



# AGENDA

## ASTORIA CITY COUNCIL

March 21, 2016

Immediately Follows ADC Meeting  
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) Swearing in of New Police Officer Kevin Berry
- (b) Astoria Downtown Historic District Association

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) Boards and Commissions Minutes
  - (1) Historic Landmarks Commission Meeting of 1/19/16
  - (2) Historic Landmarks Commission Meeting of 2/16/16
  - (3) Planning Commission Meeting of 2/23/16
- (b) Accept Grant Funds from DLCD and Authorize Solicitation for Consultant Services for Economic Development Strategy (Community Development)
- (c) OR202 Sidewalk – STP Fund Transfer for Preliminary Engineering (Public Works)
- (d) Change Order for Irving Avenue Bridge at 19<sup>th</sup> Street – Waterline Replacement Upgrade (Public Works)

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 Granting a Nonexclusive Right and Franchise to CoastCom, Inc. (2<sup>nd</sup> reading & adoption) (City Attorney/Finance)
- (b) Authorization to Award Contract for Parks and Recreation Management System (Parks)

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.



March 17, 2016

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF MARCH 21, 2016

**PRESENTATIONS**

**Item 5(a): Swearing In of New Police Officer Kevin Berry**

The Mayor will swear in new Astoria Police Department Officer Kevin Berry.

**Item 5(b): Astoria Downtown Historic District Association (ADHDA)**

Representatives from the ADHDA will provide Council with a report regarding their projects from the past year.

**CONSENT CALENDAR**

**Item 6(a): Boards and Commissions Minutes**

The minutes of the (1) Historic Landmarks Commission meeting of January 19, 2016, (2) Historic Landmarks Commission meeting of February 16, 2016, and (3) Planning Commission meeting of February 23, 2016 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

**Item 6(b): Accept Grant Funds from DLCD and Authorize Solicitation for Consultant Services for Economic Development Strategy (Community Development)**

On September 21, 2015 staff requested authorization to submit a grant to the Department of Land Conservation & Development (DLCD) for assistance in creating the City's first Economic Development Strategy. The grant award is \$40,000. The funds will offset the cost of hiring professional services to conduct the required analysis and the development of a five year action plan. Attached is a grant agreement from DLCD to accept the funds. The grant funds are available this fiscal year but will not be expended until FY2016-2017. Since this is a citywide effort, staff is proposing matching funds (in an amount up to 40 percent of the project cost) from a combination of sources: Community Development

General Fund and Astor West Urban Renewal District. These funds will be included in the proposed FY2016-2017 Budget. The final amount of matching funds will be determined after contract negotiations are completed. Staff would like to initiate the solicitation process to hire a qualified consultant team. Attached is a draft Request for Qualifications for reference. Once a consultant is selected, staff will negotiate a scope of work with the consultant in conjunction with economic development partners and come back to Council for authorization to execute a contract with a finalized project budget. It is recommended that the City Council authorize staff to solicit professional services for the project and authorize the Mayor to sign the grant agreement subsequent to a final deadline being decided between the City and DLCD.

**Item 6(c): OR202 Sidewalk – STP Fund Transfer for Preliminary Engineering (Public Works)**

On January 19, 2016, Council approved the Intergovernmental Agreement with the Oregon Department of Transportation (ODOT) to secure funding for the OR202: High School to Hanover Street Sidewalk Project. The Agreement provides Multimodal Transportation Enhance Program (MTEP) funds in the amount of \$2,243,250 with the City being responsible for a match of \$256,750, for a project total of \$2,500,000. ODOT is currently in the process of programming funds for the project and has requested that the City deposit its share of the preliminary engineering cost so that preliminary engineering solicitation documents can be prepared. The preliminary engineering cost is \$250,000 including the City's share, \$25,675.00 (10.27%). Staff recommends utilizing the City's allocated Surface Transportation Program (STP) funds as a match for this work. This can be completed through a Fund Exchange Agreement. The City will need to request that \$27,313.83 of our STP funds be exchanged. The City's current STP fund balance is \$148,128.11. If authorized, staff will submit a formal request to ODOT for the fund exchange and follow up with the necessary ODOT agreement. It is recommended that Council authorize staff to request an STP Fund Exchange to provide the Preliminary Engineering match for the OR202: High School to Hanover Street Sidewalk Project.

**Item 6(d) Change Order for Irving Avenue Bridge at 19<sup>th</sup> Street – Waterline Replacement Upgrade (Public Works)**

At the November 18, 2013 City Council meeting, Council authorized Intergovernmental Agreement (IGA) Amendment #1 with the Oregon Department of Transportation (ODOT) to include replacement of the existing City waterline along with the bridge replacement. The cost of the new waterline was funded by a combination of both ODOT grant funds and City matching funds. During the project it was determined that the size of the waterline needed to be increased to accommodate fire flows. ODOT initially indicated that the additional cost for upsizing could be funded out of the project budget. During the ODOT project closeout process it was later determined that the already deposited City match funds from the project budget could not be used for the additional costs. The additional cost for the waterline is documented in the attached ODOT change order at a City cost of \$44,911.05. It is proposed that the Public Works Improvement

Fund (PWIF) be used to fund the improvements since it would have been used otherwise to fund the replacement of the waterline if not for the bridge project. It is recommended that City Council authorize the City Manager to sign the ODOT Change Order for the additional waterline costs of \$44,911.05 to be expended out of the Public Works Improvement Fund.

## **REGULAR AGENDA ITEMS**

**Item 7(a): Ordinance Granting a Nonexclusive Right and Franchise to CoastCom, Inc. (2<sup>nd</sup> reading & adoption) (City Attorney/Finance)**

This proposed ordinance received its first reading at the March 7, 2016 City Council meeting. The City of Astoria has telecommunication franchise agreements with several telecommunication and utility service providers who utilize City public rights-of-way for the placement of infrastructure. In 2008, the City of Astoria granted CoastCom, Inc., nonexclusive right and entered into a five year franchise allowing CoastCom to construct, operate and maintain telecommunications system in the City's rights-of-way. Ordinance No. 08-03 with CoastCom, Inc., terminated September 19, 2013. CoastCom has continued to pay franchise fees to the City per the expired ordinance and wishes to renew nonexclusive right and franchise. CoastCom, Inc., provides telecommunications services to Clatsop County, LS Networks, Sunset Empire Transportation, and the City of Astoria. The provisions of this franchise are similar to franchise agreements negotiated with other users of public rights-of-way. Presented for Council's consideration is a proposed ordinance drafted by City Attorney Henningsgaard granting a franchise to CoastCom, Inc., for operation of telecommunications facilities within City rights-of-way. It is recommended that City Council conduct the second reading and adopt the ordinance.

**Item 7(b): Authorization to Award Contract for Parks and Recreation Management System (Parks)**

In the Fiscal Year 2015-2016 budget, the Astoria City Council allocated \$55,000 of Capital Improvement Funds for a point of sale and registration software system, also known as a Recreation Management System, for the Parks and Recreation Department. On December 7, 2015 City Council authorized the request to solicit proposals for this system. While Department staff began investigating Recreation Management Systems, the Comprehensive Parks and Recreation Master Plan needs assessment was developing several draft conclusions relating to a Park Maintenance Management System in addition to a Recreation Management System. With the additional identified need of a Maintenance Management System, the Department included the amenities provided by a Maintenance Management System in the request for proposals to evaluate what possible costs would be.

Between December and March, Department staff and the City's IT consultants focus, evaluated proposals, interviewed the proposers, and viewed product demonstrations. To fund the purchase and associated startup costs of \$126,632, staff proposes reallocating the budgeted \$72,000 in Capital Improvement Funds

for weed eradication and reseeding at Ocean View Cemetery to be combined with the previously allocated \$55,000 for a point of sale and registration system, totaling \$127,000 for a Parks and Recreation Management System. It is recommended that the City Council award a contract with Vermont Systems in the amount of \$103,820 and enter into a software license, maintenance and support agreement in the annual amount of \$11,094 the for the purchase, maintenance, and support of a Parks and Recreation Management System in order to have an effective and efficient Parks and Recreation Department that meets the needs of the community.