



CITY OF COOS BAY

CITY MANAGER'S OFFICE

MEMORANDUM

DATE: January 15, 2016

TO: City Council

FROM: Rodger Craddock, City Manager

SUBJECT: 2015-16 City Goals

Below you will find tables listing the Council's 2015-16 goals and the status of those goals. The tables are arranged by goal categories. Within the tables, you will find the statues of the goals, some of which been achieved, while many are in progress and some staff have yet to begin working on. The initial tables will provide you the status at a glance view. Below the initial tables you will find more details on the work done to date and next steps on each goal.

Council's Economic Development Goals	Status
Using the Planning Commission, complete the Development Code update and present to Council for consideration.	In Progress
Using the Urban Renewal Advisory Committee and URA Board members, update the Urban Renewal Plans.	In Progress
Update the Front Street Master Plan	In Progress
Provide the Council information on becoming a "Certified Local Government" for their consideration.	Achieved
Evaluate and seek ways to improve the City's tourism responsibilities (tourism promotion, tourism fulfillment, tourism development, etc.) and the best utilization of room tax revenue.	In Progress
Evaluate possible commercial uses of the Boardwalk pavilions.	Yet to Begin
Evaluate the possible economic value and identify regulatory issues related to allowing float houses in the bay.	Yet to Begin

Council's Curb Appeal Goals	Status
Develop a "Hwy 101 Curb Appeal Enhancement Master Plan" for Council's consideration.	In Progress
Draft a Weed Ordinance limited to Hwy 101 and other City main arterials for Council's consideration.	Yet to Begin
Draft an ordinance prohibiting new chain link fences along Hwy 101 and/or in the downtown URA boundaries for Council's consideration.	Yet to Begin
Develop and Empire "bump out" landscaping / flower enhancement proposal for Council consideration.	Yet to Begin

Council's Road Infrastructure Goals	Status
Break ground and complete the South Empire Multimodal project.	In Progress
Using the Tree Board, update the Street Tree Policy & Species list for Council's consideration.	In Progress
Complete the Utility Trench / Pavement Restoration Policy for Council's consideration.	In Progress
Complete the Engineering Standards related to streets and sidewalks for Council's consideration.	In Progress
Complete the Streets Assessment and develop a long range road restoration plan for Council's consideration.	Achieved
Evaluate SDC policy and the current moratorium as it pertains to funding future multimodal road enhancements and present to the Council for consideration.	In Progress
Using the Street's Task Force, evaluate potential funding sources for street maintenance to include but not limited to a local gas tax, transportation utility fee, general obligation bond, increased franchise fees.	Achieved

Council's Wastewater / Stormwater Infrastructure Goals	Status
Develop Engineering Standards related to wastewater and stormwater collection systems for the Council's consideration.	In Progress
Begin final design plans for Plant 1 Digester update.	Yet to Begin
Begin Facility Plan Amendment for Wastewater Treatment Plant 1	Yet to Begin
Begin design plans for Pump Station 16.	Yet to Begin
Begin design plans for the Mingus Park sewer replacement project	On-Hold
Begin Pre and Final Design plans for Wastewater Treatment Plant 1	On Hold
Begin construction on Wastewater Treatment Plant 2	Waiting on permit approval
Begin construction on the Salmon/ Michigan Alley sewer replacement project.	Achieved
Begin construction on the Kingwood Canyon sewer replacement project.	Achieved
Begin construction on the 4th, 5th, & 6th Avenue sewer replacement project.	Still in the planning phase
Begin construction on the N. 8th Street sewer replacement project.	On Hold
Begin construction on the Isthmus Slough sewer force main / pipe project.	On Hold
Begin construction on the Park & Highland sewer replacement project.	On Hold
Begin construction on the S 10th Street (Blossom Gulch School) sewer replacement project.	Still in the planning phase
Begin construction on the Birch & Front storm drain replacement project.	On Hold
Begin construction on Pump Station 1.	Waiting on permitting approval
Begin construction on Pump Station 16.	On Hold
Draft a Storm Water Management Plan for the Council's consideration.	On Hold
Draft a Storm Water Ordinance for the Council's consideration.	On Hold

Council's Park Infrastructure Goals	Status
Using the Parks Commission, complete the Mingus Park Master Plan for Council's consideration.	Yet to Begin
Using the Parks Commission, complete the Boardwalk Master Plan for Council's consideration.	In Progress
Pursue grant funding and/or donations to implement Parks Master Plan components as prioritized by the Council.	Received 1 Grant / Waiting to Apply for More

Council's Library Facility Infrastructure Goals	Status
Creation of a Strategic Plan.	Achieved
Completion of a needs assessment.	In Progress
Evaluate potential location(s) for a new library facility.	Yet to Begin
Creations and implementation of a capital campaign.	Yet to Begin

Council's Funding City Services Goals	Status
Pursue grant funding for Public Safety Equipment & Training.	Achieved
Pursue grant funding for target public safety education and enforcement on crosswalks, seatbelts and DUII laws.	Achieved
Evaluate the City's contracting rates with local fire districts	Achieved
Evaluate the City's Building Codes and Planning Fees	In Progress
Complete a five year Capital Improvement Plan to assist the Council in planning for future capital needs.	Yet to Begin

Work Done to Date & Next Steps Details

City's Economic Development Goals:

A. Using the Planning Commission complete the Development Code update and present to Council for consideration.

Status / Work Done to Date: In Progress / A draft code and zoning map were completed for public review. Meetings, work sessions, and an open house were scheduled with the Planning Commission, City Council, and the public this year as listed below:

- In May 2014, the Planning Commission met and discussed / reviewed the "Administrative Section" of the Development Code.
- In June 2014, the Planning Commission met and discussed / reviewed the "Zoning Section" (Part I) of the Development Code.
- In July 2014, the Planning Commission met and discussed / reviewed the "Zoning Section" (Part II) of the Development Code.
- In October 2014, the Planning Commission met and reviewed / discussed redlines made to date.
- In October 2014, the Planning Commission held its first work session to review and discuss the draft revisions.
- In November 2014, the Planning Commission held its second work session to review and discuss the draft revisions.
- In December 2014, the Planning Commission held its first, 1/3 session to review and

discuss the draft revisions.

- In January 2015, the Planning Commission held a public hearing on the proposed changes to the Development Code.
- In January 2015, the City Council held a work session to review / discuss the first 1/3 of the proposed changes to the Development Code.
- In February 2015, the City Council held a work session to review / discuss the second 1/3 of the proposed changes to the Development Code.
- In March 2015, the Planning Commission held a work session to review and discuss proposed changes to the Zoning and Comp Plan maps.
- In March 2015, the City Council held a work session to review / discuss the remaining 1/3 of the proposed changes to the Development Code.
- In April 2015, the Planning Commission held a public hearing on the proposed changes to the Zoning and Comp Plan maps.
- In April 2015, the City Council discussed the proposed changes to the Development Code.
- In August 2015, a Town Hall Meeting was held to present information on the proposed changes to the Development Code and to take public input.
- In August 2015, the Council adopted Resolution 15-16 replacing the Committee for Citizen Involvement (CCI) with the Planning Commission.
- In October 2015, staff held a meeting with representatives of the Chamber of Commerce to present the proposed changes to the Development Code.
- In October 2015, staff held a meeting with representatives of the Community Coalition of Empire to present the proposed changes to the Development Code.
- In October 2015, staff held a meeting with representatives of the Downtown Association to present the proposed changes to the Development Code.
- In November 2015, the Planning Commission reviewed the public comments received since the Town Hall meeting, heard what staff had been told during the meetings with the Chamber of Commerce, Community Coalition of Empire and the Downtown Association after which they made a recommendation to the Council to adopt the proposed changes to the Development Code.

Additionally, DLCD has been notified of the finished draft product for their final review, and a city-wide mailer will be delivered in January alerting the public to the project and public hearing which has been scheduled for February before the City Council.

Next Steps: The proposed code and maps will go to the Council in February for a public hearing and possible adoption.

B. Using the Urban Renewal Advisory Committee and URA Board members, update the Urban Renewal Plans.

Status / Work Done to Date: Staff has held two meetings with the URA and URAC to evaluate possible goal and policy changes to the Downtown URA.

Next Steps: At this time, it is anticipated that two additional meetings will be needed to complete the Downtown plan. Once that plan is completed, staff and the committees will commence with the Empire URA plan. Completion of both plans is scheduled for this year.

C. Update the Front Street Master Plan.

Status / Work Done to Date: Staff applied for and received two EPA grants totaling \$400,000, and Councilor Growth additionally applied for and received an additional grant from Business Oregon for \$25,000. These funds are being used in the Front Street area for Phase 1 and 2 brownfield assessments and area site planning including updating the Front Street Master Plan.

Next Steps: The Brownfield Action Committee (BAC) has been established by the Council and held their first meeting in December of 2015. This committee along with the City Council, city staff, and the project consultant (Stantec) will help guide activities through the completion of the project which is projected to last for three years from date of inception.

D. Provide the Council information on becoming a "Certified Local Government" for their consideration.

Status / Work Done to Date: Staff drafted a proposed Certified Local Government (CLG) ordinance at the Council's request. The proposed CLG ordinance as well as proposed changes to the ordinance pertaining to the Design Assistance Team (DAT) relating to their involvement in the CLG program was reviewed and refined by the Design Assistance Team in July 2015. The draft CLG ordinance and the proposed amended DAT ordinance was reviewed by the Council in August 2015. The Planning Commission reviewed the proposed ordinances in September 2015. The Council held a public hearing after which both the ordinances were enacted in October 2015. Staff completed the State's application, and they submitted it to Oregon State Historic Preservation Office in January 2016

Next Steps: Staff is finalizing a list of current property owners who are eligible to receive the benefits of the program. Once finalized, a letter will be sent to the property owners detailing the benefits of the program. Also, staff is marketing the program to potential property owners for their addition to the list.

E. Evaluate and seek ways to improve the City's tourism responsibilities (tourism promotion, tourism fulfillment, tourism development, etc.) and the best utilization of room tax revenue.

Status / Work Done to Date: The Council's Promotions committee has met several times and discussed the following concerns regarding the VCB:

- **Organizational identity:** Many concerns have been voiced regarding the current branding of the VCB, i.e. "Oregon's Adventure Coast." While there is little doubt that it's a catchy phrase, it really lacks regional identity; and as such, the branch should be changed and or amended to something which is more recognizable in an effort to increase promotional effectiveness.

There has been talk in the past of changing the name to "Travel Coos Bay" or "Travel Coos Bay – North Bend"; but unfortunately, the matter never got past the talking stage within the VCB organization.

- **Organizational Priorities/Expectations:** much of the advertising priorities in the past have focused on tourism draws from outside of the jurisdiction of the funding partners and little attention has been focused on the tourism draws within our city. No one can dispute that

some tourist are drawn to the natural attractions of our great area which includes the ocean, dunes, fishing, and crabbing. Limiting our primary advertising focus to just those natural attractions and failing to promote the many cultural activities (festivals, museums, theaters, special events, etc.) within our city only serves to limit who we are attracting to visit our great community and ultimately the effectiveness of the promotional efforts.

- Partnership requirements (funding commitments) and rights (representation): per our current intergovernmental agreement (IGA) with our partners (City of North Bend and the Coquille Tribe) each of the partners contribute 2/7 of the transit lodging tax (TLT) collected in our jurisdictions to collectively fund the VCB. As Coos Bay receives the lion's share of the TLT collected by the partners, it in turn is the principle financial backer of the VCB. Coos Bay is currently contributing 58% of the VCB's operating revenue, but the cities representation on the Board is limited to one of five positions which represents 20% of the Board.

Based on the above listed concerns and discussions to date, it might be beneficial for the City to seek to modify the VCB agreement to lessen the City's contribution so that there would be financial capacity to undertake the desired local advertising while letting the VCB focus on regional tourism promotions.

Next Steps: Staff needs consensus from the Council on how best to move forward.

F. Evaluate possible commercial uses of the Boardwalk pavilions.

Status / Work Done to Date: Yet to begin.

Next Steps: The Parks Commission will be looking at this as part of their work to develop a Board Walk Master Plan. Consideration should be given to engage the services of a consultant in an effort to identify what would be required by code and business necessity to allow the structures to be used for commercial uses.

G. Evaluate the possible economic value and identify regulatory issues related to allowing float houses in the bay.

Status / Work Done to Date: Staff has met with Councilor Leahy concerning this issue and developed a plan to incorporate the idea as a part of the overall concept of developing the recreational and housing opportunities along Front Street as a part of that master plan.

Next Steps: As the sub-area planning component commences as a part of the Front Street Master Plan, staff will evaluate the economic impacts and regulatory issues related to locating float houses in the bay.

City's Curb Appeal Goals:

1. **Develop a "Hwy 101 Curb Appeal Enhancement Master Plan" for Council's consideration.**
 - Plan would include possible implementation components along with estimates for both implementation and the ongoing maintenances costs.
 - Enhancement options for the City's entrance / welcome signs.

Status / Work Done to Date: City contracted with GreenWorks, a landscape architectural and urban design firm, to assist the URA with ideas and concept designs. Presentations of concepts and/or renderings to URA were held on: 04/07/15, 08/18/15, and 01/05/16. Staff prepared early concepts and cost estimates for construction and maintenance. Concept for welcome signs initiated in November 2015.

Next Steps: Prepare design plans, plant palette, and cost estimates; seek ODOT approval; seek grant funding. 90 days to complete plans, palette, and estimates along with ODOT approval. Grant search will take longer. Next steps for Welcome Signs include completion of logo concepts followed by review and comments by Council and public; Council to provide direction regarding development of finalized logo. Review and development process time 180 days.

2. **Draft a Weed Ordinance limited to Hwy 101 and other City main arterials for Council's consideration.**

Status / Work Done to Date: No work done to date.

Next Steps: As the proposed weed ordinance was to mainly be centered upon the Hwy. 101 area, staff is proposing to incorporate a weed ordinance and/or new regulations as a part of the City's beautification project that it is currently undergoing.

3. **Draft an ordinance prohibiting new chain link fences along Hwy 101 and / or in the downtown URA boundaries for Council's consideration.**

Status / Work Done to Date: No work done to date

Next Steps: As the proposed chain link ordinance was to mainly be centered upon the Hwy. 101 area, staff is proposing to incorporate a chain link ordinance and/or new regulations as a part of the City's beautification project that it is currently undergoing.

4. **Develop an Empire "bump out" landscaping / flower enhancement proposal for Council consideration.**

Status / Work Done to Date: Yet to begin.

Next Steps: Identify funding and/or grant award; prepare concepts and design plans; late summer 2016

City's Infrastructure Goals:

1. **Roads:**

- a. **Break ground and complete the South Empire Multimodal project.**

Status / Work Done to Date: Conflict with waterline was resolved in early 2015 and the waterline design was completed spring of 2015. The Water Board completed waterline install in October. The multi-modal project went out to bid in September by ODOT, and the contract was awarded in December 2015. The pre-construction meeting was held on January 5, 2016.

Next Steps: The contractor started on site work this month, and construction is expected to occur during the winter as weather permits. Paving is expected to begin in late spring, and the project to be completed by October 2016.

b. Using the Tree Board, update the Street Tree Policy & Species List for Council's consideration.

Status / Work Done to Date: The Tree Board reviewed and updated the street trees species in February 2015 as part of their work on an overall urban forestry policy has commenced. An update was presented to Council in November 2015. The Tree Board completed the process of mapping of city trees in downtown area in December 2015, and are currently mapping street trees along Newmark in Empire area.

Next Steps: Tree Board will continue its work to inventory tree species mix and percentages in the City's parks. Tree Board will complete urban forestry policy for the Council's consideration in summer 2016.

c. Complete the Utility Trench / Pavement Restoration Policy for Council's consideration.

Status / Work Done to Date: In November 2014, the Council approved moving forward with the recommendations of the Streets Task Force which included presenting a Utility Trench / Pavement Restoration Policy for Council's consideration. Numerous drafts were prepared and reviewed by utilities representatives and stakeholders, and final stakeholder meeting held spring 2015. The proposed policy was presented to the City Council in May 2015. After the public hearing and Council deliberations, it was the consensus to revise the draft policy with a more tiered approach and one that would work in tandem with the City's Transportation System Plan (TSP).

Next Steps: Staff will amend the draft policy with a more tiered approach that works in tandem with the TSP, and they will have draft prepared June 2016

d. Complete the Engineering Standards related to streets and sidewalks for Council's consideration.

Status / Work Done to Date: Initial draft is complete and currently under internal review.

Next Steps: Submit to local stakeholders for review and comment by March 2016. Present draft policy to Council in 2016.

e. Complete the Streets Assessment and develop a long range road restoration plan for Council's consideration.

Status / Work Done to Date: City's consultant finished the initial field evaluation in January 2015. The Streets Task Force reviewed and discussed the consultant's draft preliminary Pavement Condition Survey and Asset Management Plan in March 2015. The assessment and plan was completed in June 2015, and it was presented to the Council in July 2015 at which time it was officially accepted.

Next Steps: Implementation of Plan is commencing with funding from PP&L franchise increase.

- f. **Evaluate SDC policy and the current moratorium as it pertains to funding future multimodal road enhancements and present to the Council for consideration.**

Status / Work Done to Date: The City's consultant evaluated City's existing SDC ordinances and made recommendations for revisions that are necessary to ensure compliance with state law.

Next Steps: Staff will schedule a conference call with the consultant to review the recommendations and discuss the necessary procedural steps to move forward.

- g. **Using the Street's Task Force evaluate potential funding sources for street maintenance to include but not limited to a local gas tax, transportation utility fee, general obligation bond, increased franchise fees.**

Status / Work Done to Date: In Progress; Task Force met in March 2015 and made recommendation to Council. Council considered recommendations April 2015 and directed staff to pursue PP&L franchise increase (Council approved 2% increase in July 2015) and local fuel tax is still being discussed by representatives of Coos Bay and North Bend.

Next Steps: Based on the most recent meeting of the Joint Council Committee, staff will be communicating with the County Commissioner's to gauge their interest in a countywide gas tax measure. In addition, a meeting of the city managers and administrators within the county is being scheduled to discuss the pros and cons of a countywide gas tax measure. Lastly, Councilor Groth is checking with LOC for recommendations on the best time to present to the ballot measure to the voters.

2. Wastewater / Stormwater:

- a. **Develop Engineering Standards related to wastewater and stormwater collection systems for the Council's consideration.**

Status / Work Done to Date: First draft has been completed, and it is under internal review.

Next Steps: Stake holder review has been scheduled for March 2016

- b. **Begin design plans on the following sewer and storm water infrastructure projects:**

- 1) **Final design for Plant 1 Digester update.**

Status / Work Done to Date: Final design could not commence until the planning document (which is required by DEQ) was approved. Currently awaiting approval from DEQ.

Next Steps: Upon DEQ approval move forward with design.

2) Facility Plan Amendment for Wastewater Treatment Plant 1.

Status / Work Done to Date: None at this time due to the extensive permitting process that WWTP 2 has undergone, resources have not been available.

Next Steps: Once construction commences on WWTP 2, design can commence on WWTP 1.

3) Design plans for Pump Station 16

Status / Work Done to Date: None at this time.

Next Steps: It is anticipated that design will commence spring 2016 (once design is completed on PS 1).

4) Design plans for the Mingus Park sewer replacement project

Status / Work Done to Date: Due to the failure at S10th Street, this IFA funded project has been placed on hold and the IFA funded Blossum Gulch Replacement project has commenced because it was immediately adjacent to the S 10th Street failure.

Next Steps: Anticipate commencement of design FYE 2017

5) Pre and Final Design plans for Wastewater Treatment Plant 1

Status / Work Done to Date: None at this time

Next Steps: Due to the extensive permitting process that WWTP 2 has undergone, resources have not been available. Once construction commences on WWTP 2, design can commence on WWTP 1.

c. Begin construction on the following sewer and storm water infrastructure projects:

1) Wastewater Treatment Plant 2.

Status / Work Done to Date: Plans complete December 2014; environmental review by State and Federal agencies started in January 2015 and still on going.

Next Steps: Earliest start date now is late March 2016.

2) Salmon/Michigan Alley sewer replacement project.

Status / Work Done to Date: The design, bidding, contract award, and construction has been completed.

Next Steps: N/A

3) Kingwood Canyon sewer replacement project.

Status / Work Done to Date: Construction was completed summer 2015

Next Steps: N/A

4) 4th, 5th, & 6th Ave sewer replacement project.

Status / Work Done to Date: Preliminary planning was performed. Realignment of this pipe is recommended due to the current location being located in a wetland.

Next Steps: Begin final design FYE 2017.

5) N. 8th Street sewer replacement project.

Status / Work Done to Date: Plans are 100% complete.

Next Steps: This project is unfunded. Due to higher priority emergency/unfunded projects, this has been placed on hold.

6) Isthmus Slough sewer force main / pipe project.

Status / Work Done to Date: None at this time.

Next Steps: On hold due to higher priority projects.

7) Park & Highland sewer replacement project.

Status / Work Done to Date: Plans are 100% complete.

Next Steps: This project is unfunded. Due to higher priority emergency/unfunded projects, this has been placed on hold.

8) S 10th Street (Blossom Gulch School) sewer replacement project.

Status / Work Done to Date: Plans are 60% complete.

Next Steps: Finalize design and coordinate with IFA to include funding for this project through IFA Loan 1 in conjunction with Blossom Gulch Pipe Replacement project. Bid in spring and construct summer 2016.

9) Birch & Front storm drain replacement project.

Status / Work Done to Date: Plans are 100% complete.

Next Steps: On hold due to environmental permitting. NMFS has conditioned that the project install a \$75K - \$100K BMP. There is no funding for this.

10) Pump Station 1.

Status / Work Done to Date: Final Design plans have been completed and submitted to DEQ.

Next Steps: Bid in spring 2016 and commence construction summer 2016.

11) Pump Station 16

Status / Work Done to Date: None at this time.

Next Steps: Due to resources, the City can only have one pump station under construction at a time. It is anticipated that construction will occur summer 2018.

d. Draft the following for Council's consideration:

1) Storm Water Management Plan

Status / Work Done to Date: None yet, awaiting funding which is tied to WWTP2 funding.

Next Steps: Council must approve funding option, earliest this will come to Council is 2nd meeting in February 2016.

2) Storm Water Ordinance

Status / Work Done to Date: None yet, awaiting funding which is tied to WWTP2 funding.

Next Steps: Won't be ready for Council consideration until stormwater management plan are completed.

3. Parks

a. Using the Parks Commission, complete the Mingus Park Master Plan for Council's consideration.

Status / Work Done to Date: Not yet started.

Next Steps: To begin after the Parks Commission completes the Boardwalk Master Plan.

b. Using the Parks Commission, complete the Boardwalk Master Plan for Council's consideration.

Status / Work Done to Date: Parks Commission sub-committee formed in December 2015.

Next Steps: Sub-committee to meet starting Feb 2016 to look at options for site amenities to recommend to Council; after, obtain planning & design grant, contract with consultant to prepare design, cost estimates; then pursue construction grant.

c. Pursue grant funding and/or donations to implement Parks Master Plan components as prioritized by the Council.

Status / Work Done to Date: In April 2015, staff submitted a grant application to the Oregon Parks and Recreation Department, Local Government Grant Program, to help fund some needed capital improvement at the Mingus Park Pool. In September 2015, staff was notified of a grant in the amount of \$221,774. In November 2015, the Council approved acceptance of the grant.

Next Steps: Pool repair project to commence and finish summer 2016; will seek grants for funding planning and design for Mingus Park and Boardwalk by December 2016

4. Facilities - Using the Library Facility Steering Committee to assist the City and the Library Board with the following:

a. Creation of a Strategic Plan.

Status / Work Done to Date: The Strategic Plan has been completed and accepted by the City Council. Work done to date includes the following:

- In October 2014, the Library Foundation applied for Ford Family Foundation Grant to help fund a library consultant to assist with creation of strategic plan.
- In November Ford Family Foundation awarded the grant request, and Penny Hummel was contracted to aid in drafting the Strategic Plan.
- In February 2015, the Library Visioning Committee (consisted of members from community) met to discuss the Strategic Plan.
- In April 2015, a public meeting held in an effort to solicit input for Strategic Plan.
- In April 2015, a high school focus group met and provided input for Strategic Plan.
- In May 2015, a three week long survey was conducted regarding regrading technology use and the library completed.
- In June 2015, the Library Visioning Committee met to review and discuss the draft Strategic Plan.
- In June 2015, members of Steering Committee reviewed draft of Strategic Plan.
- In October, the Library Board of Trustees approved Strategic Plan and recommended approval to City Council.
- In November 2015, the City Council accepted Strategic Plan

Next Steps: N/A

b. Completion of a Library Needs Assessment.

Status / Work Done to Date: Staff drafted the Library Needs Assessment RFP in November 2015. The RFP was released and advertised in December 2015 with a deadline of January 15, 2016.

Next Steps: Evaluate proposals and request the Council award a contract to the company or individual best suited to conduct the assessment.

c. Evaluate potential location(s) for a new library facility.

Status / Work Done to Date: Not yet started.

Next Steps: The needs assessment should help in determining the size of property needed.

d. Creation and implementation of a capital campaign.

Status / Work Done to Date: Not yet started.

Next Steps: The needs assessment should help in determining the size of property / building needed and the anticipated cost. The Steering Committee, with the help of the Library Board, Library Foundation, and Friends of the Library will need to craft a Capital Campaign Plan.

Funding City Services Goals:

a. Pursue grant funding for Public Safety equipment & training.

Status / Work Done to Date: In 2015, Police Department staff partnered with Coquille Tribal police and applied for the COPS grant for radio enhancement equipment. They received a grant in the amount of \$40,000.00 combined between both agencies to provide us with two additional radio repeater sites which will enhance our radio coverage.

In 2015, Fire Department staff applied for the following grants:

- Three Rivers Foundation in the amount of \$6,500 for the purchase of a Cardiac Monitor/Defibrillator. The grant was awarded and was combined with a 2014 Bay Area Hospital Community Foundation grant, allowed the Fire Department to purchase two Cardiac Monitors in Mach of 2015.
- Assistance to Firefighter (FEMA) grant in the amount of \$251,620 for the purchase of SCBA which are required to be replaced in 2017. Unfortunately, the grant was not awarded.
- Assistance to Firefighter (FEMA) grant in the amount of \$481,095 to aid in the purchase of a Fire Truck. The City has four fire engines (1 in Empire, 1 in Eastside, and 2 downtown). Two are over 20 years old, and they have become difficult to maintain. The lack of available funding and high cost of equipment has already put the City two years behind on the fire truck replacement schedule. Unfortunately, the grant was not awarded. It should be noted that FEMA funds less than 10% of the vehicle replacement requests.

- Pacific Connector Community Grant in the amount of \$5,000 for the purchase of vehicle extrication and stabilization equipment. The grant was awarded in December 2015.
- Coquille Tribal Community Fund in the amount of \$18,878 for the replacement of 3,800 feet of obsolete fire hose. The National Fire Protection Association (NFPA) has ruled that fire hose manufactured before July of 1987 is to be removed from service. To comply, the Department has significantly reduced hose inventory. This grant application was partially awarded at \$5,000. The balance of needed hose will be purchased over the next five years with operating budget funds or with additional grant funds not yet requested.
- This past week Fire Department staff reapplied for two FEMA Assistance to Firefighter grants. The grant requests total nearly \$750,000 for the purpose of replacing obsolete SCBA equipment and a fire truck. FEMA grants are awarded typically between May and September.

Next Steps: For 2016, Police Department staff will be partnering with Coos County Sheriff's office and are applying for a Homeland Security Grant through FEMA to remodel/enhancement our radio repeater site on Blossom Hill. If granted, this remodel/enhancement will provide a better foundation for future upgrades necessary to sustain good radio communications. This grant will be a multi-year grant, and it could potentially help fund a much needed Public Safety communications network.

Fire Department staff will continue to look for opportunities to supplement general fund resources with grant funds. Potential future grant projects/priorities include:

- Repairs or replacement of the Empire Fire Station (Station 2)
- Disaster preparedness training and supplies
- Regional training facilities and/or props
- Volunteer recruitment and retention
- Vehicle Extrication Equipment or resources
- Fire Prevention and Community Education opportunities
- Others depending on grant criteria

b. Pursue grant funding for targeted public safety education and enforcement on crosswalks, seatbelt and DUII laws.

Status / Work Done to Date: In 2015, the Police Department staff applied for and received the following grants:

- DUII grant in the amount of \$12,500 from Oregon Impact - provided approximately 208 hours of DUII enforcement.
- Three Flags Seat Belt Grant in the amount of \$9,750.00 - provided approximately 120 hours of seat belt enforcement.
- Pedestrian Crosswalk in the amount of \$4,933.00 – provided approximately 100 hours of crosswalk enforcement.

For 2016, the Police Department staff applied for and were awarded the following grants:

- DUII grant in the amount of \$9,750 which will provide approximately 160 hours of DUII enforcement.
- Three Flags Seat Belt Grant in the amount of \$6,600 which will provide 132 hours of seat belt enforcement.

Next Steps: When available, apply for additional DUII, Seat Belt and Crosswalk enforcement grants.

c. Evaluate the City's contracting rates with local fire districts.

Status / Work Done to Date: Fire department staff conducted a study of actual cost of operation as compared to the contract district rates. The study showed that a rate increase was in order. Staff generated a letter outlining the results of the study along with a rate increase proposal to each of the three contract districts. The proposed 20% increase, from \$1.67 per \$1,000 of assessed value to \$2.00 per \$1,000 of assessed value, provides a net increase of roughly \$33,000 to the General Fund. Very little feedback or opposition was received as a result of the rate increase proposal. The City Attorney reviewed the contracts and recommended an addendum rather than a new contract rewrite. Staff have written the addendum.

Next Steps: In January 2015, the contract addendums will be delivered to the contract districts. The rate increase will be effective as of 7/1/16.

d. Evaluate the City's Building Codes and Planning fees.

Status / Work Done to Date: In 2014, Community Development staff began evaluating the City's land use and building code fees as they had not been adjusted to cover the cost of providing the services for 14 years. Since the Council adopted this goal, the following has occurred:

- In February 2015, John Hitt provided the Council his evaluation of the City's permitting process which included the need to increase permit fees.
- In February 2015, the Council Finance Committee met to review proposed increases; and they agreed to present an increase to the Council.
- In March 2015, the Council reviewed the proposal which was reviewed by the Finance Committee and John Hitt, and it was presented to the Council. This proposal increases the fees to cover the actual cost of review instead of using money from the General Fund to subsidize the review costs. At that meeting, the Council was in favor of increasing the fees to cover the true cost of review; and they instructed staff to move forward by sending the fee proposal to the State of Oregon for the mandatory 45-day noticing period.
- In March 2015, staff sent the proposed fee increase to the State. It should be noted that no comments were received by State.
- In June 2015, a public hearing was scheduled after which It was the Council's consensus to request more information on building fees to include the advantages and disadvantage of a city operated building department versus a State operated.
- In July 2015, City Manager interacted with State representatives about the possibility of the State taking over the building code operations. State is willing to do so at the City's current rates, but they don't provide review and/or enforcement of substandard or dangerous structures.

Next Steps: The matter has been scheduled to be revisited by Council in February 2016.

- e. **Complete a five year Capital Improvement Plan (MCIP) to assist the Council in planning for future capital needs.**

Status / Work Done to Date: Yet to begin.