



# AGENDA

## ASTORIA CITY COUNCIL

August 1, 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. **PRESENTATIONS**

- (a) Oregon Brownfield Award
- (b) Kevin Leahy of Clatsop Economic Development Resources (CEDR)
- (c) Astoria Ferry Board

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 7/5/16
- (b) City Council Special Meeting Minutes of 7/8/16
- (c) Boards and Commission Minutes:
  - (1) Library Board Meeting of 6/28/16
  - (2) Planning Commission Meeting of 6/28/16
- (d) Agreement for Professional Services with CEDR (Finance)
- (e) Resolution to Change the Name of the Community Policing Fund #136 to Special Police Projects Fund (Finance)
- (f) Oregon Department of Transportation (ODOT) Land Use Permit for Maritime Memorial Park Property (Public Works)
- (g) Authorization to Request Proposals for Tree Inventory and Condition Report of Trees within Astoria Parks and Open Spaces (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) Fuel System Replacement Project – Authorization to Award Contract (Public Works)
- (b) Authorization to Award Contract – Promote Astoria Parks Landscaping Work to Greensmith Landscaping (Parks)

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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July 27, 2016

## MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF AUGUST 1, 2016

**Item 5(a): Oregon Brownfield Award**

The City of Astoria has received an award from the Oregon Department of Environmental Quality recognizing the Astoria Athletic Complex as an outstanding brownfields redevelopment. The Award honors individuals and groups that have implemented innovative, yet practical, remediation projects that stimulated economic development through job creation or retention, or addressed a critical community development need. The selection criteria for the awards focused on two primary goals: balance of economic and quality of life improvements to the local community and significant environmental gains. Each award-winning project highlights one or all of the goals associated with the State's brownfields mission: protection of human health and the environment; enhanced collaboration and communication among essential partners to facilitate clean-up and reuse; strengthened economic marketplace by bringing industrial and commercial brownfields sites back into productive reuse; and sustained reuse through redevelopment of brownfields to meet and enhance a community's long-term quality of life. City staff were not available to receive the award at the 2016 Oregon Brownfields Conference held on May 16<sup>th</sup> – 17<sup>th</sup> in Sunriver, Oregon, so our consultant Maul Foster Alongi received the award on our behalf. They will be presenting the award to the City at the August 1<sup>st</sup> City Council meeting.

**Item 5(b): Kevin Leahy of Clatsop Economic Development Resources (CEDR)**

Clatsop Economic Development Resources Director Kevin Leahy will make a presentation regarding CEDR's services to the local business community for 2015 and 2016 year to date.

**Item 5(c): Astoria Ferry Board**

Members of the Astoria Ferry Board will give an update as to the status of the Tourist No. 2 Ferry.

**CONSENT CALENDAR**

**Item 6(a): City Council Minutes**

The minutes of the City Council meeting of July 5, 2016 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

**Item 6(b): City Council Special Meeting Minutes**

The minutes of the City Council Special Meeting of July 8, 2016 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

**Item 6(c): Boards and Commission Minutes**

The minutes of the (1) Library Board meeting of June 28, 2016, and (2) Planning Commission meeting of June 28, 2016 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

**Item 6(d): Agreement for Professional Services with CEDR (Finance)**

The City Council directed staff to draft an agreement between City and Clatsop Economic Development Resources (CEDR) for Fiscal Year 2015-2016. Attached is a new agreement for the current Fiscal Year beginning July 1, 2016. Funding sources for the CEDR Agreement are included in the budget and will be paid out accordingly from the following funds:

General Fund (Non-Interdepartmental)	\$ 3,334
Astor East Urban Renewal District Fund	\$ 3,333
Astor West Urban Renewal District Fund	<u>\$ 3,333</u>
Total	\$10,000

While the Agreement is with the City of Astoria, there will be funds distributed from the Astoria Development Commission which are within the City Manager's spending authority. It is recommended that Council approve execution of the Agreement for Professional Services with CEDR for Fiscal Year 2016-2017.

**Item 6(e): Resolution to Change the Name of the Community Policing Fund #136 to Special Police Projects Fund (Finance)**

A "Fund" is a set of accounts cities establish for the purpose of reporting the financial status of specific functions or purposes. The Community Policing Fund #136 was established by Resolution No. 94-21, adopted on April 18, 1994. Since the passage of the tax limitation law in 1990, the Astoria Police Department has

sought grants and alternate funding sources. Money from these sources is deposited in the Community Policing Fund. The fund receives contributions from private individuals, organizations and businesses. Certain grant funds and moneys from court ordered assessments. The Police Department uses these monies to achieve the intended purpose of the proceeds. No staff positions are paid from this fund. During Budget meetings the title of Fund #136 has created confusion about the need and intended uses of the fund resources and a suggestion was made by Chief Johnston, with agreement of the Budget Committee, to review changing the name of the fund to reflect activities accomplished. The attached resolution changes the name of Fund #136 to Special Police Projects Fund to more closely describe the function and purpose. It is recommended that Council adopt the attached resolution to change the name of the Community Policing Fund to Special Police Projects Fund.

**Item 6(f): Oregon Department of Transportation (ODOT) Land Use Permit for Maritime Memorial Park Property (Public Works)**

The City currently has a lease with the Oregon Department of Transportation (ODOT) for the majority of the property in which the Maritime Memorial Park is located. The property is approximately 40,674 square feet in area and is the State right-of-way under the south end of the Astoria-Megler Bridge. The current lease has expired and ODOT has proposed continued City use through a Land Use Permit. The permit would allow the City continued use of the property under the following terms:

- No cost to City
- Period starting August 1, 2016 and continuing thereafter on a year to year basis unless canceled
- Minimal maintenance requirements that will be met through proper maintenance of the existing park
- To be used only for landscaping, public park and recreational purposes only
- No vending of any kind will be allowed

It is recommended that City Council approve the Land Use Permit between the City and the Oregon Department of Transportation and authorize the City Manager to sign the permit.

**Item 6(g): Authorization to Request Proposals for Tree Inventory and Condition Report of Trees within Astoria Parks and Open Spaces (Parks)**

Through the Parks Master Planning process, citizen outreach has strongly indicated that trees in Astoria Parks are of high importance. This valuation is reflected in feedback from park users who desire a high level of care and maintenance dedicated to tree species. The first step in achieving this increased level of care is to obtain an inventory of the trees present in parks and open spaces. In section 6.2 of the Parks Master Plan, Developing a Parks and Facilities Maintenance Plan is listed as a recommendation. A major component

of the plan is to survey, inventory, and develop maintenance guidelines for all tree species in parks and open spaces. Because of the wide variety and locations of tree species in parks, the most efficient method of obtaining a complete tree inventory is to request and select proposals from qualified contractors with a strong background in the care and stewardship work.

Proposals will include costs by location to obtain the following data on all Parks Department trees:

- Scientific (Genus, species) and common name
- Type (deciduous, conifer)
- Condition (provide clearly explained rating system)
- Diameter at Breast Height (inches)
- Height (feet)
- Canopy Spread (feet)
- Location (lat. /long.)
- Proximity to Assets/Forecasted Growth Issues
- Documentation Of Any Present Tree Disease/Parasite/Threat
- Tree Health Management Recommendation
- Photo
- Map of Trees Within Each Property Location

Capital Funds have been allocated in the current budget year to carry out this inventory and condition work. It is recommended that Council authorize the Parks and Recreation Department to Request Proposals for tree inventory and condition report within the Astoria Parks and Open Spaces.

## **REGULAR AGENDA ITEMS**

### **Item 7(a): Fuel System Replacement Project - Authorization to Award Contract (Public Works)**

The City of Astoria currently utilizes a fuel delivery system comprised of three underground fuel tanks, cathodic protection, pumps, associated piping and a fuel management system. This facility is located at the Public Works Yard, 550 30<sup>th</sup> Street. The three tanks were installed in 1978 and lined in 1998. The cathodic protection and fuel pumps were installed in 1999. Components of the system are approaching or have exceeded the end of their service life and are in need of replacement. Replacing the existing fuel system with new above ground fuel tanks and updated components would be cost effective and a sustainable way to continue to provide fuel for the City fleet. Council authorized staff to solicit proposals for this Project. Anderson Environmental Contracting, LLC. (AEC) and 4C's Environmental, Inc. (4Cs) submitted proposals for the project. After reviewing and scoring the proposals based on the evaluation criteria, Staff selected 4C's. They provided a lump sum not-to-exceed price for the project of \$231,157. The Fuel Tank Replacement Project is budgeted in the Capital Improvement Fund for \$220,000. The bid price exceeds the budgeted amount; therefore, a budget amendment may be required at the end of the fiscal year. It

is recommended that Council execute a contract with 4C's for the Fuel System Replacement Project for the total not-to-exceed amount of \$231,157.

**Item 7(b): Authorization to Award Contract – Promote Astoria Parks Landscaping Work to Greensmith Landscaping (Parks)**

As a part of the Fiscal Year 2016-2017 budget process, it was proposed that Promote Astoria funds be used to cover maintenance costs associated with Parks maintained areas which are frequented by visitors or enhance the experience of visitors. Funds were ultimately approved to be used for those areas to enhance their beauty and ensure they are cared for at the highest standard. After a bid solicitation to local landscaping companies, Greensmith Landscaping LLC was the only responder and has provided a bid of \$94,850 for services at the following properties:

- Smith Point, located on the Highway 101 roundabout at the west end of Astoria
- 8th Street Triangle Flower Bed, located on Marine Drive and 8th Street
- Portal Park, located at the corner of Leif Erikson Drive and 33rd Street
- 15th Street Triangle, located on 15th Street between Marine Drive and Commercial Street
- People's Park, located between 14th and 16th Street on Marine Drive
- 17th Street Flower Bed, located at the north end of 17th Street, in front of the Coast Guard Dock
- The Astoria Riverwalk, all City owned property along the Columbia River from the Megler Bridge east to 39th Street
- 9th Street Park, located at 9th and Astor Street
- Fort Astoria Park, located at the corner of Exchange Street and 15th Street
- West Bond Triangle Flower Bed, located at the corner of W. Bond Street and W. Marine Drive

Landscaping services will include mowing, trimming, pruning, hedging, edging, fertilization, and aeration, as well as bi-annual site clean-ups and periodic weeding of flowerbeds. The goal of these services is to bring the above mentioned properties to an "A" level standard of care that will display Astoria's highly visible parklands at their best character to residents and visitors to our area. A total of \$98,000 was budgeted and the bid is within this amount. It is recommended that Council approve the contract for landscaping services for the sites listed with Greensmith Landscaping LLC for the amount of \$94,850.