

ROSEBURG CITY COUNCIL AGENDA – JANUARY 22, 2018
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470



7:00 p.m. - Regular Meeting

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

Alison Eggers	Linda Fisher-Fowler	Ashley Hicks	Steve Kaser
John McDonald	Brian Prawitz	Tom Ryan	Andrea Zielinski
- 4. Mayor Reports**
- 5. Commission Reports/Council Ward Reports**
- 6. Audience Participation – See Information on the Reverse**
- 7. Consent Agenda**
 - A. Minutes of Regular Meeting of January 8, 2018
- 8. Public Hearing**
 - A. Proposed Zone Change - 948 SE Mill Street
- 9. Resolutions**
 - A. Resolution No. 2018-01 - Derelict Building Fee Schedule
- 10. Department Items**
 - A. The Partnership Annual Report
 - B. Bid Award - City Hall Remodel Project
 - C. Intergovernmental Agreements with RUSA-Black Avenue and Downtown Phase 2 Improvement Projects
 - D. Municipal Court Quarterly Report
- 11. Informational**
 - A. Activity Report
 - B. CAFR and PAFR Distribution
- 12. Items from Mayor, City Council or City Manager**
- 13. Adjournment**
- 14. Executive Session ORS 192.660(2)**

***** 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.



**MINUTES OF THE REGULAR MEETING
OF THE ROSEBURG CITY COUNCIL
January 8, 2018**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on January 8, 2018 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Alison Eggers, Linda Fisher-Fowler, Ashley Hicks, Steve Kaser, Brian Prawitz, Tom Ryan and Andrea Zielinski.

Absent: Councilor John McDonald.

Others Present: City Manager Lance Colley, City Recorder Sheila Cox, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Fire Chief Gregg Timm, Police Chief Jim Burge, Community Development Director Stuart Cowie, Finance Director Ron Harker, Public Works Director Nikki Messenger, Management Assistant Koree Tate, Police Sergeant Gary Klopfenstein, Police Sergeant Jeff Eichenbusch, Police Community Services Sergeant Dennis Chrisenbery, Kyle Bailey of KQEN Radio and John Dickey of the News Review.

STATE OF THE CITY ADDRESS

Rich shared the State of the City Address highlighting the accomplishments of 2017 and expectations of 2018. A full text of the Address is included in the City Council Record.

COMMISSION CHAIR APPOINTMENTS

Rich made the following Commission Chair appointments:

Airport	Fisher-Fowler
Economic Development	Tom Ryan
Historic Resources Review	Andrea Zielinski
Parks and Recreation	Alison Eggers
Public Works	Steve Kaser

Prawitz and Ryan were appointed to continue serving on the MedCom Board.

COMMISSION APPOINTMENTS

Fisher-Fowler moved to re-appoint Daniel Sprague to the Airport Commission. Motion was seconded by Ryan and approved with Hicks voting no. One vacancy still remained.

Ryan moved to re-appoint Knut Torvik and Bob Scott to the Budget Committee. Motion was seconded by Kaser and approved with Hicks voting no. Hicks expressed she opposed reappointing volunteers to the Commissions rather than recruiting new people to serve. Ryan moved to appoint Bryan Sykes to the Budget Committee. Motion was seconded by Hicks and carried unanimously.

Ryan moved to re-appoint Don Baglien, Angela Brown, Gary Leif and Michael Widmer to the Economic Development Commission. Motion was seconded by Fisher-Fowler and approved with Hicks voting no.

Zielinski moved to re-appoint Bentley Gilbert and Lisa Gogal to the Historic Resources Review Commission. Motion was seconded by Prawitz and approved with Hicks voting no. Zielinski moved to appoint Stephanie Giles to the Historic Resources Review Commission. Motion was seconded by Fisher-Fowler and carried unanimously.

Eggers moved to re-appoint Robert Walker and Diana Wales to the Parks and Recreation Commission. Motion was seconded by Kaser and approved with Hicks voting no and stating she felt the City should do a better job encouraging new volunteers to serve.

Kaser moved to re-appointment Fred Dayton to the Public Works Commission. Motion was seconded by Ryan and approved with Hicks voting no. Kaser stated long-term Commission members provide an institutional memory and historical background which he felt was invaluable to the Commissions. Two vacancies still remained.

COMMISSION REPORTS

Kaser thanked Colley for directing Council to review the Public Works Commission agenda in his last Friday message. He said \$800,000 is spent just for pavement management and while the Public Works Department had done a good job maintaining City streets, it was not enough. Approximately \$1.4 million needs to be spent to properly maintain existing infrastructure. He warned that the City could be faced with a huge challenge from population growth that could occur due to changes the County may be making. He asked Council to review the Public Works Commission agendas and contact him now if they had ideas regarding future funding.

ELECTION OF COUNCIL PRESIDENT

Kaser nominated Ryan to serve as Council President for 2018. Motion was seconded by Fisher-Fowler. Hicks nominated Kaser to serve as Council President. Coalwell said in an open election there should not be multiple options; a motion was made and needed to be voted on before further action was taken. Kaser respectfully declined his nomination. A vote was taken on the appointment of Ryan and carried with Hicks voting no.

PLANNING COMMISSION RE-APPOINTMENTS

Ryan moved to re-appoint Charlie Allen and Kerry Atherton to the Planning Commission. Motion was seconded by Zielinski and approved with Hicks voting no for reasons previously expressed.

CONSENT AGENDA

Ryan moved to approve the following Consent Agenda items:

- A. Minutes of Regular Meeting of December 11, 2017.
- B. Minutes of Special Meeting of December 19, 2017.
- C. Contract award - Construction Manager/General Contractor (CMGC) Services for Fire Station Nos. 2 and 3 Seismic Upgrades.

Motion was seconded by Hicks and carried unanimously.

SECOND READING, ORDINANCE NO. 3494 - SOCIAL GAMING

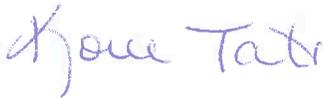
Cox read Ordinance No. 3494 for the second time, entitled: An Ordinance Adding Chapter 9.13 Titled "Social Gaming Regulations" to the Roseburg Municipal Code. Ryan moved to adopt the Ordinance and was seconded by Hicks. Roll call vote was taken and motion carried unanimously. Rich proclaimed the adoption of Ordinance No. 3494.

ITEMS FROM MAYOR, COUNCIL AND CITY MANAGER

Hicks invited Council, Staff and community members to join her with weekly Saturday river cleanup efforts south of Micelli Park each Saturday from 10:00 a.m. to 12:00 p.m. during the month of January. Hicks stated she wanted a permanent restroom established downtown due to current porta potties lacking toilet paper and hand sanitizer from consistent use. She also asked if time could be set aside to discuss housing goals including options available for transitional housing. Rich advised if the majority of Council wanted an item added to the agenda for future discussion of topics they should speak to him, the Council President or Colley. Colley stated periodic goal updates were provided to Council, with the next one in early spring.

Zielinski announced Blue Zone would have a river cleanup event at Stewart Park on January 15, 2018 at 10:00 am. She also invited everyone to attend Police K9 Iago's retirement open house at the Public Safety Center on January 18, 2018 from 4:30 p.m. to 6:30 p.m. to thank him for his years of service to the community.

Mayor Rich adjourned the meeting at 7:41 p.m.



Koree Tate
Management Assistant

*SKC/AEM
1/17/18*

PUBLIC HEARING A
01-22-2018

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Quasi-Judicial Public Hearing – File No. ZC-17-3

Meeting Date: January 22, 2018
Department: Community Development
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Stuart Cowie, Director
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

Umpqua Community Action Network (UCAN) is proposing a Zone Change (ZC) of a 0.50+/- acre site located at 948 SE Mill Street, to apply the Mixed Use (MU) zone. The lot currently has a Comprehensive Plan designation of Industrial (IND) and is zoned Medium Industrial (M2). The proposed zone change will amend the zoning from M2 to an MU classification. The Comprehensive Plan designation of Industrial will stay the same. The subject property is currently developed as an office building (formerly Southern Oregon Log Scaling). The previous office use operated as a pre-existing non-conforming use. The property has sat vacant for several years before UCAN purchased the property with plans to open a satellite office location for UCAN. Due to the property sitting vacant for more than a year, the non-conforming office use is not permitted under the M2 zone.

BACKGROUND

A. Council Action History: None

B. Analysis.

Based upon the attached Findings of Fact, the Planning Commission has determined that the application complies with the criteria necessary for a zone change as contained within Section 5.4.030 of the Land Use and Development Ordinance. The Planning Commission voted unanimously to recommend that City Council approve the change in zoning from M2 to MU.

C. Financial and/or Resource Considerations:

There are no financial or resource considerations associated with this action at this time.

D. Timing Issues: None

COUNCIL OPTIONS

1. Proceed with adoption of Findings of Fact, followed by first reading of the Ordinance
2. Modify the proposed action or continue the matter for further consideration
3. Decline to proceed with the proposed action

STAFF RECOMMENDATION

Staff recommends the Council adopt Planning Commission's Findings of Fact.

SUGGESTED MOTION

"I MOVE TO ADOPT THE FINDINGS OF FACT APPROVED BY THE PLANNING COMMISSION FOR FILE NO. ZC-17-3."

Proceed with first reading of the Ordinance. No motion is needed, only consensus to proceed by the Council.

ATTACHMENTS

- 1 - Planning Commission Findings of Fact & Order
- 2 - Draft City Council Ordinance 3495

In the matter of the application of Umpqua Community Action Network for a zone change from (M-2) Medium Industrial to (MU) Mixed Use on a 0.50 acre parcel located on the west side of Mill Street in southeast Roseburg, and more particularly described as Tax Lots 3200 and 3300, Section 24DA, Township 27 South, Range 6 West, Douglas County, Oregon; also identified by Property ID Nos. R72418 & R72495.

**APPLICANT'S SUPPLEMENTAL
INFORMATION, ANALYSIS
and
FINDINGS OF FACT and ORDER**

I. INTRODUCTION & BACKGROUND

This matter comes before the Roseburg Planning Commission on application filed by the Umpqua Community Action Network (UCAN), herein called Applicant, who is record owner of the subject property. The property is inside the city limits of Roseburg and is developed with a 7,423 square foot commercial building with paved parking on the remainder of the property not occupied by the building (See Applicant's Exhibit No. 1 – Site Plan) and (Applicant's Exhibit No. 2 – Floor Plan). The subject property is currently designated Industrial land on the official Comprehensive Plan Map for the City of Roseburg (See Applicant's Exhibit No. 3 – Excerpt from official Comprehensive Plan map). The property is currently zoned (M-2) Medium Industrial by the City which zoning implements the current Plan designation (See Applicant's Exhibit No. 4 – Excerpt from the official Zoning map).

Applicant is proposing a zone change from M-2 to (MU) Mixed Use under the City of Roseburg Land Use and Development Ordinance (LUDO) on the approximate 0.50 acre parcel which is identified as Tax Lots 3200 and 3300, Section 24DA, Township 27S, Range 06W; Property ID Nos. R72418 and R72495.

The ownership is flat and is located between the California Oregon Pacific Railroad (COPR) right of way and the west side of Mill Street approximately 300 feet south of its intersection with S.E. Mosher Street in southeast Roseburg. The existing building on the property has historically been used for office space and storage which use will continue as part of the UCAN operation under the proposed MU zoning.

As mentioned earlier, this property contains an existing commercial building and paved parking associated with it. The existing building was occupied by Southern Oregon Log Scaling Bureau which used the facility as its administrative offices associated with off-site log scaling activities. The business was established circa 1960 and operated until recently. The building was subsequently sold to UCAN after the original business closed.

All of the surrounding properties within the 300 foot notice area are within the city limits of Roseburg. There are two ownerships lying immediately to the west. One is designated for industrial use, is zoned M-2 and is the COPR railroad right of way. The

other is designated industrial and is zoned MU with three buildings associated with the railroad operation. The three properties to the north are also designated for industrial uses and are zoned M-2. One is an industrial building used for a cannabis processing operation, the second is the south end of a paved parking area associated with McMenemy's Restaurant and adjacent commercial buildings and area, and the other is occupied by Black Pearl Paving and Excavation. The properties to the east across Mill Street and south of and adjacent to Woodward Avenue are designated for urban residential use and are zoned (MR-14) Limited Multiple-Family Residential. These lands are developed with a mix of single family and limited multiple family housing. There are two industrial parcels south of the subject property and adjacent to COPR right-of-way one of which is vacant while the other contains the Umpqua Dairy Operation (See Applicant's Exhibit No. 4 – Zoning map).

II. APPLICABILITY

The Land Use and Development Ordinance (LUDO) establishes criteria that must be considered when a change in zoning is proposed. The criteria for a zone change are found in LUDO at Section 5.4.030, and require the Planning Commission to find that:

- a. *The rezoning will conform with the Roseburg Urban Area Comprehensive Plan, including the land use map and written policies;*
- b. *The site is suitable to the proposed zone with respect to the public health, safety and welfare of the surrounding area.*
- c. *The rezone is consistent with the safety and performance measures of the transportation system.*

The requested change in zoning from M-2 to MU on the subject property is intended to continue uses on the subject property in conformance with the current Comprehensive Plan map designation while allowing the highest and best use of the existing office structure on the property.

III. ZONE CHANGE CRITERIA

Applicant proposes the following findings to address the zone change criteria cited above:

The rezoning will conform with the Roseburg Urban Area Comprehensive Plan, including the land use map and written policies:

The requested Zone Change will conform to the existing Comprehensive Plan map. The following information demonstrates that the requested change in zoning will conform to applicable policies in the Comprehensive Plan as identified by City staff and addressed herein.

Public Facilities and Services Policy No. 1

Facility and service planning in the Roseburg urban area shall use the Comprehensive Plan as the basis for decisions to ensure that needs of the urban area are met in a timely, orderly, and efficient manner.

Public Facilities and Services Policy No. 2

In addition to the physical, economic, energy, and social considerations addressed by other policies in this Plan, the timing and location of urban development within the urban area shall be based upon the current or imminent availability of urban services, particularly public sewer and water.

Public Facilities and Services Policy No. 3

The City shall strive to improve the level of cooperation with all agencies of local, state, and federal government in order to ensure the timely, orderly, and efficient provision of all public facilities and services essential to the social, economic, and physical well-being of the urban area and its citizens.

Public Facilities and Services Policy No. 7

Wherever possible, new water distribution lines in the urban area shall be looped for all new developments; and, except for cul-de-sacs, all new water distribution lines shall be a minimum of six inches in diameter. The size of any new main is to be based on planned density and type of use designated in the Comprehensive Plan.

Public Facilities and Services Policy No. 8

All new residential plans, industrial and commercial development in the urban area shall make provisions for fire hydrants and fire lines where applicable.

Public Facilities and Services Policy No. 9

All new developments in the urban area shall have separate storm sewer and sanitary sewer lines. The City shall continue to work toward separation of all storm and sanitary sewer lines in the Roseburg sewer system.

Public Facilities and Services Policy No. 16

The City shall strive to improve the level of cooperation with all agencies of local, state, and federal government in order to ensure the timely, orderly, and efficient provision of all public facilities and services essential to the social, economic, and physical well-being of the urban area and its citizens.

As previously mentioned, the subject 0.50 acre parcel is situated in the Roseburg urban area where a full range of public facilities and services are already in place and are adequate to accommodate the types of uses allowed by the proposed MU zone. Properties within the urban area receive sewer service from Roseburg Urban Sanitary Authority (RUSA). RUSA maintains an existing 6-inch sewer main in Mill Street adjacent to the subject property. RUSA indicates that sanitary sewer service is currently being provided to the subject property from the existing main for the type of commercial development contemplated. Water service to the subject site is provided by the City of Roseburg via an existing 8" main in Mill Street. The existing mainline is located adjacent to the subject property and a service connection is currently in place to the property. These existing facilities are sized to provide the property with sewer service and a supply of water that is adequate for both commercial service and fire protection.

Fire protection service is provided by the Roseburg Fire Department. An existing fire hydrant is located at the southeast corner of the subject property. Taking into consideration the type and level of development contemplated on Applicant's property, there is an adequate level of fire protection to the site. Police services in the area are provided by the Roseburg Police Department. Street maintenance, storm drainage and street lighting in the area are also provided by the City of Roseburg.

No additional public expenditures for service and facility extensions will be necessary to allow the continued use of the property. Therefore, the requested Zone Change will not adversely impact the present or future provision of public facilities and services in the area. The full range of urban services appropriate for the subject property's existing industrial land use classification is available and can be provided in a timely, orderly and efficient manner.

Economic Growth Policy No. 3

The City shall encourage economic activities which strengthen the urban area's position as a regional distribution, trade, and service center.

Economic Growth Policy No. 8

The City shall develop and implement programs aimed at preservation and upgrading of the City's downtown area by alleviating congestion and providing off-street parking. The City will encourage the renovation of existing buildings in the downtown core area.

The Plan policies related to Economic Development Goal are intended to be applied on an urban area-wide basis and require that future economic growth be accommodated, in part, by ensuring that there is sufficient suitable land planned and zoned for commercial and industrial uses. Goal 9 specifically requires that local land use plans "provide for at least an adequate supply of sites of suitable sizes, types, locations, and service levels for a variety of industrial and commercial uses consistent with plan policies."

Within the Roseburg urban area, commercial and industrial zoning have been applied to lands containing existing commercial and industrial uses, as well as to a limited amount of undeveloped land that is intended to accommodate future commercial and industrial development. The Roseburg Urban Area Comprehensive Plan contains specific policies to ensure that opportunities for economic development are enhanced in the Roseburg urban area. Applicant's property has remained in commercial use since circa 1960 and continued in commercial use under its current industrial designation for a number of years. The subject 0.50 acre site is presently designated and zoned to allow industrial uses. The proposed zone change and continued historic commercial use of the site will not remove the subject site from the urban area's present inventory of developable commercial and industrial lands, and will, therefore, not reduce potential future opportunities to provide additional commercial and industrial development opportunities.

The subject property, which is presently developed with a 7,423 square foot commercial building with associated paved parking, will accommodate thirty-two parking spaces as delineated on the attached parking plan. The site is located on the south end of an industrial node east of the railroad and south of Mosher Street. It is a transitional property between a concentration of existing urban residential development to the east and southeast and industrial development to the southwest, north and west. There is also a concentration of commercial uses to the northeast. The properties that lie outside of the 300 foot notice boundary are a mix of industrial, commercial and residential zoning all of which were established well before the current zoning was put in place. The MU zoning contemplated on the subject property under Applicant's proposal will not introduce a new use into the existing development pattern of the immediate area considering the historic use of the site and will provide buffering between the existing residential uses and the more intense industrial uses in the area.

Therefore, by allowing the property to be rezoned as proposed by Applicant, the actual result will be an acknowledgement of the historic use of the property, and the continued office use on the property will also be consistent with the overall development pattern in the area.

Transportation Development Policy No. 1

When practical, the circulation system shall utilize existing facilities and rights-of-way, and on-street parking shall be removed in preference to widening streets for additional travel lanes.

Transportation Development Policy No. 2

The transportation system should be located and constructed to preserve the character of the neighborhoods. The need for landscaping and noise reduction shall be considered in design.

Transportation Development Policy No. 3

Transportation facilities shall be designed and constructed to minimize noise, energy

consumption, neighborhood disruption, cost, and social, environmental and institutional disruptions, and to encourage the use of public transit, bikeways, and walkways.

Transportation Policy No. 6

The special needs of the transportation disadvantaged shall be considered when developing and implementing transportation improvements.

As previously mentioned, the subject site is developed and has been used for commercial uses over the years despite the current industrial zoning. The ownership fronts on Mill Street which is designated a Local Street by the City of Roseburg Transportation System Plan. The property has an existing driveway on to Mill Street. The traffic from the site will travel northeast on Mill Street to Mosher Street which is designated a Minor Collector. Mosher provides direct connection to Pine Street and Stephens Street (both of which are designated Arterials). These two streets are approximately 300 feet to 500 feet northeast of the Mill Street-Mosher Street intersection. The portions of Mill and Mosher Streets used for access by the subject property are constructed to a paved standard with two travel lanes, curbs and gutters and sidewalks and parking on both sides of the streets. Both Pine Street and Stephens Street are constructed to a paved standard with two travel lanes, curbs and gutters and sidewalks on both sides of the streets. Stephens allows parking on both sides of the street, while Pine Street does not. The area streets are constructed to a standard that has historically been sufficient to handle the volume of existing area traffic and traffic generated by continued mixed use of the subject property.

The proposed change will have no significant impacts on the daily traffic associated it and will not result in a significant overall higher volume of traffic than would occur if the site were to be used under its present zoning designation. (See more detailed traffic discussion below)

It is also important to note that UCAN serves as a backbone for the human service system in Douglas County, providing a wide array of services under its umbrella. Their transportation assistance program includes public transit, Medicaid transportation and transportation for Head Start/Early Head Start families. These services, some of which will be located at this facility, directly fulfil the intent of the last transportation policy set out above.

Industrial Development Policy No. 3

The zoning ordinance shall allow appropriate on-site employee services and facilities in industrial areas. Traffic generated by industrial uses should be diverted away from residential areas, and should have convenient access to arterial or collector streets. Wherever practical, outdoor storage areas shall be screened from adjacent residentially designated properties.

The subject property has been used as a professional office facility for Southern Oregon Log Scaling bureau for over fifty years. The proposed zone change is simply an acknowledgement of the historic use of the property and existing building. Again, the site is

located on Mill Street which is a Local Street improved with a paved surface, curbs and gutters with sidewalks and parking on both sides of the street. Mill Street connects with Mosher Street approximately 300 feet north of the subject property. Mosher Street is a Minor Collector improved with a two-lane paved surface, curbs and gutters with sidewalks and parking on both sides of the street. Mosher Street provides connection to two arterial streets (Pine Street and Stephens Street) both of which are improved to a two-lane paved surface, curbs and gutters. Stephens Street has parking on both sides of the street while Pine Street allows no parking on either side of the street.

The subject property has direct connection to both arterials within 300 and 500 feet respectively. The proposed zone change will have convenient access to these streets. Further all necessary employee services including food, gas and auxiliary services are in the immediate vicinity of the site. It is also important to note that no outside storage areas are proposed on the site in that all of the property not occupied by the building is utilized for parking.

The site is suitable to the proposed zone with respect to the public health, safety and welfare of the surrounding area.

The subject site is well suited for the proposed MU zoning with respect to the physical characteristics of the property. The site is flat and has no indication of any geologic instability. The property is located along the east side of the COPR right-of-way outside of the 100 year floodplain of the South Umpqua River which located approximately one quarter mile to the west. The UCAN property also has all necessary and appropriate public facilities and services including: adequate access and accessibility to local transportation facilities, and historic compatibility with adjacent and nearby land use activities. Therefore, the site is suitable for the proposed zone and its intended use.

Specific findings addressing the public health, safety and welfare aspects of changing the zoning on the subject property are included in preceding sections of this supplemental application document. Those findings demonstrate that there is a sufficient level of public services and facilities available to the property; the site is physically and topographically well-suited for the contemplated commercial use; the change will have a positive impact on the economy by providing full utilization of the existing commercial building located on the property; the change will not adversely impact the present or future provision of public facilities and services in the surrounding area; the full range of urban services appropriate for the type of land use activity contemplated is available and can be provided in a timely, orderly and efficient manner; public roads in the area are adequate to accommodate the traffic resulting from the zone change.

The rezone is consistent with the safety and performance measures of the transportation system.

Specific transportation-related policies and development standards are included within Roseburg's Comprehensive Plan and land use ordinances. These standards assure

that the intent of the statewide transportation goal is implemented through the application of local transportation standards at the time of development. The intent of Statewide Goal 12 is also implemented on a site-specific basis by the Transportation Planning Rule (TPR) as set out under Oregon Administrative Rules, Chapter 660, Division 12. OAR 660-12-060(1) requires that " *Amendments to functional plans, acknowledged comprehensive plans, and land use regulations which significantly affect a transportation facility shall assure that allowed land uses are consistent with the identified function, capacity, and performance standards (e.g. level of service, volume to capacity ratio, etc.) of the facility*".

The subject site fronts on Mill Street which is designated as an Local Street by the City of Roseburg Transportation System Plan. The street is constructed to a standard sufficient to handle volume of existing area traffic and traffic generated by continued commercial use of the subject property as set forth herein.

Although estimates of the average number of daily vehicle trips generated by a specific land use can be obtained from a number of reliable sources, the most commonly referenced source for such data is Trip Generation, published by the Institute of Transportation Engineers (ITE). Average daily trip generation rates published in the manual are based primarily on field data obtained from direct observation of actual land use activities. Trip generation rates are reported as an average of the wide-ranging vehicle counts taken at numerous sites having the same classification of land use. Trip generation rates are often broken down into specific time frames, such as "Average Daily Trips (ADT)", "Average Peak Hour Trips", "AM (morning) Peak Hour Trips" and "PM (evening) Peak Hour Trips". For most land uses, including commercial and industrial uses, ITE defines an "average daily trip" as a one-way vehicular movement between a single origin and a single destination.

To determine how the proposed zone change may alter the potential impact on nearby transportation facilities, a comparison of the number of potential daily and peak hour vehicle trips can be made between the present and proposed zoning, based on trip generation rates reported in the ITE manual referenced above.

The subject property is currently developed with a commercial building. The proposed MU zone allows a wide range of uses including professional office uses. In order to assess the potential traffic impacts on the area road system, Applicant retained the services of Alex Palm, a registered Civil Engineer of i.e. Engineering. Mr. Palm completed an analysis of the potential traffic impacts of the proposed zone change and continued historic use of the property for commercial office space. He found that the proposed change will result in an increase of 26 ADT on the area road system. His report states in relevant part:

The historic use of the building was it was the Main Office Building for the Southern Oregon Log Scaler's Bureau. There was no industrial related activities or usage at this building. This would classify at a Corporate Headquarters Building, which is a related use under the General Office Building land use category. Using the Institute

of Transportation Engineers (ITE) Trip Generation Manual, the Class Code for this type of use is Land Use 714. The definition for this Land Use Code is:

"A corporate headquarters building is a single tenant office building that houses the corporate headquarters of a company or organization; which generally consists of offices, meeting rooms, space for file storage and data processing, a restaurant or cafeteria and other service functions."

This specific Class Code generates 7.98 weekday trips per day/1,000 square feet of Gross Floor Area. Using this case code, the historic trip generation of the building was approximately 60 trips per day.

The new use of the building will be as an Office Building for UCAN. Again, using the ITE Trip Generation Manual, the new Class Code for the building will be a Single Tenant Office Building, which corresponds to Land Use Code 715. The definition for this Land Use Code is:

"A single tenant office building generally contains offices, meeting rooms and space for file storage and data processing for a single business or company, and possibly other service functions, including a restaurant or cafeteria."

This specific Class Code generates 11.57 weekday trips per day/1,000 square feet of Gross Floor Area. Using this class code, the new trip generation for this building will be approximately 86 trips per day.

Hence, this zone change and change of use of the building will result in a net change of approximately 26 additional trips per day. It is anticipated that roughly 75% of the new additional trips (19 trips per day) to and from this site will be via Pine Street and then southbound on Mosher with the other 25% of trips (7 trips per day) via Oak Avenue to southbound Spruce and then north on Mosher. Per the City of Roseburg Transportation System Plan (TSP), the existing ADT on Pine Street south of Washington Avenue is 9,400 ADT. Per the TSP, the existing ADT on Oak Avenue at Spruce Street is 14,300 ADT. The net change of trips of 7 ADT on Oak Street will result in an increase of 0.07% of total ADT on Oak Street and will not be noticeable. The net change of trips of 19 ADT on Pine Street will change in net increase of 0.13% on that street, and again will not be noticeable. These fall well below the 5% increase that would necessitate a...Traffic Impact Study for this development.

Other public streets in the area have been adequate to accommodate both existing and potential future traffic volumes likely to be generated by the requested change. The proposed zone change will create no significant impact on daily traffic on the area road system. The continued use of the property and the traffic associated with it will not result in a significantly higher volume of traffic (26 ADT) than that associated with the historical commercial use of the site.

Applicant's proposal, considering the slight increase in traffic levels resulting from the

proposed amendment, will not result in a change in the functional classification of existing or planned transportation facilities serving the area, nor will it result in changes to any existing development standards or alter the functional classification of existing or planned transportation facilities. Neither will it allow types or levels of land uses which would result in levels of travel or access which are inconsistent with the functional classification of near-by transportation facilities, or otherwise reduce the level of service of existing and planned transportation facilities below minimum acceptable levels.

Reasonable conditions may be imposed, as are necessary to ensure the compatibility of a zone change to surrounding uses and as are necessary to fulfill the general and specific purposes of this Ordinance.

The applicant proposes to use the existing paved access fronting SE Mill Street; however, historic use of the property indicates the use of an additional gated access point at the end of SE Woodward Avenue. The portion of SE Woodward Avenue is unimproved where it fronts the subject property. The unimproved access does not meet the City of Roseburg's access standards and shall not be used as an access location to the property until improvements are made to bring the access drive into compliance with City Standards.

Applicant's requested zone change meets the applicable criteria for the requested zone change from M-2 to MU as set out in the supplemental findings above.

IV. CONCLUSION

Based on the above findings, the Planning Commission concludes that the application meets the criteria for approval in 5.4.030 and other applicable comprehensive plan policies and statewide planning goals.

V. ORDER

Based on the Findings and Conclusions above, the Planning Commission recommends **APPROVAL** of this application to the City Council based on the following conditions listed below:

1. The property owner shall use the existing paved access fronting SE Mill Street (as proposed) to access the property. The unimproved driveway from the unimproved portion of SE Woodward Avenue shall remain gated and locked until access is either terminated through removal of the driveway or SE Woodward Avenue and the access driveway are improved to meet City standards.



Ron Hughes, Chair



Date



Stuart Cowie, Community Development Director



Date

Planning Commission Members:

- Ron Hughes, Chair
- Dan Onchuck
- Kerry Atherton
- Elias Minaise
- Charlie Allen
- Victoria Hawks
- Ron Sperry

ORDINANCE NO. 3495

AN ORDINANCE AMENDING THE ZONING OF 0.5 ACRES OF PROPERTY AT 948 SE MILL STREET FROM MEDIUM INDUSTRIAL TO MIXED USE

WHEREAS, the Roseburg Urban Area Comprehensive Plan was adopted by the City Council in Ordinance No. 2345, effective on July 1, 1982, and re-adopted in Ordinance No. 2980 on December 9, 1996; and

WHEREAS, the Roseburg Land Use and Development Ordinance No. 2363, as originally adopted June 28, 1982, and re-adopted in Ordinance No. 3459 on March 28, 2016, establishes Hearings procedures for Zone Changes; and

WHEREAS, the Planning Commission held a Public Hearing on File No. ZC-17-3 after duly and timely notice; and

WHEREAS, the Planning Commission adopted Findings of Fact and Order supporting a recommendation to approve the Zone Change;

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

SECTION 1: The City Council hereby takes official notice of the Planning Commission's Findings of Fact dated December 4, 2017, recommending approval of the proposed Zone Change.

SECTION 2: The City Council hereby adopts the Findings of Fact and Order regarding the proposed Zone Change.

SECTION 3: Based on the evaluation detailed in the Planning Commission's Findings, it has been determined that the proposal conforms to the Roseburg Land Use Development Ordinance Section 5.4.030.

SECTION 4: The City Council hereby approves the Zone Change from Medium Industrial (M2) to Mixed Use (MU) as indicated on the map on attached Exhibit "A" and within the Findings of Fact and Order by reference made a part hereto.

SECTION 5: The City Recorder, at the request of, or with the concurrence of the City Attorney, is authorized to administratively correct any reference errors contained herein or in other provisions of the Roseburg Municipal Code and/or the Roseburg Urban Area Comprehensive Plan as amended by the provisions added, amended or repealed herein.

PASSED BY THE CITY COUNCIL THIS 12TH DAY OF FEBRUARY 2018.

APPROVED BY THE MAYOR THIS 12TH DAY OF FEBRUARY 2018.

Larry Rich, Mayor

ATTEST:

Sheila Cox, City Recorder

ZC-17-3 Exhibit "A"



Map is for informational purposes only and is not suitable for legal, engineering or surveying purposes. The City of Roseburg is not responsible for map errors, omissions, misuse, or misinterpretation. Not for determining legal ownership or identification of property boundaries.

Stuart Cowie
1/16/18



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

Amendment to the Delinquent Payment Penalty Fee for Derelict Building Registration

Meeting Date: January 22, 2018
Department: Community Development
www.cityofroseburg.org

Agenda Section: Resolutions
Staff Contact: Stuart Cowie
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

The proposed amendment will decrease the delinquent payment penalty fee for residential derelict buildings from \$530 to \$116. This new fee aligns itself with the monthly residential derelict building fee of \$116 that must be paid by the 10th of each month. After reviewing the ordinance more closely it was determined that \$116 is a more appropriate amount and is commensurate with the monthly registration fee. The delinquent penalty fee is applied for each monthly registration fee that becomes 30 days past due.

BACKGROUND

A. Council Action History:

On November 27, 2017, City Council proceeded with the first reading of Ordinance 3492 and 3493 which amended the derelict building registration process to allow for the following four changes:

1. Provide the Compliance Officer with the authority to inspect derelict buildings.
2. Allow the City to secure buildings and remove squatters after ten days from which the building is posted and notice of a derelict building is mailed.
3. Provide the City with the ability to register the derelict building after 30 days from the date of the derelict building determination notice and assess the registration fee and all unpaid monthly registration payments and delinquent payment penalty fees.
4. Speed the process from 180 days to 30 days in which a lien can be filed on a delinquent account.

Completing these changes help provide the City with the ability to help hold property owners and lending institutions responsible for repairing or removing derelict structures on private properties throughout the City.

The second reading of the ordinance occurred on December 11, 2017.

B. Analysis:

The proposed change will align the delinquent payment penalty fee to be the same as the monthly registration fee of \$116 for residential and \$530 for commercial. Aligning these fees will ensure that the monthly registration and delinquent payment penalty fees stay the same even as fees slightly increase at the beginning of each fiscal year.

C. Financial and/or Resource Considerations:

This fee has not been assessed by the City in the past. Our goal is to not increase revenue through the collection of fees rather change behavior and hold private property owners responsible for repairing their derelict structure. Decreasing the delinquent payment penalty fee from \$530 to \$116 for residential derelict structures will provide a more proportionate and balanced fee structure when dealing with the registration process.

D. Timing Issues:

Upon adoption of the new resolution it is our plan to enforce the new regulations and resolve the derelict structures the City has been tracking.

COUNCIL OPTIONS

1. Adopt proposed Resolution 2018-1.
2. Modify proposed Resolution 2018-1 or continue the matter for further consideration.
3. Decline to proceed with proposed Resolution 2018-1.

STAFF RECOMMENDATION

Staff recommends the Council proceed with the adoption of Resolution 2018-1.

ATTACHMENTS

Resolution 2018-1

RESOLUTION 2018-1

**A RESOLUTION AMENDING RESOLUTION 92-13 REGARDING DELINQUENT
PAYMENT PENALTY FEES FOR DERELICT BUILDING REGISTRATION**

IT IS HEREBY RESOLVED by the City Council of the City of Roseburg, that Resolution No. 92-13 adopted by the City Council on August 24, 1992, is amended as follows:

Section 1. Delinquent payment penalty fees for derelict building registration shall be adjusted as follows:

Derelict Building Registration:

Delinquent Payment Penalty (*for each monthly payment more than 30 days past due*)

Residential.....	\$116.00
Commercial.....	\$530.00

Section 2. The fees established by this resolution shall become effective immediately upon adoption by the Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON JANUARY 22, 2018.**

Sheila R. Cox, City Recorder

ajc
1/17/18

DEPARTMENT ITEMS A
01-22-2018

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



The Partnership Annual Report

Meeting Date: January 22, 2018
Department: Community Development
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Stuart Cowie
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

As required by the personal services contract between the City, the Partnership, and the Douglas County Industrial Development Board, a report shall be presented to the City Council outlining the economic development activities undertaken by the Partnership since the previous reporting period. Executive Director, Wayne Patterson will provide the presentation.

BACKGROUND

A. Council Action History.

August of 2011 – The City of Roseburg entered into an agreement with the Partnership and the Douglas County Industrial Development Board to provide the Partnership with \$50,000 of funding each year in order to further the Partnership's economic development goals and objectives.

The funding was increased to \$55,000 during the 2017/2018 fiscal year through the budgetary process.

April 2017 – Council approved a contract with the Partnership to provide funding in the amount of \$20,000 to complete the third phase of the Leland Consulting Study regarding capitalization on tourism and wineries surrounding the construction of a boutique hotel.

May 2017 – Council approved a contract with the Partnership to provide funding in the amount of \$15,000 to fund a portion of the Makerspace Feasibility Study.

B. Analysis.

As indicated within the personal services agreement the economic development goals and objectives of the Partnership are:

1. To encourage industrial and manufacturing enterprises to locate new facilities or expand existing facilities within Douglas County, Oregon, in order to strengthen and diversify the family wage job base;

2. To help new or existing businesses in Douglas County to maintain or create new jobs;
3. To increase capacity for economic development in Douglas County; and
4. To solicit, collect and receive money or other assets for economic development in Douglas County.

C. Financial and/or Resource Considerations.

The City contributes \$55,000 annually from the Economic Development Fund as authorized by the budget.

D. Timing Issues.

None

COUNCIL OPTIONS

No City Council action is required at this time.

ATTACHMENTS

Personal Services Agreement with the Partnership

**FUNDING AGREEMENT WITH THE
UMPQUA ECONOMIC DEVELOPMENT PARTNERSHIP, INC.**

PARTIES: City of Roseburg "City"
AND: The Umpqua Economic Development Partnership, Inc. "Partnership"
AND: Douglas County, by and through
Douglas County Industrial Development Board "DCIDB"

EFFECTIVE DATE: August 3, 2011

RECITALS

- A. The economic development goals and objectives of The Partnership are:
- 1) To encourage industrial and manufacturing enterprises to locate new facilities or expand existing facilities within Douglas County, Oregon, in order to strengthen and diversify the family wage job base;
 - 2) To help new or existing businesses in Douglas County to maintain or create new jobs;
 - 3) To increase capacity for economic development in Douglas County; and
 - 4) To solicit, collect and receive money or other assets, and to administer those funds or assets for economic development in Douglas County.
- B. The City and the DCIDB agree that each would benefit from providing financial support to The Partnership to help it achieve its economic development goals and objectives.

AGREEMENT

NOW THEREFORE, the parties agree as follows:

1. The City shall contribute \$50,000 and DCIDB shall contribute \$95,000 for each calendar year this agreement is in effect and so long as The Partnership is effectively pursuing its economic development goals and objectives. The City's and DCIDB's contributions will assist in the payment of expenses involved in the furtherance of The Partnership's economic development goals and objectives.
2. The parties hereto shall share risks and liabilities equally, except that each party agrees to indemnify the other parties for any liability arising out of the tortious conduct of that party.

- 3. The City and DCIDB agree to submit their contributions in such a manner as is most convenient to them; provided, however, that in no event shall any portion of the contribution be paid in arrears of when any portion of the expenses for the operation of The Partnership's economic development activities have been incurred.
- 4. The term of this agreement shall begin on the effective date stated above and shall continue until terminated. This agreement may be terminated at any time by mutual agreement of the parties, or by any one of the parties on ninety (90) days' written notice to the other parties. The parties' duty to indemnify one another, as provided in paragraph 2, shall continue after termination to the extent the events in question occurred prior to termination.
- 4. The Partnership will provide the City and DCIDB with a copy of its annual audit at the same time the audit is presented to the Partnership Board of Directors. The City and DCIDB shall have the right to independently inspect and audit the books, ledgers and accounts of the Partnership.
- 5. At least annually, the Executive Director shall prepare and present to the City and the DCIDB a report on all economic development activities undertaken by the Partnership since the previous reporting period.
- 5. In the event suit or action is instituted to enforce any provision in this agreement, the prevailing party shall be entitled to recover from the other party or parties reasonable attorney fees as may be awarded by a court or arbitrator at trial and on appeal, in addition to all other sums provided by law.
- 6. All parties shall comply with all federal, state and local laws.

CITY OF ROSEBURG

P. S. WANG
 City Manager
 Date: Aug. 8, 2011

THE UMPQUA ECONOMIC
DEVELOPMENT PARTNERSHIP, INC.

Benny Murray
 Board Chair
 Date: Aug 15 2011

DOUGLAS COUNTY INDUSTRIAL
DEVELOPMENT BOARD

Benny Murray
 President
 Date: August 8, 2011

BOARD OF COUNTY COMMISSIONERS OF
DOUGLAS COUNTY

By: [Signature]
 Commissioner
 By: [Signature]
 Commissioner
 Date: August 3, 2011

REVIEWED AS TO FORM

[Signature]
 By: _____
 Office of County Legal Counsel
 Date: 7/27/2011

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



City Hall Second Floor Remodel Bid Award Recommendation

Meeting Date: January 22, 2018
Department: Public Works

Agenda Section: Department Items
Staff Contact: Nikki Messenger and
Lance Colley

www.cityofroseburg.org

Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The City has received bids for a project to remodel the second floor of City Hall to improve security and functionality. The issue for the Council is whether to award a construction contract.

BACKGROUND

A. Council Action History. None.

B. Analysis. The main entrance to City Hall is located on the second floor and is the only entrance that is currently open to the public, but from there, the public can access the entire building. The entrances located on the first floor require a security card and are for employees only. From a safety standpoint, employees currently have very little protection. Given the open nature of the lobby, there is nothing to restrict someone from entering any part of City Hall. There is also no physical barrier between front desk employees and the public. While looking at these safety improvements, staff also looked at the entire lay-out on the second floor and realized several upgrades were needed.

The primary purpose behind this project is to increase security at the main entrance, but we identified additional improvements needed to bring the area up to today's safety and work place standards as well. The entryway portion of project will increase security by constructing full height walls with glass windows in the lobby area which would require visitors to be "buzzed in" before gaining access to other parts of the building. This would involve completely reconstructing the lobby area where court and utility billing employees are currently located. The additional work would be a significant improvement to the facility and bring the area up to today's standards while also improving efficiency and providing for better supervision of employees. The other aspects of the overall project would improve the employee restroom to ADA (Americans with Disabilities Act) standards, move the Finance Director's office from the back corner of the second floor to closer to the entryway and provide a more "open working space" for other employees within the department, along with other efficiency aspects.

The bid package was put together to include all the improvements outlined above - the entryway safety features as well as the additional work to the rest of the area. Staff asked for a total bid price, but we also asked that the other improvements be broken down into "alternates" that could be prioritized and deducted from the overall project if needed.

Two bids were received on December 7, 2017, with the lowest total bid for all the improvements submitted by RENCO at \$341,233. The main entryway security improvements would cost just over \$201,000 (which is included in the total bid price); the additional improvements are the alternates broken down individually as follows and shown as Items 1-4 in the attached diagram:

	<u>RENCO</u>	<u>ZERBACH</u>
Total Bid (all identified improvements)	\$341,233	\$357,788
Alternate #1-ADA restroom upgrade	\$ 29,899	\$ 31,859
Alternate #2- Finance Director Office/Open Area	\$ 21,606	\$ 40,892
Alternate #3-Office/Records Room Improvements	\$ 7,192	\$ 8,847
Alternate #4-Break Room/Work Area Changes	\$ 22,950	\$ 30,415
Alternate #5-New Flooring on 2 nd Floor	\$ 28,529	\$ 26,816
Alternate #6-New Flooring on 3 rd Floor	\$ 29,681	\$ 29,574

The engineer's estimate for the entire project – including all the alternates was \$267,567.

C. Financial and/or Resource Considerations. The current fiscal year Facilities Fund budget includes \$300,000 for this project. While the current bids exceed that preliminary budget figure, there are resources available in the Facilities Fund to construct the entire project.

Project costs in the current fiscal year are projected below:

Design	\$ 46,200
Construction	\$341,233
Construction Management (estimated)	\$ 15,000
Contingency (estimated)	\$ 34,123
Asbestos Removal (Bathroom)	\$ 2,500
Permit Fee	<u>\$ 2,018</u>
<i>Total</i>	<i>\$441,074</i>

In addition to the capital costs listed above, \$30,000 in non-capital has been budgeted to upgrade work stations to fit the upgraded space.

D. Timing Issues. According to the bid documents, the City has 45 days to award or reject the bids. As such, Council should take action at its January 22nd meeting if possible.

COUNCIL OPTIONS

The Council has the following options:

1. Award the total bid to the lowest responsive bidder, RENCO General Contractors, for \$341,233; or
2. Award the base bid less one or more of the deductive alternates. Depending on which alternates are deducted, the lowest responsive bidder may change; or
3. Reject all bids.

STAFF RECOMMENDATION

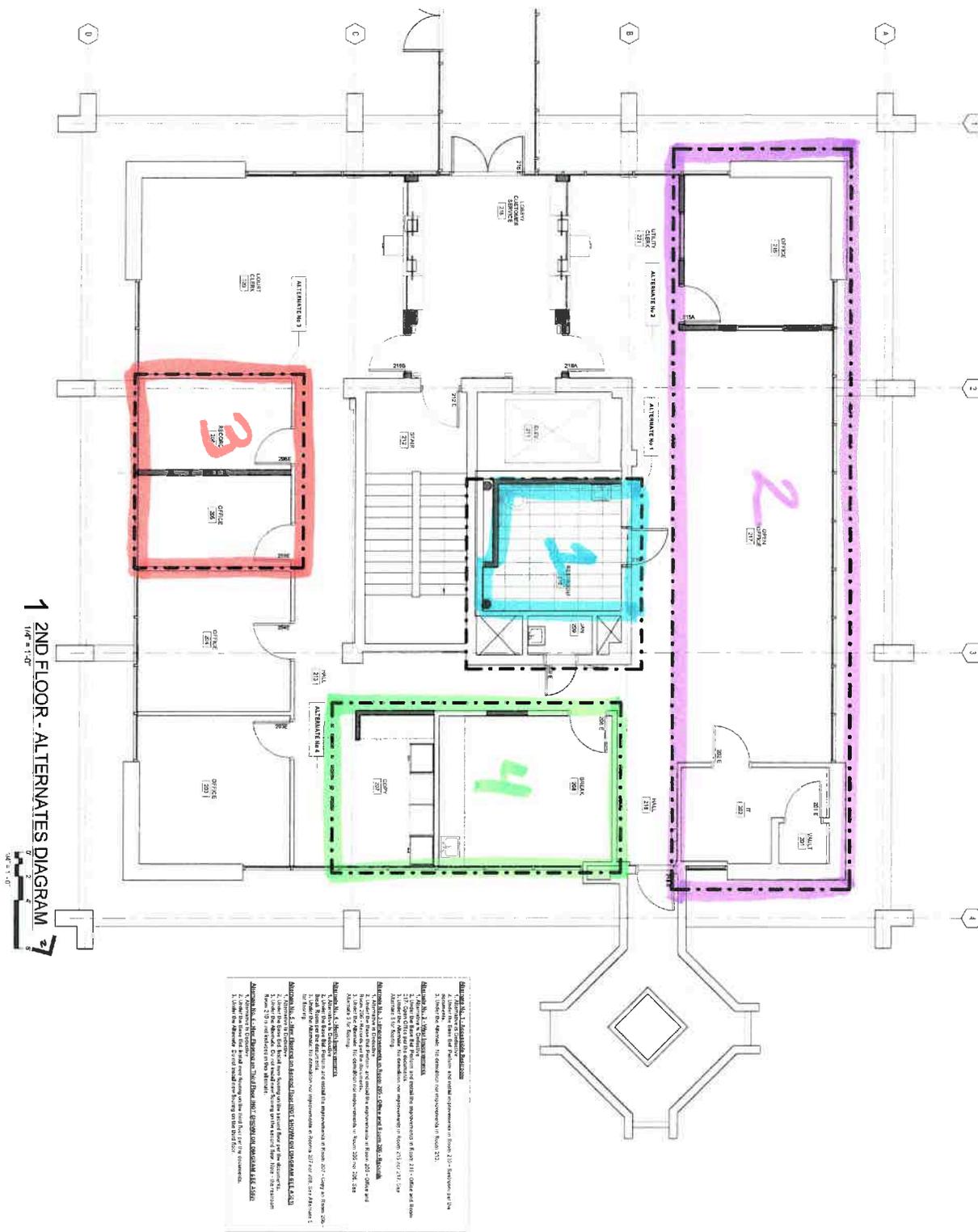
Staff recommends awarding the project to the lowest responsive bidder, RENCO General Contractors, LLC for \$341,233.

SUGGESTED MOTION

I move to award the City Hall 2nd Floor Renovation Project to the lowest responsive bidder, RENCO General Contractors LLC, for \$341,233.00 upon the expiration of the seven day Notice to Proceed period.

ATTACHMENT - Deductive Alternate Plan

SCALE OF 11 x 17 SHEETS IS HALF OF SCALE INDICATED



TITLE DATE: 1/26/17
G004

REVISIONS
* DATE DATE

BID SET
ROSEBURG CITY HALL 2ND FLOOR IMPROVEMENTS
503 SE EUGENAS AVE
ROSEBURG, OR 97470



ARCHITECT
PIVOT

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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1/17/18

DEPARTMENT ITEMS C
01-22-2018



Intergovernmental Agreements with RUSA Black Avenue and Downtown Phase 2 Improvement Projects

Meeting Date: January 22, 2018

Department: Public Works

www.cityofroseburg.org

Agenda Section: Department Items

Staff Contact: Nikki Messenger

Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

RUSA is interested in including sanitary sewer upgrades in two City Urban Renewal projects scheduled for construction this summer. The issue for the Council is whether to authorize the City Manager to negotiate and execute Intergovernmental Agreements (IGA) to accomplish this additional work.

BACKGROUND

A. Council Action History. On December 12, 2016 the Urban Renewal Board awarded a master engineering services contract for the Black Avenue Improvement Project to 3J Consulting, Inc. On May 8, 2017 staff presented the Alternatives Analysis for this project. The Board authorized staff to proceed with design and bidding of a project to improve Black Avenue between the Garden Valley Shopping Center and Estelle Street. On July 24, 2017, the Board authorized a task order for design and bidding services. On November 13, 2017, the Board awarded a design contract for the Downtown Improvements Phase 2 Project.

B. Analysis. Staff has been contacted by RUSA regarding the potential for including sanitary sewer work with two Urban Renewal Projects scheduled for 2018 construction. The two projects are the Downtown Improvements Phase 2 and the Black Avenue Project. In order to include this work in the City's projects, it is necessary to enter into two separate IGAs.

The intent of the IGAs is to include RUSA's work in the City's project bid package. RUSA will be responsible for contracting directly with the design consultant to provide the design, specifications and bid quantities. Once bids are opened, RUSA will be notified of the total bid cost for the items related to the sanitary sewer and will have 10 days to decide whether to move forward with the construction. Once the project is awarded by the City, RUSA will have 10 days to provide payment for the estimated cost of the bid items. At the end of the project, a final invoice and/or refund will be sent based on actual construction quantities.

C. Financial and/or Resource Considerations. The preliminary estimate for RUSA's portion of the Downtown Phase 2 project is \$75,000. Staff does not have the preliminary estimate for the Black Avenue work yet, but expects it may be over the City Manager's \$50,000 signing authority. Ultimately, this process is revenue neutral for the City.

D. Timing Issues. Both of these projects are nearing final design. As such, it would be appropriate to obtain authorization to enter into the IGAs as soon as practical.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the City Manager to enter into IGAs with RUSA and include the sanitary sewer work in these two projects; or
2. Request additional information; or
3. Recommend not entering into the IGAs with RUSA and not include the sanitary sewer work in the City's projects.

STAFF RECOMMENDATION

This concept was discussed by the Public Works Commission at their January 11th meeting. The Commission recommended that the City Council authorize the City Manager to negotiate and execute Intergovernmental Agreements with RUSA to include sanitary sewer improvements with the Downtown Phase 2 and Black Avenue Improvement Projects. Staff concurs with their recommendation.

SUGGESTED MOTION

I move to authorize the City Manager to negotiate and execute Intergovernmental Agreements with RUSA to include sanitary sewer improvements with the Downtown Phase 2 and Black Avenue Improvement Projects.

ATTACHMENTS

None

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1/16/18



**ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**

MUNICIPAL COURT QUARTERLY REPORT

Meeting Date: January 22, 2018
Department: Municipal Court
www.cityofroseburg.org

Agenda Section: Department Reports
Staff Contact: Jason Mahan
Contact Telephone Number: 673-0171

ISSUE STATEMENT AND SUMMARY

At the request of City Council, a report on the court's case volume and program revenues has been presented on a quarterly basis since July 2012. This report is the latest of the quarterly reports to have been provided in fulfillment of the Council's desire to receive regular updates on court operations and covers.

A. Financial and/or Resource Considerations.

<u>COURT CASE TOTALS</u>	1ST QTR	2ND QTR	YTD TOTAL	PRIOR YEAR
CRIMES	439	294	733	586
TRAFFIC CRIMES	63	57	120	82
TRAFFIC VIOLATIONS	1,197	688	1,885	1,119
NON-TRAFFIC VIOLATIONS	124	70	194	157
TOTAL	1,823	1,109	2,932	1,944

After the second quarter of the 2017-18 fiscal year, total cases were up 50.8% from the prior year. By category, crimes, traffic crimes, traffic violations and non-traffic violations increased by 25.1%, 46.3%, 68.4% and 23.5% respectively.

<u>COURT REVENUES</u>	BUDGET 2017-18	1ST QTR 2018	2ND QTR 2018	YTD TOTAL	PRIOR YTD TOTAL
FINES	\$ 351,000	\$ 81,433	\$ 125,220	\$ 206,653	\$ 161,897
COURT COSTS	19,100	2,983	5,740	8,723	3,950
CRT APPT ATTORNEY	3,775	734	1,717	2,451	1,125
TOTAL	\$ 373,875	\$ 85,150	\$ 132,677	\$ 217,827	\$ 166,972

After the second quarter of the 2017-18 fiscal year, total court revenues were up 30.5% from the prior year. Fines and collections revenue increased by 27.6%, court costs revenues increased by 120.8% and court appointed attorney revenues increased by 117.8%.

On a budgetary basis, revenues are 58.2% of budget after the second quarter of the fiscal year.

Assessing collection compliance over the past year, from January 1, 2017 through December 31, 2017, the total of fines imposed was \$1,331,492 and actual dollars collected on those cases was \$420,013 for a compliance rate of 32%. During the same time period for the year prior, fines imposed was \$733,474 and actual collections was \$322,973 resulting in a compliance rate of 44%.

FUTURE GOALS:

A. As the Judge for the Roseburg Municipal Court, I have three goals for 2018. I believe all three goals have equal importance. They are as follows:

1. Increase revenue for the Roseburg Municipal Court;
2. Improve collection rates on fines for the Roseburg Municipal Court;
3. Exam ways in which the Court can be ran in a more efficient manner.

B. Implementation of Goals:

1. Increasing Revenue:

Since starting November 1, 2017, I have made some changes regarding fines and costs that are imposed by the Roseburg Municipal Court on criminal cases. The first change that was made was increasing the cost of a prosecutor's diversion. In the past, the cost of a prosecutor's diversion of \$175.00, which I felt was too low. I have increased the cost of a prosecutor's diversion to \$225.00, which I believe is a more appropriate amount but at the same time doesn't increase the amount to an extent where it would be difficult for an individual to complete the prosecutor's diversion. In addition to the \$225.00, certain costs may be added for items such as restitution to victims or reimbursement for using a court appointed attorney.

I have increased the amount that an individual must reimburse to the City for court appointed counsel to \$150.00. In the past, the typical rate was \$50.00. Other Municipal Courts in Douglas County typically charge \$150.00 for the cost of a court appointed attorney. David Hall, Nick Quinn, and Andrew Johnson, who are contracted to provide public defense for the Municipal Court, are all very good attorneys and I believe \$150.00 is an appropriate amount to pay for their services. If an individual enters a prosecutor's diversion and has been appointed an attorney, \$150.00 is added to the cost of a prosecutor's diversion.

I have also generally increased fines for convictions of criminal offenses. I don't believe I have increased fines in an inappropriate manner, but I believe that the increase fine amounts reflect amounts that should have been imposed in the past. In determining a fine amount, I take into consideration the classification of the crime in which an individual is convicted of, the severity of the facts of the case, and the individual's prior criminal history. Our court allows payment plans that doesn't put an undue financial hardship on an individual who has been convicted of a criminal offense.

Regarding traffic offenses, the minimum fine was increased to reflect that a large portion of fines imposed and collected are turned over to the State of Oregon. In the past, the minimum fines on some

violations resulted in no revenue going to the City of Roseburg. This led to an obvious need to increase the minimum fines for traffic violations. Regarding imposition of fines, if an individual has a clean driving records or very few previous violations, I am willing to reduce the presumptive if that individual is willing to come in and plead guilty or no contest to the violation. However, individuals who have a lengthy driving record will not be given a reduction in the fine amount.

Revenue for the Roseburg Municipal Court is an important issue and we will continue to assess the financial situation of the court in the future.

2. Improve Collection Rates:

When reviewing the financial figures that have been prepared by the Roseburg Municipal Court and the city finance department, it's clear that the collection rate for fines and costs is low. The Roseburg Municipal Court and the Finance Department would like to see the collection rate increase.

The Roseburg Municipal Court continues to allow individuals to have payment plans or order for individuals to pay fines and costs. However, the past practice of the courts did not include the requirement that an individual sign a payment agreement before being given a payment plan. With the assistance of the Finance Department I have drafted a payment agreement form and given the form to Roseburg Municipal Court and the Finance Department for their review. I have been informed that a payment agreement as well as a requirement that the individual be required to provide their social security number prior to acceptance of the payment agreement will assist in collections collecting fines owed. In addition, it is my understanding that the payment agreement and the collection of social security numbers will allow for the garnishment of tax returns. Hopefully this will assist in increasing collection rates and it is something that I will continue to look at through the year.

3. Efficiency:

I have made some changes to case docketing that I believe are making the court more efficient. The first change I made was to stop scheduling cases for trial at first appearance. In the past, at first appearance the court schedule a pretrial status check and a trial was automatically scheduled within 60 days of the initial appearance. Once a case is scheduled for trial, it requires court staff to begin preparing the case for trial. It also results in a large volume of cases scheduled for trial on every Wednesday. In my opinion, this didn't make much sense as most cases will resolve without the need for a trial. In addition, unless an individual is in custody, it is unlikely that both parties will be ready for a trial within 60 days of a first appearance. In my opinion, this results in court staff preparing for multiple trials at once and often preparing a case for trial that is likely going to be resolved or in the alternative continued resulting in wasted time for court staff.

The new process involves scheduling a court date for a plea about 30 days after arraignment. On that date, we can then determine whether a case is going to resolve and if a trial is needed, one can be scheduled. I believe this is reducing the amount of cases scheduled for trial and hopefully reducing time spent preparing for trials that don't occur.

I also made some changes on how in custody cases were handled. In the past, if a defendant was held in custody, the case was treated just like an out of custody case. Just like the out of custody cases, most of these cases are likely to resolve. Many of the individuals were being held due to Failure to Appear charges based upon low level misdemeanors where the offer would almost result in a time served sentence. However, since the court scheduled the next court date 30 days out, it was up to court staff to notify the defense attorney that the defendant was in custody and then the defendant's attorney, after meeting with his client, would contact court staff and move the next appearance to an earlier date. The City of Roseburg incurs the expense of lodging a defendant and I felt that the past docketing resulted in many defendants being held too long for the charged crime and the City of Roseburg paying too much money for lodging the defendant. I decided to change the docketing of these cases to put an in-custody defendant on the following Monday. It is my hope that this will result in less expense to the City of Roseburg and also to have the money to be able to impose jail on cases where the significance of the crime requires a longer jail sentence.

The last change that I have seen occur since becoming the Judge for Roseburg Municipal Court is that the number of criminal cases that are resolving at first appearances has increased. The city prosecutor takes the time to review cases prior to arraignment and makes offers on cases in the hopes that it may resolve at first appearance. I have been making sure to take the time to explain the prosecutors offer and explain that I am likely to follow their offer and it appears to have resulted in many more cases resolving at first appearance. If a case is resolved at first appearance, it results in less work for court staff since they do not have to take the time to copy and provide all discovery to defense attorneys. If this continues, hopefully this will free up court staff time to focus on other matters.

COUNCIL OPTIONS

No Action is requested

STAFF RECOMMENDATION

n/a

SUGGESTED MOTION

n/a

ATTACHMENTS

n/a

CLOSING REMARKS

I am enjoying my new position as Judge for Roseburg Municipal Court. As with any new job there is a learning curve. The staff for the Roseburg Municipal Court have been helpful in helping me transition into this position and it has been a pleasure working with them. I will continue to look for ways that we can make the court self sufficient and evaluate if the court can be operating in a more efficient manner. I appreciate the opportunity that the city council has provided me. I look forward to meeting with you at the next City Council Meeting and will be happy to answer any questions you may have.

Sincerely,

Jason Mahan

CJC
1/22/18

INFORMATIONAL A
1/22/2018

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

Meeting Date: January 22, 2018
Department: City Manager
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

At each meeting I will provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your January 22, 2018, meeting, I provide the following items:

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



Agenda
Department Head Meeting
January 11, 2018, 8:30 a.m.

1. Review January 8, 2018 City Council Meeting Synopsis
2. Review January 22, 2018 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
5. Department Items
 - Laserfiche Portal
 - Special Event Facilities Use - Northwest Control-Line Regionals (no signature needed)
 - Library
 - Second Floor Remodel
 - Urban Renewal



Agenda
Department Head Meeting
January 16, 2018, 10:00 a.m.

1. Review January 22, 2018 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing
4. Department Items

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Asphalt Patch Truck Purchase
- LUDO Amendment
- Re-appropriation Resolution
- RHS Softball Field Turf
- RMC 5.04 Amendment - Water Rules and Regulations
- Umpqua Basin Urban Services Agreement
- Umpqua Valley Tennis Center Fee Schedule

February 12, 2018

Special Presentation

- A. CAFR Review – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2017
- C. 2018-2019 Budget Calendar

Consent Agenda

- A. Minutes of January 22, 2018

Ordinances

- A. Ordinance No. _____ - RMC Amendment Library Board/Commission

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

February 26, 2018

Consent Agenda

- A. Minutes of February 12, 2018

Public Hearing

- A. Land Use Development Ordinance (LUDO) Amendment
- B. Supplemental Budget, Resolution No. _____ - Library

Department Items

Informational

- A. Activity Report

March 12, 2018

Special Presentation

- A. Blue Zones Umpqua

Consent Agenda

- A. Minutes of February 26, 2018

Department Items

- A. Visitors Bureau Annual Report
- B. Directional/Wayfinding Signage Design and Implementation

Informational

- A. Activity Report

March 26, 2018

Consent Agenda

- A. Minutes of March 12, 2018

Informational

- A. Activity Report

April 9, 2018

Mayor's Report

- A. Volunteer Recognition Month Proclamation

Consent Agenda

- A. Minutes of March 26, 2018
- B. Cancel May 28, 2018 Meeting
- C. 2018 OLCC License Renewal Endorsement

Informational

- A. Activity Report – Budget Calendar Reminder

April 23, 2018

Consent Agenda

- A. Minutes of April 9, 2018

Informational

- A. Activity Report – Municipal Court and Financial Quarterly Reports

May 14, 2018

Consent Agenda

- A. Minutes of April 23, 2018
- B. U-TRANS Services Contract
- C. Annual Fee Adjustments
 - Resolution No. 2018-___ - General Fees
 - Resolution No. 2018-___ - Water Related Fees

Informational

- A. Activity Report

June 11, 2018

Mayor's Report

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 14, 2018

Public Hearing

- A. Resolution No. 2018-___ - 2018/19 Budget Adoption

Informational

- A. Activity Report

Urban Renewal Agency Board

- A. Approval of Minutes
- B. Public Hearing – 2018/19 Budget Adoption

June 25, 2018

Consent Agenda

- A. Minutes of June 11, 2018

- Informational
 - A. Activity Report
- Executive Session
 - A. Municipal Judge Evaluation

July 9, 2018

- Consent Agenda
 - A. Minutes of June 25, 2018

- Informational
 - A. Activity Report

July 23, 2018

- Consent Agenda
 - A. Minutes of July 9, 2018

- Informational
 - A. Activity Report – Municipal Court and Financial Quarterly Reports

August 13, 2018

- Consent Agenda
 - A. Minutes of July 23, 2018

- Informational
 - A. Activity Report

- Executive Session
 - A. City Manager Quarterly Evaluation

August 27, 2018

- Consent Agenda
 - A. Minutes of August 13, 2018

- Informational
 - A. Activity Report

September 10, 2018

- Council Reports
 - A. Implementation of Annual City Manager Performance Evaluation

- Consent Agenda
 - A. Minutes of August 27, 2018

- Department Items
 - A. Downtown Roseburg Association Annual Report

- Informational
 - A. Activity Report

September 24, 2018

- Consent Agenda
 - A. Minutes of September 10, 2018

- Informational
 - A. Activity Report

October 8, 2018

Consent Agenda

- A. Minutes of September 24, 2018

Informational

- A. Activity Report

October 22, 2018

Consent Agenda

- A. Minutes of October 8, 2018
- B. Cancel December 24, 2018 Meeting

Informational

- A. Activity Report – Municipal Court & Financial Quarterly Reports

November 12, 2018

Consent Agenda

- A. Minutes of October 27, 2018

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Performance Evaluation

November 26, 2018

Consent Agenda

- A. Minutes of November 12, 2018

Informational

- A. Activity Report

December 10, 2018

Consent Agenda

- A. Minutes of November 26, 2018

Informational

- A. Activity Report

January 14, 2019

Mayor Reports

- A. State of the City Address
- B. Commission Chair Appointments
- C. Commission Appointments

Council Reports

- A. Election of Council President
- B. Planning Commission Appointments

Consent Agenda

- A. Minutes of December 10, 2018

Informational

- A. Activity Report

January 28, 2019

Consent Agenda

- A. Minutes of January 14, 2019

Department Items

- A. The Partnership Annual Report
- B. Municipal Court Quarterly Reports

Informational

- A. Activity Report
- B. Distribution of CAFR and PAFR

Friday January 5, 2018

Good Friday afternoon everyone! This day has gotten away from me, but I wanted to send a quick Friday message since I have been out of the office the last two Fridays. First, the big news. As I indicated yesterday, we have received the deed to the library facility/property as well as a bill of sale/receipt for the contents. Both documents are being recorded today, so we are now the official owner of the facility and library related assets. We have a few operational issues to work out with the County but, they will not hold up any progress. I will be meeting with our administrative staff next week and folks from the ESD to work out some timelines, responsibilities and a communications plan. All good news, but now the hard work really starts in earnest. I look forward to working with you on getting the library reopened and moving the ESD professional staff downtown. It should be a great partnership.



In late December, Nikki and I worked with a polling contractor, the Nelson Report, to finalize the contract for a "local gas tax" poll. The polling process to determine local interest, or lack thereof, will kick off next week. Council authorized staff to move forward with a poll shortly before the last election cycle, and as federal, state and local political issues arose, it did not seem like a great time to poll the local community on issues related to funding or taxes. Locally, things seem to have stabilized, and we will at least move forward with the preliminary information gathering. We will keep you posted when we get the results and analysis. This is a step in our quest to stabilize transportation funding at a level sufficient to meet the community's demand for service.

Staff is also kicking off the East Roseburg Urban Renewal Plan process. We have executed the agreement with Elaine Howard Consulting, LLC and staff will be meeting as a group to discuss the project timeline and responsibilities. We have already provided the consultant with a revised boundary and are developing a project list to consider. We will put together a City advisory team that will include a couple Council members, local business people, folks from other taxing entities and possibly a couple Public Works Commission members. Please let me and the Mayor know if you are interested in participating in the process. It will involve at least three or four meetings and one or two public open houses to make sure we obtain public participation. Again, this is a Council goal action item and a big step in working towards community development, economic development and transportation funding.



The next Public Works Commission meeting includes an update on many Public Works projects. I usually include a few in my Friday message, but Nikki has included a pretty comprehensive list in the Commission agenda packet, so please take a look at the update. It is easy to take some of these for granted, but it is important to understand that each project is designed to continue to provide and enhance the high level of

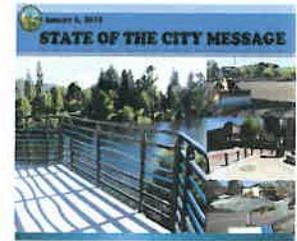
service to our citizens. I would like to single out the work currently being done on the Fir Grove Splash Pad and Playground and the almost completed Stewart Parkway project. The general contractor has been working for the last couple weeks on the splash pad and playground since the weather has cooperated. They moved quite a bit of "dirt" and will continue as long as the weather permits. The street lighting has been installed along the entire section of Stewart Parkway and only minor items are left to complete that project. Special thanks to all in Public Works and our contractor (especially Public Works staff) for getting this project done. The project is the culmination of over ten years of planning and is great addition to our overall transportation and storm drainage system. Again, please take a look at the Public Works Commission packet to obtain more details on a number of projects.



Have a great weekend everyone. See you Monday for the Mayor's State of the City address and little bit of regular Council business.

Friday January 12, 2018

Good Friday afternoon everyone! This has been an incredibly busy week, so here goes. First and foremost, thank you all for your attendance at your regular Council meeting on Monday. As always, the first meeting of the year is primarily dedicated to the Mayor's State of the City address. I was very impressed with Mayor Rich's positive message and his outlook on the future. While the message recapped much of what happened over the last year, it also outlined your goals and many of the activities that we are undertaking to achieve those goals. Thank you Larry. The community looks forward to your annual address and it is a great way to kick off the new year.



Also on Monday, the Mayor and I attended the Roseburg Chamber membership meeting and listened to the 2017 County Commissioner Chair, Chris Boice, provide the State of the County Address. While Commissioner Boice's message was also positive, the County's budgetary outlook related to issues and future funding appears to paint a very difficult picture about how the County will operate in the future unless timber revenue is somehow reinstated or other revenue streams are identified. We do know, based on the recent library closure, that some of the service issues can trickle down to cities as the County's financial difficulties continue.

Tuesday, I attended the interim legislative work group meeting on Rural Medical Education in Salem. The work group was designated by the 2017 legislature and is being headed by the Oregon Department of Veterans Affairs and Representative Dallas Heard. Local members of the work include Wayne Patterson from the Partnership, Tim Freeman from Douglas County, Kelly Morgan from CHI Mercy, Doug Paxson from the VA, Dr. Deb Thatcher from UCC and me. We hope to make progress on demonstrating the need for a rural allied health college in Roseburg, but data development is difficult and progress is slow. I do believe there has been a clearly articulated need identified, but convincing both the political and academic worlds that rural southern Oregon, and in particular Roseburg, is the ideal place for the college is quite a process. Stay tuned.

On Wednesday, Nikki, Ron, Stuart and I met with our Urban Renewal consultants regarding the proposed boundary, a draft list of projects and timeline for development and adoption of the new plan. I will have a lot more detail for you in the next week or so. It is our current goal to have the new area adopted by Council prior to June 30, 2018 so the plan can be in place for the next fiscal year. While we will not start generating any significant tax increment for a while, having the plan in place for July 1, 2018 will allow us to take advantage of current building activity in the plan area and possibly allow us to begin helping new development soon thereafter.

Councilor Kaser chaired the Public Works Commission meeting on Wednesday. There were a couple items from the meeting that will be placed on your next Council meeting agenda as a result of their recommendations. If you didn't have a chance to take a look at the agenda packet, Nikki provided an update on some of the higher profile projects that Public Works is currently working on. The packet can be found at http://www.cityofroseburg.org/files/1615/1518/7000/1-11-18_PW.pdf. While this is not a comprehensive list, it gives you an idea of the various types and size of projects that Nikki and her staff are involved with, not to mention the day to day operational and maintenance work that Public Works is responsible for.

Blue Zones Umpqua (BZU) held a little "Unwind at Five" (5:00) get together this week to share their "Blue Zones Blue Print" with the steering committee and other interested folks on Wednesday. Again, the Mayor and I attended as did other City staff.



Mayor Rich and I are on the steering committee and have been part of the BZU process to date. BZU will give a brief presentation to Council at your March 12th meeting to bring you up to speed on what they have accomplished to date.

The Local Public Safety Coordinating Council (LPSCC) on Housing met here at City Hall this week. While I was only available for a short portion of the meeting, they did discuss post incarceration transitional housing as well as veteran's transitional and permanent housing programs. We look forward to working with partners like UCAN and NeighborWorks to increase the amount of affordable transitional housing available in our community. We will work with many of our partners and the State of Oregon to identify funding to help with the local effort.

Friday, I attended the South West Area Commission on Transportation (SWACT) meeting in Coquille. The City sits on the SWACT Board that helps set policy and recommends projects for the State Transportation Improvement Program to be considered by the State of Oregon Transportation Commission (ODOT). Again, SWACT is staffed by ODOT, but the Board consists of Coos, Curry and Douglas County stakeholders including cities, counties, ports, airports and transit members. The State Legislature approved a five year program during the 2017 legislative session to increase the state's gas tax, registration fees and other charges that will increase the revenues for the state, counties and cities each year for the next five years. The increases will not meet our local deficit, but State monies may be more available to help carry out certain types of local projects, particularly ADA projects and Safe Routes to Schools projects.

Staff also met this week to begin putting together a needs assessment and timelines for the Roseburg Public Library. Sheila is preparing a code amendment to include a Library Commission that to establish oversight and make recommendations to Council regarding library policy similar to other City Commissions. Staff will develop a renovation plan, apply for grants, identify staffing needs and bid out a construction project over the next few months. We will work with the Education Service District (ESD) to develop an intergovernmental agreement for building operations, cost sharing, and longer term responsibilities. We will need to have a supplemental budget for some of the operational and capital requirements to get this program started.



City Offices are closed Monday in observance of Martin Luther King Day. Have a great weekend everyone!