

ROSEBURG CITY COUNCIL AGENDA – SEPTEMBER 23, 2019
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470



7:00 p.m. Regular Meeting

- 1. Call to Order – Mayor Larry Rich**
- 2. Pledge of Allegiance**
- 3. Roll Call**
Beverly Cole Bob Cotterell Alison Eggers Linda Fisher-Fowler
Ashley Hicks Brian Prawitz Tom Ryan Andrea Zielinski
- 4. Mayor Reports**
 - A. Walk & Bike to School Day Proclamation
 - B. World Food Week Proclamation
- 5. Commission Reports/Council Ward Reports**
- 6. Audience Participation – See Information on the Reverse**
- 7. Consent Agenda**
 - A. Minutes of September 9, 2019 Regular Meeting
 - B. November 11, 2019 Meeting Cancellation
- 8. Public Hearing**
 - A. Resolution No. 2019-17 – Supplemental Budget and Appropriation Revisions for the General, Hotel/Motel Tax, and Facility Replacement Funds, Fiscal Year 2019-20
 - B. Resolution No. 2019-18 – Exemption from Competition in Public Contracting for Purchase of a Type 6 Wildland Unit
- 9. Department Items**
 - A. Five-Year Pavement Management Engineering Services Contract
 - B. Equipment Purchase – Storm Drainage Service Truck
 - C. North Douglas Library District Reciprocal Borrowing Agreement
 - D. Marked Patrol Vehicle Purchase
- 10. Items from Mayor, City Council and City Manager**
- 11. Adjourn**
- 12. Executive Session ORS 192.660(2)**

Informational

- A. City Manager Activity Report

***** 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

WALK & BIKE TO SCHOOL DAY

WHEREAS: The health of children in our community is important and lack of physical activity contributes to increased risk of obesity, diabetes and other health problems; and

WHEREAS: Walking and biking to and from school helps children get the 60 minutes of exercise they need each day and is an excellent way to make physical activity part of their routines; and

WHEREAS: Walking and biking to school helps encourage more active forms of travel, which reduces car trips, congestion and air pollution; and

WHEREAS: Walking and biking improves neighborhood livability because people feel better about their community, helps make public streets lively, encourages community interaction and attracts people to commercial, civic and recreational areas; and

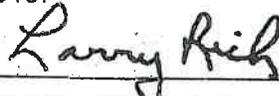
WHEREAS: Students, parents and community leaders around Oregon are joining together to walk and bike to school and evaluate walking and bicycling conditions in their communities;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim October 2, 2019 to be

WALK & BIKE TO SCHOOL DAY

in the City of Roseburg and encourage everyone to consider the health and safety of children today and every day.

DATED this 23rd Day of September, 2019.



THE HONORABLE MAYOR

PROCLAMATION

CITY OF ROSEBURG, OREGON

WORLD FOOD WEEK

WHEREAS: The health and well-being of our citizens is of primary concern for the City of Roseburg: promoting safer, healthier diets is a critical factor in improving citizens' overall health; and

WHEREAS: Supporting sustainable family farms and local agriculture benefits the local economy and strengthens our communities; and

WHEREAS: Obtaining fair pay and safe conditions for food and farm workers is beneficial for both the producer and consumer so that the food we produce and consume is safe and fair for all; and

WHEREAS: Expanding access to food and reducing hunger is of critical importance; and

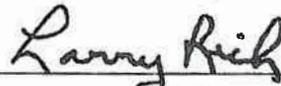
WHEREAS: Creating a healthier, stronger, more accessible and sustainable local food system promotes the health of Roseburg's community;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim the week of October 13, 2019 to be

WORLD FOOD WEEK

in the City of Roseburg and I urge all citizens to participate in the activities planned here forth..

DATED this 23rd Day of September, 2019.



THE HONORABLE MAYOR

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
September 9, 2019**

aps

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:24 p.m. on September 9, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL

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

Others Present: City Manager 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 Scott Carroll of the News Review.

COMMISSION/COUNCIL REPORTS

Councilor Eggers reported the Parks and Recreation Commission met and discussed Park Capital Improvements and items would be presented to Council in the future. Councilor Cotterell reported he would have a Public Works Commission Meeting on September 12, 2019 and invited others to attend.

Councilor Ryan reported he will be a judge at the Senior Center Chili Cooking Contest on September 14, 2019 and invited others to attend.

CONSENT AGENDA

Councilor Ryan moved to approve the minutes of the August 26, 2019 regular meeting. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

ORDINANCE NO. 3528 – AMENDING THE ROSEBURG URBAN AREA COMPREHENSIVE PLAN ADOPTING BY REFERENCE THE CITY OF ROSEBURG HOUSING NEEDS ANALYSIS, SECOND READING

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 second time. Councilor Ryan moved to adopt Ordinance No. 3528. The motion was seconded by Councilor Zielinski. Roll call vote was taken and approved with the following vote: Councilors Cole, Cotterell, Eggers, Prawitz, Ryan and Zielinski voted yes. Councilor Hicks voted no and stated this was a big project that would make changes on how we build and make changes for the community in the future. She thought this needed to have more work and review before amending the Comprehensive Plan. Mayor Rich declared Ordinance No. 3528 as adopted.

ORDINANCE NO. 3529 – AMENDING SECTION 3.16.020 “SURPLUS PERSONAL PROPERTY – DISPOSAL AND SALE” OF THE ROSEBURG MUNICIPAL CODE, SECOND READING

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 second time. Councilor Ryan moved to adopt Ordinance No. 3529. The motion was seconded by Councilor Zielinski. Roll call vote was taken and approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz, Ryan and Zielinski votes yes. No one voted no. Mayor Rich declared Ordinance No. 3529 as adopted.

ELECTRIC VEHICLE CHARGING STATIONS FUNDING

Ms. Messenger reported 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 could 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 recommended 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. The total project costs for three stations were estimated at \$51,637.00.

In response to Councilor Hicks, Ms. Messenger explained the charging stations would allow two vehicles to charge. The locations listed were City owned and could promote tourism to nearby attractions. The Economic Development Commission previously reviewed and approved the locations to go before Council. Staff was not comfortable changing locations at this time.

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

ITEMS FROM MAYOR, COUNCIL AND CITY MANAGER

Councilor Hicks reported there had been several recent cleanups and thanked Councilor Zielinski for her participation at the duck pond. Another cleanup is scheduled for September 14, 2019 for the North Roseburg area camp at 10:00 a.m. Councilor Hicks thanks the City and volunteers for helping with litter cleanup. She said it can be dirty, embarrassing for many, but it helps give a person a sense of community.

Ms. Messenger reported the owner on Mt. Nebo signed the easement agreement and it will now move towards escrow.

ADJOURNMENT

The meeting adjourned at 7:37 p.m.

Koree Tate

Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



NOVEMBER 11, 2019 – MEETING CANCELLATION

Meeting Date: September 23, 2019 **Staff Contact: Koree Tate, Management Asst.**
www.cityofroseburg.org **Contact Telephone Number: 541-492-6866**

ISSUE STATEMENT AND SUMMARY

Inasmuch as the November 11, 2019, City Council meeting falls on Veterans Day observance, Council is asked to consider canceling that meeting.

BACKGROUND

A. Council Action History.

Although the City Council has not discussed the meeting cancellation this year, historically the City Council has cancelled meetings which occur either on, directly prior to or immediately after a national holiday.

B. Analysis.

Inasmuch as Councilors and Staff Members oftentimes travel during holiday periods, it may be difficult to attain a quorum for meetings within that time frame. Therefore, any meetings regularly scheduled during holiday periods have been cancelled. At this time, Staff does not anticipate any pressing issues which would require two meetings in November. The option can always be held open to call a special meeting if the need arises.

C. Financial/Resource Considerations. n/a.

D. Timing Considerations.

In the event the City Council wishes to cancel the meeting, action should be taken at this time in order to properly schedule agenda matters for Council attention and to notify the news media and interested parties of the cancellation.

COUNCIL OPTIONS

1. Cancel the first meeting in November with the option of calling for a special meeting should the need arise.
2. Reschedule the meeting for another date.

STAFF RECOMMENDATION

Staff recommends the City Council cancel the November 11, 2019, City Council meeting.

SUGGESTED MOTION

I MOVE TO CANCEL THE NOVEMBER 11, 2019 COUNCIL MEETING, RESERVING THE OPTION TO CALL A SPECIAL MEETING SHOULD THE NEED ARISE.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



SUPPLEMENTAL BUDGET AND APPROPRIATION REVISIONS FOR THE GENERAL, HOTEL/MOTEL TAX, AND FACILITY REPLACEMENT FUNDS, FISCAL YEAR 2019-20 RESOLUTION NO. 2019-17

Meeting Date: September 23, 2019
Department: Finance
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Ron Harker, Finance Director
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

There are three matters that require either an appropriation transfer or a supplemental budget in order to provide adequate appropriation authority to comply with Oregon Budget Law. Requiring an appropriation transfer: the recent ratification of a new labor contract with IAFF represented fire personnel requires a transfer of General Fund's contingency funds to the Fire Department. Requiring a supplemental budget: 1) a grant funded project to install electric charging stations within the City requires the recognition of a PP&L grant, transfer of Hotel/Motel Tax Fund's assets to the Facilities Replacement Fund and a corresponding increase in appropriations in the Facilities Fund, and 2) the unexpected carryover of the seismic rehabilitation work at Fire Stations #2 and #3 requires recognition of additional grant funds and the release of Reserved for Future Expenditures to close out the projects.

BACKGROUND

A. Council Action History.

On August 12, 2019, the City Council ratified the resultant labor contract with the Fire Department's IAFF represented employees that resulted from binding arbitration proceedings.

On September 9, 2019, the City Council authorized the use of \$27,000 from the Hotel/Motel Tax as matching funds to satisfy the requirements of a PP&L grant to install electric charging stations at the Roseburg Public Library, the Umpqua Valley Arts Center, and the Downtown Parking Structure.

B. Analysis.

An appropriation is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. It is limited to one fiscal year [ORS 294.311(3)]. Appropriations are a legal limitation on the amount of expenditures that can be made during the fiscal year and on the purposes for which expenditures can be made

[ORS 294.456(6)]. After the beginning of the fiscal year, when a local government is operating with the adopted budget, changes in appropriated expenditures sometimes become necessary. Appropriations may be increased or decreased, transferred from one appropriation category to another, or new appropriations categories created.

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

IAFF Labor Contract Ratification Matter

The recent ratification of a new labor contract with IAFF represented fire personnel requires an increase of appropriation authority in order to meet contractual obligations that were unanticipated but were nevertheless mandated by recent binding arbitration proceedings. The City has been in negotiations for more than a year; consequently, increased appropriations are needed to cover retro-pay for the 2018-19 fiscal year as well as the additional personnel costs for the current fiscal year; total additional authority requirements are \$287,767. The funds can be made available from a transfer of appropriation authority from the General Fund's contingency to the Fire Department by a resolution transfer.

PP&L Grant Funded Project to Install Electric Charging Stations

Additionally, a grant funded project to install electric charging stations within the City requires a couple of actions, one that affects the Hotel/Motel Tax Fund and the second that affects the Facilities Replacement Fund.

First, a transfer of authority from the Hotel/Motel Tax Fund's Reserve for Future Expenditure to the Fund's Transfers Out will set up the transfer of \$27,000 of funds that were authorized by Council on September 9, 2019 for use as matching funds to facilitate the installation of electric charging stations. This action requires a supplemental budget because it is accessing Reserve for Future Expenditure funds.

Second, the PP&L grant and the Transfer In of funds from the Hotel/Motel Tax Fund need to be recognized as new revenue in the Facilities Replacement Fund. Capital Outlay appropriation authority needs to be increased by a matching amount. Revenues need to be increased by \$52,000 and capital outlay increased by the same amount. This action requires a supplemental budget because it increases the funds appropriations by more than 10 percent.

Closeout of Seismic Rehabilitation Projects at Fire Stations #2 and #3

The unexpected carryover of the seismic rehabilitation work on Fire Stations #2 and #3 requires three separate actions: 1) recognition of remaining grant funds totaling \$222,710, 2) increase capital outlay by \$284,099 to cover the remaining costs that still need to be paid in the current fiscal year, and 3) release of \$61,389 in funds from the Reserve for

Future Expenditure. These actions require a supplemental budget because they increase the Fund's total appropriations by more than 10% and because they access the Reserve for Future Expenditures as well. It is important to note that due to the carryover of the seismic rehabilitation projects the actual beginning fund balance was \$270,000 more than budgeted and the ending fund balance is projected to be higher than budgeted as well.

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

General Fund (100)

Appropriations	
Fire Department	\$ 287,767
Contingency	<u>(287,767)</u>
Total Appropriations Increase	\$ 0

(Changes in Appropriations are offsetting, thereby maintaining a balanced budget)

Hotel/Motel Tax Fund (240)

Appropriations	
Transfers	\$ 27,000
Reserve for Future Expenditure	<u>\$(27,000)</u>
Total Appropriations Increase	\$ 0

(Changes in Appropriations are offsetting, thereby maintaining a balanced budget)

Facilities Replacement Fund (360)

Revenues	
Grants	\$247,710
Transfers In	<u>\$ 27,000</u>
Total Revenues	\$274,710
Appropriations	
Capital Outlay	\$336,099
Reserved for Future Expenditures	<u>(61,389)</u>
Total Appropriations	\$274,710

(Changes in revenues and appropriations are offsetting thereby maintaining a balanced budget)

C. Financial/Resource Considerations.

The financial impacts to the City from these adjustments are varied and are summarized by fund as follows:

- The General Fund (Fund 100): the transfer of contingency funds to cover the contractual obligations represents a 4.25% decrease in the projected ending fund balance.
- The Hotel/Motel Tax Fund (Fund 240): the use of Reserve for Future Expenditure funds represents a onetime reduction of projected fund balance of 9.3%.
- The Facilities Replacement Fund: the combined net effect of the actions to the budgeted fund balance is a 51.65% decrease. However, due to the carryover of the seismic projects and as the projects are finally closed out the projected fund balance will be larger than budgeted.

D. Timing Considerations.

Oregon Budget Law requires that appropriation authority be granted prior to the use of appropriation authority, and as these projects are currently being managed it is prudent to take these actions to ensure full compliance with Oregon budget law.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

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

SUGGESTED MOTION

I move to adopt Resolution No. 2019-17 authorizing supplemental budget revisions for fiscal year 2019-20.

ATTACHMENTS:

Attachment #1 – Resolution No. 2019-17 entitled “A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET AND BUDGET APPROPRIATION REVISIONS FOR FISCAL YEAR 2019-20”

RESOLUTION NO. 2019 – 17

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET AND BUDGET
APPROPRIATION REVISIONS FOR FISCAL YEAR 2019-20**

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2019-20 by Resolution 2019-09; and

WHEREAS, the City of Roseburg, Oregon adopted an appropriation transfer amending appropriation levels in the General Fund by Resolution 2019-14; and

WHEREAS, the recent ratification of a new labor contract with IAFF represented personnel requires an increase of \$287,767 in appropriation authority for the Fire Department. A transfer of appropriation authority from the General Fund's Contingency is to be made to satisfy the appropriation requirements in the Fire Department; and

WHEREAS, the City Council approved the use of \$27,000 from the Hotel/Motel Tax Fund to act as matching funds to a PP&L grant to install electric charging stations at the Roseburg Public Library, the Umpqua Valley Arts Center, and Downtown Parking Structure. Funds are to be transferred to the Facilities Replacement Fund. Funds from the Fund's Reserve for Future Expenditures are to be used to facilitate the transfer which requires a supplemental budget; and

WHEREAS, the City was awarded a \$25,000 PP&L grant to install electric charging stations at specified locations within the City Limits. The grant needs to be recognized along with its corresponding expenditures in the Facilities Replacement Fund through which the project will be funded.

WHEREAS, the seismic rehabilitation projects for Fire Stations #2 and #3 have carried over into the current fiscal year unexpectedly. In order to close out the two grants the residual grant revenues need to be recognized as well as the residual expenditures in the Facilities Replacement Fund. Projected grant revenues to be received is \$222,710. Remaining expenditures total \$284,099. Remaining matching funds of \$61,389 are to be made available from the Reserve for Future Expenditure. This action requires a supplemental budget.

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

WHEREAS, publication requirements have been met as outlined by ORS 294.473 for a supplemental budget; and

WHEREAS, ORS 294.463 allows appropriations to be transferred within a fund after the budget has been adopted.

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

Section 1 Resources and appropriations in the Fiscal Year 2019-20 budget shall be adjusted as follows:

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
General Fund (100)			
Resources			
Beginning Fund Balance	6,874,988	-	6,874,988
Other Revenues	<u>25,905,080</u>	<u>-</u>	<u>25,905,080</u>
Total Resources:	32,780,068	-	32,780,068
Appropriations			
Fire Department	7,227,977	287,767	7,515,744
Other Appropriations	18,884,759	-	18,884,759
Operating Contingency	898,000	(287,767)	610,233
Unappropriated Ending Balance	<u>5,769,332</u>	<u>-</u>	<u>5,769,332</u>
Total Appropriations:	32,780,068	-	32,780,068

Provide appropriation authority to cover increased personnel costs within the Fire Department as a result of the recently ratified labor contract for the represented fire personnel.

Hotel/Motel Tax Fund (240)			
Resources			
Beginning Fund Balance	338,933	-	338,933
Revenues	<u>1,259,000</u>	<u>-</u>	<u>1,259,000</u>
Total Resources:	1,597,933	-	1,597,933
Appropriations			
Materials and Services	766,685	-	766,685
Transfers	542,280	27,000	569,280
Reserved for Future Expenditures	<u>288,968</u>	<u>(27,000)</u>	<u>261,968</u>
Total Appropriations:	1,597,933	-	1,597,933

To transfer matching funds to the Facilities Fund to fulfill the requirements of a grant agreement to install electric charging stations around the City.

Facilities Replacement Fund (360)

Resources

Beginning Fund Balance	178,958	-	178,958
Grants	-	247,710	247,710
Transfers In	75,000	27,000	102,000
Other Revenues	25,000	-	25,000
Total Resources:	278,958	274,710	553,668

Appropriations

Materials and Services	35,097	-	35,097
Capital Outlay	125,000	336,099	461,099
Reserved for Future Expenditures	118,861	(61,389)	57,472
Total Appropriations:	278,958	274,710	553,668

To recognize additional seismic rehabilitation grant revenues, PP&L grant revenues, and transfers in from the Hotel/Motel Tax Fund. To provide appropriation authority to complete the seismic upgrades at Fire Station #2 and #3 as well as carry out the installation of charging stations within the City.

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

Section 3 This resolution shall become effective immediately upon adoption by the Roseburg City Council on September 23, 2019.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGUALR MEETING
ON THE 23 DAY OF SEPTEMBER, 2019.**

Amy L. Sowa, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION NO. 2019-18 - EXEMPTION FROM COMPETITION IN PUBLIC CONTRACTING FOR PURCHASE OF A TYPE 6 WILDLAND FIRE UNIT

Meeting Date: September 23, 2019
Department: Fire
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Gary Garrisi, Fire Chief
Contact Telephone Number: 541-492-6770

ISSUE STATEMENT AND SUMMARY

The Fire Department needs to replace its Type 6 Wildland Fire Unit.

BACKGROUND

A. Council Action History.

December 10, 2018 and February 11, 2019: Council recommended rejection of all proposals received for a new Type 6 Wildland Fire Unit due to cost concerns and unresponsive proposals.

B. Analysis.

Following two unsuccessful Requests for Proposals, Staff re-evaluated the criteria and specifications for the Type 6 Wildland Fire Unit. Staff also conferred with the City Attorney to determine the most efficient and cost-effective means to procure a contract for this type of equipment.

Pursuant to Roseburg Municipal Code Section 3.06.010(B)(1), the Council has the authority to select an exemption process for a contract if certain findings are determined, and a public hearing is conducted for public comment on the proposed exemption. The findings are outlined in the attached Resolution.

The Douglas Forest Protective Association (DFPA) has built this type of vehicle with the specifications identified by the Roseburg Fire Department for the Oregon Department of Forestry (ODF), Glide Rural Fire District, South Umpqua Fire District and other public agencies in Oregon with favorable outcomes. Considering their experience, their cost, which is lower or equal to any other proposal received in the past, and the fact that they are located locally, Staff negotiated directly with DFPA for the build of the Type 6 Wildland Unit for a price of \$83,837.51. In addition, a quote in the amount of \$2,879.07 was received from Day Wireless to purchase a dash mount mobile radio that will be installed into the Wildland Unit once it's fully built.

Since the cost of the vehicle exceeds \$50,000, Council action is required to authorize the exemption process prior to the contract award.

C. Financial/Resource Considerations.

The Fire Department budgeted \$85,000 for this vehicle in the FY2019/2020 budget. The total purchase price with radio is \$86,716.58. The recent purchase of a department staff vehicle realized a budgetary savings of \$3,893 which is more than adequate to cover the additional \$1,716.58 required to realize this acquisition.

D. Timing Considerations.

It will take 9 months for a vehicle with these specifications to be built. In order to have the vehicle built in time for the 2020 fire season, a contract should be awarded as soon as possible.

COUNCIL OPTIONS

The Council has the following options:

- 1) Adopt the attached resolution and award the contract for the Type 6 Wildland Fire Unit to Douglas Forest Protective Association for \$83,837.51; or
- 2) Request additional information; or
- 3) Recommend not moving forward with the contract, which will require another solution for purchase of this vehicle.

STAFF RECOMMENDATION

Staff recommends adopting the resolution and awarding the contract to the Douglas Forest Protective Association in the amount of \$83,837.51. The purchase of the mobile radio is within the City Manager's purchasing authority.

SUGGESTED MOTION

I move to adopt Resolution No. 2019-18, exempting the purchase from competitive bidding and to award the purchase of a Type 6 Wildland Fire Unit to Douglas Forest Protective Association for \$83,837.51 and authorize the City Manager to negotiate and execute a contract for the purchase.

ATTACHMENTS:

Attachment #1 – Resolution No. 2019-18

RESOLUTION NO. 2019-18

A RESOLUTION REGARDING EXEMPTION FROM COMPETITION IN PUBLIC CONTRACTING FOR PURCHASE OF A TYPE 6 WILDLAND FIRE UNIT.

WHEREAS, the City conducted two unsuccessful Request for Proposal cycles to purchase a Type 6 Wildland Fire Unit; and

WHEREAS, ORS 279B.085 states that a local contracting agency may use a special procurement process to award a contract for goods and services if the criteria therein is met; and

WHEREAS, Roseburg Municipal Code Section 3.06.010 authorizes the City Council to exempt a special public contract from competition on making appropriate findings; and

WHEREAS, Contracts for goods or services provided by qualified non-profit entities may be awarded at the discretion of the City Manager including direct selection or purchase if deemed in the best interest of the City pursuant to Roseburg Municipal Code Section 3.06.025 (G)(13) ; and

WHEREAS, Douglas Forest Protective Association (DFPA) is a non-profit corporation recognized by the State of Oregon; and

WHEREAS, DFPA has built quality Type 6 Wildland Fire Units for the Oregon Department of Forestry (ODF), Glide Rural Fire District, South Umpqua Fire District and other public agencies with comparable specifications identified by the Roseburg Fire Department; and

WHEREAS, DFPA has shown they can build a Type 6 Wildland Fire Unit at a cost at or below the cost proposed by any other vendor; and

WHEREAS, the Council finds that the above facts will yield substantial cost savings, enhancement in quality, service and other public benefit anticipated by direct award of contract with DFPA for a Type 6 Wildland Fire Unit; and

WHEREAS, the approval of this direct award would be unlikely to encourage favoritism or diminish competition for the contract, in that DFPA's previous expertise and experience in building this type of vehicle would likely result in DFPA being awarded the contract in any event.

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

Section 1. The Roseburg City Council, acting as the local contract review board, makes the above findings and based on such findings does hereby approve and authorize staff to award and enter into a contract with Douglas Forest Protective Association (DFPA) for a Type 6 Wildland Fire Unit for \$83,837.51.

Section 2. This resolution is effective upon adoption.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 23RD DAY OF SEPTEMBER, 2019.**

Amy L. Sowa, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



FIVE-YEAR PAVEMENT MANAGEMENT ENGINEERING SERVICES CONTRACT

Meeting Date: September 23, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The existing five-year contract for engineering services related to the City's Pavement Management Program is set to expire at the end of the year. The issue for the Council is whether to award a new five-year contract to the highest ranked proposer.

BACKGROUND

A. Council Action History.

The Council awarded the last five-year engineering contract to Murray, Smith & Associates on December 8, 2014.

B. Analysis.

Per Oregon Revised Statutes, engineering services contracts that are valued at over \$100,000 are required to use a qualifications based selection process. Under this process, proposers are ranked on criteria outlined in a Request for Qualifications (RFQ). Under current law, cost cannot be considered when ranking proposers.

On June 20, 2019, the City issued an RFQ for engineering services related to the City's Five-Year Pavement Management Program (PMP). The intent of the RFQ was to solicit qualified engineering and related professional services necessary to perform the following:

- Pavement inspection/evaluation services
- Data collection
- Field data and PCI calculations
- Maintenance and rehabilitation recommendations
- Budget planning including update of a 5 year CIP plan
- Training and assistance
- Preliminary design
- Preliminary street selection
- Final design including required ADA upgrades
- Prepare construction bid packages in compliance with ADA standards

- Assist during the bid process/ make award recommendation
- Perform inspection services during construction
- Construction administration services
- Perform construction close out services
- Council and commission presentations
- Other miscellaneous services as required

The intent is to enter into a master contract with the highest ranked consultant. Work will be authorized by individual task orders over the life of the contract.

Two Statements of Qualifications (SOQ) were received on July 16, 2019. Interviews were conducted and three Public Works staff ranked the SOQ's. The scoring was based on the criteria outlined in the RFQ with a maximum of 125 points. The SOQ's were scored on the content of the submittal and the information provided during the interviews. The proposers and their final rankings are shown below.

<u>Consultant</u>	<u>Score</u>
Murraysmith	106
Century West	114

C. Financial/Resource Considerations.

The City has historically budgeted \$1.2 million annually for the pavement management program. This includes engineering and construction. In FY 2019-20, the Transportation Fund included \$1.55 million for pavement management. The fee associated with each task order under the master contract will be negotiated individually. Each task order over \$50,000 will be presented to the Public Works Commission and City Council for authorization.

D. Timing Considerations.

If awarded, the master contract will be executed as soon as practical and will expire on December 31, 2024.

COUNCIL OPTIONS

The Council has the following options:

1. Award the Five Year Pavement Management Engineering Services contract to Century West Engineering; or
2. Request additional information; or
3. Reject the proposals and not move forward with a contract at this time.

STAFF RECOMMENDATION

The Public Works Commission discussed this contract at their September 12th meeting. The Commission unanimously recommended awarding the engineering services contract for the Five-Year Pavement Management Program to Century West Engineering. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the Engineering Services contract for the Five-Year Pavement Management Program to Century West Engineering.

ATTACHMENTS:

None.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



EQUIPMENT PURCHASE – STORM DRAINAGE SERVICE TRUCK

Meeting Date: September 23, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Street Division budgeted to replace the storm drainage service truck this fiscal year. The issue for the Council is whether to authorize this purchase.

BACKGROUND

A. Council Action History.

None.

B. Analysis.

The Street Division utilizes the storm drainage service truck as the primary support vehicle for storm maintenance operations. It carries repair bands and nozzles for cleaning storm lines, a portable mini camera, and various hand tools. It also provides traffic control with an on-board reader board. The existing storm drainage service truck is thirteen years old, and there are significant wear and tear and maintenance issues that reflect its age and level of usage.

Staff utilized the Oregon Procurement Information Network (ORPIN) system to compare capabilities and pricing of various models. Staff recommends purchasing a 2020 Dodge 3500 Tradesman regular cab with a gas engine. Withnell Auto Group is the ORPIN vendor and the purchase through them will include the installation of the service body and dump bed.

C. Financial/Resource Considerations.

The FY 19-20 Storm Drainage Fund budget includes \$65,000 to replace the truck and reader board. Utilizing ORPIN pricing, the total cost for the truck, service body and reader board is shown below. The purchase of the reader board is separate from the purchase of the vehicle and is within the City Manager's purchasing authority but is included below to demonstrate the total cost of the vehicle.

2020 Dodge 3500 Tradesman Regular Cab (Gas)	\$25,447.61
Service Body with Dump Bed	<u>\$25,969.00</u>
<i>Subtotal</i>	<i>\$51,416.61</i>
Reader Board	<u>\$12,310.15</u>
Total Cost	\$63,726.76

D. Timing Considerations.

If approved, the vehicle will be ordered and should be available within four to six months.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the purchase of a new service truck with service body and dump bed from Withnell Auto Group for \$51,416.61; or
2. Request additional information; or
3. Not authorize this purchase.

STAFF RECOMMENDATION

Money has been budgeted and is available to make this purchase. The Public Works Commission discussed this purchase at their September 12th meeting. The Commission recommended the Council authorize the purchase of a new storm drainage service truck with service body and a reader board for an amount not to exceed \$64,000. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize the purchase of a 2020 Dodge Ram 3500 with service body and dump bed from Withnell Auto Group for \$51,416.61.

ATTACHMENTS:

None.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



NORTH DOUGLAS LIBRARY DISTRICT RECIPROCAL BORROWING AGREEMENT

Meeting Date: September 23, 2019

Department: Library

www.cityofroseburg.org

Agenda Section: Department Items

Staff Contact: Kris Wiley, Director

Contact Telephone Number: 541-492-7051

ISSUE STATEMENT AND SUMMARY

Roseburg Public Library (Library) is proposing a reciprocal borrowing agreement with North Douglas Library District that would allow physical materials to be exchanged between the two libraries.

BACKGROUND

A. Council Action History.

The City has been operating Roseburg Public Library, which is recognized by the State Library of Oregon as a legally established public library per ORS 357.417, since December 27, 2018.

B. Analysis.

Roseburg Public Library currently provides materials only to those who have a Roseburg Public Library card, which is available at no cost to City residents as well as students living or attending school within the Roseburg Public School District's geographic boundary. In an effort to offer additional materials to patrons, it is proposed that a reciprocal borrowing agreement be executed with North Douglas Library District (NDLD), which operates the Mildred Whipple Library in Drain.

It is appropriate for the Library to consider this arrangement for a number of reasons: 1) NDLD operates as a special taxing district, thereby ensuring a stable source of funding; 2) NDLD has a dedicated budget for the purchase of new materials; and 3) NDLD has paid staff to manage collection development and the sharing of materials.

C. Financial/Resource Considerations.

Each library would bear its own cost of performing under the agreement, which would primarily involve staff time. The Douglas Education Service District would provide weekly courier service between the libraries at no cost.

D. Timing Considerations.

If adopted at this meeting, the agreement could be implemented in early October.

COUNCIL OPTIONS

Council has the following options:

- Authorize the agreement as presented;
- Direct staff to amend the agreement or provide more information to the Council at a future meeting; or
- Decline to authorize the agreement.

STAFF RECOMMENDATION

The Library Commission discussed this item at its September 17 meeting and recommended the City Council authorize the agreement. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize the agreement between City of Roseburg and North Douglas Library District for reciprocal borrowing of library materials.

ATTACHMENT:

Attachment #1 – Agreement Between City of Roseburg and North Douglas Library District for Reciprocal Borrowing of Library Materials

**Agreement Between
City of Roseburg and North Douglas Library District
for Reciprocal Borrowing of Library Materials**

This Agreement is entered into this _____ day of _____, 2019, by and between the City of Roseburg and North Douglas Library District (NDLD).

WHEREAS, the City of Roseburg desires to expand the opportunities for Roseburg Public Library patrons to borrow library materials; and

WHEREAS, North Douglas Library District also desires to expand the opportunities for its patrons to borrow library materials; and

WHEREAS, the Roseburg City Council and NDLD Board of Directors believe it is in the best interests of their respective libraries to establish a reciprocal borrowing program that would allow their patrons to share library materials; and

WHEREAS, the Roseburg City Council and NDLD Board of Directors understand that reciprocal borrowing is not a replacement for, but rather a supplement to, the services their libraries provide, and

WHEREAS, pursuant to ORS 190.010, the City of Roseburg and, pursuant to ORS 357.410, North Douglas Library District have the authority to enter into an intergovernmental agreement.

NOW, THEREFORE, in consideration of the benefits to be received by the two library systems and their respective patrons and of the mutual promises and covenants contained herein, it is hereby agreed by the City of Roseburg and North Douglas Library District as follows:

1. **Purpose.** The purpose of this Agreement is to establish a reciprocal borrowing program to facilitate the joint use of public library patrons to borrow library materials at Roseburg Public Library and Mildred Whipple Public Library.
2. **Term.** This agreement shall be effective from the date last set forth below and shall expire one year after the effective date of the agreement. Thereafter, this agreement shall automatically renew for one-year terms unless notice of termination or renegotiation is provided by either party not less than sixty (60) days before the date of expiration.
3. **Specific Provisions.** The cardholders of one library may borrow materials from the other library without payment of any nonresident fee under the following conditions.
 - a. The current policies and procedures for the provision of library service of each library system shall remain in effect with no coordination or standardization required.

- b. The terms of this Agreement shall apply to the library cardholders of Roseburg Public Library and Mildred Whipple Public Library. This Agreement and the privileges contained herein do not extend to patrons of other cities or library systems or districts not party to this Agreement.
4. **Review.** The Directors of Roseburg Public Library and North Douglas Library District will review the effectiveness of this Agreement annually.
5. **Notices.** All notices, requests, demands, and other communications required by this Agreement shall be in writing delivered to:

Roseburg Public Library
Attn: Library Director
1409 NE Diamond Lake Blvd., Ste. 100
Roseburg, OR 97470

North Douglas Library District
Attn: District Librarian
205 West 'A' Avenue
PO Box 128
Drain, OR 97435
6. **Financing.** Each library will bear its own cost of performing under this Agreement.
7. **Indemnification:** Each party shall indemnify, hold harmless and defend the other, its officials, agents and employees, from and against any and all claims, damages, losses and expenses, including attorney fees, arising in or from its performance of, or failure to perform, this Agreement. The extent of the City of Roseburg's and North Douglas Library District's obligations under this subsection is limited by the Oregon Constitution and ORS 30.260 through 30.300. Each party will maintain sufficient reserves and/or appropriate insurance reserves to pay any claims arising under this paragraph or the Oregon Tort Claims Act.
8. **Amendment.** This Agreement may be modified only by further agreement in writing as mutually agreed to by both library systems.
9. **Modification.** This Agreement represents the entire Agreement between the City of Roseburg and North Douglas Library District regarding reciprocal borrowing of library materials. No change, termination, or attempted waiver of any of the provisions of this Agreement shall be binding on the parties unless executed in writing by authorized representatives of the library systems. The Agreement shall

not be modified, supplemented, or otherwise affected by any course of dealing between the parties.

10. **Severability.** If any provisions of the Agreement or its application are held invalid, the remainder of the Agreement shall not be affected.
11. **Arbitration:** Any controversy regarding the language or performance of this Agreement shall be submitted to arbitration. Either party may request arbitration by written notice to the other. If the parties cannot agree on a single arbitrator within 15 days from the giving of notice, each party shall within five days select a person to represent the party and the two representatives shall immediately select an impartial third person to complete a three-member arbitration panel. If either party fails to select its representative, the other party may petition the Chief Judge of the Circuit Court of Douglas County for designation of the representative. The arbitration shall be conducted in accordance with ORS 36.600 through 36.740 or the provisions of any such future law. The arbitrator(s) shall assess all or part of the costs of arbitration, including attorney fees, to either or both parties.
12. **Benefit.** This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits, directly or implied on any third person.
13. **Termination.** Either party may terminate this Agreement without cause by providing the other party with sixty (60) days' notification.
14. **Good Faith.** The parties agree to work together in good faith to give effect to the terms and purpose of this Agreement.

Roseburg Public Library

North Douglas Library District

By: _____
Roseburg City Manager

By: _____
President, Board of Directors

Date: _____

Date: _____

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Marked Patrol Vehicle Purchase

Meeting Date: September 23, 2019
Department: Police
www.cityofroseburg.org

Agenda Section: Department Item
Staff Contact: Chief Gary Klopfenstein
Contact Telephone Number: 541-492-6760

ISSUE STATEMENT AND SUMMARY

Council will be considering the purchase of three new fully equipped police vehicles to replace older models as part of a standard and scheduled vehicle fleet rotation. The 2020 Ford utility vehicles will be procured from the State of Oregon state-bid pricing agreement.

BACKGROUND

A. Council Action History.

Council has approved the police department's process of purchasing marked police vehicles in past budget cycles.

On August 27, 2018, Council approved the police department's purchase of three, fully up-fitted, marked patrol Ford Explorers from LEHR, for an amount not to exceed \$142,846.24.

B. Analysis.

In the summer of 2018 Ford advised they were going to cease manufacturing 2019 Ford Explorers by the end of the year; furthermore, the 2020 model of the Ford Explorer was going to be different in size than the 2019 version, specifically with different overall length and width dimensions.

Upon learning this, staff submitted an order for the 2019 Ford Explorers as soon as Council provided authorization. However, Ford ceased manufacturing the 2019 version before our order was processed. Ford is just now manufacturing the first batch of 2020 Explorers, including the three we ordered.

The 2020 Explorers cost more than the 2019 Explorers. Additionally, in LEHR's 2018 bid, they planned to swap several costly pieces of equipment from the old patrol vehicles to the new ones. Due to the 2020 Explorers' physical dimensions being different from the 2019 Explorers, reusing equipment, such as prisoner cages, center consoles, etc., is no longer possible. Because of all these factors, the total purchase cost for the vehicles and up-fitting has increased. Because of

the uncertainty of up-fitting equipment costs, a \$5,000.00 contingency spread out among the three patrol vehicles has been included in the total estimated cost.

A few years ago our VIPs' car was decommissioned due to transmission issues; it was replaced with a car from our patrol fleet. We later installed Axon vehicle camera systems in patrol vehicles, but did not add a camera system to the VIPs car. We are now adding one patrol vehicle back to our fleet and need it to be equipped with an Axon vehicle camera system.

Patrol vehicle 1 with up-fit	\$49,959.51
Patrol vehicle 2 with up-fit	\$50,123.01
Patrol vehicle 2 with up-fit	\$51,295.16
Axon vehicle camera	\$989.00
Contingency	\$5,000.00
Total	\$157,366.68

C. Financial/Resource Considerations.

Council adopted the FY 19-20 budget allowing for the purchase of the three police vehicles that were not purchased in FY 18-19. Money is available in the police department's equipment replacement fund to accomplish this purchase.

D. Timing Considerations.

LEHR is operating under the previously authorized \$142,846.24 bid, but will need to be compensated for the remaining amount owed.

COUNCIL OPTIONS

Council may choose to approve or not to approve the bid.

STAFF RECOMMENDATION

Staff recommends that Council approve the updated purchase of an Axon vehicle camera system and three (3) 2020, fully equipped and up-fitted police utility vehicles from LEHR.

SUGGESTED MOTION

"I MOVE TO APPROVE THE BID AWARD OF AN AXON VEHICLE CAMERA SYSTEM AND THREE (3) 2020, FULLY EQUIPPED AND UP-FITTED POLICE UTILITY VEHICLES TO LEHR IN THE AMOUNT OF \$157,366.68."

ATTACHMENTS:

N/A

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

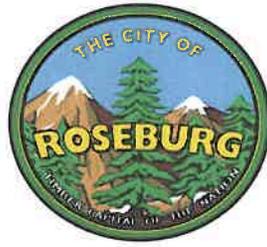
Meeting Date: September 23, 2019
Department: Administration
www.cityofroseburg.org

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

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 23, 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 16, 2019 - 10:00 a.m.

1. Review September 23, 2019 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing
 - a. 2nd Annual Poker Run Performance Motorsports – 9/21/19
 - b. Presidio - Umbrella Renewal for Library
 - c. RiVistas Periodical Renewal for Library
4. Department Items

Reminders: September 18th – Employee BBQ
September 19th – Blue Zones Worksite Ribbon Cutting Ceremony, 10:30 a.m.



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

1. Review September 9, 2019 City Council Meeting and Urban Renewal Agency Board Meeting Synopsis
2. Review September 23, 2019 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
 - a. First Presbyterian Church Outdoor Congregational Photograph – Temporary Gathering Permit
 - b. Banner Bank Blood Drive – Parking Spaces Request
 - c. Facilities Use – Deathtrap Dressed to Kill Fundraiser
 - d. Temporary Gathering – Film Shoot
5. Department Items
 - a. Council Goal Setting
 - b. NIMS Training

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

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

October 14, 2019

Consent Agenda

- A. Minutes of September 23, 2019

Resolutions

- A. Resolution No. 2019-___ - Library Policy Update

Informational

- A. City Manager Activity Report

October 28, 2019

Consent Agenda

- A. Minutes of October 14, 2019

Ordinances

- A. Ordinance No. ___ - Municipal Code Update Regarding Oregon Fire Code, First Reading
- B. Ordinance No. ___ - Municipal Code Amendment Regarding Parking Meter Regulations, First Reading

Resolution

- A. Resolution No. 2019-___ - Fee Schedule

Department Items

- A. Equipment Purchase – Striping Machine
- B. Chlorination System Improvements Project Award Recommendation
- C. Construction Management Contract for Chlorination System Improvements Project

Informational

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

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

December 9, 2019

Mayor Reports

- A. Municipal Judge Compensation

Consent Agenda

- A. Minutes of November 25, 2019

Informational

- A. City Manager Activity Report

December 23, 2019

Consent Agenda

- A. Minutes of December 9, 2019

Informational

- A. City Manager 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. City Manager Activity Report

January 27, 2020

Consent

- A. Minutes of January 13, 2020

Informational

- A. City Manager 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. City Manager Activity Report

February 24, 2020

Consent

- A. Minutes of February 10, 2020

Informational

- A. City Manager Activity Report

March 9, 2020

Consent

- A. Minutes of February 24, 2020

Informational

- A. City Manager Activity Report

March 23, 2020

Consent

- A. Minutes of March 9, 2020

Informational

- A. City Manager 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. City Manager Activity Report

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

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

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

June 22, 2020

Consent Agenda

- A. Minutes of June 8, 2020

Informational

- A. City Manager Activity Report

July 13, 2020

Consent Agenda

- A. Minutes of June 22, 2020

Informational

- A. City Manager Activity Report

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

August 10, 2020

Consent Agenda

- A. Minutes of July 27, 2020

Informational

- A. City Manager Activity Report

August 24, 2020

Consent Agenda

- A. Minutes of August 10, 2020

Informational

- A. City Manager Activity Report

September 14, 2020

Consent Agenda

- A. Minutes of August 24, 2020

Informational

- A. City Manager Activity Report

Executive Session

- A. City Manager Annual Evaluation

Friday Message September 6, 2019

- My first official week as City Manager was a short one but busy one. I hope everyone enjoyed the Labor Day holiday. I have not moved to the third floor office yet, but plan to do so by the end of the month. Staff has begun the process of advertising the Public Works Director position and look forward to filling that position.

- Assistant Chief Gonterman continues his good work promoting the importance of donating blood. The two links below are recent press coverage of blood drives the Fire Department has hosted or been involved with the last couple of weeks.



https://www.nrtoday.com/news/health/firefighter-organizes-blood-drives-after-daughter-had-dozens-of-transfusions/article_95b8ab4a-af6a-5f01-b4ad-0bb41c734794.html

<https://www.kezi.com/content/news/Roseburg-assistant-chief-urges-community-to-give-blood--559299981.html?ref=981>

- The Roseburg Police Department participated in focused DUII enforcement patrols during August, focusing on the holiday weekend, with several thanks to a grant obtained from the Oregon Department of Transportation and Oregon Impact. During August, the Roseburg Police Department arrested five people for suspicion of driving a vehicle while impaired by alcohol, drugs or a combination of the two. Grants such as this one provide our Officers with the ability to focus on problems they would not necessarily be able to focus on during normal patrol.
- The annual slurry seal project has reached substantial completion and punch list items are currently being addressed.
- The storm drainage rehabilitation project using cast-in-place-piping is underway and scheduled to continue through September 19th.
- This year's Bike and Walk to School day for the Roseburg Public Schools is taking place on October 2nd. They are looking for volunteers to meet, greet and walk students to participating schools. If you are interested, please contact Stu Cowie for more information.
- The annual K9 in the Grapevines event is September 14th. More information here:
<http://www.cityofroseburg.org/departments/police-department/k9-program/k9-events/>



- Meetings Next Week:
 - City Council – Monday, September 9th – Executive Session at 6:30 pm with regular meeting at 7:00 p.m.
 - Public Works Commission – Thursday, September 12th at 3:30 p.m.