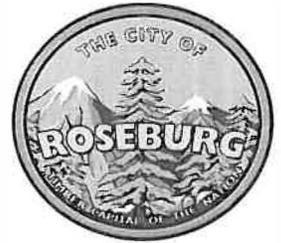


REVISED



ROSEBURG CITY COUNCIL AGENDA – FEBRUARY 12, 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**
5. **Commission Reports/Council Ward Reports**
 - A. Planning Commission Resignation – Elias Minaise
 - B. Public Works Commission Appointment – Ken Hoffine
 - C. Airport Commission Appointment – Chris Berquist
6. **Special Presentation**
 - A. CAFR Review – Auditor Jeff Cooley
 - B. Quarterly Report – Quarter Ended December 31, 2017
 - C. 2018-2019 Budget Calendar
7. **Audience Participation – See Information on the Reverse**
- B. **Consent Agenda**
 - A. Minutes of Regular Meeting of January 22, 2018
 - B. Minutes of Special Work Study Session of January 29, 2018
9. **Ordinances**
 - A. Ordinance No. 3495 – Amending the Zone Change for Property at 948 SE Mill Street, Second Reading
 - B. Ordinance No. 3496 - Establishing Roseburg Public Library and Creating The Library Commission
10. **Resolutions**
 - A. Resolution No. 2018-02 – Amending Public Records Request Policy
11. **Department Items**
 - A. 2018 Pavement Management Projects Engineering Task Order Award
12. **Informational**
 - A. Activity Report
13. **Items from Mayor, City Council or City Manager**
14. **Recess to Meet as Urban Renewal Agency Board**
15. **Reconvene for Executive Session Only ORS 192.660(2)(d) and (i) Labor Negotiations and City Manager Quarterly Evaluation**
16. **Adjourn**

***** 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.

2/5/18

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PLANNING COMMISSION RESIGNATION

Meeting Date: February 12, 2018
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Planning Commission Member Elias Minaise has resigned his position on the Commission effective January 18, 2018.

BACKGROUND

A. Council Action History. n/a

B. Analysis.

Mr. Minaise informed Staff of his resignation effective January 18, 2018 due to relocating out of state. An appointee to this position must reside in the City. Upon Council's acceptance of the resignation, Staff will begin soliciting applications from interested parties through the local news media and the City's website.

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

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

STAFF RECOMMENDATION

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

SUGGESTED MOTION

I MOVE TO ACCEPT ELIAS MINAISE'S RESIGNATION FROM THE PLANNING COMMISSION, WITH REGRETS.

From: E.M. <bruceminaise@gmail.com>
Sent: Thursday, January 18, 2018 5:42 PM
Subject: Resigning from Planning Commission

Hello,
I'm writing to inform you of my intent to resign from my position on the planning commission, effective immediately.

I have accepted an opportunity which will require me to relocate out of state.

As excited as I am for this new venture, I can't help but feel some remorse at leaving behind such an amazing community. I greatly enjoyed being able to serve on this Planning Commission and collaborate with so many wonderful people who share my passion and enthusiasm for Roseburg, and who have dedicated their time and energies towards being it's stewards.

Please share my warmest regards with my fellow committee members.

Thank you to yourself and the City staff for your continued dedication to my hometown. I'm confident that I am leaving it in it very capable hands, and look forward to many return visits.

All the best,
Elias Minaise

OK
2/15/18

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PUBLIC WORKS COMMISSION APPOINTMENT

Meeting Date: February 12, 2018
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

There are two vacancies on the Public Works Commission which needs to be filled.

BACKGROUND

A. Council Action History. n/a

B. Analysis.

The Municipal Code requires both vacancies be filled by residents of the City.

Staff has been advertising the availability of the two positions on this Commission through the local news media and the City's website since last September. An application has now been received from Mr. Ken Hoffine.

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

D. Timing Issues. It is recommended an appointment be confirmed as soon as practical.

RECOMMENDATION: Pursuant to the Municipal Code, Staff has not made a recommendation in regarding an appointment as that responsibility lies with the Committee Chair and the Mayor.

ATTACHMENTS: Mr. Ken Hoffine's application for appointment.



Application for Appointment to Public Works
(Commission)

PLEASE PRINT

Name Hoffine Ken
Last First

Home Address 1193 NW Riverfront Roseburg 97471 672-9388
Street City Zip Home Phone

Occupation Engineer Operations Manager / LOVE ROCK Timber Co
Place of Employment

Business Address PO Box 1127 Roseburg 97470 673-0141
Phone

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

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

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

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

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

7. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
Professional Land Surveyor, Professional Engineer,
Water Rights Examiner, Board Member 8+ years OSBEELS
Manager LOVE Rock Logging Company

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

All aspects of Boy Scouts of America To Board
Member Executive Board of Douglas Air District.

All aspects of Council Membership Faith Lutheran Church
To President of Council.

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

1) Road + Sidewalk Safety near Schools

2) Water Drainage Structures being built by City

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

① Public Service - Finished Tenure OSBEEs IN Salem, do
NOT want to drive To Capital anymore

② Interested in how local funds are being spent on subject
I understand.

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

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

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.

Thank you for your expression of interest in serving the community.

Kim Hoffine
Signature of Applicant

1-22-18
Date

E-Mail Address:

khoffine@lrtc.com

JC
2/5/18

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



AIRPORT COMMISSION APPOINTMENT

Meeting Date: February 12, 2018
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

There is a vacancy on the Airport Commission after Ms. Georgina Pulman-Olzaski resigned in November 2017.

BACKGROUND

A. Council Action History. n/a

B. Analysis.

The Municipal Code requires the current vacancy be filled by someone who resides in the city limits.

Since November 2017, Staff had advertised the availability of this Commission vacancy through the local news media and the City's website. An application has now been received from Mr. Chris Berquist.

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

D. Timing Issues. It is recommended an appointment be confirmed as soon as practical.

RECOMMENDATION: Pursuant to the Municipal Code, Staff has not made a recommendation in regard to appointment as that responsibility lies with the Committee Chair and the Mayor.

ATTACHMENTS: Mr. Chris Berquist's application for appointment.



Application for Appointment to AIRPORT COMMISSION
(Commission)

PLEASE PRINT

Name BELQUIST CHRIS
Last First

Home Address 2550NW ICLINE ROSEBURG 97471 541-817-7016
Street City Zip Home Phone

Occupation RETIRED _____
Place of Employment

Business Address _____
Phone

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

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

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

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

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

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

- PAST INVOLVEMENT WITH OAMA & FAA.
- FAMILIAR WITH THE ROSEBURG AIRPORT.
- HELP THROUGH THE DEVELOPMENT OF A NEW MASTER PLAN & ALP.

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

- MEMBER OF THE WINSTON PLANNING COMMISSION FOR 13 YEARS
- SERVED TWO TIMES ON THE WINSTON COUNCIL,
- FOUNDING MEMBER AND PAST PRESIDENT OF THE FRIENDS OF THE WINSTON COMMUNITY CENTER.

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

- TO ENSURE CONTINUED OPPORTUNITIES FOR AVIATION IN THE ROSEBURG AREA.

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

- TO PROVIDE SERVICE TO THE COMMUNITY THAT I AM A RESIDENT.

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

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

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.
Thank you for your expression of interest in serving the community.


Signature of Applicant

1-26-2018
Date

E-Mail Address: CHRISATWINSTON@CICCOOD.COM

Jeff Cooley
2/5/18

SPECIAL PRESENTATION A
02/12/2018



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

Comprehensive Annual Financial Report (CAFR)

Meeting Date: February 12, 2018

Department: Finance

www.cityofroseburg.org

Agenda Section: Special Presentations

Staff Contact: Ron Harker

Contact Telephone Number: 492-6710

ISSUE STATEMENT AND SUMMARY

Auditor Jeff Cooley will present an overview of the Comprehensive Annual Financial Report for fiscal year ending June 30, 2017. The full report is available at this link:

<http://www.cityofroseburg.org/departments/finance/annual-financial-report/>

Attached is a copy of the auditor letter in regard to the City audit as well as the Urban Renewal Agency audit.

NEUNER, DAVIDSON, COOLEY & RAPP, LLC

CERTIFIED PUBLIC ACCOUNTANTS

Thomas J. Davidson, C.P.A.
Jeffrey R. Cooley, C.P.A.
Vickie L. Rapp, C.P.A.
Traci I. Trotter, C.P.A.
Brandon R. Lee, C.P.A.

2500 W. Harvard Ave
Roseburg, Oregon 97471
<http://www.ndkccpa.com>

P.O. Box 1786
Roseburg, Oregon 97470
Phone (541) 672-4886
Fax (541) 673-3712

December 5, 2017

The Honorable Mayor and Council Members
City of Roseburg
900 SE Douglas Ave
Roseburg, OR 97470

Dear Mayor and Council Members:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseburg, Oregon for the year ended June 30, 2017, and have issued our report thereon dated December 5, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 14, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Roseburg are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2016-2017. We noted no transactions entered into by the City during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the depreciation expense is based on the straight-line method over the estimated useful life. We evaluated the key factors and assumptions used to develop the depreciation expenses in determining that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Member:

*American Institute of Certified Public Accountants
Oregon Society of Certified Public Accountants
Private Companies Practice Section*

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 5, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

This information is intended solely for the use of the council members and management of City of Roseburg and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



Jeffrey R. Cooley, CPA

NEUNER, DAVIDSON, COOLEY & RAPP, LLC

CERTIFIED PUBLIC ACCOUNTANTS

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<http://www.ndkccpa.com>

P.O. Box 1786
Roseburg, Oregon 97470
Phone (541) 672-4886
Fax (541) 673-3712

December 5, 2017

The Honorable Mayor and Council Members
City of Roseburg Urban Renewal Agency
900 SE Douglas Ave
Roseburg, OR 97470

Dear Mayor and Council Members:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseburg Urban Renewal Agency for the year ended June 30, 2017, and have issued our report thereon dated December 5, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 14, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Roseburg Urban Renewal Agency are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2016-2017. We noted no transactions entered into by the Agency during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

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We encountered no significant difficulties in dealing with management in performing and completing our audit.

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*American Institute of Certified Public Accountants
Oregon Society of Certified Public Accountants
Private Companies Practice Section*

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 5, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Agency's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the council members and management of City of Roseburg Urban Renewal Agency and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



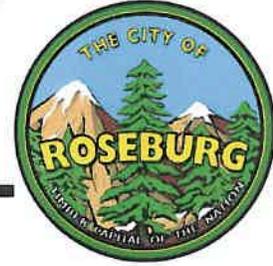
Jeffrey R. Cooley, CPA

etc
2/15/18

City of Roseburg, Oregon

Quarterly Financial Report

2nd Quarter, Fiscal-Year 2017-2018



December 2017

The *Quarterly Financial Report* summarizes the City of Roseburg's financial position for the General Fund, major operating funds, proprietary funds, and Urban Renewal funds through the 2nd quarter of fiscal year 2017-2018.

All funds are presented on a budgetary basis. Although this is a quarterly financial report, the focus is on year-to-date activity.

Budgeted Fund Balance is comprised of Contingency, Reserves, and Ending Fund Balance.

Report Note: When reading these quarterly financial reports it is important to keep in mind the cyclical activity in revenues and expenditures. Examples would include property taxes, grants, capital projects, and charges for services. This report is unaudited and precedes final year end accruals.

This financial report includes the quarter ending December 2016 for comparison purposes.

OVERVIEW:

- \$12 million General Fund balance.
- 5.3% Douglas County unemployment rate.
- 1.62% state investment pool interest rate.
- 3.9% annual CPI Portland-Salem MSA.
- Appointed Jason Mahan as Municipal Court Judge
- Award the Fir Grove Splash Pad & Playground to Classic Design & Construction for \$357,788
- Award Runway 34 PAPI installation to Tomco Electric, Inc. for \$118,146.
- Award design contract for the Downtown Improvements Phase 2 to i.e. Engineering for not to exceed \$99,100.
- Award contract for the Reservoir Hill Yard Piping Phase 3 to Laskey Clifton Corp. for \$327,150
- Authorized City Manager to accept title and deed from Douglas County for the library facility and property.

GENERAL FUND

General Fund	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 21,368,080	\$ 16,055,231	75%	\$ 15,028,795
Expenditures	23,077,540	11,440,611	50%	10,393,013
Balance-July 1	7,046,808	7,510,376	107%	7,550,925
Balance YTD	\$ 5,337,348	\$ 12,124,996		\$ 12,186,707

GENERAL FUND REVENUE

General Fund Revenue	Budget	YTD Actual	%	Prior Year Actual
Property Taxes	\$ 13,588,000	\$ 12,140,978	89%	\$ 11,657,041
Other Taxes	25,000	52,419	210%	-
Licenses, Permits, Fees	3,059,800	1,212,789	40%	1,118,858
Charges for Services	3,742,682	1,952,777	52%	1,720,647
Intergovernmental	872,598	582,325	67%	450,235
Interest	80,000	46,491	58%	31,630
Miscellaneous	-	67,452		50,384
Total Revenues	\$ 21,368,080	\$ 16,055,231	75%	\$ 15,028,795

Property Taxes — The majority of property tax revenue is collected in November and December. At the end of December 89% of the 13.5 million budgeted has been collected.

Property taxes are based upon assessed values (AV). With passage of Measure 50 in 1996 assessed values are limited to 3% annual increases unless the Real Market Value is less.

Other Taxes – Includes all other City imposed taxes. Currently, only the City's 3% marijuana tax is reported here.

Licenses, Permits, and Fees—Includes utility franchise fees, planning fees, park fees, and various other fees. At the end of the quarter, 40% of the \$3 million budgeted annual revenue from licenses, permits and fees has been collected.

Charges for Services—Besides interdepartmental charges, charges for services includes: fines, service area fees, fire suppression and prevention fees, administrative and lien search fees. Year to date court fines total \$136,014, service area fees total

\$157,036 and interdepartmental charges total \$1,489,951.

Intergovernmental Revenues are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, and liquor, 67% of the \$872,598 budgeted for intergovernmental revenue has been collected during the current fiscal year.

Interest Revenue—Interest revenue of \$46,491 is \$14,861 more than the same period a year ago. The average portfolio rate is 1.62%.

GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$11,440,611 represent 50% of budgeted annual expenditures.

Year to date expenditures are \$1,047,598 more than the same period a year ago. The General Fund ending fund balance is \$12,124,996.

By Organizational Unit	Budget	YTD Actual	%	Prior Year Actual
City Manager	\$ 1,048,499	\$ 500,997	48%	\$ 427,206
Finance & Mgmt	1,331,661	607,875	46%	563,489
Community Develop	642,506	279,444	43%	250,726
Public Works	3,566,470	1,644,029	46%	1,561,026
Parks & Recreation	1,641,698	733,241	45%	713,936
Municipal Court	487,440	212,757	44%	229,633
Police	7,034,773	3,373,391	48%	3,001,290
Fire	6,467,393	3,331,827	52%	2,938,855
Capital & Other	857,100	757,050	88%	706,852
Total	\$23,077,540	\$ 11,440,611	50%	10,393,013

By Major Category	Budget	YTD Actual	%	Prior Year Actual
Personnel Services	\$ 18,267,886	\$ 9,103,143	50%	\$ 8,183,540
Materials & Service	3,952,554	1,580,418	40%	1,502,621
Capital & Other	857,100	757,050	88%	706,852
Total	\$ 23,077,540	\$ 11,440,611	50%	\$10,393,013

MAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

URBAN RENEWAL GENERAL FUND

Urban Renewal - General	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 3,740,300	\$ 3,372,230	90%	\$ 3,265,435
Expenditures:				
Operations	1,065,000	20,222	2%	40,396
Transfers	2,500,000	2,500,000	100%	1,400,000
Balance-July 1	323,373	318,558	99%	195,572
Balance YTD	\$ 498,673	\$ 1,170,566		\$ 2,020,611

The Urban Renewal-General Fund accounts for the Agency's property tax revenues. Expenditures are primarily for qualified capital improvement projects.

CAPITAL PROJECTS FUNDS

EQUIPMENT REPLACEMENT FUND

Equipment	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 691,000	\$ 679,104	98%	\$ 655,538
Expenditures:				
Operations	97,000	95,917	99%	-
Capital	459,600	300,564	65%	205,829
Balance-July 1	549,606	814,406	148%	646,021
Balance YTD	\$ 684,006	\$ 1,097,029		\$ 1,095,730

The Equipment Replacement Fund provides resources for major vehicle and equipment purchases. An annual funding level is established based upon equipment needs over a five-year period. Resources are transferred from the General Fund to minimize budget fluctuations in tax supported funds.

Year to date purchases include \$24,621 for parks ditchwitch FX20, \$59,630 for fire portable radios, \$36,287 for police tasers, \$11,100 Municipality System, \$246,725 Elgin Crosswind sweeper, and \$15,000 for Parks Infield Groomer.

FACILITIES REPLACEMENT FUND

Facilities	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,001,500	\$ 4,677	0%	\$ 10,911
Expenditures:				
Operations	123,677	21,109	17%	20,752
Capital	2,250,000	34,433	2%	19,130
Balance-July 1	461,917	583,306	126%	742,690
Balance YTD	\$ 89,740	\$ 532,441		\$ 713,719

The Facilities Replacement Fund ending fund balance at December 31, 2017 is \$532,441.

TRANSPORTATION FUND

Transportation	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,733,816	\$ 1,536,680	56%	\$ 880,884
Expenditures:				
Operations	1,096,024	477,472	44%	1,101,918
Capital	2,460,000	1,570,950	64%	422,208
Transfers	10,000	10,000	100%	10,000
Balance-July 1	2,307,725	2,382,850	103%	3,496,457
Balance YTD	\$ 1,475,517	\$ 1,861,108		\$ 2,843,215

Transportation Fund revenues are from state gas taxes, transportation SDC's, federal STP funds and franchise fees. Beginning in 2011, 15% of utility franchise fees are directed to the Transportation Fund for the City's pavement management program. \$507,100 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of \$1,570,950 is fully attributed to the Stewart Park realignment project.

URBAN RENEWAL CAPITAL FUND

Urban Renewal - Capital	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 4,537,500	\$ 2,702,507	60%	\$ 2,651,818
Expenditures:				
Operation	469,310	198,980	42%	192,550
Capital	3,010,000	473,731	16%	1,530,899
Balance-July 1	186,143	532,829	286%	194,015
Balance YTD	\$ 1,244,333	\$ 2,562,625		\$ 1,122,384

The Urban Renewal Capital Fund accounts for the agency's major construction and improvements.

Capital expenditures totaling \$473,731 include \$386,093 for the Garden Valley-Stewart Parkway Intersection Improvement, \$17,512 for the Downtown Corridor Improvement, \$2,004 for Templin Beach Park Restroom Relocation, \$30,717 for the Edenbower/Stewart Parkway Phase II, \$17,494 for the Black Street Extension, and \$3,216 for the Signal Interconnect Assessment.

The City began to drawdown on the Line-Of-Credit to facilitate multiple Urban Renewal projects that are ongoing. During the prior year and current the City drew-down \$1,700,000. The Line-Of-Credit is a critical tool to ensure maximization of the Urban

Renewal Agency's funding resources in providing the most capital enhancements possible prior to its expiration in 2019.

ENTERPRISE FUNDS

STORM DRAINAGE FUND

Storm Drain	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,983,000	\$ 1,011,183	51%	\$ 939,844
Expenditures:				
Operations	694,143	349,230	50%	310,337
Capital	1,935,000	1,244,207	64%	942,095
Balance-July 1	1,875,212	2,212,196	118%	2,048,384
Balance YTD	\$ 1,229,069	\$ 1,629,942		\$ 1,735,796

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of \$961,165 are the principal source of revenues.

Year to date Storm Drain Fund capital expenditures include \$10,000 for the GIS Migration Plan, \$918,135 for the Stewart Park Realignment, \$20,178 for the Harvard Storm CIPP and \$294,952 for the Lane Ave CIPP.

WATER SERVICE FUND

Water	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 5,869,827	\$ 3,422,256	58%	\$ 3,199,002
Expenditures:				
Operations	4,010,016	1,964,270	49%	1,871,918
Capital	2,027,500	205,855	10%	243,854
Balance-July 1	5,633,103	5,960,092	106%	5,022,370
Balance YTD	\$ 5,465,414	\$ 7,212,223		\$ 6,105,600

The Water Fund accounts for the City's domestic drinking water utility. Activities are totally supported by charges for services.

Year to date Water Fund revenues of \$3,422,256 is primarily from charges for services. Revenues are \$223,254 more than the prior year.

The ending fund balance at December 31st is \$7,212,223.

OFF STREET PARKING FUND

Off Street Parking	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 45,800	\$ 19,121	42%	\$ 18,314
Expenditures:				
Operations	62,959	17,238	27%	32,429
Balance-July 1	36,561	33,860	93%	101,780
Balance YTD	\$ 19,402	\$ 35,743		\$ 87,665

Previously, Off Street Parking revenues came from parking fines, meters, and parking rental fees in City owned lots, however, beginning July 1, 2016 services are being rendered under a new contract in which the City receives a flat monthly payment of \$3,750 or \$45,000 for the year.

The ending fund balance at December 31st is \$35,743.

Effective November 1, 2012 the Downtown Roseburg Association, DBA Park-Smart, began providing parking enforcement services.

AIRPORT FUND

Airport	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 744,500	\$ 321,155	43%	\$ 175,161
Expenditures:				
Operations	199,330	82,600	41%	69,963
Capital	350,000	130,855	37%	-
Debt Service	125,088	14,695	12%	28,844
Balance-July 1	228,578	323,842	142%	201,940
Balance YTD	\$ 298,660	\$ 416,847		\$ 278,294

Current year Airport revenues include user charges of \$185,865 or 52.36% of budget; FAA grant revenues are 36.39% of budget.

INTERNAL SERVICE FUND

WORKERS' COMPENSATION FUND

The worker's compensation fund was established in 1987 to provide financing for the City's self-insured worker's compensation program. Internal charges to other departments provide resources to administer claims management.

Worker's Comp.	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 393,500	\$ 198,440	50%	\$ 189,023
Expenditures:				
Operations	370,587	208,715	56%	170,069
Balance-July 1	406,325	496,223	122%	372,686
Balance YTD	\$ 429,238	\$ 485,948		\$ 391,640

An employee safety committee oversees safety and wellness programs for employees. The goal is to promote wellness and reduce work related accidents and injuries.

An actuarial review is completed every two years to ensure the program maintains reasonable reserves and funding levels.

ECONOMIC OUTLOOK

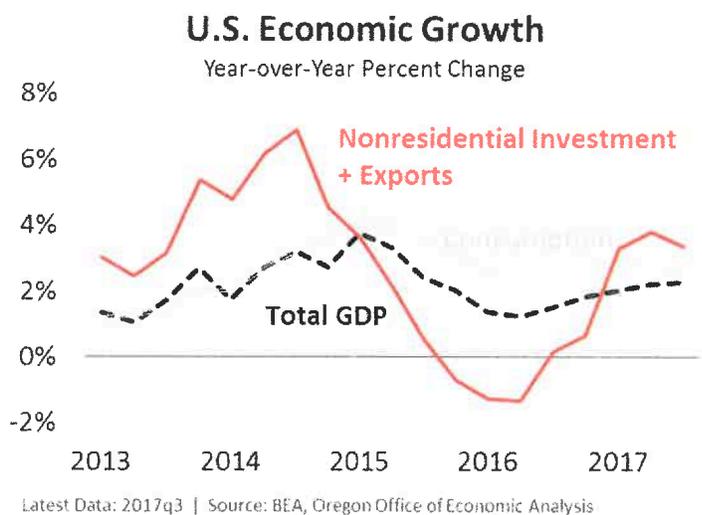
U.S. Economy

The opening to the U.S. Economy section of the December 2017 *Oregon Economic and Revenue Forecast* issued by the Office of Economic Analysis (OEA) states that “The economic expansion is expected to continue. Economists see few worrisome signs in the current data. However, the economy is poised to enter into a different phase in the business cycle in 2018. Continued low levels of inflation are likely one indication that the U.S. has yet to really reach its current capacity, or reach full employment even if the unemployment rate is quite low. However, the economy is likely to begin to run into supply side constraints in the near future. . .”

Some Good News

Now in its ninth year, the economic expansion continues:

- GDP growth has picked up and has returned to “steady-as-she-goes” rates.
- The growth rebound is driven by stronger investment and exports as the impacts of the oil-bust of a couple years ago fade away.
- “Consumer spending remains relatively strong, although it has tapered some as the labor market slows.”
- “Consumer balance sheets remain in good shape, supporting future spending.”
- “Household debt as a share of income is low, loan repayments are very manageable, and delinquency rates are near the previous cycle lows.”

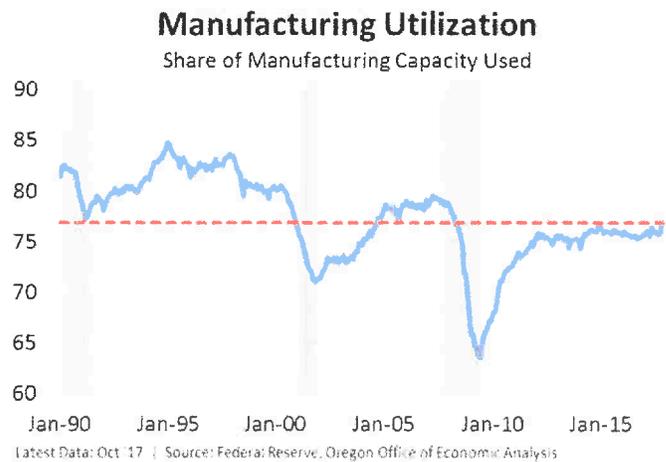


Potential Future Constraints

One of the more likely areas for future constraints is labor. “While the unemployment rate itself may be lower than the Federal Reserve’s estimate of the natural rate, it is an imperfect measure. The fact that participation rates remain lower today than in the 1990s and 2000s, even with demographic adjustments, suggests some slack remains. More-plentiful job opportunities (job openings are at all-time highs) for better-paying jobs (wages continue to rise) will bring workers back into the labor market. Additionally, when labor is tight, firms must dig a bit deeper into the resume stack to fill positions. Businesses must be willing to hire candidates with an incomplete skill set, or the long-term unemployed, or those with a gap on their resume. . . Overall, the U.S. is not lacking for warm bodies to fill positions. It is about attracting workers to fill needs and ensuring the workforce has the skills, or is able to obtain the skills needed.”

Another potential side constraint that has the economists puzzled are the low levels of new business formation, and weak productivity. Currently there are no explanations for this trend nor solutions to “propel future growth”.

“Furthermore, while overall industrial capacity utilization remains lower due to the energy sector and oil bust, total manufacturing capacity utilization recently hit a new cycle high. Absent business investment in new facilities and technologies, manufacturers may run out of room to grow sooner rather than later. Industries that are bumping up against capacity include motor vehicles and parts, plastics and rubber, aerospace, and fabricated metal. All other industries look to have some room for additional expansion before new production is likely needed.”



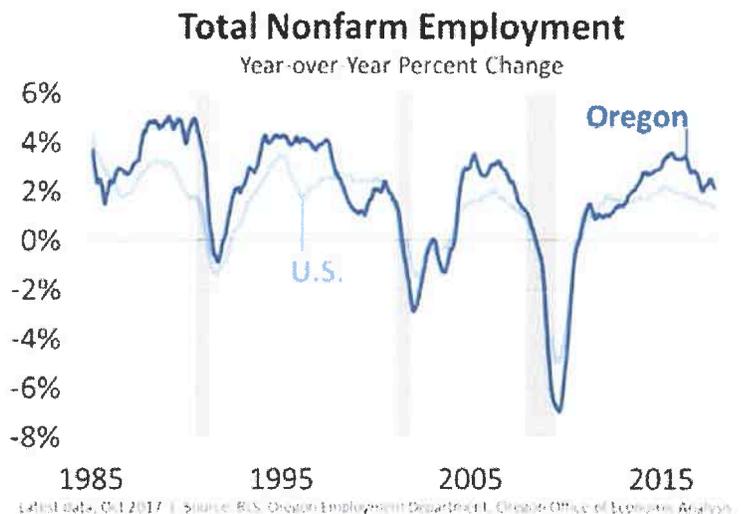
Overall, the future outlook calls for ongoing economic growth. “The Wall Street Journal’s consensus of economic forecasters pegs the probability of recession in the next 12 months to be just 16 percent.”

Oregon Economy

“Oregon’s expansion continues to outperform the typical state due to our industrial structure and ability to attract and retain young, working-age households. While local job growth has slowed since the full-throttle rates seen in 2014 and 2015, Oregon is still outpacing the nation overall.”

Few Key Trends in Oregon’s Labor Market

- Household incomes continue to rise as more Oregonians are put back to work, an increasing number working full-time, and/or increase in “layering on wage gains”.
- Median household income is essentially on par with the median U.S. income.
- Household incomes, after adjusting for inflation, are as high, if not higher than those first seen in the late 1990s and mid-2000s.



Leading Indicators

“After more than two years of no real sustained movement up or down, both of the Oregon-specific composite leading indicators may be breaking through the malaise to the upside. In keeping with the general pattern of economic growth, the mixed bag of leading indicators (OILI) and the University of Oregon’s Index of Economic Indicators, showed many of the manufacturing, or goods-producing indicators languishing while all others pointed to growth.” As of December none of the indicators were showing no growth; across both leading indicators “there are no real signs of concerns. . .”

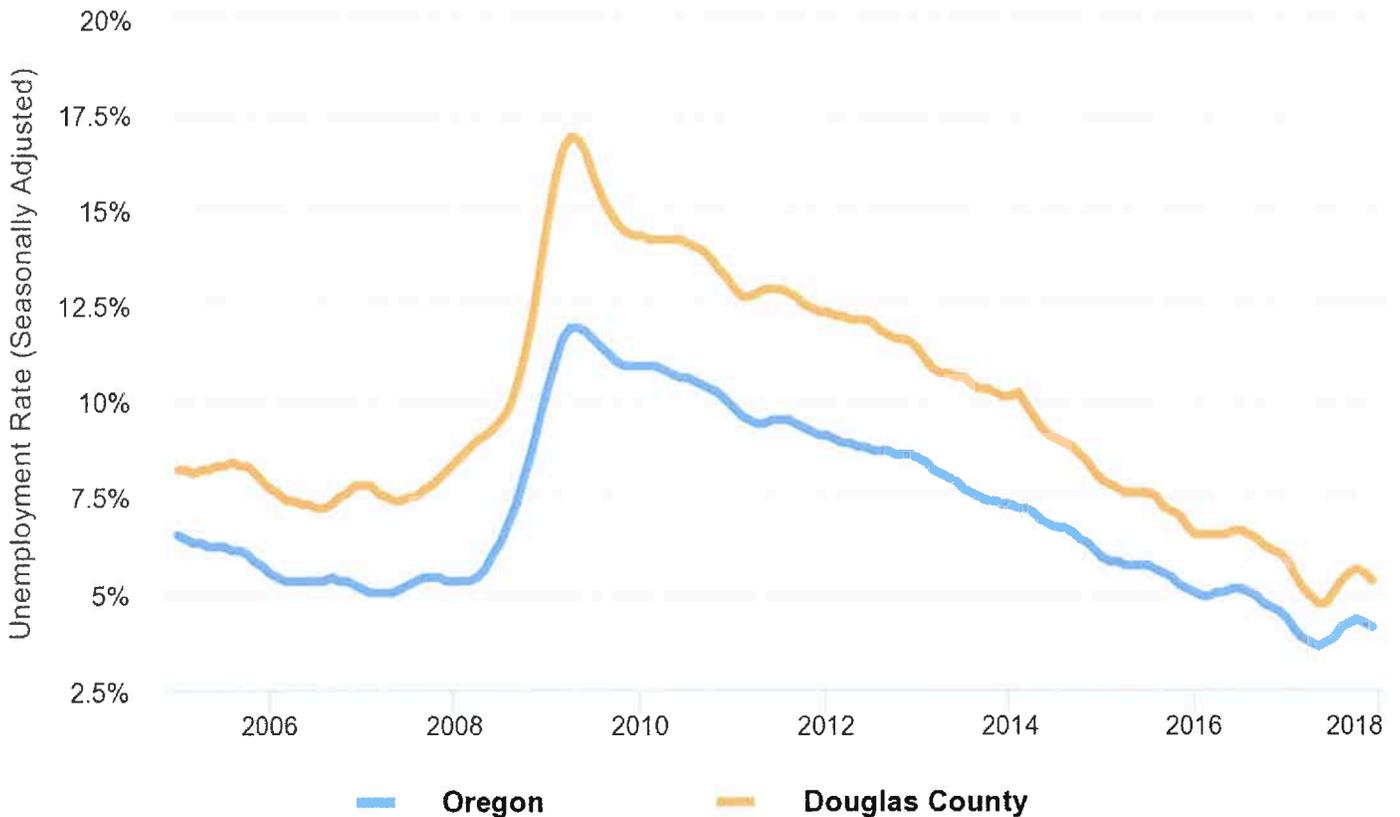
Extended Outlook

“IHS Economics projects Oregon’s economy to fare well relative to the rest of the country in the coming years. The state’s Real Gross State Product is projected to be the fifth fastest among all states across the country in terms of growth with gains averaging 2.8 percent through 2022. Total employment is expected to be the eighth strongest among all states at an annualized 1.4 percent, while manufacturing employment will be the second fastest in the country at 2.0 percent. Total personal income growth is expected to be 4.6 percent per year, the twelfth fastest among all states, according to IHS Economics.”

Douglas County

The State of Oregon Employment Department reported that “Douglas County’s seasonally adjusted unemployment rate decreased slightly in December to 5.3 percent from a revised 5.5 percent in November. The rate is below the December 2016 rate (6.0%). Oregon’s seasonally adjusted December unemployment rate was 4.1 percent; the national rate was 4.1 percent.”

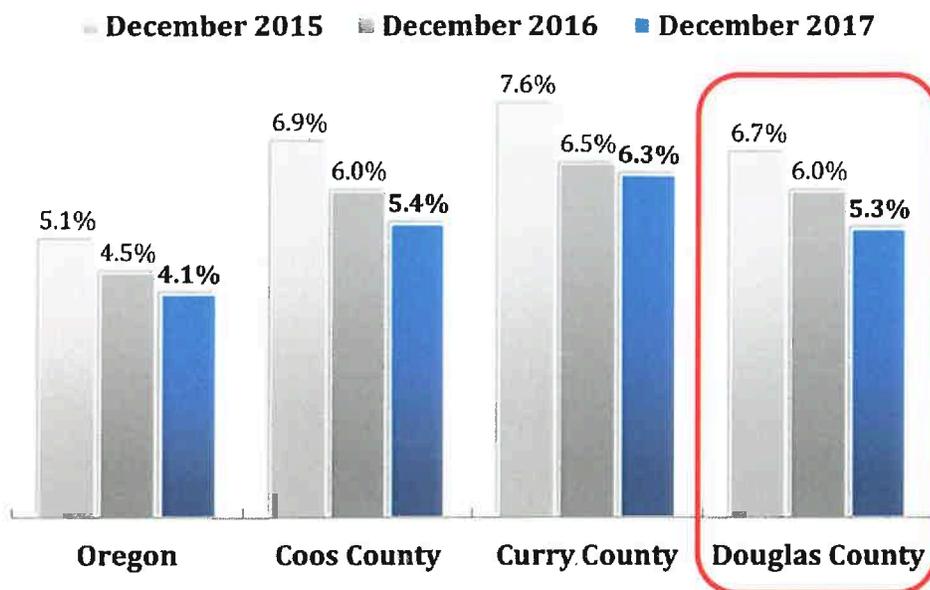
Unemployment Rate



Source: Oregon Employment Department Qualityinfo.org

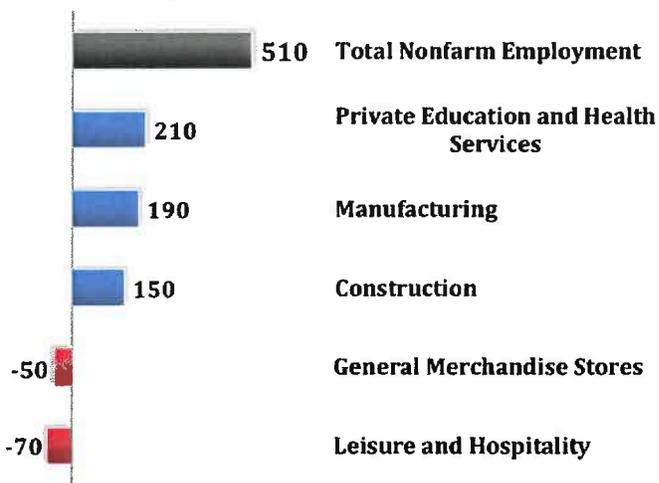
A review of the underlying figures to December's unemployment rate indicate that the decline in the year-over-year rate is for all of the right reasons:

- The civilian labor force expanded by 1,088 year-over-year or 2.37%;
- The number of employed (or jobs) increased by 1,390 year-over-year or 3.22%; and
- The number of unemployed declined by -302 year-over-year or -11.35%.



An analysis of the gains and losses of jobs per industry sector indicates strong job growth in the Private Education and Health Services, Manufacturing, and Construction sectors and small losses in the General Merchandise Stores and Leisure and Hospitality sectors.

Douglas County Net Job Growth



Oregon's Employment Department recently published "Southwestern Oregon Poverty Rates Improved in Recent Years" which provides perspective of the county's poverty rates and changes to the rates after the great recession; the following are pertinent excerpts from that report.

All Ages Poverty Rates

"Recently released estimates of poverty rates from the Census Bureau's Small Area Income and Poverty Estimates Program (SAIPE) show continuing improvement in the percent of the Southwestern Oregon population living in poverty. From 2015 to 2016, the all-age poverty rate declined from . . . 19.5 percent to 15.6 percent in Douglas County. During this same period, the state's poverty rate declined from 15.2 percent to 13.4 percent."

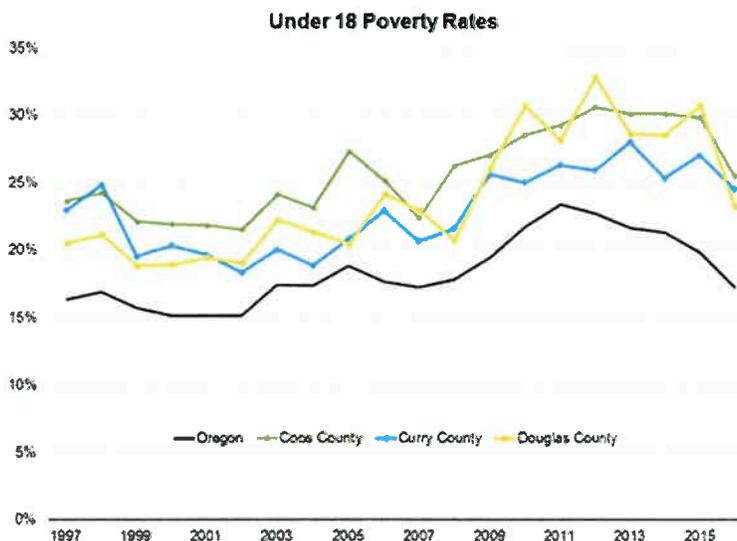
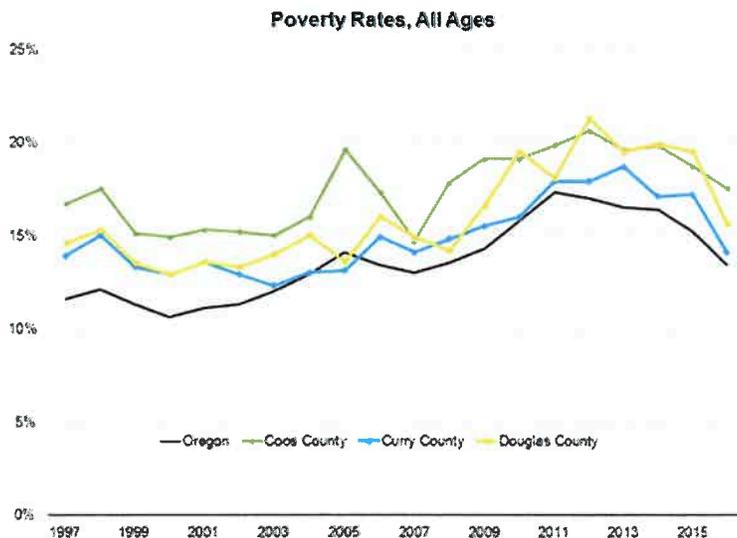
“Current rates are notably lower than the peak rates, which were reported a short time after the recession officially ended. In 2011, a peak rate of 17.3 percent of Oregonians were living in poverty. In 2012, a peak rate of . . . 21.3 percent of Douglas County residents were living in poverty.”

“Percentages aside, looking at the number of people living in poverty provides added perspective. . . Douglas County reported 16,692 living in poverty in 2016; 22,537 in 2012; and 15,598 in 1998.”

Youth Poverty Rates

“The Census Bureau also provides poverty rate estimates for youth, for those ages 18 and under and the typical school-age population for those ages five to 17. Focusing on the 18 and younger age group, the rates are higher than the overall population. However, youth poverty rates also show a noticeable drop in recent years.”

“Douglas County’s youth poverty rate peaked in 2012 (32.8%) when an estimated 6,773 youth were in poverty. Today’s rate of 23.2 percent (4,734 youth) is nearly the same as in 1998 when it was 22.9 percent; at that time 4,772 youth were estimated to be living in poverty.”



A FINAL NOTE

This quarterly report has been prepared to summarize and review the City’s operations and financial position for the second quarter of the 2017-18 fiscal year as of the month ending December 31, 2017, provide management with a financial planning tool, and monitor compliance with budget policy and Oregon budget law.

If you have questions about the report or would like additional information please contact Ron Harker, Finance Director, at (541) 492-6710 or via email at finance@cityofroseburg.org. We encourage you to visit our website at cityofroseburg.org. The site is user friendly and contains information about the services we provide.

City of Roseburg, 900 SE Douglas Avenue, Roseburg, OR 97470
 Phone: (541) 492-6710 Website: CityofRoseburg.org

JC
2/5/18

SPECIAL PRESENTATION C
02/12/2018

**CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2018-2019**

<u>TARGET DATE</u>	<u>ACTION</u>
1. 01/30/18	<u>1:00 P.M. – 5:00 P.M.</u> – Staff Retreat; Distribution of budget preparation manual & forms; budget briefing session; departments begin preparation process
2. 02/12/18	<u>7:00 P.M. COUNCIL MEETING (Budget Committee Invited):</u> Annual Comprehensive Financial Report (“CAFR”) presented by City Auditor Jeff Cooley; Distribution of Budget User’s Guide and calendar; Discussion regarding budget parameters; Finance Director presents Quarterly Report Ending 12/31/2017. Normally held prior to Staff Retreat (*Mail information to Councilors and Budget Committee members who do not attend the meeting.)
3. Week of 02/12/18	IT meets with individual departments to determine technology needs
4. 03/05/18	General Fund budgets submitted to City Manager and Finance Director at department head meeting. BG forms outlining grant requests shall be submitted at the same time, but separate from the full department budget.
5. 03/12/18	Special Fund budgets submitted to City Manager and Finance Director.
6. 03/16/18	Finance Director completes review of departmental budgets and advises City Manager of any uncommitted revenues.
7. 03/19 – 03/23/18	Departments meet with City Manager to review departmental budgets
8. 03/30/18	City Manager completes review of operating sections of departmental budgets; begins revenue projections and directs expenditure adjustments
9. 04/06/18	*Notice of 05/01/18-- Budget Committee Meeting/Public Hearing on <i>Possible</i> Uses of State Revenue Sharing mailed to Budget Committee with reminder of meeting schedule and News-Review for 1st publication on 4/13/18 and posted on City’s website (ORS 294.426 requires publication no more than 30 days prior to hearing & allows for posting on City website rather than 2nd newspaper publication)
10. 04/13/18	Notice of 05/01/18 - Budget Committee Meeting/Public Hearing on Possible Uses of State Revenue Sharing published in News-Review
11. 04/13/18	City Manager & Finance Director balance & complete proposed budget; Manager prepares Budget Message for City and Urban Renewal Agency
12. 04/18/18	<u>4:30 P.M. – 6:00 P.M. Budget Committee Training Session</u>

CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2016-2017– CONTINUED

<u>TARGET DATE</u>	<u>ACTION</u>
13. 05/01/18	<u>7:00 P.M. – 8:30 P.M.</u> First Budget Committee Meeting: City Manager presents budget message and distributes the proposed budget; Public Hearing on Election to Receive State Revenue Sharing & <i>Possible</i> Uses Thereof is held
14. 05/15/18	<u>7:00 P.M. – 10:00 P.M.</u> Second Budget Committee Meeting: Individual departments begin review of their respective portions of the budget
15. 05/16/18 & 05/17/18	<u>7:00 P.M. – 10:00 P.M.</u> Budget Committee Meetings continue as necessary **Budget Committee must hold final session and approve the proposed budget by 5/17/17
16. 05/18/18	Notify News-Review of space needed for budget summary publication
17. 05/21/18	<u>Mail</u> Notice of 06/11/18 -- Public Hearing on <i>Proposed</i> Uses of Revenue Sharing and Detailed Summary of Budget as Approved by the Budget Committee to News-Review to be published on 5/27/18**ORS 294.448 requires notice to be published not less than 5 days and not more than 25 days, prior to the hearing; and <u>post on City's website</u>
18. 05/27/18	Detailed summary of budget (as approved by the Budget Committee) and notice of 06/11/18 Public Hearing on <i>Proposed</i> Uses of Revenue Sharing <u>published</u> in News-Review
19. 06/11/18	7:00 P.M. Council Meeting: Council holds Public Hearing on <i>Proposed</i> Uses of Revenue Sharing & Proposed Budget as Approved by the Budget Committee and adopts a resolution electing to receive state revenue sharing & adopting the final budget **pursuant to ORS 221.770
20. 07/2/18	Send required forms to County Assessor pursuant to ORS 294.555 and Certification of Public Hearings Before the Budget Committee & Council on Possible & Proposed Uses of Revenue Sharing and the Resolution Electing to Receive Revenue Sharing to the State Executive Dept. *Deadline is 07/15
21. 07/9/18	File 1 copy of budget with Douglas County Clerk

**MINUTES OF THE REGULAR MEETING
OF THE ROSEBURG CITY COUNCIL
January 22, 2018**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on January 8, 2018 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor McDonald led the Pledge of Allegiance.

ROLL CALL

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

Absent: Councilor Alison Eggers.

Others Present: City Manager Lance Colley, City Recorder Sheila Cox, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Fire Chief Gregg Timm, Police Chief Jim Burge, Community Development Director Stuart Cowie, Public Works Director Nikki Messenger, Management Assistant Koree Tate, Police Sergeant Jeff Eichenbusch, Police Community Services Sergeant Dennis Chrisenbery, Kyle Bailey of KQEN Radio and John Dickey of the News Review.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Rich reminded Council about upcoming events and meetings. Prawitz advised MedCom is close to choosing a part-time administrator. Kaser reported the Public Works Commission discussed the intergovernmental agreements with RUSA and reviewed pavement management projects. Ryan reported the Economic Development Commission awarded grants to the Wildlife Safari and Umpqua Valley Retrieval Club.

Prawitz attended a Laurelwood neighborhood meeting where residents discussed concerns about illegal camping along the river. He said they had a proactive approach to handling the issue which motivated him to join the Umpqua Watershed and Blue Zones cleanup effort. Prawitz shared his hope that one day the paths would be safe and clean from the Douglas County Fairgrounds to Stewart Park.

AUDIENCE PARTICIPATION

Bernie Woodard, 3261 NE Follett Street, asked the Council to create a Waterfront Commission to promote better utilization of the riverfront areas for commercial development, river safety and economic opportunity.

CONSENT AGENDA

Ryan moved to approve minutes the January 8, 2018 regular meeting. Motion was seconded by Fisher-Fowler and carried unanimously.

PUBLIC HEARING – PROPOSED ZONE CHANGE FOR 948 SE MILL STREET

At 7:15 p.m., Rich opened the public hearing regarding a proposed zone change at 948 SE Mill Street. Kaser recused himself from the hearing due to a conflict of interest. Cowie reviewed location maps that showed property once used by Southern Oregon Log Scaling had been vacant for many years. UCAN purchased the property to open a satellite office. The plan

designation would not change and a mixed use zone was appropriate for the area. Rich asked why UCAN wanted to locate in that area. Mike Fieldman, 415 W Elizabeth, UCAN Executive Director, stated the goal was to consolidate child services, but they had limited space and had outgrown their current location. Administrative staff would move to the new address. Hicks wanted to know if there were incentive to having housing at that location. Fieldman said it did not fit the zoning requirements and finding land to build on was a challenge. Hicks was concerned about parking and the impact for the neighborhood. Cowie said those things had been considered and an office space met all requirements. Hicks asked if any improvements would be made to the railroad crossings in that area. Cowie said this hearing was for a zone change only, not an analysis of the streets in the area.

As no one else wished to speak, the hearing was closed at 7:21 p.m. Ryan moved to adopt the Findings of Fact approve by the Planning Commission for File No. ZC-17-3. Motion was seconded by McDonald and carried unanimously. Cox then read Ordinance No. 3495, An Ordinance Amending the Zoning of 0.5 Acres of Property at 948 SE Mill Street From Medium Industrial to Mixed Use for the first time.

RESOLUTIONS

Cowie reported that since Ordinance No. 3492 was adopted to change the derelict building process, a fee change was needed. The residential penalty fee was determined to be too high for people to pay. Commercial structure fees would stay the same, but the residential fee would decrease. The goal was to change the behavior of people, not to collect fees. Hicks asked if it was a one-time or monthly fee. Cowie said the monthly registration and delinquent payment penalty fees are adjusted annually based on the CPI. After further brief discussion, Ryan moved to adopt Resolution 2018-regarding the amendment for delinquent payment penalty fees for derelict building registration. Motion was seconded by Hicks and carried unanimously.

THE PARTNERSHIP ANNUAL REPORT

Executive Director, Wayne Patterson, provided an annual report reflecting efforts to attract, retain and expand businesses and develop a highly skilled workforce to enhance the economy and quality of life in Douglas County. He discussed the six strategic pillars of development that included K12/UCC, entrepreneurial development, workforce, events, rebranding Douglas County and retention, recruitment and expansion. At Ryan's request, Patterson elaborated on how a maker space could benefit small "start-up" businesses. Prawitz expressed appreciation for the presentation and said he'd like to see it presented to everyone in the City. Hicks expressed concern for the timber industry, forest lands, keeping mills open and trucking jobs sustainable. Patterson said Roseburg Forest Products has around 1800 employees and hires 600 people a year.

CITY HALL SECOND FLOOR REMODEL BID AWARD RECOMMENDATION

Messenger explained the second floor is the only public entrance to City Hall. Other doors to the building were accessible only to employees by using a card lock system. The primary purpose of the proposed project was to increase security at the main entrance. There are very few government facilities that allow people to just walk in without being cleared for entry. Messenger explained the cost of the total bid was higher than the engineer's estimate because the contractor was asked to work on the project in phases to allow continued function for employees. Two comparable bids were received with RENCO being the low bidder. Sufficient

funds are available to handle contingencies for things not expected, asbestos removal and permit fees.

Fisher-Fowler wanted to know the priority levels for the alternate deductives. Colley said he would like to see the full project done, but flooring was the lowest priority. The building had not been renovated since it was built in 1972 and was not a very functional workspace. Ryan expressed concern he had not heard about the project until now. Colley said it was part of the Capital Improvement Plan and previous budget discussions over the past several years. In response to concerns expressed by Rich about the wall that appeared to block the elevator, Messenger said a wall would not be added, but the elevator and door leading to other floors would be programmed for someone to buzz a person through or by use of a key card. Hicks asked for an example that would warrant this type of added security. Colley explained a recent event where a person repeatedly entered the facility threatening staff and was later incarcerated. The issue was to stop people being from able to come in and access and threaten multiple levels. Hicks compared City Hall to the downtown store owners who dealt with similar issues and was concerned the changes would be less inviting to the community.

Rich noted Council had not had a police presence in the past, but could see a need now. Colley said the remodel had nothing to do with preventing access. Hicks expressed she did not want to lose the small rural town feel by making the facility cold and unfriendly and asked if there had been any actual acts of violence. Messenger responded she could not walk into ODOT without signing in and being escorted and that is the reality of how society is right now. Hicks stated people downtown were being threatened and she felt the State wasted tax payer money as the City would be doing with this project. Ryan said it was the nature of the business and they owed it the employees and citizens to provide a safe environment.

Rich asked if there were statistics as to how many times the Police Department was called for assistance. Colley said in the last month they were called five to six times and four of those times was the same person. Hicks asked if the project could wait and be rebid. Colley said the cost would not be reduced if it was rebid. Hicks thought it was more fiscally responsible to buy recording equipment to log what people were doing and hold them accountable instead of spending money on upgrades.

McDonald moved to award the project to the lowest responsible bidder, RENCO General Contractors, LLC for \$341,233 upon the expiration of the seven day Notice to Proceed period. Motion was seconded by Ryan. Rich, McDonald, Ryan, Zielinski and Fisher-Fowler supported the project. Prawitz and Hicks did not support the full project in its entirety. Motion carried, five to two, with Prawitz and Hicks opposed.

INTERGOVERNMENTAL AGREEMENTS WITH RUSA FOR BLACK AVENUE AND DOWNTOWN PHASE 2 PROJECTS

Messenger reported RUSA was interested in including sanitary sewer upgrades in two City Urban Renewal projects using the same engineer which would result in less disruption for the community. Hicks was concerned with the quality of work when surfaces had to be repaved. Messenger stated the City rarely requires someone to slurry a whole street unless corrective work happened when a section needed dug up. Colley said RUSA would go underground while the City was doing the work. Kaser moved to authorize the City Manager to negotiate and execute intergovernmental agreements with RUSA to include sanitary sewer

improvements with the Downtown Phase 2 and Black Avenue Improvement Projects. Motion was seconded by Prawitz and carried unanimously.

MUNICIPAL COURT QUARTERLY REPORT

Judge Mahan said after he took over as judge, he reviewed the rules of the court and created goals. One goal was to increase revenue for Municipal Court. Fines had been increased to an appropriate level to make sure the City was reimbursed for violations. Another goal was to increase the collection rate. He worked with the Finance Department to help with modifications. He also made changes to how they docket cases. Each case is different and by reviewing the process he had been able to address changes to assist the court and justice system with time management. Prawitz wanted to know if he was able to be reached outside normal hours or on weekends regarding cases. Mahan stated it was not a problem for anyone to reach him and if he went out of town he would have someone available to cover. Rich asked if a Police Officer was present during court. Mahan responded a City Bailiff was present, but when cases were the Douglas County Courthouse, the Sheriff's Officers were present. Officer were only present at City Hall if needed during a trial. Rich and Ryan thanked Mahan for the report. Hicks stated there was a County work crew that was supervised and wanted to know how there could be one for the City. Mahan responded that Sutherlin had experimented with that type of program and found it did not work due to a lack of employees available to monitor the crew, but he was not opposed to the idea. Hicks expressed concern that people were simply going to jail rather than providing community service and learning valuable job skills. She felt repeat offenders could become functional community members by working and the City was missing out on an opportunity.

ITEMS FROM MAYOR, CITY COUNCIL OR CITY MANAGER

Zielinski announced the next Citizen Police Academy was accepting applications and was limited to 25 people. Hicks wanted to know if something was being done with the Waterfront Master Plan or the grocery store study. Colley responded there had not been work on the Waterfront Master Plan other than a grant for the Pine Street area and a minor component of the grocery store study would be reviewed soon. Hicks expressed concern regarding the quality of Council videos on the City website and stated they were not user friendly and required a person to download the file. She asked if funding had been set aside to update the system. Colley said it was discussed during the last budget and was determined too costly because it would take new hardware, software and cameras.

Mayor Rich adjourned the meeting at 9:29 p.m.



Koree Tate
Management Assistant

SRC

**MINUTES OF THE SPECIAL WORKSTUDY MEETING
OF THE ROSEBURG CITY COUNCIL
January 29, 2018**

Mayor Larry Rich called the special workstudy meeting of the Roseburg City Council to order at 3:00 p.m. on January 29, 2018 in the City Hall Third Floor Conference Room, 900 SE Douglas Avenue, Roseburg, Oregon.

ROLL CALL

Present: Councilors Alison Eggers, Linda Fisher-Fowler, Ashley Hicks (arrived at 3:05 p.m.), John McDonald, Brian Prawitz, Tom Ryan and Andrea Zielinski.

Absent: Councilor Steve Kaser.

Others Present: City Manager Lance Colley, City Recorder Sheila Cox, City Attorney Bruce Coalwell, Management Assistant Koree Tate, Human Resources Director John VanWinkle, Finance Director Ron Harker, Public Works Director Nikki Messenger, Police Community Services Sergeant Dennis Chrisenbery and John Dickey of the News Review.

PUBLIC RECORDS REQUEST POLICY

Cox reported the Oregon Attorney General formed a special task force in 2015 to change the public records law in an effort to promote greater transparency in government. The Task Force was charged with reviewing the laws and recommending improvements, one of which was to set specific deadlines on how soon public bodies must respond to records requests. Cox stated the City's current policy regarding public records allowed a response time of no more than 30 days. The Task Force pushed through Senate Bill 481 which required public bodies to acknowledge receipt of a public records request within five business days and no more than 10 business days from the acknowledgement to either fully respond to the request or provide a written statement estimating the time it would take to fulfill the request. Cox noted a fee needed to be added for copies of police body cam footage. Cox further explained that the current policy exempted certain parties from the fees associated with providing public records. Those parties include any person requesting public records pertaining to a matter that was pending before City Council or a City Commission; any member of the City Council or a City Commission, other government agencies or media; and any crime victim requesting a copy of a police report pertaining to the crime in which they had been made a victim. The exemption included the first hour and a half of staff time required to process a request. While Staff fully supported the belief that public records should be readily available, the extensive amount of time required to process records was not without costs to the City. One suggestion was to reduce the staff time allowed before fees apply to the first half hour rather than the first hour and a half that was currently allowed.

Coalwell advised Council the discussion only related to public records requests, not Council simply asking questions of Staff. In response to Fisher-Fowler's concern, Cox confirmed that all requests were checked and any private or confidential information was redacted before records were released. Prawitz said the issue came down to when the clock started running on the amount of time used for research. Colley reminded Council the policy was not designed to apply to research for an agenda item or to answer questions for a meeting. If Council as a body directed Staff to do something, it was not a public information request. McDonald

suggested to allowing the media to remain on the exemption list because they keep everyone accountable. He felt if a Councilor wanted information outside the purview of their position then they should pay like anyone else and suggested removing Council from the exemption list. Prawitz agreed to leave media on the exemption list to keep the image of transparency, fairness and open access, but suggested reducing the free time to 30 minutes. Rich wanted to know how the hourly rate was calculated. Cox responded the City uses the hourly wage plus benefits of the employee fulfilling the request and that depending on the level of the position, the price would vary.

Hicks advised that most information people seek regarding fee charts, master plans or aerial reports were on the City website for free. Cox agreed and said Staff did direct people to the website, but some do not want to take the time to do their own research. Coalwell summarized by that under the new policy, the City would respond to a request within 5 days and alert the requestor what was necessary to fulfill the request. After that, it would be up to the requestor to determine if they would proceed.

McDonald and Zielinski suggested removing Commission members from the exemption list as they would be able to ask questions through their Commission Chair. Coalwell advised that Council rules allow an individual Council member to ask the City Manager a question and obtain answers, information or an explanation without being charged a fee, and that would not change. Hicks encouraged the media to look into their emails and thought it held them more accountable. After further discussion, Council agreed for Staff to proceed by removing members of Council, City Commissioners and other government agencies from the exempted parties and reducing Staff time to 30 minutes without limiting the number of requests per year.

SOCIAL MEDIA

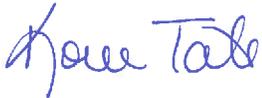
Colley discussed social media concerns and how personal accounts could become part of a public record request. The City has a Facebook page for the Fire Department, Police Department and a general City page. The City pushes information out to the public, complies with State Archivist rules and worked with the City I.T. Department on software to archive information. Colley mentioned a situation involving a City Commissioner in Portland's use of a personal Facebook page to discuss City policies and procedures which became public record. Colley stated each person should be responsible enough to follow rules regarding public records. Cox stated the City had control over what was created on the City account, but not what Councilors post on their private accounts.

Rich asked for an explanation of the process when Staff was asked for a public record request for a Facebook post of a Councilor. Colley responded the request would be reviewed and then given to the Councilor to comply. The process was not a new law, but had slightly changed with the growth of the social media dynamic and usage. Prawitz stated the line was moving and was not clear, and he appreciated information provided by Staff. Ryan stated he had received several complaints about a particular Councilor's account, but he had not personally viewed the posts. Coalwell stated public records law was evolving and Council should always distinguish between their own personal views and those of the Council as a body. Colley advised the City does not have ownership over posts by others and each individual needed to comply with the rules outlined by the State Archivist. In response to Ryan's question, Coalwell confirmed that the Mayor would have the authority to determine if a Councilor had posted something inappropriate on social media. Rich asked to work with Coalwell to review

guidelines on how to handle a complaint. Prawitz suggested moving forward with something clearly defined for Council to work with and noted it was important to have first amendment rights protected, but also to realize there were consequences. He would appreciate a policy to promote team work and cooperation. Coalwell advised Council their immunity does not extend beyond what's said in Council meetings and there could be a potential issue about anything said outside a meeting. McDonald mentioned he wrote guest columns for the paper, but did so as himself, not a Councilor.

Colley said if a Councilor was articulating Council policy and did not say anything further, then it did not go against any rules. Zielinski agreed Council should be seen as one voice. After further discussion Council agreed to have Staff research social media policies from other cities for their review. Coalwell said it would most likely result in a written agreement with guidelines to follow that each Councilor would sign and agree to abide by.

Mayor Rich adjourned the meeting at 4:17 p.m.



Koree Tate
Management Assistant

ORDINANCE NO. 3495

**AN ORDINANCE AMENDING THE ZONING OF 0.5 ACRES OF PROPERTY AT 948 SE MILL STREET
FROM MEDIUM INDUSTRIAL TO MIXED USE**

WHEREAS, the Roseburg Urban Area Comprehensive Plan was 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; and

WHEREAS, the Roseburg Land Use and Development Ordinance No. 2363, as originally adopted June 28, 1982, and re-adopted in Ordinance No. 3459 on March 28, 2016, establishes Hearings procedures for Zone Changes; and

WHEREAS, the Planning Commission held a Public Hearing on File No. ZC-17-3 after duly and timely notice; and

WHEREAS, the Planning Commission adopted Findings of Fact and Order supporting a recommendation to approve the Zone Change;

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

SECTION 1: The City Council hereby takes official notice of the Planning Commission's Findings of Fact dated December 4, 2017, recommending approval of the proposed Zone Change.

SECTION 2: The City Council hereby adopts the Findings of Fact and Order regarding the proposed Zone Change.

SECTION 3: Based on the evaluation detailed in the Planning Commission's Findings, it has been determined that the proposal conforms to the Roseburg Land Use Development Ordinance Section 5.4.030.

SECTION 4: The City Council hereby approves the Zone Change from Medium Industrial (M2) to Mixed Use (MU) as indicated on the map on attached Exhibit "A" and within the Findings of Fact and Order by reference made a part hereto.

SECTION 5: The City Recorder, at the request of, or with the concurrence of the City Attorney, is authorized to administratively correct any reference errors contained herein or in other provisions of the Roseburg Municipal Code and/or the Roseburg Urban Area Comprehensive Plan as amended by the provisions added, amended or repealed herein.

PASSED BY THE CITY COUNCIL THIS 12TH DAY OF FEBRUARY 2018.

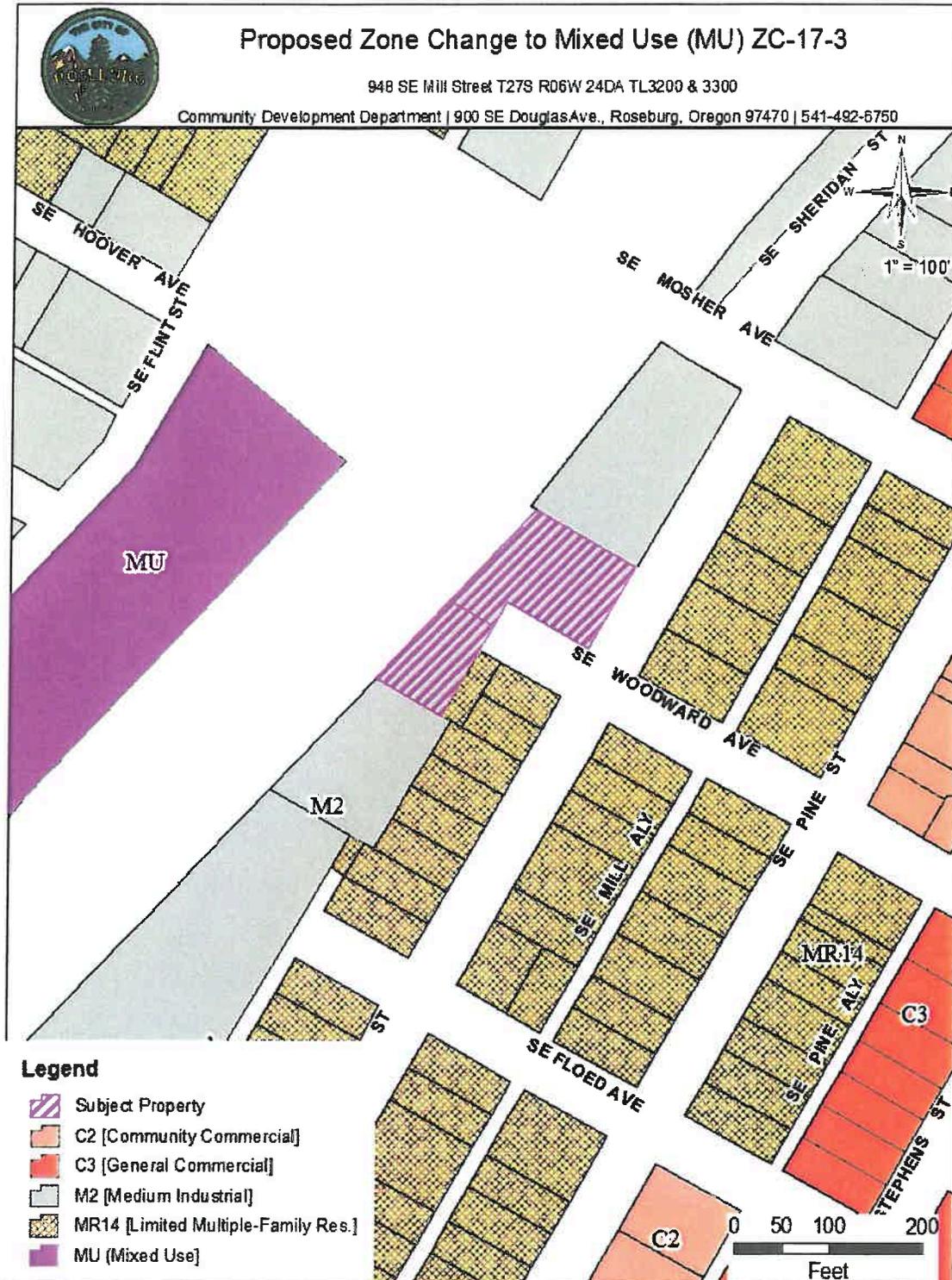
APPROVED BY THE MAYOR THIS 12TH DAY OF FEBRUARY 2018.

Larry Rich, Mayor

ATTEST:

Sheila Cox, City Recorder

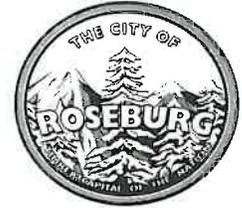
ZC-17-3 Exhibit "A"



Map is for informational purposes only and is not suitable for legal, engineering or surveying purposes. The City of Roseburg is not responsible for map errors, omissions, misuse, or misinterpretation. Not for determining legal ownership or identification of property boundaries.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

2/16/18



ORDINANCE ESTABLISHING THE ROSEBURG PUBLIC LIBRARY AND CREATING THE LIBRARY COMMISSION

Meeting Date: February 12, 2018

Agenda Section: Ordinances

Department: Administration

Staff Contact: Sheila R. Cox, City Recorder *SR*

www.cityofroseburg.org

Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY: Council will be considering an ordinance establishing the Roseburg Public Library and adding Chapter 2.23 to the Municipal Code to create a Library Commission.

BACKGROUND:

A. Council Action History. The Council has taken numerous actions in the past year to facilitate the City obtaining ownership of the local library facilities and staff has been working diligently on all the steps necessary for the library to be reopened to the public. At the February 26, 2018 meeting, Council will be conducting a public hearing to consider a supplemental budget to allow the actual opening of the library in the near future.

B. Analysis. The proposed ordinance will establish the "Roseburg Public Library" and how it will be financed. In addition, the ordinance will create the Library Commission and that portion of the ordinance has been drafted in a similar fashion to ordinances establishing other City Commissions. Like all other City Commissions, the Library Commission will also be governed by RMC 2.32, "General Commission Provisions" which addresses such things as the application process, length of term, grievances, etc.

C. Financial/Resource Considerations. There are no financial considerations relating to this ordinance other than recognition of how the library will be funded.

D. Timing Issues. Rather than delay establishment of the library and creation of the Commission for the full length of time typically required to process an ordinance, staff has included a March 1, 2018 effective date. The accelerated effective date will allow us to move forward with plans for renovating the facility and advertising for persons within the community who would like to serve on the Commission, well in advance of the facility being opened.

COUNCIL OPTIONS: If Council is satisfied with the draft ordinance, it would be appropriate to proceed with first reading of the ordinance at the February 12, 2018 meeting, with second reading and adoption with a March 1, 2018 effective date, at the February 26, 2018 meeting. Therefore, Council's options are as follows:

1. Proceed with first reading of Ordinance No. 3496 as drafted, including a March 1, 2018 effective date;
2. Amend the draft ordinance to delete the March 1, 2018 effective date and proceed with first reading of Ordinance No. 3496 as amended; or

3. Direct further amendments to Ordinance No. 3496 and delay first reading until the February 26, 2018 meeting.

STAFF RECOMMENDATION: Staff recommends that Council proceed with first reading of the ordinance as drafted to include the March 1, 2018 effective date.

RECOMMENDED MOTION: If Council concurs with the staff recommendation, no motion is required at this time, only a consensus to proceed with first reading of Ordinance #3496.

ATTACHMENTS: Ordinance No. 3496

cc: State Library of Oregon
Attn: MaryKay Dahlgreen, State Librarian
250 Winter Street NE
Salem, OR 97301

ORDINANCE NO. 3496

**AN ORDINANCE ESTABLISHING THE ROSEBURG MUNICIPAL LIBRARY AND
ADDING CHAPTER 2.23 TO ROSEBURG MUNICIPAL CODE TO CREATE A
LIBRARY COMMISSION EFFECTIVE DATE OF MARCH 1, 2018**

SECTION 1. Establishment of and Funding for the Roseburg Public Library.

A. A public library is hereby established for the City of Roseburg under the provisions of ORS 357.400 to 357.621. The Roseburg Public Library shall be the public agency responsible for providing library and information services suitable to persons of all ages and making such services freely accessible to all residents in the City of Roseburg.

B. The Roseburg Public Library shall be financed through the use of general fund monies, revenue obtained from the operation of the library, grants, gifts, donations and bequest received and designated to be used for library purposes, and any tax levies that may be authorized by the electors. Gifts of any real or personal property or funds donated to the Roseburg Public Library shall be accepted by the City Council and shall be administered in accordance with each gift's terms and all property or funds shall be held in the name of the City of Roseburg.

SECTION 2. Chapter 2.23, entitled "*Library Commission*" is hereby added to the Roseburg Municipal Code to read as follows:

**CHAPTER 2.23
LIBRARY COMMISSION**

Sections:

2.23.010	Creation of Commission
2.23.020	Purpose
2.23.030	Duties-Responsibilities
2.23.040	Organization of Commission

2.23.010 Creation of Commission. There is hereby created and established under the provisions of ORS 357.400 through 357.621, a commission of the City to be designated as the "Library Commission".

2.23.020 Purpose. The Library Commission is established to assist in the provision of public library and information services suitable to persons of all ages and ensure such services are accessible to all residents of the City; to foster widespread public knowledge and support of the library's role in the City; and to promote the library through volunteer efforts, donations and fund raising.

2.23.030 Duties-Responsibilities. The Library Commission shall be an advisory commission and shall have no executive or administrative authority, the existence of which shall not deprive elected or appointed officials of the City of any power they may under the laws of the State or the City Charter. The Commission shall have powers and duties to:

A. Make recommendations to the City Council regarding rules, regulations and policies for the efficient and effective operation of the library, its services and programs.

B. Gather information and advise the City Council and City staff on current trends in library administration and library-related technology, and represent the interests and needs of library patrons.

C. Make recommendations to the City Council on the acceptance, use or expenditure of any real or personal property or funds donated to the library, and make recommendations for the purchase, control or disposal of real and personal property necessary for library operations.

D. Develop and recommend to Council long-range plans for library services and facilities consistent with City priorities and with national, state, regional and local goals pertinent to library operations.

E. Review and recommend to the City Council the terms and conditions for contracts and working relationships with private and public agencies regarding library services.

F. Assist with an annual report to the State Library and the City Council on a form supplied by the State Library and consult with the State Library Board on improving and extending public library services.

G. Advocate for the library budget, as well as for library events and programs.

2.23.040 Organization of Commission. The Commission shall consist of seven members, one of whom shall be a member of Council, appointed by the Mayor to serve as Chair of the Commission. At least five members must be residents of the City. Any member not residing in the City must reside within the City's Urban Growth Boundary. No member of the Commission shall have any financial interest, either directly or indirectly, in any contract to which the library is a party, nor receive a salary or any payment for materials or services rendered by the Commission.

SECTION 3. Pursuant to Section 8.6 of the Roseburg City Charter, the Council hereby finds it necessary for the preservation of the peace, health and safety of the City, for this ordinance to take effect March 1, 2018 to facilitate establishment of the Roseburg Public Library and establishing a Library Commission prior to opening of the facility.

**ADOPTED BY THE ROSEBURG CITY COUNCIL ON THIS 26th
DAY OF FEBRUARY, 2018.**

APPROVED BY THE MAYOR ON THIS 26th DAY OF FEBRUARY, 2018.

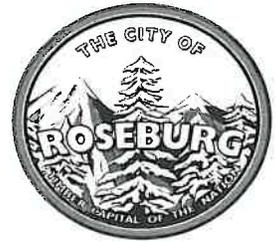
ATTEST:

Larry Rich, Mayor

Sheila R. Cox, City Recorder

ROSEBURG CITY COUNCIL
SPECIAL WORK STUDY
AGENDA ITEM SUMMARY

OK
2/1/18



RESOLUTION 2018-02 - UPDATING CITY'S PUBLIC RECORDS REQUEST POLICY

Meeting Date: February 12, 2018
Department: Administration
www.cityofroseburg.org

Agenda Item: Resolutions
Staff Contact: Sheila R. Cox, City Recorder
Contact Telephone Number: 492-6866

SR

ISSUE STATEMENT AND SUMMARY Council will be considering a resolution updating the City's Public Records Request Policy as a result of the passage of SB 481 which requires public bodies to *acknowledge receipt* of a public records request within five (5) business days, and no more than ten (10) business days from the acknowledgment, to either fully respond to the request, or provide a written statement explaining when the request will be fulfilled.

BACKGROUND

A. Council Action History The Council first approved a formal policy relating to public records requests on April 13, 1992 via the adoption of Resolution No. 92-7. The policy addressed how such requests would be handled, prescribed a fee for providing the service and required that all requests be processed within a reasonable time, but in any event, not more than thirty (30) days from the date the request was received. The City has periodically updated the policy from time to time over the years, with the most recent update being when Resolution No. 2000-03 (attached for your review) was adopted February 14, 2000.

At your January 29th Work Study Session, we reviewed the amendments needed to our Policy to meet the requirements of SB 481, as well as the portion of the Policy that exempted certain parties from the copying cost and first 1½ hour of Staff time required to process a request. At the conclusion of the meeting, the consensus was to reduce the time allowance under the exemptions from the first 1½ hour of Staff time to the first ½ hour and to remove Councilors, City Commission members and other government entities from the list of parties exempted. It was also suggested that the definition of "media" be somewhat clarified. Council also agreed to add a fee for copies of police body cam videos to cover the cost of producing copies of the videos.

B. Analysis. Staff has prepared a resolution rescinding the existing Public Records Request Policy (Resolution No. 2000-03) and replacing it with the revisions agreed upon at the Work Study Session.

C. Financial and/or Resource Considerations. All fees in the fees schedule portion of the Policy were calculated to cover the City's cost involved with producing the records being requested and Staff is not proposing any increase at this time.

D. Timing Issues. There are no timing issues relating to this subject.

COUNCIL OPTIONS Council may:

1. Adopt the resolution as drafted;
2. Direct Staff to further amend the resolution; or
3. Request further information on this subject from Staff.

STAFF RECOMMENDATION. Staff recommends Council adopt the resolution as proposed.

SUGGESTED MOTION. If Council concurs with Staff's recommendation, the appropriate motion would be as follows:

"I MOVE TO ADOPT RESOLUTION NO. 2018-02, A RESOLUTION RESCINDING RESOLUTION NO. 2000-03 AND AMENDING THE CITY OF ROSEBURG'S PUBLIC RECORDS REQUEST POLICY."

ATTACHMENT: Draft Resolution #2018-02 (Revised Policy)

RESOLUTION NO. 2018-02
A RESOLUTION RESCINDING RESOLUTION NO. 2000-03 AND AMENDING
THE CITY OF ROSEBURG'S PUBLIC RECORDS REQUEST POLICY

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, that RESOLUTION NO. 2000-03, *PROVIDING PROCEDURES FOR REQUESTS, INSPECTION AND COPYING OF CITY RECORDS, PROVIDING FOR REVIEW OF RECORDS AND REQUIRING FEES FOR SUCH SERVICES*, as adopted by the Roseburg City Council on February 14, 2000, is hereby rescinded and replaced with the following:

CITY OF ROSEBURG PUBLIC RECORDS REQUEST POLICY

Section 1. Purpose. The City of Roseburg establishes this Public Records Request Policy in accordance with ORS 192.410 through 192.505 for purpose of formalizing a consistent method of responding to requests for public records in a manner that complies with the Public Records Law, while allowing for efficient management of the workload of City staff. This policy does not require the City to produce a record that does not exist or create a new record by extracting data from the City's computer programs or systems.

Section 2. Written Requests. Unless otherwise provided by these rules, requests for inspection and/or copies of public records shall be in writing on a form prescribed by the City and shall include the following:

- a. The name, mailing address, email address, phone number and signature of the person making the request or their authorized representative;
- b. A detailed description of the record(s) being requested and any pertinent information that may assist City staff in locating the requested record(s);
- c. A brief statement as to the purpose of the request; and
- d. The date of such request.

Section 3. Cost Estimate. Pursuant to ORS 192.440 (4), the City has the authority to charge for staff time spent in locating and reviewing the requested records and segregating exempt from nonexempt records, as well as the actual cost for City Attorney time spent reviewing, redacting and segregating such records. The cost for responding to public records requests shall be prescribed by the City Manager as set forth in this policy and in accordance with Roseburg Municipal Code Section 3.04.040.

Upon receipt of a records request, the requestor shall be advised the City will prepare an estimate of the cost involved with providing the requested records and that the requested records will not be released without the City's receipt of the estimated cost.

Failure to so advise the requesting party of such obligation shall not relieve the requesting party of the obligation to pay the prescribed fee. If the City has informed the requestor of the estimated fee, the obligation of the City to complete its response to the request is suspended until the requestor has paid the fee. If the requestor fails to pay the fee within 60 days of the date on which the City informed the requestor of the fee, or fails to pay the fee within 60 days of the date on which the City informed the requestor of the denial of the fee waiver, the City shall close the records request.

Section 4. Receipt and Acknowledgement of Request. Written requests for inspection or copies of City records shall be date stamped upon receipt and submitted to the City Recorder who shall keep on file a list of fees prescribed by the City Manager or his designee for processing public records requests. Unless impracticable as described under Section 7 of this Policy, the City Recorder shall acknowledge receipt of the request within five business days of receiving the request by either:

- a. Confirming that the City is the custodian of the requested records, providing the requestor with a copy of this Policy and advising the requestor pursuant to Section 3 of this Policy of an estimate of the cost involved with providing the records;
- b. Informing the requestor that the City is not the custodian of the requested records; or
- c. Notifying the requestor that the City is uncertain whether the City is the custodian of the public record and providing requestor with an estimated time it will take to make such determination.

Section 5. Response to Request. Except when compliance is impracticable for the reasons set forth in the following Section 7, within ten (10) business days after the date by which the City is required to acknowledge receipt of a records request the City shall either:

- a. Fulfill and complete the public records request as outlined in Section 6 of this Policy; or
- b. Provide the requestor with a written statement which explains that the City is working to fulfill the request and provides the requestor with a reasonable estimated date by which the City expects to complete its response to the request.

If the City has informed the requestor of a cost estimate pursuant to Section 3 of this Policy, the obligation of the City to complete its response to the request is suspended until the requestor has paid the fee or the fee has been ordered waived.

The City may request additional information or clarification from a requestor for the purpose of expediting the City's response to the request. If the City has requested such

clarification, the City's obligation to complete its response to the request shall be suspended until the requestor provides the requested clarification or affirmatively declines to provide that clarification. If the requestor fails to respond within 60 days of the City's request for clarification, the City shall close the request.

Section 6. Completed Response. The City may complete its response to a public records request by:

- a. Providing access to or copies of the requested records within the City's possession or custody that the City does not assert are exempt from public disclosure, or directing the requestor to the location where the requested records are already available to the public;
- b. Advising the requestor the requested records are exempt from disclosure and identifying the state or federal law that the City relied on for asserting the exemption from disclosure;
- c. Complying with ORS 192.505 by providing any requested record or portion thereof that is not exempt under ORS 192.501 and 192.502;
- d. To the extent the City is not the custodian of the records being requested, providing the requestor with a written statement to that effect; or
- e. To the extent that state or federal law prohibits the City from acknowledging whether the requested records exists or that acknowledging whether a requested record exists would result in the loss of federal benefits or imposition of another sanction, providing the requestor with a written statement to that effect, citing the state or federal law that the City relies on, unless the written statement itself would violate state or federal law.

Section 7. Exception to Response Deadline. The City shall not be required to comply with either the five (5) business day requirement to acknowledge receipt of a request for public records as described in Section 4 of this Policy; the ten (10) business day requirement to fulfill the request as described in Section 5 of this Policy; or to provide an anticipated deadline for fulfillment of a request, if compliance with such deadlines would be impracticable because:

- a. The City Recorder or Recorder's designee is unavailable to complete a response to the request for public records. The Recorder or Recorder's designee shall be considered unavailable when the Recorder or designee is on leave or is not scheduled to work.
- b. Compliance by the City would demonstrably impede its ability to perform other necessary functions; or

- c. The volume of public record requests being simultaneously processed by the City makes complying with a particular request impracticable under the required time frames.

If the City is unable to meet the five (5) business day deadline to acknowledge receipt of a records request or to fulfill the records requests within (ten) 10 business days for reasons outlined in this Section, the City shall still acknowledge and respond to the request as soon as practicable and without unreasonable delay.

Section 8. Fees to Reflect Costs. When establishing the fees to be charged for completing public record requests, the City Manager shall base such fees on costs the City incurs for processing the request. These costs shall include, but not be limited to, personnel costs and costs associated with materials used in processing the request.

Personnel costs shall include, but are not limited to, employee's time spent while locating, reviewing and copying records and supervising public inspection of records. Costs shall be at an hourly rate equivalent to the salary plus benefits (computed at an hourly rate) of each employee involved in processing the request. Costs for photographs and other non-paper materials shall be reimbursed at actual costs as determined by the City Manager.

Section 9. Records Request or Fee Waiver Denied. If the City asserts that one or more of the requested records are exempt from disclosure, the City shall provide the requestor a written statement advising requestor of their right to seek review of the City's denial with either the Douglas County District Attorney or the Douglas County Circuit Court pursuant to ORS 192.450, 192.460, 192.465, 192.470, 192.480 and 192.490.

Further, if a requestor has asked for and been denied a fee waiver or reduction and believes the denial is unreasonable, the requestor may also petition the District Attorney or Circuit Court for review of such denial.

Section 10. Records Requested for Court Proceedings. The City shall not charge fees for costs incurred by the City when an employee of the City, in the employee's role as custodian of the records, is a witness in a trial or other court proceeding. When the City is a party to a court proceeding and a request for copies of public records is made by a party or representative of a party to such proceeding in the course of discovery, then the cost to be charged for providing such copies shall be limited to those indicated in Section 8 of this Policy.

Section 11. City Manager Authority. The City Manager or his designee shall have the authority to:

- a. waive the requirement that the request must be in on a form provided by the City;

- b. waive fees if the request is of a one-time nature, requires copying of less than five (5) pages, requires no redaction and involves less than one-half hour of staff time to process;
- c. waive required compliance with this resolution in special cases where the public interest in supplying a public record free of charge outweighs the cost of furnishing the record;
- d. establish a particular charge or fee for routinely requested documents where the charge is a reasonable approximation of the City's cost; and
- e. periodically adjust fees to cover increased costs of providing public records.

Section 12. Exemption from Fees. The following individuals, groups or organizations shall not be charged a fee for photocopying costs or the first ½ hour of staff time required to process a public records request:

- a. any person requesting public records pertaining to a matter which specifically affects the person and is pending before the City Council or a Board or Commission of the City;
- b. any member of a recognized news media organization; and
- c. any crime victim requesting a copy of a police report pertaining to the crime in which they have been made a victim (applies to first copy only).

If it is determined a specific request will take longer than ½ hour staff time to process, the requesting party may ask the City Council to reduce or waive all additional fees associated with providing the requested record.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 12th DAY OF FEBRUARY, 2018.**

Sheila R. Cox, City Recorder

**PUBLIC RECORDS REQUEST FEES SCHEDULE AS ESTABLISHED BY
THE CITY MANAGER PURSUANT TO RESOLUTION NO. 2018-02**

MISCELLANEOUS RECORDS: (Applied to requests from any department)

Contract/Bid Documents:

Containing 20 - 50 pages.....\$ 15.00/document
Containing more than 50 pages.....\$ 25.00/document

Note: May be waived by City Manager on individual contract basis.

Personnel Costs:

Will be charged for requests requiring more than 1/2 hour staff time.
Requests requiring attorney review or assistance will be charged the same rate the City is charged for attorney time.

Photocopy Charges:

Service charge of \$1.00 plus.....\$ 0.10/page – 8½ x 14
\$ 0.20/page – 11 x 17
\$ 2.50/page – 36 x 36

Digital Video..... \$ 5.00/each

Videotapes..... \$ 10.00/each

CITY RECORDER RECORDS:

Business Registration List:

Complete List..... \$ 5.00
Annual List. per/page fee

Municipal Code:

Complete (unbound)..... \$ 75.00
Updates..... per/page fee

COMMUNITY DEVELOPMENT/BUILDING RECORDS:

Comprehensive Plan..... \$ 25.00
Comprehensive Plan Map... \$ 20.00
Historic Resources Inventory:
 Per Volume.... \$ 25.00
 Per Set.... \$100.00
LUDO \$ 25.00
Urban Renewal Plan.... \$ 10.00
Wetlands Conservation Plan.. \$ 15.00
Zoning Maps.... \$ 20.00

**PUBLIC RECORDS REQUEST FEES SCHEDULE
(continued)**

FINANCE RECORDS:

Audit.....	\$ 25.00
Budget.....	\$ 30.00
Downtown Master Plan...	\$ 25.00

FIRE DEPARTMENT RECORDS:

Emergency Response Report..	\$ 5.00
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PARK DEPARTMENT RECORDS:

Bikeway Master Plan....	\$ 25.00
Parks Master Plan....	\$ 25.00

POLICE/COURT RECORDS:

Accident Report....	\$ 5.00
Conviction (certified)...	\$ 5.00
Conviction (non-certified)...	\$ 3.00
Police Report...	\$ 5.00
Video Cam Footage:	
Full Blur...	\$5.00 + \$5.00/dvd
Partial Blur...	\$8.50/minute of staff time + \$5/dvd

PUBLIC WORKS RECORDS:

Aerial Maps-photo copy...	\$ 2.50
Aerial Maps-digital format..	\$150.00/sheet
Airport Master Plan...	\$ 25.00
Base Maps(Storm/Water)...	\$ 2.50 (photo copy)
Computer Mapping....	\$ 50.00/hour
Computerized City Map..	\$ 15.00
Design Standards....	\$ 25.00
Mylars.....	\$ 15.00
Standard Specifications...	\$ 15.00 (hardbound)
Standard Drawings...	\$ 15.00 (hardbound).
Storm Drain Master Plan...	\$ 25.00

WATER DEPARTMENT RECORDS:

Master/Cap. Improvement Plan..	\$ 25.00
Test Report...	\$ 2.00

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

DEPARTMENT ITEMS A
02/12/2018

Jc
2/8/18



2018 Pavement Management Program Engineering Task Order Award

Meeting Date: February 12, 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

In late 2014, the City awarded a Five Year Pavement Management contract to Murraysmith, Inc. (MS). The issue for Council is whether to approve a task order for the design of the 2018 Pavement Management – Overlays Project.

BACKGROUND

A. Board Action History. On December 8, 2014, Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith (MS).

B. Analysis. Under the five year contract, each task order will be negotiated based on the work to be accomplished. This will be the ninth task order. Staff has identified pavement rehabilitation on the following streets as a top priority for 2018.

- Stewart Parkway from 500 ft. South of Harvey Street to Stewart Park Bridge
- Stewart Parkway from Valley View Drive South for approximately 500 ft.
- Valley View Drive from Stewart Pkwy to Keasey Street
- Renann Street from Edenbower Blvd. to Stewart Parkway
- Edenbower Blvd. from Renann Street to Stewart Parkway

The scope of services for the current task order provides complete study and design services required to prepare biddable construction documents for the pavement management projects listed above. All of the streets will be bid as one project. The proposed services consist of the following:

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

C. Financial and/or Resource Considerations. The proposed cost of the task order is \$72,411. Money is available in the current year budget to proceed with design of the project. Construction will occur in FY 18/19. Staff intends to budget \$1.2 million in FY 18/19 Transportation Fund for pavement management projects. The total budget includes design, construction, construction management, and materials for overlay and slurry seal projects. The estimated construction cost of the listed paving projects is \$770,000.

D. Timing Issues. It is staff's intent to bid the project in June and construct the project July through September, 2018.

COUNCIL OPTIONS

The Council has the following options:

1. Award the task order to Murraysmith for \$72,411; or
2. Request additional information; or
3. Not award the task order and provide staff additional direction pertaining to this project.

STAFF RECOMMENDATION

The Public Works Commission will discuss this task order at their February 8th meeting. Staff will present the results of their discussion at the Council meeting. Money has been budgeted and is available to design this project. Staff recommends awarding a task order to MS for an amount not to exceed \$72,411.

SUGGESTED MOTION

I move to award a task order for the 2018 Pavement Management Project design services to Murraysmith, Inc. for an amount not to exceed \$72,411.

ATTACHMENTS

None

CLC
2/5/18

INFORMATIONAL A
02/12/2018

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

Meeting Date: February 12, 2018
Department: City Manager
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

At each meeting I will provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your February 12, 2018, meeting, I provide the following items:

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



Agenda
Department Head Meeting
January 23, 2018, 10:00 a.m.

1. Review January 22, 2018 City Council Meeting Synopsis
2. Review February 12, 2018 City Council Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
 - Umpqua Valley Arts Association Indoor Permit (multiple dates)
 - CM/GC Master Contract
 - 2018 Speed Enforcement Grant Checklist
 - Pedestrian Safety Mini Grant Checklist
5. Department Items



Agenda
Department Head Meeting
February 5, 2018, 10:00 a.m.

1. Review February 12, 2018 City Council Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing
Outdoor Event Permit – Summer Arts Festival
4. Department Items
 - Property Acquisition – Executive Session
 - Laserfiche Training Opportunity

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Asphalt Patch Truck Purchase
- LUDO Amendment
- Re-appropriation Resolution
- RHS Softball Field Turf
- RMC 5.04 Amendment - Water Rules and Regulations
- Umpqua Basin Urban Services Agreement
- Umpqua Valley Tennis Center Fee Schedule

February 26, 2018

Consent Agenda

- A. Minutes of February 12, 2018

Public Hearing

- A. Land Use Development Ordinance (LUDO) Amendment
- B. Construction Manager/General Contractor (CM/GC Services Contract)
- C. Proposed Exemption from Competition in Public Contracting
- D. Supplemental Budget, Resolution No. _____

Department Items

Resolutions

- A. Recreational Trails Program, Resolution No. _____

Informational

- A. Activity Report

March 12, 2018

Special Work Study Session – Goal Update (6:00 p.m.)

Special Presentation

- A. Blue Zones Umpqua

Consent Agenda

- A. Minutes of February 26, 2018

Department Items

- A. Visitors Bureau Annual Report
- B. Directional/Wayfinding Signage Design and Implementation

Informational

- A. Activity Report

March 26, 2018

Consent Agenda

- A. Minutes of March 12, 2018

Informational

- A. Activity Report

April 9, 2018

Mayor's Report

- A. Volunteer Recognition Month Proclamation

Consent Agenda

- A. Minutes of March 26, 2018

- B. Cancel May 28, 2018 Meeting
- C. 2018 OLCC License Renewal Endorsement

Informational

- A. Activity Report – Budget Calendar Reminder

April 23, 2018

Consent Agenda

- A. Minutes of April 9, 2018

Informational

- A. Activity Report – Municipal Court and Financial Quarterly Reports

May 14, 2018

Consent Agenda

- A. Minutes of April 23, 2018
- B. U-TRANS Services Contract
- C. Annual Fee Adjustments
 - Resolution No. 2018-____ - General Fees
 - Resolution No. 2018-____ - Water Related Fees

Informational

- A. Activity Report

June 11, 2018

Mayor’s Report

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 14, 2018

Public Hearing

- A. Resolution No. 2018-____ - 2018/19 Budget Adoption

Informational

- A. Activity Report

Urban Renewal Agency Board

- A. Approval of Minutes
- B. Public Hearing – 2018/19 Budget Adoption

June 25, 2018

Consent Agenda

- A. Minutes of June 11, 2018

Informational

- A. Activity Report

Executive Session

- A. Municipal Judge Evaluation

July 9, 2018

Consent Agenda

- A. Minutes of June 25, 2018

Informational

- A. Activity Report

July 23, 2018

Consent Agenda

- A. Minutes of July 9, 2018

Informational

- A. Activity Report – Municipal Court and Financial Quarterly Reports

August 13, 2018

Consent Agenda

- A. Minutes of July 23, 2018

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

August 27, 2018

Consent Agenda

- A. Minutes of August 13, 2018

Informational

- A. Activity Report

September 10, 2018

Council Reports

- A. Implementation of Annual City Manager Performance Evaluation

Consent Agenda

- A. Minutes of August 27, 2018

Department Items

- A. Downtown Roseburg Association Annual Report

Informational

- A. Activity Report

September 24, 2018

Consent Agenda

- A. Minutes of September 10, 2018

Informational

- A. Activity Report

October 8, 2018

Consent Agenda

- A. Minutes of September 24, 2018

Informational

- A. Activity Report

October 22, 2018

Consent Agenda

- A. Minutes of October 8, 2018
- B. Cancel December 24, 2018 Meeting

Informational

- A. Activity Report – Municipal Court & Financial Quarterly Reports

November 12, 2018

Consent Agenda

- A. Minutes of October 27, 2018

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Performance Evaluation

November 26, 2018

Consent Agenda

- A. Minutes of November 12, 2018

Informational

- A. Activity Report

December 10, 2018

Consent Agenda

- A. Minutes of November 26, 2018

Informational

- A. Activity Report

January 14, 2019

Mayor Reports

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

Council Reports

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

Consent Agenda

- A. Minutes of December 10, 2018

Informational

- A. Activity Report

January 28, 2019

Consent Agenda

- A. Minutes of January 14, 2019

Department Items

- A. The Partnership Annual Report
- B. Municipal Court Quarterly Reports

Informational

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

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

Executive Session

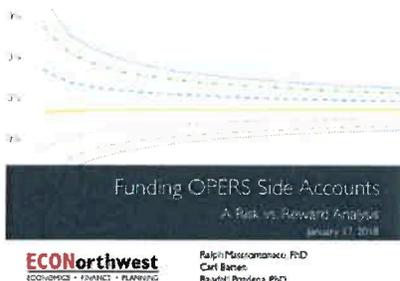
A. City Manager Quarterly Evaluation

Friday January 19, 2018

Good Friday afternoon everyone! It has been a pretty eventful last couple of weeks relating to some major Council initiatives and goal action items. Starting with the library facility, we received the deed and bill of sale last week, and this week the County Commissioners approved a \$100,000 grant to the City to begin the facility renovation project. There is much work to do, but we are now moving forward with the design and construction time frames, lining up staff and consultants to prepare an action plan and communications plan to move this project forward. We have applied for an additional \$100,000 in grant funding from the Oregon Community Foundation and working on multiple additional philanthropic asks to make the library portion of the renovations as cost effective as possible. I am continuing to work with the Education Service District on their portion of the “needs” analysis and will be working on a long-term agreement for both renovations and operations. I will be meeting with the news media and with our social media platforms to begin distributing information in the next week or two.



Ron Harker and I attended a workshop/presentation in Salem on Wednesday relating to PERS, the Governor's task force, potential legislation, and ways to try to mitigate some of the long-term implications of our PERS unfunded actuarial liability (UAL). The presentation was provided by EcoNorthwest and Piper Jaffray, as well as representatives

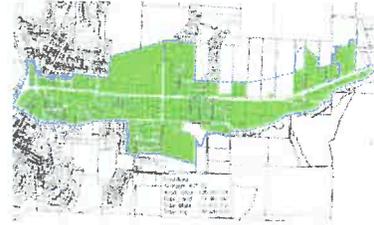


from the Governor's office. PERS costs associated with the UAL currently drive the cost of the system, and estimates are that rates will be going up 4-5% of payroll each of the next two biennia to pay off the UAL over the next 20 years. Ron and I will continue to evaluate whether there are options we can consider that will provide reasonable risk/reward benefits to the City. The meeting was attended by over 100 people representing all forms of local government. There will

again be legislation presented by the Governor during 2018 legislative session, but it is unclear as to the impact and funding for the proposal. It appears they are attempting to identify funding mechanisms rather than the cost side of the equation at this time.

I had an opportunity to meet with a group of local leaders yesterday to talk about effective communication strategies with the local and regional media. The group was convened by Commissioner Tim Freeman and we were able to have pretty candid conversations about what, when and how we can communicate. Many of us work together to solve a number of problems, address a number of concerns, and work within our community to make things better, but we all have difficulty getting the “positive” messages out. We will continue to meet and work with our local media to share updates on the significant issues, and continue to be transparent on issues that may be important to the community. I will keep you posted on our progress - particularly on communications relating to the library!

We are beginning the "input" process with a small committee next week to develop a formal recommendation to Council regarding our east urban renewal plan area. The consultant, staff and the committee will review the proposed boundary, what we are trying to accomplish and a draft list of projects. The committee will meet in January, February and March. Councilor Steve Kaser and Council President Tom Ryan will sit on the committee as well as a couple business folks and representatives from other agencies. We will hold a public open house in February and plan to have a formal recommendation to Council in April. Our goal is to get the plan adopted with an effective date before June 30, 2018 so that tax increment calculations can begin with a frozen base effective before next fiscal year.



We have a number of issues on your agenda for Monday, including a bid award for the City Hall second floor remodel. We have been budgeting for improvements to City Hall for four consecutive years. City Hall was constructed in 1972, and much of the building has not been renovated during that 45 year period. We were able to upgrade the HVAC system a few years ago, and have been budgeting for safety, security and efficiency improvements. For the last two years, we worked to identify many safety and security improvements that we believe are essential for the organization's work environment and the safety of our employees. In addition, we tried to identify work place efficiency measures, ADA upgrades, and organizational needs and included them in the bid. Please take a good look at the memo provided in your packet. The process is a little confusing. When the project was bid, we asked for a total price, then identified specific items that could reduce the cost if removed and asked for the individual cost of each item. Each item is important, and we would like to do the entire project. There are sufficient funds in the Facilities Fund to pay for the entire project, and that is my recommendation. We look forward to chatting with you about the project Monday. If you have any questions, please give me a call.

Have a great weekend everyone. We will see you Monday night!

Friday January 26, 2018

Good Friday afternoon everyone! I would like to start this Friday message with sincere congratulations to our very own Councilor Alison Eggers for receiving the 2017 Female First Citizen Award at Annual Award Banquet by the Chamber of Commerce. Alison's long history of volunteering in the community was the basis for her selection and her accomplishments are many. At the top of her accomplishment list was her dedication to fundraising, through the Rotary Duck race, for the Cobb Street Children's Learning Center, and Umpqua Strong 5k/10k race. Alison has sat on the Boards of the YMCA, the Chamber of Commerce, and the Zonta Club and has been a long-time member of the Roseburg Rotary. Her list of accomplishments was long and her current position as a volunteer elected City Council member allows her to continue in her role as a leader in our community. Congratulations Alison!



Photo by Zielinski

Dan Clark who recently retired from the law firm Dole, Coalwell, Clark, Mountainspring and Mornarich, PC was named the 2017 Male First Citizen. Dan was recognized for his many volunteer accomplishments in the community, including leading the charge for the community fundraising for the City of Roseburg splash pad and playground that is currently under construction near the soccer fields in the Fir Grove section of Stewart Park. Dan served on the Sunrise Enterprises Board, the Greater Douglas United Way and the Family Development center and was a long-time member of the Roseburg Rotary Club which participated in many community support roles. Dan has long been recognized as a great volunteer, but truly loved being "behind the scenes". So leave it to Dan to be out of the country for the awards event! Congratulations to Dan.



I would also like to congratulate the eight students who were considered for the future First Citizen award and received scholarships to help with their upcoming college education. Of particular note for us, I would like to congratulate Grace Harker, daughter of Finance Director Ron Harker, on her selection as one of the eight Roseburg High School seniors to participate in the process. Grace will be attending Brigham Young University to further her studies after high school. I'm sure Ron and his family is very proud of Grace, and so are we. Congratulations Grace!



This is a photo of the finalists for the Chamber of Commerce Future First Citizen Scholarship. Left to right: Scott Harvey, Josie Campbell, Alison Forsloff, Madison Seversen, William Emburg was the winner, Josiah Buster, Robert Gosman, Grace Harker.



Mayor Rich hosted the 2nd grade class from Melrose in the Council Chambers on Monday morning. Second grade classes throughout the District are hosted by the Mayor during their “local government” studies. Many times the students also visit the Public Safety Center to learn about our local police and fire departments. I had an opportunity to kick off their visit again this time and had the pleasure of introducing the Mayor to the students and teachers from Melrose. I particularly enjoy working with the Melrose students as my father was the

principal at Melrose for 25 years and I spent many hours at the school during my youth.

You may have read one of the recent articles surrounding the “recycling” crisis throughout the country. The issues are serious, and they are local as well. I met with Dori John, owner of Roseburg Disposal this week to chat about some of the direct impact on Roseburg Disposal, the Douglas County Landfill and our community recycling programs. It appears that the markets for mixed paper and plastics are shrinking and are not cost effective. Local solid waste companies are working closely with Douglas County and the Oregon DEQ to determine how best to address the impacts on recycling and solid waste disposal. All involved are attempting to address the issues proactively. I will keep you posted as specific ideas and solutions are developed.

Tuesday afternoon Councilors Ryan, Prawitz and Zielinski along with Sheila Cox and I attended a tour of a couple of Adapt facilities including their main facility at 621 Madrone and their Jackson Street facility at 548 Jackson Street. It was a very informative tour and talk about a number of the programs they provide throughout Douglas County and in the City of Roseburg. Thanks to Councilor Prawitz for working with Adapt to allow this to happen and special thanks to Susan Jeremiah and Dr. Greg Brigham for their leadership and willingness to share their time and expertise with the group.

On Wednesday we spent a couple hours with representatives from the ESD, City Staff and PIVOT Architects to get a further understanding of the Library facility renovation requirements, time frames for securing the Architects, time frames for potential bidding and the processes we will need to follow to make this project happen. On the funding component, it appears that at a minimum, we will need to go through an exemption process to enter into a contract with PIVOT for services. We would like to do a direct selection as we have worked with them on many projects and they provided the initial analysis and layout for us prior to the City acquiring the building. We will also need to hold a public hearing after providing notice to utilize a CM/GC process for construction similar to the process we are using for the two fire station seismic upgrades. Our hope is to have both of these processes in place for consideration at your second meeting in February. Simultaneously, we will be working on an operating and ownership agreement with the ESD to outline our mutual interests and obligations.

Wednesday afternoon our Urban Renewal consultant met with staff and our Citizen Committee to review a little about Urban Renewal, lay out the time frames for their three (at least) meetings and to begin reviewing the draft project list. The Committee is a required part of the statutory process to form an Urban Renewal Plan area. We have nine individuals on the committee representing our overlapping government jurisdictions, Councilors Ryan and Kaser, Planning

Commissioner Charlie Allen, Diamond Lake corridor business owners Mariah Smith and Greg Rietman and local commercial realtor Melony Marsh. Administrative Staff working on the project include Public Works Director Nikki Messenger, Finance Director Ron Harker, Community Development Director Stuart Cowie and me. The committee reviewed the draft project list and was asked to spend a little time in the area considering the draft list and to see if other projects should be considered. The committee members were engaged and will come back to the next meeting prepared to finalize the project list and potentially the boundary. Once those two things are done, we will hold an open house with the general public to consider their work.

The Douglas County Sheriff's Office sent an alert this today for the Citizen Police Academy which stated:

ACCEPTING APPLICATIONS FOR THE 2018 CITIZEN POLICE ACADEMY

News Release from **Douglas Co. Sheriff's Office**

Posted on FlashAlert: January 26th, 2018 9:28 AM

The Douglas County Sheriff's Office and the Roseburg Police Department in cooperation with Umpqua Community College is pleased to announce that registration is open for their 2018 Citizen Police Academy class.

The Citizen Police Academy is for Douglas County residents who want to learn more about the Douglas County Sheriff's Office and Roseburg Police Department. This hands-on, interactive, behind-the-scenes program is offered FREE of charge and allows citizens the opportunity to gain knowledge of how these agencies are organized, what their mandated functions consist of, as well as improving the understanding of the challenges law enforcement face serving and protecting our community.

The Academy meets once a week on Thursday evenings starting on April 5 through June 14, 2018 from 6 -- 9 PM. This is an 11-week commitment from the participants. Participants are required to attend at least nine of the sessions to successfully complete the academy and receive a Certificate of Completion. There is no charge for the academy and all materials will be provided.

The goal of the program is to provide information to Douglas County residents so they can make informed judgments about the law enforcement and the criminal justice system. Open discussion and better understanding can dispel common suspicions and misconceptions and increase police-community cooperation.

The Citizens Police Academy consists of classroom and hands-on instructional learning experiences. Subjects covered include: the job of a uniformed police officer, investigations, crime scene

investigations, crime prevention, canine program, tactical operations, and much more. Participants will be involved in activities such as touring the communications center, jail and police department, using police equipment, and participating in a simulated shoot/don't shoot scenario.

Each applicant must fill out an application and undergo a criminal background investigation prior to approval and admission. Applicants must be at least 18 years of age and have no felony convictions, have no pending civil or criminal cases with the city, county or its employees and have no outstanding warrants for arrest.

The instructional courses will be held at the Roseburg Police Department and Douglas County Sheriff's Office. Anyone wishing to apply for the Citizen's Police Academy may do so by visiting www.dcsso.com or stopping by either agency. Class size is limited to 25, to allow for maximum instructor-student interaction.

Questions regarding the Citizen's Police Academy can be directed to: Andrea Zielinski at the Douglas County Sheriff's Office, 541-440-4486 or Sgt. Dennis Chrisenbery at the Roseburg Police Department, 541-492-6760.

Have a great weekend everyone. Please don't forget the work study session Monday afternoon at 3:00 p.m. in the City Hall Conference Room.