



AGENDA

ASTORIA CITY COUNCIL

October 5, 2015

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. **PROCLAMATIONS**

- (a) Fire Prevention Week
- (b) Great Oregon ShakeOut Day

5. **CHANGES TO AGENDA**

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 9/8/15
- (b) Boards and Commissions Minutes
 - (1) Parks Board Meeting of 8/19/15
- (c) 16th Street CSO Separation Project Contract Amendment (Public Works)
- (d) Liquor License Application from Rebecca Kraft, doing business as WineKraft LLC, Located at 80 10th Street, for an Additional Privilege for a Limited Off-Premises Sales License (Finance)
- (e) Authorization for Emergency Repairs to Fire Ladder Truck (Fire)
- (f) Authorization to Award West Lexington Wall Repair (Public Works)
- (g) Spur 14 Water Line Contract Amendment for Additional Geotechnical Engineering Services (Public Works)

7. **REGULAR AGENDA ITEMS**

- (a) Consideration of Adoption of Herbicide Policy and Practices (Parks)
- (b) Authorization to Enter into a Contract with Pierce Manufacturing for the Purchase of a New Fire Ladder Truck (Fire)
- (c) Public Hearing and Resolution regarding Supplemental Budget for Fiscal Year 2015-2016 for Purchase of a New Fire Ladder Truck (Finance)
- (d) Emergency Preparedness Briefing Concept Discussion (Police)

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

RECESS TO EXECUTIVE SESSION

9. EXECUTIVE SESSION

- (a) ORS 192.660(2)(i) – Evaluation of Public Officers and Employees

RECONVENE TO REGULAR SESSION

10. REGULAR AGENDA ITEMS

- (a) City Manager Evaluation

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
Founded 1811 • Incorporated 1856

October 1, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF OCTOBER 5, 2015

PROCLAMATIONS

Item 4(a): Fire Prevention Week

The Mayor will proclaim October 4 through 10, 2015 as Fire Prevention Week in the City of Astoria.

Item 4(b): The Great Oregon ShakeOut Day

The Mayor will proclaim October 15, 2015 as The Great Oregon ShakeOut Day which encourages citizens to plan for natural disasters including earthquake preparedness.

CONSENT CALENDAR

Item 6(a): City Council Minutes

The minutes of the City Council meeting of September 8, 2015 is enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(b): Boards and Commissions Minutes

The minutes of the (1) Parks Board meeting of August 19, 2015 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 6(c): 16th Street CSO Separation Project Contract Amendment (Public Works)

While the contractor for the 16th Street CSO project was preparing the intersection of 14th and Exchange Streets for paving, a substandard CenturyLink vault was damaged. In the interest of keeping the project on schedule, Emery

made the necessary repairs as agreed to by a CenturyLink representative. CenturyLink reimbursed the City for the full amount of this pay adjustment on September 21, 2015. It is recommended that the Council authorize Pay Adjustment #3 for the 16th Street CSO Separation project in the amount of \$2,757.86.

Item 6(d): Liquor License Application from Rebecca Kraft, doing business as WineKraft LLC, Location at 80 10th Street, for an Additional Privilege for a Limited Off-Premises Sales License (Finance)

A liquor license application has been filed by Rebecca Kraft, doing business as WineKraft LLC, located at 80 10th Street. The application is for an Additional Privilege for a Limited Off-Premises Sales License. The appropriate departments have reviewed the application and it is recommended that Council consider approval.

Item 6(e): Authorization for Emergency Repairs to Fire Ladder Truck (Fire)

In June, 2015, the City of Astoria Fire Department Ladder Truck 2541 incurred repairs totaling \$9,735.21. Those repairs were paid with funds from the Fire Department portion of the fiscal year 2014/2015 budget. After the repairs and subsequent acceptance and approval testing by Underwriters Laboratories, it was determined that further repairs would be needed to assure the safe and reliable operation of the ladder.

Those repairs involved a component known as the main aerial waterway swivel. The component allows for turning and extending or retracting the aerial ladder while water is being discharged from the top when operating at a fire. It also allows for exact adjustments as the ladder is placed at an above grade height to affect a rescue. The swivel unit was removed and sent to the manufacturer for evaluation. The unit was not able to be repaired do to advanced rust and pitting conditions throughout the swivel's electrical and hydraulic components. In order for 2541 to continue operating as a ladder truck until it can be replaced, the main waterway swivel unit needed to be replaced. Because of the age of the truck, the manufacturer had to fabricate an entire new waterway swivel unit.

The total cost for fabricating, shipping, and re-installing and UL acceptance testing of new waterway swivel unit is \$15,389.42 which will be paid with funds from Fire Department operations. Additional funds may be required to maintain the Ladder Truck in operational condition, pending delivery of a replacement. At this time it is difficult to foresee potential issues and estimate repair costs.

It is recommended that Council authorize payment of emergency repairs performed on ladder truck 2541 in the amount of \$15,389.42 to Hughes Fire Equipment, Inc.

Item 6(f): Authorization to Award West Lexington Wall Repair (Public Works)

The City of Astoria owns a concrete retaining wall along the lower side of West Lexington Avenue approximately 500 feet southeast of Pacific Street which supports the West Lexington roadway. The wall is very old (age unknown) and when it partially failed in 2007, the Public Works Department contracted to have the failed section replaced. The remaining wall (approximately 150 feet in length) was not showing imminent signs of failure at that time; however, as a precautionary measure, Public Works staff added support in the form of concrete blocks to the front of the wall. The concrete block supports were meant to be temporary until the wall could be either replaced or repaired. Public Works included funds in this year's budget to repair the wall. Staff solicited four quotes from local contractors with the capacity and capability to perform this type of work. Only one quote for repair of the wall was received from Bergman Construction in the amount of \$67,902.30. Funding for this project will come from the Public Works Improvement Fund. The work is expected to take approximately 60 days to complete. City Attorney Henningsgaard has reviewed and approved the contract as to form. It is recommended that Council authorize the award of a construction contract to Bergman Construction in the amount of \$67,902.30 for the West Lexington Wall Repair Project with a construction contingency in the amount of \$10,000.

Item 6(g): Spur 14 Water Line Contract Amendment for Additional Geotechnical Engineering Services (Public Works)

The Public Works Department has been working closely with CH2M Hill on the engineering design for the Spur 14 Water Line Project. This project includes intake structure improvements, 700 feet of new 12" water pipe, additional flow meters, and a new pressure reducing valve. Clatsop County is requiring a Geologic Hazard Permit for this project. This permit requires geotechnical engineering services beyond those included in the original project scope. CH2M Hill prepared a proposal for these additional services. The anticipated scope and fees are included in a contract amendment. It is recommended that Council approve Contract Amendment #2 with CH2M Hill to provide additional geotechnical engineering services and for the not-to-exceed amount of \$7,234.57.

REGULAR AGENDA ITEMS

Item 7(a): Consideration of Adoption of Herbicide Policy and Practices (Parks)

The Plant and Lawn Management Task Force was appointed by the Mayor to address concerns raised about the use of herbicides and fertilizers in parks and open spaces. The Task Force met four times over the course of eight months and obtained feedback from a variety of stakeholders to determine the need and level of use for herbicides and fertilizers to control or eradicate noxious and invasive weeds and to provide recommendations to enhance and develop parks. The Task Force then developed recommendations for a final herbicide use policy that was presented to the Parks and Recreation Advisory Board and

approved during the September 23, 2015 meeting. It is recommended that the City Council adopt the Herbicide Policy and Practices.

Item 7(b): Authorization to Enter into a Contract with Pierce Manufacturing for the Purchase of a New Fire Ladder Truck (Fire)

At the September 14, 2015 Astoria City Council meeting, Council approved purchasing a new replacement ladder truck. The procurement process with HGAC has been initiated with the completion of a HGAC Contract Pricing Worksheet by Dean Stock, Contract Specialist with Hughes Fire Equipment. The notice of intent to establish a contract with Pierce Manufacturing through HGAC was advertised on Thursday, September 24, 2015 in *The Daily Astorian*. Any comments must be submitted to the City Manager on or before Monday, October 5, 2015.

A final Pierce Manufacturing Proposal Price sheet and Purchase Agreement dated September 18, 2015 have been received. Both the proposal sheet and the purchase agreement list the price of the truck, and itemize the discounts of \$55,321.00. The discounts are contingent upon making a 100% cash pre-payment. The Pierce Purchase Agreement has been approved as to form by City Attorney Henningsgaard. The Pierce proposal price of \$943,440 includes the HGAC Order Processing Charge of \$2,000.00. Available discounts associated with the 100% pre-payment total \$55,321.00. An amount of \$2,540 is included in the pricing to ensure delivery of a Ladder Truck, since the City is paying cash. The attached quote does not include the \$2,540 bond price but final contracts will reflect the bond amount. Taking all available discounts results in a Purchase Agreement price of \$888,119.00.

A supplemental budget transfer of \$454,000 will be made from the General Fund to the Capital Improvement Fund and added to previously budgeted amount for the ladder truck of \$500,000, for a total of \$944,000 available for the purchase of the Ladder Truck. A contingency of \$55,881 (approximately 6%) is available, should specification changes be identified during construction. The Pumper Truck required an additional transfer of \$11,000 for unanticipated feature changes identified during construction completion and required a separate transfer to fully cover the costs. The supplement budget will be considered under Agenda Item 7(c). It is recommended the City enter into a Purchase Agreement with Pierce Manufacturing, through existing membership in HGAC, for the purchase of a new replacement ladder truck in an amount not to exceed \$888,119.00 by making a pre-payment of amounts, as required by the contract, to take full advantage of discounts anticipated to be \$55,321.00.

Item 7(c): Public Hearing and Resolution regarding Supplemental Budget for Fiscal Year 2015-2016 for Purchase of a New Fire Ladder Truck (Finance)

Oregon Revised Statute (ORS) 294.473 provides a procedure for a municipality to pass a supplemental budget for changes occurring during a fiscal year by publishing a notice, holding a hearing on the supplemental budget, and adopting the budget by resolution. This proposed supplemental budget is to

incorporate transfer of funds from the General Fund to the Capital Improvement Fund to cover expenses of the new Fire Ladder Truck and additional final costs for the Fire Pumper Truck. It is recommended that Council hold the public hearing and adopt the proposed resolution implementing this supplemental budget for Fiscal Year 2015-2016.

Item 7(d): Emergency Preparedness Briefing Concept Discussion (Police)

Police Chief Johnston and Fire Chief Ames have worked together to develop a concept for the City Council goal of “Hold an emergency preparedness presentation oriented to citizens of Astoria.” The concept is to focus on preparedness both for annual emergency events, such as winter storms and wildfire danger, as well as the looming danger of the near shore Cascadia event. The event will emphasize self-reliance with a message of government resiliency. The initial concept is to host an approximately 90 minute event, likely at the Liberty Theatre, with presentations from subject matter experts. Additional static displays would be configured in the lobby with examples of home kits, go bags, CERT members, fire safety, personal security, and more. Specific topics to be addressed both in the presentations and displays are nature of the concerns, home safety, how to be self-sufficient, neighborhood mapping, evacuation routes, and similar topics. The event would be targeted for spring 2016. Staff is asking for a Council discussion on this proposal and comments on direction. No other action is required at this time.

RECESS TO EXECUTIVE SESSION

Item 9(a) ORS 192.660(2)(i) – Evaluation of Public Officers and Employees

The City Council will meet in executive session to discuss a performance evaluation.

RECONVENE TO REGULAR SESSION

Item 10(a): City Manager Evaluation

The City Council will discuss the City Manager’s evaluation.