



AGENDA

ASTORIA CITY COUNCIL

WORK SESSION / REGULAR SESSION

Monday, August 3, 2015
2nd Floor Council Chambers
1095 Duane Street • Astoria OR 97103

5:30 P.M. WORK SESSION

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATION ON RELOCATION OF COXCOMB HILL COMMUNICATIONS FACILITIES
4. RECESS TO EXECUTIVE SESSION
 - (a) ORS 192.660(2)(e) – Real Property Transactions

7:00 P.M. RECONVENE TO REGULAR SESSION

5. REPORTS OF COUNCILORS
6. PROCLAMATIONS
 - (a) Willis L. Van Dusen Day
 - (b) 225th Birthday of the United States Coast Guard
7. CHANGES TO AGENDA
8. 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 7/6/15
 - (b) Boards and Commissions Minutes
 - (1) Historic Landmarks Commission Meeting of 6/16/15
 - (2) Library Board Meeting of 6/23/15
 - (3) Planning Commission Meeting of 4/7/15
 - (4) Planning Commission Meeting of 4/28/15
 - (5) Traffic Safety Committee Meeting of 4/28/15
 - (c) Authorization to Apply for a HEAL Cities Small Grant Award (Parks)
 - (d) Resolution Creating a Pilot Program to Allow “Parklets” on Side Streets in the Downtown Area (Community Development/Public Works)
 - (e) Authorize Hybrid Contract and Soliciting Proposals for Pump Station No. 1 Upgrades (Public Works)

9. REGULAR AGENDA ITEMS

- (a) Authorization to Purchase Two Police Patrol Vehicles (Police)
- (b) Revised Job Description and Salary Resolution for Planner Position (Community Development)
- (c) Water Supply Update (Public Works)
- (d) Lease Agreements with Verizon for Shively and Reservoir Sites (Police)
- (e) Public Hearing and Ordinance to Vacate Nile Street (1st reading) (Public Works)

10. 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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July 30, 2015

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF AUGUST 3, 2015

6:00 P.M. WORK SESSION

Item 3: Presentation on Relocation of Coxcomb Hill Communications Facilities

City staff and representatives from Converge Communications will make a presentation on the proposal for relocation of communication facilities from Coxcomb Hill.

ADJOURNMENT TO EXECUTIVE SESSION

Item 4(a): ORS 192.660(2)(e) - Real Property Transactions

The City Council will recess to executive session to discuss a real property transaction issue.

7:00 P.M. RECONVENE TO REGULAR SESSION

PROCLAMATIONS

Item 6(a): Willis L. Van Dusen Day

Mayor LaMear will proclaim Saturday, August 8, 2015 as Willis L. Van Dusen Day.

Item 6(b): 225th Birthday of the United States Coast Guard

The Mayor will make a proclamation recognizing August 4, 2015 as the 225th Birthday of the United States Coast Guard.

CONSENT CALENDAR

Item 8(a): City Council Minutes

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

Item 8(b): Boards and Commissions Minutes

The minutes of the (1) Historic Landmarks Commission meeting of 6/16/15, (2) Planning Commission meeting of 4/7/15, (3) Planning Commission meeting of 4/28/15, and (4) Traffic Safety Advisory Committee meeting of 4/28/15 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 8(c): Authorization to Apply for a HEAL Cities Small Grant Award (Parks)

The Healthy Eating Active Living (HEAL) Small Grant Program is part of the Heal Cities Campaign, a joint initiative of the League of Oregon Cities (LOC) and the Oregon Public Health Institute (OPHI) that helps civic leaders create healthy communities. The Campaign encourages cities to adopt policies that will, over time, expand the options for city residents, visitors, and employees to eat healthier food and/or become more physically active (HEAL policies). On July 21, 2014 the Astoria City Council adopted a resolution to become a HEAL City. The HEAL Cities Small Grant is one of the benefits of the program.

The Parks and Recreation Department has begun drafting an Employee Wellness Program for the City of Astoria employees. In looking into developing a wellness program Parks staff have found the following benefits common in an Employee Wellness Program: Lower absenteeism rates, higher job satisfaction, increased overall wellness, and improved health resulting in lower insurance premiums. The program will also allow the City to be eligible for CIS funds that are available for Employee Wellness Programs.

In order to assist in implementing an Employee Wellness Program, the Parks staff would like to apply for a HEAL Cities Small Grant in the amount of \$6,000. The grant requires matching funds or “in-kind matches” such as donated property, materials, and services that add up to 50% of the amount applied for. This would be met through staff time, administrative costs, food donations from community partners, and passes to recreation exercise classes and aquatics center use. The proposal must be received by August 31, 2015. Staff will receive notification of funding of the grant in September of 2015. Once an Employee Wellness Program is developed, the draft policy would be brought to Council for consideration. It is recommended that Council approve submittal of application for the HEAL Cities Small Grant in the amount of \$6,000 to develop and implement an Employee Wellness Program.

Item 8(d): Resolution Creating a Pilot Program to Allow “Parklets” on Side Streets in the Downtown Area (Community Development/Public Works)

City staff was approached by two business owners regarding the potential of a “parklet” to be located within a designated, on street parking space in downtown Astoria. A parklet will facilitate the use of public space for small, outdoor, commercial spaces in the street rights of way adjacent to storefront locations. In many cities that permit this activity, the street – in this case the parking strip - has

been activated. In downtowns or older commercial areas where public space might be underutilized, parklets are an urban design tool to provide more outdoor seating, landscaping, bike parking (“corrals”) and to inject more activity into the streetscape. Since this involves the private use of a public right of way, City staff (including ADHDA staff) has drawn on work done in other cities, including Sacramento and Portland, to develop and adapt several policies which are attached for the Council’s review. On July 20, 2015 the City Council reviewed a pilot proposal that included requirements for participation in the program. The City Council provided suggested changes and directed staff to bring the revised proposal back for consideration.

The ADHDA Executive Director and Board President reviewed the revised proposal and reiterated their support. As a reminder, once a property owner proposes a parklet project, staff would review the project and then present the proposal with a recommendation to the City Council for final approval. It is recommended that the City Council consider the proposal of a pilot project for a two year period, and if approved adopt the attached resolution.

Item 8(e): Authorize Hybrid Contract and Soliciting Proposals for Pump Station No. 1 Upgrades (Public Works)

The City of Astoria’s wastewater treatment facility, interceptor and the main pump and lift stations were constructed in the mid-1970s. PS#1 contains three wastewater pumps with two variable speed 125 horsepower (hp) pumps and one fixed speed 75 hp pump. The system has provided reliable service for the past 40 years, but lacks peak efficiency. Replacement parts are no longer readily available and parts of the system have reached the end of their useful life. On June 1, 2015, Council authorized Richwine Environmental to prepare a Concept Design Report for this project. The report recommends replacement of the pump’s variable frequency drives (VFDs) and installation of a new control system at PS#1. The estimated project cost is \$225,000. The Report also includes an evaluation of alternative project delivery in lieu of the traditional design-bid-build process. A hybrid contract is allowed by City Code and was determined to be the most advantageous type of contract for this specialized project. It is recommended that the City bid this project using a Progressive Design Build approach to expedite construction. In order to move forward with this contract approach, a public hearing for an exemption to standard solicitation methods needs to be held. A public hearing is scheduled for the August 17, 2015 City Council meeting.

Staff is requesting authorization to solicit proposals at the August 3, 2015 Council meeting. Staff will evaluate the proposals to select the most qualified contractor for this project and negotiate contract terms. It is anticipated that the final contract will be presented to Council for approval at the first meeting in September. Energy Trust of Oregon performed a Technical Analysis Study for PS#1 in September 2013. This study evaluated the energy consumption and economics related to upgrading the pump station in order to improve energy efficiency. At that time the grant incentive for replacing the VFDs and installing a new control system was \$65,083. Energy Trust is currently reevaluating their Study to determine if additional financial incentives are available. The final incentive offer and

agreement will be presented to Council when authorization to award the project is recommended. Funding is available in the Public Works Improvement Fund. It is recommended that Council authorize staff to solicit proposals for installation of the Pump Station No. 1 Upgrades Project.

REGULAR AGENDA ITEMS

Item 9(a): Authorization to Purchase Two Police Patrol Vehicles (Police)

As explained in the memo from Police Chief Johnston, the Police Department proposes purchasing two patrol vehicles. One vehicle will replace a 2010 Chevy Tahoe 2WD Police Pursuit Vehicle and the second vehicle will be used for the second Detective position. Staff researched options to purchase these vehicles using the Oregon State Purchasing Program. Quotes were received from Gresham Ford for a 2015 Ford Police Interceptor Utility in the amount of \$26,928.87 and a 2016 Ford Fusion in the amount of \$17,415.00. Funds for these purchases are budgeted in the Capital Improvement Fund for Fiscal Year 2015-16. It is recommended that the City Council authorize these purchases from Gresham Ford.

Item 9(b): Revised Job Description and Salary Resolution for Planner Position (Community Development)

The Community Development Department has five Full Time Equivalent (FTE) split between the planning and building divisions. The Planner position (1 FTE), which provides project management services to all types of customers and projects, has been vacant since Rosemary Johnson retired from the City of Astoria last year. As part of a larger full scale review of service delivery and development services, the Community Development Director has been reviewing staffing levels, existing and needed skill sets, as well as professional development and organizational development opportunities.

The current planner job description has not been reviewed since Rosemary Johnson was hired for the position in 2002. Before a recruitment strategy can be implemented, the position description needs to satisfy the current workforce development needs of the Department, the City, and the current marketplace. The proposed revisions to the job description accomplish three objectives: 1) increase the educational and experience requirements for a professional planner to an "Associate" level, 2) clearly focus the position on providing excellent customer service, and 3) reframe the position as a project manager/city planner that provides service to a number of programs, customer bases, and functions at the City of Astoria. A copy of the revised job description is attached.

In addition to the revised job description, the salary range was increased during the FY2015-16 budget process, but the Salary Schedule has not been updated to reflect the budgeted amount. The current range is set at 28 – \$44,999 – 54,696 annually and the proposed increase will reset the range at 34 – \$52,162 - \$63,403 annually. This increase will allow for the Director to recruit a qualified candidate pool. It is recommended that the City Council approve the revised job description

and revised salary range contained in the attached resolution. With this action, the Director will initiate the recruitment strategy to fill the planner position vacancy.

Item 9(c): Water Supply Update (Public Works)

Given the unusually dry spring and summer weather to date, Public Works staff has analyzed the City's levels of consumption, water storage, and volume of stream flows in the watershed. Staff has determined that the storage volume is currently at 95 percent of average of normal storage for this time of year. July is historically the driest month of the year with an eight year average of 0.75 inches of rain, the August eight year average is 1.01 inches, and September is 3.63 inches. The City of Astoria and outlying water districts and associations' current water demand averages 3.0 million gallons per day, with peak demand as high as 3.5 million gallons per day. With dry weather potentially continuing over the next few months, staff will continue to monitor storage volumes and reevaluate the volumes as the summer and fall progresses to determine if the lack of rainfall is impacting the water supply. If necessary, recommendations will be brought to the City Council to enact mandatory water use restrictions. As a precaution, it may be advisable to inform water customers about the impacts on the City's water volumes during these unusually dry conditions and request that they voluntarily conserve water whenever possible.

Item 9(d): Lease Agreements with Verizon for Shively and Reservoir Sites (Police)

Following direction from the Astoria City Council at the April 1, 2013 meeting, City staff and consultants have worked with Verizon Wireless to negotiate a Lease that moves all communications facilities out of Astor Park at Coxcomb Hill and returns the park entrance to park grounds. This work was done in support of a 2014–2015 City Council goal: "Complete emergency communications systems." Staff initially identified the Reservoir Ridge site as a possible relocation site. The Reservoir Ridge site is acceptable for public safety radio. To retain status quo coverage that they provide from Astor Park, Verizon required additional locations... Staff provided Verizon with a list of all City owned and some privately owned properties near the area attempting to be covered with an additional site, all but Shively Park were eliminated. Verizon will also be adding a third site joining the cellular antenna arrays atop the building at 351 14th Street. The solution identified requires two Leases of City property to be approved by City Council.

The terms of the proposed Leases are favorable to the City and would provide income to the City for both locations. The Leases also require any future Subleases (collocations) to negotiate access rights with the City in addition to Leases with Verizon. The value of the first five years of the Shively Lease is \$24,000 or a total of \$120,000. Beginning in the sixth year, both the Reservoir Ridge Lease and the Shively Lease will each generate \$27,600 per year in lease payments. These amounts will escalate automatically at 15% for each subsequent 5 year renewal term, based on a 3% per year inflation factor. It is recommended that the lease payments from the Shively Lease be transferred as income to the Parks Operations Fund and that the income from the Reservoir Ridge Lease be transferred to the Capitol Improvement Fund. The Astoria Parks and Recreation

Board has recommended approval of the Lease with Verizon to develop the site at Shively Park. More information may be found in the "Historical Information" that is attached to Chief Johnston's memo.

At the time for publication of the Council packet, the Leases were still being reviewed by the City Attorney. The Leases will be forwarded under separate cover to the City Council and hard copies will be available on the night of the council meeting. It is recommended that Council approve of the Leases for both Reservoir Ridge and Shively Park. It is also recommend that council authorize the City Manager to sign documents allowing for the development review process to proceed.

Item 9(e): Public Hearing and Ordinance to Vacate Nile Street (1st reading) (Public Works)

The City has been working with Verizon to facilitate the relocation of the wireless communication facility currently located on Coxcomb Hill. The proposed relocation area is located in the forested area in Shively Park. Staff will be bringing a draft Lease for the Shively Park location to the City Council for consideration separately. The site proposed for the new facility is located on property owned by the City; however a portion of the facility would need to be located within an unimproved portion of the Nile Street right-of-way in order to accommodate the structure. This process will result in the ability of the City to potentially lease the proposed site to Verizon for a wireless communication within the Shively Park. At their July 6, 2015 meeting, the City Council set a public hearing for the August 3, 2015 meeting. It is recommended that the Astoria City Council conduct the scheduled public hearing and if deemed appropriate, hold a first reading of the ordinance to approve the vacation of the south 30' of Nile Street within Shively Park area.