

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

January 20, 2015

The minutes of the proceedings of a regular meeting of the City Council of the City of Coos Bay, Coos County, Oregon, held at 7 p.m. in the Council Chambers at City Hall, 500 Central Avenue, Coos Bay, Oregon.

Those Attending

Those present were Mayor Crystal Shoji and Councilors Fred Brick, Mark Daily, Jennifer Groth, Thomas Leahy, and Mike Vaughan. Councilor Stephanie Kramer was absent. City staff present were City Attorney Nate McClintock, Finance Director Susanne Baker, Community Development Director Eric Day, Public Works Director Jim Hossley, Library Director Sami Pierson, Battalion Chief Dan Crutchfield, and Police Chief Gary McCullough.

City Council Work Session

At 6:00 p.m. prior to the start of the regularly scheduled Council meeting, a work session was held in the City Hall conference room for the purpose of reviewing the land development code rewrite. Community Development Director Eric Day presented the first section of the new land development code. Suggested areas for staff to review included: Page 6, define Director; Page 9: amount of copies, notices; Page 10: provide criteria; Page 12, define technically complete application, section c and d to be more concise; Page 13: applications on file over 180 days, add "for review"; Page 14, expand text on appeal period; Page 17, notice posting; Page 20, criteria for new submission; Page 31, define contiguous; Page 37, geologically hazardous areas; Page 42, lot line adjustment; and Page 54, water dependent; non water dependent, water oriented. No decisions were made.

Flag Salute

Connie Stopher opened the meeting and led the Council and assembly in the salute to the flag.

Public Comments

Dana Gaub, North Bend: concerned about potholes on South Empire Boulevard and supported a petition for sustainability.

Consent Calendar

Mayor Shoji reviewed the consent calendar which consisted of 3a: approval of the minutes of January 6, 2015; 3b: acceptance of the December 2014 accounts payable and payroll check registers; 3c: acceptance of the December 2014 combined cash report, and 3d: approval of a Three Rivers Foundation grant for the Fire Department defibrillator. Councilor Groth moved to approve the consent calendar approving the minutes of January 6, 2015, accepting the December 2014 accounts payable and payroll check registers, accepting the December 2014 combined cash report, and approving a Three Rivers Foundation grant for the Fire Department defibrillator. Councilor Daily seconded the motion which carried with Mayor Shoji and Councilors Brick, Daily, Groth, Leahy, and Vaughan voting aye. Councilor Kramer was absent.

City Council Minutes – January 20, 2015

New Council Business

Councilor Daily asked if there would be a report to Council on the proponents of a North Spit wastewater treatment plant wherein Public Works Director Jim Hossley stated once the group has provided the City a proposal to review, the Council would be apprised.

Presentation of the Results of the Coos Bay Permitting Process Review by John Hitt

Public Works Director Jim Hossley stated in September of 2014 Mr. John Hitt was contacted to provide a review of the City's building permits and land use rules, procedures, standards, and overall effectiveness. The review process included an information survey of City staff, contractors, architects, developers, and members of the Bay Area Chamber of Commerce. During the process Mr. Hitt received praise for several staff members, overall timeliness and quality of building inspections, and a willingness to seek improvement.

Mr. Hitt provided a presentation highlighting the public perception of the building and planning process, specific areas of complaint, provided ideal performance standards, discussed proactive actions already taken to improve processes, and provided recommendations. Mr. Hitt stated the permit process was inherent with a tension due to the process requiring the implementation of regulations. Specifically, suggestions to improve the process included: establish and track clear standards; establish a preliminary informal development review; establish a team approach which included staff and the public; develop in-house procedures and certifications to approve over the counter permits; establish clear minimum requirements to deem a complete application; revise the land development code; consider raising fees; develop a land use and building permit handbook to walk an applicant through the process; expand the City's website related to development; adopt engineering standards; retain in-house review and approval processes; and enhance field staff with technology for efficiency and documentation.

Rick Skinner thanked City Manager Craddock for listening to the issues and implementing new procedures. Wes Plummer stated things have gotten better over the last several months.

Presentation of the REACH Air Services Life Flight by Chad Partington

Chad Partington, REACH Air Services Life Flight, stated their firm provided air transport services for 911 requests and patient transfers between hospitals based upon physician orders. REACH was founded in 1987 in Sonoma County, California by Dr. John L. McDonald Jr. to help others through enhanced delivery of emergency medical services. Mr. Partington provided information on the services provided to those in need of emergency medical transportation in the Bay Area.

Annual System Development Charge (SDC) Expenditure and Revenue Report

Finance Director Susanne Baker stated on a monthly basis, the Council received financial statements which provide an accounting of the system development charge revenue collected for each system and the expenses related to funded projects, which meet the requirements of ORS 223. Additionally, the information was included in the annual audit. For greater transparency, an annual report was presented. A separate report would be presented by FCS Group for review and implementation of SDC's. Administration of System Development

City Council Minutes – January 20, 2015

Charges (SDC's) are regulated by ORS 223.297 through 223.327. The City of Coos Bay first implemented SDC's in 2006 (transportation, wastewater, and stormwater) and placed a moratorium on the collection of SDC revenues in 2008. ORS 223 regulates the expenditure of SDC revenue into three categories (reimbursement, improvement, and compliance). Expenditure of SDC funds are allowed only for the projects listed specifically on the Capital Improvement Plan developed for the SDC. Ms. Baker reviewed the criteria for expenditures and provided the FYE 14 year end totals of each fund. Councilor Groth moved to accept the annual SDC report. Councilor Leahy seconded the motion which carried with Mayor Shoji and Councilors Brick, Daily, Groth, Leahy, and Vaughan voting aye. Councilor Kramer was absent.

Acceptance of the Urban Renewal Agency's Annual Financial Report for FY 2013-2014

Community Development Director Eric Day stated Oregon Revised Statutes (ORS) 457.460 required a financial impact statement from the Urban Renewal Agency be filed with the Council by January 31st of each year. The report complied with ORS 457.460 and was in addition to the Urban Renewal Budget adopted on June 4, 2013 and the Urban Renewal Agency Audit accepted on December 2, 2014. Mr. Day explained the components of the financial report and noted the purpose of the urban renewal was to improve specific areas of the city which were poorly developed or underdeveloped, eliminate blight, and encourage economic development. Mr. Day noted major projects during 2013/2014 included the Egyptian Theatre restoration project, Highway 101 project, and Empire Boulevard/Cape Arago improvements. Councilor Groth moved to accept the Urban Renewal Agency's annual report for fiscal year 2013-2014. Mayor Shoji seconded the motion which carried with Mayor Shoji and Councilors Brick, Daily, Groth, Leahy, and Vaughan voting aye. Councilor Kramer was absent.

Approval of the City Manager's Salary Adjustment

Mayor Shoji stated during the January 6, 2015 work session the City Manager's salary was discussed. The City Manager has not had a salary adjustment since October of 2010 and has consistently received excellent annual performance evaluations. It was proposed to revise the salary range to reflect the level of current compensation to align with the established steps. The current salary range begins at Step 1 at \$9,867 and ends at Step 6 at \$12,595 with the proposed salary range to begin at Step 1 at \$9,674 and to end at Step 6 at \$12,347.

Councilor Vaughan moved to approve the proposed salary range for the City Manager position and approve a step increase from Step 3 to Step 4. Mayor Shoji seconded the motion which carried with Mayor Shoji and Councilors Brick, Groth, Leahy, and Vaughan voting aye. Councilor Daily voting nay. Councilor Kramer was absent.

City Attorney's Report

No comments were given.

City Manager's Report

No report.

City Council Minutes – January 20, 2015

Council Comments

Councilor Leahy stated Oregon Coast Community Action would be conducting a homeless count. Councilor Brick stated CASA was looking for volunteers; he supports foster parenting and adoption.

Adjourn

There being no further business to come before the Council, Mayor Shoji adjourned the meeting. The next regular Council meeting was scheduled for February 3, 2015 in the Council Chambers at City Hall.

Crystal Shoji, Mayor

Attest: _____
Susanne Baker, City Recorder