

A regular meeting of the Astoria Common Council was held at the above place at the hour of 7:00 pm.

Councilors Present: Nemlowill, Jones, Price, Brownson, and Mayor LaMear.

Councilors Excused: None

Staff Present: City Manager Estes, Parks and Recreation Director Cosby, Finance Director Brooks, Fire Chief Gascoigne, Police Chief Spalding, Public Works Director Harrington, Library Director Pearson, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

REPORTS OF COUNCILORS

Item 3(a): **Councilor Jones** reported that Mayor LaMear did an excellent job of representing the City, along with Chief Spalding who made a wonderful impromptu speech. Director Pearson and the Library Foundation did a great job on the concert. He hoped word would get out about the concert series on Wednesdays.

Item 3(b): **Councilor Price** had no reports.

Item 3(c): **Councilor Brownson** reported he really liked the library concert and it was the perfect time of year to have that kind of event. The ceremony for the Ghadar Party was fabulous and it showed how important multicultural events were.

Item 3(d): **Councilor Nemlowill** had no reports.

Item 3(e): **Mayor LaMear** reported that City Council had a great work session on the library. The renovation plans were unveiled and the concert was terrific. She loved seeing the kids dancing in the street. There would be three concerts in a row and then a break until August 22nd, when the Brownsmead Flats would perform. The Ghadar Party celebration was fun. The Ghadar Party was founded in Astoria when a group of Sikhs in Astoria formed a political to break away from Great Britain. The party gave Astoria a nice framed certificate and it was a joy to participate in the celebration.

CHANGES TO AGENDA

Mayor LaMear requested the addition of a presentation by the Astoria Scandinavian Heritage Association. The agenda was approved with changes.

PRESENTATION BY ASTORIA SCANDINAVIAN HERITAGE ASSOCIATION

This item was added to the agenda during Item 4: Changes to the Agenda.

Judy Lampi, 605 Alt. Hwy. 101, Warrenton, said the Astoria Scandinavian Heritage Association and the 51st Annual Scandinavian Midsummer Festival thanked the City of Astoria for the tourism grant. The festival was a success and preliminary reports indicated they surpassed the attendance of the 50th annual festival. She presented the results of the 400 surveys handed out during the event, noting the number of visitors and hotel stays generated by the festival. The grant provided for the purchase and installation of billboard and road signs. She also provided an update on the development of the Astoria Scandinavian Heritage Park, which was progressing within the project timeline. Rosemary Johnson is the project manager and West Studio is the architecture firm on the project.

CONSENT CALENDAR

The following items were presented on the Consent Calendar:

- 5(a) City Council Work Session Minutes of 6/13/18
- 5(b) City Council Minutes of 6/16/18

- 5(c) Boards and Commission Minutes
 - (1) Design Review Committee Meeting of 6/7/18
 - (2) Library Board Meeting of 6/26/18
- 5(d) Renewal of Intergovernmental Agreement with Clatsop County for Building Inspection Services
- 5(e) Acceptance of Veterans' and War Memorial Grant for Doughboy Restoration
- 5(f) Subgrantee Agreement with Community Action Team to Administer the Housing Rehabilitation Program

City Council Action: Motion made by Councilor Nemlowill, seconded by Councilor Brownson, to approve the Consent Calendar. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

REGULAR AGENDA ITEMS

Item 6(a): Agreement for Professional Services with Astoria-Warrenton Chamber of Commerce – Promote Astoria Funds

City Code Section 8.045.18 states “Organizations receiving funds from the Promote Astoria Fund shall enter into a contract with the City that will include a scope of work and budget to be approved annually by the Astoria City Council. The contract will designate how the funds will be expended by contracting organizations.”

An agreement for Astoria-Warrenton Chamber of Commerce for Visitor Center Services in the budgeted amount of \$ 137,370 and Lower Columbia Tourism Committee professional services in the budgeted amount of \$ 198,640 has been reviewed by the City Attorney and is attached for Council consideration. The amounts for this agreement are in the Fiscal Year 2018-19 budget, adopted by Council at their June 4, 2018 meeting.

It is recommended that City Council approve execution of the Agreement for Professional Service with Astoria-Warrenton Area Chamber of Commerce.

Councilor Brownson asked if the Chamber received funds from Warrenton.

David Reid, 4924 Cedar, Astoria, Executive Director, Astoria Chamber of Commerce, confirmed that the Lower Columbia Tourism Commission and the Chamber of Commerce receive funds from the City of Warrenton. The funding is proportionate to their lodging, which is less than Astoria's.

Councilor Price said the \$30,000 increase the Chamber received could have been spent on what she believed were higher priorities like restarting the Chip-In Program, enhancing maintenance along the Riverwalk, a code enforcement officer directed at short-term rentals, set asides for trolley trestle repairs, the library renovation, and Heritage Square. Therefore, she planned to vote against the agreement.

City Council Action: Motion made by Councilor Jones, seconded by Councilor Nemlowill, to approve execution of the Agreement for Professional Service with Astoria-Warrenton Area Chamber of Commerce. Motion carried 4 to 1. Ayes: Councilors Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: Councilor Price.

Item 6(b): Agreement for Professional Services with Astoria Downtown Historic District Association (ADHDA) – Promote Astoria Funds

City Code Section 8.045.18 states “Organizations receiving funds from the Promote Astoria Fund shall enter into a contract with the City that will include a scope of work and budget to be approved annually by the Astoria City Council. The contract will designate how the funds will be expended by contracting organizations.”

An agreement in the budgeted amount of \$ 40,000 for Astoria Downtown Historic District Association (ADHDA) has been reviewed by the City Attorney and is attached for Council consideration. The amount for this agreement is contained in the Fiscal Year 2018-19 budget, adopted by Council at their June 4, 2018 meeting. It should be noted funds were budgeted for ADHDA to manage parking control in the downtown area and this agreement will be brought to Council as a separate item.

It is recommended that City Council approve execution of the Agreement for Professional Service with Astoria Downtown Historic District Association (ADHDA).

City Council Action: Motion made by Councilor Brownson, seconded by Councilor Price, to approve execution of the Agreement for Professional Service with Astoria Downtown Historic District Association. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 6(c): Downtown Parking and Visitor Information Agreement with the Astoria Downtown Historic District Association (ADHDA)

ADHDA provides downtown parking enforcement and visitor information services to the City of Astoria. Administration of the program is left to the ADHDA. Parking violations written by the ADHDA, Community Outreach Officer (COO) are filed in Astoria Municipal Court with fine proceeds retained by the City. The City provides citation books and uniforms to the COO. Per city Code 8.045.18, ADHDA is required to submit semi-annual reports to the City along with a listing of financial expenditures.

The funding for this agreement is included in the adopted Fiscal Year 18-19 budget in the Promote Astoria Fund. Attached is the annual Parking Enforcement and Visitor Information Service agreement for FY 18-19.

City Attorney Henningsgaard has approved the agreement to form.

It is recommended that City Council approve the agreement with ADHDA for Visitor Information and Parking Control.

City Council Action: Motion made by Councilor Price, seconded by Councilor Nemlowill to approve the agreement with ADHDA for Visitor Information and Parking Control. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 6(d): Agreement for Professional Services with Clatsop Economic Development Resources (CEDR)

City Code Section 8.045.18 states "Organizations receiving funds from the Promote Astoria Fund shall enter into a contract with the City that will include a scope of work and budget to be approved annually by the Astoria City Council. The contract will designate how the funds will be expended by contracting organizations." Funding sources for the Clatsop Economic Development Resources (CEDR) agreement are included in the budget and will be paid out accordingly from the following funds:

General Fund (Non-Interdepartmental)	\$ 3,320
Astoria East Urban Renewal District Fund	\$ 3,340
Astoria West Urban Renewal District Fund	<u>\$ 3,340</u>
Total	\$10,000

It is recommended the City Council approve execution of the Agreement for Professional Service with Clatsop Economic Development Resources (CEDR) for Fiscal Year 2018-2019.

City Council Action: Motion made by Councilor Brownson, seconded by Councilor Nemlowill to approve execution of the Agreement for Professional Service with Clatsop Economic Development Resources (CEDR) for Fiscal Year 2018-2019. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 6(e): Continuity of Operations COOP/COG Plan Adoption

In March 2017, the City Council approved submitting a project application for a full-time Resource Assistance for Rural Environments (RARE) AmeriCorps participant to facilitate internal emergency management planning and support internal objectives.

The Continuity of Operations (COOP) plan provides resources for City departments to respond to, recover from, and train for hazards or emergencies that could interrupt essential functions critical to City operations.

Ultimately, the information gathered and presented in the Continuity of Operations / Continuity of Government (COOP/COG) plan will allow for a rapid, well-coordinated response to potential interruptions of City operations across facilities and for varying scenarios. Continuity planning strengthens employee resiliency during unforeseen interruptions or hazards. Due to the type of information gathered in a COOP/COG, regular updates are important to ensure continued resiliency across city departments. While the COOP/COG is a dynamic document with certain information requiring changes and updates, the framework and design of the plan will remain the same. The framework provides the foundation to simplify use of the plan during training or an actual event.

While the COOP/COG plan helped outline internal requirements and structure, there was an identified need to support public education and awareness of emergency preparedness. During the initial phases of the public education component, research was undertaken to understand the types of resources readily available to the public. A component of the City web page will allow for the most information to be presented in a clear and concise manner for quick public access, across several preparation topics. A new web page location titled "Be Prepared" (http://www.astoria.or.us/Be_Prepared.aspx) has been created to present some of the best information to assist the public with preparing for a variety of events in the future. Due to the large amount of documents and literature available, sources were reviewed and chosen based on the clarity of content, creation by a trusted source (for example Oregon Office of Emergency Management) and ease in future maintenance of the web resources on the City website.

A short presentation will be made regarding the Continuity Planning process at the City Council Meeting on July 16, 2018. Staff will be on hand for questions after the presentation.

It is recommended that City Council adopt the Continuity of Operations / Continuity of Government (COOP/COG) plan and sign the promulgation statement for implementation of the information outlined by the COOP/COG plan.

Jason Pollock, AmeriCorps RARE Representative, and City Manager Estes gave a PowerPoint presentation on continuity planning process and the COOP and COG plans he developed for Astoria. Staff noted the plans would have a positive impact on the City's insurance. They presented the details of each plan, explaining how the City would use them, how the public could use the website, and next steps. During the presentation, Staff responded to questions from the Council as follows:

- CIS, the City's insurance company, has contracted with Agility Recovery to provide any resources to Astoria that the City did not already have. The plans included an inventory so that the City would know what resources would be needed in an emergency. The City has a direct contact at Agility and their mobile application provided the City with more contacts. Response times by Agility would depend on the type of event and the accessibility in the area. So, regional emergencies might have longer response times. However, Astoria's representative is in Portland and the company has resources all over the United States that can be deployed pretty quickly.
[34:15]
- If the City's public safety building remained operational in a disaster, the City would need to notify the Oregon Emergency Center (OEC). If the building could not be used, the City would use the plans to decide how to proceed. In Clatsop County, the official emergency operations center would be Camp Rilea, which Astorians would not be able to access if the bridge went out.
- The SCADA building at 6th and Lexington houses the Public Works' computer system for the water. Generators keep the system running during power outages. During the 2007 storm, Public Works staffed the building full time to keep the generators filled with fuel.
- The City's agreement with the school district would allow the City to keep equipment on school property.

Councilor Jones looked forward to the table top exercise. Based on his experience leading disaster recovery, it would be ineffective for all five elected officials to show up at the OEC. He recommended that one elected official be designated to go.

City Manager Estes explained how Staff was able to continue working from the Public Works building during the 2007 storm, when Astoria did not have electricity for about five days. City Council was updated daily so they could process emergency expenditures.

Councilor Price said Mr. Pollock had done great work on the systems list. The plans are an essential part of the City's work. She recommended paper copies be made available throughout the city. She asked if the City would have the option to use local contractors instead of Agility's contractors, even if Agility had already been called. Staff explained that would be outlined in next steps as each department assessed their individual needs. However, Agility and CIS would be the City's first contacts to make sure they were aware of the situation, but Staff would not necessarily request resources at that point. The City pays for Agility's services through its insurance with CIS. Agility would only provide supplemental resources until the City could get back to regular business.

Councilor Price asked who would guide the City through next steps. City Manager Estes said implementation of the plans would be managed internally by himself, Director Brooks, and Director Harrington. They would work with department heads to continue the individual department component of the plans.

Councilor Price said the plans merit a lot of attention and the City needed to figure out how to bring it to the public. Director Brooks said requests for hard copies could be emailed to her.

City Council Action: Motion made by Councilor Nemlowill, seconded by Councilor Jones, to adopt the Continuity of Operations / Continuity of Government (COOP/COG) plan and sign the promulgation statement for implementation of the information outlined by the COOP/COG plan. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 6(f): League of Oregon Cities Legislative Priority Ballot Discussion

League of Oregon Cities policy committees have been working to identify and propose specific actions as part of the League's effort to develop a pro-active legislative agenda for the 2019 session. They have identified legislative objectives to be considered by local jurisdictions. These objectives span a variety of issues and differ in the potential resources required to seek their achievement.

Each city is being asked to review the recommendations of the policy committees and provide input to the LOC Board of Directors as it prepares to adopt the League's 2019 legislative agenda.

The Mayor has gathered the top items from each Councilor to discuss. The top three items identified for discussion are:

- L. Lodging Tax Definition Broadening
- R. Property Tax Reform
- I. Infrastructure Financing and Resilience

The Mayor will facilitate further discussion on determining the additional priorities to be recommended by the City of Astoria.

Councilor Brownson explained that the definition of lodging tax left quite a bit of room for interpretation and the League would like input so they can recommend a clearer definition that more specifically identifies what cities can use the funds for.

Mayor LaMear proposed that PERS Reform be discussed in addition to the three items listed in the memorandum. PERS reform will never happen unless cities start pushing for it. Councilors Brownson, Jones, and Nemlowill agreed.

Councilor Price recused herself from the PERS discussion because she would directly benefit from it. She did not agree that the State's tax problem should be balanced on the backs of workers.

City Manager Estes confirmed that PERS Reform would be added to the list of items given to the League.

Item 6(g): Enterprise Zone Boundary Update

At the March 2018 City Council work session, Melanie Olson from Business Oregon, Kevin Leahy from Clatsop Economic Development Resources (CEDR), and Bob Dorn of Hyak Maritime met with Council to discuss a possible extension of the Clatsop County Enterprise Zone to include portions of Astoria. Information about Enterprise Zones was presented at the meeting and is further attached to this memorandum. Enterprise Zones are an economic development tool which provide incentives primarily for manufacturing businesses. An Enterprise Zone does not supersede a municipality's zoning codes.

At the end of the work session there was Council consensus that they wished to see North Tongue Point as well as other portions of the City included in an Enterprise Zone. While Enterprise Zones primarily provide an economic development incentives for manufacturing uses; hotels are also eligible. The Council stated they did not want hotels to be an eligible for incentives.

Business Oregon, CEDR, Clatsop County and City staff subsequently conducted the required analysis to determine Enterprise Zone eligibility in the Astoria city limits and have conducted analysis as to where Enterprise Zone boundaries should be recommended. The various zoning districts were reviewed to determine where manufacturing (including cottage manufacturing) was permitted. A draft map for Council review is attached to the memorandum.

The map is being presented to Council to determine if this is the boundary which they wish staff to bring forward in an implementing resolution. If there is concurrence, then it will be scheduled at a future meeting for consideration. Should City Council approve an implementing resolution, the expansion of the Clatsop County Enterprise Zone would also need to be approved by the Warrenton City Council, Port of Astoria Commission, and Clatsop County Commission. This is required as the three other entities were involved in creation of the existing Zone and any modifications must also approved by them. Melanie Olson from Business Oregon will be phoning in to the meeting should there be any technical questions on the matter.

It is recommended that Council review the proposed expansion to the Clatsop County Enterprise Zone and provide direction if there is concurrence with the proposed boundary.

City Manager Estes displayed the map of proposed boundaries on the screen and noted paper copies were available. He described each of the boundary lines on the map, explaining where each jurisdiction's portion of the zone would be located.

Councilor Nemlowill stated she spoke with the City Attorney and he did not believe she had a direct conflict of interest. She declared a potential conflict, as her husband owned a property within the proposed boundaries.

City Manager Estes said he had spoken with Mr. Leahy, who believed it was important to include the downtown area in the zone so that the downtown retailers could remain viable as trends in brick and mortar retail evolved. He confirmed all of Astoria's industrial lands would be within the zone, but some of the commercial zones would not be. The commercial zones included were those that would accommodate cottage industries or manufacturing.

Councilor Nemlowill stated she liked the idea of offering incentives to small businesses and manufacturing was great because it provided seasonal resiliency. She wanted to know how likely small businesses were to take advantage of an enterprise zone.

Melanie Olson, Business Oregon, via telephone, explained that the eligibility criteria require businesses to create at least one job and invest at least \$50,000 into the expansion. A couple of businesses in the downtown core could meet the criteria over the next couple of years.

Councilor Nemlowill asked if it was common for cities to have enterprise zones in their downtown.

Ms. Olson confirmed there were a number of enterprise zones in small cities all across Oregon, but she could not speak to the downtown areas. Retail is exempt because it would not meet the intention of the program, but downtowns that allow industrial uses in those zones could participate.

City Manager Estes added that Astoria's zoning in downtown allows light manufacturing uses.

Councilor Price asked Ms. Olson to name the businesses in downtown Astoria that she believed could benefit from the zone.

Ms. Olson said there was a cluster of businesses by City Hall, a distillery, a brewery, and possibly Buoy Beer and Fort George.

Mayor LaMear confirmed the benefits could be used for expansion and new businesses.

Councilor Brownson asked how long the program would last.

Ms. Olson explained the program would end in 2025 unless the legislature approved an extension, but the Enterprise Zone designation would last 10 to 11 years. The tax exemptions are good for three to five years.

Councilor Brownson confirmed the zone sponsors would be Clatsop County, the City of Warrenton, and the Port of Astoria. If Astoria annexed in to the zone, the City would be added as a fourth sponsor. In order to take action, all four parties would have to be in agreement.

Councilor Jones said he liked sending a message that Astoria is friendly to new business and expanding existing businesses.

Councilor Price asked if the boundary expansion would include hotels and motels. City Manager Estes explained that this was not an implementing resolution. City Council is simply indicating whether the proposed boundary looked good. Staff would come back to Council with a resolution that specified hotels and motels would be exempt.

City Council Action: Motion made by Councilor Brownson, seconded by Councilor Jones, to approve the proposed boundaries and map of the enterprise zone, and direct Staff to present a resolution to City Council at a future meeting. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

City Manager Estes noted the County surveyor would prepare the meets and bounds description. He hoped the resolution would be ready in August. He confirmed that some existing businesses have expressed interest in enterprise zones now that progress is being made.

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

Cheryl Matson, 5450 Old Hwy 30, Astoria, asked for an update on accessory dwelling unit (ADU) laws. She also asked if the City could install a sign at the Crest Motel that says no passing on the right. She explained that drivers frequently attempt to pass on her right as she turns left at the motel to get home.

City Manager Estes explained the ADU code amendment process would take about a year. The next step will be working with the Planning Commission to conduct public hearings. However, the Commission was currently working on some higher priority projects.

Director Harrington said Leif Erickson Drive was an Oregon Department of Transportation (ODOT) highway. He recommended Ms. Matson submit her request to ODOT. He confirmed that the City regulates parking on Leif Erickson, but anything that regulates traffic is controlled by ODOT. He offered to meet with Ms. Matson after the meeting to give her more details about how to petition ODOT.

Councilor Jones stated numerous complaints had been made by residents in the vicinity of the Matson's about turning at Crest Motel.

Mayor LaMear announced that she received a letter from a constituent who wanted the City to consider banning the sale of fireworks in Astoria, except for the fireworks used in the City's fireworks display. She provided each Councilor with a copy of the letter and asked for feedback.

Councilor Brownson said the letter referred to fireworks that are not currently sold in Astoria, like bottle rockets and M-80s. People can purchase a wider variety of fireworks on tribal lands and in Washington.

Councilor Price believed it would be impossible to enforce. Councilor Brownson agreed.

Mayor LaMear said pets go crazy when fireworks go off. She asked if there was any way to give the Police and Fire Departments more clout if they come upon people throwing bottle rockets.

Councilor Brownson said explosive and aerial fireworks were banned in Astoria, but the ban could not be enforced.

Councilor Nemlowill understood the first sentence of the letter requested that all fireworks be banned in Astoria. She had heard the same concern from others. Even legal fireworks create a lot of noise.

Chief Spalding stated he read the letter and understood that the individual wanted an ordinance prohibiting the fireworks that are currently legal. The vast majority of complaints are about the illegal fireworks that are purchased in outside Astoria. It is difficult for the Police Department to enforce the laws with limited resources, especially if officers do not see the fireworks. Typically, people will hear the police coming and they will go indoors.

Councilor Jones said he did not want to move forward on banning fireworks because most of the complaints are about the fireworks that are already illegal. He recommended signage or stiffer penalties.

Councilor Brownson believed banning the sale of fireworks would do nothing more than make a statement. People would continue to purchase them elsewhere.

Councilor Nemlowill said the City had a lot to prioritize. There was merit to the concern, but the City needed to hear from the citizens.

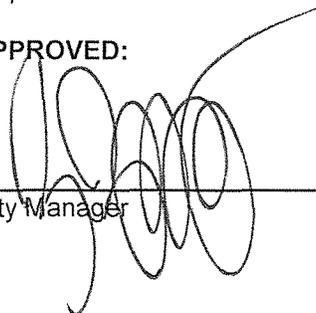
ADJOURNMENT

There being no further business, the meeting was adjourned at 8:29 pm.

ATTEST:


Finance Director

APPROVED:


City Manager