



AGENDA

ASTORIA CITY COUNCIL

MONDAY, May 15, 2017
7:00 PM
2nd Floor Council Chambers
1095 Duane Street · Astoria OR 97103

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PRESENTATION**
 - a) Property Watch presentation (Police)
- 4. PROCLAMATION**
 - a) Police Week 2017
 - b) National Emergency Medical Services Week
 - c) Mental Health Month
- 5. REPORTS OF COUNCILORS**
- 6. CHANGES TO AGENDA**
- 7. CONSENT**
 - a) City Council Minutes Feb 21, April 12, April 17, 2017
 - b) Astoria Library Board Minutes April 4, 2017
 - c) Salary Resolution: Update Police and Fire Contracts (Finance)
 - d) OR202 Sidewalk Project ODOT - Revised Local Agency Agreement (Public Works)
- 8. REGULAR AGENDA ITEMS**
 - a) Ordinance: Modify City Code Providing for Abandoned Vehicles and Seizure of Vehicles (2nd Reading and Adoption) (Police)
 - b) Resolution: Transfer Appropriations Within Building Inspection Fund Budget for FY 2016-17
 - c) Recology Rate Review (Finance)
 - d) Construction Excise Tax Program Update (Community Development)
- 9. NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)**
- 10. EXECUTIVE SESSION**
 - a) **ORS 192.660(2)(e)** – Real Property Transactions

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



CITY OF ASTORIA

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May 10, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ASTORIA CITY COUNCIL MEETING OF MAY 15, 2017

PRESENTATION

Item 3(a): Property Watch Presentation (Police)

In looking to provide proven techniques to help deal with social disorder issues in the downtown core, as well as city wide, the Astoria Police Department is using a program called property watch. Property watch allows owners to preapprove actions by the police department on their behalf. It allows our officers to act as an agent of the business or building owner excluding people from the premise based on predetermined criteria. To date, twelve businesses have signed on. Staff will provide more detail on this program.

PROCLAMATION

Item 4(a): Police Week

Mayor Arline LaMear will proclaim the week of May 14-20th Police Week in Astoria

Item 4(b): National Emergency Medical Services Week

Mayor Arline LaMear will proclaim the week of May 21-27th Emergency Medical Services Week in Astoria

Item 4(c): Mental Health Month

Mayor Arline LaMear will proclaim the Month of May Mental Health Month in Astoria

CONSENT CALENDAR

Item 7(a): City Council Minutes Feb 21, April 12, April 17, 2017

The minutes of the City Council meetings of February 21, April 12, and April 17, 2017 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 7(b): Astoria Library Board Minutes April 4, 2017

The minutes of the Astoria Library Board, April 4, 2017 are enclosed for review. Unless there are any corrections, it is recommended that Council approve these minutes.

Item 7(c): Salary Resolution: Update to Include Police and Fire Contracts (Finance)

Staff positions and associated compensation are detailed in the "Resolution Establishing a Basic Compensation Plan for the Employees of the City of Astoria and Establishing Regulations for the Placement of Present Employees within the Wage and Salary Schedules Provided". Whenever there are changes in positions, whether a position is being deleted, added or redefined; or whether a change in compensation is proposed; such changes are adopted by resolution. This proposed resolution implements the following retroactive changes:

Fire Employee Group - 4.0% retroactive wage adjustment to July 1, 2015, as specified in their contract expiring June 30, 2018 and adopted by City Council on April 3, 2017.

Fire Employee Group - 3.0% retroactive wage adjustment to July 1, 2016, as specified in their contract expiring June 30, 2018 and adopted by City Council on April 3, 2017.

Public Safety Group - 2.5% retroactive wage adjustment to July 1, 2016, as specified in their contract expiring June 30, 2019 and adopted by City Council on April 3, 2017.

It is recommended that Council adopt the Salary Resolution as presented.

Item 7(d): OR202 Sidewalk Project ODOT - Revised Local Agency Agreement (Public Works)

ODOT, through the Multimodal Transportation Enhance Program (MTEP), is providing funding for pedestrian improvements between Astoria High School and Hanover Street. The total estimated project cost is \$2,500,000. ODOT will be providing \$2,243,250 in funding and the City will be responsible for a 10.27% match of \$256,750. Preliminary

engineering design for the project is anticipated to start this fall with construction starting in 2018.

Consultant selection for the project was initially delayed while the City and ODOT explored a pilot program that could benefit the project by reducing cost to the City and expediting project delivery. As the details of the program were developed, it was determined that this project could not benefit from the potential opportunities. Because of the delay, the City submitted a project change request to ODOT to modify several project milestones. ODOT has memorialized this change in an amendment to the agreement. It also includes some revised contract language associated with new Americans with Disabilities Act (ADA) requirements.

The City will need to execute the amendment in order to start the consultant selection process and begin preliminary project engineering. The City Attorney has reviewed the agreement and has approved it as to form. It is recommended that Council approve the amendment to the Local Agency Agreement with ODOT for the US202 Sidewalk Project.

REGULAR CALENDAR

Item 8(a): Ordinance: Modify City Code Providing for Abandoned Vehicles and Seizure of Vehicles (2nd Reading and Adoption) (Police)

In preparation of renewing the contract that Astoria Police Department uses to tow abandoned and impounded vehicles, the City Attorney determined that the City Code required changes to support the contract. The Department has worked with the City Attorney to bring the code into compliance with Oregon Law and the Department's current practices. The changes are detailed in a track changes document that accompanies the ordinance. It is recommended that Council hold a second reading and consider adopting the ordinances amending City Code 6.400 and 6.530.

Item 8(b): Resolution: Transfer Appropriations Within Building Inspection Fund Budget for FY 2016-17 (Finance)

ORS 294.463 provides guidance for the transfer of appropriations within a fund, when authorized by resolution of the governing body. At the time the budget was originally appropriated, the Personal Services included appropriations for full time Building Inspector/Code Enforcement staffing, for the full year. Ben Small was hired and began work October 3, 2016. Outside consulting services were required to cover requirements in Building Inspection from July 1, 2016 and through transition to new staffing. A transfer in the amount of \$ 20,000 is required between Personal Services and Materials & Services in the Building Inspection Fund.

This transfer will increase the Professional Services line from \$ 14,650 to \$34,650 for additional expense associated with the contract support of

building inspection/code enforcement and will reduce appropriations for Personnel Services by \$ 20,000 resulting in appropriations of \$ 192,340 which is sufficient for anticipated annual personnel expenses. It is recommended that council adopt the attached resolution transferring appropriations within the Building Inspection Fund.

Item 8(c): Recology Rate Review (Finance)

The City's Franchise Agreement with Recology requires them to render financial statements and a rate review of the Solid Waste Collection Franchise and Clatsop Transfer & Disposal Station no later than April 30th each year. The purpose of the annual rate review is to determine whether Recology's rate of return on their collection operation a solid waste disposal falls within the limits set by the Franchise Agreement. Additionally, a request was made to Recology to provide information regarding additional services and associated costs for Council consideration. A Recology representative will be available at the meeting to respond to Council questions. It is recommended that Council provide direction as to option(s) to include for additional service in a resolution to be considered at the June 5, 2017 Council meeting.

Item 8(d): Construction Excise Tax Program Update (Community Development)

The City Council held work sessions on February 8, 2017 and March 20, 2017 to discuss the Affordable Housing Study and the Affordable Housing Strategy. The purpose of this memo is to follow up and summarize issues that were identified in the last work session about Affordable Housing and Construction Excise Taxes. A chart was compiled to outline typical commercial projects, projected amount of funds that could be generated and recent examples of projects and the additional cost based on a projected percentage. Council can dedicate these funds to achieve any housing policy initiative. It is recommended that Council discuss whether CET is a funding option they wish to pursue and, if so, direct staff to move forward accordingly.



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PROCLAMATION

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

WHEREAS, the members of the Astoria Police Department play an essential role in safeguarding the rights and freedoms of the citizens of Astoria; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, there were 15,548 assaults against law enforcement officers in 2015, resulting in approximately 14,453 injuries;

WHEREAS, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty.

WHEREAS, 394 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including Seaside Police Department Sergeant Jason Goodding and 142 other officers killed in 2016 and 251 officers killed in previous years;

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff;

THEREFORE, BE IT RESOLVED that the City of Astoria formally designates May 14-20, 2017 as

POLICE WEEK IN ASTORIA

and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

IN WITNESS WHEREOF, I have herewith set my hand and caused the seal of the City of Astoria to be affixed this 15th day of May, 2017.



Mayor



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PROCLAMATION

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, The City of Astoria, in recognition of this event do hereby proclaim the week of May 21st – 27th, 2017, as

EMERGENCY MEDICAL SERVICES WEEK

With the theme, **EMS Strong: Always in Service**, I encourage the community to observe this week with appropriate programs, ceremonies and activities.



Mayor



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PROCLAMATION

WHEREAS, mental health is part of overall health; and

WHEREAS, mental health helps to sustain an individual's thought processes, relationships, productivity and ability to adapt to change or face adversity; and

WHEREAS, mental illness adversely affects those abilities and often is life-threatening in nature; and

WHEREAS, one in five adults experiences mental health problems in any given year and such problems can contribute to onset of mental illness; and

WHEREAS, one in 25 adults lives with mental illness such as major depression, bipolar disorder or schizophrenia; and

WHEREAS, approximately one-half of chronic mental illness begins by the age of 14 and three-quarters by age 24;

WHEREAS, long delays—sometimes decades—often occur between the time symptoms first appear and when individuals get help; and

WHEREAS, early identification and treatment can make a difference in successful management of mental illness and recovery; and

WHEREAS, it is important to maintain mental health and learn the symptoms of mental illness in order to get help when it is needed; and

WHEREAS, every citizen and community can make a difference in helping end the silence and stigma that for too long has surrounded mental illness and discouraged people from getting help;

WHEREAS, public education and civic activities can encourage mental health and help improve the lives of individuals and families affected by mental illness;

NOW, THEREFORE BE IT RESOLVED, The City of Astoria formally designates the month of May 2017 as

MENTAL HEALTH MONTH IN ASTORIA

to increase public understanding of the importance of mental health and to promote identification and treatment of mental illnesses.



Mayor

CITY HALL • 1095 DUANE STREET • ASTORIA, OREGON 97103 • WWW.ASTORIA.OR.US

A regular meeting of the Astoria Common Council was held at the above place at the hour of 7:00 pm.

Councilors Present: Nemlowill, Jones, Price, Brownson, and Mayor LaMear.

Councilors Excused: None

Staff Present: City Manager Estes, Community Development Director Cronin, Planner Ferber, Parks and Recreation Director Cosby, Finance Director Brooks, Fire Chief Ames, Police Chief Johnston, Public Works Director Cook, Assistant City Engineer Crater, Library Director Pearson, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

REPORTS OF COUNCILORS

Item 3(a): Councilor Jones reported that he recently attended a meeting with some of his constituents who operate Airbnbs. All of the Councilors have received emails from people on each side of the issue and it was interesting to hear their viewpoints about why they would or would not rent a room in their home to a permanent resident. While Council is not directly addressing this issue, he encouraged people to continue sharing their opinions. He confirmed for Councilor Nemlowill that the meeting was arranged by Yvonne Edwards, a Ward 4 constituent who invited to him to the meeting via email.

Item 3(b): Councilor Price had no reports.

Item 3(c): Councilor Brownson reported that he hosted a Meet the Councilor session the previous week. He was able to speak with Astoria residents, but only one person from his ward attended. He would host another session next month, starting at 5:15 pm because 4:00 pm was not a very convenient time. He invited his Ward 2 constituents to attend the meetings or contact him through the City or social media.

Item 3(d): Councilor Nemlowill invited everyone at the meeting to sing *Happy Birthday* to Councilor Jones and they did.

Item 3(e): Mayor LaMear reported that she saw the play *Astoria* in Portland with a group from the Maritime Museum. She received a poster signed by all of the actors, which will be framed and put on display. The play was wonderful and she encouraged everyone to see Part 2 when it is shown. She wanted the play to come to Astoria, but the set would take up the entire Liberty Theatre. She also attended the Clatsop County Mayors and City Managers luncheon during the previous week. It was interesting to hear about what is going on throughout the County in other jurisdictions. She got to hear about problems they have in common with Astoria and issues that are unique to each community.

CHANGES TO AGENDA

City Manager Estes stated that Mayor LaMear has added the following items to the agenda:

- Item 6(d): Resolution Declaring the City of Astoria as a City of Inclusivity with Respect to Immigrants and Refugees
- Item 6(e): Gillnetting on the Columbia River
- Item 6(f): Resolution Opposing Proposed Oil, Methanol, and Coal Exports on the Lower Columbia River

Mayor LaMear clarified that Item 6(f) should not be added to the agenda at this time. The agenda was approved with the addition of Items 6(d) and 6(e).

PRESENTATIONS

Item 5(a): Brooke Stanley of North Coast Watershed – “Bear Creek Working Group”

Brooke Stanley, Watershed Coordinator for the North Coast Watershed Association (NCWA), will provide Council with a report regarding the "Bear Creek Working Group" which is comprised of citizens who meet monthly to discuss Astoria's drinking water.

Brooke Stanley, 488 Lexington Avenue, Astoria, explained that the NCWA is a small non-profit that works with watershed councils throughout Clatsop County. The Bear Creek Working Group, a citizen group, was created a year and a half ago to look at Astoria's drinking water, which comes from Knappa. Astoria is lucky to own its entire watershed because this allows the City to have a say in how the drinking water is managed. The working group is interested in gathering more information and having transparency about the drinking water so that information can be shared with the public more often than just once a year. She explained that the recent high levels of haloacetic acids that were in violation led to a lot of community interest and the working group learned that there was no clear understanding about what happened. People found out after the fact that they had been drinking the water. It would be wonderful if information could be published sooner than later. Haloacetic acids can be harmful to pregnant women, elderly people, and people with compromised immune systems. She did not become aware of the high levels until her mom told her about the article published in the *Daily Astorian*. She stopped drinking the water because she is pregnant. She was never notified of any resolution to the problem, so she called the City to find out. Fixing this breakdown in communication can help the community trust that the City is managing the drinking water well. She believed Staff was doing an amazing job at meeting all of the requirements, but better communication would lead to better understanding about what the drinking water quality really is. Bear Creek Working Group would like to see more testing in the watershed and the test results published. The City tests for chlorine multiple times a day and it would be wonderful if that information were available. The working group serves as an ally for the City to disseminate information and apply for grants to improve the drinking water quality, do more testing, and work with the public. She looked forward to working with the Public Works Department. More information is available on the NCWS website, ClatsopWatersheds.org.

Item 5(b): SarahLu Heath of Astoria Downtown Historic District Association (ADHDA)

SarahLu Heath, Executive Director, Astoria Downtown Historic Association (ADHDA), will make a presentation regarding the ADHDA's services to the local business community for 2016 and 2017 year to date.

SarahLu Heath, 854 Glasgow Avenue, Astoria, updated Council on ADHDA's annual events, new and upcoming events, ongoing beautification efforts, and awards the ADHDA has earned. She explained how each event benefits the community and Astoria's economy. She also reviewed via PowerPoint how the ADHDA's partnership with the Oregon Main Street Association affects revitalization in the downtown core.

Councilor Nemlow asked how the ADHDA was involved in the Advance Astoria project. She also wanted to know how their cluster analysis fit into the City's economic development strategy. Ms. Heath said Director Cronin is on the ADHDA's Business Development Board. Also, she has given Director Cronin feedback about public meetings and she plans to attend the Advance Astoria meeting on March 9th.

Item 5(c): Nancy Ferber of Community Development Department regarding Historic Preservation Grant Program 2017

City Planner/Project Manager Nancy Ferber will discuss the City of Astoria's receipt of an \$11,000 grant from the Oregon Heritage Commission and State Historic Preservation Office (SHPO) to assist Astoria property owners with renovations of historic homes.

Planner Ferber announced that grant funds are now available to homeowners in Uniontown for exterior alterations. The City is offering a 50/50 match up to \$3,000 per project. She gave a PowerPoint presentation on grant eligibility, application procedures, and past grant funded projects. If the City cannot spend all of the funds in Uniontown, the grant will be opened up to the rest of the City with the same eligibility rules and application procedures. She made informational post cards available to the public and said updates would be posted on social media and the City's website.

Councilor Price confirmed the projects had to be complete by the end of July.

REGULAR AGENDA ITEMS

Item 6(a): Ordinance Revising Legal Description to the Astor-West First Amendment (1st Reading) (Community Development)

The Astoria City Council approved an ordinance to expand the Astor West Urban Renewal Area on November 21, 2016. After adoption, the amendment was sent to Clatsop County for recording. The County Surveyor's office noted an error on the legal description, which is a requirement to establish the exact boundary of the amendment. The contracted surveyor has made the corrections and the County Surveyor has approved as to form. The City Attorney has recommended readopting the First Amendment through a revised ordinance. No other changes to the ordinance are proposed. The City Attorney has approved as to form. It is recommended that the City Council hold a first reading of the ordinance and readopt the First Amendment to the Astor West Urban Renewal Plan.

City Council Action: Motion made by Councilor Nemlowill, seconded by Councilor Brownson, to hold a first reading of the ordinance and readopt the First Amendment to the Astor West Urban Renewal Plan. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Director Cronin conducted the first reading of the ordinance.

Item 6(b): Spur 14 Water Line Project – Final Pay Adjustment (Public Works)

The goal of the Spur 14 Water Line Project is to provide a direct connection to the City's best quality water source. The project has been completed and will provide better operational control over source water selection, better flow monitoring, reduced maintenance on existing pressure relief valves, and should reduce the level of disinfection byproducts in treated water. This enhances the City's ability to stay in compliance with United States Environmental Protection Agency drinking water regulations. In June 2016, Council authorized award for construction of this project to Big River Construction, Inc., in the amount of \$286,007. During construction, two pay adjustments were processed that totaled \$6,440.51. This final pay adjustment of \$26,279.89 accounts for unforeseen conditions associated with existing infrastructure and changes in scope necessary to complete the project. Funds are available for the final pay adjustment in the Capital Improvement Fund, Fiscal Year 2016-17 budget; however, a budget amendment will be required at the end of the fiscal year. It is recommended that Council authorize Staff to approve the final pay adjustment in the amount of \$26,279.89.

Councilor Price asked if Staff could address some of Ms. Stanley's concerns about reporting test results. Assistant City Engineer Crater said the City tests the water system daily for various items. The City only reports what is required by the State, but Staff can work with the Bear Creek Working Group to develop strategies for sharing information while balancing Staff time needs. City Manager Estes added that funding the cost of additional reporting needs to be considered.

City Council Action: Motion made by Councilor Price, seconded by Councilor Jones, to authorize Staff to approve the final pay adjustment in the amount of \$26,279.89. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 6(c): City Council Goals for Fiscal Year 2017-18

The City Council held a work session on January 13, 2017 to set goals for Fiscal Year 2017-18. From that work session, a list of Council goals was drafted. The draft goals were presented at the Council Work Session meeting of February 8, 2017 and posted on the City website. In addition, an article reviewing the goals was published in the February 9, 2017 edition of *The Daily Astorian*. These goals are being presented for Council's consideration.

Councilor Price confirmed one goal was to implement the provisions contained in the 2015 City of Astoria Affordable Housing Study, which was completed prior to the Affordable Housing Strategy.

Councilors Jones, Brownson, and Nemlowill agreed the draft goals accurately captured Council's recommendations. Councilor Nemlowill believed it would be ambitious to complete the library renovation by 2020, but she hoped this goal would be achieved.

City Council Action: Motion made by Councilor Jones, seconded by Councilor Nemlowill, to adopt City Council Goals for Fiscal Year 2017-18. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 6(d): Resolution Declaring the City of Astoria as a City of Inclusivity with Respect to Immigrants and Refugees

This item was added to the agenda during Item 4: Changes to the Agenda.

Jorge Gutierrez, 3734 Franklin Avenue, Astoria, said he was proud of the Hispanic families who attended the meeting. He read the following statement:

"Good evening Mayor and City Councilors. I stand here today on behalf of the Hispanic and immigrant community of Astoria to request that you consider adopting an inclusivity resolution. Our immigrant community has expressed fear and concern about what is happening at the local, state, and national level. We believe that now is the time to explore the possibility of an inclusivity resolution. To be clear, we are not asking that the City become a sanctuary city. Instead, we are asking for a resolution that affirms the progressive values of our City and recognizes that our immigrant population is vital to our community and local economy. Most importantly, in the face of the continued rhetoric that is attempting to dehumanize this population, an inclusivity resolution sends a clear message to our Hispanic community that we stand with them, that they are our friends, family, and neighbors. We urge the City to move forward with exploring this possibility, but we also urge that it is done with prudence. At a time when policies at the federal level are changing rapidly, it is important that we remain nimble in our approach and that our actions are moved forward by reason and not by fear. To that end, the language from a sample inclusivity resolution has been provided to the City. We ask that this go through the appropriate channels to determine how this type of resolution might be adopted in our City. During that process, we hope that we continue to engage the Hispanic community so that whatever path the City follows, their voice is taken into account during the process. On behalf of the Hispanic community, we thank you for your continued support and for your consideration of this request. We are confident that we live in a City that opposes any form of discrimination, including that which is based on national origin, race, or ethnicity. We know that the City will take the right steps to ensure everyone, including our immigrant community, feels welcomed and supported in our City."

He confirmed for Mayor LaMear that he had provided Staff with a copy of a resolution drafted by attorneys from Causa and the American Civil Liberties Union (ACLU) and enacted in Portland. Six to eight cities in Oregon have adopted similar resolutions. Causa and the ACLU have affirmed their support and have agreed to work with the City to draft a resolution that makes sense for Astoria.

Mayor LaMear said the draft resolution provides a good start because it covers many things Astoria wants to make sure is covered. Astoria values its Latino community and wants to make sure people feel safe here.

Mr. Gutierrez stated that if any action is taken, it would be important to do so only after weighing all of the facts first. He believed there was a lot of fear in the community. Everyone has good intentions to act, but he believed it was necessary to step back, look at the big picture, and think about what makes the most sense. He asked Council to begin thinking about what makes the most sense for the city.

Mayor LaMear thanked Mr. Gutierrez for initiating this conversation.

Councilor Brownson said he believed inclusivity was very important and he appreciated everyone who attended just for this reason.

Councilor Nemlowill added that Astoria was built by immigrants and she supported the immigrant and Hispanic community in Astoria. She also supported the resolution.

Councilor Price agreed and said she would provide Staff and Council with whereas statements that reflect Councilor Nemlowill's comment.

Councilor Jones said he fully supported the spirit of the resolution. Of the 13 clauses in the draft resolution, he supported clauses one through 11. With regard to Clause 12, he asked if City funds, equipment, or personnel

were currently used to enforce federal immigration laws. Chief Johnston said no and explained that State law prohibits the use of City funds to enforce federal laws.

Councilor Jones confirmed that the provision of services or benefits by the City with regard to Clause 13 were not contingent upon a residents federal immigration status. He said Clauses 12 and 13 would prohibit actions that Astoria does not currently take and asked how the language in Clauses 12 and 13 differed from the language designating a city as a Sanctuary City. He wanted to make sure this resolution would not establish Astoria as a Sanctuary City under a different name. Chief Johnston explained that the name Sanctuary City provides specific implications. Astoria cannot control federal actions and there are active Immigration and Customs Enforcement (ICE) agents stationed within the city. Therefore, it seems presumptuous to say that Astoria is a Sanctuary City. Astoria does not have the ability to provide the services of a Sanctuary City, but it can be and already is a City of Inclusivity.

Mayor LaMear called for public comments.

Gustavo Valadez, 5 McCain Road, Apartment 2, Astoria, said he believed the country's new employee, President Trump, would not do any good for the United States. The entire country, not just Astoria, is made up of immigrants and it is important to consider the big picture. Astoria's police are local, not federal. He thanked Chief Johnston for refraining from enforcing federal laws. This allows him to tell his friends not to be afraid that the police might stop them to ask for papers. He asked Council to consider the big picture and adopt the resolution.

Mayor LaMear directed Staff to use the draft resolution provided by Mr. Gutierrez to develop a resolution for Astoria and present it to Council for adoption at the next regular City Council meeting. Councilor questions and comments should be directed to City Attorney Henningsgaard or Chief Johnston.

Councilor Brownson noted that Councilor Price's preamble would make a nice addition to the resolution. He hoped the Hispanic community would not be afraid to contact the proper authorities to report any abuses or trouble.

Item 6(e): Gillnetting on the Columbia River

This item was added to the agenda during Item 4: Changes to the Agenda.

Mayor LaMear said the City received a request to write a letter of support for gillnetting, the right to continue fishing on the Columbia, and maintaining the 2016 fishing limits without any changes.

Council agreed that Mayor LaMear should write the letter.

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

Jennifer Cameron-Lattek, 1820 SE 3rd Street, Astoria, said many people are not familiar with the process of getting a green card. She is an American citizen and her husband is German. They went through the incredibly complicated green card application process several years ago. There are times when two different forms asking for the same information contain contradictory statements. She is a native English speaker and she and her husband are both educated, so she expected that they would be able to figure out the process on their own. They invested at least \$1,000 and it took a long time to figure everything out. This past December, all of the costs increased by 20 percent. The large expense and all of the hurdles of trying to get a green card need to be considered when it comes to undocumented immigrants. The overwhelming majority of undocumented immigrants in this country are economic migrants and should be recognized as such. All of our ancestors risked a lot to get here and make a better life. Today's immigrants are doing the same thing, working some of the hardest labor jobs with long hours. They are often exploited and not recognized for the contribution they make to our society. America has good quality products and a good lifestyle because of many of the immigrants. They deserve our respect and protection and she was proud to be part of a community that understands this.

Misha Cameron-Lattek, 1820 SE 3rd Street, Astoria, said he wanted to add an immigrant's perspective. From a jail in Birmingham, Alabama, Martin Luther King, Jr. wrote, "We should never forget that everything Adolf Hitler did in Germany was legal. And everything the Hungarian Freedom Fighters did in Hungary was illegal. It was illegal to aid and comfort a Jew in Hitler's Germany. Even so, I am sure had I lived in Germany at the time, I

would have aided and comforted my Jewish brothers." He hoped that each person, not as elected officials, but as fellow members of the community, would find the strength to help people that need it the most right now.

Loretta Maxwell, 1574 Grand Avenue, Astoria, Grandview Bed and Breakfast, said Councilors have made Facebook posts about an Airbnb permit that will be considered at the next Planning Commission meeting on Tuesday. She believed that the people who rent through Airbnb and who were not aware of the proposed permit were undercutting the small businesses, particularly her bed and breakfast. Her business is in its 30th year of operation and over the last three years, her business has decreased. She only rented one room during the month of January. This situation is very distressing for her mother, who has tried to determine the problem. She makes a reservation from almost every call she receives, so she is not saying anything that turns people away. After reading Councilor Price's post, she found at least 67 locations being rented on Airbnb. People may think she has one bedroom or an apartment over her garage, but each Airbnb has the same effect that a Wal-Mart has on small businesses. She does not have a mortgage on her house, but she tried to get an equity loan and was denied because the property is zoned commercial. She is trying to generate more income in other ways. One Facebook post objected because people who rent on Airbnb do not want to rent to monthly renters. Astoria needs places for employees to work. Her summer employee lives in Knappa and is not always able to get to work. Right now, she is unable to give him work. She is now renting some of her rooms on a monthly basis and someone had said this was dangerous because she would be unable to get the renters out of her house. When she rents to people on a monthly basis, the renters must sign a contract with specific rules. She has not had any problems because the tenants abide by the rules. One of her regular guests stays for several months each year over the winter.

Councilor Price reminded Ms. Maxwell that her speaking time had expired. She stated she had been very outspoken on Facebook advocating for restrictions on home stay lodgings. However, she has not and would not single out any one permit because that would be unethical. It is her job to consider the City Codes and home stay lodgings in general.

Matt Stanley, 664 Kensington Avenue, Astoria, said he was General Manager of the Astoria Co-op Grocery. He wanted to make sure City Council heard from enough local business people about housing, which is at a crisis stage right now. Apartment broker has become part of his job description now and it is very difficult for working people to find a decent place to live. He has had people living in recreational vehicles and vans. Sometimes, people just have to leave town because they are unable to find an affordable place. He asked City Council to take time to think through what is best for the longevity of Astoria. If we want nice cafes, restaurants, and grocery stores, we need people to work in those places and we want people that offer good service. So, we need places for those people to live. Over the last 12 to 18 months, it has become very difficult to find a place to live in Astoria. He plans to expand his operation and will need to hire more people. It makes him nervous to think they will not have a place to live.

Dwight Caswell, 457 Alameda, Astoria, said his small business is an Airbnb rental. Councilor Price has said many things on Facebook and to the newspaper, including comments that Airbnb threatens long-term housing in the city and that not many people qualify for an Airbnb rental on their property. These two statements seem contradictory. If there are not many people who can have Airbnbs then long-term housing would not be threatened. Airbnb offers two types of rentals, an entire dwelling or a private room. There are about 40 whole house rentals in Astoria listed on Airbnb, which makes up about half of the properties in Astoria listed on the site. He recommended the City find out which of those properties used to be long-term housing or could be in the future. Twenty percent of these whole house rentals are suites on Pier39 and another one is a bus; these are not long-term housing. He rents a spare bedroom and would never consider renting it for long-term housing. He rents the room when it is convenient because his wife uses the room occasionally. He has written over 300 stories on this area and one of his selling points is that he can tell guests where to go and make recommendations. He brings people who cannot afford a hotel to Astoria. If his guests had to spend two or three times more than what he charges, they would stay somewhere else, camp, or just make a day trip to Astoria. He is not competing with long-term housing or hotels; he is competing with campgrounds. He has sent so many people to Buoy Beer that he should get a commission. He brings people to Astoria who might not otherwise spend the night or the money. He did not know what was bad about that. He provides a valuable service for the town.

Fred Bohne, 824 35th Street, Astoria, said he also owns a home in Louisiana. New Orleans just passed an Airbnb ordinance, which he has been following very closely because the town fills up this time of year. There are

no empty hotel rooms because of Mardi Gras. Hundreds of thousands of people come for the event. If Astoria had some event that filled up every hotel, he would accept Airbnbs. However, Astoria has plenty of vacancies. He is opposed to short-term housing.

Diana Bartolotta, 3658 Franklin, Astoria, said she has run a shared house for five years. She has hosted on Airbnb in the past and has long-term housemates. Her mother also hosts on Airbnb in Florida. She believed several issues were being convoluted and she hoped Councilors were looking into this issue and asking the right questions. Mr. Caswell made excellent points and Airbnb rentals are not in conflict. Right now, she did not have any rooms on Airbnb because the house is full with a college student and a Coast Guard employee. When she decides how to rent a particular room, she considers the entire house, the people currently living there, and the type of room that is available. She is always looking at whether it makes more sense to have a local person, college student, or Airbnb guest in the house. The issue should not be long-term landlords versus bed and breakfasts versus Airbnb rentals because they all serve a different function. She sends a ton of business to town. People stay with her because she gives them a map from the Chamber of Commerce and she asks them about what they want to do so she can recommend local businesses. Airbnb hosts might not speak up, but she believed they were being vilified. As a community, we can find some solutions that meet everyone's needs without pitting people against each other.

Mayor LaMear said she wanted to speak with Ms. Bartolotta after the meeting.

Alexander Thompson, 822 35th Street, Astoria, said Astorians are being charged Portland rent prices, but do not make Portland wages. Landlords in Astoria have become incredibly greedy because it is so difficult to find a house in the area right now. We really need to get constructive and figure something out. He did not want to see Astoria whitewashed into Monterey, California. He wanted to keep the culture of the town as a working man's town. He works at the Commodore Hotel and does everything the Airbnb owners do. The rents have to be controlled because the situation is getting ridiculous. The average income in Clatsop County is about \$46,000 per year and the average one-bedroom rents for between \$1,000 and \$1,400 a month. It is not economically feasible to live in Astoria. He loves Astoria, but the city is becoming poverty with a view. Service industry employees like him are lucky to make half of the average income. He sees all of the people who make this community great getting priced out on a regular basis. He does not believe he will ever be able to buy a home while being robbed by his landlord every month.

Brenda Harper, 1423 Commercial St, Astoria, said she has friends who she believed were getting extra income from Airbnb rentals. She agreed that Airbnb owners were bringing business to town, but she would choose to rent to someone who needed a place to live. Airbnb rent is not equal to the rent a homeowner would make if they rented to someone who lived in town. People who live here year-round deserve to have affordable places to live. Airbnb tenants say there is a balance, but she disagreed because they are making so much more than they could make on renting to someone who lives in Astoria.

Jess Inman, 285 Melbourne Ave., Apt. 1, Astoria, stated that as a renter, she did not know what the right solution was, but recommended the City ask the people who are unable to find affordable housing. She has been looking to buy her first home since March 2015. Every home she has been outbid on, including those she bid over the asking price, has been on Airbnb. Over the last couple of years, home prices have been at a premium and that money has to come from somewhere. Airbnb does serve a purpose, but she encouraged City Council to consider the perspective of those at the bottom of the economic status quo.

Councilor Nemlowill confirmed for Ms. Inman that any changes made would not affect the existing Airbnb rentals. Currently, conditional use permits for home stays are issued in R-1 zones and business licenses to operate home stays are issued in R-2 and R-3 zones. She asked how the licensed properties in the R-2 and R-3 zones would be affected by changes to the Development Code and wanted to know if the permits and licenses would be treated the same way.

City Attorney Henningsgaard stated home stays were a permitted use in the R-2 and R-3 zones and land use permits are issued through a different process than licenses. This needs to be considered when deciding whether an existing home stay would be allowed to remain.

Ms. Inman said she did not want to alienate the people who are running legitimate Airbnbs. However, her friend who has an Airbnb rental owns two houses while there are a lot of people just looking for a place to rent.

Chris Haefker, 687 12th Street, Astoria, said he works as a general contractor, historical preservationist, and real estate investor. He also owns an old house he is working to maintain. It goes without saying that there are many homeowners who are strapped by their costs, especially with historic homes in a historic town. These homeowners find ways to try to offset their costs. He quoted Jason Brandt, Oregon Restaurant and Lodging Association, who said, "Home stays are a great way for families and people to make ends meet." He sympathized and related with renters, but homeowners have costs and historic buildings are expensive. He believed City Council needed to look at how to provide more housing because the issue is that Astoria does not have enough housing on all levels. He is currently fixing up two derelict buildings, one of which used to be a duplex. However, the zoning currently requires the house to be a single-family home. He believed it was important to consider nonconditional uses and try to find a way to keep some of the older homes that were used for housing when Astoria had twice the population with fewer buildings. He suggested the City relax some of the restrictions on things like boarding houses, which are not possible because of parking issues. His house used to be ten apartments, but it has had to be a single-family house since the 1980s. Housing options in old buildings that used to be housing are eroding in Astoria because of the nonconditional use permits. Maybe the City can find a way to make it easier for people to provide housing. He strongly believed that buildings with apartments in them should be used for housing, apartments, and monthly rentals. However, the City should not take options away from homeowners trying to make ends meet.

Mayor LaMear said housing was a tough topic and she sympathized with people on both sides of the issue. She asked Staff for an update on next steps.

City Manager Estes stated the City has discussed affordable housing, but at this time, there has been no direction from Council to amend the Codes that relate to transient lodging. Staff is working on code enforcement opportunities so that concerns are addressed. Staff is also considering a potential permitting process for short-term rental units in the R-2 and R-3 zones.

Councilor Price clarified that her supposed contradictory statements on social media were actually about two different topics. She had stated that a limited number of homes in Astoria have the ability to add an accessory dwelling unit, which is different from a home stay lodging. The issue is about making policy that will have long-term effects on the city's livability, character, and economy based on anecdote and lobbying, which is not sensible. The City does not have very much data about home stays at this time and she believed many questions should be answered before more home stays are allowed. This is not a matter of pitting people against each other. People who have permits get to keep them until they sell their homes and business permits should be grandfathered in. City Council is trying to advocate policies for residents. Cities with policies that work well for the majority of their residents attract visitors. This is exactly what has happened to Astoria and why the current issue exists. She believed the following questions should be answered before moving forward:

- How many home stays are currently in Astoria?
- What kind of amenities and facilities do they offer?
- Where are they located and what zone are they in?
- When were they permitted?
- Is there a rise in the number of home stays?
- How are they inspected and monitored?
- How much do they generate in transient taxes for the City?
- Are there effects on hotels, motels, and bed and breakfasts? If so, can those effects be quantified?

When she first came to Astoria in 1995, she stayed in a bed and breakfast because there was not a great hotel to stay in. Over the past ten years, many hotels opened, which hurt the bed and breakfasts. Now the bed and breakfasts are taking hits from home stays. Answers to her questions and more data can lead to larger questions, like how many home stays does Astoria want. Cannon Beach, Seaside, and Gearhart had visitor populations for a long time, but Astoria is new to this. Those cities are now doing everything they can to regain their year round communities. If Astoria loses its year round community, it will lose everything that makes it a working city. If Astoria decides it wants home stays, the City should consider why they are wanted and where they should be located. There are a lot of old homes on the north slope with older people living in them. Is City Council looking at a housing situation or a social services situation? This cannot be done on an anecdotal basis. It is City Council's job to look ahead 20 or 30 years and try to do what will keep Astoria on a good path for the future. She hoped there would be a lot more discussion and City Council would get a lot more data. Over the last

few days, she spent many hours looking at Airbnb and found that there are 29 properties in the city limits. Four of the properties are at Pier 39, 11 can accommodate more than four people, three have a shared bathroom, 16 offer a full kitchen, 17 have a private entrance, and 15 are not owner occupied. These are not people who are just renting out a room in their house and sharing everything. One cannot assume that if home stays were no longer allowed, property owners would rent their rooms to a brewery worker or a doctor.

Councilor Nemlowill thanked Councilor Price for doing the research on Airbnb. She was concerned about the ability of the Community Development Department to enforce a limit on the number of properties. She believed the number of houses currently being marketed was evidence that Staff would not be able to adequately enforce the Codes. The City does not allow full houses that are not owner occupied to be rented to short-term renters, so there are already illegal properties. The Community Development Department does many things, like looking at sites for the new library, giving out grants for historic preservation, and granting building permits. There are only a handful of people doing all of this work. She agreed with many of the statements people made and she hoped people would continue speaking out. Renters do need to be considered. Right now, the problem is working Astorians that do not have a place to live, not people who already have houses with so much space that they can rent it out. She wants Astoria to be a place where people who work in Astoria can live in Astoria. She did not want Astorians to compete for rent with a tourist. She thanked the Airbnb renters for telling guests to go to Fort George, but said she did not believe it was worth it. The city needs places for workers to live. City Council cares about the people that work for the city and does not want them to have to live outside of town. She wanted Astoria to be a year round community. She is from this town and cares deeply about the future of Astoria. Her nine-year experience on the Planning Commission and two years on City Council led her to believe that this reform could be the best way to protect the character of Astoria into the future.

Councilor Brownson said this was all new to him, which was great because he was not coming into the discussion with any preordained ideas about what works and what does not. He encouraged people to continue talking about these issues. He believed the community needed a good civil robust discussion about all of this. He was not sure that equating Airbnbs with affordable housing was correct. Affordable housing is a bigger issue and has to do with having places to live, not rooms. Rooms are nice for a little while and can be transitory, which is good. However, many people with Airbnbs simply enjoy what they do and only rent out basic rooms. There are a lot of issues the City needs to address. If Airbnbs are going to be allowed, the City needs a level playing field with hotels and motels. A property owner cannot get away with having an unsafe residence while allowing guests. One cannot have a room without an egress or good fire protection. He has issues with the way Airbnb is currently set up, but finding affordable housing and rentals for people who work in Astoria is very important. City Council has to be sure the discussion is about all of the options, not just Airbnb. How can we encourage people with derelict buildings to renovate them or create apartments? Astoria has a very limited footprint so people have to be encouraged. This is all a result of success that Astoria is experiencing right now and he hoped the problems were handled right. He encouraged people to join this discussion.

Councilor Nemlowill thanked Councilor Brownson for coming into his role with objectivity and realizing that this is an important issue. She asked what good would it do to add more units of housing, restore downtown buildings, and add apartments if they are rented out on Airbnb?

Councilor Brownson said he has used Airbnb and it provides a great experience. Someone greets him and the experience is very personalized. He gets local tours of places he does not know anything about. Airbnbs are only rented by people with a spare bedroom and maybe an extra bathroom. It is also nice to have an extra entrance, but he does not expect anything else as a guest. City Council will be talking about ADUs in a month and home stays have been brought up as part of that discussion. Currently, City Council is asking for no home stays. There is a distinction between Airbnbs and building a tiny home on a lot or fixing up a garage into a full service apartment, which are rental units, not Airbnb rentals. Someone with space in their basement can make a little extra money to help offset the costs of taking care of their historic building. The City should also find ways to get rid of the abuses. He believed vacation home rentals should be removed from the discussion as well because they are a different issue. He did not like the idea of Astoria's housing stock being bought up for vacation rentals. Entire houses should not be rented on Airbnb. He recognized the problems and believed the City needed to work towards good solutions for the community.

Councilor Jones said he agreed with Councilors Price and Nemlowill on the desired outcome. However, he had a different opinion on how to achieve that outcome. Astoria needs more housing for permanent residents and City Council does not want to destroy the character of the community. He saw no evidence that home stays were the

primary culprit to be attacked. An outright ban on home stays is like taking a chainsaw to a problem that can be addressed with pruning saws. He proposed consideration of a cap on the number of home stays allowed in the city, permits in zones that currently only require a business license, and imposing conditions on existing home stays. The City could make home stay permits expensive to discourage home stays, but there is not enough money in the budget to incentivize people with a four-bedroom home to suddenly rent out their room to permanent residents. City Council could address policy issues instead of implementing an outright ban. He respected his colleagues opinions and looked forward to discussing this further.

Mayor LaMear believed this had been a very fruitful discussion. She wished someone would buy Clatsop Care and turn it into affordable housing because she believed it would be a great use of the building.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:50 pm.

ATTEST:

APPROVED:

Finance Director

City Manager

A work session of the Astoria Common Council was held at the above place at the hour of 9:00 am.

Councilors Present: Nemlowill, Jones, Price, Mayor LaMear, and Brownson.

Councilors Excused: None

Staff Present: City Manager Estes, Community Development Director Cronin, Parks and Recreation Director Cosby, Finance Director Brooks, Fire Chief Ames, Police Chief Johnston, Public Works Director Cook, Library Director Pearson, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

PRESENTATION

Parks Department Budget Discussion

City Manager Estes briefly reviewed the presentation on the Parks Department that was given at the last work session. He noted that Staff had done some research and had a few updates to present to Council. Staff wanted to discuss the Department's options with Council and receive clear direction on how to move forward.

Staff described the funding options listed in the Parks and Recreation Master Plan and explained the processes required to obtain or implement each type of funding. They answered Council's questions about defining the boundaries of a cemetery taxing district, potential revenue from a food and beverage tax, and compression resulting from multiple taxing authorities. Director Brooks explained how an operations levy could affect taxes and noted that Astoria was already under compression. Staff detailed the requirements for using a portion of transient lodging taxes for Parks and explained how Promote Astoria Funds affect the Parks Department.

Councilor Nemlowill supported an increase to the transient lodging tax because tourists use parks and restrooms. She also noted that the Lower Columbia Tourism Committee (LCTC) supports an increase to the tax as well.

Staff listed the Parks Department's expenses paid for with transient lodging taxes and shared the tax rates currently charged in surrounding communities. Councilors Jones and Nemlowill wanted Staff to prepare more details about the taxes charged in nearby areas. Council agreed that increasing the transient lodging tax in Astoria would not deter tourists.

Councilor Price wanted more data on all of the funding options recommended by Staff, as well as a soft drink tax. She did not believe an increase in transient lodging taxes would bring in enough revenue, so Council needs to consider several options. Council also needs to think about all of the City's needs and the entire budget.

Mayor LaMear wanted to know how an operations levy would affect all of the other departments.

City Manager Estes explained Staff needed direction from Council on what type of budget to propose for the next fiscal year. The Parks Department is trying to provide stability for the next fiscal year while also maintaining long-term sustainability. Therefore, Staff needs to know Council's priorities for the Department. Once priorities are established, Staff wants to know what funding opportunities Council would like to move forward with.

Councilor Jones supported funding sources that impacted tourists, like the lodging tax. He did not want the financial burden placed exclusively on Astorians because tourists use Park facilities as well.

Councilor Brownson asked questions about maintenance expenses covered by Promote Astoria Funds. Councilor Nemlowill suggested Promote Astoria Funds pay for garbage pick up along the Riverwalk and other tourist-oriented sites.

Staff noted that garbage pick up and recycling costs were detailed on the last page of Council's packet and explained how the franchise agreement with Recology could be changed so that Astoria residents would share

the costs of trash pick up in parks, just as they do now with trash pick up in the downtown area. The chart in Council's packet showed how much garbage and recycling charges would increase for each resident if Recology began servicing the parks. The City would be required to purchase new garbage cans, which could cost up to \$40,000. Therefore, the draft budget for the next fiscal year includes this expenditure in the Capital Improvement Fund. The cost would double if recycling service was added to the contract with Recology. If Council decides to have Recology service parks, Staff recommended Council consider adding residential curbside recycling to the contract at the same time. Staff explained why new trash cans would have to be purchased and confirmed the trash pick up schedule would be three times a week during the summer and two times a week the rest of the year.

Councilor Nemlowill asked if having Recology service the parks would save the Department money or just add capacity to the maintenance department. Director Cosby explained that during the spring and summer when seasonal employees are working, the City would not have to pay those employees to empty trash cans. During the rest of the year, full-time employees spend about two days per week on trash service because the garbage run is an all day task. This costs the City between \$30,000 and \$40,000 per year. City Manager Estes added that because Recology specializes in trash pick up, they could offer more efficient services at lower prices.

City Manager Estes briefly reviewed past budgeting goals and said Staff has been working to eliminate the need for a year-end transfer each year. After some analysis of the budgeted hours of operations at park facilities, Staff learned that a staffing vacancy has offset the expense of additional part-time hours needed to keep facilities open for this fiscal year. However, an overage in staffing expenses of about \$133,000 for the next fiscal year is anticipated if the operating hours remain the same. He believed the Parks staffing budget could be increased by about \$100,000, but other needs in the Parks Department would still leave the overall budget short by about \$100,000.

Staff reviewed the cuts to facilities and programs that would allow the City to avoid a year-end transfer, which were discussed at the last work session. Three of the four park sites recommended for sale have extensive deed restrictions and Staff would continue to do research on them. Staff explained how the deed restrictions impacted the use of these sites. A chart listing the cost of each program was included in the packet and displayed on the screen.

The Council took a brief recess.

Director Cosby explained why she recommended certain programs be cut in the next fiscal year and how those cuts would affect the community and the budget.

Councilor Nemlowill said youth basketball and softball serves a large portion of the community and she believed the City should provide these services. All other athletics could be cut because other organizations in the community offer sports other than basketball and softball.

Staff explained why current levels of service are not sustainable and how maintaining current service levels will cause financial and staffing problems as time goes on. If staffing levels are not addressed now, the financial issues will still have to be resolved at some point. Staff anticipates higher turnover rates if workloads are not decreased this year and high turnover rates can have a negative impact on services.

Councilor Nemlowill said the workload of the recreation coordinator position has already decreased by 25 percent, so she did not understand why all athletics would need to be cut. Cutting family and community events would help a lot. Director Cosby explained that tracking staff time spent on each program has recently become more accurate. When burial planning was moved to the Finance Department, the task seemed more time consuming than it actually was. The Department now realizes that the workload was not actually cut by 25 percent. The recreation coordinator's workload still includes so many varied tasks that one person cannot do them all properly. If the Aquatic Center and Recreation Center were consolidated, only one supervisor would be needed and the entire facility could be managed with three people. She believed consolidation and some cuts to recreation programs would make a big difference. If all of Staff's recommended cuts were made except athletics, the City would save about \$30,000. If adult athletics were cut as well, an additional \$14,000 could be saved.

Councilor Nemlowill stated she wanted to keep youth basketball and softball because such a large portion of the community participates in these sports.

Councilor Price said she wanted to retain all youth athletics. She asked what programs currently taking place at the Recreation Center would continue if the rest of Staff's recommended cuts were made. Director Cosby said adult fitness classes, after school programs, and youth summer camps are currently bringing in revenue. Councilor Price stated adult fitness classes could be cut.

Council briefly discussed moving the adult fitness classes, but Staff stated the Aquatic Center and Grey School lacked adequate room.

Councilor Jones asked if there were any major maintenance expenses coming up at the Recreation Center. Staff said yes, especially if current services stay in that building long term. The center has to be closed during high winds because of structural issues. This fiscal year, the Capital Improvement Fund included \$125,000 for constructing sheer walls to support the building's wind load capacity and to replace some flooring.

Councilor Price asked for the Parks Board's position on Staff's recommendations. City Manager Estes explained that the Parks Board does not deal with budget matters. Director Cosby said she did discuss the Peer Community Analysis with the Parks Board.

City Manager Estes reminded Council to consider long-term sustainability of programs, services, staffing, and funding. This could mean reevaluating priorities or analyzing potential cuts to other departments that would have a positive impact on the General Fund.

Councilor Price believed the Promote Astoria Funds currently going to LCTC should be spent instead on outsourcing some of parks tasks. There is not much the City could do to negatively affect the tourism industry in Astoria. So the advertising funds should be cut for one year. Staff explained that this would free up some of Staff's capacity, but it would not net dollars. Also, Staff would have to verify that parks maintenance would be an eligible expense of those funds. City Manager Estes added that increases in room taxes and other revenues would bring in about \$100,000 more to the General Fund.

Mayor LaMear excused herself from the meeting at 10:57 am.

City Manager Estes recommended a follow up meeting be scheduled soon. Staff can provide Council with more information about the funding options. He asked if Council wanted any of the funding options removed from the list.

Councilor Price said none of the options should be dismissed until Council had considered them in more detail. Staff's recommendations are long-term solutions, but the City needs to deal with the budget for FY2017-2018 first.

Councilor Nemlowill believed Council should create a more manageable park system before considering increasing funding. Many of the funding options are valid, but they do not relate directly to parks. A food and beverage tax has nothing to do with parks and she did not believe the tax would be a fair burden to place on Astoria's small business owners.

Councilor Price asked if Councilor Nemlowill should recuse herself from speaking about a food and beverage tax if it were presented to Council for approval. She believed the tax would have a financial impact on Councilor Nemlowill because she worked at the grocery cooperative and co-owned Fort George Brewery.

City Manager Estes asked Council to come to a consensus on which funding options Staff should investigate.

Councilor Jones wanted Staff to look into a transient lodging tax because a portion of the Promote Astoria Fund can be used for parks maintenance. He also wanted more information about an operations levy, but he would not support a levy if it reduced school funding. The City should pursue a cemetery taxing district because people who live in the county benefit from the cemetery without paying taxes towards it. He also wanted to find out if a food and beverage tax would have a negative impact on businesses. He confirmed that cutting programs was not a policy decision and Staff just wanted to know which program cuts Council supported.

City Manager Estes understood Council was divided about cuts to athletic programs, but supported cuts to other programs like community events. Councilor Jones believed that giving Staff direction on cutting programs sends the community an important message that Council is taking action to address budget shortfalls. City Manager Estes reminded that Council needed to consider both the budget and long-term issues. Staff can provide more information about the funding options at a future meeting, but some funding options would take time to implement.

Councilor Brownson supported hiring contractors when it saves money. If Council decides to pursue a transient lodging tax, he wanted the City to be able to tell LCTC that while their funds were being cut temporarily, the City was also looking for ways to increase funds for their programs in the future.

City Manager Estes confirmed the draft budget would not recommend any cuts to LCTC because the City would need their support for an increase to the transient lodging tax. Council debated about how cutting tourism marketing funds may or may not affect tourism revenues in Astoria.

Councilor Jones wanted Council to consider long term funding options for capital improvement projects, including the sale of excess City-owned properties. He thanked Director Cosby for all her work to deal with the Parks Department's issues, which developed long before she began working for the City.

Councilor Nemlowill wanted Council to consider consolidating the services at the Aquatic Center and Recreation Center. She suggested a feasibility study be completed sooner than the six to nine years recommended in the Master Plan. If the City decides it will only use the Recreation Center for a few more years, the capital improvement projects can be postponed so that Staff can begin working on consolidation. Consolidating services into one building could help with the housing issue and provide better services for citizens.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:15 am.

ATTEST:

APPROVED:

Finance Director

City Manager

A regular meeting of the Astoria Common Council was held at the above place at the hour of 7:00 pm.

Councilors Present: Nemlowill, Jones, Price, Brownson, and Mayor LaMear.

Councilors Excused: None

Staff Present: City Manager Estes, Community Development Director Cronin, Parks and Recreation Director Cosby, Finance Director Brooks, Fire Chief Ames, Police Chief Johnston, Public Works Director Cook, Library Director Pearson, and City Attorney Henningsgaard. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

REPORTS OF COUNCILORS

Item 3(a): Councilor Nemlowill had no reports.

Item 3(b): Councilor Brownson reported that he attended the Advance Astoria meeting, which was well attended. He was pleased that the panelists showed appreciation to the community for trying to improve economic interests in Astoria. He invited the public to his next Meet the Councilor event on Thursday, April 20th at Three Cups of Coffee at 5:30 pm.

Item 3(c): Councilor Price had no reports.

Item 3(d): Councilor Jones reported that he attended the Advance Astoria meeting and it was nice to hear people from outside Astoria commending the City's efforts and saying it was not common throughout the state. On Saturday, April 22nd, the United Way of Clatsop County will host its Day of Caring event. Volunteers will have opportunities to help non-profits throughout the county that are listed on the County website.

Item 3(e): Mayor LaMear reported the Parks Department held an open house for the McClure Park and Shively Park plans. City Council held a work session to discuss the Parks Department. The City is doing the best it can with the money available in the budget. She attended the Advance Astoria meeting and Suzanne Bonamici's Town Hall meeting. About 200 people attended the town hall and she believed Oregon was lucky to have great people representing them in Washington D.C.

CHANGES TO AGENDA

City Manager Estes stated Regular Agenda Item 7(c): Public Hearing Regarding Vacation of a Portion of the Alley Abutting 3115 Harrison and the Adjacent Undeveloped Lot would be rescheduled as Staff had more work to do before the hearing could be conducted. New notices would be published and written comments would be presented to Council at the hearing.

PRESENTATION

CONSENT CALENDAR

The following items were presented on the Consent Calendar:

- 6(a) City Council Minutes of 3/20/2017
- 6(b) Library Board Minutes of 2/28/2017
- 6(c) Naming the Pond in the Mill Pond Neighborhood the DeMuro Mill Pond (Community Development)

City Council Action: Motion made by Councilor Nemlowill, seconded by Councilor Jones, to approve the Consent Calendar. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

zoning, and building in Astoria that have occurred prior to and after land use approval. On April 3, 2017, the City Council voted to hold a first reading of the Ordinance. It is recommended the City Council hold a second reading and adopt the Ordinance.

Director Cook conducted the second reading of the ordinance.

City Council Action: Motion made by Councilor Jones, seconded by Councilor Price, to hold a second reading and adopt the ordinance amending Astoria City Code Section 1.010 Land Use Violation Penalties. Motion carried unanimously. Ayes: Councilors Price, Jones, Nemlowill, Brownson, and Mayor LaMear; Nays: None.

Item 7(c): Public Hearing Regarding Vacation of a Portion of the Alley Abutting 3115 Harrison and the Adjacent Undeveloped Lot (Public Works)

The City has received a request from Larry Haskell, for the vacation of a 20 X 100 foot portion of the alley that abuts his property at 3115 Harrison (Tax Lot 8099CA10000) and his undeveloped lot (Tax Lot 8099CA10100) on the south side of the alley, Lots 6 & 7, Block 63, Port of Upper Astoria. Mr. Haskell would like to obtain the square footage necessary to potentially construct a duplex on the property.

Per City Code 2.290 Authority to Make an Assessment, staff has calculated the real market land value of properties adjacent to the property as \$6.87 per square foot. Staff is proposing that an assessment of \$1,374.90 (10%) of the real land value (as has been the practice of the City in the past) to be considered for the vacation of this alleyway.

At their April 3, 2017 meeting, Council adopted a resolution of intent to hold a public hearing concerning the vacation on April 17, 2017.

It is recommended that the Astoria City Council hold the public hearing and consider a first reading of the ordinance to vacate of a portion of the alleyway adjacent to 3115 Harrison and the undeveloped lot south of the alleyway.

This public hearing item was canceled and rescheduled as noted during Item 4: Changes to the Agenda.

Item 7(d): Authorization to Award Contract for Ridgeline Combo Harvest 2017 (Public Works)

A commercial timber thinning is proposed on 52 acres of the Bear Creek Watershed property for the summer of 2017. The harvest is located near the southwestern boundary of the property, and would include thinning of two overstocked stands that are primarily composed of Hemlock, while also completing a variable retention harvest on three other areas within the unit. The Douglas fir in these stands is impacted by Swiss Needle Cast, a fungus that attacks the crowns of the trees and inhibits growth, potentially killing the trees. One of the thinning areas has also been subject to severe wind throw. The thinning activities will improve the wind firmness of the stand while and allow remaining trees to utilize the available growing space.

At their March 20, 2017 meeting, Council authorized staff to solicit bids for the project and to hold a public informational meeting (held on March 29, 2017). On April 7, the City received the following bid for the harvest:

- Hampton Tree Farms -
- Douglas Fir - \$424.25/mbf
- Hemlock/Silver Fir - \$284.59/mbf
- Sitka Spruce - \$200.00/mbf
- Non-Bid Species
- Pulp Logs \$7.00/ton
- Alder Sawlogs \$350.00/mbf

The Combo Harvest should result in gross revenue of \$224,577.20. Net revenues after paying for required expenses such as road improvements should provide an estimated \$190,000.00 to be deposited into the Capital Improvement Fund. It is recommended that Council award the Ridge Line Combo Harvest to Hampton Tree Farms.

State statutes direct all ports to facilitate and promote economic development for their areas and he did not believe the Port of Astoria has done so recently. He hoped to rectify this and would appreciate votes.

Rick Culver, 3506 Harrison, Astoria, said he spoke to the City's Engineering Department about an ADU on his property and was told his property was in a historic district. He stated that an inventory was done in the area several years ago, but the historic district was never approved. He had chosen to opt out of the inventory at the time and received a packet from Staff that included descriptions of his house. He asked if his ADU had to be reviewed by the Historic Landmarks Commission (HLC).

Director Cronin stated Mr. Culver's property was inside a historic district. Staff still needs to confirm what paperwork was submitted by Mr. Culver to find out if his property was listed as historic.

Mr. Culver said there was never any discussion about forming a district.

City Manager Estes explained that after the inventory was complete, several properties were identified as historic and given the opportunity to opt out. Staff will need to review their archives to determine what was done during that historic designation period.

Mr. Culver noted that his property was deemed nonconforming, and he was not aware that a district had been formed. He stated the Comprehensive Plan says the Uppertown area is a predominantly residential area and asked if tourism-related activities were allowed in residential zones. He was concerned about the push for short-term rentals.

City Manager Estes understood that City Council would be holding a work session to discuss transient lodging, which is currently allowed in some residential zones. He recommended Mr. Culver speak with Staff after the meeting to make sure he receives notification of the work session.

Mr. Culver asked if the housing policy, which states neighborhoods should be protected from unnecessary intrusions, was still in effect.

City Manager Estes stated similar language existed in the Comprehensive Plan. The zoning ordinance was amended in 2006 to allow transient lodging in residential zones.

Mayor LaMear announced that the Astoria Fire Department has a new hook and ladder truck. The ladder will extend up to 105 feet and she was excited the City had this new piece of equipment.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:35 pm.

ATTEST:

APPROVED:

Finance Director

City Manager

Astoria Library Board Meeting
Astoria Public Library
April 4, 2017
5:30 pm

Present: Library Board members Kate Summers, David Oser, Kimberley Chaput (via telephone), and Chris Womack. Staff Library Director Jimmy Pearson and ALFA Representative Pat Thomas.

Excused: Susan Stein

Call to Order: Chair Kate Summers called the meeting to order at 5:30 pm.

Approval of Agenda: The agenda was approved as presented.

Approval of Minutes: The minutes of February 28, 2017 were approved as presented.

Board Reports:

David Oser wanted to find out if ALFA would be interested in working with the Library Foundation on the library renovation. Pat said ALFA currently has only four active members. They are beginning to be more organized and involved, but the Friends group needs more officers and members. Director Pearson suggested the ALFA president attend a Foundation meeting.

Library Director's Report:

Director Pearson displayed the first mention of a library in Astoria, which was an original copy of a newspaper article published on December 8, 1877. Newspapers from 1873 to 2006 were being stored in the library basement. He also said he found old photographs of the library's interior, which he planned to display during the 50th anniversary. His goal is to add touches of historic interest to bring the library back to life leading up to the renovation. His report was as follows:

- Library Facilities:
 - Restrooms were cleaned and the smell is gone. He found a product he believed would prevent smells in the future.
 - Staff placed a work order for the water fountain. Public Works has confirmed there was no lead in the water. If the fountain cannot be fixed, he might have funds to purchase a new one.
 - Capital Improvement Funds are available to install an ADA opener on the door. The opener could be reused if the doors are replaced during the renovation.
 - Movers will help replace some of the bookshelves with furniture and an information center.
 - The teen center clean up event went well.
- Library Programs:
 - The family programs are being well attended.
 - Increases in circulation over the last month are as follows – Juvenile items up 684 items, Adult up 347 items, Young Adult up 66 items.
- IT Update:
 - The new printer has been installed and is doing well. He wanted the library to have one printer station after the renovation was complete. He also wanted library patrons to be able to print and scan from their phones, tablets, laptops, etc.
 - PC Rez has been driving new library cards issued to residents.
 - He wanted the Flag Room to have a stand with a television and wireless capabilities for presentations and programs.
- Director's Activities:
 - He and Suzanne would be attending Oregon Library Association (OLA) conference in Salem, OR at the end of April.

David Oser and Director Pearson briefly discussed the value of attending the OLA and Public Library Association (PLA) conferences. David Oser suggested Director Pearson consider adding conference expenses to next year's budget.

Chair Summers appreciated the Libraries Change Lives story report that was included in the Board's packet.

Director Pearson shared his idea to recreate the photograph on the cover of the Abbey Road album with library staff reading.

Update on ALFA Activities:

Pat reported that ALFA had a new treasurer who is currently working on filing taxes. ALFA has a surprise planned for library staff in honor of National Librarian and Library Workers Day on April 11, 2017.

Director Pearson noted that applications for ALFA membership are made available at every event sponsored by ALFA. Pat added that ALFA members planned to attend some of their sponsored events to promote the group and recruit new members.

Update on Foundation:

Chair Summers reported on the recent foundation meeting, which included a presentation by the Seaside Library Director on their relationship with the library friends group, and a presentation by Ms. Summers that would be presented to City Council at an upcoming work session. Willis Van Dusen is the foundation's new president and Jim Knight, Port of Astoria Director, joined the foundation board.

Director Pearson noted that City Staff is currently working to schedule the work session with City Council after May 22nd.

David Oser reported that he and Jen Rouda met with Director Pearson and City Manager Estes about a week ago to discuss the City's desire to move forward and the foundation's fundraising goal. The foundation will seek City Council's official buy-in to the project at the work session so that Staff can hire a contractor to create visual renderings of the renovated library. The foundation will use the renderings to begin a fundraising campaign. The next foundation board meeting will be on April 24, 2017 in the Flag Room of the library.

New Business: None.

Old Business: None.

Public Comments: There were none.

Items for Next Meeting's Agenda: No new items. The next Library Board meeting will be on April 25, 2017.

Adjournment: There being no further business, the meeting was adjourned at 5:559 pm.

Respectfully submitted,

Paula Pinyerd, ABC Transcription Services, Inc.



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

May 1, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: SALARY RESOLUTION ESTABLISHING BASIC COMPENSATION PLAN COST OF LIVING WAGE ADJUSTMENTS FOR POLICE, EMERGENCY DISPATCH AND FIRE EMPLOYEES RETROACTIVE TO JULY 1, 2016 AND FOR FIRE EMPLOYEES RETROACTIVE TO JULY 1, 2015

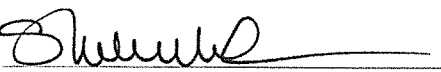
COST OF LIVING ADJUSTMENT DISCUSSION/ANALYSIS

Staff positions and associated compensation are detailed in the "Resolution Establishing a Basic Compensation Plan for the Employees of the City of Astoria and Establishing Regulations for the Placement of Present Employees within the Wage and Salary Schedules Provided". Whenever there are changes in positions, whether a position is being deleted, added or redefined; or whether a change in compensation is proposed; such changes are adopted by resolution. This proposed resolution implements the following changes retroactive to the appropriate dates by union:

Fire Employee Group	4.0% retroactive wage adjustment to July 1, 2015, as specified in their contract expiring June 30, 2018 and adopted by City Council on April 3, 2017.
Fire Employee Group	3.0% retroactive wage adjustment to July 1, 2016, as specified in their contract expiring June 30, 2018 and adopted by City Council on April 3, 2017.
Public Safety Group	2.5% retroactive wage adjustment to July 1, 2016, as specified in their contract expiring June 30, 2019 and adopted by City Council on April 3, 2017.

RECOMMENDATION

It is recommended that Council adopt the Salary Resolution as presented.

By: 
Susan Brooks, Director of Finance
and Administrative Services



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

May 1, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

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COST OF LIVING WAGE ADJUSTMENTS FOR POLICE, EMERGENCY
DISPATCH AND FIRE EMPLOYEES RETROACTIVE TO JULY 1, 2016 AND
FOR FIRE EMPLOYEES RETROACTIVE TO JULY 1, 2015

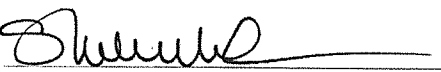
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RECOMMENDATION

It is recommended that Council adopt the Salary Resolution as presented.

By: 
Susan Brooks, Director of Finance
and Administrative Services

RESOLUTION NO. 17-xx

A RESOLUTION ESTABLISHING A BASIC COMPENSATION PLAN FOR THE EMPLOYEES OF THE CITY OF ASTORIA AND ESTABLISHING REGULATIONS FOR THE PLACEMENT OF PRESENT EMPLOYEES WITHIN THE WAGE AND SALARY SCHEDULES PROVIDED

WHEREAS, the establishment of the principles of equal pay for equal work and compensation incentives for continued improvement in service by City employees should result in more efficient and more economical municipal government; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ASTORIA:

Section 1. Establishing Pay Plan. That there is hereby established a basic compensation plan for employees of the City of Astoria who are now employed, or will in the future be employed, in any of the classifications of employment listed in Sections 4, 5, 6, and 7, which are arranged in collective bargaining units, and Sections 8 and 9, which include employees not in a bargaining unit.

Section 2. Salary And Wage Schedules. That the following salary and wage schedules shall constitute the basic compensation plan, consisting of a base or entry rate (A) and four merit steps in the corresponding range on the schedule. Stability Pay shall be part of the basic compensation plan. (See Section 3.12 of the Personnel Policies and Procedures).

Section 3. Classified Position Allocation. That the following is a computed salary schedule and position allocation. All increases above the base rate for each range are called merit steps. Step increases are merit increases and are not automatic but must be earned by the employee. (See Section 3.11 of the Personnel Policies and Procedures). Each range is identified by a number. Each step within the range is identified by a letter; A is the entry rate, with Steps B, C, D, and E. The following salary schedules are listed by employee groups:

Section 4. General/Parks Employees. The following positions and ranges comprise the General/Parks Employees Unit. See "Schedule A" for salaries.

GENERAL/PARKS UNION EMPLOYEES SCHEDULE A EFFECTIVE JULY 1, 2016					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Library Assistant	12	A	2,576.59	30,919	14.86
		B	2,705.42	32,465	15.61
		C	2,840.70	34,088	16.39
		D	2,982.73	35,793	17.21
		E	3,131.87	37,582	18.07
Accounting Support Clerk	14	A	2,695.16	32,342	15.55
		B	2,829.92	33,959	16.33
		C	2,971.42	35,657	17.14
		D	3,119.99	37,440	18.00
		E	3,275.99	39,312	18.90
Accounting Clerk Engineering Secretary Permit Technician	18	A	2,976.09	35,713	17.17
		B	3,124.89	37,499	18.03
		C	3,281.13	39,374	18.93
		D	3,445.19	41,342	19.88
		E	3,617.45	43,409	20.87

GENERAL/PARKS UNION EMPLOYEES SCHEDULE A EFFECTIVE JULY 1, 2016					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Senior Library Assistant	20	A	3,130.54	37,567	18.06
		B	3,287.07	39,445	18.96
		C	3,451.42	41,417	19.91
		D	3,624.00	43,488	20.91
		E	3,805.19	45,662	21.95
Recreation Coordinator	23	A	3,373.11	40,477	19.46
		B	3,541.76	42,501	20.43
		C	3,718.85	44,626	21.45
		D	3,904.79	46,858	22.53
		E	4,100.03	49,200	23.65
CAD Technician Engineering Technician Facility Coordinator Grounds Coordinator	26	A	3,631.21	43,574	20.95
		B	3,812.77	45,753	22.00
		C	4,003.40	48,041	23.10
		D	4,203.58	50,443	24.25
		E	4,413.75	52,965	25.46
Senior Engineering Technician	30	A	4,002.70	48,032	23.09
		B	4,202.84	50,434	24.25
		C	4,412.98	52,956	25.46
		D	4,633.63	55,604	26.73
		E	4,865.31	58,384	28.07

Section 5. Fire Department. The following Positions and Ranges comprise the Fire Department Unit.

FIRE UNION EMPLOYEES SCHEDULE B EFFECTIVE JULY 1, 2016					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Firefighter*	22	A	4,563.51	54,762	18.7542
		B	4,791.69	57,500	19.6919
		C	5,031.27	60,375	20.6765
		D	5,282.84	63,394	21.7103
		E	5,546.98	66,564	22.7958
Includes 2.0% Stability		C	5,142.21	61,707	21.1324
		D	5,393.78	64,725	22.1662
		E	5,657.92	67,895	23.2517
Includes 3.5% Stability		C	5,225.42	62,705	21.4743
		D	5,476.98	65,724	22.5081
		E	5,741.12	68,893	23.5937
Includes 4.5% Stability		C	5,280.89	63,371	21.7023
		D	5,532.45	66,389	22.7361
		E	5,796.59	69,559	23.8216
Includes 6.0% Stability		C	5,364.09	64,369	22.0442
		D	5,615.66	67,388	23.0780
		E	5,879.80	70,558	24.1636

**FIRE UNION EMPLOYEES
SCHEDULE B
EFFECTIVE JULY 1, 2016**

POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Driver/Engineer*	24	A	4,797.25	57,567	19.7147
		B	5,037.11	60,445	20.7005
		C	5,288.97	63,468	21.7355
		D	5,553.33	66,640	22.8219
		E	5,830.99	69,972	23.9630
Includes 2.0% Stability		C	5,405.59	64,867	22.2147
		D	5,669.95	68,039	23.3012
		E	5,947.61	71,371	24.4423
Includes 3.5% Stability		C	5,493.05	65,917	22.5742
		D	5,757.41	69,089	23.6606
		E	6,035.08	72,421	24.8017
Includes 4.5% Stability		C	5,551.36	66,616	22.8138
		D	5,815.72	69,789	23.9002
		E	6,093.39	73,121	25.0413
Includes 6.0% Stability		C	5,638.83	67,666	23.1733
		D	5,903.19	70,838	24.2597
		E	6,180.85	74,170	25.4008
Fire Lieutenant*	28	A	5,285.92	63,431	21.7229
		B	5,550.21	66,603	22.8091
		C	5,827.72	69,933	23.9496
		D	6,119.11	73,429	25.1470
		E	6,425.07	77,101	26.4044
Includes 2.0% Stability		C	5,956.22	71,475	24.4776
		D	6,247.61	74,971	25.6751
		E	6,553.57	78,643	26.9325
Includes 3.5% Stability		C	6,052.60	72,631	24.8737
		D	6,343.99	76,128	26.0712
		E	6,649.94	79,799	27.3285
Includes 4.5% Stability		C	6,116.85	73,402	25.1377
		D	6,408.24	76,899	26.3352
		E	6,714.19	80,570	27.5926
Includes 6.0% Stability		C	6,213.23	74,559	25.5338
		D	6,504.61	78,055	26.7313
		E	6,810.57	81,727	27.9886

* The salary shown for these positions is for a 56-hour duty week. The conditions set forth below shall be adhered to by the Fire Department personnel:

1. Employees on the off-duty shifts shall be available for emergency service.
2. A shift must be short more than one employee before a replacement is called in. Replacements called in to duty in such a case would receive time and one-half (1/2); every effort must be made by the department to keep overtime pay to a minimum.
3. The duty cycle of the department shall be determined by the Fire Chief with the approval of the City Manager.

FIRE MANAGEMENT SCHEDULE B EFFECTIVE JULY 1, 2016					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Deputy Fire Chief	42	A	6,542.44	78,509	37.74
		B	6,869.57	82,435	39.63
		C	7,213.04	86,557	41.61
		D	7,573.70	90,884	43.69
		E	7,952.38	95,429	45.88
Fire Chief	44	A	7,000.42	84,005	40.39
		B	7,350.44	88,205	42.41
		C	7,717.96	92,615	44.53
		D	8,103.86	97,246	46.75
		E	8,509.05	102,109	49.09

Section 6. Police Department. The following Positions and Ranges comprise the Police Department Unit.

POLICE UNION EMPLOYEES SCHEDULE C EFFECTIVE JULY 1, 2016					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Records Specialist	12	A	2,769.88	33,238.56	15.98
		B	2,908.37	34,900.49	16.78
		C	3,053.79	36,645.51	17.62
		D	3,206.87	38,477.79	18.50
		E	3,366.81	40,401.68	19.42
Senior Records Specialist	14	A	2,908.56	34,902.72	16.78
		B	3,053.99	36,647.86	17.62
		C	3,206.69	38,480.25	18.50
		D	3,367.02	40,404.26	19.43
		E	3,535.37	42,424.47	20.40
Communications Operator	22	A	3,628.94	43,547.28	20.94
		B	3,810.39	45,724.64	21.98
		C	4,000.91	48,010.88	23.08
		D	4,200.95	50,411.42	24.24
		E	4,411.00	52,931.99	25.45
Police Officer	29	A	4,220.69	50,648.28	24.35
		B	4,431.72	53,180.69	25.57
		C	4,653.31	55,839.73	26.85
		D	4,885.98	58,631.72	28.19
		E	5,130.28	61,563.3	29.60
Senior Police Officer (effective 5/1/17)	30	A	4,769.50	57,234.00	27.52
		B	5,007.98	60,095.70	28.89
		C	5,258.37	63,100.49	30.34
		D	5,521.29	66,255.51	31.85
		E	5,797.36	69,568.28	33.45

POLICE SWORN MANAGEMENT SCHEDULE C EFFECTIVE JANUARY 1, 2016					
Sergeant	36	A	5,484.82	65,818	31.6432
		B	5,759.06	69,109	33.2253
		C	6,047.01	72,564	34.8866
		D	6,349.36	76,192	36.6309
		E	6,666.83	80,002	38.4625
Deputy Chief of Police	42	A	5,720.50	68,646	33.0029
		B	6,006.53	72,078	34.6530
		C	6,306.85	75,682	36.3857
		D	6,622.20	79,466	38.2050
		E	6,953.31	83,440	40.1152
Chief of Police/Assistant City Manager	48	A	6,370.04	76,441	36.7502
		B	6,688.54	80,263	38.5878
		C	7,022.97	84,276	40.5171
		D	7,374.12	88,489	42.5430
		E	7,742.83	92,914	44.6702

Section 7. Public Works. The Following Positions And Ranges Comprise The Public Works Unit. See "Schedule D" for salaries.

PUBLIC WORKS UNION EMPLOYEES SCHEDULE D EFFECTIVE JULY 1, 2016					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Equipment Servicer	14	A	2,899.15	34,790	16.73
		B	3,044.11	36,529	17.56
		C	3,196.31	38,356	18.44
		D	3,356.13	40,274	19.36
		E	3,523.93	42,287	20.33
Utility Worker	18	A	3,196.07	38,353	18.44
		B	3,355.87	40,270	19.36
		C	3,523.67	42,284	20.33
		D	3,699.85	44,398	21.35
		E	3,884.84	46,618	22.41
Equipment Mechanic I Sweeper Operator Utility Technician	20	A	3,361.10	40,333	19.39
		B	3,529.15	42,350	20.36
		C	3,705.61	44,467	21.38
		D	3,890.89	46,691	22.45
		E	4,085.43	49,025	23.57
Utility Worker II	22	A	3,541.09	42,493	20.43
		B	3,718.14	44,618	21.45
		C	3,904.05	46,849	22.52
		D	4,099.25	49,191	23.65
		E	4,304.21	51,651	24.83
Wastewater Treatment Plant Operator Water Quality Technician	24	A	3,714.16	44,570	21.43
		B	3,899.87	46,798	22.50
		C	4,094.86	49,138	23.62

		D	4,299.61	51,595	24.81
		E	4,514.59	54,175	26.05
Equipment Mechanic II	26	A	3,904.06	46,849	22.52
Senior Building Facilities Technician		B	4,099.26	49,191	23.65
Senior Utility Technician		C	4,304.23	51,651	24.83
Senior Utility Worker		D	4,519.44	54,233	26.07
Stores Supervisor		E	4,745.41	56,945	27.38
Water Source Operator					
Lead Utility Worker	28	A	4,090.86	49,090	23.60
Wastewater Treatment Plant Supervisor		B	4,295.41	51,545	24.78
Water Quality Supervisor		C	4,510.18	54,122	26.02
		D	4,735.69	56,828	27.32
		E	4,972.47	59,670	28.69

Section 8. Management and Confidential. The following Positions and Ranges comprise the Management and Confidential Unit. See "Schedule E" for salaries.

MANAGEMENT AND CONFIDENTIAL EMPLOYEES SCHEDULE E EFFECTIVE JULY 1, 2016					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Administrative Assistant	18	A	3,005.91	36,071	17.34
		B	3,156.20	37,874	18.21
		C	3,314.01	39,768	19.12
		D	3,479.71	41,757	20.08
		E	3,653.70	43,844	21.08
Executive Secretary	20	A	3,153.95	37,847	18.20
		B	3,311.65	39,740	19.11
		C	3,477.23	41,727	20.06
		D	3,651.09	43,813	21.06
		E	3,833.65	46,004	22.12
Administrative Services Manager Financial Analyst	28	A	3,843.65	46,124	22.17
		B	4,035.83	48,430	23.28
		C	4,237.62	50,851	24.45
		D	4,449.50	53,394	25.67
		E	4,671.98	56,064	26.95
Finance Operations Supervisor	30	A	4,035.97	48,432	23.28
		B	4,237.76	50,853	24.45
		C	4,449.65	53,396	25.67
		D	4,672.13	56,066	26.95
		E	4,905.74	58,869	28.30
Equipment Maintenance Supervisor	32	A	4,242.52	50,910	24.48
		B	4,454.65	53,456	25.70
		C	4,677.38	56,129	26.98
		D	4,911.25	58,935	28.33
		E	5,156.81	61,882	29.75
Assistant Public Works Superintendent Financial Report Manager Project Manager/City Planner	34	A	4,455.52	53,466	25.70
		B	4,678.29	56,140	26.99
		C	4,912.21	58,946	28.34
		D	5,157.82	61,894	29.76
		E	5,415.71	64,989	31.24
Aquatic Program Manager	35	A	4,571.13	54,854	26.37
		B	4,799.68	57,596	27.69
		C	5,039.67	60,476	29.08
		D	5,291.65	63,500	30.53
		E	5,556.23	66,675	32.06
Aquatic Center Supervisor Parks Maintenance Supervisor	36	A	4,680.21	56,163	27.00
		B	4,914.22	58,971	28.35
		C	5,159.94	61,919	29.77
		D	5,417.93	65,015	31.26
		E	5,688.83	68,266	32.82
Building Official /Code Enforcement Officer Public Works Superintendent	38	A	4,926.95	59,123	28.42
		B	5,173.30	62,080	29.85
		C	5,431.96	65,184	31.34

MANAGEMENT AND CONFIDENTIAL EMPLOYEES SCHEDULE E EFFECTIVE JULY 1, 2016					
		D	5,703.56	68,443	32.91
		E	5,988.74	71,865	34.55
Emergency Communications Manager	40	A	5,181.69	62,180	29.89
		B	5,440.77	65,289	31.39
		C	5,712.81	68,554	32.96
		D	5,998.45	71,981	34.61
		E	6,298.37	75,580	36.34
Assistant City Engineer Library Director	45	A	5,859.68	70,316	33.81
		B	6,152.66	73,832	35.50
		C	6,460.30	77,524	37.27
		D	6,783.31	81,400	39.13
		E	7,122.48	85,470	41.09
City Engineer	47	A	6,154.62	73,855	35.51
		B	6,462.35	77,548	37.28
		C	6,785.47	81,426	39.15
		D	7,124.74	85,497	41.10
		E	7,480.98	89,772	43.16
Finance Director Parks And Recreation Director Public Works Director	49	A	6,466.28	77,595	37.31
		B	6,789.60	81,475	39.17
		C	7,129.08	85,549	41.13
		D	7,485.53	89,826	43.19
		E	7,859.81	94,318	45.35
Community Development Director	51	A	6,789.79	81,478	39.17
		B	7,129.28	85,551	41.13
		C	7,485.75	89,829	43.19
		D	7,860.03	94,320	45.35
		E	8,253.04	99,036	47.61

Section 9. Part Time and Contingent Seasonal Work Employees. The following are positions for which part time or seasonal employees may be hired. See "Schedule F1" and "Schedule F2" for salaries.

PART TIME AND CONTINGENT SEASONAL WORK EMPLOYEES SCHEDULE F1 EFFECTIVE JULY 1, 2016					
RANGE	STEP	HOURLY	RANGE	STEP	HOURLY
1A	1	9.75	2	1	21.00
	2	10.00		2	22.00
	3	10.25		3	23.00
	4	10.50		4	24.00
	5	10.75		5	25.00
	6	11.00		6	26.00
	7	11.25		7	27.00
	8	11.50		8	28.00
	9	11.75		9	29.00
	10	12.00		10	30.00
	11	12.25		11	31.00
	12	12.50		12	32.00
				13	33.00

**PART TIME AND CONTINGENT SEASONAL WORK EMPLOYEES
SCHEDULE F1
EFFECTIVE JULY 1, 2016**

				14	34.00
				15	35.00
RANGE	STEP	HOURLY	RANGE	STEP	HOURLY
1B	1	12.75	3	1	37.50
	2	13.00		2	40.00
	3	13.25		3	42.50
	4	13.50		4	45.00
	5	13.75		5	47.50
	6	14.00		6	50.00
	7	14.25		7	52.50
	8	14.50		8	55.00
	9	14.75		9	57.50
	10	15.00		10	60.00
	11	15.25		11	62.50
	12	15.50		12	65.00
	13	15.75		13	67.50
	14	16.00		14	70.00
	15	16.25		15	72.50
				16	75.00
RANGE	STEP	HOURLY	RANGE	STEP	HOURLY
1C	1	16.50	4	1	80.00
	2	16.75		2	85.00
	3	17.00		3	90.00
	4	17.25		4	95.00
	5	17.50		5	100.00
	6	17.75		6	105.00
	7	18.00		7	110.00
	8	18.25		8	115.00
	9	18.50		9	120.00
	10	18.75		10	125.00
	11	19.00	RANGE	STEP	HOURLY
	12	19.25	5	1	130.00
	13	19.50		2	140.00
	14	19.75		3	150.00
	15	20.00		4	160.00
				5	170.00
				6	180.00
				7	190.00
				8	200.00

GENERAL TEMPORARY EMPLOYEES SCHEDULE F2 EFFECTIVE JULY 1, 2016					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Clerical Aide (all depts.) Library Page I Parks Cashier	14	A	1,690.00	20,280	9.7500
		B	1,774.50	21,294	10.2375
		C	1,863.23	22,359	10.7494
		D	1,956.39	23,477	11.2868
		E	2,054.21	24,650	11.8512
Library Page II Parks Head Cashier	16	A	1,666.40	19,997	9.6139
		B	1,749.72	20,997	10.0950
		C	1,837.21	22,047	10.5990
		D	1,929.07	23,149	11.1290
		E	2,025.52	24,306	11.6860
Finance Accounting Support Clerk Library Assistant	19	A	1,792.86	21,514	10.3430
		B	1,882.50	22,590	10.8610
		C	1,976.63	23,720	11.4040
		D	2,075.46	24,906	11.9740
		E	2,179.23	26,151	12.5730
Parking Control Officer	24	A	2,029.61	24,355	11.7090
		B	2,131.09	25,573	12.2950
		C	2,237.65	26,852	12.9100
		D	2,349.53	28,194	13.5550
		E	2,467.01	29,604	14.2330
Senior Library Assistant	31	A	2,380.73	28,569	13.7350
		B	2,499.77	29,997	14.4220
		C	2,624.75	31,497	15.1430
		D	2,755.99	33,072	15.9000
		E	2,893.79	34,726	16.6950

Police Reserve: \$11.00 (Schedule F, Range 1A / 6) per training session, \$11.00 per hour assigned duty. Police Reserve rate of pay for dances, festivals, and similar duties shall be 1-1/2 times Range 29A. All drills and training sessions must be officially approved.

Section 10. Advancement Within Range. As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Section 3.

Section 11. Exceptional And Additional Increases. As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Section 3.

Section 12. Stability Pay. As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Section 3.12. The table below lists the stability pay for the different employee groups:

General/Parks Union Employees	Step E of pay range	Schedule A
Fire IAFF Union	Step E of pay range	Schedule B
Fire Management	Step E of pay range	Schedule B
Police Union (sworn)	Step E of pay range	Schedule C
Police Union (nonsworn)	Step E of pay range	Schedule C
Police Management	Step E of pay range	Schedule C

Public Works Union	Step E of pay range	Schedule D
Management and Confidential	Step E of pay range	Schedule E

Section 13. Responsibility Pay. As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Sections 3.13.

Section 14. Repeal Of Resolutions. Resolution No. 16-12 adopted by the City Council on July 5, 2016 is hereby repealed and superseded by this resolution.

Section 15. Effective Date. The provisions of this resolution shall become effective upon passage and are retroactive to July 1, 2016.

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2017.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2017.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION: YEA NAY ABSENT

Councilor Nemlowill
Brownson
Price
Jones

Mayor LaMear

Section 5. Fire Department. The following Positions and Ranges comprise the Fire Department Unit.

FIRE UNION EMPLOYEES SCHEDULE B EFFECTIVE JULY 1, 2015					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Firefighter*	22	A	4,430.60	53,167	18.2079
		B	4,652.13	55,826	19.1183
		C	4,884.73	58,617	20.0742
		D	5,128.97	61,548	21.0780
		E	5,385.42	64,625	22.1319
Includes 2.0% Stability		C	4,992.44	59,909	20.5169
		D	5,236.68	62,840	21.5206
		E	5,493.13	65,918	22.5745
Includes 3.5% Stability		C	5,073.22	60,879	20.8489
		D	5,317.46	63,810	21.8526
		E	5,573.91	66,887	22.9065
Includes 4.5% Stability		C	5,127.08	61,525	21.0702
		D	5,371.31	64,456	22.0739
		E	5,627.76	67,533	23.1278
Includes 6.0% Stability		C	5,207.86	62,494	21.4022
		D	5,452.09	65,425	22.4059
		E	5,708.54	68,503	23.4598
Driver/Engineer*	24	A	4,657.53	55,890	19.1405
		B	4,890.40	58,685	20.0975
		C	5,134.92	61,619	21.1024
		D	5,391.58	64,699	22.1572
		E	5,661.16	67,934	23.2650
Includes 2.0% Stability		C	5,248.15	62,978	21.5677
		D	5,504.80	66,058	22.6225
		E	5,774.38	69,293	23.7303
Includes 3.5% Stability		C	5,333.06	63,997	21.9167
		D	5,589.72	67,077	22.9715
		E	5,859.30	70,312	24.0793
Includes 4.5% Stability		C	5,389.67	64,676	22.1493
		D	5,646.33	67,756	23.2041
		E	5,915.91	70,991	24.3120
Includes 6.0% Stability		C	5,474.59	65,695	22.4983
		D	5,731.25	68,775	23.5531
		E	6,000.83	72,010	24.6609
Fire Lieutenant*	28	A	5,131.96	61,584	21.0902
		B	5,388.56	64,663	22.1448
		C	5,657.98	67,896	23.2520
		D	5,940.88	71,291	24.4146
		E	6,237.93	74,855	25.6353
Includes 2.0% Stability		C	5,782.74	69,393	23.7647
		D	6,065.64	72,788	24.9273
		E	6,362.69	76,352	26.1480

FIRE UNION EMPLOYEES SCHEDULE B EFFECTIVE JULY 1, 2015					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Includes 3.5% Stability		C	5,876.31	70,516	24.1492
		D	6,159.21	73,911	25.3118
		E	6,456.25	77,475	26.5326
Includes 4.5% Stability		C	5,938.69	71,264	24.4056
		D	6,221.59	74,659	25.5682
		E	6,518.63	78,224	26.7889
Includes 6.0% Stability		C	6,032.26	72,387	24.7901
		D	6,315.16	75,782	25.9527
		E	6,612.20	79,346	27.1734

* The salary shown for these positions is for a 56-hour duty week. The conditions set forth below shall be adhered to by the Fire Department personnel:

1. Employees on the off-duty shifts shall be available for emergency service.
2. A shift must be short more than one employee before a replacement is called in. Replacements called in to duty in such a case would receive time and one-half (1/2); every effort must be made by the department to keep overtime pay to a minimum.
3. The duty cycle of the department shall be determined by the Fire Chief with the approval of the City Manager.

FIRE MANAGEMENT SCHEDULE B EFFECTIVE JULY 1, 2016					
POSITION	RANGE	STEP	MONTHLY	YEARLY	HOURLY
Deputy Fire Chief	42	A	6,382.87	76,594	36.82
		B	6,702.02	80,424	38.67
		C	7,037.12	84,445	40.60
		D	7,388.97	88,668	42.63
		E	7,758.42	93,101	44.76
Fire Chief	44	A	6,829.67	81,956	39.40
		B	7,171.16	86,054	41.37
		C	7,529.71	90,357	43.44
		D	7,906.20	94,874	45.61
		E	8,301.51	99,618	47.89



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

May 5, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: **OR202 SIDEWALK PROJECT – REVISED LOCAL AGENCY AGREEMENT**

DISCUSSION/ANALYSIS


ODOT, through the Multimodal Transportation Enhance Program (MTEP), is providing funding for pedestrian improvements between Astoria High School and Hanover Street. The project includes new sidewalk, bike lane, drainage facilities, and associated retaining walls on the north side of OR202. The total estimated project cost is \$2,500,000. ODOT will be providing \$2,243,250 in funding and the City will be responsible for a 10.27% match of \$256,750. The City's match will be paid through our Surface Transportation Program (STP) Fund. Preliminary engineering design for the project is anticipated to start this fall with construction starting in 2018.

The consultant selection process for the project was initially delayed while the City worked with ODOT to explore a pilot program that had the potential to significantly benefit the project by reducing overall cost and expediting project delivery. As the details of the program were developed, it was jointly determined that the project could not benefit from the potential opportunities. Because of the delay, the City submitted a project change request (PCR) to ODOT requesting modification of several project milestones including obligation of funds for the right-of-way and construction phase. This is needed because pursuing the pilot program did not allow those tasks to be completed in the earlier agreed upon timeframe. ODOT has memorialized this change in the attached amendment to the local agency agreement. It also includes some revised contract language associated with new Americans with Disabilities Act (ADA) requirements.

The City will need to execute the attached amendment to the Local Agency Agreement in order to start the consultant selection process and begin preliminary project engineering. The City Attorney has reviewed the agreement and has approved it as to form.

RECOMMENDATION

It is recommended that Council approve the amendment to the Local Agency Agreement with ODOT for the US202 Sidewalk Project.

Submitted By: 
Ken P. Cook, Public Works Director

Prepared By: 
Nathan Crater, Assistant City Engineer

**AMENDMENT NUMBER 01
LOCAL AGENCY AGREEMENT
MULTIMODAL TRANSPORTATION ENHANCE PROGRAM
OR202: High School to Hanover Street, Sidewalks (Astoria)
City of Astoria**

This is Amendment No. 01 to the Agreement between the **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as "State," and **CITY OF ASTORIA**, acting by and through its elected officials, hereinafter referred to as "Agency," entered into on February 1, 2016.

It has now been determined by State and Agency that the Agreement referenced above shall be amended to update Project milestones and update language.

1. **Effective Date.** This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.

2. **Amendment to Agreement.**

Exhibit B shall be deleted in its entirety and replaced with the attached Revised Exhibit B. All references to "Exhibit B" shall hereinafter be referred to as "Revised Exhibit B."

Insert new TERMS OF AGREEMENT, Paragraphs 4 and 5, to read as follows:

4. When the Project scope includes work on sidewalks and curb ramps or triggers an obligation to address curb ramps, the Parties shall:
- a. Utilize ODOT standards to assess and ensure Project compliance with the Americans with Disabilities Act of 1990 (ADA), including ensuring that all sidewalks and curb ramps meet current ODOT Highway Design Manual standards;
 - b. Follow ODOT's processes for design, modification, upgrade, or construction of sidewalks, curb ramps, and pedestrian-activated signals, including using the ODOT Highway Design Manual, ODOT Design Exception process, ODOT Standard Drawings, ODOT Construction Specifications, providing a temporary pedestrian accessible route plan and current ODOT Curb Ramp Inspection form;
 - c. At Project completion, send an ODOT Curb Ramp Inspection Form 734-5020 to the address on the form as well as to State's Project Manager for each curb ramp constructed, modified, upgraded, or improved as part of the Project. The completed form is the documentation required from the Agency showing that each curb ramp meets ODOT standards and is ADA compliant. ODOT's fillable Curb Ramp Inspection Form and instructions are available at the following address:

<http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/Pages/HwyConstForms1.aspx>.

5. Agency shall, at its own expense, maintain and periodically inspect any sidewalks and curb ramps on portions of the Project under Agency's maintenance jurisdiction upon Project completion and throughout the useful life of the Project to ensure continuing compliance with the ADA. This provision shall survive termination of this Agreement.

TERMS OF AGREEMENT, Paragraphs 4 through 24, shall be hereinafter re-numbered as Paragraphs 6 through 26.

TERMS OF AGREEMENT, Paragraph 18, Page 5, which reads:

- 18.a. Information required by 2 CFR 200.331(a), except for (xiii) Indirect cost rate, shall be contained in the USDOT FHWA Federal Aid Project Agreement for this Project, a copy of which shall be provided by State to Agency with the Notice to Proceed.
- b. The indirect cost rate for this Project at the time the Agreement is written is zero percent.

Shall be deleted in its entirety and replaced with the following:

18. Information required by 2 Code of Federal Regulation (CFR) 200.331(a)(1) shall be contained in the USDOT FHWA Federal Aid Project Agreement for this Project, a copy of which shall be provided by ODOT to Agency with the Notice to Proceed.
19. As required by 2 CFR 200.331(a)(4), the indirect cost rate for this Project at the time the agreement is written is zero percent.

Insert New TERMS OF AGREEMENT, Paragraphs 28 and 29, to read as follows:

28. By signing this Federal-Aid Agreement, Agency agrees to comply with the provisions of the Federal Funding Accountability and Transparency Act (FFATA) and is subject to the following award terms: <http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf> and <http://edocket.access.gpo.gov/2010/pdf/2010-22706.pdf>. If, in the preceding fiscal year, Agency received more than 80% of its gross revenues from the federal government, those federal funds exceed \$25,000,000 annually, and the public does not have access to information about the compensation of executives through filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986, Agency shall report the total compensation and names of its top five executives to State. Agency shall report said information to State within 14 calendar days of execution of this Agreement and annually thereafter, utilizing the FFATA form attached hereto as "Exhibit C."

29. Agency shall ensure compliance with the Cargo Preference Act and implementing regulations (46 CFR Part 381) for use of United States-flag ocean vessels transporting materials or equipment acquired specifically for the Project. Strict compliance is required, including but not limited to the clauses in 46 CFR 381.7(a) and (b) which are incorporated by reference. Agency shall also include this requirement in all contracts and ensure that contractors include this requirement in their subcontracts.
3. **Counterparts.** This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.
4. **Original Agreement.** Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. Agency certifies that the representations, warranties and certifications in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

This Project is in the 2015-2018 Statewide Transportation Improvement Program, (Key #18735) that was adopted by the Oregon Transportation Commission on December 18, 2014 (or subsequently approved by amendment to the STIP).

Signature Page Follows

City of Astoria/ODOT
Agreement No. 30928, Amendment No. 1

CITY OF ASTORIA, by and through its
elected officials

By _____
Mayor

Date _____

By _____
City Manager

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

By  _____
Agency Counsel

Date _____

Agency Contact:

Jeff Harrington, P.E.
City Engineer
City of Astoria
1095 Duane Street
Astoria, Oregon 97103
(503) 338-5173
Jharrington@astoria.or.us

State Contact:

Bill Jablonski, Local Agency Liaison
ODOT Region 2, Area 1
350 W. Marine Drive
Astoria, Oregon 97103
(503) 338-7334
William.r.jablonski@odot.state.or.us

STATE OF OREGON, by and through
its Department of Transportation

By _____
Highway Division Administrator

Date _____

APPROVAL RECOMMENDED

By _____
Region 2 Manager

Date _____

By _____
Area 3 Manager

Date _____

**APPROVED AS TO LEGAL
SUFFICIENCY**

By _____
Assistant Attorney General

Date: _____

REVISED EXHIBIT B
Project Cost Estimate, Progress Reports and Project Change Request Process
Agreement No. 30928
Key Number: 18735
Project Name: OR202: High School to Hanover Street, Sidewalks (Astoria)

1. Project Description and Deliverables

Design and construct 6 (six) foot sidewalks, dedicated 6 (six) foot (minimum) adjacent bike lane, new retaining walls, and drainage facilities on OR 202 from Astoria High School east to Hanover Street (0.4 miles). Additional segments along or 202 may be constructed in future phases.

2. This Project is subject to progress reporting and project change process as stated below.

3. **Monthly Progress Reports (MPR)** - Agency shall submit monthly progress reports using MPR Form 734-2935, incorporated by reference and made a part of this Agreement. The MPR is due by the 5th day of each month, starting the first month after execution of this Agreement, and continuing through the first month after State issues Project Acceptance (Second Note) for the Project's construction contract.

The fillable MPR form and instructions are available at the following address:

http://www.oregon.gov/ODOT/TD/AT/Pages/Forms_Applications.aspx

4. **Project Milestones** – The Parties agree that the dates shown in Table 1 constitute the intended schedule for advancing and completing the Project. Project Milestones may only be changed through amendment of this Agreement, after obtaining an approved Project Change Request.

Table 1: Project Milestones – Construction Project

	Milestone Description	Completion Date
1	Obligation (Federal Authorization) of federal funds for the Preliminary Engineering phase of the Project	03/30/2016
2	Obligation (Federal Authorization) of federal funds for the Right of Way phase of the Project	03/30/2018
3	Obligation (Federal Authorization) of federal funds for the Construction phase of the Project	09/30/2018

5. Requirements for Construction Projects

a. **Second Notification** –Upon completion of on-site work Second Notification shall be issued. Second Notification is further defined in the Definitions Section of this Agreement. The anticipated and actual date for issuance of Second Notification shall be reported in the required monthly report as described in paragraph 3, above.

- b. **Third Notification** – Issuance of Third Notification must be received within 120 days from the issuance of Second Notification as stated above with the exception of any Establishment Period noted in the Construction Contract or any remaining responsibilities of the Contractor. If Third notification is not issued within the required timeframe, Consequences for Non-Performance, paragraph 8 below may apply.
- 6. **Project Change Request (PCR) Process** - Agency must obtain approval from State's Contact for changes to the Project's scope, schedule, or budget as specified in paragraphs 6a, 6b and 6c, below. Agency shall be fully responsible for all costs that occur outside the established Project scope, schedule or budget and prior to an approved PCR. Amendments to this Agreement are required for all approved PCRs.
 - a. **Scope** - A PCR is required for any significant change or reduction in the scope of work described in the Project Description (Paragraph 1 of this Exhibit).
 - b. **Schedule**– A PCR is required if Agency or State's Contact anticipate that any Project Milestone will be delayed by more than ninety (90) days, and also for any change in schedule that will require amendment of the Statewide Transportation Improvement Program (STIP).
 - c. **Budget** – Total Project Cost and approved funds for the Project are controlled by Terms of Agreement, paragraph 2 of this Agreement.
- 7. **PCR Form** - Agency must submit all change requests using PCR Form 734-2936, attached by reference and made a part of this Agreement. The PCR Form is due no later than thirty (30) days after the need for change becomes known to Agency. The PCR shall explain what change is being requested, the reasons for the change, and any efforts to mitigate the change. A Project Change Request may be rejected at the discretion of State's Area Manager.

The fillable PCR form and its instructions are available at the following web site:
http://www.oregon.gov/ODOT/TD/AT/Pages/Forms_Applications.aspx

- 8. **Consequence for Non-Performance** - If Agency fails to fulfill its obligations in paragraphs No. 3 through No. 7 above, or does not assist in advancing the Project or perform tasks that the Agency is responsible for under the Project Milestones, State's course of action through the duration of Agency's default may include: (a) restricting Agency consideration for future funds awarded through State's managed funding programs, (b) withdrawing unused Project funds, and (c) terminating this Agreement as stated in Terms of Agreement, paragraph No. 14 of this Agreement. State may also choose to invoice Agency for expenses incurred by State for staff time to assist in completion of the final Project documentation and issuance of Third Notification.

Exhibit C
Federal Funding Accountability Transparency Act (FFATA)
Subaward Reporting

(For purposes of this Exhibit, references to "your organization" shall mean "Agency" and references to "ODOT" shall mean "State".)

The Oregon Department of Transportation (ODOT) is required to fulfill a federal requirement for contracting under the Federal Funding Accountability and Transparency Act (FFATA) Subaward Reporting System (FSRS). FFATA reporting is a requirement for subawards (also known as subrecipients) of federal awards in excess of \$25,000. Your organization will enter into an agreement with ODOT where the funding source is a federal grant with a subrecipient relationship. Your organization is required to submit the information below to the Oregon Department of Transportation within fourteen calendar days of execution of the Agreement and annually thereafter, if applicable. (See the following page for further details.)

Legal entity name: _____

Data Universal Number System (DUNS) number: _____

Executive compensation

Execution compensation information is also required to determine whether or not the following information must be reported in FSRS:

- a. In your organization's previous fiscal year, did your organization receive 80% or more of its annual gross revenue and \$25,000,000 or more in federal procurement contracts, subcontracts, loans, grants, subgrants, cooperative agreements and federal financial assistance awards subject to the Transparency Act? (Include parent organization, all branches, and all affiliates worldwide.)

☐ Yes ☐ No If "yes," proceed to b. If "no," no further action is required and submittal of this form is not required.

- b. Does the public have access to information about the compensation of the senior executives in your organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities and Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986?

☐ Yes ☐ No If "yes," provide a link to the SEC: <http://www.sec.gov> where this information is located and return form to the ODOT contact shown at the bottom of this form.
Provide link here:

If "no," provide compensation information below.

Names and annual compensation amounts of the five most highly compensated executives:

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

Business entity contact information (person completing form):

Type name	Title	Date
-----------	-------	------

Return completed form to: Jeff Flowers, Program and Funding Services Manager, Oregon Department of Transportation, 555 13th Street NE, Salem, OR 97301; Jeffrey.A.FLOWERS@odot.state.or.us

734-5075 (10-28-2016)

City of Astoria/ODOT
Agreement No. 30928, Amendment No. 1

Background on FFATA requirements

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The intent of the Act is to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is www.USASpending.gov.

Definition of compensation

Your organization is considered a subrecipient of federal funds. Unless your organization is exempt, FFATA requires you to report total compensation for each of your five most highly compensated executives for the preceding completed year. Total compensation means the cash and non-cash dollar value earned by the executive during the subrecipient's preceding fiscal year and includes the following: salary and bonus; awards of stock, stock options, and stock appropriation rights; earnings for services under non-equity incentive plans; change in pension value; above-market earnings on deferred compensation which is not tax-qualified; and other compensation as defined in 2 CFR Part 170, Section 170.330(b)(5)(vi).

More detailed information about the FFATA can be found at:
<http://edocket.access.gpo.gov/2010-22705.pdf>

If you have any questions, contact:

Jeff Flowers
Program and Funding Services Manager
Oregon Department of Transportation
555 13th Street NE
Salem, OR 97301
Jeffrey.A.FLOWERS@odot.state.or.us
Telephone: (503) 986-4453



CITY OF ASTORIA
POLICE DEPARTMENT

DATE: Monday, May 1, 2017

M E M O R A N D U M

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

**SUBJECT: ORDINANCE MODIFYING CITY CODE 6.400 ABANDONED VEHICLES
AND 6.530 IMPOUNDMENT**

DISCUSSION/ANALYSIS

The Astoria Police Department maintains a contract with a local tow company that enables the removal of abandoned vehicles from public streets, the removal of vehicles at the request of the department which are impeding the flow of traffic, and for certain situations where a vehicle has been declared a nuisance by City Code.

In preparation for the renewal of the tow contract the City Attorney reviewed the ordinances which support this work. He located errors in the state statutes that are referenced and some process changes related to notification and disposal that he has recommended changing. The recommendations are included in the proposed changes.

At the May 1st, 2017 meeting, City Council held a first reading of the ordinance to amend the City Code.

RECOMMENDATION

It is recommended that Council hold the second reading of the ordinances amending City Code 6.400 and 6.530 and then consider adoption.



Brad Johnston
Chief of Police
Assistant City Manager

ORDINANCE NO. 17-____

AN ORDINANCE REVISING CITY CODE SECTION 6.400 – 6.530 PROVIDING
FOR IDENTIFICATION OF ABANDONED VEHICLES AND SEIZURE OF
VEHICLES IDENTIFIED IN CITY CODE SECTION 6.500

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1. Revision of Astoria City Code 6.400 6.530 Astoria City Code
section 6.400 – 6.530 is revised to read as follows:

6.400 Abandoned Vehicles.

- (1) Abandoned vehicles and disabled vehicles shall be governed, impounded and disposed of as provided by Oregon Revised Statutes (ORS) 819.100 to 819.215.
- (2) Exception: Downtown Parking Area. An exception to subsection (1) shall be vehicles which are abandoned, disabled, parked or left standing in the downtown parking area, as defined in City Code 6.355, and located at signed or metered parking spaces which have been designated for two (20) hours parking time or less. Such vehicles may be taken into custody and removed from the location after twenty-four (24) hours. A notice of intent to tow shall be affixed to a vehicle after a parking citation has been issued for "Over 24 hours at one location." This section specifically exempts the provision for mailing a notice of intent to tow. Authority for ordering the removal of the vehicles in violation of this section shall be vested in the parking control officer(s) and/or law enforcement officials. Notice after removal, vehicle redemption, and disposal of vehicles shall be governed by ORS 819 to 180.215.

VEHICLE SEIZURE AND FORFEITURE

6.500 Seizure and Forfeiture. The following vehicles are declared to be nuisances and are subject to seizure and forfeiture:

- A. A motor vehicle operated by a person who is criminally driving while suspended or revoked or in violation of a permit, in violation of ORS 811.182;
- B. A motor vehicle operated by a person under the influence of intoxicants in violation of ORS 813.010, where the person has:

1. Participated in a driving while under the influence of intoxicants diversion program as provided for by the Oregon Revised Statutes, or its statutory counterparts in any jurisdiction within the previous ten years, or
2. Been convicted of or has forfeited bail or security for any of the following violations within the previous ten years:
 - a. Driving under the influence of intoxicants under ORS 813.010 or its statutory counterpart in any jurisdiction, or
 - b. Any degree of murder, manslaughter, criminally negligent homicide or assault resulting from the operation of a motor vehicle, or statutory counterparts in any jurisdiction, or
 - c. Any crime punishable as a felony with proof of a material element involving the operation of a motor vehicle, or statutory counterparts in any jurisdiction, or
 - d. Failure to perform the duties of a driver under ORS 811.705 or its statutory counterparts in any jurisdiction, or
 - e. Reckless driving under ORS 811.140 or its statutory counterparts in any jurisdiction, or
 - f. Fleeing or attempting to elude a police officer under ORS 811.540 or its statutory counterparts in any jurisdiction, or
 - g. Any degree of recklessly endangering another person, menacing or criminal mischief resulting from the operation of a motor vehicle or its statutory counterparts in any jurisdiction, or
 - h. Failure to perform the duties of a driver under ORS 811.700 while driving a commercial motor vehicle or its statutory counterpart in any jurisdiction, or
 - i. Has a habitual offender status under ORS 809.640 or its statutory counterpart in any jurisdiction.

6.510 Seizure and Impoundment. The following motor vehicles are declared nuisances and are subject to seizure and impoundment

- A. Motor vehicles operated by a person who is in violation of ORS 813.010, driving while under the influence of intoxicants; or
- B. Motor vehicles operated by a person who is without driving privileges in violation of ORS 807.010 (Driving without a drivers license), or his/her driving privileges have been canceled, suspended or revoked under provisions of Chapter 809 or the Oregon Vehicle Code or ORS 811.175; or
- C. Motor vehicles operated by a person in violation of the Oregon Financial Responsibility Laws, as described in ORS 806.010 and 806.012.

6.520 **Forfeiture Proceedings.** All forfeiture proceedings pursuant to this chapter shall be conducted in accordance with Sections 1 to 14 and 22, Chapter 791, Oregon laws, 1989, as amended by Chapter 218, 2337, 276, 291, 791, 800 and 924, Oregon Laws, 1991, or as such laws may be hereafter amended.

6.530 Impoundment.

- A. Notice that a vehicle has been impounded shall be given by Astoria Police Department to the owners, lessors and security interest holders as shown in the records of the Department of Transportation, in the same manner and within the same time limits as provided in ORS 819.180. The notice shall include a copy of this code section.
- B. A seized vehicle shall be released to an owner, lessor or security interest holder upon proof of compliance with financial responsibility requirements, proper vehicle registration, a driver's license valid in the state of Oregon, and payment of all administrative fees associated with the impoundment, towing and storage of the vehicle and its contents. Proof shall be presented to the Astoria Police Department which shall authorize the person storing the vehicle to release it. .
- C. A person entitled to lawful possession of an impounded vehicle may request a hearing to contest the validity of the impoundment. The request must be made within the time limits provided in ORS 809.716, and the hearing shall be conducted in the manner set forth in that statute. *[Section 6.530C amended by Ordinance No. 99-18, passed September 21, 1999.]*
- D. If the vehicle is not reclaimed within thirty (30) days after impoundment, it may be disposed of by the City or its contract agents pursuant to the provisions of ORS 819.210.

Section 2. **Effective Date.** This ordinance shall become effective 30 days after its adoption.

ADOPTED BY THE CITY COUNCIL THIS 15TH DAY OF MAY 2017
APPROVED BY THE MAYOR THIS 15TH DAY OF MAY 2017

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION

YEA NAY ABSENT

Councilor Nemlowill

Brownsen

Price

Jones

Mayor LaMear



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

Date APRIL 28, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: RESOLUTION: TRANSFER APPROPRIATIONS WITHIN BUILDING
INSPECTION FUND BUDGET FOR FY 2016-17

DISCUSSION/ANALYSIS


ORS 294.463 provides guidance for the transfer of appropriations within a fund, when authorized by resolution of the governing body.

At the time the budget was originally appropriated, the Personal Services included appropriations for full time Building Inspector/Code Enforcement staffing, for the full year. Ben Small was hired and began work October 3, 2016. Outside consulting services were required to cover requirements in Building Inspection from July 1, 2016 and through transition to new staffing. A transfer in the amount of \$ 20,000 is required between Personal Services and Materials & Services in the Building Inspection Fund.

This transfer will increase the Professional Services line from \$ 14,650 to 34,650 for additional expense associated with the contract support of building inspection/code enforcement and will reduce appropriations for Personnel Services by \$ 20,000 resulting in appropriations of \$ 192,340 which is sufficient for anticipated annual personnel expenses.

RECOMMENDATION

It is recommended that Council approve the attached resolution which transfers Personnel Services appropriations to Materials & Services appropriations within the Building Inspection Fund.

By: 
Susan Brooks, CPA
Director of Finance & Administrative Services

Resolution No. 17-

A RESOLUTION TRANSFERRING AMOUNTS FROM PERSONNEL SERVICES TO MATERIALS AND SERVICES WITHIN THE BUILDING INSPECTION FUND.

WHEREAS, ORS 294.463 provides guidance for the transfer of appropriations within a fund by action of the governing body, and

WHEREAS, a resolution authorizing the transfer of appropriations within the Building Inspection Fund for the FY 2016-17 budget is required after adoption of the FY 2016-2017 budget.

WHEREAS, the adjusted budgets are on file in the office of the Director of Finance and Administrative Services at City Hall.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ASTORIA:

Adjusting \$ 20,000 from Personnel Services to Materials and Services to recognize requirement for additional contracted services for building inspection/code enforcement. The total requirements remain the same for this fund.

<u>Building Inspection Fund # 128</u>	<u>Existing</u>	<u>Change</u>	<u>Adjusted</u>
Personnel Services	\$ 212,340	(\$ 20,000)	\$ 192,340
Total Materials and Services	27,950	20,000	47,950
Contingency	20,000	0	20,000
Transfers to Other Funds	15,210	0	15,210
Ending Fund Balance	<u>336,000</u>	<u>0</u>	<u>336,000</u>
Total Expenditures	\$ 611,500	\$ 0	\$ 611,500

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2017.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2017.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION YEA NAY ABSENT

Commissioner Nemlowill
 Brownson
 Price
 Jones

Mayor LaMear



CITY OF ASTORIA
Founded 1811 • Incorporated 1856

May 1, 2017

MEMORANDUM

TO: MAYOR AND CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: RECOLOGY RATE REVIEW FOR YEAR END DECEMBER 31, 2016
FOR SOLID WASTE COLLECTION AND TRANSFER STATION
ACTIVITIES

DISCUSSION/ANALYSIS

The City's franchise agreement with Recology requires submission of financial statements and a separate rate review for both the Solid Waste Collection and Transfer Station Franchises no later than April 30 each year. Recology transmitted appropriate reports and financial information, by email, in a timely manner which was received April 3, 2017. The purpose of the annual rate review is to determine whether Recology's "Operating Ratio" for their solid waste collection and transfer station operations fall within the limits set by the Franchise Agreements with the City.

The operating ratio is not a measure of profitability. The operating ratio measures the relationship between allowable revenues and expenses, as adjusted for the pass through payments to the City of Astoria. This is a standard measure in the solid waste industry. The Franchise Agreements set the limits of the "Operating Ratio Range" between 88% and 92%. This calculation is arrived at by dividing expenses adjusted for pass through expenses by income adjusted for pass through revenue. If the ratio is above 92%, Recology is allowed to adjust the following year's rates to recover the lower than expected margin. If the ratio is below 88%, Recology will adjust the following year's rates to return to the rate payers the better than expected margin.

The financial statements and rate reviews are attached for Recology's Solid Waste Collection and Transfer Station operations as submitted by Fred Stemmler, Recology Western Oregon General Manager. Mr. Stemmler indicates in his cover letters of March 31, 2017 the Operating Ratios for the current calendar year are projected to be within the limits of the Operating Ratio Range of 88% to 92%. As a result, the collection and transfer station rates would remain the same for the coming year with a recommendation to include a 2% increase for medical waste collection which reflects increased disposal rates charged to Recology as well as a reduction of 2.74 % for the debris box and compactor ton rate for garbage collection. The new rates would become effective July 1, 2017.

As it relates to the franchise and the rates, the significant calculation is found in the "Rate Review Report" which contains the "Operating Ratio". See Exhibits 1 and 2.

Exhibit 1 contains information for the operating ratio of the solid waste collection operation:

Total Revenues	\$ 2,484,848
Less Pass through Revenue	<u>(140,892)</u>
Adjusted Revenue	\$ 2,343,957
 Total Expenses	 \$ 2,268,900
Less Contributions	(6,070)
Less Franchise Fees	<u>(140,892)</u>
Adjusted Expenses	\$ 2,121,938

Operating Ratio
 $\$ 2,121,938 / \$ 2,343,957 = 90.53\%$ Operating Range 88 to 92%

Exhibit 2 contains information for the operating ratio for the transfer station operation:

Total Revenues	\$ 555,011
Less Pass through Revenue	<u>(47,505)</u>
Adjusted Revenue	\$ 507,506
 Total Expenses	 \$ 494,100
Less License Fees	(24,844)
Less HHW Surcharge	<u>(22,661)</u>
Adjusted Expenses	\$ 446,595

Operating Ratio
 $\$ 446,595 / \$ 507,506 = 88\%$ Operating Range 88 to 92%


Staff reviewed the provided information and is in agreement with Mr. Stemmler's assessment.

Additionally, as discussed at recent City Council work sessions, a request was made to Recology to provide information regarding additional service costs to include trash collection in City Parks, trash and recycling collection in City Parks, curbside glass collection and compost curbside collection. Presently, yard debris compost could be added where vegetable peels, rinds and trimmings could be included however food waste could not be place in the compost (yard debris) containers. Attached is a summary of proposed rate adjustments associated which each Option. It should be noted the introduction period and implementation date may depend on the option(s) initiated.

Representatives from Recology will be at the Council meeting to discuss the various options. Should Council wish to add one or more options, direction will need to be provided to staff so the appropriate resolution can be prepared for Council consideration at the following meeting.

RECOMMENDATION

It is recommended that Council provide direction as to which possible options for additional service should be included in a draft resolution to be considered at the June 5, 2017 Council meeting.

By: 
Susan Brooks CPA,
Director of Finance and Administrative Services

RWO-NCC 2016-2017 Cost of Service Report

	RWO - North Coast Collection Total			City of Astoria		
	2016 Calendar Year Actual	2017 Projected Rate Year	Allocation Method	2016 Calendar Year Actual	Adjustments and Projected Changes	2017 Projected Rate Year
REVENUE		>>> <<<		Rate Adj. % >>>	0.00%	NO ADJ.
Collection Services - Residential	\$ 4,528,077	\$ 4,636,645	Actual	\$ 1,050,363	\$ 14,089	\$ 1,064,452
Collection Services - Commercial	\$ 3,242,156	\$ 3,294,199	Actual	\$ 939,128	\$ 4,633	\$ 943,761
Collection Services - Debris Box Svcs	\$ 479,919	\$ 499,592	Actual	\$ 83,026	\$ 21,055	\$ 104,081
SUBTOTAL: CS (RA % applies)	\$ 8,250,152	\$ 8,430,436	Actual	\$ 2,072,517	\$ 39,777	\$ 2,112,294
Proposed Rate Adjustment					\$ -	\$ -
Collection Services - DB Disposal	\$ 800,967	\$ 819,007	Actual	\$ 172,793	\$ 39,488	\$ 212,281
Collection Services - Medical Waste	\$ 140,337	\$ 143,143	Actual	\$ 132,400	\$ 2,648	\$ 135,048
Collection Services - Other	\$ 131,617	\$ 130,870	Actual	\$ 25,101	\$ 124	\$ 25,225
Non-Franchised Revenue	\$ 19,072	\$ 23,341	Actual	\$ -	\$ -	\$ -
Total Revenue	\$ 9,342,145	\$ 9,546,797		\$ 2,402,811	\$ 82,037	\$ 2,484,848
LABOR EXPENSES						
Operational Personnel	\$ 1,076,311	\$ 1,191,826	Labor Hours	\$ 240,771	\$ 25,841	\$ 266,611
NEW PROGRAM - LABOR >>>	\$ -	\$ 100,620	By JUR	\$ -	\$ -	\$ -
Health Insurance	\$ 300,163	\$ 329,571	Labor Hours	\$ 67,146	\$ 6,579	\$ 73,725
Payroll Taxes	\$ 97,961	\$ 117,633	Labor Hours	\$ 21,914	\$ 4,401	\$ 26,315
Labor Overhead	\$ 69,183	\$ 70,532	Labor Hours	\$ 15,476	\$ 302	\$ 15,778
Total Labor Expenses	\$ 1,543,618	\$ 1,810,182		\$ 345,307	\$ 37,122	\$ 382,429
DISPOSAL EXPENSES						
Disposal Charges - Outside Source	\$ 361,291	\$ 368,517	O/S Disposal	\$ 6,964	\$ 139	\$ 7,104
Disposal-Medical Waste	\$ 84,939	\$ 86,638	MW Disposal	\$ 80,136	\$ 1,602	\$ 81,738
Disposal - Free Dump Vouchers (Astoria)	\$ 23,851	\$ 25,500	Actual	\$ 23,851	\$ 1,649	\$ 25,500
NEW PROGRAM - DISPOSAL >>>	\$ -	\$ -	By JUR	\$ -	\$ -	\$ -
Inter-Company Disposal - Yard Debris	\$ 156,165	\$ 147,288	Program Yards	\$ 135,134	\$ (7,681)	\$ 127,452
I/C Disposal - Garbage Rate Reduction	\$ -	\$ (51,516)	I/C Disposal	\$ -	\$ (14,917)	\$ (14,917)
Inter-Company Disposal - Garbage	\$ 1,865,150	\$ 1,880,155	I/C Disposal	\$ 540,504	\$ 3,924	\$ 544,428
Total Disposal Expenses	\$ 2,491,397	\$ 2,456,582		\$ 786,589	\$ (15,284)	\$ 771,305
OPERATIONAL EXPENSES						
Fuel	\$ 221,087	\$ 258,727	Labor Hours	\$ 49,457	\$ 8,420	\$ 57,877
Repairs & Maintenance	\$ 963,227	\$ 1,046,591	Labor Hours	\$ 215,474	\$ 18,649	\$ 234,122
Repairs and Maint. - Non-Franchised	\$ 16,315	\$ 14,000	Actual	\$ -	\$ -	\$ -
NEW PROGRAM - OPS COSTS >>>	\$ -	\$ -	By JUR	\$ -	\$ -	\$ -
Contract Labor	\$ 15,191	\$ -	Labor Hours	\$ 3,398	\$ (3,398)	\$ -
Business Licenses and Fees	\$ 123,655	\$ 121,050	Labor Hours	\$ 27,662	\$ (583)	\$ 27,079
Franchise Fees	\$ 438,742	\$ 448,864	Actual	\$ 136,240	\$ 4,652	\$ 140,892
Depreciation and Amortization	\$ 264	\$ 264	Labor Hours	\$ 59	\$ 0	\$ 59
Operational Lease and Rent	\$ 609,026	\$ 528,339	Labor Hours	\$ 136,239	\$ (18,050)	\$ 118,189
Op. Lease and Rent - (Seaside Depot)	\$ 16,380	\$ 16,380	Actual	\$ -	\$ -	\$ -
Supplies	\$ 60,085	\$ 59,672	Labor Hours	\$ 13,441	\$ (92)	\$ 13,349
Insurance Expense	\$ 104,315	\$ 107,613	Labor Hours	\$ 23,335	\$ 738	\$ 24,073
Recycling Processing	\$ 380,097	\$ 387,699	Program Hours	\$ 128,291	\$ 2,566	\$ 130,857
Freight	\$ 3,269	\$ 4,164	Labor Hours	\$ 731	\$ 200	\$ 932
Other Operational	\$ 29,596	\$ 14,840	Labor Hours	\$ 6,621	\$ (3,301)	\$ 3,320
Total Operational Expenses	\$ 2,981,249	\$ 3,008,205		\$ 740,949	\$ 9,800	\$ 750,749
SUBTOTAL	\$ 2,325,881	\$ 2,271,829	\$ 5,464,787	\$ 529,966	\$ 50,399	\$ 580,365
ADMINISTRATIVE EXPENSES						
Administrative Services	\$ 840,794	\$ 860,536	Computed	\$ 216,253	\$ 7,383	\$ 223,636
Management Services	\$ 280,265	\$ 286,845	Computed	\$ 72,084	\$ 2,461	\$ 74,545
Postage	\$ 12,181	\$ 14,155	Cust Counts	\$ 2,509	\$ 407	\$ 2,916
Billing Services	\$ 42,646	\$ 46,387	Cust Counts	\$ 8,784	\$ 771	\$ 9,554
Bank Service Charges	\$ 31,103	\$ 31,649	Cust Counts	\$ 6,406	\$ 112	\$ 6,519
Dues and Subscriptions	\$ 11,904	\$ 13,886	Cust Counts	\$ 2,452	\$ 408	\$ 2,860
Contributions	\$ 20,060	\$ 29,471	Cust Counts	\$ 4,132	\$ 1,938	\$ 6,070
Office Supplies	\$ 18,215	\$ 14,951	Cust Counts	\$ 3,752	\$ (672)	\$ 3,080
Advertising & Public Relations	\$ 11,861	\$ 9,780	Cust Counts	\$ 2,443	\$ (429)	\$ 2,014
Professional Fees	\$ 18,903	\$ 20,965	Cust Counts	\$ 3,893	\$ 425	\$ 4,318
Business Meals & Entertainment	\$ 5,125	\$ 5,159	Cust Counts	\$ 1,056	\$ 7	\$ 1,063
Travel	\$ 12,796	\$ 12,275	Cust Counts	\$ 2,636	\$ (107)	\$ 2,528
Bad Debts	\$ 36,845	\$ 38,673	Cust Counts	\$ 7,589	\$ 377	\$ 7,966
Telephone	\$ 60,689	\$ 62,606	Cust Counts	\$ 12,500	\$ 395	\$ 12,895
Education & Training	\$ 11,644	\$ 13,025	Cust Counts	\$ 2,398	\$ 285	\$ 2,683
Miscellaneous	\$ 1,523	\$ 8,592	Cust Counts	\$ 314	\$ 1,456	\$ 1,770
Total Administrative Expenses	\$ 1,416,554	\$ 1,468,955		\$ 349,201	\$ 15,216	\$ 364,417
Interest Income, Loss on Sale of Assets	\$ (6,974)	\$ (7,091)	Cust Counts	\$ (1,436)	\$ (24)	\$ (1,461)
NET INCOME BEFORE TAX	\$ 916,301	\$ 809,964		\$ 182,202	\$ 35,207	\$ 217,409

EXHIBIT 1

RWO-NCC 2016-2017 Cost of Service Report



Operating Margin
Calculated Operating Ratio

Allocation Data:

Revenue
Revenue Percent

Labor %
Outside Source (O/S) Disposal %
Inter-Company (I/C) Disposal %
Medical Waste %
Yard Debris (I/C) %
Recycling %
Customer Count %

RWO - North Coast Collection Total			City of Astoria		
2016 Calendar Year Actual	2017 Projected Rate Year	Allocation Method	2016 Calendar Year Actual	Adjustments and Projected Changes	2017 Projected Rate Year
9.81%	8.48%		7.58%	0.00%	8.75%
89.57%	90.93%		91.84%	NO ADJ.	90.53%
Allocation Data:					
Revenue	\$ 9,342,145	\$ 9,546,797	\$ 2,402,811		\$ 2,484,848
Revenue Percent	100.00%	100.00%	27.41%		27.32%
Labor %	100.00%	100.00%	22.37%		22.37%
Outside Source (O/S) Disposal %	100.00%	100.00%	1.93%		1.93%
Inter-Company (I/C) Disposal %	100.00%	100.00%	28.98%		28.98%
Medical Waste %	100.00%	100.00%	94.34%		94.34%
Yard Debris (I/C) %	100.00%	100.00%	86.53%		86.53%
Recycling %	100.00%	100.00%	33.75%		33.75%
Customer Count %	100.00%	100.00%	20.60%		20.60%
Operating Ratio Calculation:					
Total Expenses:					
Total Labor	\$ 1,543,618	\$ 1,810,182	\$ 345,307		\$ 382,429
Total Disposal	\$ 2,491,397	\$ 2,456,582	\$ 786,589		\$ 771,305
Total Operational	\$ 2,981,249	\$ 3,008,205	\$ 740,949		\$ 750,749
Total Administrative	\$ 1,416,554	\$ 1,468,955	\$ 349,201		\$ 364,417
Total	\$ 8,432,818	\$ 8,743,924	\$ 2,222,046		\$ 2,268,900
Less Non Allowable Expenses:					
Interest on Purchase of routes	\$ -	\$ -	\$ -		\$ -
Non-Franchised R&M	\$ (16,315)	\$ (14,000)	\$ -		\$ -
Amortization	\$ -	\$ -	\$ -		\$ -
Contributions	\$ (20,060)	\$ (29,471)	\$ (4,132)		\$ (6,070)
Less "Pass Through Expenses:					
Franchise Fees	\$ (438,742)	\$ (448,864)	\$ (136,240)		\$ (140,892)
Allowable Expenses	\$ 7,957,701	\$ 8,251,588	\$ 2,081,674		\$ 2,121,938
Revenue					
Revenue	\$ 9,342,145	\$ 9,546,797	\$ 2,402,811		\$ 2,484,848
Less Non-Franchised Revenue	\$ (19,072)	\$ (23,341)			
Less "Pass Through Expenses:					
Franchise Fees	\$ (438,742)	\$ (448,864)	\$ (136,240)		\$ (140,892)
Revenue (net of Pass Through)	\$ 8,884,331	\$ 9,074,592	\$ 2,266,571		\$ 2,343,957
Operating Ratio:					
Allowable Expenses	\$ 7,957,701	\$ 8,251,588	\$ 2,081,674		\$ 2,121,938
divided by					
Revenue (net of Pass Through)	\$ 8,884,331	\$ 9,074,592	\$ 2,266,571		\$ 2,343,957
Calculated Operating Ratio	89.57%	90.93%	91.84%		90.53%

A

B

A

B

=A/B

EXHIBIT 2



Recology Western Oregon - Astoria Transfer Station Rate Review Report March 27, 2017

\$ (51,516)	<<<adj to i/c tip fees
-2.74%	<<< ncc i/c rate adj%

	2016 Actual	2017 Projected	Garbage Operations Proj 2017	Astoria Tons	Astoria Regulated Projections
Revenues					
Gate Receipts Public Tip Fees	\$ 1,227,636	\$ 1,163,232	\$ 1,139,968	0.0%	
IC Yard debris	\$ 156,697	\$ 147,288	\$ -	0.0%	
Yard Debris	\$ 60,390	\$ 59,264	\$ -	0.0%	
Sale of Recyclables	\$ 242,651	\$ 280,973	\$ -	0.0%	
I/C Recycling Processing Fees	\$ 380,097	\$ 369,547	\$ -	0.0%	
Astoria Free Dump Vouchers	\$ 23,851	\$ 25,500	\$ 25,500	100.0%	\$ 25,500
I/C TS Rate Adjustment	\$ -	\$ (51,516)	\$ (51,516)	29.0%	\$ (14,917)
I/C Transfer Station Tip Fee	\$ 1,864,619	\$ 1,880,155	\$ 1,880,155	29.0%	\$ 544,428
Total Revenues	\$3,955,939	\$3,874,443	\$2,994,107		\$ 555,011 B
(Ast % of NCC garbage tons)					
Cost of Operations					
Trash Disposal Costs	\$ 887,979	\$ 900,528	\$ 900,528	19.4%	\$ 174,785
Non-Trash Disposal Costs	\$ 102,975	\$ 104,431	\$ -	19.4%	\$ -
Labor Costs	\$ 443,519	\$ 538,551	\$ 274,661	19.4%	\$ 53,309
(Ast % of all garbage tons)					
Refuse Transportation	\$ 656,873	\$ 483,535	\$ 483,535	19.4%	\$ 93,850
Other Transportation	\$ 144,464	\$ 147,353	\$ -	19.4%	\$ -
Repair & Maint.	\$ 132,118	\$ 133,514	\$ 60,081	19.4%	\$ 11,661
Depreciation	\$ 79,755	\$ 82,348	\$ 52,030	19.4%	\$ 10,099
Lease Payment to City	\$ 41,040	\$ 41,040	\$ 20,520	19.4%	\$ 3,983
Other Lease	\$ 111,592	\$ 100,606	\$ 46,466	19.4%	\$ 9,019
License Fees	\$ 129,587	\$ 128,000	\$ 128,000	19.4%	\$ 24,844 C
HHW Surcharge	\$ 112,736	\$ 116,754	\$ 116,754	19.4%	\$ 22,661 C
Fuel	\$ 10,217	\$ 7,295	\$ 3,648	19.4%	\$ 708
Capital Improvement	\$ -	\$ -	\$ -	19.4%	\$ -
Other Operational Expenses	\$ 81,449	\$ 99,091	\$ 49,546	19.4%	\$ 9,616
Total Operational Expenses	\$2,934,304	\$2,883,047	\$2,135,769		\$ 414,535 A
SUBTOTAL	\$1,021,635	\$ 991,396	\$ 858,338		\$ 140,476
General and Administrative Expense					
Shared Mgmt - 3%	\$ 118,678	\$ 116,233	\$ 89,823	calc	\$ 16,650
Shared Admin - 9%	\$ 356,035	\$ 348,700	\$ 269,470	calc	\$ 49,951
Non-Admin Labor	\$ 26,790	\$ 26,342	\$ 13,171	19.4%	\$ 2,556
Other Admin Expense	\$ 97,166	\$ 107,247	\$ 53,623	19.4%	\$ 10,408
Total General & Administrative	\$ 598,669	\$ 598,522	\$ 426,087		\$ 79,566 A
Interest Income	\$ (383)	\$ -	\$ -		\$ -
Gain/Loss from Operations	\$ 423,349	\$ 392,874	\$ 432,251		\$ 60,911
Operating Margin	10.70%	10.14%	14.44%		10.97%
OR Range = 88-92%	88.61%	89.18%	84.28%		88.00%
Target = 90%					

OR Calculation					
Total expenses	\$ 3,532,973	\$ 3,481,569	\$ 2,561,856	\$ 494,100	A = 414,535 + 79,566 C = 24,844 + 22,661
pass through	\$ 242,323	\$ 244,754	\$ 244,754	\$ 47,505	
net expenses	\$ 3,290,650	\$ 3,236,815	\$ 2,317,102	\$ 446,595	
Revenue	\$ 3,955,939	\$ 3,874,443	\$ 2,994,107	\$ 555,011	B = 555,011
pass through	\$ 242,323	\$ 244,754	\$ 244,754	\$ 47,505	
net revenue	\$ 3,713,617	\$ 3,629,689	\$ 2,749,353	\$ 507,506	
Calculated Operating Ratio	88.61%	89.18%	84.28%	88.00%	= 507,506 / 446,595

Tonnage Allocation Calculation:		
	2016	AST %
Garbage tons from Astoria by NCC	6,219	---
Garbage tons to ATS by NCC	21,476	29.0%
Total Garbage Tons (all sources)	32,040	19.4%

RWO - ASTORIA

SUMMARY OF PROPOSED RATE ADJUSTMENTS:

- Most rates are NOT scheduled to change (No CPI in agreement).
- A few rates do not change at all (rent, returned check fees, tires, appliances, etc.), because our costs have not changed.
- Medical waste rates increase by 2.0% (projected increase in the rate we pay for MW disposal).
- Debris Box Ton Rate decrease by -2.74% (impact of reduction in internal disposal rate at Astoria Transfer Station).

NEW PROGRAM OPTIONS (RATE ADJUSTMENTS APPLIED TO CAN/CART/CONTAINER RATES):

- OPTION A – ADD PARKS COLLECTION, TRASH ONLY; RA% = 1.68%

RATE IMPACT EXAMPLES	CURR \$/MO	RA %	ADDED \$\$	NEW \$/MO
90 GAL CART WEEKLY	\$ 37.24	1.68%	\$ 0.63	\$ 37.87
90 GAL CART EOW	\$ 24.20	1.68%	\$ 0.41	\$ 24.61
Two Yard Container 1X/WEEK	\$ 204.68	1.68%	\$ 3.44	\$ 208.12

- OPTION B – ADD PARKS COLLECTION, TRASH & RECYCLING; RA% = 3.30%

RATE IMPACT EXAMPLES	CURR \$/MO	RA %	ADDED \$\$	NEW \$/MO
90 GAL CART WEEKLY	\$ 37.24	3.30%	\$ 1.23	\$ 38.47
90 GAL CART EOW	\$ 24.20	3.30%	\$ 0.80	\$ 25.00
Two Yard Container 1X/WEEK	\$ 204.68	3.30%	\$ 6.75	\$ 211.43

- OPTION C – ADD GLASS BOTTLES/JARS ONLY; RA% = 5.18%

RATE IMPACT EXAMPLES	CURR \$/MO	RA %	ADDED \$\$	NEW \$/MO
90 GAL CART WEEKLY	\$ 37.24	5.18%	\$ 1.93	\$ 39.17
90 GAL CART EOW	\$ 24.20	5.18%	\$ 1.25	\$ 25.45
Two Yard Container 1X/WEEK	\$ 204.68	5.18%	\$ 10.60	\$ 215.28

- OPTION D – ADD YARD DEBRIS ONLY; RA% = 10.40%

RATE IMPACT EXAMPLES	CURR \$/MO	RA %	ADDED \$\$	NEW \$/MO
90 GAL CART WEEKLY	\$ 37.24	10.40%	\$ 3.87	\$ 41.11
90 GAL CART EOW	\$ 24.20	10.40%	\$ 2.52	\$ 26.72
Two Yard Container 1X/WEEK	\$ 204.68	10.40%	\$ 21.29	\$ 225.97

WITH THE ADDITIONAL RECYCLING OPTIONS, MANY CUSTOMERS MAY BE ABLE TO LOWER THEIR TOTAL BILLS BY CHANGING GARBAGE SERVICE LEVELS; EITHER SWITCHING TO A SMALLER CART OR GOING FROM WEEKLY TO EVERY-OTHER-WEEK SERVICE.



CITY OF ASTORIA

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COMMUNITY DEVELOPMENT

MEMORANDUM

DATE: May 11, 2017

TO: MAYOR & CITY COUNCIL

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: AFFORDABLE HOUSING STRATEGY – CONSTRUCTION EXCISE TAX

BACKGROUND

The City Council held a work session on February 8, 2017 to discuss the Affordable Housing Study and the Affordable Housing Strategy. At the work session, the Council directed staff to review potential city owned properties for disposition that could be developed into workforce housing and continue studying the concept of a construction excise tax (CET). On March 20, 2017, the Council held a follow up work session to hear a presentation from Jim Long with the City of Bend, which started the first CET program in Oregon. The purpose of this memo is to summarize issues that were identified in the last work session.

DISCUSSION/ANALYSIS

The following issues were identified by the Council:

- What is the additional cost on a typical commercial project?
- What is the projected amount of funds that could be generated?
- What are some recent examples of projects and the additional cost based on a projected percentage?

The following is a summary of the last three fiscal year building permit valuations for commercial projects, the potential funds generated by a percentage rate, three examples of recent projects where building permits were issued and the potential taxes that could be levied, and the projection of program funds based on a three year average. It is difficult to project the actual valuations due to real estate market fluctuations. In addition, government sponsored bond projects such as Clatsop Community College's Patriot Hall also skews a three year average approach for

programming and budgeting purposes. If Patriot Hall is removed from FY 15-16 valuation (\$11.4M), then the three year average is more in line with typical fiscal year operations.

Fiscal Year	Commercial Building Value		Potential CET Funds (%)	
14-15	\$12.9M		\$64,500 (0.5%) \$129,000 (1%) \$387,000 (3%) \$645,000 (5%)	
15-16	\$25.4M		\$127,000 (0.5%) \$245,000 (1%) \$762,000 (3%) \$1,225,000 (5%)	
16-17*	\$10M		\$50,000 (0.5%) \$100,000 (1%) \$300,000 (3%) \$500,000 (5%)	
3 Year AVG (- Patriot Hall)	\$12.3M		\$61,500 (0.5%) \$123,000 (1%) \$369,000 (3%) \$615,000 (5%)	
Project Example	Commercial Building Value	Permit Cost	Potential CET Funds	Potential New Permit Cost
Adaptive Reuse	\$993,000	\$14,303	\$4,965 (0.5%) \$9,930 (1%) \$29,790 (3%) \$49,650 (5%)	\$19,268 \$24,233 \$44,093 \$63,953
Expansion	\$452,000	\$5,270	\$2,260 (0.5%) \$4,520 (1%) \$13,560 (3%) \$22,600 (5%)	\$7,530 \$9,790 \$18,830 \$27,870
New Construction	\$8.2M	\$71,721	\$41,000 (0.5%) \$82,000 (1%) \$246,000 (3%) \$410,000 (5%)	\$112,821 \$153,721 \$317,721 \$481,721

*Quarter 4 ends June 30; Projected Value

Staff is scheduled to attend the annual meeting of the North Coast Building Industry Association in Seaside on May 18 to discuss the proposal among other updates and get feedback. However, at this time no feedback has been received. As the proposal develops, staff can conduct targeted outreach to the construction industry.

The potential for additional funds rises relative to the construction value. The additional cost to the project budget is dependent on the rate set by Council. For comparison sake, the City of Cannon Beach is considering a 1% CET.

As discussed previously, Council can dedicate these funds to achieve any housing policy initiative. For example, the funds could be dedicated to the Revolving Loan Fund (DQ Fund) to provide lower interest rate construction loans to qualified projects, such as incentivizing zombie house rehabilitation, second floor housing downtown, or other endeavors. Funds could then be returned with interest when the project secures permanent bank financing from a primary lender, or alternatively, could repay a loan back to the City. As funds are returned and replenished, new projects can be funded, and funds are recapitalized. The City already has an established lending relationship with Craft 3 that could underwrite loans.

To move forward, it is requested that Council provide guidance on this policy issue. If Council wishes to move forward with the CET, then staff can draft an Ordinance for review and develop and implement an outreach strategy.

RECOMMENDATION

It is recommended that Council discuss whether the CET is a funding option they wish to pursue and, if so, direct staff to move forward accordingly.

Prepared by:



Kevin A Cronin, Community Development Director