



AGENDA

ASTORIA CITY COUNCIL

Monday, June 15, 2020
7:00 PM
2nd Floor Council Chambers
1095 Duane Street, Astoria OR

Public meetings will be conducted in the Council Chambers with a limited seating arrangement. To adhere to the social distancing recommendation, meetings may now also be audio and video live-streamed. Go to www.astoria.or.us/LIVE_STREAM.aspx for connection instructions.

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATION

- 3.a [Presentation by Chief Spalding Regarding Recent Protests and Policing in Astoria](#)

4. REPORTS OF COUNCILORS

5. CHANGES TO AGENDA

6. CONSENT CALENDAR

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

- 6.a [City Council Meeting Minutes for March 16, 2020](#)
6.b [City Council Work Session Meeting Minutes for April 16, 2020](#)
6.c [City Council Meeting Minutes for May 18, 2020](#)
6.d [Liquor License Application from Breur, LLC doing business as Port of Astoria Seafood Market, located at 300 Industry St., Ste. 354, Astoria for a Limited On-Premises and also Off-Premises Sales License.](#)

7. REGULAR AGENDA ITEMS

All agenda items are open for public comment following deliberation by the City Council. Rather than asking for public comment after each agenda item, the Mayor asks that audience members raise their hands if they want to speak to the item and they will be recognized. In order to respect everyone's time, comments will be limited to 3 minutes.

- 7.a Public Hearing and Resolution for Supplemental Budget for Maritime Memorial Fund # 148
- 7.b Resolution to Update to Parks Drop-In Passes and Ocean View Cemetery Fee Schedules F1 & F3
- 7.c Resolution to Transfer Appropriations within Capital Improvement Fund # 102 Budget for Fiscal Year 2019-20
- 7.d Extension to the Deadline for the use of Employee Personal Leave

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

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



CITY OF ASTORIA

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MEMORANDUM • CITY MANAGER

DATE: JUNE 12, 2020
TO: MAYOR AND CITY COUNCIL
FROM: BRETT ESTES, CITY MANAGER
SUBJECT: ASTORIA CITY COUNCIL MEETING OF MONDAY, JUNE 15, 2020

PRESENTATION

3.a [Presentation by Chief Spalding Regarding Recent Protests and Policing in Astoria](#)

CONSENT CALENDAR

6.a [City Council Meeting Minutes for March 16, 2020](#)

6.b [City Council Work Session Meeting Minutes for April 16, 2020](#)

6.c [City Council Meeting Minutes for May 18, 2020](#)

The minutes of the City Council meeting are enclosed for review. Please note, the minutes for March 16, 2020 meeting were delayed due to technical audio issues during this first meeting utilizing virtual meeting technology.

Unless there are any corrections, it is recommended that Council approve these minutes.

6.d [Liquor License Application from Breur, LLC doing business as Port of Astoria Seafood Market, located at 300 Industry St., Ste. 354, Astoria for a Limited On-Premises and also Off-Premises Sales License.](#)

A liquor license application has been filed by Breur, LLC doing business as Port of Astoria Seafood Market. This application for for a Limited On-Premises and also Off-Premises Sales License. A copy of the application is provided. The appropriate Departments have reviewed the application and the Astoria Police Department has prepared a memorandum for Council's review. No objections to approval were noted.

It is recommended that City Council consider the liquor license application from Breur, LLC doing business as Port of Astoria Seafood Market, located at 9300 Industry St., Ste. 354, Astoria for a Limited On-Premises and also an Off-Premises Sales License.

REGULAR AGENDA ITEMS

7.a [Public Hearing and Resolution for Supplemental Budget for Maritime Memorial Fund # 148](#)

ORS 294.473 provides guidance for a municipality to hold a public hearing on a supplemental budget to adjust for changes which could not reasonably be foreseen when preparing the original budget. The City of Astoria contracted with work on the expansion of Maritime Memorial in Fiscal Year ending June 30, 2019. A new set of concrete and granite walls were required for additional of memorial plaques of loved ones who worked on or in relation to the water. It was anticipated all work would be completed during the fiscal year ending June 30, 2019 but due to unforeseen delivery issues of granite, work was not completed until the current fiscal year. Staff is presenting a resolution for a supplemental budget to recognize \$ 50,000 of additional beginning fund balance and to appropriate \$ 50,000 for the remaining costs related to completion of the expansion.

It is recommended that City Council conduct a public hearing and approve the supplemental budget as presented in the attached resolution.

7.b

Resolution to Update to Parks Drop-In Passes and Ocean View Cemetery Fee Schedules F1 & F3

This update to the City's fee resolution pertains to the fees charged at the Aquatic Center and Ocean View Cemetery. To assist the Astoria Parks, Recreation, and Community Foundation's (APRCF) commitment to providing scholarships for local individuals and families to access health and wellness opportunities, it has been proposed to establish a scholarship day-pass for use at the Aquatic Center and abandon the current model of tracking scholarship recipients at the AAC and billing APRCF for use on a quarterly basis. The new scholarship day-pass will allow APRCF to purchase vouchers for drop in use and distribute them to local organizations that serve low-income populations based on income and qualification criteria, such as Clatsop Community Action, Helping Hands, CASA, Hope House, Head Start, DHS, and Lower Columbia Hispanic Council. The vouchers will be valid for one AAC day pass and will be redeemed by the recipient for \$1.00. This system simplifies the processing of scholarships for the APRD, reduces administrative costs for both parties, and maximizes the population that can be served by APRD and APRCF.

In March of 2020, the Parks and Recreation Department received the final Ocean View Cemetery Master Plan that had been produced by consultant E. Lees and Associates. The Master Plan recommends limiting future fee increases at the cemetery to 5% from 2020 to 2029 and then reducing them to 3% annually from 2030 onward. After analysis of prices for lot purchases and burial services compared to other providers in the area, it was concluded that fees have reached parity with regional competitors and the cemetery is now operating at standard market rates. The Master Plan recommends 5% increases moving forward to account for inflation of labor and material costs and to provide greater support for the Cemetery Irreducible Fund. The Irreducible Fund receives a percentage of all revenue generated by the cemetery and the accrued funds are kept in a securely invested fund to be used after the cemetery

is no longer selling graves to support the obligation of perpetual care of the grounds.

It is recommended that City Council approve attached fee resolution which updates Parks Fee Schedule F1 and Ocean View Cemetery Fee Schedule F3.

7.c [Resolution to Transfer Appropriations within Capital Improvement Fund # 102 Budget for Fiscal Year 2019-20](#)

ORS 294.463(1) provides guidance for the transfer of appropriations within a fund, when authorized by resolution of the governing body.

At the time the Capital Improvement Fund Budget was prepared the City did not anticipate the change in lease cost due to procurement of hybrid Police Department vehicles. It was determined that hybrid vehicles would have overall cost savings in the long run due to reduced fuel consumption. A transfer in the amount of \$ 700 is required between Materials and Services to Debt Service in order to account for the additional lease cost. It is recommended that City Council approve transfer of \$ 700 from the Capital Improvement Fund Materials and Services to Debt Service.

7.d [Extension to the Deadline for the use of Employee Personal Leave](#)

The City provides benefits to eligible employees with personal leave each fiscal year. Personal leave is available to utilize with prior approval as needed and is paid when requested during the fiscal year. Unused hours at the end of the fiscal year do not carry over and are not compensated upon separation from City service. The number of hours an employee is provided depends on benefit eligibility and applicable collective bargaining agreement which takes into account length of work shift. The intent of personal leave is to accommodate an employee's need to conduct personal business or attend appointments that conflict with their regular work day.

In Fiscal Year 2019-2020, employee's ability to utilize personal leave was impacted due to business closures and in some circumstances staffing requirements which could not accommodate additional time away from work. In consideration of extraordinary circumstances related to the COVID-19 pandemic we would like to allow employees additional time to utilize this leave.

It is recommended that the Mayor and Council approve an extension of time for employees to utilize outstanding Fiscal Year 2019-2020 personal leave. Staff proposes that balances remaining at June 30, 2020 may be utilized through December 31, 2020.

RECESS TO ASTORIA DEVELOPMENT COMMISSION – EXECUTIVE SESSION

4.a [Real Property Transactions - ORS 192.660\(2\)\(e\)](#)



CITY OF ASTORIA

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MEMORANDUM

DATE: JUNE 15, 2020

TO: MAYOR AND ASTORIA CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: CITY COUNCIL MEETING MINUTES FOR MARCH 16, 2020

DISCUSSION / ANALYSIS:

The minutes of the City Council meeting are enclosed for review. The minutes of the City Council meeting are enclosed for review. The Minutes for March 16, 2020 meeting were delayed due to technical audio issues during this first meeting utilizing virtual meeting technology.

RECOMMENDATION:

Unless there are any corrections, it is recommended that Council approve these minutes.

BY: JENNIFER BENOIT, EXECUTIVE ASSISTANT

ATTACHMENTS:

[ACC Mar 16 2020 Draft.docx](#)

A regular meeting of the Astoria Common Council was held at the above place at the hour of 7:00 pm and live streamed on Facebook.

Councilors Present: Brownson, Rocka, Herman (call-in), West, and Mayor Jones.

Councilors Excused: None

Staff Present: City Manager Estes, Parks Maintenance Supervisor Dart-McLean, Finance Director Brooks, Fire Chief Crutchfield, Police Chief Spalding, Public Works Director Harrington, Library Director Pearson, and City Attorney Henningsgaard. The meeting was live streamed and recorded, and will be transcribed by ABC Transcription Services, Inc.

Live Stream viewable at: <https://www.facebook.com/watch/live/?v=2594773947473192>

PRESENTATIONS

Item 3(a): Clatsop Economic Development Resources Annual Report

Kevin Leahy, Executive Director, Clatsop Economic Development Resources (CEDR), presented CEDR's annual report, which was included in the Agenda Packet.

Mayor Jones thanked CEDR for all their work and noted that the organization would be very important over the next six months as they try to find ways to help the struggling businesses. The governor has put together regional solutions team that will look for partnerships.

Mayor Jones in response to a question from Kevin Leahy said the legislation would include details about the criteria to be eligible for aid and the timeline. This will be hard for the businesses that only have 30 days cash reserve and do not receive aid for 90 days.

REPORTS OF COUNCILORS

Item 4(a): Councilor Herman confirmed with Staff that 30 people were participating in the meeting via Facebook. She reported about the Small Business Development Program.

Item 4(b): Councilor Brownson reported that he attended a presentation about population projections over the next 20 years. Even if the census finds that there happens to be more people, it will take three or four years before those numbers will actually be applied. He also attended the Lower Columbia Tourism Committee presentation on bringing in tourists during the off season. He wanted to attend the naturalization ceremony at the Maritime Museum but missed the memorandum that it was at 11:00 am.

Item 4(c): Councilor West reported that she attended the naturalization ceremony, which was very moving. The directory of the Maritime Museum and Mayor Jones each gave a speech. She announced that her meet and greet scheduled for March 17th had been cancelled. She thanked the Parks and Recreation Department for working with her on that. She encouraged everyone to support local businesses.

Item 4(d): Councilor Rocka reported that he attended the Lower Columbia Tourism Committee meeting at Fort Clatsop and the tourism forum in Gearhart sponsored by Oregon Tourism. As a city, it is important that Astoria has the means to provide for the tourists who come here. He appreciated the work Mayor Jones had done in response to the coronavirus.

Item 4(e): Mayor Jones reported that it was apparent the community was taking COVID-19 seriously by social distancing. Meetings would be live streamed and Staff would look at other options in order for everyone to participate in public hearings, provide testimony, and have a two-way conversation. People

watching at home can see and hear, but they cannot participate. The City wants to fulfill its public responsibilities for transparency while keeping everyone safe from COVID-19. Over the last several weeks, it's been apparent nationally that Coronavirus is just about here. Three weeks ago, lots of naysayers said it was just the flu or a cold and there was no difference. He was certain there were people in Clatsop County with the infection who had not been tested yet and those infections would start to spread soon. Glad the County declared a State of Emergency and taking the right steps. City Council would be doing the same thing tonight, considering the state of emergency and steps to increase social distancing and reduce the threat to public health. He thanked the County Public Health Department, Emergency Management, the County Manager, the City Manager and City Staff, and hospital staff who had been working around the clock for weeks now mostly unseen by the public. They have been on the phone hourly with the Oregon Health Authority and Centers for Disease Control to make sure the community is as prepared as possible with the resources we have when we do have cases. Governor Brown announced the creation of a centralized command for several medical functions to manage testing on a state level depending on the needs. Restaurants have closed which is unfortunate for economic purposes, but fortunately for public health. Dine-in restaurants can choose to do carry out if they choose. The governor held a meeting with the mayors and county commission chairs to ask for feedback on her proposals. It is critical that restaurants maintain carry out capabilities, not just for economic reasons, primarily because some people do not have time to cook dinner at home after a 12-hour shift at the hospital. He encouraged everyone to practice social distancing, stay home if ill, refrain from touching your face, wash hands and disinfect surfaces regularly. There has been no guidance about staying on cruise ships. Astoria considers the cruise ship business to be a public gathering and prohibited cruise ships with more than 200 people. Today, he had proposed that cruise ships visits be cancelled through June 1st, which will be reevaluated later in the spring or early summer.

CHANGES TO AGENDA

There were no changes.

CONSENT CALENDAR

The following items were presented on the Consent Calendar:

- 6(a) City Council Minutes for February 18, 2020
- 6(b) City Council Minutes for February 20, 2020
- 6(c) Astoria Planning Commission Minutes for January 28, 2020
- 6(d) Traffic Safety Advisory Committee Minutes for January 28, 2020
- 6(e) Astoria Planning Commission Minutes for February 4, 2020
- 6(f) Astoria Planning Commission Minutes for February 25, 2020
- 6(g) Authorization to Receive Award of \$45,037 for Pacific Power's Electric Vehicle Charging Grant to Install Two Charging Stations at the Astoria Aquatic Center

Councilor Brownson requested Item 6(g) be removed for further discussion.

City Council Action: Motion made by Councilor Rocka, to approve Items 6(a) through (f) of the Consent Calendar. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

Item 6(g): Authorization to Receive Award of \$45,037 for Pacific Power's Electric Vehicle Charging Grant to Install Two Charging Stations at the Astoria Aquatic Center

Councilor Brownson said he wanted to make sure it was pointed out that access to vehicle charging stations installed here in Astoria will bring access to more people.

City Council Action: Motion made by Councilor Brownson, seconded by Councilor West, to approve Item 6(g) of the Consent Calendar. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

REGULAR AGENDA ITEMS

Item 7(a): City Council to Consider an Emergency Declaration for COVID-19

The City Council will consider declaring a local emergency in the City of Astoria in response to the COVID-19 coronavirus outbreak.

City Manager Estes stated public comments received by email had been provided to the Councilors. Mayor Jones added this item to the City Council agenda for Council consideration in order to: 1) raise the importance of this issue locally; and 2) ready City emergency preparedness plans, protocols, and policies should they need to be quickly initiated or implemented. The City of Astoria has a Disaster Declaration process in which The Mayor and Council, are authorized by ORS 401.035 and the City of Astoria's Emergency Operations Plan to declare that a state of emergency exists. This declaration is in effect until the Mayor or other authorized person terminates the state of emergency when the emergency, or threat of emergency, no longer exists. The City of Astoria Emergency Operations Plan states certain criteria to be met prior to declaring a local emergency: Describe the circumstances impacting the City of Astoria: COVID-19 is spreading throughout the United States and has impacted several Counties within Oregon. Although there are currently no confirmed positive cases in Clatsop County there is a high potential for that to change. Identify the problems for which assistance is needed: A declaration will be necessary in the event City staff expends City resources in preparation for a COVID-19 response. Resources including staff time have been expended preparing for COVID-19 and its possible effects. If a positive COVID-19 test is confirmed within Clatsop County and more specifically Astoria, City staff will continue to expend resources and staff time. If a City employee becomes exposed to or ill from COVID-19, significant personnel and / or contracting costs could be encountered by the City. State what has been done locally to respond to the impact and needs: All departments within the City have taken precautionary measures to minimize the potential impacts of a COVID-19 outbreak within the City of Astoria. A significant amount of staff time has been put into planning around COVID-19 and will continue as this situation evolves. The local emergency declaration will enable City Council to take actions specific to the City in addition to those already declared by the State of Oregon and Clatsop County. It will also qualify the City for any state and federal assistance and reimbursement for costs associated with the local COVID-19 response. City Continuity of Operations Plan (COOP)/Continuity of Government (COG) Should an emergency declaration be enacted, the City of Astoria Continuity of Operations Plan (COOP)/Continuity of Government (COG) plan is intended to be activated and implemented when an event impacts a significant number of City personnel or could force the relocation of a significant number of City assets. Neither has happened at this time, but reduced staffing levels could occur. Therefore, at this point in time the COOP/COG will be used if needed for City staff to help navigate this public health emergency. A Public Health Emergency is defined in the plan as follows: An event affecting a majority of City personnel not related to infrastructure, or access to facilities/physical buildings. This hazard can extend for long periods of time (12 months) requiring guidance about how to provide essential functions during times of reduced staffing. Should a public health emergency disrupt essential departmental operations, the City of Astoria would need to quickly respond to and fulfill its fundamental mission, to provide continuity of essential functions from the onset of a Continuity of Operations (COOP) plan event. The COOP will be used as a central source for information when a major event, foreseen, or unforeseen occurs to provide a centralized response by City government to ensure essential functions are fulfilled. Astoria Purchasing Code and Mutual Aid Agreements An Emergency Declaration by City Council allows additional flexibility when procuring goods, services and construction assistance in an emergency. Staff can more quickly get assistance from Contractors for response to water line breaks, or even required maintenance work that may be impacted by reduced staff levels and required to carry out our essential functions.

City Council Action: Motion made by Councilor Rocka seconded by Councilor Brownson to declare a local emergency on behalf of the City of Astoria in response to the COVID-19 outbreak. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

Item 7(b): Ocean View Cemetery Master Plan Presentation and Approval

Per Council's adopted goal for FY19-20, the Parks and Recreation Department contracted the services of E. Lees and Associates in July, 2019 to develop a master plan for Ocean View Cemetery in order to provide recommendations that will lead to greater operational and financial sustainability of the site.

The final plan discusses and forecasts burial trends, evaluates historic and current staffing levels, provides industry-standard information for best practices of regulations and use, and lists potential service offerings

and capital investments that could assist in providing greater financial sustainability of the cemetery. The plan also examines the feasibility of expanding into unused areas of the cemetery and the financial and Administrative implications of doing so.

As part of the final plan E. Lees and Associates will provide a presentation of their findings and recommendations to City Council.

It is recommended that City Council approve the Ocean View Cemetery Master Plan as presented.

Item 7(c): Resolution Authorizing the City of Astoria to Apply for a Local Government Grant from the Oregon Parks and Recreation Department for Riverwalk Improvements, including Wayfinding Signage, Lighting, and Restroom Installation

The City has the opportunity to apply for a grant from the Oregon Department of Parks and Recreation (OPRD) through its Local Government Grant Program. This program is funded through the Oregon Lottery and provides about \$4 million for outdoor recreation projects across the State.

The proposed project will combine a number of different items that the City has discussed and considered over the last few years, and more specifically, at a recent City Council work session. These items include wayfinding signage, a new public restroom at the site of the future Nordic Park, lighting along much of the Riverwalk, and ADA improvements. This work appears to be in line with the priorities of the SCORP (State Comprehensive Outdoor Recreation Plan). The SCORP states that walking, bicycling and hiking are considered to be very important recreational activities, which are accessible by all. ADA accessibility and availability of the recreational resource to all citizens is a large component of the scoring process.

The deadline for the submission of the grant is April 1, 2020, and Community Development and Parks staff have been working with ADHDA and the Chamber of Commerce to develop a specific list of improvements and probable costs.

Should the grant be awarded, the match amount from each fund would be apportioned depending on how much work or expenditure occurs in each area. Once a final design is developed, Staff would bring the final match amounts to Council and ADC for their review. The City would then prepare bid documents to procure a contractor to carry out the project tasks, after advertising for and hiring a Project Manager to oversee the bid process, selection of the contractor, and supervision of the project through completion.

Should the City Council and Astoria Development Commission determine that the City submit a grant application, they should approve the respective Resolutions, which is a requirement of the application.

Item 7(d): Public Hearing and First Reading: Ordinance adding City Code 7.101 Relating to Criminal History Records Checks Policies for Citizen Ride-A-Longs or Observer Applicants for Police, Fire and Dispatch

The City of Astoria currently has an ordinance establishing criminal history record checks to be conducted on applicants for potential employment, liquor license applicants and certain volunteers; however, it does not have an ordinance allowing records checks of citizen observers who wish to ride along with the Police Department, Fire Department or observe dispatch operations.

If adopted this ordinance will allow for the City of Astoria to access Oregon State Police criminal offender information through the Law Enforcement Data System (LEDS), for all citizen observers who wish to ride along with the Police Department, Fire Department or observe dispatch operations. Citizen observers are allowed escorted access to areas, information and equipment that is otherwise restricted from public access. We believe it is important that citizens have the ability to observe and understand the operations of each of these departments as long as they have been properly vetted for this type of access. Therefore, it is imperative that as a part of a background check for citizen observers, that a criminal history records check be conducted to ensure suitability for such a program.

It is recommended that Council hold a public hearing and consider holding a first reading of the ordinances amending City Code 7.101.

Item 7(e): Appeal (AP20-01) of Planning Commission approval for Temporary Conditional Use Request (CU19-21) by Pacific Seafood, at 263 West Exchange Street; Concerning Appeal Hearing Process and Appeal Hearing Date

Staff has received an appeal by thirteen residents, headed by Scott Fenton, for Temporary Conditional Use Request (CU19- 21) concerning the use of the former Astoria Pointe building for work-force housing.

It is the Astoria City Council’s past practice to hear most appeals “de novo” meaning that the Council takes new testimony from the public. The other appeal option is “on the record” where limitations are in effect and there can only be re-argument of already made statements. The Council in the past has felt that having de novo hearings allows greater public participation in the decision-making process. The appellants have requested an on the record appeal. Also, City Attorney Blair Henningsgaard favors an on the record appeal as the relevant issues raised by the appellants have all been considered by the Planning Commission.

Under State of Oregon law, the City must make a final decision on land use permits including appeals within 120 days of deeming an application complete or an applicant can take the case to the courts for a decision. This is referred to as the “120 Day Rule”. Only the applicant can extend the 120 days for a specific number of days. The 120th Day for this application is April 26, 2020. Notice is required of the appeal hearing of at least 20 days prior to the hearing. In order to meet the 120 Day deadline and to meet noticing requirements, staff requests an appeal hearing date of April 20, 2020.

At the March 16th Council meeting where the type of hearing will be considered, there cannot be any discussion on the facts of the case as this must happen in a public hearing after required public notice has been provided.

As this is a “quasi- judicial” issue, Council should be aware that any ex parte contacts should be avoided. This would include any conversations, emails, social media, newspaper articles, etc. Should a Council member inadvertently have an ex parte contact, all contents of that contact will need to be disclosed at the start of the public hearing on the appeal.

Staff recommends that the Council determine the type of hearing and set the appeal hearing date to April 20, 2020.

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

There was none.

EXECUTIVE SESSION

Item 8(a): ORS192.660(2)(d) – Labor Negotiator Consultations

The City Council will meet in executive session to consult with a labor negotiator.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:01 pm.

ATTEST:

APPROVED:

Finance Director

City Manager



CITY OF ASTORIA

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MEMORANDUM

DATE: JUNE 15, 2020

TO: MAYOR AND ASTORIA CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: CITY COUNCIL WORK SESSION MEETING MINUTES FOR APRIL 16, 2020

DISCUSSION / ANALYSIS:

The minutes of the City Council meeting are enclosed for review.

RECOMMENDATION:

Unless there are any corrections, it is recommended that Council approve these minutes.

BY: JENNIFER BENOIT, EXECUTIVE ASSISTANT

ATTACHMENTS:

[ACC April 16 2020 WS Draft.docx](#)

A work session of the Astoria Common Council was held at the above place at the hour of 1:00 pm.

Councilors Present: Mayor Jones. Councilors Brownson, Herman, Rocka, and West attended via Zoom.

Councilors Excused: None

Staff Present: City Manager Estes, Planner Fryer, and Public Works Director Harrington. Finance Director Brooks attended via Zoom. The meeting is live streamed and recorded and will be transcribed by ABC Transcription Services, Inc.

REGULAR AGENDA ITEMS

Item 3(a): Presentation from Kevin Leahy on COVID-19 Economic Development Resources

Mayor Jones announced that the Paycheck Protection Program (PPP) had run out of funds before many businesses could apply and individuals were struggling to get unemployment because the State was using outdated software. He also announced that WTC Marine had received a \$572,000 grant for a small shipyard, which will expand their outdoor repair facility. He noted that Kevin Leahy, Executive Director of Clatsop Economic Development Resources (CEDR), the Small Business Development Center (SBDC), and David Reid, Director of the Astoria Warrenton Chamber of Commerce, were serving on the Northwest Economic Recovery Regional Response Team. He had asked Mr. Leahy to update the Council on the response team's work and how SBDC is helping the community.

Kevin Leahy introduced his team at the SBDC and gave a presentation on economic resources available in response to COVID-19. His presentation included an overview of the services provided by the SBDC, his weekly call with state leadership, and SBDC's funding sources. He noted that the SBDC was looking for additional funding since staff was now at capacity with 100 new callers and 50 new clients since COVID-19. He provided an overview of the Economic Injury Disaster Loan (EIDL), PPP Loan, State unemployment benefits, and the Pandemic Unemployment Assistance (PUA). Both loan programs had already run out of money. People were starting to get State unemployment, but no one had received PUA yet because the State was still waiting on direction from the federal government. So, the SBDC and State leaders were working to get more federal support for all of these programs. He explained why it was so important for individuals to contact their local representatives and request support from the federal government.

Mr. Leahy responded to questions and comments from the Councilors as follows:

- The SBDC serviced over 30 Hispanic businesses. It had been difficult for these businesses to get information about programs, so the SBDC was sharing information with the Lower Columbia Hispanic Council, the Oregon Community Foundation, and hosting information sessions with all of the Hispanic businesses.
- Some local businesses had received the PPP and EIDL, and local banks were doing a good job trying to work with businesses. However, the federal government was still working on re-funding the programs.
 - While these programs seemed geared towards businesses with employees, sole proprietors were eligible. The SBDC was helping sole proprietors with applications because the guidelines were not clear.
- Councilors and Mr. Leahy discussed in detail the importance of asking State leaders for more support. The programs were grossly underfunded, and funding had not reached the local community.
- The SBDC had been trying to find out whether a business became ineligible if they could not afford to pay employees because they had to wait so long for funding. The Small Business Administration had confirmed that the PPP would not help a certain segment of businesses but would help a larger segment of businesses. Additionally, businesses were being encouraged to keep people working even if they had to be assigned different jobs.

Mr. Leahy noted that the response team was talking with businesses and looking at recovery. They were also participating in weekly calls with local elected and State officials to talk about solutions to the issues. He listed online resources for all of the programs and services he mentioned in his presentation.

Sunday Market Discussion [not on agenda]

Mayor Jones announced that the Sunday Market has requested they be allowed to host a small farmer's market. Some communities have allowed farmer's markets with requirements to maintain physical distancing and prohibit customers from touching produce. The Sunday Market had developed a plan to set up an outdoor grocery that ensured a safe shopping environment. The Councilors had received a copy of this plan via email. He believed the outdoor shopping would be just as safe as a grocery store. He asked for Councilors' comments and feedback.

Cindy Mudge [1:17:42] Sunday Market, described the layout of the outdoor shopping area and provided details of safety procedures and requirements. She also noted the steps that vendors were taking to ensure social distancing and limiting the handling of food. This market would be a more traditional farmer's market for locals, not a tourist attraction like the Sunday Market. She had been learning from other farmers markets that were already open and her plan had been approved by the County Health Department. Details and contact information would be available on the Sunday Market website.

The Councilors discussed the farmer's market plan, and Ms. Mudge responded to questions and concerns with the following key comments:

- Community members had expressed concerns that the vendors were not local and that shoppers would not practice social distancing. There were no farmers in Astoria, so all of the vendors were from other communities but still local to the area. Additionally, the health department had approved of the proposed plan to ensure social distancing and safe practices.
- Some local business owners had indicated they were upset that the market would be allowed while their business were forced to close. However, the Governor had deemed farmer's markets and food sales as essential through an executive order. Cities did not have the ability to choose which businesses were allowed to remain open.
- Ms. Mudge provided details of the hand washing station that would be available at the market, which was required by and had been approved by the health department. She noted that the vendors sell at multiple markets and all markets had similar requirements right now. So, the vendors were familiar and prepared to comply with all of the new rules.
- It was crucial to advertise this market is not Sunday Market, but a local outdoor grocery.
- While the health department did not require people to wear masks, the vendors would be required to do so. Vendors would be provided with cloth masks for now because delivery of the standard masks had been delayed until June.

Mayor Jones confirmed the Council was satisfied to allow the market to open on Sunday.

Budget Discussion [not on agenda]

City Manager Estes explained that Staff needed direction on budget methods for the remainder of this fiscal year and next fiscal year since it is impossible to predict what will happen in the short and long term. The Governor had signed an executive order allowing budget committees to meet virtually, but no exceptions had been made to the deadlines required by State Statute.

Finance Director Brooks added that Staff did not have trends or historical data to draw on to forecast for the future, which is how budgets are usually developed. Additionally, short term and long-term impacts were unknown. Information being published changes daily and there are a wide variety of opinions about what the future would look like. Therefore, Staff's current strategy is to analyze short term impacts on the Starting Fund Balances for the next fiscal year and develop a reasonable annual budget. In order to accomplish this, Staff needed clear spending policies and criteria. For example, the Capital Improvement budget should have a policy regarding hiring or replacing employees. Policies would need to be adopted to spend resources after July 1, 2020. Staff would need to review the budget with the Council on an ongoing basis so that policies could be retracted or released at the appropriate time.

Staff explained that the City will have a healthy Ending Fund Balance, but Staff still wants to be conservative since future predictions are so difficult to make accurately. A reduction to Ending Fund Balances by end of fiscal year was anticipated due to loss of transient room tax revenues. The transient room taxes are deposited into the General Fund, Parks Facilities, and Promote Astoria, so all of those funds will be impacted.

Staff responded to questions and comments from the Council as follows:

- Revenue losses would vary between departments. Staff recommended sticking to current budgets and making adjustments they know they can achieve. With policies in place, those adjustments can be monitored. Staff anticipated having to propose revised budgets next fiscal year because there were too many unknowns to get the budget close to actual financial figures.
- It was still unknown how the State's funding crisis would impact City finances. The City participates in shared revenues, including cigarette taxes, liquor licenses, marijuana taxes, and fuel taxes. Updates from the State will be included in the budget information.
- The Council could discuss flexibility with Promote Astoria funds when developing spending policies, which Staff would recommend when budgets are presented for consideration.
- Cuts should be expected in the Parks and Community Development Departments. The Parks Department will be impacted by a reduction of transient lodging taxes and fees. While the department depends heavily on labor, many programs and services had been cancelled. The Community Development Department would cut consultants hired to work on Code amendments.
- Staff was unable to provide an update on the 17th Street Dock project. Procedures and requirements are being written as information comes out and Staff does not know the thresholds for requesting assistance, like Federal Emergency Management Administration (FEMA) funding. Staff is preparing in case assistance becomes available. The City did receive a \$5,400 Safe Insurance Relief Fund grant and Staff would continue to look for more grant opportunities.

Mayor Jones confirmed the Council was satisfied with the approach proposed by Staff for budget development.

Mayor Jones called for a recess at 2:32 pm. The work session reconvened at 2:37 pm.

Proclamation – National Public Safety Telecommunicators Week [not on agenda]

Mayor Jones read a proclamation declaring April 12 – 18, 2020 as National Public Safety Telecommunicators Week.

Item 3(b): Geologic Hazards Discussion

City Planner Fryer gave a Power Point presentation on geological hazards, types of landslides, lidar mapping, Astoria's risks, and ways to mitigate those risks. Her presentation focused on geologic hazard impacts to land use planning and policies. She also presented the details of Staff's recommended Code amendments, which Staff developed with the help of the Department of Land Conservation and Development (DLCD) and the Department of Geology and Mineral Industries (DOGAMI). The City had received a grant to gather public input and feedback, which Staff and consultants would start on tomorrow. Staff would present the public input and its influence on recommended Code amendments to the Council at a work session in July. The Code amendment process would begin in October if the limitations on public gatherings have been lifted.

Staff responded to Councilors questions, comments, and concerns as follows:

- In landslide zones, property owners would need to get an engineering geologic report to see if further investigation is needed before starting a project. The reports cost between \$2,000 and \$8,000, and the investigations costs about \$10,000. Smaller projects and local consultants have lower fees, but prescriptive codes make the process more straight forward. Guidelines and standards make it easier for consultants to do their job. However, the extra costs would likely discourage homeowners and developers from starting projects in Astoria.
- The State requires jurisdictions to review these codes now that lidar data is available. Staff listed landslides in Astoria that were created by new developments and noted that the City was included in the resulting lawsuits. These proposed Code amendments were meant to reduce the City's risks.
- DOGAMI has indicated that slide area footprints would have been reactivated during a large Cascadia event, but Astoria has had hundreds of landslides reactivated since the last Cascadia event. They were reactivated by high ground water, construction, and home renovation projects. Landslides will continue to happen regardless of inundation or geologic events.

- Making property owners sign off on risk puts them on notice, but the City still has some responsibility and insurance companies will continue to include the City in any lawsuits.
 - All Councilors agreed they still wanted property owners to sign a waiver when starting projects.
- Cities are prohibited from recording deed restrictions, so buyers would have to do their own due diligence when purchasing property to find out if it is located in a slide zone.
- Currently, there are times when the recommendations in the geologic reports are not followed. The City needs policies and follow through to make sure recommendations in studies are followed.
- These Code amendments would only require a small amount of Staff's time. Consultants would lead the public involvement process. Then, Staff would just need to understand the Council's risk tolerance to develop the final recommendations. The State's guide is extensive and recommends codes that minimize risk.

Mayor Jones confirmed that the Council wanted Staff to move forward on the Code amendments as proposed.

New business, Miscellaneous, and Public Comments [not on agenda]

Councilor Rocka noted that the trash bins at Tapiola, LaPlante, and Alderbrook parks were overflowing. City Manager Estes said trash pickup was continuing as scheduled, but there had been a recent increase in park usage. Staff was working with Recology to focus more attention on the parks being used more often now. Mayor Jones recommended people report full trash cans to Staff. City Manager Estes added that full cans in parks should be reported to the Parks Department and full cans in downtown or on a street should be reported to the Public Works Department. Director Harrington said he was also working with the Parks Department to put new trash cans in some areas.

Councilor West stated she had been hearing from business owners that public intoxication had increased downtown. Mayor Jones clarified that all of the Councilors had received emails from several businesses about one incident. He had contacted the Police Department and learned that the transient population had stayed the same or decreased since COVID-19. It appeared that the increased activity was due to the streets being empty. The Police actively approach people and get rid of the alcohol. However, the Sheriff's Department has reduced their follow up and number of arrests. City Manager Estes added that Clatsop Community Action recently began providing shower services, which may have brought a larger number of people into town.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:39 pm.

ATTEST:

APPROVED:

Finance Director

City Manager



CITY OF ASTORIA

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MEMORANDUM

DATE: JUNE 15, 2020

TO: MAYOR AND ASTORIA CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: CITY COUNCIL MEETING MINUTES FOR MAY 18, 2020

DISCUSSION / ANALYSIS:

The minutes of the City Council meeting are enclosed for review.

RECOMMENDATION:

Unless there are any corrections, it is recommended that Council approve these minutes.

BY: JENNIFER BENOIT, EXECUTIVE ASSISTANT

ATTACHMENTS:

[ACC May 18 2020 draft](#)

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

Councilors Present: Mayor Jones. Councilors Brownson, Rocka, Herman, and West attended via Zoom.

Councilors Excused: None

Staff Present: City Manager Estes, Police Chief Spalding, Finance Director Brooks, and Administrative Assistant Jen Benoit. Public Works Director Harrington attended via Zoom. The meeting was live streamed and recorded, and will be transcribed by ABC Transcription Services, Inc.

PRESENTATIONS

Item 3(a): Expulsion Zones

On April 25, 2019, the City Council held a work session to discuss Livability and Misconduct Trends. The concept of Exclusion Zones was discussed in that context. On December 12, 2019, there was a separate work session to discuss Chronic Nuisance Ordinances and Exclusion Zones. Council has provided direction to continue researching this Exclusion Zone tool for use in portions of the City. Prior to bringing an ordinance forward for Council consideration, Chief Spalding will be providing a presentation on this matter. The Police Department will also be proposing a change of the title of the ordinance from Exclusion Zones to Expulsion Zones which better reflects the spirit of the ordinance.

Police Chief Spalding gave a PowerPoint presentation on expulsion zones, which was included in the Agenda Packet. He reviewed prior discussions between Staff and the Council on exclusion zones, gave an overview of Staff's research on such zones, and provided details of Staff's proposed ordinance. He noted the purpose of the ordinance was to target chronic negative behaviors, not individuals.

Councilor Herman said she appreciated hearing how these zones worked in other cities. She asked what areas of Astoria would be most appropriate as an expulsion zone.

Chief Spalding explained that based on statistics, he would recommend the downtown area, particularly the area designated in the City Code as the Downtown Parking Area. Expanding that area north towards the river might also be beneficial. He noted that the City already had an ejection ordinance that applies to parks, so parks would not need to be included in the new ordinance. When drafting a new ordinance, Staff would use statistics to determine the most appropriate locations.

Councilor West asked how the ordinance would be implemented by the Police Department.

Chief Spalding explained that a person would be expelled after three separate violations. If someone committed two or three violations during one incident, the Police Department would consider that to be one event. After the second event, a warning would be given.

Councilor West noted that other cities had seen up to a 50 percent reduction in negative behaviors. She wanted to know if the behaviors simply moved elsewhere and confirmed with Chief Spalding that the reduction was specific to the exclusion zone and not city wide.

Councilor Rocka said he believed this ordinance was a reasonable idea. If there were unintended consequences, the Council could revisit this discussion and make changes. He asked what the process would be for the residents and business owners of Uppertown to request that their area become an exclusion zone.

Chief Spalding stated residents and business owners could contact him or their Councilor. However, Staff would also do research to see if the level of activity in that area is high enough to warrant an expulsion zone. If the numbers supported that, he would propose that the Council add the area to the list of expulsion zones. He

explained that the activities considered would include anything that resulted in a citation, arrest, or some other legal action.

Councilor Brownson believed it was reasonable to see how this ordinance would work out. He asked if just having the ordinance in place led to a reduction in negative behaviors in other cities? He also wanted to know how long someone would be excluded.

Chief Spalding stated he was not able to ask that question, but he still planned to speak to other police chiefs about any challenges they have had implementing similar ordinance. He believed excluding someone for 90 days would be appropriate. The process could be repeated and if someone had trespassed during an exclusion or had a prior exclusion, the City could increase the length of the exclusion. Additionally, serious crimes could have longer exclusion times.

Mayor Jones called for public comments. There were none.

Mayor Jones said he supported Staff moving forward on this ordinance.

PROCLAMATIONS

Item 4(a): National Public Works Week

Mayor Jones read the proclamation proclaiming May 17 - 23, 2020 as National Public Works Week in Astoria.

Public Works Director Harrington said Staff really appreciated the recognition. The City has a lot of hard-working Staff that are on call 24/7 to respond to emergencies. The City's old infrastructure needs a lot of work.

REPORTS OF COUNCILORS

Item 5(a): Councilor Herman reported that she attended a town hall meeting with Representative Tiffany Mitchell and public health officials from the three counties in her district to discuss efforts combating COVID-19. She also attended an information meeting organized by the Astoria Downtown Historic District Association (ADHDA) to discuss business owners' plans for reopening. Some businesses opened last Friday and others are still waiting to open. She listened in on the Seaside City Council meeting to hear their discussion and decision on opening the beach. She planned to listen to their next meeting to discuss opening hotels and other visitor lodging. Anyone could attend the meeting remotely.

Item 5(b): Councilor Brownson reported that he continued to work on League of Oregon Cities committees for finance and tax and for energy and environment. He also attended the Seaside City Council meeting. No comments were taken during the meeting, but 100 people had attended via Zoom. On Wednesday, Seaside City Council would discuss opening hotels. He reported that Friends of the Unsheltered was looking for donations of money and furniture. The organization has a house called Friends House, which has a low threshold for homeless individuals to rent rooms. Their website is FriendsOfTheUnsheltered.org. He would be hosting a Meet the Councilor meeting via Zoom on May 27 at 5:00 pm. Meeting details would be posted in the Daily Astorian and on his Facebook page.

Item 5(c): Councilor West reported she attended a lot of the meetings Councilors Herman and Brownson had already mentioned. She reminded everyone to vote and noted that tomorrow was the last day to turn in ballots. Ballots must be dropped off by 8:00 pm and the closest location for Astorians is 825 Exchange Street.

Item 5(d): Councilor Rocka reported said he wanted to let business know that when the Council makes decisions about the shutdown, they were not sitting in an ivory tower handing stuff down. Several Councilors owned small businesses and were going through the same stages of hope, grief, and terror that all of the other small businesses had gone through. His business was last in line to open again. He had hoped to benefit from the federal programs, but there was nothing but silence after applying for them. He understood what businesses were going through and the lag time when getting unemployment benefits. He had 50 employees, many of whom had been with him since the 1980s and 1990s. He had stopped in at the Pilot House

a few days ago and asked them how things were going. They said making hand sanitizer was keeping the doors open.

Item 5(e): Mayor Jones reported that many businesses were finding ways to make things work. Some businesses were making takeout meals and he was able to buy fresh oysters and steamed clams at the Sunday Market. He reported that Baker County Circuit Court had voted in favor of the churches that sued. The judge had ruled the governor's executive orders were null and void for the plaintiffs. He had received guidance that the case would go to the Oregon Supreme Court very quickly. He reported that on Friday, Cannon Beach City Council voted to open their hotels at full capacity on May 26. Seaside City Council would meet on Wednesday to discuss hotels and possibly vote on changes. Clatsop County, Gearhart, Warrenton, and Astoria remained aligned with the guidance that hotels and short term lodgings remain closed to leisure travel until Phase 2, which could occur as early as June 5 if on the 21st day of Phase 1 the governor allows the state to go to Phase 2. A workgroup would be meeting in the county tomorrow to discuss what Phase 2 would look like for lodging.

CHANGES TO AGENDA

No changes.

CONSENT CALENDAR

The following items were presented on the Consent Calendar:

7(a) City Council Minutes of April 20, 2019

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

REGULAR AGENDA ITEMS

Mayor Jones announced that the purpose of the public hearings on the Community Development Block Grant (CDBG) funding (Items 8(a) and 8(b)) was to take public comments on community development and housing needs in the city or county and the project proposed for grant funding. The final approved meeting minutes must record and document that this requirement was met. The meeting minutes may be submitted in audio recording format. If submitting final approved meeting minutes in this manner, the applicant must provide documentation certifying the meeting minutes were approved and the location or counter information on the audio recording of the CDBG portion of the public hearing. The audio recording format should be in a format that can be easily retrieved and does not require unusual or additional technological equipment. Otherwise, the final approved meeting minutes must be submitted in writing. The notice must be published or posted by the applicant at least seven full days in advance of the time the public hearing is to be held by the local government.

Item 8(a): Public Hearing: Community Development Block Grant \$150,000 Emergency Small Business and Microenterprise Assistance Grant serving Clatsop County, for COVID-19 Community Response

The City Manager and staff have been working with Clatsop Small Business Development Center (SBDC), Business Oregon, and Columbia-Pacific Economic Development District (Col-Pac) to identify a plan to move forward cooperatively on a Community Development Block Grant (CDBG) application, once Business Oregon releases a Notice of Funding Opportunity (NOFA) in the next few weeks. This is a joint project seeking a \$150,000 Emergency Small Business and Micro Enterprise Assistance Grant for Clatsop County, for COVID-19 impacted small businesses. The Emergency Business Assistance grant program is intended to:

- Help businesses remain solvent through the crisis and be ready/able to rebuild and/or reopen
- Fill Specific cash flow gaps in businesses' larger efforts to scale down, reduce expenses and take any additional defensive measures to survive the crisis.

Col-Pac, NW Oregon Regional Economic Development District, with CDBG experience, will provide grant writing and grant management.

It is estimated that the proposed projects will benefit at least 60 to 100 business owners and their employees, all of whom will be low- or moderate-income. Examples of eligible types of assistance to Small Businesses/ Micro-Enterprise include:

- New businesses or business expansion to create jobs and manufacture medical supplies necessary to respond to COVID-19.
- Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
- Provide technical assistance, grants and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.
- The Emergency Business Assistance grant program is intended to;
 - Help businesses remain solvent through the crisis and be ready/able to rebuild and/or reopen.
 - Fill specific cash flow gaps in businesses' larger efforts to scale down, reduce expenses, and take any additional defensive measures to survive the crisis.

A public hearing is required by CDBG before an entity may apply for funding. The purpose of this hearing is for the City Council to obtain citizen views and to respond to questions and comments about community development and housing needs, especially the needs of low and moderate-income persons, as well as COVID-19 related needs in the community that might be assisted with the two proposed Community Development Block Grant projects.

It is recommended that the Astoria City Council hold a public hearing and take comments on the grant application.

City Manager Estes confirmed for Councilor West that the funding would help between 60 and 100 businesses in the county. The CDBG is intended to assist low to moderate income business owners or low to moderate income employees.

Mary McArthur, Col-Pac, added that the most pertinent piece of information is the most recent statistic. Clatsop County has been extremely hard hit by the restrictions and closures. Forty percent of people making less than \$40,000 a year are currently without income. This funding is the perfect mechanism for addressing those who are the most hard hit in Clatsop County right now. Almost one-third of the business owners in Clatsop County are sole proprietors and women-owned businesses, which are two other groups significantly impacted by the restrictions and closures related to the pandemic.

Mayor Jones asked how the sum of \$150,000 was determined.

City Manager Estes stated that was the maximum amount the County could apply for.

Councilor Brownson asked how the City was involved in Clatsop County's application.

Mayor Jones explained the City was being asked to help the County because Astoria has a pre-existing CDBG account and a history of success. The money would be divided up proportionally to other jurisdictions.

Councilor West added that Astoria was able to check off a lot of the requirements for the grant.

City Manager Estes noted that Business Oregon had indicated the grant would be awarded on a regional level. Individual cities could not apply to receive funds. All of the city managers in the county met with County Manager staff to discuss the grant and the consensus was to apply jointly.

Councilor Brownson confirmed that CDBG funds were federal funds given to states. States administer the programs on behalf of the federal government. These funds were not part of the CARES Act.

Mayor Jones opened the public hearing at 7:51 pm and called for public comments.

Councilor Herman said she assumed the County would get the grant. She asked how soon the funds would be available.

City Manager Estes explained that the funds have yet to be released by the State. The County is getting ahead of the curve by doing the public hearing so that when funds are released and the application process is open, Staff would be ready to move. Business Oregon has said the soonest funds would be available would be after July 1st.

Councilor Herman asked if there would be a cap on the size of each grant to businesses.

City Manager Estes stated that would have to be decided as part of the application. The intention is to have the most reach.

Ms. McArthur added that the CDBG does not look at the size of the business, but does target businesses that have an impact on low and moderate income people.

Councilor Brownson said he assumed the idea was to spend all of the money.

City Manager Estes believed the County would get more than 10 applications based on other grant programs in the county.

Ms. McArthur recommended the County focus on the grant criteria relative to the moderate and low income impact. She also believed more than 10 applications would be submitted. There might be other opportunities for businesses to receive assistance or grants sooner than the CDBG funds would be available. She confirmed that if the County was awarded \$150,000, the full amount could be awarded to community businesses.

Davis Oser, 254 W. Irving, Astoria, asked if business owners who were not United States citizens or who were undocumented would be eligible.

Ms. McArthur believed applicants had to be residents of the United States since the grant was funded by public dollars.

Mayor Jones confirmed there were no other comments and closed the public hearing at 7:56 pm.

Item 8(b): Public Hearing: Community Development Block Grant for Clatsop County - \$50,000 COVID-19 Community Response

The City Manager and staff have been working with Clatsop County, Business Oregon, and Columbia-Pacific Economic Development District (Col-Pac) to identify a plan to move forward cooperatively on an application, once Business Oregon releases a Notice of Funding Opportunity (NOFA) expected in the next week to 10 days.

This is a joint project seeking a Public Services Grant for Clatsop County, for COVID-19 Community Response for \$50,000. The Community Development Block Grant (CDBG) funds would be used for county-wide purchase and distribution of personal protective equipment (PPE) to support emergency responders and also public health workers as well as costs associated with community testing. The City of Astoria is the grant applicant because it is the only public entity in the County current with CDBG applicant requirements.

A public hearing is required by CDBG before an entity may apply for funding. The purpose of this hearing is for the City Council to obtain citizen views and to respond to questions and comments about community development and housing needs, especially the needs of low and moderate-income persons, as well as COVID-19 related needs in the community that might be assisted with the two proposed Community Development Block Grant projects.

It is recommended that the Astoria City Council hold a public hearing and take comments on the grant application.

Mayor Jones said the City had received inquiries about whether this funding could be used by local businesses to buy PPE. However, the PPE would only be for first responders, medical, and public health professionals.

Councilor Brownson asked for an explanation of the rationale behind the requirement that this grant benefit low and moderate income people. He also wanted to know if funds could be used to pay for lab fees for people who were uninsured and got tested.

City Manager Estes said Staff looked and the number of people considered low to moderate income in the County. Providing PPE to low and moderate income people would be beneficial.

Ms. McArthur added that a requirement of the grant was to have some nexus with low and moderate income people.

Mayor Jones noted that in Clatsop County, a disproportionately larger share of people who have been infected have been from low income communities.

City Manager Estes said the County would look for ways to cover the cost of testing. Donations have been made to the Clatsop County Health Department to assist individuals that could not afford testing.

Councilor Brownson stated he did not want the State to dismiss the application on the basis that the stated benefits to low and moderate income people was a stretch. He asked if something more needed to be done to ensure the grant was approved.

City Manager Estes noted that the application had not yet been prepared.

Ms. McArthur believed the County would have a competitive application based on what had been proposed so far. She did not anticipate any push back from Business Oregon on the County's application.

City Manager Estes added that before Staff completed the notice for the grant, they worked with the State to make sure all of the requirements were met for the notice. Staff had provided their initial methodology to the State for review and the notice was in compliance with all initial requirements.

Councilor Herman asked how the PPE would be distributed to ensure the low income people who need it could get it.

Mayor Jones clarified that the PPE would not go directly to low income people. The PPE would go to medical providers and County public health officials, who would directly assist low income people using the PPE.

Councilor Herman asked if the equipment would be distributed to private hospitals or only publicly funded medical providers.

City Manager Estes explained that the PPE must support emergency responders and also public health workers. Currently, the County has a supply of PPE that is provided to emergency responders and health workers. So, there is already a network established in the County to distribute the equipment.

Mayor Jones opened the public hearing at 8:08 pm [1:09:00] and called for public comments. Seeing none, he closed the public hearing at 8:09 pm. [1:09:28]

All of the Councilors agreed that Staff should be ready to apply for both of the CDBG grants once the funds were released.

City Manager Estes said an intergovernmental agreement (IGA) would be presented to the Council regarding how the funds for PPE would be transmitted to Clatsop County.

Item 8(c): Resolution to Establish a New Custodial Fund #415 for Pass Through Grants in the Current Fiscal Year

Staff is requesting to establish Custodial Fund # 415 to facilitate the tracking of resources and requirements related to specifically identified pass through grant activities. It is not anticipated resources or requirements will be incurred in the current fiscal year. Establishment of Fund # 415 will assist with processing the Fiscal Year 2020-21 budget to account for the identified activities.

It is recommended that City Council approve the attached resolution to create Custodial Fund # 415.

City Council Action: Motion made by Councilor Brownson, seconded by Councilor Herman to approve the resolution to establish Custodial Fund #415 for pass through grants. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

Item 8(d): Consideration of Intergovernmental Agreement between Cities of Astoria and Seaside for Astoria 911

On December 13, 2019, The City of Astoria entered into an Intergovernmental Agreement (IGA) with the City of Seaside to provide certified Dispatchers to Astoria 911 to fill vacant positions in the Center. The funding of those temporary positions was within the City Manager's spending authority.

On May 1, 2020, Astoria's Emergency Communications Manager retired from the City. The City of Astoria coordinated with the City of Seaside for the City of Seaside's Communications Manager to provide management services to the City of Astoria's 911 Center for up to 12 months. A prompt amendment to the IGA was required in order to avoid any interruption in 911 services and on May 5, 2020 the City Manager signed that revised amendment as those additional costs would be within the City Manager's authority. It was understood however that longer term expenditures from the amended IGA would exceed the \$50,000 limit on the Manager's spending authority. After consulting with the City Attorney, it was decided to bring the IGA before the council for ratification now in advance of needing that budgetary authorization. A copy of the updated IGA with the City of Seaside is attached. Funds for these services would be included in the Astoria 911 budget.

It is recommended that Council approve and ratify the amended IGA between the City of Astoria and The City of Seaside.

Chief Spalding provided an update on staffing at the 911 Center. The Center is authorized for nine full-time positions plus an operations supervisor and an emergency communications manager. The Center has only been operating with four of the nine positions. Two people were recently hired, but training could take up to six months. The Center has started using National Testing Network, which was going well. Recruitment has resulted in 15 people signed up to take the entrance test. When testing is complete in about a week, the highest rated applicants would move on to the next step of the recruitment process. Two dispatchers from Seaside have helped fill the gaps. Additionally, a former Astoria dispatcher has returned, working two or three days a week to help out. The current dispatchers were still working overtime. This situation is better than it was a few months ago. The City's emergency communications manager retired a few weeks ago, so Astoria would be sharing Seaside's communications manager for 20 hours each week. Seaside's communications manager was building a succession plan for Astoria so that Staff could decide whether to hire a communications manager. Staff wanted to take the time to fully understand the needs of the 911 Center and get staffing levels up. The Center has been performing well and Staff was making the best out of a bleak situation, which has improved. He would provide an update once the staffing levels had improved.

Councilor West thanked Astoria and Seaside Staff. She knew the lack of dispatchers had been difficult to deal with, but understood the situation was common for dispatch centers. She was glad to hear a couple of people had been hired. The job is a high stress job with a steep learning curve. She appreciated the update.

Councilor Herman thanked Chief Spalding for the update and the dispatchers for being willing to work overtime at an already stressful job.

Mayor Jones confirmed there were no public comments.

City Council Action: Motion made by Councilor Rocka, seconded by Councilor West to approve and ratify the amended IGA between the City of Astoria and The City of Seaside. Motion carried unanimously. Ayes: Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

Item 8(e): Resolution to Transfer Appropriations within Emergency Communications Fund #132 Budget for Fiscal Year 2019-20

ORS 294.463(1) provides guidance for the transfer of appropriations within a fund, when authorized by resolution of the governing body.

At the time the Emergency Communications Fund Budget was prepared and subsequently revised the City did not anticipate the retirement of the Emergency Communications Manager. In order to provide appropriate oversight for the Emergency Communication Department the City will utilize an Intergovernmental agreement (IGA) with City of Seaside for management services while recruiting for a replacement. The Emergency Communications Manager's retirement was effective May 1, 2020. The notification provided did not allow for cross over between retirement and successful recruitment of a replacement. A transfer in the amount of \$25,000 is required between Personnel Services and Materials and Services.

It is recommended that City Council approve a transfer of \$25,000 from the Emergency Communications Fund Personnel Services to Materials and Services.

Mayor Jones confirmed there were no public comments.

City Council Action: Motion made by Councilor Rocka, seconded by Councilor Brownson, to approve a transfer of \$25,000 from the Emergency Communications Fund Personnel Services to Materials and Services. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

Item 8(f): Consider Additional Policy Direction for Promote Astoria Arts and Culture Grants

During the May 4, 2020 Council provided direction regarding Arts and Cultural Grant to promote tourism in Astoria, in light of the current COVID emergency. Following the last meeting another scenario came up which staff requires additional clarification for those organizations who received funds in the current fiscal year who have had to cancel their events/programs but who did not seek a grant for Fiscal Year 2020 - 21.

It is recommended that Council provide additional direction regarding organizations provided current fiscal year Arts and Cultural grant awards who did not apply for grant funding in FY 20-21 and who have had to cancel planned events/programs in the current fiscal year due to COVID-19 emergency.

Mayor Jones asked how Staff would communicate the new rules to the grant recipients.

Director Brooks said she would contact them via email and telephone.

Councilor West stated she was the executive director of the Astoria Arts and Movement Center, which was a grateful recipient of this grant since 2013. She recused herself from the discussion and the vote.

Councilor Brownson understood the City would extend the timeline and give the grant recipients more opportunity to hold an event.

City Manager Estes clarified that these organizations had received funds for this fiscal year but had not applied for funding for the next fiscal year. Extending the deadline to the end of the calendar year would give the organizations more time to use the funds. If they are unable to use the funds by the end of the calendar year, unused funds would need to be returned to the City.

Councilor Herman confirmed with Staff that the organizations could use the grant funds to hold an event before December 31, 2020.

City Manager Estes added that the funds must be spent on a tourism related event. The governor has said no large gatherings through the end of September, so events would likely be held in the fall.

Councilor Rocka understood this would take care of the organizations that were already planning events and already had expenses. The organizations would have time to get everything in order before returning any of the money not already spent.

City Council Action: Motion made by Councilor Rocka, seconded by Councilor Herman, to approve Staff's recommended policy direction for the Arts and Culture grants. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, and Mayor Jones; Nays: None.

Item 8(g): Intergovernmental Agreement with Cannon Beach for Building Official and Inspection Services

In May 2019 the City of Astoria approved an Intergovernmental Agreement (IGA) with the City of Cannon Beach for building official and building inspection services. The Cannon Beach Building Official, Alton Butler, therefore, serves as the designated Building Official for the City of Astoria and does the majority of inspections. The initial IGA was capped at the City Manager's spending authority and needs to be renewed by Council so that additional amounts can be paid for services rendered, when they occur. This IGA renewal is needed for the current year and would also continue into next fiscal year. Funds would be provided in the Building Codes Division budget and would be paid by building permits secured.

It is recommended that City Council approve the IGA with City of Cannon Beach for building official and building inspection services.

Nancy Ferber via Zoom asked why there were contracts for two different building official professionals. Half of the previously approved \$200,000 salary could have been spent on one professional. She also wanted to know why this decision was being made now instead of waiting for the new Community Development Director to staff the department as she sees fit.

City Manager Estes explained that bills need to be paid for services provided by the City of Cannon Beach in order to continue through the rest of the fiscal year. The agreements do not prevent the City of Astoria from hiring a full time building official in the future. In fact, the next budget will include funds for the building official position. The contracts allow for the infrastructure necessary to serve the community as needed until Staff determines the City needs to hire its own building official. The City has several projects in queue and the IGA allows that work to continue. If services are not needed from Cannon Beach, Astoria could cancel the IGA. The City would just need to pay for the work that was completed.

Councilor Brownson said Staff is currently overwhelmed with projects.

Councilor Herman confirmed with Staff that the contract with Tony Clifton was for \$267,000 over two years.

City Council Action: Motion made by Councilor Brownson, seconded by Councilor Herman, to approve the IGA with City of Cannon Beach for building official and building inspection services. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, West, and Mayor Jones; Nays: None.

Item 8(h): Congratulations to Walldorf, Germany (Sister City) in Celebration of their 1250th Anniversary

The City of Walldorf Germany is Celebrating their 1250th Anniversary. The Mayor has suggested that Council send a letter of congratulations to Burgermeisterin Staab. The letter will be brought to Council for discussion.

Mayor Jones said the City of Walldorf had to cancel their celebration event. A letter of congratulations was presented by Staff to Mayor Jones at the dais. He read the letter aloud and noted that Ms. Benoit would arrange for each of the Councilors to sign it.

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

Councilor Rocka said he appreciated the members of the public who had attended this meeting.

City Manager Estes stated that Staff had been finalizing the budget over the last week based on direction provided by the Council at the last work session. Staff does not know how transient lodging taxes or property taxes would be impacted. Therefore, all departments would be monitoring their budgets and refraining from taking on large and unnecessary expenditures until there is adequate funding for those projects. Parks departments in several cities have experienced reduced income due to cancelled programs and services. Staff understands that the Council's priorities are to keep parks open and maintained, and to continue providing childcare. Astoria Parks Department does not anticipate opening any other facilities anytime soon. In the second week of June, the school district will transition away from the emergency childcare program, so Little Sprouts will re-open at that time. Childcare will no longer be offered for free. Parks and Finance Staff will work to understand the financial impacts of transient lodging tax losses and cash flow. Then, Staff would consider re-opening the Aquatic Center. He added that the minimum wage increase would also impact the Parks Department long term because a majority of the employees in the department are part-time. He asked if the Council had other priorities that Staff should be focusing on.

Director Brooks added that revenues may be impacted in several different ways. Staff needs clear guidance on priorities and where Staff should be focusing their efforts. The budget will be similar to last year's budget with the understanding that constraints would be put on spending. A lot of work was done over the last few years to develop a realistic budget for the Parks Department and recent employment vacancies have provided a little bit of a cash flow cushion. However, the current needs must be made sustainable into the future.

Mayor Jones asked for details about the business model of the Aquatic Center, which was built to lose money and was never intended to pay for its own operations through fees.

Director Brooks said the fixed costs are incurred whether the Aquatic Center is open or not. Maintaining air temperature, water temperature, and chemical levels costs less than shutting everything down. The facility is aging and starting to break down, but Staff is maintaining it to get as much longevity out of the facility as possible. Pools and natatoriums are not money-makers because the facilities are labor intensive and require ongoing maintenance.

Mayor Jones asked how much of the operations are covered by transient lodging taxes when the facility is operating at full capacity.

Interim Parks Director Dart-McLean said until the shut down in March, the Aquatic Center was on track to meet revenue projections of about \$100,000. However, hourly wage costs for part-time employees at the center total more than \$300,000, not including Public Employees Retirement System (PERS) and insurance costs. The new restrictions on re-opening will result in a lot of variables.

Mayor Jones confirmed with Staff that the \$0.75 per hour wage increase would cost the Parks Department an additional \$62,000. When benefits are included, the increase totals about \$1.00 per hour. So, in addition to the tremendous shortfall in revenue, the department will also have higher expenses. He planned to contact Senator Johnson, Representative Mitchell, and the governor's staff to ask them to cancel the minimum wage increase.

Councilor Brownson said he believed the League of Oregon Cities should also be informed of the issues. In a perfect world, minimum wages should be increased across the board. However, the City is in a tough position. Private sector businesses just absorb the cost or increase their prices, but the City does not have that ability. The lack of funding will impact all departments and he hoped the City could develop clear ideas about how to manage the budget.

City Manager Estes clarified that this issue was brought forward tonight so that Staff could gain guidance on childcare and maintaining open spaces. If the Council has other priorities, like opening the Aquatic Center, Staff could refocus its efforts. Staff is in the process of reopening Little Sprouts based on Council direction. He did not want to start opening facilities and then learn that perspectives had changed later on.

Mayor Jones asked if Staff had any idea what demand would be for childcare.

Interim Director Dart-McLean said that was difficult to answer. Limitations will be put on childcare services, like smaller ratios of children to adults. Given the need for childcare in the area, he anticipated that Little Sprouts would meet the maximums allowed in Phase 1. However, it was difficult to know what extra resources would be needed to operate the program.

Mayor Jones noted that a lot of the Aquatic Center's revenue comes from annual passes. He asked how revenue would be impacted if the Center was only open a few days a week.

Interim Director Dart-McLean stated that was very difficult to predict as well. The Aquatic Center is the only pool in the area and opening with reduced hours would be in opposition to the recommendation in the Parks Master Plan to increase hours of operation.

Mayor Jones said he did not want the Aquatic Center to be closed because or have limited hours because it is such an important community asset. However, he felt the same way about childcare. Childcare is critical to getting working families back to work.

Councilor Rocka agreed that childcare and parks maintenance were the two most important priorities.

Councilor Brownson stated he wanted to see the plan for reopening the Aquatic Center. The restaurants that are re-opening at 50 percent capacity cannot make enough money to stay open. Astoria would be in the same situation with the pool. He assumed Staff was not considering re-opening the Recreation Center because there had been no mention of it. He asked if classes would be re-opened or if the Recreation Center could be used to provide more childcare.

City Manager Estes explained that the County's re-opening plan included public pools in Phase 3 with protocols in place. Those protocols have not yet been developed. People would be allowed to use the pool and exercise equipment while practicing social distancing. When the Parks Department is in a more stable funding situation, Staff will offer Recreation Center programs in the Aquatic Center before another facility is opened.

Councilor Herman asked what percent of the Parks Budget was lodging taxes.

Director Brooks said lodging taxes were about 50 percent of Parks income.

Councilor Herman understood that Little Sprouts paid for itself.

City Manager Estes stated that Little Sprouts was paying for its staffing a few years ago, but after three years of minimum wage and benefits increases and the increased costs of running a facility, the City is charging the most it can for childcare. Now, with reduced capacity due to COVID-19, the facility is definitely not paying for itself.

Councilor Herman agreed that childcare was critical in the community. However, she preferred the Aquatic Center be open on a limited basis rather than not at all because it provides important services to children, seniors, people with disabilities, and people who want to swim or workout. She asked if the Aquatic Center would remain closed through the end of summer.

Mayor Jones said no start date for Phase 3 had been determined.

City Manager Estes added that the City would also need to understand where the department was at fiscally. When hotels re-open, the number of people visiting Astoria would have to be considered. Additionally, limits on how many people are allowed in the pool will impact the ability to re-open.

Councilor Herman asked if the closure was helping the City.

City Manager Estes said the Aquatic Center still had expenses. The pool must be kept at a minimum temperature to prevent damage. He noted that Portland, the largest city in the state, has cancelled all programs and services for the rest of the summer.

Councilor West supported prioritizing childcare as people start to go back to work. Clear state guidelines for re-opening pools as part of Phase 3 likely would not be developed for several weeks. She was concerned about the financial ability to open at limited capacity. The Council would have to take a close look at that as the State gets closer to Phase 3, but that is a ways down the road.

Mayor Jones noted there may be grants available for childcare facilities and facilities that offer healthy activities like the Aquatic Center.

City Manager Estes confirmed that Staff would look for grants as well as state and federal programs that could provide assistance.

Councilor West said there was a lot of advocacy for parks departments in the potential fourth CARES Act.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:17 pm.

ATTEST:

APPROVED:

Finance Director

City Manager

DRAFT



DATE: JUNE 15, 2020

TO: MAYOR AND ASTORIA CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: LIQUOR LICENSE APPLICATION FROM BREUR, LLC DOING BUSINESS AS PORT OF ASTORIA SEAFOOD MARKET, LOCATED AT 300 INDUSTRY ST., STE. 354, ASTORIA FOR A LIMITED ON-PREMISES AND ALSO OFF-PREMISES SALES LICENSE.

DISCUSSION / ANALYSIS:

A liquor license application has been filed by Breur, LLC doing business as Port of Astoria Seafood Market. This application is for a Limited On-Premises and also Off-Premises Sales Licenses.

The Limited On-Premises Sales license allows the following:

- May sell and serve malt beverages, wine, and cider for consumption on the licensed premises.
- May sell malt beverages in a container holding seven or more gallons (“keg”) directly to consumers for consumption off the licensed premises. A “keg” is defined in ORS 471.478(4). If sell kegs must follow OAR 845-006-0441 (keg tag).
- May sell malt beverages, wine, and cider to individuals in a securely covered container (“growler”) for consumption off the licensed premises (the container may not hold more than 2 gallons).
- Eligible to apply to get pre-approved to cater some events off of the licensed premises (events that are small, usually closed to the general public, and where food service is the primary activity).
- Eligible to apply for a “special event” license

The Off-Premises Sales license allows the following:

- May sell factory-sealed containers of malt beverages, wine, and cider at retail to individuals in Oregon for consumption off the licensed premises.
- A factory-sealed container of malt beverages may not hold more than 2 ¼ gallons.
- May sell malt beverages, wine, and cider to individuals in a securely covered container (“growler”) for consumption off the licensed premises (the container may not hold more than 2 gallons)
- Eligible to apply to get pre-approval to provide sample tastings of malt beverages, wine, and cider for consumption on the premises.

- The license comes with the privilege to make next-day delivery of malt beverages, wine, and cider directly to an Oregon resident. Note: must follow OAR 845-006-0392 and 845-006-0396.
- To make same-day delivery of malt beverages, wine, and cider directly to an Oregon resident the licensee must apply and received OLCC prior approval. Note: must follow OAR 845-006-0392 and 845-006-0396.

The site is located at 300 Industry St., Ste. 354, Astoria. The application will be considered at the June 15, 2020 meeting. A copy of the application is attached.

The appropriate Departments have reviewed the application. The Astoria Police Department has prepared the attached memorandum for Council's review. No objections to approval were noted.

RECOMMENDATION:

It is recommended that City Council consider the liquor license application from Breur, LLC doing business as Port of Astoria Seafood Market, located at 9300 Industry St., Ste. 354, Astoria for a Limited On-Premises and also an Off-Premises Sales License.

BY: SUSAN BROOKS, FINANCE DIRECTOR

ATTACHMENTS:

[05-20 LL Port of Astoria Seafood Market Agenda Packet.pdf](#)



LIQUOR LICENSE APPLICATION

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:		CITY AND COUNTY USE ONLY	
<input type="checkbox"/> Brewery 1 st Location		Date application received:	RECEIVED 5-18-2020
<input type="checkbox"/> Brewery 2 nd Location		Name of City or County:	<i>City of Astoria</i>
<input type="checkbox"/> Brewery 3 rd Location		Recommends this license be:	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Brewery-Public House 1 st location		By: _____	
<input type="checkbox"/> Brewery-Public House 2 nd location		Date: _____	
<input type="checkbox"/> Brewery-Public House 3 rd location			
<input type="checkbox"/> Distillery			
<input type="checkbox"/> Full On-Premises, Commercial			
<input type="checkbox"/> Full On-Premises, Caterer			
<input type="checkbox"/> Full On-Premises, Passenger Carrier			
<input type="checkbox"/> Full On-Premises, Other Public Location			
<input type="checkbox"/> Full On-Premises, For Profit Private Club			
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club			
<input type="checkbox"/> Grower Sales Privilege 1 st location			
<input type="checkbox"/> Grower Sales Privilege 2 nd location			
<input type="checkbox"/> Grower Sales Privilege 3 rd location			
<input checked="" type="checkbox"/> Limited On-Premises		OLCC USE ONLY	
<input checked="" type="checkbox"/> Off-Premises		Date application received:	<i>N/D 5-15-20</i>
<input type="checkbox"/> Off-Premises with Fuel Pumps		By: <i>Chuck</i>	
<input type="checkbox"/> Warehouse		Date application accepted as initially complete:	<i>5-15-20</i>
<input type="checkbox"/> Wholesale Malt Beverage & Wine		By: <i>Chuck</i>	
<input type="checkbox"/> Winery 1 st Location		License Action(s):	<i>N/D</i>
<input type="checkbox"/> Winery 2 nd Location			
<input type="checkbox"/> Winery 3 rd Location			

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation, LLC, or individual) applying for the license(s):

RAM Brew LLC
(Applicant #1)

RECEIVED
MAY 15 2020
SALEM REGIONAL OFFICE

(Applicant #3)

(Applicant #4)

OLCC USE ONLY	OLCC FINANCIAL SERVICES USE ONLY



LIQUOR LICENSE APPLICATION

3. Applicant #1 Brewer LLC		Applicant #2	
Applicant #3		Applicant #4	
4. Trade Name of the Business (Name Customers Will See) Port of Astoria Seafood Market			
5. Business Address (Number and Street Address of the Location that will have the liquor license) 300 Industry St Suite 345			
City Astoria	County Clatsop	Zip Code 97103	
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 306 West Exchange St			
City Astoria	State OR	Zip Code 97103	
9. Phone Number of the Business Location 971 285 5673		Email Contact for this Application RoyBrewer@hotmail.com	
Contact Person for this Application Amanda Cordero		Phone Number 503 791 5330	
Mailing Address 306 West Exchange St	City Astoria	State OR	Zip Code 97103

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: Brewer LLC Phone: 971-285 5673
 Trade Name (dba): Port of Astoria Seafood Market
 Business Location Address: 300 Industry St Suite 315
 City: Astoria OR ZIP Code: 97103

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 10 to 6
 Monday 10 to 6
 Tuesday 10 to 6
 Wednesday 10 to 6
 Thursday 10 to 6
 Friday 10 to 6
 Saturday 10 to 6

Outdoor Area Hours:

Sunday 10 to 6
 Monday 10 to 6
 Tuesday 10 to 6
 Wednesday 10 to 6
 Thursday 10 to 6
 Friday 10 to 6
 Saturday 10 to 6

The outdoor area is used for:

Food service Hours: 10 to 6
 Alcohol service Hours: 10 to 6
 Enclosed, how _____

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

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: Close at dark in winter

ENTERTAINMENT

Check all that apply:

NA

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
 Monday _____ to _____
 Tuesday _____ to _____
 Wednesday _____ to _____
 Thursday _____ to _____
 Friday _____ to _____
 Saturday _____ to _____

SEATING COUNT

Restaurant: 10 ✓ Outdoor: 39 ✓
 Lounge: _____ Other (explain): _____
 Banquet: _____ Total Seating: 49 ✓

OLCC USE ONLY

Investigator Verified Seating: ___(Y)___(N)
 Investigator Initials: _____
 Date: _____

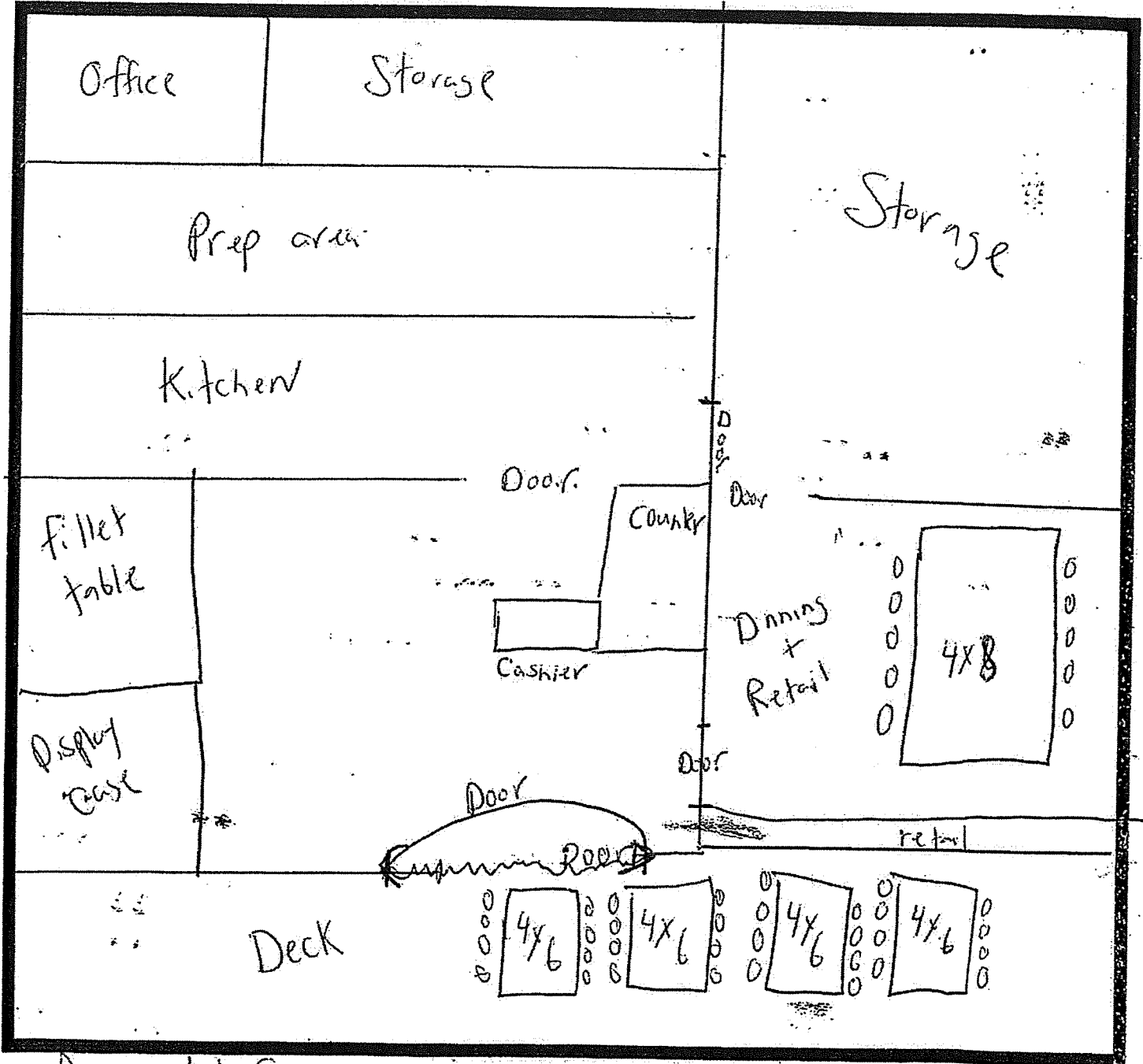
I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ Date: 5/7/20



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- **Your floor plan must be submitted on this form.**
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



Brew LLC
Applicant Name

Part of Astoria Seafood Market
Trade Name (dba):

Astoria 97103
City and ZIP Code

OLCC USE ONLY
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

MEMORANDUM • POLICE DEPARTMENT

DATE: JUNE 1, 2020

TO: MAYOR AND CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: LICENSE RECOMMENDATION PORT OF ASTORIA SEAFOOD MARKET LIMITED ON PREMISES AND OFF PREMISES, SALES LICENSE

DISCUSSION/ANALYSIS

In May 2020, The City of Astoria received an application for a Limited on Premises and Off Premises sales license from Breur, LLC., operating under trade name Port of Astoria Seafood Market, 300 Industry, Suite 354, Astoria.

The Limited On-Premises Sales License privileges and requirements include:

- May sell and serve malt beverages, wine, and cider for consumption on the licensed premises.
- May sell malt beverages in a container holding seven or more gallons (“keg”) directly to consumers for consumption off the licensed premises. A “keg” is defined in ORS 471.478(4). If sell kegs must follow OAR 845-006-0441(keg tag).
- May sell malt beverages, wine and cider to individuals in a securely covered container (“growler”) for consumption off the licensed premises (the container may not hold more than 2 gallons).
- Eligible to apply to get pre-approved to cater some events off the licensed premises (events that are small, usually closed to the general public, and where food service is the primary activity).
- Eligible to apply for a “special event” license: TUAL. (Temporary Use of Annual License)

The Off-Premises Sales License privileges and requirements include:

- May sell factory-sealed containers of malt beverages, wine, and cider at retail to individuals in Oregon for consumption off the licensed premises.

- A factory-sealed container of malt beverages may not hold more than 2 ¼ gallons.
- May sell malt beverages, wine, and cider to individuals in a securely covered container (“growler”) for consumption off the licensed premises (the container may not hold more than 2 gallons)
- Eligible to apply to get pre-approval to provide sample tastings of malt beverages, wine, and cider for consumption on the premises.
- The license comes with the privilege to make next-day delivery of malt beverages, wine, and cider directly to an Oregon resident. Note: must follow OAR 845-006-0392 and 845-006-0396.
- To make same-delivery of malt beverages, wine, and cider directly to an Oregon resident the licensee must apply and received OLCC prior approval. Note: must follow OAR 845-006-0392 and 845-006-0396.

The Port of Astoria Seafood Market’s hours of operation are 10:00 AM – 6:00 PM Sunday through Saturday for the restaurant and outdoor area. Seating in the restaurant is for 10, and the outdoor area is for 32.

APPLICANT

The applicant for the license is Breur LLC. With Roy Breur listed as the registered agent. Representatives from the Astoria Police Department have investigated the background of the applicant named above, utilizing available databases specific to restrictions for licensing. No derogatory information was located regarding the applicants.

NEIGHBORHOOD SURVEY

A neighborhood survey was conducted for this license recommendation. There were no objections to the granting of the Limited On Premises and Off Premises sales licenses.

RECOMMENDATION

Given the listed information staff has no objection to the granting of the Limited On Premises and Off Premises sales licenses.



Eric Halverson, Deputy Chief

May 21, 2020

INVESTIGATION REPORT FOR LIQUOR LICENSE APPLICATION

Type of License: Limited On-Premises and Off-Premises




Amount and Receipt # \$250.00 – Receipt #286437/286457

Applicant: Breur, LLC
Trade Name: Port of Astoria Seafood Market

Address: 300 Industry St., Suite 345, Astoria
Contact #: Amanda Cordero, 503-791-5330

Representatives of the departments listed below have reviewed this application with respect to the requirements of their departments.

Reviewed: (Initial below)

Public Works	Approved By: 	Denied By:	Conditional Approval By: Comments:
Community Development CU10-01 Permit Retail Sales	Approved By: 	Denied By:	Conditional Approval By: Comments:
Building Inspector	Approved By: 	Denied By:	Conditional Approval By: Comments:

Return to Finance by 5:00 pm: June 3, 2020



CITY OF ASTORIA

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MEMORANDUM

DATE: JUNE 15, 2020

TO: MAYOR AND ASTORIA CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: PUBLIC HEARING AND RESOLUTION FOR SUPPLEMENTAL BUDGET FOR MARITIME MEMORIAL FUND # 148

DISCUSSION / ANALYSIS:

ORS 294.473 provides guidance for a municipality to hold a public hearing on a supplemental budget to adjust for changes which could not reasonably be foreseen when preparing the original budget. The process requires advertisement of a supplemental budget not less than five days before a Council meeting. There will be a public hearing for consideration of the supplemental budget being presented. Council may consider a resolution to adopt the supplemental budgets as advertised.

The City of Astoria contracted with work on the expansion of Maritime Memorial in Fiscal Year ending June 30, 2019. A new set of concrete and granite walls were required for the additional of memorial plaques of loved ones who worked on or in relation to the water. It was anticipated all work would be completed during the fiscal year ending June 30, 2019 but due to unforeseen delivery issues work was not completed until the current fiscal year.

The currently adopted budget anticipated all work would be complete and paid for in the prior fiscal year. Therefore, a supplemental budget is required to recognize the change to the beginning fund balance and necessary appropriations for the remainder of the expansion costs which occurred in the current fiscal year. Staff is presenting a resolution for a supplemental budget to recognize \$ 50,000 of additional beginning fund balance and to appropriate \$ 50,000 for the remaining costs related to completion of the expansion.

RECOMMENDATION:

It is recommended that City Council conduct a public hearing and approve the supplemental budget as presented in the attached resolution.

BY: SUSAN BROOKS, FINANCE DIRECTOR

ATTACHMENTS:

[Maritime Memorial Supplemental Budget.pdf](#)

Resolution No. 20-

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR THE CITY OF ASTORIA.

WHEREAS, a supplemental budget is required for the Maritime Memorial Fund # 148 to recognize additional beginning fund balance and the associated expenses to complete work on the memorial which occurred in the current fiscal year due to an unforeseen delivery delay.

WHEREAS, ORS 294.473(1)(b) provides direction for the supplemental budget in accordance with specific circumstances, one of which is a pressing necessity that could not reasonably be foreseen when preparing the original budget or a previous supplemental budget for the current year or current budget period and requires prompt action.

WHEREAS, the supplemental budget is on file in the office of the Finance Director at City Hall.

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

NAME OF FUND	Maritime Memorial Fund # 148	Adopted Budget		Proposed Supplemental
		This Year 2019-20	Change	This Year 2019-20
Resources				
	Beginning Fund Balance	1,000	50,000	51,000
	Gifts and Bequests	20,000	-	20,000
	Interest on Investments	100	-	100
	Total Resources	21,100	50,000	71,100
Requirements				
	Material & Services	11,100	18,900	30,000
	Capital Outlay	-	25,000	25,000
	Debt Service	10,000	-	10,000
	Contingency	-	-	-
	Total Unappropriated Fund Balance	-	6,100	6,100
	Total Requirements	21,100	50,000	71,100
	Total Resources Except Property Taxes	21,100	50,000	71,100

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2020.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2020.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION

YEA NAY ABSENT

Councilor Brownson
 Herman
 Rocka
 West

Mayor Jones



DATE: JUNE 15, 2020

TO: MAYOR AND ASTORIA CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: RESOLUTION TO UPDATE TO PARKS DROP-IN PASSES AND OCEAN VIEW CEMETERY FEE SCHEDULES F1 & F3

DISCUSSION / ANALYSIS:

The mission of the Astoria Parks and Recreation Department is to provide lifelong learning, wellness, and well-being through recreational opportunities and is dedicated to the preservation of natural resources, open spaces and facilities that inspire and bring neighbors together. To achieve this goal the Parks and Recreation Department charges fees to assist in the cost recovery of the Department's operations.

Section F of the adopted Fee Schedule includes for Parks and Recreation services. Some fees charged by the Parks and Recreation Department for program-based activities are not included in the Fee Schedule to allow flexibility for maximum cost recovery as programs may change or be discontinued. This update pertains to the fees charged at the Aquatic Center and Ocean View Cemetery.

Astoria Aquatic Center – Schedule F1

Currently the Astoria Aquatic Center sells youth, senior, adult and family monthly passes for Aquatic Center services and group fitness classes at the Recreation Center. To attract new customers, increase revenue, and consolidate more services in one location (a recommendation of the 2016 Parks Master Plan), Fitness Classes will be relocated and offered solely at the Aquatic Center, once that facility reopens and returns to normal operations following the COVID emergency. It is anticipated the Astoria Recreation Center facility will transition to being used exclusively for child care-related programs, as budgetary constraints allow more of services to restart. This change will necessitate updates to the nomenclature of fees charged at Aquatic Center and will eliminate the Joint Aqua Center & Rec Center Monthly Pass (Land and Water Pass). In September of 2019, a temporary mid-day drop-in rate was piloted at the Aquatic Center to determine if a reduced cost during low attendance periods would entice more users. This temporary rate was unsuccessful in bringing more users into the facility and it has been determined that eliminating the Mid-day Drop-In rate is advisable.

To assist the Astoria Parks, Recreation, and Community Foundation's (APRCF) commitment to providing scholarships for local individuals and families to access health and wellness opportunities, it has been proposed to establish a scholarship day-pass for use at the Aquatic

Center and abandon the current model of tracking scholarship recipients at the AAC and billing APRCF for use on a quarterly basis. This was initiated by the Foundation in order to allow them better fiscal control on how scholarship funds were encumbered.

The new scholarship day-pass will allow APRCF to purchase vouchers for drop in use and distribute them to local organizations that serve low-income populations based on income and qualification criteria, such as Clatsop Community Action, Helping Hands, CASA, Hope House, Head Start, DHS, and Lower Columbia Hispanic Council. The vouchers will be valid for one AAC day pass and will be redeemed by the recipient for \$1.00. This system simplifies the processing of scholarships for the APRD, reduces administrative costs for both parties, and maximizes the population that can be served by APRD and APRCF.

Ocean View Cemetery – Schedule F3

On July 1, 2019, the Astoria City Council approved fee increases to support operations and maintenance at Ocean View Cemetery by increasing prices by 10%. This practice of 10% annual increases had been put in place in 2015 to gradually bring prices nearer to the regional market rate for services provided at the cemetery. At the time of that proposal, fees had been kept unchanged for nearly ten years. In March of 2020, the Parks and Recreation Department received the final Ocean View Cemetery Master Plan that had been produced by consultant E. Lees and Associates. The Master Plan recommends limiting future fee increases at the cemetery to 5% from 2020 to 2029 and then reducing them to 3% annually from 2030 onward. After analysis of prices for lot purchases and burial services compared to other providers in the area, it was concluded that fees have reached parity with regional competitors and the cemetery is now operating at standard market rates. The Master Plan recommends 5% increases moving forward to account for inflation of labor and material costs and to provide greater support for the Cemetery Irreducible Fund. The Irreducible Fund receives a percentage of all revenue generated by the cemetery and the accrued funds are kept in a securely invested fund to be used after the cemetery is no longer selling graves to support the obligation of perpetual care of the grounds.

The Parks Advisory Board has reviewed and approved the proposed fee updates.

RECOMMENDATION:

It is recommended that City Council approve attached fee resolution which updates Parks Fee Schedule F1 and Ocean View Cemetery Fee Schedule F3.

BY: JONAH DART-MCLEAN

ATTACHMENTS:

[AAC Fees 2019 JDM.pdf](#)
[OVC_20-21_FEES_DRAFT.pdf](#)
[Fee_Resolution_2020 \(3\).doc](#)
[2015 FEE SCHEDULE A BLDG INSPECT.doc](#)
[2017 FEE SCHEDULE B ADMIN.doc](#)
[2017 FEE SCHEDULE C CDD.doc](#)
[2015 FEE SCHEDULE D FIRE.doc](#)
[2020_FEE_SCHEDULE_E_PUBLIC_LIBRARY__2_.docx](#)

2020 FEE SCHEDULE F1 PARKS AQUATICS.docx
2015 FEE SCHEDULE F2 PARKS MARITIME MEMORIAL.doc
2020 FEE SCHEDULE F3 PARKS CEMETERY.DOCX
2016 FEE SCHEDULE F4 PARKS REC SERVICES.doc
2016 FEE SCHEDULE F5 PARKS COLUMN.doc
2015 FEE SCHEDULE G POLICE.doc
2017 FEE SCHEDULE H PUBLIC WORKS.doc

**Parks and Recreation Department
Astoria Aquatic Center
Schedule F1**

Drop In

Youth	\$5.50
Adult	\$7.50
Family.....	\$18.00

Mid-Day Drop In

Youth.....	\$4.50
Adult.....	\$6.50

~~*Mid-Day Drop In will be offered during September 15, 2019 to March 15, 2020, Monday – Friday from 12 noon to 3:00 pm. Mid-Day Drop In will be piloted for six months only. Cost recovery and analysis will be conducted at the end of the pilot to determine either continuing or discontinuing the program offering.~~

Scholarship Drop In Voucher		APRCF Voucher Pays 1/2 of Entry, Recipient Pays \$1 for Drop-In		APRCF Voucher		Scholarship Recipient Charge	
Youth	\$1.75					\$1.00	
Adult	\$2.75					\$1.00	
Family.....	\$8.00					\$1.00	

~~Aquatic Center or Rec Center Monthly Pass~~

	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
Youth & Senior	\$50.00	\$40.00
Adult	\$60.00	\$50.00
Family.....	\$80.00	\$70.00
Bulk Purchase Rate (20% or more per transaction)	20% OFF	

~~Joint Aqua Center & Rec Center Monthly Pass~~

	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
Youth & Senior	N/A	N/A
Adult	\$80.00	\$70.00
Family.....	\$100.00	\$90.00
Bulk Purchase Rate (20 or more per transaction)	20% OFF	

Punch Pass Redemption

Youth	\$5.00
Adult	\$7.00
Family.....	\$18.00

**The sale of punch passes have been discontinued; however, previously sold passes are still honored at the listed redemption*

Swim Lessons

Group Lessons.....	\$50.00
Private Lessons.....	\$25 (per half hour)
Semi Private Lessons	\$15 (per half hour)

	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
Monthly Locker Rentals.....	\$15.00	\$5.00

Rentals/Misc.

Lane rental (per lane, per hr.)	\$25.00
<i>*Includes admission for up to 5 individuals</i>	
After hours rental (per hr., min. 4 hrs.)	\$175.00
Showers.....	\$3.00

	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
Towel Rental	\$2.00	\$0.00
Birthday Party (lobby rental, 20 guests)	\$150.00	

Youth Swim Teams

Contingent upon youth swim team renting a minimum of 100 hours of lap-lane space for the purpose of practicing per fiscal year, and all participants purchasing a monthly or daily pass

Youth Swim Team Lane Rental (per lane, per hr)	\$1.00
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<u>Recreation Summer Swim League</u>	\$25 Registration Fee and \$60.00 League fee
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*Summer Swim League will only be offered during the summer months

Ocean View Cemetery Fee Schedule F3

	Current	Proposed
<u>Graves-Ground Only (w/perpetual care)</u>		
Infant/Child plots	\$282	\$296
Block 68, Cremation only	\$518	\$544
All other blocks	\$1,556	\$1,634
<u>Interments</u>		
Casket Burial (opening and closing)	\$1556	\$1,634
Cremated remains	\$778	\$817
Cremation Burial Additional Fee, Saturday	\$226	\$237
Casket Burial Additional Fee, Saturday	\$445	\$467
Late funerals (after 3:00 pm) add'l/hr.	\$90	\$95
<u>Disinterment</u>		
Adult	\$733	\$770
Child under 7	\$563	\$591
Cremated remains removed	\$226	\$237
<u>Liner and Installation</u>		
Liner Purchase	\$1332	\$1,399
Liner Storage Fee	\$445	\$467
<u>Monument/Marker Permits</u>		
Monument Permit (Not over 62" in length)	\$271	\$285
Marker Permit-Double	\$226	\$237
Marker Permit-Single	\$181	\$190
Marker Permit-Veteran	\$90	\$95
Marker Permit-Baby grave cover	\$113	\$119
<u>Misc.</u>		
Chapel Reservation	\$100/hr.	\$105/hr.
Other Work	Cost +28%	\$75/hr.
Purchase and Install In-Ground Vase	No Fee Set	\$95

RESOLUTION NO. 20 –

A RESOLUTION OF THE CITY OF ASTORIA RELATING TO FEES FOR SERVICES.

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

Section 1 Authority for Fees. The various departments of the City incur expenses in searching for and furnishing copies of records, reports and documents, and providing special services for private individuals and private concerns. The City Council deems it advisable, for the efficient conduct of the affairs of the various departments, that reasonable fees be charged for furnishing such records, reports, documents and services. A deposit may be requested in advance of providing the requested information.

Section 2. Schedule of Fees. The fee schedules for the various Departments of the City of Astoria are attached to this Resolution and identified as follows:

INDEX

<u>Schedule</u>	<u>Department</u>	<u>Pages</u>
A	Building Inspection.....	A1 – A7
B	City Administration.....	B1 – B2
C	Community Development Department.....	C1 – C3
D	Fire Department.....	D1
E	Library.....	E1
F	Parks and Recreation Department	
	• Aquatic Center Fees	F1
	• Maritime Memorial Fees.....	F2
	• Ocean View Cemetery Fees	F3
	• Recreation Division Rental Fees	F4
	• Astoria Column.....	F5
G	Police Department	G1
H	Public Works/Engineering Department.....	H1 – H2

Section 3. Application of Fees. The fees shall be charged whether the request for the service is made in person, by telephone or in writing.

Section 4. Exceptions to the Payment. No law enforcement agency, Civil Service Commission or department of the Armed Forces is required to pay the fees established in Section 1 of this resolution.

Section 5. Fees Remitted to Finance Department. Fees collected under the provisions of this resolution shall be remitted to the Finance Department. The Finance Director shall deposit the fees received in the appropriate established fund.

Section 6. Repeal. Resolution No. 20-06 adopted April 20, 2020 is repealed.

Section 7. Effective Date. The provisions of this resolution shall be effective July 15, 2020.

ADOPTED BY THE CITY COUNCIL THIS 15th DAY OF JUNE, 2020.

APPROVED BY THE MAYOR THIS 15th DAY OF JUNE, 2020.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Commissioner Herman			
Brownson			
West			
Rocka			
Mayor Jones			

Building Inspection Schedule A

CITY OF ASTORIA MECHANICAL PERMIT FEES	
Fee Description	Fees
Plan Check Fees	25% of mechanical permit fees when plan review is performed
Minimum Permit Fee	\$65.00
Permit Fees for One- and Two-Family Dwellings: Mechanical Equipment:* Clothes dryer, exhaust fan, kitchen hood Fuel burning (incl. vents, chimney, flues, etc) All other appliances and equipment Gas Piping: One to four outlets Additional outlets (each) Alteration to mechanical equipment or system <i>*Mechanical equipment for one- and two-family dwellings includes, but is not limited to: wood stove, fireplace insert, furnace and its attached additions (e.g. cooling coil and air filter), pellet stove, heat pump condenser unit, log lighter, portions of boiler not regulated by the State, pool heater, sauna.</i> <i>The following items are included in the base fee, separate fees will not be assessed: filter, volume damper, fresh air intakes, electric water heater regulated by plumbing code, duct work, control units or thermostats and similar equipment.</i>	\$15.00 each \$30.00 each \$30.00 each \$12.00 \$ 2.50 each \$24.00
Permit Fees for Commercial, Industrial and Multi-Family Residential: <i>Use the total value of mechanical construction work to calculate the Mechanical permit fee.</i> \$1 - \$2,000 \$2,001 - \$25,000 \$25,001 - \$50,000 \$50,001 - \$100,000 \$100,001 and up	\$65.00 minimum \$65.00 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof \$244.40 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof \$390.65 for the first \$50,000 plus \$3.50 for each additional \$1,000 or fraction thereof \$565.65 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof

**CITY OF ASTORIA
MECHANICAL PERMIT FEES**

Fee Description	Fees
Additional Plan Review Fee <i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i>	\$65.00/hr (minimum charge \$65.00)
Inspections for Which No Fee is Specifically Indicated	\$65.00/hr (\$65.00 minimum)
Inspections Outside of Normal Business Hours	\$65.00/hr (\$65.00 minimum)
Permit Renewal (Expired Permit Reinstatement Fee) <i>Fee for renewal of a permit that has been expired for one year or less, provided no changes have been made in the original plans and specifications for the work. A permit may only be renewed once.</i> <i>Permits that have been expired longer than one year cannot be renewed. You must reapply for new permits.</i>	½ of total permit fees using permit rates at time of renewal
Investigation Fee – Expired Permits <i>Hourly rate charged for research, travel time and time spent on site ensuring fire and life safety requirements are satisfied.</i> <i>Fee is in addition to permit renewal fee.</i>	\$65.00/hr (minimum charge \$65.00)
Re-inspection Fee	\$65.00 each
Investigation Fee A <i>Low effort to determine compliance.</i>	\$97.50
Investigation Fee B <i>Medium effort to gain compliance. Stop Work order posted. Applicant obtains required permit within 10 business days.</i>	\$130.00
Investigation Fee C <i>High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in 12 months for starting work without permits.</i>	\$250.00 or hourly rate whichever is greater.
State Surcharge and Training Fees* <i>*The amount of the State surcharge is established by the State of Oregon on building permit fees, electrical permit fees, mechanical permit fees, plumbing permit fees, manufactured home permit fees, grading fees, and the hourly fees charged under the Master Permit program. The surcharge is subject to change by the State and is collected by the City and passed through to the State.</i> <i>(12 percent as of October, 2010)</i>	Per State established fee

**CITY OF ASTORIA
PLUMBING PERMIT FEES**

Fee Description	Fees
Plan Check Fees	25% of plumbing permit fees when plan review is performed
Minimum Permit Fee	\$65.00
Commercial, Industrial and Multi-Family Residential Permits, and Alterations to Existing One and Two-Family Dwelling Systems*	\$175.00
* Fixtures include: water closet, lavatory, tub/shower, sink, bidet, laundry tubs, disposal, dishwasher, clothes washer, water heater, floor sink/drain, through drain, drinking fountain, hose bib, sump pump/ejector, urinal, roof drain/overflow, catch basin, interceptor/grease trap, dental units and receptors.	\$20.00 per fixture
One or Two-Family Dwelling, New Construction : *	
<i>Fee includes first 100 feet of water, storm and sewer service</i>	
One bathroom	\$213.00
Two bathrooms	\$282.00
Three bathrooms	\$351.00
Each additional bathroom above three & kitchen above one	\$69.00
Fixture	\$20.00 each
*Base fee includes: kitchen, hose bibs, icemakers, underfloor low point drains, and rain drain packages that include piping, gutters, downspouts, and perimeter systems.	
Additional Plan Review Fee <i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i>	\$65.00/hr (minimum charge \$65.00)
Expired Application Processing Fee <i>Hourly rate charged for actual time spent processing and reviewing applications for which a permit is never issued.</i> <i>Credit is given for paid plan check fees.</i>	\$65.00/hr (minimum charge \$65.00)
Water Heater Permit, One and Two-Family Residential Only <i>Replacement of water heater of similar size and location that it is replacing. (Includes one inspection)</i>	\$65.00
Inspections for Which No Fee is Specifically Indicated	\$65.00/ea
Inspections Outside of Normal Business Hours	\$65.00/hr (1.5 hr minimum)
Medical Gas System <i>Calculate the total value of system equipment and installation costs, including but not limited to inlets, outlets, fixtures and appliances. Apply the value of work to the medical gas system permit fee table below.</i>	
\$1 - \$2,000	\$65.00 minimum
\$2,001 - \$25,000	\$65.00 for the first \$2,000 plus \$7.80 for each additional \$1,000 or fraction thereof
\$25,001 - \$50,000	\$244.40 for the first \$25,000 plus \$5.85 for each additional \$1,000 or fraction thereof
\$50,001 - \$100,000	\$390.65 for the first \$50,000 plus \$3.50 for each additional \$1,000 or fraction thereof
\$100,001 and up	\$565.65 for the first \$100,000 plus \$3.50 for each additional \$1,000 or fraction thereof

**CITY OF ASTORIA
PLUMBING PERMIT FEES**

Fee Description	Fees
Miscellaneous Permits: Reverse plumbing Solar units (potable water) Swimming pool piping to equipment	\$61.00 \$65.00 \$65.00
Permit Renewal (Expired Permit Reinstatement Fee) <i>Fee for renewal of a permit that has been expired for one year or less, provided no changes have been made in the original plans and specifications for the work. A permit may only be renewed once.</i> <i>Permits that have been expired longer than one year cannot be renewed. You must reapply for new permits.</i>	½ of total permit fees using permit rates at time of renewal
Investigation Fee – Expired Permit <i>Hourly rate charged for research, travel time and time spent on site ensuring fire and life safety requirements are satisfied.</i> <i>Fee is in addition to permit renewal fee.</i>	\$65.00/hr
Re-inspection Fee	\$65.00/ea
Removal, Abandonment, or Cap Off of Fixtures as Listed Above	\$ per fixture
Sanitary Service: First 100 feet Each additional 100 feet or fraction thereof	 \$48.00 \$26.00
Storm Sewer Service: First 100 feet Each additional 100 feet or fraction thereof	 \$48.00 \$26.00
Water Service: First 100 feet Each additional 100 feet or fraction thereof	 \$48.00 \$26.00
Investigation Fee A <i>Low effort to determine compliance.</i>	\$97.50
Investigation Fee B <i>Medium effort to gain compliance. Stop Work Order posted. Applicant obtains required permit within 10 business days.</i>	\$130.00
Investigation Fee C <i>High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in 12 months for starting work without permits.</i>	\$250.00 or hourly rate whichever is greater.
State Surcharge and Training Fees* <i>*The amount of the State surcharge is established by the State of Oregon on building permit fees, electrical permit fees, mechanical permit fees, plumbing permit fees, manufactured home permit fees, grading fees, and the hourly fees charged under the Master Permit program. The surcharge is subject to change by the State and is collected by the City and passed through to the State.</i> <i>(12 percent as of October, 2010)</i>	Per State established fee.

**CITY OF ASTORIA
STRUCTURAL PERMIT FEES**

Fee Description	Fee
<p>Building Permit Fees:</p> <p>The International Code Council Building Valuation Data Table, current as of April 1 each year, is used to calculate the project value and is based on the type of construction and proposed building use. Project value is then applied to the table below to determine the building permit fee.</p> <p>Use total value of construction work determined above to calculate the Building Permit Fee below:</p> <p style="padding-left: 40px;">\$1 - \$2,000</p> <p style="padding-left: 40px;">\$2,001 - \$25,000</p> <p style="padding-left: 40px;">\$25,001 - \$50,000</p> <p style="padding-left: 40px;">\$50,001 - \$100,000</p> <p style="padding-left: 40px;">\$100,001 and up</p> <p><i>*Definition of Valuation: The valuation to be used in computing the permit fee and plan check fee shall be the total value of all construction work for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire extinguishing systems and other permanent work or equipment, and the contractor's profit as determined by the Building Official.</i></p>	<p>\$65.00 minimum fee</p> <p>\$65.00 for the first \$2,000 plus \$10.53 for each additional \$1,000 or fraction thereof</p> <p>\$307.19 for the first \$25,000 plus \$7.90 for each additional \$1,000 or fraction thereof</p> <p>\$504.69 for the first \$50,000 plus \$5.27 for each additional \$1,000 or fraction thereof</p> <p>\$768.19 for the first \$100,000 plus \$4.39 for each additional \$1,000 or fraction thereof</p>
<p>Building Plan Check Fee</p>	<p>65% of building permit fees</p>
<p>Manufactured Dwelling Permits:</p> <p style="padding-left: 40px;">Installation permit <i>Fee includes: concrete slab, code compliant runners or foundations, electrical feeder, first 100 lineal feet of plumbing connections, all cross-over connections and Administrative fee.</i></p> <p style="padding-left: 40px;">•*Accessory structure fees will be assessed based on the value of construction determined under the Building Permit Fee section above.</p> <p style="padding-left: 40px;">•Utility connections beyond 100 lineal feet will be assessed separate plumbing fees determined under the Plumbing Permit, Plan Check & Inspection Fee section of this Schedule.</p>	<p>\$190.00* includes Administrative fee</p>
<p>Additional Plan Review Fee <i>For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.</i></p>	<p>\$65.00/hr One hour minimum</p>
<p>Alternative Materials and Methods <i>Hourly rate charged per person involved in review.</i></p>	<p>\$65.00/hr</p>
<p>Building Demolition Permit Fee</p>	<p>Apply Building Permit Fees (above) based on total project value. Minimum fee \$65.00/hr. One hour minimum.</p>

CITY OF ASTORIA STRUCTURAL PERMIT FEES

Fee Description	Fee
Residential Fire Sprinklers <i>Fee includes inspections and plan review</i> <i>Fee determined by square footage of work covered.</i> 0 to 2,000 sq ft 2,001 to 3600 sq ft 3,601 to 7,200 sq ft >7,200 sq ft	 \$150.00 \$200.00 \$300.00 \$400.00
Expired Application Processing Fee <i>Hourly rate charged for actual time spent processing and reviewing applications for permits that are never issued.</i> <i>Credit is given for paid plan check fees.</i>	\$65.00/hr
Fire/Life Safety (F/LS) Plan Check Fee	40% of building permit fees when F/LS plan review is required
Foundation Only Permit	Apply Building Permit fees (above) based on 20% of total project value + deferred fee
Inspections for Which No Fee is Specifically Indicated	\$65.00/hr One hour minimum
Inspections Outside of Normal Business Hours	\$65.00/hr One hour minimum
Permit Extension (first one free)	\$50.00
Permit Renewal (Expired Permit Reinstatement Fee) <i>Fee for renewal of a permit that has been expired for one year or less, provided no changes have been made in the original plans and specifications for the work. A permit may only be renewed once.</i> <i>Permits that have been expired longer than one year cannot be renewed, you must reapply for new permits.</i>	½ of total permit fees using permit rates at time of renewal
Investigation Fee – Expired Permits <i>Hourly rate charged for research, travel time and time spent on site ensuring fire and life safety requirements are satisfied.</i> <i>Fee is in addition to permit renewal fee.</i>	\$65.00/hr
Phased Permit Fee <i>Coordination fee charged in addition to normal plan review and permit fees; base fee includes required predevelopment meeting.</i> <i>Fee assessed on each phase of a project</i>	\$275.00 + 10% of the total building permit fee for each phase of work. Not to exceed \$1,500 for each phase
Re-inspection Fee	\$65.00/hr
Change of Occupancy Permit/No other work being done	\$65.00/hr
Commercial Deferred Submittal Fee	65% of the value of the building permit fee calculated & using the value of the deferred portion + \$150

CITY OF ASTORIA STRUCTURAL PERMIT FEES

Fee Description	Fee
Residential Deferred Submittal Fee	65% of the value of the building permit fee calculated & using the value of the deferred portion + \$150
<p>Solar Installation Permit</p> <p>Installations in compliance with section 305.4 of the Oregon Solar Installation Specialty Code</p> <p>All other installations <i>*Valuation includes structural elements of solar panels including racking, mounting elements, rails, and the cost of labor to install. Valuation does not include the cost of solar equipment, including collector panels and inverters.</i></p> <p><i>Separate electrical fees also apply.</i></p>	<p>\$99.00 includes one inspection</p> <p>Apply building permit fees (above)</p> <p>Additional Inspections \$65 each</p>
Temporary Certificate of Occupancy – Residential – first 30 day - free	\$65.00
Temporary Certificate of Occupancy – Commercial – first 30 day - free	\$100.00
Appeal to City Council	\$25.00
<p>School District Construction Excise Tax <i>(Authorized by ORS 320.170 thru ORS 320.189)</i></p> <p><i>Applies to construction within Astoria School District in the City of Astoria.</i></p>	The construction excise tax is assessed as a dollar rate per square foot of construction which is collected by the City of Astoria and forwarded to the school district assessing the tax for capital improvement project funding.
<p>Investigation Fee A <i>Low effort to deter-mine compliance.</i></p>	\$97.50
<p>Investigation Fee B <i>Medium effort to gain compliance. Stop Work order posted. Applicant obtains required permit within 10 business days</i></p>	\$130.00
<p>Investigation Fee C <i>High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in 12 months for starting work without permits.</i></p>	\$250.00 or hourly rate whichever is greater
<p>State Surcharge and Training Fees*</p> <p><i>*The amount of the State surcharge is established by the State of Oregon on building permit fees, electrical permit fees, mechanical permit fees, plumbing permit fees, manufactured home permit fees, grading fees, and the hourly fees charged under the Master Permit program. The surcharge is subject to change by the State and is collected by the City and passed through to the State.</i></p> <p><i>(12 percent as of October, 2010)</i></p>	Per State established fee.

**City Administration
Schedule B**

Astoria City Code.....	\$ 30.00
Budget Detail	\$ 20.00
Budget Document.....	\$ 20.00
City Council agendas and minutes subscription rate by mail.....	\$ 5.00/issue or \$ 60.00/year
By e-mail	No charge
(Effective 1/1/98 - no charge to press, government agencies, or one per Neighborhood Association)	
Copy of any code or publication purchased by the City for resale.....	\$ 0.50/page
Copy of any ordinance, resolution or report, already prepared and stock on hand, or photocopy.....	\$ 0.50/page
NSF (Non-Sufficient Fund) Check Fee	\$ 35.00
One-time, special event liquor license application	\$ 35.00
Parking Lot Fees	
13th Street Parking Lot.....	\$ 30.00/month
US Bank Parking Lot Spaces.....	\$ 30.00/month
Staff time for record search, review for exempt material and supervise citizens's record inspection	\$ 20.00 to \$ 50.00/hour
(hourly wage plus fringe benefits).....	
Transportation Services Vehicle Fee	\$ 35.00/vehicle
Transportation Services Vehicle Driver Application.....	\$ 35.00
plus processing fee.....	\$ 15.00
Lien Search Fee	\$ 20.00/per search transaction
Liquor License Application – New Outlet	\$150.00
Change to current liquor license Application.....	\$100.00
“No Parking” Block Deposit.....	\$ 30.00

Parking Block Permit	
Per Day	\$ 5.00
Per Week.....	\$ 25.00
Per Month.....	\$ 40.00
Per Quarter.....	\$100.00
Per Half Year	\$180.00
Annually.....	\$330.00
Replacement Fees	
Parking Block.....	\$ 30.00
Annual Service Permit	
Per Quarter Per Vehicle.....	\$ 50.00
Project Permit	
Per Month Per Vehicle.....	\$ 40.00
Dumpster Permit	
Per Day	\$ 5.00
Per Week.....	\$ 25.00
Per Month.....	\$ 40.00
Per Quarter.....	\$100.00
Per Half Year	\$180.00
Annually.....	\$330.00
Annual License Fee for Lodging Establishments.....	\$ 25.00
Attorney Review of Materials	\$190.00 per hour

**Community Development Department
Schedule C**

Astoria Planning Commission, Historic Landmarks\$ 3.50/issue or
 Commission, or Design Review Committee agendas \$ 42.00/year
 and minutes subscription rate by mail
 By e-mail No charge
 (No charge to press, government agencies, or one per
 Neighborhood Association).

Copy of Development Code.....\$ 35.00

Copy of Comprehensive Plan\$ 35.00

Copy of Land Use & Zoning Map (approximately 6 square feet)\$ 6.00

Copy of Land Use & Zoning Map (approximately 20 square feet)\$ 20.00

Postage and handling for mailing Development Code or
 Comprehensive Plan, each\$ 10.00

Postage and handling for mailing 20 square foot Zoning map.....\$ 3.50

Copy of audio tapes, each\$ 20.00

Copy of CD's, each.....\$ 10.00

Permit Applications

Accessory Dwelling Unit Permit.....\$100.00

Amendment to Comprehensive Plan or Development Code\$750.00

Amendment to Existing Permit Same fee as
 existing permit fee

Appeal\$500.00

Class B Home Occupation\$200.00

Conditional Use\$500.00

Conditional Use – Temporary Use Renewal.....\$250.00

Demolition or Moving (Historic).....\$500.00

Design Review < \$25,000 Project Value	\$350.00
Design Review > \$25,000 Project Value	\$750.00
Exterior Alteration < \$25,000 Project Value.....	\$350.00
Exterior Alteration > \$25,000 Project Value.....	\$750.00
Historic Designation.....	\$100.00
Historic Designation Removal.....	\$100.00
Lot Line Adjustment without survey	\$ 50.00
Lot Line Adjustment with survey	\$100.00
LUCS.....	\$ 50.00
Major or Minor Partition (in addition to fees noted in Development Code 13.720).....	\$300.00 + actual costs
Miscellaneous Review	\$200.00 Admin
.....	\$350.00 APC/HLC
New Construction (Historic).....	\$350.00
Non-Conforming Use Review	\$350.00
Parking Exemption	\$200.00
Permit Extensions – Admin	\$100.00
Permit Extensions - Hearing.....	\$250.00
Planned Development	\$500.00 + actual costs
Pre-application Conference	\$150.00
Retail Street Vendor	\$100.00
Satellite Dish/Commercial	\$100.00
Sign Permits (not requiring building permit).....	\$ 50.00
Subdivision (in addition to fees noted in Development Code 13.720)	\$500.00 + \$20 per lot + actual costs
Variance (Administrative or for Planning Commission).....	\$300.00 Admin
.....	\$500.00 APC

Wind/Solar Array	\$250.00
Wireless Communication Facility Application	\$3,000.00 + actual cost
Wireless Communication Facility additional non-refundable fee for After-the-Fact Application	\$1,000.00
Violation.....	Doubled Fee
Zoning Verification Letter.....	\$ 50.00

**Fire Department
Schedule D**

Any Fire Department record (including fire report/
investigation report.....\$ 10.00

Burn barrel permit fee, initial inspection by Department for
2 year permit.....\$ 50.00

Renewal of permit for additional 2 years thereafter.....\$ 35.00

Special burn permit fee-issues for no more than a one week period\$ 35.00

The Fire Department will offer fire safety inspection to all City
businesses free of charge once every other year. If inspection of a
business results in findings of fire hazards,

A second inspection to survey mitigation of hazard\$ 25.00

If a third inspection is necessary to check for hazards.....\$ 50.00

The City of Astoria will administer a cost-recovery program to
recover costs from those incidents that require services
from the Astoria Fire Department on its transportation route and in
areas where there is no other fire service protection.

Residents, business owners, and/or taxpayers of the City of Astoria
and its service-contract areas (Tongue Point Job Corps), and any
citizens of areas where the Astoria Fire Department has mutual aid
agreements will not be billed for services as described in this
program.

Rates for recovering costs shall be those established in accordance
with the Oregon State Fire Marshal's standardized costs schedule
as specified in ORS 478.310(2)(a), and as hereinafter amended.

Fees will be based on both direct (apparatus, personnel, and
miscellaneous supplies and services) and indirect (billing and
collection costs). No fees will be charged for the direct provision of
emergency medical treatment and supplies.

Charges to all parties will include a minimum 30-minute response
charge.

Astoria Public Library Schedule E

1. Overdue Materials
 - (a) After due date, items are rented for 25 cents per day until the 60th day.
 - (b) No late fee for children's books.
 - (c) Item is considered lost after 60 days and a replacement fee is charged unless item is returned.

2. Subscribing Library Family Fee (persons who reside outside of Astoria city limits).
 - (a) \$18.00 for three-month period.
 - (b) \$35.00 for a six-month period.
 - (c) \$70.00 for a 12-month period.
 - (d) Non-resident owners of property within the City, and members of their households, are eligible to have free library borrowers cards by annually showing proof of having paid Astoria property taxes.

3. Print Pages – 20 cents per sheet (Black & White) 50 cents per sheet (Color).

4. Borrowers Card Replacement - \$6.00.

5. Damage Fees
 - (a) Slight damage - \$3.00.
 - (b) Extensive damage or loss - replacement cost plus \$3.00 processing fee, or bring duplicate item.

6. Flag Room Rental
 - (a) Library Programs and Programs sponsored by the City of Astoria-room use is free.
 - (b) Non-profit groups/organizations and private groups - \$20.00 per hour.
 - (c) Business and Commercial Entities Meetings - \$35.00 per hour.
 - (d) Refundable Required Deposit - \$15.00 per meeting.

**Parks and Recreation Department
Astoria Aquatic Center
Schedule F1**

Drop In

Youth	\$5.50
Adult	\$7.50
Family	\$18.00

Scholarship Drop In Voucher

APRCF Voucher Pays 1/2 of Entry, Recipient Pays \$1 for Drop-In	<u>APRCF Voucher</u>	<u>Scholarship Recipient Charge</u>
Youth	\$1.75	\$1.00
Adult	\$2.75	\$1.00
Family	\$8.00	\$1.00

Aquatic Center Monthly Pass

	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
Youth & Senior	\$50.00	\$40.00
Adult	\$60.00	\$50.00
Family	\$80.00	\$70.00
Bulk Purchase Rate (20% or more per transaction)	20% OFF	

Aquatic Center Monthly Pass

	<u>Reg. Rate</u>	<u>Cont. ACH Rate</u>
Youth & Senior	N/A	N/A
Adult	\$80.00	\$70.00
Family	\$100.00	\$90.00
Bulk Purchase Rate (20 or more per transaction)	20% OFF	

Punch Pass Redemption

Youth	\$5.00
Adult	\$7.00
Family	\$18.00

**The sale of punch passes have been discontinued; however, previously sold passes are still honored at the listed redemption*

Swim Lessons

Group Lessons	\$50.00
Private Lessons	\$25 (per half hour)
Semi Private Lessons	\$15 (per half hour)

	Reg. Rate	Cont. ACH Rate
<u>Monthly Locker Rentals</u>	\$15.00	\$5.00
<u>Rentals/Misc.</u>		
Lane rental (per lane, per hr.)	\$25.00	
<i>*Includes admission for up to 5 individuals</i>		
After hours rental (per hr., min. 4 hrs.)	\$175.00	
Showers	\$3.00	
Towel Rental	\$2.00	\$0.00
Birthday Party (lobby rental, 20 guests)	\$150.00	

Youth Swim Teams

Contingent upon youth swim team renting a minimum of 100 hours of lap-lane space for the purpose of practicing per fiscal year, and all participants purchasing a monthly or daily pass

Youth Swim Team Lane Rental (per lane, per hr) \$1.00

Recreation Summer Swim League

\$25 Registration Fee and
\$60.00 League fee

*Summer Swim League will only be offered during the summer months

**Parks and Recreation Department
Astoria Maritime Memorial
Schedule F2**

Fee for one engraved memorial 4" x 12"

Standard Fee without customized graphic..... \$500.00

Name of person limited to 18 characters, including spaces

- Inscription is limited to 23 characters, including spaces
- Optional: small stock graphic illustration or second line of Inscription limited to 23 characters, including spaces

Fee for Customized Graphic/Art Work \$150.00

- Includes customized graphic illustration/artwork (other than stock artwork that has already been engraved on the Memorial Wall)

**Parks and Recreation Department
Oceanview Cemetery
Schedule F3**

Graves-Ground Only (w/perpetual care)

Infant/Child plots	\$296
Block 68, Cremation only	\$544
All other blocks	\$1,634

Interments

Casket Burial (opening and closing)	\$1,634
Cremated remains	\$817
Cremation Burial Additional Fee, Saturday	\$237
Casket Burial Additional Fee, Saturday	\$467
Late funerals (after 3:00 pm) add'l/hr.	\$95

Disinterment

Adult	\$770
Child under 7	\$591
Cremated remains removed	\$237

Liner and Installation

Liner Purchase	\$1,399
Liner Storage Fee	\$467

Monument/Marker Permits

Monument Permit (Not over 62" in length)	\$285
Marker Permit-Double (2 people)	\$237
Marker Permit-Single	\$190
Marker Permit-Veteran	\$95
Marker Permit-Baby grave cover	\$119

Misc.

Chapel Reservation	\$105/hr.
Other Work	\$75/hr.
Purchase and Install In-Ground Vase	\$95

**Parks and Recreation Department
Astoria Recreation Division Rental Fees
Schedule F4**

FACILITY RENTALS	Non-Profit			Less than 25 (Private Use)			More than 25+ (Commercial/Event Use)		
	Per Hour	1/2 Day	Day	Per Hour	Per 1/2 Day	Per Day	Per Hour	Per 1/2 Day	Per Day
<u>Community Halls</u>									
Shively Hall	50% off on weekdays			\$39	\$109	\$159	\$69	\$209	\$299
Alderbrook Hall	50% off on weekdays			\$29	\$89	\$119	\$59	\$179	\$239
ARC Classroom	50% off on weekdays			\$29	\$89	\$149	\$69	\$199	\$319
ARC East Wing	50% off on weekdays			\$89	\$209	\$349	\$159	\$299	\$499
<u>Special Events/Park Rentals</u>	No Discount			\$45	\$180	\$360	\$65	\$260	\$520
<u>Fields & Courts</u>									
Tennis Courts	50% off on weekdays			\$19	\$59	\$99	\$39	\$119	\$199
Basketball Courts	50% off on weekdays			\$19	\$59	\$99	\$39	\$119	\$199
Fields				\$12/hour/2 hour minimum					
<u>Concession Stand Rental</u>				\$75/day/site					

***Parks and Recreation Department
Astoria Column
Schedule F5***

Annual Parking Pass\$5.00

**Police Department
Schedule G**

Unless otherwise stated, Police Department hourly charges are billed in 30 minute increments. Deposit prior to copying may be required.

Arrest record, per name.....	\$ 6.00
Attorneys fees for consultation	\$150.00/hour
Certified (notarized) copy of police records \$5.00 for each page (single sheet or back-to-back).....	\$ 6.00
Copy of audio recording minimum charge	\$ 35.00/hour
Copy of Communications Center log	\$ 6.00/page
Copy of photograph (4" x 5")	\$ 6.00
Copy of photograph (8" x 10")	\$ 12.00
Copy of police report	\$ 15.00
Copy of video recording minimum charge	\$ 35.00/hour
Fingerprints for individuals who retain cards	\$ 6.00/card
Fingerprints forwarded by police	\$ 17.00
Additional fingerprint cards	\$ 6.00/each
Impound vehicle release	\$100.00
Police Officer – special events minimum charge	\$ 40.00/hour
Additional charge made for equipment and vehicle	
Staff review of public records.....	\$ 35.00/hour
Vehicle identification number inspection.....	\$ 35.00

**Public Works Department
Schedule H**

Public Works Administration Fees

Custom Mapping	\$ 45.00/hr
Multiple Legal, Letter and Ledger size prints, each sheet	
BW	\$ 0.50
Color	\$ 1.00
Large format 18" x 24" up to 24" x 36" copies, each sheet	
BW	\$ 15.00
Color	\$ 25.00
Geologic Hazard Map (60" x 24" = 10 SF)	\$ 40.00
Electronic File (via electronic mail)	\$ 15.00
Electronic File (via digital media; CD, DVD or flash drive)	\$ 30.00

Property Use/Acquisition Fees

Property Use/Acquisition Application	\$ 75.00
Application for Property Purchase	
Application Fee	\$450.00
Appraisal, Advertising & Recording Fee	Actual Cost
Application for Vacation or Easement	
Application Fee	\$500.00
Advertising & Recording Fee	Actual Cost
Application for Lease or License to Occupy	
Application Fee	\$425.00
Recording Fee	Actual Cost

Development Review Fees

Land Use & Building Permit Review	Actual Cost
Infrastructure Plan Review and Construction Coordination	
Public Works Plan Review	1% of preliminary construction cost**
Public Works Construction Permit	2% of final construction cost**
Minimum	\$500

***Estimated preliminary and final construction costs shall be provided by an Oregon Registered Professional Engineer and shall include all improvements in the public right-of-way and/or publically maintained infrastructure improvements.*

Public Works Permit Fees

Application to Fell/Cut Tree(s)	
Firewood	\$ 20.00
Right-of-Way	\$ 60.00
City Property	\$250.00
Arborist Report (if required)	Actual Cost

Grading and Erosion Control Permit
 Ground disturbance of less than 1 acre..... \$110.00
 Ground disturbance of greater than 1 acre..... \$275.00
 Permit extension..... \$ 30.00
 Geotechnical/Geological Review Actual Cost
Fees double for permit issued after work has started or been completed.

Utility Service Application
 Application fee \$ 60.00
 Sanitary sewer, storm drainage & water connection fee..... Per Resolution
 Right-of-Way Permit Application \$100.00
 Plus street cut fee (if applicable)
 Up to 50 Square Feet..... \$100.00
 Over 50 Square Feet..... \$3.00 per Sq.Ft.
 Application for Sidewalk/Driveway repair only No Fee
Fees double for permits issued after work has started or been completed. The charge for sidewalk/ driveway repair after work has commenced is \$200.

Garden Permit
 Application..... \$ 40.00
 Renewal per year \$ 20.00

Watershed Road Access Fee \$250.00/yr

Traffic Control Device Rental Fee

<u>Description</u>	<u>Each Per Day</u>
Wooden Barricades (31½" X 31½")	\$ 3.50
Wooden Barricades w/ sign attached	\$ 5.00
Type III Barricade	\$ 5.00
18" Traffic Cones	\$ 1.00
Traffic Control Signs	\$ 15.00

Lost or damaged traffic control devices will be charged at the current list price for replacement.

Water & Sanitary Sewer Resolutions

Water and sanitary sewer fees are established in specific resolutions that are periodically updated and reissued. Water and sewer resolutions and fee information are available from the Public Works Department at (503) 338-5173.



CITY OF ASTORIA

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MEMORANDUM

DATE: JUNE 15, 2020

TO: MAYOR AND ASTORIA CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: RESOLUTION TO TRANSFER APPROPRIATIONS WITHIN
CAPITAL IMPROVEMENT FUND # 102 BUDGET FOR FISCAL
YEAR 2019-20

DISCUSSION / ANALYSIS:

ORS 294.463(1) provides guidance for the transfer of appropriations within a fund, when authorized by resolution of the governing body.

At the time the Capital Improvement Fund Budget was prepared the City did not anticipate the change in lease cost due to procurement of hybrid Police Department vehicles. It was determined that hybrid vehicles would have overall cost savings in the long run due to reduced fuel consumption. A transfer in the amount of \$ 700 is required between Materials and Services to Debt Service in order to account for the additional lease cost.

RECOMMENDATION:

It is recommended that City Council approve transfer of \$ 700 from the Capital Improvement Fund Materials and Services to Debt Service.

BY: SUSAN BROOKS, FINANCE DIRECTOR

ATTACHMENTS:

[Capital Improvement Fund Budget Res 6.20.pdf](#)

Resolution No. 20-

A RESOLUTION TRANSFERRING AMOUNTS FROM MATERIALS AND SERVICES TO DEBT SERVICE WITHIN THE CAPITAL IMPROVEMENT FUND # 102.

WHEREAS, ORS 294.463(1) provides guidance for transfer of appropriations within a fund, when authorized by resolution of the governing body, and

WHEREAS, a resolution authorizing the transfer of appropriations within the Capital Improvement Fund # 102 for the FY 2019-20 budget is required after adoption of the 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:

Transferring \$ 700 from Materials and Services to Debt Service within the Capital Improvement fund # 102. The total requirements remain the same for this fund.

<u>Capital Improvement Fund # 102</u>	<u>Existing</u>	<u>Change</u>	<u>Adjusted</u>
Materials and Services	\$ 300,450	(700)	\$ 299,750
Capital Outlay	582,720	0	582,720
Debt Service	148,080	700	148,780
Contingency	200,000	0	200,000
Ending Fund Balance	<u>863,950</u>	<u>0</u>	<u>863,950</u>
Total Expenditures	\$ <u>2,095,200</u>	\$ <u>0</u>	\$ <u>2,095,200</u>

ADOPTED BY THE CITY COUNCIL THIS _____ DAY OF _____, 2020.

APPROVED BY THE MAYOR THIS _____ DAY OF _____, 2020.

Mayor

ATTEST:

City Manager

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Councilor	Herman		
	Brownson		
	West		
	Rocka		

Mayor Jones



CITY OF ASTORIA

Founded 1811 • Incorporated 1856

MEMORANDUM

DATE: JUNE 15, 2020

TO: MAYOR AND ASTORIA CITY COUNCIL

FROM: BRETT ESTES, CITY MANAGER

SUBJECT: EXTENSION TO THE DEADLINE FOR THE USE OF EMPLOYEE PERSONAL LEAVE

DISCUSSION / ANALYSIS:

The City provides benefits to eligible employees with personal leave each fiscal year. Personal leave is available to utilize with prior approval as needed and is paid when requested during the fiscal year. Unused hours at the end of the fiscal year do not carry over and are not compensated upon separation from City service. The number of hours an employee is provided depends on benefit eligibility and applicable collective bargaining agreement which takes into account length of work shift. The intent of personal leave is to accommodate an employee's need to conduct personal business or attend appointments that conflict with their regular work day.

In Fiscal Year 2019-2020, employee's ability to utilize personal leave was impacted due to business closures and in some circumstances staffing requirements which could not accommodate additional time away from work. In consideration of extraordinary circumstances related to the COVID-19 pandemic we would like to allow employees additional time to utilize this leave.

RECOMMENDATION:

It is recommended that the Mayor and Council approve an extension of time for employees to utilize outstanding Fiscal Year 2019-2020 personal leave. Staff proposes that balances remaining at June 30, 2020 may be utilized through December 31, 2020.

BY: BRETT ESTES, CITY MANAGER

ATTACHMENTS: