

APPROVED BY THE MAYOR THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager

ROLL CALL ON ADOPTION

YEA   NAY   ABSENT

Commissioner   Nemlowill  
                         Herzig  
                         Price  
                         Warr

Mayor LaMear





June 15, 2016

MEMORANDUM

TO: MAYOR AND CITY COUNCIL  
FROM: BRETT ESTES, CITY MANAGER  
SUBJECT: ADJUSTED BUDGETS FOR FY 2015-16

**DISCUSSION/ANALYSIS**

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 17<sup>th</sup> Street Dock Fund and the Building Inspection Fund.

**17<sup>th</sup> 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 17<sup>th</sup> Street Dock Fund.

Appropriations for Personnel Services in the amount of \$ 2,500 are being transferred to provide appropriations in the amount of \$ 14,500.

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**

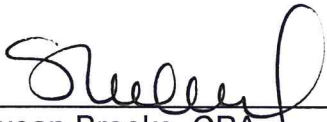
At the time the budget was originally appropriated the Personal Services included appropriations for full time Building Inspector/Code Enforcement staff. Subsequent to budget adoption, staff left employment and the City has contracted services. A transfer of \$ 45,000 is required between Personal Services 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 \$ 66,200 to provide sufficient appropriations for unanticipated contract support for building inspection/code enforcement and anticipated annual expense of \$ 66,200.

**RECOMMENDATION**

Staff recommends that Council consider adopting the resolution.

By:   
\_\_\_\_\_  
Susan Brooks, CPA  
Director of Finance & Administrative Services



Resolution No. 16-

A RESOLUTION ADOPTING TRANSFER OF APPROPRIATIONS WITHIN A FUND FOR THE CITY OF ASTORIA.

WHEREAS, ORS 294.463 authorizes the transfer of appropriations or resources within a fund.

WHEREAS, a resolution authorizing the transfer of appropriations within the 17<sup>th</sup> Street Dock, and Building Inspection Funds for the FY 2015-16 budget are required after adoption of the FY 2015-16 budget.

WHEREAS, the adjusted budgets are on file in the office of the Finance Director at City Hall.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ASTORIA:

**17<sup>th</sup> Street Dock Fund**

<u>Resources</u>	<u>Amount</u>
Beginning Fund Balance	\$ 561,470
Intergovernmental	210,000
Charges for Services	60,360
Interest	1,380
Miscellaneous	<u>1,500</u>
Total Resources	<u>\$ 834,710</u>
<u>Requirements</u>	<u>Amount</u>
Personnel Services	14,500
Materials & Services	54,000
Debt Service	85,540
Capital Outlay	200,000
Transfer to Other Fund	75,000
Contingency	50,000
Ending Fund Balance	<u>355,670</u>
Total Requirements	<u>\$834,710</u>

**Building Inspection Fund**

<u>Resources</u>	<u>Amount</u>
Beginning Fund Balance	\$ 150,800
Charges for Services	200,000
Interest	<u>500</u>
Total Resources	\$ 351,300

<u>Requirements</u>	<u>Amount</u>
Personnel Services	136,450
Materials & Services	66,200
Contingency	10,000
Transfer to Other Funds	15,210
Ending Fund Balance	<u>123,440</u>
Total Requirements	<u>\$ 351,300</u>

ADOPTED BY THE CITY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

APPROVED BY THE MAYOR THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager

ROLL CALL ON ADOPTION

YEA NAY ABSENT

Commissioner Nemlowill  
Herzig  
Price  
Warr

Mayor LaMear



**CITY OF ASTORIA**  
Founded 1811 • Incorporated 1856

June 14, 2016

**MEMORANDUM**

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES CITY MANAGER

SUBJECT: **SPUR 14 WATER LINE PROJECT – AWARD CONSTRUCTION CONTRACT**

**DISCUSSION**

The goal of the Spur 14 Water Line Project is to provide a direct connection to the City's best quality water source. It includes the installation of 700 feet of raw water pipe and associated flow measurement and control appurtenances. 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, Council authorized bid advertisement of this project. The following competitive bids were received on June 14, 2016:

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

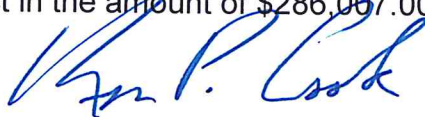
Big River Construction Inc. provided the lowest responsible bid for the project. The Engineer's Estimate prepared for the project is \$290,000 including a 10% contingency.


CH2M Inc. will be providing construction support services to ensure compliance with their design plans for the project. The contract amendment for these services will be presented for consideration at a future Council meeting.

Funds are available for this project in the Capital Improvement Fund, FY16/17 budget. If approved by Council, we anticipate awarding the construction contract on June 22, 2016. City Attorney Blair Henningsgaard has reviewed the attached contract and approved it as to form.

**RECOMMENDATION**

It is recommended that City Council authorize staff to award a construction contract to Big River Construction Inc. for the Spur 14 Water Line Project in the amount of \$286,067.00.

Submitted By:   
Ken P. Cook, Public Works Director

Prepared By:   
Nathan Crater, Assistant City Engineer



## AGREEMENT

### 1.00 - GENERAL

**THIS AGREEMENT**, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2016, by and between Big River Construction, Inc., hereinafter called "**CONTRACTOR**" and the **City** of Astoria, a municipal corporation, hereinafter called "**CITY**."

WITNESSETH:

That the said **CONTRACTOR** and the said **CITY**, for the consideration hereinafter named agree as follows:

### 2.00 - DESCRIPTION OF WORK

The **CONTRACTOR** agrees to perform the work of:

#### **SPUR 14 WATER LINE PROJECT**

and do all things required of it as per his Bid, all in accordance with the described Bid, a copy of which is hereto attached and made a part of this Contract.

### 3.00 - COMPLETION OF CONTRACT

The **CONTRACTOR** agrees that the Work under this Contract shall be completed by the following dates:

- Substantial Completion – 105 days from Notice to Proceed
- Final Completion – 120 days from Notice to Proceed

If said **CONTRACTOR** has not fully completed this Contract within the time set or any extension thereof, it shall pay liquidated damages in accordance with Section 00180.85 of the General Conditions.

### 4.00 - CONTRACT PRICE

The Contract Price for this project is \$286,007.00. Payment will be made in accordance with ORS 279C.560 including progress payments at the end of each month. Retainage will be withheld in accordance with ORS 279C.550 - .565.

### 5.00 - CONTRACT DOCUMENTS

The **CONTRACTOR** and the **CITY** agree that the plans, specifications (including the ODOT/APWA 2015 Oregon Standard Specifications for Construction and Contract Documents defined in Section 00110.20 of the Contract Documents General Conditions and all modifications thereto) and bid are, by this reference, incorporated into this Contract and are fully a part of this contract.

### 6.00 - NONDISCRIMINATION

It is the policy of the **CITY** that no person shall be denied the benefits of or be subject to unlawful discrimination in any **CITY** program, service, or activity on the grounds of age, disability, race, religion, color, national origin, sex, sexual orientation, or gender identity/expression. **CONTRACTOR**, its employees, agents and subcontractors shall comply with this policy.

### 7.00 - CONTRACTOR IS INDEPENDENT CONTRACTOR

**A. CONTRACTOR** acknowledges that for all purposes related to this Contract, **CONTRACTOR** is and shall be deemed to be an independent **CONTRACTOR** and not an employee of **CITY**, shall not be entitled to benefits of any kind to which an employee of the **CITY** is entitled and shall be solely responsible for all payments and taxes required by law; and furthermore in the event that **CONTRACTOR** is found by a court of law or an administrative agency to be an employee of the **CITY** for any purpose, **CITY** shall be entitled to repayment of any amounts from **CONTRACTOR** under the terms of the Contract; to the full extent of any benefits or other remuneration **CONTRACTOR** receives (from **CITY** or third party) as result of said finding and to the full extent of any payments that **CITY** is required to make (to **CONTRACTOR** or to a third party) as a result of said finding.

B. The undersigned **CONTRACTOR** hereby represents that no employee of the **CITY** of Astoria, or any partnership or corporation in which a **CITY** employee has an interest, has or will receive any remuneration of any description from the **CONTRACTOR**, either directly or indirectly, in connection with the letting or performance of this Contract, except as specifically declared in writing.

#### **8.00 - SUBCONTRACTS - RELATIONS WITH SUBCONTRACTORS, ASSIGNMENTS AND DELEGATION**

A. Assignment or Transfer Restricted. The **CONTRACTOR** shall not assign, sell, dispose of, or transfer rights nor delegate duties under the contract, either in whole or in part, without the **CITY**'s prior written consent. Unless otherwise agreed by the **CITY** in writing, such consent shall not relieve the **CONTRACTOR** of any obligations under the contract. Any assignee or transferee shall be considered the agent of the **CONTRACTOR** and be bound to abide by all provisions the contract. If the **CITY** consents in writing to an assignment, sale, disposal or transfer of the **CONTRACTOR**'s rights or delegation of the **CONTRACTOR**'s duties, the **CONTRACTOR** and its surety, if any, shall remain liable to the **CITY** for complete performance of the contract as if no such assignment, sale, disposal, transfer or delegation had occurred unless the **CITY** otherwise agrees in writing.

B. **CONTRACTOR** may not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055 or a business enterprise that is owned or controlled by or that employs a disabled veteran, as defined in ORS 408.225. If **CONTRACTOR** violates this prohibition, the **CITY** will regard the violation as a breach of contract and may either terminate the contract or exercise any other remedy for breach of contract.

#### **9.00 - NONWAIVER**

The failure of the **CITY** to insist upon or enforce strict performance by **CONTRACTOR** of any of the terms of this Contract or to exercise any rights hereunder shall not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon such terms or rights on any future occasion.

#### **10.00 - LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES**

**CONTRACTOR** shall make payment promptly, as due, to all persons supplying **CONTRACTOR** labor or material for the prosecution of the work provided for this contract.

**CONTRACTOR** shall pay all contributions or amounts due the Industrial Accident Fund from **CONTRACTOR** or any subcontractor incurred in the performance of the contract.

**CONTRACTOR** shall not permit any lien or claim to be filed or prosecuted against the **CITY** on account of any labor or material furnished.

**CONTRACTOR** shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

#### **11.00 - CERTIFICATION OF COMPLIANCE WITH TAX LAWS**

As required by ORS 305.385(6), **CONTRACTOR** certifies under penalty of perjury that the **CONTRACTOR**, to the best of **CONTRACTOR**'s knowledge, is not in violation of any of the tax laws described in ORS 305.380(4).

#### **12.00 - CITY OCCUPATION TAX**

Prior to starting work, **CONTRACTOR** shall pay the **CITY** occupation tax and provide the Public Works Department with a copy of occupation tax receipt. **CONTRACTOR** shall, likewise, require all subcontractors to pay the **CITY** occupation tax and provide a copy of the receipt to the Public Works Department prior to commencement of work.

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Contractor Date

**CITY OF ASTORIA**, a municipal of the  
State of Oregon

BY: \_\_\_\_\_  
Mayor Date

ATTEST:

\_\_\_\_\_  
City Manager Date



## **AGREEMENT**

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#### **SPUR 14 WATER LINE PROJECT**

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APPROVED AS TO FORM:

  
City Attorney

Digitally signed by  
City Attorney  
DN: cn=City Attorney, o=City of Astoria, ou=City of Astoria, email=cityatt@astoria.gov, c=US  
Date: 2018.08.14 11:29:38 -0800

CITY OF ASTORIA, a municipal of the  
State of Oregon

BY: \_\_\_\_\_  
Mayor Date

ATTEST:

\_\_\_\_\_  
Contractor Date

\_\_\_\_\_  
City Manager Date

**BID FORM**

The undersigned, having full knowledge of the quality and quantity of work and material required, hereby proposes to furnish all labor, material and equipment required to complete the work of:

**Spur 14 – Water Line Project**

in accordance with the ODOT/APWA 2015 Oregon Standard Specifications for Construction and the Special Provisions, Plans and Specifications hereto, and at the following Bid Schedule prices by the following completion dates:

- Substantial Completion – 105 days from Notice to Proceed
- Final Completion – 120 days from Notice to Proceed

Enclosed herewith is a bid surety deposit in the amount of at least five percent (5%) of the bid.

The undersigned bidder hereby represents as follows: That this bid is made without connections with any person, firm or corporation making a bid for same, and is in all respects fair and without collusion or fraud.

Contractor agrees comply with ORS 279C.838 or ORS 279C.840 or 40 USC3141, et seq, if the contract is subject to state or federal prevailing wage laws.

The undersigned is  X  YES   NO a resident bidder, as defined in ORS 279A.120. (PLEASE CHECK ONE)

Oregon Construction Contractor Board No.  147632

The bidder acknowledges receiving and incorporating changes described in Addenda NO.  1  through  1 .

**Complete in black ink or by typewriter. If BIDDER is:**

**An Individual**

Signature \_\_\_\_\_

(Individual's Name, Typed or Printed) \_\_\_\_\_

doing business as \_\_\_\_\_

Business address \_\_\_\_\_

Phone No. \_\_\_\_\_

**A Partnership**

Firm Name \_\_\_\_\_

Signature \_\_\_\_\_

(Name of Partner, Typed or Printed) \_\_\_\_\_

Business address \_\_\_\_\_

Phone No. \_\_\_\_\_

A Limited Liability Company (LLC)

LLC Name \_\_\_\_\_

By \_\_\_\_\_  
(Signature of general partner – attach evidence of authority to sign)

Name (typed or printed) \_\_\_\_\_

Business Address \_\_\_\_\_

State in which company was formed \_\_\_\_\_

Phone No. \_\_\_\_\_

A Corporation

Corporation Name Big River Construction, Inc

Signature 

Bill Gunderson  
(Officer's Name, Typed or Printed)

Vice President  
(Title)

Oregon  
(State of Incorporation)

Attest   
(Secretary's Signature)

Business address 1050 Olney Ave Astoria, OR 97103

Phone No. 503-338-3878

Date of Qualification to do business 5/1/2001

**BID SCHEDULE  
SPUR 14 – WATER LINE PROJECT**

Bid Item No.	Description	Quantity	Unit	Unit Price	Amount Bid
1	Construction Survey Work	1	LS	7,125. <sup>00</sup>	7,125. <sup>00</sup>
2	Mobilization	1	LS	15,000. <sup>00</sup>	15,000. <sup>00</sup>
3	Clearing, grubbing and rough grading	1	LS	2,400. <sup>00</sup>	2,400. <sup>00</sup>
4	Erosion Control	1	LS	11,000. <sup>00</sup>	11,000. <sup>00</sup>
5	12 inch DR 17 HDPE Water Line (Sta 200+14.60 to Sta 203+47)	333	LF	64. <sup>00</sup>	21,312. <sup>00</sup>
6	12 inch DR 11 HDPE Water Line (Sta 203+47 to 205+23)	176	LF	92. <sup>00</sup>	16,192. <sup>00</sup>
7	12 inch DR 17 HDPE Water Line (Sta 205+23 to 207+00)	177	LF	64. <sup>00</sup>	11,328. <sup>00</sup>
8	Blow-off Assembly 4-inch	1	EA	3,200. <sup>00</sup>	3,200. <sup>00</sup>
9	Combination Air/Vacuum Release Valve Assembly	2	EA	3,000. <sup>00</sup>	6,000. <sup>00</sup>
10	Sta 200+00 Connection (Flow Meter Vault 1)	1	LS	38,500. <sup>00</sup>	38,500. <sup>00</sup>
11	Sta 207+00 Connection (Flow Meter Vault 2)	1	LS	76,600. <sup>00</sup>	76,600. <sup>00</sup>
12	Trench Cut-off	2	EA	1,850. <sup>00</sup>	3,700. <sup>00</sup>
13	Rip-rap Rock Pad	2	EA	450. <sup>00</sup>	900. <sup>00</sup>
14	Pressure Reducing Valve (PRV Vault)	1	LS	57,750. <sup>00</sup>	57,750. <sup>00</sup>
15	Gravel Access Road (Connection @ Sta 200+00 to Sta 205+00)	1	LS	8,500. <sup>00</sup>	8,500. <sup>00</sup>
16	Gravel Access Road (Connection @Sta 207+00 to Headworks Rd.)	1	LS	6,500. <sup>00</sup>	6,500. <sup>00</sup>

**Total Bid Amount**      286,007.<sup>00</sup>





June 13, 2016

MEMORANDUM

TO: ASTORIA DEVELOPMENT COMMISSION  
FROM: BRETT ESTES, CITY MANAGER  
SUBJECT: SUPPLEMENTAL BUDGET FOR FY 2015-16

**DISCUSSION/ANALYSIS**

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 is to advertise a supplemental budget not less than 5 days before a Commission meeting. Since the supplemental budget is less than 10% of the total expenditures, there is no requirement to hold a hearing for this adjustment. Commission may consider a resolution to adopt the supplemental budget as advertised.

Astor East Urban Renewal District Fund

The supplemental budget increases the Beginning Fund Balance by \$65,000 to reflect a higher beginning cash amount than was budgeted.

As background, in February, 2016, Commission approved additional cleanup costs related to issues identified with Heritage Square. Specifically costs related to soil handling, containment box required to haul hazardous material, shoring for elevated parking structure, modifications related to extricating materials, archeologist activities related to automotive parts under parking structure, DEQ oversight and additional consultant time related to these items. The City and ADC anticipate receipt of grant funds from Business Oregon to cover additionally identified costs and groundwater monitoring.

Professional Services appropriation will be increased by \$64,900.

Interest on Debt Service was more than budgeted due to a variation of actual interest calculations compared to the originally prepared amortization schedule. The Debt Service appropriation is increased by \$100.00.

**RECOMMENDATION**

It is recommended that Commission adopt the resolution for the supplemental budget.

By:   
Susan Brooks, CPA  
Director of Finance & Administrative Services

Resolution No. 16-

A RESOLUTION ADOPTING SUPPLEMENTAL BUDGETS FOR THE  
ASTORIA DEVELOPMENT COMMISSION.

WHEREAS, ORS 471 and 473 provide a procedure to amend adopted budgets by issuing a supplemental budget;

WHEREAS, supplemental budgets are required for the Astor East Urban Renewal District Fund after the FY 2015-16 budget was adopted.

WHEREAS, the supplemental budgets are on file in the office of the Finance Director at City Hall.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ASTORIA:

**Astor East Urban Renewal District Fund**

<u>Resources</u>	<u>Amount</u>
Beginning Fund Balance	\$ 423,300
Ad Valorem Taxes	322,200
Delinquent Ad Valorem Taxes	15,000
Interest	1,950
Miscellaneous	<u>29,900</u>
Total Resources	\$ 792,350

<u>Requirements</u>	<u>Amount</u>
Materials & Services	169,770
Capital Outlay	325,000
Debt Service	135,970
Contingency	45,000
Ending Fund Balance	<u>116,610</u>
Total Requirements	<u>\$792,350</u>

ADOPTED BY THE ASTORIA DEVELOPMENT COMMISSION THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 2016.

APPROVED BY THE CHAIRPERSON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_,  
2016.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
City Manager

ROLL CALL ON ADOPTION

Commissioner      Nemlowill  
                                 Herzig  
                                 Price  
                                 Warr

YEA   NAY   ABSENT

Mayor La Mear