

MINUTES OF THE PROCEEDINGS OF THE CITY COUNCIL

July 10, 2018

The minutes of the proceedings of a City Council and Urban Renewal work session of the City of Coos Bay, Coos County, Oregon, held at 5:30 pm in Fire Station No. 1 Conference Room - 450 Elrod Avenue, Coos Bay, Oregon.

Those Attending

Those present were Mayor Joe Benetti and Councilors Lucinda DiNovo, Jennifer Groth, Stephanie Kilmer, and Phil Marler. Councilors Drew Farmer and Stephanie Kramer were absent. City staff present were City Manager Rodger Craddock, Finance Director Susanne Baker, Acting Finance Director Amy Kinnaman, City Engineer Jennifer Wirsing, Library Director Sami Pierson, Fire Chief Mark Anderson, Operations Administrator Randy Dixon, and Police Chief Gary McCullough.

Review of the Following Council/URA Agenda for the July 17, 2018 Meetings

Approval to Rename the 10th Street Park

Operations Administrator Randy Dixon stated in 2017 the Marshfield High School (MHS) Key Club adopted the City's 10th Street Park as a service project to update the playground. Through fundraising, City participation, and a grant award the MHS Key Club were able to place new playground equipment, fall protection, a playground boarder, park benches, and basketball court. In honor of the work performed by the MHS Key Club, the Council asked them to submit potential names, through the Parks Commission, to rename the park. The Parks Commission considered and recommended a combined name for Council approval (Key Club Park, Marshfield Key Club Park, Pirate Park, and Marshfield High School Pirate Park) of the Marshfield Key Club Pirate Park.

Consideration of 10th Street Park Land Donation

Operations Administrator Randy Dixon stated while working on the 10th Street Park, Marshfield Key Club representative Stacy Gulseth advised she was contacted by neighbors of the park who were interested in donating land for the park for a reduction in property taxes. The Parks Commission discussed the option at their June 21, 2018 meeting and expressed appreciation but did not recommend acceptance of the offer. The park was classified as a neighborhood park and the area was sufficient for that category. The addition of park space would increase the challenge to maintain the existing parks system and decrease property tax revenue, which funded park maintenance.

Approval of Award of 2018 Timber Sale

City Engineer Jennifer Wirsing stated the City budget included a 41.7 acre timber sale located on city property in the Pony Creek Watershed. The timber volume was determined by a timber cruise performed by Stuntzner Engineering and Forestry with an estimated 1,183 million board feet (MBF) available for harvest. The sale was advertised on June 4, 2018 with

two bids received and the highest bid received from Scott Timber Company for \$589,980.59. The final amount received would differ based on the actual board feet harvested. Additional timber sale costs beyond Stuntzner Engineering and Forestry would be the replanting of seedlings and reimbursement of the Coos Bay North Bend Water Board for the road construction and maintenance in the watershed which total approximately \$36,800.

Consideration of Approval to Purchase a New Fire Engine – Approval Would Require Adoption of Resolution 18-22 Approving a Major Capital Loan from the Wastewater Fund and Adoption of Resolution 18-23 Approving a City Supplemental Budget

Fire Chief Mark Anderson stated the Coos Bay Fire Department functioned with three fire engines and a reserve pumper. One engine was assigned to the Empire Station No. 2 and two were assigned to downtown Station No. 1 with one for the majority of responses and the other for volunteer response. The reserve engine was housed at Eastside Station No. 3 and was available in the event of the Isthmus Slough bridge failure or closure. The engines were manufactured in 2006, 2009, and two in 1994 and equipped to National Fire Protection Agency (NFPA) 1901 standards. Generally, fire engines were considered obsolete after 20 years of service and ladder trucks after 30 years of service, depending on use.

Both of the 1994 engines had become difficult to maintain due to their age, call volume, street conditions, and normal use. One of the 1994 engines had over 80,000 miles and 7,500 hours on the engine with increased repairs (broken suspension and braking components, electrical system failure, coolant and oil leakage, rear end rebuilds, difficulty passing annual pump testing standards, body corrosion, and a diesel engine has been rebuilt twice).

The 1996 ladder truck was beginning to experience age related issues which would necessitate a future rebuild to extend its useful life. The replacement cost for the ladder truck was approximately \$1.2 million. Fire Department staff had applied three times (unsuccessfully) for FEMA Assistance to replace one of the engines. Staff requested the Council consider approval of the purchase of a new fire engine this fiscal year and to decommission the reserve 1994 fire engine for parts. Additional benefits of a new engine were the new NFPA safety and efficiency standards (airbags, improved cab structure, roll-over stability, fuel efficiency, cleaner emissions, and back-up cameras; and a “clean cab” to store gear and reduced staff exposure to carcinogens.

The Fire Department formed a specification committee comprised of management, line staff and the city mechanic to consider design elements, quality of construction, and the location of a service center. Additional consideration was given to discussions held with the manufacturer and other fire departments which narrowed the selection to three companies. The fire engine built by Pierce Inc. and serviced through Hughes Fire Equipment in Springfield was the highest quality. The purchase of a demo model was considered but found to be more expensive due to the included options. The existing fire equipment would be re-purposed onto the new pumper.

The purchase of the new Pierce “Enforcer” fire engine would be through the NPPGov group purchasing agent. NPPGov was a cooperative purchasing program that allowed government agencies to piggyback on contract pricing through the RFP process. The City Attorney

verified this process would meet the City's purchasing rules. The process to purchase a new fire engine required 10 to 12 months of lead time for the manufacturer from the time of order to delivery. The Fire/Rescue GPO pricing for the Pierce "Enforcer" fire engine would be \$523,703 if ordered prior to August 1, 2018 after which, due to an increase in steel import costs, the cost would be an additional \$11,000. With the long order time, the manufacturer offered additional discounts.

1. If the City were to pay \$268,060 for the chassis three months prior to completion (roughly March of 2019) there would be a \$8,042 discount.
2. If the City were to pay in full at the time of completion, approximately July of 2019, there would be a \$4,571 discount.
3. If the City were to pay in full at the time of order there would be a \$11,097 discount. If this was selected the cumulative discounts would total \$23,710.

With the pre-pay discounts, the cost of the fire engine could be \$499,993, which included a \$5,000 contingency for engineering modifications and \$1,410 performance bond. The additional expense to mount the fire equipment would be absorbed through the Fire Department's budget. Funds for the purchase of the new engine were the balance from the fire station bond of approximately \$222,000, fire service contract funds of 10% from (Libby, Bunker Hill, and Timber Park Rural Fire Protection Districts) of \$38,812, and the balance of approximately \$240,000 from the 2018 timber sale. To maximize the available discounts, staff requested the Council adopt Resolution 18-22 for an interfund loan from the Wastewater Fund. Proposed terms would include 3.0% interest and repayment upon receipt of the timber sale receipts. The interfund loan would require adoption of Resolution 18-23 for a supplemental budget to appropriate transfer authority from Wastewater to the Major Capital Fund.

Discussion ensued on concerns of borrowing from the Wastewater fund, the impact to future borrowings from the State, bond rating, transparency to the rate payers as well as the need to place the order due to a price increase and the condition of the equipment. Consensus was to not borrow Wastewater funds, order the engine to avoid the August 1 price increase, and define the balance of funding when more was known about the timber sale receipts. Funding sources could be the Marple Street property sale or the Rainy Day fund.

Approval of Cameron McCarthy, Gilbert, and Scheibe Preway Design Consultant

Operations Administrator Randy Dixon stated in 2010 the City contracted with Cameron McCarthy, Gilbert and Scheibe to develop renderings of the Preway. The previous renderings were reviewed and in an effort to conserve resources, the Parks Commission recommended working with Cameron McCarthy, Gilbert and Scheibe, if the project progressed, to provide a final rendering for a fee of \$7,450.

Discussion on the prioritized project list ensued and whether to spend funds if the project would not come to fruition. Mr. Dixon noted designs should be implemented within six months to be viable. City Manager Rodger Craddock noted the importance of planned improvements based upon the limited financial resources. Consensus was the placement of the Prefontaine murals changed the use of the Preway and redevelopment of that space was

not on the committed prioritized project list and not be pursued at this time.

Discussion of Contract for Final Design Services for the Pump Station 8 Upgrade

City Engineer Jennifer Wirsing stated the City contracted with RH2 to prepare a predesign report for the Pump Station 8 upgrade project, located along the north side of Newmark Avenue at the LaClair Street intersection. RH2 completed the work and the Oregon Department of Environmental Quality reviewed the design to date. In order to move forward to bid the project early next year, staff recommended a contract be awarded to RH2 for final design services in the amount of \$97,088.

Approval of Purchase of eForce Computer Aided Dispatch and Record Management System

Police Chief Gary McCullough stated since 2005, all of the Coos County law enforcement agencies had utilized and shared the same Computer Aided Dispatch and Records Management System (CAD/RMS) through Custom Micro Inc. (CMI). All of the agencies had experienced connectivity and stabilization issues with the shared system and though efforts have been made to resolve the issues, there had been little to no resolution. As a result, the program no longer met the needs of the agencies.

In October of 2017, the CMI Advisory Board was notified that iForce, a software company located in Astoria, Oregon purchased CMI, and they would make changes. Through discussions on the multiple issues, iForce stated they would build a new software platform with implementation in one to four years with a substantial fee increase in the interim.

The impacted Coos County law enforcement agencies met, and they evaluated software programs that met current requirements. The software program chosen by the interagency group was eForce CAD/RMS software which allowed the agencies to continue to share data and remain efficient. The decision was based on evaluation of all research information and feedback from multiple agency users that addressed all questions, concerns, and requirements. eForce contained all of the necessary modules, the software would improve functionality, increased productivity, and continued county-wide multi-jurisdictional collaboration.

The purchase of the system as a group also provided discounts in the software due to a scaled purchase rather than each agency purchasing a stand-alone system. After the group discount, the City's purchase would be \$128,590.07 over a three year period with the first year installment of \$75,000. The Police Department would purchase only one police car this fiscal year instead of two and pay year two and three installments (\$26,795.33 each) from the Police Department material and services budget.

Discussion ensued on the implementation process, which agencies had implemented the software, the commitment of the other agencies to this software, the additional benefits to the Police Department, data conversion, training, and improved identification of police contacts.

Approval of a Correction to the City Fee Resolution – Approval Would Require Adoption of Resolution 18-21

Finance Director Susanne Baker stated the Council approved an update to the City's Fee Resolution on April 17, 2018 of which one of the changes was to roll the 5% technology fee into the applicable fees. Since that time, staff discovered the business license contractor fee did not have the 5% technology fee rolled-in; so staff proposed to make the correction at this time to align the fee with all of the other business license fees.

Acceptance of the 2018-19 Oregon State Marine Board Maintenance Assistance Program (MAP) Grant Agreement

City Manager Rodger Craddock stated the Oregon State Marine Board (OSMB) offered maintenance assistance grants, Maintenance Assistance Program (MAP) funds, to agencies with boating facilities. In the past, the City had applied and received MAP funding for the Eastside Boat Ramp, Empire Boat Ramp, and City Docks. Annually, OSMB required the City to renew the intergovernmental agreement to receive the \$14,500 grant for routine maintenance and utilities.

Approval of Contract for Library Services

Library Director Samantha Pierson stated each year the eight public libraries in Coos County entered into a contract with the Coos County Library Services District for library services. The annual contract contained, in part, the property tax distribution formula for the libraries and the contractual amount for the Extended Services Office (approximately \$1.1 million for the Coos Bay Library and \$700,00 for the Extended Services Office). The annual contract was due to be approved for the fiscal year July 1, 2018 through June 30, 2019.

Amending Council Rules

City Manager Rodger Craddock stated among the 2017-2019 Council Priorities was the update of the City Charter. In May of this year, the voters approved a number of proposed amendments to the City Charter of which one allowed the Council to cancel meetings. A proposed change to the Council Rules was necessary to codify when and how a meeting may be canceled. An additional amendment to the Council Rules was proposed to codify the process of how the Council approached requests for non-city agenda items. To place a non-city agenda item on the agenda would require a majority of the Council to agree.

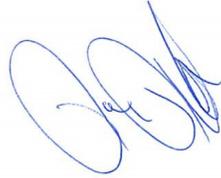
Proposed Amendment to the VCB Agreement

City Manager Rodger Craddock stated among the Council's 2017-2019 Council's Priorities was the desire to stabilize the Coos Bay-North Bend Visitors Convention Bureau (VCB) through an updated agreement and to consider an increase in the transient lodging tax (TLT) to provide additional funds to the VCB. Council did consider an increase of the TLT; however, the decision was made to wait and for the City to fund the VCB up to 50% of the TLT for tourism promotion and for the VCB to operate the Coos Bay Visitor's Center. The proposed Intergovernmental Agreement (IGA) amendment provided stability of the organization by amending partner withdrawal notice requirement and incorporated language

to allow the VCB to continue if one of the three current partners withdrew. The proposed IGA also included amended language for the VCB to contract with one or all of the partners to provide tourism fulfillment services such as operation of a visitor information center.

Adjourn

There being no further items for discussion, Mayor Benetti adjourned the work session. The next regular Council meeting was scheduled for July 17, 2018 in the Council Chambers at City Hall.



Joe Benetti, Mayor



Attest:

Amy Kinnaman, Acting City Recorder