

**CITY OF COOS BAY CITY COUNCIL**  
**Agenda Staff Report**

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| <b>MEETING DATE</b><br>September 1, 2015 | <b>AGENDA ITEM NUMBER</b> |
|--|---------------------------|

TO: Mayor Shoji and City Councilors  
FROM: Eric Day, Community Development Department  
THROUGH: Rodger Craddock, City Manager  
ISSUE: Environmental Protection Agency (EPA) and Business Oregon Grants – Award Acceptance

**BACKGROUND:**

At the November 18, 2014 City of Coos Bay Urban Renewal Agency meeting the Agency approved staff to send out a request for qualifications (RFQ) seeking qualified environmental consulting and/or planning firms to provide assistance with: securing a United States EPA Community Wide Grant for the assessment, cleanup, and redevelopment of brownfields properties within the Front Street planning area of Coos Bay, and; implementation of an environmental assessment, remedial planning, community outreach, and other environmental and planning components. Four statements of qualifications (SOQ's) were received; staff selected Stantec Consulting Services, Inc. of Bellevue, Washington to write and manage the EPA Community Wide Assessment Grant. Stantec proposed to write the grant free of charge and then, if awarded, implement the environmental assessment, planning, community outreach, and other components of the project; all to be paid from the grant proceeds. The Agency award the Environmental Protection Agency Community Wide Assessment Grant contract to Stantec Consulting Services, Inc. at the November 18, 2014 Agency meeting. As a housekeeping matter, the grant was awarded to the City of Coos Bay and the award of the Stantec contract as stated above, needs to be approved by the City of Coos Bay City Council.

Additionally, earlier this year, the City of Coos Bay was awarded two grants. One of the grants is from Business Oregon in the amount of \$25,000, and the other one is the Environmental Protection Agency (EPA) Brownfields Grant totaling \$400,000. These two grants are linked together to, in part, complete sub-area planning and brownfields assessment work in the Front Street area.

The purpose of the Business Oregon Grant is to plan for area connectivity in the Front Street area, and it is to be used in conjunction with the EPA grant. There is a two-year term to spend the funds, and staff can request an extension if needed.

The purpose of the EPA Brownfields grant is to help transform brownfield sites, such as former manufacturing and mill sites, into productive end uses which directly benefit community residents and create opportunities including increased housing options, recreational spaces, and jobs. This initial grant will provide the City with funding necessary to do assessments and sub-area planning related to clean-up sites.

Staff is asking the City Council to take the following actions:

1. Accept the awarded grants from the two agencies,

2. Award the EPA Community Wide Assessment grant contract to Stantec Consulting Services, Inc. as of November 18, 2014 to coincide with the Agency award,
3. Hold a public hearing on Resolution 15-14 which would adopt a supplemental budget and allow the City to start spending from the grant awards,
4. City staff needs general direction from the Council on where and how to spend staff time and grant dollars. Staff is recommending the grant proceeds be spent in the general Front St. area for environmental assessments and sub-area planning (primarily infrastructure planning) and,
5. As a component of the EPA grant, the City will need to establish a Brownfields Action Committee (BAC). This committee could consist of a mixture of community and or organizational representatives:
  - a. 1-2 City Council members,
  - b. 1-2 Planning Commission members,
  - c. Front Street area property owners,
  - d. People with architectural, environmental, design, engineering, and/or historical backgrounds,
  - e. Any other person the Council deems helpful to the process.

The role of the committee would be to discuss, evaluate, and advise the Council on Brownfields grant related projects.

Per the Council rules, the Council can establish a committee "...by motion, ordinance, or resolution... Any committee so created may contain one or more Councilors as a liaison(s) or members." (Council rule 3.1.1)

Appointments to the committee "...may be made by the Mayor, or by any two Councilors, and shall be subject to confirmation by the Council" (Council rule 3.1.5) are to seek and select interested and qualified persons through an advertised process (Council rule 3.2.4).

Should the Council elect to seek and select interested and qualified persons through an advertised process, staff suggests the following is a possible timeline and process:

- Formally establish the Brownfields Advisory Committee (BAC) by resolution on 9/1/15.
- Advertise committee opening and accept applications from 9/11/15 – 10/9/15.
- Interview interested committee members on 10/20/15.

**ADVANTAGES:**

By accepting the Business Oregon and EPA Brownfield grants, the City will be able to start the

process of selecting sites for environmental assessments and needed sub-area planning.

**DISADVANTAGES:**

A significant amount of City staff time over the following three years will be required for the implementation and management of this grant.

**BUDGET IMPLICATIONS:**

By holding a public hearing on Resolution 15-14, the City's current budget will be amended to include the funds from these grants, and staff will be able to start spending the funds.

**ACTION REQUESTED:**

Staff recommends the Council accept both the Business Oregon and EPA grants; adopt Resolution 15-14; and award consulting contracts to Stantec Consulting Services, Inc. as of November 18, 2014 to coincide with the Agency award in an amount up to \$425,000. Also staff requests direction on the formation of the Brownfields Action Committee.

Attachments: Attachment A – Resolution 15-14

**City of Coos Bay**

**Resolution 15-14**

**A RESOLUTION OF THE CITY OF COOS BAY, COOS COUNTY, OREGON, SUPPLEMENTAL BUDGET APPROPRIATING MAJOR CAPITAL IMPROVEMENT FUNDS.**

WHEREAS, the City of Coos Bay has complied with the provisions of ORS 294.473 to appropriate funds to adjust one fund's expenditures by more than 10% of the fund's adopted expenditure total; a public hearing shall be held; the governing body at a regularly scheduled meeting shall adopt a supplemental budget by resolution stating the need, purpose, and amount of the appropriation; provide notice of the meeting by publishing not less than five days before the meeting; and the notice includes a summary of the changes proposed; and

WHEREAS, the City of Coos Bay applied and was awarded a \$400,000 Brownfields grant to update and expand the previous brownfield inventory utilizing current data and GIS technology. Additionally, the City will conduct community outreach, complete ESAs and remedial action plans, and apply real estate strategy and site-specific reuse planning to brownfield sites that can accommodate growth, catalyze private investment, expand employment, and help the City recover from decades of lost property tax revenues; and

WHEREAS, the City of Coos Bay applied and was awarded a \$25,000 grant from the State of Oregon Brownfields Redevelopment Fund for brownfields integrated planning activities associated with addressing redevelopment barriers impacting both public and private properties located along the City of Coos Bay's Front Street waterfront corridor including a Front Street Pedestrian Connectivity Study and updated Front Street Master Plan; and

WHEREAS, the Major Capital Improvement Fund requires an additional appropriation due to the award of the Brownfields grant for a total of \$425,000; and

Major Capital Improvement Fund

|              |   |           |             |
|--------------|---|-----------|-------------|
| Resources    | Federal Grants  | \$400,000 |             |
|              | State Grants  | 25,000    |             |
| Requirements | Capital   | 425,000   |             |
|              | New Total Capital Requirements                        |           | \$1,549,500 |
|              | New Total Major Capital Improvement Fund Requirements |           | 1,965,700   |

NOW, THEREFORE, BE IT RESOLVED THAT, the City of Coos Bay, Coos County Oregon hereby adopts the FY 2015-2016 Resolution as set forth above, and appropriates the sums as shown above. The foregoing resolution was duly adopted by the City of Coos Bay, Coos County, Oregon this 1st day of September 2015 and effective August 1, 2015 to coincide with the EPA project period.

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Crystal Shoji, Mayor

ATTEST:

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Susanne Baker, City Recorder