
AGENDA

ASTORIA CITY COUNCIL MEETING

**Tuesday, January 21, 2014
7:00p.m.**

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

1. CALL TO ORDER

2. ROLL CALL

3. REPORTS OF COUNCILORS

4. CHANGES TO AGENDA

5. PRESENTATIONS

- (a) Recognition of Astoria Aquatic Center Lifeguard Staff

6. CONSENT CALENDAR

The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the City Council requests to have any item considered separately. Members of the Community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.

- (a) City Council/Library Board Work Session Minutes of 1/6/14
- (b) City Council Minutes of 1/6/14
- (c) Boards and Commission Minutes
 - (1) Library Board Meeting of 11/26/13
- (d) Parks and Recreation Project Status Report
- (e) Expense/Revenue Report for Ghadar Party Centenary Celebration (October 4 and 5, 2013 (City Manager)

7. REGULAR AGENDA ITEMS

- (a) Ordinance Readopting Certain State Statutes to Reflect Changes Made by the 2013 Oregon Legislature (1st reading) (City Attorney/City Manager)
- (b) Liquor License Application from Wifrano Melo, Paulina P. Hernandez and Kathleen D. Peterson, dba Tora Sushi Lounge at 1197 Commercial Street, for a New Outlet for a Full On-Premises Sales License (Finance)
- (c) Public Hearing for Sale of City Property Located at 4900 Block of Birch Street, Lot 1, Block 18, Alderbrook (Public Works)
- (d) Award of Contract for Cemetery Software System (Parks)
- (e) Award of Contract for Installation of a Water Well and Pump at Ocean View Cemetery (Parks)
- (f) Request to Purchase Photocopier for the Police Department (Police)
- (g) Buyout of an Employee's Retirement Insurance (Finance)
- (h) Arts and Cultural Fund to Promote Tourism (Finance)

8. NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)

THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE LAMPI, CITY MANAGER'S OFFICE, 503-325-5824.



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

January 15, 2013

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF JANUARY 21, 2014

PRESENTATIONS

Item 5(a): Recognition of Astoria Aquatic Center Lifeguard Staff

Parks and Recreation Director Angela Cosby will make a presentation recognizing Astoria Aquatic Center Lifeguard staff.

CONSENT CALENDAR

Item 6(a): City Council/Library Board Work Session Minutes

The minutes of the City Council/Library Board Work Session of January 6, 2014 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(b): City Council Minutes

The minutes of the City Council meeting of January 6, 2014 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 6(c): Boards and Commissions Minutes

The minutes of the (1) Library Board meeting of 11/26/13 are enclosed. Unless there are any questions or comments regarding the contents of these minutes, they are presented for information only.

Item 6(d): Parks and Recreation Project Status Report

Enclosed is a status report regarding major Parks and Community Services Department projects. This report is provided for information only.

Item 6(e): Expense/Revenue Report for Ghadar Party Centenary Celebration (October 4 and 5, 2013) (City Manager)

A memo has been prepared outlining the financial expense report and summary of activities for the Ghadar Party Centenary Celebration held on October and 5, 2013. This item is for City Council information only and requires no action.

REGULAR AGENDA ITEMS

Item 7(a): Ordinance Readopting Certain State Statutes to Reflect Changes Made by the 2013 Oregon Legislature (1st reading) (City Attorney/City Manager)

Enclosed is an ordinance implementing "global" re Adoption of various Oregon Revised Statutes that appear throughout the Astoria City Code. It is recommended that Council conduct the first reading of this ordinance.

Item 7(b): Liquor License Application from Wifrano Melo, Paulina P. Hernandez and Kathleen D. Peterson, dba Tora Sushi Lounge at 1197 Commercial Street, for a New Outlet for a Full On-Premises Sales License (Finance)

A liquor license application has been filed by Wifrano Melo, Paulina P. Hernandez and Kathleen D. Peterson, doing business as Tora Sushi Lounge, located at 1197 Commercial Street. The application is for a New Outlet for a Full On-Premises Sales License. The appropriate departments have reviewed the application and it is recommended that Council consider approval.

Item 7(c): Public Hearing for Sale of City Property Located at 4900 Block of Birch Street, Lot 1, Block 18, Alderbrook (Public Works)

The City has received an offer from Mike and Judith Cahill to purchase Lot 1, Block 18 located in the 4900 Block of Birch in Alderbrook. The property is adjacent to and immediately north of the Cahill property located at 4908 Cedar Street and is one of four adjacent lots the City has listed for possible sale. The Cahill's offer is \$12,000. At their January 6, 2014 meeting the City Council acted to schedule a public hearing on the proposed sale for the January 21, 2014 Council meeting. It is recommended that Council conduct the public hearing, after which, the City Council approve or deny the sale of said property.

Item 7(d): Award of Contract for Cemetery Software System at Cemetery (Parks)

Currently, identifying the location of graves is a challenge for visitors of Ocean View Cemetery as well as time intensive for staff. Accordingly, staff has assembled a panel of interested parties who have researched various cemetery software systems and geographic information systems to find the best solution for meeting visitor and staff needs. Staff has solicited quotes for the cemetery software system from three companies. The quotes are as follows:

Ramaker & Associates	\$23,645
Legacy Mark LLC.	\$15,879
Cartomation Inc.	\$15,000

It is also important to note that additional costs will be incurred for the City's information technology consultants to coordinate integration of the website; this cost is estimated between \$1,000 and \$2,000. Additional costs may also be incurred for the entering of data into the software system and computer equipment needed to do so. Currently staff is utilizing volunteer assistance from Clatsop Community College to enter data and hopes to keep the costs as minimal as possible by utilizing volunteer assistance. It is recommended that the City Council award a contract with Cartomation Incorporated to create a software system for Ocean View Cemetery in the amount of \$15,000. There are sufficient funds in Cemetery Fund 325 to cover the purchase.

Item 7(e): Award of Contract for Installation of a Water Well and Pump at Ocean View Cemetery (Parks)

Parks and Recreation Department staff have been working to increase the health of the turf at Ocean View Cemetery. This includes the treatment of weeds and moss, seasonal fertilization, and the installation of a water well to provide irrigation to the property. Currently, the Cemetery is connected to the City of Warrenton water supply, which triggers high water rates. In conjunction with a high volume of water needed to irrigate 50 developed acres, our current water supply is not financially feasible. Thus, Parks staff have been meeting with contractors and requesting financial information for installation of a water well and pump system. Staff has solicited quotes for the installation of the water well and pump system from three area drilling companies. The quotes are as follows:

A.M. Jannsen Well Drilling Co., Inc. & Precision Pump	\$22,850
Skyles Drilling, Inc. & Clearwater Pump Service	\$19,551
McMullen Drilling Corporation	\$18,701

It is recommended that the City Council award a contract with McMullen Drilling Corporation for the installation of a water well and pump system in the amount of \$18,701. There are sufficient funds in Cemetery Fund 325 to cover the purchase.

Item 7(f): Request to Purchase Photocopier for the Police Department (Police)

The Canon photocopier located at the Police Department is more than six years old and has reached the end of its useful life. The Department sent out Requests for Proposals to three commonly used copier supply companies, of which Astoria Business Equipment Company (ABECO) was the only company that responded. The Police Department requests that Council authorize the purchase of a new Kyocera color copier in the amount of \$13,225.95 from ABECO. Funds are available in the Capital Improvement Fund. This item was

continued from the January 6, 2014 Council meeting. The staff memo includes additional detail relating to purchase price and solicitation methods.

Item 7(g): Buyout of an Employee's Retirement Insurance (Finance)

In 1989 the City entered into an agreement with its employees to provide up to 60 months of post-retirement health insurance for those employees meeting certain date and eligibility requirements. Recently the City began discussions with former Police Officer John Decker to consider an option for the City to buy out the remainder of his 42 months of health insurance benefit. The current value of those benefits is \$71,367.24. Subject to Council approval, I have offered, and Officer Decker has accepted, an agreement to take a one-time cash payment of \$35,683.62 in lieu of his remaining health insurance benefits. It is requested that Council consider accepting this agreement and allow the City Manager to formalize and sign the necessary documents.

Item 7(h): Arts and Cultural Fund to Promote Tourism (Finance)

During the 2013-14 budget process the Budget Committee put forth, and the Council accepted, a recommendation to fund \$30,000 for the Arts and Cultural Fund to Promote Tourism out of the Promote Astoria Fund. A committee comprised of Councilors Arline LaMear, Drew Herzig and Budget Committee members Loran Mathews, Kathleen Sullivan and Richard Hurley met over two evenings to review and consider the applications received by the December 31, 2013 deadline. It is recommended that Council approve the recommendations of the Committee for the allocation of the Arts and Cultural Fund to Promote Tourism.

A joint work session of the Astoria Common Council and the Astoria Library Board was held at the above place at the hour of 6:00 p.m.

Councilors Present: LaMear, Herzig, Warr, Mellin, Mayor Van Dusen

Library Board Members Present: Chairman David Oser, Iliana Arroyo, Gregory Lumbrá. Susan Brooks arrived at [Unknown]. (Arlene LaMear)

Staff Present: Community Development Director/Assistant City Manager Estes, Library Director Tucker, and Parks and Recreation Director Cosby. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

Director Tucker introduced Astor Library Friends Association (ALFA) members: Steve Emmons, President; Pat Staton Thomas, and Nick Benes; as well as Jennifer Holen and Beth LaFleur, who were instrumental during the stakeholder and public meetings.

Mayor Van Dusen noted that the following presentation was the first step of this project. He confirmed the Council had no questions and comments. He added that he believed all options should be considered to avoid being locked into one direction. He introduced Artist Noel Thomas, also present in the audience.

PRESENTATIONS

Item 3 (a): Astoria Public Library Renovation Study Report

The Astoria City Council and Library Board will meet in a joint work session to review and discuss the Astoria Public Library Renovation Study Report. This item will be further discussed under Item 6(a) during the City Council's regular session on January 6, 2014.

Director Tucker introduced Ruth Metz of Ruth Metz Associates, who developed the Needs Assessment and Troy Ainsworth of FFA Architecture, who developed the Cost Estimate. She noted Kathryn Page of Page and Morris developed the Building Program and Lucien Kress of Kress Consulting, provided his expertise as the library internet technology consultant.

Chairman Oser, 254 West Irving, Astoria, thanked the City Council for their support as the project moves forward.

Ruth Metz, Ruth Metz Associates, 17335 NW Lucy Reeder Road, Portland, OR, said that the consultant team appreciated the opportunity to work on this project and enjoyed working with Staff, City Council and the Library Board. She briefly presented the Needs Assessment via PowerPoint and explained how the Needs Assessment was created through extensive public outreach and input. The findings in the Building Program, a detailed description of what the attractive, affordable, sustainable Astoria library would contain, were taken from the Needs Assessment. The Building Program includes mid-range service levels to accommodate reasonable funding and operating costs and attempts to meet the needs of the community into the 21st century. Technologies and functionality that would make the library as efficient as possible were incorporated in an effort to meet those needs while keeping operating costs low. The Renovation Study revealed that the new library would need 18,122 square feet.

- In response to community input, the study considered a library expansion that would include the use of the Waldorf Hotel property as an additional option. The consultant team recommended this option because it would allow for more efficient operational costs, more of the aesthetic qualities desired by the community, and a 200-seat community room, which is larger than the community room suggested in the Building Program. Meeting space is a key feature needed for programs.

Troy Ainsworth, 10425 SW 137th Place, Beaverton, OR, explained that the Cost Estimate is based on the information developed thus far regarding square footage and general needs. He explained how the Cost

Estimate was developed using a database of past work with more than 40 libraries and feedback from contractors and other consultants. The budget is estimated to be between \$4.6 and \$4.8 million for the project cost, which includes a comprehensive renovation of the existing building, partial rehabilitation of the existing basement, and expansion to the Waldorf site. This Cost Estimate does not include demolition of the Waldorf, site preparation of the Waldorf space, technology, systems and equipment, updates or expansion of the library collections, or public art. Build out of the entire basement is also not included in this Cost Estimate because about half of the basement is not needed to fulfill the Building Program. This area would not necessarily be used as public space.

- He showed details of one option to complete the project in phases, which suggests that a 5,000 square foot expansion be built first on the Waldorf site and the existing library left as is. Estimated direct construction costs for the first phase would be about \$1.3 million with indirect costs of about \$125,000. All new furniture, fixtures and equipment are estimated to cost about \$130,000, for a total project estimate of \$1,755,000. This estimate excludes costs related to the purchase and preparation of the Waldorf site. As time passes and construction costs continue to increase, 4 to 6 percent would be added to the estimate annually.

Ms. Metz discussed feasibility, noting that other library communities have succeeded at completing similar projects. The Astoria Library had a good start with a gift [Logan Memorial Fund/misnamed endowment fund] that is an attractive match for other funding options. Generally, a library foundation is usually created for projects like this; although, not having a foundation can be a good thing because a new foundation could mobilize itself around the capital campaign project. This project may take a while, but with a community leader for the community to mobilize around and support the project, it is achievable. The study notes the importance of thinking through the phasing process so that funding goals and timelines for each phase can be established.

Chairman Oser noted that Ms. Metz and her team really took time to listen to the people of Astoria. The work done by Metz and Associates was outstanding and the team's conclusions really captured the sense of what the people of Astoria really want: a modern, up-to-date library that is an essential part of the City of Astoria. The Library Board, as an advisory board to City Council, unanimously approved the following of recommendations:

- The recommended 18,000 square footage requirement is appropriate for Astoria.
- To accommodate more square footage and operate more efficiently, the lateral option of expanding to the Waldorf space is the best option.
- Implementing the entire plan at once is cost prohibitive at this time, so the Board recommends the work be done in phases.
 - The first phase would be the demolition and reconstruction of the Waldorf space, which would be connected to the existing library building and as work progresses in the older space, the newer space will be used to keep the library in one place and operating continuously.
 - The Board recommends that a new children's center and meeting spaces be included in the first phase, which best meets existing needs to serve the children who are have a very small space now, and to provide additional space for adults and students as well. As the renovation continues, the children's center and meeting spaces may be moved, but these two functions are critical.
 - In response to the community's request, the Board will express to planners and architects that the renovated library be filled with natural light. Ideally, the first phase would include installing glass panels in the north wall to get light all year round.
- By focusing on a lateral option and adding more light, an attractive fundraising plan can be created to raise funds relatively quickly. No fundraising structure currently exists, but the Board will work hard to establish such a structure. The Board's work will not stop with these recommendations.
- The Board expects that the initial phasing will serve as a springboard for the renovation of the entire library. The existing building is obsolescent with systems that no longer function properly. The building is not ADA compliant and does not fully serve the needs of the community in its current state.
- Although the Board recommends a phased approach, it supports and recommends that the entire project be brought to completion.

Councilor LaMear noted many people have asked why photos or visuals are not available and explained that the Renovation Study was meant to determine what the community wants by listening to the community in a variety of ways and then calculating what must be constructed to meet those wants and needs. Pictures will be made available later in the process, as it is too early to hire an architect. She agreed the consultant team has done a remarkable job of reflecting what the community wants.

Councilor Herzig supported the project as it is stressful simply to keep the existing library functional on a day to day basis. He expressed concern that the City might take on the cost of acquiring and demolishing the Waldorf. These expenses are not included in the Cost Estimate and he believed it would be too much for the library foundation to pay for the property and demolition of the hotel. Growing the collections of the library is a community priority, which he understood would be addressed later in the process, but wanted to mention it because it was a top need mentioned in the community survey.

Councilor Mellin believed the Needs Assessment report was delightful; the comments on the sides of the pages gave the impression that the whole community was speaking. She believed the library would have whole-hearted support because the entire community participated in the study and process.

Councilor Warr agreed with Councilor Mellin that the report was done well. He did not want to sound non-supportive, but was concerned that the first phase would cost closer to \$2.5 million, rather than the \$1.3 million suggested in the Cost Estimate. He asked if \$2.5 million is an appropriate estimate after adding the cost of acquiring the Waldorf site, demolishing the building, and preparing the site for construction. Mr. Ainsworth replied he did not to estimate the costs associated with the Waldorf site off the cuff, but agreed the Waldorf should be accounted for and a target amount determined for fundraising.

Councilor Warr noted that most reading and research in America is being done electronically through the internet and asked if increasing the library's collection is justified. Ms. Metz explained this issue is being debated nationwide, yet libraries are being built bigger than they were even five years ago. This community has strongly indicated that they want digital content and books for all age groups, but they also desire a richer collection, which does not necessarily need to be a great deal larger. The Astoria Library currently has 4.19 volumes per capita and the Renovation Study recommends 5.5 or 5.75 volumes per capita. It is critical to develop a collection that offers a mix of digital and physical items that meets the needs of the community.

Councilor Warr asked if there was data to show the return on investment of a larger collection. Ms. Metz reiterated that the entire library community was struggling with the e-books issue, as is the publishing industry. The King County Library System is conducting a study to develop a cost benefit analysis of e-books versus physical collections. She was confident that the recommended 18,122 square feet is accurate because the space requirements are flexible enough to accommodate the community's needs, regardless of what happens with the collections. People want to come to the library to learn in a variety of ways and as trends emerge, and this has led to the trend towards building larger libraries that accommodate programs, meetings, and reading.

Gregory Lumbra, 5202 Birch Street, Astoria, added that the library is more than a place with books and magazines; other programs are integral. The library currently does not have space for children's programs. Circulation and library attendance is increasing and the library does not have the facilities to provide needed programs. He passionately believes that everything begins with literacy. If one cannot read, one cannot function in society today. Literacy begins at the library, starting with children and on up. Personality/tone

Mayor Van Dusen believed this project could be accomplished. The location, which he believed was perfect, was not included in the discussion. A renovated library would fit perfectly with the other buildings and projects along the street. He agrees there is more to a library than the books and periodicals. He supports a library with one floor and more lighting. He commented on the history of the Waldorf Hotel, adding he believes there is a better use of that site. Everyone will need to work together to spread the word that the best use of the Waldorf site is the library. With everyone working together, the project will be unstoppable and magnificent.

City Council unanimously agreed with the Library Board's proposed direction for the library renovations.

Mayor Van Dusen called for public comment from the audience.

Virginia Larson, 551 Franklin, Astoria, said she has been using the library to tutor her students and asked if the new facilities would have a place that could be used for tutoring. Her students can get loud, but the library is the only place she can accommodate her students' schedule.

Councilor LaMear said the new facility would definitely have space she could use. The community requested a variety of different sized meeting spaces for various uses. Mayor Van Dusen added the City and the school district pride themselves on having the best relationship of any municipality and school district in the state. The

City and school district share the aquatic center and library facilities, as well as other facilities, such as John Warren Field.

Pat Thomas, 592 Kensington, Astoria, said she was fortunate to be involved so early in the process. She noted one presentation showed pictures of other libraries that had been renovated, which she believed drove the requests for pictures. The library can be the core of the community; the crown jewel of everything that is happening in the community. She was thrilled to be part of the process and believed Astoria should do everything possible to complete this renovation project.

Mayor Van Dusen believed Astoria has the right product and the right process, and with the entire community working together, the money could be raised.

Beth LaFluer, 938 Kensington, Astoria, noted that the library is important to her because she has young children. She read the letter she sent to City Council earlier in the day thanking them for their anticipated support of the library renovation project. Her letter also included the history of the Junto Group, noting the word junto roughly meant that to support the common good is divine. The Junto Group was a philosophical association that started the first public library in the United States. She believes it is truly divine to support the common good by showing support for this library renovation project.

ADJOURNMENT

There being no further business, the work session was adjourned at 6:55 p.m. to convene the regular meeting of the Astoria City Council.

ATTEST:

APPROVED:

Finance Director

City Manager

A regular meeting of the Astoria Common Council was held at the above place at the hour of 7:05 p.m.

Councilors Present: LaMear, Herzig, Warr, Mellin, Mayor Van Dusen

Councilors Excused: None

Staff Present: Police Chief Curzon, Finance Director Carlson, Fire Chief Ames, Community Development Director Estes, Library Director Tucker, and Public Works Director Cook. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

City Council proceeded to Item 4: Changes to the Agenda.

REPORTS OF COUNCILORS:

Reports of Councilors were given immediately following Item 6(h): Pacific Power Blue Sky Grant Offer.

Item 3(a): Councilor Herzig No reports.

Item 3(b): Councilor Mellin reported that the Ghadar Party Centennial Celebration, held in Astoria in October 2013, was featured in the January 2014 edition of the *Oregon Historical Quarterly*. She said she would leave a copy in City Manager Benoit's office for anyone to read.

Mayor Van Dusen stated the event was a huge success. He suggested City Manager Benoit give a financial update of the event at the next City Council meeting. Many Indians have returned to Astoria since the celebration to learn about the city. The event will benefit the community for years to come.

Item 3(c): Councilor LaMear reported that she attended a meeting with the Ford Family Foundation regarding grant opportunities for the development of the remainder of Heritage Square. The Foundation was supportive and she hopes to receive a grant from them to help complete Heritage Square.

Item 3(d): Councilor Warr No reports.

Item 3(e): Mayor Van Dusen No reports.

City Council proceeded to Item 5: Consent Calendar.

CHANGES TO AGENDA:

This Item was addressed immediately following Roll Call.

Mayor Van Dusen requested Item 6(a): Acceptance of Astoria Public Library Renovation Study and the Astoria Public Library Board's Recommendation be addressed immediately, then Item 6(h): Pacific Power Blue Sky Grant Offer, with the rest of the City Council meeting to be continued according to the Agenda. City Council agreed.

City Council proceeded to Item 6(a): Acceptance of Astoria Public Library Renovation Study and the Astoria Public Library Board's Recommendation.

CONSENT CALENDAR:

This item was addressed immediately following Item 3: Reports of Councilors.

The following items were presented on the Consent Calendar:

5(a) City Council Minutes of 12/2/13

5(b) City Council Minutes of 12/16/13

5(c) Request to Purchase Copy Machine for the Police Department (Police)

5(d) Irving Avenue and 18th/19th Street Clearing – 19th Street and Irving Avenue Bridge Replacement Project (Public Works)

Councilor Herzig requested Item 5(c): Request to Purchase Copy Machine for the Police Department be removed for further discussion.

City Council Action: Motion made by Councilor Warr, seconded by Councilor LaMear, to approve Items 5(a), (b), and (d) of the Consent Calendar. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Herzig, Mellin and Mayor Van Dusen; Nays: None.

Item 5(c): Request to Purchase Copy Machine for the Police Department (Police)

Councilor Herzig questioned the requested \$13,225.95 to purchase a new color copy machine, adding that perhaps the decimal had been misplaced, \$13,000 seems too high. His online research showed the highest priced copy machine at \$3,000. He did find a \$20,000 gold-plated copy machine that was made for a special anniversary. He would need to see the features of the machine to understand why the City needed to spend so much money for a copy machine. Director Estes explained that in this case, when Staff accepted bids on this project, a certain set of parameters needed to be addressed. The City received one bid from Abeco. For a business level machine, this copy machine will have the ability to accommodate the amount of copies the police department needs. He understood extensive copying must be done for trials. Director Carlson said this would be the second copier the City has purchased in the last year. The City spent about \$9,000 on the last copy machine, which was only a black and white copier. The color copy machines the City looked at during that time were in the same price range as this machine. The City chose to purchase the black and white copier because color was not as important at that time and for that department. The type of copier requested can cost \$20,000 to \$25,000.

Councilor Herzig asked for specific details on the copy machine. His online search was not limited and included the most expensive, color and wireless copiers. He was concerned that the City only received one bid and was unsure the City was requesting bids properly. There have been several times when the City has requested bids and only received one. He asked for more information on the bidding process. He wanted specific details on the copy machine because copiers used for publishing were around \$3,000 according to his online search. He stated he would not vote to approve the purchase until the features of the machine are provided. Chief Curzon said the Police Department should have replaced their copier three months ago and he was confident that the price of the machine was consistent with the values of the City. The City attempts to purchase locally and Abeco is the only local vendor that provides copiers. Staff could purchase a copier in Portland, but travel expenses would be incurred for maintenance of the machine. The price is consistent with the quality that the Police Department needs to provide service to the community. The District Attorney's Office and various attorneys ask for a number of copies.

Director Estes noted this discussion could continue at the next City Council meeting.

Mayor Van Dusen suggested the decision be delayed until after the details of the machine were forwarded to City Council so that Councilor Herzig is comfortable with the issue.

Councilor Warr disagreed, but said the issue is not worth a fight. He explained that his wife worked for many years for a law firm in Astoria that spent almost \$20,000 on a commercial grade copy machine about seven years ago. If Councilor Herzig wanted to delay the decision, he would not object.

Councilor Mellin believed Staff did their research and trusted the Police Department's choice. She saw no reason to delay the decision, adding she did not know what else the City would find.

Councilor LaMear noted from the memo that the cost of printing in color on the new copy machine would average eight cents per page. Lazerquick charges much more than eight cents per page. The proposed machine will provide a significant cost savings and when adding that savings to the number of years the machine should last, the cost of the machine decreases considerably. The new machine offers patrol units the ability to send their paperwork directly to the copier while in the field, which decreases the amount of time officers must spend in the office printing reports. This is also a cost savings. The Police Department needs a color printer and she believes it made sense to move ahead with this issue.

Mayor Van Dusen said he had no problem with the cost and quality of the machine and understood that the Police Department needs the copier. However, if he did not understand the cost and wanted more information about an item on the Consent Calendar, he would vote to delay the decision until he felt comfortable. He supports delaying the decision to the next City Council meeting, so Councilor Herzig can gather more information to feel more comfortable.

City Council Action: Motion made by Mayor Van Dusen, seconded by Councilor Herzig, to postpone action on Item 5(c) Request to Purchase Copy Machine for the Police Department until January 21, 2014. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Herzig, Mellin and Mayor Van Dusen; Nays: None.

City Council proceeded to Item 6(b): Continuation of Public Hearing for the Sale of Excess City Property Located at the 600 Block of Exchange Street, Lot 6, Block 40, McClure's.

REGULAR AGENDA ITEMS

Item 6(a): Acceptance of Astoria Public Library Renovation Study Report, Parts One and Two, and the Astoria Public Library Board's Recommendation (Library)

In 2007, the Astoria Public Library Advisory Board completed the Astoria Public Library Strategic Plan, which was adopted by City Council at their May 21, 2007 meeting. On May 6, 2013, City Council adopted their 2013-2014 goals, which included "Continue with Development of Plans for Renovation of the Astoria Library". A contract with Ruth Metz Associates (RMA) to complete a programming study to guide the renovation was approved by City Council on June 3, 2013. The RMA team consisted of Ruth Metz, Kathryn Pope of Page and Morris, Troy Ainsworth of FFA Architects and Interiors, and Lucien Kress of Kress Consulting.

The purpose of the Astoria Public Library Renovation Study Report was to determine if the Astoria community wanted a 21st century library and if so, would a 21st century library fit into the existing library building footprint. The scope included a needs assessment, technology assessment, cost estimate, and building program. Multiple process were initiated to seek extensive public input as to what features the citizens of Astoria would desire in a renovated library, to assess the current footprint and to create a rough estimate of the potential costs. The Library Advisory Board actively participated in the gathering of public input. Development of the report, which was structured to gain as much public input as possible, resulted in more than 800 citizens being queried. The final draft of the study, completed in October 2013, has been made available to the public in multiple formats and is now being forwarded to the City Council for final consideration. At their November 26, 2013 meeting, the Astoria Library Advisory Board recommended that the Astoria Public Library Study Report, Parts One and Two, be accepted. They further recommend the following statement:

"The work done by Metz and Associates was outstanding; it captured the sense of the city and revealed that the community wants a modern, up-to-date library as an essential part of Astoria. The Board believes that the recommended 18,122 square footage requirement is appropriate. To accommodate more square footage and be more efficient, the lateral option of expanding to the east into the space currently occupied by the Waldorf building is the best option. The Board understands that implementing the entire plan at once is cost prohibitive and recommends the work be completed in phases. The first phase could be the demolition and reconstruction of the Waldorf space. The new children's center and meeting space could be included in this phase, which would be a demonstration project for what the library can become. As renovations continue, the children's center and meeting space may be moved, but these two functions are critical. In response to the community's request for more natural light in the library, the Board will stress to planners and architects that the renovated library should be filled with light. Ideally, the first phase would include installing glass panels in the north wall. By focusing on the lateral option and adding more light, an attractive fundraising plan can be created to raise funds relatively quickly. No fundraising structure currently exists, but the Board will work hard to put one in place. The Board expects the initial phasing to serve as a springboard for the renovation of the entire library. The Board stresses that the existing building is obsolescent; the systems are no longer functioning properly, the building is not ADA compliant, and does not serve the needs of the community. Even though the Board recommends a phased approach, ultimately, the Board recommends that the entire project should be brought to full completion."

Following a joint work session held at 6:00 p.m. on January 6, 2014, it is recommended that the City Council accept the Astoria Public Library Renovation Study Report, Parts One and Two, and the Astoria Public Library Advisory Board's Recommendation and direct Staff to continue working with the Library Advisory Board to further the renovation process.

City Council Action: Motion made by Councilor LaMear, seconded by Councilor Herzig to accept the Astoria Public Library Renovation Study Report, Parts One and Two, and the Astoria Public Library Advisory Board's Recommendation and direct Staff to continue working with the Library Advisory Board to further the renovation process. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Herzig, Mellin and Mayor Van Dusen; Nays: None.

City Council proceeded to Item 6(h): Pacific Power Blue Sky Grant Offer.

Item 6(b): Continuation of Public Hearing for the Sale of Excess City Property Located at the 600 Block of Exchange Street, Lot 6, Block 40, McClure's (Public Works)

This item was addressed immediately following Item 5: Consent Calendar.

At its December 16, 2013 meeting, the City Council requested that the public hearing regarding the sale of excess City property located at the 600 Block of Exchange Street, Lot 6, Block 40, McClure's be continued to the January 6, 2014 City Council meeting. The purpose of the continuance was to allow two adjacent property owners, Roger Dorband/Patricia Barnes and the Clatsop County Historical Society, the opportunity to meet and consider the possibility of sharing the lot. The neighbors have met and have come to an agreement. It is recommended that the City Council conduct the public hearing and consider acceptance of the offer of \$6,500. Should the Council approve the sale, a deed would be issued jointly to the parties. Subsequently, the parties will divide the properties to suit their needs.

Director Estes declared that he is on the Board of Directors of the Clatsop County Historical Society, one of the parties making an offer on this property. While he has not participated with that Board on the sale of this property, he would also recuse himself from participating on this item. He confirmed he had recused himself in discussions with the Historical Society as well.

Mayor Van Dusen reopened the public hearing at 7:41 p.m. and called for a presentation by the Applicants.

Mac Burns, Executive Director, Clatsop County Historical Society, 960 Franklin Avenue, Astoria, appreciated that City Council postponed this hearing, which gave the Historical Society and the other two adjacent property owners the opportunity to discuss the sale. The parties came to an agreement to jointly purchase the property, and then have Staff divide the property. The Historical Society is interested in half of the property, while the two adjacent property owners are interested in the other half. This agreement is a win for all of the parties involved. He confirmed that Roger Dorband and his wife are the only other people interested in purchasing the property.

Mayor Van Dusen called for public comment on the proposed sale of subject city-owned property. Hearing none, he closed the public hearing at 7:42 p.m. and called for Council deliberation.

Councilor Mellin noted it is so nice to have compatible people sharing property and making agreements together.

City Council Action: Motion made by Councilor Mellin, seconded by Councilor LaMear to approve the sale of the property located at the 600 Block of Exchange Street, Lot 6, Block 40, McClure's to Roger Dorband, Patricia Barnes, and the Clatsop County Historical Society for \$6,500. Motion carried 4 to 1. Ayes: Councilors LaMear, Warr, Mellin and Mayor Van Dusen; Nays: Councilor Herzig.

Councilor Herzig explained he voted no because the citizens have said they do not want this process to continue. While he does not object to this individual sale, the citizens have said to please not do this.

Item 6(c): Property Sale Offer – 4900 Block of Birch (Public Works)

The City has received an offer from Mike and Judith Cahill to purchase Lot 1, Block 18 located in the 4900 Block of Birch in Alderbrook. The property is immediately north of the Cahill property located at 4908 Cedar Street and is one of four lots the City has listed for possible sale. The Cahill's offer is \$12,000. It is recommended that the

City Council schedule a public hearing for January 21, 2014 to take public comment on the potential property sale and approve or deny the sale of said property.

Mayor Van Dusen confirmed the hearing needed to be scheduled so the public can be notified that the City is considering the sale of this property.

Mayor Van Dusen called for public comment. Hearing none, he called for the vote.

City Council Action: Motion made by Councilor Warr, seconded by Councilor Mellin to schedule a public hearing on January 21, 2014 on the sale of property located at the 4900 Block of Birch, Lot 1, Block 18, in Alderbrook. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Herzig, Mellin and Mayor Van Dusen; Nays: None.

Item 6(d): Liquor License Application from Iris Sullivan, Margaret Bondurant, and Rachel Douglas dba Blue Scorcher Bakery & Café at 1493 Duane Street, for Change of Ownership for a Limited On-Premises Sales License (Finance)

A liquor license application has been filed by Iris Sullivan, Margaret Bondurant, and Rachel Douglas, doing business as Blue Scorcher Bakery and Café at 1493 Duane Street, Astoria. The application is for a Change of Ownership for a Limited On-Premises Sales License. The appropriate departments have reviewed the application and it is recommended that Council consider approval.

Director Estes stated no objections have been noted by the departments.

Mayor Van Dusen declared that his company sells soft drinks to the Blue Scorcher, but he did not believe he needed to recuse himself.

Councilor Herzig asked for the definition of change of ownership. He did not believe the Blue Scorcher had changed hands. Director Estes understood the Blue Scorcher is a cooperative and has added an individual to the ownership.

City Council Action: Motion made by Councilor LaMear, seconded by Councilor Mellin to approve the Change of Ownership Limited On-Premises Sales Liquor License Application by Iris Sullivan, Margaret Bondurant, and Rachel Douglas, doing business as Blue Scorcher Bakery and Café at 1493 Duane Street. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Herzig, Mellin and Mayor Van Dusen; Nays: None.

Item 6(e): Liquor License Application from Amritpal Sarang, Lovekesh Kumar, and Alpana Kumar dba Super Mart #8 at 1701 Marine Drive, for a Change of Ownership for an Off-Premises Sales with Fuel Pump License (Finance)

A liquor license application has been filed by Amritpal Sarang, Lovekesh Kumar, and Alpana Kumar, doing business as Super Mart #8 at 1701 Marine Drive, Astoria. The application is for a Change of Ownership for an Off-Premises Sales with Fuel Pumps License. The appropriate departments have reviewed the application and it is recommended that Council consider approval.

Director Estes stated no objections were noted by the departments.

Councilor Herzig noted the hours of operation indicate the facility is open 24 hours a day. He asked how this would affect the sale of liquor.

Lovekesh Kumar, Cloverdale, explained that he operates Super Mart #7 and had operated Center Market in Tillamook for eight years. Super Mart #8 will be his second store, which he would like operate 24 hours a day. Beer can be sold from 7:00 a.m. to 2:30 a.m. according to OLCC law. He will follow all of the rules and regulations.

Mayor Van Dusen declared for the record that the company that he and his brother own sell soft drinks to Super Mart #8.

Councilor LaMear complimented the Applicants on the looks of the building, adding it is wonderful to have a new use for the building. Mr. Kumar noted the facility is dirty but will be cleaned.

City Council Action: Motion made by Councilor Warr, seconded by Councilor Mellin to approve the Change of Ownership Off-Premises Sales with Fuel Pumps Liquor License Application by Amritpal Sarang, Lovekesh Kumar, and Alpana Kumar, doing business as Super Mart #8 at 1701 Marine Drive. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Herzig, Mellin and Mayor Van Dusen; Nays: None.

Item 6(f): Resolution Adopting Internal Control Policies (Finance)

Following best practices for financial reporting, Finance Staff has developed a policy for internal control. Internal controls are a set of procedures and practices developed and employed to facilitate safeguarding the City's assets, be they cash or investments, infrastructure, equipment, credit rating, or information. Internal control is important to an organization because this control structure determines how the organization's resources are directed, monitored, and measured. It is recommended that City Council adopt the resolution implementing the Internal Control Policy.

Councilor Herzig understood that no internal control policy currently exists and the City auditor has recommended that such a policy be adopted. This policy will not significantly change practice. The City is trying to be conscientious and adopting this policy has been recommended as a best practice by the City auditor. Director Carlson said yes. This policy documents internal control policies and procedures for the City and provides a process of communicating from the City Council down. He confirmed the policy would not change practice, but would cement the practices in use.

City Council Action: Motion made by Councilor LaMear, seconded by Councilor Mellin to adopt the resolution implementing the Internal Control Policy. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Herzig, Mellin and Mayor Van Dusen; Nays: None.

Item 6(g): City Financing Property Sales (Finance)

At the December 2, 2013 City Council meeting, a citizen wishing to purchase a piece of City property asked the City to consider financing the purchase. After some discussion, the Council directed City Staff to research the issue and bring back a workable solution. Walt Postlewait, Executive Vice President for Craft3, was in the audience at the meeting and approached the City the following day with an offer to assist. Staff is asking City Council to consider approval of the program as outlined in the memo included in the agenda packet, and authorize the Mayor to sign any related program agreement with Craft3.

Director Estes read the details of the program and noted that with the City agreeing to this term, Craft3 would be able to shorten and simplify the lending process by reducing the customary lines on income and collateral requirements. Upon approval by City Council, Staff anticipates two to three weeks would be necessary to set up the program with Craft3.

Councilor Herzig believed that if the City is going to allow individuals to finance the purchase of City-owned properties, individuals should be allowed to find their own financing and not be forced to get financing from one company, as this goes against good free market practices. If a buyer can find better financing terms from another entity, he believed it was wrong for the City to force them to use Craft3. He emphasized that there was no conflict of interest, but the City Manager is on the Board of Craft3, which is an uncomfortably close relationship. Craft3, a non-profit, will be charging interest and making money off the loans. He expressed concern with the relationship between the City and Craft3, who are insisting that potential buyers only deal with Craft3 for this financing. Director Estes clarified that the agreement does not prevent a buyer from choosing their own financing. This program is for buyers who request finance assistance from the City. Councilor Herzig thanked Director Estes for the clarification and stated he was in favor of the program.

City Council Action: Motion made by Councilor Herzig, seconded by Councilor Warr to approve the program outlined in the memo included in the packet and authorize Mayor Van Dusen to sign any related program agreement with Craft3. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Herzig, Mellin and Mayor Van Dusen; Nays: None.

City Council proceeded to Item 7(a): Election of City Council President.

Item 6(h): Pacific Power Blue Sky Grant Offer (Public Works)

This item was addressed immediately following Item 6(a): Acceptance of Astoria Public Library Renovation Study and the Astoria Public Library Board's Recommendation.

On November 25, 2013, Pacific Power awarded a grant in the amount of \$169,000 to the City to assist with construction of the Bear Creek Dam Hydroelectric project. This grant will supplement an \$88,000 grant received from Business Oregon Infrastructure Finance Authority (IFA), and an anticipated grant of \$118,000 from the Energy Trust of Oregon (ETO). In total, grand funds in the amount of \$375,000 will be available to construct the project. Sheila Holden of Pacific Power will be attending the meeting to formally make the award and answer any questions City Council may have. Final design and bid documents are being prepared and should be available by early 2014. It is recommended that the City Council accept the agreement with Pacific Power for the Blue Sky Grand funds in the amount of \$169,000.

Sheila Holden, Pacific Power, stated it was Pacific Power's pleasure to provide \$169,000 from their customers that participate in the Blue Sky Fund, which has been in existence for eight years. Every community can participate in reducing its carbon footprint through renewable energy, which can include habitats, wind turbines, and solar panels. This will be the first low head hydro project for Pacific Power. She thanked Staff for taking on this project. Pacific Power is looking forward to the project because Astoria is always at the forefront of setting the example. Astoria will be producing 30 kilowatts of power that it will sell to Pacific Power. She presented a gift of Harry & David's Moose Munch to City Council as a token of Pacific Power's commitment to give Astoria \$169,000 as soon as a signed agreement has been received.

Councilor Mellin asked if the Blue Sky Fund was funded by citizens. Ms. Holden explained the money comes from Pacific Power customers. Communities have participated in challenges to become Blue Sky Communities or Green Power Communities, one of which is Cannon Beach. Each individual customer has the option to buy into the Blue Sky Fund. The funds go toward projects within the Pacific Power service area that benefit the customers and communities that Pacific Power serves. Pacific Power, with its sister utility, Mid-American, are currently the number one and two companies in the country for renewable energy with its wind and solar projects.

Councilor Herzig noted part of the agreement requires the City to allow Pacific Power to service the project for a minimum of 20 years in order to maintain eligibility for funding and incentives. If another utility services the project, the funding must be repaid by the City in full. He confirmed with Ms. Holden that this requirement is only for this specific project. Ms. Holden further explained the property must be purchased by the City and the facility must be placed on City-owned property. In exchange for the grant, the grant agreement is between the City and Pacific Power. Director Cook explained that the City's water supply originates from three different lakes that are filled by creeks 12 miles east of Astoria. These bodies of water filter downhill into filtration equipment at the main dam, where fluoride and chlorine is added to the water. The water then drops about 100 feet as it flows downhill into a 21-inch line that delivers the water to Astoria. A turbine will be installed in this line to capture the energy that is already constantly running down the pipe. This will be free power, as the water must run down the pipe anyway.

Mayor Van Dusen added that almost 100 percent of the infrastructure for the project is already in place.

City Council Action: Motion made by Councilor Mellin, seconded by Councilor Warr to accept the agreement with Pacific Power for the Blue Sky Grand funds in the amount of \$169,000. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Herzig, Mellin and Mayor Van Dusen; Nays: None.

City Council proceeded to Item 3: Reports of Councilors.

NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS

This item was addressed immediately following Item 6(g): City Financing Property Sales.

Item 7(a): Election of City Council President

Councilor Mellin said she enjoyed serving as City Council President in 2013. She led one meeting, met two ship captains, and was in charge of the Ghadar Party Centennial Celebration. She believed her work was done.

City Council Action: Motion made by Councilor Mellin, seconded by Councilor Warr to nominate Councilor LaMear as City Council President for 2014. Motion carried unanimously. Ayes: Councilors LaMear, Warr, Herzig, Mellin and Mayor Van Dusen; Nays: None.

Mayor Van Dusen called for new business from Council.

Councilor Herzig noted the lights at the Garden of Surging Waves are on during both the day and night. He asked if a sensor would be installed to prevent the garden from being lit 24 hours a day. Director Estes answered yes. He explained that contractor was doing some testing earlier in the day to work out the timing of the lights. The sensor should be working within the next few days. The project is now in the punch list phase. Some of the pavers need to be replaced and the contractor is currently analyzing the scope of this work. The contractor has asked that the fence stay up to accommodate the equipment they will bring in to replace the cracked pavers. Director Estes will report to City Council when he gets a timeframe on the removal of the fence.

Mayor Van Dusen called for public comment. There was none.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:54 p.m. to convene the Executive Session.

ATTEST:

APPROVED:

Finance Director

City Manager

Astoria Public Library
Astoria Library Board Meeting
November 26, 2013
5:30 p.m.

Present: Library Board members David Oser, Gregory Lumbr, Arlene LaMear, and Susan Brooks. ALFA Representative Nick Benas; and staff Community Development Director / Assistant City Manager Brett Estes and Library Director Jane Tucker.

Excused: Iliana Arroyo

Call to Order: Chairman David Oser called the meeting to order at 5:30 p.m.

Approval of Minutes:

2(a) The minutes of October 22, 2013 were approved as submitted.

2(b) Special Library Board Meeting of 11/7/2013

Chairman Oser and Susan Brooks had submitted changes to Staff which were reviewed as follows:

[Note: added language in bold italic text; deleted language struck through]

- Under Approval of Minutes, Chairman Oser comments should state, "...to review their own comments ***with special care*** to make sure that they both the words and meaning were accurately reflected in the minutes..." Chairman Oser distributed copies of the minutes that included his changes.
- Add an "s" to the end of Ms. Brooks name at the top of Page 2, Line 3 of the first paragraph.
- In the Board' recommendation at the bottom of Page 2, the third sentence of the third bullet was amended to state, "which would ***be a demonstrate demonstration project*** for what the entire library ~~can~~ ***could*** become."
- ~~The last sentence of~~ The fourth bullet point was amended to state, "In response to the community's request, ~~for more natural light in the library, the Board will stress to planners and architects that the renovated library should be filled with light~~ ***ideally the first phase would include installing glass panels in the north wall.***"
- Toward the bottom of Page 3, Ms. Brooks' comment was amended to state, "Ms. Brooks commended the Library Staff for all their hard work and a special note for Ami Crider's ~~for all the work she had done~~ efforts."

The minutes of November 7, 2013 were approved with the changes as noted.

Approval of Agenda: Chairman Oser requested that Item 8(a): Consideration to Expand the Library Board, be removed from the agenda. The agenda was approved with the change as requested.

Library Director's Report:

Director Tucker reported the library had 211.4 circulation transactions per open hour in October 2013. About 75 people attended Haunted Library. Activities offered during the event included a safe room, macabre photo booth, fortuneteller, and licensed reruns of Rod Serling television shows. Nick Benas commended the Library staff for hosting such a great event and a great evening.

- The federal government shutdown briefly affected the Libraries ROCC Grant, but it was back on track.
- On January 2, 2014, a draft of new public library standards for the State of Oregon will be published. Members of OLA would have two months to comment on the new standards.
 - OLA members would vote on the new standards by March 2, 2014. If the vote is favorable, the new standards would be formally adopted at the OLA Annual Conference in April 2014.
 - She recommended the Board review the new standards in January to see which were of interest and what the Board might want to incorporate into the new library building.

Chairman Oser asked if library policies were tied to the standards. Director Tucker explained that policy implications could occur at times, but the standards were not policy. Ms. Brooks asked if qualitative meant all the standards would be somewhat subjective or would there be quantitative components. Director Tucker replied most of the quantitative components were removed because they were arbitrary. Ms. Brooks asked how qualitative standards would be measured. Director Tucker replied that the qualitative standards are outcome-based because outcomes could be achieved through many different paths and resources and this approach enabled libraries to do what suited their community.

Chairman Oser confirmed that review of the new standards would be added to the Board's January 2014 meeting agenda.

Board Reports: No reports.

Update on ALFA Activities:

ALFA Representative Nick Benas reported that as of November 26, 2013, ALFA's overall balance was \$4,403.76.

New Business: No new business.

Old Business:

8(a) Consideration to Expand Library Board—This item was removed from the Agenda.

8(b) Renovation Update

(i) Recommendation to City Council

Director Tucker displayed a narrative of the statements made by Board members at the November 7th meeting. The Board agreed to review the narrative and submit their comments and edits to Staff later.

(ii) Upcoming Public Meetings

Chairman Oser stated the public meetings on December 4th and 7th were in preparation for a joint work session with City Council at a future date not yet determined. Director Estes reviewed the draft agenda that had been created for the first public meeting, which would be held in the main reading room of the library. Ruth Metz and Associates would give a brief overview of the Needs Assessment and Building Program, and then present the Cost Estimates. Finally, Chairman Oser would present the Library Board's final recommendation. He believed the presentation should not only capture what the Board had discussed but also provide some background and context about the recommendation; then the meeting could be opened up for questions and conversation to facilitate a dialogue.

Chairman Oser replied that he wanted to begin his presentation by reading the motion passed by the Board at the last meeting. Director Estes believed the recommendation reflected the process and was the essence of community input, technical assessments, and how the Board wanted to move forward. He believed it was important to refer back to what the Board and Staff learned and heard, and to state that the Board's recommendation was based on community input.

Ms. Brooks appreciated Director Estes' comments about providing some of the background leading to the motion, and then presenting the Board's official recommendation. The narrative puts the recommendation in context by indicating how the recommendation came to be and why the Library Board was making the recommendation, which would further open discussions for the next public meetings.

Ms. Brooks emphasized part of the discussion should be to help people understand that there was a certain orderly process that must occur. People could be asking about Step 23 but the City was at Step 1, so they would need to get through more steps before addressing questions related to the long term.

When talking to the community about money, it would be good to share what the Board had learned during its study about fundraising. The Board agreed to ask Ms. Metz to provide a brief summary of how other communities raised funds for their libraries.

Ms. Brooks reiterated that the Board could set the context when introducing the Cost Estimate and emphasize it was a broad overview based on the input received. More details would come as the project evolved and moved forward.

Adjournment: There being no further business, the meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Paula Pinyerd, ABC Transcription Services, Inc.



January 10, 2014

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: PARKS AND RECREATION DEPARTMENT STATUS REPORT

The following are summaries of Parks and Recreation Department projects and activities.

AQUATIC CENTER

Aquatic Center Season Overview

The Aquatic Center has had a very busy fall season with attendance up 6 % from last year. Each fall the center experiences a decline in staffing due to the start of college, high school, and fall sports. To recruit and train new staff, Aquatic Manager, Pam Pearce, held two lifeguard classes which certified nine new lifeguards, and recertified five current lifeguards. Now the center is back up to a full staffing level and working on retaining staff throughout the year.

The aquatic center is hosting the Astoria High School swim team this fall and winter Which includes swim practices and three swim meets including the the Cowapa League District Championships.

This fall the Aquatic Center provided a water safety program for the Naselle grade school, where 37 children participated in a six-week program and learned water safety and enhanced swimming skills. This spring, the Aquatic Center will provide a similar program for the students at Knappa grade school. A local group of Boy Scouts also took part in water safety education and earned their Aquanot badges after taking part in the program offered at the Aquatic Center.

94 children took part in swim lessons this fall, and parent surveys show that customer satisfaction is continuing to improve. Typically, the fall swim lessons do not have high attendance because children participate in other fall sports such as soccer and football. The swim lesson program continues to see growth and we are also seeing an increase in private lessons.

This October we received our unannounced facility audit from Ellis and Associates. The facility once again scored a "meet" standard and in some areas received "exceeds".

Ellis has high standards during these audits but the aquatic staff is well trained and prepared for these audits.

Aquatic Manager, Pam Pearce, attended a Tourism conference in Seaside this fall and is looking at ways to promote the facility to those visiting Astoria. Pam is utilizing the resources provided by the State and the Lower Columbia Tourism Committee.

Fitness Center

The Aquatic Center's cardio and weight room was busy this fall. During peak exercise times, all of the cardio equipment is in use requiring customers wait to use a machine. As a result, Parks and Recreation Department staff has purchased a new treadmill to accommodate the demand and are beginning to explore the possibility of expanding the fitness center.

Aquatic Center Maintenance

The Aquatic Center has experienced a few mechanical challenges this fall. The recreation pool had a damaged valve that was recently replaced and the tankless hot water system malfunctioned. Both challenges were resolved quickly and pool patrons were satisfied with the staff's ability to quickly address the issue.

Aquatic Center Medical Emergencies

This fall, two medical emergencies took place at the Aquatic Center. One on Saturday, December 14th and another on Monday, December 16th. Both of the victims were transported off site by ambulance and recovered before being released from Columbia Memorial Hospital. In both cases the Aquatic Staff did an outstanding job recognizing, activating the Emergency Action Plan, and providing care.

RECREATION PROGRAMS

After School Program

The youth after school program returned this fall at the Astoria Recreation Center. The program runs Monday through Friday throughout the school year. Daily attendance ranges between 15 to 25 children each day. Participants take part in recreational activities such as crafts and games and are assisted with homework.

Fall Volleyball

16 teams participated in the adult fall volleyball league. The league played weekly games in September, October and November at Astoria Middle School. Of the 16 teams, 7 teams took part in the "recreation" division and 9 teams took part in the "power" division. This was a large change from the lack of attendance in previous years.

Youth Basketball

24 youth basketball teams from Astoria, Seaside, Warrenton, Knappa, Ilwaco and Naselle participated in the boy's 3rd- 6th grade basketball program. The league ran from October to December and games were held at the Astoria Middle School gym and Astor Elementary School gym.

5 youth basketball teams from Astoria and Knappa participated in the boy's 1st & 2nd grade basketball program. The league ran from November – December and practices and games were held at Gray School and Astor Elementary School.

Adult Basketball

10 men's teams participated in the fall basketball program beginning in November. The program runs through February and evening games are played at the Astoria Middle School.

Parks and Recreation Department staff has been asked about providing a basketball program for women and are looking at the feasibility of starting the program in February.

Adult Drop-In Soccer

The Astoria Recreation Center began hosting a drop-in soccer league once a week starting in late December. Approximately 10 people are attending the two hour open gym each week.

Fitness Classes

The fall schedule for adult fitness was expanded from the shortened summer schedule. A new lunch hour "express" class was added to the schedule twice a week. The core strengthening class continues to see larger numbers and is particularly popular with the senior citizens. Adult class attendance numbers dipped in December which is not unusual, however staff created an incentive competition to encourage attendance in December to combat this with mixed success.

Special Events

Monster Bash was hosted at the Astoria Recreation Center on October 31st. This event is a large collaboration between multiple agencies, volunteers and parks staff. Staff procured approximately \$1,800 in donations to offer this free event for the community. The Rotary and Lion's club both came to help and Tongue Point provided several volunteers. The Community Emergency Response Team also provided multiple volunteers to assist with parking and security, and a large group of individual volunteers provided significant hours to construct a haunted house ahead of time and staff it throughout the evening. The event offered games, crafts, food, a costume contest and lots of candy and prizes to approximately 400 people.

Breakfast with Santa was held at the Astoria Yacht Club on December 14th. This festive morning offered a full breakfast, crafts and a visit with Santa Claus to about 65 participants. A big thanks to the Fire Department for providing a "special volunteer".

Port of Play

Attendance for open play has increased from the summer, which is normal. Weather is a big factor in families coming in to play. We have been very busy with birthday parties, as we provide a great facility for children and families to celebrate.

Starting in September, Parent's Night Out went back to the previous schedule of ; 6:00 p.m.-9:30 p.m. every Saturday evening. Attendance has been pretty regular at 10-12 kids. There have also been nights where only a few kids have shown up.

On Friday, October 25th, we the Family Pumpkin Carving family event. This was the 3rd year we have run the event, and it has grown steadily each year. Families were able to bring in pumpkins while our staff provided tools, paint, glitter, and other decorations. We saw a lot of familiar faces and families that have attended before, but also a lot of new families too.

Lil' Sprouts Academy

Lil' Sprouts Academy reached capacity this fall, with attendance up 93% from last fall. The biggest news at Sprouts is the implementation of our new curriculum in the Preschool classroom. After doing a great deal of research, we chose to purchase the newest edition of Creative Curriculum, which is also what our local Head Start utilizes. It is directly aligned with all early learning standards, and provides relevant, hands on learning experiences. The curriculum, while providing important learning tools and structure for the classroom, also allows for some flexibility in teachers' planning and how lessons are carried out.

Implementing this new curriculum has truly transformed the classroom environment, and has very clearly brought Lil' Sprouts to the next level. We are no longer just a childcare center, but we have bridged that gap into the early learning world, with the focus on kindergarten readiness. Not only have we seen a positive impact with the staff and the children, but we have also experienced an increase in attendance; both with new Sprouts, and part time Sprouts that have increased to full time. Parents seem very pleased with the progress we have made, and enjoy seeing bits and pieces of what their Sprouts learn and do every day.

With the increase in attendance in the preschool room and in other classrooms, we have come to a point where we will need additional space. Arrangements have been made with the School District to acquire a fifth classroom. The plan is to split our current preschool class into two classes; Preschool (ages 3) and Pre-Kindergarten (ages 4, 5 and 6).

As an advocate for early childhood learning, I have become a participant in a community outreach group, focusing on P-3 alignment, which essentially carries the goal of encouraging all childcare centers, preschools, etc. in Clatsop County to align with early learning standards, ensuring that the children we are serve are kindergarten ready. It is a group of various community individuals that are connected with early learning in some shape or form, and are dedicated to improving the overall preschool experience by providing resources and information to teachers and childcare workers. Being a part of this community team has inspired us to improve our learning experience at Sprouts.

9th & Astor Park

The Parks Maintenance Division took on a major project this fall, with the re-landscaping of 9th & Astor Park. Over the course of 5 weeks, the Parks maintenance team excavated the hedges along the east side of the property, excavated 10" of gravel across the property, pruned shrubs along the river's edge, enclosed the concrete viewing platform, installed 70 yards of top soil, installed an irrigation system, brought power to the property, installed 20 yards of bark mulch, power washed all concrete surfaces, and installed 4,000 square feet of grass lawn.

Before



After



Grounds Coordinator

The Parks and Recreation Departments Grounds Coordinator position, one of the three fulltime park maintenance positions, has been vacant since spring of 2013. This vacancy has left the parks maintenance division stretched thin and challenged to complete its basic tasks. The Parks and Recreation Department staff has been recruiting and interviewing qualified candidates in hopes of welcoming a new professional to the Department.

OTHER PROJECTS

Re-Painting of City Signs

The Parks and Recreation Department hired local artist Roger McKay to re-paint many of City's signs. Roger has done a beautiful job re-painting the sign in Alderbrook Park, the Historic Downtown sign located on the 15th Street Triangle, the large hanging sign in Fort Astoria Park, the Astoria sign located in Portal Park, and the signage on the east end of Smith Point.



Astor Column

The Friends of the Astoria Column have continued to maintain the Column and surrounding Astor Park property. Since assuming maintenance, the Friends of the Astoria Column and caretakers have taken great care of the property and quickly responded to any needed maintenance. Additionally, Jay and Sheri Mitchell have been coordinating with Parks and Recreation Department Staff to gain maintenance operation knowledge and discuss facility updates. Department staff is enjoying the working relationship and looks forward to working with the Friends of the Astoria Column as the project continues.

This October, the Parks and Recreation Department, Columbia Memorial Hospital, and the Friends of the Astoria Column hosted a “Pink Out” at the column and turned the column a pink hue in recognition of breast cancer awareness month. During the “Pink Out”, survivors of breast cancer shared their stories and attendees were encouraged to toss a glider from the top of the column in memory of a breast cancer survivor or in memory of a loved one. The “Pink Out” was well attended and the Parks and Recreation Department looks forward to participating in the event next October.

On November 21st – 23rd the Friends of the Astoria Column welcomed landscape architects Laurie Olin and Tiffany Beamer to Astoria to begin the master planning process for the Column and the surrounding park property. During their visit, Laurie and Tiffany met with stakeholders which included City staff members, City Council Members, Park Board Members, and Friends of the Astoria Column Board Members to collect information on what improvements the community would like to see. Laurie and Tiffany gathered an abundance of information and plan on returning this winter to gather additional information.

Park Signs

Several of Astoria’s parks do not have signage to identify the property or inform users that it is a public park, in which they are welcome to enjoy. Some of these parks include Shively Park, Fred Lindstrom Park, Children’s Park, McClure Park, 14th & Grand Park, Alameda Park, Birch Field, Evergreen Fields, Columbia Sports Fields, and Alderbrook Park. To improve upon this and to assist in creating a cohesive image across all of our parks, the Parks and Recreation Department staff would like to replicate the recently repainted Violet LaPlante Park sign and use them on currently unidentified park property.



CHIP-in, Citizens Helping Improve Parks

After presenting the CHIP-in program to City Council this November, Parks and Recreation Department staff have been working to gather the community's input on what they would like to see completed and how they are interested in taking part. From this, Parks and Recreation staff has established a timeline of park improvement events for 2014:

- Sunday, March 9th, 1:00 PM – 4:00 PM at Children's Park
- Sunday, April 13th, 1:00 PM – 4:00 PM at Tapiola Park
- Sunday, May 11th, 1:00 PM – 4:00 PM at Alderbrook Park
- Sunday, June 15th, 1:00 PM – 4:00 PM at Fred Lindstrom Park
- Sunday, July 12th, 1:00 PM – 4:00 PM at Shively Park
- Saturday, July 9th, march with the CHIP-in float in the Regatta Parade!
- Sunday, September 14th, 1:00 PM – 4:00 PM at Violet LaPlante Park
- Sunday, October 12th, 1:00 PM – 4:00 PM at McClure Park

This winter the Parks and Recreation Department Staff will continue to inform the community of the program, gain citizen involvement, and look for sponsors to support the program.

Ocean View Cemetery

Software System

Staff has been working towards improving the functionality and management of Ocean View Cemetery by digitizing Cemetery records and exploring software management systems. To assist, a committee was assembled in November to review proposals from two companies in purchasing a software program. After reviewing these two companies, staff began looking at a third option of having a program designed specifically to meet the needs of the department based on the GIS system the City already owns.

Additionally, staff has worked with Clatsop Community College to procure work study students to work on the data entry which will begin in January. There are approximately 16,000 records that each have four sets of data to be entered into a database before the software is up and running. Staff is bringing its findings on the three options to council in January to get approval in moving forward with the purchasing process.

Water Well

Parks and Recreation Department Staff have been working to increase the health of the turf at Ocean View Cemetery. This includes the treatment of weeds and moss, seasonal fertilization, and the installation of a water well to provide irrigation to the property. Currently, the Cemetery is connected to the City of Warrenton water supply, which triggers high water rates. In conjunction with a high volume of water needed to irrigate 50 developed acres, our current water supply is not financially feasible. Thus, parks staff have been meeting with contractors and requesting financial information for installation of a water well and pump system. Staff is bringing its findings on the three options to council in January to get approval in moving forward with the purchasing process.

English Yew

On Friday, December 13th the Parks and Recreation Department were notified of six dead elk in Ocean View Cemetery. Parks Maintenance Supervisor, Phil Elkins, immediately reported to the cemetery and contacted Oregon Department of Fish and Wildlife, who with Oregon State Police responded immediately. The Oregon Department of Fish and Wildlife, Oregon State Police, and Astoria Parks and Recreation Staff removed the elk and transported them to biology lab for testing. The necropsy report found that the elk died from Taxus Baccata or English Yew Tree, a medium sized evergreen tree with toxic seeds and foliage that is prevalent at Ocean View Cemetery. The Parks and Recreation Department has been working with the Oregon Department of Fish and Wildlife to examine the environment and explore options to prevent a reoccurrence.

Cemetery Fee Increases

The Parks and Recreation Department charges fees at Ocean View Cemetery for the purchase of plots, permits, and burial services. Of these fees collected, 40% is directed to the Parks and Recreation Department for continued care and maintenance of the cemetery, while the remaining 60% is directed to the Cemetery Irreducible Fund 408 to provide perpetual care of Ocean View Cemetery once all the graves have been sold. To ensure Ocean View Cemetery is properly maintained and receives sufficient funding for its perpetual care, the fees administered must stay aligned with the cost of operations, as these costs continue to increase 2-3% each year. Currently, fees charged at Ocean View Cemetery have not increased in over a decade and are no longer providing the needed resources to properly maintain the cemetery nor ensure sufficient funding for the cemetery's perpetual care. To correct this, Parks and Recreation Department staff has begun a comparative fee study and looks to bring its findings, along with a proposal to increase fees, to the Parks Board and City Council this Winter.

Wayfinding

In a partnership with the Astoria Downtown Historic District Association (ADHDA) Design Committee, the Parks and Recreation Department has been exploring ways to implement way-finding signage along the riverwalk. This would be followed by the ADHDA incorporating way-finding signage throughout downtown. The ADHDA Design Committee, in coordination with the Parks and Recreation Department, has decided to duplicate the obelisk at the 17th street pier in a smaller form. Conveniently, the obelisk has four sides which will provide the space to share wayfinding/directional information, a map of the riverwalk and mile markers, and historical information. The Parks and Recreation Department and the ADHDA Design Committee will work toward seeking the public's input this winter and making a funding proposal to Parks Board and City Council either late winter or early spring.

Bicentennial Trees

City staff, local tree experts, and other interested parties met with representatives from Pacific Power to discuss the dead or dying trees that were planted during Astoria's bicentennial celebration. The local tree experts agreed that improper planting, lack of water, and the type of species lead to the trees' death. To correct the issue, Pacific Power has offered to provide replacement trees, and the Parks and Recreation Department, with assistance from CHIP-in and Arbor Care, will gradually replant and provide continued care for the trees.

Astoria Recreation Center

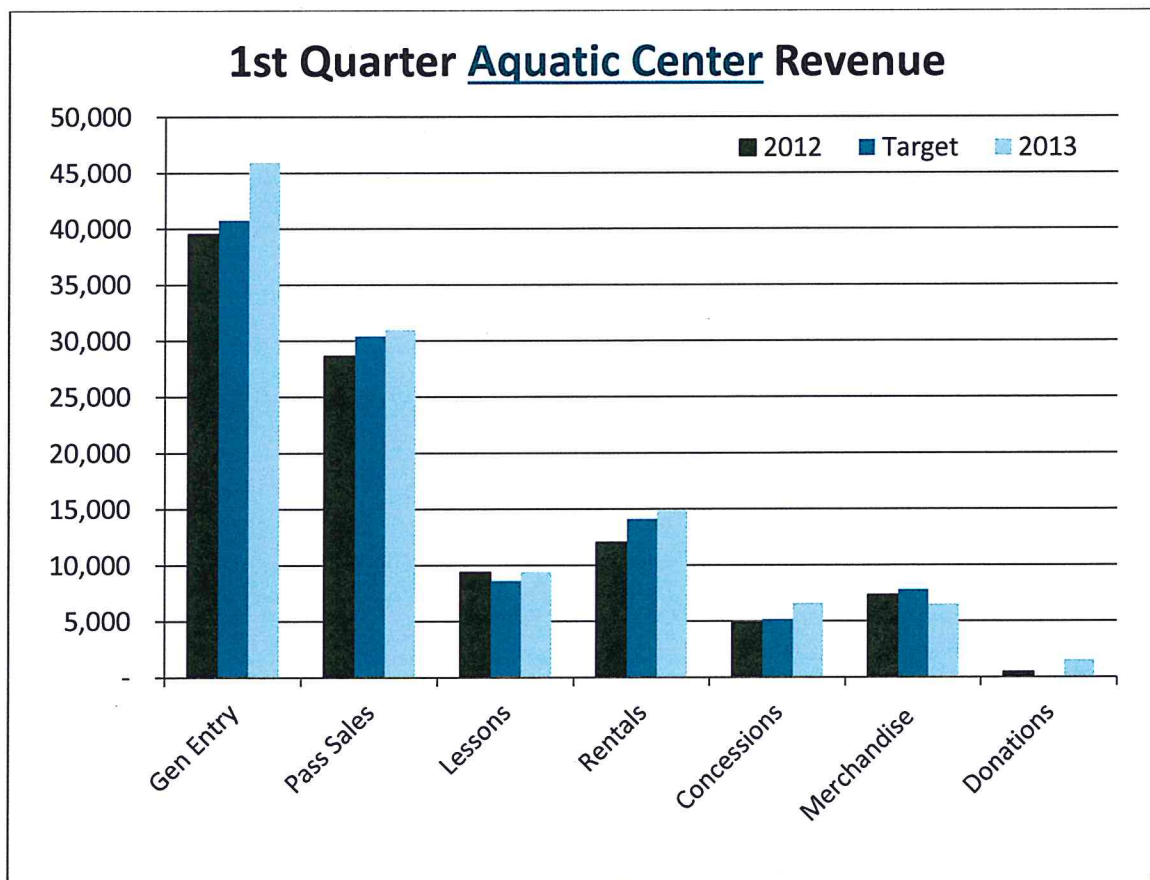
The Parks and Recreation Department offers a variety of programs at the Astoria Recreation Center (ARC). This includes a teen center, a after school program, a school aged summer day camp, an adult lounge, adult fitness classes, special events, gymnastics classes, Tae Kwon Do, and many others. Unfortunately, over the course of the Parks and Recreation Department's stay within the facility, the condition of the building has declined and programs are beginning to be effected. As a result, Parks and Recreation Department staff have begun to explore the possibility of relocating the ARC when the lease expires this coming August.

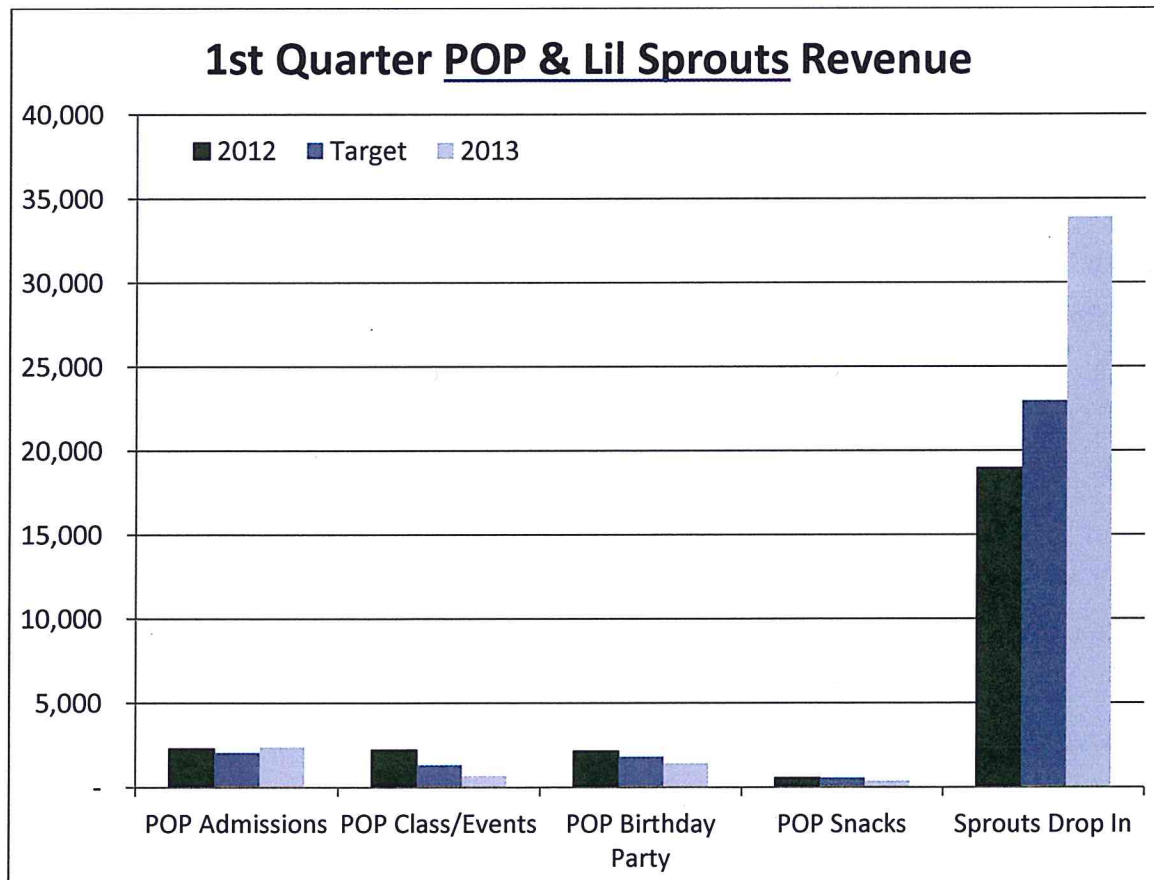
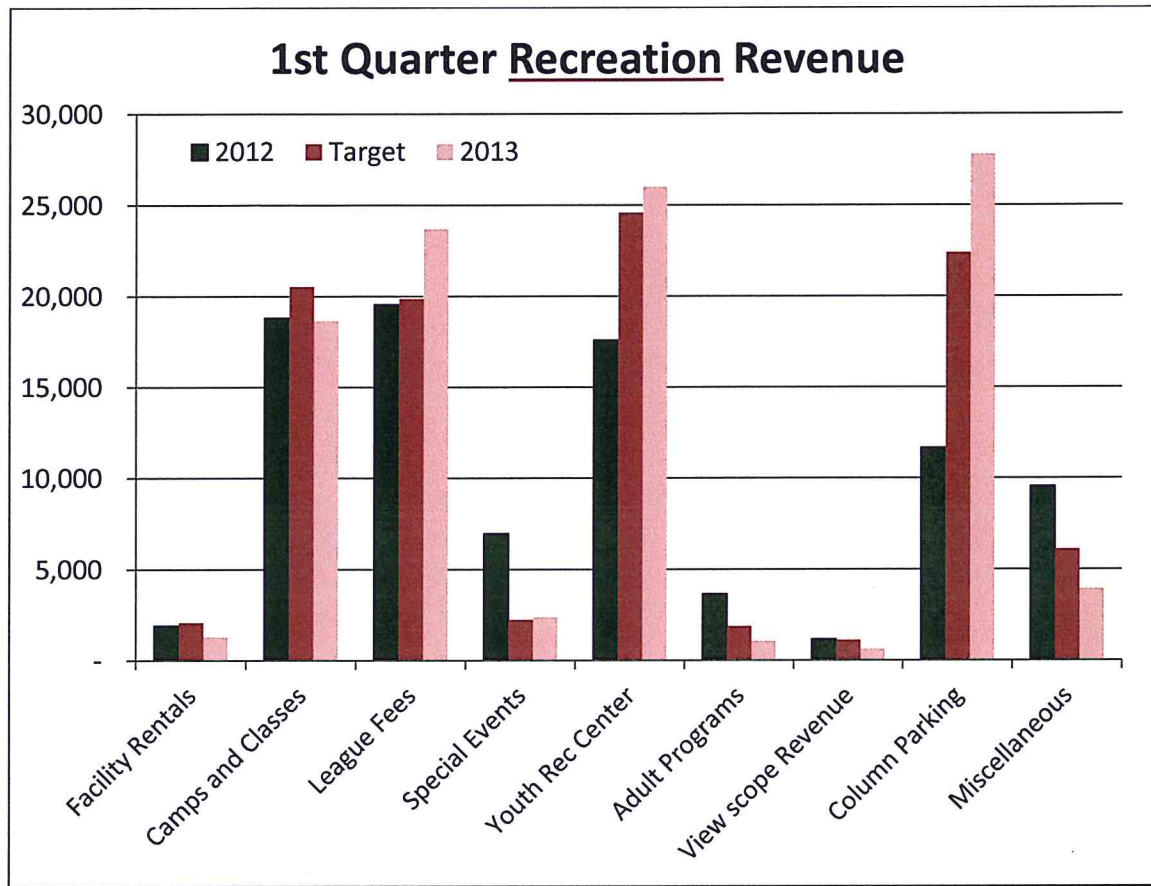
Dog Park

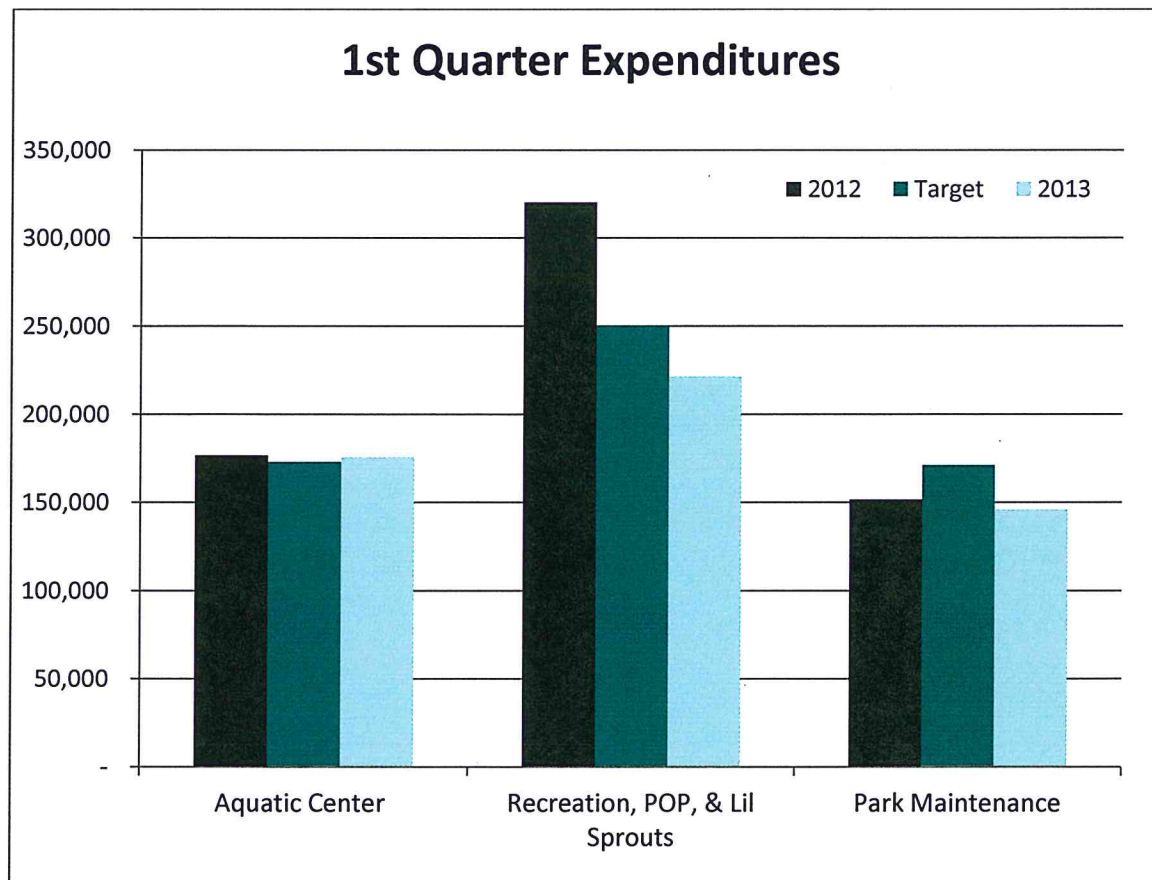
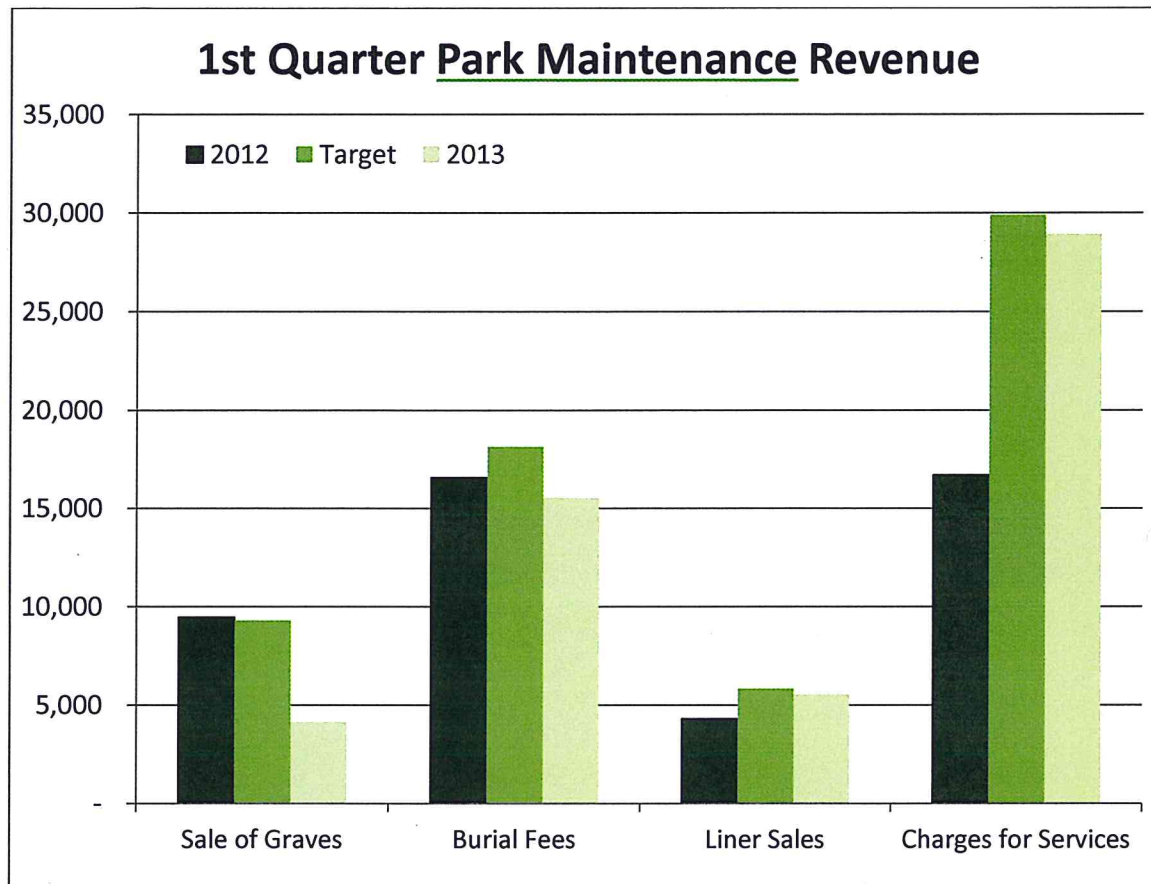
The Parks and Recreation Department has been contacted by a group of local dog owners interested in developing a dog park within the city. To assist, the Parks and Recreation Department staff is reviewing possible locations and will present options to the Parks Advisory Board and the City Council this coming winter or spring.

1st Quarter Budget Review

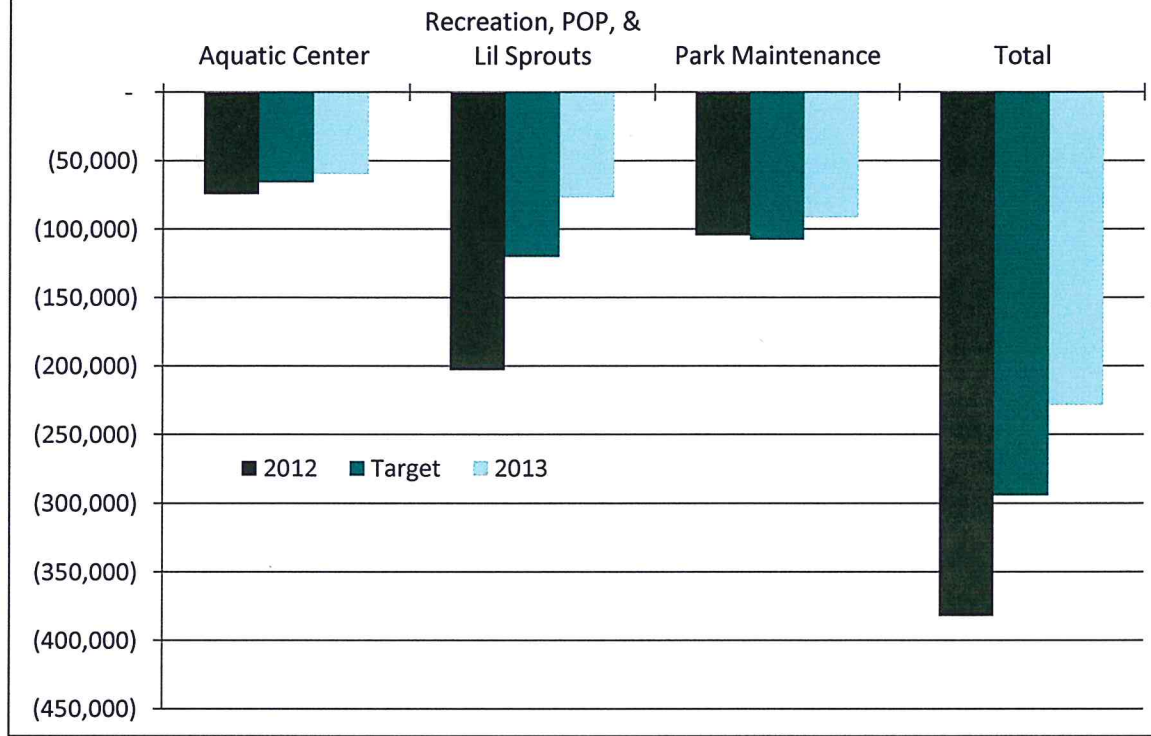
The Parks and Recreation Department performed well during the first quarter of the 2013 – 2014 fiscal year. Below are graphs indicating the revenues and expenditures from the previous year, established target, and the actual for each division of the Parks and Recreation Department.







1st Quarter Net



Submitted by:

By: Angela Cosby
 Angela Cosby
 Director of Parks & Recreation



CITY OF ASTORIA

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January 14, 2014

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: EXPENSE/REVENUE REPORT FOR GHADAR PARTY CENTENARY
CELEBRATION (OCTOBER 4 AND 5, 2013)

DISCUSSION/ANALYSIS

Attached is a financial expense report and summary of activities for the Ghadar Party Centenary Celebration submitted by MacAndrew Burns, Executive Director of the Clatsop County Historical Society (CCHS). To support event activities, the City of Astoria contributed \$6,498.50 to CCHS. Apart from this, CCHS received donations totaling \$808, a sponsorship contribution of \$500 from the Oregon Historical Society, and sales income (books and proclamations) of \$325. In addition to the cash support, CCHS contributed more than \$3,000 in "in-kind" services and the Chamber of Commerce donated approximately \$1,800 in Alana Kujala's time.

Supplementing the support provided to CCHS, the City expended \$337.50 for creation and maintenance of a website/Facebook presence for the event, \$3,000 for purchase of the Oregon Historical Quarterly (Volume 113, Number 2, Summer 2012), and \$164 for travel expenses related to Councilor Mellin's organizing efforts, for a total City allocation of \$10,000.

In addition to funds expended to support the actual Ghadar Party Centenary celebration, a permanent sign memorializing Astoria's historical role in formation of the Ghadar Party was designed, purchased and installed in the Maritime Memorial Park in Uniontown. Total cost for the sign was \$1,500 and was paid for with funds from the Astor-West Urban Renewal District.

With Councilor Mellin's leadership, a very short timeframe for planning, a limited budget, and generous in-kind support from both the CCHS and Chamber, as well as cash contributions received from participants, the celebration was a huge success and marked a significant chapter in Astoria's history.

**Clatsop County Historical Society
Ghadar Centenary Celebration
Financial Statement & Final Report**

Income

City of Astoria – Promote Astoria Funds	\$6,498.50	
Donation Box – during event	808.00	
Sponsorship – Oregon Historical Society	500.00	
Sales	<u>325.00</u>	
Total Income		\$8,131.50

Expenses

Speakers – Travel & Lodging	\$2,579.45	
Marketing/Promotion	2,332.62	
Food	1,200.00	
Entertainment	1,110.00	
Printing & Supplies	422.04	
Facility Rental (Liberty Theater)	300.00	
Speaker Honorariums	<u>200.00</u>	
Total Expenses		<u>8,144.11</u>

Net Cash Loss to Clatsop County Historical Society \$12.61

Please note:

In addition to the cash outlays, CCHS donated postage, copies, and professional staff time.

Executive Director – 65+ hours	\$2,165.73
Archivist – 40+ hours	560.56
Director of Marketing – 15+ hours	280.83
Bookkeeper – 2.5 hours	<u>43.78</u>
Total Value of <u>Donated</u> CCHS hours	\$3,050.90

Liisa Penner's (Archivist) time is only estimated for direct support of this event; she has devoted untold hours to this story since the 1980s.

During the event, CCHS did offer for sale two Astoria Bicentennial Items (Program & DVD) with total sales of sixty-five dollars (\$65). This figure is not included in the above income figures.

Activities

The Clatsop County Historical Society was proud to be the fiscal agent and a partner in planning the historic Ghadar Centenary Celebration. Without the obvious enthusiastic support of the City of Astoria, the Mayor, and entire City Council, this event would not have taken place. The Astoria-Warrenton Chamber of Commerce played a key role by making Alana Kujala available. The Hampton Inn was a vital participant as well, making meeting spaces available and going above and beyond in being a gracious host.

Two rounds of press releases were sent out and a thousand promotional postcards distributed. We know we got some decent press coverage in Oregon. I believe there was also coverage we'll never know about throughout the world.

Friday, October 4

Opening Reception at the Hampton Inn – Music, Food, Fellowship. People were coming and going throughout the evening, but there always seemed to be about 50 people present; total attendance = 100

Movies – Hampton Inn. Attendance = 125+

Saturday, October 5

Panel Discussion – Liberty Theater – five panelists were brought together to discuss the history of the Ghadar Party, Indian independence, and what being a Sikh is all about. Attendance = 250

Surprise Lunch & Sikh religious ceremony – Liberty Theater – a surprise invitation to the general public to join some of the Sikhs from Vancouver in a religious ceremony and lunch. Attendance = 200?

Heritage Square/City Hall – Council Chambers – a short presentation to showcase City Hall renovations/photo display and the development of Heritage Square. Attendance = 60+

Plaque Dedication – Maritime Memorial Park – Songs, poetry, reading of the proclamation, and unveiling of the permanent marker of the founding of the Ghadar Party. Attendance 200+

Saturday Night Reception – Heritage Museum – Food, Fellowship, recording of immigrant stories. Attendance = 40

Saturday Night Movie & Filmmaker Presentation – Hampton Inn. Attendance = 90.

In addition, we developed and printed a driving tour of important sites in town. More than 200 copies of this have been distributed.

We received positive feedback and I suspect made many new friends that will return to Astoria.



CITY OF ASTORIA

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January 7, 2014

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: ORDINANCE READOPTING CERTAIN STATE STATUTES TO REFLECT
CHANGES MADE BY THE 2013 LEGISLATURE

DISCUSSION/ANALYSIS

The 2013 legislation passed by the Oregon Legislature, for the most part, became effective on January 1, 2014. Many of our City ordinances refer to or incorporate state statutes. Every year, the City routinely re-adopts all referenced ORS sections to pick up any changes made by the legislature. This is done by a "global readoption", which was the technique recommended by the League of Oregon Cities. The City is legally unable to prospectively adopt Oregon legislative changes, i.e., we cannot adopt a state statute "as it now exists and is from time to time amended." The proposed ordinance has been reviewed and approved by the City Attorney.

RECOMMENDATION

It is recommended that Council conduct the first reading of the proposed ordinance.

ORDINANCE NO. 14-_____

AN ORDINANCE READOPTING CERTAIN STATE STATUTES

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1. Code Section 1.047 is amended to read as follows:

"Readoption of Oregon Revised Statutes. Oregon Revised Statutes adopted either referentially or directly in the Astoria Code, including but not limited to Astoria Code Sections 1.010, 1.015, 1.085, 1.211, 1.230, 1.555, 1.602, 1.608, 1.620, 1.632, 1.638, 1.640, 1.900, 1.960, 1.961, 1.962, 1.963, 1.965, 1.967, 1.970, 1.971, 2.220, 2.360, 3.010, 3.015, 3.118, 5.000, 5.010, 5.100, 5.110, 5.255, 5.260, 5.300, 5.335, 5.385, 5.425, 5.726, 5.740, 5.925, 5.931, 5.933, 6.005, 6.010, 6.025, 6.030, 6.060, 6.135, 6.220, 6.250, 6.255, 6.305, 6.400, 6.500, 6.510, 6.520, 6.530, 6.550, 7.000, 7.005, 8.045.15, 8.045.17, 8.045.18, 8.104, 8.138, 9.005, 9.025, 9.030, 9.090, and 9.160, are hereby readopted to include all amendments, repeals, and additions made by legislative action of the State of Oregon, up to and including those of the 2012 legislative session."

Section 2. This ordinance will be effective thirty (30) days after its passage.

ADOPTED BY THE COMMON COUNCIL THIS _____ DAY OF FEBRUARY, 2014.

APPROVED BY THE MAYOR THIS _____ DAY OF FEBRUARY, 2014.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Councilor LaMear			
Herzig			
Mellin			
Warr			
Mayor Van Dusen			



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

January 8, 2014

MEMORANDUM

TO: Mayor Van Dusen and City Council
FROM:  Paul Benoit, City Manager
SUBJECT: Liquor License Application

Discussion & Analysis

A liquor license application has been filed by Wifrano Melo, Paulina P Hernandez and Kathleen D Peterson, doing business as Tora Sushi Lounge Astoria at 1197 Commercial Street, Astoria. The application is a New Outlet for a Full On-Premises Sales License. A copy of the application is attached.

The appropriate departments have reviewed the application. No objections to approval were noted.

Recommendation

Staff recommends that the City Council consider this application for approval.

Respectfully submitted,



Mark Carlson, CPA
Finance Director



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- ☒ Full On-Premises Sales (\$402.60/yr)
- ☐ Commercial Establishment
- ☐ Caterer
- ☐ Passenger Carrier
- ☐ Other Public Location
- ☐ Private Club
- ☐ Limited On-Premises Sales (\$202.60/yr)
- ☐ Off-Premises Sales (\$100/yr)
- ☐ with Fuel Pumps
- ☐ Brewery Public House (\$252.60)
- ☐ Winery (\$250/yr)
- ☐ Other: _____

ACTIONS

- ☐ Change Ownership
- ☒ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☐ Other _____

90-DAY AUTHORITY

☐ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- ☐ Limited Partnership ☒ Corporation ☐ Limited Liability Company ☐ Individuals

CITY AND COUNTY USE ONLY

Date application received: 12-19-13

The City Council or County Commission:

City of Astoria
(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: [Signature]

Date: 12/5/2013

90-day authority: ☐ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Wilfrano Melo ③ PAULINA PAULETTE HERNANDEZ

② TORA SUSHI LOUNGE ASTORIA, INC ④ _____

2. Trade Name (dba): Tora Sushi Lounge Astoria

3. Business Location: 1197 Commercial Street Astoria Clatsop OR 97103
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: Tora Sushi 669 Broadway Street Seaside, OR 97138
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-738-5886 503-738-5889
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: Steven's Fine Clothing

9. Will you have a manager? ☒ Yes ☐ No Name: Kathleen Deland Peterson
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Astoria
(name of city or county)

11. Contact person for this application: Wilfrano Melo 503.440.0014
(name) (phone number(s))
235 Ave G Seaside, Oregon 97138 503.738.5889
(address) (fax number) (e-mail address)
info@torasushi.com

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Wilfrano Melo Date 11/12/2013 ③ _____ Date _____

② Paulina P. Hernandez Date 11/12/2013 ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Wilfrano Melo Phone: 503.440.0014

Trade Name (dba): Tora Sushi Lounge Astoria

Business Location Address: 1197 Commercial Street

City: Astoria ZIP Code: 97138

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 11:30 to 10:00
Monday 11:30 to 10:00
Tuesday 11:30 to 10:00
Wednesday 11:30 to 10:00
Thursday 11:30 to 10:00
Friday 11:30 to 10:00
Saturday 11:30 to 10:00

Outdoor Area Hours:

Sunday _____ to _____
Monday _____ to _____
Tuesday N/A to _____
Wednesday N/A to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

The outdoor area is used for:

☐ Food service Hours: _____ to _____
☐ Alcohol service Hours: N/A to _____
☐ Enclosed, how N/A

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: ☒ Yes ☐ No If yes, explain: Winter Closed Mondays
Sunday 4:00-8:00

ENTERTAINMENT

Check all that apply:

- | | |
|----------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Karaoke |
| <input checked="" type="checkbox"/> Recorded Music | <input type="checkbox"/> Coin-operated Games |
| <input type="checkbox"/> DJ Music | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Social Gaming |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables |
| | <input type="checkbox"/> Other: _____ |

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday N/A to _____
Wednesday N/A to _____
Thursday _____ to _____
Friday _____ to _____
Saturday _____ to _____

SEATING COUNT

Restaurant: 57
Lounge: 8
Banquet: 24

Outdoor: 0
Other (explain): Sushi Bar 12
Total Seating: 101

OLCC USE ONLY

Investigator Verified Seating: _____ (Y) _____ (N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: Wilfrano Melo Date: 11-12-2013

1-800-452-OLCC (6522)

www.oregon.gov/olcc

(rev. 12/07)



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

January 13, 2014

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: **CONDUCT PUBLIC HEARING –PROPOSED PROPERTY SALE - 4900 BLOCK OF BIRCH**

DISCUSSION/ANALYSIS

The City has received an offer from Mike and Judith Cahill to purchase Lot 1, Block 18 located in the 4900 Block of Birch in Alderbrook. The property is adjacent to and immediately north of the Cahill property located at 4908 Cedar Street and is one of four lots the City has listed for possible sale. The Cahill's offer is \$12,000.

A property information sheet, aerial photo, and assessor's map of the property is attached.

At their January 6, 2014 meeting the City Council acted to schedule a public hearing on the proposed sale for the January 21, 2014 Council meeting. A public hearing notice for the potential sale of this property was printed in the Daily Astorian on January 10, 2014. The notice was also sent to all property owners who reside within 200 feet of the property.

RECOMMENDATION

It is recommended that Council conduct the public hearing, after which, the City Council approve or deny the sale of said property.

Submitted By



Ken P. Cook, Public Works Director



CITY OF ASTORIA
Founded 1811 • Incorporated 1856



**CITY OF ASTORIA
PROPERTY SALES PROGRAM
PROPOSED PROPERTY SALE**

Address:	4900 Block of Birch, Alderbrook
Map:	T8N R9W Section 10 AB , Tax Lot 3200 Lot 1, Block 18, Alderbrook
Size & Description:	50' by 100' , 5,000 Square Feet, 0.11 acres
Zone:	R-2, Low Density Residential
Access:	49 th Street
Buyer:	Mike and Judith Cahill (adjacent owners) 4908 Cedar Street, Astoria
Asking Price:	\$14,000
Offer:	\$12,000

City of Astoria Property
Lot 1, Block 18
Alderbrook, Astoria



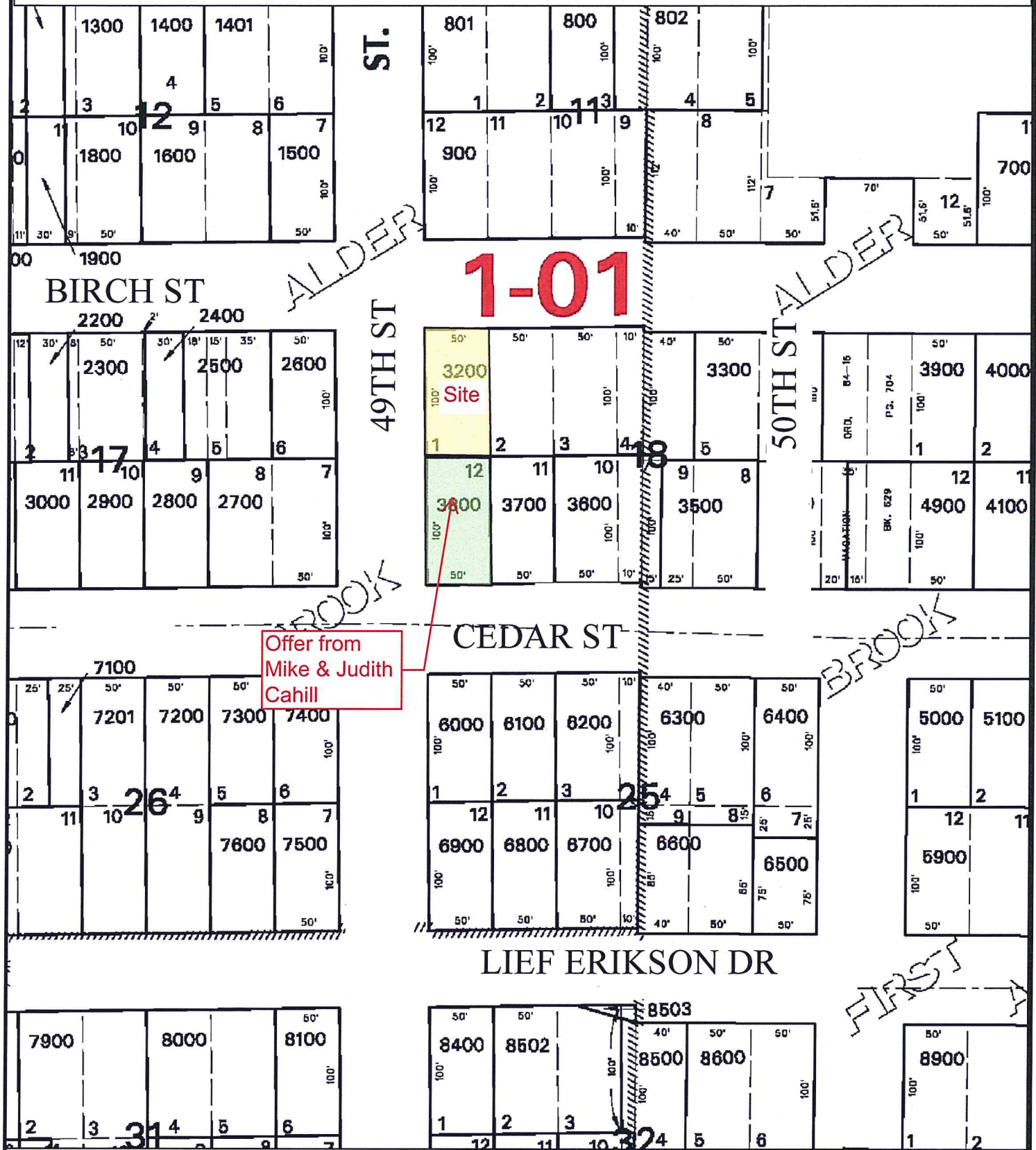
Legend

-  Properties with Written Offer
-  Offer From

0 25 50 100 Feet



City of Astoria Property For Sale
 Lot 1, Blk 18,
 Alderbrook, Astoria





CITY OF ASTORIA
Founded 1811 • Incorporated 1856

January 8, 2014

M E M O R A N D U M

TO: MAYOR AND CITY COUNCIL

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: AWARD CONTRACT FOR CEMETERY SOFTWARE SYSTEM

DISCUSSION/ANALYSIS

As previously discussed in the Parks and Recreation Department Project Status Report presented to City Council on October 7, 2013, the Parks and Recreation Department Staff have been working to improve the functionality and management of Ocean View Cemetery.

Currently, identifying the location of graves is a challenge for visitors of Ocean View as well as time intensive for staff. Accordingly, staff has assembled a panel of interested parties who have researched various cemetery software systems and geographic information systems to find the best solution for meeting visitor and staff needs.

Staff has solicited three quotes for the cemetery software system from three companies. The quotes are as follows:

Ramaker & Associates	\$23,645
Legacy Mark LLC.	\$15,879
Cartomation Inc.	\$15,000

The service that each software system provides does differ from one another. Please see the chart below for an illustration of these differences.

	Ramaker & Assoc.	Legacy Mark LLC.	Cartomation Inc.
Entering of Data	No	No	25% of data
Mapping	Yes	Yes	Yes
Website Integration	Yes	No	Yes
Annual costs	\$2,097	\$2,777	\$0

It is also important to note that additional costs will be incurred for the City's information technology consultants to coordinate integration of the website; this cost is estimated between \$1,000 and \$2,000. Additional costs may also be incurred for the entering of

data into the software system and computer equipment needed to do so. Currently staff is utilizing volunteer assistance from Clatsop Community College to enter data and hopes to keep the costs as minimal as possible by utilizing volunteer assistance.

RECOMMENDATION

It is recommended that the City Council award a contract with Cartomation Incorporated to create a software system for Ocean View Cemetery in the amount of \$15,000. There are sufficient funds in Cemetery Fund 325 to cover the purchase.

By: Angela Cosby
Angela Cosby
Director of Parks & Recreation



CITY OF ASTORIA
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January 8, 2014

M E M O R A N D U M

TO: MAYOR AND CITY COUNCIL

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: AWARD CONTRACT FOR INSTALATION OF A WATER WELL AND PUMP AT OCEAN VIEW CEMETERY

DISCUSSION/ANALYSIS

As previously discussed in the Parks and Recreation Department Project Status Report presented to City Council on October 7, 2013, the Parks and Recreation Department Staff have been working to increase the health of the grass lawn at Ocean View Cemetery. This includes the treatment of weeds and moss, seasonal fertilization, and the installation of a water well to provide irrigation to the property.

The cost to irrigate Ocean View Cemetery ranges between \$13,500 and \$21,200 annually. Given this large annual expense, the Parks and Recreation Department has been unable to provide sufficient watering of the cemetery lawn. Therefore, the Parks and Recreation Department is looking to reduce this expense and properly maintain the lawn by installing a water well and pump system at the cemetery for the irrigation of the fifty developed acres.

Staff has solicited three quotes for the installation of the water well and pump system from three area drilling companies. The quotes are as follows:

A.M. Jannsen Well Drilling Co., Inc. & Precision Pump	\$22,850
Skyles Drilling, Inc. & Clearwater Pump Service	\$19,551
McMullen Drilling Corporation	\$18,701

RECOMMENDATION

It is recommended that the City Council award a contract with McMullen Drilling Corporation for the installation of a water well and pump system in the amount of \$18,701. There are sufficient funds in Cemetery Fund 325 to cover the purchase.

By: 
Angela Cosby
Director of Parks & Recreation



CITY OF ASTORIA

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January 13, 2014

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: REQUEST FOR PURCHASE OF PUBLIC SAFETY REPLACEMENT
COPY MACHINE

DISCUSSION/ANALYSIS

The Canon black and white copy machine located at the Police Department is more than six years old and has reached the end of its useful life. It was purchased in 2008 for \$14,937.50 from Astoria Business Equipment (ABECO). To date this machine has had the hard drive and roller tracks replaced and has had parts cannibalized from other retired machines in order to remain operable. In addition ABECO has made band-aid fixes on parts that either can no longer be purchased new or cannot be located for replacement. In short, this copier is no longer reliable. This is a critical issue because the Police average 10,000 copies per month for the District Attorney's office, Courts and public records requests. Almost all are time sensitive.

The Police Department requests the City Council authorize the purchase of a new Kyocera color copy machine for \$13,225.95, from ABECO, to replace the existing Canon copy machine. Following standard procurement procedures the Department contacted three copier supply companies who have a local presence. The first, Staples, handles all of their quotes out of Portland and did not have a local repair presence. The second, Ricoh, was contacted multiple times and each time they promised to get a salesman in contact with the Department but never did. The third and the only company that responded to a request for a proposal was ABECO. They are a local vendor and are familiar with the service demands of the Police Department. The Department chose not to utilize suppliers that do not have a local repair presence as response time to equipment repair and maintenance is crucial. Those providers without local repairmen respond in 1 to 2 days to maintenance requests regardless of the urgency, whereas local providers respond the same day.

The copier, in addition to meeting the needs of the Police Department, will be available to be utilized by the Fire Department and Emergency Communications for projects exceeding the capacity of their equipment. A key feature of the new copy machine is

the ability to print color copies. The Police Department currently has only one color printer. Staff has estimated an average of 1800 colored copies per month most of which are crime scene photos. The cost to replace the toners for this printer is an average of \$1000 every 3 months, a cost per year of \$4000. The cost of printing in color on the new copy machine will average 8 cents per page. With the estimated average of 1800 color copies a month, this equates to \$144 per month or \$1728 per year, a significant cost savings.

In addition, with the implementation of iPads in all patrol units, the Officers will have the ability to send their paperwork directly to the Kyocera via "air print" while in the field and the paperwork would print at the office. This means the officers will spend less time in the office printing reports.

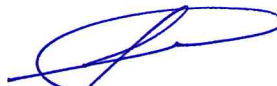
At the January 6th council meeting Councilor Herzig brought up the issue of the purchase price of this particular copier. He indicated that from searching the internet there seemed to be a number of copiers available under \$3,500 that would do the job. Staff spoke with Roy Latham from ABECO regarding the quoted price for the copier mentioned above. He indicated that the normal price of the copier was above \$18,000 and that he was offering the copier to the City for his cost less the trade-in of our old copier. He has indicated that he will be available for questions at the council meeting on the 21st.

As a point of reference, the City purchased a commercial production copier from ABECO for the 1st floor operations of city hall in July of this year. The City received quotes from three companies of which ABECO was the overall lowest price. The purchase price was \$9,500 and did not have color or expanded features of the one proposed for the Police Department.

RECOMMENDATION

It is recommended that the City Council approve the purchase of the Kyocera copy machine from Astoria Business Equipment for \$13,225.95. Funds are available to cover the purchase in the Capital Improvement Fund.

Submitted by:



Mark Carlson, CPA
Finance Director



CITY OF ASTORIA

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January 11, 2014

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: BUYOUT OF AN EMPLOYEE'S RETIREMENT INSURANCE


Discussion

In 1989 the City entered into an agreement with its employees to provide up to 60 months of post-retirement health insurance for those employees meeting certain date and eligibility requirements. Currently the City has 7 former employees receiving that benefit and there are 7 more that remain eligible. Former police officer John Decker, who provided 25 years of service to the City of Astoria, is one of those employees who is receiving his post-employment health insurance benefit. To date, former officer Decker has received City provided medical insurance for 18 of his 60 eligible months. Recently the City began discussions with Mr. Decker to consider an option for the City to buy out the remainder of his 42 months of health insurance benefit. The current value of those benefits is \$71,367.24. Subject to Council approval, I have offered and Mr. Decker has accepted, an agreement to take a one-time cash payment of \$35,683.62 in lieu of his remaining health insurance benefits. Under this tentative agreement the City's cost is reduced by 50%.

Recommendation

Staff is asking the Council to consider accepting this agreement and to allow the City Manager to formalize and sign the necessary documents.

By: _____


Mark Carlson, CPA
Finance Director



CITY OF ASTORIA

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January 14, 2014

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  PAUL BENOIT, CITY MANAGER

SUBJECT: ARTS AND CULTURAL FUND TO PROMOTE TOURISM

Discussion

During the 2013-14 budget process the Budget Committee put forth and the Council accepted a recommendation to fund \$30,000 for the Arts and Cultural Fund to Promote Tourism out of the Promote Astoria Fund. A committee comprised of Councilors Arline LaMear, Drew Herzig and Budget Committee members Loran Mathews, Kathleen Sullivan and Richard Hurley met over two evenings to review and consider the applications received by the December 31st deadline. Attached is the committee's recommendation for allocation of those funds.

Recommendation

Staff is asking the Council to consider approving the recommendations of the Committee for the allocation of the Arts and Cultural Fund to Promote funds.

By: 

Mark Carlson, CPA
Finance Director

Arts & Cultural Fund to Promote Tourism
Funding Recommendations to the Astoria City Council
2013-2014 Budget Cycle

1. \$1,500 Astoria Arts and Movement Center – Hosting and presenting of varied dance and instructional events.
2. \$1,000 Fiber Arts Academy – Art Bomb event to display in Downtown Astoria.
3. \$7,500 Astoria Music Festival – Hosting and presentation of early summer musical events.
4. \$5,000 Astoria Scandinavian Heritage Association – Advertising and outreach to promote the Scandinavian Festival.
5. \$500 Astoria Timber Festival – Marketing and outreach to promote the festival.
6. \$1,000 Astoria Visual Arts – Creation and operation of a virtual Arts and Cultural Information Center.
7. \$2,600 Clatsop Community College Foundation – Marketing and outreach for workshops in historic preservation and restoration.
8. \$5,000 Clatsop County Historical Society – Marketing and outreach for the Oregon Film Museum.
9. \$2,200 Coast Community Radio – Cover costs related to the live broadcast of the Fisher Poets Gathering.
10. \$1,200 Fisher Poets Gathering – Marketing and outreach to promote the event.
11. \$2,500 Lower Columbia Hispanic Council – Marketing and outreach to promote the Cinco de Mayo event to be held in Astoria.