

ROSEBURG CITY COUNCIL AGENDA – JANUARY 8, 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**
 - A. State of the City Address
 - B. Commission Chair Appointments
 - C. Commission Appointments
- 5. Commission Reports/Council Ward Reports**
 - A. Election of Council President
 - B. Planning Commission Appointments
- 6. Audience Participation – See Information on the Reverse**
- 7. Consent Agenda**
 - A. Minutes of Regular Meeting of December 11, 2017
 - B. Minutes of the Special Meeting of December 19, 2017
 - C. Contract Award - Construction Manager/General Contractor (CMGC) Services for Fire Station Nos. 2 and 3 Seismic Upgrades
- 8. Ordinances**
 - A. Ordinance No. 3494 - Social Gaming, Second Reading
- 9. Informational**
 - A. Activity Report
- 10. Items from Mayor, City Council or City Manager**
- 11. Adjournment**
- 12. 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.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

MAYOR REPORTS C
1/08/2018

TC
11/3/18



COMMISSION APPOINTMENTS

Meeting Date: January 8, 2017
Department: City Manager's Office
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: Koree Tate
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

Advisory commission positions need to be filled for existing vacancies and positions with terms that expired December 31, 2017.

BACKGROUND

A. Council Action History. Similar action is taken by the Council each January.

B. Analysis. Known vacancies are advertised; commission members who would like to be reappointed merely need to express their interest to the Commission Chair or Staff. The Commission Chair is to make a recommendation as to the Commission appointments. If the Mayor agrees with the recommendation, the Mayor shall appoint the recommended person subject to confirmation by the Council. If the Mayor disagrees with the recommendation, the Mayor shall present both the Mayor's recommendation and that of the Commission Chair to Council for a deciding vote.

The following denotes the status of Commission membership needs, interest from existing members and applications received to fill vacancies.

Airport Commission (2 positions)

- 1 position available due to resignation
- 1 position term ended
- Must be a City resident

Daniel Sprague (resident)

requested reappointment

Applications Received

none

* one vacancy remains

Budget Committee (3 positions)

- 1 position available due to previous resignation
- 2 positions term ended
- Must be filled by City residents

Knut Torvik (resident)

requested reappointment

Bob Scott (resident)

requested reappointment

Budget Committee Continued**Applications Received**

- One that was non-city resident
- One city resident - Bryan Sykes, see attached

Economic Development Commission (4 positions)

- 4 positions due to term expiration
- At least 2 must be filled by City residents
- 2 May be filled by a resident or a non-resident who owns property or business within the City limits.

Don Baglien	requested reappointment
Angela Brown (resident)	requested reappointment
Gary Leif (non-resident)	requested reappointment
Michael Widmer (resident)	requested reappointment

Application Received

none

Historic Resources Review Commission (3 positions)

- 2 positions due to term expiration
- 1 position available due to vacancy
- At least 1 must be filled by a City resident. The other position may be filled by a non-resident who owns property or business within the City limits or an at-large citizen.

Bentley Gilbert (resident)	requested reappointment
Lisa Gogal (non-resident at-large)	requested reappointment

Application Received

1, Stephanie Giles, see attached

Parks and Recreation Commission (2 positions)

- 2 positions due to term expiration
- Must be filled by a City resident or within School District

Robert Walker (resident)	requested reappointment
Diana Wales (within School District)	requested reappointment

Public Works Commission (3 positions)

- 1 position due to term expiration
- 2 positions available due to vacancy
- Vacant positions must be filled by City residents

Fred Dayton (urban service boundary)

requested reappointment

Applications Received

None received

* two vacancies remain

C. Timing Issues.

Given the business scheduled for consideration by all Commissions, it is recommended appointments be made/confirmed as soon as practical.

RECOMMENDATION

Pursuant to the Municipal Code, Staff has not made any recommendations as that choice lies with the Commission Chair and the Mayor.

ATTACHMENTS

Applications from:

Stephanie Giles (Historic Resources Review Commission)

Bryan Sykes (Budget Committee)

RECEIVED

OCT -9 2017

CITY OF ROSEBURG
City Administration Office



Application for Appointment to

HRRC

(Commission)

PLEASE PRINT

Name Giles Last Stephanie First

Home Address 102 Shadow Ranch Ln Street Roseburg City 97470 Zip 541-817-4445 Home Phone

Occupation retired / Place of Employment

Business Address _____ Phone _____

- 1. Do you reside within the Roseburg city limits? Yes _____ No X
- 2. Do you reside within the Urban Growth Boundary or School District Boundary? Yes X No _____
- 3. Do you own property or a business within the City? Yes X No _____
- 4. How did you learn about this vacancy?

Newspaper _____ Word of Mouth X
Notice in the Mail _____ Other (Specify) _____

5. At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Please check the times when you would be able to attend meetings.

Morning (7:30 or 8:00 am) X Early Afternoon (1:30 -3:30) X
Late Afternoon (3:30-5:00) X Evening (7:00 p.m.) X

6. The Municipal Code requires a minimum attendance rate of 75% each calendar year. Can you meet this requirement? Yes X No _____

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

I was born and raised here. Some of my family go back to the mid 1800s. I moved back six years ago after my parents died. They were active in the community and I'm definitely my parents' daughter. I'm interested in history and →

its preservation. So much has been lost, but there are so many places that could be saved and restored. I want to be part of that.

8. Please give a brief description of your involvement in community groups and activities.

I'm president of Shadow Ranch Tenants' Association. I'm a member of Altrusa International of Roseburg. I'm on the board of the Genealogical Society of Douglas County. I joined the Douglas County Historical Society and the American Association of University Women. I'm associated with the Douglas County Museum.

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

Many groups are in trouble because of lack of new members and volunteers. Some are listed above. Others include the loss of the libraries. I've noticed that so many neighborhoods have deteriorated, so many houses.

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

I really believe I could help make a difference. I can see there will be lots to learn. I'm here to stay and I want to help.

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

Return completed application to the City Manager's Office, 900 SE Douglas, Roseburg, OR 97470.

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, it 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.

Signature of Applicant Stephanie Giles Date 10-9-17

E-Mail Address: stephaniegiles4@gmail.com



Application for Appointment to

Budget Committee
(Commission)

PLEASE PRINT

Name Sykes Bryan
Last First

Home Address 417 Woodwillowdr Roseburg 97471 541-637-0787
Street City Zip Home Phone

Occupation Accounting Manager / CCD Business Development
Place of Employment

Business Address 522 SE Washington St 111A 97470 541-672-6728 ext 301
Phone

- 1. Do you reside within the Roseburg city limits? Yes No
- 2. Do you reside within the Urban Growth Boundary or School District Boundary? Yes No
- 3. Do you own property or a business within the City? Yes No

4. How did you learn about this vacancy?

Newspaper _____ Word of Mouth Yes
Notice in the Mail _____ Other (Specify) _____

5. At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Please check the times when you would be able to attend meetings.

Morning (7:30 or 8:00 am) Yes Early Afternoon (1:30 -3:30) Yes
Late Afternoon (3:30-5:00) Yes Evening (7:00 p.m.) Yes

6. The Municipal Code requires a minimum attendance rate of 75% each calendar year. Can you meet this requirement? Yes No

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

BS in Business Admin from Southern Oregon University; MBA in progress with Marylhurst University. Two years as staff accountant at Mary Sykes CPA, PC. Currently responsible for preparation, presentation, and application of \$1mm general fund budget.

I believe I can leverage the above training, education, and experience to provide a helpful voice in financing the city's future.

8. Please give a brief description of your involvement in community groups and activities.

Through my employment with CCD I find myself interacting with many local groups focused on economic development in and around Douglas County, including The Umpqua Economic Development Partnership and the Umpqua Basin Economic Alliance.

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

I simply would like to find ways to improve our city and county as a whole, and I believe that starting in an area, budgeting, that falls within my skill set is the best way to start

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

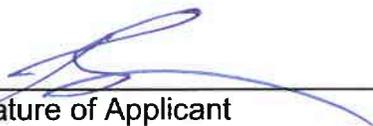
When I returned to Roseburg in 2013 I wanted to find ways that I could help improve our area. Involving myself in local government is part of that, but between working and attending school full time, in addition to growing my family, this is the first opportunity I've had to take a step into local government.

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

Return completed application to the City Manager's Office, 900 SE Douglas, Roseburg, OR 97470.

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, it 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.


Signature of Applicant

12/22/17
Date

E-Mail Address: *Bryan.Sykes@outlook.com*

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

*OK
1/3/18*



ELECTION OF COUNCIL PRESIDENT

Meeting Date: January 8, 2018
Department: Administration
www.cityofrosburg.org

Agenda Section: Council Reports
Staff Contact: Koree Tate
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

In accordance with Section 3.8 of the City Charter: "At the first meeting of the Council each year or as soon thereafter as practical, the Council shall choose one of its members to preside over the Council and perform the duties of Mayor in the absence of the Mayor from the City or in case of the Mayor's inability to act as such."

SUGGESTED MOTION

"I MOVE TO APPOINT COUNCILOR _____ TO ACT AS OUR 2018 CITY COUNCIL PRESIDENT."

aye
1/3/18

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PLANNING COMMISSION RE-APPOINTMENTS

Meeting Date: January 8, 2018
Department: City Manager's Office
www.cityofroseburg.org

Agenda Section: Council Reports
Staff Contact: Koree Tate
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

Re-Appointments need to be made for Planning Commission positions with terms that expired December 31, 2017.

BACKGROUND

A. Council Action History.

Advertising is done for known vacancies and existing members who want to continue serving merely express their interest to the Commission Chair or Staff.

B. Analysis.

Two Planning Commission terms expired December 31st, that of Charlie Allen and Kerry Atherton. Both wish to be reappointed.

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

D. Timing Issues.

Given business scheduled for Planning Commission consideration, it is recommended re-appointments be made as soon as practical.

CITY COUNCIL OPTIONS

The Council has the option to:

1. Reappoint Allen and Atherton to the Commission.
2. Make no re-appointment(s) and direct Staff to solicit applications.

RECOMMENDATION

Pursuant to the Municipal Code, Staff has not made any recommendations as that choice lies specifically with the City Council.



**MINUTES OF THE REGULAR MEETING
OF THE ROSEBURG CITY COUNCIL
December 11, 2017**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at the special time of 7:30 p.m. on December 11, 2017 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Hicks led the Pledge of Allegiance.

ROLL CALL

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

Others Present: City Manager Lance Colley, City Recorder Sheila Cox, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Assistant Fire Chief Gary Garrisi, Police Captain Jerry Matthews, Community Development Director Stuart Cowie, Finance Director Ron Harker, Management Assistant Koree Tate, Police Sergeant Gary Klopfenstein and Police Community Services Sergeant Dennis Chrisenbery.

MAYOR REPORT

Rich thanked Staff and Council who attended the Blue Zones Umpqua kickoff event at Umpqua Community College and for allowing the Council meeting to start at a later time.

COMMISSION AND COUNCIL WARD REPORTS

McDonald said the Airport Advisory Committee met with Mead and Hunt to discuss the Airport Master Plan. Colley said it was kick-off meeting to determine inventory for current operations and receive input for what works at the airport.

Hicks discussed an incident at Eagle Park involving individuals throwing smoke bombs onto Jackson Street and in the grass area of the park. She recalled other incidents in the downtown area and requested to have cameras installed. Colley stated camera use had been discussed and may be included in the next budget or the next downtown improvement phase. Ryan said he would like to know what the general policy was concerning criminal activity given it affects every branch of the City. He wanted to know the steps the City had been taking for those who repeatedly receive citations. Colley responded he would provide a report regarding what the City is able to do based on current laws and constitutional issues. Zielinski thought downtown was better because police enforcement had improved and reminded everyone it was not against the law to be mentally ill. Prawitz agreed a criminal issue and a homeless issue are not the same.

CONSENT AGENDA

Ryan moved to approve the minutes of the regular meeting of November 27, 2017. Motion was seconded by Hicks and carried unanimously.

ORDINANCE NO. 3491 - ADOPTING DOUGLAS COUNTY MULTI-JURISDICTIONAL NATURAL HAZARD MITIGATION PLAN BY REFERENCE

Cox read Ordinance No. 3491 for the second time, entitled: An Ordinance Amending the Roseburg Urban Area Comprehensive Plan Adopting by Reference the Douglas County Multi-Jurisdictional Natural Hazard Mitigation Plan. Ryan moved to adopt the ordinance,

seconded by Zielinski. Roll call vote was taken and motion carried unanimously. Rich declared the adoption of Ordinance No. 3491.

ORDINANCE NO. 3492 - AMENDING RMC 7.04 DERELICT BUILDING INSPECTIONS

Cox read Ordinance No. 3492 for the second time, entitled: An Ordinance Amending Sections 7.04.050 and 7.04.210 of the Roseburg Municipal Code Regarding Derelict Building Inspections. Fisher-Fowler moved to adopt the ordinance, seconded by Zielinski. Roll call vote was taken and motion carried unanimously. Rich declared the adoption of Ordinance No. 3492.

ORDINANCE NO. 3493 - AMENDING RMC 7.06 DERELICT BUILDING ABATEMENT AND REGISTRATION

Cox read Ordinance No. 3493 for the second time, entitled: An Ordinance Amending Sections 7.060.100 and 7.06.105 of the Roseburg Municipal Code Regarding Abatement and Registration of Derelict Buildings. Ryan moved to adopt the ordinance. Motion was seconded by McDonald. Roll call vote was taken and motion carried unanimously. Rich declared the adoption of Ordinance No. 3493.

ORDINANCE NO. 3494 - SOCIAL GAMING

Cox reported the Ordinance was drafted based on Council's direction to remove the bet and buy-in limits and effective date. A Resolution was proposed to establish the license and investigation fees as previously approved. Cox read Ordinance No. 3494 for the first time, entitled: An Ordinance Adding Chapter 9.13 Titled "Social Gaming Regulations" to the Roseburg Municipal Code.

RESOLUTION NO. 2017-23, SOCIAL GAMING LICENSE FEES

Cox reported that fees related to the new social gaming operations needed to be adopted. Staff recommended those fees be set similar to other standard yearly operational permits and licenses. Ryan moved to adopt Resolution No. 2017-23 regarding social gaming license fees. Motion was seconded by Hicks and carried unanimously.

LIBRARY FACILITY TRANSFER AUTHORIZATION

Colley reported on his work with Douglas County to facilitate transfer of the library headquarters facility to City ownership. PIVOT Architecture had completed their assessment of the building and the feasibility of co-locating with Douglas Educational Service District (ESD). Colley asked Council for the authority to finalize transfer of the facility and land to City ownership and continue work with ESD to finish design and facility renovation. McDonald thanked Colley for the comprehensive report and asked for clarification regarding upgrades for the HVAC system. Colley said the City would have a shared cost agreement with ESD outlining how to proceed with renovations and upgrades. Kaser wanted to make sure the building was up to code and ADA requirements. Colley said those requirements were listed in the PIVOT report, but most improvements would be handled by ESD. Grants are being sought for assistance with renovation costs. The priority is to reopen the facility to bring basic library services back to the community.

Prawitz moved to authorize the City Manager to accept a deed from Douglas County to the City for the library facility and property, upon final determination that the deed conditions, the

condition of the structure and the title are acceptable. Seconded by Hicks and carried unanimously.

ITEMS FROM MAYOR, CITY COUNCIL OR CITY MANAGER

Kaser reported he attended his first League of Oregon Cities meeting. His term on the board begins in January 2018. The main topics of interest included infrastructure program funding, PERS reform, the request for qualifications process for architecture and surveying services and the Federal tax reform.

Colley shared his experience at the Sister City Japanese Emperor's birthday celebration in Portland with Police Chief Burge, Fire Chief Timm and other local representatives. Eggers thanked the Fire Department for helping with the fires in California and said she felt proud to see so many fire engines traveling south on the freeway. Zielinski expressed gratitude for the generosity of all the local organizations, such as Shop with a Cop, that raise money during the holidays for the less fortunate children in our community. Colley reminded everyone the City was still participating in the Toys for Tots Program, pajamas for CASA and canned food drive for UCAN. Hicks thanked Colley and Public Works for fixing the lights on the Oak Street Bridge. She had heard from citizens who expressed their gratitude for the lighted path across the bridge.

Mayor Rich adjourned the meeting at 8:11 p.m.



Koree Tate
Management Assistant

SRC

**MINUTES OF THE SPECIAL MEETING
OF THE ROSEBURG CITY COUNCIL
December 19, 2017**

- Mayor Larry Rich called the special meeting of the Roseburg City Council to order at 8:20 a.m. on December 19, 2017, in the City Hall Third Floor Conference Room, 900 SE Douglas Avenue, Roseburg, Oregon.

ROLL CALL

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

Absent: John McDonald

- Others present: City Manager Lance Colley, City Recorder Sheila Cox, Community Development Director Stuart Cowie, Management Assistant Koree Tate, Management Assistant Shyela Chapman, Police Sergeant Gary Klopfenstein, Associate Planner Teresa Clemons and John Dickey of the News Review.

CONSENT AGENDA

Kaser moved to approve the minutes of the special meeting of December 19, 2017 as amended to delete the language regarding the motion made by Ryan, seconded by Hicks and carried unanimously from the last paragraph under the Public Hearing agenda item.

ADJOURNMENT

Rich adjourned the special meeting at 8:21 a.m.

Koree Tate

Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CF
11/3/18

CONSENT AGENDA C
1/08/2018



Fire Stations 2 and 3 Seismic Upgrades – Construction Manager/General Contractor (CM/GC) Master Contract

Meeting Date: January 8, 2018
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff has completed a proposal based selection process for the Construction Manager/General Contractor (CM/GC) to construct the seismic upgrades to Fire Stations 2 and 3. The issue for Council is whether to award a Master CM/GC contract to the highest ranked proposer.

BACKGROUND

A. Council Action History. On June 12, 2017 Council accepted two Seismic Rehabilitation grants through the Oregon Business Development Department for upgrades to Fire Stations 2 and 3 in the amount of \$792,220 and \$1,071,640, respectively.

On September 25, 2017 Council adopted Resolution No. 2017-19 approving an alternate competitive contracting process for the construction of the seismic upgrades and awarded an engineering services contract for the design of the seismic improvements to the Fire Stations.

B. Analysis. The Seismic Rehabilitation grants will be used to upgrade the fire stations in order to meet the requirements of Immediate Occupancy as outlined in the American Society of Civil Engineers (ASCE) "Seismic Rehabilitation of Existing Buildings ASCE/SEI 41-13" after a seismic event.

Staff issued a Request for Proposals (RFP) and received four proposals on November 30, 2017. The proposals were ranked by a review committee consisting of two Public Works staff, one Fire Department staff member, and two design consultants. The review committee created a short-list of three proposers which were invited to make presentations and answer questions at project interviews on December 12th. Based on the results of the proposal review and interviews, the ranking is as follows:

	<u>Proposer</u>	<u>Average Score</u>
1.	Vitus Construction	87.5
2.	Ausland Group	86.1
3.	McKenzie Commercial	Declined Interview

Staff's intent is to execute a master contract with the highest ranked proposer to provide pre-construction services and construction phase services to seismically upgrade Fire Stations 2 and 3. Each task order under the master contract would be individually negotiated, based

upon an agreed upon scope of work. Work that may be accomplished under this contract is as follows:

- Construction Management Services before and during construction
- Constructability reviews of the seismic upgrade design
- Analyzing alternative designs
- Developing project schedules and cost estimates
- Exploratory investigations to determine as-built conditions
- Attend regular meetings with the design team to provide input regarding selection of materials, building systems and equipment
- Provide value engineering services to the design team
- Construction of the seismic upgrades to the Fire Stations

C. Financial and/or Resource Considerations. The City has received seismic rehabilitation grants in the amounts of \$792,220 and \$1,071,640 for the seismic upgrades to Fire Stations 2 and 3. These grant funds will be used to mitigate seismic deficiencies at each station. No matching funds are required.

It is staff's intent to enter into a master contract and negotiate task orders as required. A new task order will be negotiated at the beginning of each phase until the project is completed. Any task order over \$50,000 will require approval from the City Council.

D. Timing Issues. The Seismic Grants have a project completion deadline of September 30, 2019. If awarded, the CM/GC Contractor can begin pre-construction work immediately. The project will be designed this winter with construction starting in the spring/summer of 2018.

COUNCIL OPTIONS

Council has the following options:

1. Award a master CM/GC contract to the highest ranked proposer, Vitus Construction, Inc.; or
2. Request additional information; or
3. Not award a contract and not move forward with the project.

STAFF RECOMMENDATION

Seismic deficiencies have been identified that require mitigation. Grant funding for the seismic upgrades has been awarded to the City. Therefore, staff recommends entering into a Master CM/GC contract with Vitus Construction for seismic upgrades to Fire Stations 2 and 3.

SUGGESTED MOTION

I move to award a Master CM/GC contract for the seismic upgrades to Fire Stations 2 and 3 to Vitus Construction.

ATTACHMENTS

None

113/18

ORDINANCE NO. 3494

AN ORDINANCE ADDING CHAPTER 9.13 TITLED "SOCIAL GAMING REGULATIONS" TO THE ROSEBURG MUNICIPAL CODE

SECTION 1. Chapter 9.13, titled "Social Gaming Regulations" is hereby added to the Roseburg Municipal Code to read as follows:

9.13.005 Definitions. Unless the context herein requires otherwise, all terms set forth in this Chapter shall have the same meaning as set forth in ORS 167.117 as currently written or as revised in the future.

9.13.010 Social Games Allowed – Rules Applicable to all Social Games. A social game between players in a private business, private club or place of public accommodation is authorized only when all of the following conditions are met:

- A. There shall be no house player, house bank or house odds.
- B. There shall be no house income from the operation of a social game and there shall be no fee paid to, or collected by, the house, a social game organizer or any other person, for the privilege of participating in a social game, including but not limited to, a fee to defray the cost of providing the social game equipment or premises upon which the social game is conducted.
- C. No alcoholic beverages shall be allowed on the premises.
- D. No form of unlawful gambling shall be permitted upon the licensed premises.
- E. The game shall not be visible from a public right-of-way.
- F. Persons under 18 years of age shall not be permitted in the room or enclosure wherein social games take place.
- G. A license issued pursuant to this Chapter shall be conspicuously displayed in the room or enclosure wherein social games are played.
- H. The room or enclosure where social games take place shall be open to free and immediate access by any police officer. Doors leading into the social gaming room must remain unlocked during all hours of operation.
- I. Social games shall be played in accordance with the rules set forth in *Hoyle's Modern Encyclopedia of Card Games*. However, the rules of a social game may deviate from those set forth in *Hoyle's Modern Encyclopedia of Card Games* if:

1. Such deviations are posted in the room or enclosure in a conspicuous location;
2. All players of a social game agree to the posted rule deviation; and
3. The social game does not, with such modifications, violate federal, state or local law.

J. Copies of this Chapter of the Roseburg Municipal Code and *Hoyle's Modern Encyclopedia of Card Games* shall be maintained in the social gaming room or enclosure and shall be subject to inspection by any player upon their request.

9.13.020 Rules Applicable to Tournament-Style Social Games. Tournament-style social games are permitted in a private business, private club or place of public accommodation if all of the following conditions are met:

A. The regulations set forth in Section 9.13.010 of this Chapter are sustained, except as made inapplicable under this Section.

B. Tournament rules shall be conspicuously posted in the room or enclosure wherein the tournament takes place.

C. Tournament buy-in requirements are as follows:

1. All players must buy-in for the same amount of money;
2. No player may buy-in more than twice in any 24 hour period;
3. Upon buying-in each player shall be provided exactly the same amount of in-game currency (i.e., poker chips);
4. No portion of the buy-in shall be paid to or retained by the house, organizer of the social game or any other person for the privilege of participating in a social game, including but not limited to a fee to defray the cost of providing the social game equipment or the premises upon which the social game is conducted; and
5. All buy-ins must be returned to players pursuant to terms agreed upon before the tournament begins.

D. No other winnings or compensation to the players is permitted other than the buy-in.

9.13.030 Annual License Required; Non-Transferrable. No person shall conduct or permit to be conducted in any private business, private club or place of public accommodation, any social game without first obtaining a social gaming license pursuant to this Chapter. A social gaming license shall not be subject to transfer or assignment and is not valid at any location other than the premises described therein.

9.13.040 License Fee and Term. A non-refundable original application investigation fee and an annual social gaming license fee shall be set by Council resolution. Licenses issued pursuant to this Chapter shall expire on December 31 of the year issued. If a licensee intends to continue to operate in the next following license

year, not less than thirty days prior to the license expiration date, licensee shall complete a license renewal application and submit the annual license fee. If the original license is issued on or after July 1st, the license fee may be reduced by one-half the annual fee for the initial license year.

9.13.050 License Application and Review.

A. An application for a social gaming license must be submitted on a form prescribed by the City, contain all information required on said form, be submitted to the City Recorder and be accompanied by the required non-refundable original application investigation fee and annual license fee as set by Council resolution. The City Recorder may require such information deemed necessary to evaluate and act upon the application.

B. The City Recorder shall refer each social gaming application to the appropriate departments for review, investigation and recommendation prior to issuing the license. An applicant's signature on the application form shall constitute the applicant's consent for such review and investigation.

C. Information on all applications submitted pursuant to this Chapter must be kept current at all times.

9.13.060 Inspection of Business Premises and Records. For the purposes of confirming compliance with this Chapter, the City Manager, or his designee, shall be authorized to make lawful inspections of the business premises and records of any social gaming locations licensed pursuant to this Chapter.

9.13.070 License Denial, Suspension, Revocation; Appeals and Penalties.

A. In addition to the grounds set forth in Chapter 9.100 of this Code, the City Recorder may deny, suspend or revoke a social gaming license for failure to meet the requirements of this Chapter or to comply with the rules adopted by this Chapter or any other local, state or federal regulations relating to social gaming.

B. A decision to deny an application for a social gaming license shall be submitted in writing setting forth the reasons therefore and advising the applicant of the right to appeal the Recorder's decision pursuant to Chapter 9.100 of this Code.

C. A decision to suspend or revoke a social gaming license issued pursuant to this Chapter shall be in writing setting forth the reasons therefore and sent to the licensee by first-class mail at least five days prior to the effective date of the suspension or revocation. Such notice shall also advise the licensee of the right to appeal the Recorder's decision pursuant to Chapter 9.100 of this Code.

D. The remedies provided in this Section are not exclusive and shall not prevent the City from exercising any other remedy available under law, either simultaneously or otherwise, including but not limited to seeking penalties as provided in Chapter 1.06 of this Code.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF _____, 2018.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2018.

Larry Rich, Mayor

ATTEST:

Sheila R. Cox, City Recorder

CJC
1/3/18

INFORMATIONAL A
1/08/2018

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

Meeting Date: January 8, 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 8, 2018, meeting, I provide the following items:

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



Agenda
Department Head Meeting
December 12, 2017, 10:00 a.m.

1. Review December 11, 2017 City Council Meeting Synopsis
2. Review Special City Council Meeting Agendas
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
 - Amendment to Trade Services Contract - Simplex Grinnell (Annual Fire Testing)
 - Street Lighting Agreement - Pacific Power
 - Reservoir Hill Yard Piping Phase 3 Contract with Laskey Clifton Corp.
 - Roseburg Junior Academy Parade Permit - Residential Caroling
5. Department Items

CITY CONNECTION SCHEDULE

Publication – January 9, 2018

Articles Due – December 18, 2017

Articles received:

- Ordinances and Resolutions
- Electronic Waste (E-Waste)
- 100 Years Ago
- Police K9 Retirement/Upcoming Events
- Winter Safety Tips from the Roseburg Police Department
- Holiday Traveling Tips from the Roseburg Police Department
- Roseburg Police Award
- 2017 CAFR
- Online Payment Enhancements Coming
- 3rd PAFR

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

January 22, 2018

Consent Agenda

- A. Minutes of January 8, 2018

Public Hearing

- A. Proposed Zone Change - 948 SE Mill Street

Department Items

- A. The Partnership Annual Report
- B. Bid Award City Hall Remodel Project
- C. Engineering Contract - SCADA
- E. Engineering Contract - Pavement Management Program
- F. Municipal Court Quarterly Reports

Informational

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

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

Department Items

- A. Directional Signage Design and Implementation

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

February 26, 2018

Consent Agenda

- A. Minutes of February 12, 2018

Department Items

- A. The Partnership Annual Report

Informational

- A. Activity Report

March 12, 2018

Consent Agenda

- A. Minutes of February 26, 2018

Department Items

- A. Visitors Bureau Annual Report

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, December 8, 2017

Good Friday afternoon everyone. This will be pretty short since I am in Portland today along with Police Chief Burge, Fire Chief Timm and their spouses, representing the City and our Sister City program at a celebration hosted by the Consul-General of Japan. As you are aware, Mayor Rich and Chief Timm recently visited our Sister City as part of the adult exchange program. Every other year Roseburg hosts an adult group and then a middle school group. The exchange program has been in place for over twenty years and provides a great opportunity to share cultural experiences for students and adults.



I also wanted to let you know that for the fourth time this year our fire department has responded to an urgent call for emergency help. Earlier in the year we responded locally to both the Prairie fire in the Riddle area and up Hwy. 138 near Dry Creek on the Umpqua complex fires. Last month we sent a team and team leader to Southern California along with four other Oregon units. That group was in California for just less than a week. On Tuesday, we again joined with four other Oregon units to respond to the devastating Thomas fire in Ventura County. We anticipate that our group, led by BC Chris Sutton, will be



deployed for a two week period and be actively engaged in the fire fight. The fires in Ventura County are of historic proportion and the State of California has declared a state of emergency which allows them to call on regional help from around the west and to appropriate funding to reimburse the total cost of those responding. It is always a difficult decision to send a portion of our local responders that far from home, but the need for help was clear and our Fire Administration has put a plan in place to insure local response during this regional emergency is not jeopardized.

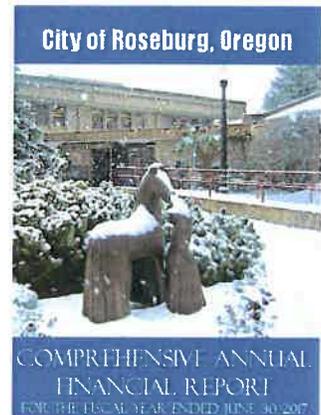
Have a great weekend everyone. We will see some of you at the Blue Zones kickoff Monday at UCC and all of you at 7:30 p.m. for our regular Council meeting

Friday December 15, 2017

Good Friday afternoon everyone! I am getting a late start on this today as we have spent much of the last few days putting together our 2017 Annual Report for the Mayor to begin prepping his State of the City Address and our January newsletter which will be published in a couple weeks. We will forward both of those items to you when they are completed!

I would like to thank all of you for your participation at the Council meeting Monday, as well as those that attended the Blue Zones kickoff. While the health of our community is no one person's responsibility, it seems that if we all begin working on healthy opportunities, we can't help but be more successful. Approving the delegation to accept the deed to the library facility was certainly a high point for me. I have been working with Attorney Coalwell to develop the deed and a bill of sale for the building/library contents and assets. I sent a request to each of the Commissioners to place the item on an upcoming agenda and I believe they will likely address the issue in some form next week. I greatly appreciate their efforts to expedite the transfer. I know we still have some details to work out, but it is clearly moving forward.

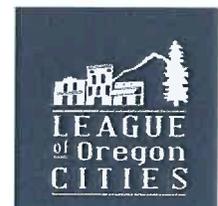
The Finance Department completed our Comprehensive Annual Financial Report (CAFR) this week and is almost finished publishing the document. The CAFRs are due to required entities on or before December 31st each year. It is nice to have it completed well in advance of the holiday vacation season. Many of our folks will be taking a few extra days around the end of the year. Finance Director Ron Harker and I met with Jeff Cooley from our audit firm Neuner, Davidson, Cooley and Rapp, LLC in regards to the annual audit and report. Mr. Cooley was very complimentary of the Finance staff and the hard work they do to prepare the CAFR in preparation for our annual audit. I would like to thank the entire Finance Department for their hard work on this project. With the numerous changes that have been required each of the last few years, it is great to continue hearing complimentary comments from our auditors about the work and the final product. Ron will distribute the reports in January and Mr. Cooley will attend your February 12th meeting to provide an oral report related to this year's CAFR.



Ron and I met with Commissioner Boice, DC Assessor Hartman and one of the Assessor's office staff to attempt to get a number of questions answered related to the most recent tax rolls. Once again, we were not successful in obtaining the answers we were seeking, but we have been assured that they will look into our concerns. Commissioner Boice is very interested in helping us get answers to our questions, but at this time we have not received satisfactory responses from the Assessor. We will continue to make public records requests when appropriate and meet with them. I am concerned the cumulative impacts of what we believe are inaccuracies in their process are impacting our revenues and potential service levels. We will keep you posted.

Ron and I also participated in a conference call with urban renewal representatives from around the state to discuss some upcoming legislative issues related to urban renewal in general, and possibly some specific concepts that would have a negative impact on tax increment financing. The issues are not necessarily new, but special districts around the state are pushing again to change how TIF is calculated, so we think it very important to be actively engaged in the conversations.

I was contacted by LOC staff regarding an issue that Councilor Kaser brought up Monday evening at your meeting. The League will be supporting a bill to



modify the way that certain consulting contracts are evaluated. If contracts are expected to exceed \$100,000, we are required to make a qualifications based selection without being able to consider overall cost. The City of Hillsboro has introduced legislation to modify the criteria to allow for price consideration. We are evaluating the language to determine if we can fully support the change. If we can, we will likely be invited to testify during the 2018 session in support of this change for local government. It appears to provide efficiency and economic benefits to cities and I do anticipate providing support for the change.

Thursday we held our annual holiday potluck for staff at the Public Safety Center. It was great to see so many employees getting together to celebrate a little over lunch this time of year. Special thanks once again to Amy Rice from the Fire Department for organizing much of the fun, games and food. Also thanks to Koree Tate who helps make many of these things come together for our organization. We had a great turn out with folks from every department and about half of our full time employees were able to attend. In addition to the celebration, our employees continue to participate in the Toys for Tots, Pajamas for Kids and our annual UCAN food bank food drive. Each of those programs was very successful again this year! Thanks to all.



Koree sent out a notice early last week introducing our newest employee, Shy Chapman. Shy is now sharing duties with Koree in our office. Shy went to high school in Days Creek and furthered her education at UCC receiving an Associate's Degree and on to Southern Oregon University where she received her Bachelor's in Business Administration. She worked with Larsen Billing from 2010 before joining us in various management rolls with the last being Project Management. We look forward to her knowledge and assistance in our office. Next time you are around please come in and welcome Shy to our organization. She will, at some point, be working with each of you on various administrative and council issues. Welcome Shy!

Many of you are likely to start taking a little time off to enjoy the holidays. I am here next week, leaving for vacation on Christmas day and returning to the office January 3rd. Have a great weekend everyone. We will see you next Tuesday, December 19th, for our Special Meetings in the City Hall Conference Room beginning at 8:00 a.m. We will have the doors open by 7:30 a.m. for those who wish to arrive a little early.