

ROSEBURG CITY COUNCIL AGENDA – FEBRUARY 22, 2016
City Council Chambers, City Hall,
900 S. E. Douglas Avenue, Roseburg, OR 97470



7:00 p.m. - Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**
Alison Eggers Ken Fazio Victoria Hawks Steve Kaser
Lew Marks John McDonald Tom Ryan Andrea Zielinski
4. **Mayor Report**
A. Special Presentation
5. **Commission Reports/Council Ward Reports**
A. Budget Committee Resignation – Elias Minaise
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**
A. Minutes of February 8, 2016 Regular Meeting
8. **Items From Departments**
A. Resolution No. 2016-02 – Recreational Trails Grant
B. Resolution No. 2016-03 - Spruce/Parrott Project Property Acquisition
C. Willis House Update
D. DRA/Park Smart Contract Update
9. **Items From Mayor, Council or City Manager**
10. **Informational**
A. Activity Report
11. **Recess for Urban Renewal Agency Board Meeting**
12. **Reconvene for Executive Session ORS 192.660(2)(i) City Manager Quarterly Evaluation**
13. **Adjournment**

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

AUDIENCE PARTICIPATION INFORMATION

The Roseburg City Council welcomes and encourages participation by citizens at all our meetings, with the exception of Executive Sessions which, by state law, are closed to the public. To allow Council to deal with business on the agenda in a timely fashion, we ask that anyone wishing to address the Council follow these simple guidelines:

Persons addressing the Council must state their name and address for the record, including whether or not they are a resident of the City of Roseburg. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.

TIME LIMITATIONS

With the exception of public hearings, each speaker will be allotted a total of 6 minutes. At the 4-minute mark, a warning bell will sound at which point the Mayor will remind the speaker there are only 2 minutes left. All testimony given shall be new and shall not have been previously presented to Council.

CITIZEN PARTICIPATION – AGENDA ITEMS

Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item. If you wish to address an item on the Consent Agenda, please do so under “Audience Participation. For other items on the agenda, discussion typically begins with a staff report, followed by questions from Council. If you would like to comment on a particular item, please raise your hand after the Council question period on that item.

CITIZEN PARTICIPATION – NON-AGENDA ITEMS

We also allow the opportunity for citizens to speak to the Council on matters not on this evening’s agenda on items of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting.

If a matter presented to Council is of a complex nature, the Mayor or a majority of Council may:

1. Postpone the public comments to “Items From Mayor, Councilors or City Manager” after completion of the Council’s business agenda, or
2. Schedule the matter for continued discussion at a future Council meeting.

The Mayor and City Council reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.

Thank you for attending our meeting – Please come again.

The City Council meetings are aired live on Charter Communications Cable Channel 191 and rebroadcast on the following Tuesday evening at 7:00 p.m. Video replays and the full agenda packet are also available on the City’s website: www.cityofroseburg.org.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



BUDGET COMMITTEE RESIGNATION

Meeting Date: February 22, 2016
Department: Administration
www.cityofroseburg.org

Agenda Section: Council Reports
Staff Contact: Debi Davidson
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

Budget Committee member Elias Minaise has resigned from the Committee due to his relocation outside of the City limits.

BACKGROUND

A. Council Action History.

No action has been taken on this issue in the past.

B. Analysis.

Mr. Minaise verbally informed Staff of his resignation from the Budget Committee effective immediately. An appointee to this position would need to reside within the City limits. Unfortunately, Mr. Minaise's residence is not located within that boundary. Upon acceptance of the resignation, Staff will publicize the availability of this voluntary position with the local news media and on the City's website.

C. Financial and/or Resource Considerations. n/a

D. Timing Issues. It is recommended action be taken as soon as practical to accept the resignation and take steps to fill the position.

STAFF RECOMMENDATION

Staff recommends the City Council accept Mr. Minaise's resignation.

SUGGESTED MOTION

I MOVE TO ACCEPT ELIAS MINAISE'S RESIGNATION FROM THE BUDGET COMMITTEE, WITH REGRETS.

**MINUTES OF THE REGULAR MEETING
OF THE ROSEBURG CITY COUNCIL
February 8, 2016**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on Monday, February 8, 2016, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Ken Fazio, Lew Marks, Alison Eggers, Steve Kaser, Andrea Zielinski, John McDonald, Tom Ryan and Victoria Hawks.

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Police Captain Jerry Matthews, Fire Chief Gregg Timm, Finance Director Ron Harker, Human Resources Director John VanWinkle, Community Development Director Brian Davis, Management Technician Debi Davidson, Troy Brynelson of The News Review, Kyle Bailey of KQEN Radio and Budget Committee Members Bob Scott, Nick Marshall, Jon Dyer and Elias Menaise.

MAYOR REPORTS

Rich proclaimed the Week of February 7, 2016 as "Burn Awareness Week." Bob Mallory of the Douglas County Shriner's Club spoke about the efforts of the Shriners and Shriners Hospitals to bring awareness to the issue of burn injuries.

Rich thanked Councilors and Staff for their support with the presentation of the State of the City Address at the Chamber of Commerce forum.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Fazio reported the Parks Commission reviewed the tree ordinance and tree program which will be forwarded to Council in March.

Marks complimented Rich and Colley on the Chamber presentation and Administrative Assistant Koree Tate for slide show.

Ryan reported that he met with Roseburg Rescue Mission Director Lynn Antis and shared a copy of the Mission's latest monthly newsletter.

PROPOSED LIBRARY DISTRICT

Colley reported that the Save Our Library PAC requested an opportunity to address Council regarding establishment of a Library District. Such a proposal was discussed in 2011/12 at which time it was determined that due to compression there would be an approximate \$150,000 impact on the City. It has been difficult to obtain accurate information on current compression impacts. The proposed District would impose a taxing capacity of 44 cents per thousand dollars of assessed value. Estimates on financial impact for the City range from \$150,000 to \$650,000. The City is losing \$300,000 this year due to compression.

Jeff Pugh, representing Save Our Libraries, stated that the County Library budget was cut by 25%. Annual reductions will be made until the library is completely defunded. Without an alternative, all libraries would be closed. To avoid the economic and cultural loss, the group

proposed establishment of the District which must be approved by the voters. The City of Roseburg must opt in for the matter to be placed on the ballot for the Roseburg electorate. Otherwise Roseburg would not be included in the District boundaries. Since Roseburg makes up a good percentage of the assessed value in the County, it would be vital to have the City be a part of the District. Previously, the cities of Reedsport and Winston chose to take compression loss versus losing their libraries. Elkton opted out in 2012 and likely will not support it this year since there is no library there.

To obtain library services, residents of any city not considered part of the District would be required to purchase an annual library card at a cost of \$80-\$100. The County Commissioners have indicated that they would close libraries in any City that opted out of the ballot process. If the District is formed, the Commissioners would transfer the hard assets to the District.

Discussion was held on the difficulty in obtaining accurate information regarding the financial impact and other financial resources for the Library, e.g. Ford Foundation, Oregon Community Foundation and Ethel Sojka Estate. The proposed District budget was built on the assumption that the City would cease to contribute \$50,000 annually for maintenance of the headquarters building.

In terms of timing, if the cities support the issue, the County Commissioners will place the matter on the November ballot. If the cities do not, supporters would need to obtain approximately 12,000 petition signatures to place it on the ballot. At Colley's suggestion, the issue will be scheduled for further discussion at the March 14, 2016 Council meeting. Ryan requested that the discussion include an explanation regarding compression.

AUDIENCE PARTICIPATION

The following people spoke about the library proposal: Georgia Stiles, 254 Boardwalk Way; Mary Edwards, 2936 Melqua Road; Rick Sohn, 62 North River Drive; Jon Dyer, 1498 NE Rocky Ridge Drive; Karen Fager, 200 Boardwalk Way; Mary Bicich, Winston.

ANNUAL FINANCIAL REPORT

City Auditor Tom Davidson presented an overview of the comprehensive Annual Financial Report for fiscal year ending June 30, 2015 and offered an "unqualified opinion" which is the highest designation for an audit. He announced he will be retiring over the next two years and partner Jeff Cooley will take over the accounting firm. Cooley introduced himself and outlined his auditing experience.

QUARTERLY FINANCIAL REPORT

Harker presented the quarterly financial report for quarter ended December 31, 2015.

BUDGET CALENDAR

Colley noted the budget calendar has been finalized. Budget Committee training will be offered on April 18, 2016. The proposed budget will be presented to the Committee on May 3rd, with subsequent meetings resuming on May 10th.

CONSENT AGENDA

Ryan moved to approve the following Consent Agenda item:

A. Minutes of January 25, 2016 regular meeting.

Motion was seconded by Marks and carried unanimously.

ORDINANCE NO. 3457 – RECREATIONAL MARIJUANA REGULATIONS

Cox read Ordinance No. 3457 for the second time, entitled: An Ordinance Adding Chapter 9.15 to the Roseburg Municipal Code to Establish Regulations Relating to the Operation of Recreational Marijuana Dispensaries and Other Commercial Marijuana Activities. Fazio moved to adopt the ordinance, seconded by Hawks. Roll call vote was taken and motion carried unanimously. Rich proclaimed the adoption of Ordinance No. 3457.

ORDINANCE NO. 3458 – AMERIVISION COMMUNICATIONS TELECOMMUNICATIONS FRANCHISE

Cox reported on another telecommunications company which began services Roseburg in July 2015. She read Ordinance No. 3458 for the first time, entitled: An Ordinance Granting a Telecommunications Franchise to Amerivision Communications, Inc. Effective Retroactively to July 1, 2015. Ryan moved to suspend the rules and proceed with second reading. Motion was seconded by Fazio and carried unanimously. Cox read Ordinance No. 3458 for the second time. Ryan moved to adopt the ordinance, seconded by Fazio. Roll call vote was taken and motion carried unanimously. Rich proclaimed the adoption of Ordinance No. 3458.

RESOLUTION NO. 2016-01 – RECREATIONAL MARIJUANA OPERATION FEES

Davidson reported that fees related to the newly adopted recreational marijuana operations needed to be adopted. Staff recommended those fees be set at the same rate as medical marijuana operations. Fazio moved to adopt Resolution No. 2016-01 regarding recreational marijuana related fees. Motion was seconded by Hawks and carried unanimously.

EMERGENCY STORM DRAINAGE REPAIR

Colley reported on the need to institute emergency purchasing authority to repair a failure in the storm drainage pipe on Harvard Avenue just west of Lookingglass Road. Materials were purchased from H.D. Fowler Company in the amount of \$24,093.98. Cradar Enterprises completed the repairs in late January for \$66,703. This particular section of pipe deteriorated more rapidly than anticipated. Design will be completed and construction scheduled for this summer for approximately \$400,000 in improvements in that area. Ryan moved to accept the report from the purchasing agent outlining the waiver of certain purchasing requirements in accordance with RMC 3.06.025F.1-7. Motion was seconded by McDonald and carried unanimously.

ITEMS FROM MAYOR, COUNCIL OR CITY MANAGER

Colley expressed appreciation for everyone's attendance at the Chamber luncheon and noted County Commissioner Susan Morgan's comments regarding the County's continued financial struggle.

Meeting adjourned at 8:25 p.m.

Debi Davidson
Management Technician

Handwritten signature and date: 2/17/16



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

Recreational Trails Program – Grant Application

Meeting Date: February 22, 2016
Department: Public Works
www.cityofroseburg.com

Agenda Section: Department Items
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

Staff seeks approval to apply for a Recreational Trails Program Grant from Oregon Parks & Recreation Department to renovate a section of multi-use path in Riverfront Park and Stewart Park. The issue for Council is whether to adopt a resolution authorizing the grant application.

BACKGROUND

A. Council Action History None.

B. Analysis Oregon Parks and Recreation Department has a Recreational Trails Program (RTP) intended to enhance trail opportunities by achieving results that would not otherwise be possible. RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function.

The proposed grant request will be for the reconstruction of a 3,100 linear foot section of paved multi-use trail in Riverfront Park and part of Stewart Park. This section of trail runs from behind the northeast corner of the park maintenance shop eastward through Riverfront Park. This section has been in place nearly forty years, is raveled, and has several areas that are impacted from tree roots. The existing trail varies in width; however the renovated trail will be constructed ten feet wide to be consistent with ODOT multi-use trail standards and other recently built trails in the city.

C. Financial and/or Resource Considerations. The RTP grant program requires a 20% match. The preliminary estimate of the total project cost is \$195,000; which would require a match of \$39,000 and a grant request of \$156,000. Matching funds would be budgeted in the FY 16-17 Bike Trail Fund along with a small amount of in-kind City labor/equipment match.

D. Timing Issues. The Recreational Trails Program application is due March 4, 2016. In order to meet this deadline, Council must take action at the February 22nd meeting.

COUNCIL OPTIONS

- 1) Adopt the attached resolution authorizing staff to submit an application for an Oregon Parks & Recreation Department Recreational Trails Program Grant.
- 2) Do not adopt the resolution and direct staff to not apply for the grant.

STAFF RECOMMENDATION

The Parks & Recreation Commission discussed this project and grant application at their December 7, 2015 meeting. The Commission recommended Council adopt a resolution authorizing and supporting a grant application for the construction of the new paved trail. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to adopt resolution number 2016-02 authorizing and supporting application for an Oregon Parks and Recreation Department Recreational Trails Program Grant.

ATTACHMENT

Resolution entitled "A RESOLUTION AUTHORIZING APPLICATION FOR AN OREGON PARKS AND RECREATION DEPARTMENT RECREATIONAL TRAILS PROGRAM GRANT"

RESOLUTION NO. 2016-02

A RESOLUTION AUTHORIZING AND SUPPORTING APPLICATION FOR AN OREGON PARKS AND RECREATION DEPARTMENT RECREATIONAL TRAILS PROGRAM GRANT

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for grants through the Recreational Trails Program for projects that enhance recreational trail opportunities; and

WHEREAS, the adopted City of Roseburg Parks Master Plan indicates the need for improvements to the City's bicycle/pedestrian paths; and

WHEREAS, the existing path has reached the end of its useful life, does not meet current standards, and is in need of renovation; and

WHEREAS, the Oregon State Parks and Recreation Department is accepting applications for the Recreational Trails Grant Program; and

WHEREAS, the City of Roseburg desires to participate in this grant program to the greatest extent possible; and

WHEREAS, on December 2, 2015, the Parks and Recreation Commission recommended proceeding with a grant application to renovate a section of the multi-use path; and

WHEREAS, the City hereby certifies that the matching share for this application is available at this time; and

WHEREAS, the City is committed to the future maintenance of the multi-use path system in the City parks,

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, that:

Section 1. Authorization is granted to apply for a Recreational Trails Program Grant for the renovation of the multi-use trail.

Section 2. This Resolution shall become effective immediately upon its adoption by the City Council.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 22ND DAY OF FEBRUARY 2016.

Debi Davidson, Acting City Recorder

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2/17/16

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Resolution Authorizing Property and/or Easement Acquisition Spruce and Parrott Street Improvements 15UR03

Meeting Date: February 22, 2016
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

In order to improve street alignments and construct improvements to both Spruce and Parrott Streets, the City needs to obtain a small parcel of land from an abutting property owner. The issue for Council is whether to adopt the attached resolution declaring a need to acquire this property either through fee title or easement.

BACKGROUND

A. Council Action History. At the June 22, 2015 meeting, the Urban Renewal Agency awarded an engineering contract to i.e. Engineering for the design of the Spruce and Parrott Street Improvement Project.

B. Analysis. Spruce Street south of Oak Avenue serves an underdeveloped industrial area between Oak and Mosher. In this same area, Parrott Street serves a mainly residential area and wyes into Spruce Street at Lane Avenue. Both streets are in very poor condition. It is the City's intent to reconstruct both streets and improve the intersection of Spruce and Parrott to route non-local traffic between Oak and Mosher on to Spruce Street and use Parrott Street for residential access.

i.e. Engineering is approximately ninety percent complete with the design of the improvements. In order to design a safer intersection between Spruce and Parrott streets, it is necessary for the City to obtain one piece of property from the abutting property owners near the intersection of Spruce and Parrott streets. The adoption of the attached resolution will allow the City's sub-consultant to begin negotiations with those property owners. The resolution allows the City to begin the process of eminent domain *if necessary*. Staff is hopeful that the consultant can successfully negotiate the purchase of the property and/or easements with the owners without utilizing this method.

C. Financial and/or Resource Considerations. The FY 2015-16 Urban Renewal budget includes \$500,000 for land acquisition. The parcel in question is relatively small and valued at under \$10,000 according to the preliminary appraisal.

D. Timing Issues. Acquiring the necessary property is essential to moving forward with this project. Property acquisition will control the project's schedule moving forward. The intent is to bid the project this spring.

COUNCIL OPTIONS

Council has the following options:

- 1) Adopt the attached resolution declaring a need for the City to acquire the property; or
- 2) Direct staff to provide more information regarding the project; or
- 3) Direct staff to delay the project.

STAFF RECOMMENDATION

Staff recommends that Council adopt the resolution which will allow the project to continue to move forward.

SUGGESTED MOTION

I move to adopt Resolution No. 2016- 03 "A RESOLUTION DECLARING THE PUBLIC NECESSITY FOR THE ACQUISITION BY NEGOTIATION OR CONDEMNATION OF PROPERTY INTERESTS ALONG SRUCE STREET AND PARROTT STREET FOR THE PURPOSES OF CONSTRUCTION OF STREET IMPROVEMENTS".

ATTACHMENTS

Resolution No. 2016-03

RESOLUTION NO. 2016-03

A RESOLUTION DECLARING THE PUBLIC NECESSITY FOR THE ACQUISITION BY NEGOTIATION OR CONDEMNATION OF PROPERTY INTERESTS ALONG SPRUCE AND PARROTT STREETS FOR THE PURPOSES OF CONSTRUCTION OF INTERSECTION AND STREET IMPROVEMENTS

The City Council of the City of Roseburg finds that:

Under and by virtue of the laws of the State of Oregon, the City of Roseburg (the "City") is duly authorized and empowered to locate, acquire, construct, reconstruct, alter, enlarge, renew, replace, operate and maintain a street system and associated facilities as in the judgment of the City are necessary and proper for the area served by such system, and the City after declaring the public necessity therefor may acquire by purchase, condemnation proceedings or otherwise, such real and personal property, interests therein and rights-of-way, either within or without the limits of the City as in the judgment of the City are necessary or proper to exercise its powers.

The City Council has authority under provisions of the City Charter and applicable state law to institute proceedings in eminent domain for the acquisition by condemnation and/or public easement creation of private property for public purposes, including the construction for improvement of City streets and construction of curbs, gutters, sidewalks and other features.

Spruce Street and Parrott Street are designated in the Transportation System Plan as local streets. This project has been included in the City of Roseburg's 2014-2018 Capital Improvement Plan as amended November of 2014.

The proposed improvements are in compliance with and in furtherance of the plans and specifications prepared by the City Engineer in accordance with provisions of the Roseburg Municipal Code and applicable policies of the City of Roseburg.

The public good realized from the project far outweighs any damage that affected property owners might sustain, particularly in light of the City's obligation to provide just compensation to the affected property owners.

The costs of delaying the project, the savings from efficient construction management techniques, and the need to facilitate the safe and efficient movement of traffic requires the City to act promptly to acquire the necessary property interests for this project.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, a Municipal Corporation of the State of Oregon, as follows:

Section 1. Based upon the above findings, which are incorporated herein by reference and hereby adopted, the City Council of the City of Roseburg does hereby find, declare and determine it necessary to acquire certain ownership in fee and/or easement to the real property more particularly described in attached Exhibits hereto and incorporated herein by reference in order to construct the street, drainage, water, lighting, and sidewalk

improvements at Spruce Street and Parrott Street in accordance with the design prepared by the City's Engineer and approved by the City Manager.

Section 2. The City Council does hereby direct that the City Manager shall institute negotiations with affected property owners to acquire the needed property interests described in Section 1. If those negotiations are unsuccessful, the City Manager shall, at least 20 days prior to the filing of any action for condemnation, make a written offer to the owners or parties having an interest therein, as set forth in Exhibit A attached hereto and incorporated herein by reference, of a stated amount of compensation therefor and for any compensable damages to remaining property. If the offer is not accepted, the City Manager shall institute proceedings in eminent domain for the condemnation of the real property interests described in Section 1.

Section 3. The City Council further directs that the City of Roseburg shall obtain immediate possession of the real property interests described in Section 1 if negotiations would delay the construction of the described improvements.

Section 4. The City Council hereby declares that the improvements above set forth are for a public purpose, are necessary for the public welfare, are the most compatible with the greatest public good and the least private injury, and are authorized under the laws of the State of Oregon and Charter and ordinances of the City of Roseburg.

Section 5. The City Council further declares that the real property interests described in Section 1 shall be used by the City of Roseburg for public purposes at the earliest possible date and, in any event, no later than ten years from the date this Resolution is adopted by the Council.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS
REGULAR MEETING ON THE 22ND DAY OF FEBRUARY, 2016.**

Debi Davidson, Acting City Recorder

EXHIBIT A

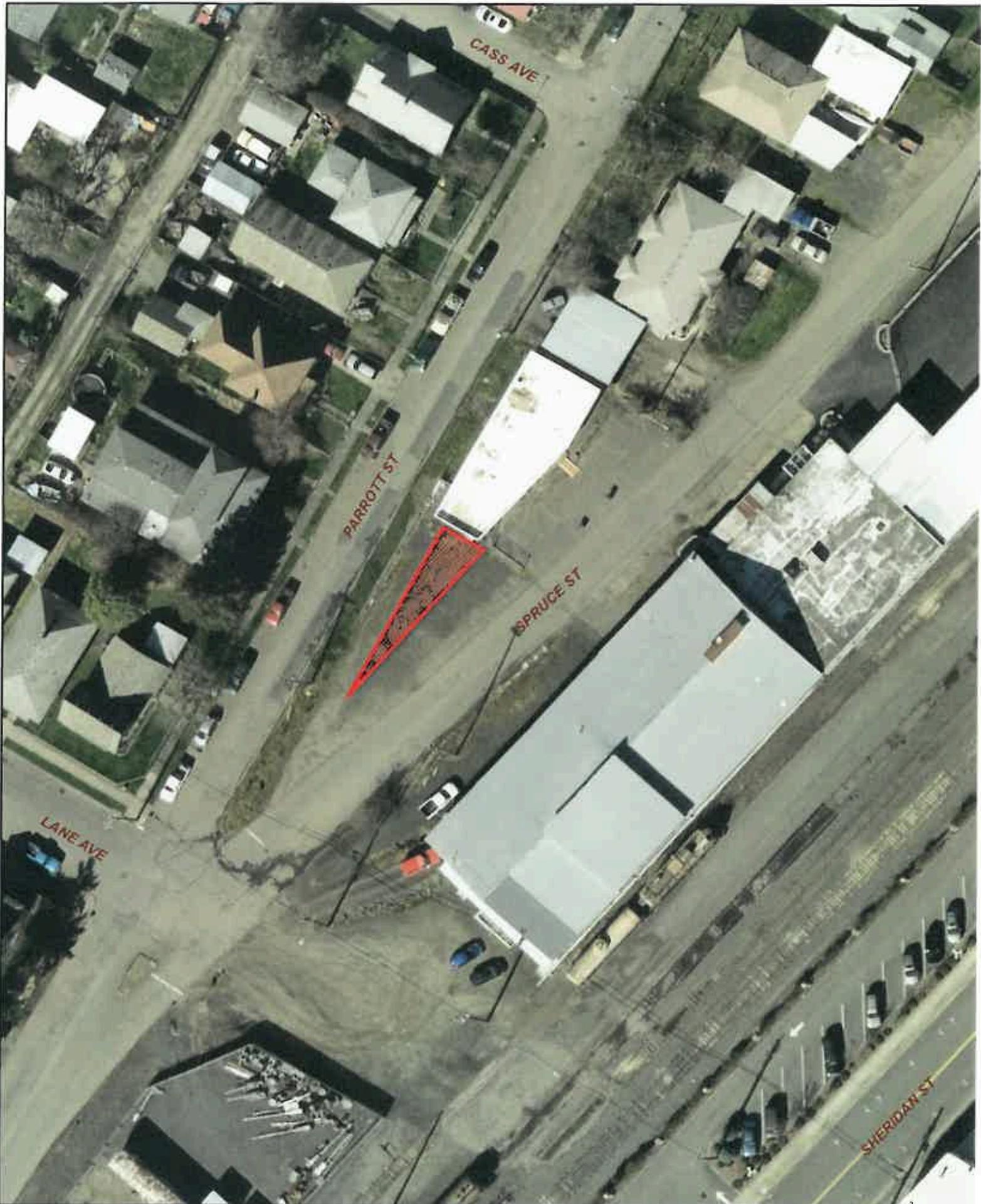


EXHIBIT "B"

A tract of land being LOT 1 of Block 53, Railroad Addition to the City of Roseburg, recorded in Volume 2, Page 10 of the Plat Records of Douglas County, located in the Northeast Quarter of Section 24, Township 27 South, Range 6 West, Willamette Meridian, Douglas County, Oregon, more particularly described as follows:

All of said LOT 1 constitutes a total of 871.2 square feet or 0.02 acre.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CD
2/17/16



Willis House Update

Meeting Date: February 22, 2016
Department: Community Development
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Brian Davis *BD*
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

The City-owned Willis House at 744 SE Rose has been vacant for almost four years and has had two offers to purchase that fell through after the buyers indicated the cost was too great to remodel and update the house. While it has sat vacant, the house and its adjacent gazebo property have had increased calls for service by the Police Department. Staff will present options for the Council's consideration in an effort to improve the property's security and marketability.

BACKGROUND

A. Property History

- The Willis House at 744 SE Rose Street and the abutting park at 734 SE Rose Street were purchased by the City from A.C. and Ida Marsters in 1924. Deed restrictions required the property to be used for a public library and public park.
- In 1956, the Marsters' heirs amended the restrictions to provide for use of the House for City offices.
- After the 1959 Blast, the heirs released all limitations and restrictions from the deed. The building was then used as City Hall until 1972.
- The House remained unoccupied until 1979 when the City began steps to demolish the House, but was prevented from doing so via a Circuit Court injunction due to the historic nature of the structure.
- Thereafter, the CCD Business Development Corporation led efforts to receive grant funds to rehabilitate the House in exchange for their use of the structure for their offices.
- In April of 1982 the City Council authorized construction of the gazebo through private donations. Former City employee (and historic preservation buff) Ralph Wiley designed the gazebo and led volunteer efforts to construct it. Donations were received into a Trust Fund for that purpose, and the Wolf Creek Job Corps provided much of the construction work. There are no legal restrictions to preserving the gazebo.
- CCD relocated to the Umpqua Business Center in July 2012. The Willis House has remained vacant since that time.

B. Council Action History

- March 26, 2012 – Council directed Staff to obtain an appraisal for the Willis House located at 744 SE Rose Street.
- May 14, 2012 – Council declared the Willis House surplus to the needs of the City and directed Staff to list the property for sale with the City's contracted realtor.
- July 22, 2013 – Council declared the Willis Park property surplus to the needs of the City and directed Staff to market the property combined with the Willis House property with restrictions in regard to future construction.
- September 9, 2013 – Accepted Purchase offer of \$215,000 which was later withdrawn from purchaser.
- August 24, 2015 – Accepted Purchase offer of \$210,000 which was later withdrawn from purchaser.

C. Analysis

As detailed in the Property History and Council Action History above, the property has had few prospects since being declared surplus to the City's needs. The structure has evolved from its historic use as a residence (before it was relocated to this site) to its most recent use as an office. Various interior remodels and revised building codes have made it somewhat difficult to now update to a commercial-zone use with higher turnover in customers than the professional office most recently occupying the structure.

The City may have an opportunity for minor funding assistance from the state to assist with the property's marketability. As a Certified Local Government through the State Historic Preservation Office (SHPO), the City receives grant funding to carry out its historic preservation program through the Historic Resource Review Commission (HRRC). Because the Willis House is on the National Register of Historic Places, it qualifies for pre-development grant assistance from SHPO through our Certified Local Government program. Such funding could be used to identify needs and costs associated with interior upgrades that meet current building codes without compromising the structure's historic character. This information likely would have filled the gap that caused the two prospective buyers to pull out just prior to closing.

Staff also recommends improving the security of the Willis House and gazebo property with historically-appropriate fencing to keep trespassers off the property, another concern raised by the prospective buyers.

D. Financial and/or Resource Considerations

SHPO Staff recommended the City include \$5,000-8,000 in its \$18,000 grant application for pre-development analysis of the Willis House. The overall grant (which the City has received biannually since 1987), is matched with staff time for program administration and HRRC staffing. Funding for property fencing would come from the Facilities Fund, likely in the \$5,000-10,000 range.

E. Timing Issues

None.

COUNCIL OPTIONS

1. Direct Staff to move forward with pre-development grant funding and security fencing for the Willis House and gazebo properties
2. Do not direct Staff to move forward with pre-development grant funding and security fencing for the Willis House and gazebo properties

STAFF RECOMMENDATION

Staff recommends the City apply for the SHPO grant including a portion set aside for pre-development analysis of the Willis House and to secure the site with historically-appropriate fencing.

SUGGESTED MOTION

"I move that Staff apply for a State Historic Preservation Office Grant including a portion set aside for pre-development analysis of the Willis House and to secure the site with historically-appropriate fencing to be approved by the HRRC."



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

ParkSmart Parking Agreement Proposal

Meeting Date: February 22, 2016
Department: Community Development
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Brian Davis
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

ParkSmart is the City's contracted parking enforcement provider for the downtown area and receives a monthly payment of about \$6,700 for services; ParkSmart sends revenue from permits, meters, and citations to the City. Staff and ParkSmart representatives propose a transition to a concessionaire-type agreement in which ParkSmart would manage the entire program, including revenue, expenses, and regulations, and the City would receive a monthly payment to cover obligations –similar to our agreement with the golf course.

BACKGROUND

A. Council Action History

- October 9, 2006 – Recognized City Manager authority to negotiated a contract with Diamond Parking Service to privatize parking administration and enforcement.
- November 8, 2010 – Awarded new contract to Diamond Parking Service
- July 23, 2012 – Directed Staff to negotiate a contract with Downtown Roseburg Association for parking administration and enforcement.
- September 24, 2012 – Approved contract with DRA for parking administration and enforcement.
- October 22, 2012 – Amended DRA contract to revise hours of enforcement.
- November 18, 2013 – Adopted parking fee and fine adjustments pursuant to DRA recommendation.

B. Analysis

Since the transition away from Diamond Parking, the City's previous parking enforcement provider, ParkSmart has done an admirable job. Downtown parking is frequently a contentious issue, yet ParkSmart has managed to reduce the complaints received at City Hall on this issue to a minimal amount, even after fines and meter rates were increase a few years ago for the first time in decades. City Staff and ParkSmart representatives agree that both parties would benefit if the program were given to ParkSmart entirely with City receiving monthly payments to cover obligations (parking lot maintenance, power bills, storm sewer fees, etc.).

C. Financial and/or Resource Considerations

After the City receives revenues from ParkSmart and then pays the monthly service cost, the City typically has between \$40,000-50,000 annually for obligations in the Off-street Parking Fund. Staff believes an amount in this range from ParkSmart would be able to continue covering Off-Street Parking obligations. Additionally, Staff and ParkSmart representatives believe that over time the revenue from downtown parking enforcement will not only provide the intended high customer turnover but also provide an added source of revenue to the Downtown Roseburg Association, which currently receives a portion of its annual revenue (\$22,500) from the Economic Development Fund. Both parties agree a reduced dependence on Economic Development dollars would free up those funds for additional business-friendly endeavors.

E. Timing Issues

None.

COUNCIL OPTIONS

1. Direct Staff to draft a concessionaire agreement with ParkSmart for downtown parking enforcement services
2. Do not direct Staff to draft a concessionaire agreement with ParkSmart for downtown parking enforcement services

STAFF RECOMMENDATION

Staff recommends the City draft a concessionaire agreement with ParkSmart for downtown parking enforcement services for future Council approval.

SUGGESTED MOTION

"I move that Staff draft a concessionaire agreement with ParkSmart for downtown parking enforcement services for future Council approval."

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

sf
2/16/16

INFORMATIONAL A
2-22-16



ACTIVITY REPORT

Meeting Date: February 22, 2016
Department: City Manager
www.cityofroseburg.org

Agenda Section: City Manager Reports
Staff Contact: C. Lance Colley
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting I will provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your February 22, 2016, meeting, I provide the following items:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Weekly Messages



Agenda
Department Heads Meeting
February 9, 2016 – 10:00 a.m.

1. Review February 8, 2016 Council Meeting
2. Review Tentative February 22, 2016 Council and Urban Renewal Meetings
3. Tentative Future Agenda
4. Document Signing/Grants
 Advanced Education Approval Request
5. Crescent Street Right-of-Way Agreement
6. Budgeting Aids – Tyler Reports
7. Pub Crawl Permits
8. Copy Machine
9. City Councilor Tour
10. Employee Acknowledgements
 - 20 years Mike Bowden – Park Mechanic/Maintenance
 - 15 years John Arney – Park Maintenance
 - 5 years Blake Cordell – Police Officer
11. Department Items/



Agenda
Department Heads Meeting
February 15, 2016 – 10:00 a.m.

1. Review Tentative February 22, 2016 Council and Urban Renewal Meetings
2. Tentative Future Agenda
3. Document Signing/Grants
4. Pub Crawl Permits
5. Department Items/

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- City Hall Entry/Finance Department Remodel
- Pacific Power Franchise
- Parking Enforcement Agreement
- Recreational Marijuana Sales Tax Referral Ordinance and Resolution
- Roadside Memorial Policy
- Smoking Policy for Parking Lots & Abutting Sidewalks
- Urban Services Agreement
- Amending RMC 5.04 Water Rules and Regulations

March 14, 2016

6:00 Special Meeting

- A. Proposed Library District

7:00 Regular Meeting

Consent Agenda

- A. Minutes of February 22, 2016

Public Hearing

- A. Proposed Sale of Ward/Post Property
- B. LUDO Phase 3, Ordinance No. _____

Ordinances

- A. 2nd Reading, Ordinance No. _____ Single Lot Local Improvement Districts

Department Items

- A. Visitors Bureau Annual Report
- B. Capital Improvement Plan

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Approval of Minutes
- B. Capital Improvement Plan

March 28, 2016

Consent Agenda

- A. Minutes of March 14, 2016

Ordinances

- A. 2nd Reading, Ordinance No. _____ - LUDO Phase 3
- B. Ordinance No. _____ - Tree Ordinance

Resolutions

- A. Social Media Policy

Informational

- A. Activity Report



April 11, 2016

Mayor's Report

- A. Volunteer Recognition Month Proclamation

Consent Agenda

- A. Minutes of March 28, 2016

Ordinances

- A. 2nd Reading, Ordinance No. ____ - Tree Ordinance

Informational

- A. Activity Report (Budget Calendar Reminder)

April 25, 2016

Mayor's Report

- A. Historic Preservation Month Proclamation

Consent Agenda

- A. Minutes of April 11, 2016
- B. OLCC License Renewals

Informational

- A. Activity Report (Quarterly Reports)

May 9, 2016

Mayor Reports

- A. Bike to Work Proclamation

Consent Agenda

- A. Minutes of April 25, 2016
- B. U-Trans Services Contract
- C. Fee Amendment Resolutions

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

May 23, 2016

Consent Agenda

- A. Minutes of May 9, 2016

Informational

- A. Activity Report

June 13, 2016

Mayor's Report

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 23, 2016

Public Hearing

- A. Resolution No. 2016-___ - 2016/17 Budget Adoption

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Approval of Minutes
- B. Public Hearing - Resolution – 2016/17 Budget Adoption

June 27, 2016

Consent Agenda

- A. Minutes of June 13, 2016

Informational

- A. Activity Report

Executive Session

- A. Municipal Judge Evaluation

July 11, 2016

Consent Agenda

- A. Minutes of June 27, 2016

Informational

- A. Activity Report

July 25, 2016

Consent Agenda

- A. Minutes of July 11, 2016

Informational

- A. Activity Report (Quarterly Reports)

August 8, 2016

Consent Agenda

- A. Minutes of July 25, 2016

Informational

- A. Activity Report

August 22, 2016

Consent Agenda

- A. Minutes of August 8, 2016

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation



September 12, 2016

Council Reports

- A. Implementation of City Manager Annual Performance Evaluation

Consent Agenda

- A. Minutes of August 22, 2016

Department Items

- A. Downtown Roseburg Association Annual Report

Informational

- A. Activity Report

September 26, 2016

Mayor Reports

- A. Walk and Bike to School Day Proclamation

Consent Agenda

- A. Minutes of September 12, 2016

Informational

- A. Activity Report

October 10, 2016

Consent Agenda

- A. Minutes of September 26, 2016

Informational

- A. Activity Report

October 24, 2016

Consent Agenda

- A. Minutes of October 10, 2016
- B. Cancellation of December 26, 2016, Meeting

Informational

- A. Activity Report (Quarterly Reports)

November 14, 2016

Consent Agenda

- A. Minutes of October 24, 2016

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Review

November 28, 2016

City Council Reports

- A. City Manager Contract

Consent Agenda

- A. Minutes of November 14, 2016

Informational

- A. Activity Report

December 12, 2016

Mayor Reports

- A. Election Results

Consent Agenda

- A. Minutes of November 28, 2016

Informational

- A. Activity Report



Friday February 5, 2016

Good Friday afternoon everyone! It has been another very busy week at City Hall. Staff is working diligently on budget preparation as well as development of our updated five-year Capital Improvement Plan. The CIP is a critical component of our intermediate and long-term infrastructure planning process. The first few years' projects are fairly predictable, but as we get into years four and five, the specific projects are much more dependent on community development pressure and changing priorities. The CIP work is being presented to a number of our Commissions this month and will be in front of Council in the near future. It is essential that we have a common understanding of the more immediate project needs and the impacts on our current and near term budgets. As you are all aware, Urban Renewal funding is only available through June 30, 2019 and it is critical that we invest those remaining infrastructure dollars wisely.

The Partnership Board met on Monday to discuss a number of upcoming issues that are moving forward. A lot of good work is being done at the Partnership and we are moving forward with the Med Ed informational project and a couple of grant related projects. At the meeting Monday, it was announced that Partnership Director Alex Campbell submitted his



resignation to take a position with the Governor's Office as the Southern Oregon Regional Solutions representative. This is a great opportunity for Alex and we will continue to work with him on issues that are important to our region (Med Ed and community image/recovery) and he will have the opportunity to expand his impact on the entire region. Good luck Alex!

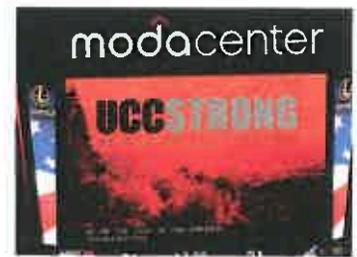
The Park Commission met Wednesday morning to review a potential tree ordinance prior to its presentation to Public Works and Planning Commissions. This revised effort has removed most of the impact on residential properties and scaled back on the permit requirements. It does still include street trees, median trees and trees in the sidewalks. The primary purpose of the tree ordinance is to allow the City to develop and enforce appropriate regulations around trees in the public rights of way and public spaces like parks and medians. The proposed ordinance will likely make it to Council in March. The tree ordinance and Tree City USA participation is included as an action item under your goal of Citywide beautification.

As part of our work with the Economic Development Commission, we submitted a technical assistance grant application for \$5,000 to The Ford Family Foundation to match resources provided by our EDC and Neighbor Works Umpqua to evaluate "Arts Integration" in the Heart of Roseburg. The area includes downtown and south east

Roseburg and is designed to determine viable public and private investments in the area that could encourage the integration of arts and culture in the area. An example of the public improvements includes expansion of our intersection work and the façade improvements while working with the private sector to redevelop and invest in their buildings downtown to create a more vibrant working and shopping area.

I am also working with Neighbor Works on a much larger “Choice Neighborhoods” grant that would be an extension of the planning and collaboration efforts in the same area but would allow us to provide a much higher level of analysis around neighborhood needs and the type of investments that might be required to meet those needs. It is our hope that some of these efforts will provide the incentive for significant private investment in the core area and south Roseburg, similar to the investments that are being made as a result of joint Urban Renewal/private developer investments in other parts of our community. Leveraging the current and planned for infrastructure investments like the Oak/Washington project, the Highway 138 Corridor Project and planned for improvements like the Parrott/Spruce project and the parking structure upgrades are an important part of attracting private development.

I mentioned in last week’s message that we were helping the Portland Trailblazers to organize a special outing for families, students, staff and faculty from UCC as well as first responders from around our community. Chris McGowan, President and CEO of the Trailblazers asked their marketing



staff, Michael Lewellen and Aaron Grossman to contact our office and see if it was appropriate to put together a special event recognizing those impacted and our community as we move forward with the healing process. I must say the people involved from the Blazer organization were

incredible to work with and they put together a great opportunity for over 250 folks from Roseburg to attend last Sunday’s game. They provided folks with transportation to and from the game, game tickets and other amenities. Everyone I spoke with was extremely moved by the positive attention the Blazer organization provided and warm reception they all received. In addition, a number of fundraising efforts took place during the evening with proceeds going to UCC Strong to support the ongoing local efforts to provide support to victims and families.



To finish up this week, I want to thank Mayor Rich for his continuing efforts to provide outreach to youth in our community through his leadership in hosting second grade students from the Roseburg area as they finish up their studies on local government. Larry hosted Fir Grove students this week, and hosted students from Melrose and Hucrest (my alma mater) earlier. Larry talks them through some of our issues in the Council chambers and walks them through the "Council" meeting process. After working with them in the Council Chambers, students then have time to chat with the Police and Fire Department staff at the PSC. I think the kids have a great time "seeing" local government after they have their lessons and it gives us an opportunity to say hi to the students and let them know how much being a part of the community means to us! I also want to thank Koree for helping Mayor Rich host these events and keeping them on track. I know Larry also goes out to some of the schools to provide input around their lessons, but hosting them here and at the PSC is greatly appreciated! Thanks Larry, and thanks to RPS for allowing their teachers and students to take part in this local field trip opportunity.



Have a great weekend and we will see you at Monday's Chamber luncheon for the State of the City/County Update.

Friday February 12, 2016

Good Friday afternoon everyone. I'll start with a reminder that we will be observing Presidents Day on Monday, February 15th and City Hall will be closed. In addition, you all get a break from commission meetings. Thank you all for your attendance at the Chamber luncheon where Commissioner Morgan, Mayor Rich and I had an opportunity to recap this past year and talk a little bit about upcoming projects and development in both Douglas County and the City. It is always nice to provide an annual update to the business community about what is going on in Roseburg. The public and private development that is going on right now and planned for next year is very exciting. If you have not driven out Harvard to see the progress at Harvard West or up Garden Valley to see the progress at the Coastal Farm facility, please drive by and take a look.



Tuesday morning the Partnership executive team interviewed a potential replacement for Alex Campbell as the executive director of the Partnership as Alex transitions into his new role as the Southern Oregon Regional Solutions Coordinator. Alex will continue to help out with a couple of current projects during the transition. Board President Dave Sabala formally offered the position to Wayne Patterson who started the transition process this week. Alex will be here through next week and we wanted the new ED on board in an effort to smooth out any transitional impacts. We welcome Mr. Patterson to the Partnership. He has been a resident of Douglas County for almost 15 years but has been working/commuting around the country working as a transition specialist for large recreation related companies.

Wednesday we continued our work with Pacific Power representatives to develop a new franchise agreement for our electric franchise holder. Our hope is to have an updated ten year franchise agreement proposal in front of Council in March. We have narrowed down our work to a couple of key issues and will continue to meet with them to develop a final proposed agreement. I really appreciate all the work Sheila continues to do on all of our franchise and other utility/telecom agreements.



Staff, primarily Nikki, is presenting our draft Capital Improvement Plan programs to various commissions in an effort to have recommendations to Council in March. The five-year CIP drives many of our non-General Fund budget discussions and is an important component of our Urban Renewal and Enterprise Fund budgeting. As I hope you recall, the Urban Renewal Plan area currently in place expires in September 2019, so we only have three fiscal budget years left to complete most of our UR work. Staff

will be bringing Council some options to consider for a new plan area some time during 2016 so you can make a policy decision whether Urban Renewal should continue, albeit in a different area, in the future. Each department is working diligently on 2016-17 budget proposals for review and inclusion in our proposed budget. Finance is currently working on revenue projections for the next few years to ensure we are programming in sustainable program changes. At the expiration of the current Urban Renewal plan, over \$2 million in increased property tax revenue will be available in the General Fund.

Thursday our Wellness Committee held its annual bowling night at TenDown Bowling Center to help celebrate staff involvement in various wellness activities that are held throughout the year. It is a great opportunity for staff throughout the City to get together in a fun atmosphere and enjoy some comradery. Thanks to all those who had an opportunity to participate. At the same time Thursday evening, we had staff from our engineering department participate in an evening experience at UCC to provide an opportunity for UCC students to understand the type of jobs and careers that are available in our area (see attached). We have participated in this event for the last few years and it is great to see participation continue to increase. I received word this morning that over 400 people attended the event last night.



I had an opportunity to work with some of our public and private sector partners on issues related to a number of potential and confirmed grant opportunities this week. We continue to work with a subcommittee of CHART (Community Healing and Recovery Team) on community imaging and branding. This effort will extend beyond the City and be inclusive of the entire County. Our role will continue to be as a convener and coordinator of this project as it moves forward. Brian and I met with the Partnership and consultant representatives on phase II of the winery tourism grant the Partnership is working on. We had a very productive discussion about the possibilities of locating additional tourism related lodging in our area. The group had been reviewing selected sites in central Douglas County and appeared very impressed with some of the options. I also participated in a conference call to finalize the scope of work on the Arts Integration project that Neighbor Works Umpqua received a grant for and that our EDC provided \$5,000 towards. All of these projects are somewhat interrelated as we develop and build on our natural, historical, and cultural local resources.

Have a great weekend everyone! See you all after the holiday.