



# AGENDA

## ASTORIA CITY COUNCIL

September 19, 2016

7:00 p.m.

2<sup>nd</sup> 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) Domestic Violence Awareness Month

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) Authorization to Award Professional Services Contract for 33rd and Leif Erikson Streetlight Project (Public Works)
- (b) Purchase of Non-Invasive Cardiac CPR Support Pump (Fire)
- (c) Addition of Job Title of Human Resources Support for Schedule F-1 of Salary Resolution No. 16-12 (Finance)
- (d) Pump Station No. 1 Upgrades – Progressive Design Build Contract Amendment for Additional Work (Public Works)
- (e) Revision of Aquatic Center Supervisor Job Description and Addition of Position to Schedule E, Range 36, of Salary Resolution No. 16-12 (Parks)

7. **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) Liquor License Application from Jeremy French, doing business as Reveille Ciderworks, Located at 1343 Duane Street, for a New Outlet for a Winery License (Finance)
- (b) Public Hearing and Contract Award for Bear Creek Dam Valve Repair (Public Works)
- (c) FEMA Pipeline Road Waterline Bank Stabilization Project – Construction Contract Award (Public Works)
- (d) Ordinance Readopting Local Fuel Tax (1<sup>st</sup> reading) (Finance)
- (e) Economic Development Strategy: Approve Professional Services Contract (Community Development)

**8. 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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September 16, 2016

### MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF SEPTEMBER 19, 2016

### PROCLAMATIONS

**Item 5(a): Domestic Violence Awareness Month**

Council President Nemlowill will proclaim October as Domestic Violence Awareness Month.

### CONSENT CALENDAR

**Item 6(a): Authorization to Award Professional Services Contract for 33rd and Leif Erikson Streetlight Project (Public Works)**

The area around the intersection of 33rd Street and Highway 30 (Safeway) is in need of illumination enhancements. City staff worked with the Oregon Department of Transportation (ODOT) to secure funding for street light improvements through ODOT's Quick Fix Grant program and a \$34,512 grant has been awarded. Upon request, Otak Incorporated provided a design and construction management proposal at a cost not to exceed \$12,615 to assist the City with the project. It is anticipated that the project will be completed by late fall. The City received an advance grant deposit of \$17,256, with another \$17,256 available upon project completion. The City Attorney has reviewed and approved as to form the Contract for Personal Services. It is recommended that Council execute a personal services contract with Otak Incorporated for a total not-to-exceed \$12,615.

**Item 6(b): Purchase of Non-Invasive Cardiac CPR Support Pump (Fire)**

The Fire Department requested \$14,000 be budgeted in the Fiscal Year 2016-17 Capital Improvement Fund for the purchase of a non-invasive cardiac CPR support pump. A CPR support pump is a mechanical device attached to a patient in cardiac arrest that provides continuous and exact chest compressions from the time it is applied to arrival at the hospital. Statistics show that patients in cardiac arrest who receive uninterrupted, effective chest compressions have a greater post arrest survival rate than those who do not. Considering some of the

obstacles Fire Department personnel have with extricating patients from 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors in homes and apartments and the interruptions to effective CPR these pose, a CPR support pump will assist with improving patient survival rates. In addition, a CPR support pump will allow short staffed crews the ability to provide other early interventions such as advanced airway placement and IV access for the administration of frontline cardiac medications

Quotes have been received from the two primary vendors who provide non-invasive cardiac CPR support pumps and are as follows:

<u>Vendor</u>	<u>System</u>	<u>Quote</u>
Zoll Medical Corporation	Auto-Pulse System	\$14,220.00
Physio-Control, Inc.	LUCAS 2 Chest Compression System	\$13,928.80

Both vendors have been to the station with their respective systems twice in the past few months for extensive evaluation by Fire Department staff. In addition, Lt. Wade Mathews has been in contact with a number of agencies throughout Oregon who are currently using one or the other of the two support systems. Based on the system evaluations and information from current users, it is recommended that Council approve the purchase of a Physio-Control LUCAS 2 Chest Compression System in the amount of \$13,928.80.

**Item 6(c): Addition of Job Title of Human Resources Support for Schedule F-1 of Salary Resolution No. 16-12 (Finance)**

Consolidation of the Human Resource activities under the Finance and Administrative Services Director has created a greater need for administrative support of human resource activities including assistance processing claims, answering and directing calls, various support functions related to organization, filing and production of reports while meeting internal and external requirements and deadlines. It is proposed that the creation of a part-time position of Human Resources Support be created in order to meet the immediate needs related to the City of Astoria. The essential duties, experience and education have been identified and the attached job description has been developed, with assistance from the City's Human Resources consultant, Xenium HR. It is proposed that Schedule F-1, Range 1B, be utilized with the step determined based on the experience and education of the candidate. Funds are included in the approved budget for Fiscal Year 2016-17 for the Finance Department to accommodate the addition of this part-time position. The job recruitment and offer would commence should Council approve the description and salary schedule range noted above. It is recommended that the city Council approve the addition of the Human Resources Support Job Title/duties and use of Schedule F-1, Range 1B, as contained in Salary Resolution No. 16-12.

**Item 6(d): Pump Station No. 1 Upgrades – Progressive Design Build Contract Amendment for Additional Work (Public Works)**

The City of Astoria's wastewater treatment facility, interceptor and the main pump and lift stations were constructed in the mid-1970s. Pump Station No. 1 (PS#1)

is the largest pump station in Astoria and is located in the Alderbrook neighborhood. This pump station receives approximately 95% of the City's combined sewage flows. The system was recently upgraded through a contract with Portland Engineering, Inc. The following is the fiscal year (FY) 2016-17 budget for this project.

<u>Project Budget (FY 2016-17)</u>	
Installation	\$166,529
Contingency (8%)	\$ 13,471
Construction Project Management	<u>\$ 10,000</u>
Total	\$190,000

During installation, it was discovered that the existing ground wiring at PS#1 does not meet current code requirements. This deficiency must be corrected as a condition of the electrical permit. The cost to install new conduit and ground wire is \$13,933. It also became clear that the new controls are not compatible with the old, existing Pump 3 motor, so a soft start is needed to gain any operational benefit from Pump 3. The cost to install the Pump 3 Soft Start is \$17,080. Total cost for the contract amendment for these two items is \$31,013. Funding for the contract amendment is available in the FY 2016-17 Public Works Improvement Fund. The expense will be distributed between two line items below:

<u>Public Works Improvement Fund</u>	
PS#1 Improvements line item	\$13,471
Sewer Main Rehabilitation line item	<u>\$17,542</u>
Total Contract Amendment	\$31,013

Energy Trust of Oregon has provided a grant incentive in the amount of up to \$72,940 for this project. The final incentive amount will be based on measured energy savings and is expected to be awarded in FY 2016-17. It is recommended that Council authorize a contract amendment with Portland Engineering, Inc., for the Pump Station No. 1 Upgrades Project for \$31,013.00.

**Item 6(e): Revision of Aquatic Center Supervisor Job Description and Addition of Position to Schedule E, Range 36, of Salary Resolution No. 16-12 (Parks)**

The Parks and Recreation Department is in need of a professional supervisor to oversee the development, management and administration the Astoria Aquatic Center and the effective delivery of its programs. The current dedicated staffing model of a Recreation Coordinator at the Aquatic Center has proven to be ineffective as the position requires direct oversight which is unavailable, does not include full management and supervisory duties of the facilities employees, and does not require the position to work a flexible schedule as needed to meet the needs of the Aquatic Center, its programs, and employees. Since the Astoria Aquatic Center's opening in 1998, the oversight and operation of the Aquatic Center reflects experimentation with different approaches. The timeline and explanation of the changes that have taken place are described in Director Cosby's memo. Returning to the previous Aquatic Center Supervisor model will provide meaningful management and supervision at a level that will not require

direct and continuous supervision and involvement from the Department Director. In addition to advancing planning, training, mentoring and supervisory needs, this transition also aligns with the Parks and Recreation Departments Comprehensive Master Plan by:

- Implementing recommended actions of achieving target staffing levels to meet current needs
- Providing competitive wages and benefits to improve hiring and retention
- Employing a sufficient level of part time and full time staff to meet quality and level of service needs, and
- Contributing materially to a safe and healthy work environment.

It is recommended that Council approve the revision of the Aquatic Center Supervisor job description and addition of position to Schedule E, Range 36, of Salary Resolution No. 16-12.

### **REGULAR AGENDA ITEMS**

**Item 7(a): Liquor License Application from Jeremy French, doing business as Reveille Ciderworks, Located at 1343 Duane Street, for a New Outlet for a Winery License (Finance)**

A Liquor License Application has been filed by Jeremy French, doing business as Reveille Ciderworks, Located at 1343 Duane Street, Astoria. The application is for a New Outlet for a Winery License. The appropriate departments have reviewed the application and it is recommended that Council consider approval of the application.

**Item 7(b): Public Hearing and Contract Award for Bear Creek Dam Valve Repair (Public Works)**

The City of Astoria's Bear Creek Dam is a 90-foot high concrete dam built in 1912 which was raised 15 feet in 1953. The Oregon Water Resources Department (OWRD) has classified the Dam as a high hazard dam due to the dam's proximity to human population areas downstream. In 2013 a seismic failure was performed and is now complete. It was determined that the dam does not need to be structurally modified/mitigated to protect against seismic failure. The City has some work to do at the headworks to prevent future dam overtopping events. Future projects consist of repair to the 63 year old main drainage piping, a probable maximum flow study for the watershed, and a possible future overflow weir to the east of the Bear Creek Reservoir. This memorandum relates to repairs of the drainage piping for the dam. Staff is recommending that a \$30,000 contract be executed with Dam Maintenance Management, a company which specializes in dam rehabilitation and maintenance. In order to sole source to this firm, our City Code requires that an exemption findings be prepared and a public hearing be held. Findings have been prepared and are outlined in the memo to Council. The contract and the exemption findings have been reviewed by City Attorney, Blair Henningsgaard. It

is recommended that Council conduct a public hearing for the purposes of taking public comments on the findings for exemption from the competitive solicitation requirements, and adopt findings that authorize the sole sourcing of the goods and services contract with Dam Maintenance Management to provide valve repair services for the not-to-exceed amount of \$30,000.

**Item 7(c): FEMA Pipeline Road Waterline Bank Stabilization Project – Construction Contract Award (Public Works)**

In the winter of 2015, Oregon experienced a severe weather pattern that caused damaging winter storms. Astoria experienced a washout along Pipeline Road where a 21” diameter water transmission main crosses a ravine. As a result of the damage, a Federal declaration of emergency was declared on February 17, 2016 and the Federal Emergency Management Agency (FEMA) Public Assistance Program funds became available to assist communities with the repair of their damages. Staff is currently awaiting final funds award and an Army Corp of Engineers (ACOE) permit for the project. Because the engineer’s estimate was under \$100,000, per City code, staff requested construction quotes from local contractors for the work. Following is a summary of the quotes received:

<b>Contractor</b>	<b>Total Quote</b>
Big River Construction	\$44,837.00
Vinson Brother Construction	\$65,767.10

Funding for the project will temporarily come from the Public Works Improvement Fund and will be reimbursed by FEMA (75%) and Oregon’s Infrastructure Finance Authority (25%). As of the date of this memo, staff has been informed that the ACOE permit will not be issued in time to complete the project this year. The National Marine Fisheries Service did not agree with the repair method approved by FEMA and requested that other options be evaluated. Because the evaluation will be time consuming, a permanent repair will not be executed until next summer. To protect the City water main, FEMA proposed stockpiling riprap at the site in preparation for a temporary repair this winter. Staff would monitor the stability of the water main and implement the placement of the riprap on an as-needed basis. The most efficient method to implement the emergency preparations would be to execute the contract with Big River with a conditional Notice to Proceed. This would authorize the work necessary to prepare for and implement needed protection over the winter. It is recommended that the City Council authorize the award of a contract to Big River Construction, Incorporated in an amount not-to-exceed \$44,837.00 for the Pipeline Road Bank Stabilization Project temporary.

**Item 7(d): Ordinance Readopting Local Fuel Tax (1<sup>st</sup> reading) (Finance)**

Ordinance No. 07-02 was adopted August 20, 2007, concerning the provision for administration, enforcement and collection of three cents per gallon business license tax on motor vehicle fuel dealers. The use of tax revenue is for the construction, reconstruction, improvement, repair, maintenance, operation and

use of City owned roads and streets within the City of Astoria, roads and streets for which City is contractually or legally obligated to operate and maintain, or roads and streets for which the City has accepted responsibility under intergovernmental agreement. City of Astoria and City of Warrenton adopted three cents per gallon business license tax ordinances at the same time and both will sunset in 2017, unless re-adopted. Astoria and Warrenton desire to continue the road tax for road maintenance by readopting their respective ordinances. The City of Astoria has an Intergovernmental Agreement (IGA) with the Oregon Department of Transportation (ODOT) for the collection and administration of the City's fuel tax which was amended in May, 2016 to coincide with City of Warrenton's IGA ending September, 2016. Both Agreements have been extended through September 30, 2021. It is advantageous to have the ordinance renewal coincide with the timeline for the IGA with ODOT and early re adoption by both Councils is being sought. City Attorney Henningsgaard prepared the re adoption ordinance which is attached. It is recommended that the City Council conduct the first reading of the proposed ordinance readopting a motor vehicle fuel tax.

**Item 7(e): Economic Development Strategy: Approve Professional Services Contract (Community Development)**

The City Council adopted a Fiscal Year 2015-16 Goal to "Promote positive economic development through strengthening partnerships". On March 21, 2016, the City Council authorized a solicitation for professional services to assist the City in creating an economic development strategy. A \$40,000 grant was awarded to the City by the Department of Land Conservation & Development (DLCD) to offset a portion of the costs. A Request for Qualifications (RFQ) was advertised in April 2016 whereby four proposals were received. City staff asked community partners to help review and score the proposals. The group included:

Kevin Leahy	Clatsop Economic Development Resources
Jim Knight	Port of Astoria
Jim Servino	Chamber of Commerce
Patrick Wingard	Department of Land Conservation & Development

The initial scoring did not result in a clear winner; therefore, City staff asked the consultants for an interview with the community partners. Based on the scoring of the original four proposers, City staff organized three interviews on June 15, 2016 at the Fort George Lovell Showroom. Based on responses from the evaluators and subsequent discussions, Community Attributes Inc. (CAI) from Seattle was selected as the preferred consultant.

In addition to the grant funds, staff is proposing matching funds from the Astor West Urban Renewal District where the majority of the city's employment land (i.e., light industrial) is located. These funds are included in the adopted Fiscal Year 2016-17 Budget for Astor West under materials and services and a request is included in a separate memo to the Astoria Development Commission. The contract is in a "Not to Exceed" amount of \$80,000 with the grant matching dollar



for dollar based on a scope of work with specific deliverables required for each payment.

The end product will be a clear and concise action plan that makes the case for why Astoria is doing an economic development strategy, what will be accomplished such as specific outcomes, and which stakeholders are responsible for implementing the strategy over a five year period. There are three objectives that will help achieve the goal:

- update the City's economic data through an economic opportunities analysis and potentially update the City's Comprehensive Plan Economic Element,
- develop a technically sound, cohesive economic development strategy based on current data and trends in the region, and
- better define the City's role in achieving community economic development aspirations through current and planned implementation measures (i.e. toolbox), including capital improvements, technical and financial assistance, and development code streamlining.

A public outreach strategy will be developed with the consultant. A centerpiece of the strategy is a Mayor appointed citizens advisory committee to help guide the project and provide advice on technical and policy questions that will arise. The project kickoff is scheduled for October 5, 2016 at Fort George Lovell Showroom and features a moderated panel presentation of economic development experts. The Council, business community, and general public are invited to attend. If the City Council authorizes the contract, work can begin immediately and the public outreach strategy can be implemented. The City Attorney has reviewed the contract as to form. It is recommended that Council authorize a professional services contract with CAI in a not to exceed amount of \$80,000.