



AGENDA

ASTORIA CITY COUNCIL WORK SESSION

May 16, 2016

*****6:00 p.m.*****

**2nd Floor Council Chambers
1095 Duane Street · Astoria OR 97103**

- 1. CALL TO ORDER**

- 2. ROLL CALL**

- 3. PARKS MASTER PLAN**

- 4. ADJOURNMENT**

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



AGENDA

ASTORIA CITY COUNCIL

May 16, 2016

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. **CHANGES TO AGENDA**

5. **PROCLAMATIONS**

- (a) Official Tenor Guitar Weekend in Astoria

6. **PRESENTATIONS**

- (a) Waterfront Bridges Replacement Project for 6th – 11th Streets (Public Works)
(b) Cascadia Rising / City of Astoria Emergency Preparedness Town Hall

7. **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 4/18/16
(b) Authorization to Bid Spur 14 Water Line Project (Public Works)
(c) Authorization to Award Contract for Spur 18 Combo Timber Sale 2016 (Public Works)
(d) Federal Emergency Management Agency (FEMA) December Storm Damage Public Assistance Grant Contract (Public Works)

8. **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 Linda Middleton, dba Annie's Saloon LLC, Located at 2897 Marine Drive, for Greater Privilege for a Full On-Premises Sales Commercial Establishment License (Finance)
(b) Approve Loan Guarantee using Revolving Loan Funds for Renovation of Astoria Armory (Community Development)
(c) Agreement between the Verna S. Oller Aquatic Trust and the City of Astoria (Parks)
(d) Change First Meeting Date in July 2016

9. **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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May 12, 2016

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL WORK SESSION AND REGULAR MEETING OF
MAY 16, 2016

6:00 P.M. WORK SESSION

Item 3: Parks Master Plan

Parks staff will provide an update on work completed to date on the Parks Master Plan.

7:00 P.M. REGULAR MEETING

PROCLAMATIONS

Item 5(a): Official Tenor Guitar Weekend in Astoria

Mayor LaMear will proclaim May 25-29, 2016 as “Official Tenor Guitar Weekend in Astoria”.

PRESENTATIONS

Item 6(a): Waterfront Bridges Replacement Project for 6th – 11th Streets (Public Works)

Where each of the City's numbered streets between 6th and 11th Streets meet the Columbia River, a short bridge connects the solid-ground road to the over-water pier structure. These waterfront bridge structures are important to the City as they provide access to a critical portion of our waterfront. In September 2014, the City entered into an Intergovernmental Agreement with the Oregon Department of Transportation (ODOT) for the design phase of the Waterfront Bridges Replacement Project. In April 2015, OBEC Consulting Engineers, Inc., (OBEC) was hired by ODOT as the design consultant and has performed preliminary investigations and design to about 20 percent completion. Designs for the bridges are expected to be complete by spring 2017 and construction is anticipated to begin in fall 2017. Construction will be staged over 2 years with the odd numbered streets (7th, 9th and 11th Streets) being constructed from fall 2017 to spring 2018 and the even numbered streets (6th, 8th and 10th Streets) being constructed from fall 2018 to spring 2019. Construction schedule is dependent

on permit issuance. Public Works staff will update the City Council regarding the status of the Waterfront Bridges Replacement Project.

Item 6(b): Cascadia Rising / City of Astoria Emergency Preparedness Town Hall

Tiffany Brown, Clatsop County Emergency Manager, will brief the City Council regarding the upcoming Cascadia Rising exercise. Fire Chief Ames will also provide a reminder about the upcoming City of Astoria Emergency Preparedness Town Hall scheduled for May 31, 2016 at the Liberty Theater.

CONSENT CALENDAR

Item 7(a): City Council Minutes

The minutes of the City Council meeting of April 18, 2016 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 7(b): Authorization to Bid Spur 14 Water Line Project (Public Works)

In April 2015, City Council authorized Staff to move forward with design for the Spur 14 Water Line Project. The project goal is to provide a direct connection to the City's best available source of water. City Staff and CH2M design consultants have been working on design plans and contract documents for the project. The Engineer's construction cost estimate is \$290,000, including a 10% contingency. The project is budgeted in the FY16/17 Capital Improvement Fund as part of a \$450,000 allocation to the Public Works for two projects. This budget has been initially approved by the Budget Committee and awaits final City Council approval. The engineer's preliminary estimate at the time the budget was presented to the Committee was \$230,000. Since that time, project has been more fully developed and costs refined. The current estimate is \$290,000. The necessary \$60,000 adjustment would increase the Public Works allocation to \$510,000 and reduce the ending fund balance (\$397,090) of the Capital Improvement Fund. Should Council authorize staff to solicit the bid, the revised allocations will be included in the FY 16/17 budget, when presented to Council at their June 6, 2016. It is recommended that City Council authorize staff to solicit bids for the Spur 14 Water Line Project. Funds are anticipated to be available from the Capital Improvement Fund FY16/17 budget.

Item 7(c): Authorization to Award Contract for Spur 18 Combo Timber Sale 2016 (Public Works)

A commercial thinning on 40 acres is proposed for the summer of 2016. The Douglas fir in the area is infected with Swiss Needle Cast. The thinning will focus on removing the Douglas fir and improving the growing conditions for the healthy Hemlock. Three small patch cuts dominated by disease-infected Douglas fir will be prepared for planting with Hemlock. The major access road that crosses the upper portion of the watershed has deteriorated and will be improved as part of this project. The net proceeds from this thinning operation

are estimated to be \$200,000 after harvest and reforestation costs. Proceeds will be deposited in the Capital Improvement Fund.

At their April 18, 2016 meeting, Council authorized staff to solicit bids for the sale. On May 3, 2016, one bid was received from Hampton Tree Farms, LLC in the following amounts:

- Hemlock/Pacific Silver Fir \$234.43 per mbf
- Douglas Fir \$365.22 per mbf
- Sitka Spruce \$250.00 per mbf
- Pulp Logs \$7.00 per ton

The Combo Harvest should result in gross revenue of \$217,774.50.

It is recommended that Council award a contract to Hampton Farms LLC for the Spur 18 Combo Timber sale.

Item 7(d): Federal Emergency Management Agency (FEMA) December Storm Damage Public Assistance Grant Contract (Public Works)

During the period of December 6 through 23, 2015, Oregon experienced a severe weather pattern that caused damaging winter storms, flooding, and landslides. The City of Astoria experienced erosion along the Columbia River shoreline and a washout along Pipeline Road. As a result of the widespread damage, a Federal declaration of emergency was declared on February 17, 2016 and FEMA Public Assistance Program funds became available to assist communities with the repair of their damages. Staff submitted an Initial Damage Assessment to the State Office of Emergency Management (OEM) for program funding. The Infrastructure Finance Authority (IFA) also has grant funds available to provide match for FEMA funds. The current repair estimate is \$250,000 for all of the damage identified to this point. FEMA will fund 75 percent of the project (\$187,500) and IFA will provide grant funds (\$62,500) for the match. The OEM grant contract is now ready for signature. It is recommended that Council accept the grant from FEMA/OEM for an estimated amount of \$187,500. The grant will pay 75 percent of the City's actual costs.

REGULAR AGENDA ITEMS

Item 8(a): Liquor License Application from Linda Middleton, dba Annie's Saloon LLC, Located at 2897 Marine Drive, for Greater Privilege for a Full On-Premises Sales Commercial Establishment License (Finance)

A Liquor License Application has been filed by Linda Middleton for Annie's Saloon LLC. This Application is a Greater Privilege for a Full On-Premises Sales Commercial Establishment Licensee. This establishment currently has a Limited-On Premises Sales License. The appropriate Departments have reviewed the Application. A memo from the Police Department is attached along with the Application. It is recommended that Council consider the request.

Item 8(b): Approve Loan Guarantee Using Revolving Loan Funds for Renovation of Astoria Armory (Community Development)

Craft3, a local Community Development Financial Institution, purchased the Astoria Armory on behalf of the community in 2014. The City of Astoria provided a loan guarantee for the acquisition using the Revolving Loan Fund (also referred to as the “DQ Fund”). The Friends of Astoria Armory (Friends) is a local, 501c3 non-profit that formed to own and operate the Armory for the community. The Friends have negotiated a low interest USDA loan through Craft3 to purchase and operate the building and immediately begin a capital campaign. Craft3 recently approved this loan package. The Friends, in conjunction with Craft3, have requested the use of the Revolving Loan Fund to offset the cost of new windows at the historic building. The Historic Landmarks Commission approved a restoration plan using metal windows in January 2016. The USDA will not provide loan funds for the window restoration because they do directly generate revenue for the operations and therefore cannot be used to underwrite a loan.

The City funds would be allocated in the form of a loan guarantee that would backstop the USDA loan. This is a low risk method of providing City support. These funds would be tied up for the duration of the loan period. The cost of the window project is approximately \$90,000 and so the City’s funds would be used to guarantee over a five year period as the Friends pay down the debt. City staff requested a few items from Craft3 to protect the City’s investment: 1) charge loan fees in lieu of interest on a loan that would go back into the revolving loan fund for another project, 2) allow staff to review loan disbursements and construction progress reports before signing off disbursements, and 3) Craft3 has pledged to work with City staff on a future project that would effectively replace City funding that is tied up for the five year period assuming the type of project meets project goals and objectives for both organizations.

Attached are supporting documents for Council’s reference. Also attached is a Memorandum of Understanding between the City and Craft 3 which memorializes the use of Revolving Loan funds for the Armory project. City Attorney Henningsgaard has reviewed and approved it as to form. It is recommended that Council approve the Memorandum of Understanding with Craft3 to utilize the Revolving Loan funds to guarantee a loan with the Friends of the Astoria Armory.

Item 8(c): Agreement between the Verna S. Oller Aquatic Trust and the City of Astoria (Parks)

In May 2010 at her passing, Verna S. Oller made a \$4 million gift to the residents of South Pacific County, Washington to build an Aquatic Center in Long Beach, Washington; however, in 2013 the City of Long Beach Officials declined the money after determining that the City could not afford the day-to-day expenses and the long-term operational costs not covered by the bequest. Following this, the managers of Verna S. Oller’s Trust succeeded in modifying the trust to make it easier to pursue swimming-related projects and contacted

the City of Astoria's Parks and Recreation Department to partner in providing services to the residents of South Pacific County, Washington. City of Astoria Parks staff subsequently negotiated terms for consideration by the Astoria City Council. A Pool Use Agreement has been drafted, and approved as to form by the City Attorney, that provides residents of South Pacific County admission to the Astoria Aquatic Center without charge for the facilities "drop-in" and "group swim lesson" programs. In return, the Verna S. Oller Aquatic Trust will pay the City of Astoria the full admission cost for each service rendered. Due to the positive financial impact to the Parks and Recreation Department, it is recommended that City Council approve Pool Use Agreement with the Verna S. Oller Aquatic Center Trust.

Item 8(d): Change First Meeting Date in July 2016

Astoria City Hall will be closed on Monday, July 4, 2016 for the 4th of July holiday; therefore, the first meeting date in July will need to be changed. In years prior it has been the tradition to hold City Council on the following day. It is recommended that Council set an alternate meeting date.