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# AGENDA

## ASTORIA CITY COUNCIL WORK SESSION & REGULAR SESSION

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April 20, 2015

7:00 p.m.

2<sup>nd</sup> Floor Council Chambers  
1095 Duane Street \* Astoria OR 97103

### **6:00 P.M. WORK SESSION**

1. CALL TO ORDER
2. ROLL CALL
3. LIBRARY GOAL
4. ADJOURNMENT TO REGULAR SESSION

### **7:00 P.M. REGULAR SESSION**

5. CALL TO ORDER
6. ROLL CALL
7. REPORTS OF COUNCILORS
8. CHANGES TO AGENDA
9. PRESENTATIONS
  - (a) Pacific Power
  - (b) Friends of the Column
10. 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 3/16/15
  - (b) City Council Work Session Minutes of 3/16/15
  - (c) City Council Special Meeting Minutes of 3/6/15
  - (d) Boards and Commissions Minutes
    - (1) Historic Landmarks Commission Meeting of 3/17/15
    - (2) Planning Commission Meeting of 1/27/15
    - (3) Traffic Safety Committee Meeting of 1/27/15
  - (e) Dr. Edward Harvey Historic Preservation Award Nominations (Community Development)

**11. REGULAR AGENDA ITEMS**

- (a) Motion to Intervene Out-of-Time – Oregon LNG Liquefied Natural Gas Terminal and the Oregon LNG and Washington Expansion Project Pipelines (City Council)
- (b) Authorization to Purchase Equipment Trailer (Public Works)
- (c) Astoria Headworks Hydroelectric Project Pay Adjustment #2 (Public Works)
- (d) Spur 14 Water Line – Public Hearing for Design Service Contract Amendment (Public Works)
- (e) Aerial Fire Truck Options (Finance/Fire)
- (f) Salary Resolution Establishing Basic Compensation Plan Wage Adjustment for Deputy Police Chief (City Manager)
- (g) City Council Rules

**12. 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.**



April 16, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF APRIL 20, 2015

**6:00 P.M. WORK SESSION**

**Item 3: Library Goal**

City Manager Estes and Library Director Tucker will present locational criteria used by design professionals in locating potential library sites. Staff will also ask Council if there are other local criteria to be used in helping to determine an appropriate site for a renovated library. These criteria will be used to assist in guiding discussion regarding implementation of a library City Council goal.

**7:00 P.M. REGULAR SESSION**

**PRESENTATIONS**

**Item 9(a): Pacific Power**

Sheila Holden, Regional Community Manager for PacifiCorp, will make a presentation regarding Pacific Power activities.

**Item 9(b): Friends of the Column**

Jordan Schnitzer, President of the Friends of the Column, will provide a report to the City Council.

**CONSENT CALENDAR**

**Item 10(a): City Council Minutes**

The minutes of the City Council meeting of March 16, 2015 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

**Item 10(b): City Council Work Session Minutes**

The minutes of the City Council work session of March 16, 2015 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

**Item 10(c): City Council Special Meeting Minutes**

The minutes of the City Council special meeting of March 6, 2015 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

**Item 10(d): Boards and Commissions Minutes**

The minutes of the (1) Historic Landmarks Commission meeting of March 17, 2015, (2) Planning Commission meeting of January 27, 2015, and (3) Traffic Safety Committee meeting of January 27, 2015 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

**Item 10(e): Dr. Edward Harvey Historic Preservation Award Nominations (Community Development)**

The City of Astoria Historic Landmarks Commission is seeking nominations for the Dr. Edward Harvey Historic Preservation Award. The award is presented each year to recognize a property owner(s) who have completed exterior restoration or beautification of a building which exemplifies the historical attributes of the building or the architectural heritage of Astoria. The work must have been completed within the last two years. Nominations may include residential, commercial, public, and other types of buildings. The awards will be presented by the Mayor in June. Anyone wishing to submit a nomination should contact Sherri Williams at the City of Astoria, 503-338-5183 / swilliams@astoria.or.us, or send a nomination (no form required) to the Community Development Department, City of Astoria, 1095 Duane Street, Astoria OR 97103. Nominations must be received no later than 5:00 p.m. on April 30, 2015.

**REGULAR AGENDA ITEMS**

**Item 11(a): Motion to Intervene Out-of-Time – Oregon LNG Liquefied Natural Gas Terminal and the Oregon LNG and Washington Expansion Project Pipelines (City Council)**

Councilor Cindy Price has requested that the "Motion to Intervene Out-of-Time" regarding Oregon LNG and the Washington Expansion Project Pipelines be placed on the Council's April 20, 2015 agenda for consideration. Mayor LaMear subsequently coordinated with City Attorney Henningsgaard regarding this matter. A draft Motion to Intervene is included in the packet for Council consideration.

**Item 11(b): Authorization to Purchase Equipment Trailer (Public Works)**

The Public Works Department has a 1973 Hyster tilt-bed trailer to transport the bulldozer, backhoe, pipe and other equipment from town to the watershed, job sites, or occasionally out of town for equipment repair. The trailer has reached the end of its useful life and is becoming a safety hazard. Staff researched the market and found the Interstate Trailer Model 40DLA Beavertail Trailer would best meet the needs of the Department. This trailer is available from Sonsray Machinery in Portland through the Houston-Galveston Area Council. Funds for the trailer are included in the current fiscal year budget. On April 9, 2015, a notice of the City's intent to establish a contract for an Interstate Trailer Model 40DLA Beavertail Trailer through HGAC was advertised in *The Daily Astorian*. No comments were received. City Attorney Blair Henningsgaard has approved the process. It is recommended that Council approve that Public Works staff purchase a Beavertail trailer for \$23,400 from Sonsray Machinery.

**Item 11(c): Astoria Headworks Hydroelectric Project Pay Adjustment #2 (Public Works)**

On July 21, 2014, the City Council awarded a construction contract for #348,400.00 to PCR, Inc., for the Astoria Headworks Hydroelectric Project. The project was funded by grants from the Oregon Energy Trust, Pacific Power's Blue Sky Program, and the Oregon Infrastructure Finance Authority. The project is now complete and the hydroelectric generator is fully operational. On-line monitoring may be accessed on the City website at [www.astoria.or.us](http://www.astoria.or.us) by clicking the "Current Projects" button located on the lower left corner of the home page.

During the course of the project there were adjustments and changes required to complete the work. Following is a description of the change orders that were required:

Pay Adjustment #1 (paid earlier in the project):

- \$7,968.88 – *Additional meter base and disconnect*

Pay Adjustment #2:

- \$1,361.65 – *Additional conduit due to vault orientation*
- \$740.00 – *Permit fees*
- \$14,395.14 – *Re-route drain line*
- \$1,062.15 – *Move Disconnect around corner*
- \$952.81 – *Additional support anchors*
- \$328.95 – *Added Flashing/Heat Shield*

It is recommended that the City Council authorize Pay Adjustment #2 which will result in a contract increase of \$18,840.70.

**Item 11(d): Spur 14 Water Line – Public Hearing for Design Service Contract Amendment (Public Works)**

The Public Works Department has been working with the Oregon Health Authority – Drinking Water Program to comply with the United States Environmental Protection Agency’s (USEPA) on Phase 1 of the Disinfectant and Disinfection Byproducts Rule. Phase 2 of this rule recently went into effect. This phase more stringently regulates the levels of byproducts formed when disinfectants (typically chlorine) react with naturally occurring-materials in the water. The USEPA supports regulation of disinfection byproducts (DBP) based on a potential association with chlorinated drinking water and some health risks.

On two occasions the City slightly exceeded the limit of one regulated DBP. The primary reasons for this exceedance include the characteristics of our source water and the significant retention time associated with our reservoirs. Because of this, the City enlisted the technical assistance of CH2M Hill to evaluate methods to reduce DBP levels. City staff and CH2M Hill have developed a plan to collect water from Spur 14, the best available location within the watershed, which currently feeds the Middle Lake Reservoir and a tributary to Bear Creek. The project would allow a portion of water to be directly piped to the existing Middle Lake Pipeline allowing direct use of our highest quality water source.

CH2M Hill was initially chosen to assist on this project because of their familiarity with our system, past experience with DBPs, and available resources. CH2M Hill provided a proposed scope and fee for completion of design and bidding assistance for the Spur 14 Water Line Project. A summary of project costs related to design and bidding services are as following.

<b>Task</b>	<b>Status</b>	<b>Amount</b>
Topographic Survey – HLB Otak	Completed	\$5,000.00
Preliminary Design and Report – CH2M Hill	Completed	\$9,000.00
<i>Final Design and Bidding – CH2M Hill</i>	<i>Proposed</i>	<i>\$53,000.00</i>

Funding for these services is available in the Public Works Improvement Fund. Construction of the Spur 14 Water Line Project is estimated to cost \$210,000 and fees for construction support services will be presented when staff requests authorization to bid the project. Staff strongly believes that it is in the best interest of the City to process a contract amendment with CH2M Hill for the Spur 14 Water Line engineering services needed. In order to directly appoint CH2M Hill, the City Council will need to approve an exemption from the Competitive Solicitation Requirements after holding a public hearing to take comments on the exemption, as identified in the Astoria City Code. The City Attorney has approved of the City using this exemption to the competitive solicitation process. City staff and the City Attorney have been working with CH2M Hill on resolution of several minor contract modifications that will be incorporated, if approved, into the contract amendment.

It is recommended that City Council conduct a public hearing for the purpose of taking public comment on the findings for exemption from the competitive

solicitation requirements and adopt findings that authorize the direct appointment to process a contract amendment with CH2M Hill to provide design engineering and bidding services for the not-to-exceed amount of \$53,000. This will be contingent upon resolution of several minor contract modifications.

**Item 11(e): Aerial Fire Truck Options (Finance/Fire)**

At the April 21, 2014 City Council meeting, Fire Chief Ames made a presentation regarding the need for new Fire Department apparatus. The Chief cited the need for a replacement pumper fire engine as well as a ladder truck. At the October 13, 2014 Council meeting, City Council authorized the purchase of a new Pierce Arrow XT pumper truck in the amount of \$488,251.00. Funds to acquire the pumper truck are coming from lease revenue from the 17<sup>th</sup> Street Dock Fund. There was also City Council discussion about the possibility of placing a bond measure on the November 2014 ballot for the purchase of the ladder truck. Ultimately, it was decided to hold off until a later date to determine if a bond should be placed on a future ballot or whether other financing measures should be used. During the 2015-16 City Council Goal Setting session, staff stated that options would be brought to the City Council in spring 2015 to receive direction as to how to move forward on this matter. The options are as follows:

Lease of Ladder Truck

One option for the acquisition of a new ladder truck is to enter into a lease purchase agreement with Oshkosh financing as the City did for the pumper fire engine. The proposal price on the April 9, 2015 quote from Pierce is \$929,650. As indicated in the proposed General Fund budget for FYE June 30, 2016, the fund is projected to have a beginning fund balance of \$2,500,000. The increase in the beginning fund balance is attributed to a combination of increased revenues over the past several years of expenses from vacant positions, particularly the City Manager, Finance Director and Community Development Director positions. It is proposed to transfer \$500,000 of the beginning fund balance to the Capital Improvement Fund as a down payment on a replacement aerial truck for service in the Fire Department. This would significantly reduce the financed amount and, thereby, make the annual lease payments more manageable. Subsequent annual payments on a lease would be made from the Capital Improvement Fund. It is anticipated that these payments would be made from the carbon credit proceeds that would be deposited in the Capital Improvement Fund. Staff has not pursued the details of this option. If Council gives direction in this regard, staff will follow up to get more information.

Bond Measure

If the City Council chooses to pursue a bond levy for the purchase of a new aerial ladder truck, the City would have the option of two dates in 2015. The first option is a special election scheduled to be held on September 15, 2015. Filing for this election would require a Ballot Title for publication of notice by June 26, 2015, and a Notice of Measure Election by July 16, 2015. The second option is the regular election scheduled for November 3, 2015. Filing for the November 3, 2015 regular election requires a Ballot Title for publication of notice by August 14, 2015, and a Notice of Measure Election by September 3, 2015.

It is recommended that Council consider the two options for acquisition of an aerial ladder truck and provide direction as to a preferred approach.

**Item 11(f): Salary Resolution Establishing Basic Compensation Plan Wage Adjustment for Deputy Police Chief (City Manager)**

Staff positions and associated compensation are detailed in the "Resolution Establishing a Basic Compensation Plan for the Employees of the City of Astoria and Establishing Regulations for the Placement of Present Employees within the Wage and Salary Schedules Provided". Whenever there are changes in positions, whether a position is begin deleted, added or redefined; or whether a change in compensation is proposed; such changes are adopted by resolution.

At its October 20, 2014 meeting, the City Council adjusted the compensation and incentives for Police Sergeants. At that time wages were increased by 4%. This increase, along with adjustments to incentives for certification, was made to relieve the issue of wage compression between Police Officers (represented employees) and Police Sergeants (non-represented employees). Prior to the adjustment, the Department was unable to recruit candidates for the vacant Police Sergeant position. At the time no adjustment to wage was made to the Deputy Police Chief and Police Chief positions causing compression to occur at this level.

The Department desires to promote a Sergeant to Deputy Police Chief and again finds itself in a position where qualified applicants are dissuaded by the pay differential. With the individual selected to be promoted the change in annual compensation would be \$1,100.00. Raising the Deputy Police Chief wage 4% will cause the difference in annual compensation to be an increase of \$4,500 and place the total compensation available for Deputy Police Chief to be comparable to the compensation for Deputy Fire Chief.

As a clerical matter, the Deputy Police Chief and Police Chief will move from Schedule E2A (they are the only employees on this schedule) to C with other Police Employees. Similarly Police Sergeants will move from E-2B (they are the only employees on this schedule) to C. A similar clerical move has been made with the Fire Department management positions. It is recommended that Council adopt the proposed resolution implementing the pay rate increase for the Deputy Police Chief by 4% and simplifying the salary resolution by moving the Police Sergeants, Deputy Police Chief, and Police Chief to Schedule C.

**Item 11(g): City Council Rules (Council)**

The Council will discuss the "City Council Rules" following up from the last meeting. Included in the packet is a revised draft which includes changes proposed to address issues raised at the previous Council meeting.