

ROSEBURG CITY COUNCIL AGENDA – MARCH 23, 2020
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	Sheila Cox	Bob Cotterell	Alison Eggers
Linda Fisher-Fowler	Ashley Hicks	Brian Prawitz	Andrea Zielinski
- 4. Mayor Reports**
 - A. Child Abuse Prevention Month Proclamation
 - B. Resolution No. 2020-02 – Declaring a State of Emergency in the City of Roseburg
- 5. Commission Reports/Council Ward Reports**
- 6. Audience Participation – See Information on the Reverse**
- 7. Consent Agenda**
 - A. Minutes of March 9, 2020 Regular Meeting
- 8. Resolutions**
 - A. Resolution No. 2020-03 - Playground Equipment Purchase – Beulah Park
- 9. Ordinances**
 - A. Ordinance No. 3537 - Airport Master Plan Adoption, Second Reading
 - B. Ordinance No. 3538 – Amending Title 12 of the RMC to update ORS References Throughout and Correct to Include Amendments Originally Made in Ordinance No. 3448 in 2015, First and Second Reading
- 10. Department Items**
 - A. Intergovernmental Agreement Amendment with Glide School District for School Resource Officer
 - B. Intergovernmental Agreement with Roseburg School District for School Resource Officer
- 11. Items from Mayor, City Council and City Manager**
- 12. Adjourn**
- 13. Executive Session ORS 192.660(2)(f) – Exempt Records**

Informational

- A. City Manager Activity Report
- B. Vehicle for Hire Annual Update

***** 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. 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 Roseburg, Oregon, do hereby proclaim April 2020 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 23rd day of March, 2020.



Larry Rich

THE HONORABLE MAYOR LARRY RICH

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION DECLARING A STATE OF EMERGENCY IN THE CITY OF ROSEBURG

Meeting Date: March 23, 2020

Department: Administration

www.cityofroseburg.org

Agenda Section: Mayor Reports

Staff Contact: Larry Rich/Nikki Messenger

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The Novel Coronavirus (COVID-19) pandemic and the Governor's orders related to this emergency, are effecting the community as a whole and the functions of City government.

BACKGROUND

A. Council Action History.

None.

B. Analysis.

According to the U.S. Centers for Disease Control and Prevention, COVID-19 presents a "high" potential public health threat, both globally and in the United States. The novel infectious coronavirus has created a threat to public health and safety, and constitutes a citywide emergency.

ORS 401.305 provides authority for the City of Roseburg to act as an emergency management agency, including authority to establish policies and protocols for defining and directing responsibilities during the time of emergency. A resolution adopted by Council will provide a formal recognition of that authority and declare a State of Emergency for the City of Roseburg.

C. Financial/Resource Considerations.

Unanticipated costs may occur in response to directives from the Federal and State governments related to the COVID-19 pandemic. Those costs are unknown.

D. Timing Considerations.

The effects of the pandemic are changing daily. Adopting the resolution declaring a state of emergency for the City of Roseburg would provide the City with the tools to respond quickly.

COUNCIL OPTIONS

1. Adopt the resolution declaring a state of emergency for the City of Roseburg; or
2. Request more information from staff; or
3. Do nothing

STAFF RECOMMENDATION

Staff recommends Council adopt the attached resolution declaring a state of emergency due to the present COVID-19 Pandemic.

SUGGESTED MOTION

I move to Adopt Resolution No. 2020-02, Declaring a State of Emergency Due to the Present COVID-19 Pandemic.

ATTACHMENTS:

Attachment #1 – Resolution No. 2020-02

RESOLUTION NO. 2020-02

**A RESOLUTION DECLARING A STATE OF EMERGENCY DUE TO THE PRESENT
COVID-19 PANDEMIC**

WHEREAS, ORS 401.305 provides authority for the City of Roseburg to act as an emergency management agency, including authority to establish policies and protocols for defining and directing responsibilities during the time of emergency; and

WHEREAS, Coronaviruses are a group of viruses that can cause respiratory disease, with the potential to cause serious illness or loss of life; and

WHEREAS, the novel coronavirus causes an illness known as COVID-19. According to the U.S. Centers for Disease Control and Prevention, COVID-19 presents a "high" potential public health threat, both globally and in the United States; the novel infectious coronavirus has created a threat to public health and safety, and constitutes a citywide emergency under ORS 401.025(1); and

WHEREAS, on March 8, 2020, the Governor declared a State of Emergency for the entire State of Oregon; on March 11, 2020, the World Health Organization declared COVID-19 to be a global pandemic; and on March 13, 2020, the President declared a National State of Emergency; and

WHEREAS, on March 17, 2020, the Governor adopted Executive Order 20-07 prohibiting all large gatherings of 25 people or more and on March 17, the Governor adopted Executive Order 20-08, ordering all schools to remain closed through April 28, 2020; and

WHEREAS, ORS Chapter 401 authorizes certain actions to be taken during a state of emergency when necessary for public safety or for the efficient conduct of activities to minimize or mitigate the effects of the emergency; and

WHEREAS, the unknown duration of the novel coronavirus pandemic will have a significant impact to the City of Roseburg and the community at large; and

WHEREAS, to ensure the City is fully prepared for COVID-19 and that local authorities have the resources needed to respond to COVID-19, a declaration of emergency is necessary; and

WHEREAS, the entire City of Roseburg, is in a state of emergency that constitutes a Level 3 emergency in the City's adopted Emergency Operation Plan (EOP).

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

Section 1. A state of emergency is declared for the entire City of Roseburg, effective on March 23, 2020 at _____pm for the City of Roseburg.

Section 2. Upon this declaration of a state of emergency, the City Manager or designee is empowered to carry out the appropriate functions and duties identified in the Roseburg Municipal

Code (RMC) during the time of emergency, including entering into contracts required by emergency circumstances per RMC 3.06.025(F).

Section 3. The City Manager or designee shall take all necessary steps authorized by law to coordinate response and recovery from this emergency, including, but not limited to, requesting assistance and potential reimbursement from Douglas County, the State of Oregon, and appropriate federal agencies; or taking any actions needed to enforce orders and rules issued by the State of Oregon under ORS Chapter 401 or by the federal government.

Section 4. Emergency procurement is authorized under ORS 279B.080

Section 5. The declaration of emergency and special regulations and emergency measures shall expire on May 12, 2020, unless sooner terminated or extended by Order of the Common Council.

Section 6. This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 23rd DAY OF MARCH, 2020.**

Amy L. Sowa, City Recorder

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
March 9, 2020**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on March 9, 2020 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL

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

Absent: Councilor Sheila Cox

Others Present: City Manager Nikki Messenger, City Recorder Amy Sowa, City Prosecutor Jim Forrester, Human Resources Director John VanWinkle, Finance Director Ron Harker, Community Development Director Stuart Cowie, Library Director Kris Wiley, Fire Chief Gary Garrisi, Police Chief Gary Klopfenstein, Communications Specialist Eric Johnson, Management Assistant Koree Tate, Kyle Bailey of KQEN Radio and Scott Carroll of the News Review.

COMMISSION CHAIR APPOINTMENT

Mayor Rich announced Beverly Cole as the Historic Resource Review Commission Chair. Mayor Rich also reminded Council of the scheduled Work Session on March 16, 2020 at the Public Safety Center, Umpqua Conference Room beginning at 4:00 p.m.

COMMISSION/COUNCIL REPORTS

Councilor Eggers reported the Parks and Recreation Commission met on March 4, 2020. They discussed a Beulah Park grant that would be scheduled to go before City Council at a future meeting and the naming of the multi-use path which was on the current agenda. A third item discussed was regarding an Arbor Day Project. The next Commission meeting will be April 1, 2020.

Mayor Rich explained Councilor Prawitz drafted an open letter to the citizens. He asked Councilor Prawitz to read the full letter to give the audience and Council an opportunity to listen and then asked Council to determine who would like to sign their name to the letter. Mayor Rich noted that Councilor Cox was unable to attend the meeting, but discussed her decision with the Mayor prior. She was in support of the letter and asked to have her name included. Councilor Eggers thanked Councilor Prawitz for writing the letter, supported it and asked to have her name included. Councilor Fisher-Fowler agreed it was nice to have something positive to the community, supported the letter and wanted her name included. Councilor Zielinski supported the letter and stated it was important to work together as a team on this important topic. Councilor Cole supported the letter and said it was a good way to communicate with the community.

Councilor Hicks supported the letter, communicating with the public and suggested all of Council to communicate with the community by writing editorials and sharing experiences from their perspective and not just rely on local media. Councilor Hicks noted that if the article was about her then she did not agree with it because she did not break any rules. She thought there was a lot Council needed to do to work as a team. She had suggested ideas in the past

for team building and comradery by going on tours together, but the Mayor had not brought any of her ideas to fruition. Councilor Hicks again stated if the letter was about her she would not support it.

Councilor Cotterell commended Councilor Prawitz for his work on the letter and noted there was nothing specific about a Councilor, it was about working as a team to find solutions for the City. Councilor Prawitz admitted he went through many changes before submitting the letter because the key was to put something out there that was fair and to the point for moving forward together. Mayor Rich said he liked the part about Ms. Messenger and the support for her. The message was loud and clear and good for the public to hear.

Councilor Eggers moved to support submitting the letter as a guest editorial from Council. The motion as seconded by Councilor Cole and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Prawitz and Zielinski voted yes. Councilor Hicks voted no. Mayor Rich asked for confirmation as to which Councilors would like their name included on the letter. Councilors Cole, Cotterell, Cox via email to the Mayor, Eggers, Fisher-Fowler, Prawitz and Zielinski raised their hand to be included. Councilor Hicks declined to have her name included.

Mayor Rich noted that Item 5A, Umpqua Economic Development Partnership Annual Report, was being removed from the agenda and would be rescheduled for a later date.

CONSENT AGENDA

Councilor Cotterell moved to approve the minutes of February 24, 2020. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

PUBLIC HEARING – COMMUNITY DEVELOPMENT BLOCK GRANT CLOSE OUT UCAN HEAD START PROJECT

Mayor Rich opened the public hearing regarding the Community Development Block Grant close out for the Head Start project at 7:19 p.m. Mr. Cowie explained UCAN's Head Start programs provided comprehensive, no cost services to improve the lives of children age 0-5 and their families in Douglas County. Most children enrolled in those programs qualify due to their family's low economic status, but children can also qualify if they have disabilities or are in foster care. Key services provided by Head Start included early education, health, nutrition, family strengthening and information and referral.

Total cost associated with construction of the Head Start Building was approximately \$3.9 million. The CDBG grant helped to contribute \$1.5 million worth of funding to this effort. As this type of grant required a local government jurisdiction to apply on behalf of an organization like UCAN, and because the project was inside the city limits, the City of Roseburg was the logical choice to assist UCAN with the application.

Mr. Cowie read the following notice verbatim:

NOTICE OF PUBLIC HEARING REGARDING COMPLETION OF COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT

03/23/2020

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Roseburg City Council on **Monday, March 9, 2020** at 7:00 PM in the Council Chambers at 900 SE Douglas Avenue, Roseburg, Oregon 97470. The purpose of the hearing is for the Roseburg City Council to obtain citizens views about the project and to take comments about the local government's performance.

The City of Roseburg, Oregon is completing a Head Start Facility project funded with Community Development Block Grant funds from the Oregon Business Development Department. The location of the project is Roseburg, Oregon. It is estimated that the project has benefited at least 171 persons of whom (100%) are low or moderate income.

Any person who wishes to speak on this topic may do so. Written comments are also welcome and must be received by 5:00 p.m. on March 3, 2020 at 900 SE Douglas Avenue, Roseburg, Oregon 97470. Both oral and written comments will be reviewed by the Roseburg City Council.

More information about the Oregon Community Development Block Grant program and the project is available for public review at 900 SE Douglas Avenue, Roseburg, Oregon 97470 during regular office hours: Monday through Friday from 8:00 a.m. to 12:00 p.m. or 1:00 to 5:00 p.m. Advance notice is requested. Please contact the Roseburg Community Development Department, 900 SE Douglas Avenue, Roseburg, Oregon 97470, (541) 492-6750, or by email: jlazur@cityofroseburg.org

Anyone having questions regarding the public hearing may contact Roseburg City Recorder, Amy L. Sowa, by calling 541-492-6866.

Signed by Ms. Amy L. Sowa, City Recorder

Posted on the City's website, at City Hall and published in the News Review on Thursday, February 27, 2020.

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

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

Mr. Cowie stated Head Start provided many services for children age 0-5 for families with low economic status. He shared a personal story how this type of program helped his family when he lived in another city. Mr. Cowie introduced Maureen Short RN, UCAN Child Services Director. Ms. Short thanked Council and staff for their support of the program. She provided photos of the construction for the new building and thanked major sponsors for their contributions. Classes were previously offered in a leased classroom at the former Rose Elementary School building. When the Roseburg School District needed to use the space again, they had to find a location for the Roseburg classes. The newly constructed building provides a permanent location and includes seven classrooms, a room for staff offices, a health screening room, a room for teaching supplies and a library of books for children, a reception

area and a place for a washer and dryer to clean clothes. There are two playgrounds for children ages 0-2 and 3-4. Ms. Short stated they currently had 179 children and their families receiving services and would be adding 16 more babies and toddlers increasing the total to 195.

In response to Mayor Rich, Ms. Short explained those who qualify for the services would be those within or below poverty level, homeless, children within the foster care system or those with disabilities. They will take families with the highest number of social determinants. Councilor Hicks said she appreciated the program and felt a lot of children received a social benefit in attending. In response to Councilor Cole, Ms. Short explained they could financially sustain the program due to multiple funding sources by Federal and State governments. The State had been generous to provide enhancement money for kindergartners.

As no one else wished to speak, Mayor Rich closed the public hearing at 7:34 p.m. Councilor Cotterell moved to direct staff to officially close out the Head Start CDBG Grant. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

PUBLIC HEARING – AN ORDINANCE AMENDING THE ROSEBURG URBAN AREA COMPREHENSIVE PLAN ADOPTING BY REFERENCE THE CITY OF ROSEBURG REGIONAL AIRPORT MASTER PLAN, FILE NO. CPA-20-002

Mayor Rich opened the public hearing regarding an ordinance amending the Roseburg Urban Area Comprehensive Plan by adopting by reference the City of Roseburg Airport Master Plan at 7:38 p.m. He reviewed the process for a legislative hearing. Ms. Messenger reported the City began the process of updating the Airport Master Plan in late 2017. As part of the process, the Federal Aviation Administration (FAA) approves individual chapters as they are created. She introduced Kevin Mulcaster, Mead and Hunt, who provided an overview of the Airport Master Plan.

Mr. Mulcaster explained the Airport Master Plan (ALP) was similar to a Comprehensive Plan and provided an opportunity for focused items that were unique to the component of the plan. This was also a very realistic plan based on the needs of what was seen today and was not a binding decision, but put the City in a position to secure funding in the future. The ALP showed the future projects and/or uses for certain areas of the airport. If a project was not identified in the ALP, the FAA would not allow the project to proceed until the ALP was updated and approved. The Master Plan was a 20-year facilities plan with a focus on runway length, noise and land use compatibility, and near-term/long-term aviation development. The FAA sponsored the document.

Mr. Mulcaster discussed the process for the Master Plan update which included: inventory, forecasts, facility requirements, alternatives, Capital Improvement Plan and Layout Plan. The Capital Improvement Plan was an airport's plan for near term projects at the airport, including planned capital funding and was the FAA's tool for programming funding for projects. The \$3.4 billion FAA Airport Improvement Program (AIP) was funded by airline passenger tax, aircraft parts tax, aircraft fuel taxes and aircraft registration fees. The FAA covered 90% of funding with a local 10% match on AIP eligible projects. Mr. Mulcaster reviewed the near-term CIP that included runway lighting design and construction, environmental assessment, and taxiway extension design and construction. The goal was to have one environmental assessment in a

five year period. Operations had changed over time along with extension adjustment. Another component at the airport related to safety was the need to look at the north end for a parallel taxiway. In the future, the trees that were recently cut for the precision approach path indicator project would need maintained. The next steps were to have the Airport Layout Plan approved, a 2021 environmental assessment, runway lighting rehabilitation construction and Taxiway A construction.

In response to Councilor Cotterell, Ms. Messenger explained that in the last 30 years, the Urban Renewal Fund paid for any matching funds that remained after grant matches. As far as relocation of Stewart Parkway, Mr. Mulcaster noted it could be 2038. The FAA was a reactive agency and if something were to happen with an aircraft that affected that area, the project could be moved up. Ms. Messenger added that Stewart Parkway was barely encroaching and it was a small section. Mayor Rich wanted to know the distance from the runway to the road and if there was a need to extend it. Ms. Messenger said it was around 950 feet and currently, the runway was of adequate length to serve the planes that use it. In response to Councilor Hicks, Mr. Mulcaster explained the north runway protection zone was for people and property on the ground, not for the aircraft; they wanted to keep it clear from congregations. Councilor Hicks wanted to know if helicopters were given accommodations. Mr. Mulcaster explained that was part of the master planning process and looked at opportunities to segregate them from other aircraft, especially during fire season.

As no one else wished to speak, Mayor Rich closed the public hearing at 7:57 p.m. Councilor Fisher-Fowler moved to adopt the Findings of Fact and order approved by the Planning Commission for File No. CPA-20-002, which amends the Roseburg Urban Area Comprehensive Plan by incorporating the Roseburg Regional Airport Master Plan into the document by reference. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hick, Prawitz and Zielinski voted yes. No one voted no.

Council agreed to have the City Recorder read the Ordinance. Ms. Sowa read Ordinance No. 3537, entitled, "An Ordinance amending the Roseburg Urban Area Comprehensive Plan adopting by reference the City of Roseburg Regional Airport Master Plan," for the first time.

NAMING OF THE MULTI-USE PATH

Ms. Messenger stated the City's multi-use path did not currently have a definitive name. Staff had been working toward bringing wayfinding signs to the City's multi-use path system. Wayfinding was used to assist users of the path system in determining where they were on the path and where they wanted to go. Selecting a name for the path system would be beneficial to the wayfinding project by providing an easily recognizable brand for the overall path system. AHM was hired to design the wayfinding signs. Branding the path system would make it more recognizable from a user standpoint and easier to market to potential users from outside the area.

Staff considered several formal naming options for the path system and presented them to the Parks Commission on February 5, 2020. Those options included: Umpqua River Trail, Umpqua River Greenway, Roseburg Greenway, Roseburg Urban Path and Roseburg Urban Trail. The Parks Commission also discussed a number of additional options at the meeting. The wayfinding project was currently in design phase where the consultant could integrate the name

into their design. Councilor Eggers shared it was a healthy discussion and the biggest concern was to name the trail something that would not be too narrow and have room to grow knowing the path could expand north or south. In response to Councilor Hicks, Councilor Eggers stated there was discussion about the river, but felt it was important to keep it shorter and find a way to name it in such a way as to include the North and South Umpqua. Ms. Messenger added that although there were signs naming the river, the trail could eventually connect to Winchester or other areas. Councilor Hicks said she felt it was misleading when there were a handful of signs that already stated South Umpqua River by the pathways and freeway. Councilor Cotterell said he did not want to change the new name after all the work that was done by the Commission. Mayor Rich said he understood the logic behind it and understood the trail would not always be by a river. Councilor Cole said she attended the Commission meeting and confirmed it was a long difficult decision.

Councilor Eggers moved to adopt Umpqua River Trail as the official name of the City of Roseburg's multi-use path. The motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Prawitz and Zielinski voted yes. Councilor Hicks voted no.

2018-2023 CAPITAL IMPROVEMENT PLAN MODIFICATION STANDBY POWER PROJECT

Ms. Messenger reported the City of Roseburg experienced a severe weather event in February 2019. The event highlighted the need for standby power generation to support the City's critical public works infrastructure should a long-term power outage occur. RH2 Engineering Inc. was selected to conduct a Standby Generator Evaluation Study in August of 2019. The study identified a number of options for standby power generation at critical City facilities, including the Fulton Shop, the Reservoir Hill SCADA system, the Water Treatment Plant, and the major pump stations in the water distribution system. A copy of the study was placed on the City's website.

The results of the study were presented to the Public Works Commission on February 13, 2020. After a thorough discussion, the Public Works Commission recommended staff proceed with the design and construction of standby power generation at the water treatment plant, the Reservoir Hill SCADA system, the installation of receptacles at five pump stations, and the purchase of two portable generators. The Commission elected not to recommend construction of standby power generation at the Fulton Shop at this time.

Contracts for design and construction of the proposed facilities would be brought to the Council as they are developed next fiscal year. The budget level estimate for standby power generation at the water treatment plant, the Reservoir Hill SCADA system, the installation of receptacles at five pump stations, and purchase of two portable generators is \$1,850,000. Installation of a standby power generator at the Fulton shop would increase the project cost by \$406,000. The Public Works Commission recommended staff proceed with the design and construction of standby power generation at the water treatment plant, the reservoir hill SCADA system, the installation of receptacles at five pump stations, and purchase of two portable generators.

Councilor Hicks asked if the decision was based on a reaction of what happened or a need. Ms. Messenger explained the Water Treatment Plant had always had reliable power, but it was more about preparing for situations when power was out more than a couple hours. It was not going to be a fix for a Cascadia event, but would help. In response to Mayor Rich, Ms.

Messenger confirmed this would provide a three day supply and would allow the City enough time to contact fuel suppliers. Roseburg was fortunate to have other businesses, such as logging companies that were willing to bring fuel on site if needed.

Councilor Prawitz added the importance of having a working radio tower for communication from the City and for emergency services. Last year during the snow storm, only one old tower was working so he felt having a portable generator was critical and was smart for the City to be proactive. Councilor Cotterell moved to modify the 2018 Capital Improvement Plan to include the Standby Power Project in the Water Capital Improvement Fund. The motion was seconded by Councilor Eggers and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

UMPQUA PUBLIC TRANSPORTATION DISTRICT FUNDING AGREEMENT

Ms. Messenger explained that in the past, the City had supported public transit through an annual agreement with Umpqua Community Action Network (UCAN), the operator of Utrans. A new public transportation district has formed and was requesting the City's continued support. In 2017, the Oregon legislature passed a comprehensive transportation-funding package known as HB2017. This bill included increased funding for transit providers. In order to take advantage of this opportunity, Douglas County formed a transit district to assume the role of transit provider. The Umpqua Public Transit District had formed and continued to contract with UCAN in the short term. While HB2017 did significantly increase funding for transit, the funding was specific to service expansion, not the provision of the existing services. The transit district would require participation from cities served in order to continue to provide the existing service routes.

The district was seeking a legislative fix in order to be able to access the funding for existing services, but did not foresee that occurring prior to FY 21-22. As such, they have requested that the City continue supporting the district through June 30, 2021. The current agreement between the City and UCAN expired at the end of 2019. Prior to that, the City made quarterly contributions of \$15,000 to support the system. The FY 19-20 budget includes \$60,000 for this purpose. When the transit service initially started in 2000, the City's contribution was \$21,000 annually. In 2008, that went up to \$75,000 annually. In 2010, UCAN reduced the contribution to \$60,000 per year. The transportation district had requested the City continue to contribute \$60,000 (\$15,000/quarter) through June 30, 2021.

Mike Baker, Transit District Chair, explained they were in process of purchasing property on Diamond Lake Boulevard. Mr. Baker explained that in the beginning, Board Members were elected and had to figure out for themselves how best to operate. He thanked the Mayor for his citizen involvement. UCAN was also a great partner to help them with a place to meet and obtain better resources. HB2017 provided infusion for transportation, but unfortunately the federal funding could only be used for new or expanding services. They had been working on contracts with Dial-a-Ride and hoped to take over fixed route services to operate as a district.

Cheryl Cheas, Transit District Manager, explained that when applying for STIP funding, they had to put together a project list, create a master plan and have a coordinated plan. They needed a building where they could conduct business and bring operations to the location. During the transition from Douglas County to the Transportation District, they learned they would no longer be allowed to park at their fleet parking location which created a burden

regarding extra time used, mileage and gas to park buses in Green rather than in the heart of Roseburg. Ms. Cheas said the next step was to increase frequency providing half hour service routes rather than every hour. The main service areas included the YMCA to the Social Security Office, Veterans Administration to Downtown. They hoped to create a connection from Winston to Sutherlin. They had funds for projects lined out, but had to make it through the next year and a half to use the STIP funding for the services they started. Mr. Baker explained the bill was scheduled to be amended so funds could be used for existing transit, but due to the legislation session walk out, it did not happen and they must wait until the next session.

In response to Mayor Rich, Ms. Cheas explained the reason the County stopped allowing parking at the County Fleet Lot was to provide a natural progression of separation. They had been in Green for a year and a half now, but it was impacting their reserves. They had reserve funds through UCAN but those were now depleted since they were paying to park. In response to Councilor Fisher-Fowler, Ms. Cheas said the County no longer contributed to unincorporated areas such as Green and it was a topic they needed to discuss with the County Commissioners. In response to Councilor Cotterell, Ms. Messenger explained the City had been contributing to UCAN for the Utrans service since 2010 and would not hurt the next budget. She supported a good transit system as it helped many people with barriers to transportation.

Councilor Prawitz noted the money from the City helped in the next fiscal year, but wanted to know how much was waiting for them in the horizon. Mr. Baker explained the tax that was imposed actually brought in more money than anticipated and would total close to \$4 million. Ms. Cheas added they had grants for new buses and just received four new ones and were looking at adding four more buses with drivers. In response to Mayor Rich, Ms. Cheas confirmed they have 5 staff total. Mayor Rich wanted to know about the issues with Reedsport and UCAN. Ms. Cheas described some of the obstacles that prevented them from getting reimbursed during the first quarter. By the second quarter, all were able to be paid on time. Mr. Baker confirmed they have enough reserves and just need to get through this contract period.

Councilor Eggers asked for clarification as to the new property on Diamond Lake Boulevard. Ms. Cheas explained it was the former AA Surveying and they were leasing the downstairs. This will help them get out of Green and park buses across the property. They were looking into acquiring neighboring property to allow for improvements to include parking, a wash station and an area for preventative work. Mr. Baker added it was past Ventura off Diamond Lake Boulevard.

Councilor Cotterell moved to authorize the City Manager to negotiate and execute an Agreement for Transit Services between the City of Roseburg and the Umpqua Public Transportation District with the City providing \$60,000 per fiscal year through June 30, 2021. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

GRANT REQUEST – DOWNTOWN ROSEBURG ASSOCIATION & PARTNERSHIP FOR THE UMPQUA RIVERS (ROSEBURG SUMMER STEELHEAD CONCERT SERIES)

03/23/2020

Mr. Cowie stated the applicants, Partnership for the Umpqua Rivers and the Downtown Roseburg Association (DRA) requested \$21,500 in hotel/motel tax funds in order to assist in advertising and marketing costs associated with holding three concerts in the downtown area during the annual steelhead salmon angling season from July to September.

The Partnership for the Umpqua Rivers was partnering with the DRA regarding the concert series, as each concert would be held downtown, utilizing key businesses. The DRA works to increase regional and downtown patronage and was experienced in hosting downtown events.

The applicant had indicated the concerts would be a mixture of music, street fair, brews and foods. It was anticipated that advertising would consist of billboards, print, radio and social media. Experience Roseburg had provided a letter of support and would be adding \$2,500 worth of in-kind advertising, marketing design and promotion. Billboards were anticipated to be placed in the Salem/Portland area, while print advertising was anticipated in magazines such as 1859, Willamette Weekly, and the Portland Monthly. The objective of each event is to engage anglers and visitors during the steelhead season while promoting the Umpqua Rivers as a key steelhead angling destination. The request to utilize the funding for advertising and marketing purposes was consistent with the definition of "Tourism Promotion" as provided in ORS 320.300, which enabled the use of funding for advertising, publicizing or distributing information for the purpose of attracting and welcoming tourists.

Recognition of the City's sponsorship would be provided by including the City's logo on advertising material, both printed and digital. Funding for this request, alongside other tourism promotional types of activities, comes from the Hotel/Motel Tax Fund under the Tourism Promotion account. This account is used to assist in funding the City's tourism grant application program, which is made available to the public twice a year in the spring and fall. In addition to these grant requests, the money can be used to fund other tourism promotion or tourism-related facilities as defined in ORS 320.300.

In response to Mayor Rich, Mr. Cowie explained that if this grant was approved, there would be just over \$20,000 left in this fund. This was the last cycle for grants in this fiscal year. Ms. Messenger added the first cycle happened last fall. Councilor Cotterell asked why City funds were needed if by their calculations they looked to make a profit from the event. Susie Johnston-Forte, Downtown Roseburg Association (DRA) Executive Director, explained they needed funding now to pay for advertising to reach areas beyond 25-50 miles. Her hope was to extend to California and Washington and could not do that without the extra funds up front. Councilor Cotterell explained he had concerns allowing the funds when Park-Smart was behind on payments to the City. Ms. Johnston-Forte explained the DRA existed to deliver the Main Street Program and Park-Smart was separate. Park-Smart unfortunately could not sustain revenue and had explained to the City in the past why it was not viable. In order to pay some money back, they needed to have events like this.

Thomas McGregor, Partners for Umpqua Rivers Treasurer, explained they were the main group running the event and partnering with the DRA. They have one funding source and needed to diversify. The thought of celebrating downtown meant to him the increase in hotel tax and foot traffic. He was unaware of the Park-Smart issues when deciding to work with the DRA, but this was going to be a future forward event for the community. They were going to show people how to tie flies and have some bigger names for concerts. He wanted to mobilize

the DRA through increased marketing and patrons visiting the downtown corridor. Councilor Cotterell said he was still not willing to risk taxpayer money for the event and felt they were over budget for their ideas. Kristi Rifenbark, Downtown Board Member, shared they had the first two music acts confirmed and were negotiating with the third; all were national bands.

Mayor Rich asked for clarification with the numbers as he reviewed the application which appeared to have conflicting dollar amounts. Ms. Johnston-Forte stated they did revise the amount after the initial application. Councilor Prawitz said he understood they might be able to handle the event without the City's help, but with City support could mean higher participation, more hotel tax, and the Economic Development Commission supported the request. He understood the concern about the DRA, but felt this type of event was exactly why the funds were there. This was unique and would be fueled with horsepower by having Anvil behind it. Councilor Prawitz was excited about the vision from them and with what they were bringing to the table.

Mr. McGregor and Ms. Johnston-Forte explained they were in the process of acquiring more sponsorships and already had a supportive response. Mr. McGregor admitted he made an error in the paperwork after looking back at the budget expense and in response to Mayor Rich, he added the resources and sponsors would propel the event to avoid failure. Ms. Johnston-Forte added that downtowns are the cultural identity of the community, which is why the DRA Board decided to amp up the events. In response to Councilor Cotterell, Ms. Rifenbark explained she was budgeting around \$2,000.00 for lights and sound and was in the middle of discussions with DB Pro Audio. With the first time running this event, they were aware of potential obstacles, but hoped it would grow over the years.

Mayor Rich asked if any other groups had asked for an amount above \$5,000.00 in the past. Mr. Cowie explained during his three years with the City, he had not received any requests over that amount. Mayor Rich discussed the option of only approving the standard lower amount and wanted to know if that would work. Ms. Rifenbark noted it was technically three separate events that were compiled under one umbrella and they would need to advertise separately for the bands. Ms. Johnston-Forte stated that modifying the advertising plan would detract from their plans for social media, web design, print advertising, radio ads, print ads and digital billboards. They also wanted to include a food event to go along with the concert series.

Councilor Cotterell said he agreed with what the taxes were for, but could not get past the fact that Park-Smart was behind on payments. Councilor Fisher-Fowler said she gave a lot of weight on any Commission that approves unanimously and was inclined to vote in favor of the grant. Councilor Cole felt it was too much. Councilor Eggers said she was in favor for tourism and applauded them for trying to start something. Councilor Zielinski supported the grant to bring something downtown. She had been to other communities that held festivals and it was an important component for tourism. She also liked the idea of celebrating the Umpqua and fishing and said she would support the grant. Councilor Hicks supported the grant and anything that brought tourism and people to the downtown area. She was excited about the idea and it was important to support the historic district, river, beautiful assets and wildlife. Councilor Hicks also supported what Councilor Prawitz stated about how tax money was spent and leveraged with other organizations for the best outcome. Mayor Rich said he would rather see a smaller amount for the grant and feared it would open a flood gate of others seeking funds greater than

the preferred amount. Councilor Prawitz explained there were seven other grants approved at the same meeting and all have their own risk of failure.

Councilor Cotterell said he would like to see a report card on how the event worked and the money used. Councilor Hicks hoped other groups would come forward with other creative ideas and wanted to hear their process for tourism. She suggested using an app called See Source to track attendees by GPS that pings off towers. There was a cost to the program, but said it could be an option. Councilor Prawitz explained any future requests would be reviewed by the Economic Development Commission and would be brought forward to Council. Councilor Prawitz moved to award funding for the summer concert series in the proposed amount of \$21,500. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. Councilors Cole and Cotterell voted no.

ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

Councilor Hicks announced there was a rodeo last weekend and a car show for the upcoming weekend. She attended the Sunday Travel Oregon event and toured the downtown area. She appreciated local businesses staying open to participate with the event. Councilor Hicks provided information that those with events to share could contact Anvil Northwest to have them posted to their event calendar to share publicly through Experience Roseburg.

Ms. Messenger shared that since the Covid-19 virus was a concern, a team had been formed along with meetings with the hospital, schools, safety officers and others who were working on the situation and wanted Council to know the City was being proactive. Councilor Cotterell provided information the local Veterans Administration had shut off their kiosk and were pre-screening patients by phone. Ms. Messenger added that if people became sick to call their primary care provider and seek advice before going to an urgent care, their office or the hospital. Evergreen Urgent Care was currently going to vehicles to screen people to prevent the spread of the virus. Councilor Zielinski said she appreciated real information being shared by the City.

ADJOURNMENT

The meeting adjourned at 9:26 p.m.



Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



BEULAH PARK RENOVATION PLAYGROUND EQUIPMENT PURCHASE RESOLUTION NO. 2020-03

Meeting Date: March 23, 2020
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Brice Perkins
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

City of Roseburg was awarded a grant from the Oregon Parks and Recreation Department (OPRD) for the construction of a playground and other improvements at Beulah Park. The issue for Council is whether to authorize staff to purchase of the play equipment for the Beulah Park Renovation project.

BACKGROUND

A. Council Action History.

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

B. Analysis.

The Beulah Park Renovation Project involves several elements, including new play equipment, addition of a sidewalk and internal walkways, a new ADA accessible parking space, improving the existing basketball court, and related amenities.

During this grant cycle OPRD placed special emphasis on going above and beyond ADA accessibility by creating playground areas and features that are truly inclusive. With that in mind, City staff selected Foreverlawn Playground grass as the playground surfacing product for the new playground areas. This product provides a smooth, firm surface so that users with mobility issues have fewer barriers to the equipment.

In the past, the City has purchased playground equipment through the Oregon Procurement Information Network (ORPIN), which is a method that allows the City and other Oregon agencies to reach suppliers in order to procure goods and services. However, ORPIN no longer offers playground equipment through their plan.

The City joined a different cooperative purchasing program in 2015 called the Houston Galveston Area Council (H-GAC). The H-GAC is a regional planning commission and political subdivision of the state of Texas that has instituted a cooperative purchasing

program to allow other eligible members to utilize H-GAC's pricing. The H-GAC has become a large asset to government purchasing power, saving both time and money. Over 85 local government agencies throughout Oregon are current members, including 31 Oregon cities. Cities, counties, special districts and qualifying non-profits join H-GAC by entering into an Interlocal Contract (ILC).

This purchase is being treated as a special procurement exempt from competitive bidding. As such, staff has issued a notice of intent to use the cooperative purchasing outlining the process exempting the purchase from competitive bidding. This was accomplished with a seven-day public notice prior to tonight's regular meeting. The attached resolution outlines the findings related to the exemption from competitive bidding.

C. Financial/Resource Considerations.

Cost estimates and funding breakdowns are summarized in the following tables.

Play Equipment	\$ 39,322.72
Playground Surfacing - materials	\$ 43,536.80
Playground Surfacing - installation	\$ 23,333.00
Landscaping & Irrigation	\$ 8,500.00
Site Furnishings	\$ 12,500.00
In house const. – hard costs	\$ 31,052.48
<u>Construction (concrete, etc.)</u>	<u>\$ 99,880.00</u>
<i>Total Est. Project Cost</i>	<i>\$ 258,125.00</i>

Funding Sources

State Park Grant Award	\$ 158,125.00
Sidewalk Fund	\$ 15,000.00
<u>Park Improvement Fund</u>	<u>\$ 85,000.00</u>
<i>Total</i>	<i>\$ 258,125.00</i>

The City received a quote from Ross Recreation of \$106,192.52 for the purchase of play equipment, playground surfacing materials and installation. The quote includes a 6% discount offered for the equipment purchase when made via H-GAC.

D. Timing Considerations.

In order to begin the Beulah Park Project as soon as practical, staff is seeking authorization to purchase the equipment as soon as possible.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the attached resolution authorizing the purchase of Landscape Structures play equipment and Foreverlawn Playground surfacing in the amount of \$106,192.52 utilizing the H-GAC purchasing agreement;
2. Request additional information; or
3. Deny the purchase request.

STAFF RECOMMENDATION

The Parks Commission discussed this equipment purchase request at their March 4th meeting. The Commission recommended that the Council authorize the purchase of play equipment and playground surfacing in the amount of \$106,192.52 for the Beulah Park renovation project. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to adopt Resolution No. 2020-03 and authorize the use of an interstate cooperative purchasing agreement and exemption from competitive bidding to award the purchase of play equipment and playground surfacing to Ross Recreation for \$106,192.52 utilizing H-GAC cooperative pricing for the Beulah Park renovation project.

ATTACHMENTS:

Attachment 1: Play Equipment Image

Attachment 2: Resolution No. 2020-03



RESOLUTION NO. 2020-03

**A RESOLUTION EXEMPTING THE PURCHASE OF PLAYGROUND EQUIPMENT
FOR BEULAH PARK FROM THE COMPETITIVE BID PROCESS**

WHEREAS, Under the authority of ORS 279A.220, the City plans to purchase Landscape Structures and Foreverlawn Equipment through Ross Recreation for Beulah Park through a solicitation conducted by Houston-Galveston Area Cooperative Purchasing (H-GAC); and

WHEREAS, The City recently published its intent to procure the playground equipment through an interstate cooperative procurement process in the News Review for seven days and therefore finds using such a procurement process is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and

WHEREAS, The procurement further substantially promotes the public interest in a manner that could not be realized by complying with the requirements that are applicable in ORS 279B.055, 279B.060, 279B.065 or 279B.070.

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

Section 1. Based on the above findings, which are incorporated herein by this reference, and under Roseburg Municipal Code Section 3.06.025(E), the Council hereby determines that entering into a contract for the acquisition of the playground equipment under the Houston-Galveston Area Cooperative (H-GAC) is essential to the operation of the organization and will result in substantial cost savings to the City.

Section 2. The Council hereby exempts the acquisition contract between the City and Ross Recreation Equipment for purchase of the playground equipment from competitive bidding. The exemption granted in this resolution shall in no way impair the City's ability to elect, in the future, to award related contracts to other qualified playground equipment suppliers.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 23RD DAY OF MARCH, 2020.**

Amy L. Sowa, City Recorder

ORDINANCE NO. 3537

**AN ORDINANCE AMENDING THE ROSEBURG URBAN AREA COMPREHENSIVE
PLAN ADOPTING BY REFERENCE THE CITY OF ROSEBURG REGIONAL
AIRPORT MASTER PLAN.**

WHEREAS, a contract was established between the City of Roseburg and Mead & Hunt, Inc. to complete and provide the City of Roseburg with a new updated Airport Master Plan; and

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

WHEREAS, after due and timely notice, the Roseburg Planning Commission conducted a public hearing on March 2, 2020, regarding the proposed adoption of the Roseburg Regional Airport Master Plan and its incorporation into the Roseburg Urban Area Comprehensive Plan. Following the conclusion of the hearing the Planning Commission adopted Findings of Fact and forwarded the matter for Council consideration. In addition, the Airport Commission met on December 19, 2019, to review the matter and provide Council with a recommendation to approve the Airport Master Plan; and

WHEREAS, after reviewing the recommendations of the Planning Commission and Airport Commission and conducting a public hearing on the Airport Master Plan on March 9, 2020, the Council concludes that the Roseburg Regional Airport Master Plan should be adopted and incorporated by reference into the Roseburg Urban Area Comprehensive Plan.

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

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

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

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

ADOPTED BY THE CITY COUNCIL THIS 23RD DAY OF MARCH 2020.

APPROVED BY THE MAYOR THIS 23RD DAY OF MARCH 2020.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



AN ORDINANCE AMENDING RMC TITLE 12 LAND USE DEVELOPMENT REGULATIONS – FILE NO. LUDR-20-001

Meeting Date: March 23, 2020
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Throughout last year, the City Recorder conducted an audit of the code and found a few issues with outdated references to Oregon Revised Statutes (ORS) in our Land Use Regulations and some errors that weren't incorporated into the Roseburg Municipal Code (RMC) during our last update. The following amendments will help to update the code with current ORS citations in order to eliminate any future confusion.

BACKGROUND

A. Council Action History.
None

B. Analysis.

The Community Development Department proposes changes to the Land Use Regulations of the Roseburg Municipal Code (RMC) to update changes to ORS citations for Condominiums, Marijuana uses, Partitions/Subdivisions and correct a Scrivener's error for professional offices in the Central Business District (CBD) zone.

A public hearing was held on the proposed amendments before the Roseburg Planning Commission on March 2, 2020. At the hearing, the Planning Commission voted unanimously to approve Findings of Fact and Order concerning the application and to recommend the City Council approve the proposed changes.

C. Financial/Resource Considerations.
None

D. Timing Considerations.

Adoption of Ordinance 3538 through an emergency clause would make the amendment become effective immediately. Enacting the emergency clause would eliminate the need for an additional public meeting during the course of the COVID-19 precautions the City is currently undertaking. Enacting the emergency clause would help to achieve

the purpose of the clause, which is to help to preserve the peace, health and safety of the City.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the Planning Commission's findings of fact and order for File No. LUDR-20-001, proceed with first reading of the ordinance, suspend the rules and proceed with second reading of Ordinance No. 3538, and adopt Ordinance No. 3538;
2. Modify the proposed action, or continue the matter for further consideration;
3. Decline to proceed with the proposed action.

STAFF RECOMMENDATION

Staff recommends Council adopt the Planning Commission's Findings of Fact and Order for File No. LUDR-20-001, proceed with the first reading of the ordinance to amend RMC Title 12, Land Use and Development Regulations, suspend the rules and proceed with second reading of Ordinance No. 3538, and adopt Ordinance No. 3538..

SUGGESTED MOTIONS

If Council concurs with Staff's recommendation, Council will need to request first reading of the ordinance amending RMC Title 12, after which the following motions would be appropriate:

"I MOVE TO ADOPT THE FINDINGS OF FACT AND ORDER APPROVED BY THE PLANNING COMMISSION FOR FILE NO. LUDR-20-001."

"I MOVE TO SUSPEND THE RULES AND PROCEED WITH SECOND READING OF ORDINANCE NO. 3538, AMENDING RMC TITLE 12, LAND USE AND DEVELOPMENT REGULATIONS,"

"I MOVE TO ADOPT ORDINANCE NO. 3538"

ATTACHMENTS

Attachment #1 - Draft Ordinance No. 3538

Attachment #2 - Planning Commission Findings of Fact and Order File No. LUDR-20-001

ORDINANCE NO. 3538

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

WHEREAS, after reviewing the recommendation of the Planning Commission after conducting a public hearing on March 2, 2020.

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

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

"Condominium" means property, any part of which is submitted and approved in accordance with the provisions of ORS ~~Chapter 100 91.500 to 91.671.~~

"Medical marijuana dispensary" means any facility or operation designed, intended or used for purposes of delivering, dispensing, or transferring marijuana to Oregon Medical Marijuana Registry Identification Card holders pursuant to ORS ~~475B.785-475B.949 475.300—475.346.~~

"Marijuana processor—medical" means a person who processes marijuana in accordance with ~~ORS 475B.010-475B.545 Oregon Laws 2015, Chapter 614~~ for medicinal purposes pursuant to ORS ~~475B.785-475B.949 475.300—475.346.~~

"Marijuana processor—recreational" means a person who processes marijuana in accordance with ~~ORS 475B.010-475B.545 Oregon Laws 2015, Chapter 614~~ for recreational purposes.

"Marijuana producer" means a person who produces marijuana in accordance with ~~ORS 475B.010-475B.545 Oregon Laws 2015, Chapter 614.~~

"Marijuana retailer" means a person who sells marijuana items to a consumer in accordance with ~~ORS 475B.010-475B.545 Oregon Laws 2015, Chapter 614.~~

"Marijuana wholesaler" means a person who purchases marijuana items for resale to a person other than a consumer in accordance with ~~ORS 475B.010-475B.545 Oregon Laws 2015, Chapter 614.~~

SECTION 2. Section 12.04.040, Table 2-7: COMMERCIAL – ALLOWED USES [6] is hereby amended as follows:

Location shall not be within 1,000 feet of a school or pre-school; 500 feet from any property zoned Public Reserve or 200 feet from any property zoned Residential except when an arterial street lies between a dispensary and Residential or Public Reserve zoned property. A marijuana retailer (non-medical) shall not be within 1,000 feet of

ORDINANCES B
ATTACHMENT #1

another marijuana retailer; a medical marijuana dispensary shall not be within 1,000 feet of another medical marijuana dispensary. In addition, any and all Medical Marijuana Dispensaries must be registered with the Oregon Health Authority under ORS ~~475B.858~~ ~~475.314~~ and comply with all OHA rules. In addition, any and all Marijuana Retailers must be licensed by OLCC and comply with all OLCC rules.

SECTION 3. Section 12.04.070 – Table 2-13: INDUSTRIAL – ALLOWED USES [2] is hereby amended as follows:

Location shall not be within 1,000 feet of a school or pre-school; 500 feet from any property zoned Public Reserve or 200 feet from any property zoned Residential except when an arterial street lies between a dispensary and Residential or Public Reserve zoned property. A marijuana retailer (non-medical) shall not be within 1,000 feet of another marijuana retailer; a medical marijuana dispensary shall not be within 1,000 feet of another medical marijuana dispensary. In addition, any and all Medical Marijuana Dispensaries must be registered with the Oregon Health Authority under ORS ~~475B.858~~ ~~475.314~~ and comply with all OHA rules. In addition, any and all Marijuana Retailers must be licensed by OLCC and comply with all OLCC rules.

SECTION 4. Section 12.04.050 Table 2-9: CBD-ALLOWED USES is hereby amended as follows:

TABLE 2-9: CBD—ALLOWED USES

USE CATEGORY		CBD	STANDARDS
Specific Use			
COMMERCIAL			
11)	Business and Professional Offices ^[3]	P, C	-
12)	Businesses existing prior to the adoption of this regulation Code ^[3]	P	-

~~^[3] Conditionally permitted to be located on the ground floor of buildings fronting on Jackson Street (see Section 12.04.050(D)), outright permitted elsewhere. Professional Offices located on the ground floor of buildings fronting on Jackson Street that existed prior to the adoption of this Code are considered to be a permitted use; however, if the professional office ceases to be used as such for a period of one year, the status as permitted use shall be revoked.~~

SECTION 5. Section 12.10.080 (E) Plan requirements is hereby amended as follows:

ORDINANCES B
ATTACHMENT #1

The applicant for a Conditional Use Permit shall submit to the Community Development Director plans consisting of maps, drawings, written descriptions, or other materials necessary and appropriate for the Director to determine that the proposed development will conform to the general requirements of this Section and the specific requirements of this Code. The Director may require an applicant proposing to site a residential facility within the City to supply the City with a copy of the entire application and supporting documentation for state licensing of the facility, except for information which is exempt from public disclosure under ORS ~~192.345-192.355~~~~192.496 to 192.530~~. However, the Community Development Director shall not require independent proof of the same conditions that have been required by the state Department of Human Resources for licensing of a residential facility.

SECTION 6. Roseburg Municipal Code Section 12.12.010 (S)(3)(u) is hereby removed:
~~Except for a plat subject to ORS 92.110, a statement of water rights and a copy of the acknowledgment from the State Water Resources Department if this statement indicates a water right is appurtenant.~~

SECTION 7. Roseburg Municipal Code Section 12.12.010 (S)(10)(e) is hereby removed:

~~Following approval of the final plat, the City Recorder shall certify such to the State Real Estate Commission, as required by that office.~~

SECTION 8. Roseburg Municipal Code Section 12.12.010 (T)(2)(i)(xix) is hereby amended as follows:

Tie to geodetic control monument as required by ORS 92.050 and ORS 209.250;

SECTION 9. All other Chapters, Sections and Subsections of Title 12 of the Roseburg Municipal Code shall remain in full force & effect as written.

SECTION 10. The emergency clause for this ordinance is necessary in order to eliminate the need for additional public meetings during the course of the COVID19 precautions the City is taking, effectively helping to preserve the peace, health and safety of the City.

SECTION 11: This ordinance will take effect immediately upon adoption by the Council.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 23RD DAY OF MARCH 2020.

APPROVED BY THE MAYOR THIS 23RD DAY OF MARCH 2020.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

In the Matter of the Legislative Action
by the City of Roseburg

) Text Amendment
) File # LUDR-20-001

**BEFORE THE ROSEBURG PLANNING COMMISSION
FINDINGS OF FACT AND ORDER**

I. NATURE OF AMENDMENTS

The Community Development Department proposes changes to the Land Use Regulations of the Roseburg Municipal Code (RMC) to update changes to ORS for Condominiums, Marijuana uses, Partitions/Subdivisions and correct a scrivener's error for professional offices in the Central Business District (CBD) zone.

II. PUBLIC HEARING

A public hearing was held on the proposed amendments before the Roseburg Planning Commission on March 2, 2020. At the hearing, the Planning Commission reviewed Land Use File LUDR-20-001 for legislative text amendments and it was made part of the record.

III. FINDINGS OF FACT

A. EXISTING CONDITIONS

1. The Planning Commission takes official notice of the Roseburg Urban Area Comprehensive Plan adopted by City Council Ordinance # 2980 on December 9, 1996 and of the Roseburg Land Use and Development Ordinance # 2363, as originally adopted July 1, 1982, as both may have been amended from time-to-time.
2. Notice of the public hearing was given by publication in the News-Review, a newspaper of general circulation, at least 10 days prior to the hearing. Opportunities were provided for all interested parties to be involved in the planning process through the public hearing.
3. The proposal is to legislatively amend text within the Land Use Development Regulations in the Roseburg Municipal Code.

B. PROPOSAL

The full text of the changes made in this amendment are attached.

C. AGENCY COMMENTS

No agency comments were received prior to the hearing.

D. PUBLIC COMMENTS

No public comments were received prior to the hearing.

E. ANALYSIS

Text Amendments are required to satisfy approval criteria contained within RMC Section 12.10.020.

F. REVIEW CRITERIA

Pursuant to RMC Section 12.10.020(F)(2) all legislative action proposals shall be analyzed for consistency with the policies of the Comprehensive Plan, Statewide Planning Goals, and other provisions of the Code.

The Roseburg Comprehensive Plan, as mandated by ORS Chapter 197, must conform to the Oregon Statewide Planning Goals and maintain an implementing ordinance, through which the Roseburg Municipal Code carries out the goals and policies of the Comprehensive Plan. The intent of these ordinance amendments are to maintain consistency with ORS as the State makes changes from time to time and to comply with the intent of the Comprehensive Plan.

Comprehensive Plan

Pertinent policies that apply to the proposal have been evaluated as follows:

Commercial Development Policy No. 1

The Central Business District has been and continues to be an important part of the regional retail and service center of Douglas County. The City shall continue to encourage and promote this central core area as a civic and business center.

Finding:

Allowance of professional offices as an outright permitted use at the street level of Jackson Street will strengthen the Central Business District and provide a balance of retail and non-retail uses along the downtowns main thoroughfare and encourage its development as a civic and business center.

Commercial Development Policy No. 6

Commercial uses shall have convenient access to collector and arterial streets.

Finding:

All lands proposed for the siting of new uses such as professional offices on Jackson Street will have convenient access to collector and arterial streets.

Statewide Planning Goals

Pertinent Statewide Planning Goals that apply to the proposal have been evaluated as follows:

Statewide Planning Goal # 1 - Citizen Involvement

To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

The City of Roseburg and Douglas County have an adopted and acknowledged Comprehensive Plan for the Roseburg Urban Area. The Comprehensive Plan is implemented via the adopted Code, in which the City identifies procedural requirements for processing land use actions, including notification and hearing procedures. The notice procedures guide the general public through the land use process within the City as well as through provisions that meet Oregon Revised Statutes (ORS).

Roseburg also has an established Planning Commission that has the responsibility to act as the conduit to the City Council on land use matters. The Planning Commission is selected through an open, well-publicized public process and the Commission may include one member who resides outside the city limits. All meetings were advertised to local media. The proposed amendments were the result of input from Planning Commission work sessions.

The City of Roseburg provided notice of this proposal as mandated through ORS and Municipal Code requirements, as well as publishing the notice in the News Review, a newspaper of general circulation. A public hearing(s) is held in order to provide an opportunity for interested citizens to be involved, provide comments and present issues, influence the Commission and eventually the Council, provide technical information, and/or provide information regarding conditional approval.

Statewide Planning Goal # 2 - Land Use Planning

To establish a land use planning process and policy framework as a basis for all decisions and actions related to the use of land and to assure an adequate factual base for such decisions and actions.

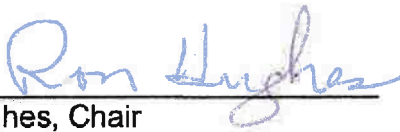
As noted above the City of Roseburg has adopted a Comprehensive Plan, which is "acknowledged" by the State of Oregon. This Plan was again acknowledged through Periodic Review in 1992 and is coordinated and adopted by Douglas County for the unincorporated area located within the City UGB. (Roseburg Urban Area Comprehensive Plan adopted by the City Council in Ordinance No. 2345, effective on July 1, 1982, and re-adopted in Ordinance No. 2980 on December 9, 1996.) Implementation of the Comprehensive Plan is accomplished through the adopted Code. The Land Use and Development Regulations Chapter of Roseburg Municipal Code has been acknowledged by the State of Oregon and has been amended from time-to-time in order to comply with ORS. (Roseburg Land Use and Development Ordinance No. 2363, as originally adopted July 1, 1984) Both the Comprehensive Plan and LUDR have been amended from time-to-time.

IV. CONCLUSION

Based on the above findings, the Planning Commissions concludes that the application meets the criteria for approval in RMC 12.10.020(F)(2).

V. ORDER

Based on the Findings and Conclusions above, the Planning Commission recommends approval of this application to the City Council.



Ron Hughes, Chair



Date



Stuart Cowie, Community Development Director



Date

Planning Commission Members:

Ron Hughes, Chair
Dan Onchuck, Vice Chair
Kerry Atherton
Ronald Sperry
Victoria Hawks
Shelby Osborn
John Kennedy

2020 LUDR Text Amendments

12.02.090 Definitions

"Condominium" means property, any part of which is submitted and approved in accordance with the provisions of ~~ORS Chapter 100, ORS 91.500 to 91.671.~~

"Medical marijuana dispensary" means any facility or operation designed, intended or used for purposes of delivering, dispensing, or transferring marijuana to Oregon Medical Marijuana Registry Identification Card holders pursuant to ~~ORS 475B.785-475B.949~~ ORS 475.300—475.346.

"Marijuana processor—medical" means a person who processes marijuana in accordance with ~~ORS 475B.010-475B.545 Oregon Laws 2015, Chapter 614~~ for medicinal purposes pursuant to ~~ORS 475B.785-475B.949, ORS 475.300—475.346.~~

"Marijuana processor—recreational" means a person who processes marijuana in accordance with ~~ORS 475B.010-475B.545 Oregon Laws 2015, Chapter 614~~ for recreational purposes.

"Marijuana producer" means a person who produces marijuana in accordance with ~~ORS 475B.010-475B.545, Oregon Laws 2015, Chapter 614.~~ ORS 475B.010-475B.545.

"Marijuana retailer" means a person who sells marijuana items to a consumer in accordance with ~~ORS 475B.010-475B.545, Oregon Laws 2015, Chapter 614.~~ ORS 475B.010-475B.545.

"Marijuana wholesaler" means a person who purchases marijuana items for resale to a person other than a consumer in accordance with ~~ORS 475B.010-475B.545, Oregon Laws 2015, Chapter 614.~~ ORS 475B.010-475B.545.

12.04.040 Commercial Districts

Table 2-7 Commercial – Allowed Uses

[6] Location shall not be within 1,000 feet of a school or pre-school; 500 feet from any property zoned Public Reserve or 200 feet from any property zoned Residential except when an arterial street lies between a dispensary and Residential or Public Reserve zoned property. A marijuana retailer (non-medical) shall not be within 1,000 feet of another marijuana retailer; a medical marijuana dispensary shall not be within 1,000 feet of another medical marijuana dispensary. In addition, any and all Medical Marijuana Dispensaries must be registered with the Oregon Health Authority under ~~ORS 475B.858-314~~ and comply with all OHA rules. In addition, any and all Marijuana Retailers must be licensed by OLCC and comply with all OLCC rules.

12.04.070 – Industrial Districts

Table 2-13 Industrial Districts – Allowed Uses

[2] Location shall not be within 1,000 feet of a school or pre-school; 500 feet from any property zoned Public Reserve or 200 feet from any property zoned Residential except when an arterial street lies between a dispensary and Residential or Public Reserve zoned property. A marijuana retailer (non-medical) shall not be within 1,000 feet of another marijuana retailer; a medical marijuana dispensary shall not be within 1,000 feet of another medical marijuana dispensary. In addition, any and all Medical Marijuana Dispensaries must be registered with the Oregon Health Authority under ORS ~~475B.858.314~~ and comply with all OHA rules. In addition, any and all Marijuana Retailers must be licensed by OLCC and comply with all OLCC rules.

12.10.080 – Conditional Use Permits.

E. Plan requirements. The applicant for a Conditional Use Permit shall submit to the Community Development Director plans consisting of maps, drawings, written descriptions, or other materials necessary and appropriate for the Director to determine that the proposed development will conform to the general requirements of this Section and the specific requirements of this Code. The Director may require an applicant proposing to site a residential facility within the City to supply the City with a copy of the entire application and supporting documentation for state licensing of the facility, except for information which is exempt from public disclosure under ORS 192.~~345496~~ to 192.~~355530~~. However, the Community Development Director shall not require independent proof of the same conditions that have been required by the state Department of Human Resources for licensing of a residential facility.

12.12.010(S)(3) Partitions and Subdivisions

u. ~~Except for a plat subject to ORS 92.110, a~~ statement of water rights and a copy of the acknowledgment from the State Water Resources Department if this statement indicates a water right is appurtenant.

12.12.010(S)(10)

~~e. Following approval of the final plat, the City Recorder shall certify such to the State Real Estate Commission, as required by that office.~~

12.12.010(T)(2)(i)

xix. Tie to geodetic control monument as required by ORS 92.050 and ORS 209.250;

12.04.050(B)

Table 2-9: CBD-ALLOWED USES is hereby corrected to include an earlier amendment made by Ordinance No. 3448 (2015):

TABLE 2-9: CBD—ALLOWED USES

USE CATEGORY	CBD	STANDARDS
Specific Use		

COMMERCIAL			
5)	Accessory uses customarily incidental to any permitted uses are permitted when located on the same lot, except that no more than three (3) game machines shall be considered as an accessory use in each hotel, eating establishment, or restaurant. ^[2]	P	-
6)	Any use over 10,000 square feet of gross floor area	C	-
7)	Athletic/Health clubs (including racquet sports and spas) (indoors only)	C	-
8)	Banks, Savings/Loan Associations and Credit Unions	P	-
9)	Bed and Breakfast Facility	P	12.08.040(K)
10)	Brewery, Micro- ^[2]	P	-
11)	Business and Professional Offices ^[2]	P, C	-
11) 12)	Businesses existing prior to the adoption of this regulation ^[2]	P	-
12) 13)	Business services or offices (establishments primarily engaged in rendering services to business establishments such as printing, photocopying, advertising, and mailing; employment services; management and consulting services; protective services; equipment rental and leasing; photo finishing; and personal supply services)	P	-
13) 14)	Day Care Facility (above the ground floor only)	C	-
14) 15)	Drive-In facilities for Financial Institutions	C	-

USE CATEGORY		CBD	STANDARDS
Specific Use			
15 16)	Education/Tutoring Centers (above the ground floor only)	C	-
16 17)	Employment Agencies (above the ground floor only)	C	-
17 18)	Liquor Store for off-premises consumption	C	-
18 19)	Mini-Retail Business	P	12.08.040 (M)
19 20)	Professional offices	P	12.04.050 (D)

^[1] Dwellings in this zone shall be exempt from off-street parking standards of Subsection 12.060.20(A).

^[2] Limited to 10,000 square feet of gross floor area.

^[3] ~~Conditionally permitted to be located on the ground floor of buildings fronting on Jackson Street (see Section 12.04.050(D)), outright permitted elsewhere. Professional Offices located on the ground floor of buildings fronting on Jackson Street that existed prior to the adoption of this Code are considered to be a permitted use; however, if the professional office ceases to be used as such for a period of one year, the status as permitted use shall be revoked.~~

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



INTERGOVERNMENTAL AGREEMENT WITH GLIDE SCHOOL DISTRICT FOR SCHOOL RESOURCE OFFICER

Meeting Date: March 23, 2020

Department: Police

www.cityofroseburg.org

Agenda Section: Department Items

Staff Contact: Gary Klopfenstein

Contact Telephone Number: 541-492-6760

ISSUE STATEMENT AND SUMMARY

The Police Department has negotiated a new agreement with the Glide School District regarding School Resource Officers (SROs). The issue for the Council is whether to authorize the agreement with the school district.

BACKGROUND

A. Council Action History.

The original agreement was approved by Council through the 2016 Budget process.

B. Analysis.

The City has provided one SRO for the Glide School District through a Memorandum of Understanding (MOU) that was part of an agreement executed in 2016. Prior to the FY 16/17 school year, the Douglas County Sheriff's Office (DCSO) had been providing SRO services to Glide. It is Staffs' understanding that sometime in 2016, Glide was notified that DCSO would no longer provide an SRO due to budget issues.

C. Financial/Resource Considerations.

In the 2016 agreement with Roseburg, Glide paid \$65,000 per year; the agreement states that the "parties will mutually agree on an amount for each succeeding period." For the FY 17/18 and FY 18/19 school years, the amount was \$68,900. In FY 19/20, the amount was \$70,967.

Staff worked with the Finance Department to identify actual employee costs associated with the officer assigned to the Glide SRO position for the FY 20/21 school year. After negotiation with the Glide superintendent, Staff is recommending that a new agreement be processed to raise the amount to \$90,438. This will cover the employee costs associated with 133 days of school coverage (Glide is on a four-day school week).

Over the summer months, the Glide SRO will continue to be utilized for additional enhanced enforcement patrolling.

The proposed increase to the FY 19/20 contract amount is slightly over 27%, but reflects actual employee costs associated with providing this service to the Glide School District.

D. Timing Considerations.

Both the School District and City are currently in the budgeting process. As such, it would be appropriate to get direction from Council as soon as practical.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize a new agreement between the City and Glide School District for SRO services at \$90,438 for the FY 20-21 school year; or
2. Request additional information; or
3. Direct staff to cease the School Resource Officer Program.

STAFF RECOMMENDATION

Staff recommends moving forward with a new IGA between the City and the Glide School District.

SUGGESTED MOTION

I move to authorize a new Intergovernmental Agreement between the City and Glide School District for the School Resource Officer Program with a fee of \$90,438 for the FY 20/21 school year.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



INTERGOVERNMENTAL AGREEMENT WITH ROSEBURG SCHOOL DISTRICT FOR SCHOOL RESOURCE OFFICERS

Meeting Date: March 23, 2020

Department: Police

www.cityofroseburg.org

Agenda Section: Department Items

Staff Contact: Gary Klopfenstein

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The Police Department has negotiated a new agreement with the Roseburg School District regarding School Resource Officers (SROs). The issue for the Council is whether to authorize the agreement with the school district.

BACKGROUND

A. Council Action History.

The most recent operating agreement between the Roseburg School District and City was approved by Council through the 2006 Budget process.

B. Analysis.

The City has provided at least one SRO for the Roseburg School District through the most recent Memorandum of Understanding (MOU) that was part of the agreement executed in 2006. This agreement has been amended nine times, primarily to update the District's contribution for these services. Historically, the City has provided two SROs for the Roseburg School District. One SRO is located at Roseburg High School; the other SRO works at the other Roseburg schools, but is primarily shared between the two middle schools.

C. Financial/Resource Considerations.

In the 2006 agreement, the district paid \$90,000 per year. The amount has been re-negotiated every two years and has fluctuated between \$50,000 and \$100,000 per year, depending on if the City contributed one or two SROs. For the past six years, the district has paid a flat amount of \$100,000 for two SROs.

During the budgeting process, the Police Chief projected actual costs associated with the officers assigned to these positions. The actual cost for the nine months in FY 20/21 that the two SROs will be assigned to the schools is approximately \$200,000. In order to avoid the school district having to double its contribution, and in recognition of the value to our citizens of having SROs assigned to Roseburg schools, staff is recommending that the school district pay 75% of those costs, or \$150,000.

During the summer months these officers augment patrol, or work enhanced downtown patrols.

D. Timing Considerations.

The City and the School District are both in the budgeting process. It would be appropriate to get direction from the Council as soon as practical.

COUNCIL OPTIONS

The Council has the following options:

1. Direct staff to execute an agreement with the Roseburg School District for the School Resource Officer Program with an annual District contribution of \$150,000; or
2. Request additional information; or
3. Direct staff to cease the School Resource Officer Program.

STAFF RECOMMENDATION

Staff recommends moving forward with a new IGA between the City and the Roseburg School District.

SUGGESTED MOTION

I move to authorize a new Intergovernmental Agreement between the City and Roseburg School District for the School Resource Officer Program with a fee of \$150,000 for the 2020-21 school year.

ATTACHMENTS:

None



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CITY MANAGER ACTIVITY REPORT

Meeting Date: March 23, 2020

Department: Administration

www.cityofroseburg.org

Agenda Section: Informational

Staff Contact: Nikki Messenger, City Manager

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your March 23, 2020, meeting, the following items are included:

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



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
March 16, 2020 - 10:00 a.m.

1. Review March 23, 2020 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing/Events
 - A. Re/Max Children's Miracle Network Fundraiser – May 9th
4. Department Items
 - A. Covid-19 Policy Information

TENTATIVE FUTURE COUNCIL AGENDA**Unscheduled**

- Airport Fees for Fire Agency Services
- PEG Channel Discussion
- RMC 3.06 Amendments
- RMC 5.04 Amendment - Water Rules and Regulations
- Southern Oregon Medical Workforce Center Update
- Supplemental Budget regarding Fire Services
- Umpqua Basin Urban Services Agreement
- Water Conservation Plan

April 13, 2020**Mayor Report**

- A. Volunteer Recognition Month Proclamation
- B. Arbor Day Proclamation
- C. Budget Committee Appointment

Special Presentation

- A. Umpqua Economic Development Partnership Annual Report

Consent Agenda

- A. Minutes of March 23, 2020 Meeting
- B. Cancellation of April 27, 2020 Regular Meeting
- B. Cancellation of May 25, 2020 Regular Meeting
- C. 2020 OLCC License Renewal Endorsement

Department Items

- A. Parklet Update
- B. Authorization for Parks Equipment Purchase of a Mower
- C. ADA Improvements 2019 Bid Award Recommendation, Project 19UR04
- D. Sobering Center Funding Request
- E. SDC Buydown Interest Rate

Informational

- A. City Manager Activity Report

April 27, 2020**Mayor Reports**

- A. Historic Preservation Month Proclamation
- B. National Bike Month Proclamation
- C. EMS Week Proclamation

Consent Agenda

- A. Minutes of April 13, 2020

Department Items

- A. Anvil Northwest - Destination Marketing Report

Informational

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

May 11, 2020**Consent Agenda**

- A. Minutes of April 27, 2020

Resolutions

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

Informational

- A. City Manager Activity Report

Executive Session

- A. City Manager Semi-Annual Evaluation

June 8, 2020

Mayor Reports

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 11, 2020

Public Hearing

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

Informational

- A. City Manager Activity Report

Urban Renewal Agency Board

Consent Agenda

- A. Minutes of previous meeting

Public Hearing

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

June 22, 2020

Consent Agenda

- A. Minutes of June 8, 2020

Informational

- A. City Manager Activity Report

July 13, 2020

Mayor's Report

- A. Parks and Recreation Month Proclamation

Consent Agenda

- A. Minutes of June 22, 2020

Department Items

- A. Authorization to Purchase Four Police Vehicles

Informational

- A. City Manager Activity Report

July 27, 2020

Consent Agenda

- A. Minutes of July 13, 2020

Informational

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

August 10, 2020

Consent Agenda

- A. Minutes of July 27, 2020

Informational

A. City Manager Activity Report

August 24, 2020

Consent Agenda

A. Minutes of August 10, 2020

Informational

A. City Manager Activity Report

September 14, 2020

Consent Agenda

A. Minutes of August 24, 2020

Informational

A. City Manager Activity Report

Executive Session

A. City Manager Annual Evaluation

September 28, 2020

Mayors Reports

A. Walk & Bike to School Day Proclamation

Consent Agenda

A. Minutes of September 14, 2020

Informational

A. City Manager Activity Report

October 12, 2020

Consent Agenda

A. Minutes of September 28, 2020

Informational

A. City Manager Activity Report

October 26, 2020

Consent Agenda

A. Minutes of October 12, 2020

Informational

A. City Manager Activity Report

B. Municipal Court Quarterly Report

C. Financial Quarterly Report

November 9, 2020

Consent Agenda

A. Minutes of October 26, 2020

Informational

A. City Manager Activity Report

Executive Session – Municipal Court Judge Annual Performance Evaluation

November 23, 2020

Mayor Report

A. Municipal Court Judge Compensation

Consent Agenda

A. Minutes of November 9, 2020

Informational

- A. City Manager Activity Report

December 14, 2020

Consent Agenda

- A. Minutes of November 23, 2020

Informational

- A. City Manager Activity Report

December 28, 2020

Consent Agenda

- A. Minutes of December 14, 2020

Informational

- A. City Manager Activity Report

January 11, 2021

Mayor Reports

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

Commission/Council Reports

- A. Election of Council President

Consent Agenda

- A. Minutes of December 28, 2020

Informational

- A. City Manager Activity Report

January 25, 2021

Consent Agenda

- A. Minutes of January 11, 2021

Informational

- A. City Manager Activity Report

February 8, 2021

Special Presentation

- A. CAFR Review – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2020
- C. 2021-2022 Budget Calendar

Consent Agenda

- A. Minutes of January 25, 2021

Informational

- A. City Manager Activity Report

February 22, 2021

Consent Agenda

- A. Minutes of February 8, 2021

Informational

- A. City Manager Activity Report



MEMORANDUM


TO: Mayor and Council
FROM: City Recorder
SUBJECT: VEHICLE FOR HIRE ANNUAL UPDATE
DATE: March 17, 2020

Following adoption of the most recent Vehicle for Hire ordinance in February of 2019, Staff agreed to bring back an update after one year of implementation. The ordinance, which replaced Roseburg Municipal Code Chapter 9.08 "Vehicle for Hire Services", was drafted after a lengthy process engaging and gathering feedback from representatives from transportation network companies and local taxi companies.

Shortly after the ordinance went into effect, three TNCs (Uber, Lyft and DC Sunshine Taxi and Courier) applied and were approved for operator's licenses. DC Sunshine Taxi also continued with their regular taxi service. In 2019, 30 TNC drivers and 15 taxi drivers were approved for driver permits.

So far in 2020, two TNCs (Uber and Lyft) have applied and been approved for operator's licenses, and one Taxi company (DC Sunshine Taxi) has applied and been approved for a Taxi company license. To date in 2020, we have a total of 10 TNC drivers (5 new and 5 renewals) and 13 taxi drivers (all renewals) who have been approved for driver permits.

There have been a couple of minor complaints between taxi and TNC drivers, but no issues have been reported by the Transportation Network Companies. The minor complaints were addressed by email and phone, by contacting the companies directly, and by sending a memo to all TNC and Taxi drivers and companies a few months after the ordinance was passed reminding everyone of the new Vehicle for Hire ordinance and the requirements for all operators and drivers. We will continue to keep on file in our office any complaints and issues, as we do for all businesses.


Amy L. Sowa, City Recorder

cc: City Manager Nikki Messenger
Management Team
Subject File