

ROSEBURG CITY COUNCIL AGENDA – FEBRUARY 13, 2023

City Council Chambers, City Hall

900 SE Douglas Avenue, Roseburg, Oregon 97470

Public Online Access:

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

Facebook Live at www.Facebook.com/CityofRoseburg



Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom. See next page for instructions on how to participate in meetings.

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

3. Roll Call

Shelley Briggs Loosley
Kylee Rummel

David Mohr
Patrice Sipos

Ellen Porter
Ruth Smith

Brian Prawitz
Andrea Zielinski

4. Mayor Reports

5. Commission Reports/Council Ward Reports

6. Special Presentation

- A. Annual Comprehensive Financial Report (ACFR) – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2022
- C. 2023 – 2024 Budget Calendar
- D. Adapt Downtown Services

7. Audience Participation – In Person or via Zoom/See Information on the Reverse

8. Consent Agenda

- A. January 23, 2023 Special Meeting Minutes
- B. January 23, 2023 Meeting Minutes
- C. OLCC New Outlet – RBRE LLC located at 1830 NE Stephens Street

9. Resolutions

- A. Resolution No. 2023-04 – Amending Resolution No. 92-13 to Add a Small Cell Fee
- B. Resolution No. 2023-05 – Oregon Parks and Recreation Department Local Government Grant Application - Stewart Park Outdoor Tennis Courts
- C. Resolution No. 2023-06 – Declaring Certain Real Property as Surplus

10. Ordinances

- A. Ordinance No. 3580 – Amending RMC Chapter 9.25 Telecommunications Providers, Second Reading
- B. Ordinance No. 3581 – Amending Section 10.02.010 of the Roseburg Municipal Code Regarding the Oregon Fire Code, Second Reading

11. Department Items

- A. Gary Leif Navigation Center Improvement Renovation Project Amendment 3 – Construction 21GR30
- B. Five-Year Water Distribution Main Replacement Program Engineering Services Contract Award Recommendation – WA-23-01

12. Items from Mayor, City Council and City Manager

13. Adjourn

14. Executive Session ORS 192.660(2)

Informational

A. City Manager Activity Report

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:

Comments may be provided in one of three ways:

- In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
- Email by sending an email by 12:00 p.m. the day of the meeting to info@cityofroseburg.org
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email (info@cityofroseburg.org) by 12:00 p.m. the day of the meeting to get a link to the meeting.

When providing comments in person, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak on the Audience Participation Sign-in Sheet.

When providing comments virtually or by email, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak in an email to info@cityofroseburg.org.

When participating virtually, log or call in prior to the start of the meeting using the link or phone number provided.

- When accessing the meeting through the **ZOOM link**, click “Join Webinar” to join the meeting as an attendee.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a “waiting room” until called on to speak.

Persons addressing the Council must state their name and city of residence for the record. 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 not have been previously presented to Council.

A total of 30 minutes shall be allocated for the “Audience Participation” portion of the meeting.

CITIZEN PARTICIPATION

- Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.
- Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening’s agenda, may do so under “Audience Participation.”

PROVIDING COMMENTS

For each item in which speakers have requested to speak, the order will be as follows:

1. Speakers who attend in person will be called up to speak by the Mayor in the order in which they signed up.
2. Speakers on Zoom (video or phone only) will be called on to speak by the Mayor in the order in which they signed up. Each speaker will be brought in from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” after comments are provided.
3. Emailed comments to be read by the Mayor

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.

The City Council meetings are on Facebook Live and available to view on the City website the next day at:

<https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

The full agenda packet is available on the City’s website at: <https://www.cityofroseburg.org/your-government/mayor-council/council-agendas>

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR)

Meeting Date: February 13, 2023

Department: Finance

www.cityofroseburg.org

Agenda Section: Special Presentations

Staff Contact: Ron Harker

Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

Auditor Jeff Cooley will present an overview of the Annual Comprehensive Financial Report for fiscal year ending June 30, 2022. The full report is available at this link:

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

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

ATTACHMENTS

Attachment #1 – Neuner Davidson & Co. City Audit Letter

Attachment #2 – Neuner Davidson & Co. Urban Renewal Agency Audit Letter



NEUNER DAVIDSON & CO

Certified Public Accountants

December 19, 2022

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 for the year ended June 30, 2022, and have issued our report thereon dated December 19, 2022.

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 16, 2022. 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 2021-2022. 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.

The City relies on a third-party actuarial report for the net pension liability recorded in the statement of net position. The reports are reviewed for the assumptions used to determine the liability and 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.

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 19, 2022.

Management Consultations with Other Independent Accountants

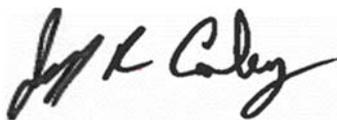
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Agency's financial statements or a determination of the 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 and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



By: _____

Jeffrey R. Cooley, CPA
Roseburg, Oregon
December 19, 2022



NEUNER DAVIDSON & CO

Certified Public Accountants

December 19, 2022

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, 2022, and have issued our report thereon dated December 19, 2022.

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Very truly yours,



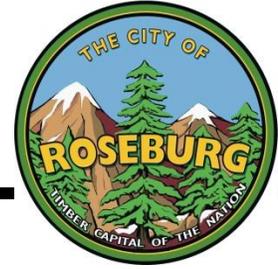
By: _____

Jeffrey R. Cooley, CPA
Roseburg, Oregon
December 19, 2022

City of Roseburg, Oregon

Quarterly Financial Report

2nd Quarter, Fiscal-Year 2022-2023



December 2022

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 2022-2023.

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 2021 for comparison purposes.

OVERVIEW:

- \$15.8 million General Fund balance.
- 5.6% Douglas County seasonally adjusted unemployment rate.
- 3.04% state investment pool interest rate.
- 6.2% Year-over-Year CPI-U West Region for December, 2022.
- Authorize Grant Agreement for up to \$1,490,835 for cost of operations of Navigation Center.
- Award Sole Source Contract to Systech, LLC for not to exceed \$441,000 per year for IT Services.
- Authorize Amendment to S&B James Company for Demo at Navigation Center for \$186,150.
- Authorize Agreement with Umpqua Valley Development Corp for the Southern Oregon Medical Workforce Center in the amount of \$300,460.

GENERAL FUND

General Fund	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 27,467,830	\$ 18,642,809	68%	\$19,307,985
Expenditures	29,286,896	13,355,268	46%	13,272,588
Balance-July 1	10,080,765	10,597,061	105%	9,988,809
Balance YTD	\$ 8,261,699	\$ 15,884,602		\$16,024,206

GENERAL FUND REVENUE

General Fund Revenue	Budget	YTD Actual	%	Prior Year Actual
Property Taxes	\$18,164,100	\$ 14,386,671	79%	\$14,782,659
Other Taxes	500,000	200,157	40%	257,309
Licenses, Permits, Fees	3,276,350	1,214,691	37%	1,246,492
Charges for Services	4,353,780	2,124,863	49%	2,107,198
Intergovernmental	1,058,600	575,466	54%	632,494
Interest	55,000	94,837	172%	22,196
Miscellaneous	60,000	46,124	77%	259,637
Total Revenues	\$27,467,830	\$ 18,642,809	68%	\$19,307,985

Property Taxes — The majority of property tax revenue is collected in November and December. At the end of December, 79% of the 18.1 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, 37% of the \$3.2 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 \$138,894, service area fees total \$162,405 and interdepartmental charges total \$1,737,650.

Intergovernmental Revenues are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor, 54% of the \$1,058,600 budgeted for intergovernmental revenue has been collected during the current fiscal year.

Interest Revenue—Interest revenue of \$94,837 is \$72,641 more than the same period a year ago. The average portfolio rate is 3.04%.

GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$13,355,268 represent 46% of budgeted annual expenditures.

Year to date expenditures are \$82,680 more than the same period a year ago. The General Fund ending fund balance is \$15,884,602.

By Organizational Unit	Budget	YTD Actual	%	Prior Year Actual
City Manager	\$ 1,384,232	\$ 628,293	45%	\$ 549,416
Finance & Mgmt	1,686,158	711,567	42%	761,366
Community Develop.	953,132	354,175	37%	424,758
Library	572,487	257,663	45%	256,406
Public Works	3,994,139	1,556,196	39%	1,527,369
Parks & Recreation	2,021,019	827,450	41%	849,190
Municipal Court	549,585	266,686	49%	262,891
Police	8,717,880	3,647,393	42%	3,796,121
Fire	8,258,764	4,113,634	50%	3,841,294
Capital & Other	1,149,500	992,211	86%	1,003,777
Total	\$29,286,896	\$ 13,355,268	46%	13,272,588

By Major Category	Budget	YTD Actual	%	Prior Year Actual
Personnel Services	\$ 23,222,458	\$ 10,346,149	45%	\$10,482,803
Materials & Service	4,914,938	2,016,908	41%	1,786,008
Capital & Other	1,149,500	992,211	86%	1,003,777
Total	\$ 29,286,896	\$ 13,355,268	46%	\$13,272,588

MAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

URBAN RENEWAL GENERAL FUND

Urban Renewal - General	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 582,559	\$ 514,481	88%	\$ 450,175
Expenditures:				
Operations	-	-	0%	-
Transfers	600,000	600,000	100%	400,000
Balance-July 1	447,620	441,150	99%	318,370
Balance YTD	\$ 430,179	\$ 355,631		\$ 368,545

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	\$ 825,000	\$ 843,131	102%	\$ 830,421
Expenditures:				
Operations	144,000	28,800	20%	-
Capital	390,000	185,322	48%	70,126
Balance-July 1	1,568,474	1,735,340	111%	983,474
Balance YTD	\$ 1,859,474	\$ 2,364,349		\$ 1,743,769

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 \$28,800 for conducted energy weapons, \$91,695 parks vehicles, \$11,645 lite board for streets, \$17,625 turnout extractor for fire, \$28,573 gator for parks, and \$35,784 for police unmarked vehicle.

FACILITIES REPLACEMENT FUND

Facilities	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 112,500	\$ 112,951	100%	\$ 100,616
Expenditures:				
Operations	36,313	8,057	22%	9,219
Capital	120,000	25,950	22%	15,067
Balance-July 1	274,285	290,593	106%	243,869
Balance YTD	\$ 230,472	\$ 369,537		\$ 320,199

The Facilities Replacement Fund ending fund balance at December 31, 2022 is \$369,357.

TRANSPORTATION FUND

Transportation	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,625,263	\$ 1,143,060	44%	\$ 1,794,542
Expenditures:				
Operations	1,471,934	743,849	51%	685,280
Capital	1,205,000	1,034,541	86%	618,295
Transfers	10,000	10,000	100%	10,000
Balance-July 1	4,424,675	4,658,057	105%	2,301,732
Balance YTD	\$ 4,363,004	\$ 4,012,727		\$ 2,782,699

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. \$540,063 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of \$1,013,193 is attributed to the Pavement Management for Overlays, and \$21,348 for the Mosher Avenue Railroad Crossing.

URBAN RENEWAL CAPITAL FUND

Urban Renewal - Capital	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 603,200	\$ 605,678	100%	\$ 400,852
Expenditures:				
Operation	232,602	152,776	66%	111,447
Capital	200,000	-	0%	-
Balance-July 1	603,309	604,411	100%	366,347
Balance YTD	\$ 773,907	\$ 1,057,313		\$ 655,752

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

ENTERPRISE FUNDS

STORM DRAINAGE FUND

Storm Drain	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 4,159,344	\$ 1,358,592	33%	\$ 1,257,366
Expenditures:				
Operations	990,908	464,604	47%	446,948
Capital	2,767,500	164,595	6%	3,499
Balance-July 1	5,604,120	5,793,839	103%	4,777,985
Balance YTD	\$ 6,005,056	\$ 6,523,232		\$ 5,584,904

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date

user charges of \$1,194,680 are the principal source of revenues.

Year to date Storm Drain Fund capital expenditures include \$60,599 for the Calkins-Troost-Harvard Storm Replacement, \$3,986 for Fulton Shop Roof Replacement, \$32,489 for 2022 Storm TMDL Improvement, \$729 for Storm Pipe Rehab Vine & Alameda, and \$66,792 for the Mini Hydraulic Excavator.

WATER SERVICE FUND

Water	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 7,853,392	\$ 4,139,853	53%	\$ 4,225,885
Expenditures:				
Operations	5,497,025	2,439,971	44%	2,350,067
Capital	5,270,000	2,243,621	43%	2,581,912
Balance-July 1	10,346,471	10,529,556	102%	12,312,047
Balance YTD	\$ 7,432,838	\$ 9,985,817		\$ 11,605,953

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 \$4,139,854 is primarily from charges for services. Revenues are \$86,032 less than the prior year.

The ending fund balance at December 31st is \$9,985,817.

OFF STREET PARKING FUND

Off Street Parking	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 311,300	\$ 52,532	17%	\$ 23,031
Expenditures:				
Operations	300,568	47,904	16%	16,064
Balance-July 1	45,615	10,470	23%	45,238
Balance YTD	\$ 56,347	\$ 15,098		\$ 52,205

Off Street Parking enforcement services were restored under a new third-party contract beginning January 1, 2022. After a community educational outreach period, active enforcement that includes ticket writing began in full force April 1, 2022.

Year to date expenditures for Ace Parking & Mobility Solutions in the amount of \$60,424 were paid for through the American Rescue Plan and not included in Off Street Parking Fund.

The ending fund balance at December 31st is \$15,098.

AIRPORT FUND

Airport	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,050,008	\$ 211,960	20%	\$ 215,224
Expenditures:				
Operations	248,493	110,482	44%	104,329
Capital	713,000	17,751	2%	-
Debt Service	108,855	11,097	10%	12,081
Balance-July 1	854,243	849,039	99%	758,987
Balance YTD	\$ 833,903	\$ 921,669		\$ 857,801

Current year Airport revenues include user charges of \$197,825.

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	\$ 230,872	\$ 107,577	47%	\$ 110,213
Expenditures:				
Operations	420,700	265,422	63%	166,021
Balance-July 1	927,091	937,890	101%	968,069
Balance YTD	\$ 737,263	\$ 780,045		\$ 912,261

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

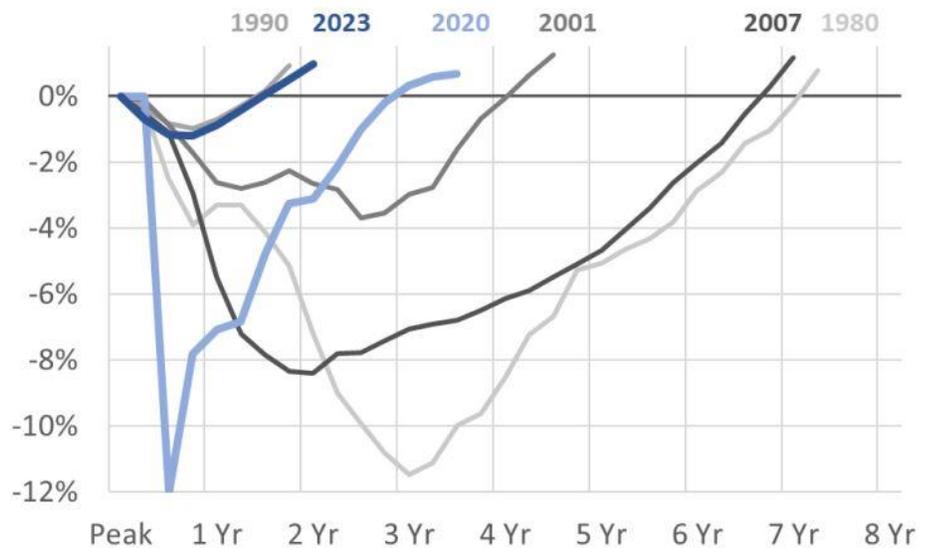
The December 2022 *Oregon Economic and Revenue Forecast* issued by the Office of Economic Analysis (OEA) states that “A mild recession is now the most likely outcome for the economy. Slowing economic growth, high inflation, and rising interest rates are a potent combination. Historically, inflationary booms do not end well. . . . The overall assessment of the economy today is not fundamentally different than last quarter, however with inflation holding at or near 40 year highs and the Federal Reserve committed to bringing inflation down, the risks have shifted further. A recession now appears more likely than not.”

“Just as the timing and nature of this cycle has been different than recent experiences, so too is the expected recession. In broad terms the recession is more technical than fundamental in that the impact on jobs, income, and spending is mild. The recession is driven by declines in residential construction and overall business investment due to high interest rates. Additionally, high interest rates and a strong U.S. dollar will weigh on domestic manufacturing activity and exports.”

Real GDP is expected to once again turn negative in the quarters ahead, with job losses beginning next summer. While not severe from a historical perspective, Oregon employment declines 1.2 percent, or a loss of 24,000 jobs. The unemployment rate increases to 5.4 percent by early 2024. Income and spending do not decline outright, at least in nominal terms . . . The declines in business investment and slowdown in personal income and consumer spending are enough to alleviate pressures in the economy, and inflation returns to the Federal Reserve’s target in 2024.”

Oregon Recession Comparisons

Employment percent change from pre-recession peak



Source: Oregon Employment Department, Oregon Office of Economic Analysis

Nature of the Expected Recession

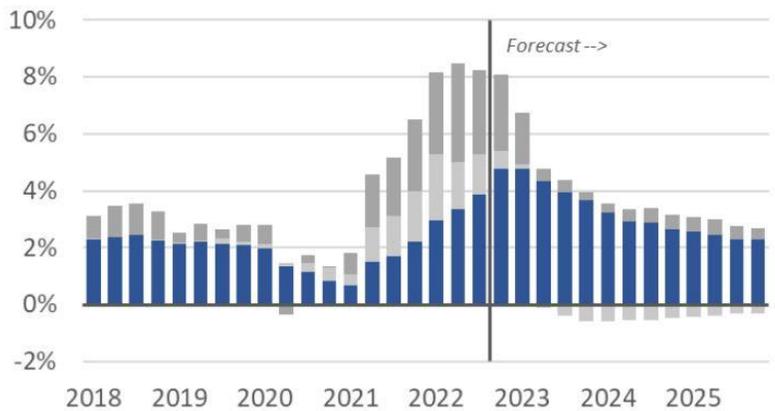
“Inflation remains the single most important macroeconomic issue today. In recent months inflation as measured by the Consumer Price Index has held steady around 8 percent. . . . The Federal Reserve is looking for convincing evidence that inflation is slowing before adjusting or rethinking policy.”

“More problematic are the changes underneath the inflation topline. Even as energy and goods prices slow – gray bars in the chart – the acceleration in service inflation – blue bar in the chart – has offset the improvements leaving total inflation essentially unchanged. In a sense one think of the energy shock from Russia’s invasion of Ukraine, and the supply chain struggles driving goods inflation as supply shocks to the economy and outside of the Federal

Reserve's control. These price increases are and will slow down and even reverse somewhat. Headline inflation will slow as a result from today's highs. The underlying inflation trend in the U.S. is not 8 percent. However, service inflation is more likely to be driven by demand, which is under the control of the Fed and monetary policy. The underlying trend in inflation appears to be more like 3 or 4 or 5 percent depending upon how one slices the data, which is well above the Fed's target [of 2%]."

West Region Consumer Price Index

Decomposing year-over-year inflation: Food and Energy, Goods, and Services



Goods and services are excluding food and energy | Latest: 2022q3 | Source: BLS, IHS Markit, OR Office of Econ Analysis

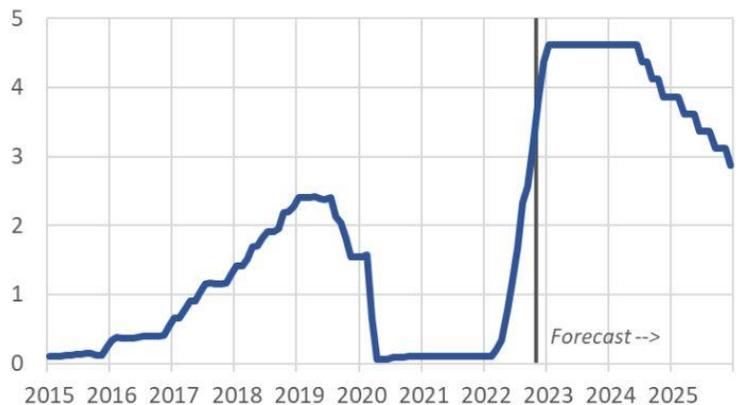
"The outlook for inflation to slow, and higher interest rates are part of that. The challenge for the Fed and therefore the economy is how quickly will inflation slow, and when does it slow, what pace does it slow down to? From today's vantage point it is unknown just how high interest rates need to go, especially if the Fed is going to thread the policy needle and engineer a soft landing. An additional challenge here are policy lags. Financial markets tend to be impacted immediately from changes in monetary policy, but the impacts on the rest of the economy can take anywhere from 6 to 12 to 24 months to be felt. With interest rates increases this cycle beginning in March 2022, the impacts are now only starting to show a little. The full effects will not be felt until next year..."

"Today's potent combination of slowing growth and high inflation makes the Federal Reserve's job more challenging. Fed Chair Jerome Powell at the November 2nd, 2022, press conference said that the path to the soft landing had narrowed. Chair Powell went on to say that the greater risk was not raising rates high enough to actually bring down inflation back to target. The Fed is communicating they are willing to risk a recession to ensure inflation comes down, and ultimately it is this dynamic and forecasters are increasingly expecting."

"So far this year the Federal Reserve has raised interest rates nearly 4 percent, going from a zero percent Fed Funds Rate to start the year to the range of 3.75 to 4.0 percent today. Increases of another one percent or so are likely in the months ahead. Back in September the Fed anticipated raising interest rates to the range of 4.5 to 4.75 percent. The Fed will hold rates at that level into 2024 to cool the economy and inflation pressures ease over time. At the November press conference Chair Powell said that rates would likely be going higher than the September projections."

The Federal Reserve and Interest Rates

The Fed's own forecast of the Fed Funds Rate



Latest Actual: October 2022 | Source: Federal Reserve, IHS Markit, Oregon Office of Economic Analysis

Current expectations are the terminal rate will be greater than 5 percent, up from the Fed’s own projections in September. On January 25, 2023, STIFEL reported that “For the Fed, the market is pricing in a similar, smaller 25bp [basis point] increase next week at near certainty (97%). But while recent improvement in inflation may be enough to pacify Committee members to support a slower pace of ascent, the still heightened level of price pressure combined with the ongoing rise in housing costs and core services prices excluding shelter suggest additional work is still needed before price stability is reinstated. Thus, smaller increases to a higher level of rates beyond current expectations remains the likely outcome.”

Recession Impacts in Oregon

OEA’s December 2022 Economic Forecast continues, “This [business] cycle has been different at every step, and this is expected to continue with a different type of recession than any in recent experience. Current forecasts call for one of the mildest recessions in U.S. history from both a GDP and employment perspective, more akin to the 1960s or 1990 recessions than anything this century. That said, it is still a recession. Jobs will be lost. Some firms will see their sales dry up. Even in a soft landing scenario, there will be economic pain, as Fed Chair Powell says, in bringing inflation back to target.”

“Historically, Oregon’s economy is more volatile than the typical state. Our recessions tend to be deeper, and our expansions stronger.”

“Specifically, Oregon employment losses are expected to total 24,000 jobs on net from 2023q2 to 2024q1, for a 1.2 percent decline overall. Growth resumes in 2024q2 and the state regains its lost jobs by the end of the year, marking both a shallow, and short cycle. Over the full forecast horizon, the outlook remains relatively unchanged with little permanent damage or economic scarring from the expected 2023 recession.”

“In percentage terms, larger job losses are expected in goods-producing industries like construction (-3.2%) and manufacturing (-1.6%), in addition to other sectors directly tied to them like trade, transportation, and warehousing (-2.3%). Furthermore, financial activities are expected to see larger job losses (-3.0%) due to the sharp decline in home sales impacting banks, mortgage lenders, real estate agents, and the like.”

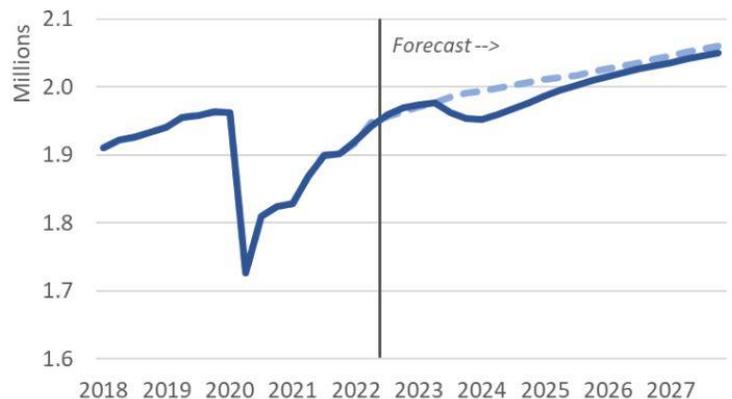
“On the other side, with household incomes and consumer spending expected to continue to grow, albeit at a slower pace, many consumer-facing service industries are expected to hold up better. Smaller job losses are expected in health care (-1.1%), other services (-1.1%), and leisure and hospitality (-0.9%).”

Regional Impacts of Recession

“While every state and local economy is impacted by changes at the macroeconomic level, there are distinct differences over time due to the nature of the cycle, the local industrial mix, and other key factors like

Oregon Employment

December 2022 Forecast | September 2022 Forecast



demographics and migration trends. Currently, two considerations stand out when discussing the pending recession from a local perspective.”

“First, to what extent does the local economy have a larger, or smaller, reliance on industries that are expected to be the most impacted in the pending recession. This cycle, exposure to credit-sensitive sectors like construction and manufacturing are more likely to weigh on the local economy, as are having a larger share in trade, transportation, and warehousing, along with financial activities. Conversely, with consumer services expected to perform relatively better, local economies with more jobs in industries like health care, leisure and hospitality, and other services are likely to outperform in the coming 12-24 months. This exposure to the nature of the expected recession next year is shown on the horizontal, or x axis in the scatter plot below. A value greater than 1.0 indicates a higher reliance on more impacted sectors while a value less than 1.0 indicates a smaller reliance on those industries.”

“Second, just as Oregon is more volatile than the nation, some local economies are more volatile than the state. Such volatility leads to deeper local recessions, and stronger local expansions. On the vertical, or y axis in the scatterplot, this volatility is measured looking at annual job growth across the counties from 2000 to 2019 compared to statewide growth. A value greater than 1.0 indicates local employment is more volatile than the state, while a value less than 1.0 indicates local employment is more stable than the state.”

“Combined, these two measures show in advance which local economies in Oregon have the most exposure to the upcoming recession from an industrial mix perspective, and while economies tend to be more volatile in recent decades. Of course past experience is no guarantee of future performance, but these patterns are indicative of the possible impacts.”

Oregon Counties and Recession

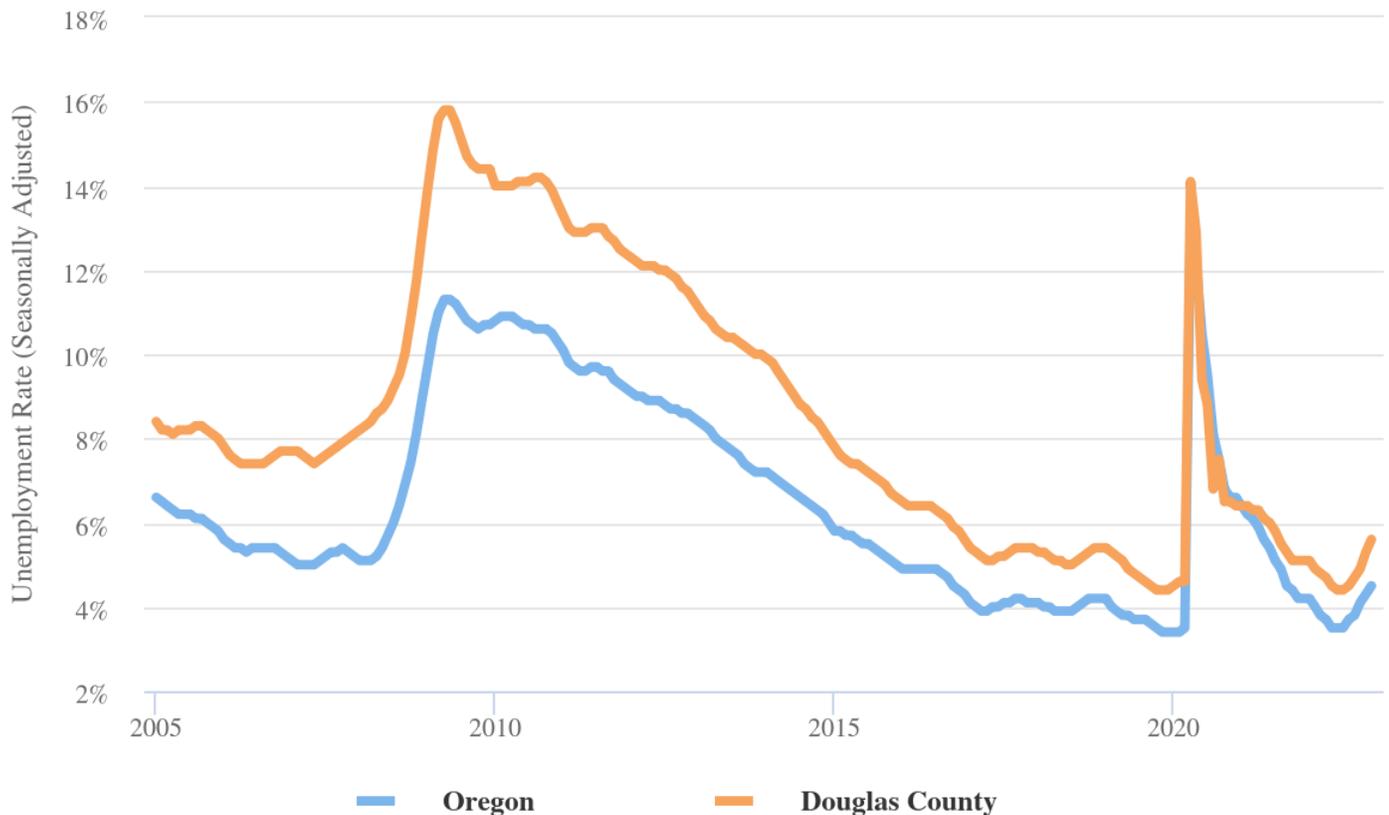


What stands out in the scatterplot graph above is that many of the state’s urban areas are most at risk and that Douglas County, like many other rural counties, has less reliance on the most affected industries and has been historically more stable than the state in recent business cycles.

Douglas County

The State of Oregon Employment Department reported; “Douglas County’s seasonally adjusted unemployment rate edged up to 5.6% in December compared with a revised 5.3% in November. Douglas County’s record low unemployment rate was set in January 2019 at 4.4%. The rate is up from 5.1% in December 2021. The Oregon seasonally adjusted December rate was 4.5% and the U.S. rate was 3.5%.”

Unemployment Rate



Source: Oregon Employment Department Qualityinfo.org

A review of the underlying figures to December’s seasonally adjusted unemployment rate increasing year-over-year from 5.1% to 5.6% illustrate a weakening labor market. Comparing the underlying data to the previous month an understanding of a tightening labor market emerges. The increase in the unemployment rate from the prior month was due to a decrease in the labor force and the number employed as well as an increase in the number of unemployed..

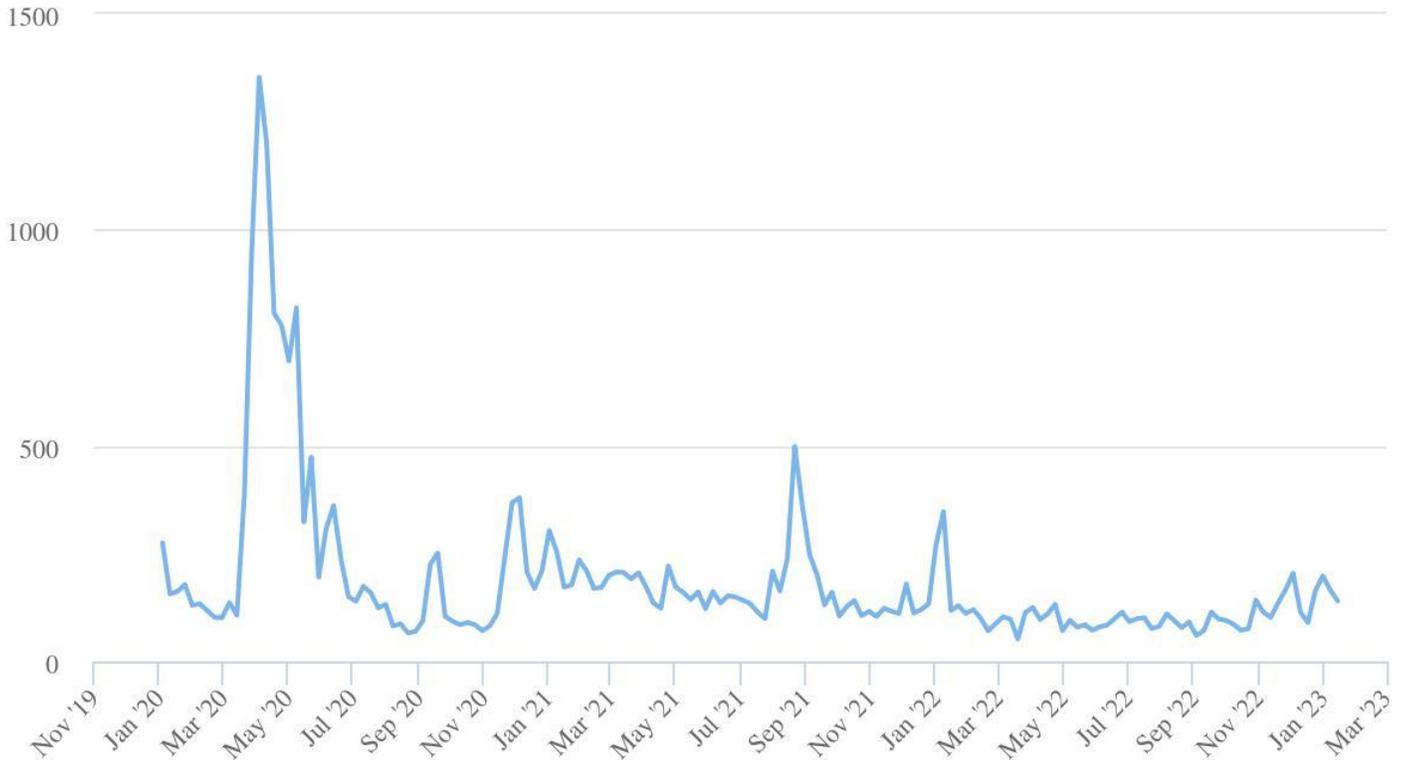
- The civilian labor force decreased by -142 year-over-year or -0.3%. The labor force also decreased by -97 from November 2022, or -0.2%;

- The number of employed (or jobs) decreased by 855 year-over-year or -1.9%. The number employed also decreased by -149 from November 2022, or -0.3%; and
- The number of unemployed increased by 713 year-over-year or 34.6%. The number unemployed also increased by 52 from November 2022, or 1.9%.

For a further analysis of the unemployed population in Douglas County the following charts are useful.

Oregon's Initial Claims for Unemployment Insurance, Weekly

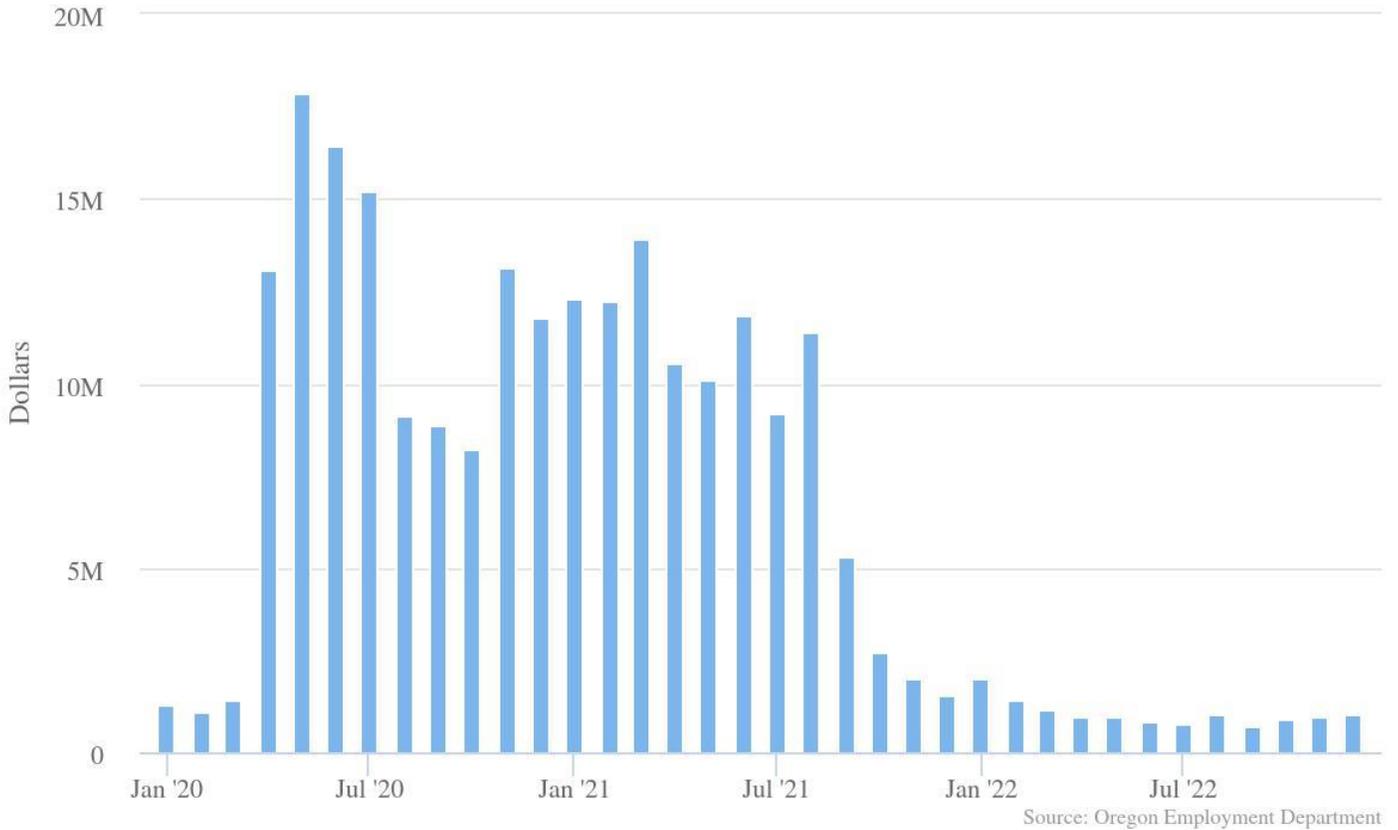
Douglas County, Total, All Industries
by Area, by Industry



Source: U.S. Bureau of Labor Statistics, Oregon Employment Department

UI Benefits Paid by Month

Douglas County, January 2020 - December 2022



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 2022-23 fiscal year as of the month ending December 31, 2022, 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

**CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2023-2024**

<u>TARGET DATE</u>	<u>ACTION</u>
1. 01/26/23 (Thurs)	1:00 P.M. – 5:00 P.M. – Staff Retreat; Distribution of budget preparation manual & forms; budget briefing session; departments begin preparation process.
2. 02/13/23	7:00 P.M. COUNCIL MEETING (Budget Committee Invited): Annual Comprehensive Financial Report (“ACFR”) presented by City Auditor Jeff Cooley; Distribution of Budget User’s Guide and calendar; Finance Director presents Quarterly Report Ending 12/31/2022 . (<i>*Email information to Councilors and Budget Committee members.</i>)
3. Week of 02/13/23	IT meets with individual departments to determine technology needs
4. 03/06/22	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. 03/10/23	Special Fund budgets submitted to City Manager and Finance Director.
6. 03/17/23	Finance Director completes review of departmental budgets and advises City Manager of any uncommitted revenues.
7. 03/20 – 03/24/23	Departments meet with City Manager to review departmental budgets.
8. 03/31/23	City Manager completes review of operating sections of departmental budgets and directs expenditure adjustments.
9. 04/07/23	Budget Narratives due to Finance
10. 04/14/23	City Manager & Finance Director balance & complete proposed budget; Manager prepares Budget Message for City and Urban Renewal Agency
11. 04/20/23	*Notice of 05/09/23 -- Budget Committee Meeting/Public Hearing on <i>Possible Uses of State Revenue Sharing</i> mailed to Budget Committee with reminder of meeting schedule and News-Review for 1st publication on 4/25/23 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)
12. 04/20/23	3:30 – 5:00 P.M. Budget Committee Training Session – 3 rd Floor Conference Room, City Hall
13. 04/25/23	Notice of 05/09/23 - Budget Committee Meeting/Public Hearing on Possible Uses of State Revenue Sharing published in News-Review

**CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2023-2024– CONTINUED**

<u>TARGET DATE</u>	<u>ACTION</u>
14. 05/02/23	Budget Document and Budget Power Point ready for Budget Committee members to pick up at City Hall or have delivered to their home.
15. 05/09/23	<u>6:00 P.M. – 10:00 P.M. First Budget Committee Meeting:</u> City Manager presents budget message; Public Hearing on Election to Receive State Revenue Sharing & <i>Possible</i> Uses Thereof is held. Individual departments begin review of their respective portions of the budget.
16. 05/10/23 & 05/11/23	<u>7:00 P.M. – 10:00 P.M. Budget Committee Meetings continue as necessary. If not needed, send notice of cancellation.</u>
17. 05/18/23	<u>Mail</u> Notice of 06/12/23 -- 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 5/23/23**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. 05/23/23	Detailed summary of budget (as approved by the Budget Committee) and notice of 06/12/23 Public Hearing on <i>Proposed</i> Uses of Revenue Sharing <u>published</u> in News-Review
19. 06/12/23	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 **pursuant to ORS 221.770 & adopting the final City and Urban Renewal budgets.
20. 06/20/23	Send required forms and resolutions to County Assessor pursuant to ORS 294.458. Deadline 06/30/2023
21. 06/30/23	Finance Director completes online survey with DAS to certify the City is eligible to receive state shared revenues, cigarette/gas/liquor taxes, and marijuana certification. Deadline 7/31/2023
22. 07/05/23	File 1 copy of budget with Douglas County Clerk



An Oregon leader in primary care, behavioral health care, and prevention.

PRESENTERS



Jerry O'Sullivan, MBA, CPS
Chief of Regional Business Operations
JerryO@adaptoregon.org



Gene McVae
Director of Housing and Recovery Community Development
GeneM@adaptoregon.org

 | Admin (Specific Name) | adaptoregon.org | 541-672-2691



Adapt Services for the Unhoused

Downtown Roseburg

An Oregon leader in primary care, behavioral health care, and prevention.

AGENDA

Topic 1 (00:00 – 00:00)

- Topic 1 Notations

Topic 2 (00:00 – 00:00)

- Topic 2 Notations

Topic 3 (00:00 – 00:00)

- Topic 3 Notations

Topic 4 (00:00 – 00:00)

- Topic 4 Notations



Admin (Specific Name)

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PRESENTATION TOPIC

Topic Brief

An Oregon leader in primary care, behavioral health care, and prevention.

TEXT

Content Header 1

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- Content Notations Line 1a
- Content Notations Line 1b
- Content Notations Line 1c

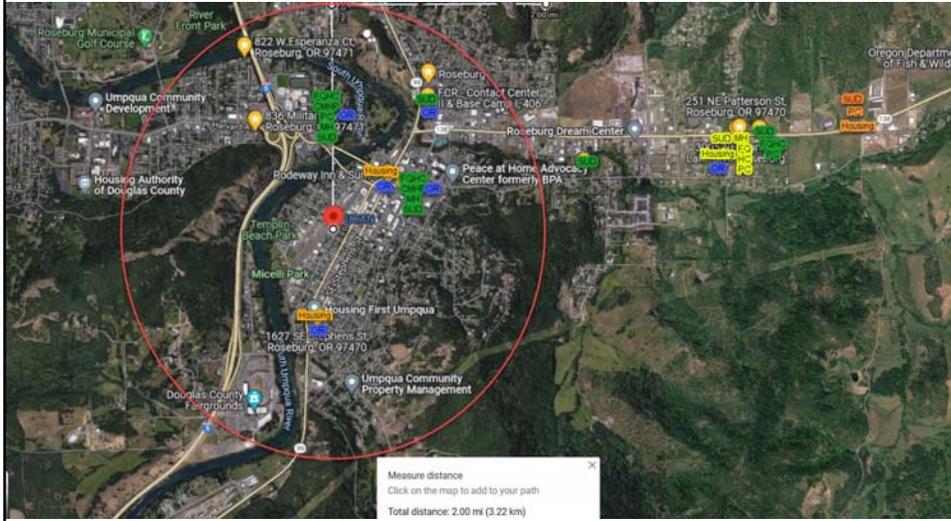
Content Header 2

Content Text Line 2

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- Content Notations Line 2b
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Adapt Services Locations



Admin (Operations)

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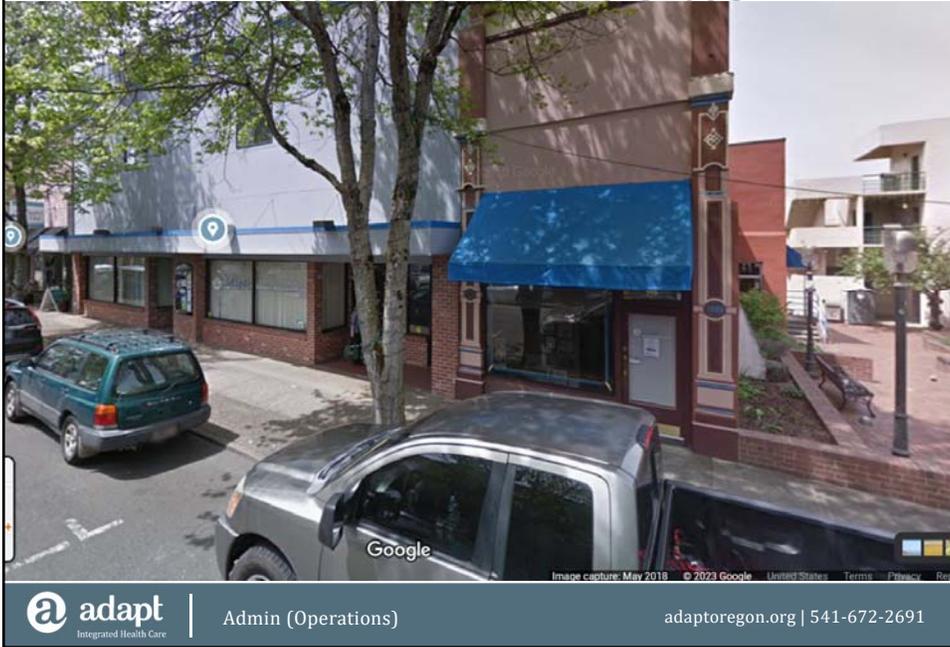
Pictures of Some Sites



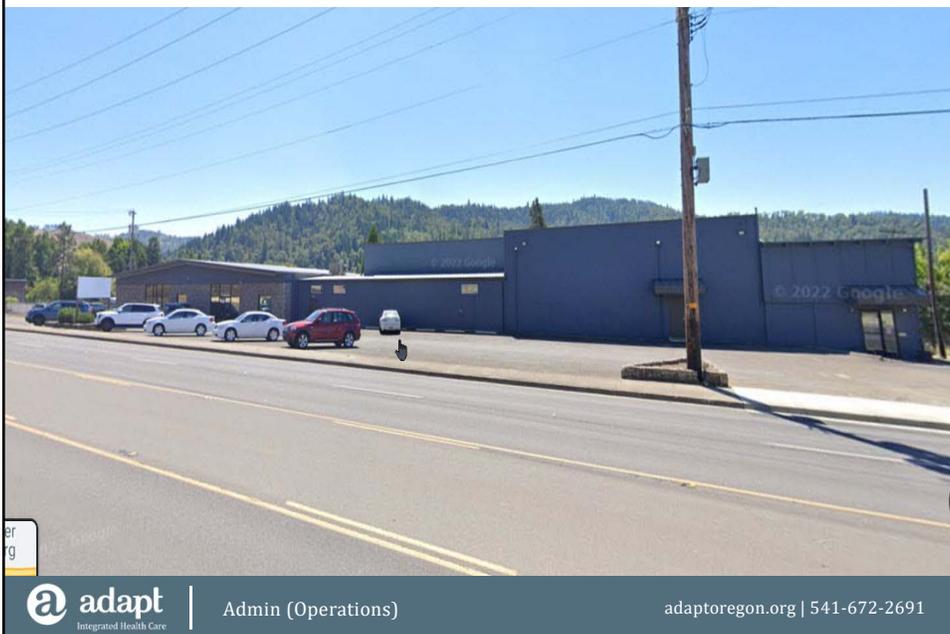
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Pictures of Some Sites



Pictures of Some Sites



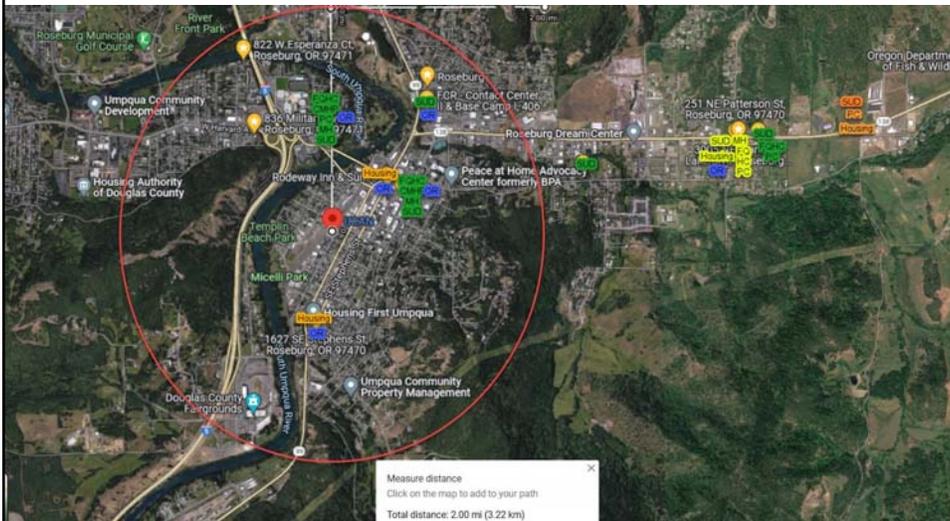
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Adapt Services Locations



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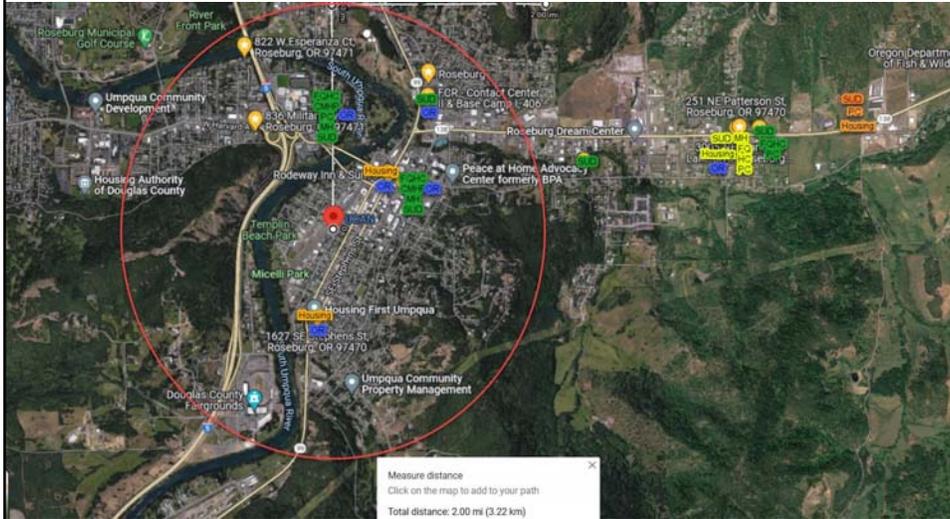
Pictures of Some Sites



Pictures of Some Sites



Adapt Services Locations



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Thank You and Are There Any Questions?



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An Oregon leader in primary care, behavioral health care, and prevention.

**MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL
January 23, 2023**



Mayor Larry Rich called the special meeting of the Roseburg City Council to order at 5:45 p.m. on January 23, 2023 electronically via Zoom in Roseburg, Oregon.

ROLL CALL

Present: Councilors Shelley Briggs Loosley, David Mohr, Ellen Porter, Brian Prawitz (arrived at 5:56), Patrice Sipos, Ruth Smith and Andrea Zielinski.

Absent: Councilor Kylee Rummel

Others Present: City Manager Nikki Messenger, Assistant City Manager/ Recorder Amy Sowa, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Finance Director Ron Harker, Police Chief Gary Klopfenstein, Library Director Kris Wiley, Community Development Associate Planner Liam Bean and Management Assistant Koree Tate.

PLANNING COMMISSION INTERVIEWS

Mayor Rich advised Councilors would take turns asking interview questions. City Council interviewed the following applicants for consideration to fill the Planning Commission vacancy:

Applicant Matthew Keller was born and raised in Roseburg, graduated from Roseburg High School, and went to college at Oregon Institute of Technology. Since moving back from college, Keller worked at Pinnacle Engineering and was now 50% owner. Roseburg had given much to the Keller family and felt this was a good time to serve the community. The Planning Commission was a logical fit based on experience gained and educational background. He had a long-term interest in the community to make Roseburg more of a beautiful place to live. Knowledge of land use planning stemmed from working with the City of Roseburg, Douglas County and surrounding areas. There had been involvement in all of western Oregon while looking at statewide goals for water quality, housing, education and healthcare. Housing availability was a large concern, but he knew the City had made some big strides in multi-family development. The appearance of the City was long-term and he had seen positive change and improvements in the last decade.

Applicant Annie Hamilton had a background in music and professionally handled research, technical writing, fundraising, contracting and legislative development while maintaining a consultant practice and working with Brighton publishing. The main reason for applying was from purchasing a historic home and being concerned about the future of neighborhoods. Hamilton had an invested interest in preserving property values and keeping the town beautiful. She did not have much knowledge about planning, but knew this would be a learning opportunity. Hamilton noted having a unique skillset, was artistic and creative, enjoyed research, was a technical writer, and felt this was an opportunity to keep the area beautiful while being part of the process.

Applicant Emily Brandt worked in retail and customer service, attended University of Iowa for business, lived in Germany, went to European cities full of rich background and fell in love with

02/13/2023

built environment. While working at Mississippi State, knowledge was obtained helping the logging industry and foresters navigate their system. After taking classes for urban and regional planning, a degree was obtained for Landscape Architecture. Brandt worked at i.e. Engineering, developed site plan applications, conditional use permits, and presented them all across the state. She was now the Umpqua Valley Arts Association Director and was excited for what the arts could do for the community. Her knowledge of land use planning was strongest locally, but she was familiar with nineteen statewide planning goals, FEMA, and Oregon Fish and Wildlife for how projects were pushed forward, and knew how the appeal process worked that went before Council or on to the Land Use Board of Appeals.

Applicant Ron Smicker worked in the hospitality business for the last twenty years, in restaurants, hotels and worked at Harvard University. Graduation from Temple University was in sports management, leisure studies and engineering. With a love for the city and understanding of the framework, Smicker wanted to be a voice of change. Land use knowledge was acquired from fundraising for nonprofits and capital formation for for-profit entities. Work on a project in Washington County was completed recently from the pre-application to the end of the process as a consultant. Smicker felt most citizens were impacted by housing affordability, which was noticed from conversations in the area. As a consultant, Smicker has been in the homeless services sector in Portland and trained others in the areas of de-escalation, trauma, empathy and dialogue to bring people to a place where it was okay to agree to disagree.

Applicant Jarrett Nielsen grew up in Roseburg, graduated from Roseburg High School, served in the military, saw the world, received an associate's degree in aeronautics, and then a bachelor's degree in landscape architecture. Nielsen was a strong believer of continual learning, brought his business to Roseburg, was a part time teacher and wanted to help the area so graduates did not just move away, but would experience life and come back. As a landscape designer, much work directly dealt with code regulation and land planning, but the same tools were used to follow ordinances and laws as overseen by the Commission. When planning and design was done and executed well, many residents typically did not notice because it made sense. The goal with any project was to help make the area better.

ADJOURNMENT

Mayor Rich explained the Council would vote during the regular Council Meeting and invited the applicants to stay for the results. Mayor Rich adjourned the meeting at 6:51 p.m.



Koree Tate
Management Assistant

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
January 23, 2023**



Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on January 23, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Shelley Briggs Loosley, David Mohr, Ellen Porter, Brian Prawitz, Patrice Sipos, Ruth Smith and Andrea Zielinski.

Absent: Councilor Kylee Rummel

Others Present: City Manager Nikki Messenger, Assistant City Manager/ Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Fire Chief Tyler Christopherson, Finance Director Ron Harker, Police Chief Gary Klopfenstein, Library Director Kris Wiley, Public Works Director Dawn Easley, Communications Specialist Suzanne Hurt, Management Assistant Koree Tate and Sam Temple of the News Review.

GOAL SETTING DISCUSSION

Messenger explained City Council Goals were provided as information to review before scheduling a series of work study sessions. With having three new Councilors and a fourth newer one, Messenger wanted to allow adequate time before proceeding. Councilors Porter and Mohr agreed it was important to allow them time for review. Mayor Rich added they would come back in the spring to schedule extra meetings and begin discussing current and new goals.

CITY COUNCIL RULES AND PROCEDURES FOR REVIEW

Sowa explained a copy of the Council Rules and Procedures were provided for review. Per Roseburg Municipal Code, Council was tasked to review the rules at least once during each odd-numbered year. Council had opportunity to share with the Mayor any items to bring forward, otherwise the rules and procedures would be presented once again in a couple years. Messenger added that previously the rules and procedures were to be reviewed every six months, but changes rarely occurred.

PUBLIC WORKS LEAF PICK UP PROGRAM UPDATE

Easley reported the Leaf Pickup Program started at the end of October each year and continued through the end of the first week in January. This year, the leaves dropped differently, were later in the season, and were heavier from the multiple rainstorms. The program continued as normal and ended with 107 loads of leaves. Easley said she would review the program this next year to determine if an adjustment for a later start time would be needed in case leaves fell later than normal. Councilor Smith agreed the leaves seemed to fall 3-4 weeks later, but it was a great program for seniors and thanked Easley for providing the service in the city.

Councilor Mohr agreed it was a valuable service that citizens depend on. Easley added 25 loads went to customers for their personal composting needs, 25 loads to the Master Gardener's Program, and 57 loads went to the landfill. The program helped protect and keep

storm drains clear. In response to Councilor Zielinski, Easley said to call the Public Works Department if someone wanted included on the list to drop off a load of leaves for composting. Messenger noted it was a truckload, not a small pile.

COMMISSION REPORTS

Councilor Prawitz chaired an Economic Development Commission Meeting on January 10, 2023 where they reviewed 11 tourism grant applications that promoted events to draw tourism to Roseburg. Councilor Prawitz encouraged people to apply when the grant process reopened in the fall.

Mayor Rich chaired a Homeless Commission meeting on January 23, 2023. They had a presentation from Adapt regarding their downtown services, new locations and two motels that were purchased to help with their housing needs. Adapt planned to develop 40 acres off Diamond Lake Boulevard near the Oregon Fish and Wildlife Office. The Commission also received an update for the Gary Leif Navigation Center, HTAG and the efforts to find property for an urban campground.

PLANNING COMMISSION APPOINTMENT

Mayor Rich reported applicants Matthew Keller, Annie Hamilton, Emily Brandt, Ron Smicker and Jarrett Nielsen applied to fill the Planning Commission vacancy and were interviewed in a Special Meeting. Councilor Porter appreciated all the applicants and suggested Hamilton and Nielsen. Councilor Mohr was impressed with the level of contribution, but his top choice was Nielsen for the position on the Commission. Councilor Zielinski suggested Brandt based on knowledge, understanding, education and creativity. Councilor Prawitz wished five openings were available, but his top candidate was also Brandt. Councilor's Smith, Sipos and Briggs Loosley agreed with Councilor Zielinski and added Brandt worked well with the community, neighbors and had a good understanding of the Commission. Mayor Rich said he was on the Planning Commission in the past and noted Brandt and Keller were his top choices.

Councilor Zielinski moved to appoint Emily Brandt to the Planning Commission. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Briggs Loosely, Prawitz, Sipos, Smith and Zielinski voted yes. Councilors Mohr and Porter voted no.

VISIT TO THE STATE CAPITOL

Councilor Porter shared she had worked with Councilor Briggs Loosley and City Manager Messenger to discuss the hurdles of planning for an urban campground. One main hurdle was the threat of litigation. The three of them planned to attend City Day at the Capitol with Councilor Porter planning to speak with legislators to see if there was an interest to pull smaller communities together to minimize the potential dollar outlay. It was important to note that most funding was distributed to the larger metropolitan areas, but the smaller micropolitan areas needed the same help. Councilor Porter was going to focus on a request for the legislators to look at these areas with the smaller population. Roseburg had a substantial homeless population, but was not populated enough to be included in the larger cities and was too large for the small areas. Douglas County Commissioner Chris Boice offered to assist by helping Councilor Porter with legislative connections. Sponsors were needed to move this forward and they only had a couple weeks to get the information distributed and help refine the current language.

AUDIENCE PARTICIPATION

Kelly Wyatt, Roseburg resident, reminded Council Laurelwood neighbors previously submitted a letter addressing homeless concerns and suggestions signed by 81 residents. They were interested in helping to solve problems, but hoped to have a response from Council.

Ken Ferguson, Roseburg resident, discussed negative impacts from homeless camps that frustrated the public and were diminishing good programs in the area. It was frustrating to see certain behavior in public that would not be allowed on private property without civil action.

Jessie Spain, Roseburg resident, suggested working with the homeless to hand out garbage bags and create an incentive program for picking up trash in exchange for compensation. The amount could be \$5 a bag and felt that was a better price than the expense of paying a work crew to handle weekly cleanups.

Councilor Porter explained it was tough for homeless campers to be moved each week and expensive for the City to continually repeat the cycle of cleanup efforts. It was important to take this issue seriously and to support City Staff and the community in this plight. All were trying to work within the bounds of the law, but it was important to communicate with citizens as they were also carrying a heavy burden with this matter. Mayor Rich said the Homeless Commission was formed a year ago. Funds were received from the State to create a navigation center. An urban campground was the next step, but the process was not easy. Property was hard to find, and an organization was needed to manage the location. Mayor Rich asked that if anyone knew about property that could be available to contact him, Amy Sowa, or Councilor Briggs Loosley. Councilor Prawitz said he read the letters submitted by the Laurelwood community and appreciated the amount of work they put forth for solutions.

Marilyn Doughton, Roseburg resident, suggested an agreement with the local Armory to use their parking lot and building to assist with the homeless needs.

Councilor Sipos appreciated the enthusiasm of ideas and hoped they could come together to help clean up certain areas.

CONSENT AGENDA

Councilor Zielinski moved to approve the minutes of the January 9, 2023 City Council Meeting. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Prawitz, Sipos, Smith and Zielinski voted yes. No one voted no

Parker Road/Newton Creek Bridge Project – Intergovernmental Agreements

Easley reported additional funding was added to the selection process for the 2024-27 Statewide Transportation Improvement Program due to additional funding availability through the Infrastructure Investment Jobs Act. The existing bridge was structurally deficient, functionally obsolete and load restricted. Council authorized the agreement previously, but the estimate had grown. The original design did not meet specifications so they had to make it wider, which added to the overall cost. Funds were set aside for the project with a plan in case of inflation.

Councilor Porter moved to authorize the execution of the Intergovernmental Agreement with ODOT for the Parker Road/Newton Creek Bridge Project. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Prawitz, Sipos, Smith and Zielinski voted yes. No one voted no.

RESOLUTION NO. 2023-01 – REFERRING A BALLOT MEASURE FOR THE MAY 16, 2023 SPECIAL ELECTION – AMENDMENTS TO THE ROSEBURG CITY CHARTER

Sowa explained the current Roseburg City Charter had not been updated since 1983 with many outdated sections. The City Charter Review Committee began meeting monthly on June 22, 2022. During each meeting, two to three sections of the Charter were reviewed, compared to the League of Oregon Cities (LOC) model charter, and discussed in depth by the committee members. Staff and the City Attorney provided information and responded to questions regarding legal requirements and current practices. Their final meeting was on Wednesday, October 26, 2022. Sowa brought recommended amendments to the December 12, 2022 Council Meeting.

The proposed amendments were:

- Section 3.3 – Mayor: Election. The Roseburg City Charter Review Committee recommended changing the Mayor’s term to four years to match the terms of the councilors.
 - After further discussion, Council chose to leave the Mayor’s term at two years.
- Section 4.1 – City Manager: Appointment and Qualifications. The recommended amendment from the Committee was to remove the residency requirement for the position of city manager.
 - After further discussion, Council chose to leave the current language in the Charter with the addition of the following, “The Council shall have discretion to waive the city manager residency requirement, on an individual basis, when they deem appropriate.”

In response to Mayor Rich, Sowa confirmed if the ballot measure did not pass, the Charter would remain unchanged. Mayor Rich suggested including the changes at a location for public to review. Sowa explained the information would be in the online voter’s pamphlet and the exhibit would go on the ballot. Councilor Porter noted the City Manager residency topic had been a complicated issue in the past. City Manager Messenger was a special case because she lived and worked here, but future City Manager’s may have other issues where a residence just outside city limits would be better suited. It made sense to put in a policy preference in the language so people in the future would remember why it was there. Attorney Forrester did not suggest adding additional language because it was already stated that Council could approve employment on an individual basis and was for Council to make that decision. Messenger added in other states, committees chose to recommend taking it out and the LOC Model did not have that type of information included. Messenger agreed a future City Manager could have family with 4H animals and would need to locate outside city limits. Mayor Rich explained it would be the preference of Council and would have the discretion for it to be waived.

Councilor Zielinski explained the Charter Review Committee talked about the subject thoroughly but was looking to the future. They always wanted to have the best City Manager candidates and there could be times when inside city limits would not work for a variety of reasons. Councilor Sipos agreed and said the added sentence was all they needed for the decision to be made by Council. Councilor Mohr said he reviewed the LOC model and the City Charter. It was in line with what was expected and said it was well written.

Councilor Zielinski moved to adopt Resolution No. 2023-01, entitled, "A Resolution Approving Referral to the Electors of the City of Roseburg the Question of Amending the Roseburg City Charter." The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Prawitz, Sipos, Smith and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2023-01 as adopted. Councilor Prawitz thanked the Committee and Staff for all their work on the Charter review and revision.

RESOLUTION NO. 2023-02 AND 2023-03 – SETTING A NEW COUNCIL REIMBURSEMENT POLICY AND REIMBURSEMENT AMOUNT

Sowa stated Council adopted an ordinance on November 14, 2022 to amend the Municipal Code to allow a set amount for partial reimbursement to City elected officials for the costs associated with internet and cell phone service. The amounts not to exceed was \$50 for internet and \$25 for cell phones. Prior to implementing reimbursement, it was recommended a policy be adopted by Resolution. Councilor had the option to opt out and not be reimbursed. In response to Councilor Sipos, Sowa confirmed Council did not have to print their own agendas and could still obtain their paper copy from Staff.

Councilor Mohr and Sipos questioned how the City would know if a councilor received reimbursement from their employer. Messenger said it was based on the honor system. Councilor Zielinski moved to adopt Resolution No. 2023-02, entitled, "A Resolution Adopting a Policy for Council Reimbursement for Internet and Cell Phone Service." The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Prawitz, Sipos, Smith and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2023-02 as adopted.

Councilor Zielinski moved to adopt Resolution No. 2023-03, entitled, "A Resolution Setting the Council Reimbursement Amount for Internet and Cell Service." The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Prawitz, Sipos, Smith and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2023-03 as adopted.

ORDINANCE NO. 3580 – AMENDING RMC CHAPTER 9.25 TELECOMMUNICATIONS PROVIDERS, FIRST READING

Sowa explained there were several areas within the telecommunications Chapter of the Municipal Code that needed to reflect new technology and to clarify current practices, along with a few minor scrivener's errors that needed corrected. With the new technology of small cell, the FCC created fees on what could be charged. Sowa had been updating the telecommunications franchise list. There had been several companies no longer serving Roseburg and did not need to continue to have a franchise agreement. Upon confirmation from the company that they no longer provide service to customers, their franchise agreement would be terminated. Under Subsection 9.25.310, it was proposed to change language to

clarify that the telecommunications company was responsible for the cost of relocating their facilities for repair, maintenance or installation of public improvements in the public way regardless of whether part of a private development or a publicly funded project. There had been confusion in the past, and the new language provided clarification.

In response to Councilor Mohr, Messenger explained a non-carrier example would be some private IT infrastructure that had an office in a location and then further down the road they utilized fiber, but had no customers, it was just for themselves. They would have to work with the pole owners and the City only had a handful of this type of user with some being medical offices. To answer Mayor Rich, Sowa confirmed if a terminated agreement came back a year later and served customers, they would have to go through the full process again.

Council agreed to a first reading of Ordinance No. 3580. Sowa read Ordinance No. 3580, entitled, "An Ordinance Amending Chapter 9.25 "Telecommunications Providers" of the Roseburg Municipal Code," for the first time.

ORDINANCE NO. 3581 – AMENDING SECTION 10.02.010 OF THE ROSEBURG MUNICIPAL CODE REGARDING THE OREGON FIRE CODE, FIRST READING

Sowa reported Council had adopted the latest version of the Oregon Fire Code each time the code was updated and adopted by the State of Oregon. It was important to ensure the timely and seamless adoption for the upcoming code cycle. In response to Councilor Mohr, Sowa explained by not adopting it would make the City noncompliant. Fire Chief Christopherson added building and fire codes crossed over and it would be difficult to keep them lined up and matching if the City did not continuously review and adopt new versions.

Council agreed to a first reading of Ordinance No. 3581. Sowa read Ordinance No. 3581, entitled, "An Ordinance Amending Section 10.02.010 of the Roseburg Municipal Code Regarding the Oregon Fire Code," for the first time.

PROVIDING INTERIM CASH FLOW FINANCING FOR OFF STREET PARKING FUND

Harker discussed the current cash flow balance in the Off Street Parking fund was \$11,095 after paying ACE Parking for November services. It was projected the City would have sufficient resources to cover the expenses that were incurred for December's parking enforcement services and other related expenses; however, there would not be sufficient resources to cover future expenditures. Consequently, additional financial support was required to support the Off Street Parking Fund. Currently, the parking enforcement program did not generate sufficient revenues to cover expenses and was not sustainable in its current form. Staff had been working with ACE Parking to identify modifications to the parking program that might make it sustainable. In the interim, parking enforcement expenses had and continued to accrue, resulting in a deficit that needed funded. In alignment with previous Council action, Harker requested the authorization of \$50,000 from ARPA funds to provide the financial support needed to provide the required cash flow in the Off Street Parking Fund. It was projected that \$50,000 would provide needed cash flow for approximately three months of operations.

In response to Councilor Mohr, Harker confirmed this would now total \$150,000 for which was requested to keep the program running. It was unknown as to when they would have positive funding sources to make the program sustainable. Messenger added being short staffed

proved difficult to have the time to seek more input from the downtown businesses. If ARPA funds were not available then they would have a different conversation. Free parking was not free at the end of the day. Businesses outside of downtown had requirements for parking lots, maintenance and paid appropriate taxes. Downtown business did not have that option which left the City to pay the bill. Messenger knew this was not going to be an easy decision for Council, but wanted to see downtown thrive. It was a good sign seeing difficulty parking on a Thursday night because people were out enjoying dinner in one of the many restaurants. There needed to be a better process to obtain more input.

Councilor Mohr agreed they needed to see a plan, have it become self-funded and be ready to make hard decisions. Councilor Prawitz explained Council had reviewed options from ACE Parking and they were supposed to bring back more data. Messenger said some additional data was provided, but there was the pressing issue of determining if customers or businesses were going to be the ones to pay for parking. Councilor Sipos did not want to continue using APRA funds for parking and suggested the idea of this issue being a Roseburg problem. Council Sipos questioned if a fee could be added to water bills to make up the difference of what was needed for parking since people from all over the city would go downtown at some point. In response to Councilor Porter, Harker explained by taking the Laurelwood neighborhood off the parking patrol route, it would not make much of a difference other than a slight savings in gas. Messenger added the permit cost for Laurelwood residents did not cover the patrol cost for that area and thought it was worth asking ACE Parking for their opinion. Councilor Porter explained the biggest challenge for Laurelwood residents were high school students parking and walking through the open gates, and suggested the high school to keep the gates locked at all times to deter the unauthorized parking.

Councilor Zielinski moved to authorize \$50,000 of ARPA funds be used to provide cash-flow assistance for the Off Street Parking Fund. The motion was seconded by Councilor Smith. Councilor Zielinski said it pained her to use another \$50,000 without seeing progress made. ARPA funding was special for the City to use in many wonderful ways and this was not one of them. Councilor Mohr agreed and wanted to be supportive to help with the immediate need, but would not consider continued support in the future. Councilor Prawitz admitted having harsh words the last time this topic was presented. Afterwards, a meeting with ACE Parking took place with a ride-a-long, learned the process, was impressed, and suggested calling or meeting them if others had questions or wanted to see their operations. Mayor Rich summarized this was short term, previous suggested changes did not pass, there had been City staff changes, and this topic would come back for further review and a council decision.

The motion was approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Prawitz, Sipos, Smith and Zielinski voted yes. No one voted no.

ADJOURNMENT

The meeting adjourned at 8:33 p.m.



Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OLCC NEW OUTLET RBRE LLC LOCATED AT 1830 NE STEPHENS STREET

Meeting Date: February 13, 2023

Agenda Section: Consent

Department: Administration

Staff Contact: Koree Tate, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor and Cannabis Commission (OLCC) for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

BACKGROUND

OLCC has received an application from Roland Todd Theiss, RBRE LLC, as a new outlet granted for "Full On-Premises," sales.

A. Council Action History.

Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.

B. Analysis.

The Police Department conducted a background investigation on the applicant and found no reason to deny the application.

C. Financial/Resource Considerations.

The applicant has paid the appropriate fee for City review of the application.

D. Timing Considerations.

The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR RBRE LLC LOCATED AT 1830 NE STEPHENS STREET IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

Cc: License Applicant with copy of agenda
Jonathan Crowl, OLCC Representative

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

- New Outlet | Change of Ownership | Greater Privilege | Lesser Privilege | Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: 2nd 3rd 4th 5th 6th

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Local Governing Body: After providing your recommendation, return this application to the applicant.

LOCAL GOVERNING BODY USE ONLY

City/County name:
City of Roseburg

Date application received:

Optional: Date Stamp

Feb. 7, 2023
K. Tate

- Recommend this license be granted
- Recommend this license be denied

Printed Name

Date

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: Roland Todd Theiss	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): To Be Determined (RBRE LLC)		
Premises street address (The physical location of the business and where the liquor license will be posted): 1830 NE Stephens St		
City: Roseburg	Zip Code: 97470	County: Douglas
Business phone number: 541-863-1321		Business email: vincejp73@gmail.com
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[11]): P.O. Box 850		
City: Myrtle Creek	State: OR	Zip Code: 97457
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.		
I give permission for the below named representative to:		
<input checked="" type="checkbox"/> Make changes regarding this license/application on my behalf.		
<input checked="" type="checkbox"/> Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.		
Representative Name: Vincent Pastoria		
Phone number: 541-733-1922		Email: vincejp73@gmail.com
Mailing address: P.O. Box 850		
City: Myrtle Creek	State: Oregon	Zip Code: 97457

Please note: liquor license applications are public records.

OLCC Liquor License Application (Rev. 2.1.23)

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION No. 2023-04 AMENDING RESOLUTION NO. 92-13 TO ADD A SMALL CELL FEE

Meeting Date: February 13, 2023
Department: Administration
www.cityofroseburg.org

Agenda Section: Resolutions
Staff Contact: Amy L. Sowa, ACM/Recorder
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Council is asked to consider adopting a resolution to add a fee for small cells located in the City of Roseburg.

BACKGROUND

A. Council Action History.

March 27, 2000: Council adopted an ordinance adding Chapter 9.25 Telecommunications Providers to the Roseburg Municipal Code.

April 25, 2016: Council adopted an ordinance updating definitions relating to telecommunications providers.

January 23, 2023: Council adopted an ordinance to add "small cells" to the Telecommunications Chapter of the Code.

B. Analysis.

In recent years, new technology has developed for telecommunications services. The most recent development is small cells, which can be attached to new or existing towers, poles or buildings. Recent rulings by the Federal Communications Commission (FCC) have implemented a number of requirements for cities in regards to location of small cells, and limitations on fees allowed to be charged. The allowable fee per small cell set by the FCC is \$270.

C. Financial/Resource Considerations.

The financial impact of adding this fee is minimal and will be applied only when new small cells are installed in the City.

D. Timing Considerations.

Several small cells have already been installed within city limits and were charged the allowable fee per FCC rules. It would be prudent to add this fee to our fee schedule with the other telecommunications fees for future small cells.

COUNCIL OPTIONS

Council has the following options:

- Adopt a resolution adding the fee for small cells in the City; or
- Request additional information; or
- Do nothing.

STAFF RECOMMENDATION

Staff recommends Council adopt a resolution adding the fee for small cells in the City.

SUGGESTED MOTION

“I MOVE TO ADOPT RESOLUTION NO. 2023-04”

ATTACHMENTS:

Attachment #1 – Resolution No. 2023-04

RESOLUTION NO. 2023-04

**A RESOLUTION AMENDING RESOLUTION NO. 92-13 TO ADD A
SMALL CELL FEE.**

WHEREAS, on January 23, 2023, Council adopted an ordinance adding “small cells” to the Telecommunications chapter of the Roseburg Municipal Code; and

WHEREAS, the Federal Communications Commission (FCC) has set the allowable fee for small cells at \$270.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG that Resolution No. 92-13 adopted by the City Council on August 24, 1992, is amended as follows:

Section 1. The following fee will be added to Telecommunications Providers in the City of Roseburg Fee Schedule under BUSINESS PERMITS/LICENSES.

Telecommunications Providers

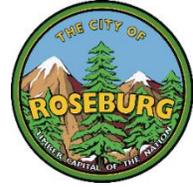
Small Cells\$270.00/cell annually

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE ____ DAY OF _____, 2023.**

Amy L. Sowa, Assistant City Manager/Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OREGON PARKS AND RECREATION DEPARTMENT LOCAL GOVERNMENT GRANT APPLICATION – STEWART PARK OUTDOOR TENNIS COURTS RESOLUTION NO. 2023-05

Meeting Date: February 13, 2023
Department: Public Works
www.cityofroseburg.org

Agenda Section: Resolution
Staff Contact: Dawn Easley, PW Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

Staff seeks approval to apply for a Local Government Grant from Oregon Parks & Recreation Department (OPRD) to assist with funding for improvements to the outdoor tennis courts in Stewart Park. The issue for Council is whether to adopt a resolution authorizing a grant application.

BACKGROUND

A. Council Action History.

None

B. Analysis.

On October 22, 2018, the Council granted preliminary approval to the Umpqua Valley Tennis Center's (UVTC) conceptual expansion plans.

The UVTC worked with a landscape architect to develop a site master plan. This plan identifies several significant changes that will require multiple phases. One of the main issues UVTC faces is the age of the outdoor tennis courts. The first six tennis courts were installed in 1959, and the additional six courts followed in 1970, far exceeding the lifespan of a tennis court without ever having significant improvements. The current courts are well past the point of repair and need to be replaced.

UVTC has been working on a conceptual design that includes replacing the existing outdoor courts but is also interested in exploring different surfacing types and creating improved spectator opportunities. This reconfiguration will allow for eight outdoor tennis courts, and the remaining four courts will house 12 pickleball courts. Currently, there are no outdoor pickleball courts within the City. Pickleball is a combination of tennis, badminton, and ping-pong; it is easy to learn and can be played by all age groups and skill levels. Pickleball is the fastest growing sport in the U.S., according to the Sports and Fitness Industry Association.

C. Financial/Resource Considerations.

The Local Government Grant program requires a 40% match. The preliminary estimate of the project's cost is \$1.2 million, which would require a match of \$480,000. Match funds would come from the UVTC, Stewart Park Trust, and the Park Improvement Fund.

D. Timing Considerations.

The Local Government Grant opened its yearly grant cycle on January 9, 2023. The application deadline is April 1, 2023, for the large (>\$75,000) grant category. Typically, projects are awarded in September and must be completed within two years of the notice to proceed. If awarded, the renovation project would likely begin in 2024.

COUNCIL OPTIONS

1. Adopt the attached resolution and direct staff to proceed with the application for the Local Government Grant; or
2. Request additional information; or
3. Take no action.

STAFF RECOMMENDATION

The Parks and Recreation Commission discussed this grant application on December 7, 2022, and unanimously recommended that the City Council adopt the resolution authorizing staff to proceed with the application for an Oregon Parks and Recreation Department Local Government Grant. Staff concurs with this recommendation.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NUMBER 2023-05 AUTHORIZING AND SUPPORTING THE APPLICATION FOR AN OREGON PARKS AND RECREATION DEPARTMENT'S LOCAL GOVERNMENT GRANT."

ATTACHMENTS:

Attachment #1 – Resolution 2023-05

Attachment #2 – Conceptual Design

RESOLUTION NO. 2023-05

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

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

WHEREAS, the existing outdoor tennis courts were constructed in 1959 and 1970; and

WHEREAS, the outdoor tennis courts have far exceeded their lifespan, are past the point of repair and need to be replaced; and

WHEREAS, the City and Umpqua Valley Tennis Center desire to improve and reconfigure the tennis courts to include new pickleball courts; and

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

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

WHEREAS, the estimated project cost is \$1.2 million with a maximum grant amount of \$750,000; and

WHEREAS, the City of Roseburg and the Umpqua Valley Tennis Center have partnered to make this project a high priority; and

WHEREAS, on December 7, 2022, the Parks and Recreation Commission recommended proceeding with a grant application to reconfigure and replace the Stewart Park Outdoor Tennis Courts.

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

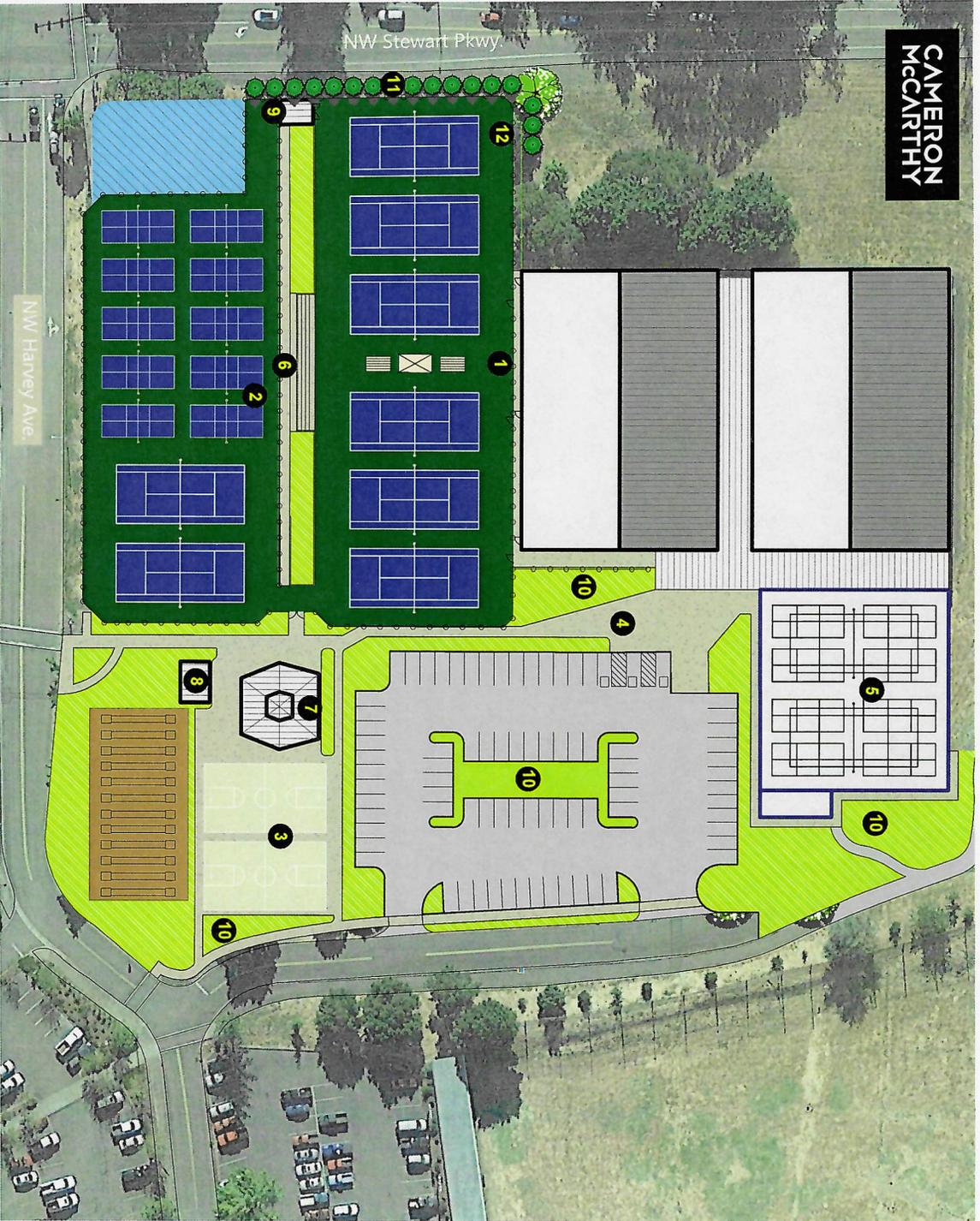
Section 1. Authorization is granted to apply for a Local Government Grant for the reconfiguration and replacement of the Stewart Park Outdoor Tennis Courts.

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE ____ DAY OF _____, 2023**

Amy L. Sowa, Assistant City Manager/City Recorder

**CAMERON
McCARTHY**



MASTER PLAN

KEYNOTES

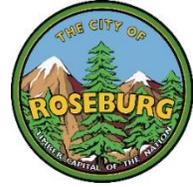
- 1** RECONFIGURE NORTH COURT AREA (MAIN COURT WITH STADIUM SEATING)
- 2** RECONFIGURE SOUTH COURTS (PRACTICE COURTS)
- 3** RELOCATE BASKETBALL COURTS
- 4** ENTRY/FACILITY ACCESS IMPROVEMENTS
- 5** INDOOR FACILITY EXPANSION (2) TENNIS COURTS, (6) PICKLEBALL COURTS
- 6** LANDSCAPE BERM BISECTING NORTH AND SOUTH COURTS (ADDITIONAL SEATING AND VISUAL BARRIER BETWEEN COURT BATTERIES)
- 7** REMODEL EXISTING CONCESSIONS BUILDING TO PROVIDE RESTROOM AND HOSTILITY FACILITIES
- 8** INSTALL PREFABRICATED RESTROOMS FOR BASKETBALL AND HORSESHOE PIT USERS
- 9** STORAGE FOR MAINTENANCE EQUIPMENT
- 10** GENERAL LANDSCAPE
- 11** LANDSCAPING/VEGETATIVE BARRIER BETWEEN COURTS AND STREETS
- 12** HITTING WALL

- PROPOSED BUILDING OUTLINE
- CHAINLINK FENCE
- GENERAL COURT AREA SURFACE
- COURT PLAYING SURFACE
- BLEACHER SEATING
- SHADE CABANA
- CONCRETE WALKS
- ASPHALT PARKING
- PLANT BED/LANDSCAPE BERM
- EXISTING STORMWATER AREA
- BASKETBALL COURT
- HORSESHOE PIT

DATE 01/18/2023
SCALE 1" = 30'-0"
NORTH

**UMPQUA VALLEY TENNIS CENTER
FACILITY IMPROVEMENTS**

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION DECLARING CERTAIN REAL PROPERTY AS SURPLUS RESOLUTION NO. 2023-06

Meeting Date: February 13, 2023
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Council will consider whether or not to declare a property owned by the City as surplus.

BACKGROUND

A. Council Action History.

None

B. Analysis.

Property located at 1410 SE Micelli St. was registered as derelict by the City in 2020. Over the next year and a half, the property owner failed to abate the nuisance, bring the property into compliance and pay the required fines. Roseburg Municipal Code Subsection 4.04.190 gives the City authority to foreclose on real property on which City liens have been filed if the property owner remains delinquent on the total assessment.

On November 8, 2021, the City conducted a public auction on two properties, including the property at 1410 SE Micelli. No one from the public bid on either property, so the City purchased both properties. State statute requires a one-year redemption period following sale of the property to provide the owner or owner's legal representative an opportunity to pay final assessments and redeem ownership of the property. The one-year redemption period ended November 8, 2022, and the property was deeded to the City on November 28, 2022.

Although it sustained minor fire damage, the house at 1410 SE Micelli has potential to be refurbished as a single family home. Several people have expressed interest in purchasing this property. Prior to selling the property, the City Council must determine the property is not needed for public use or that the public interest may be furthered by disposal of such property. Staff from all departments have confirmed that the property at 1410 SE Micelli is not needed for public use.

The Douglas County Assessor's webpage lists the real market value for the property at \$145,932.

Council is asked to determine the property surplus through adoption of the attached resolution.

Council is also asked to provide direction to Staff on the following:

- Value of the Property: Use the value listed on the County Assessor's page (above); get a formal appraisal; or determine market value of the property through other evidence, such as consulting with a realtor.
- Procedure for Sale: Direct the City Manager to list the property with a licensed realtor; or direct the City Manager to privately solicit proposals.

Once a proposal is received, a public hearing will be scheduled for the potential sale.

The City has been through the same foreclosure process on a second property located at 481 SE Leland. The building on this property has been deemed dangerous and will be demolished by the City, leaving it as a vacant lot. After demolition, Staff will bring the Leland property to Council for consideration regarding next steps.

C. Financial/Resource Considerations.

Declaring the property as surplus will allow the City to sell the property to recoup the costs of abatement and the foreclosure process. Those costs are as follows:

- 1410 SE Micelli St.: **\$12,020.31**
 - ✓ Purchase Price including lien, interest and collection fees: \$1,192.44
 - ✓ Legal fees, recording fees, etc.: \$2,133.46
 - ✓ 2017-2022 property taxes: \$8,694.41

D. Timing Considerations.

Starting the process to sell the property now would be appropriate as there is currently interest in this property.

COUNCIL OPTIONS

Council has the option to:

- Adopt the attached resolution declaring the property as surplus; or
- Request additional information; or
- Do nothing.

STAFF RECOMMENDATION

Staff recommends Council adopt Resolution No. 2023-06 declaring the property at 1410 SE Micelli Street as surplus.

SUGGESTED MOTIONS

"I MOVE TO ADOPT RESOLUTION NO. 2023-06, DECLARING CERTAIN CITY OF ROSEBURG REAL PROPERTY AS SURPLUS."

ATTACHMENTS:

Attachment #1 – Resolution No. 2023-06

RESOLUTION NO. 2023-06

**A RESOLUTION DECLARING CERTAIN CITY OF ROSEBURG
REAL PROPERTY AS SURPLUS**

WHEREAS, Roseburg Municipal Code Section 3.20.010 provides that certain real property owned by the City of Roseburg may be disposed of under certain conditions and through a public process.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG that the following property, not needed for public use and the public interest may be furthered by disposal of such real property, be declared surplus and that the provisions of Roseburg Municipal Code Section 3.20.020 be followed for the disposition of said property:

Section 1. Parcel 1 of Land Partition No. 2000-0093, as Recorded in “Record of Partition Plats,” Records of Douglas County, Oregon (1410 SE Micelli Street).

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 13TH DAY OF FEBRUARY, 2023**

Amy L. Sowa, Assistant City Manager/Recorder

ORDINANCE NO. 3580

AN ORDINANCE AMENDING CHAPTER 9.25 “TELECOMMUNICATIONS PROVIDERS” OF THE ROSEBURG MUNICIPAL CODE

WHEREAS, there are several areas within the telecommunications Chapter of the Code that need updating to reflect new technology, and to clarify current practices; and

WHEREAS, Scriveners’ errors and updated statute numbers need to be corrected.

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

SECTION 1. Roseburg Municipal Code Section 9.25.005 “Definitions” is hereby amended to read as follows:

9.25.005 – Definitions.

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"Public way" includes, but is not limited to, any street, road, bridge, alley, sidewalk, trail, path and utility easement, including the subsurface under and air space over these areas. This definition applies only to the extent of the City's right or authority to grant a franchise to occupy and use such areas for telecommunications facilities. "Public way" does not include City-owned buildings, parks or other property.

“Small Cells” means low-powered radio access nodes that operate in licensed and unlicensed spectrum with a range of 10 meters to 1 or 2 kilometers and can be deployed relatively easily on utility poles, street lamps, water towers, or rooftops.

"Telecommunications Act" means the Communication Policy Act of 1934, as amended by subsequent enactments including the Telecommunications Act of 1996 (47 U.S.C. sec. 151 et seq.) and as hereafter amended.

~~~~~

"Telecommunications utility" has the same meaning as given in ORS 759.005(9)

~~~~~

**SECTION 2.** Roseburg Municipal Code Section 9.25.110 “Franchise fee” is hereby amended to read as follows:

9.25.110 - Franchise fee.

Each grantee shall pay to the City a franchise fee as follows:

- A. A telecommunications carrier shall pay seven percent (7%) of its gross revenue derived from exchange access services, as defined in ORS 403.105 or a successor statute, less net uncollectibles from such revenue. The fee shall be

paid to the City on a quarterly basis, based on the revenues derived from the quarter just passed, not more than 30 days following the end of the quarter.

- B. A non-carrier provider that serves customers in the City shall pay five percent (5%) of its gross revenue. The fee shall be paid to the City on a quarterly basis, based on the revenues derived from the quarter just passed, not more than thirty (30) days following the end of the quarter.
- C. A non-carrier provider that occupies the public way but has no customers in the City shall pay an annual fee for each linear foot of the public way occupied by its facilities. The fee shall be set by Council resolution and adjusted annually in accordance with the Consumer Price Index (CPI-U West). The fee shall be paid by January 31 of each year, based on the linear feet of public way occupied by grantees facilities as of December 31 of the prior year. For the year in which grantee first obtains a franchise, the fee may be prorated on a monthly basis from the date of issuance of a permit to construct facilities in the public way, to December 31 of said year. Such proration shall not be applied in subsequent years.
- D. A person that holds a franchise for a private communications network shall pay an annual fee for each linear foot of the public way occupied by its facilities. The fee shall be set by Council resolution and adjusted annually in accordance with the Consumer Price Index (CPI-U West). The fee shall be paid by January 31 of each year, based on the linear feet of public way occupied by grantee's facilities as of December 31 of the prior year. For the year in which grantee first obtains a franchise, the fee may be prorated on a monthly basis from the date of issuance of a permit to construct facilities in the public way, to December 31 of said year. Such proration shall not be applied in subsequent years.
- E. A telecommunications provider that serves customers in the City and, on the effective date of this ordinance, holds a valid franchise authorizing it to occupy the public way and pay a fee by the linear foot, may, until the expiration of the current term of such franchise, continue to pay at the per-foot fee set by Council resolution in effect at the time this ordinance is adopted, as adjusted for inflation, or may elect to pay a fee calculated according to paragraph B of this section.
- F. The fee for each small cell installed within the city limits of the City of Roseburg shall be set by Council resolution. The fee shall be paid on an annual basis, not more than 30 days following the end of each calendar year.
- G. Any grantee that fails to pay the franchise fee when due, shall be charged a penalty of ten percent and the legal rate of interest established by state statute, on such unpaid balance.

**SECTION 3.** Roseburg Municipal Code Section 9.25.170 "Revocation or termination of franchise" is hereby amended to read as follows:

9.25.170 - Revocation or termination of franchise.

A franchise to use or occupy public way of the City may be revoked or terminated for any of the following reasons:

- A. Construction or operation in the City or in the public way of the City without a construction permit.
- B. Construction or operation at an unauthorized location.
- C. Failure to comply with Section 9.25.160 herein with respect to sale, transfer or assignment of a telecommunications system or franchise.
- D. Misrepresentation by or on behalf of a grantee in any application to the City.
- E. Abandonment of telecommunications facilities in the public way.
- F. Failure to relocate or remove facilities as required in this Chapter.
- G. Failure to pay taxes, compensation, fees or costs when and as due the City under this Chapter.
- H. Insolvency or bankruptcy of the grantee.
- I. Violation of a material provision of this Chapter.
- J. Violation of a material term of a franchise agreement.
- K. No longer providing telecommunications services in the City of Roseburg.

**SECTION 4.** Roseburg Municipal Code Section 9.25.180 “Notice and duty to cure” is hereby amended to read as follows:

In the event that the City believes that grounds exist for revocation or termination of a franchise, the City shall give the grantee written notice of the apparent violation or noncompliance, providing a short and concise statement of the nature and general facts of the violation or noncompliance, and providing the grantee a reasonable period of time, not exceeding thirty (30) days, to furnish evidence that:

- A. Corrective action has been, or is being actively and expeditiously pursued, to remedy the violation or noncompliance;
- B. The allegation of a violation or noncompliance is incorrect; and/or
- C. It would be in the public interest to impose some penalty or sanction less than revocation.

**SECTION 5.** Roseburg Municipal Code Section 9.25.310 “Relocation or removal of facilities” is hereby amended to read as follows:

9.25.310 - Relocation or removal of facilities.

Within sixty (60) days following written notice from the City or such shorter time as the City may prescribe because of an emergency, a grantee shall, at no expense to the City, temporarily or permanently remove, relocate, change or alter the position of any telecommunications facilities within the public way whenever the City shall have determined that such removal, relocation, change or alteration is reasonably necessary for:

- A. The construction, repair, maintenance or installation of any City or other public improvements in the public way regardless of whether part of a private development or a publicly funded project.
- B. The operations of the City or other governmental entity in the public way.
- C. The public interest.

**SECTION 6.** Roseburg Municipal Code Section 9.25.480 "Other remedies" is hereby amended to read as follows:

9.25.480 - Other remedies.

Nothing in this Chapter shall be construed as limiting any judicial remedies that the City may have, at law or in equity, for enforcement of this Chapter, including citation in compliance with Chapter 1.06 of this Code.

**SECTION 7.** All other sections and subsections of Chapter 9.25 of the Roseburg Municipal Code shall remain in full force and effect as written.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.**

**APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
**LARRY RICH, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**AMY L. SOWA, ASSISTANT CITY MANAGER/RECORDER**

**ORDINANCE NO. 3581**

**AN ORDINANCE AMENDING SECTION 10.02.010 OF THE ROSEBURG MUNICIPAL CODE REGARDING THE OREGON FIRE CODE**

**WHEREAS**, the City of Roseburg Fire Department is responsible for implementing fire codes and maintaining fire safety throughout the City of Roseburg (City); and

**WHEREAS**, the Oregon Fire Code is updated periodically to incorporate the International Fire Code and provide uniform regulations for fire departments throughout Oregon; and

**WHEREAS**, the Roseburg Fire Department adopts and follows each updated edition of the Oregon Fire Code when published.

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

**SECTION 1.** Roseburg Municipal Code Section 10.02.010 titled Oregon Fire Code/Adoption and Scope is hereby amended to read as follows:

**10.02.010 - Adoption and scope.**

The City hereby adopts the 2022 Oregon Fire Code (OFC), save and except such portions as are modified or amended by this Chapter, a copy of which has appropriately been marked as having been adopted by this Chapter, and filed in the Office of the City Recorder. Said OFC, together with said additions and modifications, is adopted and incorporated herein as fully as if set forth at length in this Chapter, and the same shall be controlling within the entire corporate limits of the City.

**SECTION 2.** All other sections and subsections of Chapter 10.02 of the Roseburg Municipal Code shall remain in full force and effect as written.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

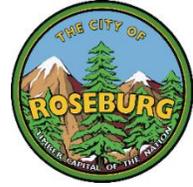
**APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

\_\_\_\_\_  
**LARRY RICH, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**AMY L. SOWA, ASSISTANT CITY MANAGER/RECORDER**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## GARY LEIF NAVIGATION CENTER RENOVATION PROJECT AMENDMENT 3 – CONSTRUCTION 21GR30

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Meeting Date: February 13, 2023  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Dawn Easley, PW Director  
Contact Telephone Number: 541-492-6730

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### ISSUE STATEMENT AND SUMMARY

The issue for the Council is whether to authorize a contract amendment to proceed with the construction and remodel of the interior of the Gary Leif Navigation Center.

### BACKGROUND

#### A. Council Action History.

June 14, 2021: Council authorized the City Manager to execute an agreement with the State of Oregon, accepting a \$1.5 million dollar grant to establish and operate a navigation center.

January 24, 2022: Council approved the purchase of property at 948 SE Mill Street for use as the navigation center – the purchase closed on February 25, 2022.

March 14, 2022: Council approved entering into an agreement with UCAN to provide operating services for the navigation center.

March 28, 2022: Council authorized the City Manager to enter into two master agreements with Umpqua Health Alliance to receive a total of \$300,000 in funding for the navigation center.

June 13, 2022: Council authorized the City Manager to enter into an agreement with Oregon Housing and Community Services (OHCS) to accept grant funding in the amount of \$1 million to assist with the cost of operations of the navigation center.

June 27, 2022: Council adopted Resolution No. 2022-19, approving an alternate competitive bidding process of Construction Manager/General Contractor (CM/GC) for the renovation of the Gary Leif Navigation Center.

August 22, 2022: Council awarded a Master CM/GC contract to S+B James Company for the renovation of the Gary Leif Navigation Center.

November 14, 2022: Council authorized Amendment 2 for the interior demolition and abatement of the Gary Leif Navigation Center.

**B. Analysis.**

The City went through a proposal process to select a CM/GC contractor to manage the renovation of the Gary Leif Navigation Center. Based on the selection process, the Council awarded a master CM/GC contract to S+B James Company. The CM/GC master contract utilizes amendments to authorize phases of work. These amendments are similar to task orders the City utilizes with other types of master contracts.

The renovation goal is to provide a place to assist those experiencing homelessness with a temporary place to live and access services. The renovation includes installing a new fire sprinkler and alarm system, upgrades to existing HVAC, electrical and lighting, structural improvements, interior demolition and renovation as required, new flooring, and remodeling of existing restrooms. Phase I was covered by contract Amendment 2 and included the demolition and asbestos abatement in the north half of the existing building; this work was completed in December. Amendment 3 will include construction work to complete the remodel to allow congregate shelter and office space for wrap-around services.

S+B James Company solicited bids for Amendment 3, which includes construction and remodel of the interior of the building. The bids were opened on January 17, 2023, and reviewed by S+B James Company, architect Curt Wilson, and City staff. Since that time, work has been done to identify cost saving measures to reduce the overall cost of this phase of the project, and revised bids are being provided. As the project moves forward, additional value engineering and cost savings will be pursued.

**C. Financial/Resource Considerations.**

Amendments 1 and 2 to the current contract totaled \$195,738. The previous estimate for Amendment 3 was \$1.455 million. This estimate has been lowered significantly through value engineering. The bid from S+B James for Amendment 3 is \$1,193,903. Staff will continue to work with the architect and contractor to reduce costs through additional value engineering.

The following outlines current identified revenues and expenses (including the entire OHCS grant) through June 30, 2024. Staff is currently working with the contractor to reduce the estimated renovation costs shown below.

**Revenue**

|                        |                    |
|------------------------|--------------------|
| Initial State Grant    | \$1,500,000        |
| Umpqua Health Alliance | \$ 200,000         |
| Umpqua Health Alliance | \$ 100,000         |
| OHCS Grant 1           | \$1,290,835        |
| OHCS Grant 2           | \$ 200,000         |
| <b>Total Revenue</b>   | <b>\$3,290,835</b> |

**Expenses**

|                             |            |
|-----------------------------|------------|
| Property Purchase           | \$ 270,718 |
| Ph 1 Env. & Asbestos Survey | \$ 6,971   |

|                                    |                    |
|------------------------------------|--------------------|
| Prep/Install Mod Pods/Fees         | \$ 36,747          |
| RUSA SDC                           | \$ 9,720           |
| Est. Building Permit Fees          | \$ 5,000           |
| Fence Improvements                 | \$ 33,634          |
| UCAN Contract                      | \$3,250,000*       |
| Architect Contracts                | \$ 124,400         |
| CM/GC Phase 1                      | \$ 9,588           |
| CM/GC Demo/Abatement               | \$ 186,150         |
| <i>Committed Expenses Subtotal</i> | <i>\$3,932,928</i> |

Renovation Amendment \$1,193,903

**Total Estimated Expenses \$5,126,831**

*Current Revenue less Expense \$1,835,996\*\**

*\*UCAN operating expenses billed for May 1, 2022 through December 31, 2022 was \$556,741. This is \$443,259 lower than the \$125,000 per month estimated.*

*\*\*ARPA funding is being reserved to cover the difference. UCAN and the City will continue to look for additional funding opportunities.*

#### **D. Timing Considerations.**

The intent is to deliver this project as quickly as practical. In order to meet this expectation, staff requests that Council authorize Amendment 3 at the February 13, 2023, meeting.

#### **COUNCIL OPTIONS**

The Council has the following options:

1. Authorize an amendment to the CM/GC contract for \$1,193,903 to proceed with the construction and remodel portion of the Gary Leif Navigation Center; or
2. Request additional information; or
3. Not authorize the amendment and not proceed with the construction and remodel portion of the Gary Leif Navigation Center.

#### **STAFF RECOMMENDATION**

The Homeless Commission discussed this amendment at their February 8, 2023, meeting and recommended Council authorize an amendment in the amount of \$1,193,903 to the CM/GC contract to proceed with the construction and remodel phase of the Gary Leif Navigation Center Renovation Project. Staff concurs with this recommendation.

#### **SUGGESTED MOTION**

***"I MOVE TO AUTHORIZE AMENDMENT 3, INCREASING THE GUARANTEED MAXIMUM PRICE BY \$1,193,903 FOR A TOTAL OF \$1,389,641."***

**ATTACHMENTS:** None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## FIVE YEAR WATER DISTRIBUTION MAIN REPLACEMENT PROGRAM ENGINEERING SERVICES CONTRACT AWARD RECOMMENDATION – WA-23-01

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Meeting Date: February 13, 2023  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Dawn Easley, PW Director  
Contact Telephone Number: 541-492-6730

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### ISSUE STATEMENT AND SUMMARY

Staff has completed a qualification-based selection process for design and engineering services for the Water Distribution Main Replacement Program. Work to be performed under this contract will be authorized by individual task orders. The issue for the Council is whether to award a master engineering services contract for this water distribution main replacement program.

#### A. Council Action History.

None.

#### B. Analysis.

On October 18, 2022, staff issued a Request for Qualifications for engineering services. Five statements of qualification (SOQs) were received on November 15, 2022. The SOQs were ranked by a review committee consisting of three Public Works staff members. The initial rankings were as follows.

| # | Proposer                 | Ranking |
|---|--------------------------|---------|
| 1 | 3J Consulting            | 94      |
| 2 | Century West Engineering | 98      |
| 3 | RH2 Engineering          | 94      |
| 4 | Keller & Associates      | 93      |
| 5 | Pinnacle Engineering     | 70      |

The top three scoring firms were interviewed in December and ranked. The final rankings are as follows.

| # | Proposer                 | Ranking |
|---|--------------------------|---------|
| 1 | 3J Consulting            | 92      |
| 2 | Century West Engineering | 98      |
| 3 | RH2 Engineering          | 94      |

Staff's intent is to award a master engineering contract to the highest ranked proposer, Century West Engineering, to provide design and engineering services for the Five Year Water Distribution Main Replacement Program. Each task order under the master contract will be individually negotiated based on an agreed scope of work.

**C. Financial/Resource Considerations.**

If approved, individual task orders will be negotiated for projects. The goal is to replace at least one mile of pipe per year with an estimated design cost of \$150,000 per year.

**D. Timing Considerations.**

Staff has identified the proposed projects for FY 23-24 and would begin negotiating the appropriate task order as soon as practical after award and execution of the master contract.

**COUNCIL OPTIONS**

The Council has the following options:

1. Award the master contract to the highest ranked proposer, Century West Engineering; or
2. Request additional information; or
3. Reject the proposals and not move forward with the contract at this time.

**STAFF RECOMMENDATION**

The Public Works Commission will discuss this project at their February 9, 2023, meeting. Staff will report the results of that discussion at the City Council meeting. Money has been budgeted and is available to proceed with design. Based on the results of the qualifications-based selection process, staff recommends awarding the master contract to Century West Engineering.

**SUGGESTED MOTION**

***"I MOVE TO AWARD THE FIVE-YEAR DESIGN AND ENGINEERING SERVICES CONTRACT FOR THE DISTRIBUTION MAIN REPLACEMENT PROGRAM TO CENTURY WEST ENGINEERING."***

**ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date: February 13, 2023**

**Department: Administration**

**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section: Informational**

**Staff Contact: Nikki Messenger, City Manager**

**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your February 13, 2023, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
January 24, 2023 - 10:00 a.m.

1. January 23, 2023 Special and Regular City Council Meeting Synopsis
2. February 13, 2023 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
5. Discussion Items



Agenda  
Department Head Meeting  
Roseburg Public Library  
February 6, 2023 - 10:00 a.m.

1. January 23, 2023 Special and Regular City Council Meeting Synopsis
2. February 13, 2023 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - A. Outdoor permit – February 17, 2023
5. Discussion Items

**TENTATIVE FUTURE COUNCIL AGENDA**



**Unscheduled**

- 2023-2025 Council Goals
- ARPA Funds Discussion
- Labor Negotiations – IAFF/IBEW/RPEA
- Umpqua Basin Urban Services Agreement
- Urban Growth Boundary Swap

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**February 27, 2023**

Consent Agenda

- A. February 13, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report

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**March 13, 2023**

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. February 27, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report

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**March 27, 2023**

Mayor Reports

- A. Child Abuse Prevention Month Proclamation
- B. National Library Week Proclamation

Consent Agenda

- A. March 13, 2023 Meeting Minutes

Department Items

- A. Airport Standby Power Project Bid Award, Project No. 22PW06

Informational

- A. City Manager Activity Report

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**April 10, 2023**

Mayor Reports

- A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
- B. Oregon Arbor Month Proclamation

Consent Agenda

- A. March 27, 2023 Meeting Minutes
- B. 2023 OLCC Annual Liquor License Renewal Endorsement

Informational

- A. City Manager Activity Report

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**April 24, 2023**

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. Bike and Safety Month, Walk and Bike to School Week and Bike to Work Day Proclamation
- C. Thrive Umpqua Day Proclamation

Consent Agenda

- A. April 10, 2023 Meeting Minutes

Special Presentation

- A. Umpqua Economic Development Partnership Annual Report

Informational

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

**May 8, 2023**

Mayor Reports

- A. EMS Week Proclamation
- B. National Public Works Week Proclamation

Consent Agenda

- A. April 24, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**May 22, 2023**

Mayor Reports

- A. Pride Month Proclamation

Consent Agenda

- A. May 8, 2023 Meeting Minutes

Resolutions

Annual Fee Adjustment

- A. Resolution No. 2023- -- - General Fees
- B. Resolution No. 2023- -- - Water Related Fees

Informational

- A. City Manager Activity Report
- 

**June 12, 2023**

Mayor Reports

- A. Camp Millennium Week Proclamation
- B. Juneteenth Independence Day Proclamation

Consent Agenda

- A. May 22, 2023 Meeting Minutes

Public Hearing

- A. Resolution No. 2023- -- - 2023-2024 Budget Adoption

Informational

- A. City Manager Activity Report

***Roseburg Urban Renewal Agency Board Meeting***

Consent Agenda

- A. Minutes of previous meeting

Public Hearing

- A. Resolution No. UR2023--- - 2023-2024 Budget Adoption
- 

**June 26, 2023**

Mayor Reports

- A. 2022 Roseburg Optimist Club Officer of the Year - ---

Special Presentation

- A. Anvil NW, Experience Roseburg, Destination Marketing Annual Report

Consent Agenda

- A. June 12, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report

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**July 10, 2023**

## Mayor Reports

- A. Parks and Recreation Month Proclamation

## Special Presentation

- A. Gary Leif Navigation Center One-Year Report

## Consent Agenda

- A. June 26, 2023 Meeting Minutes

## Executive Session ORS 192.660(2)(i) – City Manager Report/Evaluation

## Informational

- A. City Manager Activity Report
- 

**July 24, 2023**

## Consent Agenda

- A. July 10, 2023 Meeting Minutes

## Informational

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

**August 14, 2023**

## Consent Agenda

- A. July 24, 2023 Meeting Minutes

## Informational

- A. City Manager Activity Report
  - B. Quarterly Financial Report
- 

**August 28, 2023**

## Consent Agenda

- A. August 14, 2023 Meeting Minutes

## Executive Session ORS 192.660(2)(i) – City Manager Performance Evaluation

## Informational

- A. City Manager Activity Report