

**MINUTES OF THE PROCEEDINGS OF A JOINT  
CITY COUNCIL AND URBAN RENEWAL AGENCY WORK SESSION**

**January 10, 2017**

The minutes of the proceedings of a City Council work session of the City of Coos Bay, Coos County, Oregon, held at 5:30 p.m. in the meeting room at Fire Station 1, 450 Elrod Avenue, Coos Bay, Oregon.

**Those Attending**

Those present were Mayor Joe Benetti and Councilors Lucinda DiNovo, Drew Farmer, Jennifer Groth, and Stephanie Kilmer. Councilors Stephanie Kramer and Phil Marler were absent. City staff present were City Manager Rodger Craddock, City Attorney Nate McClintock, Finance Director Susanne Baker, Public Works Director Jim Hossley, Police Chief Gary McCullough, and Community Development Director Eric Day.

Mayor Benetti opened the meeting and stated the purpose of the meeting was for an informal review of the upcoming January 10, 2017 council agenda.

**Annual System Development Charge Report**

City Manager Rodger Craddock stated the system development charge (SDC) revenues collected for each system and project related expenses was presented as a requirement of Oregon Revised Statute 223. The City of Coos Bay implemented SDC's in 2006 (transportation, wastewater, and stormwater) and then placed a moratorium in 2008. Mr. Craddock stated the past Council had expressed interest in removing the moratorium and staff had been working with FCS Group, a firm specializing in public sector finance, to provide a qualitative assessment for re-implementation. Due to the complexity of the analysis and reprioritizing of other issues, the project was set aside. Mr. Craddock requested direction from the Council. The SDC's would require an update of the capital improvement plans, review of the regulations, and an update of the ordinances. Mr. Craddock shared recent discussions, a fee in lieu that the Planning Department found other cities used to generate resources for repairs to increase wastewater line capacity. The fee would be included in the upcoming update of the city fee resolution. Consensus was for staff to pursue removing the moratorium.

**Urban Renewal Agency Annual Financial Report for Fiscal Year 2015/16**

City Manager Rodger Craddock stated Oregon Revised Statue (ORS) 457.460 required a financial impact statement from the URA to be filed with the City Council by January 31<sup>st</sup> of each year. This report was in addition to the URA Budget and the URA Audit which were accepted by the Council last year. Discussion ensued on Mr. Craddock's contact with a marketing firm to highlight the City projects and achievements through social media. Mayor Benetti asked if there was interest in pursuing the special option levy wherein Mr. Craddock stated the URA consultant was preparing a document on the possible revenue, negative impacts of compression, and recommendations.

**Consideration of Approval of the Purchase of Three Trucks for the Public Works Department**

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City Manager Rodger Craddock stated replacement of equipment and vehicles was an on-going effort to sustain fleet reliability. Replacing equipment and vehicles at the end of their useful life saved the City money, improved customer response time, and helped ensure safety. Industry standards for vehicle replacement were 6-10 years of use or 100,000 miles of which over 80% of Public Work's fleet exceeded these ranges. Staff utilized the Oregon Department of Administrative Services Procurement Services (DASPS) to obtain state bids on outfitted Dodge Ram pickup, \$32,660.20, and two Chevrolet pickups at \$39,627.48 each. Staff proposed a contingency of 5% for a total of \$117,510.16. The purchase was funded in this fiscal year's budget in Fund 34 at \$122,500.

### **Façade Improvement Grant for Downtown Northwest Fitness Center**

City Manager Rodger Craddock stated façade improvement grant applicants for the Downtown Northwest Fitness Center, 217 S. Broadway, proposed to use grant funds to repair and replace stucco/trim work, paint the east-facing façade, replace all of the windows and exterior doors, and replace the awning. The total improvements were estimated at \$750,000.

Community Development Director stated the Design Assistance Team (DAT) met with the applicant on December 20, 2016 and recommended approval of the project. The program would provide a maximum grant of \$25,000. The program required three bids which the applicant was only able to obtain two, \$69,940 and \$86,745. Discussion ensued to consider increasing the budget for next fiscal year for the facade programs.

### **Other Discussion**

Councilor DiNovo asked for an update on the video taping of the work sessions and discussion ensued on the merits of business discussion at the work session, the cost for the additional recordings, and the information available in the staff reports provided to the Council for action.

Mayor Benetti asked about the proposed agenda software wherein Mr. Craddock introduced the Novus program which would provide agendas electronically, embedded agenda items and minutes, and many other user friendly features.

Mayor Benetti suggested if a Councilor would like to join him at the Chamber's WBC City presentation on January 25th or if there were items to present he would encourage the rest of the Council to let him know.

City Manager Craddock discussed the upcoming goal setting session; adding one staff member to engineering to meet the demands of the increased work load, accurate processing of pay requests, and compliance with state and federal rules; a multi-million dollar grant for Southwestern Oregon Community College that hinged upon the positive outcome of the wastewater plant moving to the construction phase.

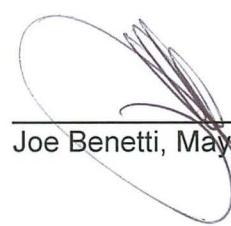
### **Adjourn**

There being no further business to come before the Council, Mayor Benetti adjourned the meeting. The next regular Council meeting was scheduled for January 17, 2017 in the Council Chambers at City Hall.

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Attest:

  
Susanne Baker, City Recorder

  
Joe Benetti, Mayor