



# **AGENDA**

## **ASTORIA CITY COUNCIL WORK SESSION**

---

**Wednesday, September 13, 2017**  
**9:00 AM**  
**2<sup>nd</sup> Floor Council Chambers**  
**1095 Duane Street · Astoria OR 97103**

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) CITY COUNCIL GOALS AND DEPARTMENT HEAD STATUS REPORT UPDATES**
- 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 JENNIFER BENOIT WITH THE CITY MANAGER'S OFFICE  
AT 503-325-5824**



## CITY OF ASTORIA

Founded 1811 • Incorporated 1856

September 8, 2017

### MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL WORK SESSION MEETING OF SEPTEMBER 13, 2017

**Item 3(a): CITY COUNCIL GOALS AND DEPARTMENT HEAD STATUS REPORT UPDATES**

Mayor LaMear has set the purpose of this work session to discuss City Council Goals. In preparing for the meeting, staff have prepared department status updates to provide background as to what is happening day to day within each of the departments. Additionally, information as to progress on City Council goals has also been included. This includes information on FY 17-18 Goals (which took effect July 1) and the prior set of Council goals.

The Mayor has asked that Councilors review the materials in advance of the meeting as no formal presentations will be provided. Department heads will be in attendance to answer questions.



## CITY OF ASTORIA

Founded 1811 • Incorporated 1856

### **ASTORIA CITY COUNCIL GOALS 2015-2016 and as continued in 2016-2017**

#### **Investigate locating the Astoria Public Library as a part of a mixed use residential development within Heritage Square, to facilitate redevelopment of this space.**

The 2015-2016 Goal of the library at Heritage Square was partially addressed by the May 30, 2017 Council vote to renovate the existing library. After an evaluation of the Heritage Square site and existing library, the City Council decided to invest in and modernize the existing library. Heritage Square is a FY 17-18 Council goal and is addressed below.

#### **Begin development of a City of Astoria strategic plan / vision**

Following a City Council work session to determine a preferred course of action, a facilitator was selected to assist with development of a strategic plan. A subsequent work session was held and initial components of a strategic plan were discussed. It was subsequently determined that the Council wished to take a different course of action in development of a strategic plan / vision. As a part of the FY 17-18 goal setting session it was then determined that there were other immediate needs and a strategic plan could be discussed in future years.

#### **Promote positive economic development through strengthening partnerships and streamlining processes**

The City Council adopted Advance Astoria: Five Year Economic Development Strategy in July 2017. Staff will request a work session in Fall 2017 to discuss next steps for implementation. Regarding streamlining, Article 9 of the Development Code was amended and approved by the City Council in April 2017. Improvements included new on site notice for Type 3 applications, pre-application checklist, categorizing all permits into "Types 1-4" and Community Development Director responsibilities. In addition, administrative changes have been made to improve efficiencies: added hyperlinks to online Development Code, created permit flowchart (draft), new project management framework, new counter hours for staff availability (8-11 am M-F), promotion of e-permitting for building permits, and delegated "Type 2" admin permits to CREST to allow City Planner to focus on other priorities. Staff will continue to evaluate the development review process for efficiencies and will implement changes as needed.

#### **Improve the safety and efficiency of the transportation system by: advocating for the bypass; an evaluation of downtown chair walls; and fixing pedestrian problems**

**Advocating for the bypass.** The City of Astoria has desired to have a bypass for many decades. While this subject has sometimes been controversial, the City has always been an advocate for a bypass project that would remove truck traffic from our city streets. During the development of the 2013 update to the Astoria Transportation System Plan (TSP), the subject

was discussed in great detail. The committee steering the development of the plan included both a City Council member and City staff. A statement regarding the bypass was prepared by the City and included in the TSP along with a response from the Oregon Department of Transportation (ODOT). After this effort, City staff participated in the County TSP steering committee and advocated for an alternative route around Astoria with the understanding that funding would not be available in the next 20 years for a full bypass. The County included a project in their TSP for a study of alternative routes around various areas of the County (including a route around Astoria) that would serve as evacuation routes during and after a seismic or tsunami event. The study is currently underway and the County has been periodically updating the City as to their progress.

**Evaluation of downtown chairwalls.** The City chairwall system was constructed in 1915 and 1923 following the Fire of 1922. The chairwall constructed in 1923 is technically what we refer to as “chairwall” due to its chair like configuration. The older 1915 walls are vertical retaining walls. The retaining walls along the ODOT corridor which includes Commercial and Marine have been evaluated in 2005 by an ODOT consultant, T.Y. Lin International, and previously by local engineer JB Rankin Engineering in 1991. The more recent T.Y. Lin report states that extensive visual inspection of the chairwalls both above and below the street surface show that the system as a whole is in excellent condition. The report does indicate that the timber piles supporting the chairwalls are in poor condition due to rot. The earlier Rankin report identifies areas of chairwall that have settled and concludes that much of the vaulted sidewalk is in poor condition. Staff has worked with multiple downtown properties owners on vaulted sidewalk repairs and the City has replaced the failing vaulted sidewalk bordering the new Garden of Surging Waves. In 2013, ODOT tried to initiate a research project to evaluate the City chairwall system to determine the existing conditions and develop a plan to address damage to the structures following a seismic event. The research project was not implemented. Since then, the City Engineer has been working with ODOT to try to get the chairwalls added to the National Bridge Inventory. This would make the structures eligible for State Transportation Improvement Program (STIP) funding which is the same funding source used to replace our other city bridges. Following is the strategy that has been developed between City and ODOT staff:

1. Conduct preliminary chairwall research – **complete**
2. Conduct initial site visit between ODOT and City staff to determine inspection methodology and evaluation approach - **complete**
3. Prepare and approve an Intergovernmental Agreement (IGA) between the City and ODOT for inspection services – **ODOT is in the process of preparing this document. Staff will bring this IGA before Council for approval once received.**
4. ODOT will evaluate the current condition of the chairwall system and prepare a report
5. ODOT and City staff will review the findings and determine a strategy for shared responsibility of chairwall maintenance, repair and possible replacement to be brought before the City Council and ODOT management for consideration
6. ODOT will determine if structures are eligible for addition to the National Bridge Inventory System
7. Prioritize most critical areas and develop project scope for first repair/replacement project and apply for STIP funding

**Fixing pedestrian problems.** Staff has worked on and continues to work on multiple projects to improve pedestrian safety throughout the City. Following is a summary of some of the projects:

1. Crosswalk grant from ODOT to upgrade our State Traffic Engineer approved crosswalks along the ODOT highway
2. ODOT grant for pedestrian signal system upgrades in downtown including countdown pedestrian heads and reflectorized back plates for downtown signals
3. Grant to add street lights at the intersection of Lief Erikson & 33<sup>rd</sup> intersection (Safeway site)
4. Received ODOT grants for two sidewalk projects along Hwy 202 that will fill gaps in the current sidewalk system between the roundabout and the neighborhood near Fultano's Pizza. These projects are currently being developed.
5. ODOT grant to assist with Columbia Memorial Hospital project to remove access point at Marine & 23<sup>rd</sup> Street with improved pedestrian facilities and a new crosswalk
6. Various crosswalk improvements throughout the city
7. Various street lighting improvements where lighting was reported to be inadequate
8. Various parking restrictions in areas where site distance was limited

### **Promote housing that Astorians can afford**

The Affordable Housing Strategy was endorsed by the City Council in November 2015. Council recently adopted an IGA with the County for a county-wide study. Below is a progress report:

**Establish a vacant house registry to track vacant residences and encourage turnover of vacant homes.** COMPLETE – The registry has been regularly used by potential buyers and investors looking to acquire new properties. Staff continues to update the registry as vacant homes are purchased and renovated. There are currently 27 properties on the list.

**Propose amendments to the Development Code that would encourage more production of all housing types.** COMPLETE - The City Council adopted amendments to the accessory dwelling unit standards in April 2017 providing more flexibility to convert existing detached garages and build new ADUs in new detached structures and attached structures. The revisions have led to an increase in inquiries by homeowners and potential buyers.

**Explore more public-private partnerships with local housing providers, including non-profit and for profit developers and property managers who are interested in developing more housing.** In Progress – The Northwest Housing Authority has applied for state tax credits to renovate the Uniontown Apartments. Staff has been working with the owners of Unionridge Apartments (2nd & Bond) to renovate this historic, 14 unit building. The owners have decided to sell the property. Staff will work with the new Buyer to develop a renovation plan with potential financial assistance from the Astor West URA. The Merwyn Hotel property is finishing its second due diligence period with soil testing. Innovative Housing is working with DEQ on an appropriate remediation plan that meets health and safety standards while still allowing the project to be financially feasible. Joe Barnes is constructing 42 units of affordable, market rate apartments above the Astoria Recreation Center. Staff has worked closely with the developer on challenging utility, access, and emergency response issues. The first two of three buildings are under construction with new units ready by summer 2018.

**Diversify public funding sources to incent gap financing of affordable housing.** In Progress - The City Council has reviewed the concept of a new Construction Excise Tax (CET) proposal. Staff will be pursuing direction from Council on development of an ordinance. Staff is also working with Community Action Team on submitting an application from Community

Development Block Grant funds through Business Oregon in December 2017 for a single family renovation program targeted to Bond Street and Uniontown as part of the larger Uniontown Reborn initiative. Staff will present a proposal to make application by December 2017.

**Review existing codes and policies regarding vacation rentals, homestay lodging, and bed and breakfast establishments.** In Progress – The City Planner and City Manager are developing a proposal to amend the City Code to regulate homestay lodging. A proposal is expected in Fall/Winter 2017.

### **Continue implementation of the Riverfront Vision Plan**

The City Council adopted Code amendments to the Neighborhood Greenway (Alderbrook) section in December 2015. See update below on Urban Core.

### **Develop a City of Astoria parks masterplan**

Update: Complete! The City of Astoria's first comprehensive Parks and Recreation Master Plan was adopted in July 2106. The City is now working diligently to implement the plan.

### **Address cemetery maintenance / funding issues**

The 2016 - 2026 Parks and Recreation Comprehensive Master Plan recommended completing an "Ocean View Cemetery Master Plan" to address funding sources, operations and maintenance, and future site development and to complete this project prior to any new development at the cemetery. It was recommended that the Ocean View Cemetery Master Plan be completed within 1-2 years. Further, the Parks and Recreation Master Plan stated:

"Operating a 100-acre historic cemetery located in Warrenton has proven challenging over the past five years. Prior to 2011, there were one or more full time maintenance staff located at Ocean View Cemetery and dedicated to operations, burials, and maintenance. Since staffing cuts have been made, operations and maintenance at the cemetery have suffered. The community has raised concerns about conditions at the cemetery. Perpetual care of burial sites is guaranteed as part of the cemetery deed purchase. Some community members believe maintaining the cemetery should be a high priority, while others agree but believe operations of the facility should not be a core service of the Parks and Recreation Department.

Implementation of a new online GIS portal will allow visitors to easily locate information and burial sites, saving the department time on record keeping and answering questions. Additional planning will help to develop strategies for improving cemetery operations and maintenance to a level that meets public expectations."

Funding was budgeted to complete a Cemetery Master Plan during the 2016-2017 fiscal year. However, the Parks and Recreation Department staff did not have the capacity to complete the project during this time frame. Currently, the 2017-2018 budget provides \$103,000 for the Implementation of the Parks and Recreation Master Plan. There have been numerous discussions of how these funds should be spent. These include; implementing the tree inventory, replacing Alderbrook Playground, completing a feasibility study on a combined Recreation/Aquatic Center, evaluating the possible sale of Birch Field, Tidal Rock Park, Customs

House, and Post Office Park, or completing a Master Plan for Ocean View Cemetery. Parks and Recreation Department staff are hopeful capacity will soon improve as the “Life Raft” scenario is implemented allowing for additional time and attention to be given to special projects.

#### **Develop a masterplan for the western entrance to Astoria**

The Transportation & Growth Management program awarded \$188,000 grant in August 2016. A year later, CH2MHill was selected as the primary consultant to help lead the design effort to revitalize the Uniontown business district with a new streetscape design, new entries to the bridgehead and roundabout areas, and lay the groundwork for a grant to construct improvements based on the new design. It is anticipated the Mayor will appoint an advisory committee to provide guidance to staff and the consultant. The yearlong project will kick off once an IGA has been prepared by the State of Oregon and approved by City Council (estimated Fall 2017).

#### **Hold an emergency preparedness presentation oriented to citizens of Astoria**

In May 2016 an emergency preparedness town hall was held at the Liberty Theater and included presentations on a number of issues including, wildland fire, tsunami and seismic natural disasters. Additionally, there were informational booths which provided information and materials from various agencies and programs which address emergency preparedness issues.



## CITY OF ASTORIA

Founded 1811 • Incorporated 1856

### **ASTORIA CITY COUNCIL GOALS 2017-2018**

**Begin the process to renovate the existing library building, in place, with the intent to develop a design which will serve the needs of the community for the long term. It is anticipated this project will be completed by 2020.**

On May 30, 2017 Council voted unanimously to proceed with renovation of the current library. This effectively nullified previous discussion of building at Heritage Square. The Library Director has researched the Senior Center and City Hall renovation documents along with holding key discussions with members of Public Works staff regarding the Request for Proposal (RFQ) process for a project architect. A contract to hire a consultant, Ann Gyde, to assist with the RFQ has been signed and the draft RFQ is currently under review. I will be attending a Library Design event in Vancouver Washington on October 20, 2017 sponsored by Library Journal. Our library is a finalist to be featured in a work session moderated by attending architects and designers. If selected it will be a great way to raise regional visibility of our project. It is anticipated the RFQ will move forward once confirmation is received regarding selection/non-selection.

The Astoria Oregon Public Library Foundation is currently working on building capacity for future operations. In June 2017 they received a \$15,000 capacity building grant from the Oregon Community Foundation. They have also recently received a \$50,000 donation for the renovation specifically for the Children's area of the library. The Foundation is actively planning their kick-off event which will be held during the 50<sup>th</sup> Anniversary celebration of the current building on October 8, 2017 from 2-4 pm in the Astor Library.

The current budget for FY 2018 is \$158,000 with \$1,600,000 available for renovation. The library foundation has set a goal of raising an additional \$3,500,000.

**Complete Comprehensive Plan / Development Code amendments for the Urban Core Area of the Riverfront Vision Plan.**

On September 5, the City Council approved an application to the TGM Program for code assistance. Once project funds become available, the project will commence. A projected start date is 4th Quarter of FY 2017-18.

**Enhance the community's most valued programs and places by creating a more manageable Parks and Recreation Department.**

Three key items have taken place to help make the Parks and Recreation Department more manageable.



1. Recreational programs have been reduced. During the April 12, 2017 City Council Work Session, City Council provided direction to eliminate the following recreation programs:

#### Early Childhood Programs

- Pumpkin Carving, free
- Easter Egg Dyeing, free
- Valentine's Day Tea, free
- Dr. Seuss Birthday Party, free
- Lil' Hitter and Lil' Kickers
- Drop-in childcare at the Astoria Recreation Center

#### Specialty Programs

- CPR and First Aid Classes

#### Health and Wellness Programs

- Gobbler Gallop Thanksgiving Fun Run, food drive for the CCA Food Bank
- New Year's Fun Run
- Wellness Challenge
- Intro to Fitness

#### Community and Family Events

- Easter Egg Hunt at Tapiola Park, free
- Evening Easter Egg Hunt at the Astoria Recreation Center, free
- Father Daughter Valentine's Day Dance
- Monster Bash Halloween Carnival, free
- Kids Day in the Park Summer Carnival, free
- 5 Summer Movies in the Park, free

The total savings from discontinuing these recreational programs is \$25,811 per year. Parks and Recreation staff have begun working to find sponsors for these programs. However with staff's current capacity levels it has proved challenging. It is expected that staff will have the capacity to solicit sponsors this once the "Life Raft" scenario is implemented.

2. During the April 12, 2017 City Council Work Session, City Council provided direction to begin looking into the possible sale of Birch Field, Tidal Rock Park, Post Office Park, and Customs House. The Parks and Recreation Department has hired former City Planner, Rosemary Johnson, to evaluate and lead the process.
3. On August 7, 2017 City Council voted to increase the Transient Lodging Tax by 2% to assist in funding the Parks and Recreation Department. While the increase will not take effect until January 1st, staff have begun implementation of the "Life Raft" scenario and an end of the year transfer of \$200,000 - \$300,000 is expected to offset the partial year collection of the increased Transient Lodging Tax. Parks and Finance staff are working to develop an updated budget.

**Implement the provisions contained in the City of Astoria Affordable Housing Study to increase the number of housing units within the City, for permanent residents. Special attention should be given to derelict and/or vacant properties.**

Clatsop County has requested funds to participate in a countywide housing study. A Memorandum of Understanding was recently approved by Council to participate. Staff continues to implement the Affordable Housing Strategy described above. Code Enforcement cases with public safety risks, including vacant and derelict buildings, have been prioritized, including a “Top 5” list and a vacant house registry. See attached in the Community Development Department status update for code enforcement caseload.

**Pursue a public-private partnership for the redevelopment of Heritage Square to include the development of housing.**

This fall staff would like to request a work session on Heritage Square to restart the process of finding a path to redevelopment. A next step is to develop an outreach strategy to find a developer interested in purchasing the site and redeveloping it into a mixed use project with housing. A “Request for Interest” (RFI) is a good tool to generate lots of interest in the project and find a developer that is a good fit for Astoria. In addition, staff is looking at a grant opportunity from Business Oregon to help offset the cost of predevelopment planning that could be matched with contributions from the developer.

**Explore a variety of options for revenue generation, expense reduction, and streamlining internal processes to allow staff to focus on priorities.**

As noted in the department status updates, there is much work that happens day to day to keep the City operating. With limited resources, departments are consistently looking for ways to streamline processes and look for ways to use technology. Some examples mentioned include the use of RecTrak in Parks; changes in permitting processes in Community Development; finding vendors to more competitively purchase materials in departments such as Public Works, Parks, Police, and Fire; and across the organization continuing to be diligent in finding grant opportunities. The City of Astoria has a great track record in securing grants and performing the requirements spelled out by granting entities. The City’s track record in doing what we committed is always recognized by the organizations which provide this source of funding. Our Finance Department is consistently looking for ways for the City to make smart fiscal decisions. For example, throughout recent budget processes, the City has paid off debt early when feasible and recently recommended changing worker compensation insurance provider due to current year savings and potential additional savings in the future. Over the past few months there has been much Council discussion regarding Parks funding. Over the next year, there will be further organizational reviews to determine how provide the Council desired service levels.

**Build community awareness on disaster resilience; continue efforts on water service resiliency projects; and begin exploring a public safety facility outside the tsunami inundation zone.**

The City was successful in community application for RARE AmeriCorps participant to update to continuity plans; investigate and accumulate information related to resiliency and emergency

equipment and communication requirements; and provide research and resource information related to disaster resiliency objectives laid out in the project application. This is an eleven month assignment for Jason Pollack which begins in September, 2017 and will culminate in public outreach via social media and summary handout information.

As you are aware, the Astoria Police Department and the Astoria Fire Department share a facility located at 555 30th Street. The Astoria Police Department's 911 Dispatch Center is also located in the shared facility. The City of Astoria Public Works Department operates out of a facility located at 550 30th Street. Police, Fire, 911 Dispatch and Public Works are the City's premier emergency response agencies. The Astoria Fire Department operates out of a second fire station located at 301 W. Marine Drive. Currently, all three facilities are located well within the local Cascadia Earthquake Tsunami Inundation Zone. When we consider the definition of resiliency as noted above, the current situation is not conducive to building disaster resilience for the City of Astoria.

Concept - Construct a new, satellite combination Police and Fire Station that is located outside the Tsunami Inundation Zone and is on geologically stable ground, preferably on top of the hill or the South Slope area. This new facility would serve as a fallback position for police, fire and 911 dispatch services in the event of major disasters.

The Astoria Fire Department is currently dependent on the response of volunteer firefighters to provide minimal services to the citizens of the City of Astoria. Current fire stations were located and constructed based on staffing levels that included 18 career firefighters and five administrative positions. Needless to say, that is not the situation today.

Volunteer firefighters usually respond from home when needed. Most of our volunteers live in residential areas outside of downtown and have to negotiate heavy traffic conditions along main thoroughfares throughout the City to access a station. This situation results in response times (tone-out to responding) in excess of ten minutes. Most departments that depend on volunteer firefighter response as much as the City of Astoria does find that locating a station closer to residential areas promotes a quicker volunteer response time.

Another factor we have in Astoria is the geographical layout of the City. Currently, response is all uphill or around the perimeter of the City and then uphill. Again, this extends response times for both career and volunteer staff.

In looking back at the Concept statement above, a new combination Police and Fire station built outside the Tsunami Inundation Zone and on geologically stable ground in the area suggested (on top of the hill or South Slope area) would serve two very important purposes. The facility would allow for a fallback position during major disasters as stated above. It would also provide the ability for our volunteer firefighters to provide a much quicker response as the station would be closer to residential areas where volunteers live. The location would also allow downhill response in different directions which would reduce response times for our volunteers.

The concept would be to construct a building that could house two fire apparatus and two police vehicles; sleeping and cooking facilities; a small, dual position back-up 911 dispatch center; an area for a City Emergency Operations Center; a storage area for disaster supplies and materials; and ample parking. The City would maintain and continue using the 555 30th Street Public Safety building and sell the station and property located at 301 W. Marine Drive once a new facility has been built.

Although not sure, we believe the City owns property in the suggested areas that could potentially be used to build the type of facility described above. Designing and building the type of facility

described would be a fairly straight forward exercise. Funding the project is another matter and one that would take time to research and secure. The end result of a conceptual project as described would add greatly to the City Council's goal of becoming more resilient during times of major disaster as well as having the added benefit of providing a more timely response capability for day to day emergency response.

Build community awareness on disaster resilience - City staff is working toward education on the Federal Emergency Management Agency (FEMA) National Incident Management System. This training will allow staff to be of greater value to the City in the event of an emergency. This training will improve communication and management function between Departments, the County and FEMA during a disaster. Additionally, the City's RARE participant will be developing community outreach materials (electronically through social media and print) to assist citizens by providing information how to prepare and respond to disasters.

Continue efforts on water resiliency projects - The engineering division is wrapping up the water transmission main resiliency study and will be prepared to present the findings to City Council later this year. Staff is also looking for funding for the next phase of resiliency planning for the water system.

**Develop a downtown parking masterplan which provides additional parking, addresses parking options / enhancements, and optimizes pedestrian safety.**

City staff has met with representative of the Astoria Downtown Historic District Association (ADHDA) to develop ideas how to address this goal. Ultimately Community Development and Public Works staff will be involved. Engineering staff is assisting with this goal by determining how many parking spaces might need to be removed from the downtown district intersection corners to improve sight distance. Parking mitigation would be required to not adversely impact available downtown parking. Additional issues such as joint use of private parking lots will be reviewed. As an outcome of the meeting with the downtown association, ADHDA will inform their constituents of currently unrented City of Astoria owned parking spaces within the downtown core.



CITY OF ASTORIA  
POLICE DEPARTMENT

**DATE:** September 6, 2017

**M E M O R A N D U M**

**TO:** MAYOR AND CITY COUNCIL

**FROM:** GEOFF SPALIDNG, INTERIM CHIEF OF POLICE

**SUBJECT: Police Department - Status Update**

---

The police department has undergone substantial change over the past several months. These changes included a department-wide assessment, the retiring of Chief Brad Johnston, the search for and hiring of an interim police chief, the completion of agreements with the Astoria Public Safety Association, and progress on the hiring of dispatchers and police officers.

These last few months have been very challenging for the men and women of the police department, both emotionally and physically. The commitment of the remaining police department staff to provide a high level of service to the community has been admirable. While there is no need to belabor any points made in the departmental assessment, it cannot be stressed enough that we are asking a great deal from our employees during these trying times. Calls for service remain high and have increased in complexity over the years with a significant reduction in the amount of staff to share the burden. It cannot be stressed enough how much the men and women of the Astoria Police Department appreciate your support and encouragement as we move forward.

Since the beginning of the year, we have lost three police officers, one in February, one in March and one in April. In addition to the loss of these employees, in July, one officer went out on medical leave for surgery related to an on duty injury that occurred in 2016. That officer is not expected to return to full duty for several months.

In order to maintain minimum staffing of two officers on-duty 24 hours a day, we took one of our detectives and returned him to patrol. The timing of this coincided with one of the detective's positions being set to rotate. Instead of back filling this position we have elected not to back fill the position until patrol staffing rises to a manageable level. In order to provide

24 hour coverage with a minimum of two officers it requires eight officers in patrol. Currently our patrol staffing is at nine officers. The minimum level of staffing only works without overtime if officers have no absences (vacation, sick, injuries, etc). The reality is that there will be absences to comply with sick time requests, vacation time requests, compensatory time requests, on-the-job injuries and mandatory training requirements. To fill these voids, officers are called in on overtime on days off to fill the vacancies. Occasionally the detective will be asked to cover patrol shifts. We anticipate a significant increase in overtime spending to cover the gaps. As of June 7<sup>th</sup>, 2017 the detective's office has taken 150 cases, of which 37 are still open. This includes two homicide cases that Astoria Police Department is assisting in as a member of the Clatsop County Major Crimes Team.

The long-term plan to address the staffing shortages continues to be hiring of new officers. The department conducted testing, and interviews on May 31, June 1<sup>st</sup>, and June 2<sup>nd</sup>. A list of candidates was established as a result. Offers were made to three applicants who are currently moving through the process. The department still has two viable candidates to look at, should any of the applicants with the conditional offers fail in the background process. It is anticipated that final steps of the background process will not be completed until mid-September 2017. If candidates successfully complete the entire background process, the earliest anticipated academy date is either in December 2017, or January 2018. The academy lasts 16 weeks, and field training typically lasts for 13 weeks. Barring any unforeseen issue, the earliest we would expect to have new officers trained and on their own, is the summer of 2018.

Astoria Police Department instituted the Property Watch Program in 2017. By all accounts, the program is off to a good start. A more comprehensive update will be provided in the next report.

We are looking a continuing successful community programs like "Coffee with a Cop" as staffing improves.

After strong consideration and in light of staffing challenges, we have decided to postpone the Astoria Citizen Police Academy for the year. While this was not an easy decision, the realities of the program are that every employee is involved in presenting a portion of the academy. Continuing the academy with the number of staff we currently have is not feasible given the need to ensure that officers are available to respond to calls for service. Additionally we did not want to split the attention of staff that are involved in conducting background checks and engaging in assignments related to our hiring and training processes for new hires. It is our belief that by filling these needs first, we will have an opportunity to better present the program with fully engaged staff next year.

Dispatch has been experiencing staffing shortages as well. The dispatch center's staffing level had been six full-time dispatchers with no part-time positions filled for 24 hour coverage. In the month of July, dispatchers worked 400 hours of overtime to maintain minimum staffing. Two dispatch trainees had been in the field training process during this time as well. In August, one of the trainees did not successfully pass probation. Fortunately the second

trainee was released from field training to a status which allows her to work independently in the communications center. With this training release, the dispatch center is now operating with six full-time dispatchers and one part-time dispatcher who is working a full time schedule. In the month of August we have already seen a significant reduction in overtime costs. The communications center is still short of being fully staffed. Currently the center has two part time openings and an Operations Supervisor opening. The Operations Supervisor opening closes on September 12<sup>th</sup>, 2017. Interviews are tentatively scheduled for September 21<sup>st</sup> and 22<sup>nd</sup>, 2017 for this position.

The long term plan to address staffing shortages in dispatch are very similar to that of the police side of the building. On August 30<sup>th</sup>, a conditional offer was made to a person who previously worked as a dispatcher. Due to her husband's career with the Coast Guard she had to leave employment with the city; however he has been reassigned to Astoria. On September 8<sup>th</sup>, 2017 we will have completed observation periods for eight part-time dispatch candidates. Oral interviews for these candidates will be next, followed by background investigations for one part-time opening.

In addition to staffing challenges in the communications center, we also have seen a significant increase in the number of calls coming into the center. On August 23, 2016 the center had handled approximately 49,931 calls for service; during the same time this year the dispatch center has already handled in excess of 52,163 calls for service. This is an increase of 2232 calls for service between this year and last year.

Currently the Reservoir Ridge / Verizon Tower site, is progressing although it remains behind schedule.

The dispatch center's digital logging recorder was replaced at a cost of \$25,000.00. This replacement was scheduled, due to the old recorder reaching the end of its service life.

I am in the process of meeting with all employees of the Astoria Police Department and look forward to their input and concerns. I have had the opportunity to meet with several of our external partners and look forward to developing positive relationships. I, along with the City Manager, will also be reaching out to the Mayor and all Councilors in the near future to set up a one on-one meetings.

# Community Development Department Quarterly Report FY 16-17 Q3&Q4 Sept 5, 2017

The following is a sampling of land use applications CDD has processed since January 2017.

## HLC

EX17-01	Jack Harris-Fort George Brewery	1483 Duane	enclosing patio and constructing attached skybridge to the south	HLC
EX17-03	Rebecca Greenway	1140 Franklin Ave	adding side enclosure to existing awning on historic structure	Admin
EX17-04	Noel Weber	514 12th St	Exterior Stairs	HLC
EX17-06	Michelle Dieffenbach	1089 Marine Drive (Bikes and Beyond)	restoring wood transoms and replacing window system	Admin
EX17-05	Michelle Dieffenbach	904 Commercial	refurbishing and replacing windows and brick work	Admin
EX17-07	Michelle Dieffenbach on behalf of Buoy Beer	#1 8th Street	to add 392 square foot addition for cooler storage on the south façade and awning over existing seating area on the south façade	HLC
EX17-08	Jim Forrester on behalf of JP plumbing	155 11th Street	replacing wood around storefront windows, adding ricer rock to kickplate, rebuilding transom windows	HLC
EX17-09	Muriel Jensen	659 15th	to add vertical lift to the side of front porch on the front façade of existing single family dwelling	HLC
EX17-10	Larry Besel	3680 Grand	Altering window openings and changing out windows at basement level	Admin
EX17-11	Bonnie Harold	3499 Grand Avenue	for new kitchen sink window in same location with raised leader height	Admin

NC17-01	David Vonada on behalf of Jeff Schwietert	1210 Marine Drive	To construct a 16' x 5.6' garbage enclosure adjacent to a	HLC
---------	---	-------------------	---	-----



**Community Development Department Quarterly Report FY 16-17 Q3&Q4  
Sept 5, 2017**

			historic building	
NC17-02	Kathy Karan	1121 11th	To construct a 12' x 16' garage and 6'x8' greenhouse adjacent to a historic structure.	HLC
NC17-03	Ryan Helligso	1313 Franklin	To construct a new single family dwelling adjacent to historic structures.	HLC
NC17-04	Zoe Fenton	2609 Irving Ave	to construct a new single family dwelling	HLC
NC17-05	Brian and Terri Oksen	910 Grand Avenue	New Construction of a 2079 single family dwelling and 338 sq foot garage adjacent to historic structures	HLC

HG17-01		Alexander Papas	103 Washington	New roofing, rebuilding windows, staining shingles, painting trim and doors, painting skirting, repairing siding
HG17-02		Steff Eiter	172 Lincoln	repairing stairs, window restoration, adding storm windows, restoring 5 doors, roof

**Community Development Department Quarterly Report FY 16-17 Q3&Q4  
Sept 5, 2017**

				replacement and weather guarding
HG 17-03	17-0750	Dean Zeisbrich & Teresa Estrada	147 Washington	Roof repair and painting
HG 17-04	17-0751	Bereniece Lopez-Dorsey & Clyde Manchester	328 Alameda	replace existing vinyl windows with wood clad, restore trim work
HG 17-05		Sigrid Wood	139 Washington	replacing front door and retaining existing glass

**APC**

CU17-01	Shawn Catlin & Tamara Altman Steel and Timber Construction	1820 SE Front	To locate light manufacturing (with shop space and storage) in appx 1,000sqft in S-2 Zone	APC
CU17-02	Lacy Brown	409 2nd street	To use 2 bedrooms in SFD for homestay lodging in R-1 zone	APC
CU17-03	David Sundquist	66 W Grand	To use 2 bedrooms in SFD for homestay lodging in R-1 zone	APC
CU17-04	Nancy Schoenwald	143 9th street	To use 300 sq feet vacant retail space as professional offices in S-2A zone	APC
CU17-05	Julie House	80 11th St	To locate tourist oriented retail business in A-2 zone	APC
CU17-06	Annie Dolber on behalf of warming center	1076 Franklin/155 11th	temporary permit to locate a warming center at	APC
CU17-07	Shooting Stars Child Development Center	413 Gateway	to use existing space as a Child Development Center	APC
CU17-08	John and Janet Niemi	266 W Irving	to locate an Accessory Dwelling Unit in an existing basement in R-1	APC 8/22
CU17-09/ PE 17-01	Elizabeth Nelson for Astoria Conservatory of Music (CU-0304)	1103 Grand	to operate a school of music in existing commercial building in R-3 (church) extend to 8-23-18	APC 8/22
CU17-10	City of Astoria	3850 Reservoir Road	To install conduits for public/private use in R-2 zone	APC 8/22

## Community Development Department Quarterly Report FY 16-17 Q3&Q4 Sept 5, 2017

CU17-11	Camille Holland	1044 Marine	To locate a psychotherapy office (professional services) in the s-2a zone	APC 9/26
CU17-12	Michael Angiletta	1320 Madison	to locate an Accessory Dwelling Unit in an existing basement in R-1	APC 10-24-17

ADU17-01	Clyde Manchester	1134 Irving	SFD in R-3 w/owner occupied ADU in basement	admin
ADU17-02	John and Janet Nieme	266 W Irving	see CU 17-08, ADU in existing basement in R-1	APC
ADU17-03	Zack Maley	1785 5th	adding sleeping loft to existing shed and adding bathroom	admin
ADU17-04	Michael Angiletta	1320 Madison	see CU 17-12 in existing basement in R-1	APC

### DRC

DR17-01	Mike Stults for Dollar General	2275 Commercial	to construct a new 9,100 commercial building
DR17-02	Tom Yaeger	245 23rd St	to construct a new 3049 sq foot single family dwelling

Building (Major Projects)		
Permit Report		• FY 16-17 Net Revenue Q4: <b>\$ - 15,830</b>
Napa Auto Parts		• Demo permit; plan review complete
Patriot Hall		• Temporary Certificate of Occupancy; trees in September
Cancer Center	October	• Temporary Certificate of Occupancy
Astoria Station		• Reveille Ciderworks Build Out; final inspection?
Buoy Beer Expansion		• Final Inspection?
Mo's Chowder		• Temporary Certificate of Occupancy; Final site review
5 <sup>th</sup> St Multi-Family Residential (Barnes)		• Framing; PW needs revised plans
Change of occupancy pipeline		• 1184 Commercial (Bakery)
Code Enforcement (Top 5)		
1. Nu: 4559 Leif Erickson		▪ Visit property owner; develop remediation plan next
2. 2611 Marine		▪ Building deemed a public hazard; potential partnership with CCC Historic Preservation Program and demo permit
3. 1497 Irving		▪ Remove new garbage on porch; tall weeds/grass
4. 411 51 <sup>st</sup> St:	Closed	▪ CAT preparing for sale
5. 401 Industry		▪ Criminal proceeding concluded; work with owner to cleanup
See separate tracking sheet for other cases		

# Community Development Department Quarterly Report FY 16-17 Q3&Q4 Sept 5, 2017

<b>Projects</b>		
Heritage Square	TBD	<ul style="list-style-type: none"> <li>▪ Council Goal FY 17-18;</li> </ul>
Development Review	NEW NEW NEW NEW NEW	<ul style="list-style-type: none"> <li>▪ New Intake form (Anna)</li> <li>▪ Draft Hearing flowchart (Kevin)</li> <li>▪ Pre-app flow chart (Anna)</li> <li>▪ Work Flow Solutions (Kevin)</li> <li>▪ Matrix: Roles (Kevin)</li> </ul>
Affordable Housing	TBD Sept 6	<ul style="list-style-type: none"> <li>▪ Council Goal 17-18: Implement strategy</li> <li>▪ CET Program; ON HOLD</li> <li>▪ Countywide housing strategy – County MOU APPROVED</li> </ul>
FIRM Update FEMA/NMFS (BiOp) Natural Hazards Plan		<ul style="list-style-type: none"> <li>▪ Review consultant findings</li> <li>▪ DLCD &amp; CREST may host roundtable</li> <li>▪ Update local addendum</li> </ul>
Traffic	TBD	<ul style="list-style-type: none"> <li>▪ 3<sup>rd</sup> &amp; Bond: Implement parking signage option (Jeff)</li> <li>▪ Mo's Trolley Station: Development Review (Nathan)</li> </ul>
Historic Resources	Fall	<ul style="list-style-type: none"> <li>▪ Window Project with John G?</li> </ul>
<b>URA Program</b>		
Astor Hotel Commitments/Liabilities Uniontown Apartments Astor West Storefront Astor West Expansion Uniontown Reborn Projects	12/17	<ul style="list-style-type: none"> <li>▪ Close Out Report: Send to Paul</li> <li>▪ Update budget tracking sheet</li> <li>▪ NWHOA submitted tax credit application</li> <li>▪ Determine obstacles to program</li> <li>▪ Develop housing program; Apply for CDBG funds</li> <li>▪ Unionridge Apts: façade renovation</li> <li>▪ Establish advisory committee</li> </ul>
<b>Economic Development</b>		
Advance Astoria: Year 1  ADHDA  Master Planning  Business Visits	TBD	<ul style="list-style-type: none"> <li>▪ Implementation strategy; adjust Advance Party membership (ADHDA, Astoria Makers, OSU)</li> <li>▪ Coordinate R&amp;D meeting</li> <li>▪ On boarding: revise business brochure</li> <li>▪ Serve on Business Development Committee; finalize clusters report and one pager</li> <li>▪ Monitor Riviera Bldg renovation</li> <li>▪ Institutional partner led master plans; Port of Astoria, Pier 39; CMH, and CCC</li> <li>▪ Astoria Warehouse</li> </ul>
<b>ADMIN</b>		
Professional Development  Organizational Development	09 28-30 10 24-27 09 28-29	<ul style="list-style-type: none"> <li>• Kevin: LOC 2017 – Portland</li> <li>• Nancy: OAPA Conference</li> <li>• Ben: Oregon Code Enforcement Association</li> <li>• Strategic Plan Year 1 Evaluation – Comments Requested</li> </ul>
<b>GRANTS</b>		
• TGM - Uniontown Reborn: Streetscape Design, Revitalization	August October	<ul style="list-style-type: none"> <li>• Consultant Selected</li> <li>• IGA for Council approval</li> </ul>
• TGM Code Assistance – Urban Core	Sept 5	<ul style="list-style-type: none"> <li>• Submit application after Council approval</li> </ul>

					<b>Status</b>	<b>Type</b>
					Started Investigation	Sign
					progress, needs monitoring	Grass/Vegetation/Lawn
					Cancelled	Nuisance Building/Vacant
					Case resolved	Garbage Nuisance
					Needs Letter	No Permit
					Needs Citation	Land use
						Vehicle/Parking
<b>Investigation #</b>	<b>Date Opened</b>	<b>Address of Complaint</b>	<b>Complaint Type (drop down list)</b>	<b>Status</b>	<b>Last Updated</b>	<b>Notes</b>
16-001	10/14/2016	559 alameda ave.	Public nuisances/visual blight	open	6/12/2017	Cerastes LLC are the new owners called them and they said that they will get to work on it.
16-002	10/14/2016	Blue Ridge	Blue ridge Dr.	open	10/14/2016	Blue Ridge Dr.
16-003	10/14/2016	5985 cedar	possible dangerous building	open	5/18/2017	House has new owners.
16-004	10/14/2016	96 w. Commerical St.	public nuisance	closed	5/18/2017	looks much better
16-005	10/14/2016	780 Clatsop	unlicensed daycare	open	10/14/2016	looks better than last time
16-006	10/18/2016	364 Floral	unlicensed vacation rental	closed	10/18/2016	Neighborhor dispute resolution (Anne Odom)
16-007	10/14/2016	668,964 Grand Ave.	Vacant and Derelict Buildings	closed	1/13/2017	668 and 964 Grand have new owners.
16-008	10/24/2016	331 53rd	t.v. at street side	closed	10/24/2016	TV has been removed
16-009	10/24/2016	1305 8th	disrepair of building	open		Talked with Preston and told him to get us a plan ASAP
16-010	10/28/2016	2026 SE Front St.	remove junk and debris.	closed	10/28/2016	I talked to the renter and he said that he would clean it up.
16-011	10/31/2016	354 Industry	Plumbing may not up to code	closed	10/31/2016	I will need to do a site visit at low tide.
16-012	10/31/2016	1938 Grand Ave	permits required.	open	10/31/2016	I will need to do a site visit.
16-013	10/31/2016	761 Jerome St.	Public nuisance / visual blight	closed	10/31/2016	Called Ted T. on 11/28/16 and he said he would get it cleaned up .
16-014	10/31/2016	1668 9th	public nuisance/visual blight	open	10/31/2016	visible openings have been filled. Looks better, cleaner.
16-015	11/3/2016	1572 Jerome St.	Trees that are in his view	closed	11/3/2016	Kevin and I met Mr.Waite
16-016	11/4/2016	1597 Irving St.	cat litter / feeding animals	closed	11/4/2016	looks good / not messy at all.

Investigation #	Date Opened	Address of Complaint	Complaint Type (drop down list)	Status	Last Updated	Notes
16-017	11/7/2016	1497 Irving St.	feeding animals/hoarding trash	open	8/30/2017	David Clark and it will cleaned up before 10/8/2017
16-018	12/6/2016	1502 7 th st.	junk car / trash/ grass,debris	open	12/6/2016	the home owner said that he is going to sell the next year.
16-019	12/9/2016	2611 Marine Dr.	Vacant and Derelict Buildings	open	12/9/2016	Posted, unsafe to occupy. 12/15/16
16-020	12/16/2016	4559 Leif Erickson	Vacant and Derelict Buildings	open	12/16/2016	Posted, unsafe to occupy. Translator to determine next steps.
16-021	12/16/2016	411 51st.	Vacant and Derelict Buildings	closed	8/15/2017	County foreclosed house. CAT fixing and selling
16-022	12/16/2016	401 Industry	Vacant and Derelict Buildings	open	12/16/2016	Posted, unsafe to occupy.
17-01	1/30/2017	1618 Exchange	Sign	open	convo with Mac Burns 1-30, letter sent per his request 2/2	Open flag signs at Flavel House and Heritage Museum, Pacific Power offered pro-bono
17-02	3/10/2017	343 Alameda	Grass/Vegetation/Lawn	open	3/10/2017	called the owner 4/3/17 asked him to cut it down to 4 feet.
17-03	3/10/2017	1529 4th st.	feeding animals/hoarding trash	closed	8/15/2017	talked with the owner they will stop.
17-04	3/10/2017	1837 7th st.	Vacant and Derelict Buildings	open	3/10/2017	sent a email to safeguard.
17-05	3/10/2017	695 39th st.	Garbage Nuisance	open	3/10/2017	messy again sent a letter on 4/3/17
17-06	3/10/2017	450 Alameda	Vacant and Derelict Buildings	open	8/8/2017	I did talk Chris Cameron and he said that he is going to demo , rebuild the garage.
17-07	4/21/2017	828 Franklin	disrepair of building	open	4/21/2017	sent a letter to the owner.
17-08	5/2/2017	585 15th st.	broken drain pipe, leaking...	closed	5/9/2017	the owner has made the repair.
17-09	5/2/2017	3930 Abbey Ln.	tenant living in commerical space.	closed	5/4/2017	
17-10	5/11/2017	788 Glasgo Ave.	Debris and junk in yard.	closed	5/11/2017	looks good / not messy at all.
17-11	4/13/2017	555 Bond st.	tenant living in commerical space.	closed	5/11/2017	Nancy , did talk with the tenant.
17-12	4/24/2017	830 Alameda Ave.	Tow truck and RV parked in ROW	open	5/11/2017	I need to take a look.
17-13	3/27/2017	4867 Birch	Vacant and Derelict Buildings	open	5/18.2017	52K!!! Fine; Lien foreclosure next.
17-14	5/11/2017	593 Klaskanine	Vehicle in ROW	closed	5/18/2017	Called Dispatch. 6/22 need to call dispatch again, little truck in ROW
17-15	5/19/2017	325 S. Denver	Vacant home, overgrown, possibly people living there-lights have been on, difficult to pass on sidewalk, full trash can, rain water collecting at the end of the driveway, rat	open	6/13/2017	I did talk to Pat S. They are trying to find someone to cut the weeds. ASAP

Investigation #	Date Opened	Address of Complaint	Complaint Type (drop down list)	Status	Last Updated	Notes
17-16	6/1/2017	2921 Marine Dr	Astoria Tattoo Company Marine (nf)	open	6/1/2017	
17-17	6/1/2017	221 12th	Shanghaied Tattoo no permit, over sq ft (nf)	open	6/1/2017	
17-18	6/1/2017	229 W Marine Dr # C	Natures Made 2 banners on side	open	6/1/2017	
17-19	6/1/2017	1218 Commercial St	Wells Fargo window signage maxes out number of signs permitted (nf)	open	6/1/2017	
17-20	6/1/2017	987 Duane St	US bank lawn signs (nf)	open	6/1/2017	
17-21	6/1/2017	995 Marine Dr	Merry Time tavern has new signs and painted the entire awning with a sign. Only the balance can have signs.	open	6/1/2017	
17-22	6/1/2017	229 W marine	El Tapitio now has wall sings, projecting sign and banners and beer signs and new window signs painted	open	6/1/2017	
17-23	6/1/2017	325 W Marine Dr	KFC has put posters in every window	closed	7/7/2017	
17-24	6/1/2017	106 3rd St	Astoria Art Loft has banners and wall signs up now	open	6/1/2017	
17-25	42888	1133 Commercial	sign	closed	42888	Luminari Arts fish: I spoke with (dale?) staff who agreed to remove the fish flags on 6/2
17-26	6/2/2017	1139 Commercial	sign	open		pink feather flag on sidewalk at Gypsy Whimsey
17-27	6/8/2017	4461 Lief Erikson	Nuisance Building/Vacant	open	9/30/2017	Bob Ogar asbesto inspector will email lab results to me next week.
17-28	6/8/2017	158 Flavel	land use	open	6/8/2017, 6/15	from anonymous: homestay lodging w/out CUP, parking, tax or OTA at 1421 Jerome. Nancy sending letter to homeowner who lives in California, pending address from Kent

Investigation #	Date Opened	Address of Complaint	Complaint Type (drop down list)	Status	Last Updated	Notes
17-29	6/15/2017	1084 Commercial St	sign	open	6/15/2017	Caller re: signage on Arcade "walk up" that 's on the mural-and wanted to confirm that APC approved the mural but it shouldn't have anything (including the awning?) attached to it in a historic district
17-30	6/19/2017	1914 Howard	land use	open		Day Care operating without a CUP in r-2, pending biz name. Nancy will send letter re: CUP, parking and traffic issues. State Okayed less than 10 kids for the site. Property Owner=Dale Ourff parking =1/employee Lisa tracking down info with State employee, working on getting name and address so we can follow up
17-31	6/19/2017	Shell stations w marine	Sign	closed	7/7/2017	Yellow feather flag banners up over weekend
17-32	6/19/2017	New Skateboard shop	sign	closed	7/17/2017	feather banner up on riverwalk over weekend
17-33	6/22/2017	10th and James	Grass/Vegetation/Lawn	closed		tall grass per Kevin
17-34	6/22/2017	1033 Commercial		open		Lisa sent letter 6/6 re: historic and drainage, updated Rose Marie when she came in to City Hall. Pipe was moved off historic building, but is still draining into the basement according to Rose Marie. Lisa is sending a second letter 6/22 for approved storm system drainage.
17-35	6/23/2017	1234 5th street	land use	closed		Caller reported there maybe a garage going up without permits around 5th/Lexington. Nancy is checking on permits and setbacks
17-36	7/7/2017	70 W Marine Dr	Sign	closed	7/17/2017	Complaint received, site visit; owner to remove by 07/10/17
17-37	7/11/2017	1483 Duane	Sign	closed	7/11/2017	red/white/blue american pendants left over from 4th of july are still flapping about on the top railing above the patio



[illegible]



[illegible]



## CITY OF ASTORIA

Founded 1811 • Incorporated 1856

August 25, 2017

### MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: SUSAN BROOKS, DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES

SUBJECT: FINANCE AND ADMINISTRATIVE SERVICES STATUS REPORT

The following summaries related to Finance and Administrative Services projects and activities for the period January through August.

#### **OPENGOV**

- Work has resumed to update data and establish processes to update and maintain data as well as develop reporting formats.

#### **ARTS & CULTURAL AND COMMUNITY GRANTS**

- Application period ended February 28.
- Budget subcommittees met in March and made recommendations for the proposed budget presentations.
- Recommendations were approved by the Budget committee the end of April and adopted by Council in June.
- Distributions were approved by Council for delivery by the end of July.
- Half of the grant amounts were distributed to Community Organizations and full amounts to Arts & Cultural entities the last week of July.

#### **AUDIT AND FINANCIAL STATEMENT PREPARATION**

- Merina & Company presented the City of Astoria and Urban Renewal District Financial Statements to Council in February
- Interim Field work for year ending June 30, 2017 Audited Financial Statements began the final week of July, 2017. Final fieldwork will occur October 16 – 20.
- Year-end closing entries are in progress with completion anticipated the end of August. Staff is awaiting actuarial information from Milliman required for financial statement disclosures as they relate to future benefit calculations.
- Financial Statement draft preparations will begin in September.
- Merina and Company is scheduled to present the audited financial statements on February 5, 2018.

#### **FINANCE DEPARTMENT**

- The second through fourth quarter invoicing was provided to Oller Trust for patrons from the Washington peninsula with the final quarter being generated for revenue inclusion for year ending June 30, 2017. Processes continued to be refined between Parks Staff and Finance to enhance procedures and data capture for the billing and contractual compliance. Transition of Jennifer Benoit to City Hall created opportunities for new involvement from Aquatic Center Staff. Revenue for July 13, 2016 (program initiation) through June 28, 2017 was \$ 65,330.50.
- Linda Ryan retired after 38 years with City of Astoria on June 15, 2017.

- Recruitment for Finance Accounting Clerk was concluded in July and Jeanette Sampson joins the Finance team as of August 1, 2017. The training and probationary period is a six month process.
- Department of State Lands conducted an audit of unclaimed property in April. The City has not historically remitted unclaimed cash or assets and this is the first time the City has undergone an audit of this nature. The audit period was designated to cover the period July 1, 2011 through April 30, 2017. While the auditor was on site, the review period was expanded to include July 1, 2010 through June 30, 2010. The summary findings identified unclaimed property subject to ORS 98.302 which should have been paid or delivered to the state. A total of \$ 496.96 has been submitted to the state for the period ending June 30, 2010 (the additional period tested) based on the findings. Finance staff is very diligent in ensuring uncashed checks are researched and processes are in place to ensure funds due to individuals and companies are paid and negotiated. Processes currently in place appear to be effective as evidenced by the lack of findings for periods subsequent to June 30, 2010.
- Finance staff has spent several months collecting information, preparing estimates and consolidating a variety of information related to presentations regarding Parks Operation funding.
- In March Council approved submission of a City application for a RARE Americorps volunteer to assist with internal emergency/disaster planning activities inclusive of CIS recommendations to accumulate and enter recovery planning information and required resources in AGILITY which is a provider offering access to recovery solutions of power, technology, space and connectivity.
- Chief Ames, Chief Johnston, Director Pearson and Director Brooks collaborated on objectives for the application and coordination of interviews with participants. The City was chosen as one of 35 locations to participate in the 24<sup>th</sup> RARE programming. Jason Pollock will begin working with the City in September.
- Director Brooks continues work with iFocus to make recommendations for budgetary and priority updates and replacements of critical information technology. A server in the basement of City Hall was relocated to the 3<sup>rd</sup> floor early in 2017, to reduce the risk of exposure to flooding.
- Copier maintenance vendors were made at the Police Station and Finance Department to initiate a trial of Solutions Yes. This has been a very good collaboration and we look forward to a full review of reproduction requirements in the future.
- Finance staff have worked with Engineering department on the Waterfront Bridge project to develop costs and determine timelines for loan repayments.
- Necessary processing completed in March to receive final installment of Carbon Credit funds and initiated \$ 40,000 in sale of additionally available credits.
- Review is underway with Springbrook regarding voluntary donations for Parks on utility billings.

#### **INSURANCE (BENEFITS, WORKER COMPENSATION, PROPERTY AND GENERAL LIABILITY)**

- CIS annual conference was held February 21 – 23, 2017 in Salem and provided rate increase information for all insurance lines. The good news on the employee benefit front was not to exceed increases of less than 5% for medical and dental premiums with no increase for life and disability coverage. Auto Lines experiencing about 6.5% increase while general liability is 3.8%. Property was noted as decreasing and Worker Compensation was averaged at 7.5%. All of the numbers at the conference are based on the trust average and individual entity experience and exposures factor into final insurance quotes provided in May/June.
- Discussion with agents from Propel helped staff develop rates to estimate budgets for FY 17-18 and Worker Compensation was initially estimated at between 15-20% given the three year history which would be used for exposure and experience factors were high utility years with large claims.
- Work was submitted for negotiations with CIS in mid-March and CIS came back with estimated increase of between 25-30%. This was on top of a 15% increase in premiums in FY 16-17. Propel began seeking comparison quote to determine if there was any flexibility in the formulas applied.

- The City was provided with a very favorable quote from SAIF which was brought to Council in June for authorization to initiate and Election to bind insurance with SAIF, as an approximate \$ 45,500 gap still existed after CIS reduced the estimated increase to approximately 22%.
- City of Astoria switch Worker Compensation insurance effective July 1, 2017 and notices to staff and departments along with form updates were completed and distributed.
- Clatsop County has SAIF Worker Compensation coverage and Director Brooks and Director Koch from the County have been meeting weekly to share information regarding risk management and collaborate with SAIF to improve and enhance programs.
- Director Brooks attended the open enrollment workshop presented by CIS in July. CIS changed vendors this year which resulted in a transition period and data transfer to new vendor and staff is working through new processes for benefit administration in addition to setting up for the 2018 plan year. Request for Coverage has been completed as required by CIS.
- Additional steps are being taken to ensure staff have registered into the enrollment portal in September.
- Open Enrollment for Health, Dental, Vision, Life, Disability and other applicable benefits is scheduled for the first week in October.

### **BUDGET STATUS**

- Budget preparation began in December 2016 and culminated with budget meetings which concluded the end of April. Fiscal Year 17-18 budgets were approved by Council prior to June 30, 2017 and the budget was finalized for distribution and posting the first week of July.
- Budget to actual reports have been distributed and began being posted on the City website during FY 16-17
- Staff spent time working with Oregon Department of Revenue to make necessary budgetary adjustments so the City's budget presentation and resolutions for adoption are in conformity.
- In May and June review of outstanding encumbrances along with budget to actual information was reviewed and anticipated fund adjustments were brought to Council for approval. Unnecessary funds were brought to Council for closure as well.
- As year-end adjustments wrap up the year-end preliminary budget to actual reports will be produced and posted in the near future.
- Financial Analyst Snyder is working on updated Parks Operations Budgets with Director Cosby.

### **REPORTING AND FORMS**

- OSHA injury reports for 2016, were compiled and submitted to each department for proper posting. The City recorded 16 reportable work-related injuries and illnesses with 3 resulting in modified work assignments. As of August 31, 2017, 11 reportable work-related reports have been filed with 5 resulting in modified work assignments.
- The City continues to receive reimbursement for equipment modification and modified work arrangements through the Employee at Injury Program.
- The City is currently able to exclude wages for worker compensation insurance coverage for two Preferred Worker Program eligible staff.
- Updated I-9 forms became effective January 23, 2017 and information was rolled out to staff prior to effective date.
- Financial reporting required by ORS 457.460 for urban renewal agency was filed in accordance with ORS 457.115 in February.
- Staff is currently working on the Worker Compensation Insurance Audit with CIS.
- Property and Automotive schedules and valuations were reviewed and updated in April in anticipation of discussion with Propel in May for subsequent discussions with CIS and July 1, 2017 renewal.

### **ELECTIONS**

- The Ballot Measure to impose city tax on retailer's sale of recreational marijuana items was successful.

- An interagency agreement was approved between Oregon Department of Revenue and City of Astoria for the State to collect the City tax at the same time retailers are reporting sales quarterly. The City turned around the agreement and information to be able to take advantage of collections by the State beginning January 1, 2017.
- The first distribution of net collections was made in late July. At this time the State is still refining reporting system and has required the City representative to sign a secrecy and confidentiality agreement. This agreement prohibits disclosure of information to protect the reporting agencies privacy. We await further reporting mechanisms along with continued review of disclosure legislation which is currently in place.
- In addition to the city imposed tax, the city share of the state marijuana tax is 10 percent of the revenues after administrative costs have been deducted. The Oregon Liquor Control Commission (OLCC) will require quarterly electronic certifications from cities in order to receive state marijuana tax distributions. The certification will be accomplished by responding to a certification process each quarter. The City will certify it does not prohibit the establishment of premises for which a marijuana license is required (recreational or medical). That is, the policy decision from Measure 91 and implemented by the legislature is that cities and counties that have banned marijuana will not receive a share of state taxes (except for taxes collected during start up, through June 30, 2017). The first certification is due by September 5, 2017 and was completed August 25, 2017.
- Failure to certify during a quarter will result in no payment for that quarter.
- Council elections completed in November of Ward 2 and Ward 4. Councilor Brownson - Ward 2 and Councilor Jones – Ward 4 were sworn in to office in January.

### **CONFERENCES, SEMINARS AND MEETINGS**

- Director Brooks attended the Certification Committee meeting for Oregon Governmental Finance Officer Association (OGFOA) in February.
- Director Brooks attended the (OGFOA) spring conference in March.
- CIS Risk Management provided review of best practices for City. Items noted for future include making progress on entering emergency/disaster information into AGILITY software.
- CIS Wellness Conference was attended by Director Brooks in early August.
- Director Brooks and City Manager Estes met with Tony Belanger with Parsons Group which represents the engineering support for Job Corps about the Tongue Point area.
- Director Brooks has attended several cyber liability training sessions through CIS, OGFOA and OSCP in order to gain sufficient information to work with iFocus on upcoming issues which may impact collection flexibility and insurance renewals. This has become a large focus in the insurance industry.
- Attended CIS provided training for Supervisors along with several City staff.
- Director Brooks attended mandatory RARE Orientation conference call in August.

### **HUMAN RESOURCES, JOB OPENINGS AND THE HIRING PROCESS**

- Oregon Legislature recently passed the Oregon Equal Pay Act of 2017, formally known as House Bill 2005. The majority of the bill's provisions are scheduled to go into effect on January 1, 2019 however one aspect is effective September, 2017. The bill prohibits the determining of compensation for a position based on current or past compensation of a prospective employee. It will be unlawful for an employer to request salary history of an applicant.
- To ensure compliance we have made the appropriate updates to our online application system to remove the appropriate fields so this information is not available for consideration in the future.
- Oregon's minimum wage increased as part of the Standard Area to \$ 10.25 / hour as of July 1, 2017. Increases of \$.50 / hour will continue through July, 2022 at which time it will cap at the rate of \$13.50 / hour. Beginning in 2023 rates will be adjusted based on Consumer Price Index for All Urban Consumers.
- The successful recruitment of a part-time Human Resources administrative assistant was completed in December 2016 and Ashley Houston came on board and has been able to provide much assistance with application, hiring, orientation and other administrative tasks.

- Enhanced and updated the Family Medical Leave Act reporting process in conjunction with Xenium.
- Between January 1 and June 30 the City has hired 51 employees and there have been 42 employee terminations. Ashley provides assistance with the posting openings as well as review of offer letters and orientation information. Three terminations required additional coordination between Xenium and CIS for pre-loss determinations.
- Review and enhancement of the orientation process continues.
- The ASPA and AIFF contract negotiations completed in April and retroactive adjustments were applied and processed during May.
- COLAs and contractual increases were implemented July 1, 2017.
- Negotiations are in progress for Public Works and Parks and General groups.





City of Astoria  
**Fire Department**  
*Fire / Rescue / EMS / Prevention*

555 30<sup>th</sup> Street  
Astoria, OR 97103

Phone: (503) 325-2345  
Fax: (503) 325-2346



---

## MEMORANDUM

**DATE:** September 7, 2017  
**TO:** City Council  
**FROM:** Ted Ames, Fire chief  
**SUBJECT:** Status and Activity Report

---

### **Staff:**

In May, two of our career firefighters decided to pursue a change in their lives and left the department. Rob Weidman, a seven year employee resigned and moved to Minnesota so he and his wife could be closer to family. Rob also started a yearlong Paramedic Degree program. Also in May, Brandon Knight, who has been with us for two years as a career firefighter and two years as a student intern took a career firefighter job with Clackamas County Fire District 1 in the Portland metro area. Brandon is a very young firefighter and wanted to expand horizons with a much busier firefighting environment. We were sad to lose both Rob and Brandon however; we wish them both the best of luck with their future adventures.

In late June, our three Student/Intern Firefighters; Spencer Johnston, William Newton and Josh Raichl all graduated from Clatsop Community College with AA Degrees in Fire Science. All three had been a big part of the department for over two years and were very well trained, hardworking young men. Spencer just got married this past Saturday and is moving to Monmouth, Oregon to pursue a Paramedic Degree. William is actively pursuing a position with a fire district in his home state of Colorado, and Josh has moved to Nebraska, also to pursue a Paramedic Degree. We were all very sad to have to say goodbye to these three kids and again, we wish them all the best as they start new chapters in their lives.

On June 1<sup>st</sup>, we started the process to fill our two vacant career firefighter positions. We received 69 applications in two weeks of advertising. Our process included;

- Screening and scoring applications, resumes and supplemental questions
- Written testing
- Physical agility testing
- Two separate hands-on assessment exercises
- Formal interviews

A conditional offer was made to Carlos Gomez at the end of the process. Carlos accepted and started shortly after the beginning of August. Carlos is a past Student/Intern and volunteer and held the highest score throughout the process. A second conditional offer was made to Michael Groat. Michael accepted and was successful in passing all the background screening and medical examinations. Michael started with us on Tuesday, September 5<sup>th</sup>. Michael comes to us

from Black Butte Ranch in Central Oregon where he's worked as a student/intern and part-time firefighter. Michael performed at a very high level throughout our process as well, and we are very excited to have both Carlos and Michael on board.

Also in July, we worked through the process of bringing on three new Student/Intern firefighters. All three are great young people and are working on shift alongside our career firefighters and volunteers. They are: Royce Cone, Nathan Holmgren and Gage Piguet and all three are from the Ridgefield / Battleground, Washington area. Again, all three went through a very thorough testing and interview process and were offered the opportunity as the three highest scoring applicants.

### **Emergency Response:**

As of September 7, 2017, the department has responded to 978 calls for service which is an increase of 20 calls for service for the same date in 2016. The month of August, 2017 was a very busy month with the department responding to 167 calls for service which is an average of over five calls for service per day. On August 1<sup>st</sup>, we began tracking the number of calls for service involving our transient population. We found that we responded to 30 calls for service involving people in our transient population.

Beginning in early June of this year, we began seeing a rise in the number of fires we were responding to that involved decorative bark dust/beauty bark. We began tracking the number of responses involving decorative bark dust fires on June 25<sup>th</sup> and found there have been 23 calls for service up to September 4<sup>th</sup>. All incidents can be attributed to smoker's carelessness with one extending to the exterior of a building and causing some minor damage.

### **Other Activities and Responsibilities:**

#### January, 2017

- Provided an emergency preparedness presentation to tenants/clients at Yacht Club I & II Apartments.
- Numerous meetings and work on assisting the Astoria Warming Center with issues they are dealing with.
- Working with Fort George Brewery to provide guidance for the upcoming Festival of Dark Arts.
- Began first round of fire protection system testing at the new Patriot Hall project.
- Numerous inspections with Office of State Fire Marshal (OSFM) Deputy Tad Pedersen.
- Took delivery of new aerial ladder truck

#### February, 2017

- Coordinate annual maintenance and testing of all City of Astoria owned AEDs.
- Begin training on and outfitting new aerial ladder truck.
- More inspections with OSFM Deputy Pedersen.

#### March, 2017

- Begin first of the fire protection system testing required for the CMH Cancer Center.
- Attended MFSA Shipboard Firefighting planning meeting.

- Attended the Oregon Fire Chiefs Association Combination (career and volunteer) Roundtable.
- Astoria Fire Department Annual Awards Ceremony and Banquet.
- Continue with training and outfitting of new aerial ladder truck.

#### April, 2017

- Assisted OSFM Deputy Pedersen with six inspections throughout the City of Astoria.
- Hosted the Annual OSFM Deputy In-Service at Astoria Fire Department Headquarters station.
- Attended a Mass Shelter / Disaster planning meeting with Clatsop County Emergency Management.
- Finished training and outfitting new aerial ladder truck. New aerial ladder truck in service for response.

#### May, 2017

- Attended the Oregon Fire Chiefs Association Spring Conference.
- More fire protection system acceptance testing at the CMH Cancer Center.
- Hosted a training exercise with Life Flight for all department personnel.
- Performed four inspections throughout the City of Astoria.
- Updated Astoria Fire Department Mutual Aid Box Assignments.

#### June, 2017

- Numerous rounds of fire protection and alarm system testing at the new Patriot Hall project.
- Begin process for filling two career firefighter vacancies and three student/intern vacancies.
- Assist CMH staff with a fire drill at the CMH Health and Wellness Pavilion.
- Begin numerous rounds of fire protection system testing at Mo's Restaurant.
- Conducted four inspections; two with OSFM Deputy and two without.

#### July, 2017

- Spent time assisting with alarm and fire protection system acceptance testing at Mo's Restaurant.
- Spent time assisting with site inspections and testing at the new Verizon Cell Tower site.
- Assisted OSFM Deputy Pedersen with inspections at the Astoria Pointe facility, Clatsop Retirement Village and Astor Place.
- Coordinated testing for annual testing of all Astoria Fire Department Fire Hose and Ground Ladders.
- Completed the testing and interview process for filling two career staff vacancies. Made conditional offers to two candidates.
- Completed initial orientation and training for three new student/intern firefighters.
- Picked up new Office of State Fire Marshal Haz-Mat Response Vehicle.

#### August, 2017

- Begin training and outfitting of new OSFM Haz-Mat response truck.
- Assisted as needed and participated in the Regatta Grand Land Parade.
- Assisted as needed and participated in the Jr. Regatta Parade.

- Hosted the 4<sup>th</sup> Annual Astoria Fire Department Open House.
- Responded to Astoria Warehousing for a large pallet fire that ended up destroying over 300 pallets.
- Responded to over 160 calls for service throughout the month.
- Completed all alarm and fire protection system testing at the CMH Cancer Center.

There have been quite a few more activities and responsibilities the department has been involved with up to now during the year. These are some basic highlights of department activities and current status.



## MEMORANDUM

September 7, 2017

TO: MAYOR AND CITY COUNCIL

FROM: JIMMY PEARSON, LIBRARY DIRECTOR

SUBJECT: LIBRARY DEPARTMENT STATUS REPORT

The following are summaries of Library Department projects and activities.

### **FACILITIES OVERVIEW**

The Astor Library and Veteran's Memorial will celebrate 50 years of service to the community on October 8, 2017. It has been my goal to present the best possible facility for use leading to our renovation. During my tenure, I have worked to restore the building to a better state by identifying projects that will stimulate public interest. I have accomplished this goal with the restoration of the exterior lollipop lights, installation of a new water fountain, and ADA accessible door for our customers requiring assistance with entry. Staff and I have worked to de-clutter public and staff spaces creating more efficient spaces for all. I am also working with Tongue Point Job Corps and their Paint division to repair and paint public areas.

### **RENOVATION**

On May 30, 2017 Council voted unanimously to proceed with renovation of the existing building. I am continually working toward this goal. Staff and I are working to prepare for renovation by identifying key elements in our workflow to better understand how to move forward in a new facility. We have created a shared Google document to record our observations and wish list for a renovated library. A major focus of our work has centered on the staff workroom and basement. The library basement houses unique items related to Astoria history. We have engaged the Leadership class of the Astoria High School, John Goodenberger, volunteers, and professional movers.

Our volunteer cadre provide invaluable assistance with identifying and sorting of material. Their contributions have included sorting of files, organizing material, and digitization of material. All of these efforts begin the process of meeting my three primary goals for basement items 1) preservation 2) access and 3) location. I have also enlisted the assistance of the Director of the Clatsop County Historical Society and the Curator of the Maritime Museum. MacAndrew Burns, Jeff Smith, and John Goodenberger have been invaluable resources creating a robust discussion on meeting all of the previously stated goals. I am also working with the Oregon Historical Society requesting the assistance of a professional archivist to provide guidance for the way forward. Due to the importance of the items being identified ensuring longer term preservation is a key to providing access for future generations.

I have recently engaged the services of Ann Gyde to assist with preparation and publication of the Request for Qualification document for the renovation project. Ann currently serves as the Project Manager for Patriot Hall at the Clatsop Community College. Her expertise along with the assistance of City Public Works staff will ensure we move forward and begin the process on a solid foundation. Please refer to my City Council Goal update document for further details regarding this project.

## **PERSONNEL**

It has been my pleasure to serve with a staff dedicated to their work and to serving our community. I am truly inspired by their example. They are the heart of what makes our library special. They continually rise to challenges and are the single most important component to the success of the library. During my early assessment of staffing I identified a significant opportunity to increase services by promoting Anne Odom to full-time status. Anne and I have assumed administrative duties formally performed by the staff member who was also assigned duty as children's coordinator. This change led to the hiring of a Senior Library Assistant charged with all things related to provision of youth services.

## **PROGRAMS AND SERVICES OVERVIEW**

Library services will always be a critical component to serving our community. They consist of 3 broad categories consisting of Adult, Young Adult, and Children. We have also added a sub-category for all Family. All programs are supplemented with funding provided by the Friends of the Astoria Library. Adult programming consists of book discussion groups, Writer's group, and programs sponsored by the Oregon Humanities Council. Young Adult programming will hopefully be expanding with the addition of a Teen Advisory Group forming this month with a first meeting set for September 22, 2017. Children's programming is expanding with the addition of a Family program on the first Saturday of each month. We have completed a successful Summer Reading program with a total of 610 children between the ages of birth to age 18 signing up for the program.

It has been my intent to increase services while maintaining quality along with finding cost effective ways to better serve our community. I have proposed and will implement a service hour change effective October 9, 2017. This change will reduce evening hours while creating a full-day of service on Monday. The ongoing assessment of staffing and stabilization created in the current budget year leads to my confidence in this adjustment of service hours. This change will be cost neutral. The following information is presented for your comparison:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Closed	Closed	10-7	10-7	10-7	10-5	10-5
Closed	10-6	10-6	10-6	10-6	10-5	10-5

Finally, it is my goal to represent our mission of Explore, Engage, and Excite each and every time we open our doors to the community we serve.



CITY OF ASTORIA  
Founded 1811 • Incorporated 1856

## MEMORANDUM

**DATE: SEPTEMBER 1, 2017**

**TO: MAYOR AND CITY COUNCIL**

**FROM: ANGELA COSBY, PARKS AND RECREATION DIRECTOR**

**SUBJECT: PARKS AND RECREATION DEPARTMENT STATUS REPORT**

The following are summaries of Parks and Recreation Department projects and activities in the Summer of 2017.

### **PARKS MAINTENANCE**

The Parks Maintenance Division has been successful despite a number of challenges in the past year. This spring, the Grounds Coordinator position became vacant and the outreach and hiring process to find a replacement took much of the busy mowing season to complete. In addition, the temporary labor pool has been minute this year, the Maintenance Division began with a crew of six temps, but due to individuals finding other jobs, quitting, or moving, the crew shrunk to two one month into the season. However, there is optimism within the Maintenance Division, we are excited to welcome Tyler Johnson, formerly of Greensmith Landscaping, who joined our team on September 1<sup>st</sup> as Grounds Coordinator. Mr. Johnson is a certified Master Gardener and brings years of landscaping and construction experience to our team. Facility maintenance at the Astoria Aquatic Center, which currently requires approximately 20 man-hours per week, will drop with the addition of a UV sanitation system to the Spa and Kiddie pools this September. The UV systems will reduce spa and kiddie pool closures due to chemical imbalances and lessen the frequency of draining and refilling, leading to increased energy cost savings.

This year has brought many new opportunities and benefits to the Maintenance Division. The Doughboy Monument was awarded a \$12,000 restoration grant from the Veterans and War Memorials Oregon State Parks Historic Preservation Program. Several community groups coordinated with Parks, in lieu of the discontinued CHIP-in

Program, to provide cleanup and maintenance projects; including the Lower Columbia Hispanic Council, US Coast Guard Cutter Alert, and Buoy Beer Co., and by continuing to contract landscaping work to Greensmith Inc. at tourist locations and janitorial services at public restrooms, staff had more time to focus on accomplishing goals from the 2016 – 2026 Parks and Recreation Comprehensive Master Plan. This includes work toward individual Park Maintenance Plans, contracting a comprehensive tree inventory throughout the park system, increasing the frequency of safety inspections, and removing or replacing dangerous or deficient playground and facilities infrastructure.

Moving forward, the Maintenance Division is working to provide more structure and implement set procedures to increase efficiency and promote retention of temporary staff. By producing individual Park Maintenance Plans, a better prioritization of tasks will be established which will lead to more complete services at each location to improve the overall condition of our sites. With the implementation of garbage pick-up services by Recology this fall, more staff time will be allocated to a higher level of care and more detail-oriented maintenance. This increase to capacity will translate to better management of existing structures, facilities, and vegetation.

#### Recology Garbage Pick Up

With the implementation of Recology's services to empty garbage cans in parks, a design update is required for the receptacles used for trash deposits. Steel and Timber Inc. has been contracted to provide design services, and possibly fabrication, of new, aesthetically pleasing housings for trash receptacles that Recology's pick-up crews can easily manipulate and empty at their trucks.

#### Damage and Wear & Tear to Parks Structures

There have been several instances of damage and wear to structures over the course of the year. Working toward the goals of the Comprehensive Master Plan, an increase in inventorying and inspecting items has led to the discovery of deficient playground equipment, unsafe items, and other damage related issues that have needed to be corrected. Alderbrook Playground, Tapiola Playground, the Riverwalk, Fred Lindstrom Park, are all



sites that have had structures removed or drastically replaced in order to avoid injuries or undue liability for the City. Aging infrastructure, especially high-dollar amenities,



including Tapiola Playground and the Skate Park, Fred Lindstrom Playground, and Alderbrook Playground will need to be closely monitored in the next year and replacement plans will need to be formed if it is desired to continue the same level of use at these and other locations.

In addition to the normal lifespan of equipment limiting the utility of infrastructure, there have also been unexpected damages that have occurred within parks. Most prominently, the Doughboy Monument was hit by an incapacitated driver on August 24, 2017. Staff had scheduled the first of several renovations to the monument described in the Veterans and War Memorial Grant that was awarded from Oregon State Parks Historic Preservation Office this spring for \$12,000, to begin on September 1<sup>st</sup>. That work is now postponed while the structure's damage is assessed and new plans are made to restore or replace components of the building. This setback should not have a detrimental effect on the overall grant, but it will impact the anticipated timeline for beginning and ending the projects.

### Cemetery Grounds Maintenance



Ocean View Cemetery is a unique maintenance challenge, the size and complexity of the grounds make it difficult to contract outside organizations to provide services and the Maintenance Division did not have enough in-house capacity this year to keep with basic grounds maintenance of mowing and weed-eating. Both the Sheriff's Work Crew and County Juvenile Crew declined to undertake any maintenance contracts there, citing their lack of resources to

complete the tasks required. Staff evaluated options to contract work to a landscape company, this method is more reliable but presents a significant cost. The Maintenance Division also is working hard to ensure that monument and memorial regulations are followed, burials and services are completed on requested dates, and assistance is rendered for people searching for graves of family members. In addition, there are at least two significant leaks in the water system that need to be addressed. The age of the components of the system are contributing to multiple failures occurring simultaneously. A full survey of the water and irrigation systems needs to be completed to accurately pinpoint trouble spots and provide solutions moving forward; which may

involve shifting pipe locations or reassessing the water needs and services at the Cemetery.

## **AQUATIC CENTER UPDATE**

### **Transition of Management**

Aquatics Center Supervisor Genesee Dennis announced he would be leaving the Parks and Recreation department in July. Long time Department employee, Terra Patterson was selected to fill the Aquatics Center Supervisor position.

### **Program Attendance**

The summer months tend to bring in larger numbers for programs at the aquatic center. Summer of 2017 was no exception. This summer our swim lesson program continued to run two days a week as it does throughout the year. Our group lesson program had 274 children registered this summer. Additionally aquatic staff conducted 27 private lessons from June to July.

Staff also conducted one lifeguard training course with five participants registered.

### **Facility Use**

Throughout the summer months our pools have experienced high “bather loads”. As a result, staff began draining and refilling the hot tub and kiddie pool twice a week to combat combined chlorine levels. These levels must be kept under a specific number as dictated by health department regulations. Staff began proactively draining these pools twice a week on a regular schedule which was advertised so patrons could plan for these closures. During the facility’s annual maintenance closure, September 5<sup>th</sup> – 17<sup>th</sup>, a UV sanitation system will be installed for the hot tub and kiddie pool to assist in burning off combined chlorines and greatly reducing the need to drain and refill the hot tub and kiddie pool.

North Coast Swim Club hosted a weekend swim meet the first weekend in August renting and requiring the closure of the lap pool, recreation/leisure pool, spa, and kiddie pool.

### **RecTrac**

Staff have continued to work making improvements to our RecTrac, our Point of Sale and Recreation Management system. We are planning some new upgrades that will be implemented over the maintenance shutdown including locker rentals through the system and altering the point of sale system to be more user friendly.

Additionally, staff have worked with software support staff to develop a new pass system to facilitate tracking and billing the Oller Trust users as outlined in the amended agreement between city council and the Oller Trust foundation. This will be established during the facility's maintenance closure.

### Maintenance Closure

Department staff, Terra Patterson, Jonah Dart-McLean and Mark Montgomery are working on the annual maintenance closure September 5<sup>th</sup> – 17<sup>th</sup>. Planned projects include:

- Draining and refilling all pools
- Install UV sanitary systems on the Hot Tub and Kiddie Pool
- Energy efficiency upgrades to the HVAC system, 60% of costs are reimbursed by Energy Trust of Oregon
- Deep cleaning of the entire facility
- Touching up interior paint
- Sealing gutters in the Rec Pool to stop a leak
- Repainting the exterior of the building

### **RECREATION**

#### Transition of Management

Terra Patterson's transition from the Recreation Coordinator position to the Aquatics Center Supervisor position created a large and immediate need. To assist, Erin Reding, Recreation Coordinator at Port of Play/Lil' Sprouts transitioned to temporarily fill the role until our next Recreation Coordinator at the Astoria Recreation Center could be hired and trained.

We are happy to announce that LeRoy Woodrich will be joining our team as our next Recreation Coordinator at the Astoria Recreation Center on Monday, September 11<sup>th</sup>. LeRoy has a Bachelors and Master Degree in Recreation Management from Eastern Washington University and has over ten years' experience developing youth and adult athletic programs.

## Summer Day Camp

It has been a busy summer at the Astoria Recreation Center (ARC) with Summer Day Camp, which ran from June 19<sup>th</sup> - September 1<sup>st</sup>. Each week, campers enjoyed a fun filled theme that guided their activities, games and field trips. Although numbers fluctuated, we had an average of 30 participants each day. Highlights of the summer included field trips to the Seaside Aquarium, the Lower Columbia Bowling Alley and water days during the hot weather.



## After School Program

KidsZone, our regular after school program resumes on Tuesday, Sept. 5<sup>th</sup> with a full day of care due to the school district's schedule of orientation, and then Wednesday, Sept. 6<sup>th</sup> the schedule will move forward with the regular schedule of 3:00 pm-5:30 pm (with the exception of some holidays and other "no school" days). Although it's difficult to tell at this point our registration numbers, we have many new and returning families registering and inquiring about the program. Our anticipated numbers for the Fall are approximately 30 participants.

## Adult Fitness

Despite the warmer weather we've been experiencing, attendance for classes has been surprisingly and consistently high. On average, we're seeing 7-9 people, 3 times a week for our mid-morning classes. We have also started two new classes, Zumba and Hatha Yoga, which are receiving a positive response from our patrons. Libby Lawrence, one of our lead fitness instructors stated that many of our classes have not only provided a great physical experience for our participants, but that they have turned into "wonderful, supportive communities." Our Fall Fitness schedule will start on Tuesday, Sept. 5<sup>th</sup>, and while the class offerings will for the most part, stay the same, we are excited to add two additional offerings; Core/Strength (Tuesday mornings at 5:30am) and Zumba (Mondays at 6:30pm).

## Coed Softball

The last night of games for Coed softball were on Thursday, Aug. 31<sup>st</sup>. Overall, it was a great season. With 9 locally sponsored teams, there definitely has been a wide array of abilities and skill levels. If there were 10 teams registered, we would have been able to

establish two leagues, an upper and a lower, distributing team's skill levels a little more evenly. But regardless, participants seem to be enjoying the play and competition.

### Fall Sports

We are starting to get many inquiries about Fall sports, both youth and adult. We will be continuing our Flag Football program, starting the first week of September, and will also start adult volleyball towards the end of September.

### Sponsorships/Movies in the Park



After having to cut various special events due to budget reasons, we had local businesses and community members come together to raise enough funds to put on two free “Movies in the Park” this summer. On August 16<sup>th</sup>, Pacific Power sponsored a viewing of Disney’s Moana, and on August 23<sup>rd</sup>, we had one of our biggest movie nights in history, with approximately 400 attendees to see the newly released Beauty and the

Beast. The viewing of Beauty and the Beast was sponsored by Old Town Framing, Spring Up Farm, Clatsop Power Equipment, and various other community members, including Parks Board President, Norma Hernandez.

## **EARLY CHILDHOOD**

### Transition of Management

Erin Reding’s temporary transition from the Recreation Coordinator position at Lil’ Sprouts and Port of Play to the Recreation Coordinator position at the Astoria Recreation Center was made possible due to longtime extra help employee, Chelsea Haataia, willingness to temporarily fill the Recreation Coordinator position at Lil’ Sprouts and Port of Play. Thank you Chelsea! Chelsea will continue filling the Recreation Coordinator position this Fall and early Winter until Erin Reding’s return.

### Lil’ Sprouts Academy

As we prepare for back to school our attendance is rising and we were able to take some families off of our waitlist and into our classrooms. Classrooms have filled up and all children at Lil' Sprouts are here on a consistent basis. We are currently hiring teachers for Lil' Sprouts and as we add staff to our classrooms we will continue to pull from our waitlists.

As of August 1<sup>st</sup> tuition and drop-in rates increased by 2.5% to assist in covering the mandatory minimum wage increases.

### Port of Play

This past Winter Oscar, the beloved bounce house, deflated and due his old age was deemed unrepairable. However, due to the generosity of many donors we are preparing to install our new bounce house! We are planning the opening for early October as the precipitation season begins to move in and Port of Play attendance increases for the winter. We will also be using the opportunity update our fees at Port of Play.



The fee update will provide the facilities first monthly pass option for our frequent visitors, just like the Aquatic Center and Recreation Center.

	ACH Monthly Pass	Monthly Pass
Child	\$25	\$35
Family*	\$35	\$45

\*Family includes up to 3 kids. \$10 for each additional child

Below is a comparison of the updated Port of Play rates:

<b>Program</b>	<b>Previous Rate</b>	<b>New Rates</b>
Port of Play Admission	\$3.50 per child	\$3.75 per child
Birthday Party	\$65, up to 15 children	\$80, up to 15 children
Private Rental	\$115, up to 464 in attendance	\$130, up to 464 in attendance
Parents Night Out	\$9 per child	\$15 per child
Parents Night Out – Early Registration	\$12 per child	\$12 per child
Parents Night Out – Additional Child	\$10 per child	\$13 per child

#### Program Attendance and Operations

Attendance at Parents Night Out has steadily increased. Correspondingly, staff has increased from two to three.

With the start of the school year, we shifted back to our fall/winter/spring hours of Monday - Saturday 10:00 am – 4:00 pm and Sundays 12:00 pm – 4:00 pm, with Parent's Night Out every Saturday.

#### **MARKETING/COMMUNICATIONS**

##### Marketing Plan Services

The 2017-2018 Marketing plan was completed on June 19th and a draft proposal was shared with the Parks and Recreation Board at their June meeting. The proposal should be brought forth to City Council shortly with minor updates to its marketing campaigns. The draft will be completed by the end of the month for City Council to review.

##### Communications

The newsletter has steadily grown in recipients from about 2644 people in April to 3297 in August. The Department has been averaging a 28.4% open rate with a 9.6% click rate. Rates for opening a link were lower this month as the information that was emailed out often times did not include a "call to action" link. The Industry standard open



rate for most parks and recreation departments utilizing Constant Contact (email blast platform) is 12.5%.

The website is being updated regularly with more information on events and programming. Overall, the Astoria Parks website since April has received 85,808 visitors. The top three pages for the past four months were: Astoria Aquatic Center (13,123), Event Detail (8,831), and Parks & Rec Board Agenda and Minutes (6,837). The top three parks that users searched this month were: Ocean View Cemetery (2,906), Cathedral Tree Trail (1,887), and Youngs River Falls (1,819). Constant Communications with press have been made over the course of four months with Press Releases being sent out to media contacts more frequently regarding closures, events, and other pertinent information regarding the department.

### Social Media

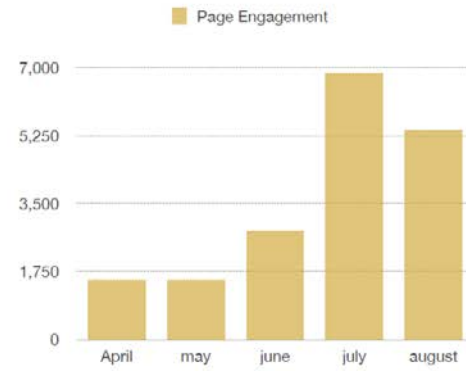
Social Media has been an area of great growth for the department. It is an opportunity to engage with patrons and the community in real time. Information is consistently being updated to the Facebook page. The median growth rate for a Facebook page is 0.64% per week. This means that a page with 1,000 likes will gain about 25 likes per month. In the past four months, the Astoria Parks & Recreation Facebook page has increased by almost 300 likes and page engagement has increased on track with industry standards. Other social media platforms such as Twitter and Instagram are being utilized. The Astoria Parks Twitter page continues to be maintained, but there is very little interaction from its followers. Instagram has seen steady growth over the past four months with an audience eager to engage and like posts. Both Facebook and Instagram seem like lucrative platforms with potential for Astoria Parks to grow in followers, likes, and engagement.



2,729 Likes  
to 3,019 Likes

Astoria Parks Facebook Page Engagement

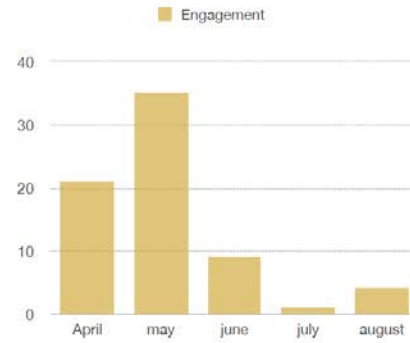
DESCRIPTION	APRIL	MAY	JUNE	JULY	AUGUST	TOTAL
New Likes	35	50	84	71	50	290
Page Views	577	528	757	754	548	3,164
Page Engagement	1,502	1,532	2,778	6,837	5,376	18,025



299 Followers  
to 350 Followers

Astoria Parks Twitter Page

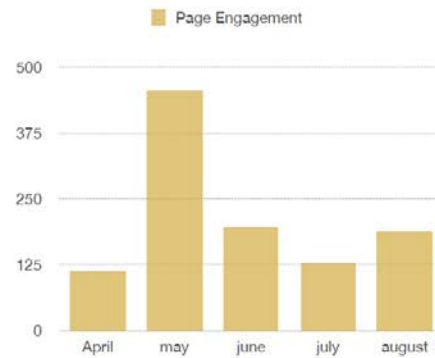
DESCRIPTION	APRIL	MAY	JUNE	JULY	AUGUST	TOTAL
New Followers	7	5	26	12	1	51
Engagement	21	35	9	1	4	70



628 Followers  
to 766 Followers

Astoria Parks Instagram Page

DESCRIPTION	APRIL	MAY	JUNE	JULY	AUGUST	TOTAL
New Followers	13	29	42	21	33	138
Page Engagement	113	455	198	128	187	1,081





September 7, 2017

**MEMORANDUM**

TO: MAYOR AND CITY COUNCIL

FROM: KEN COOK, PUBLIC WORKS DIRECTOR

SUBJECT: **PUBLIC WORKS PROJECT ACTIVITY STATUS REPORT**

The following are brief summaries of the status of Public Works major projects and/or activities:

**TRANSPORTATION**

**Street Ends Repair Project**

- A significant repair project was completed last year. Our new annual inspections reports for this year are under review by ODOT for their recommendation regarding new repairs for this year. We are anticipating that minimal if any work will be required prior to replacement of these structures. Our goal is to invest the bare minimum between now and the time at which they are replaced.

**Irving Avenue: 19<sup>th</sup> Street Bridge Replacement**

- Completion of final punch list items are underway. Staff is having some difficulty getting the contractor to make some repairs and has requested help from ODOT management with pushing the contractor to get all punch list items complete.

**Waterfront Bridges Replacement Project**

- Project includes street end bridge structures at 6th through 11th Streets.
- OBEC Consulting Engineers was selected as the engineering consultant and the design effort is 60% complete.
- Start of construction has been delayed until fall 2018. Construction is still anticipated to span two winter seasons. The current plan is to construct the odd numbered streets (7<sup>th</sup>, 9<sup>th</sup> & 11<sup>th</sup>) during the first year and the even number streets (6<sup>th</sup>, 8<sup>th</sup> & 10<sup>th</sup>) during the second year.

**FEMA Shoreline Stabilization Project**

- The construction phase of this project is complete.
- The City has submitted for the FEMA Grant (75%) reimbursement and the IFA Grant (25%) reimbursement for the project.
- The project was estimated to cost approximately \$130,000 but came in well under budget at approximately \$40,000.

**OR202: High School – Hanover Sidewalks (Astoria)**

- The project consists of new sidewalk starting at the Astoria High School where a previous sidewalk project left off to Hanover Street.
- After thorough review, City staff determined that the Local Fund Exchange program would not benefit the project.
- A project change request (PCR) has been approved to extent several key milestone dates.
- The Oregon Department of Justice is currently reviewing the Request for Proposals.

- Construction is expected to take place in fall of 2018.

### **23<sup>rd</sup> Street/Franklin Ave. Access Management Project**

- The project was completed in conjunction with CMH and is almost completed.
- The City is working on final items with the design engineer and contractor, including easement and right-of-way dedication.

### **Pedestrian Safety Enhancements**

- UPDATE - Street Lights at 33<sup>rd</sup> Street & Highway 30 – Installation is complete.
- UPDATE - ODOT's Downtown traffic signal upgrades (\$450,000 project budget) - Improvements include installing reflectorized backplates, pedestrian countdown timers, and signal controller upgrades. The project was moved to the 2015-2018 STIP due to project scoping changes. The construction is planned to start in November or 2017.

### **Trolley Trestle Repair Project 2017**

- Bergerson Construction Inc. provided the lowest responsible bid for the 2017 Trolley Trestle Repair Project. Construction began in mid-August.

### **Bond Street Retaining Wall Project**

- The City has hired a consultant to provide design and construction assistance for road improvements adjacent to the geologically impacted portion of Bond Street.
- The project was placed on hold until next summer/early fall due to excessive rainfall this winter and the high risk if constructed under saturated conditions.
- Construction is anticipated to start in late summer/early fall of 2018.
- Staff is working with a neighborhood group on a traffic calming strategy for the area to be implemented along with the project.
- As a result of the neighborhood meetings, staff will be implementing parking removal at the intersections of Bond & 3<sup>rd</sup> and Bond & 2<sup>nd</sup> Streets. This parking removal will improve sight distance for southbound traffic on 2<sup>nd</sup> and 3<sup>rd</sup> Streets due to the steep grade of the roadway.

### **2017 Crack Sealing Project**

- The crack sealing project will seal around 26,000 feet of cracks on a variety of streets throughout Astoria.
- The work was completed August 2017.

## **COMBINED SEWER OVERFLOW (CSO)**

### **Next CSO Separation Project**

- Staff is in the planning phase of the next CSO project. The next planned project is located in the vicinity of Marine Drive and Portway Street.
- No construction will take place this year. Construction is not anticipated until 2019 or later.

## **SEWER**

### **7<sup>th</sup> & Astor Street Sanitary Sewer Improvement Project**

- The City is working with engineering design consultant Otak, Inc. on sanitary sewer configuration improvements near the intersection of 7<sup>th</sup> & Astor Street.
- Work is anticipated to start in fall 2017.

## **WATER**

### **Bear Creek Dam Seismic Stability Study**

- This study is complete. It has been determined that the existing dam is stable under both static and seismic conditions. Staff is working on some additional work at the water system headworks to prevent future dam overtopping events but the costs of these improvements are small compared to the costs that would have been associated with a seismic retrofit of the dam structure. Future projects consist of the following:
- Repair to the main drainage piping for the dam - complete
- A probable maximum flow study for the watershed – waiting on new federal standards to be published
- An overflow weir to the east of the Bear Creek Reservoir – investigating methods to accomplish this
- Updating the Bear Creek Dam Emergency Action Plan (EAP) – in progress

### **FEMA Pipeline Road Bank Stabilization Project**

- The City will be receiving FEMA (75%) and IFA (25%) grant funds to pay for the project at an estimated amount of \$170,000.
- Staff was informed that a permit will not be issued for the project so staff requested authorization for an emergency repair project until an alternatives study could be completed and submitted to FEMA for approval.
- Staff has completed the study and has submitted it to FEMA for their review. FEMA has approved a bioengineering solution. The re-designed for the project has been completed and a new permit has been submitted to the Army Corp of Engineers and the Oregon Division of State Lands. The agencies have informed the City that a permit will not be issued in time for construction this summer.
- Staff expects a permanent repair to be constructed during the summer of 2018

### **Slow Sand Filter**

- Engineering and Operations staff is engaged in ongoing efforts to optimize cleaning operations and appropriate methods of algae control in order to extend the life of the filter sand.
- Engineering design is underway for the next re-sanding project with an anticipated bid in late 2017 with a one year construction period.
- Design is in progress and staff anticipates asking Council for authorization to bid in September and bidding on October for a December start of construction.

## **SANITATION**

### **Landfill Closure**

- Staff is continuing to work with the Oregon Department of Environmental Quality on post closure activities consisting of gas monitoring and groundwater monitoring. A final permit has been issued and staff is currently working on the final document requirements for the site. Once all operation manuals are complete, staff will continue with annual reporting as required for the term of the post closure period.

## **PUBLIC WORKS PLANNING**

It was previously reported that all planning efforts have been temporarily suspended due to a lack of resources caused by an excessive work load. Development review, construction administration, code enforcement, complaints and other administrative duties have been preventing the advancement of planning efforts. Staff has been striving to keep these planning efforts moving as they are critical to

our future success. Following is a brief list of the planning priorities that staff is working on as time permits.

- Asset management – staff is about 50% complete with an inventory of our infrastructure assets.
- Trolley infrastructure maintenance planning – a short term partial funding solution has been implemented this fiscal year, a long term funding solution is still needed.
- Shoreline maintenance plan – the FEMA funded emergency work went a long way toward stabilizing the vulnerable areas. Staff will continue to monitor during the winter storm season.
- Utility master plan studies – staff has budgeted for one of the three needed plans this fiscal year.
- GIS upgrades – staff has continued to make progress on development of the public works infrastructure system. We are starting to see the enormous benefit of GIS becoming a part of our daily toolbox helping us complete our heavy workload.