

ROSEBURG CITY COUNCIL AGENDA – MARCH 11, 2019
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470

REVISED

o/c
3/6/19



6:30 p.m. – Special Meeting

- A. Planning Commission Interviews –Patrick Lewandowski and John Kennedy

7:00 p.m. - Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**
Beverly Cole Bob Cotterell Alison EggersLinda Fisher-Fowler
Ashley Hicks Brian Prawitz Tom Ryan Andrea Zielinski
4. **Mayor Reports**
5. **Commission Reports/Council Ward Reports**
 - A. Planning Commission Appointment
 - B. Public Works Commission Resignation – Nathan Reed
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**
 - A. Minutes of Regular Meeting of February 11, 2019
8. **Ordinances**
 - A. Ordinance No. 3520 - Land Use Regulation Text Amendments, File No. LUDR-19-001 – Accessory Dwelling Units (ADU's) and Single Room Occupancy Housing (SRO's), Second Reading
 - B. Ordinance No. 3521 – Amendments to the Roseburg Municipal Code Regarding Assessment of Abatement Costs
9. **Resolutions**
 - A. Resolution No. 2019-01 – Oregon Parks & Recreation Department Local Government Grant Application
 - B. Roseburg Public Library Memorandum of Understanding and Collection Policy Amendment:
 1. Memorandum of Understanding with Friends of the Roseburg Public Library
 2. Resolution No. 2019-02 – Amending Roseburg Public Library Collection Policy
10. **Department Items**
 - A. 2019 Pavement Rehabilitation Projects Design Task Order Authorization
 - B. Douglas Avenue Preliminary Design Contract
 - C. Agreement with ODOT to Pre-Fund Design Exit 125
 - D. Authorization to Purchase a 2019 Turf Mower
 - E. Amend Roseburg Municipal Code Regarding Downtown Development District
 - F. Funding Request – Allied & Mental Health College Economic Study
11. **Informational**
 - A. Activity Report
12. **Items from Mayor, City Council**
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.

3/16/19

**ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**



PLANNING COMMISSION INTERVIEW

Meeting Date: March 11, 2019 **Agenda Section: Special Meeting/Council Reports**
Department: Administration **Staff Contact: Koree Tate**
www.cityofroseburg.org **Contact Telephone Number: 492-6866**

ISSUE STATEMENT AND SUMMARY

There is one vacancy on the Planning Commission that may be filled by a resident of the City or a resident within the Urban Growth Boundary.

BACKGROUND

A. Council Action History.

Council accepted Charlie Allen's resignation from the Planning Commission on January 14, 2019.

B. Analysis.

Staff has advertised the Planning Commission vacancy through the local news media, social media and the City's website. Two applications have been received from City residents, Patrick Lewandowski and John Kennedy. Their applications are attached.

The Roseburg Municipal Code requires the City Council to interview Planning Commission candidates at a public meeting. Existing members of the Planning Commission may also be given an opportunity to question the candidates and offer comments to the Council before it deliberates and acts. To the extent possible, the Council is to act to fill any vacancy at the same meeting in which candidates are interviewed. Following the interview, the Council may make an appointment or solicit additional candidates for consideration at a later meeting before making appointment. Anytime during the process, upon three-fourths vote of the entire membership of the Council then in office, the Council may terminate the procedure and make an appointment.

C. Timing Issues.

It is recommended an appointment be made as soon as practical.

COUNCIL OPTIONS

- A. Proceed to interview the applicant and make an appointment during the regular meeting.
- B. With a minimum of six affirmative votes, vote to discontinue the procedure as outlined in the above analysis and make an appointment.
- C. Choose to continue solicitation for additional applicants.

STAFF RECOMMENDATION

Pursuant to the Municipal Code, Staff does not make recommendations in regard to Planning Commission appointments as that responsibility lies solely with the City Council.

ATTACHMENTS

- #1 Patrick Lewandowski Application
- #2 John Kennedy Application
- #3 Interview Questions



CITY OF ROSEBURG COMMISSION APPLICATION

email 08

RECEIVED

JUN 28 2011

CITY OF ROSEBURG
City Administrator, 1000 1/2 Ave

Application for Appointment to: **PLANNING COMMISSION**

Planning Commission Public Hearings are held at 7:00 p.m. on the 1st Monday of each month in the Council Chambers of City Hall. This Commission reviews and takes action on land use and development projects based on the provisions of the City of Roseburg Land Use and Development Regulations.

Name: Lewandowski Patrick
Last First

Home Address: 1695 NE Ruby Ct 97470
Street Zip Code

Phone Number: 541-900-1447 Cell Phone: 661-373-1262

Email Address: Lewie47@sbcglobal.net

Occupation Retired /
Place of Employment

Business Address Phone

1. Do you reside within the Roseburg city limits? Yes No

2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?

Newspaper Social Media City Website Word of Mouth

Other Please Specify:

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.

Can you meet this requirement? Yes No

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

Served as Chairman of the City of Torrance Environmental Quality Commission hearing Community issues affecting the city from oil drilling & capping, Mobil refinery to billboards, corporate and small business signage city wide to name a few. I've been recognized as a proven leader in the community and in my career - cogent and cogitative, creative in proposing alternative solutions to issues, comprehensive, influential for new ideas and decisive in decision making. I know the Rules of Order in conducting commission and social hearings.

Over 30 years in sales & marketing management, sales & marketing strategies, product development, supervision, training and motivation of corporate and independent sales personnel. I can be a positive influence on the planning commission.

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

Five (5) years on the City of Torrance, California Environmental Quality Commission (Appointed by the Torrance City Council and elected 4 consecutive 1-year terms as Chairman by the other six Commission members.

Five (5) years on the Board of Directors for Valencia South Valley Homeowners' Association - a 650 member active Homeowners' Association. I was elected as Board President 4 consecutive 1-year terms by the full Board of Directors after serving 1 year as Vice President. I was also Chairman of the HOA's (inaugural and 5 subsequent years) Annual Summer Gala for 650 families

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

I am concerned about how the development and land use coincides and is compatible with the values of our city, its businesses and residents. I believe in identifying and resolving community and business concerns in city planning business amiably to all concerned parties. Use my experience to formulate with other commission members a cohesive city plan between the businesses, developers, residential communities and the City of Roseburg regarding land use and development and to making it a better place live, work and able to conduct business harmoniously.

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

My proven record of professionalism, leadership, creative ideas and achievements in my life and my career in the corporate environs, as a former small business owner and my community service experience, I can be of great assistance and positive influence on our city.

I want to share my abilities, skills, influence and leadership experience with the City of Roseburg, its residents and businesses as a Planning Commissioner member to make it a great place to live and conduct business through thoughtful city planning in land use and development.



Applicant Signature

1-25-19

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

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.

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



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **PLANNING COMMISSION**

Planning Commission Public Hearings are held at 7:00 p.m. on the 1st Monday of each month in the Council Chambers of City Hall. This Commission reviews and takes action on land use and development projects based on the provisions of the City of Roseburg Land Use and Development Regulations.

Name: Kennedy John
Last First

Home Address: 1840 NE Commercial AVE, Roseburg, OR 97470
Street Zip Code

Phone Number: 541-537-3510 Cell Phone: 541-537-3510

Email Address: rasman795a@gmail.com

Occupation Project Manager / Estimator / Consultant
Place of Employment

Business Address same as home
Phone

1. Do you reside within the Roseburg city limits? Yes No
2. Do you own property or a business within the City? Yes No
3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth
Other Please Specify: _____
4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes No
5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

15 years land development experience in Douglas and Jackson Counties. Professional experience includes but not limited to; LUDO understanding, LUBA experience, site and building construction cost estimating, design, and financial proforma preparation. Additionally have processed preliminary, and final planning applications at city and county.

Understanding to listen to all applicants. Comprehending, due diligence and all information provided by city staff.

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

Served on the Public Works Commission, SDC study group for the city, and member of the ODOT I-5 Interchange committee. Additionally served as the Vice President of the Umpqua Valley Home Builders.

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

The evolution of city development advances, I welcome all opportunities adding quality development projects for the future and welfare for the community.

The City of Roseburg has made and currently improving the city to be a unique destination place in Oregon. I believe that our natural resources and location provide unique opportunities for the present and future for the City of Roseburg.

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

After serving on the Public Works Commission and a positive experience, I have always wanted to serve on the Planning Commission. As a resident involved and networking with past, present, and future development effecting the community it is my civic duty to apply and be considered for appointment.

I have dedicated more than 15 years of my life to be apart and appreciate the future of the City of Roseburg image and continuing positive development for the current and future residents.

John R Kennedy

Digitally signed by John R Kennedy
DN: C=US, E=rasman795a@gmail.com, CN=John R Kennedy
Date: 2019.01.24 12:42:08-08'00'

1.24.2019

Applicant Signature

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

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.

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PLANNING COMMISSION INTERVIEWS

1. Briefly tell us about yourself, your work history and educational background,
2. Why are you interested in serving on the Planning Commission?
3. What is your knowledge of land use planning at the state and local level?
4. How are the effects of comprehensive planning and day-to-day planning visible to the average citizen of Roseburg?
5. Describe your experience with conflict resolution.
6. How would you respond to a request that meets land use laws but that in your opinion negatively impacts an existing neighborhood?
7. What do you think the relationship should be between the Planning Commission and the City Council?
8. What else would you like us to know about you that would help us decide who should be appointed to the Commission?

JK
3/16/19

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PUBLIC WORKS COMMISSION RESIGNATION

Meeting Date: March 11, 2019
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Public Works Commission Member Nathan Reed has resigned his position on the Commission.

BACKGROUND

A. Council Action History. n/a

B. Analysis.

Mr. Reed informed Staff of his resignation effective February 8, 2019. An appointee to this position must reside in the City. Upon Council's acceptance of the resignation, Staff will begin soliciting applications from interested parties through the local news media, social media and the City's website.

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

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

STAFF RECOMMENDATION

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

SUGGESTED MOTION

I MOVE TO ACCEPT NATHAN REED'S RESIGNATION FROM THE PUBLIC WORKS COMMISSION, WITH REGRETS.

Koree Tate

From: Chanelle R. Rogers
Sent: Friday, February 8, 2019 4:30 PM
To: Nicole A. Messenger; Koree Tate
Subject: FW: Public Works Commission

Below is an email from Public Works Commission member Nathan Reed submitting his resignation from the commission.

Chanelle Rogers | Public Works Department | Department Technician
City of Roseburg | 900 SE Douglas Avenue | Roseburg, OR 97470
☎ 541-492-6730 | ✉ crogers@cityofroseburg.org

From: Nathan R. Reed [mailto:nrreed@co.douglas.or.us]
Sent: Friday, February 08, 2019 4:02 PM
To: Chanelle R. Rogers
Subject: Public Works Commission

City of Roseburg,

I officially submit my resignation as being on the Public Works Commission.

Sincerely,

Nathan R. Reed, P.E., CWRE
Hydrologist/Hydroelectric Manager
Natural Resources Division
Douglas County Public Works
1036 SE Douglas Ave, Room 306
Roseburg, OR 97470
Tel: 541.440.4344
Fax: 541.440.6264
nrreed@co.douglas.or.us

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
February 11, 2019**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on February 11, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Cole led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Bob Cotterell, Beverly Cole, Alison Eggers, Ashley Hicks, Brian Prawitz, Tom Ryan and Andrea Zielinski.

Absent: Councilor Fisher-Fowler

Others Present: City Manager Lance Colley, City Recorder Amy Sowa, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Fire Chief Gary Garrisi, Community Development Director Stuart Cowie, Police Chief Gary Klopfenstein, Library Director Kris Wiley, Management Assistant Koree Tate, Max Egener of the News Review and Kyle Bailey of KQEN.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Mayor Rich reminded Council the Respect for Law banquet will be held on February 22, 2019.

Councilor Eggers said the Parks Commission met on February 6, 2019. They welcomed new Commission member Marsha La Verne, discussed a mower purchase and received updates for the multi-use path project and Legion Field turf project.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Mr. Harker introduced Auditor Jeff Cooley who presented an overview of the Comprehensive Annual Financial Report for fiscal year ending June 30, 2018. Cooley indicated the City once again earned an unmodified opinion known as a clean audit, with the City holding financially steady and strong. He noted this was the twenty-sixth year in a row the City had received top honors, which shows the extra effort put forth by Staff. In response to Mayor Rich, Mr. Cooley explained the 30% fund balance was a little higher than other entities. Although some go below a 10% fund balance, he recommended remaining closer to 20% to absorb any lost revenues.

QUARTERLY FINANCIAL REPORT

Mr. Harker reported the City once again produced the Popular Annual Financial Report, which was geared to a more understandable version of the audit report. He then presented information on multiple sections of the financial report for the quarter ended December 31, 2018.

2019-2020 BUDGET CALENDAR

Mr. Harker presented the budget calendar for fiscal year 2019-2020. A Budget Committee orientation will be held on April 29, 2019 with the first formal Budget Committee Meeting scheduled for May 7, 2019.

AUDIENCE PARTICIPATION

Charles Schnell, 1280 W Neill, provided information about retrofitting sidewalks in established neighborhoods. In 2018, he mailed a survey card to 275 homes in the West Harvard area about the desirability of sidewalks. Those who returned the survey responded with 92% not wanting sidewalks installed. He provided information regarding piecemeal installation and the burdens of retrofitting sidewalks. He asked Council to rescind the stipulation for retrofitting old neighborhoods because this would impose an unfair and financial burden to citizens.

Timothy Lozes, 1283 NE Magnali Street, shared his concerns regarding Police Department interaction with the homeless population. He discussed personal encounters with local police and asked if they could work with local agencies who routinely assist the disenfranchised to help resolve issues rather than give citations.

CONSENT AGENDA

Councilor Ryan moved to approve the following Consent Agenda Items:

- a. Minutes of the Work Study Meeting of January 28, 2019
- b. Minutes of the Regular Meeting of January 28, 2019

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

PUBLIC HEARING – ORDINANCE NO. 3520 – LAND USE REGULATION TEXT AMENDMENTS, FILE NO. LUDR-19-001 ACCESSORY DWELLING UNITS (ADU’S) AND SINGLE ROOM OCCUPANCY HOUSING (SRO’S), FIRST READING

At 7:49 p.m., Mayor Rich opened the public hearing regarding land use regulation text amendments for file no. LUDR-19-001 for accessory dwelling units and single room occupancy housing. Mr. Cowie reported that Staff was seeking to amend the Roseburg Municipal Code in order to deregulate the zoning requirements necessary to construct an Accessory Dwelling Unit (ADU). The proposed deregulation aligns itself with the intent of House Bill 2007 adopted by the Oregon State Legislature, which became effective in the summer of 2018. Approval of this proposal would bring us into compliance with state law surrounding ADU siting standards. This falls in line with Council goals that been previously discussed. ADU’s exist in the City currently.

In addition, staff is also seeking to revise the Central Business District (CBD) Zone to include Single Room Occupancy Housing (SROs) and remove the maximum density standard affecting dwelling units above commercial developments within the CBD.

The proposed text amendments included:

- 1. Adding a definition of “Accessory Dwelling Unit” as an interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single family dwelling.
- 2. Amends the Single Family Residential Zone to allow accessory dwelling units as a permitted use within the zone from the previous conditionally permitted status.

3. Amends Accessory Dwelling Unit provisions that exempts ADU's from zoning density standards, allows an increase in size of ADU's in certain cases. Exempts ADU's from street and sidewalk improvements, off-street parking in certain cases, and removes the owner-occupant requirement, specified heat source type, and separate utility meter provisions.
4. Adding a definition of "Single Room Occupancy Housing (SRO)" as a structure that provides individual rooms with sleeping accommodations for no more than two people per room with shared or communal bath, toilet, and cooking facilities for residents.
5. Adding Single Room Occupancy Housing requirements as supplemental provisions for a new building or change of use of an existing structure including but not limited to: unit square footage, living amenity provisions, minimum length of tenancy, minimum parking, and change of use provisions.

Mr. Cowie explained that sidewalks and off street parking were not part of the requirements for an ADU. The new requirements would allow property owners to use an ADU as an income revenue option. In response to Councilor Ryan, Mr. Cowie explained separate structures may be allowed to continue on the same utility lines, but if new meters were installed, the owner would be responsible to comply with all building codes and SDC fees associated with that address. Councilor Cotterell asked how many people were waiting for this type of change. Mr. Cowie advised that some existed in the City that had gone unregulated or triggered a conditional use permit. Very few have expressed interest so he hoped this would create a smoother process to encourage property owners to build ADUs. In response to Mayor Rich, Mr. Cowie explained they chose to streamline the process by stating "if" there were no parking restrictions where the home is located, they could park on the street.

Councilor Hicks inquired about the consequences of adding another residence to existing sewer, water and storm drains. Mr. Cowie explained permits would be required and reviewed by multiple departments. The additional residence needs to be a full apartment and not a satellite bedroom with communal access to the main house.

Mr. Cowie provided information regarding a developer who wants to turn an old hotel into multiple rooms with a common kitchen and bathrooms. The City does not currently have zoning for this type of development, but it could fit in some existing locations in the downtown core. Parking options were discussed during the last Planning Commission meeting and they suggested changing the distance requirement for parking from 300 to 500 feet to allow a larger qualifying area. Parking will dictate the number of units the developer can provide. The proposed amendments were consistent with the policies of the Comprehensive Plan, Statewide Planning Goals, and other provisions of the Municipal Code as determined by the Planning Commission in their Findings of Fact and Order. Both ADU and SRO types of development provide an additional housing option for people within our community. The proposed ADU amendments will provide greater flexibility for those seeking to construct an ADU in conjunction with their Single Family Dwelling. The SRO standards will provide a new option for housing in the downtown, specifically in existing buildings where it may be cost prohibitive to re-develop into typical apartment units.

In response to Mayor Rich, Mr. Cowie explained that this was a new type of housing option. Some may not want to walk to park their vehicle, but it was not going to be too far to deter people from wanting to rent an apartment. There would be a requirement to provide one parking spot per unit. It will be up to the owner or onsite manager as to how the kitchen and bathrooms will be kept clean. Councilor Hicks inquired about tenant safety and inspections. Mr. Cowie confirmed the owner must meet building code requirements, which includes electrical, plumbing, mechanical, fire and more before occupancy can take place. Mr. Coalwell responded to Councilor Hicks stating problems within the dwelling or violations would be complaint driven. The City is bound by state standards and requirements regarding conditional use; renters are still governed by the landlord tenant law.

Bernie Woodard, 3261 NE Follett, suggested a revision to the proposed code to encompass more areas within the city and not just the downtown district. He had been working with Umpqua Community College to provide housing for students and would appreciate the same consideration for the type of housing he wants to utilize. If this proposed change passed, he felt it was unfair to him as a business owner and asked Council to vote against this until it allowed this option throughout the city.

Magnus Johanneson, 347 SE Pine, stated he had managed numerous SROs in the Portland area. He has buildings in downtown Roseburg and would like to create up to fifty spaces to rent. He plans to provide daily janitorial service for the kitchen, two laundry rooms with eight washers and dryers and fourteen bathrooms. He would not have an onsite manager, but would eventually hire a property manager to help facilitate the properties. In response to Councilor Hicks, he would not have common areas for guests to gather and sleep. Tenants could have guests, but they would stay within their respective rooms. In response to Councilor questions, Mr. Johanneson confirmed he would have an average of one bathroom per two rooms. He plans to charge \$400 a month per unit in Roseburg.

Alyssa McConnell, 1308 Pacific Hwy, discussed her concerns that downtown may not be able to provide enough parking spaces needed for the type of housing the ordinance change proposed. She suggested Park-Smart increase enforcement in the downtown area to deter business owners from taking customer spaces, and for the City to be mindful of parking issues and availability downtown when discussing growth in the downtown district.

In response to Councilor Prawitz and Cotterell, Mr. Cowie said he would consider expanding the area by means of a new text amendment, but they did not initially allow outside the downtown district because they did not see other locations that would fit the description. Councilor Hicks asked if the change was only for existing buildings or if someone could build a new facility. Mr. Cowie explained a developer could knock down a building to create a new one, but that concept was likely cost prohibitive.

As no one else wished to speak, Mayor Rich closed the hearing at 8:40 p.m. Councilor Ryan moved to adopt the findings of fact and order approved by the Planning Commission for File No. LUDR-19-001. Motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

Councilor Ryan moved to adopt the supplemental findings as approved by Staff. Motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no. Council directed Ms. Sowa to proceed with a first reading. Ms. Sowa read Ordinance No. 3520, entitled, "An Ordinance Amending Certain Sections of Title 12 of the Roseburg Municipal Code Regarding Land Use and Development Regulations as Set Forth Herein," for the first time.

ORDINANCE NO. 3518 – REPLACING RMC CHAPTER 9.08 - VEHICLE FOR HIRE SERVICES, SECOND READING

Ms. Sowa explained there was a minor revision to 9.08.030 regarding criminal background checks. The revision added language to include the Operator shall conduct, have a qualified third party conduct, or request the City conduct a criminal background check, the Operator will receive a pass/fail result for their driver(s) and will not be required to have these records on file. Ms. Sowa proceeded and read Ordinance No. 3518, entitled, "An Ordinance Repealing Roseburg Municipal Code Chapter 9.08, Entitled "Vehicle for Hire Services" and Replacing it with New Chapter 9.08 Entitled "Vehicle for Hire Services" with the following section amended as follows: SECTION 9.08.030(C). Prior to permitting a person to operate as a Driver, and annually thereafter, the Operator shall conduct, have a qualified third party conduct, or request the City conduct, a criminal background check; if the City conducts the criminal background check, the Operator will receive a pass/fail result for their driver(s) and will not be required to have these records on file. The criminal background check shall include a search of no less than seven years of history, unless prohibited by law, in which case the duration of the search shall be the maximum number of years permitted by law. The criminal background check shall include local, state, and national criminal history databases and all accessible sex offender registries. Any person who is on a sex offender registry, or any person that has a record of a felony conviction within the previous seven years may not act as a driver. A record of a conviction of any of the following within the previous seven years will also disqualify a person from acting as a driver: crimes involving driving under the influence of alcohol or controlled substances, sexual offenses, or crimes involving physical harm or attempted physical harm to a person. The company or its agent shall maintain records of a criminal background check for a period of at least two years. For purposes of this section, the term "conviction" includes convictions, bail forfeitures, and other final adverse findings." for the second time.

Councilor Ryan moved to adopt Ordinance No. 3518. Motion was seconded by Councilor Zielinski. Roll Call Vote was taken and motion carried with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no. Mayor Rich declared the adoption of Ordinance No. 3518.

ORDINANCE NO. 3519 – AMENDING RMC REGARDING BACKGROUND CHECKS, AS AMENDED, SECOND READING

Ms. Sowa read Ordinance No. 3519, entitled, "An Ordinance Amending Roseburg Municipal Code Sections 9.02.030, 9.14.020, 9.14.030, 9.15.020, 9.15.030 and 9.100.020" for the second time. Councilor Ryan moved to adopt Ordinance No. 3519. Motion was seconded by Councilor Prawitz. Roll Call Vote was taken and motion carried with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no. Mayor Rich declared the adoption of Ordinance No. 3519.

FIRE DEPARTMENT VEHICLE PURCHASE – PROPOSAL REJECTION RECOMMENDATION

Mr. Garrisi reported the City previously issued a Request for Proposals (RFP) for procurement of a Type 6 Wildland Unit. Five proposals were received and of those received; four were priced far above the budgeted amount. The fifth proposal was non-conforming and was not scored. Staff recommended, and Council approved, rejecting all bids. A second RFP for procurement of a Type 6 Wildland Unit was issued on December 18, 2018. Three proposals were received and following review of the proposals, it was Staff's determination that the proposals received for fabrication of the Wildland Unit did not provide adequate detail to assure that when completed the vehicle would meet the City's requirements. Staff felt it was in the best interest of the City to reject all bids and re-evaluate the criteria and specifications of the unit before proceeding. The current budgeted amount of \$85,000.00 would be carried forward into the 2019-2020 budget to accommodate the purchase next year. Staff will re-evaluate the criteria and specifications of the unit, and determine the next steps later in 2019. In response to Mayor Rich, Mr. Garrisi confirmed the project would go out for proposal or bid after July 2019.

Councilor Ryan moved to reject all proposals for the Type 6 Wildland Unit, based on the Council having made the determination that such rejection is in the best interest of the City. Motion was seconded by Councilor Eggers and approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

VISITOR SERVICE CONTRACT RECOMMENDATION

Mr. Colley stated that the Chamber of Commerce had provided Visitor Services for many years and provided the City with a written extension of the current contract for an additional five years dated December 15, 2017. The contract outlines the terms and conditions of the contract, and does not allow the City to modify the contract. There has not been contractual language that requires independent analysis of the performance of the contract and staff and the Economic Development Commission (EDC) agree that an evaluation should take place. To modify the contract, it would require notice of termination in accordance with section 3.8 and development of a new contract for visitor services. In performance of the contract, the Chamber had agreed to focus its efforts on four main areas. These areas include Outreach Marketing, Visitor Services, Group Travel Service & Support, and Industry Support. As stated within the contract the Chamber should determine its annual work plan, goals and objectives with regard to these four primary areas considering industry trends and local needs and opportunities.

The current tourism industry around the State of Oregon continues to expand, but is more reliant on local, regional and statewide coordination and cooperation. It is more reliant than ever on media, social media, diverse advertising and community brand awareness. The current contract requirements are outdated and the reporting and evaluation system do not ensure that visitor services are in line with current practices. Staff requested authorization to develop a new visitor center scope and proposed contract and advertise through a request for proposal process to identify the most appropriate provider of these services. Over the preceding five years, the City had collected \$5.35 million in transient lodging taxes and provided visitor service contract payments of \$2.7 million, an average of over \$542,000.00 annually. The current

contract requires that 90% of tourism related expenses be paid out for contract visitor services. As part of the RFP development and new contract recommendations, Staff anticipates a recommendation that would provide for an upper limit on the contract amount, subject to Council action, and that a spending program in excess of the limit be approved through the EDC and City Council.

Mr. Colley explained the decision to terminate was without cause and the Chamber was welcome to submit a new proposal when this goes out to bid. He felt it was essential to put together a better scope of work with reporting requirements. In response to Councilor Cotterell, Mr. Colley stated he tried to hand deliver a letter to Ms. Fromdahl at the Chamber to alert her to the agenda item, but she was out of the office. Based on previous discussions, he did not think this would come as a surprise. Mayor Rich asked for the estimated timeframe to proceed. Mr. Colley said Staff would develop a new scope of work in the next thirty days, have it out for bid for thirty days and have a decision before ninety days.

Councilor Eggers said Council had authorized the money for an evaluation and asked Mr. Colley to provide information on why that did not move forward. Mr. Colley explained there was internal analysis regarding third party information that was available. The recommendation was given without spending money on an external evaluation that did not seem necessary. He did not have others in mind to take over the services currently provided. The City is required to provide services by statute and does not have an interest to staff a position, but will look for someone to contract with who can provide a higher level of technology, media presence, social media, branding and stricter reporting requirements. In response to Councilor Eggers, Mr. Colley confirmed he had not given notice to the Chamber, only information of the agenda item.

Alyssa McConnel – 1308 N Old Pacific Highway, shared her experience with the Chamber before moving to the area in 2015. She explained the website was absent of information for someone interested in moving to the area. She found more information on a local Facebook group called Inform Me Douglas County than through the Chamber. She was in favor of the Staff recommendation to terminate the contract with the Chamber.

Allen Pike, 1620 NE Mulholland Drive, Chamber Board Chair, encouraged Council to conduct the study they approved before making the determination to terminate the contract. He explained the increase in funds given to the Chamber is in correlation to an increasing number of people staying in Roseburg. The study could show if the current contract is working. His concern is that there could be a lag between the end of the contract and the beginning of a new one. The City is embarking on the busiest time of year and he felt it was important to look at what destination marketing would look like before deciding.

Councilor Prawitz stated Council receives the annual report for the Chamber and wanted to know what the results have been when the Board evaluates the program or how many people visit the location or go to the website. Mr. Pike explained that would be best answered by Executive Director, Debbie Fromdahl, but he knew there were areas that could be improved. In response to Councilor Cole, Mr. Colley explained Council would approve the new proposal for a contract. Councilor Cotterell said he agreed with Mr. Colley to start the clock, but would like to be engaged with the Chamber and not alienate them.

03/11/2019

Councilor Zielinski stated she did not think the City should spend \$20,000.00 to know if they are receiving the best services for money spent. She checked the Chamber's Facebook page and they had not posted anything new in the last month. They have a Pinterest account and had not posted anything in over twenty-one weeks. She felt it was an easy option to promote the community. Since people turn to social media sites more than ever, she thought the Chamber was behind the times.

Councilor Ryan moved to direct the City Manager to provide written notice of termination of the current personal services agreement with the Roseburg Area Chamber of Commerce in accordance with section 3.8 of the agreement. Motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

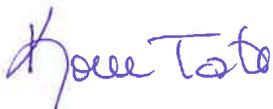
ITEMS FROM MAYOR AND COUNCIL

Councilor Hicks held a river cleanup at the South Umpqua Riverfront Trail on February 9 and 10, 2019. The cleanup effort filled their twenty-eighth dumpster for refuse left at the river. Besides filling the dumpster, they pulled several shopping carts from the riverbanks and she contacted each store to retrieve their shopping carts. One person expressed frustration for lack of options to retrieve carts, especially if they do not have a vehicle with adequate space. Councilor Hicks asked for clarification regarding the process when shopping carts are found during cleanup efforts and how long stores have to retrieve them. Mr. Colley explained the process was to contact the Roseburg Police Department who then provides the stores with a 72-hour notice. He did not want to create citations, but hoped for compliance. The non-emergency number was the best to reach the police department regarding shopping carts.

In response to Councilor Hicks, Mr. Colley confirmed the City was working on an intergovernmental agreement to focus on the cleanup efforts on Arizona Street. He asked Councilor Hicks to be very careful, avoid violating any constitutional rights, and if there was a camp present, please do not approach it.

ADJOURNMENT

The meeting adjourned at 9:20 p.m.



Koree Tate
Management Assistant

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3/16/19

ORDINANCE NO. 3520

AN ORDINANCE AMENDING CERTAIN SECTIONS OF TITLE 12 OF THE ROSEBURG MUNICIPAL CODE REGARDING LAND USE AND DEVELOPMENT REGULATIONS AS SET FORTH HEREIN.

WHEREAS, after reviewing the recommendation of the Planning Commission after conducting a public hearing on January 7, 2019.

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

SECTION 1: Section 12.02.090 entitled "Definitions" is hereby amended to read as follows:

"ACCESSORY DWELLING UNIT" An interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single family dwelling.

"SINGLE ROOM OCCUPANCY HOUSING (SRO)" A structure that provides individual rooms with sleeping accommodations for no more than two persons per room and shared or communal bath, toilet, and cooking facilities for residents.

SECTION 2: Section 12.04.030 entitled "Residential Districts" Table 2-4: Residential – Allowed Uses is hereby amended to read as follows:

USE CATEGORY	R10	R7.5	R6	MR14	MR18	MR29	MR40	STANDARDS
Specific Use								
6) Accessory Dwelling Unit ^[2]	P	P	P	P	P	P	P	12.04.030(C)

^[2] Accessory dwelling units shall be accessory to a lawfully established single-family dwelling and is subject to the standards in Subsection 12.04.030(C).

SECTION 3: Section 12.04.030 entitled "Residential Districts" is hereby amended to read as follows:

- C. Accessory dwelling units. Accessory dwelling units shall conform to the following standards:
 1. Accessory dwelling units are exempt from the housing density standards of residential zoning districts.
 2. A maximum of one (1) accessory dwelling unit is allowed per legal single family dwelling. The unit may be a detached building, in a portion of a detached accessory building (e.g. above a garage or workshop), or a unit attached or

interior to the primary dwelling (e.g., an addition or the conversion of an existing floor);

- a. A detached accessory dwelling unit shall not exceed 1000 square feet in floor area, or 75% of the primary dwelling's floor area, whichever is smaller.
 - b. An attached or interior accessory dwelling unit shall not exceed 1000 square feet of floor area, or 75% of the primary dwelling's floor area, whichever is smaller. However, accessory dwelling units that result from the conversion of a level or floor (e.g., basement, attic, or second story) of the primary dwelling may occupy the entire level or floor, even if the floor area of the accessory dwelling unit would be more than 1000 square feet;
3. Accessory dwelling units shall meet all other development standards (e.g. height, setbacks, lot coverage, etc.) for buildings in the zoning district, except that:
- a. Conversion of an existing legal non-conforming structure to an accessory dwelling unit is allowed, provided that the conversion does not increase the non-conformity; and
 - b. No off-street parking is required for an accessory dwelling unit except, one (1) off-street space shall be provided if the street that provides access is signed for restricted parking along the frontage of the property.
4. Street or sidewalk improvements are not required for interior accessory dwelling units in which no increase to the size of the total gross floor area on the property occurs.

SECTION 4: Section 12.04.050 entitled "Central business district (CBD)" Table 2-9: CBD – Allowed Uses is hereby amended to read as follows:

USE CATEGORY		CBD	STANDARDS
Specific Use			
2)	Dwelling units or Single Room Occupancy Housing above commercial structures	P	12.08.040(N)

SECTION 5: Section 12.08.040 entitled "Supplemental Provisions" is hereby amended to read as follows:

- N. Single Room Occupancy Housing. In addition to meeting requirements for residential structures defined elsewhere in this Title, single-room occupancy housing units shall comply with the following:

1. Each unit shall have at least 100 square feet of floor area, except that any unit lawfully constructed prior to permit requirements shall be deemed in compliance with respect to floor area provided it has at least 85 square feet of floor area. This exception shall not apply where any occupancy has been changed or increased contrary to the provisions of this Title.
2. Either a community kitchen with facilities for cooking, refrigeration, and washing utensils shall be provided on each floor, or each individual single-room occupancy housing unit shall have facilities for cooking, refrigeration and washing utensils. In addition, facilities for community garbage storage or disposal shall be provided on each floor.
3. Each unit shall be limited to accommodations for no more than two persons.
4. Laundry facilities shall be provided in a separate room at the ratio of one washer and one dryer for every ten (10) units.
5. Cleaning Supply Room. A cleaning supply room or utility closet with a wash tub with hot and cold running water shall be provided on each floor of the SRO facility.
6. Tenancy of SRO units shall not be for less than thirty (30) days.
7. An SRO facility shall provide one parking space per dwelling unit, one parking space for the on-site manager where required, and one parking space for each additional employee. All parking shall be off-street and located in a parking lot within 500 feet of the subject property.
8. An existing structure may be converted to an SRO facility, consistent with the provisions of this section. Any such conversion must bring the entire structure up to current building code standards, including accessibility standards, unless otherwise exempted by the building official.

ADOPTED BY THE CITY COUNCIL THIS 11TH DAY OF MARCH 2019.

APPROVED BY THE MAYOR THIS 11TH DAY OF MARCH 2019.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

3/6/19

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Amendments to the Roseburg Municipal Code Regarding Assessment of Abatement Costs.

Meeting Date: March 11, 2019
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The proposed amendment will help to protect existing City liens by enabling the City to include any taxes the City may pay to keep a property from going into tax foreclosure as an addition to existing lien amounts for nuisance abatement costs associated with properties that have current code enforcement issues.

BACKGROUND

A. Council Action History:

In November of 2017, City Council authorized amendments to the derelict building process empowering the City with the ability to register derelict buildings. Since that time a greater emphasis has been placed on how the City rectifies nuisances involving both dangerous and derelict buildings. These changes are having a positive effect in that negligent property owners/lenders/management companies are taking steps to ensure their buildings are cleaned up, secured and no longer maintain a derelict status.

In August of 2018, City Council authorized two additional amendments in order to better help enforce derelict and dangerous building nuisance abatement efforts. The ordinances helped to improve the definition of a dangerous building and provided the City with the ability to take immediate possession of the property upon foreclosure sale prior to the one year redemption period.

B. Analysis:

Since November of 2017, when significant amendments to the derelict building process were adopted the City has made a renewed effort involving the enforcement of dangerous and derelict buildings. When we began the process we had a significant number of buildings that needed to be addressed. Over the course of 2018, many of the issues resulting in these structures qualifying as dangerous or derelict buildings were rectified. Negligent property owners, lenders or management companies cleaned up their property, secured buildings and in some cases put the property back on the market for sale.

However there are a handful of properties in which we have received little or no response concerning our abatement process. We have now reached the point in which the best way to rectify the situation is to foreclose upon the lien or liens which the City has placed on the property in order to gain control. Once gaining control of the property, our plan would be to sell it to individuals or groups interested in fixing the problem, redeveloping the lot, and putting the property back on the market.

As we have explored the foreclosure process we have discovered that in most cases the property is also going into tax foreclosure. In order to protect the City's lien and obtain control

of the property prior to the County, the City is forced to pay a portion of the taxes in order to keep it from being foreclosed on by the County. This proposed amendment would enable the City to add this tax payment to the amounts secured by the City's lien and bear interest at the same rate as currently specified in the Municipal Code.

Adoption of the proposed amendment would enable the City to potentially recoup the costs associated with paying off a portion of the tax payment necessary to protect our initial abatement liens and provide the time necessary to go through our own City lien foreclosure process.

C. Financial and/or Resource Considerations:

Addressing these issues now will help the City to potentially recoup costs associated with future abatement procedures.

D. Timing Issues:

None.

COUNCIL OPTIONS

1. Proceed with first reading of the ordinances.
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 proceed with first reading of Ordinance 3521.

Proceed with first reading of Ordinance 3521. No motion is needed, only consensus to proceed with first reading.

ATTACHMENTS

Attachment #1 - Ordinance 3521

ORDINANCE NO. 3521

**AN ORDINANCE ADDING SUBSECTION 7.06.060 (F) TO THE ROSEBURG
MUNICIPAL CODE REGARDING ASSESSMENT OF ABATEMENT COSTS**

SECTION 1. Chapter 7.06, Subsection 7.06.060 of the Roseburg Municipal Code is hereby amended by adding subsection 7.06.060 (F) as follows:

7.06.060 (F) Whenever a person responsible fails to pay when due any taxes necessary to be paid to protect the City's Lien, the City may pay such taxes, or any portion thereof, and such payment(s) may be added to the amount secured by the City's Lien, and will bear interest at the same rate as specified in subsection 7.06.060 (D).

SECTION 2. All other Sections, Subsections and Paragraphs of Chapter 7.06 of the Roseburg Municipal Code shall remain in full force and effect as currently written.

**ADOPTED BY THE ROSEBURG CITY COUNCIL ON THIS 25th DAY OF
MARCH, 2019.**

APPROVED BY THE MAYOR ON THIS 25th DAY OF MARCH, 2019.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

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3/6/19

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Oregon Parks & Recreation Department Local Government Grant Application Resolution No. 2019-01

Meeting Date: March 11, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff seeks authorization to apply for a Local Government Grant (LGG) from the Oregon Parks and Recreation Department (OPRD). The issue for Council is whether to adopt the attached resolution authorizing submission of a grant application for improvements at Beulah Park.

BACKGROUND

A. Council Action History. On March 12, 2018, the Council adopted a resolution authorizing and supporting a grant application for improvements at Beulah Park.

B. Analysis. At 6.85 acres, Beulah Park is the largest neighborhood park in Roseburg. Located north of downtown, the park is near the top of a hill with a view of downtown and much of the valley. The largest portion of the site is an undeveloped area going up the hill from a level irrigated turf area, which also has a basketball court and picnic tables. The original play equipment in Beulah Park has exceeded its useful life and has been removed. The only remaining amenity in the park is the basketball court. This project will include adding a new playground, shade trees, and hard surface accessible pathways to connect these amenities to the entrance of the Park.

In 2018 staff submitted an application to the LGG program. That application was not successful. The previous grant application had two components; immediate improvements to the park including new play equipment and funding for planning future improvements for the upper portions of the park. After consulting with OPRD's program coordinator, staff is recommending removing the planning portion of the grant application. This change will allow for more money to go to the actual construction project and may demonstrate a higher level of project readiness, which is something the scoring committee is looking for in a successful application. Staff has also been working with a consultant to revamp the Beulah proposal in hopes of increasing the likelihood of being funded.

C. Financial and/or Resource Considerations. A forty percent match is required to participate in the Local Government Grant Program. Estimated funding requirements are outlined below.

OPRD's Local Government Grant	\$150,000
Park Improvement Fund/Force Account	\$100,000
Sidewalk Fund	<u>\$ 15,000</u>
Total Project Cost	\$265,000

D. Timing Issues. The LGG application must be submitted to OPRD no later than April 1, 2019.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the attached resolution authorizing and supporting a grant application for improvements to Beulah Park; or
2. Request additional information; or
3. Not adopt the attached resolution.

STAFF RECOMMENDATION

The Parks Commission discussed this grant application at their March 6th meeting. The Commission recommended that the Council adopt the attached resolution supporting a grant application seeking funding through the OPRD Local Government Grant program for improvements to Beulah Park. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to adopt Resolution No. 2019-01 authorizing and supporting a grant application to the OPRD Local Government Grant program for improvements to Beulah Park.

ATTACHMENTS

Attachment #1 - Resolution No. 2019-01

Attachment #2 - Preliminary Plan Concept Drawing

RESOLUTION NO. 2019-01

**A RESOLUTION AUTHORIZING AND SUPPORTING APPLICATION FOR AN OREGON
PARKS AND RECREATION DEPARTMENT LOCAL GOVERNMENT GRANT**

WHEREAS, the City of Roseburg Parks and Recreation Commission has recognized the renovation of Beulah Park as a high priority for the Parks Division's capital improvement projects; and

WHEREAS, the play structures at Beulah Park have exceeded their useful life and have been removed; and

WHEREAS, the Comprehensive Parks Master Plan recommends new play equipment for Beulah Park; and

WHEREAS, the construction of an accessible play area will serve to encourage healthy play and connect families; and

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

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

WHEREAS, on March 6, 2019 the Parks and Recreation Commission recommended proceeding with a grant application to renovate Beulah Park; and

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

WHEREAS, the City is committed to the future on-going operation and maintenance of Beulah Park,

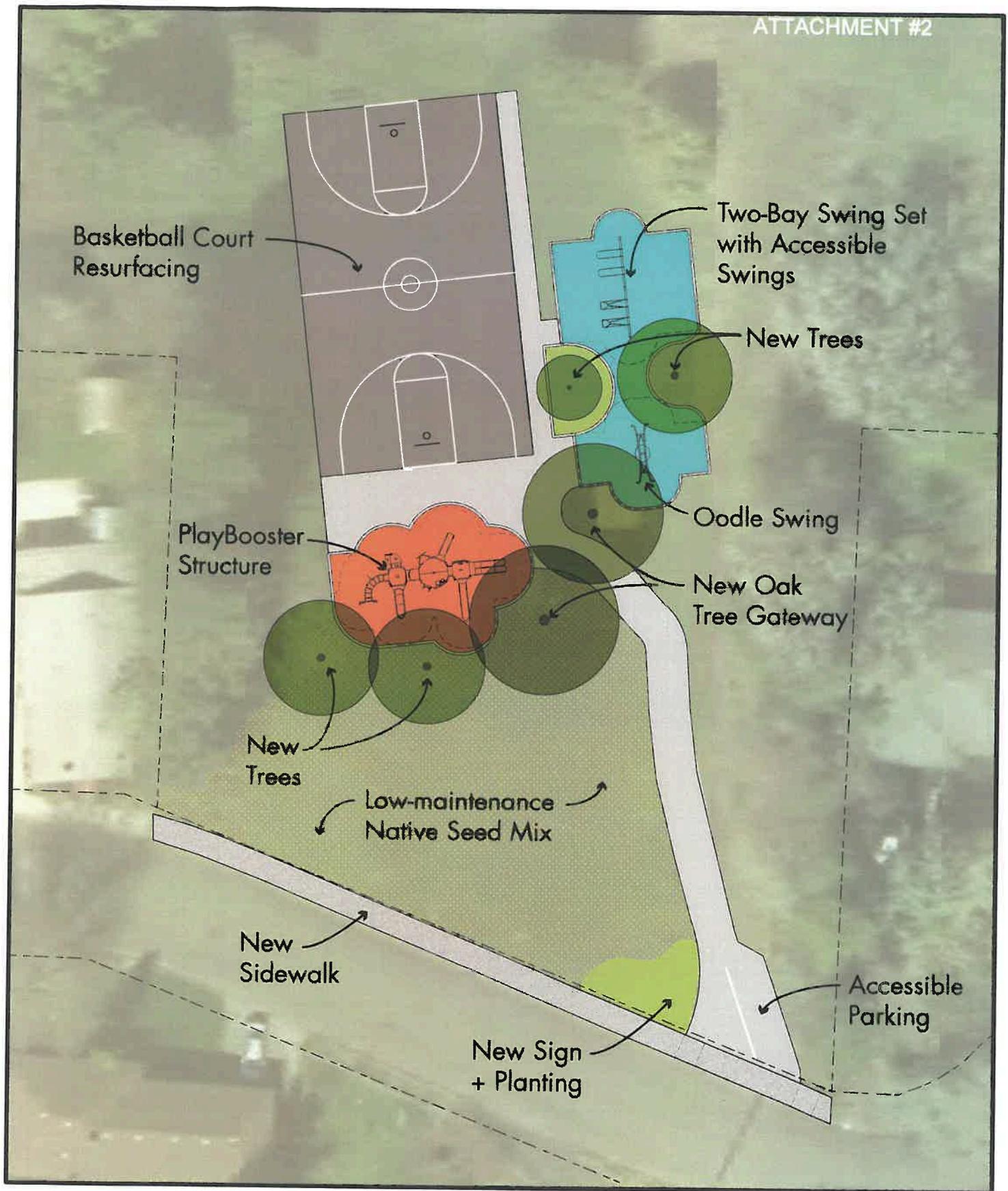
IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, that:

Section 1. Authorization is granted to apply for a Local Government Grant for the renovation of Beulah Park.

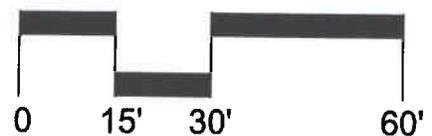
Section 2. This Resolution shall become effective immediately upon its adoption by the City Council.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR
MEETING ON THE ___th DAY OF MARCH 2019**

Amy L. Sowa, City Recorder



BEULAH PARK



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

3/6/19

RESOLUTIONS B
03/11/2019



ROSEBURG PUBLIC LIBRARY MEMORANDUM OF UNDERSTANDING AND COLLECTION POLICY AMENDMENT

Meeting Date: March 11, 2019
Department: Library
www.cityofroseburg.org

Agenda Section: Resolutions
Staff Contact: Kris Wiley
Contact Telephone Number: 541-492-7051

ISSUE STATEMENT AND SUMMARY

The Friends of the Roseburg Public Library (Friends) support the Roseburg Public Library (Library) in a variety of ways, including donating funds for library programs, services and other Library needs.

BACKGROUND

A. Council Action History. Over the past year, the City has acquired the former Douglas County Library headquarters, worked with Douglas ESD to lease a portion of the building for their administrative offices, received grant funding and hired a CM/GC to renovate the building for use as a Roseburg Public Library/Douglas ESD Administrative Office, and received notice that the Roseburg Public Library is recognized by the State Library of Oregon as a legally established public library per ORS 357.417.

B. Analysis. With the establishment of both the Roseburg Public Library and Friends of the Roseburg Public Library, an operating agreement between the Friends and the City of Roseburg will provide a framework for responsibilities and expectations between the entities. This agreement has been drafted into a Memorandum of Understanding.

In addition, an amendment to the Library's Collection Policy adds language to allow the Library to dispose of materials withdrawn from the Library collection by consigning the materials to the Friends of the Roseburg Public Library. The Friends maintain an ongoing book sale at the Library with proceeds going to support Library programs and materials.

C. Financial/Resource Considerations. The proposed Memorandum of Understanding and Collection Policy amendments document the expectation that the Friends will donate funds from their book sales to the Library.

D. Timing Considerations. With the Library and the Friends in their first year, it is important to adopt the two policies setting the expectations between the Library and Friends.

COUNCIL OPTIONS

Council has the following options:

- Adopt the Memorandum of Understanding between the City of Roseburg and Friends of the Roseburg Public Library, and adopt the updated Collection Policy.
- Direct staff to gather more information
- Decline to proceed with the proposed actions

STAFF RECOMMENDATION

The Library Commission discussed these items at its February 19, 2019 meeting. The Commission recommended that the City Council adopt the MOU and Collection Policy updates. Staff concurs with this recommendation.

SUGGESTED MOTIONS:

“I MOVE TO ADOPT MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ROSEBURG AND FRIENDS OF THE ROSEBURG PUBLIC LIBRARY”

“I MOVE TO ADOPT RESOLUTION NO. 2019-02”

ATTACHMENTS:

- #1 – Proposed Memorandum of Understanding between the City of Roseburg and Friends of the Roseburg Public Library**
- #2 – Proposed Resolution Updating the Library Collection Policy**

RESOLUTION NO. 2019-02

**A RESOLUTION AMENDING THE ROSEBURG PUBLIC LIBRARY
COLLECTION POLICY.**

WHEREAS, The Roseburg Public Library (“Library”) Policies were adopted by Council by resolution on September 24, 2018: and

WHEREAS, the Friends of the Roseburg Public Library (“Friends”) have been supportive of the Library through outreach and providing funding through their book sales; and

WHEREAS, The Library and Friends have entered into a Memorandum of Understanding regarding the responsibilities and expectations between the two entities on March 11, 2019.

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

Section 1. The Roseburg Public Library Collection Policy, attached hereto as Exhibit “A,” is hereby amended to allow the Library to dispose of materials withdrawn from the Library collection by consigning the materials to the Friends for book sales to raise funds for the Library as outlined in the Memorandum of Understanding.

Section 2. This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 11TH DAY OF MARCH, 2019.**

Amy L. Sowa, City Recorder

COLLECTION POLICY

The collection policy is to guide staff in the selection of materials, the development and maintenance of the collection, and to inform the public about the principles upon which selection is made.

The objective of Roseburg Public Library is to provide modern library services and resources to meet the changing educational, recreational, informational, and inspirational needs of the public, thereby enhancing both individual and community life. The collection will emphasize current, popular materials and stimulating children's interest in and appreciation for reading.

SELECTION POLICY

The library will develop collections of merit and significance, whether acquired by purchase or gift. Each item will be considered in terms of its contribution to the collection and value to the public for whom it is intended.

Materials considered for selection will be evaluated according to objective standards. Flexibility, open-mindedness, as well as familiarity with and responsiveness to community needs and interests are necessary during the evaluation process. The following factors also will influence the selection of library materials:

- Expanding world of knowledge
- Changing social values
- Technological and scientific advances
- Cultural differences

As growth and change occur in these areas, the library will attempt to reflect these changes in the composition of the library collection.

INTELLECTUAL FREEDOM AND RECONSIDERATION OF LIBRARY MATERIALS

It is Roseburg Public Library's mission to build a collection that includes materials and information on current and historical issues and that presents a wide range of views.

The library makes its collections and services equally available to every member of the community it serves. The library challenges all attempts to limit free expression of ideas or access to those ideas. The library endorses the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, the Library Code of Ethics, and the Free Access to Libraries for Minors Statement of the American Library Association. The selection of any material for inclusion in the collection does not constitute an endorsement of its contents. The library recognizes that many materials can be controversial and that any given item may offend some patrons. A decision to select an item is not made on the basis of anticipated approval or disapproval but on the merits of the work in relation to building the collection and serving the interests of the library's patrons.

The choice of library materials by users is an individual matter. While patrons may reject materials for themselves and for juvenile members of their family, they cannot be allowed to exercise censorship in an attempt to restrict access to the materials by others. Because a diversity of materials may result in some requests for reconsideration of specific items, patrons who object to certain library materials will be asked to complete the written form Request for Reconsideration. The Library Director will review the request, discuss it with the requester, and provide a written decision. The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the Library Director's written decision.

APPEAL PROCEDURE

A patron shall have the right to appeal the Library Director's written decision to the City Manager. A written appeal must be filed within fifteen (15) days after the date of notification by the Library Director. The written appeal filed with the City Manager must state the basis for the appeal. The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the City Manager's written decision.

Unless the appellant and City agree to a longer period of time, an appeal shall be heard by the City Manager within thirty (30) days of receipt of the written appeal. The City Manager shall give the appellant and any other persons requesting the same, at least ten (10) days' notice of the time and place of such hearing.

At the time and place set for the hearing upon the appeal from the action of the Library Director, the City Manager shall give the appellant and any other interested party a reasonable opportunity to be heard. The City Manager shall hear and determine the appeal on the basis of the applicant's written appeal statement and any additional evidence the City Manager deems appropriate. At the hearing, the appellant may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply. In all such cases, the burden of proof shall be upon the appellant.

The City Manager shall uphold, or modify and uphold, the Library Director's action, or reverse the Library Director's action and render a new decision in the matter. The decision of the City Manager shall be issued within ten (10) days of the hearing and shall be in writing and contain findings of fact and a determination of the issues presented. The decision of the City Manager shall be final.

RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

The ultimate responsibility for the selection of materials rests with the Library Director. The Library Director is charged with the implementation of the collection development policy. Selection of library materials is delegated to the Library Director and, under his or her supervision, to other members of the staff who are qualified to do so by reason of education, training, and experience. Suggestions from other staff members and from the public are invited and will be seriously considered during the selection process.

SPECIFIC SELECTION CRITERIA

The following factors will be given consideration when making selection of library materials:

- Relationship and importance to the collection
- Significance of the subject matter
- Timeliness or popularity
- Reputation or qualifications of the author, artist, publisher, or producer
- Local interest
- Availability of materials on the subject
- Provision of alternative viewpoint
- Inclusion in standard bibliographies or indexes
- Level of difficulty
- Critical review
- Purchase price
- Accessibility to materials elsewhere in region
- Suitability of format to library purposes
- Technical characteristics; i.e., quality of physical characteristics

WITHDRAWAL AND DISCARDING OF LIBRARY MATERIALS

Materials are regularly withdrawn from the library's collections for the following reasons:

- They are out of date; that is, no longer timely or accurate.
- They are badly worn or damaged.
- It is cheaper to replace rather than mend or repair the items.
- They were once popular items that no longer enjoy a high interest or demand by the public.
- There are limitations imposed by lack of storage or display space.

The Library Director shall determine the most appropriate disposition of materials that are withdrawn from the collection, and donated materials that are not accessioned. The Director may dispose of materials by the following methods:

- Materials may be donated to other libraries for the beneficial use by patrons of those libraries.
- Materials may be consigned to the "Friends of the Roseburg Public Library" whose sole purpose is to support the library.

SELECTION SOURCES

The impetus to select an item may come from a number of sources, including, but not limited to, the following:

- Reviews
- Patron requests
- Publishers' catalogs
- Staff recommendations
- Interlibrary loan requests
- Subject needs
- Collection evaluations

EXHIBIT A

- Weeding/replacement schedule
- Gifts
- Bibliographies

3/6/19

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2019 Pavement Rehabilitation Projects Design Task Order Authorization

Meeting Date: March 11, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

In late 2014, the City awarded a Five Year Pavement Management contract to Murraysmith, Inc. (MS). The issue for Council is whether to authorize a task order for the design of the 2019 Pavement Rehabilitation (Overlay) Project.

BACKGROUND

A. Council Action History. On December 8, 2014 the Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith, Inc. (MS). Under the master contract, each task order is negotiated separately based on the work to be accomplished.

B. Analysis. Staff has worked with the consultant to identify the following streets for pavement rehabilitation in 2019. All of the projects listed below are expected to include a grind/inlay. The depth of each treatment will be determined as part of the design process.

- Stewart Pkwy from Aviation Dr. towards Edenbower Blvd. (Urban Renewal)
- Stewart Pkwy from 500 ft. South of Harvey St. to Stewart Park Bridge
- Garden Valley Blvd. from Stephens St. to Sunset St.
- Main St. from Hawthorne Ave. to Lane Ave.
- Beulah St. from Center St. to Lincoln St. and Lincoln St. to end.
- Alameda Ave. from Vine St. to Sunset St.
- Aviation Dr. from Lowes entrance to General Ave.

The proposed task order includes the following services:

- Core sample evaluation
- Traffic Control Plans
- Pedestrian accessible route design
- Signing and striping
- Identify and design of areas requiring spot repairs
- Drawing development, specifications, biddable contract documents, and services during bidding, ADA curb ramp design and improvements at all intersections within project limits as necessary for compliance with PROWAG.

Due to time constraints associated with the expiration of the North Roseburg Urban Renewal District, Stewart Parkway from Aviation to Edenbower will be bid separately to accomplish that work prior to the end of August.

C. Financial and/or Resource Considerations. Staff previously executed a task order with MS in order to begin design on the Urban Renewal funded portion of Stewart Parkway. That task order had a not to exceed amount of \$33,233 for 90% design. The portion of the current proposed task order to complete the Stewart Parkway design and prepare bid documents is an additional \$16,101. The fee proposal to complete the design and bidding documents for the non-Urban Renewal funded streets outlined above is \$102,636. The total task order has a not to exceed amount of \$118,737.

Staff is in the process of formulating the proposed FY 19-20 budget and intends to budget between \$1.2 and \$1.4 million in the Transportation Fund for pavement management projects. The pavement management budget includes design, construction, construction management, and materials for overlay and slurry seal projects.

D. Timing Issues. If the task order is authorized, design would begin immediately. It is staff's intent to bid the work as soon as practical and complete construction of Stewart Parkway by the end of August and the remaining street projects by September 2019.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the task order with Murraysmith, Inc. for an amount not to exceed \$118,737;
or
2. Request additional information; or
3. Not authorize the task order and not move forward with the overlay projects this year.

STAFF RECOMMENDATION

Money has been budgeted and is available in the Urban Renewal and Transportation Funds to complete this design. The Public Works Commission discussed this task order at their February 14th meeting. The Commission recommended the Council authorize a task order for the 2019 Pavement Rehabilitation design services with Murraysmith, Inc. for an amount not to exceed \$118,737. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize a task order for the 2019 Pavement Rehabilitation Project design services with Murraysmith, Inc. for an amount not to exceed \$118,737.

ATTACHMENTS

None

3/10/19

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Douglas Avenue Preliminary Design Contract

Meeting Date: March 11, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Douglas Avenue east of Deer Creek is substandard and there is significant multi-family housing planning to develop in the area. Staff seeks to design Douglas Avenue as soon as practical to ensure that as new development occurs, it will not interfere with the City's ability to improve Douglas. The issue for the Council is whether to authorize a preliminary design contract for the section of Douglas Avenue between Rifle Range Road and Patterson Street.

BACKGROUND

A. Council Action History. On November 9, 2015, the Council adopted a resolution supporting an application to ODOT's Transportation Enhance program to improve this section of Douglas Avenue. On September 24, 2018, the Council authorized a grant application to ODOT's Safe Routes to Schools Program to improve this section of Douglas Avenue.

B. Analysis. Douglas Avenue east of Deer Creek is a substandard roadway with narrow shoulders and no sidewalks or bike lanes. This section was identified as a critical route for bikes and pedestrians in the 2006 Transportation System Plan (TSP) and is on the preliminary list of recommended projects in the current TSP update. Improvement of this section of Douglas Avenue is also included in the Diamond Lake Urban Renewal Plan and the City's Five Year Capital Improvement Plan. In 2015, the City applied for a Transportation Enhancement grant through ODOT to improve the road and install sidewalks and bike lanes. In 2018, the City again applied for an ODOT grant for this section, this time through the Safe Routes to Schools (SRTS) program. Neither of those applications were funded.

The City recently received a site review application for a 68-unit apartment complex and is expecting a second application for multi-family housing on this section of Douglas. Both of these projects are being proposed by Neighborworks Umpqua with engineering by i.e. Engineering, Inc. Given the recently adopted incentives for multi-family housing within the new Urban Renewal Area, staff expects to see more of these types of development. As such, staff seeks to get a preliminary design in order to establish the typical section, and horizontal and vertical alignment of the roadway between Rifle Range Road and Patterson Street. In order to accomplish this relatively quickly, staff executed a contract with i.e. Engineering to accomplish the surveying work and negotiated a scope and fee with Century West Engineering to provide preliminary design and cost estimating through approximately 75 percent plans. This will not include preparing contract documents or specifications. Final design, bid documents and specifications will be prepared once the construction is programmed for funding.

This has been a high priority project for a while and staff believes it is critical to get a design done soon in order to accommodate future development and ensure that any improvements constructed will be consistent and meet the City's needs.

C. Financial and/or Resource Considerations. The contract with i.e. Engineering for surveying is for \$28,160. The fee associated with the proposed contract with Century West Engineering is \$98,081. There is money available in the current fiscal year Transportation Fund budget to accomplish both of these contracts.

D. Timing Issues. If the engineering contract is authorized, the design would begin immediately following the execution of a contract and be complete (to the 75% level) by late fall of 2019.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize a design contract with Century West Engineering for an amount not to exceed \$98,081; or
2. Request additional information; or
3. Not recommend authorizing a design contract at this time.

STAFF RECOMMENDATION

Staff believes this is a high priority project and the best way to establish the roadway alignment and grade in a timely manner is by direct appointment with a design contract under \$100,000. Money is available in the adopted budget to accomplish this due to underruns in projects planned for the current fiscal year. The Public Works Commission discussed this contract at their February 14th meeting. The Commission recommended that the Council authorize a preliminary design contract with Century West Engineering for an amount not to exceed \$98,081. Staff concurs with this recommendation.

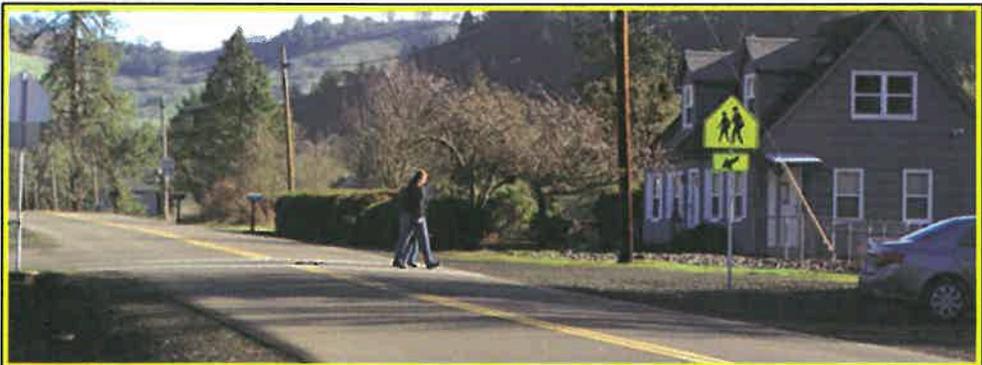
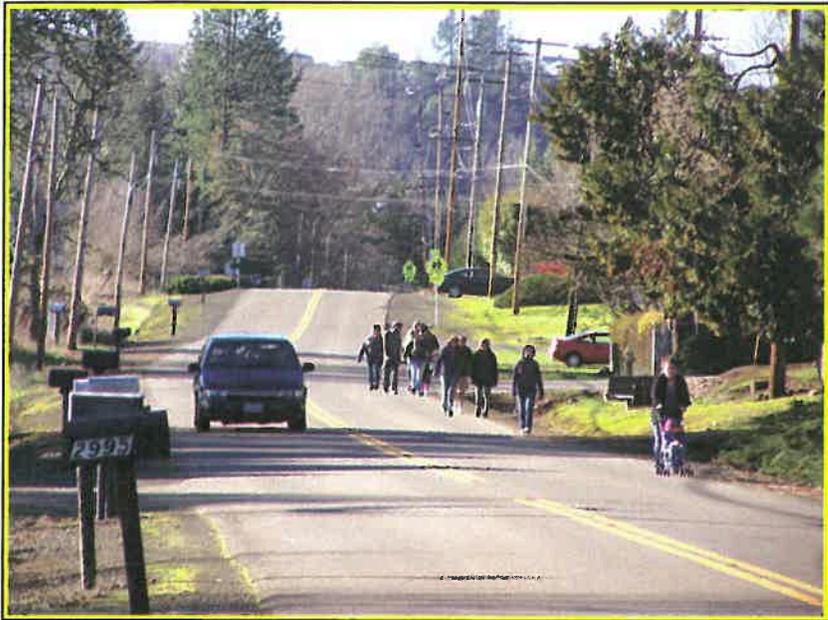
SUGGESTED MOTION

I move to authorize a preliminary design contract with Century West Engineering for the Douglas Avenue Improvements for an amount not to exceed \$98,081.

ATTACHMENTS

Pictures of Douglas Avenue

DEPARTMENT ITEMS B
ATTACHMENT #1



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3/16/19

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Agreement with ODOT to Pre-Fund Design Exit 125

Meeting Date: March 11, 2019	Agenda Section: Department Items
Department: Public Works	Staff Contact: Nikki Messenger
www.cityofroseburg.org	Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The northbound Interstate 5 Exit 125 (Garden Valley) is at or near capacity, which will eventually prohibit development near this intersection. Staff has been working with ODOT to find a way to move a project forward to correct some of the short term deficiencies. The issue for the Council is whether to authorize staff to negotiate an agreement with ODOT for the City to fund the design of the needed improvements with future reimbursement from ODOT.

BACKGROUND

- A. **Council Action History.** None.
- B. **Analysis.** In the fall of 2014, ODOT began a process to study the interchanges at Exit 124 (Harvard) and Exit 125 (Garden Valley). This type of study is known as an Interchange Area Management Plan (IAMP). About one year later, in the fall of 2015, ODOT halted the IAMP study when it became apparent there was a bigger issue with capacity on I-5 through the Roseburg area. In 2018, ODOT began an analysis of that issue with the I-5 Bottleneck Study from Exit 119 (Winston) to Exit 129 (Winchester). Once the Bottleneck study is complete, ODOT will re-engage in the IAMP study process.

Significant analysis was completed as part of the IAMP 124 & 125 study. Some of the findings related to the northbound off-ramp at Garden Valley/Mulholland are as follows:

	<u>2013</u>	<u>2035</u>	<u>Adopted Mobility Standard</u>
Volume/Capacity ratio (V/C)	0.80	0.99	0.85
Level of Service (LOS)	C	D	D

In addition, the analysis revealed that queueing at the interchange **currently** exceeds available storage for the northbound thru/right turn movement during the PM peak hour. This is significant in that it means that traffic may be backing up onto the interstate, which is a safety concern.

When new development occurs, the City requires the developer to provide a Traffic Impact Study and provide recommendations and cost estimates for any improvements that may be needed to accommodate the additional traffic generated from the development. At this particular intersection, data shows the intersection will fail within the twenty year planning period **even without new development**. With the magnitude of what may be required to meet mobility standards, this makes it very difficult to develop anywhere along this corridor.

As you may be aware, there is significant bare and/or underdeveloped land just north of the intersection on Mulholland, and the VA is looking at adding buildings on their campus. If the deficiencies at the intersection are not addressed, any VA development will exacerbate the issue and any private development may be stifled by the lack of capacity.

Preliminary development plans for the Mulholland properties prompted discussion between the City and ODOT regarding what interim improvements could be constructed to alleviate some of the issues at this intersection. ODOT has some conceptual ideas in mind, but the soonest that they could program money in the Statewide Transportation Improvement Program (STIP) and begin design would be 2021. If the City were to “pre-fund” the design and/or right-of-way acquisition, it could begin much sooner and potentially lead to construction in 2022. In other words, if the City wanted to accommodate moving an interim project forward sooner, the City could enter into an agreement with ODOT to fund the design and right-of-way acquisition with ODOT guaranteeing to repay those funds in federal fiscal year 2022.

It should be noted that the improvements being designed at this time are considered interim solutions. City and ODOT staff expect the Bottleneck Study and follow up IAMP to reveal the “fix” for the interchange. That project or projects may run in the tens of millions of dollars and are not expected to occur for at least ten years.

C. Financial and/or Resource Considerations. ODOT’s preliminary estimate for design and property acquisition is approximately \$700,000. The City currently has \$919,729 in federal funds available from annual Surface Transportation Program (STP) allocations administered by ODOT. Typically, the City will “fund exchange” the STP allocations at \$0.94 on the dollar to convert the money to state funding (as opposed to federal funding). Once converted to state funding, the City can utilize the funds to design and/or construct improvements. The last project the City applied STP funding to was the South Stewart Parkway Improvements.

STP funds reside at ODOT until such time as the City requests to use them for an identified project. The City’s 2019 STP allocation is \$297,932. The City will continue to accumulate STP funding annually, with the allocation scheduled to grow next biennium as HB2017 continues implementation.

D. Timing Issues. If Council authorizes staff to negotiate an agreement, that process would begin immediately. Once a dollar amount is confirmed for the draft agreement, it would be brought back to the Council for authorization. If authorized, staff would execute the agreement and ODOT could begin design. ODOT would draw down the City’s STP funds as needed in at least two phases, one for design and one for right-of-way acquisition up to the maximum allowed by the agreement. ODOT would repay the City’s STP account in fiscal year 2022.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize staff to negotiate an agreement with ODOT to fund the design and property acquisition required to improve the Exit 125 northbound off-ramp; or
2. Request additional information; or
3. Not recommend moving forward with the agreement which will delay construction of any improvements at the off-ramp.

STAFF RECOMMENDATION

The intersection of Garden Valley with the northbound I-5 off-ramp will fail to meet mobility standards in the near future. This, in turn, will create a situation that will require any new development to be deferred until such time as a solution can be identified and constructed. By moving design on interim solutions forward in a timely manner, staff will be able to better quantify a development's responsibility to participate in the cost of the required improvements and will allow some development to continue to occur in the meantime. Staff believes the best way to facilitate progress at this intersection is for the City to enter into an agreement with ODOT to move the design forward utilizing City STP funding with ODOT reimbursement in the future.

The Public Works Commission discussed this funding concept at their February 14th meeting. The Commission recommended that the City Council authorize staff to negotiate an agreement with ODOT for the City to pre-fund the design and right-of-way acquisition for a project at the I-5 Exit 125 Northbound Off-ramp with ODOT reimbursing the City in FY 2022. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize staff to negotiate an agreement with ODOT for the City to pre-fund the design and right-of-way acquisition for a project at the I-5 Exit 125 Northbound Off-ramp with ODOT reimbursing the City in FY 2022.

ATTACHMENTS

None

3/6/19

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Purchase of a 2019 Turf Mower

Meeting Date: March 11, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Parks Maintenance Division is budgeted to purchase a new Large Turf Mower this fiscal year. The issue for the Council is whether to authorize the purchase of this equipment.

BACKGROUND

A. Council Action History. None.

B. Analysis. The Mower scheduled for replacement is a 2012 Toro 5400-D with a 100" cutting width. The existing mower currently has 2752 hours on it and is still in working order. However, as turf equipment approaches the 3,000 hour mark the cost of maintaining it becomes exceedingly high. Staff is proposing to replace the mower with a new 2019 Toro Reelmaster 3555-D with upgraded cutting units that will increase the mowing width to 110 inches.

C. Financial and/or Resource Considerations. The FY2018-2019 Equipment Replacement Fund budget includes \$65,000 for the replacement of this mower. Staff has received a quote of \$50,731.05 from Turf Star (the Oregon supplier for Toro products) utilizing Oregon Procurement Information Network (ORPIN) contract pricing.

D. Timing Issues. Estimated time for delivery is approximately three weeks. This will get the new mower here prior to the heavy spring/summer mowing season.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the purchase of a new Toro mower from Turf Star/Western Equipment in the amount of \$50,731.05 utilizing ORPIN contract pricing; or
2. Request additional information; or
3. Not authorize the purchase at this time.

STAFF RECOMMENDATION

Money has been budgeted and is available to purchase this mower. The Parks Commission discussed this purchase at their February 6th meeting. The Commission recommended awarding the purchase of a 2019 Toro Reelmaster to Turf Star/Weser Equipment for \$50,731.05. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the purchase of a 2019 Toro Reelmaster 3555-D to Turf Star/Western Equipment for \$50,731.05 utilizing ORPIN contract pricing.

ATTACHMENTS None

LC
3/6/19

DEPARTMENT ITEMS E
03/11/2019



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

AMEND ROSEBURG MUNICIPAL CODE REGARDING DOWNTOWN DEVELOPMENT DISTRICT

Meeting Date: March 11, 2019
Department: City Manager
www.cityofroseburg.org

Agenda Section: DEPARTMENT ITEMS
Staff Contact: Lance Colley
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

Council will be considering an ordinance to update the Roseburg Municipal Code regarding references to the Downtown Development District, which was dissolved in 2005.

BACKGROUND

A. Council Action History.

- During a recent review of the Code, Staff discovered references to a Chapter that had been repealed in 2005.
- On March 14, 2005, Council adopted Ordinance No. 3188, "An Ordinance Repealing Chapter 2.16 of the Roseburg Municipal Code and Abolishing the Downtown Development Board" and Ordinance No. 3189, "An Ordinance Repealing Chapter 9.14 of the Roseburg Municipal Code and Abolishing the Downtown Development District Tax".

B. Analysis.

The Downtown Development District was originally created to support economic development and provide a mechanism to levy ad valorem taxing authority for downtown parking. The taxes collected in this district were used to pay off the bond that was secured to build the downtown parking garage. That bond was paid in full a number of years ago, and in 2005 Council adopted ordinances removing the Downtown Development Board (Chapter 2.16) and the Downtown Development District Tax (Chapter 9.14).

There are still references throughout the Code to Chapter 2.16. In addition, there are references to the Downtown Development District Board and Downtown Development Fund throughout the Code, neither of which still exist. To update the Code, Council could consider asking Staff to draft an ordinance removing sections in the Code that reference Chapter 2.16 and the Downtown Development Board and Fund.

The Code also has reference to the Downtown Development District in sections that address parking. Council may want to consider changing the name of the Downtown Development District to the Downtown Parking District to better fit the purpose of the designation.

Finally, as a housekeeping measure, Staff would like Council to consider amending Code Section 8.04.030 regarding parking services to add "its agent" to language regarding parking enforcement and reporting. This change addresses that the City may (and currently does) contract for parking services and that contractor would be authorized to receive information regarding employees and residents parking in the parking district.

C. Financial/Resource Considerations.

Because the City does not currently collect additional ad valorem taxes for downtown, this amendment would have no financial impact.

D. Timing Considerations.

Potential Code amendments would bring the Code up-to-date. Having the Code current is an important part in providing clear information to our citizens and assisting Staff in their daily activities.

STAFF RECOMMENDATION/COUNCIL OPTIONS

Council may:

1. Direct Staff to draft an ordinance to amend the Code by removing references of Chapter 2.16 and the Downtown Development Board and Fund; renaming the Downtown Development District to the Downtown Parking District; and adding "its agent" to Section 8.04.030; or a combination of any of those amendments listed.
2. Direct Staff to gather more information
3. Do nothing

Staff recommends Council direct Staff to draft an ordinance to amend the Code by removing references of Chapter 2.16 and the Downtown Development Board and Fund; renaming the Downtown Development District to the Downtown Parking District; and adding "its agent" to Section 8.04.030;

SUGGESTED MOTION

No motion requested.

ATTACHMENTS

1. ORDINANCE NO. 3188
2. ORDINANCE NO. 3189

ORDINANCE NO. 3188

**AN ORDINANCE REPEALING CHAPTER 2.16 OF THE ROSEBURG MUNICIPAL
CODE AND ABOLISHING THE DOWNTOWN DEVELOPMENT BOARD**

WHEREAS, the Roseburg City Council has chosen to abolish the Downtown Development Board and replace it with a Central Roseburg and Waterfront Commission;

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

Section 1. Chapter 2.16 of the Roseburg Municipal Code, "Downtown Development Board", is hereby repealed in its entirety and the Downtown Development Board created by said Chapter is hereby abolished.

ADOPTED BY THE CITY COUNCIL ON THIS 14th DAY OF MARCH, 2005.

APPROVED BY THE MAYOR ON THIS 14th DAY OF MARCH, 2005.



LARRY RICH, MAYOR

ATTEST:



SHEILA R. COX, CITY RECORDER

ORDINANCE NO. 3189

**AN ORDINANCE REPEALING CHAPTER 9.14 OF THE ROSEBURG MUNICIPAL
CODE AND ABOLISHING THE DOWNTOWN DEVELOPMENT DISTRICT TAX**

WHEREAS, the Roseburg City Council has chosen to abolish the Downtown
Development Board and the related Downtown District tax;

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

Section 1. Chapter 9.14 of the Roseburg Municipal Code, "Downtown Development
District Tax", is hereby repealed in its entirety and the Downtown Development District
taxes created by said Chapter are hereby abolished.

ADOPTED BY THE CITY COUNCIL ON THIS 14th DAY OF MARCH, 2005.

APPROVED BY THE MAYOR ON THIS 14th DAY OF MARCH, 2005.



LARRY RICH, MAYOR

ATTEST:



SHEILA R. COX, CITY RECORDER

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3/16/19

**ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**



Funding Request – Allied & Mental Health College Economic Study

Meeting Date: March 11, 2019	Agenda Section: Department Items
Department: Administration	Staff Contact: C. Lance Colley
www.cityofroseburg.org	Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

For the past several years, the City in coordination with Oregonians for Rural Health (ORH) and a number of different organizations and individuals, has worked to develop the possibility of an Allied and Mental Health College that could be established in Roseburg. The proposed college is a response to both demand from southern Oregon residents for opportunities to pursue education and training to gain skills locally that would be valuable in the labor force, as well as demand for allied and mental health services accessible in rural areas throughout southern Oregon.

BACKGROUND

- A. Council Action History.** Council authorized an original funding amount of \$30,000 to participate in early concept stage development work. The Partnership has been the central economic development entity responsible for the work on this project to date. Oregonians for Rural Health, a sub-group of the Partnership has provided steering committee functions throughout the process.

- B. Analysis.** An MOU was recently signed with an academic partner for the Allied and Mental Health College. ORH and George Fox University entered into an exclusive memorandum of understanding to explore building an allied and mental health college in Roseburg (see attached press release).

In order to move forward with the next phases of the project, ORH is proposing that an economic study be conducted evaluating the potential economic impacts and benefits the college would have on our community and the region. The study would also provide data surrounding the potential return on investment the college would provide. This information will be necessary in order to secure funding from private or public investors, secure partnerships, and implement a future business plan for the college.

A copy of the Allied and Mental Health College Economic Assessment proposal submitted by ECONorthwest is attached. The proposal indicates the scope of work, timeline and budget. It is estimated that the cost of the study will be \$49,970.00.

- C. Financial and/or Resource Considerations.** Staff requested to fund \$25,000.00 to assist in funding the study subject to ORH raising the balance of the remaining money necessary to pay for the study. Helping with the funding of the study will demonstrate the City's commitment to the future college and positive affects if could have on our community's economy. The funding would come from the Economic Development fund that has a balance of \$160,000.00. At its special meeting of March 6, 2019, the Economic Development

Commission unanimously recommended that City Council authorize \$25,000.00 to assist in funding the ECONorthwest study.

D. Timing Issues. Staff would like to proceed as soon as possible in an effort to have the study completed in time to address at least a portion of the potential funding with the Oregon State Legislature during their current session.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize \$25,000.00 to assist in funding the Allied and Mental Health College Economic Study subject to ORH raising the balance of the remaining money necessary to pay for the study.
2. Do not authorize the approval.

STAFF RECOMMENDATION

Staff and the Economic Development Commission recommend authorizing \$25,000.00 to assist in funding the Allied and Mental Health College Economic Study subject to ORH raising the balance of the remaining money necessary to pay for the study. The ECONorthwest contract will be through the Partnership and our payment would be made to the Partnership for \$25,000.00.

SUGGESTED MOTION

I move to authorize \$25,000.00 to assist in funding the Allied and Mental Health College Economic Study subject to ORH raising the balance of the remaining money necessary to pay for the study.

ATTACHMENTS

- Attachment #1 – Press Release Announcing ORH and George Fox University Memorandum of Understanding.
- Attachment #2 – ECONorthwest Allied and Mental Health College Economic Assessment Proposal



FRIDAY, FEBRUARY 22, 2019

George Fox University, Oregonians for Rural Health sign exclusive MOU to explore allied and mental health college in Roseburg

Oregonians for Rural Health and George Fox University, a nationally recognized college based in Newberg, Oregon, have officially signed an exclusive Memorandum of Understanding (MOU) to explore building an allied and mental health college in Roseburg. The college is envisioned to provide a reliable pipeline of skilled healthcare professionals in multiple high-demand medical fields, connect individuals to living wage jobs through locally delivered degree programs, and create economic growth and stability across the region.

“The demand for healthcare continues to steadily grow and along with it the need for skilled providers. Southern and rural Oregon face growing allied and mental health workforce shortages that pose serious healthcare access issues, despite aggressive and costly recruiting efforts,” said Kelly Morgan, CHI Mercy Health CEO and long-time member of the Oregonians for Rural Health coalition. “The idea of building a regional allied and mental health college to tackle workforce and healthcare access issues and revitalize our economy came to the forefront several years ago. It’s exciting to be taking this step forward with George Fox today.”

Morgan added, “George Fox is an established Oregon academic institution whose broad range of nationally accredited allied and mental health educational programs directly serve acute workforce needs shared by providers, including hospitals and medical facilities operated by the U.S. Department of Veterans Affairs.”

The Roseburg VA Medical Center, which is a principal partner in the college initiative, provided testimony to the Oregon State Assembly last fall, indicating many of its allied health positions are difficult to fill and that “Veteran access to primary, specialty, and mental health care can be increased if we could establish and maintain a professional workforce of healthcare workers.”

The signed MOU establishes an exclusive partnership between Oregonians for Rural Health and George Fox to evaluate working in cooperation to build a regional allied and mental health college in Roseburg that offers advanced (Bachelor, Master and PhD level) degree programs. Under the MOU, efforts will focus on determining the college scope, degree programs and framework, in addition to securing a site location in Roseburg and initiating fund development and in-kind contributions to build and equip the college facility.

“Over the last two decades, George Fox has expanded from a small regional college to a national university with a broad range of programs. As we continue to add degree programs in healthcare and related fields, we’re excited about this potential opportunity to help Southern and rural Oregon solve its workforce shortages,” said Linda Samek, Provost for George Fox.

Founded in 1891, George Fox is one of Oregon's oldest colleges. The main campus is located in Newberg, Oregon, plus the university operates teaching sites in Salem, Redmond, and Portland and provides online instruction. George Fox's enrollment for the 2018-2019 academic year totals over 4,000 undergraduate and graduate students. About 57 percent of students are from outside the Portland area, and 81 percent of recent graduates are employed in Oregon.

"Healthcare is vital to our local communities and the region. Our providers, including CHI Mercy Health and the Roseburg VA in Douglas County, have struggled with growing allied health job vacancy rates in multiple occupational fields that make it difficult to keep up with the demand for services," said Wayne Patterson, Executive Director of the Umpqua Economic Development Partnership. "Healthcare plays a pivotal role in our economy by providing good paying jobs, supporting local employers, and making the area attractive for new business development. Diversifying our economy by investing in healthcare also serves as a key driver in creating economic growth and stability for the entire region."

Patterson noted that close to an estimated 50,000 healthcare and social assistance jobs will be added across Oregon through 2027, according to the latest workforce projections published by the Oregon Employment Department (OED). The estimated figure is over 3,500 more healthcare jobs than the OED had last projected through 2024. For many occupations, increased job vacancy rates are due to high attrition resulting from baby boomers entering retirement. It is projected that over 20,000 jobs in registered nursing alone will be opening due to attrition. In a study conducted by the Oregon Center for Nursing last year, it was found that Oregon's educational system is not graduating enough students to meet projected allied and mental health workforce needs and that advanced level educational opportunities are lacking in the state.

"We have a unique opportunity here in Roseburg thanks, in part, to our central location in Southern Oregon that positions us to effectively serve the region and given the expertise and involvement of our diverse coalition of healthcare providers like Mercy and the Roseburg VA, elected officials, and others to better ensure access to local quality healthcare, create living wage jobs, and revitalize the economy," said Patterson.

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ABOUT OREGONIANS FOR RURAL HEALTH

Oregonians for Rural Health, founded in January 2016, is a coalition of community leaders, healthcare providers, economic development groups, educators and others dedicated to promoting the health and vitality of rural communities in Oregon.

CONTACTS

- Kelly Morgan, CHI Mercy Health CEO: (541) 677-2467
- Wayne Patterson, Umpqua Economic Development Partnership Executive Director: (541) 492-2820



DATE: November 16, 2018
 TO: Phil Scheuers, Pac/West
 FROM: Sarah Reich, Adam Domanski, and Joel Ainsworth
 SUBJECT: OREGON ALLIED AND MENTAL HEALTH COLLEGE ECONOMIC ASSESSMENT PROPOSAL

Introduction and Background

Oregonians for Rural Health (ORH) is exploring the feasibility of developing an allied and mental health college (“college”) in Roseburg, to educate and train students from the region to provide health care in rural areas. This proposed college is a response to both demand from southern Oregon residents for opportunities to pursue education and training to gain skills locally that would be valuable in the labor force, as well as demand for allied and mental health services accessible in rural areas throughout southern Oregon. ORH has developed a business plan for this facility¹ and is currently engaged in a site selection process and securing partnership relationships with existing schools. To support the project development process, ORH has identified several key questions it would like to be able to answer:

- What are the potential economic impacts in the region from the college?
- What are the potential economic benefits to the community from the college?
- What is the potential return on investment from the college?

This proposal outlines a scope, timeline, and budget for answering these questions and providing ORH with information it can use as it secures funding, develops partnerships, and implements the business plan for the allied and mental health college.

Scope of Work

The three questions identified above represent three different types of economic analysis, which provide information on different dimension of economic effects that are important to different stakeholders. Community members, local businesses, and public officials are interested in both the potential *economic activity or impact*—measured in terms of employment, income, and tax revenues—a college could generate and the types and amounts of *economic benefits*—measured in terms of access to local health services, reduced costs of obtaining care, and higher quality of life related to employment opportunities and improved access to care—that the college may produce. Public and private investors care about the *return on investment* a project can achieve—that is, the comparison of benefits or revenues to costs. This scope of work is organized by task to address each of these analyses, with an initial task and final reporting task common across the analyses.

¹ Oregonians for Rural Health. 2018. *Southern Oregon Allied & Mental Health College Business Plan*. September 15.

Task 1. Project Kickoff and Detailed Workplan

We have found that projects produce better and more useful results when we are able to collaborate with our clients in the initial stages of our work. This task provides an opportunity for ECONorthwest and key members of the project team to develop a common understanding of the project's approach and expected outcomes. As soon as we are under contract, ECONorthwest staff will meet in person with the project team, to accomplish these (and potentially other) objectives:

- gain an up-to-date understanding of the college proposal;
- finalize the analytical approach and clarify primary goals and audience for the analysis;
- identify key assumptions for the analysis;
- discuss data inputs and sources of information;
- confirm the project schedule, communication protocols, and final deliverable.

Following the kick-off meeting, ECONorthwest staff will draft a detailed workplan to summarize the key decisions made during the meeting, to guide the project to completion.

Timeline: As soon as possible after contract execution

Budget: Approximately \$3,500 (See budget detail below)

Task 2. Economic Impact Analysis

Developing the college has the potential to produce economic impacts—measured in terms of employment, income, and tax revenues—at two distinct stages of its lifecycle: during construction, and during operation. In this task, we will estimate the gross economic contributions (direct, indirect, and induced) of the project in the region of interest (as defined during Task 1) during construction and annually during operation.

We will use the IMPLAN software, which is the industry standard model to measure economic impacts arising from this type of project. Completing this analysis requires working closely with the client to translate the project's development plans and business plan into total costs to construct the facility and annual costs to operate the college.

We will also work closely with the client to develop assumptions about direct employment for the college, and anticipated changes in key sectors in the labor market that the college may produce in the region.

Timeline: Three months from date of finalized workplan in Task 1 and all estimated costs and employment estimates are provided to ECONorthwest

Budget: Approximately \$13,500 (See budget detail below)

Task 3. Economic Value Analysis

ORH has proposed developing the college to solve identified problems related to an inadequate supply of local expertise and lack of accessible health care for the region's population.

Developing the college could help address these problems by improving local access to allied and mental health services, which can yield better health outcomes and higher quality of life for residents of southern Oregon.

ECONorthwest staff will work with the client during Task 1 to develop a broad understanding of the potential short-term and long-term effects on economic value that developing the college would produce in the region. ECONorthwest will then develop and implement approaches to measure these values. A key focus of this analysis would be to describe the potential change in access to health services for OHP enrollees. To the extent data allow, we will quantify the effects on economic value. Where data do not allow quantification, we will describe effects qualitatively.

Timeline: Four months from date of finalized workplan in Task 1

Budget: Approximately \$13,500 (See budget detail below)

Task 4. Return on Investment (ROI)

ROI is a measure of efficiency which compares the benefits arising from an investment to its cost. Typically, an ROI incorporates only tangible or financial returns (benefits) into the comparison with costs, as this information helps potential investors weigh the viability and potential to generate revenue from the project.

For some audiences, a broader interpretation of ROI that incorporates non-financial benefits (e.g., benefits to the public, as identified in Task 2) may be a useful comparison, especially if the project utilizes public funds as the investment source. This type of comparison is more akin to a benefit-cost analysis. Depending on the client's goals and objectives for using this information (as identified in Task 1), in this task ECONorthwest will perform an appropriate comparison to provide information about the college's potential economic returns over time.

Timeline: Five months from date of finalized workplan in Task 1

Budget: Approximately \$7,400 (See budget detail below)

Task 5. Reporting

ECONorthwest will integrate the results of Tasks 2 through 4 in a report that describes the economic effects associated with developing the college in southern Oregon. ECONorthwest will discuss the format of report preparation process with the client during Task 1. The budget below reflects a standard report format (Word/PDF) that would communicate the methods and results of each analysis in a clear and concise way, at a level of detail appropriate for the client and potential investors or stakeholders.

The budget allows for one round of review of consolidated comments on a draft report, and finalization of the report. If the client decides a summary report in InDesign would be more

appropriate for the audience, ECONorthwest can provide that service with an additional budget allocation.

Timeline: Draft report delivery within six months of finalized workplan in Task 1; Final approximately two weeks following receipt of consolidated comments.

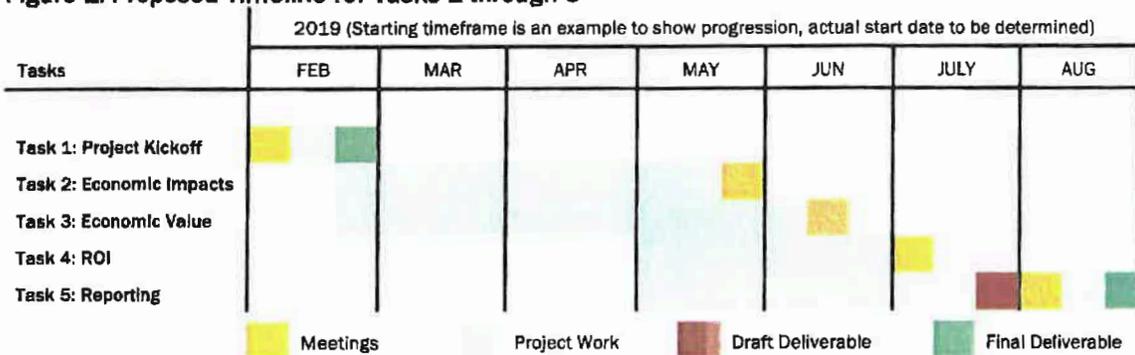
Budget: Approximately \$12,000 (See budget detail below)

Timeline

The timeline in Figure 1 shows the timing and progression of Tasks 1 through 5. The actual start date is illustrative. The project begins with the kick-off meeting, as described in Task 1, followed by the detailed workplan as the first deliverable. At the end of each major task, the ECONorthwest project team will have a conference call with the client to discuss the results of the analysis in each task.

Additional meetings with the client to collect information, clarify data, or verify assumptions will occur throughout the project as needed (not shown on the timeline). Subsequent to client review of the draft report, the team will hold another conference call with the client to discuss review comments. ECONorthwest will finalize the deliverable approximately two weeks following receipt of comments on the draft report.

Figure 1. Proposed Timeline for Tasks 1 through 5



Budget

Table 1 outlines the proposed budget by task.

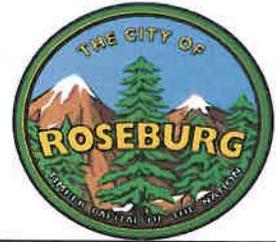
Table 1. Proposed Budget

Labor Expenses	\$/Hour	HOURS BY TASK					TOTALS		
		Task 1 Project Kickoff	Task 2 Economic Impacts	Task 3 Economic Value	Task 4 ROI	Task 5 Reporting	Hours	\$	% of Budget
ECONorthwest									
Project Director	190	6	8	26	8	20	68	\$12,920	26%
Project Manager	135	6	20		8	20	54	\$7,290	15%
Associate	120	8	80	40	26	40	194	\$23,280	47%
Analyst	85			40	20	8	68	\$5,780	12%
Sub-Total		20	108	106	62	88	384	\$49,270	99%
Non-Labor Expenses									
Travel		\$600						\$600	1%
Totals by Task									
		Task 1	Task 2	Task 3	Task 4	Task 5	TOTALS		
Total Labor		\$2,910	\$13,820	\$13,140	\$7,420	\$11,980	Labor	\$49,270	99%
Direct Expense		\$600	\$0	\$0	\$0	\$0	Non-Labor	\$600	1%
Total by Task		\$3,510	\$13,820	\$13,140	\$7,420	\$11,980			
% of Total Budget		7%	28%	26%	15%	24%	Budget	\$49,870	100%

CLC
3/6/19

INFORMATIONAL A
03/11/2019

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

Meeting Date: March 11, 2019
Department: Administration
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 March 11, 2019, meeting, I provide the following items:

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



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
March 4, 2019 - 10:00 a.m.

1. Review March 11, 2019 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing
 - a. ROW Permit - Umpqua Valley Winegrowers Barrel Tour
 - b. Parade Permit – Community Cancer Center Fun Run/Walk
4. Department Items
 - a. Weather Closure Policy (JVW)
 - b. Budget Proposal Submissions (RH)
 - c. Employment Anniversary Pins
 - 20 years - Tony Dietrich with Public Works Water Division



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
February 19, 2019 - 10:00 a.m.

1. Review February 25, 2019 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing
4. Department Items



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
February 12, 2019 - 10:00 a.m.

1. Review February 11, 2019 City Council Meeting Synopsis
2. Review February 25, 2019 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
 - a. Umpqua Valley Tennis Center Event – Feb. 28, 2019
5. Department Items
 - a. Email phishing attacks and security recommendations (RH)

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Airport Fees for Fire Agency Services
- RMC 5.04 Amendment - Water Rules and Regulations
- Umpqua Basin Urban Services Agreement

March 25, 2019

Mayor Report

- A. Child Abuse Prevention Month Proclamation

Consent Agenda

- A. Minutes of Special Meeting of March 11, 2019
- B. Minutes of March 11, 2019

Department Items

- A. Telemetry Bid Award
- B. Task Order – SCADA Improvement Project, Phase 3

Informational

- A. Activity Report

April 8, 2019

Mayor Report

- A. Volunteer Recognition Month Proclamation
- B. Arbor Day Proclamation

Consent Agenda

- A. Minutes of March 25, 2019
- B. Cancellation of May 27, 2019 Meeting
- C. 2019 OLCC License Renewal Endorsement

Informational

- A. Activity Report

April 22, 2019

Consent Agenda

- A. Minutes of April 8, 2019

Department Items

- A. Municipal Court Quarterly Report
- B. Authorization to Apply for OPRD Grant – Revamp Stewart Park Pavilion

Informational

- A. Activity Report
- B. Finance Quarterly Report

May 13, 2019

Consent Agenda

- A. Minutes of April 22, 2019
- B. Annual Fee Adjustments
 - Resolution No. 2019-__ - General Fees
 - Resolution No. 2019-__ - Water Related Fees

Informational

- A. Activity Report

June 10, 2019

Mayor Reports

- A. Camp Millennium Week Proclamation
- Consent Agenda
 - A. Minutes of May 13, 2019
- Public Hearing
 - A. 2019-2020 Budget Adoption – Resolution No. 2019- ____
- Informational
 - A. Activity Report

June 24, 2018

- Consent Agenda
 - A. Minutes of June 10, 2019
- Informational
 - A. Activity Report

July 8, 2019

- Consent Agenda
 - A. Minutes of June 24, 2019
- Informational
 - A. Activity Report

July 22, 2019

- Consent Agenda
 - A. Minutes of July 8, 2019
- Department Items
 - A. Municipal Court Update
- Informational
 - A. Activity Report
 - B. Financial Quarterly Report

August 12, 2019

- Consent Agenda
 - A. Minutes of July 22, 2019
- Informational
 - A. Activity Report
- Executive Session
 - A. City Manager Quarterly Evaluation

August 26, 2019

- Consent Agenda
 - A. Minutes of August 12, 2019
- Informational
 - A. Activity Report

September 9, 2019

- Consent Agenda
 - A. Minutes of August 26, 2019
- Informational
 - B. Activity Report

September 23, 2019

- Council Reports

A. Implementation of Annual City Manager Performance Evaluation
Consent Agenda

- A. Minutes of September 9, 2019
- B. Cancellation of November 11, 2019 Meeting

Informational

- A. Activity Report

October 14, 2019

Consent Agenda

- A. Minutes of September 23, 2019

Informational

- A. Activity Report

October 28, 2019

Consent Agenda

- A. Minutes of October 14, 2019

Informational

- A. Activity Report
- B. Municipal Court Quarterly Report
- C. Financial Quarterly Report

November 25, 2019

Consent Agenda

- A. Minutes of October 28, 2019

Informational

- A. Activity Report

Executive Session

- A. Municipal Court Judge Annual Performance Evaluation

December 9, 2019

Mayor Reports

- A. Municipal Judge Compensation

Consent Agenda

- A. Minutes of November 25, 2019

Informational

- A. Activity Report

December 23, 2019

Consent Agenda

- A. Minutes of December 9, 2019

Informational

- A. Activity Report

January 13, 2020

Mayor Reports

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

Commission Reports/Council Ward Reports

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

Consent

- A. Minutes of December 23, 2018

Informational

- A. Activity Report

January 27, 2020

Consent

- A. Minutes of January 13, 2020

Informational

- A. Activity Report

February 10, 2020

Special Presentation

- A. CAFR Review – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2019
- C. 2020-2021 Budget Calendar

Consent

- A. Minutes of January 27, 2020

Informational

- A. Activity Report

Friday February 15, 2019

Good Friday afternoon everyone. Thank you all for your attendance at Monday's Council meeting. We appreciate your support in moving forward items that will help us achieve Council goals and enhance our ability to provide services and opportunities for our constituents. Your recent approval of the Urban Renewal Housing incentives appears to be motivating interest in our area. A developer has applied for a conditional use for a piece of mixed-use property in the plan area. The application could provide up to 95 units of multi-family housing and NeighborWorks Umpqua is moving forward with its development of over 80 units of veterans' preference housing on Douglas Avenue as well as an additional 10 or so units of self-help housing adjacent to the apartment complex. I attended a Roseburg Urban Sanitary Board meeting this week to present our policy on SDC buy downs to ask for their support in entering into an intergovernmental agreement to allow our Urban Renewal Agency to assume the SDC responsibility for RUSA's SDC fees. They were supportive and directed their manager to work with the City to develop an IGA to meet both agency's needs. We will begin working on the IGA right away.

The Public Works Commission met Thursday. New Chair Councilor Cotterell was introduced to the Commission, as was our new City Engineer Loree Pryce. Loree will be replacing Jim Maciariello when he retires this spring. The Commission approved recommendations to Council for a task order for our pavement rehabilitation design, a preliminary design contract for Douglas Avenue improvements and authorization for staff to work with ODOT on an intergovernmental agreement to provide for design and possibly right-of-way acquisition to plan for future improvements around the north-bound I-5 off-ramp at Garden Valley exit 125. We anticipate you will see each of these items at your next regular meeting on February 25.

Staff and our contractor continue to move forward on a number of facility improvement projects. The Library renovation is almost complete with only a few punch list items remaining. As you might recall, not only did staff manage the library portion of the renovation, but the entire project, including the ESD portion. We hope to close this project out in March and provide our grant reporting to the foundations and supporters by the end of the month. The seismic rehabilitation of Fire Station 3 is almost complete and

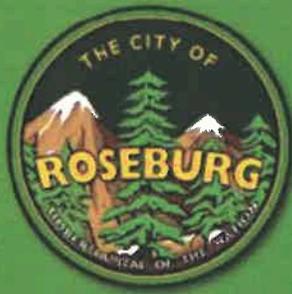


fire staff have been back in the building for over a month. Most of the remaining work is supporting the exterior portion of the building. Station 2 work is still at least a month from completion. The renovation of Station 2 was much more extensive and has resulted in almost a complete rebuild of the interior of the structure. Station 2 staff have been occupying the Park office next to the pavilion in Stewart Park for the last few months and providing the same high level of service to their response area during the reconstruction process. I know they are looking forward to getting back into the station.

HR is busy working on filling a few remaining positions including an engineering technician, seasonal street/parks maintenance, one more police position and the

management staff assistant in our office. John is also assisting in the process for the CM hire and you are all scheduled to meet with the recruitment consultant on March 4th at 7:00 PM at the PSC. We will be welcoming our new youth librarian and a new lateral police officer in the next week or so.

Don't forget that on Monday we recognize the Presidents' Day holiday and will be closed and that on Tuesday, February 19th, Community Development will be hosting an open house with our consultant for our housing needs analysis. Have a good long weekend everyone!



HOUSING NEEDS ANALYSIS & BUILDABLE LANDS INVENTORY

OPEN HOUSE

Please join us for a community meeting to discuss the Housing Needs Analysis & Buildable Lands Inventory Project.

City staff and the consultant will be on hand to give a project presentation, discuss project outcomes and collect community input on how to address our community's housing issues.

**Tuesday
February 19, 2019
7:00-8:30pm**

**700 SE Douglas Ave
Umpqua Room**

February 8, 2019

Good Friday afternoon everyone! This has been a very busy and very quick week. The Parks Commission chaired by Councilor Eggers met this week and welcomed our newest commission member, Marsha La Verne. Marsha has been a local resident for many years and works at the Family Development. She has a passion for children and the community and is a great addition to our Parks Commission. There will be a Park Commission recommendation at your second meeting.

On Wednesday, I met with representatives from Oregonians for Rural Health, an offshoot of the Partnership, which we have been involved with for many years now to discuss issues relating to an academic partner for our proposed allied health college/university. We continue to look towards some formal announcements near the end of the month. Identifying an academic partner is the critical step in advancing this project. From a work force development and economic development standpoint, I think this is one of the most significant projects we have worked on. As public information is made available we will keep you informed.

The Local Public Safety Coordinating Council met on Wednesday to talk about current issues, sobering center options, legislative issues and the next round of PSCC funding. We are continuing to work on transitional and intermediate term housing, prison downward departure to keep people local rather than in prison, and how best to continue to address post incarceration issues locally. The group continues to provide alternatives to support public safety in our community. A subcommittee will be working to put together a recommended spending plan for the next biennium that will be presented to group in March or May.

ODOT held an open house to provide the proposed plan for the intersection improvements at Bellows Street and I-5 at the high school. It was primarily a question and answer session. The project design is nearing completion and will go to bid in early spring with construction scheduled for this summer.

Thursday afternoon Kris Wiley, Michael Lasher and I met with The Ford Family Foundation Board and many of their staff at the Roseburg Public Library to provide them with an update of the progress we made since their initial approval of match funding for the renovation project. In addition to a power point provided by Kris, we toured the renovation project and discussed a little history, the current services being provided and our vision for the future. TFFF has been instrumental in many local projects and their investment in our community has made so many services a possibility. We greatly appreciate their continued support.

Shortly after the meeting our Wednesday story time was led by Fire Chief Garrisi and Officer Derrick along with K-9 Trapper reading to a packed



room for Super Hero night at the library as a celebration of literacy sponsored by Altrusa.



Have a great weekend everyone! See you Monday.