



AGENDA

ASTORIA CITY COUNCIL

May 2, 2016

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. **PROCLAMATIONS**

- (a) Emergency Medical Services Week
- (b) Police Week
- (c) National Historic Preservation Month

6. **PRESENTATIONS**

- (a) Friends of the Astoria Column Annual Report

7. **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 4/4/16
- (b) City Council Work Session Minutes of 4/4/16
- (c) City Council Work Session Minutes of 4/5/16
- (d) Boards and Commissions Minutes
 - (1) Library Board Meeting of 3/22/16
- (e) Authorization to Execute Contract for Interim Building Code Services (Community Development)
- (f) Historic Preservation Program – Preserving Oregon Grant (Community Development)
- (g) Authorization for Grant Application to Support Site-Specific Park Plans (Parks)
- (h) Amended Management Agreement between the Friends of the Astoria Column and the City of Astoria (Parks)
- (i) Heritage Square EPA Grant – AMEC Contract Amendment #3 (Public Works)

8. **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) Public Hearing – Request to Purchase City-owned Property Adjacent to 323 Alameda Avenue (Public Works)
- (b) Financial Reports for Fiscal Year Ending June 30, 2015 (Finance)

9. **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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April 28, 2016

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF MAY 2, 2016

PROCLAMATIONS

Item 5(a): EMS Week

The Mayor will proclaim the week of May 15-21, 2016, as Emergency Medical Services Week.

Item 5(b): Police Week

The Mayor will proclaim the week of May 15-21, 2016, as Police Week.

Item 5(c): National Historic Preservation Month

The Mayor will proclaim the month of May 2016 as National Historic Preservation Month.

PRESENTATIONS

Item 6(a): Friends of the Astoria Column Annual Report

The Friends of the Astoria Column will give a presentation regarding their activities for the past year.

CONSENT CALENDAR

Item 7(a): City Council Minutes

The minutes of the City Council meeting of April 4, 2016 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 7(b): City Council Work Session Minutes

The minutes of the City Council Work Session of April 4, 2016 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 7(c): City Council Work Session Minutes

The minutes of the City Council Work Session of April 5, 2016 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 7(d)(1): Boards and Commissions Minutes

The minutes of the Library Board meeting of March 22, 2016 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 7(e): Authorization to Execute Contract for Interim Building Code Services (Community Development)

Over the last several months, the Community Development Department has been focused on evaluating the provision of building code services. The Clatsop County Building Department has provided excellent service to the City and our customers since June 2015; however, this contract was created on a temporary basis. The contract for all temporary services with the County expires on April 30, 2016. The Community Development Department considered a few options and, based on a financial analysis, the best option is to hire a new Building Official / Code Enforcement Officer. This option will require the City to contract temporarily until the hiring process is completed. It was felt that a City Building Official / Code Enforcement Officer would provide a higher level of consistency rather than having rotating contract inspectors. City staff has worked with The Building Department LLC to develop a temporary services contract that meets our financial needs, but also provides basic building code services to our customers. A local inspector/plans examiner who is already providing service in Vernonia and Clatskanie will conduct reviews and be available in Astoria two days a week on a Tuesday/Wednesday schedule. There is a possibility of adding a third day depending on City needs, customer demand, and contractor availability. A contract, which expires July 31, 2016 is attached. In the event that the recruitment process fails to find a qualified candidate, the contract can be extended. At the time the memorandum was issued, the City Attorney had not been able to review the contract as to form. City Attorney Henningsgaard will review and approve prior to the Mayor signing. It is recommended that City Council execute the contract.

Item 7(f): Historic Preservation Program – Preserving Oregon Grant (Community Development)

The City of Astoria has received grants from the State Historic Preservation Office (SHPO) to assist property owners with needed historic renovations. Similar to the CLG Program, the Preserving Oregon Grant program is also administered by SHPO and offers an opportunity to facilitate restoration of another key property in downtown, the M&N Building at 904 -936 Commercial Street, located at the northeast corner of 9th and Commercial. The building is a significant resource within a designated National Register Historic District and is

therefore eligible. The Community Development Department has submitted a letter of intent to allow a full application to be submitted by the May 13, 2016 deadline. Typically, non-profit and public sector property owners have applied to this grant program; however, in this case, the City is applying on behalf of a potential buyer as a “carrot” to an eventual renovation plan for the building. Staff has reached out to the Flavel conservator who has enthusiastically supported the concept and will write a letter of support.

Staff is requesting the maximum \$20,000 offered to match in-kind resources from the City and leverage expected private investment from the new property owner for a public-private partnership. The City expects a buyer to purchase and renovate the building within the grant reporting deadline (May 2017). The focus of the grant, which is limited, will be targeted to the compromised structural element on the 9th Street side of the 1924 building. It is recommended that Council authorize staff to submit a Preserve Oregon Grant Application to restore the M&N Building and report back to Council on the outcome of the application by August 2016.

Item 7(g): Authorization for Grant Application to Support Site-Specific Park Plans (Parks)

The Parks and Recreation Department’s draft Comprehensive Master Plan recommends completing site-specific park plans at several locations. Staff has 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, Shively Park ranked as the community’s highest priority and McClure Park ranked as the second highest priority for site master plans with the community.

The Oregon Parks and Recreation Department Local Government Grant Program provides Small Community Planning Grants to support site-specific park and outdoor recreation plans. These planning efforts target a specific site that has been identified in a system-wide park and recreation plan. Site-specific planning projects include public outreach and an analysis process that leads to a detailed plan for full development or redevelopment a park or other recreational-use site. The plan must address priorities identified in a system-wide or comprehensive plan. The planning process must include the adoption of the planning document through the local land use approval process. If successful, the Parks and Recreation Department would receive \$40,000 to assist in funding site master plans for Shively Park and McClure Park. It is suggested that the Parks and Recreation fund provide a 40% match, in the amount of \$16,000. Should the City receive the grant, a consultant would be selected through the City procurement process. Funds for the match are budgeted in the Fiscal Year 2016-17 budget within the Capital Improvement Fund. It is recommended that Council approve the application for the Oregon Parks and Recreation Department Local Government Grant Program in the amount of \$40,000 to support funding site master plans for Shively Park and McClure Park.

Item 7(h): Amended Management Agreement between the Friends of the Astoria Column and the City of Astoria (Parks)

The Astoria Column was constructed in 1926 to commemorate the settlement of western Oregon. It is listed on the National Register of Historic Places and is located in a wooded 30 acre city park on the highest point within the City of Astoria. Since 1988 The Friends of the Astoria Column, an Oregon no-profit corporation established to assist the City in preserving, improving and publicizing the Column and the Park, have diligently provided support and vision by raising and spending over \$4,000,000 in restoring the Column and the Park. In 2014 the Friends of the Column entered into a Management Agreement with the City of Astoria. The Friends assumed responsibility for the day-to-day operation and maintenance of the Column and Park and shared a fixed \$35,000 in parking fee revenue annually. On December 7, 2015 the City Council approved increasing the annual parking fee at the Astoria Column from \$1 to \$5, with the stipulation that the City of Astoria would receive \$1 of every \$5 collected. Based on previous year's attendance, it is estimated that the City of Astoria will receive \$60,000 in parking fees annually, a \$25,000 increase. Attached is an updated Management Agreement which reflects this change. City Attorney Blair Henningsgaard has approved the document as to form. Due to the Friends of the Astoria Column's ability and long term commitment to the Astoria Column, the positive financial impact to the Parks and Recreation Department, and opportunity to allow for continued care, maintenance, and Park improvements, it is recommended that City Council approve the Amended Management Agreement.

Item 7(i): Heritage Square EPA Grant – AMEC Contract Amendment #3 (Public Works)

The City of Astoria was awarded a United States Environmental Protection Agency (EPA) multi-purpose brownfield pilot grant in 2012 for assessment and cleanup of the Heritage Square site. The 1.37 acre site is located in a primarily commercial area of downtown Astoria. The site occupies an entire City block with the exception of a 0.11 acre portion in the southwest quarter of the block which is owned and occupied by the American Legion. In order to meet the Oregon Department of Environmental Quality requirements at this time, a contract amendment with AMEC Foster Wheeler (AMEC) in the amount of \$37,000 is necessary.

Contract amendment # 3 includes the following scope of work:

- Task 1 – Update Health and Safety Plan, prepare Sampling and Analysis Plan and Quality Assurance Project Plan addenda
- Task 2 – Install groundwater monitoring well and perform first sampling and analysis
- Task 3 – Conduct additional groundwater sampling and laboratory analysis
- Task 4 – Remove investigation-derived waste (final cleanup of floor of old Safeway basement floor
- Task 5 – Prepare Contaminated Media Management Plan (for future use in developing site)

- Task 6 – Prepare Final Report to DEQ and EPA and request “No Further Action (NFA) Letter” or “Comfort Letter” from DEQ

The work will be funded by the Capital Improvement Fund and reimbursed by the Business Oregon Grant. At the time of memorandum preparation, the Contract amendment document had not been reviewed as to form. City Attorney Henningsgaard will review prior to the Mayor signing. It is recommended that City Council execute a contract amendment with AMEC Foster Wheeler a total not-to-exceed amount of \$37,000 for Additional Site Cleanup Work and Groundwater Monitoring for the Heritage Square EPA Grant Cleanup Project.

REGULAR AGENDA ITEMS

Item 8(a): Public Hearing – Request to Purchase City-owned Property Adjacent to 323 Alameda Avenue (Public Works)

The City has received a request from Bruce Conner to purchase City-owned property directly southeast of his property located at 323 Alameda Avenue. The City property is approximately 1.0 acre (Lots 25 to 41, Block 17 Map number 80907CD, Tax Lot 06400). At their April 18, 2016 meeting, Council acted to set a public hearing on May 2, 2016. A summary appraisal report has been prepared and the estimated real land value is \$ 47,000. Mr. Conner has indicated a willingness to proceed with the sale. As the cost of the appraisal was \$800, staff is recommending that the additional cost above the \$450 fee set in the City Fee Schedule be added to the sale price for a total of \$47,350. It is recommended the City Council conduct the scheduled public hearing, and if deemed appropriate, approve the sale of City-owned property southeast of 323 Alameda Avenue to Bruce Conner.

Item 8(b): Financial Reports for Fiscal Year Ending June 30, 2015 (Finance)

Under Oregon Municipal Audit Law the City is required each fiscal year to contract with an authorized accounting firm for the audit of its accounts and fiscal affairs (ORS 297.425). The firm of Pauly Rogers and Co., PC has completed the audits of the City of Astoria and the Urban Renewal Agency for the Fiscal Year Ending June 30, 2015. Finance Director Brooks will provide an overview of the Financial Reports at the Council meeting and will be available to answer questions.