

ROSEBURG CITY COUNCIL AGENDA – MARCH 25, 2019
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470



7:00 p.m. - Regular Meeting

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

Beverly Cole	Bob Cotterell	Alison Eggers	Linda Fisher-Fowler
Ashley Hicks	Brian Prawitz	Tom Ryan	Andrea Zielinski
- 4. Mayor Reports**
 - A. Child Abuse Prevention Month Proclamation
- 5. Commission Reports/Council Ward Reports**
 - A. City Council/State Agency Information - Discussion
- 6. Audience Participation – See Information on the Reverse**
- 7. Consent Agenda**
 - A. Minutes of Special Meeting of March 11, 2019
 - B. Minutes of Regular Meeting of March 11, 2019
- 8. Ordinances**
 - A. Ordinance No. 3521 – Amendments to the Roseburg Municipal Code Regarding Assessment of Abatement Costs, Second Reading
 - B. Ordinance No. 3522 – Amend Roseburg Municipal Code Regarding Downtown Development District, First Reading
- 9. Resolutions**
 - A. Resolution 2019-03 – National Parks Service Historic Revitalization Subgrant Program (HRSP) Grant Application
- 10. Department Items**
 - A. Phase 3 – Water System SCADA Improvements Bid Award Recommendation
 - B. Phase 3 – Water System SCADA Improvements Engineering Task Order Authorization
 - C. Electric Vehicles/Charging Station – Funding Request
- 11. Items from Mayor, City Council**
- 12. Adjournment**
- 13. Executive Session ORS 192.660(2)(a) – City Manager Hiring Process**

Informational

- A. Activity Report

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

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

AUDIENCE PARTICIPATION INFORMATION

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

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

TIME LIMITATIONS

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

CITIZEN PARTICIPATION – AGENDA ITEMS

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

CITIZEN PARTICIPATION – NON-AGENDA ITEMS

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

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

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

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

Thank you for attending our meeting – Please come again.

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

PROCLAMATION

CITY OF ROSEBURG, OREGON

CHILD ABUSE PREVENTION MONTH

WHEREAS: Children are vital to our city's future success, prosperity and quality of life as well as being our most vulnerable assets; and

WHEREAS: All children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

WHEREAS: Child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; and

WHEREAS: Communities that provide parents with the social support, knowledge of parenting and child development and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential; and

WHEREAS: Effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Oregon, Oregon, do hereby proclaim April 2019 as

CHILD ABUSE PREVENTION MONTH

and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

DATED this 25th day of March, 2019.



A handwritten signature in black ink that reads "Larry Rich".

THE HONORABLE MAYOR LARRY RICH

OK
3/20/19



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CITY COUNCIL/STATE AGENCY INFORMATION DISCUSSION

Meeting Date: March 25, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Commission/Council Reports
Staff Contact: Lance Colley, City Manager
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY: At your last meeting, staff was requested to provide Council with e-mails and correspondence related to issues surrounding the South Umpqua River and conversations with state agencies in that regard. Staff provided the information to Council and as a result I have been asked to request clarification regarding the issue.

The conversation ultimately revolved around how the City might go about asking the State of Oregon to take over ownership of the river. The process suggested was to consider a navigability study, which if completed, could allow the State to obtain ownership to the normal high water mark. The study and any conclusion would have no impact on the issues involved in the DEQ complaint, our Roseburg Municipal Code or enforcement of State and local laws.

BACKGROUND:

A. Council Action History

Staff was asked how to go about providing Council with options to consider options provided by a representative from the Division of State Lands (DSL) relating to the jurisdiction and other issues with the South Umpqua River within the City of Roseburg. Staff contacted DSL to review an e-mail from Mr. Kirk Jarvie (which was provided to Council) to determine how information was presented and why Mr. Jarvie might suggest the course of action he did.

It appeared that Mr. Jarvie was providing information so the "City of Roseburg" had an idea what potential actions could be undertaken. I explained that Council had not requested the information, but that an individual had made the request.

C. Financial/Resource Considerations. There are no financial considerations relating to this discussion.

D. Timing Issues. Given the recent communication and concerns expressed to the Department of Environmental Quality (DEQ), DSL and the Governor's Regional Solutions Team without Council action, I was asked to present this issue to Council to provide direction to staff in regards to communication with these agencies.

COUNCIL OPTIONS: Staff is requesting direction from Council to consider how to further communicate with these three agencies.

STAFF RECOMMENDATION: Staff is requesting direction relating to the recent communication and how to move forward.

RECOMMENDED MOTION: There is no specific recommendation.

**MINUTES OF THE SPECIAL MEETING
OF THE ROSEBURG CITY COUNCIL
March 11, 2019**

Mayor Larry Rich called the Work Study meeting of the Roseburg City Council to order at 6:30 p.m. on March 11, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

ROLL CALL

Present: Councilors Beverly Cole, Alison Eggers, Linda Fisher-Fowler, Ashley Hicks, Brian Prawitz, Tom Ryan and Andrea Zielinski

Absent: Councilor Bob Cotterell

Others Present: City Manager Lance Colley, City Recorder Amy Sowa, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Public Works Director Nikki Messenger, Library Director Kris Wiley, Police Captain Jeremy Sanders, Fire Chief Gary Garrisi, Management Assistant Koree Tate and Max Egner of the News Review.

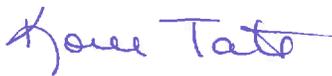
PLANNING COMMISSION INTERVIEWS

Council Eggers recused herself from the interview process. Mr. Patrick Lewandowski provided background information and discussed his role with the Department of Environmental Quality. He thought there was great potential for development in the city and that his work experience and background could be vital to the position. Mr. Lewandowski suggested the City should expand their information to the public because some things were not as noticed until a change happens or new building was seen. He had been in management most of his career and dealt with many conflicts with personnel, products, management and customers, but was able to reach a reasonable conclusion.

Mr. John Kennedy provided information regarding his background, college and work experience. He previously served on the Public Works Commission and felt his background and history fell in line with the requirements. He had invested a lot of time, money and personal interest in the City of Roseburg. He believed that residents and private landowners think Roseburg should be a better place and he would like to be part of the shaping of Roseburg. He explained the law needs to be enforced and the Planning Commission was important for taking the evidence provided and making a decision based on the material presented. When an item goes to Council, they can feel confident knowing the Planning Commission had done their due diligence.

ADJOURN

Mayor Rich explained Council would vote during the regular Council Meeting and invited the applicants to stay for the results. Mayor Rich adjourned the meeting at 7:00 p.m.



Koree Tate
Management Assistant

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

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:03 p.m. on March 11, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Fisher-Fowler led the Pledge of Allegiance.

ROLL CALL

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

Absent: Councilor Bob Cotterell

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 Captain Jeremy Sanders, Library Director Kris Wiley, Management Assistant Koree Tate, Max Egener of the News Review and Kyle Bailey of KQEN.

MAYOR REPORT

Mayor Rich reminded Council to complete their Statement of Economic Interest paperwork and to contact Ms. Sowa if they have questions.

COMMISSION/WARD REPORTS

Councilor Eggers had a Parks Commission Meeting where they recommended support for a grant application to seek funding through the OPRD Local Government Grant program for improvements to Beulah Park and discussed the purchase of a new lawn mower.

Councilor Ryan had a special Economic Development Commission Meeting where they discussed electric vehicle charging stations, the Allied and Mental Health College, tourism grant application approval parameters and Commission member size. The Commission voted unanimously to award a grant to the MedEd facilities that would bring an accredited college to Roseburg and provide education opportunities for several hundred students, jobs and housing.

Councilor Prawitz attended a MedCom Board meeting and had a Library Commission Meeting. He shared recent statistics for the Library and shared that twenty-nine people were recipients of a free library card through their sponsorship program.

PLANNING COMMISSION APPOINTMENT

Councilor Hicks moved to appoint Mr. John Kennedy to the Planning Commission. Councilors Ryan and Hicks expressed concerns that Mr. Kennedy was in a relationship with Councilor Eggers. Mayor Rich explained it would be rare to have an item that caused an issue having Mr. Kennedy on the Commission. Motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Fisher-Flower, Hicks, Prawitz and Zielinski voted yes. Councilor Ryan voted no. Councilor Eggers recused herself from the vote.

PUBLIC WORKS COMMISSION RESIGNATION

03/25/2019

Councilor Ryan moved to accept Nathan Reed's resignation from the Public Works Commission, with regrets. Motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

AUDIENCE PARTICIPATION

Dani Raines, 148 Carriage Place in Myrtle Creek, expressed interest in the Roseburg Visitor Services Contract and asked for more information. Mr. Colley asked her to contact him or Ms. Sowa to discuss the process.

Timothy Lozes, 1283 NE Magnali Street, explained his frustration regarding garbage receptacles in the downtown area and asked if the City could either have those emptied more frequently, have a new provider empty them or add more to keep them from overflowing.

Steven Standley, Roseburg, suggested local police have extra trash bags available when they see garbage receptacles overflowing and asked the City to turn on all water fountains downtown so he could refill his water bottles.

Alyssa McConnel, 1308 Old Pacific Highway in Myrtle Creek, shared several marketing agencies had asked when the bid for the Visitors Service Contract would be available. She previously requested to be added to the bid email group, but for those not included, she asked if the request for proposal could be advertised and included on the website early enough to allow others to prepare and submit their bids.

CONSENT AGENDA

Councilor Ryan moved to approve the minutes of the regular meeting of February 11, 2019. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

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

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 second time. In response to Councilor Hicks, Mr. Cowie explained there was a minimum size required for units in an existing building and a permitting process to determine if only one or two people were allowed. The maximum number of people was determined to be two. Councilor Hicks voiced hesitation for this decision. Councilor Ryan moved to adopted Ordinance 3520. Motion was seconded by Councilor Fisher-Fowler. Roll call vote was taken and was approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3520 as adopted.

ORDINANCE NO. 3521 – AMENDMENT TO THE ROSEBURG MUNICIPAL CODE REGARDING ASSESSMENT OF ABATEMENT COSTS, FIRST READING

Mr. Cowie explained that 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 the process began, there was 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 were 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 the foreclosure process had been explored, it was 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.

Councilor Hicks asked if this was the only way for the City to be compensated. Mr. Cowie explained that was correct. This would only be a portion of the taxes and was the only way for the City to be compensated. It was best for the City to go through this process to foreclose on the City lien and then sell to someone who could fix the property and put it on the market. In response to Councilor Hicks, Mr. Colley confirmed that if the County were to auction the property through their process, there would be a two-year redemption period. If the City foreclosed on the property, there would only be a one-year redemption period and the City could take possession immediately to abate issues and secure the property. Councilor Hicks wanted to know if the homes could be considered for demolition. Mr. Cowie said they were salvageable homes. Some properties had been demolished and others had liens placed on the properties. Once it goes to county tax, the City cannot capture the funds for a City lien. Mr. Coalwell added this was language the banks and lenders have in their documents and it would allow the City to be on the same footings with those lienholders and secure out position. In response to Councilor Hicks, Mr. Cowie explained each property was going to be different so a limit was not listed. The properties in question were derelict and had been boarded and secured.

Council agreed to proceed with a first reading of the Ordinance. Ms. Sowa read Ordinance No. 3521, entitled, "An Ordinance Adding Subsection 7.06.060 (F) to the Roseburg Municipal Code Regarding Assessment of Abatement Costs," for the first time.

RESOLUTION No. 2019-01 – A RESOLUTION AUTHORIZING AND SUPPORTING APPLICATION FOR AN OREGON PARKS AND RECREATION DEPARTMENT LOCAL GOVERNMENT GRANT

03/25/2019

Ms. Messenger explained 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 Local Government Grant (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 Oregon Parks and Recreation District's (OPRD's) program coordinator, staff recommended removing the planning portion of the grant application. This change would allow 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. A forty percent match was required to participate in the Local Government Grant Program. Part of the match would include work handled by City Staff on the trail and installing playground equipment. The LGG application must be submitted to OPRD no later than April 1, 2019. In response to Mayor Rich, Ms. Messenger explained they had applied differently this year by removing the future planning phase and only concentrating on the structure phase to increase chances of being approved.

Mayor Rich wanted to know if the final score was given after applying last time. Ms. Messenger said a ranking and information was provided about the results. In response to Councilor Hicks, Ms. Messenger confirmed the new sidewalks would tie in with the park. There was not designated off street parking. Councilor Hicks expressed concern regarding the conceptual design for landscaping and explained it appeared it could hide the new facility and block the view from the street. She thought this could pose a problem with vagrants or illegal activity. Ms. Messenger said she would look at the tree placements. She also confirmed no new lighting would be added to the park since curfew begins at dark and could be more impactful to nearby neighbors. Councilor Hicks said she liked the idea of a new park and wanted people to be safe.

Councilor Eggers moved to adopt Resolution No. 2019-01 authorizing and supporting grant application to the OPRD Local Government Grant program for improvements to Beulah Park. Motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

ROSEBURG PUBLIC LIBRARY MEMORANDUM OF UNDERSTANDING AND COLLECTION POLICY AMENDMENT – RESOLUTION NO 2019-02

Ms. Wiley reported that 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 would provide a framework for responsibilities and expectations between the entities. This agreement had 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. 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. 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. This agreement would provide expectations for the agencies to work together and would allow the Library to consign to the Friends group to sell books and provide funding for the programming. Councilor Hicks stated she thought this was a great idea and it would give people another reason to go to the Library.

Councilor Prawitz moved to adopt memorandum of understanding between the City of Roseburg and Friends of the Roseburg Public Library. Motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

Councilor Prawitz moved to adopt Resolution No. 2019-02. Motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

2019 PAVEMENT REHABILITATION PROJECTS DESIGN TASK ORDER AUTHORIZATION

Ms. Messenger stated that 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, Americans with Disabilities Act (ADA) curb ramp design and improvements at all intersections within project limits as necessary for compliance with Public Rights-of-Way Accessibility Guidelines (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. Staff previously executed a task order with Murraysmith, Inc. in order to begin design on the Urban Renewal funded portion of Stewart Parkway. That task order had a not to exceed amount of \$33,233.00 for 90% design. The portion of the current proposed task order to complete the Stewart Parkway design and prepare bid documents is an additional \$16,101.00. The fee proposal to complete the design and bidding documents for the non-Urban Renewal funded streets outlined above is \$102,636.00. The total task order has a not to exceed amount of \$118,737.00.

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. 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 \$118,737.00.

In response to Councilor Prawitz, Ms. Messenger confirmed the various streets chosen were from the direction of the Commission to consider the arterials with a high volume and the use of a software program that reviews suggested streets. Staff then drives to areas to see if deterioration was faster than expected. Staff would like to add a couple streets in 2020 to include Lincoln and Winchester. In response to Councilor Hicks, Ms. Messenger explained that during construction, they must now have a higher level of pedestrian access and alternate routes rather than simply installing signage stating a sidewalk is closed.

Councilor Ryan moved to authorize a task order for the 2019 Pavement Rehabilitation Project Design Services with Murraysmith, Inc. for an amount not to exceed \$118,737.00. Motion was seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

DOUGLAS AVENUE PRELIMINARY DESIGN CONTRACT

Ms. Messenger reported that 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. NeighborWorks Umpqua is proposing both of these projects 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. 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. The contract with i.e. Engineering for surveying is for \$28,160.00. The fee associated with the proposed contract with Century West Engineering is \$98,081.00. There is money available in the current fiscal year Transportation Fund budget to accomplish both of these contracts. 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 \$100,000.00. 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 \$98,081.00. In response to Councilor Hicks, Ms. Messenger confirmed sidewalks, a bike lane and street lighting would be on both sides of the road.

Councilor Ryan moved to authorize a preliminary design contract with Century West Engineering for the Douglas Avenue Improvements for an amount not to exceed \$98,081.00. Motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

AGREEMENT WITH ODOT TO PRE-FUND DESIGN EXIT 125

Ms. Messenger explained that 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, 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.

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. ODOT's preliminary estimate for design and property acquisition is approximately \$700,000.00. The City currently has \$919,729.00 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 for 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 \$297,932.00. The City will continue to accumulate STP funding annually, with the allocation scheduled to grow next biennium as HB2017 continues implementation. 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. Mayor Rich wanted to know if the exit would have two left turn lanes to alleviate backup on the freeway. Ms. Messenger explained the configuration was more for a dedicated right turn lane, through lane and left lane and would allow signal timing changes. Mr. Colley added this was one of the key elements to pre-fund this because ODOT did not have the resources. He thought this would be a three lane configuration, but their design engineer may come up with something different. The goal was to move the project up by multiple years to benefit economic growth in Roseburg.

Councilor Prawitz was curious about the ability to work with ODOT for a different off ramp configuration going southbound and wanted to know how the northbound area was chosen. Ms. Messenger responded there was data that showed this exit as failing. ODOT may come back showing something different, but at this time, the City has a high developable property that cannot move forward without the proposed changes. Money for reimbursement should be received in 2022. In response to Councilor Zielinski, Ms. Messenger stated this could help with issues on Mulholland Drive as well. Councilor Hicks expressed concern regarding the possibility of the State rejecting the design and not moving forward. Ms. Messenger added that anything was possible under the jurisdiction of the legislature, but thought ODOT would continue with this project.

Councilor Ryan moved 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 ramp with ODOT reimbursing the City in FY 2022. Motion was seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

AUTHORIZATION TO PURCHASE A 2019 TURF MOWER

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

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

seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

AMEND ROSEBURG MUNICIPAL CODE REGARDING DOWNTOWN DEVELOPMENT DISTRICT

Mr. Colley explained 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. This would merely help clean up some references in the code and have nothing to do with the Park-Smart program or DRA.

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

In response to Councilor Hicks, Mr. Colley explained the history goes back to when parking meters were taken out of the downtown core area, the City had revenue bonds outstanding and a tax pledge for the revenue parking meters. A Downtown Board and District was created in the 80's, but in 2005 the downtown folks said they did not want to pay the fees or taxes any longer. Council approved abolishing the tax and the Board, but did not remove the district. Councilor Hicks said she was curious with the concerns about downtown, if it would be the City's benefit to continue with a Downtown Development Board. If there was an active Board, there would be more transparency with development, parking and businesses, and it would show the support of the City. If the program was successful from the 80's to 2005, she was interested in why it would not work again. Mr. Coalwell added the Council abolished the District in 2005. Mayor Rich explained two items were being discussed and whether the Board should come back was a different question from conversation. Mr. Coalwell explained Staff was not asking for a motion, but Council would need to make a motion to bring up the question. Mr. Colley added they did not want to work on ordinances for corrective action without further discussion.

Council asked 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.

FUNDING REQUEST –ALLIED & MENTAL HEALTH COLLEGE ECONOMIC STUDY

Mr. Colley shared that an MOU was recently signed with an academic partner for the Allied and Mental Health College. Oregonians for Rural Health (ORH) and George Fox University entered into an exclusive memorandum of understanding to explore building an allied and mental health college in Roseburg. In order to move forward with the next phases of the project, ORH was 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.

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

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. Councilor Ryan added this was a good deal and worth funding. In response to Mayor Rich, Mr. Colley explained this study was different from a previous request because there was now an academic partner. The initial portion funded was to identify what the needs were, types of programs out there, number of graduates and the need for the area in 10 to 20 years. This is specific to Roseburg and programs that can be identified and have an impact on the community.

Councilor Hicks wanted to know how this aligns with what the Governor was doing for Community Colleges who will have programs for Bachelor degrees. Mr. Colley said the Governor was informed about the program and had a task force make a recommendation to the Veterans Administration. Councilor Eggers expressed excitement to have a reputable university within Oregon come to Roseburg and also thanked the Partnership Executive Director, Wayne Patterson, for his work to help move this forward. Councilor Ryan moved 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.

03/25/2019

Motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR AND COUNCIL

Councilor Zielinski thanked the community for helping during the snow storm and making sure neighbors who needed help were receiving assistance. Many people were without power and it was heartwarming to see others checking on the elderly, providing food, keeping others warm and shoveling snow so people could leave their homes. She thanked City Public Works for coordinating with Roseburg Disposal to obtain dumpsters for the debris that was left after the storm.

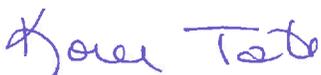
Councilor Hicks attended a grant writing workshop for Travel Oregon. She said there were around 40 people in attendance, with many who traveled up to 50 miles. The discussion focused on grant opportunities and she thanked Travel Oregon for providing the workshop. She also thanked Council and City Staff for keeping roads clean, working to get power back and checking on neighbors during the snow storm. It was nice to be part of a community that cares.

Councilor Hicks announced Celebrate Recovery was going to do their first cleanup date at Templin Beach on March 16, 2019 at 10:00 a.m. She was happy to see groups coming to help with cleanup efforts and working together as a community.

Councilor Ryan requested email correspondence regarding a Councilor's contact with the State to determine if there was a violation of Council rules. Councilor Hicks responded that she contacted DEQ with complaints and had alerted the City Manager. For transparency, she stated Mr. Colley responded to the complaints. She talked to DEQ about a presentation to educate Council and community members regarding what jurisdictions they have over the waterways. She thought it was a fair request to share information with the rest of Council and any help that can be given for land management agencies to help pollutants stay out of the waterway was important. Mayor Rich asked Ms. Sowa to send a copy of the email along with the rules to Council.

ADJOURNMENT

The meeting adjourned at 8:36 p.m.



Koree Tate
Management Assistant

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

OK
3/20/19

ORDINANCES B
03/25/2019



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

AMEND ROSEBURG MUNICIPAL CODE REGARDING DOWNTOWN DEVELOPMENT DISTRICT

Meeting Date: March 25, 2019

Department: City Manager

www.cityofroseburg.org

Agenda Section: ORDINANCE

Staff Contact: Lance Colley

Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

Council will consider an ordinance to update the Roseburg Municipal Code regarding references to the Downtown Development District, the Downtown Development Board and the Downtown Development District Tax, which were dissolved in 2005; and to make some housekeeping corrections regarding parking enforcement.

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".
- On March 11, 2019, Staff presented options for Council to consider amending the Code removing reference to the Downtown Development District, and to update the code to include language regarding parking enforcement services. Council directed staff to move forward with drafting an ordinance.

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).

The proposed ordinance removes reference to Chapter 2.16 and references to the Downtown Development District Board and Downtown Development Fund throughout the Code; changes the name of the Downtown Development District to the Downtown Parking District to better fit

the purpose of the designation; and adds the term "its agent" to sections in the Code related to parking enforcement within 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 has the following options:

- Move forward with the first reading of the proposed ordinance
- Direct Staff to make additional changes to the ordinance
- Do nothing

Staff recommends Council move forward with first reading of Ordinance No. 3522

SUGGESTED MOTION

No motion required at this time. First Reading.

ATTACHMENTS

1. ORDINANCE NO. 3522

ORDINANCE NO. 3522

AN ORDINANCE AMENDING THE ROSEBURG MUNICIPAL CODE BY REMOVING CHAPTER 3.08 "DOWNTOWN DEVELOPMENT DISTRICT"; AMENDING SECTION 3.14.010; AMENDING SECTION 8.02.070, 8.02.140, 8.04.005 CHANGING DOWNTOWN DEVELOPMENT DISTRICT TO DOWNTOWN PARKING DISTRICT; AND AMENDING SECTION 8.04.030

WHEREAS, 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"; and

WHEREAS, Sections in the Roseburg Municipal Code still reference Chapter 2.16 and the Downtown Development Board and Downtown Development Board; and

WHEREAS, the Downtown Development District includes most of the same area as the parking district and would be more appropriately designated the Downtown Parking District; and

WHEREAS, the City of Roseburg contracts for parking enforcement in the parking district downtown and should be noted within the Code.

THEREFORE, The Roseburg Municipal Code is hereby amended as follows:

SECTION 1. Chapter 3.08, "Downtown Development District" which currently includes information and reference to the Downtown Development Board and Downtown Development Fund, both of which were abolished in 2005, is hereby removed.

SECTION 2. Subsection 3.14.010 "Special fund established" is hereby amended as follows:

3.14.010 (A) There is established a special fund, designated as the "Off Street Parking Fund," to become effective July 1, 1970. All funds in the existing budgetary Off Street Parking Fund shall be transferred into the Off Street Parking Fund. All funds from parking meters and from rental or other revenues from off street parking facilities shall be deposited into the Off Street Parking Fund.

3.14.010 (B) All funds received and deposited in the Fund shall be used and expended ~~as follows: to pay the operating costs of all parking facilities on or off street.~~

~~1. To pay the operating costs of all parking facilities on or off street;~~

- ~~2. To pay any other obligations to which the funds have been pledged prior to April 13, 1970;~~
- ~~3. To pay when due the principal and interest on any and all bonds issued by the City for the purpose of acquiring the necessary real property and constructing thereon any off street parking facilities;~~
- ~~4. To repay on a pro-rata basis the amounts of payments theretofore made by persons who previously have made payments on assessments for the facilities, the payments to be made to the persons or to their heirs or assigns;~~
- ~~5. After expenditures for the above mentioned purposes, the balance, if any, shall be expended as the Council shall direct under budgetary procedures.~~

~~3.14.010 (C) Payments under Subsections B.3 and 4 above shall be made so as to produce the result that the benefits to persons who have paid assessments in full, in part, or not at all, shall, at any given time, be on a basis equally pro-rata to the amounts of the assessments.~~

SECTION 3. Subsection 8.02.005 "Definitions" is hereby amended as follows:

8.02.005 - Definitions.

In addition to those definitions contained in the adopted sections of the Motor Vehicle Laws of Oregon, the following words or phrases, except where the context clearly indicates a different meaning, shall mean:

- A. "Bicycle" means every device propelled by human power upon which any person may ride, having two or more tandem wheels either of which is over twenty inches in diameter.
- B. "Bus stand" means a fixed area in the roadway adjacent to the curb to be occupied exclusively by buses for layovers in operating schedules or waiting for passengers.
- C. "Curb" means the extreme edge of the roadway.
- D. "Downtown Parking District" means that part of the City inside the area having boundaries on the north by Douglas Avenue, on the south by Lane Street, on the west by mid-block between Rose and Stephens Streets and on the east by mid-block between Main and Kane Streets; including the northwestern corner at SE Stephens Street and SE Cass Avenue, more particularly described as Tax Lot 12300.

SECTION 4. Subsection 8.02.070 "Limitation for historic structures" is hereby amended as follows:

8.02.070 Limitation for historic structures.

When installing parking meters in the public right-of-way, if the property abutting the public right-of-way appears on the National Register of Historic Places, the City Manager shall first notify the owner of the historic property and if the owner in writing objects to the installation and agrees to pay and faithfully pays the fees set by council resolution, parking meters shall not be installed immediately adjacent to the historic

property. The minimum fee to be paid by an owner of such historic property located within the parking district, defined in Section 8.04.005, shall be equal to the fees and charges imposed on comparable property within the Downtown **Development Parking** District. Nothing in this Section shall limit the Council's authority to require the installation of parking meters upon appeal or otherwise.

SECTION 5. Subsection 8.02.110 (A)(1)(a) and (B) "Special parking permits" are hereby amended as follows:

8.02.110 (A)(1)(a) Disabled Person Parking Permit. Subject to the limitations under the following Paragraph (b), the permit allows its holder, or another person while transporting its holder to or from the parking location, to exercise the following privileges:

- i. Park a motor vehicle in any public parking zone restricted as to the length of time permitted therein without incurring penalties imposed for overtime parking in such zones;
- ii. Park a motor vehicle in any public parking zone with metered parking without being required to pay any parking meter fee; and
- iii. Park for an unlimited amount of time within the Downtown **Development Parking** District ~~established in Chapter 8.04 of this Code.~~

8.02.110 (B)(1) Delivery of Service Permits. The Police Chief **or the City's agent** may issue delivery or service permits to persons regularly using passenger-type vehicles for the delivery of service or delivery or pickup of merchandise. Upon proof of necessity, the Police Chief **or the City's agent** may also issue such permits for commercial-type vehicles, if such vehicles are performing an essential service. The fees for such a permit shall be set by Council resolution. No metered space shall be used by any permit holder for any continuous period of time longer than the time provided on the meter in question. Delivery and service permits may be used in the Downtown **Development Parking** District to allow parking for a maximum period of one hour. Delivery and service permits may also include a one-hour loading permit at the said fee for loading and unloading inside the Downtown **Development Parking** District established in Chapter 8.04.2. No person shall use a delivery or service permit for any purpose other than that authorized by the permit. Willful violation of these provisions will result in forfeiture of the permit and denial of future permits.

SECTION 6. Section 8.02.140 (A)(1) "Regulations relating to recreational-type devices or toy vehicles" is hereby amended as follows:

8.02.140 (A)(2) Any sidewalk within the Downtown **Development Parking** District as defined in Chapter ~~3-08~~ **8.02** of this Code;

SECTION 7. Chapter 8.04 title and Section 8.04.005 "Definitions" are hereby amended as follows:

Chapter 8.04 PARKING IN DOWNTOWN ~~DEVELOPMENT~~ PARKING DISTRICT

8.04.005 (C) "Primary area" means Downtown ~~Development~~ Parking District established as defined in Chapter ~~3.08~~ 8.02.

SECTION 8. Section 8.04.030 (A) and (C) are hereby amended as follows:

8.04.030 (A) By the 15th of January each year; and in case of a business, occupation, tenancy or profession being commenced within the primary and/or secondary areas, within ten days after the commencement:

1. An employer of a person employed part-time or full-time or as a contracted service provider in the primary and/or secondary areas shall furnish the City or **its agent** the full name of the employer, the employees, and the service providers and the vehicle license number of each vehicle they own;
2. A person self-employed part-time or full-time in the primary area and/or secondary area shall furnish the City or **its agent their his** full name and the vehicle license number of each vehicle **they he** owns; and
3. A person(s) residing within the primary and/or secondary areas shall furnish the City or **its agent their his** full name and the vehicle license number of each vehicle **they he** owns.

8.04.030 (C) The information required by this Section shall be supplied in a mode and on forms prescribed by the City **or its agent**.

SECTION 9. All other Sections, Subsections and Paragraphs of Chapter 3.14, 8.02 and 8.04 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

aj
3/20/19

RESOLUTIONS A
03/25/2019

**ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**



**NATIONAL PARK SERVICE HISTORIC REVITALIZATION SUBGRANT PROGRAM
APPLICATION
Resolution No. 2019-03**

Meeting Date: March 25, 2019
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff seeks authorization to apply for a Historic Revitalization Subgrant Program (HRSP) grant from the National Parks Service (NPS). The issue for Council is whether to adopt the attached resolution authorizing submission of a grant application to support Historic Preservation and Economic Development efforts within the Roseburg Downtown National Register Historic District.

BACKGROUND

- A. Analysis.** The City of Roseburg, Downtown Roseburg Association, NeighborWorks Umpqua (NWU), and Umpqua Valley Arts Association (UVAA) have worked together and separately for many years toward improving our community.

The City revitalized downtown with award winning street improvements, façade grants, and increased community policing. UVAA promotes arts for our citizens, school children to seniors, from its National Register listed building owned by the City. Downtown Roseburg Association promotes downtown as a Performing Main Street City. NWU works to educate low income homeowners and renters of our area while promoting a unique identity and pride in our downtown area.

DRA applied for a 2018 Oregon Main Street (OMS) Revitalization Grant to support rehabilitation and adaptive reuse of the Willis House, owned by NWU, to house and to expand Umpqua Community Property Management programs. Funding from the \$200,000 OMS grant will jump start the project to save this National Register treasure as well as provide a competitive match toward the NPS application, the first of an all-inclusive grant and locally funded effort to combine our partners' energies to strengthen Economic Development, Community Development, Culture, Main Street, Historic Preservation and Tourism within the Roseburg Downtown National Register District.

- B. Financial and/or Resource Considerations.** No financial match is required to apply for the HRSP grant. Estimated project budget requirements are outlined below:

The \$750,000 HRSP grant proposal consists of four projects:

1. Willis House Rehabilitation	\$200,000
2. Façade Grant Program Continuation	\$200,000
3. Lighting between Buildings and Street	\$200,000
4. Arts Integration	\$150,000

- C. Timing Issues.** The HRSP application must be submitted to NPS no later than April 1, 2019.

COUNCIL OPTIONS

Options available to the Council include:

1. Adopt the attached resolution authorizing and supporting a HRSP grant application for historic preservation and economic development within Roseburg Downtown National Register Historic District; or
2. Not adopt the attached resolution.

STAFF RECOMMENDATION

Historic Resource Review Commission reviewed and discussed this grant application at the March 20, 2019 meeting. The Commission recommends Council adopt the attached resolution supporting a grant application from National Parks Service Historic Revitalization Subgrant Program focusing on historic preservation and economic development within the Roseburg Downtown National Register Historic District. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to adopt Resolution No. 2019-03 authorizing and supporting a grant application to NPS Historic Revitalization Subgrant Program for historic preservation and economic development efforts within Roseburg Downtown National Register Historic District.

ATTACHMENTS

Attachment #1 - Resolution 2019-03

RESOLUTION NO. 2019-03

**A RESOLUTION AUTHORIZING AND SUPPORTING APPLICATION FOR A
NATIONAL PARKS SERVICE HISTORIC REVITALIZATION SUBGRANT
PROGRAM GRANT**

WHEREAS, the City of Roseburg, as a Certified Local Government (CLG), is eligible to apply for a 2019 National Parks Service Historic Revitalization Subgrant Program (HRSP) grant.

WHEREAS, Roseburg Historic Resource Review Commission recommends the City Council authorize application for the HRSP grant.

WHEREAS, approximately \$4.8 million in funding is available and estimated range of funding of \$100,000-\$750,000 is anticipated per award.

WHEREAS, The City of Roseburg, in partnership with NeighborWorks Umpqua, Downtown Roseburg Association, and Umpqua Valley Arts Association, is preparing an application for a 2019 NPS HRSP grant to promote historic preservation and economic development efforts within the Roseburg Downtown National Register District.

WHEREAS, the City of Roseburg in conjunction with its partners is committed to historic preservation and economic revitalization of its historic downtown.

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG as follows:

Section 1: Authorization is granted to apply for a National Parks Service Historic Revitalization Subgrant Program Grant to promote historic preservation and economic development within the Roseburg Downtown National Register Historic District.

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 25th DAY OF MARCH 2019.**

Amy L. Sowa, City Recorder

ejc
3/20/19

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Phase 3 - Water System SCADA Improvements Bid Award Recommendation

Meeting Date: March 25, 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 City received bids for the construction of the Phase 3 - Water System SCADA Improvements. The issue for the Council is whether to award the project to the lowest responsible bidder.

BACKGROUND

A. Council Action History.

- On December 14, 2015 City Council awarded the master design contract for the water system telemetry improvements to RH2 Engineering.
- On December 12, 2016 the Council awarded a contract to construct the first phase of this multi-phase project.
- On August 28, 2017 City Council authorized a design task order for the second phase of the construction project.
- On March 12, 2018 City Council awarded a construction contract for the Phase 2 – Water System SCADA Improvements project and the construction management services task order.

B. Analysis. In 2014, the City went through a qualifications based selection process and selected RH2 Engineering, Inc. to evaluate the existing Supervisory Control and Data Analysis (SCADA) system and provide a short-term and long-term strategy for upgrading and maintaining the City's system. The "City of Roseburg Telemetry Study" was completed in February of 2015 and includes a recommendation for a series of improvements that will allow the City to implement the entire SCADA water distribution and treatment conversion process in phases.

Phase 1 of the Water System SCADA Improvements was implemented in 2017. It included engineering, SCADA communication design, a City-wide radio survey, SCADA software purchase, SCADA master controller design, and construction of a new radio communication system between Reservoirs 5, 6, & 7 and the water treatment plant.

Phase 2 of the Water System SCADA Improvements was implemented in 2018. It included engineering, SCADA communication design, control system installation and integration at seventeen water system facilities. Phase 2 included pump stations, reservoirs, and control valves.

Phase 3 includes the integration of the control system at the City's Winchester Water Treatment Plant and includes the following:

- Replacement of the existing water treatment plant automatic control system
- Installation of electrical, control system, and water quality monitoring equipment throughout the water treatment plant
- Installing telemetry equipment and software at Joanne Pump Station
- Installing radio system equipment, radio antenna masts, solar power system, pressure transmitters, & telemetry equipment and software at the Boyer Reservoir

The project was advertised in February and bids were opened on March 5th. Four bids were received and are summarized below.

#	Bidder	Total Bid
1	Pacific Electrical Contractors, Inc.	\$ 535,610.00
2	Davis Electric	\$ 623,922.00
3	US West Electric	\$ 674,311.00
4	Tecpro	\$ 788,547.00
	<i>Engineer's Estimate</i>	\$ 615,875

C. Financial and/or Resource Considerations. The FY 2018-19 Water Fund Capital budget includes \$1,300,000 for the SCADA project. To date, \$828,932 has been spent in the current fiscal year on various phases of the project. The total project costs for this phase are estimated below:

Design	\$ 93,127
Construction	\$ 535,610
Task Order 10*	\$ 364,381
Contingency	\$ 88,980
Total Estimate	\$1,082,098

Of this total, staff expects to expend approximately \$360,000 more this fiscal year and has included an additional \$900,000 in the FY 19-20 draft Water Fund Capital budget.

**Task Order 10 will include Phase 3 project management services, PLC & HMI software development, startup and testing, & services during construction.*

D. Timing Issues. If awarded, the Notice to Proceed would be issued in April after execution of the construction contract. The contractor is allowed 240 calendar days to complete the project.

COUNCIL OPTIONS

The Council has the following options:

1. Award the contract to the lowest responsible bidder, Pacific Electrical Contractors, Inc. for \$535,610; or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

Money has been budgeted and is available to construct the project. The lowest bidder submitted all required documentation and is considered both responsive and responsible. The Public Works Commission discussed this project at their March 14th meeting. The Commission unanimously recommended awarding the project to the lowest responsible bidder, Pacific Electrical Contractors, Inc. for \$535,610. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the Phase 3 - Water System SCADA Improvements Project to the lowest responsible bidder, Pacific Electrical Contractors, Inc., for \$535,610.

ATTACHMENTS

None

oje
3/20/19

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Phase 3 - Water System SCADA Improvements Engineering Task Order Authorization

Meeting Date: March 25, 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 City has a master contract with RH2 Engineering, Inc. for engineering services related to the supervisory control and data acquisition (SCADA) system project. The issue for the Council is whether to authorize a task order for construction related services for Phase 3 of the project.

BACKGROUND

A. Council Action History.

- On December 14, 2015 City Council awarded the master design contract for the water system telemetry improvements to RH2 Engineering.
- On December 12, 2016 the Council awarded a contract to construct the first phase of this multi-phase project.
- On August 28, 2017 City Council authorized a design task order for the second phase of the construction project.
- On March 12, 2018 City Council awarded a construction contract for the Phase 2 – Water System SCADA Improvements project and the construction management services task order.

B. Analysis. In 2014, the City went through a qualifications based selection process and selected RH2 Engineering, Inc. to evaluate the existing SCADA system and provide a short-term and long-term strategy for upgrading and maintaining the City's system. The "City of Roseburg Telemetry Study" was completed in February of 2015 and includes a recommendation for a series of improvements that will allow the City to implement the entire conversion process in phases.

On December 14, 2015, Council awarded a Master Design Contract to RH2 Engineering, Inc. with the understanding that each task order would be negotiated based on the work being accomplished. This proposed task order includes services during construction and control system software development for the final phase of the SCADA project. This phase includes adding new SCADA communication equipment to the following facilities:

1. Boyer Reservoir
2. Joanne Pump Station
3. Sunshine Park Repeater
4. Winchester Water Treatment Plant

It also includes switching the following existing facilities from the old SCADA system to the new SCADA system.

5. Dixonville PS #2
6. Dixonville PS #3
7. Dixonville PS #5
8. Dixonville PS #6
9. Grange Reservoir
10. Cattle Drive Reservoir

Major project components for this task order include the following:

- Project management services
- Programmable logic controller (PLC), operator interface (OI), and human machine interface (HMI) software development to control and monitor equipment at the sites.
- Startup, testing, commissioning, and training of each new control system, HMI software, alarm notification system, and operations and maintenance (O&M) material.
- Services during construction.

C. Financial and/or Resource Considerations. The proposed cost of the task order is \$364,381 based on the following estimate for each major task.

1. Project Management Services	\$ 17,466
2. PLC Software Development, Startup, & Testing	\$233,349
3. HMI Software Development, Startup & Testing	\$ 88,317
4. Services During Construction	<u>\$ 25,249</u>
Total Task Order	<u>\$364,381</u>

The total project costs for this phase are estimated below:

Design	\$ 93,127
Construction	\$ 535,610
Task Order 10	\$ 364,381
Contingency	<u>\$ 88,980</u>
Total Estimate	<u>\$1,082,098</u>

Of this total, staff expects to expend approximately \$360,000 more this fiscal year and has included an additional \$900,000 in the FY 19-20 draft Water Fund Capital budget.

D. Timing Issues. If awarded, work on the project is expected to begin in April and be completed by the end of the year.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize a task order for RH2 Engineering, Inc. for an amount not to exceed \$364,381; or
2. Request additional information; or
3. Not authorize the task order and not move forward with the project at this time.

STAFF RECOMMENDATION

Money has been budgeted and is available to complete this project. The Public Works Commission discussed this task order at their March 14th meeting. The Commission recommended that the City Council authorize a task order with RH2 Engineering, Inc. for an amount not to exceed \$364,381. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize a task order for engineering services for Phase 3 of the Water System SCADA Improvements with RH2 Engineering, Inc. for an amount not to exceed \$364,381.

ATTACHMENTS

None

ej
3/20/19

DEPARTMENT ITEMS C
03/25/2019

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



FUNDING REQUEST – ELECTRIC VEHICLES/CHARGING STATION

Meeting Date: March 25, 2019
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

On October 9, 2018 the Economic Development Commission received a presentation from Mr. David Reeck about electrical vehicles and the impact they can have on tourism in our area. Information was provided concerning the possibility of constructing charging stations within the City to promote travel-related tourism routes throughout the state that include stops in Roseburg. Information was provided about Travel Oregon's tourism efforts to promote Oregon Electric Byways and the possibility of Roseburg being included in this tourism opportunity.

Shortly after the October 9th meeting the City was made aware of a grant opportunity through Pacific Power in order to secure funding for the construction of electric vehicle charging stations. With assistance from Mr. Reeck the City applied for the grant and was awarded \$25,000 to help advance electric vehicle charging stations at 1) Visitor Center; 2) Parking Garage; 3) Umpqua Valley Arts Center; and 4) Roseburg Public Library.

The City must secure additional funding in order to complete the project. An initial quote from Christenson Electric has indicated that the costs of constructing the charging stations at the four locations listed above would total \$49,046.

The EDC voted unanimously to recommend City Council fund \$25,000 as match to the Pacific Power grant in order to finance the charging station construction. The funding would come from the Hotel/Motel tax fund devoted to tourism activity currently in excess of \$300,000.

BACKGROUND

A. Analysis. The Pacific Power Electric Vehicle Charging Grant will enable the construction of eight charging ports, two at each identified location. The charging stations will provide a "Level 2" charging port that is capable of charging most electric vehicle models. Charge times will vary based on the battery included within the vehicle model. However, it is anticipated that tourists visiting the area would typically need to charge their vehicle for one to two hours in order to make their next reasonable charge point. Each charging station will include a usage monitoring system that will provide data concerning the amount of power being used for the City and Pacific Power to review.

B. Financial and/or Resource Considerations. Funding for the request would come from the Hotel/Motel tax fund devoted to tourism activity currently in excess of \$300,000.

C. Timing Issues. The Pacific Power grant requires that the charging stations be constructed by December 31, 2019.

COUNCIL OPTIONS

1. Authorize staff to utilize \$25,000 as match to the Pacific Power grant in order to construct charging stations at four locations within the City of Roseburg.
2. Do not authorize staff to utilize \$25,000 for this purpose.

STAFF RECOMMENDATION

Staff recommends that Council authorize \$25,000 as match to the Pacific Power grant in order to construct charging stations at four locations within the City of Roseburg.

SUGGESTED MOTION

I move to authorize the use of \$25,000 as match to the Pacific Power grant in order to construct charging stations at four locations within the City of Roseburg.

ATTACHMENTS

- #1 – Pacific Power Electric Vehicle Charging Station Grant Award
- #2 – Christenson Electric Construction Quote



February 14, 2019

City of Roseburg
900 SE Douglas Ave
Roseburg, OR 97470

ATTN: David Reeck

RE: Q4 2018 Electric Vehicle Charging Station Grant – City of Roseburg, Multiple Location Public Charging Project

Dear Mr. Reeck:

Congratulations! Pacific Power is pleased to inform you that you've been selected to receive an Electric Vehicle Charging Station Grant award of up to \$25,000 to help advance your electric vehicle charging projects at 1) Visitor Center: 410 SE Spruce Street; 2) Parking Garage: 551 SE Rose Street; 3) UVAA: 1624 W Harvard Avenue, 97471; 4) Library: 1409 NE Diamond Lake Blvd in Roseburg, Oregon 97470.

In order to receive funding, Pacific Power requires that you make a commitment to meet certain requirements, milestones, and deliverables as outlined in the attached **Grant Agreement**. Your project funding award is contingent upon your agreement to the terms set forth herein.

Funding will be provided once the project is complete and Pacific Power has received all documentation required to verify project expenses and completion. We encourage you to provide a copy of this letter and the attached Grant Agreement to your project manager and contractor(s) to ensure they are aware of all program requirements.

If you agree to all of the conditions set forth in the Grant Agreement, please sign and initial where indicated. Please email a copy of this letter and the signed Grant Agreement to plugin@pacificcorp.net by **February 1, 2019**.

We look forward to partnering with your organization to further clean transportation throughout Oregon.

Sincerely,

Scott Bolton
Senior Vice President

Grant Agreement – Q4 2018 Electric Vehicle Charging Grant

PacifiCorp d/b/a Pacific Power (Pacific Power) will provide up to **\$25,000** to the City of Roseburg (Recipient) to support the installation of electric vehicle charging infrastructure at 1) Visitor Center: 410 SE Spruce Street; 2) Parking Garage: 551 SE Rose Street; 3) UVAA: 1624 W Harvard Avenue, 97471; 4) Library: 1409 NE Diamond Lake Blvd in Roseburg, Oregon 97470, upon completion of the project and confirmation that all award recipient requirements have been met.

This grant funding award amount is based on the information provided in the application and during the evaluation process. Any unapproved material change to project design/plans/scope may result in forfeiture of funding or an adjustment to the grant funding award amount. All modifications to the project design/scope including those attributes listed below must be submitted for approval using the change request form provided by Pacific Power.

I. PROJECT ATTRIBUTES

- Install an Electric Vehicle Charging project with the attributes described in the table below:

Award Recipient	City of Roseburg	Pacific Power Recognition	Permanent signage acknowledging Pacific Power's contribution; Marketing on city website, monthly newsletter, coverage on local TV
Technology	ChargePoint		
Number of chargers*	8 ports		
Project location	Parking lots at visitor center, downtown shopping district, art gallery, Library		
Data Available	Real time usage via ChargePoint online Portal	Data Sharing Plan	City will provide Pacific Power with login into view usage data
Project address	1) Visitor Center: 410 SE Spruce Street; 2) Parking Garage: 551 SE Rose Street; 3) UVAA: 1624 W Harvard Avenue, 97471; 4) Library: 1409 NE Diamond Lake Blvd Roseburg, Oregon 97470.		
Accessibility	The chargers will be placed in central locations around the city.	Education Plan	Marketing on: City Website, monthly newsletter, downtown exposure and free charging provided as goodwill gesture, coverage on local TV
Online date	June 2019		
Funding award**	Up to \$25,000		

* Awards are competitive and funding is limited. If your project does not include the number of chargers listed above, funding may be reduced or rescinded.

**The funding award represents an "up to" amount. Changes in project costs, design, and funding sources may result in adjustments to the final funding amount.

- Install electric vehicle charging infrastructure by **December 31, 2019**.

Extensions to this timeline may be considered on a case-by-case basis. Recipient understands that if the project is not completed by December 31, 2019, funding may be rescinded unless a Pacific Power change order form is submitted and approved by the Electric Transportation Project Manager at Pacific Power.

- Install a project that will be served by Pacific Power (located in Pacific Power's service area) over the life of the project. The funding award must be repaid at a prorated rate to Pacific Power within 60 days if the project leaves the Pacific Power system within 10 years of the final grant funding award payment.
- Install electric vehicle charging infrastructure that is owned by a non-residential Pacific Power customer authorized to make improvements at the site.
- Utilize a contractor licensed in the state where the project will be installed and conform to all county/state building and electrical codes and utility connection requirements, which includes general requirements and may require one or more studies be performed by Pacific Power to determine feasibility, system impact and cost of safely connecting the electric vehicle charging infrastructure to the utility system. Recipient understands that they may be responsible for purchasing and installing any necessary protection equipment - that is any system upgrades due to impacts from the proposed project is recipient's financial responsibility.
- Install only new equipment, which must be evident in the documentation (invoice or signed contractor proposal).
- Install a usage monitoring system that includes a mechanism for sharing station data with Pacific Power. Provide project data, including but not limited to KWh and usage data on a monthly basis for the life of the project. The funding award must be repaid at a prorated rate to Pacific Power within 60 days of written notice if the project continues to operate but ceases to provide data.

Information collected may be used for regulatory reporting, evaluation, educational purposes, performance analysis, or any other reason Pacific Power deems necessary.

- For projects located in Oregon, grant or transfer to Pacific Power title to all Oregon Clean Fuel Program Credits generated by each of the chargers installed at the project site as a result of grant funding.

II. USE OF GRANT FUNDS

Apply grant funds only to upfront costs associated with the installation and activation of approved equipment and approved outreach and education expenses. Funds cannot be used to cover expenses such as fees incurred for project estimates or bids, administrative or project management costs, renewable energy equipment such as solar panels, energy storage equipment, vehicle purchase or lease, and structural or other site improvements that would occur without the installation of electric vehicle charging infrastructure, such as landscaping or re-roofing.

Final grant funding amount cannot exceed total eligible project costs. Final reimbursement may be adjusted for changes in project costs, scope, and/or funding sources.

III. AWARD RECIPIENT DELIVERABLES

- **Quarterly updates:** Provide a quarterly progress report on the 15th day of the month following each calendar quarter until the project is on-line. Quarterly progress reports will be provided by

completing the quarterly progress report form provided by Pacific Power and emailing it to plugin@pacificorp.net. The first report will be due by **April 15, 2019**.

- **Change requests:** Complete and submit the change request form provided by Pacific Power for any material change in project scope from project attributes listed in the table above, conveyed in the funding application, or communicated during the evaluation process.
- **Financing plan:** Demonstrate to Pacific Power's satisfaction by **June 14, 2019** via a written communication directed to plugin@pacificorp.net that all funds necessary to complete the project have been secured. If the project has not secured financing for the additional amounts required by June 14, 2019, the project may forfeit its right to the funds reserved for the project.
- **Ongoing communication:** Keep the Electric Transportation Project Manager apprised of major project milestones, such as initiating installation, and opportunities to participate in celebrations and media engagement.
- **Project completion and reimbursement:** Upon completion of project installation and activation, complete and submit the final report form provided by Pacific Power along with required supplemental documentation and photos to plugin@pacificorp.net. Final reporting must be submitted no more than sixty (60) days following the project's official on-line date.

Note: Pacific Power will not be responsible for any lost documentation related to these award requirements.

IV. EDUCATION AND OUTREACH REQUIREMENTS

- **Pacific Power Recognition statement:** Include the following statement on all signage, materials, and communications, both print and non-print, produced as part of the grant-funded project, "This project was made possible with support from Pacific Power." Contact plugin@pacificorp.net with questions about use and modification of this language.
- **Approvals:** Seek prior approval from Pacific Power for all materials that use the Pacific Power logo.
- **Celebrations and publicity:** Celebrate the project completion through one or all of the following per the Education Plan listed in the table above: media event, tour, media advisory, press announcement, stakeholder communications. Pacific Power representatives must be provided an opportunity to participate in celebrations.
- **Permanent recognition:** Develop at least one piece of permanent, onsite signage that publicly recognizes the contribution of Pacific Power. Pacific Power can provide samples and support the development of content and messaging.
- **Pacific Power website:** Allow Pacific Power to include information regarding your project in communication material used by Pacific Power. This includes Pacific Power's right to use photographs of the facility in brochures and internet pages for purposes of supporting customer programs.

Contact the plugin@pacificorp.net for approvals and guidance.

V. REIMBURSEMENT

Reimbursement will be remitted within thirty business (30) days of confirmation that all funding requirements, including reporting and documentation, have been met. Reimbursement will be remitted directly to the applicant or to their designated assignee as directed by the award recipient. Reimbursement will be distributed once the project is complete and verified through the following steps:

- City/county permitting finalized, including electrical inspection.

- Utility has approved installation for operation (if deemed necessary by Pacific Power estimator)
- Usage data is accessible and shared with Pacific Power
- Data sharing plan is in place and will continue for the life of the project
- Final report form is submitted and approved by Pacific Power, along with:
 - Itemization of each eligible project expense – i.e. labor, permits, equipment, and materials.
 - Copies of detailed invoices documenting total and eligible costs and supporting itemization of expenses
 - Documentation of each outside funding source
 - Photos of the installation (.jpg) photos
 - Photos of signage and other educational collateral
 - Photos of any onsite monitoring system displays
 - Documentation of education and outreach efforts (e.g. press coverage, celebrations, etc.)

VI. OVERALL ACKNOWLEDGEMENT OF TERMS

Recipient certifies that Recipient is a non-residential Pacific Power customer authorized to make site improvements at this location. Recipient understands that this funding award, as specified in Section I above, is to, among other things, "Install electric vehicle charging infrastructure that will be served by Pacific Power (located in Pacific Power's service area) over the life of the project." Accordingly, Recipient agrees to refund the award in a pro-rated amount should the project cease to be served by Pacific Power. The repayment for leaving Pacific Power's service ("Exit Repayment") will be determined by and subject to the following terms:

- Exit Repayment will be determined by the follow equation,
 - $\text{final grant funding award} \times (120 - \text{service delivery term}) / 120$,
- Service Delivery Term is the number of months between the month the Final grant funding award was made and the month Recipient terminated its electric service.
- For determining the repayment, the dates will be the first day of the month in which they occur.

Additionally it is understood that providing usage data is essential to this program. Accordingly, Recipient agrees to refund the award on a pro-rated basis in full should the project cease to provide usage data to Pacific Power on a monthly basis over the life of the project. If the project continues to operate but Recipient ceases to provide data to Pacific Power, Recipient is obligated to repay the pro-rated amount to Pacific Power within 60 days of written request. The repayment for ceasing to provide data ("Data Default Repayment") will be determined by and subject to the following terms:

- Data Default Repayment will be determined by the follow equation,
 - $\text{final grant funding award} \times (60 - \text{data delivery term}) / 60$
- Data Delivery Term is number of months between the month the Final grant funding award was made and the month Recipient ceased providing data.
- For determining the repayment, the dates will be the first day of the month in which they occur.

Recipient additionally consents to Pacific Power publicly distributing this usage data.

Recipient has reviewed and understands the terms and conditions of receiving Electric Vehicle Charging Grant funding and represent and warrant to Pacific Power that the party below is authorized to sign this agreement on behalf of Recipient.

Waiver of Jury Trial. TO THE FULLEST EXTENT PERMITTED BY LAW, EACH OF THE PARTIES HERETO WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT OF LITIGATION



825 NE Multnomah
Portland, Oregon 97232

DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT. EACH PARTY FURTHER WAIVES ANY RIGHT TO CONSOLIDATE ANY ACTION IN WHICH A JURY TRIAL HAS BEEN WAIVED WITH ANY OTHER ACTION IN WHICH A JURY TRIAL CANNOT BE OR HAS NOT BEEN WAIVED.

IN NO EVENT SHALL PACIFIC POWER BE REQUIRED TO PAY OR BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, OR PUNITIVE DAMAGES.

Please initial each page, complete the Funding Recipient Acceptance section of the signature page and return signed form to plugin@pacificorp.net.

Signature Page**Funding recipient acceptance of Grant Agreement**

The City of Roseburg,, (funding award recipient) hereby understands and accepts all obligations and limitations associated with receiving an Electric Vehicle Charging Grant funding award and agree to the requirements and conditions described in this agreement.

Recipient also acknowledges that Pacific Power has not made any representations and has specifically disclaimed any and all warranties, expressed or implied, with respect to the electric vehicle charging infrastructure installed or the electrical contractor, including but not limited to those concerning the electrical contractor's experience qualifications or background, the amount of energy consumed, the quality of specific materials, components, or workmanship utilized in the installation or the nature of or whether building permit(s) or governmental approvals may be required. Recipient understands that Pacific Power's liability is limited to the funding award and under no circumstances will Pacific Power be liable to the customer or electrical contractor for any further amounts.

Recipient releases and hereby indemnifies Pacific Power, its parent, board, officers, employees and agents against any claim made, action, damages, order or other legal liability in association with Recipient's anticipated receipt of or use of funds under this agreement.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Company: _____

Pacific Power Acceptance

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Quotation



"Building Long Term Relationships Through Trust and Performance"

17201 NE Sacramento St
Portland, OR 97230
(503) 419-3300

Estimator/Project Manager Eric Barton
Phone: 503-419-3415
Email: eric.barton@christenson.com

Quote Number 5 yr Cloud/Assure Plan
Date 1/24/2019
Quote Expires 2/23/2019

Bill to:
Customer Name City of Roseburg
Contact David Reek
Address
City, State, ZIP

Ship To:
Customer Name City of Roseburg
Attention David Reek
Address
City, State, ZIP

Thank you for the opportunity to present you with a quote to install a new Chargepoint EV charger . This proposal is for the installation of four Dual port bollard mounted charger. The following quote includes all materials and labor required for station installation, it does not include any labor or material required to bring electrical infrastructure to the station location. This proposal includes 5 years of pre-paid commercial cloud plan and 5 years of CP-Assure warranty. Please do not hesitate to contact us with any questions regarding this proposal.

Project Scope of Work:

- Provide and install (4) CT4021 dual port bollard mount station.
- Commission and test.
- Please not all make-ready infrastructure must be provided ahead of arrival for station installation. We will help provide necessary specs and information for your local electrician to run the necessary infrastructure for the station.

Parts and Installation

Model	Description	Unit Price	QTY	Total Customer Pricing
CT4021-GW1	Dual Output, Gateway Option USA, Bollard Unit - 208/240V @30A with Cord Management	\$ 6,129.00	4	\$ 24,516.00
CT4001-CCM	Bollard Concrete Mounting Kit	\$ 81.00	4	\$ 324.00
CPLD-COMMERCIAL-5	Five year prepaid commercial cloud plan per port. Includes secure network connection, ongoing station software updates, station inventory, 24x7 driver support, host support, session data and analytics, fleet vehicle management and integration, fleet access control, valet dashboard, power management (circuit panel, site sharing), scheduled charging, driver access control, pricing and automatic funds collection, waitlist, videos (on supported hardware)	\$ 1,105.00	8	\$ 8,840.00
CT4000-ASSURE5	Five year of CP Assure for the CT4000 parts and onsite labor to repair or replace any manufacturing defect. Includes remote monitoring of station and proactive repair dispatch. A successful site validation is required to activate the initial CP Assure coverage if site prep and station install are not performed by a CP National O&M Partner.	\$ 2,495.00	4	\$ 9,980.00
CPSUPPORT-ACTIVE	Initial Station Activation & Configuration Service includes activation of cloud services and configuration of radio groups, custom groups, connections, access control, visibility control, pricing, reports and alerts. One time initial service per station.	\$ 349.00	4	\$ 1,396.00

PARTNER-SELVALID	Customer works directly with a self-validating Channel Partner where the Channel Partner will be performing all construction and station installation services. These services include on-site validation of electrical capacity, transformers, panels, breakers, wiring, cellular coverage and that the station installation meets all ChargePoint published requirements and local codes. A site is defined as a group of stations all connected to the same gateway station. The name of the self-validating partner must be indicated on the Channel Partner's purchase order. Enhanced Assure Warranty will only become effective after the self-validating Partner has confirmed completion of the site validation. Upon successful Site Validation, your standard first year warranty will be upgraded to Assure.	\$ 599.00	4	Christenson Electric is a proud O&M partner with Chargepoint and is pleased to offer this required installation service at no cost to the customer due to our O&M status.
CEI INSTALL	Labor and support material for Christenson Electric to install Chargepoint stations to existing electrical infrastructure. Assumes all infrastructure is properly in place for station to be set and commissioned.	\$ 3,990.00	1	\$ 3,990.00
		Total Price		\$ 49,046.00

Exclusions/Clarifications

This proposal does not cover correction of any pre existing conditions or code violations that may be discovered. All work is to be performed during regular working hours. (Mon.-Fri. 7:00am-3:30pm)

Terms

- * Our price is valid for 30 days and is subject to changes any time thereafter.
- * The information in this quote is confidential and may be legally privileged. It is intended solely for the addressee. Access to this quote by anyone else is unauthorized. Any disclosure, copying or distribution without written permission from Christenson Electric is prohibited and may be unlawful.
- * Christenson Electric assumes no responsibility for delays, problems, or damages due to circumstances or conditions beyond its control, including but not limited to:
 - (1) Natural causes,
 - (2) Unseen, unknown, or concealed conditions,
 - (3) Failure of suppliers to provide materials,
 - (4) Weather conditions,
 - (5) Vandalism,
 - (6) Acts of God,
 - (7) Exceeding property borders in the event that the property borders were not clearly staked by the owners,
 - (8) Faulty materials,
 - (9) The condition of the property where such conditions are not caused by the services performed by Christenson Electric.
 - (10) Assumes there is adequate cell coverage available for station to function.
- * Any change in the specifications or construction necessary to comply with existing or future building codes, zoning laws, or regulations will be considered additional work to be paid for by the owners as additional work without the requirement for any written authorization or change order.
- * Shipping: Many of our vendors provide free shipping, however when shipping is charged, and/or special shipping (such as rush delivery) is requested, these charges will be passed on to the customer on a "replay and add" basis.
- * A service charge of 1 1/4 % per month (18% annual percentage rate), or a total of \$10.00 whichever is greater, shall be made on all sums due Seller which have not been paid within thirty days from the invoice date, and Buyer agrees to promptly pay said service charge.
- * INVOICE NET-30

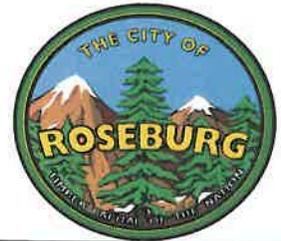
Your signature below indicates acceptance of the scope of work and total project price and provides authorization to proceed. A signed Purchase Order will be required. Please fax or email this signed document and the Purchase Order to the locations indicated in the signature block above.

Printed Name _____ Date _____

CLC
3/20/19

INFORMATIONAL A
03/25/2019

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

Meeting Date: March 25, 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

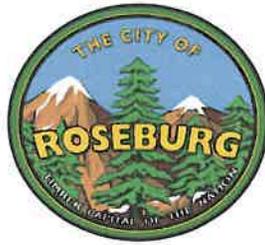
At each meeting I will provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your March 25, 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 18, 2019 - 10:00 a.m.

1. Review March 25, 2019 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing
4. Department Items
 - a. Water Bill Inserts – Avista Request (LC)
 - b. CGI Website Videos and Scripts



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
March 11, 2019 - 10:00 a.m.

1. Welcome new Administration Employee Autumn David.
2. Review March 11, 2019 City Council Special Meeting and Regular Meeting Synopsis
3. Review March 25, 2019 City Council Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents/Grants Signing
 - a. 3rd Annual Pride Parade
6. Department Items

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

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

April 8, 2019

Mayor Report

- A. Special Recognition Assistant Fire Chief Gonterman
- B. Volunteer Recognition Month Proclamation
- C. Arbor Day Proclamation

Consent Agenda

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

Ordinances

- A. Ordinance No. 3522 – Amend Roseburg Municipal Code Regarding Downtown Development District, Second Reading

Resolutions

- A. Resolution No. 2019-04 – Budget Appropriation Transfer

Informational

- A. Activity Report

April 22, 2019

Consent Agenda

- A. Minutes of April 8, 2019

Department Items

- A. Authorization to Apply for OPRD Grant – Revamp Stewart Park Pavilion

Informational

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

February 24, 2020

Consent

A. Minutes of February 10, 2020

Informational

A. Activity Report

March 9, 2020

Consent

A. Minutes of February 24, 2020

Informational

A. Activity Report

March 23, 2020

Consent

A. Minutes of March 9, 2020

Informational

A. Activity Report

Friday, March 8, 2019

Good Friday afternoon everyone. I want to take a quick opportunity to say "great job" to our Public Works and Public Safety folks for their tireless work during the recent storm. While the weather service does not keep snowfall records for Roseburg, all indications are that this was the second largest or largest amount of snowfall our area has received in the last 100 years. All of the departments referenced above were working 24 hours a day from Monday through Wednesday and dealt with almost every type of incident imaginable. We did learn some valuable lessons during the power outage and will be updating portions of our emergency response plan. I am very proud of the service staff provided these last two weeks.



Thank you all for your attendance at the executive session Monday to continue your process to find your next City Manager. I know that all of you are excited to move forward with this very important process. As you have questions please continue to communicate through John and Mayor Rich.

The Parks Commission met Wednesday morning to consider applying for a State of Oregon park improvement grant to improve Beulah Park. The Commission unanimously recommended that Council adopt a resolution Monday evening approving the application. Beulah is high priority neighborhood park and serves a number of neighborhoods in its general vicinity.

Staff met with developers and RUSA to further consider the Urban Renewal housing incentives recently approved by Council acting as the Urban Renewal Board. It appears that the NeighborWorks Umpqua project, which will be done in two phases may be able to take advantage of both programs, one for each phase. An additional developer has applied for a conditional use permit on a property further out Diamond Lake that will also be applying for one of the incentive programs. Ideally, both projects will be under construction by the end of this summer.

Earlier today I attended the SWACT meeting in Coquille. We received updates on current ODOT projects in the region as well as projects that will be undertaken in the near future. ODOT contractors continue to work on the I-5 bridge maintenance project near Gaddis Park and have recently begun clearing trees for the upcoming Roberts Mountain climbing

lane project which will take about two years to complete. They provided an update on their road recovery efforts in the region as well. Almost every major road and highway experienced some form of closure during the snow event and they have spent over \$5 million on their efforts.

On the new employee front, we will have a new employee in the Administration office on Monday, March 11th. Autumn David will be joining the team as Management Staff Assistant to fill the current vacancy we've had since mid-December. She graduated from Roseburg High School and has been employed with CSO Financial since September 2003 where she was the Legal Manager and provided paralegal assistance to off-site attorneys. Please help us in welcoming Autumn to the City.

In addition, Aurora Oberg joined the Library team as the Youth Services Librarian. She was previously a Youth Services Librarian in Spring Lace, NC and a library assistant before that in Richland, WA. She went to college for her Associates at Columbia Basin College, Bachelor's in English at Oklahoma Baptist University and received her MLIS in Library and Information Studies at the University of British Columbia. Kris is excited to have her as part of the team. Please help us in welcoming Aurora to the Roseburg Public Library.

Lacey Webb joined the Roseburg Police Department as a Police Officer. She was previously an officer for the City of Florence, OR and prior to that she was a United States Forest Service Firefighter. She began her education at Lane Community College and went on to Northwest Christian University. Please help us welcome Lacey to the Police Department.

Ian Dahl joined the Roseburg Police Department as a Police Officer. He was a Sprout Director and Children's Minister for Trinity Fellowship, Security Guard for George Fox Security Services and a Gym Coordinator for the Boys and Girls Club of the Umpqua Valley. He received his associates degree at Umpqua Community College before going to George Fox University to obtain his Bachelor's in History. Please help us welcome Ian to the Police Department.

Have a great weekend everyone. See you all on Monday at 6:30 p.m. for Planning Commission interviews and then your regular meeting!