ROSEBURG CITY COUNCIL AGENDA – FEBRUARY 10, 2020
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470

6:00 p.m. Special Meeting – Ward 2 Position 1 Interviews

A. Sheila Cox (6:05 p.m.) B. Ashley Taylor (6:20 p.m.)
C. Jeffrey Weller (6:35 p.m.)

7:00 p.m. Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**

Beverly Cole	Bob Cotterell	Alison Eggers	Linda Fisher-Fowler
Ashley Hicks	Brian Prawitz	Andrea Zielinski	

4. **Mayor Reports**
   A. City Councilor, Ward 2 Position 1 Appointment
5. **Commission Reports/Council Ward Reports**
   A. Economic Development Commission Resignation – Gary Leif
6. **Special Presentation**
   A. CAFR Review – Auditor Jeff Cooley
   B. Quarterly Report – Quarter Ended December 31, 2019
   C. 2020-2021 Budget Calendar
7. **Audience Participation – See Information on the Reverse**
8. **Consent Agenda**
   A. Minutes of January 27, 2020 Regular Meeting
9. **Ordinance**
   A. Ordinance No. 3534 - Comprehensive Plan Amendment – Transportation System Plan, Second Reading
   B. Ordinance No. 3535 – Amending Section 2.18.040 of the Roseburg Municipal Code Regarding Economic Development Commission Membership, First Reading
   C. Ordinance No. 3536 – Amending RMC 9.14.040(A) and RMC 9.15.040(A) Regarding Marijuana Dispensary Hours of Operation, First Reading
10. **Department Items**
    A. Funding Recommendation – Southern Oregon Medical Workforce Center
    B. Declaration of Intent to Reimburse Capital Costs – Southern Oregon Medical Workforce Center
11. **Items from Mayor, City Council and City Manager**
12. **Adjourn**
13. **Executive Session ORS 192.660(2)**

Informational

A. City Manager Activity Report

*** * * 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

WARD 2 CITY COUNCIL INTERVIEWS/APPOINTMENT

Meeting Date: February 10, 2020
Department: Administration
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: Amy Sowa, City Recorder
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

City Councilor Tom Ryan resigned his position as representative of Ward 2. Therefore, there is a vacancy to be filled on the City Council for Ward 2, Position 1.

BACKGROUND

A. Council Action History.

The City Council accepted Tom Ryan's resignation on January 13, 2020. Immediately thereafter, Staff advertised the City Council vacancy through the local news media and the City's website, with a deadline of January 31, 2020 established for application submission.

Five applications were received for this position; however, Mike Baker withdrew his application on Monday, February 3, and Joseph Campos' voter registration shows he resides in Ward 4. The remaining three applicants have been invited to attend the meeting for their interviews, which have been scheduled as follows:

6:05 p.m.	Sheila Cox
6:20 p.m.	Ashley Taylor
6:35 p.m.	Jeffrey Weller

B. Analysis.

Roseburg Municipal Code Chapter 2.10 requires the City Council to interview City Council candidates at a public meeting.

To the extent possible, the Council is to act to fill the vacancy at the same meeting in which it interviews candidates. Following the interviews, the Council may make the appointment or solicit additional candidates for consideration at a later meeting before making an appointment.

Anytime during the process, a three-fourths vote of the entire membership of the current Council may terminate the procedure and make an appointment.

C. Financial/Resource Considerations. N/A

D. Timing Considerations.
To ensure appropriate representation for the residents of Ward 2, it is recommended the appointment be made as soon as practical.

COUNCIL OPTIONS

1. Interview the applicants and make an appointment; or
2. Interview the applicants and choose to solicit additional candidates for consideration at a later meeting; or
3. With a minimum of six affirmative votes, vote to discontinue the procedure as outlined in the above analysis and make an appointment.

STAFF RECOMMENDATION
Staff recommends the City Council proceed with interviewing the applicants for the City Council vacancy.

SUGGESTED MOTION
After interviews are completed, if Council is ready to proceed with an appointment, the appropriate motion would be ***"I MOVE TO APPOINT _____ TO FILL THE WARD 2, POSITION 1 VACANCY, THROUGH DECEMBER 31, 2020.***

ATTACHMENTS:
Attachment #1 – Interview Questions
Attachment #2 – Applications

QUESTIONS FOR PROSPECTIVE CITY COUNCIL MEMBERS

1. Since everyone may not know you, briefly tell us your name, where you work(ed) and your involvement in the community.

2. What skills and experience do you have that you feel qualifies you for City Council?

3. Why did you apply for appointment to the City Council?

4. What role do you see City government playing in the community?

5. What role, if any, do you believe City Councilors should play in the day-to-day operations of City government?

6. How do you deal with conflicts? Talk about a time you had a conflict with a co-worker or fellow citizen and how you dealt with that.

7. List three priorities you feel the Council should concentrate on during 2020-2021.

Interview 6:15 PM

received
1/21/2020

CITY OF ROSEBURG COMMISSION APPLICATION

Mayors Reports A
Attachment #2

Application for Appointment to: **CITY COUNCIL, WARD 2 POSITION 1**

City Council Meetings are held at 7:00 p.m. on the 2nd and 4th Monday of each month in the Council Chambers of City Hall. In addition to the regularly scheduled Council meetings, Council members will generally spend time reviewing material in preparation for the meetings and attend additional meetings as well as talking and corresponding with constituents. As the elected legislative body of the City of Roseburg, the City Council has overall responsibility for the scope, direction and financing of City services.

Name: Cox (Last) Sheila (First)

Home Address: 1562 NW Keasey (Street) 97471 (Zip Code)

Phone Number: (541) 817-5874 Cell Phone: (541) 817-5874

Email Address: sheilarai56@gmail.com

Occupation Retired / (Place of Employment)

Business Address N/A (Phone)

1. Do you reside in the Roseburg city limits Ward 2? Yes ☑ No ☐
2. Have you resided within the Roseburg city limits for at least one year immediately preceding this application? Yes ☑ No ☐
3. Are you a registered voter? Yes ☑ No ☐
4. How did you learn about this vacancy?

   Newspaper ☐ Social Media ☐ City Website ☐ Word of Mouth ☑

   Other ☐ Please Specify: _____
5. At least two meetings a month or more are required plus significant time reading agenda material to prepare for meetings. Do you have flexibility to attend the regular meetings on the 2nd and 4th Mondays at 7:00 p.m.? Yes ☑ No ☐

   Please check the times when you would be able to attend additional meetings.

   Morning (7:30 or 8:00 a.m.) ☑ Afternoon (4:00-6:00 p.m.) ☑ Evening (7:00 p.m.) ☑

6. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

I have been involved in local government for more than half my life. I served as City Clerk in Othello, WA for almost five years before being hired as City Recorder for the City of Roseburg in 1988. During the 30 years that I served as Roseburg City Recorder, I also served as Acting City Manager for six months during the Manager's deployment to Iraq and again while the City worked to replace the Manager after his resignation. I was also given the responsibility of acting as the City's Airport Manager during periods of time when the City didn't have a professional Airport Manager on staff.

Throughout my career in local government, I was very actively involved with the Oregon Association of Municipal Recorders (OAMR) and the International Institute of Municpical Clerks (IIMC) from which I gained a wealth of knowledge on what it takes to be an effective member of the local government team. I served on various commitees of both professional organizations and had the honor of serving as OAMR President in 2000-2001. I am confident I can contribute to the Council and the community through my knowledge and understanding of the local government process.

7. Please list community topics of particular concern to you that relate to this appointment.

I am interested in all aspects of our community, but I have no specific agenda. I recognize the value of all City departments and sincerely appreciate the dedicated staff who manage those departments. I feel I have a clear understanding of the multitude of issues the City deals with on a daily basis. I also understand the limited funding with which the City has to address those issues, and realize how difficult it is to balance the City's budget in a way that ensures the best service to our citizens.

8. Please list your reasons for wishing to be appointed.

I recognize the void left by the resignation of a Councilor with years of experience, such as Councilor Ryan, and I would like to help fill that void. I truly love our community and simply see this as an opportunity for me to continue serving it ~ in a different capacity.

Applicant Signature

01/21/2020
Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org. Applications close 5:00 p.m. on January 31, 2020.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, they may wish to take more time to deliberate before making the appointment.

Information on this form is public information.
Thank you for your expression of interest in serving the community.

Note: City of Roseburg employees may not serve on an elected body.

Interview 6:30 pm

received 1/31/2020 email

CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **CITY COUNCIL, WARD 2 POSITION 1**

City Council Meetings are held at 7:00 p.m. on the 2nd and 4th Monday of each month in the Council Chambers of City Hall. In addition to the regularly scheduled Council meetings, Council members will generally spend time reviewing material in preparation for the meetings and attend additional meetings as well as talking and corresponding with constituents. As the elected legislative body of the City of Roseburg, the City Council has overall responsibility for the scope, direction and financing of City services.

Name: Taylor (Last) Ashley (First)

Home Address: 1472 NW Cherry Dr (Street) 97471 (Zip Code)

Phone Number: 541-671-3809 Cell Phone: _____

Email Address: ashleytaylorllc@outlook.com

Occupation: Fiduciary/Guardian and Deputy Director / Ashley Taylor LLC and Douglas CARES (Place of Employment)

Business Address: PO Box 608, Glide, OR 97443 and 545 W Umpqua St, Roseburg, Or 97471 541-957-5646 (Phone)

1. Do you reside in the Roseburg city limits Ward 2? Yes [X] No [ ]
2. Have you resided within the Roseburg city limits for at least one year immediately preceding this application? Yes [X] No [ ]
3. Are you a registered voter? Yes [X] No [ ]
4. How did you learn about this vacancy?

   Newspaper [ ] Social Media [X] City Website [ ] Word of Mouth [ ]

   Other [ ] Please Specify: _____
5. At least two meetings a month or more are required plus significant time reading agenda material to prepare for meetings. Do you have flexibility to attend the regular meetings on the 2nd and 4th Mondays at 7:00 p.m.? Yes [X] No [ ]

   Please check the times when you would be able to attend additional meetings.

   Morning (7:30 or 8:00 a.m.) [X] Afternoon (4:00-6:00 p.m.) [X] Evening (7:00 p.m.) [X]

6. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

I believe my experience as a fiduciary/guardian, for vulnerable individuals and my work at the children's advocacy center gives an array of experience and training that would benefit community. A large part of my career has required interactions with diverse populations, requiring me to adapt to each situation and circumstance that I deal with.

As a fiduciary/guardian for individuals who live in my community, I have navigated through all levels of the health and social services to get client's needs met. I believe the difficulties and successes I have experienced with my clients and community members will be able to bring a unique, trauma informed perspective to the council, making it real. A large part of being a fiduciary/guardian is being able to think outside the box, advocate appropriately, maintain connections and build relations, listen and advocate for others.

I would also bring experience and expertise as business owner and Deputy Director. These titles have required me to think analytically, be creative and be a critical thinker, deciding what is best for the overall business as well as led me to understand the strength and wisdom of having strong policies, procedures, that a structure and organization rely upon.

In summary, I would like to continue to contribute to the city by providing my firsthand knowledge in our communities healthcare and social services, love for policies and procedures, analytical thinking and positive advocacy.

7. Please list community topics of particular concern to you that relate to this appointment.

Topics of particular concern to me are mental health treatment and services, drug and alcohol intervention and prevention, and neighborhood safety (walkability, thieves, do I feel safe outside at night etc.).

While these are always hot topics, we won't be able to really curb these problems without being able to entice professionals to want to move to our community to treat the high needs of our community in regards to mental health and drug and alcohol addiction.

8. Please list your reasons for wishing to be appointed.

I have always had a passion for helping people and making a difference in my community. Since I was young, I knew I was going to make a difference. I started as a certified nursing assistant at Rose Haven, later I began working at the County Mental Health, working with children and adults, in the jails and the therapeutic learning classrooms. A co-worker and I started a non-profit specifically targeted at providing free services to the community including yoga classes, assisting individuals find housing, and reduce recidivism in our county jail. I volunteered for the UHA advisory committee for 4 years. Currently, I am continuing my passion, serving my community, as a guardian/fiduciary and Deputy Director at Douglas CARES. All of this experience in giving and providing services to members of our community has deepened my DRIVE and WANT to be a part of the bigger picture for Roseburg and my neighbors.

Respectfully submitted,

Ashley Taylor

Applicant Signature

1/31/20
Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org. Applications close 5:00 p.m. on January 31, 2020.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, they may wish to take more time to deliberate before making the appointment.

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Thank you for your expression of interest in serving the community.

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Interview 6:45 pm

received
1/31/2020 in person

CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **CITY COUNCIL, WARD 2 POSITION 1**

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Name: WELLER (Last) JEFFREY (First)

Home Address: 1531 NW PRIMROSE CT (Street) 97471 (Zip Code)

Phone Number: _____ Cell Phone: 916-230-6701

Email Address: jwellerscpa@hotmail.com

Occupation CPA / SELF (Place of Employment)

Business Address P.O. Box 974, ROSEBURG, OR 97470 916-230-6701 (Phone)

1. Do you reside in the Roseburg city limits Ward 2? Yes ☒ No ☐
2. Have you resided within the Roseburg city limits for at least one year immediately preceding this application? Yes ☒ No ☐
3. Are you a registered voter? Yes ☒ No ☐
4. How did you learn about this vacancy?

   Newspaper ☐ Social Media ☒ City Website ☐ Word of Mouth ☐

   Other ☐ Please Specify: _____
5. At least two meetings a month or more are required plus significant time reading agenda material to prepare for meetings. Do you have flexibility to attend the regular meetings on the 2nd and 4th Mondays at 7:00 p.m.? Yes ☒ No ☐

   Please check the times when you would be able to attend additional meetings.

   Morning (7:30 or 8:00 a.m.) ☒ Afternoon (4:00-6:00 p.m.) ☒ Evening (7:00 p.m.) ☐

6. **What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?**

I have over 48 years of experience in the business world as a CPA. During that time I have learned to listen to people, hearing them out as they express concerns, frustrations, and requests for understanding. Obviously I am familiar with the financial aspects of operational entities, and I also possess analytical, organizational, administrative and management skills necessary for a position of leadership. I am an independent person without political stances, a slate clear of preconceived notions, bias, or agendas. I am open and willing to discuss and work with colleagues (and indeed all citizens of Roseburg) to determine the best courses of action overall, and to make available appropriate explanations for suggestions that are not implemented. Although I have not previously held political office, I believe the breadth of my professional experience will bring a different set of views to the group (dare I say "team"?) tasked with the responsibility of guiding the City of Roseburg.

7. **Please list community topics of particular concern to you that relate to this appointment.**

There are many challenges facing our city. I believe some areas that require significant ongoing attention are homelessness, transportation, drug abuse, communication between city officials and the general population, and the overall economy. There are no hard and fast resolutions to any of these, but the suggestions that are consistently presented (by the Council as well as the general populace) warrant consideration and can be incorporated into the ongoing discussions to determine the best courses of action for the community as a whole.

8. **Please list your reasons for wishing to be appointed.**

I have now lived in Roseburg for about 4 years. It is time I started giving back to the community, and I believe my professional and life experiences can be put to good use as a member of the City Council.

Applicant Signature

01/31/20
Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org. Applications close 5:00 p.m. on January 31, 2020.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, they may wish to take more time to deliberate before making the appointment.

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Thank you for your expression of interest in serving the community.

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ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

ECONOMIC DEVELOPMENT COMMISSION RESIGNATION

Meeting Date: February 10, 2020 **Agenda Section: Mayor Reports**
Department: Administration **Staff Contact: Koree Tate, Management Assistant**
www.cityofroseburg.org **Contact Telephone Number: 541-492-6866**

ISSUE STATEMENT AND SUMMARY
Economic Development Commission Member Gary Leif submitted his resignation from the Commission.

BACKGROUND
A. Council Action History.
The City Council has not taken any action on this matter.

B. Analysis.
Mr. Leif notified Staff of his resignation effective January 27, 2020. The Commission had previously decided to reduce their number of members as terms expire to be consistent with other City Commissions.

C. Financial and/or Resource Considerations.
N/A

D. Timing Issues.
It is recommended action be taken as soon as practical to accept Mr. Leif's resignation.

STAFF RECOMMENDATION
Staff recommends the City Council to accept Mr. Leif's resignation.

SUGGESTED MOTION
"I MOVE TO ACCEPT GARY LEIF'S RESIGNATION FROM THE ECONOMIC DEVELOPMENT COMMISSION, WITH REGRETS."

ATTACHMENTS:
#1 – Leif resignation

From: Rep Leif [mailto:Rep.GaryLeif@oregonlegislature.gov]
Sent: Monday, January 27, 2020 10:00 AM
To: Stuart I. Cowie
Cc: Nicole A. Messenger; Leif Carol
Subject: Roseburg Economic Commission

City of Roseburg,

It has been my great honor to be on the Roseburg Economic Commission for many years. Due to my time constraints with Salem meetings and Sessions I am asking to resign from this committee. I have loved every meeting and will greatly miss it, but given the fact that I may have to miss future meetings it makes no sense for me to continue.

Growing up in Downtown Roseburg and as Past President of the DRA and RTC Vice Chair, my past involvement has given me a great opportunity to share the history of how things evolved and why. So I will continue to be available to you or your council at any time in the future. Thank you for a great job that the City Staff have done in facilitating this commission. I will greatly miss this!

Sincerely,

Representative Gary Leif
Oregon State Legislature HD2
Former Douglas County Commissioner

District State Office
514 SE Jackson Suite 104
Downtown Roseburg

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Meeting Date: February 10, 2020
Department: Finance
www.cityofroseburg.org

Agenda Section: Special Presentations
Staff Contact: Ron Harker, Finance Director
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

Auditor Jeff Cooley will present an overview of the Comprehensive Annual Financial Report for fiscal year ending June 30, 2019. The full report is available at this link:

http://www.cityofroseburg.org/departments/finance/annual-reports

Attached is a copy of the auditor's letters regarding the City audit as well as the Urban Renewal Agency audit.

NEUNER DAVIDSON & CO
Cooley, Rapp, Friel & Lee, LLC *Certified Public Accountants*

December 9, 2019

The Honorable Mayor and Council Members
City of Roseburg
900 SE Douglas Ave
Roseburg, OR 97470

Dear Mayor and Council Members:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseburg, Oregon for the year ended June 30, 2019, and have issued our report thereon dated December 9, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 30, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Roseburg are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2018-2019. We noted no transactions entered into by the City during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

> Management's estimate of the depreciation expense is based on the straight-line method over the estimated useful life. We evaluated the key factors and assumptions used to develop the depreciation expenses in determining that it is reasonable in relation to the financial statements taken as a whole.
>
> The City relies on a third-party actuarial report for the net pension liability recorded in the statement of net position. The reports are reviewed for the assumptions used to determine the liability and that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 9, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

This information is intended solely for the use of the council members and management of City of Roseburg and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Jeffrey R. Cooley, CPA

NEUNER DAVIDSON & CO
Cooley, Rapp, Friel & Lee, LLC *Certified Public Accountants*

December 9, 2019

The Honorable Mayor and Council Members
City of Roseburg Urban Renewal Agency
900 SE Douglas Ave
Roseburg, OR 97470

Dear Mayor and Council Members:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseburg Urban Renewal Agency for the year ended June 30, 2019, and have issued our report thereon dated December 9, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 30, 2019. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Roseburg Urban Renewal Agency are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2018-2019. We noted no transactions entered into by the Agency during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

> Management's estimate of the depreciation expense is based on the straight-line method over the estimated useful life. We evaluated the key factors and assumptions used to develop the depreciation expenses in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 9, 2019.

Manàgement Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Agency's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the council members and management of City of Roseburg Urban Renewal Agency and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Jeffrey R. Cooley, CPA

City of Roseburg, Oregon

Quarterly Financial Report

2nd Quarter, Fiscal-Year 2019-2020

December 2019

The *Quarterly Financial Report* summarizes the City of Roseburg's financial position for the General Fund, major operating funds, proprietary funds, and Urban Renewal funds through the 2nd quarter of fiscal year 2019-2020.

All funds are presented on a budgetary basis. Although this is a quarterly financial report, the focus is on year-to-date activity.

Budgeted Fund Balance is comprised of Contingency, Reserves, and Ending Fund Balance.

Report Note: When reading these quarterly financial reports it is important to keep in mind the cyclical activity in revenues and expenditures. Examples would include property taxes, grants, capital projects, and charges for services. This report is unaudited and precedes final year-end accruals.

This financial report includes the quarter ending December 2018 for comparison purposes.

OVERVIEW:

- $13.6 million General Fund balance.
- 5.1% Douglas County unemployment rate.
- 2.25% state investment pool interest rate.
- 2.8% Year-over-Year CPI-U West Region for December, 2019.
- Approved purchase of Self Contained Breathing Apparatus for not to exceed $263,362.
- Award engineering design for Washington Avenue Bridge Water Ends to Murraysmith for not to exceed $86,962
- Authorize engineering service contract to RH2 Engineering, Inc for construction management for Water Treatment Plant project for an amount not to exceed $109,917.

GENERAL FUND

General Fund	Budget	YTD Actual	%	Prior Year Actual
Revenues	$25,905,080	$18,870,038	73%	$16,651,337
Expenditures	26,400,503	12,507,937	47%	11,662,885
Balance-July 1	6,874,988	7,263,904	106%	7,297,699
Balance YTD	$ 6,379,565	$13,626,005		$12,286,151

GENERAL FUND REVENUE

General Fund Revenue	Budget	YTD Actual	%	Prior Year Actual
Property Taxes	$17,089,000	$ 14,778,732	86%	$12,737,562
Other Taxes	155,000	129,819	84%	42,087
Licenses, Permits, Fees	3,260,800	1,211,652	37%	1,194,572
Charges for Services	4,075,280	2,087,124	51%	1,994,422
Intergovernmental	1,070,000	553,644	52%	538,662
Interest	200,000	81,475	41%	76,268
Miscellaneous	55,000	27,592	0%	67,764
Total Revenues	$25,905,080	$ 18,870,038	73%	$16,651,337

Property Taxes — The majority of property tax revenue is collected in November and December. At the end of December, 86% of the 17 million budgeted has been collected. Several actions taken by the County Assessor's office this past year caused a significant number of properties to become Real Market Driven, which reduced the total taxes imposed; consequently, the City is projecting an approximate short-fall in property tax revenues of $700,000 or 4% of budget.

Property taxes are based upon assessed values (AV). With passage of Measure 50 in 1996, assessed values are limited to 3% annual increases unless the Real Market Value is less.

Other Taxes – Includes all other City imposed taxes. Currently, only the City's 3% marijuana tax is reported here.

Licenses, Permits, and Fees—Includes utility franchise fees, planning fees, park fees, and various other fees. At the end of the quarter, 37% of the $3 million budgeted annual revenue from licenses, permits and fees were collected.

Charges for Services—Besides interdepartmental charges, charges for services includes: fines, service area fees, fire suppression and prevention fees, administrative and lien search fees. Year to date court fines total $187,446, service area fees total $161,218 and interdepartmental charges total $1,690,474.

Intergovernmental Revenues are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor. 52% of the $1,070,000 budgeted for intergovernmental revenue has been collected during the current fiscal year.

Interest Revenue—Interest revenue of $81,475 is $5,207 more than the same period a year ago. The average portfolio rate is 2.25%.

GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of $12,507,937 represent 47% of budgeted annual expenditures.

Year to date expenditures are $845,052 more than the same period a year ago. The General Fund ending fund balance is $13,626,005.

By Organizational Unit	Budget	YTD Actual	%	Prior Year Actual
City Manager	$ 1,256,600	$ 484,548	39%	$ 569,308
Finance & Mgmt	1,509,178	706,547	47%	659,951
Community Develop	844,073	376,435	45%	356,700
Library	429,026	200,698	47%	102,221
Public Works	3,778,406	1,531,421	41%	1,636,228
Parks & Recreation	1,854,153	824,861	44%	745,885
Municipal Court	510,551	229,470	45%	247,512
Police	7,807,772	3,601,899	46%	3,193,389
Fire	7,515,744	3,688,954	49%	3,230,823
Capital & Other	895,000	863,104	96%	920,868
Total	$26,400,503	$12,507,937	47%	11,662,885

By Major Category	Budget	YTD Actual	%	Prior Year Actual
Personnel Services	$ 21,006,009	$ 9,728,862	46%	$ 8,984,252
Materials & Service	4,499,494	1,915,971	43%	1,757,765
Capital & Other	895,000	863,104	96%	920,868
Total	$ 26,400,503	$ 12,507,937	47%	$11,662,885

MAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

URBAN RENEWAL GENERAL FUND

Urban Renewal - General	Budget	YTD Actual	%	Prior Year Actual
Revenues	$ 231,000	$ 294,558	128%	$ 3,681,545
Expenditures:				
Operations	-	-	0%	14,918
Transfers	679,837	647,488	95%	3,500,000
Balance-July 1	449,837	443,638	99%	560,884
Balance YTD	$ 1,000	$ 90,708		$ 727,511

The Urban Renewal-General Fund accounts for the Agency's property tax revenues. Expenditures are primarily for qualified capital improvement projects.

CAPITAL PROJECTS FUNDS

EQUIPMENT REPLACEMENT FUND

Equipment	Budget	YTD Actual	%	Prior Year Actual
Revenues	$ 712,000	$ 696,084	98%	$ 698,035
Expenditures:				
Operations	314,900	-	0%	-
Capital	763,000	99,723	13%	25,449
Balance-July 1	1,452,522	1,413,727	97%	1,073,820
Balance YTD	$ 1,086,622	$ 2,010,088		$ 1,746,406

The Equipment Replacement Fund provides resources for major vehicle and equipment purchases. An annual funding level is established based upon equipment needs over a five-year period. Resources are transferred from the General Fund to minimize budget fluctuations in tax supported funds.

Year to date purchases include $66,037 for two police vehicles and $33,686 for a fire staff vehicle.

FACILITIES REPLACEMENT FUND

Facilities	Budget	YTD Actual	%	Prior Year Actual
Revenues	$ 374,710	$ 342,518	91%	$2,297,082
Expenditures:				
Operations	35,097	12,599	36%	47,810
Capital	461,099	369,337	80%	1,438,072
Balance-July 1	178,958	232,640	130%	449,438
Balance YTD	$ 57,472	$ 193,222		$1,260,638

The Facilities Replacement Fund ending fund balance at December 31, 2019 was $193,222.

TRANSPORTATION FUND

Transportation	Budget	YTD Actual	%	Prior Year Actual
Revenues	$ 2,902,658	$ 1,073,949	37%	$ 1,004,228
Expenditures:				
Operations	1,301,729	730,140	56%	591,041
Capital	2,250,000	1,436,013	64%	770,095
Transfers	10,000	10,000	100%	10,000
Balance-July 1	2,704,937	2,604,248	96%	2,407,561
Balance YTD	$ 2,045,866	$ 1,502,044		$ 2,040,653

Transportation Fund revenues are from state gas taxes, transportation SDC's, federal STP funds and franchise fees. Beginning in 2011, 15% of utility franchise fees are directed to the Transportation Fund for the City's pavement management program. $539,300 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of $6,798 is attributed to the Stewart Park realignment project, $281,415 to the All Roads Transportation grant, $894,306 for Pavement Management, $49,596 for the Douglas Avenue Roadway Improvement, $10,748 for 2019 Aerial Orthophotos, $12,978 for the Poplar Paving Improvements, $154,691 for the Winchester & Lincoln Pavement Improvement, $2,802 for the Signal Interconnect Assessment, $3,451 for the Cartegraph OMS Integration and $19,228 for the Stewart Parkway End Panel Repair.

URBAN RENEWAL CAPITAL FUND

Urban Renewal - Capital	Budget	YTD Actual	%	Prior Year Actual
Revenues	$ 842,837	$ 732,031	87%	$ 3,513,107
Expenditures:				
Operation	335,866	228,555	68%	228,544
Capital	1,352,079	920,354	68%	2,690,726
Balance-July 1	1,005,108	606,679	60%	1,125,990
Balance YTD	$ 160,000	$ 189,801		$ 1,719,827

The Urban Renewal Capital Fund accounts for the agency's major construction and improvements.

Capital expenditures totaling $920,354 include $97,236 for the Signal Interconnect Assessment, $317,536 for the Downtown Street Lighting Improvement, $465,894 for the Stewart Parkway Pavement Rehab, $12,666 for the All Roads Transportation, and $27,022 for the ADA Improvements

ENTERPRISE FUNDS

STORM DRAINAGE FUND

Storm Drain	Budget	YTD Actual	%	Prior Year Actual
Revenues	$2,439,000	$ 1,193,026	49%	$ 1,148,543
Expenditures:				
Operations	857,136	393,630	46%	362,136
Capital	1,620,000	1,015,387	63%	290,012
Balance-July 1	3,343,588	3,413,053	102%	2,096,844
Balance YTD	$3,305,452	$ 3,197,062		$ 2,593,239

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of $1,142,801 are the principal source of revenues.

Year to date Storm Drain Fund capital expenditures include $25,791 for the Stewart Parkway Wetland Mitigation Plan, $10,748 for the 2019 Aerial Orthophotos, $5,000 GIS Migration Plan, $3,452 for the Cartegraph OMS Integration, $958,086 for the 2019 Storm CIPP and $12,310 for a Litesys reader message sign.

WATER SERVICE FUND

Water	Budget	YTD Actual	%	Prior Year Actual
Revenues	$ 7,308,150	$ 3,827,982	52%	$ 3,805,547
Expenditures:				
Operations	4,477,713	2,062,460	46%	1,995,772
Capital	4,927,500	823,915	17%	1,007,372
Balance-July 1	8,129,515	9,402,974	116%	7,315,969
Balance YTD	$ 6,032,452	$10,344,581		$ 8,118,372

The Water Fund accounts for the City's domestic drinking water utility. Activities are totally supported by charges for services.

Year to date Water Fund revenues of $3,827,982 are primarily from charges for services. Revenues are $22,435 more than the prior year.

The ending fund balance at December 31st was $10,344,581.

OFF STREET PARKING FUND

Off Street Parking	Budget	YTD Actual	%	Prior Year Actual
Revenues	$ 48,700	$ 19,416	40%	$ 24,437
Expenditures:				
Operations	58,732	17,632	30%	15,239
Balance-July 1	46,907	43,223	92%	38,343
Balance YTD	$ 36,875	$ 45,007		$ 47,541

Previously, Off Street Parking revenues came from parking fines, meters, and parking rental fees in City owned lots; however, beginning July 1, 2016 services are being rendered under a new contract. For this fiscal year, the City is to receive a flat monthly payment of $3,125 or $37,500 for the year.

The ending fund balance at December 31st was $45,007.

Effective November 1, 2012 the Downtown Roseburg Association, DBA Park-Smart, began providing parking enforcement services.

AIRPORT FUND

Airport	Budget	YTD Actual	%	Prior Year Actual
Revenues	$ 1,300,200	$ 214,074	16%	$ 215,535
Expenditures:				
Operations	223,662	92,857	42%	92,192
Capital	1,010,000	110,365	11%	59,453
Debt Service	113,080	13,973	12%	14,847
Balance-July 1	403,998	598,190	148%	413,509
Balance YTD	$ 357,456	$ 595,069		$ 462,552

Current year Airport revenues include user charges of $202,566 or 50.3% of budget. Budgeted grant revenues of $862,400 have yet to be received.

INTERNAL SERVICE FUND

WORKERS' COMPENSATION FUND

The worker's compensation fund was established in 1987 to provide financing for the City's self-insured worker's compensation program. Internal charges to other departments provide resources to administer claims management.

An employee safety committee oversees safety and wellness programs for employees. The goal is to promote wellness and reduce work related accidents and injuries.

An actuarial review is completed every two years to ensure the program maintains reasonable reserves and funding levels.

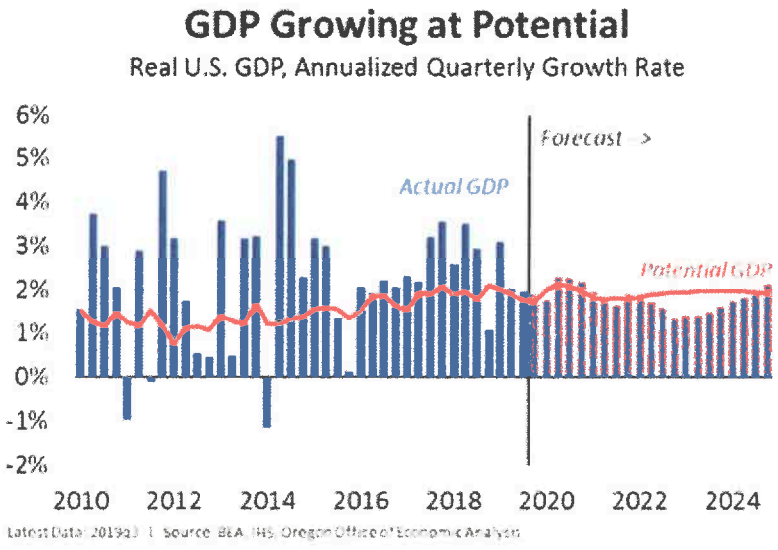
Worker's Comp.	Budget	YTD Actual	%	Prior Year Actual
Revenues	$ 364,000	$ 189,986	52%	$ 204,092
Expenditures:				-
Operations	417,726	151,970	36%	192,771
Balance-July 1	702,529	736,621	105%	613,051
Balance YTD	$ 648,803	$ 774,637		$ 624,372

ECONOMIC OUTLOOK

U.S. Economy

The opening to the U.S. Economy section of the December 2019 *Oregon Economic and Revenue Forecast* issued by the Office of Economic Analysis (OEA) states that "The longest running U.S. economic expansion marches on. Growth has slowed in 2019 and downside risks remain elevated. However, a recession is not yet seen in the data. Importantly, the two primary causes for concern are either improving – the yield curve is no longer inverted – or at least not getting worse – the trade war escalation is on hold for the time being. That said, while slower growth this year was expected, the question is whether or not the composition of and factors behind the slowdown point to something more worrisome or if everything remains on track."

"GDP growth is recent quarters has slowed to potential. Clearly this is not a bad place for the economy to be in the eleventh year of expansion. However the underlying composition of recent gains are likely unsustainable should it continue."



"Overall, consumer spending is approximately two thirds of U.S. GDP. Over the past year the consumer has accounted for 85% of the growth and in the past six months, the consumer has accounted for more than 100% of the growth. This means that all other segments of the economy, on net, have recently contracted."

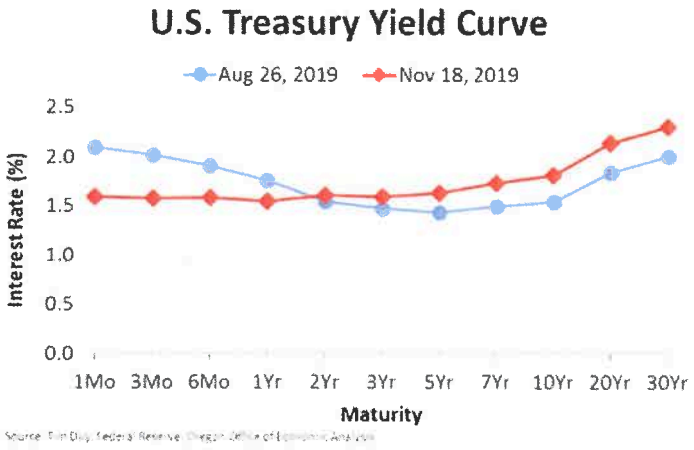
"There are a lot of moving parts, and volatility within components of growth is to be expected. That said, the very weak business investment and export readings raise concerns. Moody's Analytics goes as far to say "the consumer is shouldering all the burden in preventing the slowing from turning into something worse." Looking

forward the concern is that while the consumer will lead growth, as usual, it cannot be the only source of growth for the expansion to endure."

From a policy perspective, improvements have been made on two fronts. ". . . the two most worrisome issues in 2019 appear to be on the mend. The trade war is no longer escalating and the situation may even be diffusing as a Phase 1 trade deal is currently being negotiated between China and the U.S. To be clear, slower global growth, a stronger U.S. dollar, and the trade war are going to continue to impact the economy. The overall outlook for manufacturing remains weak. Half of all U.S. states have lost manufacturing jobs in recent months. That said . . . so long as the situation is not escalating or conditions deteriorating further, the international sector should shift from a drag to at least neutral in the year ahead, with risks balanced to the upside and downside."

"More importantly from a policy perspective, the Federal Reserve has made three interest rate reductions so far in 2019. These cuts, characterized as insurance against slower domestic and international growth, are designed to support the economy and head off a recession."

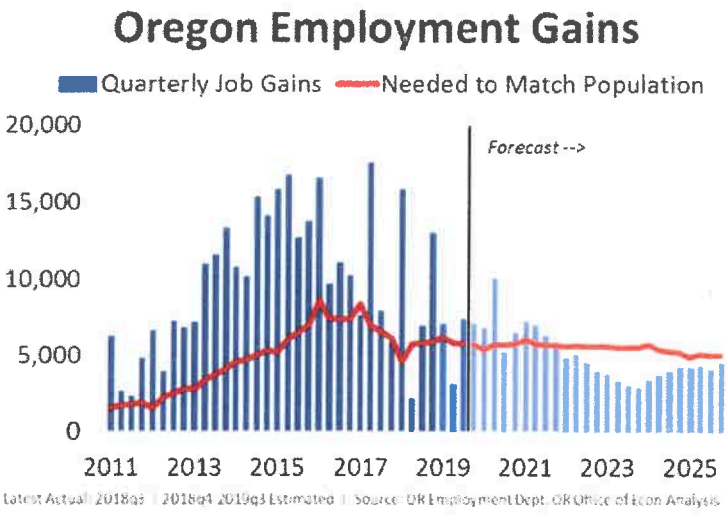
"The upshot is in recent months the yield curve has un-inverted. Long-term interest rates are once again higher than short-term rates. This indicates that monetary policy likely is no longer too restrictive relative to current economic conditions and future market expectations."



Oregon Economy

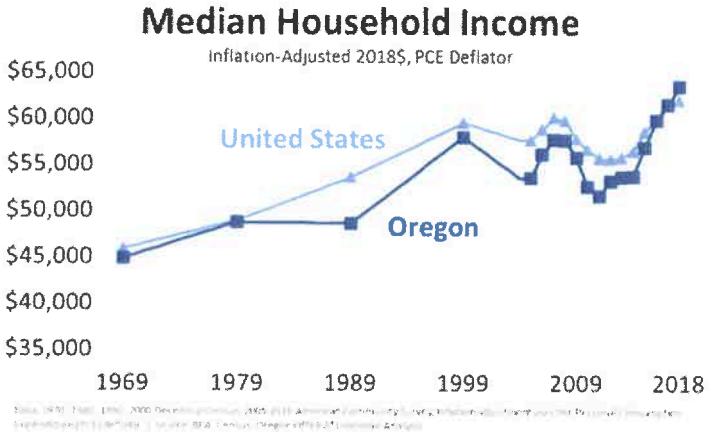
The September 2019 *Oregon Economic and Revenue Forecast* issued by the Office of Economic Analysis (OEA) states that "Oregon continues to see healthy rates of growth when it comes to employment, income, and GDP. However the state is no longer significantly outpacing the nation like it was a couple of years ago."

"As expected, statewide employment continues to transition down to more sustainable rates, however it has come in below forecast so far in 2019. On the other hand, personal income growth is outstripping expectations, which feeds more directly into stronger consumer spending and higher public sector tax collections."



"Much like the U.S., the local economy is growing roughly at its potential. The slowdown in jobs means Oregon is adding approximately 2,000 per month so far in 2019 when underlying demographics suggest the state needs around 1,900 or so to hold the unemployment rate steady."

"While Oregon is transitioning down from peak job growth rates a couple of years ago, the tighter labor market is driving higher incomes as Oregonians work more hours and at higher wages." "In 2018, Oregon's median household income grew the second fastest across all states . . . This now puts the typical Oregonian household's income 2.4 percent higher than their national counterparts. This marks the first time in more than 50 years this is true." ". . . incomes today on an inflation-adjusted basis are at all time highs. These gains are experienced across the spectrum as both high- and low-income Oregon households are above their pre-recession peaks."



"With stronger income gains among the bottom part of the distribution, Oregon's poverty rate continues to decline. At 12.6% statewide, Oregon's poverty rate is now half a percentage point below the U.S. which stands at 13.1%. Oregon's poverty rate is now lower than it has been since 2000 . . ."

"Over the past year both of the Oregon-specific composite leading indicators have largely moved sideways. In any given month the positive readings on individual indicators are offset by weaker readings on other indicators. That said, if we step back and look at the bigger picture, most indicators remain in expansion territory but clearly slowing down." "In general, economic forecasters see a heightened risk of recession so far in 2019 but are not altering their baseline forecasts accordingly. Rather, they are acknowledging the risks and continuing to monitor the situation."

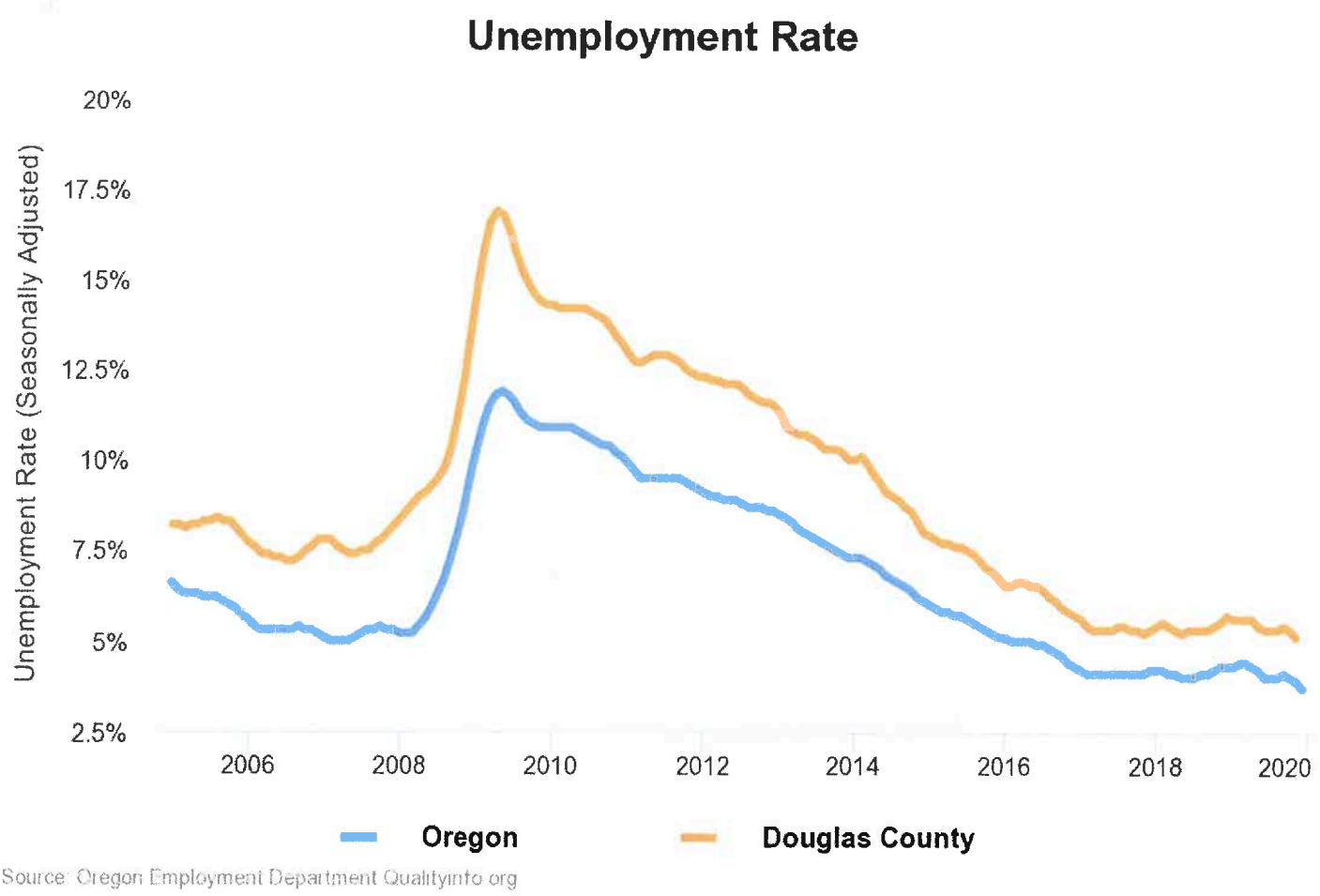
"University of Oregon professor Jeremy Piger has created a real time probability of recession model, and finds there is a 2.8 percent chance the U.S. has entered into a recession." "IHS Markit puts the probability of recession in the next year at 35 percent, while the Wall Street Journal Economic Forecasting Survey puts it at 30 percent."

"IHS Markit projects Oregon's economy to fare well relative to the rest of the country in the coming years. The state's Real Gross State Product is projected to be the twenty-second fastest among all states across the country in terms of growth with gains averaging 1.8 percent from 2019 through 2024. Total employment is expected to be the twelfth strongest among all states at an annualized 0.7 percent, while manufacturing employment will be the second fastest in the country at 0.5 percent. Total personal income growth is expected to be 4.5 percent per year, the fifteenth fastest among all states, according to IHS Economics."

Douglas County

The State of Oregon Employment Department reported that "Douglas County's seasonally adjusted November unemployment rate dropped to 5.1 percent, the lowest rate going back to 1990 when comparable statistics began."

"This month's rate is significantly lower than the November 2018 rate of 5.5%. Oregon's seasonally adjusted November unemployment rate was 3.9 percent; the national rate was 3.5 percent."



Source: Oregon Employment Department Qualityinfo.org

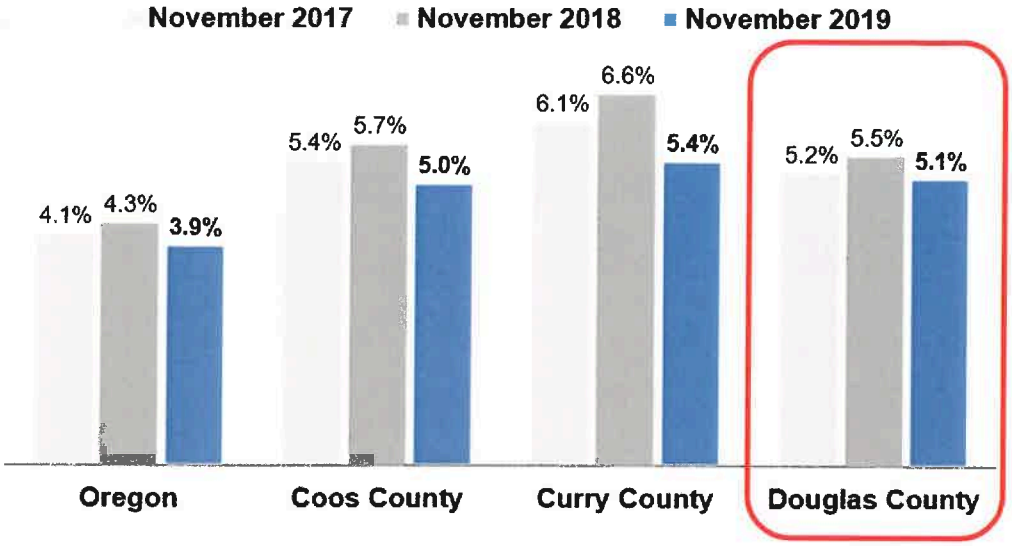
A review of the underlying figures to November's unemployment rate dropping year-over-year is due to a mixed bag of results:

- The civilian labor force decreased by -369 year-over-year or -0.8%;
- The number of employed (or jobs) increased by 199 year-over-year or 0.5%; and
- The number of unemployed decreased by -568 year-over-year or -23.3%.

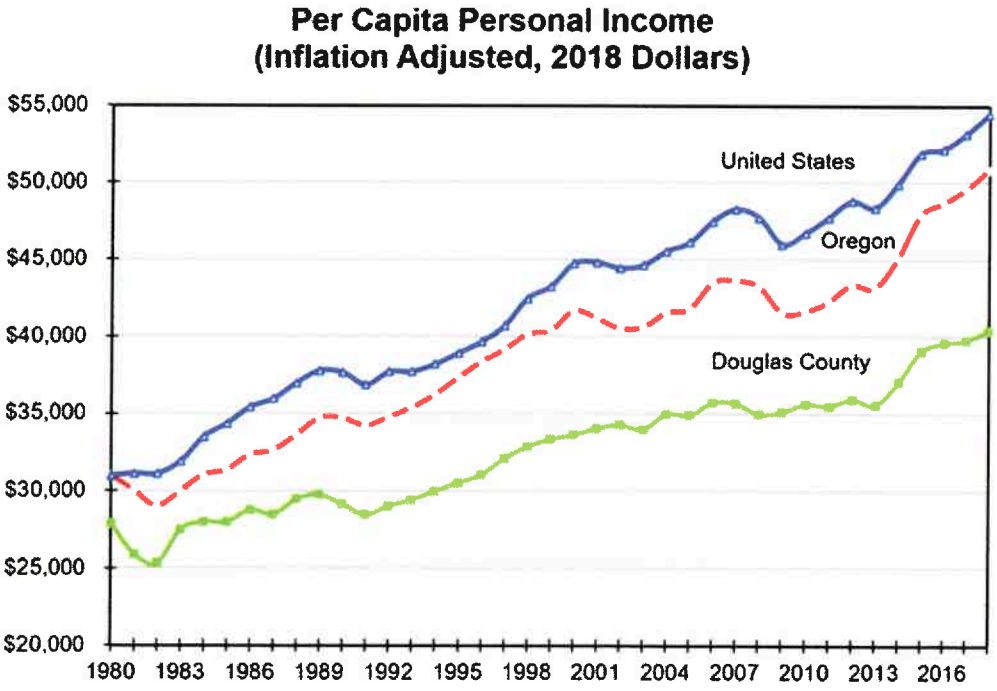
Local and State Unemployment Rates

Seasonally adjusted

Source: Oregon Employment Department, LAUS



On December 9, 2019, the Oregon Employment Department released *Douglas County's Per Capita Personal Income Rises in 2018* report that stated; "Personal income includes all forms of income including earnings by place of work, dividends, interest and rent, and government transfer payments (largely Social Security and Medicare). Total personal income is then divided by population to create per capita personal income (PCPI)."



Source: Oregon Employment Department and U.S. Department of Commerce, Bureau of Economic Analysis

"Douglas County's inflation adjusted per capita personal income increased $638 (1.6%) to reach $40,408 in 2018 while the statewide and national figures rose $1,290 (2.6%) and $1,294 (2.4%), respectively."

"Douglas County's total personal income grew by approximately $214 million in 2018 to reach $4.5 billion, a 5.0 percent increase over 2017. When the data are adjusted for inflation, however, total personal income increased by $110 million, or 2.5 percent."

"The components of personal income for Douglas County show that 47 percent is from earnings, 19 percent is from dividends, interest, and rent, and 33 percent is from transfer payments mostly in the form of Social Security and Medicare, Douglas County has a high portion of personal income from transfer payments compared to the U.S. and Oregon, which are 17 percent and 19 percent, respectively – an indication of a relatively large retirement age population."

Components of Personal Income, 2018

	Earnings by Place of Work	Interest, Rent and Dividends	Government Transfer Payments
U.S.	63%	21%	17%
Oregon	60%	21%	19%
Douglas County	47%	19%	33%

Source: Oregon Employment Department and U.S. Department of Commerce, Bureau of Economic Analysis

"Relative to other areas, Douglas County's per capita personal income decreased to 79 percent of the statewide and to 74 percent of the U.S. figures. Douglas County's 2018 per capita personal income ranks 28th among Oregon's 36 counties."

A Final Note

This quarterly report has been prepared to summarize and review the City's operations and financial position for the second quarter of the 2019-20 fiscal year as of the month ending December 31, 2019, provide management with a financial planning tool, and monitor compliance with budget policy and Oregon budget law.

If you have questions about the report or would like additional information please contact Ron Harker, Finance Director, at (541) 492-6710 or via email at finance@cityofroseburg.org. We encourage you to visit our website at cityofroseburg.org. The site is user friendly and contains information about the services we provide.

City of Roseburg, 900 SE Douglas Avenue, Roseburg, OR 97470
Phone: (541) 492-6710
Website: CityofRoseburg.org

CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2020-2021

TARGET DATE	ACTION
1. **02/03/20**	**12:00 P.M. – 1:00 P.M.** – Lunch **1:00 P.M. – 5:00 P.M.** – Staff Retreat; Distribution of budget preparation manual & forms; budget briefing session; departments begin preparation process
2. **02/10/20**	**7:00 P.M. COUNCIL MEETING (Budget Committee Invited):** Annual Comprehensive Financial Report ("CAFR") presented by City Auditor Jeff Cooley; Distribution of Budget User's Guide and calendar; Finance Director presents Quarterly Report Ending **12/31/2019.** *(*Mail information to Councilors and Budget Committee members who do not attend the meeting.)*
3. **Week of 02/10/20**	IT meets with individual departments to determine technology needs
4. **03/02/20**	General Fund budgets submitted to City Manager and Finance Director at department head meeting. BG forms outlining grant requests shall be submitted at the same time, but separate from the full department budget.
5. **03/06/20**	Special Fund budgets submitted to City Manager and Finance Director.
6. **03/13/20**	Finance Director completes review of departmental budgets and advises City Manager of any uncommitted revenues.
7. **03/16 – 03/20/20**	Departments meet with City Manager to review departmental budgets
8. **03/27/20**	City Manager completes review of operating sections of departmental budgets; begins revenue projections and directs expenditure adjustments
9. **04/10/20**	*Notice of **05/05/20**-- Budget Committee Meeting/Public Hearing on *Possible* Uses of State Revenue Sharing ***mailed*** to Budget Committee with reminder of meeting schedule and News-Review for 1st publication on 4/14/20 **and** *posted on City's website* (**ORS 294.426 requires publication no more than 30 days prior to hearing & allows for posting on City website rather than 2nd newspaper publication)**
10. **04/14/20**	Notice of **05/05/20** - Budget Committee Meeting/Public Hearing on Possible Uses of State Revenue Sharing ***published*** in News-Review
11. **04/17/20**	City Manager & Finance Director balance & complete proposed budget; Manager prepares Budget Message for City and Urban Renewal Agency
12. **04/21/20**	**4:30 P.M. – 6:00 P.M. Budget Committee Training Session**

CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2020-2021– CONTINUED

TARGET DATE	ACTION
13. 05/05/20	**7:00 P.M. – 8:30 P.M. First Budget Committee Meeting:** City Manager presents budget message and distributes the proposed budget; Public Hearing on Election to Receive State Revenue Sharing & *Possible* Uses Thereof is held
14. 05/12/20	**7:00 P.M. – 10:00 P.M. Second Budget Committee Meeting:** Individual departments begin review of their respective portions of the budget
15. 05/13/20 & 05/14/20	**7:00 P.M. – 10:00 P.M. Budget Committee Meetings continue as necessary **Budget Committee must hold final session and approve the proposed budget by 5/14/20**
17. 05/18/20	***Mail*** Notice of **06/8/20** -- Public Hearing on *Proposed* Uses of Revenue Sharing and Detailed Summary of Budget as Approved by the Budget Committee to News-Review to be published on **5/22/20**ORS 294.448 requires notice to be published not less than 5 days and not more than 25 days, prior to the hearing; and post on City's website**
18. 05/22/20	Detailed summary of budget (as approved by the Budget Committee) and notice of **06/8/20** Public Hearing on *Proposed* Uses of Revenue Sharing ***published*** in News-Review
19. 06/08/20	**7:00 P.M. Council Meeting:** Council holds Public Hearing on *Proposed* Uses of Revenue Sharing & Proposed Budget as Approved by the Budget Committee and adopts a resolution electing to receive state revenue sharing & adopting the final budget ****pursuant to ORS 221.770**
20. 06/22/20	Send required forms to County Assessor pursuant to ORS 294.555 and Certification of Public Hearings Before the Budget Committee & Council on Possible & Proposed Uses of Revenue Sharing and the Resolution Electing to Receive Revenue Sharing to the State Executive Dept. ***Deadline is 06/30**
21. 07/06/20	File 1 copy of budget with Douglas County Clerk

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL MEETING
January 27, 2020

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on January 27, 2020 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Cole led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Beverly Cole, Bob Cotterell, Alison Eggers, Linda Fisher-Fowler, Ashley Hicks, Brian Prawitz and Andrea Zielinski.

Others Present: City Manager Nikki Messenger, City Recorder Amy Sowa, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Finance Director Ron Harker, Fire Chief Gary Garrisi, Community Development Director Stuart Cowie, Police Chief Gary Klopfenstein, Public Works Director Brice Perkins, Communications Specialist Eric Johnson, Management Assistant Koree Tate and Scott Carroll of the News Review.

MAYOR REPORTS

Mayor Rich welcomed a German student attending Roseburg High School who is living with Councilor Eggers' family. Councilor Eggers said he speaks English fluently, had lived with her the last six months and wanted to be a diplomat.

COMMISSION/COUNCIL REPORTS

Councilor Prawitz attended a MedCom meeting, reported new chair, Bob Sconce, was chosen, and they discussed the upcoming FireMed season. Councilor Cotterell had a Public Works Commission meeting to discuss the Transportation System Plan. Councilor Zielinski had a Library Commission meeting and discussed the Makers Space program that included a 3D printer and making buttons.

AUDIENCE PARTICIPATION

Ruth Shepherd, 103 Shadow Ranch lane, opposed the idea of a homeless shelter near her senior living area.

David Grotkin, 622 Shadow Ranch Lane, shared his concerns regarding a homeless shelter near the Shadow Ranch community, Armory and Memory Care facility. He suggested looking at the vacant Kmart facility or property on Diamond Lake Boulevard that would be better zoned and equipped to help those in need.

Ron Wheeler, 301 Shadow Ranch Lane, opposed the idea of a homeless shelter and asked Council how they would feel if they lived near one or had family living near one.

Bonnie Bischke, 1009 Shadow Ranch Lane, explained Shadow Ranch rules for which residents had to comply. There was a large number of elderly and disabled residents and she was concerned about issues that could arise around trespassing and theft if a shelter was built near their community. Ms. Bischke invited Council to tour the Shadow Ranch community to better understand their concerns and oppositions for a shelter.

Patty Benedict, Shadow Ranch, provided copies of signed petitions from Shadow Ranch residents who could not attend the meeting that opposed having a shelter placed on General Avenue.

Lyle Bowman, Shadow Ranch, opposed the idea of a shelter near Shadow Ranch and asked Mayor Rich to review FAA guidelines that would explain why such a facility could not work at the General Avenue location.

Mayor Rich thanked citizens for coming forward with their concerns and stated the shelter was not something the Council had discussed nor did they have plans to place one on that property. Mayor Rich explained an individual could talk about the idea but it would take the Council to make a decision. Councilor Hicks said she appreciated those who attended the meeting to share their concerns about a homeless shelter near their residence. Councilor Hicks explained she was doing her due diligence for neighbors and constituents in her Ward who had complained about homeless activity in the area. Although the Rescue Mission was within her Ward, Councilor Hicks said those utilizing their services were not the issue; it was others who camp at the end of streets, in backyards and along the river. Councilor Hicks again thanked the Shadow Ranch community members for their time to speak in front of Council.

CONSENT AGENDA

Councilor Cotterell moved to approve the minutes of January 13, 2020 regular meeting. The motion was seconded by Councilor Eggers and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

PUBLIC HEARING – AN ORDINANCE AMENDING THE ROSEBURG URBAN AREA COMPREHENSIVE PLAN ADOPTING BY REFERENCE THE CITY OF ROSEBURG TRANSPORTATION SYSTEM PLAN – FILE NO. CPA-20-001

At 7:30, Mayor Rich opened the Public Hearing regarding an ordinance amending the Roseburg Urban Area Comprehensive Plan adopting by reference the City of Roseburg Transportation System Plan – File No. CPA-20-001. Mr. Cowie reported the TSP update was funded and managed by the Oregon Department of Transportation (ODOT). As part of the contract, David Evans and Associates (DEA) was hired to work as the consultant overseeing the work of the project. Over the course of the project several delays occurred which led to the project taking longer to complete than originally anticipated. These delays included issues surrounding the discontinuance of studies involving the Interstate 5 Exits 124 and 125 Interchange Area Management Plans, the usage of existing traffic data, gathering of new traffic data for recently completed projects, and contract renegotiations between ODOT and DEA.

As part of the original contract, the purpose of updating the TSP was to accomplish the following goals:

- Assure adequate planned transportation facilities to support planned uses over the next twenty years;
- Provide certainty and predictability for improving city streets, highways, and other planned transportation improvements;
- Provide predictability for land development;

- Help reduce the costs and maximize the efficiency of public spending on transportation facilities and services by coordinating land use transportation decisions; and
- Incorporate the Bicycle/Pedestrian Plan by referencing it within the TSP.

The TSP consisted of two separate documents: Volume I and Volume II. Volume I, served as the primary document for the TSP. Volume II included all the background memos and technical data that were the basis for the TSP's development. The process for updating the TSP provided the opportunity for the public to play a role in developing the vision of their transportation system. Through a Planning Advisory Committee (PAC) and public open houses, the public helped set goals, shape the content, and priorities of the updated TSP. The feedback received emphasized a safe and economically viable transportation system by enhancing transportation options for all modes.

Mr. Cowie said the allocation of funds for projects identified in the TSP would be a key component in determining how they would be constructed in the future. It was important to recognize that the TSP represents a 20-year time period in which it was anticipated the projects identified in the plan could be funded and possibly constructed. In order to complete all the projects identified in each plan it would require Council to evaluate additional sources of revenue.

Mr. Cowie introduced Angela Rogge, Transportation Engineer, who provided a presentation regarding the Roseburg Transportation System Plan. Ms. Rogge reported the TSP was a blueprint for all modes of travel and must be consistent with other TSPs and planning documents governing the region it serves including the Oregon Department of Transportation (ODOT). TSPs were required by the Transportation Planning Rule documented in the Oregon Administrative Rule 660-012-0015. Ms. Rogge explained why TSPs were necessary which included: attract and secure funds, plot a course for your community, work towards goals and documenting the needs, functions, modes and general location of planning improvements. The project began with a kick-off conference call on December 22, 2016 followed by PAC meetings in 2017 and 2019 and ending with a PAC Meeting and open house on October 8, 2019. The next step with the process was to adopt the Transportation Element of the Comprehensive Plan.

Ms. Rogge went on to discuss the TSP Planning area that included the city limits, urban growth boundary and 76 study intersections of mostly arterials and collectors. The importance of upgrading key transportation corridors such as Garden Valley Boulevard, Harvard Avenue and Diamond Lake Boulevard was to improve connectivity and operations for all modes. The next step was to review the project lists. Tier 1 had 27 projects identified with City Contribution totals just under $6.6 million. Tier 2 had 58 projects identified without committed funding and ranged from signal timing modification to river crossings. Ms. Rogge reviewed the Bicycle/Pedestrian Plan for the Tier 1 and 2 projects, traffic calming/toolbox, transit plan, roadway plan, typical roadway cross-section guidelines and other modes of transportation.

In response to Councilor Hicks, Mr. Cowie explained lighting improvements were considered a detail within plans and not part of the larger scale work of the TSP. Ms. Rogge added it would normally be part of the City code and outside the purview of the transportation system. Councilor Prawitz reported he had received input from citizens within the last week and wanted

to know what happens moving forward and if public input would be part of the process. Mr. Cowie explained citizens had three years during the planning process to provide input and this was the end. Council had the option to adopt or go back to re-work the plan, but there would be changes to projects in the future and the public would have opportunity to provide further input as those came forward. Mayor Rich noted this was a 20-year plan; new projects could be added in the future. Ms. Rogge explained that if the plan was not adopted there was a risk of losing grant funding.

In response to Councilor Cotterell, Ms. Rogge explained the adoption would require an ordinance to change the Municipal Code. Councilor Eggers said she too had spoken to several citizen and wanted to make sure adequate bike lanes were in future projects. Councilor Zielinski was also concerned about pedestrian safety and wanted to know if the intersection for Harvey and Stewart Parkway would be reviewed again. Mr. Cowie explained the intersection was not identified as a specific project, but could be further evaluated. Councilor Hicks agreed the intersection by the YMCA was an issue along with other pedestrian crossings and suggested a citywide phone app for people to see bike routes, paths and closures. She also suggested radio announcements and commercials for construction that would impede traffic and to have a solution to create access for people to walk across the river near the fairgrounds.Mr. Cowie noted several projects that were in the Tier 2 list that addressed some of those concerns.

Bob Dannenhoffer, 568 NE Casper, reported that as a healthcare professional he was concerned about pedestrian safety. Vehicle death rates had improved, but over the last twenty years, 2019 had the highest pedestrian death rate. He asked when the City looks at new projects to think about the design and make safety the number one goal.

Maria Schnautz, 1192 NW Riverside Drive, explained how pedestrians and bicyclists were competing for space along roadways and pedestrians were oftentimes forced off sidewalks to avoid a bicycle. The most desirable communities were those that encouraged bicycle and pedestrian use with appropriate paths and space along the roads.

Ken Ferguson, 317 W Riverside Drive, suggested the City have a goal to make a vibrant community with bike improvements with real connectivity.

Jon Weston, 1931 Warewood Terrace, said if roads were widened then more cars would come, but if bike lanes were widened, more bikes would come. He suggested placing a road width cap to allow adequate space for bike lanes to keep them off sidewalks.

Debra McLean, 1908 NW Oerdering, explained she had more narrow escapes as a pedestrian than as a cyclist. The size of bicycle lanes were important, but she also thought it was good for people to feel safe walking to be able to experience the community differently.

Dick Dolgonas, 1338 SE Overlook Avenue, said he would like the focus to be how to make Roseburg a better place. After reviewing the Cottage Grove TSP, he recognized their focus to enhance the quality of life for their community. Roseburg received Bronze status as a Bike Friendly Community and he wanted to keep moving forward to show how bike ability and walkability was an economic driver.

Burt Tate, 444 Winchester Street, explained the TSP seemed to be all about vehicles and moving them from one place to another. He suggested focusing on a walkable community to promote a healthier and happier lifestyle. With Blue Zones Umpqua in Roseburg, there was a new focus for healthier living and he would like Council to adopt the goal of a livable walkable community.

Jenny Carloni, 300 Impala Drive, suggested a focus to build a beautiful citizen friendly community to attract and retain medical professionals for a higher quality of life. Suggestions to make wide streets, such as Harvard Avenue, more pleasant for pedestrians included lowering the speed limit, adding more trees, and including protected bike lanes and a pedestrian area. She also suggested roundabouts as an idea to reduce congestion and encourage safety.

Stuart Liebowitz, 143 SE Lane, suggested when projects are first proposed, to not only solicit public input but to integrate bicycle and pedestrian safety. He knew staff worked hard on the TSP but he wanted to make sure the plan was really a vision and guideline for the community.

Chriset Palenshus, 458 W Umpqua Street, explained as a user of the streets and bike lanes, she wanted to encourage everyone to see what it was like to be without a vehicle. Some people do not have a choice, but to walk or ride a bike in town could be scary. Ms. Palenshus suggested adding more trees, updating the paths and focusing on connectivity.

Marisa Fink, 131 Forest Hills Lane, said she had been repeatedly asked where to safely bike in the community. She had biked around the world and many places had bike paths separate from main roads that ran parallel. Ms. Fink suggested the City think more about bike paths not bike lanes and agreed roundabouts would make commutes safer, more interesting, save on emissions, save on traffic lights and be more efficient.

Bailey Delacruz, 1230 SE Lane, stated education was a component she had not heard discussed. More bicycles are seen on sidewalks and there had been many times she was yelled at to get off the road. Ms. Delacruz would like to see signage to show where bikes should be and provide information to motorists.

Ellen Porter added that in Missoula they took two lane roads and made single lanes with roundabouts and a bike path lane. The flow was good and it worked.

In response to Councilor Zielinski, Mr. Cowie explained the TSP was not going to live on a shelf somewhere. He had been talking with the citizens that came forward over the last few years and there was an emphasis on bike projects included on the list. There would be more opportunities to discuss those items in the future. In response to Mayor Rich, Ms. Rogge noted that compared to the previous TSP, this new plan was more bicycle and pedestrian friendly. The purpose was to try to find a balance with all modes of transportation. The plan could be amended and was not the end of all transportation problems. Mr. Cowie noted there were different tools for bike lanes that could be utilized and part of reviewing this was to determine the deficiencies. Harvard Avenue was an area reviewed from Umpqua Street to Lookingglass Road, but they also had to consider freight and logging truck travel. Refinement plans would

be needed to address some of these issues for specific corridors. Ms. Messenger said the biggest constraint was not a lack of vision, but lack of funding. One of the Council Goals was transportation funding. Staff wanted to do great things, try for grants, but again, the biggest constraint was a funding issue.

Councilor Hicks wanted to know if during intersection improvements, traffic signals could be adjusted to give priority to pedestrians trying to cross without the worry of vehicles passing through. Ms. Messenger explained there were ways to have a little lead time adjustment for pedestrians, but only firetrucks with the Opticom system could completely shut down an intersection for all lights. Some intersections have a designated red light for pedestrian crossing and others do not. That would be part of the tools in the toolkit, but not prescribed at individual intersections.

Councilor Hicks explained she walks each day and was very aware of safety issues going through intersections. She did not see information about pullouts, shelters or Uber/Lyft parking in the TSP, and noted concerns that she did not have enough time to review Volume II due to the size of the document.

As no one else wished to speak, Mayor Rich closed the public hearing at 8:48 p.m.

Councilor Cotterell moved to adopt the findings of fact and order approved by the Planning Commission for File No. CPA-20-001, which amends the Roseburg Urban Area Comprehensive Plan by incorporating the Roseburg Transportation System Plan into the document by reference.

Councilor Cotterell said he was supportive of the document and felt it could be easily amended for current standards. Councilor Eggers appreciated citizen input and would like to move forward. Councilor Zielinski agreed with comments given and wanted to see the City be a livable and safe place. Councilors Fisher-Fowler and Cole agreed with the vision for the community and that the TSP was a guideline. Mayor Rich agreed there needed to be a balance so it was safe for all. Councilor Hicks noted a public forum she read where the majority of people stated they would not let their twelve-year-old child bike ride alone or with friends in the community. Councilor Hicks suggested litter patrol and a stronger police presence to help with maintenance and public safety concerns.

The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Prawitz and Zielinski voted yes. Councilor Hicks voted no because citizens wished they had more time to express their concerns and she needed more time to review the documents.

Council agreed for Ms. Sowa to proceed with a first reading for Ordinance No. 3534. Ms. Sowa read Ordinance No. 3534 entitled, "An Ordinance Amending the Roseburg Urban Area Comprehensive Plan Adopting by Reference the City of Roseburg Transportation System Plan," for the first time.

REQUESTED COMMENT ON ESTABLISHMENT OF A RURAL RENEWABLE ENERGY DEVELOPMENT ZONE FOR DOUGLAS COUNTY

Mr. Harker stated Douglas County considered establishing a Rural Renewable Energy Development (RRED) Zone for Douglas County. Part of the County's process was to receive comment from all jurisdictions, which impose property taxes as they may be impacted in the future.

RRED Zones offered an incentive to encourage new investments that either:

- Harness wind, geothermal, solar, biomass or other unconventional forms of energy in Oregon to generate electricity; or
- Produce, distribute, or store any of a wide array of biofuels.

The primary purpose of an RRED Zone was the extension of the standard (3- to 5-year) exemption on qualified property available in any enterprise zone, except that in an RRED Zone it was only for renewable energy activities (which would also be eligible in an enterprise zone). The total amount of property (among one or more projects) that could qualify was subject to a locally set cap with each RRED Zone. That cap can be no greater than $250 million in initial market value of each project. Since 2013, the local government sponsor may waive the requirement to create full-time employment with a new project, if the cost of the investment is $5 million or more. This was like the $25 million waiver in an enterprise zone, except that local additional conditions may not be imposed.

The City had been requested to provide comment by January 28, 2020 and so direction from Council, should a submitted comment from the City be desired, was imperative. In response to Mayor Rich, Mr. Harker explained all cities and fire districts were asked for a letter of support. Taxes themselves did not fund projects. The RRED Zones were established in one of three ways: a City may establish a zone which would include all of the land within its city limits including any future annexations; a County may establish a zone which would include all of the land within its boundaries; or multiple contiguous Counties may establish a zone, which would include all of the land within its boundaries. The projects would likely include biomass or other unconventional ideas that could be feasible in Oregon. In response to Councilor Hicks, Ms. Messenger said she felt the County was positioning to encourage wave energy in Reedsport. The County does not pay taxes so this was strictly talking about an enterprise zone that would relieve property taxes for a private developer. If someone invests in a project, they would not have to pay property taxes for 3-5 years. It was a way for them to shorten the time for return on investment.

Councilor Cole moved to direct City manager Nikki Messenger to issue a letter of support for the establishment of a Rural Renewable Energy Development Zone with the request that the City be included in establishing any local cap. Councilor Hicks expressed concern about the type of projects that could come forward. Councilor Eggers liked the idea of opening doors for private companies. Mr. Harker said this was to encourage and promote Douglas County and provided an opportunity for future growth.

The motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Prawitz and Zielinski voted yes. Councilor Hicks voted no.

MARIJUANA DISPENSARY HOURS AND DELIVERY OPTIONS

Ms. Sowa reported that when marijuana first became legal in the State of Oregon, cities had the option to adopt their own ordinances related to time, manner, and location of operation. The City of Roseburg established a Citizen's Advisory Committee (CAC) known as the Medical Marijuana Committee to propose appropriate land use rules for medical marijuana facilities, and regulations relating to the business operations of such facilities. The Medical Marijuana Committee's proposals were adopted by Council and included hours of operation. The committee's reasoning for selecting the hours was to try to match the hours of operation of local liquor stores. When considering an ordinance to establish rules regarding recreational marijuana dispensaries, Council directed staff to match those of the medical marijuana dispensaries.

In researching other cities, several were silent on the issue of hours and rely on the state rules, some include hours in their Code that match state rules, and some include hours in their Code that are more restrictive than state rules. If Council would like to increase the hours of operation for marijuana dispensaries, an ordinance would need drafted to amend the Municipal Code.

For delivery of products, Ms. Sowa explained State statute allowed for delivery by a licensee (or licensee representative) as defined in OAR 845-025-1015(43) and (44). Oregon Administrative Rules (OAR 845-025-2880) provide specific rules around delivery of marijuana items by a retailer. The State rules restrict delivery of marijuana to within the city the dispensary is licensed. There was an exception for delivery of medical marijuana to a medical marijuana patient or their designated primary caregiver at an individual's residence outside City limits, regardless of any prohibition by the surrounding county. Therefore, even though Douglas County prohibits the sale of marijuana, this exception would apply and delivery of medical marijuana to patients outside city limits is allowed.

There was no need for a Code amendment regarding delivery as it was currently allowed and regulated through Oregon Revised Statute and Oregon Administrative Rule. The City does not have the authority to adopt more restrictive rules regarding delivery. In response to Councilor Hicks, Ms. Sowa explained changing the hours would require an ordinance to amend the Municipal Code. In response to Councilor Cole, Ms. Sowa said the extension of dispensary hours consisted of opening two hours earlier and staying open one hour later.

Robert Schuster, FX420 Owner, explained he had no desire to become a mobile dispensary and only wanted to help those who had mobility or medical issues. Delivering would cost him more money and he would prefer to sell from his store. He serves 10,000 customers a month, but the extended hours could potentially help alleviate parking congestion for his location.

Councilor Eggers wanted to know if other cities matched the State. Ms. Sowa checked with 10-12 cities and the results varied. Councilor Cotterell said he was less worried about extending hours as he was about delivery services. In response to Councilor Cole, Mr. Schuster confirmed there would be a surcharge for a delivery.

Councilor Cotterell directed Staff to draft an ordinance to amend the Roseburg Municipal Code to increase the hours of operation to match State rules. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cotterell, Eggers, Fisher-Fowler and Hicks voted yes. Councilors Cole, Prawitz and Zielinski voted no. Councilors Cole and Zielinski

opposed because in their opinion, there were many dispensaries through the city and the hours of current operation were adequate. Mayor Rich did not see an issue with changing the hours and was fine with matching what the State currently allowed. Councilor Hicks said she saw the change as an opportunity for more jobs and increased tourism.

COUNCIL GOALS – FUTURE WORK STUDY SESSIONS

Ms. Messenger reported that Staff was in process of putting together a more detailed work plan and timelines to address Council's adopted goals. Multiple items would require work-study sessions (WSS) to narrow and prioritize Council's direction on policy matters. Short WSS could occur prior to regularly scheduled Council meetings and start at 6:00 p.m. Long WSS should be scheduled for two hours and would require additional dates. Ms. Messenger was seeking direction from Council on the long work-study sessions regarding days of the week and times that Council would suggest as a starting point for scheduling.

Ms. Messenger was directed by Council to schedule long work sessions on non-meeting Mondays and suggested starting with the unhoused issues.

ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

Councilor Prawitz expressed frustration over comments, calls and letters received from the Shadow Ranch community and the amount of time used by Council and Staff on a homeless shelter idea that was not discussed or decided on by Council. Councilor Prawitz said Councilor Hicks went outside the process when promoting a shelter on General Avenue. He suggested censure and a need for a social media policy. For the shelter idea to be presented, there needed to have been communication, research and corroboration. Councilor Prawitz wanted to show the community the process works.

Mayor Rich discussed sanctions that could be imposed, such as not being allowed to speak for a meeting, losing a Commission Chair position or pulling travel options. Mayor Rich was inclined to impose no travel to an upcoming League of Oregon Cities conference in Hermiston. Mayor Rich said it was appropriate for Council to attend the annual League of Oregon Cities conference, but would consider declining this recent request. Attorney Coalwell explained the appropriate process was to schedule an executive session where they could have the opportunity to discuss the issue. Councilors have the option to contact the Mayor privately to provide their opinion on the matter to proceed with an executive session. Councilor Hicks said she could not be reprimanded without an opportunity to speak for herself and the people who spoke at the meeting were not city residents. Mayor Rich asked for input before he determined the next step.

ADJOURNMENT

The meeting adjourned at 10:00 p.m.

Koree Tate

Koree Tate
Management Assistant

ORDINANCE NO. 3534

AN ORDINANCE AMENDING THE ROSEBURG URBAN AREA COMPREHENSIVE PLAN ADOPTING BY REFERENCE THE CITY OF ROSEBURG TRANSPORTATION SYSTEM PLAN.

WHEREAS, a contract was established between ODOT and David Evans and Associates, Inc. to complete and provide the City of Roseburg with a new updated Transportation System Plan; and

WHEREAS, Roseburg Municipal Code Section 12.10.020 establishes the procedures for legislative amendments of the Roseburg Urban Area Comprehensive Plan; and

WHEREAS, after due and timely notice, on December 27, 2019, the Roseburg Planning Commission conducted a public hearing on January 6, 2020 regarding the proposed adoption of the Transportation System Plan (TSP) and its incorporation into the Roseburg Urban Area Comprehensive Plan. Following the conclusion of the hearing the Planning Commission adopted Findings of Fact and forwarded the matter for Council consideration. In addition, the Public Works Commission met on January 23, 2020 to review the matter and provide Council with a recommendation to approve the TSP; and

WHEREAS, after reviewing the recommendations of the Planning Commission and Public Works Commission and conducting a public hearing on the subject TSP on January 27, 2020, the Council concludes that the Transportation System Plan should be adopted and incorporated by reference into the Roseburg Urban Area Comprehensive Plan.

NOW, THEREFORE, THE CITY OF ROSEBURG ORDAINS AS FOLLOWS:

SECTION 1: The City Council hereby adopts the Findings of Fact and Order regarding the proposed Comprehensive Plan Amendment.

SECTION 2: Based on the evaluation detailed in the Planning Commission Findings of Fact and Order it has been determined that the proposal conforms to the City of Roseburg Comprehensive Plan and applicable Statewide Planning Goals.

SECTION 3: The City Council hereby approves the Comprehensive Plan Amendment which adopts by reference the Roseburg Transportation System Plan into the Roseburg Urban Area Comprehensive Plan.

ADOPTED BY THE CITY COUNCIL THIS 10TH DAY OF FEBRUARY 2020.

APPROVED BY THE MAYOR THIS 10TH DAY OF FEBRUARY 2020.

_____
LARRY RICH, MAYOR

ATTEST:

_____
AMY L. SOWA, CITY RECORDER

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

ORDINANCE AMENDING SECTION 2.18.040 OF THE ROSEBURG MUNICIPAL CODE REGARDING ECONOMIC DEVELOPMENT COMMISSION MEMBERSHIP

Meeting Date: February 10, 2020
Department: Administration
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Amy Sowa, City Recorder
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY
Due to the large number of members serving on the Economic Development Commission, it is often difficult to get a quorum to conduct regular quarterly meetings.

BACKGROUND

A. Council Action History.

- December 16, 2013: Council adopted an ordinance to repeal the Visitor and Convention Commission, and adopted an ordinance amending the Economic Development Commission (EDC) to incorporate the Visitor and Convention Commission members into its membership. This action increased membership of the EDC.

B. Analysis.

The Economic Development Commission (EDC) was reorganized in 2013, when the Visitors and Convention Commission was abolished and absorbed into the EDC. It was determined at that time that both commissions were typically addressing the same issues and it would be more effective to combine the two rather than to have them meet separately. In order to make it possible for commissioners from each previous commission to still participate, the organization of the new EDC was set at ten members, including the Chair.

The EDC has operated in this capacity for the last six years. The result of a ten-member commission poses challenges when trying to effectively obtain a quorum. Staff is proposing decreasing the size of the commission from ten members to seven members to be more reflective of the size of the other City commissions.

The proposal would reduce the number of members to seven, one of whom would be the Chair. At least three members must be residents of the City; three may either be City residents, own property in the City or have a place of business in the City; and one may be at large.

C. Financial/Resource Considerations.
There are no financial or resource considerations, other than the possibility of fewer cancelled meetings due to a lack of a quorum.

D. Timing Considerations.
Due to several resignations, the Commission membership is now down to seven members. If the Council would like to maintain that number, it would be prudent to update the Code to reflect that change. If Council chooses not to amend the Code, the City will need to go out and recruit for additional members to bring the membership back to ten.

COUNCIL OPTIONS
Council has the following options:

- Direct staff to proceed with first reading of the proposed ordinance; or
- Direct staff to make amendments to the proposed ordinance; or
- Do nothing

STAFF RECOMMENDATION
The EDC supports moving forward with these amendments to the membership, and along with Staff recommends Council direct staff to proceed with first reading of the proposed ordinance.

SUGGESTED MOTION
No motion needed. If Council chooses, they may direct staff to proceed with first reading.

ATTACHMENTS:
Attachment #1 – Ordinance Amending Section 2.18.040 of the Roseburg Municipal Code.

ORDINANCE NO. 3535

AN ORDINANCE AMENDING SECTION 2.18.040 OF THE ROSEBURG MUNICIPAL CODE REGARDING THE ECONOMIC DEVELOPMENT COMMISSION MEMBERSHIP

SECTION 1. Roseburg Municipal Code Section 2.18.040, titled "Organization of Commission" is hereby amended to read as follows:

> **2.18.040 - Organization of Commission.**
> The Commission shall consist of ~~ten~~ seven members, one of whom shall be the Chair. At least ~~six~~ three of the members must be residents of the City; three members may either be City residents, own property in the City or have a place of business in the City and one may be at large. Except for the Chair, members shall hold no other official capacity with the City.

SECTION 2. All other Sections, Subsections and Paragraphs of Chapter 2.18 of the Roseburg Municipal Code shall remain in full force and effect as currently written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF _____, 20__.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 20__.

_____
LARRY RICH, MAYOR

ATTEST:

_____
AMY L. SOWA, CITY RECORDER

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

ORDINANCE AMENDING RMC SECTIONS 9.14.040(A) AND 9.15.040(A) REGARDING MARIJUANA DISPENSARY HOURS OF OPERATION

Meeting Date: February 10, 2020
Department: Administration
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Amy Sowa, City Recorder
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Currently under Roseburg Municipal Code, marijuana dispensaries are limited to being open from 9:00 a.m. to 9:00 p.m. Monday through Saturday, and 9:00 a.m. to 6:00 p.m. on Sundays. Council will consider an ordinance extending those hours to match those allowed under OLCC rules.

BACKGROUND

A. Council Action History.

- September 22, 2014: Council adopted Ordinance No. 3434 establishing regulations relating to the operation of medical marijuana dispensaries, which included hours of operation from 9:00 a.m. to 9:00 p.m. except Sunday on which they must close by 6:00 p.m.
- February 8, 2016: Council adopted Ordinance No. 3457 establishing regulations relating to the operation of recreational marijuana dispensaries, which included hours of operation from 9:00 a.m. to 9:00 p.m. except Sunday on which they must close by 6:00 p.m.
- December 9, 2019: A local dispensary requested Council consider amending the Roseburg Municipal Code to allow marijuana dispensaries to operate during the hours of 7:00 a.m. and 10:00 p.m. to match State rules. He also requested Council consider allowing dispensaries to deliver marijuana products to their customers who otherwise have difficulty coming to the shop.
- January 27, 2020: Staff presented information to Council on hours of operation for marijuana dispensaries. Council directed Staff to bring back a proposed ordinance with extended hours of operation.

B. Analysis.

When marijuana first became legal in the State of Oregon, cities had the option to adopt their own ordinances related to time (hours of operation), manner, and location of operation. The City of Roseburg established a Citizen's Advisory Committee (CAC) known as the Medical Marijuana Committee, which proposed hours of operation that were then adopted by the Council. Currently under the Roseburg Municipal Code, marijuana

dispensaries are allowed to be open from 9:00 a.m. to 9:00 p.m. Monday through Saturday and 9:00 a.m. - 6:00 p.m. on Sunday. The state regulations regarding hours of operation are 7:00 a.m. - 10:00 p.m. every day.

In researching other cities, several are silent on the issue of hours and rely on the state standards, some include hours in their Code which match state standards, and some include hours in their Code which are more restrictive than state standards.

The attached ordinance amends the Code to change the hours of operation for marijuana dispensaries in the City to match state regulations – 7:00 a.m. - 10:00 p.m. every day.

C. Financial/Resource Considerations.
There are no financial impacts to the City in considering these amendments to the Code.

D. Timing Considerations.
There is no specific timeline for this issue.

COUNCIL OPTIONS
Council has the following options:

- Direct Staff to proceed with first reading of the proposed ordinance; or
- Ask Staff for more information on this subject; or
- Do nothing

STAFF RECOMMENDATION
Staff has no recommendation on this topic.

SUGGESTED MOTION
No motion required at this time. First reading only.

ATTACHMENTS:
Attachment #1 – Draft Ordinance No. 3536

ORDINANCE NO. 3536

AN ORDINANCE AMENDING SECTIONS 9.14.040(A) AND 9.15.040(A) OF THE ROSEBURG MUNICIPAL CODE

SECTION 1. Roseburg Municipal Code Section 9.14.040(A), titled "Dispensary operating regulations" is hereby amended to read as follows:

9.14.040 - Dispensary operating regulations.
Each licensed medical marijuana dispensary operator shall comply with the following operating regulations in addition to any other state or local rules and regulations:

A. Medical marijuana dispensaries shall open for business no earlier than ~~9:00~~ 7:00 a.m. and close no later than ~~9:00~~ 10:00 p.m. any day of the week. ~~except Sunday, on which day dispensaries must close by 6:00 p.m~~

SECTION 2. Roseburg Municipal Code Section 9.15.040(A), titled "Dispensary operating regulations" is hereby amended to read as follows:

9.15.040 - Recreational marijuana dispensary operating regulations.
Each licensed recreational marijuana dispensary operator shall comply with the following operating regulations in addition to any other state or local rules and regulations:

A. Recreational marijuana dispensaries shall open for business no earlier than ~~9:00~~ 7:00 a.m. and close no later than ~~9:00~~ 10:00 p.m. any day of the week. ~~except Sunday, on which day such dispensaries must close by 6:00 p.m~~

SECTION 3. All other sections and subsections of Sections 9.14.040 and 9.15.050 of the Roseburg Municipal Code shall remain in full force and effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF _____, 20__.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 20__.

_____
LARRY RICH, MAYOR

ATTEST:

_____
AMY L. SOWA, CITY RECORDER

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

FUNDING RECOMMENDATION – SOUTHERN OREGON MEDICAL WORKFORCE CENTER

Meeting Date: February 10, 2020 | **Agenda Section: Department Items**
Department: Administration | **Staff Contact: Nikki Messenger, City Manager**
www.cityofroseburg.org | **Contact Telephone Number: 541-492-6866**

ISSUE STATEMENT AND SUMMARY

In July 2019, the Oregon Legislature committed $10 million to the Southern Oregon Medical Workforce Center to be located in Roseburg. The issue for the Council is whether to authorize interim funding towards the project.

BACKGROUND

A. Council Action History.

- On February 23, 2013, the City Council authorized a $30,000 grant to The Partnership to facilitate the feasibility study.
- On February 11, 2019, the City Council authorized $25,000 in funding to Oregonians for Rural Health (ORH) towards an economic study for the Allied and Mental Health College.
- On May 13, 2019, the City Council authorized staff to negotiate and execute a Memorandum of Understanding with Oregonians for Rural Health outlining the City's commitment to helping fund and construct the Allied Health College with conditions.
- On November 25, 2019, the Council authorized the City Manager to join the board of the Umpqua Valley Development Corporation, a nonprofit organization formed to continue to move the project forward.

B. Analysis.

Work to develop a medical college in the Roseburg area began in 2012 with leadership at CHI Mercy recognizing the severe shortage of healthcare workers, especially in rural areas. Shortly thereafter, the Partnership got involved with the project and solicited funding from the City to fund an initial financial feasibility study. A timeline of activities to this point has been attached for your information.

In July 2019, the state legislature programmed $10 million in funding to the City of Roseburg with the caveat that there be a match of at least $10 million. In October 2019, the Umpqua Valley Development Corporation (UVDC) was formed as a 501c3 nonprofit

organization. UVDC formed to carry on the efforts to raise funds for the college and to help guide program development and construction.

UVDC continues to work with George Fox University and other academic partners on the programs that may be offered on the Roseburg campus. Programs involved with the first phase of the project may include the following:

- Physician Assistant (PA) Master of Medical Science
- Nursing
  - Registered Nurse to Bachelor of Science in Nursing (RN to BSN)
  - Bachelor of Science in Nursing (BSN)
  - Doctor of Nursing Practice (DPN)
- Doctor of Physical Therapy (PT)
- Behavior Health Programs
  - Bachelor of Science in Social Work (BSW)
  - Master of Science in Social Work (MSW)
  - Doctor of Psychology (PsyD)
- Radiologic Science
- Medical Laboratory Science

UVDC has contracted with PacWest to provide ongoing support and project management. The Partnership has agreed to forward the remaining funds previously dedicated to the project to UVDC. CHI Mercy has been the biggest funding partner to date and has committed to continued project funding through UVDC.

UVDC is requesting financial support to continue to develop the project. There will be costs associated with overall project management, including the work involved with site selection, cost estimating, lease negotiation, etc. UVDC is requesting $60,000 from the City for calendar year 2020.

C. Financial/Resource Considerations.
The Economic Development Fund FY 19-20 budget includes $100,000 for the Med Ed project. There is a strong possibility that additional funding requests will be forthcoming to secure architectural and/or engineering services for the project.

D. Timing Considerations.
The $10 million allocated by the legislature will be funded by a state bond sale in the spring of 2021. The program requires the City to enter into an agreement with the state no later than January of 2021 to remain eligible for the funding. There is a significant amount of work that needs to be done between now and 2021 to keep the project moving forward. The consultant UVDC hired to perform these tasks will accomplish much of that work.

COUNCIL OPTIONS
The Council has the following options:

1. Authorize staff to negotiate and execute an agreement with UVDC to provide $60,000 from the Economic Development Fund for project management services related to the Southern Oregon Medical Workforce Center project; or
2. Request additional information; or
3. Not authorize the funding agreement.

STAFF RECOMMENDATION
Money has been budgeted and is available to meet this request. Interim funding is critical to ensuring the project can continue to move forward prior to the state's 2021 bond sale. Therefore, staff recommends the Council authorize staff to negotiate and execute an agreement with UVDC to provide $60,000 from the Economic Development Fund to provide funding for project management services related to the Southern Oregon Medical Workforce Center project.

The Economic Development Commission will discuss this request at their February 5th special meeting. Staff will report on the Commission's discussion at the Council meeting.

SUGGESTED MOTION
I move to authorize the City Manager to negotiate and execute an agreement with UVDC to provide $60,000 from the Economic Development Fund to provide funding for project management services related to the Southern Oregon Medical Workforce Center project.

ATTACHMENTS:
Attachment #1 – Comprehensive Project Timeline

Southern Oregon Medical Workforce Center Timeline

Over eight years ago, healthcare providers, elected officials, community leaders, and others took the first steps toward spearheading efforts to build a regional Southern Oregon allied health college in Roseburg. Today, a broad coalition stands behind the effort. Significant momentum has been achieved to date, which includes successfully securing during the 2019 legislative session $10 million in state funding to construct the college.

The following is a timeline of key activities and milestones in the Southern Oregon Medical Workforce Center initiative to date:

2012

February

- CHI Mercy Health, Douglas County's regional hospital, brings to the forefront severe healthcare workforce shortages and the idea of building a regional college

May-August

- Efforts to conduct an initial feasibility study are launched among Douglas County interests

October

- Advisory committee is established to oversee initial financial feasibility study

2013

February

- City of Roseburg approves contribution of $30,000 to fund initial financial feasibility study

May

- Preliminary college programs list is developed by advisory committee

June

- Douglas County Commissioners approve contribution of $30,000 for initial financial feasibility study

2014

January

- Advisory committee begins development of initial capital and operational budget projections for initial financial feasibility study

July

- Initial capital and operating budgets completed

October

- Initial feasibility study completed demonstrating financial feasibility of college serving multiple allied health professions

December

- Stakeholder briefings held on initial financial feasibility study

2015

January

- Community presentation held on initial financial feasibility study

March

- Johnson Economics conducts economic impact study on job creation and revenue potential for regional college

April-August

- Preliminary efforts are made to secure an academic institution to administer the college

October

- Mental health professions are added to priority degree programs list following Umpqua Community College shooting

November

- Pac/West Communications is retained to support the college initiative by raising issue awareness, expanding coalition membership and engagement, and generating funds, in addition to assisting with the recruitment of academic partners

December

- Leadership Committee of local stakeholders formed to advise college initiative efforts

2016

January

- Oregonians for Rural Health (ORH) is founded
- Leadership Committee initiates regular quarterly meetings

February-April

- Materials on healthcare demand, provider shortages, and patient care access issues, in addition to economic revitalization needs are developed for coalition outreach and public education
- Coalition building among regional healthcare providers, municipalities, county governments, and elected officials commences across Southern Oregon
- Support letters are received from regional healthcare providers, municipalities, and county governments
- Roseburg VA and its affiliated regional VA facilities network, VISN 20, are secured as key coalition partners and become actively involved in initiative efforts

May

- News-Review article series covering healthcare demand, provider shortages, and the Roseburg college initiative runs
- Coalition members testify on healthcare workforce shortages, patient care access issues, and the need for new regional economic drivers during Legislative Days in the Oregon Interim House Committee on Higher Education, Innovation and Workforce Development and the Oregon Senate Education Committee

September

- Coalition provides testimony on healthcare workforce shortages during Oregon Legislative Committee Days in House Higher Education Committee
- Legislative concept is filed to develop a house bill establishing a state task force to investigate healthcare workforce shortages and to explore solutions, including creation of a medical training facility in Roseburg to serve Southern and rural Oregon

December

- Briefings held with Oregon Governor policy advisors and state elected officials on healthcare provider shortages and Roseburg college initiative

2017

January/year round

- Active recruitment of academic institutions with allied and mental health program expertise to administer the college begins; meetings are held throughout the year with institutions across Oregon

February

- Briefing held with Oregon Department of Veterans Affairs (ODVA) and Oregon Governor policy advisors on VA and private sector healthcare needs and workforce shortages
- Framework of house bill is developed to establish a state-supported task force
- Bipartisan co-sponsors are secured for house bill establishing state-supported task force

March

- House Bill 3341 establishing state-supported task force is introduced

April

- Coalition members testify in favor of HB 3341 to Oregon House Health Care Committee
- HB 3341 passes out of the Oregon House Health Care Committee

May

- Broad base of bipartisan state representatives from across Oregon are secured as co-sponsors of HB 3341

June

- Formation of state-supported task force, named Rural Medical Training Facilities Workgroup, is incorporated into Oregon Department of Veteran's Affairs (ODVA) budget through House Bill 5006

July-August

- HB 5006 with state-supported task force led by ODVA is approved and signed by the Oregon Governor

September

- Briefing held among core coalition partners and ODVA on healthcare workforce shortages, college vision, and initiative history in preparation for Rural Medical Training Facilities Workgroup launch

November

- First Rural Medical Training Facilities Workgroup meeting led by ODVA held in Roseburg to review workgroup purpose and outline action items

2018

January

- Rural Medical Training Facilities Workgroup meets in Salem on healthcare workforce provider shortages and college framework; outstanding data and college development needs are identified

February

- Coalition initiates development of expanded initial business plan for college detailing vision and framework ("building blocks")
- Top high demand allied and mental health professions selected for phase one college programs by coalition members using state, VA, and private sector data

March

- Oregon Center for Nursing (OCN) commissioned to conduct workforce demand analysis of top allied and mental health fields and educational program capacity in Oregon

June

- Rural Medical Training Facilities Workgroup meets in Roseburg on college program selection and initial business plan development; OCN provides preliminary results of health professions workforce demand and educational programs analysis

July

- Initial college business plan detailing vision and building blocks presented by ORH to Rural Medical Training Facilities Workgroup in Roseburg

August

- Oregon Governor tours Roseburg hospital and clinics; coalition members present data on allied and mental health workforce shortages and patient care access issues, linking the need for local training programs
- OCN incorporates updated 2017-2027 allied and mental health workforce projections from Oregon Employment Department into healthcare professions demand analysis

September

- Legislative report on Rural Medical Training Facilities Workgroup findings on healthcare workforce shortages and solutions, including college in Roseburg, is submitted to Oregon Legislative Assembly by ODVA
- Dialogue begins with George Fox University about serving as the college administrators and developing programs and curricula

October

- Tour of Roseburg medical facilities and potential college build sites is held with George Fox University

November-December

- Prospective allied and mental health programs are explored with George Fox University
- George Fox University develops Rural Oregon Concepts outlining college goals, prospective programs, student and faculty projections, and facility size requirements
- College program and financial needs are identified by ORH and George Fox University

2019

January

- Briefings held with state elected officials on project status and funding needs

February

- Coalition provides testimony on healthcare workforce shortages and Roseburg college initiative to Oregon House Committee on Veterans and Emergency Preparedness
- ECONorthwest (ECONW) is tapped to scope out development of economic impact and benefit analysis of Roseburg college

March

- MOU is signed between George Fox University and Oregonians for Rural Health formally establishing roles in exploring college development
- City of Roseburg commits $25,000 for ECONW economic impact and benefit analysis
- ECONW launches economic impact and benefit analysis of Roseburg college

April

- Preliminary proforma is developed detailing college construction costs and program startup dates and cash flow
- City of Roseburg commits to contributing $400,000 towards public improvements and/or development fee reductions to support college construction
- Douglas County Commission commits to contributing up to $200,000 to offset development fees
- Coalition provides testimony on healthcare workforce shortages, regional economic revitalization needs, and Roseburg college initiative and advances state funding ask to Oregon Joint Committee on Ways and Means Subcommittee on Capitol Construction

May

- City of Roseburg signs MOU committing to building ownership, in addition to funding up to $10 million for construction through local bonds
- Results of ECONW Roseburg College economic impact and benefit analysis are presented to coalition partners and state elected officials

July

- Oregon State legislature approves $10 million in state bonding to build Southern Oregon Medical Workforce Center in Roseburg

August

- Briefing held with Oregon Solutions tasked by the Oregon State Legislature to facilitate the siting and construction of the Roseburg medical workforce center

October

- Umpqua Valley Development Corporation is formed as a 501©3 nonprofit organization to carry on efforts to raise funds and in-kind contributions for the college and help guide program development and construction

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

DECLARATION OF INTENT TO REIMBURSE CAPITAL COSTS SOUTHERN OREGON MEDICAL WORKFORCE CENTER

Meeting Date: February 20, 2020 | **Agenda Section: Department Items**
Department: Administration | **Staff Contact: Nikki Messenger, City Manager**
www.cityofroseburg.org | **Contact Telephone Number: 541-492-6866**

ISSUE STATEMENT AND SUMMARY

In July 2019, the Oregon Legislature committed $10 million to the Southern Oregon Medical Workforce Center to be located in Roseburg. The issue for the Council is whether to authorize staff to submit a request to the Department of Administrative Services to allow the City to seek reimbursement for expenses that occur prior to the state bond sales (spring 2021).

BACKGROUND

A. Council Action History.

- On February 23, 2013, the City Council authorized a $30,000 grant to The Partnership to facilitate the feasibility study.
- On February 11, 2019, the City Council authorized $25,000 in funding to Oregonians for Rural Health (ORH) towards an economic study for the Allied and Mental Health College.
- On May 13, 2019, the City Council authorized staff to negotiate and execute a Memorandum of Understanding with Oregonians for Rural Health outlining the City's commitment to helping fund and construct the Allied Health College with conditions.
- On November 25, 2019, the Council authorized the City Manager to join the board of the Umpqua Valley Development Corporation, a nonprofit organization formed to continue to move the project forward.

B. Analysis.

The $10 million allocated by the legislature will be funded by a state lottery bond sale in the spring of 2021. The grant program allows grantees to submit a Declaration of Official Intent to Reimburse Project Costs prior to entering into the grant agreement. Without the declaration, project costs expended prior to the grant sale will not be eligible for reimbursement. Staff is requesting authorization to submit a declaration to reserve the ability to seek reimbursement on eligible costs that may be incurred prior to the bond sale.

C. Financial/Resource Considerations.
At this time, staff does not have an outline of what costs may be incurred between now and the state bond sale in spring of 2021. It is reasonable to expect that costs associated with site selection, architectural and/or engineering services, and other expenses may be incurred.

D. Timing Considerations.
Staff seeks authorization as soon as practical to ensure qualified costs are eligible for reimbursement.

COUNCIL OPTIONS
The Council has the following options:

1. Authorize staff to submit a Declaration of Official Intent to Reimburse Project Costs; or
2. Request additional information; or
3. Not authorize staff's submission of the declaration.

STAFF RECOMMENDATION
In order to ensure that the grant money from the State of Oregon can be used to reimburse capital costs associated with the project that are incurred prior to the State's bond sale, staff recommends that the City Council authorize staff to submit a Declaration of Official Intent to Reimburse Capital Costs to the Oregon Department of Administrative Services.

The Economic Development Commission will discuss this request at their February 5th special meeting. Staff will report the results of that discussion at the Council meeting.

SUGGESTED MOTION
I move to authorize staff to submit a Declaration of Official Intent to Reimburse Project Costs to the Oregon Department of Administrative Services for the Southern Oregon Medical Workforce Center project.

ATTACHMENTS:
None

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

CITY MANAGER ACTIVITY REPORT

Meeting Date: February 10, 2020
Department: Administration
www.cityofroseburg.org

Agenda Section: Informational
Staff Contact: Nikki Messenger, City Manager
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides 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 10, 2020, meeting, the following items are included:

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

Agenda
Department Head Meeting
City Hall Third Floor Conference Room
January 28, 2020 - 10:00 a.m.

1. Review January 27, 2020 City Council Meeting Synopsis
2. Review February 10, 2020 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing/Events
   a. Roseburg Pride Parade Permit – May 31, 2020
   b. Rural Renewable Energy Development Zone for Douglas County Letter
5. Department Items

Agenda
Department Head Meeting
City Hall Third Floor Conference Room
February 3, 2020 - 10:00 a.m.

1. Review February 10, 2020 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing/Events
   a.
5. Department Items
   a. Vendor Guide
6. Employee Service Pins
   a. Ray Hall, Public Works – 30 Years
   b. Tyler Vancil, Police Department – 5 Years

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Airport Fees for Fire Agency Services
- RMC 3.06 Amendments
- RMC 5.04 Amendment - Water Rules and Regulations
- Supplemental Budget regarding Fire Services
- Umpqua Basin Urban Services Agreement
- Water Conservation Plan

****

February 24, 2020

Consent Agenda

A. Minutes of February 10, 2020

Ordinance

A. Ordinance No. 3535 – Amending Section 2.18.040 of the Roseburg Municipal Code Regarding Economic Development Commission Membership, Second Reading

B. Ordinance No. 3536 – Amending RMC Sections 9.14.040(A) and RMC 9.15.040(A) Regarding Marijuana Dispensary Hours of Operation, Second Reading

Department Items

A. The Umpqua Economic Development Partnership Annual Report

B. Vehicle for Hire Annual Report

Informational

A. City Manager Activity Report

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March 9, 2020

Consent Agenda

A. Minutes of February 24, 2020

Public Hearing

A. Head Start CDBG Grant Closeout

Department Items

A. Airport Master Plan Adoption

Informational

A. City Manager Activity Report

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March 23, 2020

Mayor's Report

A. Child Abuse Prevention Month Proclamation

Consent Agenda

A. Minutes of March 9, 2020

Ordinances

A. Ordinance No. _____ - Amending Title 12 of the RMC to Update ORS References Throughout and Correct to Include Amendments Originally Made in Ordinance No. 3448 in 2015, First Reading

Informational

A. City Manager Activity Report

****

April 13, 2020

Mayor Report

A. Volunteer Recognition Month Proclamation

B. Arbor Day Proclamation

Consent Agenda

A. Minutes of March 23, 2020 Meeting
B. Cancellation of May 25, 2020 Regular Meeting
C. 2020 OLCC License Renewal Endorsement

Ordinances

A. Ordinance No. _____ - Amending Title 12 of the RMC to Update ORS References Throughout and Correct to Include Amendments Originally Made in Ordinance No. 3448 in 2015, Second Reading

Informational

A. City Manager Activity Report

****

April 27, 2020

Mayor Reports

A. Historic Preservation Month Proclamation
B. National Bike Month Proclamation

Consent Agenda

A. Minutes of April 13, 2020

Informational

A. City Manager Activity Report
B. Finance Quarterly Report
C. Municipal Court Quarterly Report

****

May 11, 2020

Mayor Reports

A. EMS Week Proclamation

Consent Agenda

A. Minutes of April 27, 2020

Resolutions

A. Annual Fee Adjustments:
Resolution No. 2020- - General Fees
Resolution No. 2020 - Water Related Fees

Informational

A. City Manager Activity Report

Executive Session

A. City Manager Semi-Annual Evaluation

****

June 8, 2020

Mayor Reports

A. Camp Millennium Week Proclamation

Consent Agenda

A. Minutes of May 11, 2020

Public Hearing

A. Resolution No. 2020- - 2020-2021 Budget Adoption
B. Resolution No. 2020- - Supplemental Budget Appropriation

Informational

A. City Manager Activity Report

Urban Renewal Agency Board

Consent Agenda

A. Minutes of previous meeting

Public Hearing
A. Resolution No. UR-2020- - 2020-2021 Budget Adoption

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June 22, 2020
Consent Agenda
A. Minutes of June 8, 2020
Informational
A. City Manager Activity Report

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July 13, 2020
Mayor's Report
A. Parks and Recreation Month Proclamation
Consent Agenda
A. Minutes of June 22, 2020
Department Items
A. Authorization to Purchase Four Police Vehicles
Informational
A. City Manager Activity Report

****

July 27, 2020
Consent Agenda
A. Minutes of July 13, 2020
Informational
A. City Manager Activity Report
B. Municipal Court Quarterly Report
C. Financial Quarterly Report

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August 10, 2020
Consent Agenda
A. Minutes of July 27, 2020
Informational
A. City Manager Activity Report

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August 24, 2020
Consent Agenda
A. Minutes of August 10, 2020
Informational
A. City Manager Activity Report

****

September 14, 2020
Consent Agenda
A. Minutes of August 24, 2020
Informational
A. City Manager Activity Report
Executive Session
A. City Manager Annual Evaluation

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September 28, 2020
Mayors Reports
A. Walk & Bike to School Day Proclamation
Consent Agenda

A. Minutes of September 14, 2020

Informational

A. City Manager Activity Report

****

October 12, 2020

Consent Agenda

A. Minutes of September 28, 2020

Informational

A. City Manager Activity Report

****

October 26, 2020

Consent Agenda

A. Minutes of October 12, 2020

Informational

A. City Manager Activity Report

B. Municipal Court Quarterly Report

C. Financial Quarterly Report

****

November 9, 2020

Consent Agenda

A. Minutes of October 26, 2020

Informational

A. City Manager Activity Report

Executive Session – Municipal Court Judge Annual Performance Evaluation

****

November 23, 2020

Mayor Report

A. Municipal Court Judge Compensation

Consent Agenda

A. Minutes of November 9, 2020

Informational

A. City Manager Activity Report

****

December 14, 2020

Consent Agenda

A. Minutes of November 23, 2020

Informational

A. City Manager Activity Report

****

December 28, 2020

Consent Agenda

A. Minutes of December 14, 2020

Informational

A. City Manager Activity Report

****

January 11, 2021

Mayor Reports

A. State of the City Address

B. Commission Chair Appointments

C. Commission Appointments

Commission/Council Reports

A. Election of Council President

Consent Agenda

A. Minutes of December 28, 2020

Informational

A. City Manager Activity Report

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Friday Message
January 24, 2020

- At the Chamber's annual banquet last night, Alex Palm and Renee Coen were awarded the First Citizen awards for 2020. Congrats to Alex and Renee on this tremendous and well deserved honor.

  - Koree did a great job decorating the City tables. While we did not win the best table award, we did walk away with the win on the trivia game!

- The Library Commission met on Tuesday, reviewed some statistical data, and received updates on library programming.

- The Public Works Commission met on Thursday and recommended the Council adopt the Transportation System Plan.

- Today, staff received correspondence from the FAA that they have approved the Airport Master Plan and Airport Layout Plan. The Master Plan is scheduled for presentation to the Planning Commission on March 2nd and Council on March 9th.

- The Police Department has recently completed two promotional processes. Ryan Dingman and Daniel Allen have been selected from promotion to the rank of Patrol Sargent and Cameron Derrick and George Sheppard were promoted to Corporal. Congratulations to these four officers!

- K-9 Officer Chris Bonebrake has been selected as Roseburg's 2019 Optimist Club Officer of the Year! Officer Bonebrake will be honored during the Respect for Law Banquet on February 21, 2020. Great work Officer Bonebrake!

- Meetings next week: City Council – Monday 1/27 at 7:00 p.m.