

ROSEBURG CITY COUNCIL AGENDA – DECEMBER 10, 2018

City Council Chambers, City Hall

900 S. E. Douglas Avenue, Roseburg, OR 97470



7:00 p.m. - Regular Meeting

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

Alison Eggers	Linda Fisher-Fowler	Ashley Hicks	Steve Kaser
John McDonald	Brian Prawitz	Tom Ryan	Andrea Zielinski
- 4. Mayor Reports**
 - A. City Councilor Retirement Recognition
 - B. 2018 General Election Results and Oath of Office
 - C. City Manager Recruiting
- 5. Commission Reports/Council Ward Reports**
- 6. Audience Participation – See Information on the Reverse**
- 7. Consent Agenda**
 - A. Minutes of Regular Meeting of November 26, 2018
 - B. Minutes of Special Meeting of December 3, 2018
 - C. OLCC New Outlet Applicant - Dollar General Store #19709 located at 2141 NE Diamond Lake Boulevard
- 8. Resolutions**
 - A. Resolution No. 2018-28 – Supplemental Budget for Facilities Fund
- 9. Ordinances**
 - A. Ordinance No. 3517 – Proposed Code Amendment Regarding Enhanced Law Enforcement Areas, Second Reading
- 10. Department Items**
 - A. Water Treatment Plant Chlorine Generation Project Engineering Contract Award Recommendation, 19WA03
 - B. Special Exemption for Contracting Requirements – American Legion Turf Project
 - C. Fire Department Vehicle Bid Rejection Recommendation
- 11. Informational**
 - A. Activity Report
- 12. Items from Mayor, City Council**
- 13. Adjournment**
- 14. Executive Session ORS 192.660(2)(d) – Labor negotiation 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. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.

TIME LIMITATIONS

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

CITIZEN PARTICIPATION – AGENDA ITEMS

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

CITIZEN PARTICIPATION – NON-AGENDA ITEMS

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

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

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

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

Thank you for attending our meeting – Please come again.

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

CYC
12/15/18

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2018 GENERAL ELECTION RESULTS AND OATH OF OFFICE

Meeting Date: December 10, 2018
Department: Administration
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: Amy L. Sowa
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Roseburg Municipal Code requires the Mayor to declare the results of the November 2018 General Election and have those results entered into the City Council meeting minutes.

The results of the General Election were as follows:

<u>POSITION</u>	<u>SUCCESSFUL CANDIDATE</u>	<u>NUMBER OF VOTES</u>
Mayor	Larry Rich	5,869
Councilor, Position 1		
Ward 1	Alison Eggers	1,303
Ward 2	Tom Ryan	1,126
Ward 3	Bob Cotterell	1,373
Ward 4	Beverly Cole	519

Mayor Rich will read the results into the record. A copy of the certified results is attached.

The Oath of Office ceremony for the newly elected officials is tentatively scheduled for 9:00 a.m. on Wednesday, January 2, 2019, in the third floor conference room at City Hall.

COUNCIL OPTIONS

No other action is required

ATTACHMENTS

Attachment #1 - Douglas County Official Abstract

Final Election Results - Abstracts
Douglas County 2018 General Election, Nov 06, 2018
All Precincts, All Districts, All ScanStations, All Contests, All Boxes
Total Ballots Cast: 49987
28 precincts reported out of 28 total

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2018-11-23
15:08:13

City of Roseburg Mayor (Vote for 1)

Precinct	Total Votes	Larry Rich	Write-in
Precinct 02	415	391	24
Precinct 07	1625	1566	59
Precinct 09	1554	1496	58
Precinct 18	1091	1035	56
Precinct 22	1453	1381	72
Total	6138	5869	269



I certify the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

Patricia K. Hitt
DOUGLAS COUNTY CLERK

By: Patricia K. Hitt

Date: 11/26/18

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Page: 42 of 72
2018-11-23
15:08:13

City of Roseburg Councilor, Ward 1, Position 1 (Vote for 1)

Precinct	Total Votes	Alison M Eggers	Write-in
Precinct 02	331	328	3
Precinct 18	995	975	20
Total	1326	1303	23



I certify the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

Patricia K. Hitt
DOUGLAS COUNTY CLERK

By: Patricia K. Hitt

Date: 11/26/18

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2018-11-23
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City of Roseburg Councilor, Ward 2, Position1 (Vote for 1)

Precinct	Total Votes	Tom Ryan	Marty Katz	Write-in
Precinct 02	51	39	7	5
Precinct 07	1632	1087	532	13
Total	1683	1126	539	18



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Patricia K Hitt
DOUGLAS COUNTY CLERK

By: Patricia K Hitt
Date: 11/26/18

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City of Roseburg Councilor, Ward 3, Position 1 (Vote for 1)

Precinct	Total Votes	Bob Cotterell	Write-in
Precinct 09	1394	1373	21
Total	1394	1373	21



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Patricia K. Hitt
DOUGLAS COUNTY CLERK

By: Patricia K. Hitt

Date: 11/26/18

Final Election Results - Abstracts
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2018-11-23
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28 precincts reported out of 28 total

City of Roseburg Councilor, Ward 4, Position 1 (Vote for 1)

Precinct	Total Votes	Kristi Rifenbark	Beverly Cole	Ruth Smith	Write-in
Precinct 22	1452	496	519	420	17
Total	1452	496	519	420	17



I certify the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.
Patricia K. Hitt
DOUGLAS COUNTY CLERK

By: Patricia K. Hitt
Date: 11/26/18

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12/6/18



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

City Manager Recruiting

Meeting Date: December 10, 2018
Department: Human Resources
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: John VanWinkle
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

City Manager Lance Colley has announced his retirement effective February 28, 2019. The issue for Council is to determine a method to recruit and hire a new City Manager.

BACKGROUND

A. Council Action History.

At the September 10, 2018 Council Meeting, Council directed the Mayor and Council President to meet with Staff to discuss potential recruiting methods available to the City. At the September 24 meeting, Council elected to work with the Prothman Company for initial recruiting services and agreed to a tentative timeline.

The Prothman Company launched a recruitment in early October, and that process closed on November 11.

At a special Council meeting on December 3, Council reviewed final candidates from the October/November recruiting process, elected not to move forward with the initial group of candidates and to re-advertise the position.

B. Analysis.

Based on review of final candidates from the initial recruiting process, Council determined reopening the position after the holiday season could provide a larger pool of applicants.

C. Financial and/or Resource Considerations.

Restarting the recruitment would result in a repeat recruitment fee of \$800 as well as advertising and outreach expenses.

D. Timing Issues.

A tentative timeline has been drafted re-opening the City Manager recruitment on January 14, 2019:

1/14/2019	Post profile, begin advertising/recruiting
2/18/2019	Application Close Date
2nd Half of February	Recruiter screens applications, preliminary interviews, selection of top candidates.
3/4/2019	Council review top candidates, select finalists.
Week of 4/1/19	On-site interview process
Week of 4/8/19	Background/References
Week of 4/15/19	Final candidate/job offer
May 2019	Start date

COUNCIL OPTIONS

Informational only, no Council action is required.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
November 26, 2018**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:03 p.m. on November 26, 2018 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor McDonald led the Pledge of Allegiance.

ROLL CALL

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

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

MAYOR REPORTS

Mayor Rich congratulated Nikki Messenger for receiving the William A. Bowes Service Award, the highest chapter award given by the Oregon Chapter of the American Public Works Association (APWA). It bears the names of distinguished Oregon public works professionals, one for each year since the inception of the award in 1978. The award was established to recognize a public works leader for their far-reaching, positive impact on public works programs, services and policies. To receive the award, the previous year winner, Gregg Weston, chose the recipient. Ms. Messenger thanked City Manager Colley and Council for supporting opportunities and activities that have allowed her to learn from and interact with peers around the state. She said it was a pleasure to be a part of the APWA.

Mayor Rich announced the Stewart Parkway Transportation Project received the Transportation Project of the Year Award by the Oregon Chapter of the APWA. Key factors that were addressed by the project included flooding, public safety, traffic capacity and bike/pedestrian accommodation, fish entrapment, wetland restoration and water quality treatment. This award recognizes excellence, innovation and cooperation with regard to management and administration of public works projects through the alliance of the managing agency, consultant and contractor. The project consultant was Century West and the contractor was Knife River Materials. Mr. Colley thanked Ms. Messenger for her work with the project and Council for making difficult policy decisions to help this project move forward. Part of the cost savings and budget management with the project was from the cooperation of the community. He was happy to see this chosen as an award winning project.

Mayor Rich announced Councilor McDonald was retiring from Council and would miss the December meeting due to his duty with the National Guard. He served on the Planning Commission for 6 years, City Council for 4 years and was the representative for Veteran activities. Mayor Rich presented Councilor McDonald with a plaque and his Councilor portrait. Councilor McDonald expressed his pleasure at being able to serve and wished the Council good luck in their future endeavors. He stated that if he did a good job during his four years it was because of working with the City Staff. Before coming to the City, he felt frustration with

how things were done, but after working with the City Manager and Staff, he had learned how hard everyone works for the community and appreciated being a part of Council and helping make a difference.

Mayor Rich congratulated Councilor Eggers and Ryan for their re-election to Council and welcomed newly elected Beverly Cole and Bob Cotterell. He announced the Christmas Tree Lighting Ceremony on the Courthouse lawn was scheduled for December 1, 2018 at 5:45 p.m., and Council has an executive session scheduled on December 3, 2018 at the Public Safety Center.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Councilor Prawitz reported the Library Commission met and approved the items currently on the agenda. He attended and chaired a MedCom meeting where they discussed the hiring of a part-time position for organizational help. Councilor Kaser stated he had a Public Works Commission meeting where they approved recommending several items on the agenda. Councilor Zielinski had a Historic Resources Review Commission meeting with a presentation on the Pine Street Overlay project.

AUDIENCE PARTICIPATION

Alyssa McConnel, 1308 Old Pacific Highway in Myrtle Creek, explained that although she was no longer the Downtown Roseburg Association (DRA) Director, she was still fielding complaints about downtown. She had received calls regarding light issues, the Neewollah parade, and people just voicing their concerns. She asked that rather than just renew the DRA contract, to spend time reviewing details to ensure requirements were being met. She was concerned the social media sites had not been active and that many people in the community relied on those sites for information about upcoming events. She discovered the website domain was for sale and that could become a risk for losing the downtown brand that was previously created. She felt downtown was suffering and wanted to bring it to the attention of Council.

Ellen Porter, 317 W. Riverside Drive, shared she was there to represent the Laurelwood neighborhood and asked for help from Council to continue encouraging staff to assist with cleanup efforts. Neighbors were concerned about illegal campers, noise and damage. She and her neighbors have spent many weekends cleaning up messes left along the river and trying to build solutions with City Staff and Police. She did not want to continue hearing about the 9th Circuit Court decision as a reason for allowing campers in the area. She suggested working on other options or possibly considering this as an environmental issue to deem the areas unsafe and harmful.

Maria Crince, 3352 Carnes Road, invited Council to the Douglas County Historical Society's Holiday Celebration on December 9, 2018. Board members have been working to paint the building and create a butterfly sanctuary in the backyard. Ms. Crince also stated she had heard about the displeasure from downtown businesses regarding lack of information to the community about events. She did not recall seeing information about the flower baskets or who had donated to have them displayed downtown.

In response to those who spoke during audience participation, Mayor Rich directed the City Manager to verify the DRA social media issue. He then asked those with concerns regarding

homelessness to please submit ideas to City Staff. Councilor Hicks shared the County has a waiver form for dumpster fees. Another opportunity was to receive supplies from SOLVE who provide bags and gloves. She suggested cleaning up underbrush to allow clear vision and to work with the Parks and Public Works office to receive assistance when trying to determine if vegetation was deemed noxious for removal or if native to leave in place. Councilor Hicks then agreed with downtown complaints and was concerned about lighting issues. She volunteered to assist with the Neewollah parade and noted barricades were not in place in time for the event, causing some safety concerns. She suggested a playbook for the new director to assist with timing issues and what was needed for the position.

Councilor Prawitz stated that in defense of City Staff, there had been a lot of teamwork between City Staff, the Laurelwood neighbors and Adapt in cleaning up along the river. The City helped with dumpsters, worked with Mr. Woodard to have a tractor removed and facilitated cleanup of Elk Island. He did not want the community to have the impression the City was not cooperative. He knew Laurelwood residents were working very hard, but the City was not always able to help at the same speed. Mayor Rich suggested Councilor Prawitz and Ms. Porter connect after the meeting to further discuss cleanup efforts.

CONSENT AGENDA

Councilor Ryan moved to approve minutes of the regular meeting of October 22, 2018. Motion was seconded by Councilor Eggers and unanimously approved.

PUBLIC HEARING – EQUIPMENT PURCHASE FOR ASPHALT PATCH TRUCK BOX SYSTEM, RESOLUTION NO. 2018-25

Mayor Rich opened the public hearing at 7:38 p.m. regarding the equipment purchase for an asphalt patch truck box system. Ms. Messenger reported the existing asphalt patch truck was over twenty years old. The truck was an important piece of equipment and served as the backbone for the Street Division's pavement maintenance program. While the truck chassis was in reasonable shape, the critical part of the vehicle that needed to be replaced was the asphalt patching box. The hydraulics on the existing box were worn out and at the end of their useful life. The box was heated with coils in the bed that cannot be accessed or serviced. Due to the age of the coils, the box was no longer maintaining asphalt temperature as it should and the asphalt was losing temperature during transport. The box was also experiencing issues with the tack pump and tank.

As with previous cooperative purchases, staff had proposed to treat this as a special procurement exempt from competitive bidding. This required issuance of a notice of public hearing exempting the purchase from competitive bidding. This was a seven-day notice and was issued as required prior to the Council meeting. Through the H-GAC contract the cost is \$89,651.00. The price includes picking up the City's existing truck, removing and replacing the box system, and delivering the truck back to the City. Money has been budgeted and is available to make this purchase. The Public Works Commission discussed this purchase at their November 8th meeting. The Commission recommended the Council authorize the purchase of a new asphalt patching box from Thermo-Lay for \$89,651.00 utilizing H-GAC pricing.

In response to Councilor Hicks, Ms. Messenger explained they were unable to replace only the hydraulics as those were integrated into the box. The box was also worn out in the back half of the truck causing issues with the pump and tank.

As no one else wished to speak, Mayor Rich closed the public hearing at 7:41 p.m. Councilor Kaser moved to adopt Resolution No. 2018-25, entitled, "A Resolution Exempting the Purchase of a Thermo-Lay Asphalt Patch Truck Box System from the Competitive Bid Process" and to authorize the purchase from Thermo-Lay Manufacturing LLC authorizing the H-GAC contract price of \$89,651.00. Councilor Kaser commended Staff for working on an alternative and finding a new option at a reduced cost. Motion was seconded by Councilor Hicks and unanimously approved.

ORDINANCE NO. 3514 – AMENDING CERTAIN SECTIONS OF TITLE 12 OF THE ROSEBURG MUNICIPAL CODE REGARDING LAND USE AND DEVELOPMENT REGULATIONS, SECOND READING

Ms. Sowa read Ordinance No. 3514, entitled, "An Ordinance Amending Certain Sections of Title 12 of the Roseburg Municipal Code Regarding Land Use and Development Regulations as Set Forth Herein" for the second time. Councilor Ryan moved to adopt Ordinance No. 3514. Motion was seconded by Councilor Fisher-Fowler. Roll call vote was taken and motion carried unanimously. Mayor Rich declared the adoption of Ordinance No. 3514.

ORDINANCE NO. 3515 – AMENDING SECTION 7.01.110 OF THE ROSEBURG MUNICIPAL CODE REGARDING OUTDOOR BURNING

Ms. Sowa read Ordinance No. 3515, entitled, "An Ordinance Amending Section 7.04.110 of the Roseburg Municipal Code Regarding Outdoor Burning" for the second time. Councilor Ryan moved to adopt Ordinance No. 3515. Motion was seconded by Councilor Fisher-Fowler. Roll call vote was taken and motion carried unanimously. Mayor Rich declared the adoption of Ordinance No. 3515.

ORDINANCE NO. 3516 – TELECOMMUNICATION FRANCHISE TO VONAGE BUSINESS, INC., FIRST AND SECOND READING

Ms. Sowa explained the subject application and processing fee was received on October 22, 2018. Service to Roseburg customers began on January 1, 2016. The provider requested the franchise agreement be granted effectively retroactively to January 1, 2016. Ms. Sowa read Ordinance No. 3516, entitled, "An Ordinance Granting a Telecommunication Franchise to Vonage Business, Inc. Effective Retroactively on January 1, 2016" for the first time. Councilor Ryan moved to suspend the rules and proceed with a second reading of Ordinance No. 3516, granting a telecommunications franchise to Vonage Business, Inc., effective retroactively to January 1, 2016. Motion was seconded by Councilor Prawitz and carried unanimously to proceed with a second reading.

Councilor Fisher-Fowler wanted to know why some franchises take so long to comply with requirements. Ms. Sowa explained that once a company begins paying a franchise fee they are contacted to complete the application and sign an agreement. Some take longer to respond or follow through.

Ms. Sowa read Ordinance No. 3516, entitled, "An Ordinance Granting a Telecommunication Franchise to Vonage Business, Inc. Effective Retroactively on January 1, 2016" for the second time. Councilor Ryan moved to adopt Ordinance No. 3516. Motion was seconded by Councilor Hicks. Roll call vote was taken and motion carried unanimously. Mayor Rich declared the adoption of Ordinance No. 3516.

ORDINANCE NO. 3517 – PROPOSED CODE AMENDMENT REGARDING ENHANCED LAW ENFORCEMENT AREAS, FIRST READING

Mr. Klopfenstein advised that illegal activity continued to be a concern in the community, especially downtown. Currently, police officers cite offenders as appropriate, but many return to commit the same or additional illegal activities in the same or nearby areas. Expanding the enhanced law enforcement area to include additional area near downtown will provide Police with another tool to address criminal activities that move to that area. The code amendment also removed prohibited camping as a listed offense for which persons could be excluded from the area, and can be criminally prosecuted for re-entering the area. This amendment was necessary because of the recent City of Boise case.

In 2016, Council allowed the addition of an enhanced law enforcement area. Many people who became excluded ended up going to Riverside Park and at times, it had been overwhelming. In response to Mayor Rich, Mr. Klopfenstein confirmed the area would include the Chamber of Commerce down to the river and back over to the Oak Street Bridge. After a person receives three strikes, he/she is excluded for 180 days. Councilor Eggers wanted to know if by expanding the area it would assist the Police Department. Mr. Klopfenstein advised that although this was an effective tool, people are going somewhere. The purpose for the exclusion was to help the downtown area thrive so the community could feel safe. He had not seen an increase in violations and noted with winter coming, outdoor activity typically decreased.

Councilor Hicks suggested extending the area to include Rose Street to Deer Creek. In her opinion, the environmental impacts in the area were significant. During her frequent use of bike paths, she had witnessed fights, active camps and open fires. She was glad to hear the exclusion numbers were not higher and supported the expansion of the boundary. She also suggested including the Pine Street Waterfront area since the City was trying to develop the area and will need to entice investors. Councilor Kaser expressed interest in knowing the number of people who had been excluded in the past year, repeat offenders and if the process helped or changed behaviors. Councilor Prawitz supported the idea and would like to include the riverbanks. Mr. Colley explained the expansion was being evaluated and was currently within the legal parameters. Larger areas were discussed, but right now, he was trying to balance the ability to support law enforcement and the concerns they were experiencing. Ms. Sowa read Ordinance No. 3517, entitled, "An Ordinance Amending Sections 7.12.101 and 7.12.015 of the Roseburg Municipal Code Regarding Enhanced Law Enforcement Areas" for the first time.

RESOLUTION NO. 2018-26 – ROSEBURG PUBLIC LIBRARY MEETING ROOM POLICY

Ms. Wiley stated the Roseburg Public Library underwent renovations and now had three large meeting rooms, two small conference rooms and two study rooms. City staff and the Douglas ESD had developed a meeting room policy that would provide guidelines for users to ensure

the rooms are kept clean and accessible for everyone to use, and would mitigate damage and hazardous conditions. In addition, it was appropriate for the Library to establish fees to help offset the cost of maintenance and repair from use of the rooms. The City, ESD and Friends of the Library would have priority for room use, but want the community to have access. The purpose of this change was for balancing long-term sustainability. The Ford Room would be the only room available after hours because it has a separate entrance.

Councilor Hicks posed the question for Councilors using the facility for Ward meetings. She had found it difficult to find appropriate locations for meetings without paying a fee. Mr. Colley confirmed that if a Councilor wanted to use the facility for a Ward meeting then that would be an option for the Council to consider. The fees for the rooms was determined to help cover the cost when outside entities wanted to use the facility. The purpose was not to create a policy to exclude others. In response to Councilor Eggers, Mr. Colley confirmed there are fees involved with conference room use at the Public Safety Center. Councilor Kaser shared he had used the Council Chamber for past Ward meetings and worked with Staff to use the space at no charge. Council consensus was to include Councilors wishing to use the meeting rooms for a Ward meeting under the umbrella of “City of Roseburg” and could use the rooms at no cost.

In response to Councilor Kaser, Ms. Wiley explained all policies and meeting room usage would be reviewed on an annual basis. Councilor Prawitz moved to adopt Resolution No. 2018-26, entitled, “A Resolution Implementing City of Roseburg Public Library Meeting Room Policy.” Motion was seconded by Councilor Ryan and unanimously approved.

RESOLUTION NO. 2018-27 – ROSEBURG PUBLIC LIBRARY MEETING ROOM FEES

Ms. Wiley had previously discussed the meeting room policy and explained the room fees for use of the space. Councilor Prawitz moved to adopt Resolution No. 2018-27, entitled, “A Resolution Establishing Fees For Roseburg Public Library Meeting Rooms.” Motion was seconded by Councilor McDonald and unanimously approved.

WEST AVENUE MAIN EXTENSION ENGINEERING CONTRACT AWARD RECOMMENDATION, PROJECT NO. 19WA04

Ms. Messenger discussed two major transmission mains between the water treatment plant in Winchester and the City’s main reservoir complex located on Bellview Court (Reservoir Hill) were installed in phases between 1934 and 2013. The existing transmission mains vary in size and consist of various materials. The 30-inch transmission main terminates north of Reservoir Hill at West Avenue where it inter-tie’s back into the 24-inch transmission main. The 24-inch main then functions as a single supply transmission main the remaining distance of approximately 1600 feet to the storage facilities at Reservoir Hill. The adopted Water System Master Plan recommends an extension of the 30-inch transmission main between West Avenue and Reservoir #7 in order to provide system redundancy to the reservoirs.

Staff issued a Request for Qualifications (RFQ) for engineering services related to this project on September 10th. A review committee consisting of three Public Works staff members then ranked two firms. Murraysmith had the average score of 87 and RH2 Engineering, Inc. with 80. Once the selection process was complete, staff began negotiating a scope and fee with the highest ranked proposer for engineering services through bidding. The intent was to bid

this job in the spring or early summer of 2019. In response to Councilor Hicks, Ms. Messenger confirmed the existing main was aging and the bulk of the water system relied on that one pipe. There needed to be a redundancy to replace and address the worst portions before they fail. This was a critical portion of the system and holds 4 million gallons of water. Two lines were necessary to avoid a huge portion of the community to be without water during any major or catastrophic issues or events.

Councilor Hicks questioned if the pipes were being removed. Ms. Messenger explained there were different processes depending on the condition or location of the pipe. Some pipes were removed and some stayed buried in place. Councilor Kaser moved to award an engineering design contract for the West Avenue Water Main Extension to Murraysmith, for an amount not to exceed \$183,881.00. Motion was seconded by Councilor Hicks and unanimously approved.

WATER MANAGEMENT AND CONSERVATION PLAN ENGINEERING SERVICES CONTACT AWARD RECOMMENDATION, PROJECT NO. 19WA05

Ms. Messenger reported that in Oregon, the Oregon Water Resources Department (OWRD) managed water rights. Obtaining a water right was a four step process. 1. Apply for a permit. 2. Build capacity to use the amount of water shown in the permit. 3. Prove beneficial use without waste. If all of these steps were accomplished, a water right certificate is issued (step 4).

The City had three primary water rights on the North Umpqua River totaling 20 million gallons per day (mgd). This included two certificated water rights totaling 16 mgd, and one permitted water right for an additional 3.9 mgd. The City originally applied for the permitted water right in 1979 in order to accommodate future growth. To date, the City has not expanded the plant and cannot show beneficial use for this right. As such, the City had continued to apply for time extensions in order to keep the right in a permitted status. The most recent time extension was granted on September 29, 2015 and extends the time the City has to complete construction and prove beneficial use to October 1st, 2050. One of the conditions of the final order was that the City commission and submit a Water Management and Conservation Plan.

The OWRD recently sent a letter to the City reminding staff of this requirement. In order to accomplish this work in a timely manner, staff researched consulting firms that had recently completed similar plans and reached out directly to RH2 to negotiate a scope and fee for this project. Staff had negotiated a proposed scope and fee with RH2 Engineering Inc. for an amount not to exceed \$53,875.00 to prepare and submit a Water Management and Conservation Plan. In response to Mayor Rich, Ms. Messenger confirmed this was a beneficial use to manage and not waste water. Councilor Kaser moved to award an engineering contract to RH2 Engineering, Inc. to prepare and submit a Water Management Conservation Plan for an amount not to exceed \$53,875.00. Motion was seconded by Councilor Hicks and unanimously approved.

NATIONAL FLOOD INSURANCE PROGRAM & COMMUNITY RATING SYSTEM UPDATE 2018 RECERTIFICATION RESULTS

Mr. Cowie shared that every year flooding causes hundreds of millions of dollars' worth of damage to homes and businesses in the US. Standard homeowners and commercial property insurance policies do not cover flood losses. To provide this vital coverage, the Federal

Emergency Management Agency (FEMA) administers the National Flood Insurance Program (NFIP). NFIP offers reasonably priced flood insurance to all properties in communities that comply with minimum standards for floodplain management. The NFIP's Community Rating System (CRS) credits community efforts beyond those minimum standards by reducing flood insurance premiums for the community's property owners. The City of Roseburg entered the CRS program October 1994 as a Class 10 community, which allowed its residents to purchase flood insurance. Over the next few years, Community Development staff documented more effective flood plain management to lower the City's classification to 9 in 1998 and to Class 8 in 2003. Each step in classification results in an additional 5% discount in flood insurance premiums; residents have received 10% discounts for the past 15 years.

CRS Floodplain Specialist, Marlene Jacobs, announced in July that Roseburg's 2018 recertification resulted in a Class 7 rating. As policies renew in mid-2019 rates will reflect a 15% discount. Council adopts floodplain management ordinances and policies, which support CRS efforts toward effective floodplain management practices, such as requiring new homes to be elevated at least one foot above the flood levels, continuously maintaining storm drainage facilities, attending promptly to problem areas, and an effective public outreach program to inform citizens of their flood risks.

One aspect of outreach was promoting the purchase of flood insurance to protect all properties in the City of Roseburg. Staff analysis of flood insurance coverage currently in effect finds that only about 20% of properties in the Special Flood Hazard Area (SFHA) are covered by flood insurance and that, although properties near the SFHA backed by federal mortgages are not required to carry flood insurance, flooding impacts them too often. Mr. Colley thanked Mr. Cowie and Teresa Clemons for all their hard work. Mr. Cowie added the ranking decrease was beneficial to individuals and they hope to lower it another point in the future. In response to Councilor Hicks, Mr. Cowie confirmed that most areas in the flood zones were already established with buildings. This new ranking would help those who want to add to their house, property or build an out-building. Councilor Hicks commented she thought insurance would be automatically paid. Councilor Eggers explained a mortgage company handled flood insurance and if a home were paid in full, the owner would not have that requirement imposed. Mr. Cowie said those paying for flood insurance would be notified of the new discount that would occur in 2019.

Mayor Rich questioned how only 20% of properties had flood insurance. Mr. Cowie reiterated that if someone owns the property outright and not paying a mortgage or being federally funded, it was not a requirement to pay flood insurance. Not all properties were single family residents. Councilor Ryan moved to direct staff to implement public outreach efforts toward increasing flood insurance coverage in the City of Roseburg within the 2018 budget cycle. Motion was seconded by Councilor Fisher-Fowler and unanimously approved.

UPDATED INTERGOVERNMENTAL AGREEMENT WITH COW CREEK BAND OF THE UMPQUA TRIBE OF INDIANS

Ms. Sowa explained the Cow Creek Band of Umpqua Tribe of Indians have an existing intergovernmental agreement (IGA) addressing public services for property held in Tribal Trust. As the Tribe moves forward with new development projects in the City, and under the provisions of ORS 307-181, the Tribe requested the IGA be updated to include all Tribal lands.

Consensus was that only the minor addition of the definition of "Tribal Fee Lands" was needed and all other provisions of the former agreement were still appropriate. Minor housekeeping items were also addressed in the updated agreement.

The Tribe would continue to pay for services as the services are used at the same rate either as other private sector parties or at the hourly rate for employees providing the services. The Tribe was considering development in the near future and would like to have the IGA in effect as soon as possible. In response to Councilor Hicks, Mr. Colley stated he did not have an accurate number of properties in the city limits, but knew three to four were in trust. Councilor Ryan moved to authorize the City Manager to execute the intergovernmental agreement between the City and the Cow Creek Band of Umpqua Tribe of Indians. Motion was seconded by Councilor Zielinski and unanimously approved.

VEHICLE FOR HIRE UPDATE

Ms. Sowa discussed that upon receipt of the adopted ordinance and application forms, both Uber and Lyft notified staff they would not apply to provide vehicle for hire services in Roseburg. When presented with that news, Council directed staff to reach out to both companies to continue negotiating in hopes of getting one or both companies to serve Roseburg citizens. Both companies were contacted and conference calls held. The conference call with the Lyft representative occurred on October 18, and the conference call with the Uber representative occurred on October 24.

In addition to the conference calls, staff reached out to other cities in Oregon to find out which cities had adopted ordinances regulating Transportation Network Companies (TNC), which cities had ordinances for Taxi only, which cities operated under another city's ordinance, and which cities had no regulations for either Taxi or TNC.

One of Roseburg's local taxi companies had since developed an app and has completed a TNC Operator's License with the City under the current ordinance.

Following was a summary of the comments from Lyft and Uber:

- Lyft: They would still prefer we drafted our ordinance to match Medford's exactly. They do not want Roseburg to do separate background checks, or require separate driver permits, but may come to Roseburg if those were still required and the City only went back 7 years on background checks. They do not require us to be under another city's service area, but would serve Roseburg if we were under either the Medford or Eugene service area.
- Uber: They will only come to Roseburg if we are part of another service area (either Eugene or Medford). We can either have no regulations, or adopt an ordinance with all the same provisions as Eugene or Medford. Either way, drivers would go through the service area city to obtain their permit. If we had our own ordinance, Uber would still apply for an Operator's permit with Roseburg.

Following was a summary of other cities and regulations for taxi or TNC Services:
Of the 25 cities who responded or had information available on their website:

- Ashland, Redmond, Corvallis, Eugene, Springfield, Salem, Medford and Bend have an ordinance for Vehicle for Hire (Taxi and TNC).
- Klamath Falls, Woodburn, Myrtle Creek, Sutherlin, Drain and Florence have an ordinance for Taxi only.
- Central Point, Forest Grove, Happy Valley, Milwaukie, Newberg, Tualatin, West Linn, Wilsonville, Winston, Oakland and Bandon have no ordinances for either Taxi or TNC.

Many of the cities close to the Portland area fall under that service area and ordinance. Six of the eight cities that have Vehicle for Hire ordinances in place accept the TNC background checks. Eugene and Springfield initially accepts the TNC background check, but also conducts their own going back 10 years. Medford, Ashland and Eugene/Springfield issue some type of driver's permit. Redmond, Corvallis, Salem and Bend do not. 3rd Party Background Checks include local, state, and national criminal history databases and all accessible sex offender registries.

Crimes for automatic denial:

- Person on sex offender registry; felony within the past 7 years; crimes within the past 7 years involving driving under the influence of alcohol or controlled substances, sexual offenses, or crimes involving physical harm or attempted physical harm to a person.

In response to Councilor Ryan, Ms. Sowa explained an Operator License was different from a Business License and was required to renew annually. Currently, drivers would obtain a separate driver permit that was also renewed annually. In the discussion about liability of adopting another cities ordinance, Mr. Coalwell advised the only liability the City would have would be from not reasonably following the ordinance requirement. There would not be much exposure to the City if drivers register in another location but service the Roseburg area.

Ms. Sowa reconfirmed Roseburg would need to change the current ordinance to match either Medford or Eugene. Uber reported they would not provide more service areas. Oregon is unique and each City has their own ordinance or none at all. Other states have a statewide ordinance that ride share companies follow. Councilor Ryan supported using the City of Medford ordinance rather than Eugene.

Councilor Hicks shared her experience with using a local taxi. Her driver explained most of their days were spent transporting medical patients with many traveling to Eugene. She felt this information might confirm why some ride requests took longer. She then expressed frustration regarding the amount of time taken to pay with a credit card. With the information obtained and learning many rides go to Eugene, she supported following the ordinance for the City of Eugene. If someone has the app, it will show the person coming to pick you up, will have your payment information and provide the color, make and license of the vehicle.

Councilor Kaser wanted to know the reason why background checks were for a seven year period rather than five or ten. Ms. Sowa confirmed it was based on a fair credit act and Lyft considered themselves as a second chance company explaining the term was to allow people to make a positive change in their life.

In response to Councilor Ryan, Mr. Coalwell explained an exception to the ordinance was not necessarily the option. It would take decoupling of the ordinance to make changes according to the chosen city or determine if Council wanted to stop regulating vehicle for hire services. Councilor Prawitz added that if the decision were made to follow the rules of another City, it would make sense to change background checks for other types of licenses and permits. Mr. Colley agreed there were significant changes to allow the TNC companies to come to Roseburg. Discussion ensued and Council directed Staff to draft new ordinances to change the requirements for Vehicle for Hire services to better match the City of Medford and reduce background checks to seven years.

BUSINESS REGISTRATION BACKGROUND REQUIREMENTS

Ms. Sowa previously provided information regarding current business registration background requirements. The only timing consideration with any possible amendments were dependent on whether or not Council chose to amend the current Vehicle for Hire (VFH) ordinance with new background check requirements. To remain equitable among all businesses in Roseburg, it was determined that Staff would adjust the background checks for all business registrations, licenses or permits to match any amendments made for VFH businesses so they go into effect at the same time.

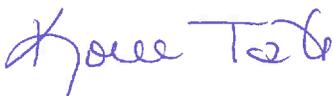
ITEMS FROM MAYOR, CITY COUNCIL

Councilor Hicks reported she was having difficulty in determining the appropriate avenue of communication with the County in reference to the city limits boundary in the Southgate Market area. She explained there had been concerns regarding people trespassing at the location where Young's Nursery used to be. The building was boarded up and for sale, but people were homesteading behind the building and had fires burning. She spoke with a couple Sheriff Deputies who explained they could not force them to move. She represents those living in the south end of town and was concerned about the impact by those trespassing. Mr. Colley explained that particular building was in the city limits, but there was property nearby that was still considered County. He added that complaints needed to be fielded through the Police Department or Community Development Department. Mr. Colley stated Mr. Cowie could provide her with an adequate boundary map to help her determine if the City or County would need contacted regarding future complaints. Dispatch was proficient with boundary line knowledge to determine which agency to contact for response.

Councilor Hicks suggested property annexation. She thought that by adding property to city limits it would be helpful with cleanup efforts. Mr. Colley reported there was an agreement in place with one of the properties in that area. He explained that annexation did not necessarily fix all problems and could become a financial burden for the city.

ADJOURNMENT

The meeting adjourned at 9:20 p.m.



Koree Tate
Management Assistant

**MINUTES OF THE SPECIAL REGULAR MEETING
OF THE ROSEBURG CITY COUNCIL
DECEMBER 3, 2018**



Mayor Larry Rich called the Special Regular meeting of the Roseburg City Council to order at 7:00 p.m. on December 3, 2018 in the Public Safety Center Umpqua Conference Room, 700 SE Douglas Avenue, Roseburg, Oregon.

ROLL CALL

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

Absent: Councilor John McDonald

Others Present: City Recorder Amy Sowa, City Attorney Bruce Coalwell, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Public Works Director Nikki Messenger, Finance Director Ron Harker, Library Director Kris Wiley, Police Chief Gary Klopfenstein, Fire Chief Gary Garrisi, Management Assistant Koree Tate and incoming elected City Councilor Bob Cotterell.

HIRING STANDARDS, CRITERIA AND POLICY DIRECTIVES – CITY MANAGER

Mr. VanWinkle reported the Protham recruiter, who handled the City Manager recruitment process, had provided a list of candidates to review. Council determines the standards, criteria and policy directives to use to hire a new City Manager. To that end, staff had provided information, which may be adopted as presented or amended and then adopted to satisfy the requirements of state law for the City Manager recruitment profile and City Manager hiring process and timeline.

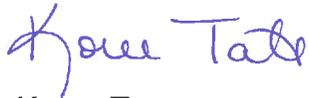
Mayor Rich asked Council to consider allowing special meetings to take place on Monday evenings during the process to review applicants. He appreciated the attendance of Staff who work with the City Manager on a daily basis. He introduced Steve Worthington, Senior Consultant, with Protham. Mr. Worthington had handled the preliminary applicant review process and completed Skype interviews with six candidates.

Mr. VanWinkle explained the candidate names needed to remain confidential. During executive session, Council and Staff would have opportunity to review each candidate with Mr. Worthington. In order to proceed with executive session, he advised a motion was needed to adopt the City Manager hiring standards, criteria and policy. In response to Councilor Kaser, Mr. VanWinkle confirmed the skills, knowledge and qualifications expected to fulfill the position were established and would be outlined for Council to review. Councilor Hicks asked if the salary range was considered average compared to other cities similar in population and if the qualifications were standard. Mayor Rich explained the salary listed was an average, but slightly lower to allow room for negotiation. Mr. VanWinkle added that as a leader, it was determined the qualifications were consistent with other cities but also included five years as a chief executive or department head in local government, or equivalent experience in the private sector. Mayor Rich said it was possible to find someone with only a few year's experience, and if everyone felt comfortable with the other qualities, that person could be included in the process.

Councilor Ryan moved to adopt City Manager hiring standards, criteria and policy as presented. Motion was seconded by Councilor Zielinski and unanimously approved.

ADJOURN

The meeting adjourned at 7:08 p.m.



Koree Tate
Management Assistant

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*Ctc
12/5/18*

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OLCC APPLICATION – NEW OUTLET Dollar General Store #19709 – 2141 NE Diamond Lake Boulevard

Meeting Date: December 10, 2018
Department: City Administration Office
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor Control Commission for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration.

BACKGROUND

OLCC has received an application from Duke Tufty with Dollar General #19709 located at 2141 NE Diamond Lake Boulevard as a new outlet granted for "Off-Premises Sales."

- A. Council Action History.** Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.
- B. Analysis.** The Police Department conducted a background investigation on the applicant and found no reason to deny the application.
- C. Financial and/or Resource Considerations.** The applicant has paid the appropriate fee for City review of the application.
- D. Timing Issues.** The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

Council may recommend OLCC approval of the application as submitted or recommend denial based on OLCC criteria.

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

"I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR DOLLAR GENERAL STORE #19709 AT 2141 NE DIAMOND LAKE BOULEVARD ROSEBURG, OREGON.

ATTACHMENTS

A. Subject Application

cc: License Applicant w/copy of agenda
Jonathan Crowl, OLCC Representative



LIQUOR LICENSE APPLICATION

LICENSE FEE: Do not include the license fee with the application (the license fee will be collected at a later time).

APPLICATION: Application is being made for:

- Brewery
- Brewery-Public House
- Distillery
- Full On-Premises, Commercial
- Full On-Premises, Caterer
- Full On-Premises, Passenger Carrier
- Full On-Premises, Other Public Location
- Full On-Premises, Nonprofit Private Club
- Full On-Premises, For-Profit Private Club
- Grower Sales Privilege
- Limited On-Premises
- Off-Premises
- Off-Premises with Fuel Pumps
- Warehouse
- Wholesale Malt Beverage & Wine (WMBW)
- Winery

CITY AND COUNTY USE ONLY

Date application received _____

Name of City or County _____

Recommends this license be: Granted Denied

By _____

Date _____

OLCC USE

Application received by DC

Date 11/15/18

License Action: New Outlet

1. LEGAL ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license:

Applicant #1

DG Retail LLC

Applicant #2

Applicant #3

Applicant #4

2. Trade Name of the Business (the name customers will see):

Dollar General Store #19709

3. Business Location: Number and Street 2141 NE Diamond Lake Blvd

City Roseburg

County Douglas

ZIP 97470

4. Is the business at this location currently licensed by the OLCC? Yes No

5. Mailing Address (where the OLCC will send your mail):

PO Box, Number, Street, Rural Route 100 Mission Ridge Attn: Tax Licensing Dept

City Goodlettsville

State TN

ZIP 37072

6. Phone Number of the Business Location: TBD

7. Contact Person for this Application:

Name Duke Tufty

Phone Number 503-718-2310

Mailing Address, City, State, ZIP

7521 NE Sandy Blvd., Portland, OR 97213

Email duke@nwalcoholaw.com

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

Signature of Applicant #1

Signature of Applicant #2

Signature of Applicant #3

Signature of Applicant #4

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OC
12/15/18

RESOLUTIONS A
12/10/2018



Supplemental Budget for General and Facilities Funds for Fiscal Year 2018-19

Meeting Date: December 10, 2018
Department: Finance
www.cityofroseburg.com

Agenda Section: Department Items
Staff Contact: Ron Harker
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

As a result of Roseburg Fire Department's response to the Garner and Taylor Creek fire conflagration events earlier this year, the City is set to receive \$93,075 to cover both direct and indirect expenses resulting from their response. The City Council will consider a proposed supplemental budget to allocate the funds and increase appropriation authority in both the general and facilities fund. It is proposed to allocate \$40,000 to the general fund to cover increased operational costs that resulted from the conflagration responses and the remaining \$53,075 to the facilities funds to support unanticipated costs associated with the seismic rehabilitation upgrades of Fire Stations No. 2 and No. 3.

BACKGROUND

A. Council Action History. On June 11, 2018, the City Council passed Resolution 2018-13, which adopted the 2018-19 budget and established the appropriation authority of the Facilities Fund.

On August 27, 2018, the City Council passed Resolution 2018-19, which adopted a supplemental budget that increased appropriation authority in the facilities fund. The modifications resulted from receipt of the division of asset funds from Fire District No. 2, increased grant revenues to be received in the 2018-19 fiscal year, and a transfer of general fund monies to accommodate unforeseen expenses with the library renovations.

B. Analysis. An appropriation is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. It is limited to one fiscal year [ORS 294.311(3)]. Appropriations are a legal limitation on the amount of expenditures that can be made during the fiscal year and on the purposes for which expenditures can be made [ORS 294.456(6)]. After the beginning of the fiscal year, when a local government is operating with the adopted budget, changes in appropriated expenditures sometimes become necessary. Appropriations may be increased or decreased, transferred from one appropriation category to another, or new appropriations categories created.

The method used to amend the budget is determined by the budgetary change needed. If the change involves new appropriations and increased revenues, a new fund, or a new appropriation category, a supplemental budget is usually required. If the change is a transfer of appropriation authority (and the corresponding resources) from one fund to another, or within the same fund, then a resolution transfer is allowed.

The Fire Department’s response to the Garner and Taylor Creek fire conflagration events constitute unanticipated events that necessitate mid-year adjustments to the general and facilities funds due to the pending receipt of unanticipated reimbursement funds. The pending reimbursement is projected to be \$93,075. It is proposed that the reimbursement be split between the two funds; the general fund to receive sufficient funds to cover direct expenses and the remaining balance into the facilities fund to support unanticipated expenses related with seismic rehabilitation work on fire stations No. 2 and No. 3.

Additionally, previous adjustments to the facilities fund to provide additional capital for current rehabilitation work, which also includes rehabilitation work at the library, did not allocate resources for equipment non-capital items such as tables, chairs and other furniture. There is a need to have such expenses accounted for outside of the capital outlay budget, therefore, for simplicity it is proposed that \$50,000 of the \$53,075 be allocated to materials and services for equipment non-capital items at this time.

In order to accommodate these unforeseen circumstances, the following adjustments are proposed:

General Fund

Revenues

Fire Suppression Fees	<u>\$ 40,000</u>
Total Revenue Increase	\$ 40,000

Expenditures

Fire Department	<u>\$ 40,000</u>
Total Expenditures	\$ 40,000

(Revenues offset increases to Expenditures thereby maintaining a balanced budget)

Facilities Fund

Revenues

Interagency	<u>\$ 53,075</u>
Total Revenue Increase	\$ 53,075

Expenditures

Materials and Services (Equipment Non-Capital)	\$ 50,000
Capital Outlay	<u>\$ 3,075</u>
Total Expenditures	\$ 53,075

(Revenues offset increases to Expenditures thereby maintaining a balanced budget)

C. Financial and/or Resource Considerations. The financial impacts to the City from these adjustments are:

As all increases in appropriations are offset by equal increases to revenues, there is no financial impacts to the City, as the fund balances remain unchanged.

D. Timing Issues. As the City is set to receive the conflagration reimbursement payments in the near future, it is important to have their allocation established.

COUNCIL OPTIONS

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the proposed figures; or
- 3) Not adopt the attached resolution.

STAFF RECOMMENDATION

Given the need to comply with Oregon budget law, it is staff's recommendation to adopt the attached resolution as written.

SUGGESTED MOTION

I move to adopt Resolution No. 2018-28 authorizing supplemental budget revisions for fiscal year 2018-19.

ATTACHMENTS

Attachment 1 - Resolution No. 2018-28 entitled "A RESOLUTION AUTHORIZING SUPPLEMENTAL BUDGET REVISIONS FOR FISCAL YEAR 2018-19"

RESOLUTION NO. 2018 – 28

A RESOLUTION AUTHORIZING SUPPLEMENTAL BUDGET REVISIONS FOR FISCAL YEAR 2018-19

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2018-19 by Resolution 2018-13; and

WHEREAS, the Roseburg Fire Department responded to the Garner and Taylor Creek fire conflagration events that will result in receipt of reimbursement funds of \$93,075 for direct and indirect costs; and

WHEREAS, the Fire Department's response to the fire conflagration events and the subsequent reimbursement of expenses are unanticipated events affecting the current fiscal year; and

WHEREAS, the City elects to receipt \$40,000 of the reimbursement funds into the general fund to cover direct expenses that were realized in responding to the conflagration events and to increase the Fire Department's budget by the same amount; and

WHEREAS, the City elects to receipt the remaining balance of \$53,075 into the facilities fund as a contribution towards unanticipated expenses associated with seismic rehabilitation work on fire stations no. 2 and no.3; and

WHEREAS, previous adjustments to the facilities fund to provide additional capital for current rehabilitation work, which also includes rehabilitation work at the library, did not allocate resources for equipment non-capital items such as tables, chairs and other furniture. There is a need to have such expenses accounted for outside of the capital outlay budget, therefore, for simplicity it is proposed that \$50,000 of the \$53,075 be allocated to materials and services for equipment non-capital items at this time.

WHEREAS, ORS 294.471 provides a city may amend the current year adopted budget through the supplemental process when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning.

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

Section 1 Resources and appropriations in the Fiscal Year 2018-19 budget shall be adjusted as follows:

RESOLUTIONS A
ATTACHMENT #1

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
General Fund (100)			
Resources			
Beginning Fund Balance	\$ 6,784,009	\$ -	\$ 6,784,009
Revenues	<u>\$ 22,492,395</u>	<u>\$ 40,000</u>	<u>\$ 22,532,395</u>
Total Resources:	\$ 29,276,404	\$ 40,000	\$ 29,316,404
Appropriations			
Fire Department	\$ 6,623,367	\$ 40,000	\$ 6,663,367
Other Requirements	<u>\$ 22,653,037</u>	<u>\$ -</u>	<u>\$ 22,653,037</u>
Total Appropriations:	\$ 29,276,404	\$ 40,000	\$ 29,316,404
	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Facilities Fund (360)			
Resources			
Beginning Fund Balance	\$ 166,704	\$ -	\$ 166,704
Revenues	<u>\$ 3,873,860</u>	<u>\$ 53,075</u>	<u>\$ 3,926,935</u>
Total Resources:	\$ 4,040,564	\$ 53,075	\$ 4,093,639
Appropriations			
Materials and Services	\$ 91,274	\$ 50,000	\$ 141,274
Capital Outlay	\$ 3,901,000	\$ 3,075	\$ 3,904,075
Reserved for Future Expenditure	<u>\$ 48,290</u>	<u>\$ -</u>	<u>\$ 48,290</u>
Total Appropriations:	\$ 4,040,564	\$ 53,075	\$ 4,093,639

To allocate unanticipated reimbursement funds associated with fire conflagration responses, and to allocate their use in covering direct expenses to the fire department and to assist with rehabilitation work of fire stations no. 2 and no. 3.

Section 2 The Finance Director is to make the proper adjustments to the budget.

Section 3 This resolution shall become effective immediately upon adoption by the Roseburg City Council on December 10, 2018.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 10 DAY OF DECEMBER, 2018.**

Amy L. Sowa, City Recorder

ORDINANCE NO. 3517

**AN ORDINANCE AMENDING SECTIONS 7.12.010 and 7.12.015 OF THE
ROSEBURG MUNICIPAL CODE REGARDING ENHANCED LAW ENFORCEMENT
AREAS**

WHEREAS, Chapter II, Section 2.1(2) of the Roseburg City Charter provides:

The City has all powers that the constitution or laws of the United State or of this state expressly or impliedly grant or allow cities, as fully as if this Charter specifically stated each of those powers;

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

SECTION 1. Section 7.12.010 Roseburg Municipal Code is hereby amended to read as follows:

7.12.010 - Enhanced law enforcement areas.

Enhanced law enforcement areas are designated to protect the public from those whose illegal conduct poses a threat to safety and welfare. Enhanced law enforcement areas include the area within the City of Roseburg encircled by the following boundary (and including those portions of the streets and rights-of-way mentioned herein): beginning at the railroad crossing of the CORP railroad right-of-way at SE Mosher Avenue, thence southeasterly along SE Mosher Avenue to SE Main Street, thence northeasterly along SE Main Street to SE Lane Avenue, thence southeasterly along SE Lane Avenue to SE Kane Street, thence northeasterly along SE Kane Street to SE Douglas Avenue, thence southeasterly along SE Douglas Avenue to SE Fowler Street, thence northerly along SE Fowler Street to NE Diamond Lake Boulevard, thence westerly along NE Diamond Lake Boulevard to SE Stephens Street and extending across SE Stephens Street along the same westerly line to the east bank of the South Umpqua River, thence upstream along the east bank of the South Umpqua River, taking in all the dry sand area, to the southerly side of the Oak Street bridge, thence easterly along SE Oak Ave. to the CORP railroad right-of-way, thence southwesterly along the CORP railroad right-of-way to the point of beginning.

SECTION 2. Section 7.12.015 Roseburg Municipal Code is hereby amended to read as follows:

7.12.015 - Civil exclusion.

A person is subject to exclusion for a period of 180 days from entering or remaining within an enhanced law enforcement area if that person has been cited to appear, arrested or otherwise taken into custody within an enhanced law enforcement area for a total of three (3) or more instances of unlawful behavior within the enhanced law enforcement area. For purposes of this Chapter, unlawful behavior means violating or being charged with violating any of the following:

A. Any assault, as defined by ORS 163.160 through 163.185 and 163.208;

- B. Strangulation, as defined by ORS 163.187;
- C. Menacing, as defined by ORS 163.190;
- D. Harassment, as defined by ORS 166.065 and 166.070;
- E. Disorderly conduct, as defined by ORS 166.023 and 166.025;
- F. Recklessly endangering, as defined by ORS 163.195;
- G. Coercion, as defined by ORS 163.275;
- H. Any sexual offense, as defined by ORS 163.355 through 163.465;
- I. Endangering the welfare of a minor, as defined by ORS 163.575;
- J. Any offense under State law governing the possession, distribution, sale or manufacture of a controlled substance;
- K. Any offense under State law governing the possession, use, distribution or sale of alcoholic beverages;
- L. Possessing or using a weapon in violation of ORS 166.180, 166.190, 166.220, 166.240, 166.250 or 166.272;
- M. Any degree of criminal mischief, as defined by ORS 164.305 through 164.365;
- N. Graffiti as defined in ORS 164.381 through 164.386;
- O. Arson or reckless burning as defined in ORS 164.305 through 164.335;
- P. Theft as defined in ORS 164.015 through 164.095;
- Q. Littering, as defined in ORS 164.775 through 164.805;
- R. Possession of tobacco by a minor in violation of ORS 167.400;
- S. Unlawful drinking in public places as defined in RMC 7.02.030;
- T. Public urination as defined in RMC 7.02.050;

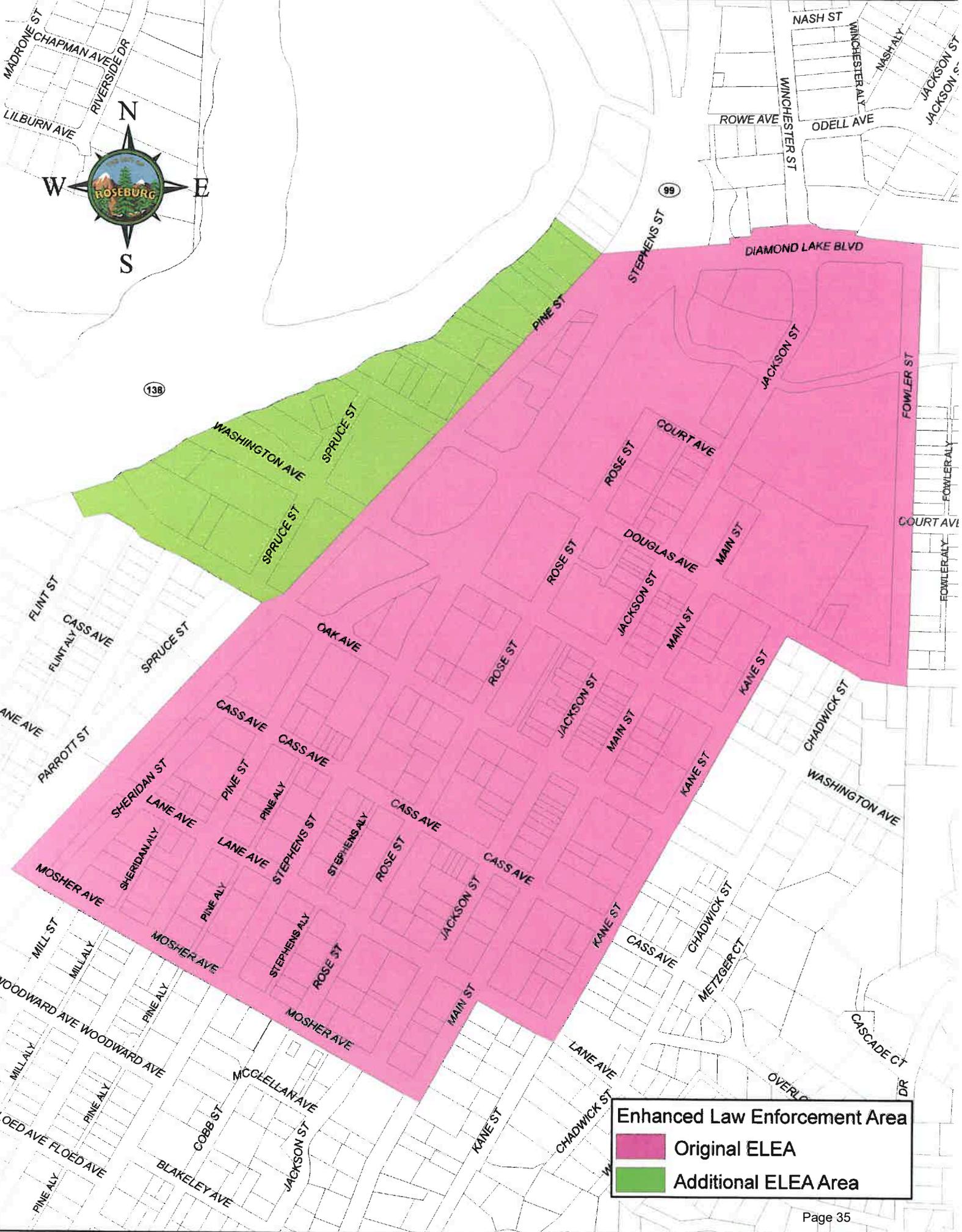
ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 10th DAY OF DECEMBER,
2018.

APPROVED BY THE MAYOR THIS 10th DAY OF DECEMBER, 2018.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER



Enhanced Law Enforcement Area

- Original ELEA
- Additional ELEA Area

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Water Treatment Plant Chlorine Generation Project Engineering Contract Award Recommendation, 19WA03

Meeting Date: December 10, 2018
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff has completed the selection process and has negotiated a contract for study, design and bidding services related to the Water Treatment Plant (WTP) Chlorine Generation project. The issue for the Council is whether to award an engineering contract for this project.

BACKGROUND

A. Council Action History. None.

B. Analysis. In 2002, the City installed an on-site generation system for "mixed oxidant solution" (MOS) to replace a chlorine gas disinfection system. The system installed in 2002 and expanded in 2005 uses salt to create a chlorine solution that is used as part of the treatment process. The system is now sixteen years old and suffers from frequent breakdowns and reliability issues.

In 2017 the City hired Murraysmith to conduct an alternative analysis for the replacement of the existing MOS disinfection system. A technical memorandum was provided to the City that analyzed the existing system and reviewed the City's needs. Bulk sodium hypochlorite was initially recommended as the preferred alternative. This recommendation will be revisited before the beginning of design.

Staff issued a Request for Qualifications (RFQ) for engineering services related to this project on September 10th. The services requested as part of the RFQ may include the following:

- Alternatives analysis
- Preliminary design
- Permitting
- Final design
- Final Bid Documents
- Services During Bidding
- Bid analysis and recommendation
- Construction Management Services

Three statements of qualifications (SOQs) were received on October 20th. The three firms were then ranked by a review committee consisting of four Public Works staff members. The final rankings are as follows.

	Proposer	Average Score
1.	Murraysmith	79
2.	RH2 Engineering Inc.	91
3.	West Yost Associates	88

Based on the above rankings, RH2 Engineering was selected without interviews and a scope of work, fee, and schedule were negotiated.

C. Financial and/or Resource Considerations. The proposed not to exceed price for design services through bidding is \$139,745. The FY 2018-19 adopted Water Fund budget includes \$200,000 for this project. The Five Year Capital Improvement Plan includes \$800,000 in FY19-20 to construct the project.

D. Timing Issues. Given the issues with the existing chlorine generation system, staff would like to proceed with designing this project as soon as practical.

COUNCIL OPTIONS

The Council has the following options:

1. Award a contract for engineering services to RH2 Engineering, Inc. for \$139,745;
or
2. Request additional information; or
3. Recommend not moving forward with the project at this time.

STAFF RECOMMENDATION

Money has been budgeted and is available to complete this design. Staff recommends that a contract be awarded to RH2 Engineering, Inc. for \$139,745. The Public Works Commission is scheduled to discuss this contract at their December 6th meeting. Staff will report the results of that discussion at the Council meeting.

SUGGESTED MOTION

I move to award an engineering design contract for the Water Treatment Plant Chlorine Generation Project to RH2 Engineering, Inc., for an amount not to exceed \$139,745.00.

ATTACHMENTS

None

Je
12/15/18

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Special Exemption for Contracting Requirements – American Legion Turf Project

Meeting Date: December 10, 2018
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The American Legion has requested City participation in installation of a water line as part of their turf project. This participation will trigger the City’s bonding requirements. The issue for the Council is whether to allow a special exemption from these bonding requirements.

BACKGROUND

A. Council Action History. On June 12, 2017, the Council approved a request by American Legion to install artificial turf in Legion Field on the condition that all funding be secured prior to beginning project construction. On October 9, 2017 the Council authorized an amendment to the Legion’s agreement to extend the term to 20 years and update the insurance requirements. On September 24, 2018, the Council approved an exemption to the naming rights policy in order to facilitate the Legion’s turf fundraising efforts.

B. Analysis. As part of the improvements to the American Legion baseball facility at Stewart Park, there is an existing irrigation main that must be removed and relocated. Legion has requested that the City install the new irrigation main, utilizing materials provided by Legion. This participation by the City technically makes the entire project a public improvement. As such, Legion and any of their contractors must pay prevailing wage. Legion has been made aware of this and has indicated that they bid the project with prevailing wages included. Another stipulation that comes into play with a public Improvement project is the requirement for performance and payment bonds.

Oregon Revised Statute 279C.390 allows the local contract review board to waive certain bond requirements. The Roseburg Municipal Code Section 3.06.010B(2) outlines one of the Council’s powers as the local contract review board as follows: “Authority to approve the partial or complete waiver of the requirement for the delivery of a performance bond or payment bond for the construction of a public improvement other than in cases of emergencies”. *The power to waive the requirement in the case of emergencies is outlined in a separate code section.*

This is a unique situation where the City will not have any obligation to the contractor or his/her suppliers. As such, staff believes that Council should consider waiving the bonding requirements for this project.

C. Financial and/or Resource Considerations. Providing an exemption to the requirement for performance and payment bonds will cause no financial impacts for the City.

D. Timing Issues. The Legion is in the midst of putting together their funding and has requested a decision as soon as practical.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize a special exemption for the Legion Turf Project and waive the requirement for the performance and payment bonds;
2. Not authorize the special exemption and direct staff to require Legion to provide the performance and payment bonds; or
3. Request additional information.

STAFF RECOMMENDATION

Staff recommends that Council approve a special exemption and waive the requirements for a performance and payment bond for the Legion Turf Project.

SUGGESTED MOTION

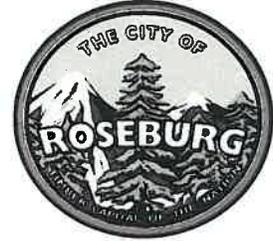
I move to approve a special exemption and waive the requirements for performance and payment bonds for the Legion Turf Project.

ATTACHMENTS

None

etc
12/5/18

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



TYPE 6 WILDLAND UNIT PROPOSAL REJECTION RECOMMENDATION RFP18-FD-01

Meeting Date: December 10, 2018
Department: Fire Department
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Gary Garrisi, Chief
Contact Telephone Number: 541-492-6770

ISSUE STATEMENT AND SUMMARY

The City received proposals for the purchase of a Type 6 Wildland Unit. Staff is recommending that the City reject all proposals.

BACKGROUND

A. Council Action History. None

B. Analysis.

On November 16, 2018, the City issued a Request for Proposals (RFP) for procurement of a Type 6 Wildland Unit. When procuring equipment of this size, an RFP is used as opposed to a unit price bid. This allows staff to evaluate the equipment and how well it meets the specifications included within the RFP. The factors utilized when ranking the proposals were as follows:

<u>Criteria</u>	<u>Points</u>
1. Goods/Equipment meets or exceeds minimum requirements:	0 - 25 Points
2. Meets required delivery date:	0 - 20 Points
3. Cost:	0 - 20 Points
4. Proposer's warranty:	0 - 15 Points
5. Satisfactory acceptance test:	0 - 10 Points
6. Local warranty service:	0 - 10 Points

Five proposals were received on November 27, 2018. Of those received, four were priced far above the budgeted amount. The fifth proposal was non-conforming and was not scored.

The highest ranking company had a price exceeding the budgeted amount by \$50,300.36.

ORS 279B.100(1) provides that "Any solicitation or procurement described in a solicitation may be canceled, or any or all bids or proposals may be rejected in whole or

in part, when the cancellation or rejection is in the best interest of the contracting agency as determined by the contracting agency.”

- C. Financial/Resource Considerations.** The FY2018-19 budget includes \$85,000 for the purchase of a Type 6 Wildland Unit. The proposed rejection of all proposals does not have a financial impact to the City.
- D. Timing Considerations.** If Council concurs with the recommendation to reject all proposals, staff will publish a new RFP on December 18, 2018 with the results presented to the City Council on January 28, 2018.

STAFF RECOMMENDATION/COUNCIL OPTIONS

Council has the option to:

1. Request more information prior to making a decision; or
2. Direct staff to reject all proposals and go forward with a new RFP

Staff recommends the City Council reject all proposals.

SUGGESTED MOTION

I move to reject all proposals for the Type 6 Wildland Unit and direct staff to go out for a second round of Request for Proposals.

ATTACHMENTS:

None

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12/15/18

INFORMATIONAL A
12/10/2018

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

Meeting Date: December 10, 2018
Department: City Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

At each meeting, I provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your December 10, 2018, meeting, I provide the following items:

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



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
December 3, 2018 - 10:00 a.m.

1. Review December 10, 2018 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing
4. Department Items
 - A. City Manager Recruitment Work Session (JV)
5. Employee Anniversary Pin
 - A. Rocky Anderson – Fire Department, 5 years
 - B. Parker Brown – Fire Department, 5 years

- *Department Annual Reports due by December 10, 2018 to Administration*
- *City Connection articles due by January 2, 2019.*



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
November 27, 2018 - 10:00 a.m.

1. Review November 26, 2018 City Council and Urban Renewal Meeting Synopsis
2. Review December 3, 2018 Special City Council Meeting Agenda
3. Review December 10, 2018 City Council Meeting Agenda
4. Review December 10, 2018 Urban Renewal Meeting Agenda
5. Review Tentative Future Council Meeting Agendas
6. Documents/Grants Signing
 - A. Douglas County Tree Lighting Ceremony – December 1, 2018
 - B. Control Line Regionals – May 24-26, 2019
7. Department Items
 - A. Cycle Pub Discussion (AS)

- *Department Annual Reports due by December 10, 2018 to Administration*
- *City Connection articles due by January 2, 2019.*

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Airport Fees for Fire Agency Services
- RMC 5.04 Amendment - Water Rules and Regulations
- Umpqua Basin Urban Services Agreement
- Special Work Study – Visitor’s Center Contract/Tourism Promotion
- Division of Assets

January 14, 2019

Mayor Reports

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

Council Reports

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

Consent Agenda

- A. Minutes of December 10, 2018

Informational

- A. Activity Report

January 28, 2019

6:00 p.m. Work Study – Tobacco Policy Discussion, Blue Zones

Consent Agenda

- A. Minutes of January 14, 2019

Department Items

- A. The Partnership Annual Report
- B. Municipal Court Quarterly Reports
- C. Engineer Task Order Authorization for 2019 Pavement Management Program
- D. Fire Department Vehicle Purchase – Bid Acceptance

Informational

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

Urban Renewal – Housing Incentive Policies

Executive Session – Labor Negotiations

February 11, 2019

Special Presentation

- A. CAFR Review – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2018
- C. 2019-2020 Budget Calendar

Consent Agenda

- A. Minutes of January 28, 2019

Informational

- A. Activity Report

February 25, 2019

Consent Agenda

- A. Minutes of February 11, 2019

Informational

- A. Activity Report

March 11, 2019

Consent Agenda

- A. Minutes of February 25, 2019

Informational

- A. Activity Report

March 25, 2019

Mayor Report

- A. Child Abuse Prevention Month Proclamation

Consent Agenda

- A. Minutes of March 11, 2019

Informational

- A. Activity Report

April 8, 2019

Mayor Report

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

Consent Agenda

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

Informational

- A. Activity Report

April 22, 2019

Consent Agenda

- A. Minutes of April 8, 2019

Informational

- A. Activity Report
- B. Finance and Municipal Court Quarterly Reports

May 13, 2019

Consent Agenda

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

Informational

- A. Activity Report

June 10, 2019

Mayor Reports

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

June 24, 2018

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

July 8, 2019

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

July 22, 2019

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

August 12, 2019

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

August 26, 2019

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

September 9, 2019

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

September 23, 2019

- Council Reports

A. Implementation of Annual City Manager Performance Evaluation

Consent Agenda

A. Minutes of September 9, 2019

Informational

A. Activity Report

October 14, 2019

Consent Agenda

A. Minutes of September 23, 2019

B. Cancellation of November 11, 2019 Meeting

C. Cancellation of December 23, 2019 Meeting

Informational

A. Activity Report

October 28, 2019

Consent Agenda

A. Minutes of October 14, 2019

Informational

A. Activity Report

B. Municipal Court Quarterly Report

C. Financial Quarterly Report

November 25, 2019

Consent Agenda

A. Minutes of October 28, 2019

Informational

A. Activity Report

Executive Session

A. Municipal Court Judge Annual Performance Evaluation

Friday, November 30, 2018

The City Council Special Meeting packet has been posted to the City website and emails sent with the direct link. **Please remember this meeting is at the Public Safety Center at 7:00 p.m.**

We would like to alert you to some local festivities this weekend:

First, the annual Christmas Fair starts Friday and continues through Sunday at the Douglas County Fairgrounds.

Here is information for their hours of operation:

CHRISTMAS FAIR HOURS

Friday 10 a.m. - 8 p.m.
Saturday 10 a.m. - 8 p.m.
Sunday 10 a.m. - 4 p.m.

CHRISTMAS FAIR ADMISSION

Adults: \$5.00
Donate canned food to
Support Salvation Army and receive
\$1.00 off Admission
Kids 12 & under: FREE
Friday only Admission is FREE
5 p.m. - 8 p.m.

The Douglas County Christmas Craft Fair is the largest event of its type to occur in Douglas County each year. It is the largest and most popular Christmas Fair in Southern Oregon. Over 300 crafter booths, displaying a wide variety of hand crafted items, such as clothing, home decor, baked goods, spices, lotions, soaps, wood crafts, metal sculptures, art decor, and numerous other unique products.

SANTA'S HOURS

Friday: 2:00 p.m. - 8:00 p.m.
Saturday: 11:00 a.m. - 3:00 p.m. and 4:00 p.m. - 7:00 p.m.
Sunday: 1:00 p.m. - 4:00 p.m.

TITLE SPONSOR



Second, the Christmas Tree Lighting ceremony at the Douglas County Courthouse is this Saturday. The following was emailed to me from DRA Director Susie Johnston-Forte:

"Planning the Christmas Tree Lighting Ceremony for this coming Saturday evening, December 1st at 5:45 p.m., has been a lot of fun and taken a bit of time. It's going to be lovely,



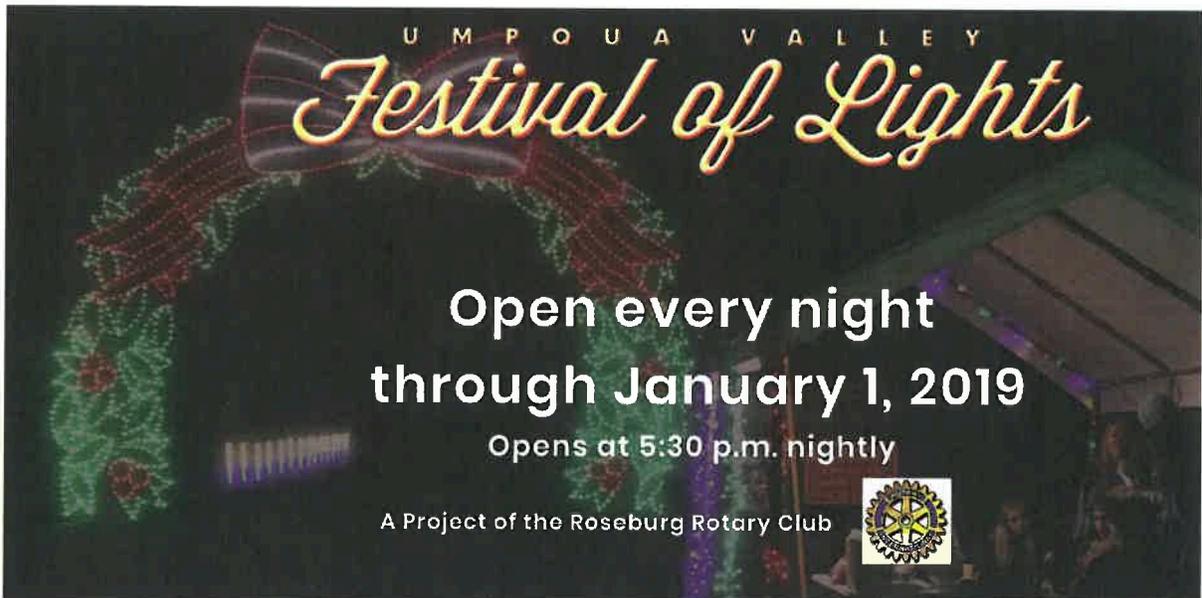
with carolers, Santa, a Christmas story, hot chocolate, cookies, and more. Hope to see you all there.

Last night we held a downtown walk in which about a dozen people participated. The goal was to do some physical mapping of both good and other than good "hot spots" where we could direct our attention to potential improvements. Joining us was: Dick Baltus, Todd Boyd, Kent Rochester, Juliete Palenshus, James Walls, Larry Sfaley, Ruth & Tommy Smith, Jessica Hand, Mandy Elder, and Haley, and Officer Waldon from RPD. It was a terrific walk and we learned a lot.

Finally, for this week we have the 12 Days of Christmas coming up beginning on December 10th. A different business is holding an open house each night of the 12 Days. I'm putting the calendar together now and will be sending out more information about this shortly."

One item not mentioned is that there will be a live nativity scene and hot chocolate & cookies at the First Christian Church on the corner across from the Courthouse.

Third, the last activity is the annual Umpqua Valley Festival of Lights at River Forks Park. Following is a snippet picture from their website at www.uvfestivaloflights.com.



Thank you and we will see you Monday at the Special Council Meeting in the Public Safety Center.

Wednesday, November 21, 2018
All.City; All.Council
Thanksgiving Message from City Manager

Good afternoon everyone. Following is a message from Lance he asked to share with everyone. We hope you all have a happy, safe and fun long weekend. Happy Thanksgiving.

Happy Thanksgiving everyone!

I generally write a weekend recap for Council each Friday to talk about projects, policy issues, operational issues and general goings on around the community and within the organization. We won't be in the office Friday, so I would like to take this opportunity to say thank you to each and every one of our employees, our elected officials and our volunteers.

This is a time of year when I hope each of us can reflect on all that is good in our world, and also share some of our good fortune with those less fortunate. Yes, I understand there are issues that need our attention and sometimes it makes it challenging to see the positive side of issues, but we have much to be grateful for.

I am thankful we all work together to provide services to our community through this organization. Our community relies on all of us every day in some way. A walk in the park, an emergency response from police or fire, a bike ride or a drive across town impacts our entire community. I know sometimes we feel like what we do every day is taken for granted. It is not, and I want each of you know that.

Many of you will have a few days off to spend with family and friends and I will have that same opportunity. Take advantage of the time to recharge your batteries and share your good times with those around you. Many of you will be working over the holiday. To you, additional thanks. I know it is your "job" but know it is important to all of us. And when you get your opportunity to celebrate, take it.

This time of year is also difficult for many in our community, and I would ask that if you can, please consider working with our Fire Department on the Toys for Tots program for children who may be less fortunate or consider giving canned and dry goods to our food drive for the UCAN food pantry. Food collection bins are located here at City Hall lobby, Public Works shop and the PSC lobby. Consider the many opportunities to work with other agencies providing services around the holidays.

You make a difference! Happy Thanksgiving, and Thank you!

Sincerely,

Lance