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**ROSEBURG CITY COUNCIL AGENDA – SEPTEMBER 9, 2019**  
City Council Chambers, City Hall  
900 S. E. Douglas Avenue, Roseburg, OR 97470

**6:30 p.m. Executive Session ORS 192.660(2)(e) – Real Property Transaction**

**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**
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**
  - A. Minutes of August 26, 2019 Regular Meeting
8. **Ordinances**
  - A. Ordinance No. 3528 – Housing Needs Analysis and Buildable Land Inventory Legislative Amendment, Second Reading
  - B. Ordinance No. 3529 – Amending Section 3.16.020 “Surplus Personal Property - Disposal and Sale” of the Roseburg Municipal Code, Second Reading
9. **Department Items**
  - A. Electric Vehicle Charging Stations Funding
10. **Items from Mayor, City Council and City Manager**
11. **Adjourn**
12. **Executive Session ORS 192.660(2)**

**Informational**

- A. City Manager Activity Report

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

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
August 26, 2019**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on August 26, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Cotterell led the Pledge of Allegiance.

**ROLL CALL**

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

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

**COMMISSION/COUNCIL REPORTS**

Councilor Fisher-Fowler reported the Airport Commission met and discussed an easement on Mt. Nebo and the Airport Master Plan. The Commission chose to recommend approval for the Airport Master Plan after the Airport Layout Plan was complete.

Councilor Prawitz reported the Library Commission met and discussed expanding operating hours for the library beginning October 1 and Rare Participant, Katie Fischer, will begin early September. Councilor Prawitz attended a MedCom meeting that reviewed standard operating procedures and had two new Douglas County Fire District No. 2 members in attendance.

**PARKS AND RECREATION COMMISSION APPOINTMENT**

Councilor Eggers explained there was a vacancy advertised for the Parks and Recreation Commission and Mr. Ryan Finlay submitted his application for appointment. Councilor Eggers spoke with Mr. Finlay and determined he would be a good fit with the Commission and appreciated his knowledge and interest. Councilor Eggers moved to appoint Mr. Ryan Finlay to the Parks and Recreation Commission. The motion was seconded by Councilor Ryan and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no. Councilor Eggers congratulated Mr. Finlay on his appointment.

**CONSENT AGENDA**

Councilor Ryan moved to approve the following Consent Agenda Items:

- A. Minutes of August 12, 2019 Regular Meeting
- B. Minutes of August 26, 2019 Special Meeting

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

PUBLIC HEARING – AN ORDINANCE AMENDING THE ROSEBURG URBAN AREA  
COMPREHENSIVE PLAN ADOPTING BY REFERENCE THE CITY OF ROSEBURG  
HOUSING NEEDS ANALYSIS – FILE NO. CPA-19-001

Mayor Rich opened the Public Hearing at 7:05 p.m. Mr. Cowie reported that in the fall of 2018, the City applied for a grant through the Department of Land Conservation and Development (DLCD) to fund a Housing Needs Analysis (HNA) as an update to the Comprehensive Plan. Additional funding was acquired to address how the community might meet the housing needs of our homeless population. DLCD funds were allocated directly to the consultant and the work was contracted out to separate consultants, EcoNorthwest, which performed the HNA, and Kris Smock Consulting, which performed the work for the Homeless Population Study with the assistance of UCAN, which staffed the operations for the Point-In-Time Count in January 2019.

The primary goals of the HNA were to: (1) project the amount of land needed to accommodate the future housing needs of all types within the Urban Growth Boundary (UGB), (2) evaluate the existing residential land supply within the UGB to determine if it is adequate to meet that need, (3) fulfill state planning requirements for a 20-year supply of residential land, and (4) identify policy and programmatic options for the City to meet identified housing needs.

The project consisted of six major pieces:

- (1) The project kick-off, which included establishing a steering committee of stakeholders within the community that would be tasked with providing feedback on project deliverables, determining project expectations and gathering all existing data, plans and policies related to housing for the project;
- (2) The housing needs projection, which provides the statistical basis for formulating the policies and actions to address accommodating the needs for housing over the next 20 years;
- (3) The Buildable Lands Inventory, which identifies the amount of residential developable/re-developable land inside of the Urban Growth Boundary to determine the available land supply for housing development;
- (4) The residential Land Needs Analysis, which identifies the amount of land and what type of zoning/densities are necessary to supply the needed housing over the next 20 years;
- (5) The Housing Policies and Actions Memorandum, which is the summary of suggested policy changes and actions the City can take in order to address the deficiencies identified within the HNA; and
- (6) The Homeless Population Report, which was independent of the Housing Needs Analysis but was completed concurrently and contains statistical data in relation to the homeless population within the Roseburg area. This report also includes a summary of policy and action items the City may perform in order to address the specific issues facing Roseburg related to homelessness.

One of the key findings from the HNA indicates that Roseburg would need to provide opportunity for approximately 2,678 new dwelling units in order to accommodate the forecasted

population growth of approximately 5,515 people between 2019 and 2039. New dwelling units would need to include an appropriate mix of housing types. The HNA indicates that in order to provide for the correct mix of housing types the City should plan for about 1,607 dwelling units (60%) to be single-family detached housing types, about 268 (10%) to be single-family attached housing units (duplexes), and 803 (30%) to be multifamily housing (apartments) units. The table below shows the breakdown of land available to accommodate future residential development broken out by plan designation.

Plan Designation	Capacity (Dwelling Units)	Demand (Dwelling Units)	Remaining Capacity (Dwelling Units)	Land Surplus or (Deficit) Gross Acres
Low Density Residential	2,567	1,547	1,020	352
Medium Density Residential	604	561	43	11
High Density Residential	578	550	28	3

Other key findings within the HNA included:

- Roseburg’s population was forecasted to grow at a slower rate than in the past.
- Roseburg has an existing lack of affordable housing.
- Roseburg will continue to have demand for affordable lower-income and workforce housing.
- Roseburg needs to consider designating more land for High Density Residential purposes.
- Roseburg’s development occurred at relatively low densities in the 2000 to 2018 period.
- Roseburg’s Low Density Residential land base has constraints to development.
- Roseburg should evaluate how it can work with community partners in addressing homelessness issues.

The HNA was completed based on funding from DLCD and other local contributors. DLCD funding was distributed directly to the consultant ECONorthwest for \$32,000. Additional funding from a local contributor for \$25,000 was awarded to the City. \$17,500 was paid to Kris Smock consulting for the Homeless Population Study and \$7,500 was paid to UCAN for increased work performed during the Point-In-Time Count. Future policy and action items suggested within the HNA will be explored and implemented through their own separate processes of which funding will need to be evaluated on a case-by-case situation. Adoption of the document does not implement any of the specific action items.

The Housing Policies and Actions Memorandum provides a number of different measures the City can take to address deficiencies identified within the HNA. The City is currently working on a number of these items, which include:

- Administration of the City’s Derelict/Dangerous Building Program.
- Partnership with NeighborWorks Umpqua to provide a CDBG Housing Rehabilitation Program.
- Urban Renewal Program/Incentive Packages.
- Recently Completed Accessory Dwelling Unit/Single Room Occupancy Code Updates.

If the HNA was adopted, staff anticipated beginning work immediately to complete several of the items from the Housing Policies and Actions Memorandum. This will involve continued work on the possibility of a UGB Swap, as well as projects exploring infill development opportunities, street improvement standards, changes to the minimum/maximum lot size and density standards for our medium- and high-density residential zones, a cottage/clustered development code and revisions to our mixed-use and commercial zones to provide more options for residential development.

In addition to the work that staff would perform in response to the policies and actions developed from the Housing Needs Analysis, the City would continue to work on issues identified within the Homeless Population Study. Many of the "affordable housing" action items that were addressed within the Housing Needs Analysis are identified as having an impact toward our homeless population. It was anticipated that City Council would continue to play a driving role in the policies and actions taken toward larger social issues involving homelessness within our community.

Mr. Cowie reported the Deer Creek Village planned to build a sixty-seven unit housing development on Douglas Avenue and was a good example of cluster building. His department has continued enforcing nuisance, dangerous and derelict building codes along with foreclosing on a handful of properties. Mr. Cowie explained many upcoming projects would be able to utilize options available with grants, SDC deferrals, UGB swap and cluster development.

In response to Councilor Ryan, Mr. Cowie explained a couple property owners with very steep and difficult to develop property on the outside edges of the UGB wanted to be outside the UGB. The swapping process is not always acre per acre. In response to Mayor Rich and Councilor Ryan, Mr. Cowie confirmed items being discussed would not become final by adopting the suggested plan. Discussion would ensue with citizens regarding future options and changes. Results of those conversations would then go to the Planning Commission and Council. Councilor Hicks said she would like to know if the City would be able to offer incentives or lower costs to encourage slope-side development to make it more affordable. She also wanted to see vacant houses addressed that are not derelict but have been sitting empty for a year or longer. Mr. Cowie explained hillside development required a geotechnical report. An ordinance was not in place for homes that were vacant and not derelict.

Councilor Prawitz said he thought the reports were useful and appreciated seeing a plan for the next twenty years. With proof of the aging population in Roseburg, the need for the types of housing Mr. Cowie mentioned was necessary. The most important part of this information was that it was a guide, not written in stone, for Council to use as new items come forward. He was interested to see which topics would surface.

Ben Tatone, 201 Pegasus Lane, said he thought Staff had good intentions with the proposed information, but felt the HNA should not be codified. Mr. Tatone asked Council to amend the motion by simply changing the wording to incorporate the HNA document as a reference document, supporting document or adjunct. He explained the housing demand had been mostly single-family detached homes and he was in the business of providing what clients desired. He did not think the amount of buildable land shown in the report was accurate and felt it would limit the opportunity for expansion to true buildable areas like Charter Oaks. There

was an item about minimum buildout on minimum densities and he suggested that forced developers to build over a certain threshold and limited how they could build on those lands. He felt it would remove the opportunity for more housing and create a barrier. The City was doing a good job, but he asked again if this plan could be used as a reference rather than have it codified. He was in full support of changes, just not a full adoption.

Janeal Kohler, 1000 W Stanton Street, Executive Director of Housing Authority with Douglas County, explained she was very skeptical in the beginning, but was impressed with how the plan developed. She was in favor of adopting the plan and noted the suggested motion specifically stated it was to amend the Comprehensive Plan by reference. She thought the report was full of very comprehensive information that would help all agencies. By adopting the plan, she did not think rights would be relinquished, but rather they would be open for further exploration. Ms. Kohler added that the best way to tackle this was to explore more deeply when the elements presented themselves.

Steve Loosley, 1940 NW Excello, said he was a member of the advisory committee and part of a real estate business that had been developing property on Lookingglass. He encouraged Council to adopt the document. Mr. Loosley explained there was a factual basis for the Buildable Land Inventory, but the community and City had suffered by an abundance of property with slopes. He thought development costs had escalated quickly and with additional costs for streets and improvements it had priced out some people for affordable housing. He thought it would be beneficial to find options to swap or trade properties that were affordable for building purposes. With the reports presented, he said there were many options to choose from and again, encouraged Council to adopt the plan for the good of the community.

In response to Councilor Prawitz, Mr. Cowie explained that amending the Comprehensive Plan was necessary because the housing element was written in 1984 and was factually out of date. The section would not be removed from the Code, but would be a reference. This document would not change the code, but would serve as a guide for future consideration. Mr. Cowie said he agrees with Mr. Tatone and recognized development was hard, but there were options to review and UGB swaps to consider for future land issues.

In response to Councilor Hicks, Mr. Cowie explained the City could not use taxpayer dollars to work on specific homes for individuals through a geotechnical report process. Ms. Messenger added the position was a specialized license and not part of City staff. In response to Councilor Ryan, Mr. Cowie confirmed that if he were to purchase a piece of property and wanted to build a single home or divide the property for multiple homes, he would first meet with his department to discuss options to move forward. Ms. Messenger explained this Plan did not change the current ordinance. It was just one of the tools in the toolbox. If all multi-family housing zone property were being used for single-family homes, there would be an issue with lack of multi-family zoned property in the future.

Mr. Tatone stated his concerns regarding minimum density standards and the effect it may have on development. In response to Mayor Rich, Mr. Tatone stated that when purchasing a piece of property zoned multi-family and you want to build a single-family unit, you would need to analyze the options to determine if you want to proceed. He and other developers analyze the market to see what Roseburg would buy. In response to Mayor Rich, Mr. Tatone explained

that single-family detached homes have been built across a myriad of zoning areas. If the State were going to start regulating density requirement then that would change how things were built. Councilor Ryan added that student housing and apartments would be needed if the new college were built. Mr. Tatone said he could not compete with non-profit housing developments or with those who receive subsidized housing. He was interested in profitable projects. Councilor Prawitz noted the last few words in the motion mentioned the HNA would be adopted by reference. Mr. Tatone suggested calling it something else because it also says to amend.

Attorney Coalwell advised Council that if they were not satisfied with the course they were asked to take, they could send it back to the Planning Commission. This process was how something was added to the Comprehensive Plan. Councilor Cotterell said the items presented were just suggestions and before anything could be forced on citizens, it would come before Council for a decision. If Council did not amend this Plan, there would be more work on the Planning Commission level and then back to Council.

As no one else wished to speak, Mayor Rich closed the Public Hearing at 8:37 p.m. Councilor Cole understood the concerns and agreed setting this as a guideline seemed appropriate. Councilor Hicks stated concerns that developers could reconsider building in Roseburg. Mayor Rich advised that if something were later adopted, everyone would have to follow the rules and requirements of the State. Attorney Coalwell advised that if Council were to consider establishing a minimum density, State law required notice to all property owners regarding that change. This gave additional protection to property owners and transparency.

In response to Councilor Fisher-Fowler, Mr. Cowie stated the Planning Commission vote was passed with four in favor and two opposed. The opposed expressed the same concerns. In response to Mayor Rich, Mr. Cowie added the City was one of only a few communities that allowed single and medium use in a high-density zone. The market will bear what the market will bear and without knowing what to expect, there needs to be provisions to provide for an appropriate mix. Councilor Hicks acknowledged what Mr. Tatone stated and people were going to banks for financing single-family homes because apartments were not profitable for developers. Mr. Cowie advised he recently spoke with developers: one who plans to build a 90 unit apartment complex; and another who plans to build a 120-unit apartment. Both were for-profit companies looking to build off of Diamond Lake Boulevard.

Ms. Messenger explained staff had not come prepared to debate minimum standards. That subject was only one of the forty-four items within the plan. If the City does not have land in the years ahead it would be problematic, but it can be a discussion in the future. Councilor Prawitz said they were provided with reliable data, trusted future City Councilors on this subject, and knew they would hear from the public with what the community wants. Mayor Rich supported the information because the group analyzed the data. Councilor Eggers appreciated Mr. Tatone coming forward.

Council agreed to proceed with a first reading of Ordinance No. 3528. Ms. Sowa read Ordinance No. 3528, entitled, "An Ordinance Amending the Roseburg Urban Area Comprehensive Plan Adopting by Reference the City of Roseburg Housing Needs Analysis," for the first time.

Councilor Ryan moved to adopt the findings of fact and order approved by the Planning Commission for File No. CPA-19-001, which amends the Roseburg Urban Area Comprehensive plan by incorporating the Roseburg Housing Needs Analysis in the document by reference. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cotterell, Eggers, Fisher-Fowler, Prawitz, Ryan and Zielinski voted yes. Councilors Cole and Hicks voted no.

PROPOSED ORDINANCE AMENDING SECTION 3.16.020 "SURPLUS PERSONAL PROPERTY DISPOSAL AND SALE" OF THE ROSEBURG MUNICIPAL CODE

Ms. Sowa explained that over the years, the City has utilized several ways to dispose of surplus personal property per the Code. The two most common methods are to donate surplus property to local non-profit organizations, and hold an annual auction whereby sealed bids are accepted and opened by a set deadline, with the item going to the top bidder. For the first option, the City maintains a list of non-profits who are contacted regarding applicable surplus property on a rotating basis.

The process for the annual auction includes providing public notice with a list of items available, providing a "staging area" for people to view the items on scheduled dates, opening the bids on a set date, notifying those with the highest bid for each item of their award, and then coordinating payment and retrieval of the items. This process means that items for the auction must be stored throughout the year up to the date of the auction, and requires staff or volunteers to watch over the "staging area" on scheduled days when the items are on display to view.

Many public agencies are now using online bidding processes to sell their surplus personal property as another option. Staff has met with two companies that provide this service to get a better understanding of the process and how it could provide an efficient and transparent process for sale of the City's surplus personal property. Some of the benefits of using an online bidding process include:

- Items can be posted individually and when they become available, so there is no need to store the item until the annual auction.
- Notification when an item is posted can be provided by the City or the company to those who normally bid on City surplus items.
- Bidders often bid higher when they can see the other bids, increasing the revenue for the City.
- A larger audience can be reached.
- The buyer is charged a fee above the selling price, so there is no cost to the City.
- The online company collects the funds and remits them to the City.
- The online company handles any payment issues.
- The City has control of the sale by setting the minimum bid amount, the amount of time the item will be posted, the deadline for bids, and the requirements for the winning bidder to collect the item.
- The online company provides reports to the City for record keeping.

Ms. Sowa reported the City would not have a fee or cost to participate with the online auction process. Staff time could be reduced by no longer holding an annual auction, and revenue

from selling surplus property would likely increase. In response to Mayor Rich, Ms. Sowa explained the City would obtain the full bid price and the buyer would pay the buyers fee of 10% to the company. If the City chooses to collect the money, the company would charge a 7% buyers fee. The City also stores the items until purchased. In response to Councilor Hicks, Ms. Sowa confirmed information would be posted to the City website and sent to interested groups with a link to the auction site.

Council agreed for Ms. Sowa to continue with a first reading of the ordinance. Ms. Sowa read Ordinance No. 3529, entitled, "An Ordinance Amending Section 3.16.020 "Surplus Personal Property – Disposal and Sale" of the Roseburg Municipal Code", for the first time.

#### RESOLUTION NO. 2019-16 – SHADE POLICY

Ms. Messenger reported the City provides parks and open spaces that promote healthy outdoor activities for the residents of Roseburg. In recent years, the Parks Division has made capital improvements to many of these areas. Unfortunately, making these improvements is costly and often times it is cost prohibitive to include adequate shade in the project budget. Adopting this policy would ensure that shade is taken into consideration on future projects from conception to fruition. It would also provide opportunities to consider retrofitting existing amenities that are currently shade deficient. The City had been working with Blue Zones and many were on the built environment committee.

Skin Cancer, caused by exposure to ultraviolet radiation (UVR), is the most common cancer in the United States, according to the Centers for Disease Control and Prevention (CDC). Douglas County has one of the highest rates of melanoma in the state of Oregon (Anas, 2017). Shade is considered one of the most effective approaches to reduce exposure to UVR from the sun.

This policy, if adopted, would encourage staff to consider provisions for shade (both natural and artificial) in all capital improvements on public property, with an emphasis being on children's play areas. Having the shade policy in place would also strengthen the City's position when applying for certain grant funding opportunities. There is no immediate financial impact. Having an adopted Shade Policy may allow the City to apply for grants that specifically address shade.

Jaddon Rogers, 2330 Glenmar Drive, is a physician assistant at Advanced Skin Center Dermatology and Skin Cancer Specialists and he was in favor of the resolution. In Oregon and Douglas County, he as part of a group, treats and sees many skin cancer patients. It is the most common form of cancer that goes undiagnosed. One in five people will be diagnosed with skin cancer and in southern Oregon, over 5,000 people have been diagnosed. This was a form of cancer that was preventable. Mr. Rogers noted that although the Fir Grove Splash Pad was a great addition to the community, there was a lack of shade. The majority of sun damage was going to be from a person's childhood. With so many things to enjoy outdoors, Mr. Rogers stressed the importance of making it safe to lower the rate of skin cancer. He appreciated Council's consideration to adopt the resolution.

Councilor Prawitz commented he anticipated an expense for changes, but was happy to discover funds from grants could be obtained. Mayor Rich added that by having this resolution it would help the City be considered for future grant funds. Ms. Messenger stated the area had

an abundance of poor health statistics and this was something to help improve those statistics. Councilor Eggers moved to adopt Resolution No. 2019-16. The motion was seconded by Councilor Cole and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

### EASEMENT ACQUISITION

Councilor Cotterell recused himself from the discussion citing a potential conflict. Ms. Messenger reported the construction of the PAPI was completed last summer. The ultimate goal is to increase safety at the airport and to apply for a waiver that will allow the PAPI to be used as mitigation for the terrain obstruction (Mount Nebo) which would allow reinstatement of the nighttime instrument approach. In order to complete the obstruction mitigation process, there are trees and utility lines located on private property that will need to be removed and/or relocated. To do this work, the City needs to obtain easements from the property owner. In order to ensure that the property is kept free from obstructions in perpetuity, the City is seeking an avigation easement that would prevent any structures or other obstructions from being constructed and requires any vegetation to be maintained at height that does not impact the airspace.

Initially, staff attempted to obtain easements to remove/trim trees and relocate utility lines by working directly with the property owner. These efforts were not successful. Once a grant was issued, the City hired an acquisition specialist and has been working within the federal process for property acquisition. This process includes getting a full appraisal and review appraisal to determine the value of the taking. That work has been completed, and the value of the easements has been determined to be \$75,000.00.

The City received a grant from the Federal Aviation Administration (FAA) for up to \$200,000.00 to cover expenses related to the obstruction mitigation. That grant has a ten percent match requirement. The City has also received a grant from the Oregon Department of Aviation (ODA) to cover 90% of the ten percent match. The remaining match is budgeted in the Airport Fund. The appraisal and review appraisal value the easements at \$75,000.00. In addition, the property owner has requested some additional service from Douglas FastNet (DFN). DFN has agreed to provide this for a one-time cost of \$700 that the City will pay directly to DFN.

Once the property acquisition is complete, the project will have additional expenses related to tree removal and the cost of relocating the overhead utilities (PP&L and DFN) underground. The estimate from PP&L is \$22,164. The estimate for tree removal is approximately \$30,000.00. The nighttime instrument approach is critical, especially during the winter months. Staff anticipates the property owner may sign the offer agreement in the near future. As such, staff seeks authorization to execute the easements as soon as practical. The Airport Commission discussed this item at its August 15 meeting. The Commission recommended that the City proceed with the acquisition as quickly as practical. Staff recommends that the Council authorize staff to execute the necessary documents to complete the easement acquisition for \$75,000.00.

Councilor Hicks thanked staff for working on this project with a result of having a low cost to the City. Councilor Fisher-Fowler moved to authorize the City Manager Pro-Tem to execute the necessary documents to complete the easement acquisition for \$75,000.00. The 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. Councilor Cotterell abstained from voting.

#### EQUIPMENT PURCHASE – STAFF VEHICLE

Mr. Garrisi reported the Fire Department staff vehicles are on a 10-year replacement schedule, and the purchase of this vehicle will replace a pickup truck that was purchased in 2007. The vehicle will be purchased using an ORPIN contract and up-fitted by Lehr. The Fire Department has used Lehr (formerly named Auto Additions) to up-fit fire staff vehicles for the past several procurement rotations, and they have been designated as a sole-source provider for this service. The equipment replacement fund has \$60,000 budgeted in FY 19-20 for a new staff vehicle. Money is available in Fire's equipment replacement fund to accomplish this purchase. Staff would like to complete this purchase as soon as practical to ensure the equipment is available prior to the end of the budget year, as there is a four- to six-month build time.

Councilor Ryan moved to approve the purchase and up fitting of a new staff vehicle for the Fire Department in an amount of \$56,106.67. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

#### AUTOMATIC AID AGREEMENT

Mr. Garrisi stated the Roseburg Fire Department and Douglas County Fire District 2 (DCFD2) have identified areas that can better serve the citizens of both jurisdictions by entering into an Automatic Aid agreement. The areas that have been identified for the City to provide Automatic Aid to DCFD2 are Moorea Drive, starting at approximately the 800 block to the end including side streets, and SE Booth Ave. A map showing these two areas has been attached for your information. In return, DCFD2 will provide one (1) fire engine to all structure fires within the City of Roseburg. Having this agreement in place will allow fire units to be automatically dispatched to certain areas on first alarm structure fire responses and reduce the reflex time for having additional resources on scene, thereby reducing potential property loss and increasing life safety. In addition, both agencies may receive additional credit for ISO rating purposes. There is no financial impact to the City as this time. Both agencies are planning on immediate implementation of this agreement upon approval. In response to Mayor Rich, Mr. Garrisi confirmed both agencies would discuss statistics later when data was available. At this time, the agreement was specific to areas with fires and were identified as needing aid. Attorney Coalwell assured Council there was a 30-day termination within the agreement if needed. Mr. Garrisi stated the point of the agreement was to keep fires in the wildland areas away from the city.

Councilor Prawitz moved to authorize the City Manager Pro-Tem to execute an Automatic Aid Agreement with Douglas County Fire District 2. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

#### ITEMS FROM MAYOR, COUNCIL AND CITY MANAGER

Councilor Zielinski provided information about the sixth Annual K9s in the Grapevines event at Melrose Vineyards on September 14, 2019. Tickets could be purchased at Eventbrite.com and

Councilor Prawitz was scheduled to be the emcee for the event. Councilor Hicks asked if Staff could provide information about the event.

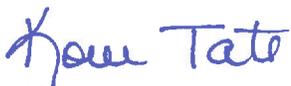
Councilor Hicks reported she had a successful cleanup around Micelli Park and the majority of camping impacted areas were free of trash. The seventh Annual South Umpqua River Cleanup is scheduled on September 28, 2019 from Micelli Park to Mill Street. This year, the Eagle Scouts will assist with the cleanup effort. Councilor Hicks thanked the Police Chief and Park employees for their assistance with bikes and litter at the end of the Pine Street Alley.

Councilor Hicks noted the number of bikes stolen in the area had increased and were left throughout the community. She considered the "zombie bikes" a nuisance and asked Council to consider a registry program or to review how other cities handle the issue. Councilor Hicks asked Staff if pesticides were being used to treat noxious weeds and if not, how it was being addressed. She was concerned with the use of Round Up and protecting pollinators. Ms. Messenger said pesticides were used and would provide her with information

Councilor Prawitz thanks Police Chief Klopfenstein and Sergeant Jeff Eichenbusch for attending a meeting at Evergreen regarding actions taken for the addicted and unhoused population. The way the Police handled the conversation was professional and eased the minds of those in attendance. Councilor Prawitz encouraged Council to sit and discuss with Chief Klopfenstein the larger picture of what was happening in the City. He noted there were many things happening people just do not hear about.

#### ADJOURNMENT

The meeting adjourned at 9:31 p.m.



Koree Tate  
Management Assistant

**ORDINANCE NO. 3528**

**AN ORDINANCE AMENDING THE ROSEBURG URBAN AREA COMPREHENSIVE PLAN ADOPTING BY REFERENCE THE CITY OF ROSEBURG HOUSING NEEDS ANALYSIS.**

**WHEREAS**, after the City received grant funding from the Oregon Department of Land Conservation and Development to complete a Roseburg Housing Needs Analysis.

**WHEREAS**, after reviewing the recommendation of the Planning Commission after conducting a public hearing on August 5, 2019.

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

**SECTION 1:** The City Council hereby takes official notice of the Planning Commission Findings of Fact and Order dated August 5, 2019, recommending approval of the amendment.

**SECTION 2:** The City Council hereby adopted the Findings of Fact and Order regarding the proposed Comprehensive Plan Amendment.

**SECTION 3:** Based on the evaluation detailed in the Planning Commission Finding of Fact and Order it has been determined that the proposal conforms to the City of Roseburg Comprehensive Plan and applicable Statewide Planning Goals.

**SECTION 4:** The City Council hereby approves the Comprehensive Plan Amendment which adopts by reference the Roseburg Housing Needs Analysis into the Roseburg Urban Area Comprehensive Plan.

**ADOPTED BY THE CITY COUNCIL THIS 9<sup>TH</sup> DAY OF SEPTEMBER 2019.**

**APPROVED BY THE MAYOR THIS 9<sup>TH</sup> DAY OF SEPTEMBER 2019.**

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

**ATTEST:**

\_\_\_\_\_  
**AMY L. SOWA, CITY RECORDER**

**ORDINANCE NO. 3529**

**AN ORDINANCE AMENDING SECTION 3.16.020 “SURPLUS PERSONAL PROPERTY – DISPOSAL AND SALE” OF THE ROSEBURG MUNICIPAL CODE**

**WHEREAS**, Roseburg Municipal Code Section 3.16.020 authorizes the City Manager to make a determination on whether or not City-owned personal property is surplus to the needs of the City; and

**WHEREAS**, Items deemed as “surplus personal property” may be sold or disposed of in a manner determined by the City Manager; and

**WHEREAS**, Selling items through an online service is a viable and efficient means for the City to dispose of surplus personal property.

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

**SECTION 1.** Roseburg Municipal Code Section 3.16.020(C), titled “Surplus Personal Property – Disposal and Sale” is hereby amended to read as follows:

**3.16.020 - Surplus personal property—Disposal and sale.**

All City-owned personal property, whether originally purchased by the City or taken into City ownership pursuant to Subsection 3.16.010(C), which has been determined by the City Manager to be surplus to the needs of the City shall be deemed "surplus personal property" and sold by competitive bid or, if the City Manager determines that another procedure will result in substantially increased net revenue, by one or a combination of the following procedures, provided however, that the City Manager may dispose of such property to another governmental entity without complying with such procedures when the disposal is for a specific public purpose:

A. By public auction after the notice of such auction has been published at least once in a newspaper of general circulation in the City. Such notice shall state the date, time and location of the auction and give a general description of the types of items to be sold. The City Recorder shall compile a list of all property to be sold and make such list available to the public at least three days prior to the auction. At the auction, the property shall be sold to the highest qualified bidder for cash. In default of the bids from others, the City Manager may dispose of the property in his discretion without the necessity of taking further bids or compliance with this Section;

B. When the current market value of the property is less than two thousand five hundred dollars, by establishing a selling price and disposing of the property in a manner the City Manager finds in the public interest;

C. When the current market value of the property is more than two thousand five hundred dollars, by establishing a selling price, scheduling and advertising a sale date and selling the property to the first qualified buyer meeting the sale terms;

D. By donation to a qualified non-profit organization in accordance with written administrative policy of the City Manager; or

E. Electronically by the City or through an online bidding company.

**SECTION 3.** "All other sections and subsections of Chapter 3.16 of the Roseburg Municipal Code shall remain in full force and effect as written."

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 9<sup>th</sup> DAY OF SEPTEMBER,  
2019.**

**APPROVED BY THE MAYOR THIS 9<sup>th</sup> DAY OF SEPTEMBER, 2019.**

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

**ATTEST:**

\_\_\_\_\_  
**AMY L. SOWA, CITY RECORDER**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## ELECTRIC VEHICLE CHARGING STATIONS FUNDING

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**Meeting Date: September 9, 2019**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

The City has received a grant to purchase and install charging stations for electric vehicles. Staff has identified additional costs associated with getting power to each of the proposed sites. The issue for the Council is whether to authorize additional funding to complete this project.

### BACKGROUND

#### A. Council Action History.

On March 25, 2019, the Council authorized the use of \$25,000 as match to the Pacific Power grant in order to construct charging stations at four locations within the City of Roseburg.

#### B. Analysis.

The City received a grant from Pacific Power for \$25,000 towards the installation of EV charging stations. The original intent was to install four level-2 stations. Each station can simultaneously charge two vehicles. Staff received a quote of \$49,046 for purchase and installation of the four units. Based on this number, staff received Council authorization to move forward with the project utilizing Hotel/Motel Tax funds as the matching funds. Unfortunately, the original quote did not include the cost to provide power to the locations selected. It only included the purchase and installation of the units at each site, once the site was prepared.

In order to reduce the additional costs, staff is recommending reducing the number of locations to three and installing the stations at the Umpqua Valley Arts Center, Downtown Parking Structure and Roseburg Public Library. These locations were selected based on the attractiveness to tourists as it typically takes one to two hours to charge a vehicle. Staff received three bids for installing the required power at each location. Bean Electric submitted the low bid of \$12,700 to install power to the three sites.

#### C. Financial/Resource Considerations.

Total project costs for three stations are estimated as follows:

Electrical installation	\$12,700
Charging stations/installation	\$32,202
Contingency	\$ 6,735
<i>Total</i>	<i>\$51,637</i>

Funding allocated so far includes \$25,000 from the Pacific Power grant and \$25,000 from Hotel/Motel Tax fund. That leaves a shortfall of up to \$1,637.

If the City chose to install all four units as originally planned, the estimated costs go up to \$83,888 and leave a shortfall of \$33,888.

**D. Timing Considerations.**

To meet the conditions of the grant, the stations need to be installed by December 31, 2019. As such, staff seeks direction as quickly as practical.

**COUNCIL OPTIONS**

Council has the following options:

1. Direct staff to pursue the installation of EV charging stations at three locations and allocate additional funds from the Hotel/Motel Tax Fund to cover the shortfall;
2. Direct staff to pursue installation of EV charging stations at four locations and allocate additional funds from the Hotel/Motel Tax Fund to cover the shortfall; or
3. Direct staff to not proceed with the project.

**STAFF RECOMMENDATION**

Staff recommends proceeding with the installation of EV charging stations at the Roseburg Public Library, Umpqua Valley Arts Center, and Downtown Parking structure utilizing additional funding (if needed) from the Hotel/Motel Tax Fund.

**SUGGESTED MOTION**

***I move to direct staff to proceed with the installation of EV charging stations at the Roseburg Public Library, Umpqua Valley Arts Center, and Downtown Parking Structure utilizing up to \$27,000 in matching funds from the Hotel/Motel Tax Fund.***

**ATTACHMENTS:**

None

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ACTIVITY REPORT

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**Meeting Date: September 9, 2019**

**Department: Administration**

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

**Agenda Section: City Manager Report**

**Staff Contact: Nikki Messenger**

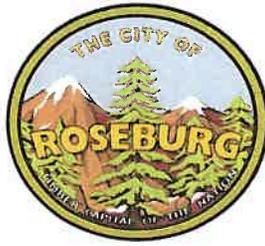
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your September 9, 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  
September 3, 2019 - 10:00 a.m.

1. Review September 9, 2019 City Council Meeting Agenda
2. Review September 9, 2019 Urban Renewal Agency Board Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
5. Department Items
6. Employee Anniversary Recognition
  - Bobby Carpenter, Police Department – 25 Years
  - Sharon Goodman, Police Department – 20 Years
  - George Sheppard, Police Department – 10 Years
  - Ruth Smith, Fire Department – 5 Years



Agenda  
Department Head Meeting  
City Hall Third Floor Conference Room  
August 27, 2019 - 10:00 a.m.

1. Review August 26, 2019 Special City Council Meeting, Regular City Council Meeting and Urban Renewal Agency Board Meeting Synopsis
2. Review September 9, 2019 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
  - a. Downtown Street Faire – Outdoor Event Permit, October 13, 2019
  - b. Salsa Dancing in Roseburg – Facilities Use Permit, September 7, 2019
5. Department Items

## Friday Message August 30, 2019

- A quick update on two Community Development Block Grants (CBDG) the City has open. The Head Start project is nearing completion, which is great news. The second open grant is for Housing Rehab projects. So far, 28 applications for funding have been processed, including fourteen in the City. Projects range from \$5,000 to a maximum of \$10,000 and include things like deck replacement, installing drainage around a home, window and/or siding replacement, insulation, electrical service upgrades and replacing a water heater. All important things that help people stay in their homes.
- At Monday's Council meeting, there was a question about bicycle theft. RPD provided the following information to share with Council:



*For several years, the Roseburg Police Department has offered free bicycle registration for our citizens. Currently, we have over 410 registered bicycles. There is no age limit to register a bike, and the process is simple. Simply complete the form, providing the police department with the bicycle description, model and serial numbers, and any other identifying information. The bicycle owner then receives a sticker to affix to their bike, and the information gets entered into the Roseburg Police Department's bicycle database.*

*A registered bicycle greatly aids law enforcement in the event a bicycle is stolen, as they'll have all the necessary information to list the bicycle as stolen in the national law enforcement database. Local bicycle shops encourage owners to register their bicycle with the police department, and the department encourages owners/riders to securely lock their bicycles when they are left unattended.*

- The annual slurry seal project is underway and is scheduled to wrap up on Tuesday, September 3<sup>rd</sup>. 
- The storm drainage rehabilitation project using cast-in-place-piping is scheduled to begin on September 4<sup>th</sup> and continue through September 19<sup>th</sup>.
- Chief Klopfenstein and Nikki Messenger met with the new Roseburg Public Schools superintendent Jared Cordon on Thursday. The focus of the meeting was student safety and emergency preparedness. We look forward to continuing these discussions in the future and are planning for quarterly meetings.
- Given that September 1<sup>st</sup> is a Sunday, Nikki Messenger took the oath of office as the new City Manager on Thursday, August 29<sup>th</sup>. 
- Meetings Next Week: Parks Commission – Wednesday, September 4<sup>th</sup> at 8:15 am

*Reminder – City Hall will be closed on September 2<sup>nd</sup> in observance of the Labor Day Holiday. School starts on September 3<sup>rd</sup>, so please use caution and watch for students and busses as they make their way back to school.*

## Friday Message August 23, 2019

- The annual Slurry Seal project is scheduled to begin on Tuesday, August 27<sup>th</sup> and will continue through September 3<sup>rd</sup>. Staff has been working with the contractor to limit the impacts near schools and facilitate traffic on upcoming 'meet the teacher' days.
- The Roseburg Library is hosting a family movie night on August 29<sup>th</sup> at 6 pm. Pokémon Detective Pikachu is the featured movie.
- The Transportation System Plan (TSP) Advisory Committee met on Thursday to discuss the latest technical memo. The plan is coming together and is scheduled for completion in late October.
- The City Wellness Committee hosted the annual employee and community blood drive with the American Red Cross on Tuesday. The number of units collected may save 48 lives. The Committee is also hosting a canned food drive with barrels located in the Public Safety Center lobby until September 18<sup>th</sup>. All donations help the UCAN food pantry program.
- Staff has been working closely with NeighborWorks Umpqua on a 68-unit Veterans' preference multi-family housing project on Douglas Avenue. This will be the first development to take advantage of the new Diamond Lake Urban Renewal District's multi-family housing incentive program.
- The I-5 southbound on and off-ramps at Harvard Avenue are scheduled to reopen Sunday night/Monday morning.
- Meetings Next Week:
  - Council Special Meeting – Monday August 26<sup>th</sup> at 6:30 pm to discuss a Community Development Block Grant opportunity followed by the regular meeting at 7 pm, and an Urban Renewal Agency meeting immediately following the regular meeting.

*Reminder – City Hall will be closed on September 2<sup>nd</sup> in observance of the Labor Day Holiday.*

**TENTATIVE FUTURE COUNCIL AGENDA**

**Unscheduled**

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

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**September 23, 2019**

Mayor Report

- A. Walk & Bike to School Day Proclamation
- B. World Food Week Proclamation

Consent Agenda

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

Public Hearing

- A. Resolution No. 2019-17 - Supplemental Budget

Department Items

- A. Five Year Pavement Management Program Engineering Services Contract Recommendation
- B. North Douglas Library District Reciprocal Agreement
- C. Equipment Purchase – Patrol Vehicles

Informational

- A. City Manager Activity Report

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**October 14, 2019**

Consent Agenda

- A. Minutes of September 23, 2019

Public Hearing

- A. Resolution No. 2019-18 – Exemption from Competition in Public Contracting for Purchase of a Type 6 Wildland Unit

Resolutions

- A. Resolution No. 2019-\_\_\_ - Library Policy Update

Informational

- A. City Manager Activity Report

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**October 28, 2019**

Consent Agenda

- A. Minutes of October 14, 2019

Ordinances

- A. Ordinance No. \_\_\_ - Municipal Code Update Regarding Oregon Fire Code

Informational

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

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**November 25, 2019**

Consent Agenda

- A. Minutes of October 28, 2019

Department Items

- A. Airport Master Plan Adoption

Informational

- A. City Manager Activity Report

Executive Session

- A. Municipal Court Judge Annual Performance Evaluation

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**December 9, 2019**

Mayor Reports

- A. Municipal Judge Compensation

Consent Agenda

- A. Minutes of November 25, 2019

Informational

- A. City Manager Activity Report

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**December 23, 2019**

Consent Agenda

- A. Minutes of December 9, 2019

Informational

- A. City Manager Activity Report

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**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. City Manager Activity Report

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**January 27, 2020**

Consent

- A. Minutes of January 13, 2020

Informational

- A. City Manager Activity Report

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**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. City Manager Activity Report

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**February 24, 2020**

Consent

- A. Minutes of February 10, 2020

Informational

- A. City Manager Activity Report

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**March 9, 2020**

Consent

- A. Minutes of February 24, 2020

Informational

- A. City Manager Activity Report

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**March 23, 2020**

Consent

- A. Minutes of March 9, 2020

Informational

- A. City Manager Activity Report

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**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. City Manager Activity Report

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**April 27, 2020**

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. National Bike Month Proclamation

Consent Agenda

- A. Minutes of April 13, 2020

Informational

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

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**May 11, 2020**

Mayor Reports

- A. EMS Week Proclamation

Consent Agenda

- A. Minutes of April 27, 2020

Resolutions

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

Informational

- A. City Manager Activity Report

Executive Session

- A. City Manager Semi-Annual Evaluation

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**June 8, 2020**

Mayor Reports

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 11, 2020

Public Hearing

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

Informational

- A. City Manager Activity Report

**Urban Renewal Agency Board**

Consent Agenda

- A. Minutes of previous meeting

Public Hearing

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

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**June 22, 2020**

Consent Agenda

- A. Minutes of June 8, 2020

Informational

- A. City Manager Activity Report

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**July 13, 2020**

Consent Agenda

- A. Minutes of June 22, 2020

Informational

- A. City Manager Activity Report

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**July 27, 2020**

Consent Agenda

- A. Minutes of July 13, 2020

Informational

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

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**August 10, 2020**

Consent Agenda

- A. Minutes of July 27, 2020

Informational

- A. City Manager Activity Report

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**August 24, 2020**

Consent Agenda

- A. Minutes of August 10, 2020

Informational

- A. City Manager Activity Report

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**September 14, 2020**

Consent Agenda

- A. Minutes of August 24, 2020

Informational

- A. City Manager Activity Report

Executive Session

- A. City Manager Annual Evaluation

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