



AGENDA

ASTORIA CITY COUNCIL

February 6, 2017

7:00 p.m.

2nd Floor Council Chambers

1095 Duane Street · Astoria OR 97103

1. CALL TO ORDER

2. ROLL CALL

3. REPORTS OF COUNCILORS

4. CHANGES TO AGENDA

5. PRESENTATIONS

- (a) Advance Astoria: Project Update (Community Development)
- (b) Skip Hauke of Astoria-Warrenton Chamber of Commerce

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 Minutes of 1/3/17
- (b) City Council Minutes of 1/17/17
- (c) Boards and Commissions Minutes
 - (1) Library Board Minutes of 11/29/16
- (d) Memorandum of Understanding Between Clatsop County and the Cities of Astoria, Seaside and Warrenton for Cooperation in the Provision of Library Services (Library)
- (e) Resolution Amending City of Astoria Nondiscrimination Policy (City Manager)
- (f) Oregon Infrastructure Finance Authority (IFA) Storm Damage Grant Acceptance (Public Works)
- (g) FEMA Emergency Shoreline Erosion Project Construction Contract Award (Public Works)
- (h) Veterans and War Memorial Grant Application to Restore the Doughboy Monument (Parks)
- (i) Authorization to Enter into an Agreement with Greenworks P.C. to Produce Site-Specific Park Plans at Shively and McClure Parks (Parks)

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) Ordinance Revising City Code Section 5.810 Providing for Identification of Dangerous Animals; Appeals; Restrictions Pending Appeal (2nd reading & adoption) (Police)
- (b) Ordinance Amending City Code Section 1.964A Pertaining to City Manager's Spending Authority (2nd reading & adoption) (City Council)
- (c) Waterfront Bridges Replacement Project (6th – 11th Streets) Funding Update and Loan Application (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 THE CITY MANAGER'S OFFICE AT 503-325-5824.



CITY OF ASTORIA

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February 2, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF TUESDAY, FEBRUARY 6, 2017

PRESENTATIONS

Item 5(a): Advance Astoria: Project Update (Community Development)

Community Development Director Kevin Cronin will provide Council with an update regarding the Advance Astoria project.

Item 5(b): Skip Hauke of Astoria-Warrenton Chamber of Commerce

Astoria-Warrenton Chamber of Commerce Director Skip Hauke will make a presentation regarding the Chamber's services to the local business community for 2016 and 2017 year to date.

CONSENT CALENDAR

Item 6(a): City Council Minutes

The minutes of the City Council meeting of January 3, 2017 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 17, 2017 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(c)(1): Boards and Commissions Minutes

The minutes of the Library Board meeting of November 29, 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): Memorandum of Understanding Between Clatsop County and the Cities of Astoria, Seaside and Warrenton for Cooperation in the Provision of Library Services (Library)

Since 2010, the Astoria City Council has authorized Library staff to participate in Libraries ROCC! Rural Outreach to Clatsop County. Partners and collaborators include the school districts of Astoria, Jewell, Knappa, Seaside and Warrenton, the Northwest Regional Education Service District, Clatsop County, and the public libraries of Astoria, Seaside, and Warrenton. Libraries ROCC activities include library cards for all children ages birth to nineteen, a collaborative countywide summer reading program, and courier service between the Seaside, Warrenton and Astoria libraries. Clatsop County provided \$5000 in 2016 to assist with the program. A previous Intergovernmental Agreement (IGA) was signed by the cities on May 1, 2016. This Memorandum of Understanding (MOU) simply formalizes County participation and will be for a new three year period.

The Library Directors of the Seaside, Warrenton and Astoria libraries leverage the work of the past six years by seeking community and corporate donations to support ROCC library cards and summer programs and to establish an endowment fund. The financial impact of this MOU for the City of Astoria is estimated at \$850 a year for mileage and staff time to continue courier service. Courier service enables the libraries to continue sharing collections. This cost may be reduced if a grant paid Outreach Coordinator is able to assist with courier service. Any party may discontinue participation with a 90 day notice. This MOU is to be reconsidered in three years. The MOU has been reviewed and approved as to form by City Attorney Henningsgaard. It is recommended that Council approve and authorize the City Manager to sign the Memorandum of Understanding between the Cities of Astoria, Seaside, Warrenton, and Clatsop County for Cooperation in the provision of Library Services.

Item 6(e): Resolution Amending City of Astoria Nondiscrimination Policy (City Manager)

On September 15, 2014, the Astoria City Council adopted Resolution No. 14-25 establishing a Policy on Nondiscrimination. At their July 18, 2016 meeting, the City Council considered and approved a request to remove the “slash (/)” as used in “gender identity/expression”, and in its place, use the word “and” to read as follows: “gender identity **and** expression”. The City of Astoria Policy regarding Nondiscrimination was amended to read as follows:

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

Since the policy was originally adopted by Resolution No. 14-25, the amended language also needs to be adopted by resolution. It is recommended that Council adopt the proposed Resolution implementing the change in language for the Nondiscrimination Policy.

Item 6(f): Oregon Infrastructure Finance Authority (IFA) Storm Damage Grant Acceptance Public Works)

During the period of December 6 through 23, 2015, the State of Oregon experienced severe weather that caused a damaging winter storm. The City of Astoria experienced erosion along the Columbia River shoreline and a washout along Pipeline Road where our 21” diameter water transmission main crosses a ravine. As a result of the widespread damage, a Federal Declaration of Emergency was declared on February 17, 2016 and Federal Emergency Management Agency (FEMA) Public Assistance Program funds became available to assist communities with the repair of their damages. FEMA funds will cover 75 percent of project costs and IFA will be providing matching grant funds for the additional 25 percent. A description of the two City of Astoria projects are included in the associated memo.

Following is a current project budget summary:

<u>Project Name</u>	<u>FEMA Grant Funding (75%)</u>	<u>IFA Grant Funding (25%)</u>	<u>Project Total</u>
Emergency Shoreline Erosion Project	\$82,356	\$27,452	\$109,808
Pipeline Road Waterline Stabilization Project (1)	\$110,869	\$36,956	\$147,825
Total	\$193,225	\$64,408 (2)	\$257,633

It is recommended that Council authorize the Mayor and City Manager to sign the IFA contract for the 25 percent matching grant funds for the two FEMA projects, Emergency Shoreline Erosion Project and Pipeline Road Bank Stabilization project.

Item 6(g): FEMA Emergency Shoreline Erosion Project Construction Contract Award (Public Works)

During the period of December 2015, a severe weather pattern caused damaging winter storms. The City of Astoria experienced erosion along the Columbia River shoreline at multiple locations during the event period. On February 17, 2016 a declaration of emergency was declared and Federal Emergency Management Agency (FEMA) Public Assistance Program funds became available to assist communities repair damages. FEMA has awarded funding for this project. Staff has received the Oregon Division of State Lands and Army Corp of Engineers’ permit for the project. Since the Engineers’ estimate was under \$100,000, per City Code, staff requested construction quotes from local contractors for the work. Following is a summary of the quotes received:

<u>Contractor</u>	<u>Total Quote</u>
Big River Construction	\$44,415.00
Clean Sweep Maintenance Inc.	\$87,652.50

Funding for the project will temporarily come from the Promote Astoria Fund and will be reimbursed by FEMA (75%) and Oregon’s Infrastructure Finance Authority (25%). It is recommended that Council authorize the award of a contract to Big

River Construction, Incorporated, in the not-to-exceed amount of \$44,415.00 for the Emergency Shoreline Erosion Project.

Item 6(h): Veterans and War Memorial Grant Application to Restore the Doughboy Monument (Parks)

The Veterans and War Memorials Grant Program was created and established by the Oregon Parks and Recreation Department to provide funding assistance to local governments for the construction and restoration of veterans and war memorials. The program helps to honor Oregon's soldiers and veterans by commemorating their service to the country. The Parks Department, the American Legion Clatsop Post 12, Clatsop Community College's Historic Preservation Program, and the Community Development Department have collaborated to develop a plan to renovate the Doughboy Monument's interior, exterior, lighting system, and plumbing. The total cost for renovation work is estimated at \$23,605 and the grant requires a 10% cash match. A \$3,000 match from Astor West Urban Renewal Area Funds will be contributed toward this project as part of the larger Uniontown Reborn initiative. This partnership dovetails with other key public investments that are planned for Uniontown, including façade grants for residential and commercial properties, a new streetscape design for W. Marine Drive, Maritime Memorial expansion, and the reopening of two-way traffic on Bond Street. Furthermore, the Uniontown Association has expressed support for these investments to revitalize the historic business district. The Historic Preservation Program is providing \$6,480 in in-kind labor and Parks and Recreation Department staff are providing \$1,500 in in-kind administration. The total grant request is \$12,625. It is recommended that the City Council authorize submitting the Veterans and War Memorial Grant application for \$12,625 in grant funds to renovate the Doughboy Monument.

Item 6(i): Authorization to Enter into an Agreement with Greenworks P.C. to Produce Site-Specific Park Plans at Shively and McClure Parks (Parks)

The Parks and Recreation Department's Comprehensive Master Plan recommends completing site-specific park plans at several locations. The process would allow the Department to plan for specific improvements and new development, as well as long term maintenance at each site. The plans would assess alternative options for improvements and new development, and recommend the best option. The planning process would involve input from the community, specify landscape features and park amenities to be developed or improved, and include cost estimates, funding strategies, and a timeframe for implementation. It was recommended that site master plans for Shively Park and McClure Park be prioritized. During the community input process for the Parks and Recreation Comprehensive Master Plan, the public was asked to prioritize sites in need of master plans. The City of Astoria was awarded the Oregon Parks and Recreation Department Local Government Grant of \$40,000 to support funding site plans for Shively Park and McClure Park and approve the Local Government Grant Program Agreement. On October 17, 2016 City Council accepted the grant and committed the required 40% match, in the amount of \$16,000 cash budgeted in the Capital Improvement Fund and in-kind management and administration contribution of \$11,000. On November 7, 2016 City Council

authorized staff to request qualifications for a consultant or team of consultants specializing in community engagement, gathering, consolidating, and prioritizing community input, planning and landscape design and/or architecture. One statement of qualifications was received from Greenworks P.C. a Landscape Architecture and Environmental Design firm that has completed several projects with the City of Astoria. A selection panel comprised of Parks and Recreation Department staff, Community Development staff, neighbors of Shively Park, and a representative from the Friends of McClure Park evaluated the received statement of qualification. The consultant was evaluated based on proven experience, expertise, and technical merit for the requested services. Based on the successful evaluation of Greenworks submittal, Greenworks and City staff negotiated project management plan, budget and schedule for the project. At this time the project has fallen one month behind schedule. To catch-up and with the tentative timeline the Parks and Recreation Department seeks City Council authorization to enter into a contract with Greenworks P.C. for a team of consultants specializing in community engagement, gathering, consolidating, and prioritizing community input, planning and landscape design and architecture to create site-specific park plans for Shively and McClure in the amount of \$55,922.52. It is recommended that City Council approve the contract with Greenworks P.C. in the amount of \$55,922.52 to develop master plans for Shively and McClure Parks.

REGULAR AGENDA ITEMS

Item 7(a): Ordinance Revising City Code Section 5.810 Providing for Identification of Dangerous Animal; Appeals; Restrictions Pending Appeal (2nd reading & adoption) (Police)

This ordinance received its first reading at the January 17, 2017 City Council meeting. Staff is recommending a change to the dangerous animals’ ordinance. The change creates a burden of proof in appeal hearings related to the classification of a dangerous animal. There are two other changes proposed as well. One eliminates the requirement for signed written statements allowing for recorded statements as well. The other is to repair a typographical issue in the ordinance. It is recommended that Council conduct the second reading and adopt the proposed ordinance.

Item 7(b): Ordinance Amending Code Section 1.964A Pertaining to City Manager’s Spending Authority (2nd reading & adoption) (City Council)

The first reading of this ordinance was held at the January 17, 2017 City Council meeting. At the January 6, 2017 goal setting session, there was discussion regarding the City Manager’s spending authority which is currently set at \$10,000. This amount has been in place since 1999. There was discussion from Council members to increase that limit to \$50,000. Spending authorities for managers in our area are as follows:

- Warrenton\$25,000
- Clatsop County.....\$30,000
- Seaside\$50,000
- Cannon Beach ..\$50,000

At the request of Council an ordinance revision has been prepared for consideration and is attached to this memorandum. In addition to replacing the \$10,000 amount with \$50,000, the reference to bulk fuel has been deleted since the new spending authority would accommodate those purchases. It should be noted that the City's purchasing ordinance will continue to dictate how bids, solicitations, and purchases will be made. In discussing the spending authority revision with City Attorney Henningsgaard, he noted that a subsequent review of the purchasing ordinance may be in order to better align the manager's spending authority with that code and to better align the City purchasing ordinance with changes in State statutes. Staff will begin review of the City's purchasing codes. If the City Council is in agreement with the proposed change in spending authority for the City Manager's spending authority, it is recommended that Council hold a second reading and adopt the proposed ordinance.

Item 7(c): Waterfront Bridges Replacement Project (6th – 11th Streets) Funding Update and Loan Application (Public Works)

In September 2014, the City entered into an Intergovernmental Agreement with the Oregon Department of Transportation (ODOT) for the design phase of the Waterfront Bridges Replacement Project that will replace six bridge structures. In April 2015, OBEC Consulting Engineers, Inc., (OBEC) was hired by ODOT as the engineering design consultant. OBEC has performed design to 60% completion. City staff and ODOT staff are currently reviewing 60% design submittal. An updated project cost estimate indicates the construction cost increased slightly with the design refinement from the 30% submittal (see table below). As the project design has advanced, costs that are not reimbursed through ODOT have also been characterized. The two major City expenses are utility relocations (sewer and water) and repairs to the 11th Street extension outside the project limits to achieve highway load capacity. These expenses are currently estimated at \$337,000 and must be paid solely by the City.

The cost estimate prepared by OBEC is based on the results of investigations, research, and a much better understanding of the site conditions and constraints than when the project was originally scoped in 2013. Based on OBEC's analysis, a large part of the cost increase is attributed to deep bedrock that was discovered during the geotechnical explorations and larger project area that is necessary to connect the new structure to existing structures. OBEC estimates that the project funding needs to be increased by \$2,189,412 (\$224,853 City match). The project team is working with ODOT to confirm their support of the 60% design submittal, then a request to increase funding will be submitted.

The total estimated City funds contributed to this project is estimated to be \$1,698,548. To date, the City has contributed \$242,987 from Surface Transportation Program (STP) funds. The remaining match \$1,455,561 will need to be a loan that will be paid back by the City's future STP funds. STP Funds, which are managed by ODOT, are federal fuel tax dollars that are available to local agencies for transportation projects. Since 2008 the City has received between \$100,000 and \$112,000 annually in STP funds.

	<u>ODOT Funding</u>	<u>30% Design Cost Estimate</u>	<u>60% Design Cost Estimate</u>
ODOT Bridge Program Grant-----	\$8,512,685	\$10,702,097	\$11,018,975
City Funds-----	\$974,315	\$1,224,903	\$1,698,548
PROJECT COST	\$9,487,000	\$11,927,000	\$12,717,523
Annual Payment on 25-year Loan, 3.5% Interest -----	\$54,000	\$79,000	\$89,000

A public open house was held at City Hall on December 14th to share information about the project’s proposed surface design features and discuss opinions. A comment card was provided for written comments, which included options to vote for the pedestal styles and concrete bridge color. In general, the comments were supportive of the project and its appearance. At the November 21st Council meeting, City Staff was authorized to submit the above options to ODOT for consideration with the basalt rock pedestals being the City’s preferred alternative and the board-formed concrete as the second choice. ODOT staff is currently preparing documentation and recommendations to submit to the State Historic Preservation Office (SHPO) for their review and concurrence. Council will be presented with these options for a final decision. It is recommended that Council authorize submitting an application to the Business Oregon Infrastructure Finance Authority for loan funding to provide the remaining match funds for the Waterfront Bridges Replacement Project in the amount of \$1,455,561.