

ROSEBURG CITY COUNCIL AGENDA – MAY 13, 2019
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470



6:30 Executive Session Meeting

- A. City Manager Hiring Process - ORS 192.660(2)(a)
- B. Contract Ratification RPEA - ORS 192.660(3)

7:00 p.m. - Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

3. Roll Call

Beverly Cole	Bob Cotterell	Alison Eggers	Linda Fisher-Fowler
Ashley Hicks	Brian Prawitz	Tom Ryan	Andrea Zielinski

4. Mayor Reports

- A. National Historic Preservation Month Proclamation
- B. National Bike Month Proclamation
- C. EMS Week Proclamation
- D. City Manager Hiring Process

5. Commission Reports/Council Ward Reports

- A. Historic Resource Review Commission Appointment – James DeLap

6. Audience Participation – See Information on the Reverse

7. Consent Agenda

- A. Minutes of Special Meeting of April 17, 2019
- B. Minutes of April 22, 2019
- C. New OLCC Outlet – Hair Garage located 1035 SE Oak Street

8. Resolutions

- A. Annual Fee Adjustments
 - Resolution No. 2019-06 - General Fees
 - Resolution No. 2019-07 - Water Related Fees

9. Ordinances

- A. Ordinance No. 3524 – Regarding Donated Firearms, First Reading

10. Department Items

- A. Downtown Street Lighting Improvements, Phase 3 Project
- B. Resident Observation Master Contract Award
- C. Stewart Parkway Pavement Rehabilitation Edenbower to Aviation Bid Award
- D. Stewart Parkway – Edenbower to Aviation Construction Management Task Order
- E. Chatham House – Deed Transfer
- F. Contract Ratification RPEA
- G. Allied Health College Memorandum of Understanding

11. Items from Mayor, City Council

12. Adjourn

13. Executive Session ORS 192.660(2)

Informational

- A. Activity Report

URBAN RENEWAL AGENCY BOARD MEETING IMMEDIATELY FOLLOWING

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

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

AUDIENCE PARTICIPATION INFORMATION

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

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

TIME LIMITATIONS

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

CITIZEN PARTICIPATION – AGENDA ITEMS

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

CITIZEN PARTICIPATION – NON-AGENDA ITEMS

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

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

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

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

Thank you for attending our meeting – Please come again.

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

PROCLAMATION

CITY OF ROSEBURG, OREGON

WHEREAS: Historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS: Historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

WHEREAS: The City of Roseburg has four National Register Districts recognized for their individual unique historical characteristics - Mill-Pine, Downtown, Laurelwood and the VA Campus; and

WHEREAS: The City of Roseburg has a number of historic properties, outside of its National Register Districts, also recognized for their individual unique historical and cultural characteristics, and

WHEREAS: It is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us; and

WHEREAS: May is National Preservation Month 2019, co-sponsored by the City of Roseburg and the National Trust of Historic Preservation.

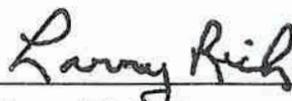
NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of May 2019 as

Historic Preservation Month

and call upon the people of Roseburg to join their fellow citizens across the United States in recognizing and participating in this special observance.

DATED this 13th day of May, 2019.




Larry Rich, Mayor

PROCLAMATION

CITY OF ROSEBURG, OREGON

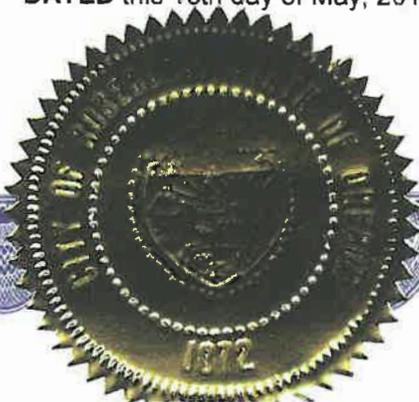
- WHEREAS:** the bicycle is a viable and environmentally sound form of transportation and an excellent form of recreation; and
- WHEREAS:** millions of Oregonians will experience the joys of bicycling during the month of May through educational programs, races, commuting events, trail work days, youth bike safety programs, charity events, or just getting out and going for a ride with other community members; and
- WHEREAS:** the Umpqua Valley attracts bicyclists each year from across the state and country, providing economic, health, and scenic benefits to citizens of Roseburg; and
- WHEREAS:** these bicycling activities and attractions have great potential to have a positive impact on Roseburg's economy and tourism industry and to stimulate economic development by making the region attractive to businesses and citizens who enjoy the outdoors and healthy lifestyles; and
- WHEREAS:** creating bicycle-friendly communities has been shown to improve citizens' health, well-being, and quality of life, to boost community spirit, to improve traffic safety, and to reduce pollution and congestion; and
- WHEREAS:** the education of bicyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all users; and
- WHEREAS:** May has been declared National Bike Month for each of the last 64 years, and is so again in 2019; and

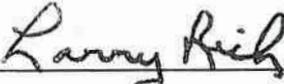
NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of May 2019 as

National Bike & Bicycle Safety Month with May 8th as Walk and Bike to School Day and May 17th as Bike to Work Day

and urge our citizens to support bicycling to participate in the events planned and urges all road users to share the road safely with bicycles.

DATED this 13th day of May, 2019.




Larry Rich, Mayor

PROCLAMATION

CITY OF ROSEBURG, OREGON

EMS WEEK

To designate the Week of May 19-25, 2019 as Emergency Medical Services Week

- WHEREAS:** Emergency medical services are a vital public service; and
- WHEREAS:** The members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and
- WHEREAS:** Access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and
- WHEREAS:** The emergency medical services system consists of physicians, nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and
- WHEREAS:** The members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and
- WHEREAS:** It is appropriate to recognize the value and the accomplishments of emergency medical service providers by designating Emergency Medical Services Week;

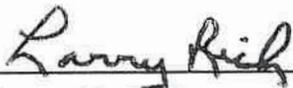
NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim the week of May 19-25, 2019 as

Emergency Medical Services Week

with the theme, "EMS Strong – Beyond the Call", and encourage the community to observe this week with appropriate programs, ceremonies and activities.

DATED this 13th day of May 2019.




Larry Rich, Mayor



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

HISTORIC RESOURCE REVIEW COMMISSION APPOINTMENT

Meeting Date: May 13, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Council Reports
Staff Contact: Koree Tate, Management Asst.
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

There is one vacancy on the Historic Resource Review Commission which needs to be filled.

BACKGROUND

A. Council Action History. n/a

B. Analysis.

The Municipal Code requires someone at large to fill the vacancy. Staff has advertised the availability of a position on this Commission through the local news media, City's website and social media since March 13, 2019. A new application has now been received from Mr. James DeLap.

C. Financial/Resource Considerations. n/a

D. Timing Considerations.

It is recommended an appointment be confirmed as soon as practical.

COUNCIL OPTIONS

The City Council has the option to appoint Mr. DeLap to the Historic Resource Review Commission or direct Staff to continue soliciting for more applications.

STAFF RECOMMENDATION

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

SUGGESTED MOTION

I MOVE TO APPOINT MR. JAMES DELAP TO THE HISTORIC RESOURCE REVIEW COMMISSION.

ATTACHMENTS:

Attachment #1 – Mr. James DeLap Application



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **HISTORIC COMMISSION**

Historic Commission meets at 3:30 p.m. on the third Wednesday of each month to study and make recommendations relating to regulatory controls and administrative procedures for the preservation, beautification and enhancement of the value of historic districts, buildings and sites.

Name: De Lap James (Jim)
Last First

Home Address: 2343 NW Chambers Dr. 97471-2483
Street Zip Code

Phone Number: _____ Cell Phone: 541-430-0834

Email Address: Jimnsandy@hotmail.com

Occupation Retired _____
Place of Employment

Business Address _____
Phone

1. Do you reside within the Roseburg city limits? Yes No

2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth

Other Please Specify: _____

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

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

No training but I have always been interested in historic buildings and areas.

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

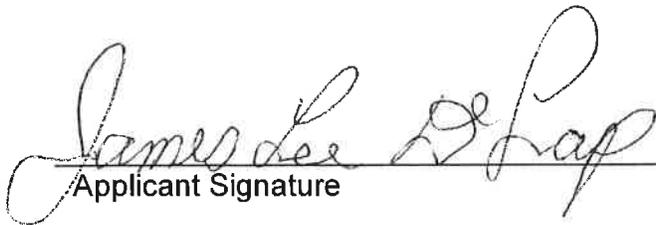
None like Rotary or Lions but I am active in our church

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

Keeping Roseburg the best place to live

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

I like and enjoy reading and looking at things as they were years ago and how the builders took pride in their work


Applicant Signature

3-20-2019
Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

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

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

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

**MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL
April 17, 2019**



Mayor Larry Rich called the special meeting of the Roseburg City Council to order at 6:00 p.m. on April 17, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Ryan led the Pledge of Allegiance.

ROLL CALL

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

Absent: Councilor Ashley Hicks

Others Present: City Manager Lance Colley, City Recorder Amy Sowa, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Community Development Director Stuart Cowie, Finance Director Ron Harker, Management Assistant Koree Tate, Max Egner of the News Review and Kyle Bailey of KQEN.

ALLIED & MENTAL HEALTH COLLEGE LETTER OF SUPPORT

Mr. Colley thanked Council for meeting on short notice. He said it have been over four years since The Partnership first started working on the Allied and Mental Health College and now a memorandum of understanding was recently signed with an academic partner. Oregonians for Rural Health (ORH) and George Fox University entered into an exclusive memorandum of understanding to explore building an allied and mental health college in Roseburg. ORH and George Fox representatives had evaluated locations in the community and have identified properties west of I-5 in the area of Stewart Parkway, Renann and Edenbower that would be suitable for the college and close to medical facilities and the VA. In order to request funding from the state legislature, it would be essential that the City could provide local support for the project and local financial support.

Council recently agreed to fund \$25,000 to assist in funding the study and ORH raised the balance of the remaining money necessary to pay for the study. Helping with the funding of the study demonstrated the City's commitment to the future college and positive affects it could have on the community's economy. Mr. Colley had been working with representatives from Oregonians for Rural Health, State Representative Gary Leif, State Senator Dallas Heard and other local and regional governments to determine what level of additional financial support would be necessary. At a minimum, the City was requested to participate to the level of the development fees identified for one of the site options. The SDC fees would be in the neighborhood of \$400,000. Mr. Colley explained that historically the City had not waived those types of fees for other properties. He felt the infrastructure cost would be more than the \$400,000 ask and would have the capacity to offset some of the costs. The City was also asked to support or participate in potential grant processes with the local and regional partners. Part of the local component had been the participation in some of the studies conducted. Mr. Colley asked Council if they would be interested in providing financial support regarding development fees for the property or after the analysis provided by ECONorthwest, to provide support working with other entities to provide local ownership. He felt this was a great opportunity for the City.

Councilor Cotterell said that although the discussion was about a future college, it was also going to be a significant gain in economic value and growth by means of new teachers and students with housing needs. Mayor Rich wanted to know the amount of money being asked of the legislature and other options to obtain funds for the difference. Mr. Colley explained the amount was \$20 million and they would be seeking grants and donations. In response to Councilor Fisher-Fowler, Mr. Colley stated the County was asked to contribute \$200,000. Umpqua Economic Development Partnership Executive Director, Wayne Patterson, responded to Councilor Prawitz stating he would like to wait until the analysis was complete to discuss details that would be finalized in the report. Councilor Prawitz said he thought the City was getting a good deal.

In response to Councilor Eggers, Mr. Coalwell reported that in the past, when developments had come in, there were multi-party agreements for transportation requirements in which the City participated. Councilor Ryan thanked Kelly Morgan, Mercy Medical CEO, for being instrumental with the process along with the County, Partnership, Mr. Colley and the college. He agreed the college would be the largest project ever for the City bringing in students, faculty, housing and restaurants. Councilor Ryan moved to direct staff to develop a letter of support relating to financial support for the Allied and Mental Health College Economic project development and support ORH raising the balance of the remaining money to develop the project in Roseburg. Motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Prawitz, Ryan and Zielinski voted yes. No one voted no.

Mayor Rich commented the project had been amazing to watch from the first presentation to now. He thanked everyone involved who did not give up on the dream to make this happen. Mr. Steve Loosley, on behalf of Senator Dallas Heard, stated he was completely committed to obtaining funding for this project. He appreciated how much Mr. Colley had done for the project and stated the Senator was impressed and noted this was an important step in the process. Mr. Colley thanked everyone involved including those who attended the meeting: Mr. Wayne Patterson, Mr. Steve Loosley, Mr. Dick Heard and Mr. Phil Scheuers.

CITY MANAGER HIRING PROCESS

Mr. VanWinkle discussed the recruiting process to hire a new City Manager. The recruitment and hiring process for the position to date had provided the candidates with confidentiality. In order for Staff to have the authority to release the names of the two finalists, and approve comments to inquiries about those candidates, the Council must make a motion authorizing that action. Mr. VanWinkle stated both candidates spoke with their local Councils to make them aware of their interest in obtaining employment in Roseburg. Councilor Ryan added it was a difficult process, but felt the Council had done a good job and would end up with someone who could fill the position. Councilor Ryan moved to direct John VanWinkle to schedule a community meeting with the two finalists Paul Eckert and Brian Latta and to authorize John VanWinkle to release information about the candidates and respond to inquiries about them. Motion was seconded by Councilor Fisher-Fowler and approved with the following vote:

Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Prawitz, Ryan and Zielinski voted yes. No one voted no.

ADJOURNMENT

The meeting adjourned at 6:29 p.m.



Koree Tate
Management Assistant

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
April 22, 2019**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:14 p.m. on April 22, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Mr. Colley led the Pledge of Allegiance.

ROLL CALL

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

Absent: Councilor Bob Cotterell

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

CITY MANAGER RETIREMENT

Mayor Rich thanked Mr. Colley for his years of service and congratulated him on his retirement. He recalled the positive reaction from Staff when Mr. Colley was hired. He was typically the first one to work and the last one to leave. Mayor Rich listed the many committees and Boards for which he participated and then presented Mr. Colley with his City Staff photo, plaque with a key to the City and retirement watch for his years of service.

Mr. Colley stated he had spent thirty-five years in public office and that Roseburg was his home. The leadership team is one of the finest teams he has had the pleasure for which to work, with many gifted and talented individuals that will continue to provide great opportunities for the City. He reviewed accomplishments including the opening of a Roseburg Public Library. He thanked Council for providing the direction and leadership for the community and for being dedicated City officials.

CITY MANAGER HIRING PROCESS

Mr. VanWinkle explained the recruitment process for the City Manager position had been completed. Prior to a final offer of employment, a complete a background investigation and reference check would be conducted for a final candidate. Now would be the appropriate time to choose a final candidate. Councilor Ryan moved to name Paul Eckert as a final candidate for the City Manager position and authorized staff to complete a reference and background investigation. Motion was seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Prawitz, Ryan and Zielinski voted yes. Councilor Hicks voted no and explained she was not excited about the outcome.

CITY MANAGER PRO-TEM APPOINTMENT

Mr. VanWinkle stated that appointing a City Manager Pro-Tem would ensure the City had a point person for community involvement and high-level decision-making during the interim between the current City Manager and the new City Manager. Section 4.2 of the City Charter and Section 2.08 of the Roseburg Municipal Code allow for a City Manager Pro-Tem to perform

the duties of the City Manager if the office of City Manager became vacant or if the City Manager was absent from the City or disabled. Many times the Pro-Tem is chosen from current staff.

Public Works Director Nikki Messenger has worked for the City for over twenty years and has worked closely with all departments giving her a good understanding of the organization as a whole. Staff discussed the appointment and supports the recommendation of Ms. Messenger as City Manager Pro-Tem. To compensate for the additional duties and responsibilities of the City Manager Pro-Tem appointment in addition to continuing duties as Public Works Director, Staff recommends a temporary pay adjustment of 10% during the period of the City Manager Pro-Tem appointment. She will continue to manage her Public Works position while handling the Pro-Tem work. Councilor Ryan moved to appoint Nikki Messenger as City Manager Pro-Tem beginning May 1, 2019 with a corresponding 10% pay adjustment, and ending upon arrival of a new City Manager. Motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

COMMISSION/WARD REPORTS

Councilor Prawitz attended a MedCom meeting and chaired a Library Commission Meeting where they discussed potential contracts with school districts in Douglas County for library services and student library cards. On Friday, April 19, 2019, City Manager Colley and Douglas ESD Director Michael Lasher received the Library Supporters of the Year award at the Oregon Library Association conference. Councilor Prawitz said the award and their leadership showed how well the City of Roseburg was able to put together a great library for the City.

CONSENT AGENDA

Councilor Ryan moved to approve the following Consent Agenda items:

- A. Minutes of Regular Meeting of April 8, 2019
- B. OLCC License Privilege Change – The Place in Roseburg, LLC at 841 SE Cass Avenue

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

RESOLUTION NO. 2019-05 – OPRD LOCAL GOVERNMENT GRANT APPLICATION AUTHORIZATION

Ms. Messenger reported the Stewart Park Pavilion receives frequent and heavy use and was the main outdoor facility in the City's most beloved and well-used park. It plays host to dozens of events annually from smaller events like birthday parties and family gatherings to larger events such as graduation parties, company picnics and family/class reunions. These events serve thousands of residents and visitors annually. From the Music on the Half Shell series to the multiple 5/9 K runs to the NUT Cracker Mt. Bike Race, the pavilion was packed all summer long with events that draw people to the park. It is the marquee venue in Stewart Park and at nearly 50 years old, it is definitely showing its age. It is in desperate need of a makeover so that it can continue to support major events that draw people into the Roseburg area for many years to come.

05/13/2019

Staff was interested in pursuing a grant through the Oregon Parks & Recreation Department (OPRD) to rehabilitate the Stewart Park Pavilion. The pavilion was built circa 1970 as part of a collaborative effort with the Roseburg Rotary Club. It has served the community well for nearly 50 years; however, the roof of the pavilion has reached the end of its useful life. Four different areas have started leaking. It is imperative to act quickly before the water damage leads to structural damage and the cost of repairs begins to escalate. The project will consist of replacing the existing tile roof with a lighter and longer lasting metal roof. In addition to the roof replacement staff intends to address the darkness in the shelter, the broken and unusable stone fire pits, and the overall dark and dingy appearance of the outdated structure.

The OPRD Local Government Grant Program (LGGP) has a large scale (>\$75K) and a small scale (<\$75K) category. The City has recently applied for the renovation of Beulah Park in this year's large grant category. The anticipated total cost of this project works well in the small grant category. The \$75,000 cut off is based on grant request amount, not the total project cost. A minimum of forty percent match is required to participate in the Local Government Grant Program. Staff has requested a portion of the matching funds from the Economic Development Fund. The Economic Development Commission has recommended that the Council approve that request. If that request was denied or partially funded, the remaining amount would come from the Park Improvement Fund.

In response to Mayor Rich, Ms. Messenger explained the committee would decide when the project would start after a structural engineer reviews the design. There was a chance the project would not begin until next spring. Councilor Hicks wanted to know who originally built the pavilion. Ms. Messenger said she recently discovered information the Rotary was involved with the original project, and they would like to be involved in the rehabilitation as well. Councilor Eggers moved to adopt Resolution No. 2019-05 supporting a grant application seeking funding through the OPRD Local Government Grant Program for improvements to the Stewart Park Pavilion. Motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

FUNDING REQUEST – STEWART PARK PAVILION RENOVATION

Mr. Cowie explained the Parks Department had determined that the cost of the project would be approximately \$125,000. In order to cover the costs associated with the project the Parks Department will be seeking a \$75,000 grant from the Oregon Parks and Recreation Department (OPRD). This grant required a 40 percent cash match from the project sponsor. This meant that the City must contribute \$50,000 in order to meet the match. It was anticipated that \$25,000 of that money will come from the Stewart Park Trust fund and that the other \$25,000 would come from the Hotel/Motel tax fund subject to EDC and City Council approval.

The Stewart Park Complex is designated as a regional park, one that provides unique features to residents from throughout the City and beyond. As noted above, Stewart Park has the infrastructure necessary to support large sporting events that draw tourists from outside Douglas County to experience Roseburg. One of the greatest amenities the City has to offer as part of their experience is Stewart Park. Attendance from these types of events shows that many individuals come from outside our area. For example, information from those who help organize Music on the Half Shell indicates that based upon numerous polls over the years a

typical show has an attendance of over 4,000 people with 25 percent of those individuals coming from outside the area.

Information from the Umpqua Outdoor Day event indicated that over 1,000 people participated at the festival at Stewart Park. Of those individuals that participated in the NUT Cracker post-race award ceremony 23 of them were from outside a 50-mile radius of Roseburg. These individuals brought their family and friends to Stewart Park afterward to enjoy the post ride celebration and spend time in Roseburg. The Umpqua Strong race event is another example of Stewart Park being utilized for a community sponsored event that has the ability to draw tourists from outside our area. In 2018, the 9k and 5k runs had over 702 participants. 30 of these individuals were from out of state and 66 were from other parts of the state outside of Douglas County. Using tourism funds to help repair the Stewart Park pavilion will help to support the City's efforts to continue to promote Roseburg and our beautiful area for all those seeking to visit our City.

Councilor Hicks moved to authorize the use of \$25,000 as match to the OPRD grant in order to help assist in costs associated with renovating the Stewart Park Picnic Pavilion. Motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

ARTS AND SIGNAL INTERCONNECT PROJECT BID AWARD RECOMMENDATION

Ms. Messenger advised that Staff has been working on two different traffic signal projects and made a decision to combine them to increase efficiency and eliminate potential conflicts that may have occurred if the projects were bid separately. Separate bid schedules were used in order to track the costs. In 2015, the Oregon Department of Transportation implemented the All Roads Transportation Safety Program (ARTS) with the intent of identifying and funding projects that will reduce Fatal and Injury A (serious injury) crashes. The ARTS program has two types of projects – systemic and hotspot. In 2015, the City worked with a consultant to identify projects that were eligible for one or both of these categories. The City submitted two grant applications, both of which were funded and combined into one grant. The ARTS portion of the project includes the following improvements:

- a. A pedestrian activated warning system and raised median refuge on Stephens Street near Roseland Avenue,
- b. Pedestrian countdown signal heads on Stephens Street at Edenbower Blvd., Newton Creek Road and Stewart Parkway,
- c. Pedestrian countdown signal heads on Harvard Avenue at Stewart Parkway, Keady Court, Centennial Drive and Umpqua Street,
- d. Reflectorized signal backplates on all approaches on Stewart Parkway at the Walmart entrance, Renann, Mercy Drive, Aviation Drive and Airport Road,
- e. Convert the Stewart Parkway approach from protected/permitted doghouse signal heads to flashing yellow arrow heads at Mercy Drive, Renann Avenue and Airport Road and to protected-only heads at the Walmart entrance and Aviation Drive.

The Traffic Signal Coordination and Interconnect portion of the project involves the installation of electrical, telecommunications and programming of existing signals on Stewart Parkway from Walmart to Edenbower. The intent is to coordinate and improve green wave timing to

reduce traffic congestion and improve corridor efficiency. ODOT will be coordinating the programming with the Contractor and maintaining thereafter under an existing Intergovernmental Agreement with the City. The City received a grant from ODOT for \$462,946.00 for the ARTS portion of the project. The matching funds are programmed in the Transportation and Urban Renewal Funds. The Traffic Signal Coordination portion of the project is programmed for Urban Renewal Funding. This project involves Urban Renewal Funding. The North Roseburg Urban Renewal Area expires on September 30, 2019. The intent is to get all Urban Renewal funded work completed by August 30, 2019.

In response to Mayor Rich about the signal near Roseland Avenue, Ms. Messenger explained it would be to the current pedestrian flashing light that was placed south of Les Schwab by the tribal office. Councilor Hicks wanted to know if the freeway access by Roseburg High School was considered. Ms. Messenger explained that was ODOT jurisdiction and assured her they had been evaluating that area. Councilor Zielinski wanted to know if the Harvey and Stewart Parkway area would be considered. Ms. Messenger explained an application was sent in 2015 and it takes a couple years to acquire information. Mr. Colley added ODOT reviewed the area and modified the signal coming out of the golf course. Councilor Ryan moved to award the ARTS/Signal Interconnect Project to the lowest responsible bidder, Kunert Electric LLC, for \$519,829. Motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

AUTHORIZATION TO EXECUTE PERMANENT EASEMENT – SPRUCE STREET

Ms. Messenger reported that prior to the Highway 138E Corridor Solutions Project, Spruce Street was offset near Oak Avenue. In order to travel south on Spruce Street, a vehicle had to actually go against one-way traffic on Oak Avenue, which was a dangerous situation. As part of the project, Spruce Street was realigned, eliminating the backwards travel movement. In order to realign Spruce Street, staff worked with ODOT staff to negotiate a swap of permanent easements between the City and the Cow Creek Tribe. The Tribe granted a permanent easement to the City for street purposes and the street and sidewalks were constructed within this easement. Prior to the construction, the property was part of "The Lot" property, currently used to facilitate food trucks.

At this time, staff was seeking authorization to complete the paperwork and grant a permanent easement to the Tribe for use of a portion of the right-of-way on Spruce Street for parking lot purposes. The entire area will be reserved to allow the utilities within the existing right-of-way to remain, but will formalize the agreement allowing the Tribe to use the area in perpetuity for parking lot and related purposes. No structures would be allowed within the easement area. In response to Councilor Hicks, Ms. Messenger confirmed the area was already paved and there would not be additional onstreet parking.

Councilor Ryan moved to authorize the City Manager to execute an easement to the Cow Creek Band of Umpqua Tribe of Indians granting permissions for the use of a portion of the Spruce Street right-of-way. Motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

ADAPT COMPASS – MOBILE CRISIS AGREEMENT

Mr. Colley stated that as part of the grant application process, Staff worked with the Local Public Safety Coordinating Council Coordinator, Police administration and Adapt/Compass administration to put together a Mobile Crisis Intervention program. Adapt/Compass would employ dedicated Qualified Mental Health Professionals (QMHPs) to co-respond to calls from law enforcement where suspected mental health, substance abuse and domestic violence may be a contributing factor to the situation. QMHPs will utilize crisis intervention techniques for de-escalation as necessary, assess risk for suicidal ideations/homicidal ideations (SI/HI), complete Director's Holds as appropriate, and provide case management for referrals to resources (housing, shelters, food, financial, mental health and substance abuse treatment, etc.).

The grant application included Adapt/Compass as a sub-award contractor, however, the grant was awarded to the City of Roseburg. The grant budget included \$170,000 in each year of the three-year award for Adapt/Compass services for a total of \$510,000. The total cost for these services over the three-year period will be \$697,500 with \$62,500 in matching funds each year coming from non-city, non-grant funds. The three-year grant award period started January 1, 2019 and Adapt/Compass began providing services related to crisis intervention on March 1, 2019. In response to Mayor Rich, Mr. Colley explained the Mental Health Professional would travel in their own vehicle. During dispatch, a request can be made to send someone for assistance and other times they can participate in a ride-along with an officer. Mayor Rich wanted to know their standard hours of operation. Mr. Colley explained they were available from 12:00 p.m. to 12:00 a.m. when most interventions occurred. Councilor Zielinski added that when someone was in crisis, dispatch would be called and they would reach out to law enforcement, EMT services if needed and a crisis intervention person. It would depend on the call.

In response to Councilor Cole, Mr. Colley said Compass was a subset of Adapt for the behavioral health component. Councilor Hicks explained that during her tour as part of a League of Oregon Cities Conference, she visited with Police Officers and volunteers for CAHOOTS and thought it was a great program that focused on resources for the highest users. Councilor Hicks moved to authorize the City Manager to execute the attached agreement between the City of Roseburg and Adapt/Compass to provide services in conjunction with the Mobile Crisis Intervention grant in the amount of \$510,000, payable from grant proceeds. Motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

AXON STORAGE AND LICENSE CONTRACT

Mr. Klopfenstein reported that in 2014, the Police Department purchased Axon body worn cameras for all our Police Officers. Additionally, the Police Department entered into a five-year contract with Axon for storage of body camera footage and licensing fees; that contract expires in July of 2019. The original contract purchased six terabytes of storage, with an a la carte price schedule for storage overage. As of April 10, 2019, they had utilized over thirteen terabytes for our FY 18-19 storage. Retention is set on all stored footage, from six months to indefinitely, based on its evidentiary value and state mandated retention schedule. Axon's current contract proposal will have unlimited storage, which is less costly than purchasing a la carte for storage overages beyond six terabytes.

Axon charges an annual licensing fee for each user. We had been paying for seven pro licensing fees and thirty-seven basic licensing fees; however, Axon had been letting a majority of our Officers utilize the pro on a trial basis. The current Axon proposal is for twenty-five pro users and fifteen basic users. Pro users are able to redact, generate usage reports, order transcripts, and most importantly utilize Axon Citizen, which enables officers to send an email or text invite to a witness, who can then upload video or digital evidence directly to evidence.com. Officers and witnesses have found Axon Citizen extremely useful.

The offsite storage Axon offers is beneficial due to ease of use as it relates to data upload and storage, mobile device use, security, and sharing with external partners. The 2019 Axon storage and licensing proposal is a five year, \$113,270.40 contract, requiring the following five annual payments:

Year 1	\$22,032.00
Year 2	\$22,809.60
Year 3	\$22,809.60
Year 4	\$22,809.60
Year 5	\$22,809.60

The Police Department budgeted in FY 19-20 for the proposed annual storage and license fees for the aforementioned contract.

In response to Mayor Rich, Mr. Klopfenstein explained the cameras were updated while on a docking station that uploads all data and gives firmware updates. In response to Councilor Zielinski, Mr. Klopfenstein explained the Axon Citizen program. Those who video a crime can receive an email explaining how to drag and drop the file for the Police Department to view, save and potentially retain as part of the report. Councilor Cole moved to authorize renewal of the contract with Axon for storage and licensing for a five year, \$113, 270.40 contract. Motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR AND COUNCIL

Councilor Zielinski shared that April 27, 2019 was YMCA Healthy Kids Day from 9:00 a.m. to 12:00 p.m. for games, bounce house, prizes, health snacks, information booths and more. She also invited everyone to attend the Police K9s Unleashed event on April 28, 2019 at the Douglas County Speedway at the Fairgrounds at 2:00 p.m. Roseburg Police, Douglas County Sheriff, Winston Police and Springfield Police will all be present to showcase their K9 teams for the free event.

Councilor Prawitz said he and Councilor Cotterell were working together to schedule a Ward 3 meeting soon.

Mr. Colley thanked the current Department Head Staff and a few who transitioned out in the last year. He thanked Ms. Tate for assisting him, handling his calendar and making life easier. He noted the importance of strong support staff.

05/13/2019

Councilor Hicks attended the League of Oregon Cities spring conference. She said it was the first time for the event and given the successful attendance, she thought they would continue to provide this conference. During the conference, they focused on housing, homelessness, wild fires and marijuana. She enjoyed the speakers and information provided. Councilor Hicks asked if the pillars by the bench at the Visitor's Center could be addressed because many were sloping and she feared they would become a safety hazard to citizens and visitors.

ADJOURNMENT

The meeting adjourned at 8:15 p.m. to enter into an Urban Renewal Agency Board Meeting.



Koree Tate
Management Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC NEW OUTLET APPLICATION HAIR GARAGE AT 1035 SE OAK STREET

Meeting Date: May 13, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Koree Tate, Management Asst
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 Control Commission for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

BACKGROUND

OLCC has received an application from Misty Ross, owner of The Hair Garage, as new outlet granted for "Limited On-Premises and Off-Premises."

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 applicants 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 THE HAIR GARAGE LOCATED AT 1035 SE OAK STREET IN ROSEBURG, OREGON."

ATTACHMENTS:

Attachment #1 – Subject Application

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



LIQUOR LICENSE APPLICATION

1. Application. Do not include any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received:
<input type="checkbox"/> Brewery 2 nd Location	<u>May 6, 2019</u>
<input type="checkbox"/> Brewery 3 rd Location	Name of City or County:
<input type="checkbox"/> Brewery-Public House 1 st location	_____
<input type="checkbox"/> Brewery-Public House 2 nd location	Recommends this license be:
<input type="checkbox"/> Brewery-Public House 3 rd location	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Distillery	By: _____
<input type="checkbox"/> Full On-Premises, Commercial	Date: _____
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input checked="" type="checkbox"/> Limited On-Premises	OLCC USE ONLY
<input checked="" type="checkbox"/> Off-Premises	Date application received:
<input type="checkbox"/> Off-Premises with Fuel Pumps	_____
<input type="checkbox"/> Warehouse	By: _____
<input type="checkbox"/> Wholesale Malt Beverage & Wine	Date application accepted as initially complete:
<input type="checkbox"/> Winery 1 st Location	_____
<input type="checkbox"/> Winery 2 nd Location	By: _____
<input type="checkbox"/> Winery 3 rd Location	License Action(s):

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Misty Ross

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

OLCC USE ONLY	OLCC FINANCIAL SERVICES USE ONLY
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LIQUOR LICENSE APPLICATION

3. Applicant #1 <i>Misty Ross</i>		Applicant #2	
Applicant #3		Applicant #4	
4. Trade Name of the Business (Name Customers Will See) <i>Hair Garage</i>			
5. Business Address (Number and Street Address of the Location that will have the liquor license) <i>1035 SE Oak St</i>			
City <i>Roseburg</i>	County <i>Douglas</i>	Zip Code <i>97470</i>	
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) <i>PO Box 82</i>			
City <i>Riddle</i>	State <i>OR</i>	Zip Code <i>97469</i>	
9. Phone Number of the Business Location <i>541.492.2858</i>			
10. Contact Person for this Application <i>Misty Ross</i>		Phone Number <i>541.391.9486</i>	
Mailing Address <i>PO Box 82</i>	City <i>Riddle</i>	State <i>OR</i>	Zip Code <i>97469</i>

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

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

Misty Ross

(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ANNUAL FEE AMENDMENTS

Meeting Date: May 13, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Resolutions
Staff Contact: Amy Sowa, City Recorder
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Pursuant to previously adopted City Council resolutions, service fees are to be adjusted annually based on either the CPI-U West index or the March Construction Cost Index (CCI).

BACKGROUND

- A. Council Action History.** Unless special circumstances arise in the course of the fiscal year, the City Council generally takes action each May or June to adjust fees effective July 1st.
- B. Analysis.** The attached Resolutions incorporate all of the adjustments described in this section.

1. Public Information Requests:

The fee for the general City **Photocopy** charge is being adjusted to match the Library photocopy charge.

To better reflect the type of technology and media used to create copies of video and audio and the actual costs thereof, the term **Digital Video** has been changed to cover **Digital Images (Photos, Videos or Files)**.

The cost of the **Business Registration List** is being increased to more closely reflect the per page cost of this document.

The cost of the **Audit** under Finance Records is being increased to match the cost of the Budget.

Police researched other cities and Douglas County for comparables on Reports and Photos and found the City's fees were considerably lower. Staff is recommending an increase in both **Fire** and **Police Reports**, as well as **Digital Images (Photos/Videos)** and **Video Cam Footage** to better reflect the cost in producing those records while remaining comparable to other nearby agencies.

Council adopted Resolution 2018-23, establishing fees for the Roseburg Public Library, which are now being added to the fee schedule.

Due to technical advances and to match the fees set for other digital documents, the fee for **Aerial Maps-digital format** is being reduced to \$15.00.

2. **Administration**: Council adopted Resolution 2018-27, establishing fees for the Roseburg Public Library meeting rooms which are now being added to the fee schedule.

Council adopted Resolution 2018-17, establishing fees for submissions to a City of Roseburg Voters' Pamphlet which are now being added to the fee schedule.

3. **Airport**: Rent/Lease Rates for the Airport are adjusted annually using the CPI (CPI-U West index) which is currently 3.3%.

Council adopted Ordinance 3510, amending Roseburg Municipal Code Section 3.22.020 regarding government exemptions at the Roseburg Regional Airport. New fees for this use have not yet been determined. To reflect the change in the RMC, *Governmental Operations exempted* is being removed.

4. **Business Permits/Licenses**: Council adopted Resolution 2018-18 adding fees for Transportation Network Operators and Drivers which are now being added to the fee schedule.

The City's Business Registration fee has not been increased since 2006. This is a one-time fee as long as the business stays in business and does not change location or ownership. Staff researched other Oregon cities and found that most cities charge an annual fee of approximately \$50 or more. Renewing annually could be burdensome for staff, so we are not recommending an annual fee, but that we increase the one-time fee.

The linear foot fee for non-carrier telecommunication providers that occupy the public way, but have no customers in the City, shall be adjusted annually in accordance with the current CPI (CPI-U West index) rate which is currently 3.3%.

5. **Community Development – Planning**: In compliance with Resolution No. 2008-10, all Department fees are to be adjusted by the current CPI (CPI-U West index) rate which is currently 3.3%.

In addition, a Re-Submittal Fee was added for Site Review applications and all land use actions, except Subdivision and Planned Unit Development applications. This fee is to address repeated submittal of incomplete site review and land use applications by seasoned developers, requiring multiple reviews.

6. **Finance Department:** The following sections are being removed to reflect that the City no longer enforces parking regulations. **Free Parking Zone Reporting Requirements Penalty, Historic Structure Parking Meter Placement Exemption, Parking Facilities, Parking Meter Rates, and Residential Parking Exemption Permits,**
7. **Fire Department:** Pursuant to Resolution 2006-02, Fire Department service fees are to be adjusted annually based on the current CPI (CPI-U West index) rate which is currently 3.3%.

After evaluating the cost of providing some of the services, Fire is also requesting that the following fees are capped and no longer subject to the CPI adjustment: **Burn Permits Residential, Commercial, Exempt from Seasonal Restriction, and Additional Inspections/Special Events.**

8. **Library:** Council adopted Resolution 2018-23 establishing fees for the Roseburg Public Library, which are now being added as a new section to the fee schedule.
9. **Police Department:** Police researched other cities and Douglas County for comparables on Fingerprint fees and is recommending an increase to keep the City's fees comparable.
10. **Storm Drainage:** Storm Drainage Service (monthly) fees were set by Resolution 2013-01 to cover a five-year period, which ends June 30, 2019. The Public Works Commission recommends adjusting this fee annually based on the current CPI (CPI-U West index) rate which is currently 3.3%, starting July 1, 2019.
11. **System Development Charges:** System Development Charges are to be adjusted annually based upon the March Construction Cost Index (CCI) as reported in the Engineering News Record twenty-city average with an inflation factor cap of 5% per year. This year's CCI is 2.45%

C. Financial/Resource Considerations. The proposed fee increases will help the City to offset the cost of special services.

D. Timing Considerations. In order to implement the fees on a fiscal year basis, the fee amendment resolutions should be adopted as soon as possible to allow Staff sufficient opportunity to prepare for implementation.

COUNCIL OPTIONS

Council has the option to:

- Adopt the fee resolutions as presented; or
- Make amendments to fees and adopt the resolutions as amended; or
- Request additional information; or
- Take no action

STAFF RECOMMENDATION

City of Roseburg fees were originally adopted through two resolutions: Resolution No. 91-18 applied to water service related fees; and Resolution No. 92-13 applied to all other fees. Therefore, there are two resolution attached for your consideration. Staff recommends Council adopt the resolutions as presented.

SUGGESTED MOTION

1. ***"I MOVE TO ADOPT RESOLUTION NO. 2019-06 AMENDING RESOLUTION NO. 92-13 REGARDING FEES."***
2. ***"I MOVE TO ADOPT RESOLUTION NO. 2019-07 AMENDING RESOLUTION NO. 91-18 REGARDING WATER FEES."***

ATTACHMENTS:

Attachment #1 – Resolution No. 2019-06 Amending Fees

Attachment #2 – Resolution No. 2019-07 Amending Water Fees

RESOLUTION NO. 2019-06

A RESOLUTION AMENDING RESOLUTION NO. 92-13 REGARDING FEES

WHEREAS, Resolution No. 2006-02 and Resolution No. 2008-10 require annual adjustments to Fire Department and Community Development Department fees be made based upon the CPI (CPI-U West) index. That adjustment is 3.3% for calendar year 2018; and

WHEREAS, Resolution No. 2006-12 requires annual adjustments to certain Airport fees be made based upon the CPI (CPI-U West) index for the preceding calendar year up to a maximum of 3%. That adjustment is 3%; and

WHEREAS, Systems Development Charges are to be adjusted annually based upon the March Construction Cost Index. That adjustment is 2.45%; and

WHEREAS, Roseburg Municipal Code Section 9.25.110(B) establishes that the linear foot fee for non-carrier telecommunication providers that occupy the public way but have not customers in the City shall be adjusted annually in accordance with the CPI (CPI-U West) index. That adjustment is 3.3%; and

WHEREAS, The following fees under Public Information Requests are adjusted to reflect actual costs and keep the City's fees comparable:

- City Photocopy charge is being adjusted to match the Library photocopy charge.
- Flash Drive has been added, with the same fee as other digital files.
- The cost of the Business Registration List is being increased to more closely reflect the per page cost of this document.
- The cost of the Audit under Finance Records is being increased to match the cost of the Budget.
- Police and Fire Reports and Video Cam Footage fees are being increased to better reflect the cost to duplicate those records while remaining comparable to other nearby agencies. Police Photos are being added; and
- Due to technical advances and to match the fees set for other digital documents, the fee for Aerial Maps-digital format is being reduced.

WHEREAS, Resolution No. 2018-23 established fees for the Roseburg Public Library which need to be added to the fee schedule; and

WHEREAS, Resolution No. 2018-27 established fees for the Roseburg Public Library Meeting Rooms which need to be added to the fee schedule; and

WHEREAS, Resolution No. 2018-17 established fees for submissions to a City of Roseburg Voters' Pamphlet which need to be added to the fee schedule; and

WHEREAS, Business Registration fee is being increased to reflect actual costs and keep the City's fees comparable; and

WHEREAS, Resolution No. 2018-18 established fees for Transportation Network Operators and Drivers which need to be added to the fee schedule; and

WHEREAS, Ordinance No. 3510 changed the language for government exemptions at the Airport. Fees are still being negotiated, so language has been removed; and

WHEREAS, A Re-submittal Fee is being added for Site Review applications and all land use actions, except Subdivision and Planned Unit Development applications, to address repeated submittal of incomplete site review and land use applications, requiring multiple reviews; and

WHEREAS, Fire is requesting that the following fees are capped and no longer subject to the CPI adjustment: Burn Permits Residential, Commercial, Exempt from Seasonal Restriction, and Additional Inspections/Special Events fees. This change needs to be noted in the fee schedule; and

WHEREAS, Storm Drainage Service (monthly) fees set by Resolution 2013-01 end June 30, 2019. The Public Works Commission recommends adjusting this fee annually based on the current CPI (CPI-U West) index, which is currently 3.3%, starting July 1, 2019. This change needs to be noted in the fee schedule.

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

Section 1. PUBLIC INFORMATION REQUESTS – Effective July 1, 2019, the below-listed Public Information Request fees will be adjusted as follows:

MISCELLANEOUS RECORDS

Photocopy Charges:

Service charge of \$1.00 plus

(black and white) up to 8½ x 14.....	.0-10/page	<u>0.25/page</u>
(color) up to 8½ x 14.....		<u>0.50/page</u>
11x17	0-20/page	<u>0.50/page</u>
36x36	2-50/page	<u>5.00/page</u>

Digital <u>Images</u> (Photos, Videos or <u>Files</u>).....	5-00/each	<u>15.00/each</u>
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FINANCE RECORDS:

Audit.....	25-00	<u>30.00</u>
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LIBRARY

Black and White Copies		<u>0.25/page</u>
Color Copies		<u>0.50/page</u>

POLICE/COURT RECORDS:

Accident Report.....	5-00	<u>10.00</u>
Conviction (certified)		5.00
Conviction (non-certified)		3.00
Police Report.....	.5-00	<u>10.00</u>

<u>Digital Images (Photos/Videos)</u>		<u>15.00</u>
Video Cam Footage:		
Full Blur (<u>digital or CD</u>)	<u>5.00</u>	<u>15.00</u>
Partial Blur.....	8.50/minute of staff time + 5.00/dvd	

PUBLIC WORKS RECORDS:

Aerial Maps-digital format..	150.00	<u>15.00</u>
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Section 2. ADMINISTRATION – Effective July 1, 2019, the below-listed Administration fees will be added to the fee schedule:

Roseburg Public Library Room Rental

Roseburg Public Library/City of Roseburg/Douglas Education Service District/Friends of the Library no charge

Recognized veterans organizations no charge

Other Agencies

Ford Family Room 25 when ESD and/or Library are open to the public
..... 50 when ESD and Library are closed

Deer Creek Room 25.00

South Umpqua Room 25.00

Multipurpose Room #1:

 Meeting room only or single-point videoconferencing 25.00

 Multipoint videoconferencing contact ESD for quote

Multipurpose Room #2:

 Meeting room only or single-point videoconferencing 25.00

 Multipoint videoconferencing contact ESD for quote

Study Room #1 No charge on a drop-in basis for two hours
(time may be extended if no one is waiting)

Study Room #2 No charge on a drop-in basis for two hours
(time may be extended if no one is waiting)

Voters' Pamphlet Submissions

Candidate Statement 25.00

Measure Argument or Statement of Endorsement..... 25.00

Section 3. AIRPORT FACILITIES – Effective July 1, 2019, the below-listed Airport Facilities fees will be adjusted as follows:

Rent/Lease Rates (Annual):

Non-Aviation Related Use of Corporate Hangar Space	0.70 per s.f.	<u>0.72 per s.f.</u>
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Rent/Lease Rates (Monthly):

(Government Operations exempted)

Commercial "Lear"	760.00	783.00
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Corporate Hangar Space & Aviation Suites (annual per square foot)	0.2974 per s.f.	0.3072 per s.f.
Storage Units B, G, H, I	78.00	<u>80.00</u>
Storage Unit F	56.00	<u>58.00</u>
T-Hangar single (except I-5, I-9, I-14)	235.00	<u>242.00</u>
T-Hangar single (North end I-5, I-9, I-14)	172.00	<u>177.00</u>
T-Hangar twin	431.00	<u>444.00</u>
T-Hangar Single Daily Rate	21.00	<u>22.00</u>
T-Hangar Twin Daily Rate	31.00	<u>32.00</u>
T-Hangars Row "C"	200.00	<u>206.00</u>
Tie-Downs single (per space)	38.00	<u>39.00</u>
Tie-Downs twin (per space)	64.00	<u>66.00</u>

Section 4. BUSINESS PERMITS/LICENSES – Effective July 1, 2019, the below-listed Business Permits/Licenses fees will be added to the fee schedule and adjusted as follows:

Business Registration	130.00	<u>150.00</u>
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Transportation Network:

Driver's Permit (annual)		20.00
On or after 7/1		<u>10.00</u>
Original Application Investigation Charge		30.00
Operator's License (annual)		480.00
On or after 7/1		<u>240.00</u>
Original Application Investigation Charge		<u>200.00</u>

Telecommunication Providers:

*Non Carrier w/facilities in right-of-way but No City Customers (annual per lineal foot of public way occupied)	2.3224/linear foot	<u>2.3987/lineal foot</u>
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Section 5. COMMUNITY DEVELOPMENT – PLANNING – Effective July 1, 2019, the below-listed Community Development – Planning fees will be adjusted as follows:

Administrative Function (<i>i.e. address, land use compatibility statement LUCS, DMV</i>)	31.00	<u>32.00</u>
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Amendment (<i>Conditions, Findings and Plat</i>)	298.00	<u>308.00</u>
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Annexation:

Petition Initiated	715.00	<u>739.00</u>
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Appeals:

Dangerous Building Abatement (<i>to City Manager then Council</i>)	298.00	<u>308.00</u>
Nuisance Abatement (<i>to City Manager then Council</i>)	257.00	<u>265.00</u>

RESOLUTIONS A – ATTACHMENT #1

Boundary Line Adjustment	238.00	<u>246.00</u>
<i>Resubmittal Fee (30% of the required application fee for the initial application)</i>		
Comprehensive Plan Amendment (Map/Text)	1434.00	<u>1481.00</u>
Urban Growth Boundary	1788.00	<u>1847.00</u>
<i>Resubmittal Fee (Map) (30% of the required application fee for the initial application)</i>		
Conditional Use Permit	596.00	<u>616.00</u>
Day Care	298.00	<u>308.00</u>
<i>Resubmittal Fee (30% of the required application fee for the initial application)</i>		
Demolition Permit	33.00	<u>34.00</u>
Derelict Building Registration:		
Application		
Residential	302.00	<u>312.00</u>
Commercial	545.00	<u>563.00</u>
Monthly Registration for each month or portion thereof building is registered for the first six months		
Residential	119.00	<u>123.00</u>
Commercial	545.00	<u>563.00</u>
Extension – Monthly Registration for each month or portion thereof building is registered after six months		
Residential	237.00	<u>245.00</u>
Commercial	1109.00	<u>1146.00</u>
Delinquent Payment Penalty (for each monthly payment more than 30 days past due)		
Residential	119.00	<u>123.00</u>
Commercial	545.00	<u>563.00</u>
Expedited Land Use Action (plus \$100 postage)	1906.00	<u>1969.00</u>
Grading Plan:		
Single Family Unit/Duplex	59.00	<u>61.00</u>
Other	298.00	<u>308.00</u>
Historic Structure – Alteration/Construction/Demolition with HRRC public hearing (plus corresponding Site Review Fee)	59.00	<u>61.00</u>
Non-Conforming Use Alteration	179.00	<u>185.00</u>
<i>Resubmittal Fee (30% of the required application fee for the initial application)</i>		
Partition:	478.00	<u>494.00</u>
<i>Resubmittal Fee (30% of the required application fee for the initial application)</i>		
Planned Development:		

RESOLUTIONS A – ATTACHMENT #1

Preliminary (<i>plus \$10.00 per lot</i>)	4072.00	1107.00
Final	419.00	123.00
First Resubmittal		0.00
Resubmittal Fee	119.00	123.00
Construction Review	119.00	123.00
Preliminary Application Conference	119.00	123.00
Site Plan Review:		
Above Ground Storage Tank	238.00	246.00
Alteration/Remodel Single Family Unit/Duplex	41.00	42.00
Alteration/Remodel Commercial/Industrial	49.00	61.00
Floodplain Review	175.00	181.00
New Construction Single Family Unit/Duplex	119.00	123.00
Commercial/Industrial/Other	415.00	429.00
Mobile Home Park	415.00	429.00
<u>Resubmittal Fee (30% of the required application fee for the initial application)</u>		
Site Plan Review – Signs:		
Area – 0 to 32 square feet	25.00	26.00
Area – 33 to 60 square feet	36.00	37.00
Area – 61 to 99 square feet	41.00	42.00
Area – 100 to 250 square feet	59.00	61.00
Freestanding (in addition to above)	25.00	26.00
Temporary (30 days or less)	21.00	22.00
Temporary Sign Refundable Deposit	51.00	53.00
<u>Resubmittal Fee (30% of the required application fee for the initial application)</u>		
Subdivision:		
Preliminary (plus \$10.00 per lot)	4072.00	1107.00
Construction Plan Review	119.00	123.00
Final Plat	119.00	123.00
Replat	415.00	429.00
First Resubmittal		0.00
Resubmittal Fee	119.00	123.00
Temporary Use Permit:		
Family Hardship/Structure [<i>City Manager and/or Community Development Director can waive fee based on financial hardship</i>]	119.00	123.00
<u>Resubmittal Fee (30% of the required application fee for the initial application)</u>		
Use/Zoning, Etc.	119.00	123.00
Vacation (Street, Alley, Easements) (plus deposit for costs as determined by the City Recorder)	415.00	429.00
Variance:		
Administrative	238.00	246.00
Public Hearing before Planning Commission	478.00	494.00

RESOLUTIONS A – ATTACHMENT #1

Riparian Setback	479.00	<u>185.00</u>
<u>Resubmittal Fee (30% of the required application fee for the initial application)</u>		

Water Service Request for Outside City Limits:

Residential – Single Family	449.00	<u>123.00</u>
Residential – Other	298.00	<u>308.00</u>
Commercial	415.00	<u>429.00</u>

Zone Change	893.00	<u>922.00</u>
<u>Resubmittal Fee (30% of the required application fee for the initial application)</u>		

Section 6. FINANCE DEPARTMENT – Effective July 1, 2019, the following fees will be removed from the Fee Schedule as the City does not enforce parking in these areas; and

~~**Free Parking Zone Reporting Requirements Penalty**~~

Pursuant to Roseburg Municipal Code Section 8.04.030	100.00
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~~**Historic Structure Parking Meter Placement Exemption:**~~

Equal to comparable Downtown Development District Tax

Parking Facilities:

Armory Parking Lot (Monthly rate/sold quarterly)	28.00
Phillips Parking Lot (Monthly rate/sold quarterly)	22.00
Shalimar Parking Lot (Monthly rate/sold quarterly)	25.00
Sheridan Lot	24.00
Overpark (Monthly rate/sold quarterly) 2 nd Level	22.00
3 rd Level	17.00
Oversize Vehicle	25.00
Discount Bulk Purchases of Rental Spaces	
Spaces 10 through 15	10%
Additional Spaces over the additional 15	15%

Parking Meter Rates	0.50/hr
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~~**Residential Parking Exemption Permits:**~~

Permanent Residents (for 3 calendar years)	8.50
Temporary Houseguest of Resident (bi-weekly)	3.50

Section 7. FIRE DEPARTMENT – Effective July 1, 2019, the below-listed Fire Department fees will be adjusted as follows:

False Alarm Response Fee to be assessed for the 3 rd through 6 th false alarm for the same location within any calendar year (partial reimbursement)	327.00 each	<u>338.00 each</u>
7 th and each subsequent false alarm (full reimbursement)	760.00 each	<u>785.00 each</u>

False Alarm Appeal Fee	427.00	<u>131.00</u>
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Inspections

Illegal Occupancy	360.00	<u>372.00</u>
Exceeding maximum occupant load	166.00	<u>171.00</u>
“A” Occupancy Inspections (after hours)	104.00	<u>104.00</u>

Unmitigated violations - Subsequent re-inspections

1st re-inspection visit	166.00 / <u>171.00</u> per facility plus 33.00 per violation class	
2nd re-inspection visit	294.00 / <u>304.00</u> per facility plus 33.00 per violation class	
3rd & subsequent re-inspection visits	556.00 / <u>574.00</u> per facility plus 33.00 per violation class	

Permits

Blasting	164.00	<u>169.00</u>
Burn permits		
Residential	73.00	<u>75.00</u>
Commercial	360.00	<u>370.00</u>
Exempt From Seasonal Restriction	98.00	<u>100.00</u>
Fire works including retail sales inspection		
Booth	132.00	<u>136.00</u>
Tent	164.00	<u>169.00</u>
Display	327.00	<u>338.00</u>
Storage Tanks		
Installation	164.00	<u>169.00</u>
Removal	99.00	<u>102.00</u>

On-Site Inspections

Underground piping		
Flushing	98.00	<u>101.00</u>
Hydrostatic test	98.00	<u>101.00</u>
Aboveground Piping		
Modifications/Remodels	98.00	<u>101.00</u>
Sprinkler System Pre-Cover (\$50.00 minimum)	98.00/hr	<u>101.00/hr</u>
Hydrostatic Test	98.00	<u>101.00</u>
Pneumatic Test	98.00	<u>101.00</u>
Dry Piping Trip Test	98.00	<u>101.00</u>
Standpipes	98.00	<u>101.00</u>
Fire Alarm Systems	98.00/hr	<u>101.00/hr</u>
Missed Appointment Fee	98.00	<u>101.00</u>
Smoke Removal Systems	98.00	<u>101.00</u>
Final Inspection (\$100.00 minimum)	98.00/hr	<u>101.00/hr</u>
New Hydrant Installation Inspection and flushing per Hydrant	164.00	<u>169.00</u>

Additional Inspections

Clean Agent System (site inspection/room integrity flow & alarm test)	164.00	<u>169.00</u>
Commercial Cooking Suppression System (site inspection / trip test)	132.00	<u>136.00</u>
Special Events –(per vendor, per year)	62.00	<u>50.00</u>
- Includes as examples: Graffiti, Art Festival, Music on the Half Shell		

RESOLUTIONS A – ATTACHMENT #1

Special Requested Inspection (typically business insurance purposes)	122.00/hr /126.00/hr
Spray Booths (site inspection/trip test)	164.00 169.00
Temporary Membrane Structures, Tents and Canopies	98.00 101.00

Plan Review

Including Deferred Submittals (\$50.00 minimum if less than 1 hour)	98.00/hr /101.00/hr
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Mechanical Inspection

Fire Smoke Damper (per damper)	20.00	21.00
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Site Review/Consultation

First hour free - Each additional hour per project	98.00/hr	101.00/hr
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Hazardous Materials

One hour minimum - Non-State Team Response	327.00	338.00
After first hour (fractional thereafter (1/4 hour) Actual wage & benefit of employees		

Opticom Traffic Control Device - non City owned vehicles

Annual permit per agency	1963.00	2028.00
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Section 8. LIBRARY - Effective July 1, 2019, the below-listed Library fees will be added to the fee schedule:

Library Card

Residents		No Charge
<u>Transitional (residents without a permanent address)</u>		No Charge
<u>Student</u>		
<i>(youth ages 0-high school graduation living within the Roseburg Public School Dist boundary)</i>		No Chg
<u>Non-Residents *</u>	60.00/year or 15.00/quarter	
<u>Replacement Fee</u>		1.00

** Every person in one household may have a non-resident library card for the single fee. "Household" means a group of individuals who comprise a housekeeping unit using one (1) kitchen and who live together under the same roof. There is no reduction in the fee for small households. The fee is not refundable and not prorated.*

Lost or Damaged Items

Roseburg Public Library does not assess overdue fees for materials. Items not returned within 30 days of the due date will be considered lost, and the borrower will be billed for the cost of the item plus a processing fee.

Cost of Item as Indicated in Automation System; or

<u>Adult Hardcover Book</u>	30.00
<u>YA and Junior Hardcover Book</u>	20.00
<u>Picture Book</u>	15.00
<u>Board Book (Toddler)</u>	10.00
<u>Adult Trade Paperback</u>	15.00

Adult Mass Market Paperback	8.00
YA and Junior Paperback	10.00
Adult Audiobook	50.00
Children's Audiobook	35.00
Compact Disc	20.00
Magazine and Newspaper	4.00
DVD	25.00
Large Print Hardcover Book	35.00
Large Print Paperback Book	25.00
Processing Fee for Damaged or Lost Item	2.00

Reference Services

Microfilm Reference Request	10.00
Interlibrary Loan	5.00 plus cost of shipping per item

Miscellaneous

Enclosure Case (e.g. DVD or audiobook) replacement	2.00
Earbuds	2.00

Section 9. PARK DIVISION – Effective July 1, 2019, the below-listed Park Division fees will be adjusted as follows:

System Development Charge: <i>(Per Equivalent Residential Unit [ERU] for new development)</i>	626.00	<u>642.00</u>
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Section 10. POLICE DEPARTMENT – Effective July 1, 2019, the below listed Police Department fee will be adjusted as follows:

Fingerprint	*10.00	<u>25.00</u>
<i>*Plus \$12 processing fee to be paid to Oregon State Police for Taxi and Alarm Agent Permits</i>		
Each additional		<u>5.00</u>

Section 11. PUBLIC WORKS DEPARTMENT – Effective July 1, 2019, the below-listed Public Works Department fees will be adjusted as follows:

Transportation System Development Charge: <i>(for new development)</i>		
Methodology Resolution #2014-1Per Trip-End	
	3005.00	<u>3079.00</u>

Section 12. STORM DRAINAGE – Effective July 1, 2019, the below-listed Storm Drainage fees will be adjusted as follows:

Storm Drainage System Development Charge - Connection Charge:		
For a single family unit	4071.00	<u>1097.00</u>

RESOLUTIONS A – ATTACHMENT #1

For all other development per square foot of impervious surface	0.357	<u>0.366</u>
Minimum	4071.00	<u>1097.00</u>

Storm Drainage Service (Monthly):

For a single family unit	8.05	<u>8.32</u>
For other residentially used property, per dwelling unit or per space	8.05	<u>8.32</u>
For all non-residential property receiving storm drainage service per ERU	8.05	<u>8.32</u>

Section 13. This resolution shall become effective immediately upon adoption by the Roseburg City Council May 13, 2019

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 19TH DAY OF MAY, 2019.**

Amy L. Sowa, City Recorder

RESOLUTION NO. 2019-07

A RESOLUTION AMENDING RESOLUTION NO. 19-18 REGARDING WATER FEES

WHEREAS, certain Water Development Charges are to be adjusted annually based upon the March Construction Cost Index which was 2.45%.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Roseburg, that Resolution No. 91-18 adopted by the City Council on June 24, 1991, is amended as follows:

Section 1. Effective July 1, 2019, the following Water fees shall be adjusted as follows:

Systems Development Charge

All service connections, **except** one- and two-family residential combined domestic/fire, shall pay the following water system development charge:

<u>Meter Size</u>		
5/8" x 3/4"	2337.00	<u>2395.00</u>
3/4 x 3/4"	3506.00	<u>3590.00</u>
1"	5842.00	<u>5985.00</u>
1-1/2"	41,684.00	<u>11,970.00</u>
2"	18,696.00	<u>19,155.00</u>
3"	40,896.00	<u>41,900.00</u>
4"	70,108.00	<u>71,825.00</u>
6"	157,743.00	<u>161,610.00</u>
8"	186,955.00	<u>191,535.00</u>
 <u>Meter Size - All</u>	 2337.00	 <u>2395.00</u>

Section 2. Effective January 1, 2019 pursuant to Resolution No. 2015-16, the following water fees will be adjusted as follows:

Monthly Water Services Rates including Temporary Service (may be billed bi-monthly):

Commodity Charge per Unit (748 Gallens <u>per 100 cubic foot</u>)	4.82	<u>1.92</u>
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Section 3. Effective January 1, 2020 pursuant to Resolution No. 2015-16, the following water fees will be adjusted as follows:

Monthly Water Services Rates including Temporary Service (may be billed bi-monthly):

Commodity Charge per Unit (748 Gallens <u>per 100 cubic foot</u>)	4.92	<u>2.02</u>
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Section 4. This resolution shall become effective immediately upon adoption by the Roseburg City Council May 13, 2019.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 19TH DAY OF MAY, 2019.**

Amy L. Sowa, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE REGARDING DONATED FIREARMS

Meeting Date: May 13, 2019
Department: Police
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Gary Klopfenstein
Contact Telephone Number: 541-492-6760

ISSUE STATEMENT AND SUMMARY

The Police Department would like to amend the Code to reflect current practice related to donated firearms.

BACKGROUND

A. Council Action History

There is no Council Action History on this item.

B. Analysis.

The Police Department continually seeks to develop goals and objectives to better meet Law Enforcement demands and community needs. We currently do not have a procedure to accept firearms from citizens who no longer wish to possess them. Firearms are relinquished to Law Enforcement for a variety of reasons, including but not limited to: when they were utilized in a suicide, a spouse or other family member dies and the surviving relative no longer wants the firearm(s), or the firearm(s) are unsafe due to neglect or disrepair.

Currently our City Ordinance requires public notice and eventual auctioning of surrendered firearms. We are opposed to participating in auctioning firearms obtained under these circumstances, and following an ATF background check, would have them destroyed (we currently utilize Covanta Energy for destruction of such items). Furthermore, we currently destroy firearms that are forfeited by the courts.

We therefore propose to add the following subsection to our current Municipal Code:

3.16.010(C)(4) Donated Firearms. Firearms which are donated to the City by a person who City staff determines is the sole owner of such firearms may be destroyed or disposed of in accordance of Section 3.16.020, without further notice.

C. Financial and/or Resource Considerations.

The Police Department currently has a contract with Covanta Energy, and pays a nominal fee for destruction of items, to include firearms; there is no anticipated increase in fees associated with this agenda item.

D. Timing Issues.

There are no timing issues.

STAFF RECOMMENDATION/COUNCIL OPTIONS

Council has the following options:

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

Staff recommends Council move forward with first reading of Ordinance No. 3524

SUGGESTED MOTION:

No motion required at this time. Consensus for First Reading only.

ATTACHMENTS

Attachment 1: Ordinance No. 3524

ORDINANCE NO. 3524

AN ORDINANCE ADDING SUBSECTION 3.16.010(C)(4) TO THE ROSEBURG MUNICIPAL CODE REGARDING DONATED FIREARMS

SECTION 1. Chapter 3.16, Subsection 3.16.010 of the Roseburg Municipal Code is hereby amended by adding subsection 3.16.010(C)(4) as follows:

3.16.010(C)(4) Donated Firearms. Firearms which are donated to the City by a person who City staff determines is the sole owner of such firearms may be destroyed or disposed of in accordance of Section 3.16.020, without further notice.

SECTION 2. Chapter 3.16, Subsections 3.16.010 (C)(4), (C)(5), (C)(6) and (C)(7) will be renumbered as 3.16.010 (C)(5), (C)(6), (C)(7) and (C)(8).

SECTION 3. All other Sections, Subsections and Paragraphs of Chapter 3.16 of the Roseburg Municipal Code shall remain in full force and effect as currently written.

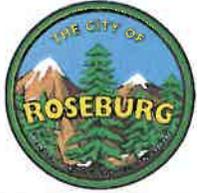
**ADOPTED BY THE ROSEBURG CITY COUNCIL ON THIS 13TH DAY OF
MAY, 2019.**

APPROVED BY THE MAYOR ON THIS 13TH DAY OF MAY, 2019.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

DOWNTOWN STREET LIGHTING IMPROVEMENTS PHASE 3 BID AWARD RECOMMENDATION

Meeting Date: May 13, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City received construction bids for the Downtown Street Lighting Improvements Phase III project. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.

On January 14, 2019, the Council acting as the Urban Renewal Board amended the Five Year Capital Improvement Plan to include this project.

B. Analysis.

This project was bid with two schedules. Schedule A includes the following:

- Update existing non-LED antique style streetlighting downtown with LED fixtures.
- Replace the existing streetlighting on the alley east of the parking structure parallel to Jackson Street with new LED antique style lighting.
- Install new LED antique style streetlighting on Rose Street between Oak and Lane and on Cass and Lane Street from Rose to Stephens Street.

Schedule B bid includes the replacement of 3 poles and lighting fixtures at the City's public parking lot on Rose Street between Lane and Cass (aka the Penney's Lot). With the exception of the three lights in the parking lot, the contractor will supply the poles and fixtures.

Bids were opened on May 7, 2019. Two bids were received. Both bids had mathematical errors that have been corrected in the table below:

#	Bidder	Schedule A	Schedule B	Total Bid
1	Sims Electric	\$424,072	\$55,589	\$479,661*
2	Kunert Electric	\$477,214	\$47,000	\$524,214*
	<i>Engineer's Estimate</i>	<i>\$393,134.50</i>	<i>\$31,350</i>	<i>\$424,484.50</i>

* Corrected bid amounts

C. Financial/Resource Considerations.

The FY 19-20 Urban Renewal Budget includes \$300,000 for this project. Total project costs were estimated at \$425,000, with the remainder expected to be spent in FY 2018-19. Project design totaled \$24,890. Total project costs are estimated as follows:

Construction	\$424,072
Design	\$ 24,890
C/M Services (est.)	\$ 20,000
Contingency	\$ 32,000
Total	\$500,962

The intent is to utilize the Urban Renewal Funds to the full extent possible. Any costs beyond the Urban Renewal resources would be paid from the Sidewalk/Streetlight Fund.

D. Timing Considerations.

If awarded, the Notice to Proceed would be given immediately after execution of the construction contract. The intent is to complete the project by August 30th.

COUNCIL OPTIONS

The Council has the following options:

1. Award Schedule A of the contract to the lowest responsible bidder, Sims Electric, Inc. for \$424,072; or
2. Award both schedules to the lowest responsible bidder, Sims Electric, Inc. for \$479,661; or
3. Request additional information; or
4. Reject all bids.

STAFF RECOMMENDATION

Money has been budgeted and is available to construct the project. The lowest bidder submitted all required documentation and is considered both responsive and responsible. The engineer of record has reviewed the bids and recommends award to Sims Electric, Inc. Staff concurs with this recommendation, but recommends awarding only Schedule A due to resource limitations.

The Public Works Commission will discuss this project at their May 9th meeting. Staff will report the results of that discussion.

SUGGESTED MOTION

I move to award Schedule A of the Downtown Street Lighting Improvements Phase III Project to the lowest responsible bidder, Sims Electric, Inc., for \$424,072 upon expiration of the seven-day notice of intent to award period.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESIDENT OBSERVATION MASTER CONTRACT AWARD

Meeting Date: May 13, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The issue for the Council is whether to award a master contract for resident observation services for the upcoming construction season.

BACKGROUND

A. Council Action History.

On April 23, 2018, the Council awarded a master engineering contract for resident observation services to i.e. Engineering, Inc. for an amount not to exceed \$100,000.

B. Analysis.

Last year, the City entered into a master contract with i.e. Engineering for inspection services support for 2018 construction projects and had positive results. The same skilled inspector is available this summer to assist engineering staff with the high volume of construction activities including the 2019 Pavement Management Projects, the Stewart Parkway Pavement Rehabilitation Project, slurry seals, downtown street lighting improvements, and the ARTs and Traffic signal interconnect projects. Total construction activities this summer exceed \$4,000,000 in budgeted CIP projects and many are under urban renewal funding deadlines.

Staff's intent is to execute a master contract with i.e. Engineering, Inc. for inspection services support. Each task order under the master contract would be individually negotiated, based on an agreed upon scope of work. Hiring temporary support for inspection provides staff the ability to better manage higher volume and deadline oriented projects. Having additional inspection also better ensures projects will be constructed to the highest standards for materials and workmanship.

C. Financial/Resource Considerations.

If approved, each project that utilizes this additional staffing resource will require a separately negotiated task order and the services will be paid from the overall project budgets. The contract will have a not to exceed amount of \$100,000. Staff does not anticipate any task orders over \$50,000 that would require follow up with City Council and/or the Urban Renewal Board.

D. Timing Considerations.

The tentative start date for resident observation inspection services is May 28, 2019.

COUNCIL OPTIONS

The Council has the following options:

1. Award a master contract for resident observation inspection services to i.e. Engineering, Inc. for an amount not to exceed \$100,000; or
2. Request additional information; or
3. Recommend not moving forward with the master contract at this time.

STAFF RECOMMENDATION

Staff recommends entering into a master contract with i.e. Engineering, Inc. for resident observation inspection services for various projects to be defined by individual task orders.

The Public Works Commission will discuss this contract at their May 9th meeting. Staff will report the results of the discussion.

SUGGESTED MOTION

I move to award a master engineering contract for resident observation inspection services for various projects to i.e. Engineering, Inc. for an amount not to exceed \$100,000.

ATTACHMENTS:

None.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



STEWART PARKWAY PAVEMENT REHABILITATION EDENBOWER TO AVIATION BID AWARD RECOMMENDATION

Meeting Date: May 13, 2019
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department items
Staff Contact: Nikki Messenger, PW Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The City received bids for the construction of a pavement rehabilitation project on Stewart Parkway. The issue for the Council is whether to award a construction contract.

BACKGROUND

A. Council Action History.

On January 14, 2019, the Council acting as the Urban Renewal Board amended the Five Year Capital Improvement Plan to include this project.

B. Analysis.

The Stewart Parkway project consists of grinding and repaving roughly 2,600 lineal feet of roadway. The 2015 Pavement Condition Index (PCI) for this roadway was 56 out of a possible 100, indicating the need for a structural paving rehabilitation. The project will also include the replacement of six sidewalk access ramps to meet current Americans with Disabilities Act (ADA) standards and the replacement of a damaged storm drainage line.

The project was advertised in April and bids were opened on May 2nd. One bid was received as shown below.

LTM, Inc. dba Knife River	\$564,535.40
<i>Engineer's Estimate</i>	<i>\$540,017.30</i>

C. Financial/Resource Considerations.

The FY 19-20 Urban Renewal Budget includes \$610,872 for this project. Project design totaled \$49,334. Total project costs moving forward are estimated as follows:

Construction	\$564,535
C/M Services (est.)	\$ 75,000
Contingency	<u>\$ 56,453</u>
Total	\$695,988

The intent is to pay for as much of the project as feasible using Urban Renewal funding. If additional funding is required, Transportation Funding will be used.

D. Timing Considerations.

This project is utilizing Urban Renewal funding. As such, all work must be complete, invoiced and paid prior to the expiration date of September 30, 2019.

COUNCIL OPTIONS

The Council has the following options:

1. Award the construction contract to Knife River Materials for \$564,535.40; or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

The bid appears to be both responsive and responsible. Money has been budgeted and is available to complete the project. Staff recommends that the Council and Urban Renewal Board award the project to Knife River Materials for \$564,535.40.

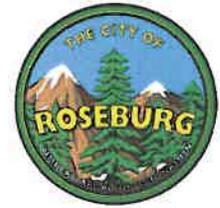
The Public Works Commission will discuss this project at their May 9th meeting. Staff will share the results of that meeting.

SUGGESTED MOTION

I move to award the construction contract for the Stewart Parkway Paving Rehabilitation Project to the lowest responsible bidder, LTM, Inc., dba Knife River Materials for \$564,535.40 upon expiration of the seven-day notice of intent to award period.

ATTACHMENTS:

None



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

STEWART PARKWAY – EDENBOWER TO AVIATION CONSTRUCTION MANAGEMENT TASK ORDER AUTHORIZATION

Meeting Date: May 13, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and fee for limited construction management and inspection (CM) services for the Stewart Parkway Paving Rehabilitation Project. The issue for the Council is whether to authorize a task order for these CM services.

BACKGROUND

A. Council Action History.

On December 8, 2014, the Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith, Inc. (MS). Under the master contract, each task order is negotiated separately based on the work to be accomplished.

On February 25th, the Council authorized a task order with MS to complete the design of the 2019 Pavement Management Program and completion of design for this project.

B. Analysis.

The proposed scope of work includes pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, limited inspection services, preparation of record drawings, and other miscellaneous services. The intent is to utilize i.e. Engineering, Inc. for inspection of daytime work including the removal and replacement of six ADA ramps and the replacement of a damaged storm drainage line. MS would provide inspection during the nighttime paving work.

C. Financial/Resource Considerations.

The design contract totaled \$49,334. The proposed cost of the construction management task order is \$59,181. Estimated cost for additional inspection services through i.e. Engineering, Inc. has not yet been negotiated but is estimated to be under \$15,000 for the daytime inspection services. Total estimated project costs are outlined in the construction bid award memo.

D. Timing Considerations.

The intent is to start construction as quickly as practical in order to complete the project prior to expiration of the North Roseburg Urban Renewal District in September.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize a task order for construction management services with Murraysmith for an amount not to exceed \$59,181; or
2. Request additional information; or
3. Recommend not moving forward with the contract, which will require another solution for construction management and may delay the project.

STAFF RECOMMENDATION

Staff recommends that the Council authorize a task order with MS for construction management services. The Public Works Commission will discuss this task order at their May 9th meeting. Staff will report the results of that discussion.

SUGGESTED MOTION

I move to authorize a task order for construction management and inspection support of the Stewart Parkway Paving Rehabilitation Project with Murraysmith in an amount not to exceed \$59,181.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CHATHAM HOUSE – DEED TRANSFER

Meeting Date: May 13, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Department Item
Staff Contact: Amy Sowa, City Recorder
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The City took possession of the Chatham House (located on NE Malheur Avenue) in September of 1993 in order to receive a Grant allowing for the rehabilitation of the site for use as a shelter facility for the Battered Persons Advocacy (BPA).

BACKGROUND

A. Council Action History.

April 13, 1992: City donated property at NE Malheur for the purpose of relocating four single-family homes.

August 9, 1993: Council authorized the City Manager to expend funds, execute documents and agreements and act as grant administrator for the relocation and project use of the Chatham House.

September 22, 1993: The City was deeded the property to be used for the relocation of the Chatham House to allow grant funds to be awarded by the Oregon Housing and Community Services (OHCS) Department.

B. Analysis. In the early 1990's, the Oregon Housing and Community Services Department had grant funding available for moderate and low-income housing projects. The Battered Persons Advocacy was not eligible for this grant, but the City was eligible. The property was deeded to the City to allow us to apply for the grant.

The grant was awarded to the City to relocate four single-family dwelling units with an agreement that the homes were to be used for housing moderate and low-income persons for a period of twenty-five (25) years. In addition, the Battered Persons Advocacy was to provide safe shelter for survivors of violence and their families, and specific services addressing the physical and emotional needs of those residents. At the end of the grant period, if all conditions had been met, the City would deed the property back to the Battered Persons Advocacy.

All of the conditions have been met, and the City received notice from the OHCS confirming the Housing Development Grant Program Release of Project Use Agreement. The City now needs to transfer the deed for this property back to the Battered Persons Advocacy.

B. Financial/Resource Considerations.

There are no financial considerations in returning this property back to the Battered Persons Advocacy.

C. Timing Considerations. The Release of Project Use Agreement was finalized and recorded in 2017. It is important to deed the property back to the Battered Persons Advocacy as expeditiously as possible to fulfill our commitment to this project and the organization.

COUNCIL OPTIONS

Council has the option of:

- Approving the transfer of the deed of the Chatham House property to the Battered Persons Advocacy; or
- Request additional information; or
- Take no action

STAFF RECOMMENDATION

Staff recommends Council approve the transfer of the deed of the Chatham House property to the Battered Persons Advocacy.

SUGGESTED MOTION

"I MOVE TO APPROVE THE TRANSFER OF THE DEED OF THE CHATHAM HOUSE PROPERTY TO THE BATTERED PERSONS ADVOCACY."

ATTACHMENTS:

Attachment #1 – Letter and Recorded Release of Restrictions for the Chatham House Relocation.



Oregon

Governor Kate Brown

Housing and Community Services

North Mall Office Building
725 Summer St NE, Suite B
Salem, OR 97301-1266
PHONE: (503) 986-2000
FAX: (503) 986-2020
TTY: (503) 986-2100
www.ohcs.oregon.gov

April 13, 2017

Teresa L. Clemons, CFM, Associate Planner
City of Roseburg
900 SE Douglas Avenue
Roseburg, Oregon 97470



RE: Chatham House Relocation Release of Restrictions

Dear Teresa:

Enclosed is the executed Housing Development Grant Program Release of Project Use Agreement related to Chatham House Relocation property. Please cause this release to be recorded in the official records of Douglas County, Oregon and return the original recorded document to my attention when it is available.

If you have any questions, please feel free to contact me.

Sincerely,

Dolores J. Vance
Portfolio Management Officer
503-986-0966
dolores.vance@oregon.gov



Douglas County Official Records
Patricia K. Hitt, County Clerk

2017-006916



\$61.00

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\$20.00 \$11.00 \$20.00 \$10.00

DOUGLAS COUNTY CLERK



CERTIFICATE PAGE

DO NOT REMOVE THIS PAGE FROM ORIGINAL
DOCUMENT

THIS PAGE MUST BE INCLUDED IF DOCUMENT IS RE-RECORDED

After Recording Return to:
Housing and Community Services
Attn: Asset Management & Compliance Section
725 Summer Street NE, Suite B
Salem, OR 97301-1266

SPACE ABOVE FOR RECORDER'S USE

**STATE OF OREGON
HOUSING AND COMMUNITY SERVICES DEPARTMENT**

**HOUSING DEVELOPMENT GRANT PROGRAM
RELEASE OF PROJECT USE AGREEMENT**

THIS Release of Project Use Agreement (this "Release") is entered into and made this 12th day of April, 2017, by the State of Oregon, acting by and through its Housing and Community Services Department (the "Department" or "OHCS") with reference to the following facts:

- (A) City of Roseburg (the "Owner" or "Recipient") and OHCS executed that certain Project Use Agreement recorded in the official records of Douglas County, Oregon, against the real property described in Exhibit A attached hereto, known commonly as Chatham House Relocation (the "Project" or "Property").
- (B) The instrument subject to this Release, which instruments are incorporated herein by this reference, include the following document recorded in the official records of Douglas County, Oregon: Project Use Agreement, dated as of April 13, 1992, and recorded on September 22, 1994, as Instrument No. 94-20702, Book 1318, Page 157-160.
- (C) OHCS is hereby granting this Release based upon expiration of the affordability period.

[The balance of this page is intentionally left blank.]

IN WITNESS WHEREOF, OHCS has caused this Release to be signed by its duly authorized officer as of the first day written above.

OHCS:

STATE OF OREGON, acting by and through its
Housing and Community Services Department

By: *Julie V. Cody*
Julie V. Cody, Assistant Director

STATE OF OREGON)
 : ss
County of Marion)

The foregoing instrument was acknowledged before me this 12th day of April, 2017, by Julie V. Cody, Assistant Director, Housing and Community Services Department, on behalf of OHCS.



Kathie Connor
NOTARY PUBLIC FOR OREGON
My Commission Expires: *August 11, 2019*

[The balance of this page is intentionally left blank.]

EXHIBIT A

Real property in the County of Douglas, State of Oregon, described as follows:

PARCEL ONE

A parcel of land lying in Section 20, Township 27 South, Range 5 West, W.M., and being a portion of that property described in Instrument No. 74-13969 in the Deed Records of Douglas County, Oregon, said parcel being more particularly described as follows: Beginning at a 3/4" Iron rod set in the South line of Douglas Avenue from which the Northwest corner of D.L.C. No. 40 bears North 89° 48' 10" West 3301.52 feet; thence along the above said South line South 89° 37' East 106.70 feet to a 1" Iron rod; thence South 8° 28' West 113.84 feet to a 3/4" Iron pipe; thence North 89° 37' West 106.70 feet to a 3/4" Iron pipe; thence North 8° 28' East 113.84 feet to the place of beginning.

Also a parcel of land lying in Section 20, Township 27 South, Range 5 West, W.M., and being a portion of that property described in Instrument No. 74-13969 in the Deed Records of Douglas County, Oregon, said parcel being more particularly described as follows: Beginning at a 3/4" Iron rod set in the South line of Douglas Avenue from which the Northwest corner of D.L.C. No. 40 bears North 89° 48' 16" West 3276.22 feet; thence along the above said South line South 89° 37' East 25.30 feet to a 3/4" Iron pipe; thence South 8° 28' West 113.84 feet to a 3/4" Iron pipe; thence South 89° 37' East 106.70 feet to a 3/4" Iron pipe; thence South 8° 28' West 151.16 feet to a 3/4" Iron pipe; thence North 89° 37' West 132.00 feet to a 3/4" Iron pipe set in the East line of School District No. 4 property; thence along said East line North 8° 28' East 265.00 feet to the point of beginning.

PARCEL TWO

Beginning at a point set in the East line of School District No. 4 property and being the Southwest corner of Parcel No. 2 of that MLP recorded in Map File No. M59-51, records of Douglas County Surveyor's Office and from which point the Northwest corner of D.L.C. No. 40 bears North 8° 28' East 265.00 feet and North 89° 48' 16" West 3276.22 feet; thence South 89° 37' East 132.00 feet along the South line of said Parcel No. 2 to the most Easterly Southeast corner of said Parcel No. 2; thence South 8° 28' West along a Southerly prolongation of the most Easterly East line of said Parcel 2 to point in the center of Deer Creek; thence Westerly along the centerline of Deer Creek to a point in the above said East line of School District No. 4 property which point bears South 8° 28' West from the point of beginning; thence North 8° 28' East along the East line of said School District No. 4 property 123.46 feet more or less to the point of beginning.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CONTRACT RATIFICATION – RPEA

Meeting Date: May 13, 2019
Department: City Manager
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: John VanWinkle/Gary Klopfenstein
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

After preliminary discussions, negotiations between the City and the Roseburg Police Employees Association (RPEA) opened on February 8, 2019 in advance of the June 30, 2019 Contract expiration date. A number of subsequent bargaining sessions occurred and on May 8, 2019 the parties were able to tentatively agree to the terms of a successor collective bargaining agreement.

BACKGROUND

A. Council Action History.

The City Council grants authorization to the City bargaining team for matters of compensation. The bargaining agreements between the City and employee representatives are enforceable contracts and in the scope of the Council's financial authorization due to their cost. After the completion of comparability studies and initial analysis, the issue was brought to Council in executive session on December 10, 2018. At that meeting, Council outlined the authority for bargaining parameters for the City team.

B. Analysis.

To help address the costs of health care coverage, RPEA has agreed to incremental increases to employee medical insurance contributions for each of the three years of the agreement. Wage increases have been included for each year of the contract, as well as incentive adjustments for officers assigned as Detectives and School Resource Officers.

Agreements on a number of operational issues were made, including clarification of the shift bidding process, uniform cleaning, probationary period for lateral officers and an update of the Master Officer program.

The tentative three-year agreement reached by the parties is expected to be ratified by union membership at their next meeting and is within the financial parameters set by Council on December 10, 2018.

C. Financial/Resource Considerations.

The tentative agreement is for a three year contract beginning July 1, 2019. The compensation package includes:

2019-2020

- 5% wage increase across the board, effective July 1, 2019
- \$10/mo. increase in employee health insurance cost share
- Incentive pay for CID increased from 7% to 9%
- Incentive pay for School Resource Officer increased from 6% to 8%

2020-2021

- 3% wage increase across the board, effective July 1, 2020
- \$10/mo. increase in employee health insurance cost share

2021-2022

- 3% wage increase across the board, effective July 1, 2021
- \$10/mo. increase in employee health insurance cost share

The three-year agreement has been incorporated into the six-year financial forecast and has been found to be sustainable.

D. Timing Considerations.

Tentative agreements have been made and the bargaining unit is expected to ratify the agreement at its next meeting. Council review and action is now appropriate.

COUNCIL OPTIONS

Council may approve the tentative agreement as presented.

Council may vote against approval of the tentative agreement with the RPEA.

Council may request specific changes in the tentative agreement with the RPEA.

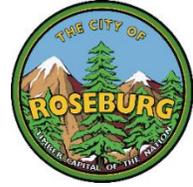
STAFF RECOMMENDATION

Staff respectfully recommends Council approval of the tentative agreement as presented.

SUGGESTED MOTION

I move to approve the tentative three-year contract agreement between the City of Roseburg and the Roseburg Police Employees Association.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ALLIED HEALTH COLLEGE MEMORANDUM OF UNDERSTANDING

Meeting Date: May 13, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Nikki Messenger, City Manager Pro-Tem
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

For the past several years, the City has worked in coordination with Oregonians for Rural Health (ORH) and a number of other organizations to develop an Allied Health College in Roseburg. Things are moving forward quickly and the City has been asked to play a larger role. The issue for the Council is whether to authorize a Memorandum of Understanding (MOU) outlining the City's commitment to the project.

BACKGROUND

A. Council Action History.

- On February 11, 2013, the Council authorized an agreement to provide \$30,000 for the medical education facility feasibility study.
- On January 16, 2016, the Council granted up to \$15,000 from the Economic Development Fund to support the next phase of the Medical Education Facility Project.
- On March 11, 2019, the Council authorized an additional \$25,000 to support funding for an Economic Study being provided by ECONorthwest that will provide essential information to George Fox and the legislature as ORH moves forward with our legislators to request funding for the college in Roseburg.
- On April 17, 2019, the Council directed staff to develop a letter of support related to financial support for the project.

B. Analysis.

The City has recently been approached by members of ORH requesting the City consider playing a bigger role in the development of the Allied Health College. Specifically, ORH is seeking a Memorandum of Understanding (MOU) with the City in which the City commits to helping fund the project and serving as the conduit to get the project constructed. In other words, the City would receive all funds necessary to purchase and develop a site and would own the building and property upon completion. The City would then lease the site to George Fox University (GFU), who would occupy the site and run the programs.

The concept is still being developed at this time and staff expects more information to be available at the Council meeting. The basic details, as they have been explained to staff, include the following:

- Total project costs are estimated at \$30 million.
- The state is looking for a governmental entity to lead the project. Under this concept, the City would be the recipient of any state funding the legislature dedicates to the project. If funded, this is expected to be in the \$15M- \$20 million range.
- The City would agree to apply for a Special Public Works Fund loan or other funding mechanism for between \$5M and \$10 million, depending on what is required to complete the funding package.

All of this would be contingent upon at least the following:

- Funding package adequate to cover the project costs, including the commitment from the State for \$15 - \$20 million.
- Negotiation and execution of an acceptable long-term lease with George Fox University to ensure the City's annual debt service and other costs are covered.

C. Financial/Resource Considerations.

The intent would be for this proposal to be revenue neutral to slightly positive for the City. Covering the debt service cost and any other costs the City would be expected to incur (insurance, maintenance, etc.) would be part of the long-term lease negotiation with GFU in the future.

If this scenario comes to fruition and the City commits to delivering the project, additional staff may be required for the duration of the project.

D. Timing Considerations.

The legislature is currently in session. As such, ORH is seeking an MOU as quickly as practical.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize staff to negotiate and enter into an MOU contingent upon the terms described; or
2. Authorize staff to negotiate and execute an MOU contingent upon additional terms; or
3. Request additional information; or
4. Choose not to move forward with an MOU.

STAFF RECOMMENDATION

The construction of an Allied Health College in the City is a huge opportunity on many levels. The benefits range from economic development to increasing the capacity of the local health care system, both of which are beyond significant. City staff has experience

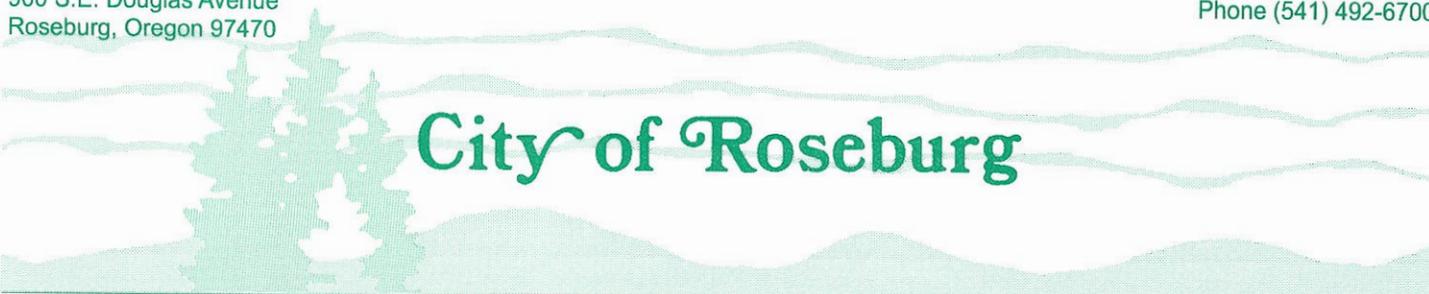
delivering projects and ORH has the expertise and partnerships developed to ensure its success. Staff recommends the Council authorize an MOU between the City and ORH supporting the concept of the City delivering the project and seeking financing for up to \$10 million contingent upon the items identified above.

SUGGESTED MOTION

I move to authorize Staff to negotiate and execute a Memorandum of Understanding with Oregonians for Rural Health outlining the City's commitment to helping fund and construct the Allied Health College contingent upon securing an adequate funding package and negotiation of an acceptable long-term lease with George Fox University.

ATTACHMENTS:

Attachment #1 - Letter of Support George Fox Roseburg Campus



City of Roseburg

April 18, 2019

Senator Dallas Heard
900 Court Street NE
Salem, OR 97301

Via e-mail: Sen.DallasHeard@oregonlegislature.gov

Subject: Letter of support George Fox Roseburg Campus

Dear Senator Heard,

Please consider this letter of support from the City of Roseburg relating to the potential location of a George Fox campus for Allied and Mental Health and work force development in Roseburg. First, we would like to thank you for your support and promotion of the project in the Oregon State Legislature. The City of Roseburg has been working on this project since 2013 and we continue to support the efforts to bring this project to Roseburg.

To that end, the Roseburg City Council met last evening to discuss our current and ongoing philosophical and financial support for the college project. Based on preliminary project cost estimates, development fees for the priority property would be approximately \$400,000. The City is prepared to consider participation in the project at least at a level that would equal the development fee costs. This may be in the form of contributions towards public improvements, reduction in fees in association with the development project or a combination of the two.

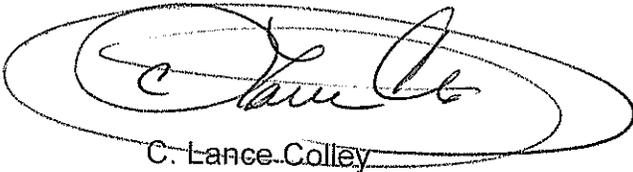
In addition, Council recently supported one-half of the cost of an economic analysis to be prepared by ECONorthwest to provide additional information to the City, Oregonians for Rural Health, and the Legislature upon which to make future decisions and commitments. Subject to the outcome of the report, the City of Roseburg is prepared to evaluate participation in future grant programs and loan programs with our local partners. Council is also willing to consider participation in local ownership of the project, again subject to the outcomes of the ECONorthwest study.

The City, along with our "partners" in Oregonians for Rural Health see this as the most important single project to make a meaningful difference in the availability of trained

professional workforce not only in southern Oregon but throughout rural Oregon. Each of our organizations is committed to continued support of the project and the City of Roseburg looks forward to providing a leadership role in the continuation of this work.

On behalf of the entire City Council, thank you again for your support of the George Fox College campus in Roseburg. Please let us know how we can best support your ongoing efforts at the Capitol during the remainder of the session.

Sincerely,

A handwritten signature in cursive script, appearing to read "C. Lance Colley", is enclosed within a hand-drawn oval.

C. Lance Colley
City Manager

C Representative Gary Leif
Oregonians for Rural Health

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

Meeting Date: May 13, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: City Manager Pro-Tem Report
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager Pro-Tem 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 Pro-Tem and City Staff. For your May 13, 2019, meeting, the following items are included:

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



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
May 6, 2019 - 10:00 a.m.

1. Review May 13, 2019 City Council Meeting Agenda
2. Review May 13, 2019 Urban Renewal Agency Board Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
 - a. Outdoor Wedding Permit – June 8th
 - b. Summer Arts Festival Permit – June 28th, 29th, 30th
 - c. The Great Umpqua Outdoor Days Bash Permit – August 31st
 - d. Grant Checklist – Stewart Park Pavilion Renovation
5. Department Items
 - a. Graffiti Cruise Question re: use of Library Parking Lot & food truck
 - b. Social Media (KT)
 - c. Employee Work Anniversaries for May:
 - Scott Carroll – PW Water Division – 25 years
 - Shane Crosier – PW Street Division – 25 years
 - Jim Hart – PW Street Division – 25 years
 - Donetta Cooper – Police – 20 years
 - Tom Cornell – PW Water Division – 20 years
 - Rob Mueller – Fire – 15 years
 - Kevin McAhren – Facilities Maintenance – 15 years
 - Brendon DeMuth – Parks Superintendent – 15 years
 - Daniel Banuelos – Fire – 5 years

City Connection: Articles due by June 18th with a goal of publishing by June 24 or 25



Agenda
Department Head Meeting
Council Chamber
April 29, 2019 - 10:00 a.m.

1. Budget Power Point Review
2. Documents/Grants Signing
 - a. Veteran Creains Funeral Service Procession



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
April 23, 2019 - 10:00 a.m.

1. Review April 22, 2019 City Council Meeting Agenda & Urban Renewal Meeting Synopsis
2. Review May 13, 2019 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
5. Department Items
 - a. Budget Power Points Due this week, Power Point Rehearsal Scheduled April 29 in Council Chambers
 - b. Ribbon Cutting Request – newly renovated downtown phase and new kiosk installations

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

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

June 3, 2019 Special Meeting

Department Items

- A. Destination Marketing Organization Services Bid Award Recommendation
- B. 2019 Storm CIPP Bid Award Recommendation

June 10, 2019

Mayor Reports

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 13, 2019
- B. Minutes of June 3, 2019 Special Meeting

Public Hearing

- A. Resolution No. 2019- ____ - Supplemental Budget Appropriation
- B. Resolution No. 2019- ____ - 2019-2020 Budget Adoption
- C. Pine Street Waterfront Overlay
- D. Dustin Jinks Partition Approval

Ordinances

- A. Ordinance No. 3524 – Regarding Donated Firearms, Second Reading
- B. Ordinance No. 3525 – Regarding Secondhand Property Dealers, First Reading

Department Items

- A. Downtown Roseburg Association dba ParkSmart – Parking Enforcement Contract Renewal

Informational

- A. Activity Report

June 24, 2018

Consent Agenda

- A. Minutes of June 10, 2019

Ordinances

- A. Ordinance No. 3525 – Regarding Secondhand Property Dealers, Second Reading

Department Items

- A. Roseburg Regional Airport Runway 16/34 Edge Lighting & Navaid Improvements Bid Award Recommendation
- B. Pavement Management Overlays Bid Award Recommendation
- C. Pavement Management Slurry Seals Bid Award Recommendation
- D. Pavement Management Construction Contract

Informational

- A. Activity Report

July 8, 2019

Consent Agenda

- A. Minutes of June 24, 2019

Informational

- A. Activity Report

July 22, 2019

Consent Agenda

- A. Minutes of July 8, 2019

Department Items

- A. Municipal Court Update

Informational

- A. Activity Report
- B. Financial Quarterly Report

August 12, 2019

Consent Agenda

- A. Minutes of July 22, 2019

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

August 26, 2019

Consent Agenda

- A. Minutes of August 12, 2019

Informational

- A. Activity Report

September 9, 2019

Consent Agenda

- A. Minutes of August 26, 2019

Informational

- B. Activity Report

September 23, 2019

Council Reports

- A. Implementation of Annual City Manager Performance Evaluation

Consent Agenda

- A. Minutes of September 9, 2019
- B. Cancellation of November 11, 2019 Meeting

Informational

- A. Activity Report

October 14, 2019

Consent Agenda

- A. Minutes of September 23, 2019

Informational

- A. Activity Report

October 28, 2019

Consent Agenda

- A. Minutes of October 14, 2019

Informational

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

November 25, 2019

Consent Agenda

- A. Minutes of October 28, 2019

Informational

- A. Activity Report

Executive Session

- A. Municipal Court Judge Annual Performance Evaluation

December 9, 2019

Mayor Reports

- A. Municipal Judge Compensation

Consent Agenda

- A. Minutes of November 25, 2019

Informational

- A. Activity Report

December 23, 2019

Consent Agenda

- A. Minutes of December 9, 2019

Informational

- A. Activity Report

January 13, 2020

Mayor Reports

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

Commission Reports/Council Ward Reports

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

Consent

- A. Minutes of December 23, 2019

Informational

- A. Activity Report

January 27, 2020

Consent

- A. Minutes of January 13, 2020

Informational

- A. Activity Report

February 10, 2020

Special Presentation

- A. CAFR Review – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2019
- C. 2020-2021 Budget Calendar

Consent

- A. Minutes of January 27, 2020

Informational

- A. Activity Report

February 24, 2020

Consent

- A. Minutes of February 10, 2020

Informational

- A. Activity Report

March 9, 2020

Consent

- A. Minutes of February 24, 2020

Informational

- A. Activity Report

March 23, 2020

Consent

- A. Minutes of March 9, 2020

Informational

- A. Activity Report

April 13, 2020

Mayor Report

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

Consent

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

Informational

- A. Activity Report

April 27, 2020

Mayor Reports

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

Consent Agenda

- A. Minutes of April 13, 2020

Informational

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

Friday Message
May 3, 2019

The Mayor, Lance and I met last week to discuss expectations and I was told I could keep the Friday message to bullet points – so here you go!

- The Community Development Department has scheduled the work crew and posted four “camps” for cleanup Thursday May 2nd (yesterday).
- Staff is working through mechanics of the City Manager Pro-Tem situation. This will be a divide and conquer effort by the leadership team. Things may look a little different during this interim period. We will do our best to keep Council informed on those items.
 - Next week, we will meet to ensure that all of the outside groups/meetings have coverage and active participation. For example, HTAG, LPSCC, the Partnership, DCIDB and others where Lance may have attended will be assigned to a responsible department head.
 - We may also divide the reviewing of Commission and Council agenda packets for approval.
- May 8th is bike and walk to school day. If you are interested in participating, please contact Kirk Blaine from Blue Zones at kirk.blaine@sharecare.com. This is a fun way to spend a short time encouraging young people to make active choices!
- The City received four responses to the Request for Proposals to provide Destination Marketing Services.
- Next week’s meetings include the following:
 - Planning Commission @ 7:00 pm on Monday 5/6
 - Budget Committee @ 7:00 pm on Tuesday 5/7
 - Public Works Commission @ 3:30 pm on Thursday 5/9



Have a great weekend!



Friday April 26, 2019

Good last Friday afternoon everyone. After over 300 Friday messages, this will be my last. This has been a week of lasts for me including my last Council meeting. Let me first thank each of you for your commitment to the City of Roseburg and to the community we live in. I would not have had the honor and pleasure to serve in this capacity without the initial support of City Council back in November of 2012 and the years since. So again, thank you.



I have worked in local government for 35 years and there is no career that I would have traded this for, and no final job in my career that would have been a better way to finish up. I have said many times that this was my dream job. It has certainly lived up to my dreams and I am proud of the work we have done during this last almost seven years. And we means we! What a great group of people to do business with. Over the last three years, we saw about 200 years of service retire at the top of their game. Sheila, Debi, Chief Burge, Chief Timm and Captain Matthews from the leadership team along with a number of other 25 to 30 year employees. These employees set a very high bar by which we measure service to our community and we were worried about how we would meet the challenges. I owe a debt of gratitude to these folks, especially Debi and Sheila for their support during my hiring process. Thank you to them!

As I look around the room(s) I am thrilled to see a very bright future. I have been privileged to participate in hiring all but two of our current leadership team and our administrative support here in the City. Enter Chief Klopfenstein and Captain Sanders, Chief Garrisi and Assistant Chief Gonterman, City Recorder Amy Sowa, Library Director Kris Wiley and during my tenure, Finance Director Ron Harker and Community Development Director Stuart Cowie. Hiring the best and the brightest



is not an easy task, and it could not have been done without the support of our two veteran leaders, Nikki Messenger and John VanWinkle. This is a team you can be proud of to move this organization forward. I know I am proud to have been part of it and to help shape the team. We are better as a group than any of the individual parts.

It is not possible to list the highlights of the last seven years in one paragraph, but I would like point out a couple accomplishments that we have enjoyed together over these years. We kept our promises! We are shutting down a very successful Urban Renewal District after 30 years and we are starting up a new one this next fiscal year that will provide opportunities for next thirty years. We updated our financial models for our two largest enterprise funds, Water and Storm Drain and implemented utility rate actions that will sustain us for many years to come. We developed a comprehensive General Fund ending fund balance policy that was adopted by Council, which then allowed us to update our General Fund forecast model. With the elimination of the North Roseburg Urban Renewal District, additional property tax revenues will be redistributed to all taxing districts in the Roseburg area, over half of which goes to the City.

We invested over \$40 million in capital improvements through City funding and leveraged over \$15 million in additional Urban Renewal Agency funding and another \$12-15 million

in ODOT funding. We have established programming that should allow for continued capital investments in our infrastructure in the range of \$10 million annually for the foreseeable future. For additional insight into our recent accomplishments, please take a look back at the newsletters for the last seven years. Especially for those who were not here the entire time, it gives you a great picture of where we have been on this journey and a little insight into where you all may be going. You can find the newsletters at <http://www.cityofroseburg.org/your-government/newsletter/> all the way back to 1999. Clearly the last six or seven years have been the most interesting. OK, maybe not, but they were my best years. Thank you Koree for stepping up and making these newsletters a possibility and a reality, and thanks for all your help keeping me organized and in the right place!



Thank you all again for your commitment to our community, the City of Roseburg and personally for each and every one of your support for me. I have a chance to end my career in public service on top. I will be leaving office on Tuesday, for Portland on Thursday and for Italy on Friday. For Janice and me, a bucket list trip of a lifetime. I will return from vacation and Roseburg will always be home base. We have lots of hopes and dreams as we start this next journey. Thank you all for being a huge part of the journey until now. Best of luck to all, you are in great hands.



Yesterday many of us had an opportunity to say goodbye, or at least farewell. Thanks first to Koree and Autumn for putting together a display and thanks to all for the cards and parting gifts. Except for the OSU bucket that is! It was a very emotional time for me as friends and family and former and current employees stopped by to share a few memories, say



thanks and show their support. I was overwhelmed by the turnout so thank you to all who made it. I was particularly gratified to see how many employees from throughout the organization showed up to say goodbye. That was likely the most emotional part of the gathering. And thank you to all of the current and former Council members who showed up. It dawned on me that many of you are new in the last seven years as well! Again, thank you all. I will miss you.

