AGENDA
ASTORIA CITY COUNCIL

Monday, November 16, 2026
6:00 PM
2nd Floor Council Chambers
1095 Duane Street, Astoria OR

REGULAR COUNCIL MEETING

Public meetings will be conducted in the Council Chambers and video live-streamed. Go to https://www.astoria.gov/LIVE_STREAM.aspx for connection instructions.
To call into the meeting call 253-215-8782 and when prompted enter the Meeting ID number: 503 325 5821

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

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 Astoria City Council Draft Work Session Minutes - September 28, 2026

Draft minutes for review and approval of Council.

6.b Project Completion Report for the Wastewater Treatment Plant Headworks Improvement Project

The Wastewater Treatment Plant Headworks Improvement Project has been completed with a final project cost of $8,762,890, more than $1 million below the approved project budget. The project was funded through $4.86 million in ARPA grant funds, a $3.477 million Infrastructure Finance Authority loan, and a $425,000 forgivable loan. City Council is asked to approve the required ARPA

Project Completion Report and authorize the Mayor to sign the project closeout documentation.

6.c Public Safety Building Flooring Purchase

Authorize the purchase of flooring for the Public Safety Building from The Carpet Corner in the amount of $54,125.50.

6.d Resolution to Amend the Astoria Fee Schedule - Schedule B City Administration

The Astoria City Council will consider approving a resolution to amend the Astoria fee schedule to set the fee for liquor license review and recommendation to OLCC to be $100.

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 Second Reading and Adoption of an Ordinance Amending Chapter 1 of the Astoria City Code

The Astoria City Council will consider holding a second reading and adoption of an ordinance to amend chapter 1 of the Astoria City Code.

7.b Second Reading and Adoption of an Ordinance Making Liquor License Review Recommendations to Oregon Liquor and Cannabis Commission an Administrative Decision.

The Astoria City Council will consider holding a second reading and adopt an ordinance making liquor license review recommendations to Oregon Liquor and Cannabis Commission an administrative decision.

7.c Public Hearing and First Reading of an Ordinance to Amend Chapter 2 of the Astoria City Code

7.d Public Hearing & First Reading of an Ordinance to Amend Chapter 5 - Parks Rules and Regulations of the Astoria City Code

The Astoria City Council will hold a public hearing and consider a first reading of an ordinance to amend Chapter 5 Parks Rules and Regulations of the Astoria City Code.

7.e Next Steps on Utility Assistance Pilot Program.

The Astoria City Council will review a report on the Astoria Utility Assistance Pilot Program and will consider next steps for this program.

7.f Consideration to Adopt the Collective Bargaining Agreement between the City of Astoria and Teamsters Local 58, Representing the Parks & General Employees bargaining unit and Salary Resolution Establishing Basic Compensation, including Associated Negotiated Wage Increases and Other Classification & Range Changes

The City management and Teamsters Local 58 bargaining teams, with Teamsters Local 58 representing the Parks & General Employees bargaining unit, have reached a tentative agreement for a contract renewal for the period of July 1, 2026–June 30, 2029.

Staff positions and associated compensation are detailed in the "Resolution Establishing a Basic Compensation Plan for the Employees of the City of Astoria and Establishing Regulations for the Placement of Present Employees within the Wage and Salary Schedules Provided". Whenever there are changes in positions, whether a position is being deleted or added; or whether a change in compensation is proposed; such changes are adopted by resolution. Wage adjustments in this salary resolution include negotiated wage increases, classification additions, a pay range adjustment and corrections.

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

DATE: **NOVEMBER 16, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **ASTORIA CITY COUNCIL DRAFT WORK SESSION MINUTES - SEPTEMBER 28, 2026**

DISCUSSION / ANALYSIS:

Draft minutes for review and approval of Council.

RECOMMENDATION:

BY: RYAN QUIGLEY, ASSISTANT TO THE CITY MANAGER

ATTACHMENTS:
ACC 09-28-2026 draft.pdf

MINUTES

Monday September 28, 2026
6:00 PM

LINK TO FULL TRANSCRIPT: ACC 09-28-2026

Public meetings will be conducted in the Council Chambers and video live-streamed. Go to https://www.astoria.or.us/LIVE_STREAM.aspx for connection instructions.

1. CALL TO ORDER

- Called to order at 6:00 PM

2. ROLL CALL

- **City Council Present**: Mayor Sean Fitzpatrick, Councilor Andy Davis, Councilor Andrea Mazzarella, Councilor Elisabeth Adams, Councilor Joshua Conklin

- **Planning Commission Present**: Planning Commission President Pat Corcoran, David Kroening, Mike Francis, Cindy Magie, Chris Womack, Kris Haefker, Brookley Henri

- **City Staff Present:** City Manager Scott Spence, Community Development Director John Roberts, Police Chief Stacy Kelly, Fire Chief Dan Crutchfield, Assistant to the City Manager Ryan Quigley, City Attorney Blair Henningsgaard

3. REGULAR AGENDA ITEMS

3.a Agenda Setting
The Astoria City Council will engage in Council's routine Agenda Setting discussion.

Summary
City Manager Scott Spence reviewed the anticipated work session schedule for the remainder of 2026. Upcoming topics included:

- A six-month update on the development review audit.
- Potential amendments to modernize the Astoria City Code.
- Review of a draft City Council handbook.

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- Review of Council representation on regional boards and commissions.
- A future update regarding parking following meetings with Councilors Davis and Adams.

Staff was also scheduled to meet with Councilors Conklin and Mazzarella regarding potential City Code amendments.

Council Discussion:

- Councilor Adams requested additional information regarding the November 2 agenda item concerning the Doughboy monument's 100th anniversary and veterans recognition.
    - City Manager Spence agreed to provide an update.

3.b Joint City Council and Planning Commission Work Session – Housing Capacity Analysis and Contextualized Housing Need

The City Council and Planning Commission will receive information, ask questions, and provide feedback regarding the City's draft Contextualized Housing Need, Housing Capacity Analysis, and Buildable Lands Inventory.

Summary

City Manager Spence explained that Astoria's population exceeding 10,000 triggered state requirements to complete a Housing Capacity Analysis and Housing Production Strategy. Community Development Director John Roberts introduced Steve Faust of 3J Consulting and consultant Violet Brown.

Staff and consultants reviewed the preliminary Contextualized Housing Need, Housing Capacity Analysis, and Buildable Lands Inventory. The analysis will determine whether Astoria has sufficient residential land to accommodate projected housing needs over the next 20 years. The work is funded through the Oregon Department of Land Conservation and Development and is expected to be completed in spring 2027.

The presentation highlighted the following:

- The state provides housing-production allocations by income level, which Astoria must evaluate against local demographics, housing conditions, and available land.
- Approximately 60% of the allocated housing need is for households earning less than 60% of area median income, including approximately 36% for households below 30%.
- Astoria's area median income was approximately $97,000 for a four-person household.
- Approximately 19% of Astoria residents live with a disability, and approximately 17% live at or below the federal poverty level.
- Approximately 24% of homeowners and 56% of renters are considered housing-cost burdened.

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- The median Astoria home sale price was approximately $535,000 in May 2026. A household would need an estimated annual income of approximately $160,000 for that purchase to meet the standard 30% housing-cost threshold.
- Of approximately 2,285 gross acres allowing residential development, the preliminary inventory identified approximately 331 vacant acres and 116 partially vacant acres. Approximately 58% of the residential acreage was affected by constraints such as steep slopes, flood hazards, landslide susceptibility, easements, and other environmental or infrastructure limitations.

Council and Planning Commission Discussion:

- Mayor Fitzpatrick questioned whether the analysis adequately reflected existing subsidized housing, ownership-housing needs, recent housing production, foreclosures, evictions, and the effects of healthcare and childcare costs. He requested current information regarding subsidized units constructed in recent years and emphasized the need for a balanced housing supply serving households at all income levels, including professionals seeking ownership opportunities. Consultants explained that the Contextualized Housing Need is only one portion of the broader analysis and is specifically required to examine vulnerable populations. The completed Housing Capacity Analysis will consider the entire housing market and housing needs across all income levels.
- Planning Commission President Patrick Corcoran recommended using comparisons from Astoria's regional housing market rather than dissimilar Oregon cities. He also emphasized Astoria's geographic limitations, regional relationship with surrounding communities, historically stable population, and the likelihood that future housing will depend heavily on redevelopment.
- Commissioner Kris Haefker asked whether recent changes in home values and interest rates would be reflected. Consultants said the report generally represents a snapshot in time but would note significant market changes and use current information regarding completed housing units.
- Councilor Mazzarella noted that the state allocations include housing for moderate- and higher-income households, including healthcare workers, public safety employees, and other members of the local workforce. Consultants clarified that the allocations guide the relative emphasis of City housing strategies rather than requiring the City to construct an exact number of units in each income category.
- Councilor Davis asked how the state's housing requirements would apply if Astoria's population fell below 10,000 and requested more information regarding the state methodology, including how second homes and vacation rentals affect housing projections. Consultants said the methodology was not fully transparent and that additional state guidance was expected.
- Councilor Adams described the analysis as a useful planning tool regardless of whether it was mandatory. She requested robust public engagement, including participation from people with disabilities and other identified populations, and asked that project information be made readily available online.
- Regarding the Buildable Lands Inventory, Councilor Davis asked whether parcels could be excluded when engineering or infrastructure costs made development

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economically infeasible. Consultants said the inventory could be refined parcel by parcel and that the Development Ready Lands Inventory would separately identify land capable of supporting near-term development.

- President Corcoran emphasized the importance of redevelopment and noted that preliminary mapping appeared to contain some errors requiring ground-truthing. Councilor Adams requested that the analysis address “paper capacity,” where land appears developable on a map but cannot realistically accommodate development. Consultants explained that the City could use parcel-level adjustments or apply a state-authorized 10% reduction to account for such limitations.
- Councilors and Planning Commissioners requested additional consideration of recently completed housing units, ownership opportunities, local development constraints, and the accuracy of the preliminary Buildable Lands Inventory.
    - Members also emphasized the importance of considering housing needs across income levels, ground-truthing parcel data, and conducting accessible public and stakeholder engagement.
    - Consultants stated that these issues would be considered as the analysis is refined and that additional information regarding the state’s methodology would be shared when available.

- No formal motion or consensus direction was provided.

3.c Joint City Council and Planning Commission Work Session – 2027–28 Community Development Department Work Plan

The City Council and Planning Commission will receive information, ask questions, and provide direction regarding priorities and discretionary capacity within the proposed 2027–28 Community Development Department Work Plan.

Summary

City Manager Spence explained that the joint discussion was intended to align the Planning Commission and Council on Community Development priorities and determine whether the proposed work program could be accomplished with available staff capacity.

Community Development Director Roberts reviewed the department’s staffing, responsibilities, and workload. The department has seven full-time and six part-time employees and provides current planning, building inspection, code compliance, and administrative support for several boards and commissions. The department processes approximately 200 land-use applications, more than 120 business-license reviews, more than 400 building permits, approximately 800 inspections, and more than 400 code-compliance cases annually.

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Director Roberts explained that significant staff turnover since 2014 had reduced institutional knowledge and required substantial time for recruitment and training. In addition to core services, the department is responsible for:

- State-mandated planning and housing updates.
- Long-range planning.
- Development Code modernization.
- Housing initiatives.
- Historic preservation.
- Economic development and urban renewal.
- Short-term rental and homestay lodging administration.
- Appeals, public inquiries, grant applications, and interagency coordination.

Director Roberts explained that the department's combined responsibilities could potentially consume the capacity of 13 to 14 full-time employees; however, he clarified that this was not a request for that staffing level, but an illustration of the need to strategically prioritize and sequence the department's work. Staff identified the following immediate mandatory priorities:

- Goal 5 tribal-notice requirements.
- Comprehensive Plan amendments incorporating recently adopted plans.
- State-mandated housing and Development Code updates.
- Completion of the Housing Capacity Analysis, Buildable Lands Inventory, opportunity-site studies, and Housing Production Strategy.

Staff's proposed discretionary sequence was to:

1. Complete the short-term rental and homestay lodging amendments.
2. Continue housing initiatives, including the Customs House project and a locally scaled home-share program.
3. Modernize the Development Code and Comprehensive Plan.

Council and Planning Commission Discussion:

- Councilor Mazzarella suggested prioritizing Development Code modernization because improved procedures could make the department more efficient. She supported considering additional staffing or limited consultant assistance so staff could complete that work without neglecting immediate administrative responsibilities.
- Mayor Fitzpatrick asked whether some work could be assigned to consultants, whether short-term rental amendments could be delayed, and which projects could be temporarily tabled. Director Roberts said consultants could assist most effectively with standardized state mandates, while City staff were better positioned to modernize local procedures and regulations because of their knowledge of Astoria's code and community.
- Councilor Davis recommended evaluating permanent staffing in addition to consultants, noting that recurring housing, permitting, and code-update responsibilities require continuity and institutional knowledge. Councilors Adams and Mazzarella supported examining an additional staff position and requested

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information comparing prior and current contract staffing, particularly for administration of the homestay lodging program.

- President Corcoran noted that Astoria's role as the county seat and location of major nonprofit institutions generates substantial development-review work without corresponding property-tax revenue from those projects.
- Council members expressed appreciation for Community Development staff and emphasized the importance of maintaining a sustainable workload, retaining employees, and establishing realistic expectations.
- Mayor Fitzpatrick suggested that staff return with information identifying work that could be assigned to consultants, work that could be completed by existing staff, and projects that could be delayed. Councilors also discussed the potential benefits of additional permanent staffing and requested more information about contract staffing previously used for the homestay lodging program.
    - Staff indicated that it would consider the feedback in developing future work priorities.

- No formal motion or consensus direction was provided.

4. ADJOURNMENT

- The joint work session adjourned at 8:49 p.m.

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CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 16, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **PROJECT COMPLETION REPORT FOR THE WASTEWATER TREATMENT PLANT HEADWORKS IMPROVEMENT PROJECT**

DISCUSSION / ANALYSIS:

The recently completed Wastewater Treatment Plant (WWTP) Headworks Improvement Project provides critical upgrades to the City's wastewater treatment system to help maintain compliance with the City's National Pollutant Discharge Elimination System (NPDES) Permit for the next 20-year planning window. The City's WWTP is a lagoon system constructed in 1974. The project included improvements to flow measurement, screening, influent grit removal, pond baffles, and the relocation of existing accumulated solids.

The need for these improvements was identified in the City's 2012 Wastewater Treatment Plant Facility Plan and the more recent 2019 Wastewater Facilities Plan Update and Headworks Concept Plan prepared by Richwine Environmental.

In April 2022, City Council authorized a grant agreement with the Oregon Business Development Department (OBDD) to accept $4,860,000 in American Rescue Plan Act (ARPA) Coronavirus State Fiscal Recovery Funds for the project. The original funding package, along with $50,000 in City funds for preliminary design work, was anticipated to cover the cost of engineering design, construction, and construction management. As the project progressed, construction bids and other project costs exceeded the original funding estimates. In September 2024, City Council authorized an amended funding package that included additional financing through an Infrastructure Finance Authority (IFA) loan, a portion of which is forgivable, along with the ARPA grant funds.

We are pleased to report that the WWTP Headworks Improvement Project has been completed with a final project cost of $8,762,890. The project was funded through the following sources:

- $4,860,000 in ARPA grant funds
- $3,477,890 in IFA loan finds at an interest rate of 2.02%, with a 25-year repayment term
- $425,000 in IFA forgivable loan funds

The final project cost was more than $1 million less than the approved project budget of $9,819,232. This reduced the amount of long-term financing needed for the project while fully utilizing the available ARPA grant funding.

A condition of the ARPA funding is to submit the attached American Rescue Plan Act Project Completion Report as part of the project closeout documentation.

RECOMMENDATION:

City Staff recommends that City Council make the following motion:

I move that the Astoria City Council authorize the Mayor to sign the ARPA Project Completion Report for the Wastewater Treatment Plant Headworks Improvement Project.

BY: CINDY MOORE

ATTACHMENTS:
SR2212 Astoria ARPA Project Completion Report a.pdf

775 Summer St NE, Suite 200, Salem, OR 97301-1280

Oregon Business Development Department
American Rescue Plan Act - Project Completion Report

As noted in Section 5H(6) of your contract, you must complete and submit the Project Completion Report no later than the project completion deadline of 09/01/2026, or the final disbursement submission deadline of 12/1/2026. We have completed page 1 for your convenience. Carefully review the project information on page 1 and inform your Regional Project Manager (RPM) if anything is incorrect before certifying the form. Complete and sign all areas on page 2. If you have any questions regarding the report, please contact your RPM. Once completed, submit an electronic copy of the signed report to your RPM via email.

RPM: Matt Celentano **Email:** matthew.celentano@biz.oregon.gov

Project Number: SR2212 **Recipient:** City of Astoria

Project Name: Wastewater Treatment Plant Headworks Improvement Project

Contact Name & Title: Cindy Moore, PE, Assistant City Engineer **Phone:** 503-338-5173

Date Funds Awarded: 8/6/2021 **Date Project Completed:** 9/1/2026

Financial Summary

1. Summary of Project Costs

Enter the amount of ARPA and Other/Match funds that were used for each line item in the agreement budget.

Budget Line Item	ARPA Funds Spent	Other/Matching Funds Spent	Total Project Costs
Design/Engineering	$631,654		$631,654
Construction	$3,864,210	$3,042,532	$6,906,742
Construction Management	$350,954	$339,682	$690,636
Permitting and Regulatory Fees	$13,182		$13,182
Construction Contingency	$0	$520,676	$520,676
			$0
			$0
			$0
			$0
Total:	$4,860,000	$3,902,890	$8,762,890

2. Sources of Funding

Approved Budget: This is the amount of cash that was anticipated from each source at the time the agreement for your Project was executed (or as included in any amendments). **Actual Expenditures**: Enter the amount spent for each source of funding. NOTE: the total of this column should equal the Total Project Costs in the "Summary of Project Costs" table.

Funding Source	Approved Budget	Actual Expenditures
American Rescue Plan Act (ARPA) Funding	$4,860,000	$4,860,000
Water/Wastewater Fund (WWF) Y24006	$4,959,232	$3,902,890
Total:	$9,819,232	$8,762,890

ACCOMPLISHMENTS

Provide a brief summary of your Project, including problems addressed, lessons learned, major activities completed, and any other accomplishments related to your Project. The information in this section is used by our office to report to the Legislature and others on the successes of your project. Use additional pages if necessary.

The Wastewater Treatment Plant (WWTP) Headworks Improvement Project included installation of influent screening and grit removal systems, replacement of the flow measurement device, new pond baffles, and transfer of accumulated biosolids. Completion of these improvements are anticipated to extend the useful life of the WWTP and compliance with our NPDES Permit for at least the next 20-year planning period. Project cost was significantly more than estimated and more than the ARPA grant amount. Fortunately, OBDD was able to offer an attractive funding package for the additional cost that allowed the project to proceed. Significant contingencies were included in the funding package that did not need to be utilized, so the loan amount is over $1 million less than the maximum authorized amount. There were significant delays in the delivery of the grit removal system that the local contractor, Big River Construction, was able to contend with without impacting the project cost and City staff successfully maintained compliance during the delays.

Has an Operations, Maintenance and Replacement Plan, which covers the improvements included in the project, been adopted by Recipient in accordance with its standard practices?

☒ Yes ☐ No

If "no", please explain:

CERTIFICATION OF RECIPIENT

The undersigned hereby certifies that (1) all activities undertaken with funds provided under the Recipient's contract with the Oregon Business Development Department have been completed in accordance with the terms of that contract; (2) proper provision has been made by the Recipient for the payment of all unpaid costs and unsettled third-party claims identified; (3) the State of Oregon is under no obligation to make any further payment to the Recipient under the contract identified above; and (4) every statement and amount set forth in this Project Completion Report is, to the best of the knowledge of the undersigned, true and correct as of this date.

Signature of the person who is authorized to sign for your organization, typed or printed name and title of Authorized Signer.

Authorized Signer for Recipient

Sean Fitzpatrick, Mayor

Printed Name and Title

Date

503-325-5824

Phone of Authorized Signer

sfitzpatrick@astoria.gov

Email Address of Authorized Signer

CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 16, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **PUBLIC SAFETY BUILDING FLOORING PURCHASE**

DISCUSSION / ANALYSIS:

The flooring in the Public Safety Building was last replaced during the 2012 remodel and has been in service for approximately 14 years. As part of the 2026/2027 Budget process, the Budget Committee and City Council approved the allocation of funds for the replacement of the flooring. The new flooring will address wear from daily use, support a safe and professional environment for employees and visitors, and help preserve the City's investment in the facility.

The Police Department coordinated and obtained three bids. The Carpet Corner was selected based on price, durability, ease of maintenance, and suitability for a public safety facility. The new flooring will be vinyl plank that will replace the existing carpet. Installation of the flooring work will be scheduled to minimize disruption to operations.

NOTE: The Carpet Corner broke the quotes down into individual areas; all others were combined into a single quote.

RECOMMENDATION:

Staff recommends that City Council make the following motion:

I move that the Astoria City Council authorize the Police Department to purchase flooring for the Public Safety Building from The Carpet Corner for $54,125.50.

BY: STACY KELLY, CHIEF OF POLICE

ATTACHMENTS:
Estimates From All Vendors.pdf
Carpet Corner Estimate PD.pdf
Carpet Corner Estimate Dispatch.pdf
Carpet Corner Estimate FD Day Room.pdf
Carpet Corner Estimate Foyer and Training Room.pdf
Nu-Way Carpet Flooring Estimate.pdf
Randall Lee's Flooring Estimate.pdf
Existing Flooring.pdf

Company	Quote
Carpet Corner, Inc, Gearheart, OR	$54,125.50
Nu-Way Carpet, LLC Warrenton, OR	$75,279.80
Randall Lee's Flooring America Gearheart, OR	$96,852.50

ESTIMATE

Carpet Corner, Inc.
3470 Highway 101 N
Ste 102
Gearhart, OR 97138

carpetcornergearhart@gmail.com
+1 (503) 739-7577
Carpet Corner

Bill to
Astoria Police Department
555 30th Street
Astoria, OR 97103

Estimate details
Estimate no.: 6456
Estimate date: 10/29/2026

Description	Qty	Rate	Amount
Astoria Police Department- Main Area – REVISED 11/11			
Philadelphia Indwell 5668V 5.0 MM 20 Mill	3680	$3.35	$12,328.00
LVP Installation	3680	$2.75	$10,120.00
Pull up and Disposal of Existing flooring	3680	$0.75	$2,760.00
Problock Paint sealer	3	$50.00	$150.00
Paint subfloor	3	$80.00	$240.00
Adhesive Rockhold	7	$100.00	$700.00
Floor Prep Allowance	8	$80.00	$640.00
Black Rubber Cove Base	720	$5.00	$3,600.00
Uzin 888	5	$40.00	$200.00
Move Furniture	1	$1,500.00	$1,500.00

* Floor prep Allowance will NOT be greater than estimate- Possibly less * We will need to test carpet & LVP that is being removed for asbestos- Approx.- $200 *Client to move computers

Total **$32,238.00**

Note to customer

This is an estimate only. Door adjustments are not included. All material and labor is guaranteed. Carpet Corner Co. Inc. is not responsible for dye lot, delays in shipping, or structural problems on job site. A deposit of 50% is required at the time order is placed. All invoices are due on completion, any invoices outstanding by thirty

days or more will incur a 2% financing charge per month. The customer agrees to pay any and all collection charges if the account is turned over to an attorney for collection. A transaction fee will apply to all credit card payments.

Accepted date

Accepted by

ESTIMATE

Carpet Corner, Inc.
3470 Highway 101 N
Ste 102
Gearhart, OR 97138

carpetcornergearhart@gmail.com
+1 (503) 739-7577
Carpet Corner

Bill to
Astoria Police Department
555 30th Street
Astoria, OR 97103

Estimate details
Estimate no.: 6457
Estimate date: 10/29/2026

Description	Qty	Rate	Amount
Astoria Police Department- Dispatch Area – REVISED 11/11			
Philadelphia Indwell 5668V 5.0 MM 20 Mill	720	$3.35	$2,412.00
LVP Installation	720	$2.75	$1,980.00
Adhesive Rockhold	2	$225.00	$450.00
Pull up and Disposal of Existing flooring	682	$0.75	$511.50
Problock Paint sealer	3	$50.00	$150.00
Floor Prep allowance	4	$80.00	$320.00
Black Rubber Cove Base 6 inch	150	$5.00	$750.00
Uzin 888	2	$42.00	$84.00
*Client to move computers			

* Floor prep Allowance will NOT be greater than estimate- Possibly less * We will need to test carpet & LVP that is being removed for asbestos- Approx.- $200

Total **$6,657.50**

Note to customer

This is an estimate only. Door adjustments are not included. All material and labor is guaranteed. Carpet Corner Co. Inc. is not responsible for dye lot, delays in shipping, or structural problems on job site. A deposit of 50% is required at the time order is placed. All invoices are due on completion, any invoices outstanding by thirty days or more will incur a 2% financing charge per month. The customer agrees to pay any and all collection charges if the account is

turned over to an attorney for collection. A transaction fee will apply to all credit card payments.

Accepted date

Accepted by

ESTIMATE

Carpet Corner, Inc.
3470 Highway 101 N
Ste 102
Gearhart, OR 97138

carpetcornergearhart@gmail.com
+1 (503) 739-7577
Carpet Corner

Bill to
Astoria Police Department
555 30th Street
Astoria, OR 97103

Estimate details
Estimate no.: 6475
Estimate date: 11/11/2026

Description	Qty	Rate	Amount
Fireman Office – Add on			
Philadelphia Indwell 5668V	340	$3.35	$1,139.00
LVP Installation	340	$2.75	$935.00
Pull up and Disposal of Existing Flooring	340	$0.75	$255.00
Rubber Base	80	$5.00	$400.00
Floor Prep	2	$80.00	$160.00
Paint Problock	1	$100.00	$100.00
Adhesive Rockhold	2	$100.00	$200.00
Uzin 888	1	$40.00	$40.00
	Total		**$3,229.00**

Note to customer

This is an estimate only. Door adjustments are not included. All material and labor is guaranteed. Carpet Corner Co. Inc. is not responsible for dye lot, delays in shipping, or structural problems on job site. A deposit of 50% is required at the time order is placed. All invoices are due on completion, any invoices outstanding by thirty days or more will incur a 2% financing charge per month. The customer agrees to pay any and all collection charges if the account is turned over to an attorney for collection. A transaction fee will apply to all credit card payments.

Accepted date **Accepted by**

ESTIMATE

Carpet Corner, Inc.
3470 Highway 101 N
Ste 102
Gearhart, OR 97138

carpetcornergearhart@gmail.com
+1 (503) 739-7577
Carpet Corner

Bill to
Astoria Police Department
555 30th Street
Astoria, OR 97103

Estimate details
Estimate no.: 6458
Estimate date: 10/29/2026

Description	Qty	Rate	Amount
Astoria Police & Fire Department- Conference Room, Entry, Training Room & Lobby – REVISED 11/11			
Philadelphia Indwell 5668V 5.0 MM 20 Mill	1420	$3.35	$4,757.00
LVP Installation	1408	$2.75	$3,872.00
Adhesive Rockhold	3	$100.00	$300.00
Pull up and Disposal of Existing flooring	1408	$0.75	$1,056.00
Paint block sealer	3	$50.00	$150.00
Paint Subfloor		$120.00	$120.00
Floor Prep Allowance	4	$80.00	$320.00
Black Rubber Cove Base 6 in	200	$5.00	$1,000.00
Uzin 888	3	$42.00	$126.00
Freight Charge	1	$300.00	$300.00
*Client to move computers			
* Floor prep Allowance will NOT be greater than estimate- Possibly less * We will need to test carpet & LVP that is being removed for asbestos- Approx.- $200			

Total **$12,001.00**

Note to customer

This is an estimate only. Door adjustments are not included. All material and labor is guaranteed. Carpet Corner Co. Inc. is not

responsible for dye lot, delays in shipping, or structural problems on job site. A deposit of 50% is required at the time order is placed. All invoices are due on completion, any invoices outstanding by thirty days or more will incur a 2% financing charge per month. The customer agrees to pay any and all collection charges if the account is turned over to an attorney for collection. A transaction fee will apply to all credit card payments.

Accepted date

Accepted by

Floors To Go.

Nu-Way Carpet, LLC

OR CCB #236228
WA CCB #NUWAYCL 77400

ESTIMATE WORKSHEET 1021 S Main Ave • Warrenton OR 97146 • 503-338-5592

NAME Asteria Police DATE 10-8-26

STREET 555 30th St.

CITY Asteria STATE OR ZIP 97103

WORK PHONE _____ CELL _____

EMAIL _____

Replace all current flooring with Vinyl Plank.

Plank 21,529.80
Installation $39,900.00
Repair/Purpose 3500.00
4" coveBase $6100.00
floor prep $2700.00
Adhesive $1400.00
freight $150.00

NOTES _____

SUB TOTAL $ 75,279.80

DEPOSIT $ 37,639.90

BALANCE $ 37,639.90

Randall Lee's Flooring America
where friends send friends™

QUOTE #11897

SENT ON:

Oct 22, 2026

RECIPIENT:

Astoria Police Department

555 30th Street
Astoria, Oregon 97103
Phone: 503-325-4411

2311 North Roosevelt Drive
Mailing: PO BOX 2416, Gearhart, OR 97138
Seaside, Oregon 97138

Phone: 503-738-5729
Email: showroom@randallleesflooring.net
Website: www.randallleesflooring.com

Product/Service	Description	Total
LVP (Luxury Vinyl Plank)	Shaw Symbiotic 30 LVP - (Color to be Determined) Includes adhesive and primer	$36,397.50
Quantity Discount		-$3,500.00
LVP Install	Prep and prime floors for glue down LVP installation.	$42,000.00
R & D Current LVP and Carpet	Remove and dispose of current LVP and Carpet.	$12,660.00
R & D Wall Base	Remove and dispose of current wall (cove) base.	$2,145.00
Install New Wall Base	Provide and Install New Cove Base (Color to be Determined)	$7,150.00

Subtotal	$96,852.50
Oregon Tax (0.0%)	$0.00
Total	**$96,852.50**

All materials provided by Randall Lee's Flooring America will conform to the specifications agreed upon in writing, and all work will be performed in a professional manner consistent with standard industry practices. Any changes, additions, or deviations from the original scope of work that result in additional cost must be approved in writing prior to execution and will be billed as an extra charge. Randall Lee's Flooring America is not responsible for manufacturer dye-lot variations, product availability issues, shipping delays beyond our control, or pre-existing structural or subfloor conditions at the job site that are not visible or known at the time of estimate. A deposit of no less than sixty percent (60%) of the total contract price is required before materials are ordered or work is scheduled. The remaining balance is due immediately upon substantial completion of the project unless otherwise stated in writing.

The customer must notify Randall Lee's Flooring America in writing within three (3) calendar days of the invoice date if any portion of an invoice is disputed. All undisputed amounts must be paid in accordance with the terms of the sale. Any balance not paid when due will be considered past due and may be subject to a finance charge of two percent (2%) per month, equivalent to twenty-four percent (24%) annually, as permitted by law. In the event an account becomes delinquent, Randall Lee's Flooring America may pursue collection efforts, including filing a construction lien or placing the account with a

collection agency. The customer agrees to be responsible for all costs associated with collection, including but not limited to collection agency fees, legal fees, court costs, and attorney fees incurred at trial or on appeal, to the extent allowed by law.

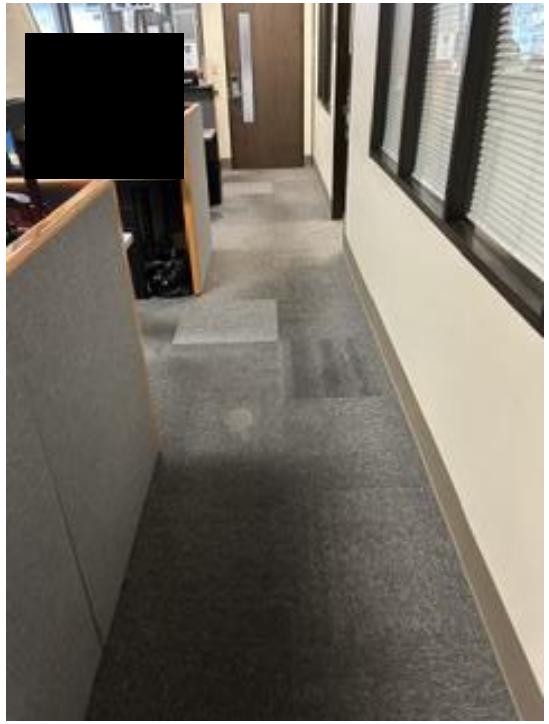
While reasonable efforts are made to keep the work area orderly during installation, flooring projects inherently generate dust and debris. Randall Lee's Flooring America is not responsible for full or detailed cleaning of the home, including dust that may settle outside of the immediate work area. Customers are encouraged to plan for post-installation cleaning as part of their project.

This notice is provided as required by Oregon law pursuant to ORS 87.093. Under Oregon law, any person or business that furnishes labor, services, or materials for the improvement of real property may have the right to file a construction lien against the property if they are not paid. This may include contractors, subcontractors, laborers, and material suppliers. A construction lien is a legal claim against the property and may be filed even if the property owner has paid the contractor in full, if others involved in the project have not been paid. The filing of a lien does not necessarily mean that a lawsuit has been initiated. Most construction projects are completed without lien issues, and this notice does not indicate that a lien will be filed. It is provided solely to inform property owners of their rights and responsibilities under Oregon law. By signing this proposal, the owner acknowledges receipt of this Information Notice to Owner About Construction Liens.

Signature: _____ **Date:** _____









CITY OF ASTORIA
Founded 1811 • Incorporated 1856

MEMORANDUM

DATE: **NOVEMBER 16, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **RESOLUTION TO AMEND THE ASTORIA FEE SCHEDULE - SCHEDULE B CITY ADMINISTRATION**

DISCUSSION / ANALYSIS:

The Oregon Liquor & Cannabis Commission has established the fee for local review and recommendation of new liquor license applications to be $100. Astoria's current fee schedule lists a fee of $150. To be in line with state standards City staff are recommending amending the Astoria Fee Schedule B - City Administration to change the liquor license application fee to $100.

RECOMMENDATION:

City staff recommends Council make the following motion:

I move that the Astoria City Council approve the Resolution amending the Astoria Fee Schedule.

BY: RYAN QUIGLEY, ASSISTANT TO THE CITY MANAGER

ATTACHMENTS:
Resolution to Update Astoria Fee Schedule B.pdf

RESOLUTION NO. 26 –

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

Schedule	Department	Pages
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. 26-12 adopted June, 2 2026 is repealed.

Section 7. Effective Date. The provisions of this resolution shall be effective immediatley.

ADOPTED BY THE CITY COUNCIL THIS 16th DAY OF November, 2026.

APPROVED BY THE MAYOR THIS 16th DAY OF November, 2026.

_____
MAYOR

ATTEST:

_____
City Manager

ROLL CALL ON ADOPTION		YEA	NAY	ABSENT
Councilor	Davis			
	Mazzarella			
	Adams			
	Conklin			
Mayor Fitzpatrick				

City of Astoria

Clatsop County, Oregon

Fee Schedule

Table of Contents

Schedule A Building Inspection

- Mechanical Permit Fees
- Plumbing Permit Fees
- Structural Permit Fees

Schedule B City Administration

Schedule C Community Development Department

Schedule D Fire Department

Schedule E Astoria Public Library

Schedule F Parks And Recreation Department

- Schedule F1 Astoria Aquatic Center
- Schedule F2 Astoria Maritime Memorial And Garden Of Surging Waves
- Schedule F3 Oceanview Cemetery
- Schedule F4 Astoria Recreation Division Rental Fees
- Schedule F5 Astoria Column

Schedule G Police Department

Schedule H Public Works Department

Schedule A Building Inspection
Mechanical Permit Fees
Plumbing Permit Fees
Structural Permit Fees

Mechanical Permit Fees

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	$15.00 each
Fuel burning (incl. vents, chimney, flues, etc.)	$30.00 each
All other appliances and equipment	$30.00 each
Gas Piping:	
One to four outlets	$12.00
Additional outlets (each)	$2.50 each
Alteration to mechanical equipment or system	$24.00
**Mechanical equipment for one- and two-family dwellings includes, but is not limited to: wood stove, fireplace insert, furnace and its attached add-ons (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.* *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.*	
Permit Fees for Commercial, Industrial and Multi-Family Residential:	

Use the total value of mechanical construction work to calculate the Mechanical permit fee.	
$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
Additional Plan Review Fee *For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal*.	$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) *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.* *Permits that have been expired longer than one year cannot be renewed. You must reapply for new permits*.	1/2 of total permit fees using permit rates at time of renewal
Investigation Fee – Expired Permits *Hourly rate charged for research, travel time and time spent on site ensuring fire and life safety requirements are satisfied.* *Fee is in addition to permit renewal fee*	$65.00/hr (minimum charge $65.00)
Re-inspection Fee	$65.00 each
Investigation Fee A *Low effort to determine compliance*.	$97.50
Investigation Fee B *Medium effort to gain compliance. Stop Work order posted. Applicant obtains required permit within 10 business days*.	$130.00
Investigation Fee C *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*.	$250.00 or hourly rate whichever is greater.
State Surcharge and Training Fees* **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.* *(12 percent as of October, 2010)*	Per State established fee

Plumbing Permit Fees

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:* *Fee includes first 100 feet of water, storm and sewer service*	
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 *For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal.*	$65.00/hr (minimum charge $65.00)
Expired Application Processing Fee *Hourly rate charged for actual time spent processing and reviewing applications for which a permit is never issued.* *Credit is given for paid plan check fees*.	$65.00/hr (minimum charge $65.00)
Water Heater Permit, One and Two-Family Residential Only *Replacement of water heater of similar size and location that it is replacing. (Includes one inspection)*	$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 *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.	
$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
Miscellaneous Permits:	
Reverse plumbing	$61.00
Solar units (potable water)	$65.00
Swimming pool piping to equipment	$65.00
Permit Renewal (Expired Permit Reinstatement Fee) *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*	1/2 of total permit fees

specifications for the work. A permit may only be renewed once. *Permits that have been expired longer than one year cannot be renewed.* *You must reapply for new permits*.	using permit rates at time of renewal
Investigation Fee – Expired Permit *Hourly rate charged for research, travel time and time spent on site ensuring fire and life safety requirements are satisfied.* *Fee is in addition to permit renewal fee*.	$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	$48.00
Each additional 100 feet or fraction thereof	$26.00
Storm Sewer Service:	
First 100 feet	$48.00
Each additional 100 feet or fraction thereof	$26.00
Water Service:	
First 100 feet	$48.00
Each additional 100 feet or fraction thereof	$26.00
Investigation Fee A *Low effort to determine compliance*.	$97.50
Investigation Fee B *Medium effort to gain compliance. Stop Work Order posted. Applicant obtains required permit within 10 business days*.	$130.00
Investigation Fee C *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*.	$250.00 or hourly rate whichever is greater.
State Surcharge and Training Fees* **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*	Per State established fee.

collected by the City and passed through to the State. *(12 percent as of October, 2010)*	

Structural Permit Fees

CITY OF ASTORIA STRUCTURAL PERMIT FEES	
Fee Description	**Fee**
Building Permit Fees: *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.* *Use total value of construction work determined above to calculate the Building Permit Fee below:*	
$1 - $2,000	$65.00 minimum fee
$2,001 - $25,000	$65.00 for the first $2,000 plus $10.53 for each additional $1,000 or fraction thereof
$25,001 - $50,000	$307.19 for the first $25,000 plus $7.90 for each additional $1,000 or fraction thereof
$50,001 - $100,000	$504.69 for the first $50,000 plus $5.27 for each additional $1,000 or fraction thereof
$100,001 and up	$768.19 for the first $100,000 plus $4.39 for each additional $1,000 or fraction thereof
**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*.	

Building Plan Check Fee	65% of building permit fees
Manufactured Dwelling Permits: Installation permit *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.* •**Accessory structure fees will be assessed based on the value of construction determined under the Building Permit Fee section above.* •*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*.	$190.00* includes Administrative fee
Additional Plan Review Fee *For consultation, coordination and inquiries related to changes, additions or revisions after initial application submittal*.	$65.00/hr One hour minimum
Alternative Materials and Methods *Hourly rate charged per person involved in review*.	$65.00/hr
Building Demolition Permit Fee	Apply Building Permit Fees (above) based on total project value. Minimum fee $65.00/hr. One hour minimum.
Residential Fire Sprinklers *Fee includes inspections and plan review* *Fee determined by square footage of work covered*.	
0 to 2,000 sq ft	$150.00
2,001 to 3600 sq ft	$200.00
3,601 to 7,200 sq ft	$300.00
>7,200 sq ft	$400.00
Expired Application Processing Fee *Hourly rate charged for actual time spent processing and reviewing applications for permits that are never issued.*	$65.00/hr

Credit is given for paid plan check fees.	
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) *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.* *Permits that have been expired longer than one year cannot be renewed, you must reapply for new permits*.	1/2 of total permit fees using permit rates at time of renewal
Investigation Fee – Expired Permits *Hourly rate charged for research, travel time and time spent on site ensuring fire and life safety requirements are satisfied.* *Fee is in addition to permit renewal fee*.	$65.00/hr
Phased Permit Fee *Coordination fee charged in addition to normal plan review and permit fees; base fee includes required predevelopment meeting.* *Fee assessed on each phase of a project.*	$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
Residential Deferred Submittal Fee	65% of the value of the building permit fee calculated & using the value of the deferred portion + $150
Solar Installation Permit	$99.00 includes one inspection
Installations in compliance with section 305.4 of the Oregon Solar Installation Specialty Code	Apply building permit fees (above)
All other installations	Additional Inspections $65 each
**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.* *Separate electrical fees also apply*	
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
School District Construction Excise Tax (Authorized by ORS 320.170 thru ORS 320.189) *Applies to construction within Astoria School District in the City of Astoria*.	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.
Investigation Fee A *Low effort to determine compliance*.	$97.50
Investigation Fee B *Medium effort to gain compliance. Stop Work order posted. Applicant obtains required permit within 10 business days*.	$130.00
Investigation Fee C *High effort to gain compliance. Applicant failed to meet*	$250.00 or hourly rate

deadline or has had more than one documented violation in 12 months for starting work without permits.	whichever is greater
State Surcharge and Training Fees* **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.* *(12 percent as of October, 2010)*	Per State established fee.

Schedule B City Administration

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 (Effective 1/1/98 - no charge to press, government agencies, or one per Neighborhood Association)	No charge
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 (hourly wage plus fringe benefits)	$20.00 to $50.00/hour
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	$100.00
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

Schedule C Community Development Department

Administrative	
Copies	$0.50/page
Appeals	
Director to Planning Commission/Hearings Officer - ORS 227.175(D)(b), as amended	$250
Hearing Officer/Planning Commission Decision to City Council, if heard	$500
LUBA Remand	$500
Permits and Reviews	
Accessory Dwelling Unit (ADU)	$100.00
Amendments	
Amendment to Comprehensive Plan	$750.00
Amendment to Development Code (ADC) + Actual Costs of M56 mailing, if required	$750.00
Amendment to Existing Permit (Type I)	Same fee as existing permit fee
Amendment to Existing Permit (Type II or III)	50% of Original Fee
Conditional Use Permit	
Conditional Use	$500.00
Conditional Use (Temporary Use Renewal)	$250.00
Design Review	
Design Review < $25,000 Project Value	$350.00
Review > $25,000 Project Value	$750.00
Exterior Alteration:	
< $25,000 Project Value	$350.00
Alteration > $25,000 Project Value	$750.00
Home Occupation (Class B)	$200.00
Historic Permits and Reviews	
Historic (New Construction)	$350.00

Historic Determination (Certificate of Appropriateness)	No Fee
Historic Designation or Removal	$100.00
Historic Designation (Removal)	$100.00
Transient Lodging (Home Stay Lodging- HSL)	
HSL or Vacation Rental License (each additional lodging unit $75)	$500.00
HSL orHSLVacation RentalorStayVacation RentalLodging for Existing, Pre-approved Facilities	$150.00
HSL or Vacation Rental License Biennial Renewal (Regardless number of lodging units)	$150.00
HSL or Vacation Rental (Fire / Life / Safety Re-Inspection or Investigation)	$75.00
HSL or Vacation Rental (Appeal of Denial, Enforcement, Revocation)	$500.00
Lot Line Adjustment	
Lot Line Adjustment without survey	$50.00
Line Adjustment with survey	$100.00
Land Use Compatibility Statement (LUCS)	$50.00
Major or Minor Partition (in addition to fees noted in Development Code 13.720)	300.00 + actual costs
Miscellaneous Review (MR)	
Miscellaneous Administrative (Minor)	$350.00
Miscellaneous Major (APC/HLC)	$500.00
Miscellaneous (Murals)	No Fee
Occupational Tax (Business License); collected by Finance	No Fee
Parking	$200.00
Parking Exemption	$200.00
Parking 'Per Space' Exemption Fee (to be charged annually per space)	$180.00
Permit Extensions	
Permit Extension (Administrative)	$100.00
Permit Extension (Hearing)	$250.00
Planning Department Research Fee or Hourly Rate	$75 / Hour

Pre-application Conference	$100.00
Retail Street Vendor (check code); hot dog cart	$100.00
Sign Permits (no fee if building permit is required)	$50.00
Site Plan / Development Review	$500.00
Subdivision (in addition to fees noted in Development Code 13.720)	500.00 + $20 per lot + actual costs
Temporary Use Permit (TUP)	$350
Variance	$300.00 Admin
Administrative Variance (Minor / Administrative)	$300.00
Major Variance (Planning Commission)	$500
Wind / Solar Array	$250.00
Wireless Communication Facility	3,000.00 + actual cost
Violation (Approval to bring violation or unpermitted use into compliance)	Doubled Fee
Zoning Verification Letter or Non-Conforming Use Determination	$75
Code Compliance / Nuisance Enforcement Fees (See Resolution 2011-01) ** If there is a discrepancy in fees between the City Code or Astoria Code Development, the fee schedule shall prevail.	

HISTORY
Amended by Res. RES 25-25 on 7/7/2025

Schedule D Fire Department

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 sand 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.

Schedule E Astoria Public Library

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. $33.00 for a six-month period.
    c. $60.00 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.
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.

Schedule F Parks And Recreation Department
Schedule F1 Astoria Aquatic Center
Schedule F2 Astoria Maritime Memorial And Garden Of Surging Waves
Schedule F3 Oceanview Cemetery
Schedule F4 Astoria Recreation Division Rental Fees
Schedule F5 Astoria Column

Schedule F1 Astoria Aquatic Center

Drop In		
Youth/Senior/Astoria School District/Military	$6.00	
Adult	$8.00	
Family (Up to 5 People)	$20.00	
Aquatic Center Annual Pass (Non-refundable, good for 12 consecutive months)	Reg. Rate	
Aquatic Center Youth/Senior Pass/Astoria School District/Military Annual Pass	$480.00	
Aquatic Center Adult Annual Pass	$660.00	
Aquatic Center Family Annual Pass	$900.00	
Aquatic Center Monthly Pass	Reg. Rate	Cont. ACH Rate
Youth & Senior	$55.00	$45.00
Adult	$70.00	$60.00
Family (Up to 5 Household Members)	$90.00	$80.00
Additional Family Member Added to Household (per person)	$15.00	$15.00
Swim Lessons		
Group Lessons	$70.00	
Private Lessons	$125.00 (Flat Rate per 4 x 30 minute lessons per child)	
	Reg. Rate	Cont. ACH Rate

Monthly Locker Rentals	$20.00	$5.00
Rentals/Misc.		
Lane rental (per lane, per hr.)	$30.00	
Showers	$3.00	
Birthday Party (Max. 20 guests)	$225.00	
Specialized Equipment Use (per land, per hr. plus individual admission)	$100.00	
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)	$1.50	
Recreation Summer Swim League *Summer Swim League will only be offered June - August	$25 Registration Fee and $75.00 League fee	
Activity Camp	$25 Registration Fee and $60.00 per Week	

HISTORY
Amended by Res. RES 21-17 on 6/21/2021
Amended by Res. RES 22-19 on 6/20/2022
Amended by Res. RES 23-20 on 6/30/2023
Amended by Res. RES 26-05 on 2/17/2026

Schedule F2 Astoria Maritime Memorial And Garden Of Surging Waves

Maritime Memorial	
Fee for one engraved memorial 4" x 12" **Standard Fee without customized graphic** **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	$500.00
Fee for Customized Graphic/Art Work • Includes customized graphic illustration/artwork (other than stock artwork that has already been engraved on the Memorial Wall)	$250.00
Garden of Surging Waves	

Fee for one Brick **Standard Fee** • Limited to 18 characters, including spaces	$250.00
Additional Brick • Limited to 18 characters, including spaces	$60.00
Fee for one Paver **Standard Fee** • Limited to two lines, 32 characters per line, including spaces	$350.00
Additional Paver	$100.00

HISTORY
Amended by Res. RES 23-20 on 6/30/2023

Schedule F3 Oceanview Cemetery

Graves-Ground Only (w/perpetual care)	
Infant/Child plots	$389
89Block 68, Cremation only	$716
All other blocks	$2,149
Interments	
Casket Burial (opening and closing)	$2,149
Cremated remains	$1,047
Cremation Burial Additional Fee, Saturday	$312
Casket Burial Additional Fee, Saturday	$613
Late funerals (after 3:00 pm) add'l/hr.	$125
Disinterment	
Adult	$1,012
Child under 7	$778
Cremated remains removed	$312
Liner and Installation	
Liner Purchase	$1,100
Liner Storage Fee	$613
Monument/Marker Permits	
Monument Permit (Not over 62" in length)	$375

Marker Permit-Double (2 people)	$312
Marker Permit-Single	$251
Marker Permit-Veteran	$125
Grave Cover Permit	$418
Unauthorized Marker Installation Fee (per occurrence)	$119
Marker Permit-Baby grave cover	$157
Misc.	
Chapel Reservation	$138 /hr.
Other Work	$98 /hr.
Purchase and Install In-Ground Vase	$132
Outside Burial/Service Contractor Admin Fee	$187
Payment Plan Admin Fee	$63
Plot Buy-Back Admin Fee	$63
Transfer of Deed Admin Fee	$37

HISTORY
Amended by Res. RES 21-17 on 6/21/2021
Amended by Res. RES 22-19 on 6/20/2022
Amended by Res. RES 23-20 on 6/30/2023
Amended by Res. RES 24-15 on 5/20/2024
Amended by Res. RES 25-12 on 6/2/2025
Amended by Res. RES 26-12 on 6/2/2026

Schedule F4 Astoria Recreation Division Rental Fees

FACILITY RENTALS		Per 1/2 Day (7.5 Hours)	Per Full Day (7am -10pm)
Shively Hall		$250	$500
Alderbrook Hall		$200	$400
Special Events/Park Rentals (Event Insurance Required)		$250	$500
Sports Fields & Courts: Games, Tournaments & Events	$50/Hour		
Sports Fields & Courts: Practices	$12/Hour		

Stage Rental (32 sq. ft) Delivered & Picked Up	$250/Day
All Renal Deposits Require a $250 Refundable Deposit	

HISTORY
Amended by Res. RES 24-15 on 5/20/2024

Schedule F5 Astoria Column

Annual Parking Pass	$10.00

HISTORY
Amended by Res. RES 26-05 on 2/17/2026

Schedule G Police Department

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

Arrest record, per contact sheet	$10.00
Attorneys fees for consultation	$150.00/hour
Certified copy of police records	$50.00/hour
Copy of audio recording (minimum 1 hour)	$50.00/hour
Copy of Communications Center log	$10.00/ page
Copy of digital media (minimum charge)	$50.00/hour
Impound vehicle release	$100.00
Police Officer – special events minimum charge (minimum 1 hour) Additional charge made for equipment and vehicle	$50.00/hour
Staff review of public records	$50.00/hour
Vehicle identification number inspection	$35.00

HISTORY
Amended by Res. RES 24-45 on 11/4/2024

Schedule H Public Works Department

Public Works Administration Fees	
Custom Mapping	$45.00/hour
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	
Description	Each Per Day
Wooden Barricades (31 1/2" X 31 1/2")	$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.	
System Development Charge Resolution	
System Development Charges are established in the most current version of the Resolution Establishing Water, Wastewater, Storm Drainage, Transportation and Parks System Development Charges. SDC information is available from the Public Works Department at (503)-338-5173	

HISTORY
Amended by Res. RES 22-39 on 11/20/2023

CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 16, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **SECOND READING AND ADOPTION OF AN ORDINANCE AMENDING CHAPTER 1 OF THE ASTORIA CITY CODE**

DISCUSSION / ANALYSIS:

During the October 26, 2026, City Council Work Session, the Astoria City Council reviewed amendments to modernize the Astoria Municipal Code. Proposed amendments included eliminating outdated code language, corrections to reflect current state law, and changes to improve efficiencies in the administration of City operations. In total, ten code amendments were reviewed by City Council during this Work Session. At the meeting, City Council directed staff to bring forward the proposed code amendments in Chapter 1:

Chapter 1 | Section 1.962 - Authority

Proposed Action: Increase department head spending authority from $7,500 to $10,000.

Rationale:

- Enhanced approval process for smaller purchases
- Reflects the increase in cost of goods and services.
- Improved administrative efficiencies overall.

Background:
Currently any city department purchases made above $7,500 require City Manager approval. Proposal grants purchasing authority up to $10,000 for Department Heads.

Currently, the City Manager may approve purchases up to $50,000. Purchases above $50,000, require authorization of City Council or separate budget approval.

Number of Purchases between $7,500 - $10,000

- FY 26/27 (so far): 59
- FY 25/26: 61
- FY 24/25: 42

Disclaimer: These figures are estimates based on the City's accounts payable check registers and reflect the number of unique vendors receiving payments between $7,500 and $10,000. Individual payments may represent portions of larger contracts, recurring vendor may have received payments for multiple independent purchases. As such, these figures should be considered an approximation of purchasing activity rather than a verified count of individual procurements.

Chapter 1 | Section 1.965 - Source Selection Methods For Goods, Or Services, Other than Personal Or Professional Services.

Proposed action: Revise small and intermediate procurement provisions to reference Oregon Revised Statutes so City procurement practices follow state standards.

Rationale: Align small procurement requirements with current state standards.

Background:
Small procurements include, but are not limited to, tools, supplies, materials, or service contracts. Flexibility to acquire routine goods and services is reflected in the frequency and cost. The State of Oregon has revised its upper limit of what is considered a small procurement to $25,000 or less. The proposal amends the Astoria Municipal Code to be in alignment with state law.

Number of Procurements between $10,000 - $25,000

- FY 26/27 (so far): 76
- FY 25/26: 74
- FY 24/25: 66

Disclaimer: Figures are estimates based on unique vendors receiving payments between $10,000 and $25,000 during each fiscal year. Payments may be associated with larger contracts, recurring obligations, different procurement types or multiple purchases and do not necessarily represent individual goods procurements. Conversely, a single vendor may have received payments for multiple independent purchases. As such, these figures should be considered an approximation of procurement activity rather than a verified count of individual procurements.

The City Attorney has reviewed the proposed ordinance changes for City Council's consideration.

A public hearing and first reading of the ordinance was held during the November 2, 2026, City Council meeting.

RECOMMENDATION:

City staff recommends City Council make the following motion:

I move that the Astoria City Council hold a second reading and adopt Ordinance 26-09.

BY: RYAN QUIGLEY, ASSISTANT TO THE CITY MANAGER

ATTACHMENTS:

Ordinance 26-09.pdf
LEGISLATIVE FORMAT - CHAPTER 1 AMENDMENTS.pdf

ORD 26-09

AN ORDINANCE AMENDING CHAPTER 1 OF THE ASTORIA CITY CODE

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1 **Amend Sections in the Astoria City Code** Amend the Astoria Purchasing Code § 1.962D.3.e. to provide:

e. Purchases of any goods or services in excess of $10,000 by City employees require authorization of the City manager.

and amend Astoria Code §1.965 as provided on Exhibit A.

Section 4. **Effective Date.** This ordinance shall be in full force and effect on the 30th day after its adoption as per Section 8.3 of the City of Astoria Charter.

ADOPTED BY THE CITY COUNCIL THIS ___ DAY OF NOVEMBER 2026.

APPROVED BY THE MAYOR THIS ____ DAY OF NOVEMBER 2026.

_____
SEAN FITZPATRICK, Mayor

ATTEST:

_____
City Manager

ROLL CALL ON ADOPTION		YEA	NAY	ABSENT
Councilor	Davis			
	Mazzarella			
	Adams			
	Conklin			
Mayor	Fitzpatrick			

EXHIBIT A

1.965 Source Selection Methods For Goods Or Services, Other Than Personal Or Professional Services

A. Small Procurements. Contracts for or purchases of goods or services with a contract price that do not exceed the small procurement threshold established under ORS 279B.065 shall be considered small procurements.

1. The City Manager may use any procurement method the City Manager deems practical or convenient, including direct negotiation or award, for small procurements of goods or services.
2. Amendments. Small procurement contracts may be amended if the cumulative amendments do not increase the total contract price to more than twenty-five percent (25%) of the original contract price.
3. Public notice. No public notice of small procurements is required.

B. Intermediate Procurements. Contracts for goods or services with a contract price that exceeds the small procurement threshold established by ORS 279B.065, and less than or equal to $150,000 are intermediate procurements.

1. Intermediate procurements shall be by informal written solicitation.
2. Negotiations. The City Manager may negotiate with an offeror to clarify an informal written solicitation, or to make modifications that will make the quote, proposal or solicitation acceptable or more advantageous to the City.
3. Award. If a contract is awarded, the award shall be made to the offeror whose competitive verbal quote or proposal or informal written solicitation the City Manager determines will best serve the interests of the City, taking into account price or any other relevant considerations, including but not limited to, experience, expertise, product functionality, suitability for a particular purpose, delivery and contractor responsibility.
4. Amendments. Intermediate procurement contracts may be amended if the cumulative amendments do not increase the total contract price by more than twenty-five percent (25%) of the original contract price.
5. Public notice. Public notice is not required for intermediate procurements.

C. Large Procurements. Contracts for goods or services with a contract price greater than $150,000 are large procurements.

1. The City Manager may use competitive sealed bidding as set forth in ORS 279B.055, or competitive sealed proposals as set forth in ORS 279B.060.
2. When using either competitive sealed bidding or competitive sealed proposals, the City Manager shall follow the applicable procedures set out in the Oregon Attorney General's Model Rules.
3. The City shall apply the applicable procedure set out in the Oregon Attorney General's Model Rules for processing protests of large procurements.

LEGISLATIVE FORMAT

Section 1.962- Authority (D)

D. Authority of City Manager. For contracts and purchases covered by this APC, the City Manager is authorized to:

1. Award contracts and amendments without specific authorization by the City Council whenever the contract amount is $50,000 or less and the proposed expenditure is included in the current fiscal year budget.
2. Execute contracts and amendments with specific authorization by the City Council whenever the contract or amendment amount is greater than $50,000 and the proposed expenditure is included in the current fiscal year budget.
3. As the purchasing agent for the City, the City Manager is authorized to:
    a. Advertise for bids or proposals without specific authorization from the City Council, when the proposed purchase is included within the current fiscal year budget.
    b. Advertise for bids or proposals when the proposed purchase is not included within the current fiscal year budget after the City Council approves the proposed budget transfer.
    c. Purchase goods, services and/or property without specific authorization by the City Council whenever the amount is $50,000 or less and the proposed expenditures are included in the current fiscal year budget.
    d. Purchase goods, services and/or property with specific authorization by the City Council whenever the amount is greater than $50,000 and the proposed expenditure is included in the current fiscal year budget.
    e. Purchases of any goods or services in excess of $10,000 ~~$7,500~~ from City employees require authorization of the City manager.
    f. Departments shall communicate purchase requirements to the City Manager and plan sufficiently in advance so that orders can be placed in economical quantities.

Section 1.965 – Source Selection Methods

1. Small Procurements. Contracts for or purchases of goods or services with a contract price that do not exceed the small procurement threshold established under ORS 279B.065 shall be considered small procurements. ~~of $10,000 or less are small procurements.~~

    1. The City Manager may use any procurement method the City Manager deems practical or convenient, including direct negotiation or award, for small procurements of goods or services.

    2. Amendments. Small procurement contracts may be amended if the cumulative amendments do not increase the total contract price to more than twenty-five percent (25%) of the original contract price.

    3. Public notice. No public notice of small procurements is required.

2. Intermediate Procurements. Contracts for goods or services with a contract price that exceeds the small procurement threshold established by ORS 279B.065, ~~greater than $10,000~~ and less than or equal to $150,000 are intermediate procurements.

    1. Intermediate procurements shall be by informal written solicitation.

    2. Negotiations. The City Manager may negotiate with an offeror to clarify an informal written solicitation, or to make modifications that will make the quote, proposal or solicitation acceptable or more advantageous to the City.

    3. Award. If a contract is awarded, the award shall be made to the offeror whose competitive verbal quote or proposal or informal written solicitation the City Manager determines will best serve the interests of the City, taking into account price or any other relevant considerations, including but not limited to, experience, expertise, product functionality, suitability for a particular purpose, delivery and contractor responsibility.

    4. Amendments. Intermediate procurement contracts may be amended if the cumulative amendments do not increase the total contract price by more than twenty-five percent (25%) of the original contract price.

    5. Public notice. Public notice is not required for intermediate procurements.

3. Large Procurements. Contracts for goods or services with a contract price greater than $150,000 are large procurements.

    1. The City Manager may use competitive sealed bidding as set forth in ORS 279B.055, or competitive sealed proposals as set forth in ORS 279B.060.

2. When using either competitive sealed bidding or competitive sealed proposals, the City Manager shall follow the applicable procedures set out in the Model Rules.
3. The City shall apply the applicable procedure set out in the Model Rules for processing protests of large procurements.

CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 16, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **SECOND READING AND ADOPTION OF AN ORDINANCE MAKING LIQUOR LICENSE REVIEW RECOMMENDATIONS TO OREGON LIQUOR AND CANNABIS COMMISSION AN ADMINISTRATIVE DECISION.**

DISCUSSION / ANALYSIS:

During the October 26, 2026, City Council Work Session, the Astoria City Council reviewed amendments to modernize the Astoria Municipal Code. Proposed amendments included eliminating outdated code language, corrections to reflect current state law, and changes to improve efficiencies in the administration of City operations. In total, ten code amendments were reviewed by City Council during this Work Session.

One of the code amendments that City Council reviewed and directed staff to move forward on is adding code language that would make the City's recommendation to the Oregon Liquor and Cannabis Commission (OLCC) an administrative procedure. This would be only for new applications, or applications that are a change in business name or license type. This would not include special event permits or renewals, which are handled by OLCC.

Currently, new liquor license applications, or a change in business name of existing liquor licenses, are reviewed by several city departments. Upon review by city staff, the application is scheduled for a regular City Council meeting with a recommendation to either approve or deny license. By City Council delegating the liquor license recommendation to an administrative process, improvements in processing time for the license will be reduced by not having to schedule an additional meeting before City Council.

Background:

- Over the last 3 years (2024 - Present) the City of Astoria has processed 34 liquor license applications.
    - 30 of them were approved. The other 4 applications expired.
- Process: Finance accepts applications & coordinates review of applications with Community Development, Police Department, Fire Department & Public Works Department.
- Fee Schedule:
    - $150.00 for a new outlet application.

        - Note: OLCC has updated the fee amount to be $100. The City will need to consider a Resolution to update the fee amount listed in Astoria's fee schedule to be in alignment with OLCC.
    - $100.00 for a change to current liquor license application.

The City Attorney has reviewed the proposed ordinance for City Council's consideration.

A public hearing and first reading of the ordinance was held during the November 2, 2026, City Council meeting.

RECOMMENDATION:

City staff recommends City Council make the following motion:

I move that the Astoria City Council hold a second reading and adopt the Ordinance 26-10.

BY: RYAN QUIGLEY, ASSISTANT TO THE CITY MANAGER

ATTACHMENTS:
Ordinance 26-10.pdf

ORD 26-10

AN ORDINANCE AMENDING THE ASTORIA CITY CODE TO MAKE LIQUOR LICENSE REVIEW RECOMMENDATIONS TO THE OREGON LIQUOR AND CANNABISE COMMISSION AN ADMINISTRATIVE DECISION.

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1 **Adoption of New Section in the Astoria City Code** Adoption of Exhibit A as section 5.396 in the Astoria City Code

Section 2. **Severability.** The provisions of this ordinance are severable, and it is the intention of the council to confer the whole or any part of the powers herein provided for. If any clause, section, or provision of this ordinance is declared unconstitutional or invalid for any reason, the remaining portion of this ordinance shall remain in full force and effect and be valid as if such invalid portion had not been incorporated into the ordinance. It is hereby declared that the council intends that this ordinance would have been adopted had such an unconstitutional provision not been included.

Section 3. **Classification.** The city council hereby determines that any fee, rates, or charges imposed by this ordinance are not a tax subject to the property tax limitations of Article XI, section 11 (b), of the Oregon Constitution.

Section 4. **Effective Date.** This ordinance shall be in full force and effect on the 30th day after its adoption as per Section 8.3 of the City of Astoria Charter.

ADOPTED BY THE CITY COUNCIL THIS ___ DAY OF _____ 2026.
APPROVED BY THE MAYOR THIS _____ DAY OF _____2026.

ROLL CALL ON ADOPTION	YEA	NAY	ABSENT
Councilor Davis			
Mazzarella			
Adams			
Conklin			
Mayor Fitzpatrick			

EXHIBIT A

5.396 Liquor License Application Recommendation

1. The City Manager or designee is authorized to exercise the authority granted local government in ORS Chapter 471, and OAR 845-005-0304(3). When making the recommendation to the Oregon Liquor Control Commission, the city manager or designee shall review the application for compliance with the provisions of this code and ORS Chapters 471

2. Whenever the City Manager or designee recommends denial of an application or, if the request is received before a recommendation is made, upon written request of an interested person, the City Manager or designee shall state the reasons for his or her recommendation and cause written notice of the decision to be sent to the applicant and the requestor. The written notice shall be hand delivered or sent by certified mail and shall also advise the recipient of the provisions of subsection (3) of this section.

3. An applicant receiving an unfavorable recommendation may submit additional information or a written request for reconsideration to the City Manager or designee within 15 days of receiving notice, provided that such request does not extend any deadline established by state law. The City Manager or designee may affirm, modify, or withdraw the City's recommendation based on the information received. Nothing in this section shall limit the authority of OLCC to independently review and act upon a liquor license application.

4. The City Manager may establish administrative rules and procedures necessary to implement this section, consistent with applicable state law.

CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 16, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **PUBLIC HEARING AND FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 2 OF THE ASTORIA CITY CODE**

DISCUSSION / ANALYSIS:

During the October 26, 2026, City Council Work Session, the Astoria City Council reviewed amendments to modernize the Astoria Municipal Code. Proposed amendments included eliminating outdated code language, corrections to reflect current state law, and changes to improve efficiencies in the administration of City operations. In total, ten code amendments were reviewed by City Council during this Work Session.

At the meeting, City Council directed staff to bring forward the proposed code amendments in Chapter 2:

Chapter 2 | Section 2.065 — Issuance of a Permit

Proposed action: Replace references to a specific fee and city position by title with language that refers to the City's fee schedule and appropriate department for decision making.
Rationale: Align language with current best practices.

Background:

- Number of applications for a permit to construct or maintain a driveway:
  - 2026= 17
  - 2025= 11
- Number of times city staff has refused to issue a driveway permit:
  - 2026= 0
  - 2025= 0

Chapter 2 | Section 2.080 — Placement and Width of Driveway

Proposed action: Make approval of driveway-width exceptions an administrative decision rather than a City Council decision.
Rationale: Align procedures with current best practices.

The City Attorney has reviewed the proposed ordinance changes for City Council's consideration.

RECOMMENDATION:

City staff recommends that the Astoria City Council hold a public hearing and consider the following motion:

I move that the Astoria City Council hold the first reading of Ordinance 26-11.

BY: RYAN QUIGLEY, ASSISTANT TO THE CITY MANAGER

ATTACHMENTS:
Ordinance 26-11.pdf
LEGISLATIVE FORMAT - ORD 26-11.pdf

ORD 26-11

AN ORDINANCE AMENDING CHAPTER 2 OF THE ASTORIA CITY CODE

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1 **Amend Sections in the Astoria City Code** Amend the Astoria City Code § 2.065 as provided in Exhibit A, and amend Astoria Code §2.080.E as to provide.

E. Driveways in excess of the maximum widths will need to receive the approval of the Public Works Department.

Section 4. **Effective Date.** This ordinance shall be in full force and effect on the 30th day after its adoption as per Section 8.3 of the City of Astoria Charter.

ADOPTED BY THE CITY COUNCIL THIS ___ DAY OF _____ 2026.

APPROVED BY THE MAYOR THIS ____ DAY OF _____ 2026.

_____
SEAN FITZPATRICK, Mayor

ATTEST:

_____
City Manager

ROLL CALL ON ADOPTION		YEA	NAY	ABSENT
Councilor	Davis			
	Mazzarella			
	Adams			
	Conklin			
Mayor	Fitzpatrick			

EXHIBIT A

Section 2.065 – Issuance of a Permit

A. Upon receipt of an application for a permit to construct or maintain a driveway in accordance with this code and upon payment to the Public Works Department of a permit fee as established by City Resolution, if the Public Works Department finds that the proposed driveway will not be an unreasonable hazard to the people of the City, they shall issue a permit therefor.

B. If the Public Works Department refuses to issue the right of way permit, the application may appeal the decision by following the procedure as established in Section 1.070.

LEGISLATIVE FORMAT

Section 2.065 – Issuance of a Permit

A. Upon receipt of an application for a permit to construct or maintain a driveway in accordance with this code and upon payment to the Public Works Department of a permit fee as established by City Resolution, ~~city engineer of a $5.00 permit fee~~ if the Public Works Department ~~city engineer~~ finds that the proposed driveway will not be an unreasonable hazard to the people of the City, they ~~he~~ shall issue a permit therefor.

B. If the Public Works Department ~~city engineer~~ refuses to issue the right of way permit ~~drive way permit~~, the application may appeal the decision by following the procedure as established in Section 1.070. may appeal to the City Council within 30 days after the refusal. ~~The appeal procedure specified in Section 1,070 of this code shall be followed.~~

Section 2.080.E

E. Driveways in excess of the maximum widths will need to receive the approval of the Public Works Department. ~~Shall be approved by the city council.~~

CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 16, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **PUBLIC HEARING & FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 5 - PARKS RULES AND REGULATIONS OF THE ASTORIA CITY CODE**

DISCUSSION / ANALYSIS:

During the October 26, 2026, City Council Work Session, the Astoria City Council reviewed amendments to modernize the Astoria Municipal Code. Proposed amendments included eliminating outdated code language, corrections to reflect current state law, and changes to improve efficiencies in the administration of City operations. In total, ten code amendments were reviewed by City Council during this Work Session.

At the meeting, City Council directed staff to bring forward the proposed code amendments in Chapter 5 Parks Rules and Regulations:

Chapter 5 | Section 5.926 — Parks Rules and Regulations Definitions

Proposed action: Update and clarify the definitions of “Director” and “Park.”

Rationale: Align language with current best practices.

Chapter 5 | Section 5.933 — Parks Enforcement

Proposed action: Clarify park ejectment enforcement, remove language allowing for seizure of property and establish an appeal process for this section of the Code.

Rationale:

- Provide a clear appeal process,
- Improve efficiency,
- Align with current standards and best practices.

Background:

- Total ejectments
    - 2026 (Through August 10, 2026): 25
    - 2025: 42
    - 2024: 33
- Total appeals over the last 3 years: 2
- The current practice is to eject an individual from a park for a year. Staff are recommending updating this to 90 days.

The City Attorney has reviewed the proposed ordinance changes for City Council's consideration.

RECOMMENDATION:

City staff recommends that the Astoria City Council hold a public hearing and consider the following motion:

I move that the Astoria City Council hold a first reading of Ordinance 26-12.

BY: RYAN QUIGLEY, ASSISTANT TO THE CITY MANAGER

ATTACHMENTS:
Ordinance 26-12.pdf
LEGISLTAIVE FORMAT - ORD 26-12.pdf

ORD 26-12

AN ORDINANCE AMENDING CHAPTER 5 PARKS RULES AND REGULATIONS OF THE ASTORIA CITY CODE

THE CITY OF ASTORIA DOES ORDAIN AS FOLLOWS:

Section 1 **Amend Sections in the Astoria City Code** Amend the Astoria City Code § 5.926 as provided in Exhibit A, amend Astoria Code §5.933 as provided in Exhibit B, and add Astoria Code § 5.934 as provided in Exhibit C

Section 4. **Effective Date.** This ordinance shall be in full force and effect on the 30th day after its adoption as per Section 8.3 of the City of Astoria Charter.

ADOPTED BY THE CITY COUNCIL THIS ___ DAY OF _____ 2026.

APPROVED BY THE MAYOR THIS ____ DAY OF _____ 2026.

_____
Sean Fitzpatrick, Mayor

ATTEST:

_____
City Manager

ROLL CALL ON ADOPTION		YEA	NAY	ABSENT
Councilor	Davis			
	Mazzarella			
	Adams			
	Conklin			
Mayor	Fitzpatrick			

EXHIBIT A

Section 5.926 Definitions

As used in this chapter, unless the context requires otherwise:

A. Council means the City Council of the City.

B. Director means the director of the Parks and Recreation Department for the City and the director's authorized representatives.

C. Park or Park Property means any real property, facility, or improvement accepted by the City as a park or owned, leased, operated, maintained, or controlled by the City of Astoria and designated or held open by the City for public recreation, leisure, scenic enjoyment, cultural activities, conservation, or preservation of natural resources. The term includes, but is not limited to, public parks, playgrounds, athletic fields, recreational facilities, trails, pathways, greenways, natural areas, open spaces, public gardens, scenic overlooks, viewing platforms, and associated parking areas, buildings, structures, and improvements. The term also includes any other property designated as a park in the Astoria Parks Master Plan.

D. Person means an individual, partnership, company, association, corporation or any other legal entity.

E. Vehicle means any motor-powered conveyance that travels on land but does not include vehicles operated by the City and emergency service agencies.

F. Watercraft means any conveyance designed to travel upon water, but does not include watercraft operated by the City and emergency service agencies.

G. Smoking. Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or other device containing marijuana, tobacco or a tobacco product. This includes the use of any electronic cigarettes, and other vaping or inhalant devices which create smoke, aerosol, vapor from a liquid containing nicotine or other substances.

H. Tobacco Product. Any substance that contains tobacco or is derived from tobacco and is intended to be put in the human body. “Tobacco product” includes any liquid intended for use in an electronic smoking device or nicotine delivery device, but does not mean tobacco use cessation products approved by the United States Food and Drug Administration.

I. Tobacco Use. Smoking, chewing, inhaling, exhaling, vaping, and any other ingestion or consumption of tobacco or a tobacco product.

J. Marijuana. All parts of the plant Cannabis family Moraceae, the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin.

EXHIBIT B

5.933 Enforcement

In addition to the penalties provided in Section 1.010 of this Code and penalties provided by State Law, these Park Rules and Regulations, general City ordinances and State Law may be enforced in parks by the following:

A. Ejectment: The director, the director's authorized representatives and police officers shall have the authority to eject from a park any person acting in violation of the Park's Rules and Regulations or violating general ordinances of the Code or laws of the State. The ejectment will only be for the park in which the violation occurred. No ejectment shall be issued solely because of protected speech, peaceful assembly, or other activity protected by the United States Constitution or the Oregon Constitution.
    1. Timeframe: An ejectment will be for 90 days.
    2. Written Notice: An ejectment shall be in writing and shall state:
        a. The person’s name, if known.
        b. The date and time.
        c. The park or parks affected.
        d. The facts supporting the ejectment.
        e. The rules or ordinances violated.
        f. The duration.
        g. Appeal procedures.
        h. The consequences of violating the exclusion.
B. Trespass. After an exclusion becomes final, any person who knowingly enters a park in violation of the exclusion may be subject to prosecution under Oregon criminal trespass laws.

EXHIBIT C

5.934 Ejectment Appeal Process

A. Appeal: A person may appeal an ejectment by filing a written request with the Director within 10 calendar days. The Director or an impartial hearing officer not involved in issuing the exclusion shall conduct the review. The hearing shall occur within 10 business days after the appeal is filed unless extended at the appellant's request. Filing a timely appeal shall automatically stay enforcement of the ejectment until a decision is issued unless the ejectment was based upon conduct involving violence, credible threats of violence, or substantial property damage. For ejectments involving immediate public safety concerns, the hearing officer may continue the ejectment during the appeal upon written findings. The appellant may:
    1. Appear personally,
    2. Submit documents,
    3. Present witnesses,
    4. Be represented by counsel.

B. Decision. The Director or impartial hearing officer shall issue a written decision containing findings of fact and conclusions. The decision may:
    1. Affirm;
    2. Modify;
    3. Shorten;
    4. Rescind the Exclusion.

C. The hearing officer's decision may be appealed to the Municipal Court Judge.
    1. The appellant must notify the Astoria Municipal Court of their request for an administrative hearing within 10 days of the decision of the Director or impartial hearing officer. The decision of the municipal court judge is final.

LEGISLTAIVE FORMAT

Section 5.926 Definitions

As used in this chapter, unless the context requires otherwise:

A. 1.Council means the city council of the city.
B. Director means the director of the Parks and Recreation Department ~~Community Services Department~~ for the city and the director's authorized representatives.
C. Park or Park Property means any real property, facility, or improvement accepted by the City as a park or owned, leased, operated, maintained, or controlled by the City of Astoria and designated or held open by the City for public recreation, leisure, scenic enjoyment, cultural activities, conservation, or preservation of natural resources. The term includes, but is not limited to, public parks, playgrounds, athletic fields, recreational facilities, trails, pathways, greenways, natural areas, open spaces, public gardens, scenic overlooks, viewing platforms, and associated parking areas, buildings, structures, and improvements. The term also includes any other property designated as a park in the Astoria Parks Master Plan.

~~means any area listed as follows and any other area designated as a park by Council:~~

~~11th Street Walkway~~
~~12th Street Viewing Dock~~
~~14th & Grand Playground~~
~~14th Street Viewing Dock~~
~~15th Street Triangle~~
~~6th Street Viewing Dock~~
~~Alderbrook Park~~
~~Alameda Park~~
~~Astor Park & Astoria Column Site~~
~~Astoria Aquatic Center~~
~~Astoria River Walk/Trail~~

~~Birch Field~~
~~Cathedral Trail~~
~~Children's Park~~
~~Customs House~~
~~Doughboy Monument~~
~~Evergreen Park~~
~~Fort Astoria~~
~~Fred Lindstrom Park~~
~~Historic Post Office Site~~
~~LaPlante Park~~
~~Maritime Memorial Park~~
~~McClure Park~~

~~Astoria Nordic Heritage Park~~
~~Hillside Cemetery~~
~~Portal Park~~
~~Shively Park~~
~~Smith Point~~
~~Tapiola Park~~
~~Uniontown Park~~
~~Youngs Bay Marine Park~~

D. Person means an individual, partnership, company, association, corporation or any other legal entity.
E. Vehicle means any motor-powered conveyance that travels on land but does not include vehicles operated by the City and emergency service agencies.
F. Watercraft means any conveyance designed to travel upon water, but does not include watercraft operated by the City and emergency service agencies.

In Section 5.931 of this Code the following terms mean:

G. 7.Smoking. Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or other device containing marijuana, tobacco or a tobacco product. This includes the use of any electronic cigarettes, and other vaping or inhalant devices which create smoke, aerosol, vapor from a liquid containing nicotine or other substances.
H. Tobacco Product. Any substance that contains tobacco or is derived from tobacco and is intended to be put in the human body. “Tobacco product” includes any liquid intended for use in an electronic smoking device or nicotine delivery device, but does not mean tobacco use cessation
I. Tobacco Use. Smoking, chewing, inhaling, exhaling, vaping, and any other ingestion or consumption of tobacco or a tobacco product.
J. Marijuana. All parts of the plant Cannabis family Moraceae, the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin.

Section 5.933 Enforcement

In addition to the penalties provided in Section 1.010 of this Code and penalties provided by State Law, these Park Rules and Regulations, general City ordinances and State Law may be enforced in parks by the following:

A. Ejectment: The director, the director's authorized representatives and police officers shall have the authority to eject from a park any person acting in violation of the Park's Rules and Regulations or violating general ordinances of the Code or laws of the State. The ejectment will only be for the park in which the violation occurred. No ejectment shall be issued solely because of protected speech, peaceful assembly, or other activity protected by the United States Constitution or the Oregon Constitution.

1. Timeframe: An ejectment will be for 90 days.
2. Written Notice: An ejectment shall be in writing and shall state:
    a. The person's name, if known.
    b. The date and time.
    c. The park or parks affected.
    d. The facts supporting the ejectment.
    e. The rules or ordinances violated.
    f. The duration.
    g. Appeal procedures.
    h. The consequences of violating the exclusion.

B. Trespass. After an exclusion becomes final, any person who knowingly enters a park in violation of the exclusion may be subject to prosecution under Oregon criminal trespass laws.

~~C. Seizure of Property: The director and police officers shall have the authority to seize,confiscate and destroy any property, thing or device in the park which is in violation ofthe Park's Rules and Regulations.~~

CITY OF ASTORIA
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MEMORANDUM

DATE: **NOVEMBER 16, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **NEXT STEPS ON UTILITY ASSISTANCE PILOT PROGRAM.**

DISCUSSION / ANALYSIS:

The City of Astoria in partnership with Clatsop Community Action (CCA) developed a six-month pilot utility assistance program (Pilot Program) to provide targeted utility bill assistance for income-qualified households. This Pilot Program was designed as a test model to evaluate:

- Community demand.
- Administrative process.
- Funding needs for a potential long-term program.

- Originally the Pilot Program provided support to household's at or below 30% AMI. Assistance was based on the household size of the utility customer, and provided assistance was roughly 10% of the average consumption per household size. At its April 6, 2026, meeting, the Astoria City Council extended the pilot program for an additional six months and updated the program guidelines to increase the eligibility threshold to be 60% AMI and establish a scalable assistance model to prioritize assistance for those with the greatest need while continuing to provide support to individuals who may require a lower level of assistance. City staff have prepared the attached report for Council's review and are recommending final adoption of this program.

RECOMMENDATION:

City staff recommends that the Astoria City Council make the following motion:

I move to formally adopt the Utility Assistance Program with the following characteristics:
- A yearly budget of $25,000 for disbursement.
- Eligibility Threshold of 60% AMI.
- Use a Scalable Assistance Model to disburse assistance.

BY: RYAN QUIGLEY, ASSISTANT TO THE CITY MANAGER

ATTACHMENTS:
CITY OF ASTORIA UTILITY ASSISTANCE PILOT PROGRAM - Report.pdf

Utility Assistance Program Report Presentation.pdf

CITY OF ASTORIA
UTILITY ASSISTANCE PILOT PROGRAM

REPORT

Introduction

The City of Astoria in partnership with Clatsop Community Action (CCA) developed a six-month pilot utility assistance program (Pilot Program) to provide targeted utility bill assistance for income-qualified households. At the April 6, 2026 City Council meeting the Astoria City Council approved a six-month extension of the program. This program was designed as a test model to evaluate:

- Community demand.
- Administrative process.
- Funding needs for a potential long-term program.

This report will cover the findings of this utility assistance pilot program. Moving forward this report will split its findings into two separate parts covering the original program time frame (Original) and the extension time frame (Extension) and provide recommendations to Council on how to move forward with this program.

Key Findings

- **Total Applications:** 48
    - **Original:** 30 total applications over six months
    - **Extension:** 18 total applications over the past six months.
- **Majority of Applicants Approved:** 27 households approved (56% of total applications)
    - **Original:** 11
    - **Extension:** 16
- **Minimal budget utilization:** $4,956 of $25,000 disbursed (~19.8%)
    - **Original:** $657.00
    - **Extension:** $4,299.00

- **Administrative process:** Efficient and scalable with no operational issues

Background

History

During the FY 25-26 budget committee meetings, the Astoria City Council requested that staff update the City's Utility Assistance Program to better assist customers with financial constraints. At the September 29, 2025, Council Work session, City staff presented a proposed pilot project for Council's consideration and input. At the October 6, 2025, City Council Meeting, the Astoria City Council approved the development of the program. After six months of the pilot program being active, the Astoria City Council reviewed the program during their April 6, 2026 Council meeting and directed staff to extend the program for an additional six months, to change the eligibility threshold to 60% AMI and disburse funds through a scalable assistance model.

City of Astoria Utility Billing Structure

The City of Astoria utility bill is comprised of a water fee, a sewer fee and a sewer surcharge fee. (A breakdown of the fee structure for FY 26-27 can be seen below). Billing occurs on a bi-monthly schedule. There are six bills annually. The pilot program provided support on 3 of those bills (50% of annual bills)

FY 26-27 Utility Rates					
Household Size	**Amount of water consumed**	**Water**	**Sewer**	**Sewer s/c**	**Total**
	No consumption	$ 47.76	$ 55.91	$ 54.23	$ 157.90
1 Person	4,000	$ 68.24	$ 55.91	$ 54.23	$ 178.38
2 Person	8,000	$ 88.72	$ 80.83	$ 78.41	$ 247.96
3 Person	12,000	$109.20	$105.75	$102.58	$ 317.53
4 People	16,000	$129.68	$130.67	$126.75	$ 387.10
5 People	20,000	$150.16	$155.59	$150.92	$ 456.67

- Water Rate: Base Charge: $47.76 | Consumption Charge: $5.12 per 1,000 gallons
- Sewer Rate: Base Charge: $55.91 | Consumption Charge: $6.23 per 1,000 gallons after first 4,000 gallons of consumption of water.
- Sewer Surcharge: 0.97% of sewer rate

Program Budget

- Overall Budget: $27,500
    - Budget for Disbursement: $25,000
    - Budget for CCA's administration: $2,500

Eligibility Threshold & Assistance Model:

Original Model

Eligibility:

Have a household income at or below 30% of the Clatsop County area median income (AMI) over the past 60 days.

	2025 HOUSEHOLD BREAKDOWN					
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person
Annual	$20,250	$23,150	$26,050	$28,900	$31,250	$33,550
Monthly	$1,687.50	$1,929.16	$2,170.83	$2,408.33	$1,770.83	$2,795.83

Assistance Model:

- Assistance based on the household size of the utility customer.
- Based at roughly 10% of the average consumption per household size for FY 2025-2026 rates and usage metrics.

HOUSEHOLD SIZE	Assistance Provided per Billing Cycle	Assistance Provided Through Whole Pilot Program
1 Person	$17	$51
2 People	$23	$69
3 People	$30	$90
4 People	$37	$111
5 People or more	$43	$129

Extension

Eligibility:

Have a household income at or below 60% of the Clatsop County area median income (AMI) over the past 60 days.

Assistance Model: Scalable Assistance Model

Council approved a transition to a scalable assistance model for that program that would provide more assistance to households with lower AMI while increasing the eligibility threshold of the program to give a larger opportunity for more people to apply. Please see the table below as a breakdown of the assistance model:

	≤40% AMI		**41-50% AMI**		**51%-60% AMI**	
HOUSEHOLD SIZE	**30% Assistance**		**20% Assistance**		**10% Assistance**	
	Monthly Income limit	**Assistance Per Bill**	**Monthly Income limit**	**Assistance Per Bill**	**Monthly Income limit**	**Assistance Per Bill**
1 Person	$2,250	$51	$2,812.50	$34	$3,375	$17
2 People	$2,570.66	$72	$3,216.66	$48	$3,860	$23
3 People	$2,892	$92	$3,616.66	$61	$4,340	$30
4 People	$3,213.33	$112	$4,016.66	$74	$4,820	$37
5 People or more	$3,470.41	$131	$4,341.66	$88	$5,210	$44

Administration

- Applications processed by CCA
- One-time application with income verification
- Monthly eligibility list submitted to City
- Credits applied directly to utility bills

Both CCA and City Finance reported **no administrative issues**.

Outreach

The City of Astoria implemented a multi-channel outreach approach to promote the Pilot Program. Below is a summary of the promotions used.



- **Social Media Posts**. The City of Astoria's main Facebook page has over 4.7 thousand followers. Staff published routine advertisements to promote the Pilot Program.

- **News Outlets:**
  - KMUN.
  - Astorian.

- **Websites:** A link to the applications and more information were posted on both CCA's and the City of Astoria's websites





- **Outreach to Local Organizations:**
  - Staff and City Council spoke to multiple local organizations to promote and share information related to the Pilot Program. (For example, Councilor Adams presented to the Astoria Senior Center on the Pilot Program).

- **Physical Material:**
  - Fliers for this pilot program were distributed throughout City Hall and other facilities to promote the Pilot Program.
  - The City included a mailer for the program in its monthly utility billing mail to all utility customers.

PILOT PROGRAM RESULTS

APPLICATIONS

Original

- Total Number of Applications: 30
- Total Number of Approved Applications: 11
- Total number of Denied Applications: 19

Extension

- Total Number of Applications: 18
- Total Number of Approved Applications: 16
- Total number of Denied Applications: 2
- Number of individuals who left program: 3

BUDGET UTILIZATION

Original

Acct#	Household Size	Assistance Provided Per Bill	Total
8448	1	$17	$51.00
8737	1	$17	$51.00
14474	1	$17	$51.00
14627	1	$17	$51.00
16630	1	$17	$51.00
21318	1	$17	$51.00
21998	3	$30	$90.00
23602	1	$17	$51.00
23631	2	$23	$69.00
23711	6	$43	$129.00
24138	1	$17	$51.00
	19		**$696.00**

Extension

UB Acct#	Household #	AMI Range	% of Assistance	Amount Per Bill	Total $	Notes
8448	1	0-40%	30	51.00	153.00	
8737	1	0-40%	30	51.00	153.00	
14474	1	0-40%	30	51.00	153.00	
14627	1	0-40%	30	51.00	153.00	
16630	1	0-40%	30	51.00	153.00	
21318	1	0-40%	30	51.00	153.00	
21998	3	0-40%	30	92.00	276.00	
~~23602~~	~~1~~	0-40%	~~30~~	~~51.00~~	-	Customer moved
~~23631~~	~~2~~	0-40%	~~30~~	~~72.00~~		Customer moved
23711	6	0-40%	30	131.00	393.00	
~~24138~~	~~1~~	0-40%	~~30~~	~~51.00~~		Customer moved
19228	2	41% - 50%	20	48.00	144.00	
5234	2	0-40%	30	72.00	216.00	
17021	4	0-40%	30	112.00	336.00	
21174	2	41% - 50%	20	48.00	144.00	
23145	1	0-40%	30	51.00	153.00	
23998	3	51% - 60%	10	30.00	90.00	
9655	1	0-40%	30	51.00	153.00	
23552	1	0-40%	30	51.00	153.00	
22658	1	0-40%	30	51.00	153.00	
24363	3	51% - 60%	10	30.00	90.00	

22420	2	0-40%	30	72.00	216.00	
8509	1	0-40%	30	51.00	153.00	
22102	3	41% - 50%	20	61.00	183.00	
22863	1	0-40%	30	51.00	153.00	
20017	4	41% - 50%	20	74.00	222.00	
5689	1	0-40%	30	51.00	153.00	
					$4,299.00	

Total Budget: **$25,000.00**

$696.00

Amount Used: **$4,299.00**

Remaining Funds: **$20,044.00**

- Total Number of Household Members that the Pilot Program Assisted:51

INELIGIBILITY ANALYSIS

Original

- 19 denied applications.

- Reason for denial of application:
  - Over income**:** 12
    - 11 households between 31%–50% AMI
    - 1 household around 80% AMI
  - Incorrect utility district: 5
  - Incomplete documentation: 1

Extension

- Two denied applications
- Reason for denial of application.
  - Over income limit: 1
  - Duplication application: 1

Program Feedback:

Original

Clatsop Community Action*:*

- Application volume is currently manageable.
- No anticipated increase in administrative costs if project extended for a year.
- Program structure is effective and efficient.

City of Astoria

- No issues with billing or implementation.

Applicants:

- Eligible Applicant: Feedback was primarily positive. Eligible applicants appreciated the program and assistance it provided but did note to staff that more assistance would always be appreciated.

- Ineligible Applicants: Feedback is that they believe the 30% AMI level might be too low. As the City did receive 12 applicants that were ineligible due to being over-income, with 11 of them being between the range of 31% AMI – 50% AMI, Council could see that it might be appropriate to update the threshold for accessibility.

Extension

Clatsop Community Action*:*

- Application volume is currently manageable.
- No anticipated increase in administrative costs if project extended for a year.
- Program structure is effective and efficient.

City of Astoria

- No issues with billing or implementation.

Applicants:

- Eligible Applicant: Feedback was primarily positive. Eligible applicants appreciated the program and assistance it provided and appreciated the updated scalable assistance model.

- Ineligible Applicants: No feedback.

PROGRAM ANALYSIS

Original

1. Utilization

The program used less than 3% of available funds, indicating:

- Demand exists but is constrained by eligibility criteria.
- Program capacity significantly exceeds current participation.

2. Eligibility Threshold

Most ineligible applicants fell between 31%–50% AMI, suggesting:

- Current threshold may be too restrictive.
- Many cost-burdened households remain unserved.

3. Benefit Level

While helpful, the current benefit (~10%) may:

- Be insufficient to motivate residents to apply.
- Limit perceived program value.

Extension

1. Utilization

After extension, the program has used 19.8% of available funds for disbursement indicating:

- Ability to maintain year-round assistance.
- Program budget has the capacity to assist an additional 40-45 applicants with year-round assistance.

2. Eligibility Threshold

A 60% eligibility threshold is appropriate and aligned with other utility assistance program eligibility standards.

3. Benefit Level

Feedback received by staff regarding the scalable assistance model has been positive, as it allows the City to prioritize assistance for those with the greatest needs

while continuing to provide support to individuals who may require a lower level of assistance.

STAFF RECOMMENDATION

Based on pilot's original and extension outcomes, staff recommend the following actions:

1. Formally adopt the Utility Assistance Pilot Program with the following characteristics:
    a. Yearly budget of $25,000 for disbursement.
    b. Continue with the Scalable Assistance Model.
    c. Program updates shall be apart of the Finance Department's quarterly reports.

ASTORIA CITY COUNCIL

November 16, 2026

7.E NEXT STEPS ON UTILITY ASSISTANCE PILOT PROGRAM

HISTORY

FY 25-26 Budget Committee Meeting	Council Work Session September 29, 2025	City Council Meeting October 6, 2025	City Council Meeting April 6, 2026	Present
Council requested a utility assistance program be developed.	Discussion on framework and implementation of pilot program	Council approved framework of Pilot Program	Council reviewed findings, amended and extended program for additional six months.	Review findings and make decision on next steps of the pilot program

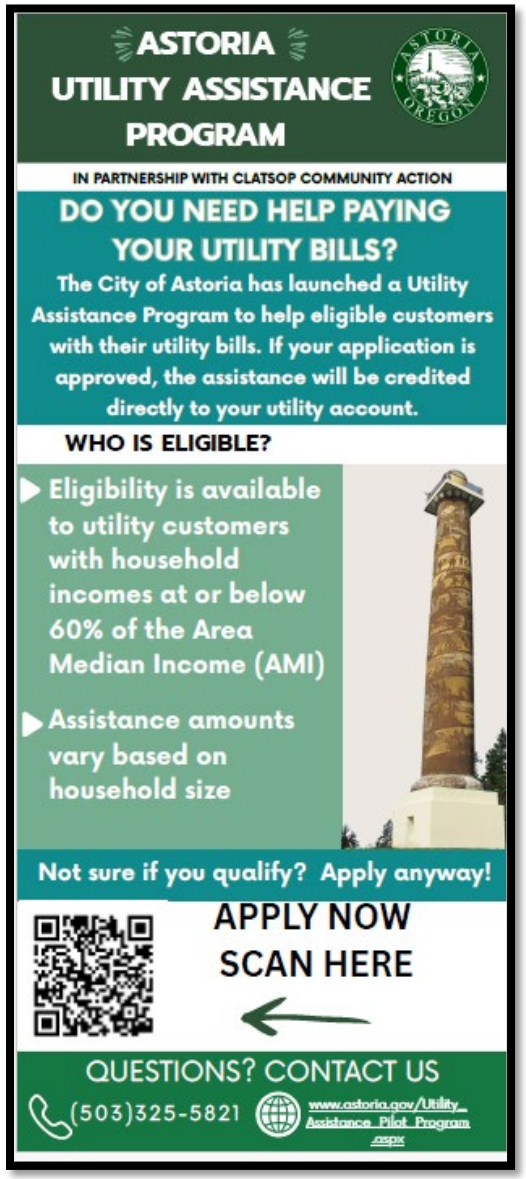
OVERVIEW OF UTILITY ASSISTANCE PILOT PROGRAM – 2.0

PROGRAM DETAILS

- Budget for disbursement: $25,000
- Eligibility Threshold: 60% AMI
- Scalable Assistance Model
  - ≤40% AMI: 30% Assistance
  - 41%-50% AMI: 20% Assistance
  - 51%-60% AMI: 10% Assistance

PURPOSE:

- Community demand
- Administrative process
- Funding needs for a potential long-term program





KEY FINDINGS –EXTENSION

Majority of Applicants Approved

16 of 18 approved with updated eligibility standards



Budget & Staff Capacity

Budget and staff have capacity for additional applicants



Assistance for those Most in Need

Program provided assistance to 21 households below 40% AMI



Overall of the Whole Pilot Program

ORIGINAL

Eligibility: < 30% AMI
Assistance: 10% of average bill

30 APPLICATIONS
- Approved – 11
- Denied – 19

Budget Use: $657

Takeaways
- Low Utilization
- Eligibility Threshold as a Primary Barrier
- Benefit Level Reconsideration

Number of Households in Program: 11

EXTENSION

Eligibility: < 60% AMI
Assistance: Scalable Assistance

48 TOTAL APPLICATIONS
- Approved – 27
- Denied – 21

Budget Use: $4,956

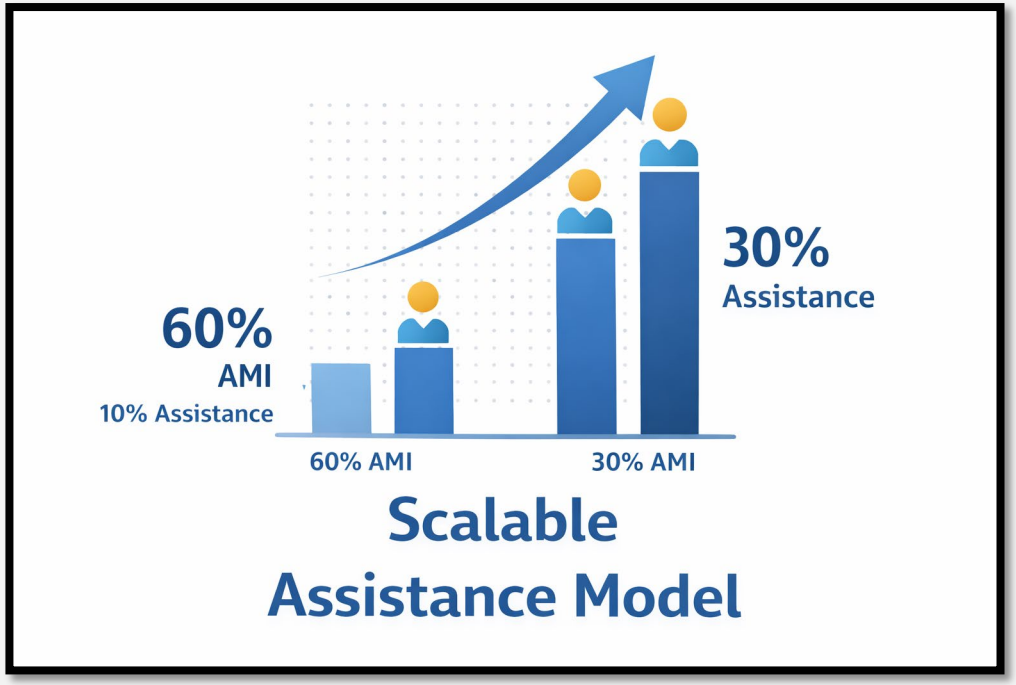
Takeaways
- Increased Utilization
- Eligibility No Longer a Barrier
- Benefit Level Helping Those Most in Need

Number of Households in Program: 24

STAFF RECOMMENDATIONS

Fully adopt the Utility Assistance Program with the following characteristics:

- **Budget: $25,000**
- **Eligibility Threshold: 60% AMI**
- **Scalable Assistance Model for Disbursement**



QUESTIONS

CITY OF ASTORIA
Founded 1811 • Incorporated 1856

MEMORANDUM

DATE: **NOVEMBER 16, 2026**

TO: **MAYOR AND CITY COUNCIL**

FROM: **SCOTT SPENCE, CITY MANAGER**

SUBJECT: **CONSIDERATION TO ADOPT THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF ASTORIA AND TEAMSTERS LOCAL 58, REPRESENTING THE PARKS & GENERAL EMPLOYEES BARGAINING UNIT AND SALARY RESOLUTION ESTABLISHING BASIC COMPENSATION, INCLUDING ASSOCIATED NEGOTIATED WAGE INCREASES AND OTHER CLASSIFICATION & RANGE CHANGES**

DISCUSSION / ANALYSIS:

The City management and Teamsters Local 58 bargaining teams have reached tentative agreement for a collective bargaining agreement covering the period of July 1, 2026 - June 30, 2029. The contract details the terms and conditions for the employees working the Parks & Recreation, Community Development, Public Works - Engineering division, Library and Finance departments. They key changes are summarized below. The contract is presented for City Council review and consideration to adopt.

Wages	Year 1: 4% COLA Years 2 & 3: 3.5% COLA
Personal Leave	Additional 8 hours of personal leave after 3 years of service.
Health Reimbursement Arrangement	The City will contribute $110 per month to each employee's HRA, replacing the previous wage-based contribution.

The proposed salary resolution includes updates to Schedule A, D and E as described below.

Schedule A	Implements wage increases negotiated between the City and Teamsters Local 58 - Parks & General Employee bargaining unit, retroactively effective July 1, 2026.

Schedule D	Adds Wastewater Maintenance Technician classification. The Public Works Operations Division added a full-time Maintenance Technician position in January 2026 to provided dedicated support to maintain and repair pumps, valves, control systems, and other machinery used in water and wastewater treatment. The additional position has enabled the division to address previously deferred maintenance and perform preventive maintenance to extend the useful life of equipment and reduce replacement costs. Establishing this classification formally recognizes the specialized responsibilities and certification requirements associated with the position.
Schedule E	Adds Assistant City Manager classification, updates Library Director pay range and corrects errors. The Assistant City Manager would advise the City Manager and serve o the Executive Team, supporting City operations, strategic priorities, and City Council goals. The role would lead public information, communications strategy, policy development, organizational initiatives, and special projects through collaboration and interdepartmental coordination rather than direct supervisory authority. Establishing this classification and reclassifying a current employee into the role would better support current operational needs within the City Manager's Department and advance Citywide priorities. The proposed Library Director pay range increase recognizes responsibility for department operations, staff supervision, budget oversight, and management of a City facility. The update also corrects two errors on Salary Resolution 26-34 by revising the NR-15/3 rate and restoring the Assistant City Engineer position that was mistakenly removed NR-13.

RECOMMENDATION:

After review of the collective bargaining agreement and accompanying salary resolution, the following motions may be considered if City Council agrees with the proposal:

Motion #1: I move that the Astoria City Council adopt the collective bargaining agreement between the City of Astoria and the Teamsters Local 58 for the Parks & General Employees bargaining unit for the contract period of July 1, 2026 - June 30, 2029, retroactively effective to July 1, 2026, as presented

Motion #2: I move that the Astoria City Council adopt the attached Salary Resolution as presented.

BY: ASHLEY DEITS, HR DIRECTOR

ATTACHMENTS:
Astoria PG CBA 2026-2029-Track Changes Pay 11.6.2026.pdf
Salary Resolution 26-40 - 11.16.2026.pdf

COLLECTIVE BARGAINING AGREEMENT

by and between

CITY OF ASTORIA
and
CHAUFFEURS, TEAMSTERS & HELPERS, LOCAL 58
(PARKS & GENERAL EMPLOYEES)

July 1, 20~~23~~26 through June 30, ~~2026~~2029

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CITY OF ASTORIA
PARKS AND GENERAL EMPLOYEES

THIS AGREEMENT is by and between the CITY OF ASTORIA, hereinafter referred to as the "Employer", and CHAUFFEURS, TEAMSTERS & HELPERS, LOCAL NO. 58, an affiliate of the International Brotherhood of Teamsters, hereinafter referred to as the "Union".

ARTICLE 1 – RECOGNITION

The Employer recognizes the Union as the sole collective bargaining representative for all full-time employees working in the collective bargaining unit in the classifications listed in the Classification List attached to this Agreement. The listed classifications are represented in this bargaining unit within the following departments of the City: Finance Department, Public Works Engineering Office, Parks Recreation, Parks Office, Library, Community Development and Parks Maintenance. Full-time employees hired into new classifications established in these listed City department offices shall be included in this bargaining unit; provided however that all temporary, part-time, managerial, supervisory and confidential employees shall be excluded from this bargaining unit.

"Full-time positions" shall be those regularly scheduled to work more than fifteen hundred (1500) hours per fiscal year or .74 FTE or greater.

The Employer shall not utilize one or more temporary appointments to fill a vacant full-time position longer than reasonably necessary to conduct a recruitment and hiring process. The City shall not establish multiple part time positions within a bargaining unit classification in order to abolish a full time bargaining unit position except by adhering to the layoff process with respect to the full-time classification to be affected.

ARTICLE 2 – UNION MEMBERSHIP

2.1 Notification of Employment. The City agrees to notify the Union, in writing, within seven (7) days from the date of first employment of any employee subject to this Agreement. Notification to the Union shall include the employee's name, job title, start date, mailing address, email address and phone number.

2.2 Dues Deduction. The Union shall furnish to the City dues check-off or other documentation signed by employees who are members of the Union which certify that the employee authorizes dues deductions from pay, which the City shall honor. For such employees, the City shall deduct from the first paycheck each month the Union's dues in an amount not to exceed the current rate of dues and other authorized union deductions then in effect. Such amount shall be remitted to the Union promptly by the City.

2.3 Indemnification. The Union will indemnify, defend and hold the City harmless against any claims made and against any suit instituted against the City as a result of any action taken pursuant to the provisions of this article. In the event that any part of this article should be declared invalid by law or that the monthly dues should be ordered reimbursed to any nonmember, the Union and its members shall be solely responsible for reimbursement. In addition, the Union and the City shall

cooperate in order to correct dues check off errors, payroll errors including the erroneous overpayment of wages or reimbursements and to facilitate payments and adjustments which are determined warranted within thirty (30) days of notification of such error.

2.4 Union Visits. Authorized agents of the Union shall have access to the City facilities during working hours for the purpose of adjusting disputes, investigating working conditions, and ascertaining that the Agreement is being adhered to, provided, however, that there is no interruption of the City's work. Such Union agent shall advise the City of his presence and his intended visit upon arrival at the City's establishment when he first enters the premises.

2.5 Bulletin Board. The City agrees to furnish and maintain suitable bulletin board space in convenient places in each work area to be used by the Union. The Union will limit matters posted to factual matters and notices concerning Union business.

2.6 DRIVE Contributions. The Employer agrees to deduct from the paycheck of any employee covered by this Agreement voluntary contributions for DRIVE. Before any deductions can be made, the employee must provide the Employer with a payroll deduction authorization form stating the weekly amount to be deducted from each of the employee's paychecks for the DRIVE contribution. The Employer's remittance will be made to DRIVE national headquarters on a monthly basis in one check.

ARTICLE 3 – COMPENSATION

3.1 Wage Adjustments.

Retroactively ~~E~~effective July 1, 202~~6~~3, the wage scales for bargaining unit members shall be increased by ~~five~~ four percent (~~5~~4%). Increases will be paid to those employed at the time of contract ratification and will be computed based on the W-2 wages paid during the retro period. All retroactive increases will be calculated and processed by the City within four (4) weeks of the execution of this Agreement.

~~3.1.1 The City has offered the following pay range changes effective July 1, 2023:~~

~~JOB TITLE~~	~~CURRENT RANGE~~	~~PROPOSED RANGE~~
~~Senior Library Assistant~~	~~20~~	~~21~~
~~Permit Technician~~	~~20~~	~~21~~
~~Accounting Clerk~~	~~20~~	~~22~~
~~Engineering Administrative Assistant~~	~~20~~	~~22~~
~~Senior Engineering Technician~~	~~34~~	~~35~~
~~Senior GIS Specialist~~	~~34~~	~~35~~

~~Effective January 1, 2024, the wage scales for bargaining unit members shall be increased by one percent (1%)~~

Effective July 1, 202~~3~~4, the wage scales for bargaining unit members shall be increased by ~~four~~ three- and one-half percent (~~4~~3.5%).

Effective July 1, ~~2025~~2028, the wage scales for bargaining unit members shall be increased by ~~three~~ three- and one-half percent (~~3~~3.5%).

3.2 Schedule Movement. Employees will move annually on the salary schedule based on satisfactory or above performance ratings.

3.3 Stability Pay. Stability pay shall be paid to employees based on their length of employment with the City at the following percentages computed based on Step ~~E~~ 5 of the employee's salary range.

5 to 10 years = 2% 15 to 20 years = 3.5%
10 to 15 years = 3% 20 years and over = 6%

Commented [AD2]: Correction to match updated step naming structure on salary resolution. No change in compensation.

3.4 Pay Day. Employees will be paid on the sixth (6th) day of the month. Full-time employees may request partial payment or "draw" of up to 50% of their pay issued as a payroll check, subject to tax withholdings, on the twentieth (20th) day of each month. Exceptions to this policy are that if the 6th or 20th of the month falls on a weekend or before a holiday, paychecks or draws will be distributed on the last working day before the weekend or holiday.
In the event the City opts to change paydays, at least thirty (30) days' notice shall be given to the Union/employees before such change is implemented.

3.5 Payroll Deductions. The present plan of payroll deductions shall remain in effect.

3.6 Deferred Compensation. Employees may elect to contribute by payroll deduction to a City deferred compensation plan. Contributions are made by employees on a pre-tax basis. Plan administration, benefits and elections are in accordance with the terms of the Plan documents.

ARTICLE 4 – VACATIONS

4.1 Accrual. Hours are accrued on a monthly basis and are earned in hourly amounts as shown below. During months of partial work, accruals will be credited based on the proportion of hours worked, and/or while on paid status (sick, vacation, personal, holiday, workers' compensation). No accruals are earned during a period of unpaid leave. Hours may be accrued up to a maximum of two hundred forty (240) hours.

Years of Service	Hours Earned per Month
0-5	8.00
5-10	10.00
10-15	11.34
15-20	13.34
20+	16.67

ARTICLE 5 – HOLIDAYS

5.1 Designated Holidays. The following are designated Holidays:

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Memorial Day
Juneteenth
4th of July
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
½ Day before Christmas
Christmas Day

5.2 Holiday Observation. When a holiday falls on Sunday, the following Monday will be observed. When a holiday falls on a Saturday, the preceding Friday will be observed.

5.3 Holiday Pay. Employees who are off on a holiday shall receive their regular pay for the day. If an employee performs work on a holiday, they shall receive one and one-half (1 1/2) times their regular pay for work actually performed in addition to their holiday pay.

ARTICLE 6 – SICK LEAVE

6.1 Purpose. To allow paid leave for an employee to address qualifying medical and family needs consistent with City personnel policy.

6.2 Accrual. The City of Astoria provides employees with sick leave in accordance with Oregon's Paid Sick Leave Law. Employees begin to accrue paid sick leave on the first day of employment and can utilize accrued sick leave without a waiting period. Full-time employees accrue sick leave at the rate of eight (8) hours per month and the maximum accrual is two thousand eighty (2,080) hours. During months of partial work, accruals will be credited based on the proportion of hours worked, and/or while on paid status (sick, vacation, personal, holiday, workers' compensation). No accruals are earned on unpaid leave hours.

6.3 Notification.
Employees are required to notify their immediate supervisor of intent to use sick leave as soon as possible, but in no event later than their starting time.

For temporary disability which is predictable, the employee should give their immediate supervisor sufficient notice to plan for staffing during the employee's absence.

6.4 Medical Leave Without Pay. Earned sick leave accruals must be exhausted prior to taking an unpaid medical leave of absence. An employee may use vacation, personal or compensatory time when sick leave is exhausted. This must be requested in writing to the Human Resources Department.

6.5 Long Term Leave Notice Requirements. To maintain employment status while on sick leave in excess of fourteen (14) calendar days, an employee must maintain a current healthcare provider's statement on file with the Human Resources Administrator and must call in to the Human Resources Department a minimum of every fourteen (14) calendar days. For purposes of convenience, the

employee may deliver these communications to the immediate supervisor who will then contact the Human Resources Department. The employee must notify the immediate supervisor as soon as the attending healthcare provider releases the employee to return to work and a signed work release must be provided to the immediate supervisor on or before the date of the first day back to work.

6.6 Retirement. An employee who retires with at least ten (10) full years of continuous service with the City and who is at least age fifty-five (55) at the time of retirement, will be paid within fifteen (15) days following retirement, subject to appropriate tax withholdings, the value of one-half (50%) their accumulated unused sick leave up to a maximum accumulation of eight hundred (800) total hours and up to a maximum of four hundred (400) hours times the employee's base wage at the time of retirement. For this purpose and the application of this entitlement formula, total accumulation cannot exceed eight hundred (800) hours with reimbursement at a maximum of four hundred (400) hours. This Article shall not be interpreted or applied to reduce an entitlement to a particular employee under PERS rules, nor to create a retirement benefit to which a particular employee is not entitled.

6.7 Utilization. Employees may utilize their accumulated sick leave for the following purposes:

1. For the diagnosis, care or treatment of the employee, or the employee's covered family member, for mental or physical illness, injury or health condition and includes preventive medical care such as prenatal visits and routine medical and dental visits;
    a. "Family member" means the eligible employee's grandparent, grandkid, spouse or Oregon-registered same-gender domestic partner and the domestic partner's child or parent; the employee's stepchild, parent-in-law or a person with whom the employee was or is in a relationship of in loco parentis; and the employees biological, adoptive or step/foster parent, sibling or child.
2. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law (ORS 659A.272) and requires leave for any of the purposes in that law;
3. If the employee's place of business is closed, or the employee's child's school or place of care is closed, by order of a public official due to a public health emergency;
4. To care for a covered family member whose presence in the community would jeopardize the health of others, as determined by a lawful public health official or a licensed health care provider who is primarily responsible for providing health care to the family member;
5. If the City is required by law to exclude the employee from work for health reasons;
6. For any purpose allowed by the Oregon Family Leave Act (OFLA), including bereavement leave; or
7. For any purpose allowed under the Family Medical Leave Act (FMLA).

In the event the employee requests compassionate leave for family or friends not defined above, such leave will be granted and employees will be required to utilize compensatory, personal or vacation time. If the employee has no accumulated time, he/she may request leave without pay.

ARTICLE 7 – OTHER LEAVES

7.1 Leave Without Pay. The City will consider a written application for leave of absence without pay in circumstances which are not protected by federal or state laws based on operational needs of the department. The written application must describe the reason for the request and confirm a

specified date at which the employee is expected to return to work. The City may terminate or cancel such leave by thirty (30) days written notice mailed to the address given by the employee on their written application for such leave.

Such leave shall not be approved for the purpose of accepting employment outside the service of the City; and notice that the employee has accepted employment or entered into a full-time business or occupation may be accepted by the City as a resignation.

Any employee, who is granted a leave of absence without pay under this section and; who for any reason fails to return to work immediately upon the expiration or termination of said leave of absence, shall be considered as having resigned their position with the City.
Employees on leave without pay, for any reason, shall not accrue any benefits.

7.2 Personal Leave. Each employee will be provided with eight (8) hours of personal leave per fiscal year. After three (3) years of continuous service, each employee will be provided sixteen (16) hours personal leave per fiscal year. Personal leave is available to use for any personal or business needs and ~~Personal leave~~ shall not be carried over from one fiscal year to the next.

7.3 Family Medical Leave. The City will maintain policies that comply with Oregon and federal medical leave laws.

7.4 Paid Leave Oregon. The City will maintain policies that comply with Paid Leave Oregon.

ARTICLE 8 – HOURS AND PREMIUM PAY

8.1 Work Week. The full-time workweek shall normally consist of five (5), eight (8) hour days, Monday through Friday, or four (4), ten (10) hour days. Employees working a 5/8-hour schedule will normally receive two (2) consecutive days off. Employees working a 4/10-hour schedule will normally receive three (3) consecutive days off. The City's workweek shall begin 12:01 a.m. on Monday and ends at Midnight on Sunday.

For employees in the Astoria Public Library the full-time workweek shall normally be Monday – Friday or Tuesday through Saturday depending on library operations.

Commented [AD3]: Name Correction

From May 1 through September 30 the City may depart from the normal workweek described above for employees of the Parks and Recreation Department to accommodate seasonal needs and public demand for programs. During this period work shifts may include any five (5) consecutive eight (8) hour days or any four (4) consecutive ten (10) hour days. The City will, to the extent reasonably possible, schedule affected employees with either Saturday or Sunday off work unless to do so interferes with an operational need. Notice of such change from the normal workweek shall follow the requirements of Article 8.7.

8.2 Meal Periods. Employees will be entitled to a thirty (30) or sixty (60) minute non-paid meal period during each full shift scheduled between the third and fifth hour of the shift at the discretion of the City.

8.3 Rest Periods. Employees will be entitled to a fifteen (15) minute paid rest period during each half shift as approved by the City.

8.4 Overtime. Work performed in excess of forty (40) hours in a workweek or eight (8) hours in a workday shall be considered overtime and will be compensated at the rate of time and one-half (1 1/2) the employee's regular rate of pay or by compensatory time. By mutual agreement of the employee and the City, the above requirement for overtime after eight (8) hours of work in one day may be waived. Employees working a 4/10 schedule will be compensated at the rate of time and one-half (1.5) the regular rate of pay or by compensatory time after ten (10) hours in a work day or 40 hours in a work week.

All overtime worked by employees must be approved by the immediate supervisor in advance of being worked. In the case of emergencies, the employee must notify the supervisor as soon as possible of the need to work overtime. Employees who work overtime without proper approval or, in the case of emergencies, without proper notification will be subject to disciplinary action.

Without hampering Department efficiency, the City shall make a reasonable effort to offer bargaining unit employees overtime work prior to overtime opportunity being offered to temporary employees or supervisors, as long as the bargaining unit employees possess the capability to perform the work. A reasonable attempt is one (1) phone call or personal contact.

8.4.1 Flex Time Arrangements for Parks and Recreation Department Employees.

(1) Daily overtime hours worked in excess of the regularly scheduled hours on a specific workday will not be paid at the overtime rate or accrued as compensatory time at the overtime rate in those situations when all of the following conditions are met:

a. The option to flex hours off or accrue compensatory time is initiated by the employee as an offer or request with the explicit understanding of all concerned that this option may be utilized or not, by the employee, which choice shall in every instance be voluntary;

b. In each instance when a supervisor proposes any alternative to the payment of overtime required by this Agreement, the supervisor shall meet with the employee and shall insure that the employee understands that they may voluntarily accept or reject the flex time off, compensatory time bank increase and/or mutual benefits of the flexibility the option provides;

c. In cases where the employee and a supervisor agree, the supervisor and the employee will identify the day(s) and hours flexed off during the workweek, if any, or the hours to be accrued as compensatory time, if any;

d. The hours actually worked on each day shall be noted accurately on the timesheet (including accurate entries showing the hours actually worked on the overtime day as well as the day(s) when fewer hours are worked as a flex, or in connection with a charge to any paid time off or compensatory time accrual balance;

e. In any case where an employee's timesheet entries are altered, corrected, disapproved and/or changed by a supervisor, manager, department head or payroll administration employee, the record shall be printed showing the alteration and providing the reason and a copy shall be provided to the employee; and

f. In any instance where an employee works more than forty (40) hours in any workweek, if the hours in excess of forty (40) are to be flexed off in a subsequent work week, such hours shall be accrued at the 1.5 overtime rate and taken off subsequently at the straight time rate as compensatory time under the comp time policies and practices which apply.

(2) A "Flex Time Agreement" (hereinafter "FTA") enables employees whose essential job functions frequently require irregular hours of work (1) to work varied hours, varied starting and quitting time, and varied workdays and days off within a work week without overtime expense to the City, and (2) to flex time off within the same work week, and (3) to meet operational needs without administrative process. Employees who wish to work under an FTA in order to routinely gain the ability to flex time off without need of the supervisor's approval in each instance must do so using a form of FTA approved by the Union. The form of FTA shall include notification to the employee that they have a right to daily overtime under this labor agreement, that the FTA waives that right and that signing the FTA is completely voluntary. Employees so designated will be paid at the overtime rate only for hours worked in excess of the regularly scheduled hours of work in the workweek and not for daily overtime otherwise provided for as a general rule under the contract. Each FTA shall be signed voluntarily by the employee, shall be approved by the employee's Department Head, shall be delivered to a Human Resources Department professional or Finance Director by the employee and approved case-by-case, and shall be for an indefinite term and subject to cancellation by the employee or the City at any time, which cancellation shall be effective on the first day of the month following written notice of at least seven (7) calendar days. The FTA shall be retained in the employee's personnel file and pay records with a copy provided to the Union.

8.5 Call-Back. Any employee recalled after completion of their regular shift or on their day off shall be guaranteed a minimum of two (2) hours pay at the overtime rate. An employee shall be permitted to leave after the work has been completed for which they were called in.

8.6 Compensatory Time. Compensatory time will be accrued at the employee's regular overtime rate and paid at the employee's regular straight time rate. Compensatory time may be earned and taken off with the mutual agreement of the City and the employee. Employees shall have the option to elect compensatory time off in lieu of being paid at the overtime rate. The employee's selection for compensatory time or overtime will be submitted on each monthly timesheet. This selection is final and cannot be changed once processed. Employees may accumulate a compensatory bank not to exceed 240 hours. All time in excess of the accrual limit shall be paid out at the end of the pay period in which it was accrued.

Compensatory time will be taken off by the employee at times which do not disrupt operations or cause the City undue hardship or otherwise avoidable overtime expense. An employee who desires compensatory time off shall arrange compensatory time off with the consent of their supervisor. Such consent shall not be unreasonably denied. Compensatory time may be taken upon mutual agreement between the employee and their supervisor.

There is no cash out of compensatory time except that the value of a compensatory time off bank shall be computed and paid to the employee upon retirement or other separation from City employment.

8.7 Shift Change. The City must give seven (7) days' notice prior to any shift change except in an emergency, or by mutual agreement.

8.8 Responsibility Pay. Any employee who is assigned to act in the capacity of a supervisor for four (4) or more consecutive hours shall, while so assigned, be paid at the supervisor's rate of pay or an additional six percent (6%) of the employee's normal base rate of pay, whichever is less, calculated from the beginning of the first hour.

ARTICLE 9 – HEALTH AND WELFARE

9.1 Medical, Dental, and Vision Health Insurance Benefits.
The City shall provide and maintain Oregon Teamsters Employer Trust GW medical, Dental Plan No. 6 and Vision Plan No. 4 as hereinafter described for all regular full time employees in the bargaining unit. Full time is defined for purposes of this Article as .75 FTE. Employees shall pay by payroll deduction ten percent (10%) of the premium cost of the insurance benefit described in this Article, which amount shall be withheld pre-tax to the extent permitted by law.

(A) The Union, employees and the Employer shall cooperate in the execution of appropriate OTET subscription agreements which shall be consistent with the terms of this agreement and the enrollment of eligible employees and dependents in OTET insurance plans. Newly hired employees and employees promoted from part-time to full-time shall be eligible for OTET coverage from the first of the month following (1) the promotion to full-time employment or date of hire, and (2) based upon eligibility established by working at least eighty (80) hours in the month prior to enrollment of the participant in OTET plans. Thereafter the City shall provide OTET benefits pursuant to this Agreement during the employee's full-time employment.

(B) This Agreement is intended to specify that health insurance eligibility shall be restricted to only those bargaining unit employees who are employed as regular full time employees in the bargaining unit and who are regularly scheduled to work at least .75 FTE based on a full time workweek of forty (40) hours. In the event of furloughs, partial layoffs, or other reductions of hours imposed to avoid job elimination, the parties shall agree in the context of impact bargaining what the "new" or "interim" definition of "regular full time" shall be during the cost cutting period for the limited purpose of defining health insurance eligibility. In such a circumstance, the parties may redefine eligibility for former regular full time employees without impacting the ineligibility of part time employees whose hours were not reduced as a cost reduction measure.

(C) The parties shall bargain concerning impacts if any on premium, plan design, and costs including a tax impact that may flow from the Affordable Care Act or comparable legislative or rule requirements and impact the City and its employees. The Employer shall retain the right to re-open and bargain the discontinuation of OTET insurance based on benefit to the Employer and to Employees that evolve under the Affordable Care Act and the insurance exchanges if, in the opinion of the City Council, such a transition is appropriate.

(D) The parties have agreed to transition from the CIS health benefit plan and CIS trust with the understanding and subject to this expressed Agreement that, in the event the parties should later agree that the bargaining unit will move back to the CIS Trust for health insurance coverage, the CIS Trust rules may require that the premium charged include an additional amount (sur-charge or penalty) for a term of years, which amount CIS would charge in addition to the premium established for CIS members and insureds who have been continually enrolled in CIS benefits. In this event, the full amount of such penalty or surcharge shall be paid by employees of the bargaining unit by payroll deduction in addition to the employee portion of premiums which the employees otherwise would be responsible to pay for so long as CIS imposes the sur-charge or penalty.

9.2 Life Insurance. The City will pay the life insurance premium for group coverage in the amount of fifty thousand dollars ($50,000) for all employees. The benefits provided are defined by the insurance plan documents as they may be amended periodically by the group life insurance carrier.

9.3 Health Reimbursement Account. The City will contribute one hundred and ten dollars (-$110) per month on behalf of each bargaining unit employee ~~three quarters of one percent (0.75%) of the employee's base wage per month~~. ~~July 1, 2018, the City will contribute on behalf of each bargaining unit employee a total of one and a quarter percent (1.25%) of the employee's base wage per month. The parties agree that the value of the HRA contributions, health insurance premium costs and wage compensation costs have been bargained as a "cost package" and that HRA contributions represent an offset to wages.~~

ARTICLE 10 – SENIORITY

10.1 Defined. Seniority is hereby defined to mean the length of continuous service in the bargaining unit from the employee's last date of regular hire. When making personnel assignments for the following: 1) holiday work; 2) overtime hours, and 3) shift hours; ability along with seniority, qualifications, and department efficiency will be considered.

10.2 Recall-Layoff. Regular employees shall be laid off in inverse order of hire within the classification they hold within a group of general parks employees.
Groups are defined as: Finance Department, Public Works Engineering Office and Parks Maintenance; the last group being "Parks Recreation, Parks Office, Library, and Community Development Department".

In the event of a layoff or a reduction in work hours, notice of no less than fifteen (15) days will be given to employees the City intends to layoff or reduce work hours. If the City reduces its work force by layoffs or reduction in work hours, the reduction shall be made within each job classification within a group on the basis of seniority with the least senior employee being the first to be laid off. An employee subject to layoff or reduction in work hours shall have the right to displace employees in

equal or lower paying job classifications within their group as long as the employee meets the minimum qualifications of the position. A probationary period of six (6) months shall be required, except that if the employee fails to successfully complete the probationary period, they shall be subject to layoff and not termination.

10.3 Recall. An employee who has been laid off or has had a reduction in work hours may apply for any other regular City job for which they are qualified and which is open to current employees. Such an employee shall be given the opportunity to compete in the selection process at least through the oral interview stage, although no appointment is presumed. All employees laid off for more than twenty-four months are considered new applicants and shall comply with the personnel regulations as they relate to applicants for employment with the City.

10.4 Seniority Rights After Layoff. When employees are laid off, they shall maintain their seniority rights during the layoff, not to exceed twenty-four (24) months. Employees being called back to work, after a layoff and within the twenty-four (24) month recall period, shall be given a two (2) week notice of such return by certified mail.

10.5 Seniority List. A seniority list shall be prepared by the City when requested by the Union, but not more often than each six (6) months, for all employees covered by this agreement and a copy will be sent to the Union.

10.6 New Hire Probationary Period. New employees hired on a regular basis must successfully serve a six (6) month probationary period prior to being granted seniority and regular status. Employee seniority date shall be determined by the last date hired as a regular employee.

10.7 Notice of Job Vacancies. When the City posts a vacancy and announcement to hire into any regular City position 0.75 FTE or greater, the City shall publicize the posting to the staff and the Union. Such notices shall clearly set forth the qualifications for the position. If a member of the group applies for and meets the minimum requirements of an open position within the member's bargaining unit, the employee will be granted an interview for the position.

10.8 Promotions. In making promotions when all of the management criteria for selection are equal, as determined by management, seniority will be the determining factor.

ARTICLE 11 – GENERAL PROVISIONS

11.1 Job Descriptions. All employees covered by this Agreement shall receive a job description upon entry into the City service, change of status or changes made in their job description.

11.2 Maintenance of Standards. During the term of this Agreement, no employee shall be deprived of any benefit or working condition not contained herein that is a mandatory subject of bargaining as provided by State statute. If the City desires to change such benefit or working condition, not referenced herein, it may only do so by negotiation as provided by State statute.

11.3 Non-Discrimination. All references to employees in this Agreement designate both sexes, and whenever the male gender is used, it shall be construed to include male and female employees.

11.4 Travel Reimbursement. It is the policy that City-owned vehicles should be used any time an authorized employee travels on official business for the City. Should a City-owned vehicle not be available, the employee must receive prior authorization from their supervisor to use a privately owned vehicle.

When an employee has been given prior authorization to use a privately owned vehicle because a City-owned one is unavailable, the City will provide reimbursement for all costs or operation of such vehicle, including insurance, at the IRS Standard Mileage Rate.
If a City-owned vehicle is available but the employee chooses to use a privately owned vehicle and the employee receives prior authorization from the supervisor to use such vehicle, the reimbursement for the costs of operation; including insurance, will be seventy-five percent (75%) of IRS mileage rate.

The reimbursement for use of a privately owned vehicle in all cases is deemed full consideration to the employee for use of the vehicle. The City does not have "non-owned" vehicle insurance coverage. Authorized employees are to provide their own collision, and/or property damage insurance on the privately owned vehicle.

11.5 Uniforms. Should the City require certain classifications or employees to wear a standardized uniform, the City shall issue, at no cost to the employees, a basic uniform issue. The City shall replace or repair, at the City's option on an as needed basis, the basic uniform issue at no cost to the employee.

The basic required uniform issue shall include five (5) pairs of pants, five (5) shirts, and a coat or jacket (for the employees with job duties that require the employee to work outdoors). The City shall also reimburse each employee in the Parking Control classification up to one hundred- fifteen dollars ($115) per year, for City approved footwear. Any unused amount can be carried over from one year to the next.

11.6 Drug and Alcohol Policy. Parties to this Agreement will abide by the City's Alcohol and Drug Policy.

11.7 Library Cards. All employees covered by this agreement who reside outside of the Astoria city limits shall at their request receive an employee-only library card for use at the Astoria Public Library. These employees shall have the same borrowing privileges and library uses as City patrons.

11.8 Hazardous Work. The City agrees to provide any necessary training and equipment to the employees when required to perform hazardous work or handle hazardous materials.

11.9 Licenses. The City will bear the expense of meeting driver's license requirements imposed by the State that are required for employees in their job assignments, other than the basic driver's license.

11.10 Evaluations. A copy of the individual's evaluation sheet shall be given to the employee at the time of said evaluation after completion and signing by all required parties.

11.11 Protective Clothing. The Employer shall supply special articles of clothing required by the City in the performance of their job, on an as needed basis, such as rain gear, gloves, hip or knee boots, overalls, and all OSHA required articles.

11.12 Eye Glasses. The City will replace eyeglasses damaged on the job through no negligence on the part of the employee for cost of such glasses, not to exceed three hundred dollars ($300.00). The City contribution to replacement cost will be paid only after any vision insurance payment as documented by the Explanation of Benefits form from the insurer.

11.13 Aquatic Center Pass. In accordance with City policy, ~~The City shall provide an Aquatic Center Pass to any full-time bargaining unit member for the employee's use upon application of the employee. This benefit shall be valued and reported by the City as a taxable non-wage benefit as required by the IRS regulations and guidance.~~ all employees are eligible to request a free employee and family pass to the Astoria Aquatic Center by completing and submitting the required request form. In the event Aquatic Center Pass benefits are reduced or eliminated for the police and other bargaining units, the City may adjust or eliminate this benefit for bargaining unit members in order to maintain City-wide consistency for Aquatic Center Passes without further bargaining concerning the decision or impacts of the decision.

Commented [AD5]: This reflects an update to City policy made in 2025, which expanded the benefit previously provided under the CBA

ARTICLE 12 – DISCIPLINE AND DISCHARGE

12.1 Standard. Discipline shall be for just cause, including progressive discipline when appropriate. Discipline means written reprimands, suspension without pay and reductions in pay, demotion and discharge. Corrective action such as counseling, verbal warnings and work plans do not constitute discipline and are not subject to grievance. In the event an employee disagrees with facts stated in discipline documentation filed in the personnel file, the employee may submit a factual response which shall be retained with the discipline documentation.
The parties recognize that effective corrective and disciplinary action is administered on a timely basis, and will cooperate toward achieving that end.

12.2 Due Process. When the City determines that a suspension without pay, demotion or dismissal may be the appropriate action to be taken against a regular employee, the following process shall be followed:

1. The employee shall be notified of the charges that are the basis for possible disciplinary action;

2. The employee will be given an opportunity to refute the charges or offer any extenuating or mitigating circumstances either in writing or orally in an informal hearing before a decision as to the specific disciplinary action to take, if any, is made by the City. At their request, the employee will be entitled to be accompanied by a fellow employee or a representative of the Union at the informal hearing.

ARTICLE 13 – GRIEVANCE PROCEDURES

13.1 Grievance Procedure - Steps. The employee and the Union may grieve a violation of this Agreement in the following manner:

Step 1. Within ten (10) working days immediately following the date the employee had or should have had knowledge of the grievance, whichever date is earlier, the employee or the Union shall make a good faith attempt to resolve the dispute informally by meeting with the employee's immediate supervisor. The employee's supervisor shall attempt to resolve the dispute and respond in writing within ten (10) working days of a discussion with the employee and/or a Union representative.

Step 2. The employee or Union representative shall file the grievance in writing with the employee's department Director within ten (10) working days from the employee's or Union's receipt of at the written Step 1 response. The written grievance shall include:

A. Name of the employee on whose behalf the grievance is raised.
B. A clear and concise statement including all dates and facts necessary to give a full and objective understanding of the employee's and Union's position.
C. The sections of the contract violated.
D. The remedy sought by the employee.
E. The Union representative or employee's signature and date.

The department Director shall respond to the employee, in writing, within ten (10) working days from the receipt of the written grievance.

Step 3. If the Union is dissatisfied with the department Director's decision, the Union representative, within ten (10) working days of receipt of the department Director's decision, shall submit a grievance to the City Manager. The City Manager will schedule a meeting and opportunity for the Union and the Grievant to identify and explain error in the Step 2 decision, and shall respond to the employee, in writing, within five (5) working days from the receipt of the written grievance or ten (10) working days from the meeting.

Step 4. Within five (5) working days of the City Manager's decision, the Union may pursue the grievance to arbitration by notifying the City Manager of their intent to proceed and shall request a list of seven (7) arbitrators from the FMCS, provided such arbitrators are Oregon or Washington residents and are members of the National Academy of Arbitrators. The parties shall mutually select the arbitrator from the list by alternately striking a name until one (1) name remains. The party to strike the first name shall be determined by a coin toss. The striking shall be conducted no later than ten (10) working days from receipt of the list.

The decision of the arbitrator shall be requested in writing no later than thirty (30) working days from final hearing and shall be binding on both parties. The arbitrator shall have no authority to add, delete or modify the contract or personnel policies which have been duly adopted by the City.

13.2 Time Limits. Any or all time limits specified in this grievance procedure may be waived by mutual consent of the parties. In the event the employee or the Union fails to submit the grievance in

accordance with these time limits, without a waiver, they shall not be entitled to bring the grievance before the Joint Conference Board or an arbitrator. In the event the City fails to meet the time limits, the employee/union may move the grievance to the next step. A grievance may be terminated at any time upon receipt of a signed statement from the employee that they do not wish to pursue the matter further. Days, as used in this Article, shall be defined as Monday through Friday and excluding any day of holiday observance as specified in Article 5 - Holidays, hereof.

13.3 Probationary Employees. Probationary employees shall not be entitled to utilize this grievance procedure in any discipline matter and may not grieve or appeal dismissal from employment.

13.4 Costs. Expenses for the arbitrator shall be borne equally by the City and the Union. Each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim recording of the proceedings before the Joint Conference Board or before the arbitrator, it may cause such a record to be made, provided it pays for the record and makes a copy available without charge to the arbitrator or the Board. If the other party desires a copy, both parties shall jointly share the cost of the transcript and all copies. If meetings, hearings and conferences are held during an employee's regular work hours, no loss of pay or benefits shall be suffered during regular work hours. It is understood that the City shall not incur overtime liability as a result of such meetings, hearings or conferences.

ARTICLE 14 – SEVERABILITY

14.1 It is understood and agreed that all agreements herein are subject to all applicable laws. If any provision of this Agreement is in contravention of State or Federal laws, such provisions shall be superseded by the appropriate provisions of such laws or regulations so long as the same is in force and effect.

ARTICLE 15 – MANAGEMENT RIGHTS

15.1 Except as limited by an express provision of this Agreement, the Employer shall retain the right to exercise the customary functions of management, including, but not limited to, directing the activities of the Department; determining the levels of service and methods of operation, including the introduction of new equipment; the right to hire, layoff, transfer, reorganize, promote, discipline, discharge, and to determine work schedules, assign work, terminate and assign needed training.

15.2 The Employer and the Union hereby recognize that delivery of services in the most efficient, effective and courteous manner is of paramount importance to the Employer, and as such, maximized performance is recognized to be an obligation of employees covered by this Agreement. In order to achieve this goal, the parties hereby recognize the Employer's right to determine the methods, processes, and means of providing services; to increase, diminish, or change equipment, including the introduction of any and all new, improved, or automated methods or equipment, and the assignment of employees to specific jobs within the bargaining unit.

15.3 The Employer may establish, revise, and implement standards for performance, discipline, quality of work, safety, materials, equipment, uniforms, appearances, methods and procedures. It is

jointly hereby recognized that the Employer must retain broad authority to fulfill its responsibilities and may do so by oral or written work rules, existing or future.

ARTICLE 16 – DURATION

16.1 The length of this contract shall be from July 1, 20~~23~~ 26 through June 30, 202~~6~~ 9 and shall continue from year to year thereafter unless written notice of desire to terminate or modify the Agreement is served by either party upon the other no later than January 1, ~~2026~~2029.

SIGNED this _____ day of _____, 202~~3~~6.

CITY OF ASTORIA

BY: _____
MAYOR

BY: _____
CITY MANAGER

TEAMSTERS LOCAL NO. 58
(FOR PARKS & GENERAL EMPLOYEES)

BY: _____
SECRETARY-TREASURER

~~PREPARED BY & APPROVED AS TO FORM:~~

~~BY: _____~~
~~Akin Blitz, City Labor & Employment Counsel~~

CITY OF ASTORIA PARKS & GENERAL

EMPLOYEE CLASSIFICATION LIST

ACCOUNTING CLERK
ACCOUNTING SUPPORT CLERK
COMPUTER ASSISTED DRAFTING (CAD) TECHNICIAN
ENGINEERING ADMINISTRATIVE ASSISTANT
ENGINEERING TECHNICIAN
FACILITY COORDINATOR
GIS ADMINISTRATOR
GROUNDS COORDINATOR
NOVICE GROUNDS COORDINATOR
LIBRARY ASSISTANT
PERMIT TECHNICIAN
RECREATION COORDINATOR
SENIOR ENGINEERING TECHNICIAN
SENIOR GIS SPECIALIST
SENIOR LIBRARY ASSISTANT
CODE COMPLIANCE SPECIALIST

Commented [AD6]: Added to Classifications in 9/2023

SCHEDULE A WAGE SCALES

PARKS & GENERAL UNION EMPLOYEES SCHEDULE A EFFECTIVE JULY 1, 2026						
POSITION	**RANGE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**
Library Assistant	PG-1	$20.12	$21.12	$22.18	$23.30	$24.45
Accounting Support Clerk	PG-2	$21.14	$22.19	$23.31	$24.47	$25.70
Novice Grounds Coordinator	PG-3	$24.51	$25.74	$27.03	$28.38	$29.80
Senior Library Assistant Permit Technician	PG-4	$25.13	$26.38	$27.71	$29.09	$30.54
Accounting Clerk Engineering Administrative Assistant	PG-5	$25.75	$27.04	$28.39	$29.82	$31.30
Recreation Coordinator	PG-6	$26.40	$27.72	$29.11	$30.56	$32.08
CAD Technician	PG-7	$28.43	$29.85	$31.35	$32.91	$34.56
Engineering Technician Code Compliance Specialist	PG-8	$31.38	$32.95	$34.60	$36.33	$38.15
Parks Grounds Coordinator Parks Facilities Coordinator	PG-9	$34.64	$36.37	$38.19	$40.09	$42.10
Senior Engineering Technician Senior GIS Specialist	PG-10	$35.51	$37.27	$39.15	$41.10	$43.15
GIS Administrator	PG-11	$41.17	$43.23	$45.40	$47.66	$50.04
Engineering Project Assistant	PG-12	$29.19	$30.65	$32.18	$33.79	$35.48

RESOLUTION NO. 26-40

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

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

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

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

Section 2. Salary And Wage Schedules. That the following salary and wage schedules shall constitute the basic compensation plan, consisting of a base or entry rate (Step 1) and four merit steps in the corresponding range on the schedule. The pay rate for salaried employees exempt from overtime is shown as a monthly rate. The pay rate for employees not exempt from overtime pay is show as an hourly rate. Stability Pay shall be part of the basic compensation plan. (See Section 4.6 of the Personnel Policies and Procedures Manual).

Section 3. Classified Position Allocation. That the following is a computed salary schedule and position allocation. All increases above the base rate for each range are called merit steps. Step increases are merit increases and are not automatic but must be earned by the employee. (See Section 4.5 of the Personnel Policies and Procedures). Each range is identified by a number. Each step within the range is identified by a number; 1 is the entry rate, with Steps 2, 3, 4, and 5. The following salary schedules are listed by employee groups:

CITY OF ASTORIA

Section 4. Parks & General Union Employees

PARKS & GENERAL UNION EMPLOYEES SCHEDULE A EFFECTIVE JULY 1, 2026						
POSITION	**RANGE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**
Library Assistant*	PG-1	$20.12	$21.12	$22.18	$23.30	$24.45
Accounting Support Clerk	PG-2	$21.14	$22.19	$23.31	$24.47	$25.70
Novice Grounds Coordinator	PG-3	$24.51	$25.74	$27.03	$28.38	$29.80
Senior Library Assistant* Permit Technician	PG-4	$25.13	$26.38	$27.71	$29.09	$30.54
Accounting Clerk Engineering Administrative Assistant	PG-5	$25.75	$27.04	$28.39	$29.82	$31.30
Recreation Coordinator	PG-6	$26.40	$27.72	$29.11	$30.56	$32.08
CAD Technician	PG-7	$28.43	$29.85	$31.35	$32.91	$34.56
Engineering Technician Code Compliance Specialist	PG-8	$31.38	$32.95	$34.60	$36.33	$38.15
Parks Grounds Coordinator Parks Facilities Coordinator	PG-9	$34.64	$36.37	$38.19	$40.09	$42.10
Senior Engineering Technician Senior GIS Specialist	PG-10	$35.51	$37.27	$39.15	$41.10	$43.15
GIS Administrator	PG-11	$41.17	$43.23	$45.40	$47.66	$50.04
Engineering Project Assistant	PG-12	$29.19	$30.65	$32.18	$33.79	$35.48

* *Part-Time Library Assistant and Senior Library Assistant positions are non-represented and paid at and paid at the same pay range as full-time positions*

CITY OF ASTORIA
Section 5. Fire Department

FIRE UNION EMPLOYEES SCHEDULE B EFFECTIVE JULY 1, 2026						
POSITION	**RANGE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**
Firefighter	F-1	$25.07	$26.33	$27.64	$29.02	$30.47
Driver/Engineer	F-2	$26.36	$27.68	$29.06	$30.51	$32.04
Fire Lieutenant	F-3	$29.04	$30.49	$32.02	$33.62	$35.30

The pay rates for these positions are based on an annual work schedule of 2,920 hours.

CERTIFICATION PAY		
Calculated on Range F-1, Step 5		
Advanced EMT	3.0%	$222.43/mo.
EMT Intermediate	5.0%	$370.72/mo.
Paramedic	8.0%	$593.15/mo.

STABILITY PAY	
YEARS	**PERCENTAGE**
0-5	2.0%
10-15	3.5%
15-20	4.5%
20+	6.0%

HAZARDOUS MATERIALS TEAM PAY		
Calculated on Range F-1, Step 5	2.5%	$185.36/mo.

BILINGUAL PAY	
Calculated on Employee range/step	5.0%

FIRE MANAGEMENT SCHEDULE B EFFECTIVE JULY 1, 2026						
POSITION	**RANGE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**
Deputy Fire Chief	FM-1	$9,265.95	$9,729.25	$10,215.71	$10,726.49	$11,262.82
Fire Chief	FM-2	$9,902.82	$10,397.96	$10,917.85	$11,463.75	$12,036.93

CITY OF ASTORIA
Section 6. Police Department

POLICE UNION EMPLOYEES SCHEDULE C EFFECTIVE JULY 1, 2025						
POSITION	**RANGE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**
Records Specialist	PD-1	$22.21	$23.32	$24.48	$25.71	$26.99
Senior Records & Evidence Specialist	PD-2	$24.46	$25.68	$26.97	$28.32	$29.73
Communications Call Taker	PD-3	$26.48	$27.81	$29.20	$30.66	$32.19
Communications Operator	PD-4	$27.83	$29.22	$30.68	$32.21	$33.82
Police Officer	PD-5	$30.80	$32.34	$33.96	$35.66	$37.44
Senior Police Officer	PD-6	$34.81	$36.55	$38.38	$40.30	$42.31
Communications Operations Supervisor	PD-7	$38.46	$40.39	$42.41	$44.53	$46.75

POLICE NON-SWORN MANAGEMENT SCHEDULE C EFFECTIVE JULY 1, 2026						
POSITION	**RANGE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**
Administrative Services Manager	PDM-1	$6,760.00	$7,098.00	$7,452.90	$7,825.55	$8,216.82
Emergency Communications Manager	PDM-2	$7,863.62	$8,256.80	$8,669.64	$9,103.12	$9,558.28

POLICE SWORN MANAGEMENT SCHEDULE C EFFECTIVE JULY 1, 2026						
POSITION	**RANGE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**
Sergeant	PDM-3	$43.09	$45.24	$47.50	$49.88	$52.37
Deputy Chief of Police	PDM-4	$8,570.95	$8,999.50	$9,449.48	$9,921.95	$10,418.05
Chief of Police	PDM-5	$9,653.28	$10,135.94	$10,642.74	$11,174.88	$11,733.62

POLICE NON-SWORN, NON-REPRESENTED, PART-TIME SCHEDULE C EFFECTIVE JULY 1, 2025				
POSITION	**YEAR 1**	**YEAR 2**	**YEAR 3**	**YEAR 4**
Police Cadet	$21.00	$22.05	$23.15	$24.31

CITY OF ASTORIA
Section 7. Public Works

PUBLIC WORKS UNION EMPLOYEES SCHEDULE D EFFECTIVE JULY 1, 2026						
POSITION	**RANGE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**
Utility Worker I Machine Mower/Utility Worker Equipment Servicer	PW-1	$26.12	$27.43	$28.80	$30.24	$31.75
Sweeper Operator Maintenance Technician	PW -2	$27.47	$28.84	$30.28	$31.79	$33.38
Utility Worker II Equipment Mechanic I Wastewater Maintenance Tech. *(Eff. 12/1/2026)*	PW-3	$28.95	$30.40	$31.92	$33.52	$35.20
Wastewater Operator Water Quality Technician	PW-4	$30.37	$31.89	$33.48	$35.15	$36.91
Equipment Mechanic II Senior Utility Worker Stores Supervisor Water Source Operator	PW-5	$31.92	$33.52	$35.20	$36.96	$38.81
Lead Utility Worker Interim Wastewater Supervisor Water Quality Supervisor Senior Building Facilities Technician Senior Maintenance Technician	PW -6	$33.44	$35.11	$36.87	$38.71	$40.65
Wastewater Treatment Supervisor	PW-7	$36.13	$37.94	$39.84	$41.83	$43.92

CITY OF ASTORIA

Section 8. Non-Represented/Management & Confidential

NON-REPRESENTED EMPLOYEES/MANAGEMENT & CONFIDENTIAL SCHEDULE E EFFECTIVE JULY 1, 2026						
POSITION	**RANGE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**
Administrative Assistant Tourist Facilities & Parks Coordinator Parks & Public Sites Maintenance Coord. Head Lifeguard Community Development Technician	NR-1	$25.75	$27.04	$28.39	$29.81	$31.30
Executive Assistant Human Resources Specialist	NR-2	$27.29	$28.65	$30.08	$31.59	$33.17
Assistant to the City Manager Management Analyst	NR-3	$30.70	$32.23	$33.84	$35.54	$37.31
Accountant	NR-4	$5,320.74	$5,586.78	$5,866.12	$6,159.43	$6,467.40
Associate Planner	NR-5	$6,016.30	$6,317.12	$6,632.97	$6,964.62	$7,312.85
Equipment Maintenance Supervisor	NR-6	$35.54	$37.31	$39.18	$41.14	$43.19
Senior Accountant	NR-7	$6,159.30	$6,467.27	$6,790.63	$7,130.16	$7,486.67
Aquatics Manager Recreation Manager	NR-8	$6,471.14	$6,794.70	$7,134.43	$7,491.16	$7,865.71
City Planner	NR-9	$7,317.07	$7,682.92	$8,067.06	$8,470.42	$8,893.94
Public Works Field Operations Manager Public Works Internal Operations Manager	NR-10	$7,495.66	$7,870.45	$8,263.97	$8,677.17	$9,111.02
Project Engineer	NR-11	$8,031.07	$8,432.63	$8,854.26	$9,296.97	$9,761.82
Building Official Assistant Finance Director Assistant City Manager *(Eff. 12/1/2026)* Library Director *(New Range Eff. 12/1/2026)*	NR-12	$8,432.63	$8,854.26	$9,296.97	$9,761.82	$10,249.91
Deputy Building Official	NR-12a	$6,587.57	$6,916.95	$7,262.79	$7,625.93	$8,007.23
Parks and Recreation Director Human Resources Director Assistant City Engineer	NR-13	$8,854.17	$9,296.87	$9,761.72	$10,249.80	$10,762.29
City Engineer	NR-14	$9,532.84	$10,009.48	$10,509.95	$11,035.45	$11,587.22
Community Development Director Finance & Administrative Services Dir.	NR-15	$9,761.71	$10,249.79	$10,762.28	$11,300.40	$11,865.42
Public Works Director	NR-16	$10,522.47	$11,048.59	$11,601.02	$12,181.07	$12,790.13

CITY OF ASTORIA

Section 9. Parks & Recreation Non-Represented, Part-Time and Seasonal Employees

PARKS & RECREATION PART-TIME AND SEASONAL EMPLOYEES SCHEDULE F EFFECTIVE JULY 1, 2026						
POSITION	**RANGE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**
Lifeguard Swim Instructor in Training (Level 1) Recreation Clerk Recreation Leader Youth Program Counselor	PR-1	$17.43	$17.93	$18.43	$18.93	$19.43
Swim Instructor (Level 2)	PR-2	$18.56	$19.06	$19.56	$20.06	$20.56
Lead Recreation Clerk Lead Youth Program Counselor	PR-3	$19.12	$19.62	$20.12	$20.62	$21.12
Lead Lifeguard Swim Instructor Trainer (Level 3)	PR-4	$19.68	$20.18	$20.68	$21.18	$21.68
Park Maintainer	PR-5	$23.68	$24.18	$24.68	$25.18	$25.68
Recreation Program Specialist	PR-6	$24.47	$24.97	$25.47	$25.97	$26.47

CITY OF ASTORIA
Section 10. Non-Represented, Part-Time and Seasonal Employees

NON-REPRESENTED, PART-TIME AND SEASONAL EMPLOYEES SCHEDULE G EFFECTIVE JULY 1, 2026															
RANGE	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**	**STEP 6**	**STEP 7**	**STEP 8**	**STEP 9**	**STEP 10**	**STEP 11**	**STEP 12**	**STEP 13**	**STEP 14**	**STEP 15**
S-1	$16.00	$16.50	$17.00	$17.50	$18.00	$18.50	$19.00	$19.50	$20.00	$20.50	$21.00	$21.50	-	-	-
S-2	$22.00	$22.50	$23.00	$23.50	$24.00	$24.50	$25.00	$25.50	$26.00	$26.50	$27.00	$27.50	$28.00	$28.50	$29.00
S-3	$30.00	$32.50	$35.00	$37.50	$40.00	$42.50	$45.00	$47.50	$50.00	$52.50	$55.00	$57.50	$60.00	$62.50	$65.00
S-4	$70.00	$75.00	$80.00	$85.00	$90.00	$95.00	$100.00	$105.00	$110.00	$115.00	$120.00	$125.00	$130.00	$135.00	$140.00
S-5	$145.00	$150.00	$155.00	$160.00	$165.00	$170.00	$175.00	$180.00	$185.00	$190.00	$195.00	$200.00	$205.00	$210.00	$215.00

POSITIONS

All Departments: Clerical Support
Special Projects Coordinator

Community Development: Building Inspector
Plumbing Inspector
City Historian

Finance: Accounting Support Clerk

Fire: Hazmat Team Member

Human Resources: Human Resources Support

Library: Library Assistant Intern

Police/Dispatch Assistant to the Emergency Communications Manager
Community Service Officer

Public Works: Public Works Laborer
Weekend Water Operator

Section 11. Advancement Within Range. As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Section 4.

Section 12. Exceptional and Additional Increases. As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Section 4.

Section 13. Stability Pay. As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Section 4.6. The table below lists the stability pay for the different employee groups and are calculated on Step 5 of the pay range. Union members are eligible based on the collective bargaining agreement. Non-represented, full-time employees are eligible based on City policy**.**

EMPLOYEE GROUP	PAY SCHEDULE
Parks & General Union	Schedule A
Fire Union & Fire Management	Schedule B
Police Union & Police Management	Schedule C
Public Works Union	Schedule D
Non-Represented/Management & Confidential	Schedule E

Section 14. Responsibility Pay. As authorized in the City of Astoria's Personnel Policies and Procedures, Compensation Plan, Section 4.7.

Section 15. Repeal of Resolutions. Resolution No. 26-34 adopted by City Council on September 8, 2026 is hereby repealed and superseded by this resolution.

Section 16. Effective Date. The provisions of the resolution shall become effective upon passage.

ADOPTED BY THE CITY COUNCIL THIS 16TH DAY OF November 2026.

ADOPTED BY THE MAYOR THIS 16TH DAY OF November 2026.

ATTEST:

City Manager

Mayor

ROLL CALL ON ADOPTION		**YEA**	**NAY**	**ABSENT**
Councilor	Davis			
	Mazzarella			
	Adams			
	Conklin			
Mayor	Fitzpatrick			