

ROSEBURG CITY COUNCIL AGENDA – NOVEMBER 25, 2019
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470



11-20-19

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 October 28, 2019 Regular Meeting
 - B. Minutes of November 12, 2019 Special Meeting
 - C. Authorization for City Manager to Join Board of Umpqua Valley Development Corporation
- 8. Ordinances**
 - A. Ordinance No. 3530 – Municipal Code Amendment Regarding Various Parking Sections, Second Reading
 - B. Ordinance No. 3531 – Municipal Code Update Regarding Oregon Fire Code, First Reading
- 9. Department Items**
 - A. Umpqua Valley Tennis Center Fee Adjustment
 - B. ODOT Fund Exchange Agreement - Striping Machine
- 10. Items from Mayor, City Council and City Manager**
- 11. Adjourn**
- 12. Executive Session ORS 192.660(2)(i) – Municipal Judge Annual Performance Evaluation**

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.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
October 28, 2019**



Mayor Pro-Tem Tom Ryan called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on October 28, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Eggers 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: Mayor Larry Rich and Councilor Linda Fisher-Fowler

Others Present: City Manager Nikki Messenger, City Recorder Amy Sowa, City Prosecutor James Forrester, Human Resources Director John VanWinkle, Police Chief Gary Klopfenstein, Fire Chief Gary Garrisi, Community Development Director Stuart Cowie, Library Director Kris Wiley, Interim Public Works Director Jim Maciariello, Management Assistant Koree Tate and Scott Carroll of the News Review.

HONOR AND EMPOWER: THE CENTENNIAL ANNIVERSARY OF ZONTA INTERNATIONAL PROCLAMATION

Mayor Pro-Tem Ryan proclaimed November 8, 2019 to be Honor and Empower: The Centennial Anniversary of Zonta International Day. Councilor Eggers, Zonta International member, presented the proclamation to Sandy Hendy, Zonta International, and fellow members present. Sandy Hendy thanked Mayor Pro-Tem and Council for their support and announced Zonta had been in Roseburg for 72 years. She wanted let everyone know they will continue to fight for women's rights and provide support and empowerment.

COMMISSION/COUNCIL REPORTS

Mayor Pro-Tem Ryan reported he and Ms. Messenger attended an Umpqua Economic Development Partnership meeting and discussed the medical education college.

AUDIENCE PARTICIPATION

Mayor Pro-Tem Ryan announced a letter from Bronwyn Nickel was submitted for Council to review as public comment. A copy of the letter will be part of the Council packet and available by request as a public record.

CONSENT AGENDA

Councilor Prawitz moved to approve the following Consent Agenda Items:

- A. Minutes of October 14, 2019 Regular Meeting
- B. December 23, 2019 Meeting Cancellation
- C. OLCC New Outlet – Craft 22, LLC at 809 SE Main Street
- D. OLCC New Outlet – DAR USA, Inc. at 346 NW Garden Valley Boulevard

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

PUBLIC HEARING – EQUIPMENT PURCHASE – STRIPING MACHINE, RESOLUTION NO. 2019-20

Mayor Pro-Tem Ryan opened the public hearing at 7:08 p.m. Mr. Maciariello explained the Street Division was responsible for all street striping within city limits. This was currently accomplished using two separate striping machines; one for white paint and one for yellow. Both have experienced significant wear and tear and have maintenance issues that reflect their age (2004) and level of use. The EZ Liner Striping Machine would replace both of the current machines and be a considerable upgrade to the Street Division. The proposed machine would carry larger quantities of both white and yellow paint. As a result, crews could be on the job site longer, resulting in increased efficiency and productivity.

Staff proposed to utilize a cooperative purchasing program called Sourcewell. Sourcewell was previously known as the National Joint Powers Alliance (NJPA). The City has used NJPA for equipment purchases in the past. Sourcewell had negotiated contracts with equipment manufacturers, including EZ Liner, and offered discounts to their members. Sourcewell follows many of the requirements outlined in Oregon Statute for issuing requests for proposals and making selections.

This purchase was being treated as a special procurement exempt from competitive bidding. As such, staff had issued a notice of intent to use the cooperative purchasing outlining the public hearing process exempting the purchase from competitive bidding. This was accomplished with a seven day notice prior to the public hearing scheduled at the October 28th City Council meeting. The purchase price for utilizing Sourcewell was \$232,875.00. The Public Works Commission discussed the purchase at their October 10, 2019 meeting and unanimously recommended City Council to authorize the purchase.

In response to Councilor Hicks, Mr. Maciariello explained the striping machine was only used during the summer months, but used each year. Ms. Messenger elaborated that the street crew repainted stripes on all of the streets in the City each summer. They handled the painting projects from 7:00 p.m. to 3:00 a.m. and would not be seen often by the public. In response to Councilor Cotterell, Mr. Maciariello confirmed the machine only traveled ten miles an hour and carried forty gallons of paint. The new machine would be able to carry both colors, more paint and travel time would be shorter. Councilor Hicks asked for an explanation as to how this purchase was in the best interest of the public by deciding to forego the competitive bidding process. Ms. Messenger explained the cooperative purchasing process is when a larger agency had already gone through a competitive bidding process and secured a good price that other agencies were then able to utilize. If not for this process, the City would have to conduct research, prepare documents, go through the bidding process, review bids received and create an agreement for Council to approve. It is in the public's best interest because the research was conducted, a good price established and it provides the City with more purchasing power. Councilor Prawitz agreed with the process and noted the bidding process would take three to four months and another six to nine months for the vehicle which was needed for next summer.

In response to Councilor Hicks, Ms. Messenger confirmed the current machines would go to auction and funds would go back to the general fund. As no one else wished to speak, Mayor Pro-Tem Ryan closed the public hearing at 7:15 p.m.

11/25/2019

Councilor Cotterell moved to adopt Resolution No. 2019-20 and authorize the use of an interstate cooperative purchasing agreement and exemption from competitive bidding to award the purchase of a new striping machine to EZ Liner for \$232,875.00 utilizing the Sourcewell contract pricing. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Eggers, Prawitz and Zielinski voted yes. Councilor Hicks voted no.

AMENDING ROSEBURG MUNICIPAL CODE IN VARIOUS PARKING SECTIONS –
ORDINANCE NO. 3530, FIRST READING

Mr. Klopfenstein reported that it came to staff's attention that under current Roseburg Municipal Code, parking meter hoods could only be issued by the Police Chief. Additionally, there were only a few meter hoods available to give out, and the current practice had been to utilize printed permits when meter hoods were not available. Updated language would change the verbiage from "hood" to "parking meter exemption permits."

The proposed ordinance also adds the term "or the City's agent" to several sections in the code related to parking enforcement. Several other minor grammatical and verbiage updates were made. Code amendments would bring the Code up-to-date. Having the Code current was an important part of providing clear information to citizens and assisting Staff in their daily activities. In response to Councilor Prawitz, Mr. Klopfenstein confirmed requests for a hood go to the Police Department. The change would allow Park-Smart to carry out parking enforcement by issuing their permits and with the language change in the code, they can continue issuing the permits without checking with the Police Department. Councilor Prawitz alerted Staff of a typographical error in section five, code subsection 140(a).

Council agreed to proceed with a first reading of Ordinance No. 3530. Ms. Sowa read Ordinance No. 3530, entitled, "An Ordinance Amending Sections 8.02, 8.04, and 8.06 of the Roseburg Municipal Code Regarding Parking," for the first time.

ANNUAL FEE AMENDMENTS, RESOLUTION NO. 2019-21 AND 2019-22

Ms. Sowa advised there were a number of fees that needed added or amended and the Resolution would incorporate all of the adjustments and included:

Administration: A reference to Downtown District Members receiving an exemption for right-of-way permits is being amended to read "Events sponsored by Downtown Roseburg Association (DRA) exempted" to reflect current practice.

Business Permits/Licenses: An Addition of Co-Owner fee when a new owner is added to an existing business registration is being added to the fee schedule. Currently, the business must pay the full Business Registration fee when making this change. The proposed fee would be half the registration fee to better reflect the lower administrative costs associated with making this change. The Vehicle Permit Fee is being removed as it is no longer a requirement under Chapter 9.08 "Vehicle for Hire Services".

Finance: Parking Fees inadvertently removed from the fee schedule in Resolution No. 2019-06 are being added back into the fee schedule. These fees are also being increased to capture

increased costs to the parking enforcement agency. These fees have not been increased since 2013.

In addition, an Unlawful Parking in a Space Reserved for Disabled Persons Penalty fee is being added to the fee schedule pursuant to Roseburg Municipal Code Section 8.02.110(2)(d). This fee had been in a schedule used by the parking enforcement agency, but not in the City's fee schedule as required by the Code. Ms. Sowa noted a typographical error for the Shalimar fee.

Parking Meter Hoods are being renamed Parking Meter Exemption Permits and moved from the Police Department to Finance Department with the other parking fees. The name change more accurately describes current practice and allows for the discontinuation of parking meter hoods, which are expensive and often stolen. This fee is being increased to offset the cost of administration by the contracting agency.

Library: Council adopted Resolution No. 2019-13 establishing a fee for Douglas County School District Students and Staff Cards for those living outside the Roseburg Public School Boundary who are under contract with the City. This fee is now being added to the fee schedule.

Council adopted Resolution No. 2019-19 adding a free Teacher Card for full-time Kindergarten through grade 12 classroom teachers and school media center staff who are employed by public or private schools within the Roseburg Public School District geographic boundary but who reside outside the Roseburg city limits. This fee is now being added to the fee schedule.

A Maker Space Materials fee is being added to the fee schedule to offset the cost of materials for this new program.

Water: Current Monthly Water Services Rates adopted pursuant to Resolution 2015-16 expire December 31, 2019 and are being removed from the fee schedule. Resolution 2015-16 also included the Monthly Water Services Rates effective January 1, 2020 which will remain in the fee schedule and are in effect through December 31, 2020.

Councilor Cotterell moved to adopt Resolution No. 2019-21 amending Resolution No. 92-13 regarding fees. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz and Zielinski voted yes. No one voted no.

Councilor Cotterell moved to adopt Resolution No. 2019-22 amending Resolution No. 91-18 regarding water fees. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz and Zielinski voted yes. No one voted no.

WATER TREATMENT PLANT CHLORINATION, PROJECT NO. 19WA03 CONSTRUCTION BID AWARD RECOMMENDATION

Mr. Maciariello stated that in 2002, the City installed an on-site generation system for "mixed oxidant solution" (MOS) to replace a chlorine gas disinfection system. The system installed in 2002 and expanded in 2005, uses salt to create a chlorine solution that is used as part of the treatment process. The system is now seventeen years old and suffers from frequent

breakdowns and reliability issues. In 2017, the City hired Murraysmith to conduct an alternative analysis for the replacement of the existing MOS disinfection system. A technical memorandum was provided that analyzed the existing system and reviewed the City's needs. Bulk sodium hypochlorite was initially recommended as the preferred alternative. In 2018, the City issued a Request for Qualifications to select a consultant to do additional analysis and to provide engineering design and construction management services for the project. RH2 Engineering (RH2) was selected to provide these services.

On April 11, 2019, RH2's analysis was presented to the Public Works Commission. The Commission supported RH2's recommendation to replace the MOS system with bulk sodium hypochlorite. The project was designed and advertised on September 3rd. Bids were opened on October 1st with five bids received. If awarded, the notice to proceed would be issued in November and the contractor would have 240 days to complete the project, by approximately July 2020. The Public Works Commission discussed this project at their October 10th meeting, and unanimously recommended awarding the project to the lowest responsible bidder, Pacific Excavation, Inc. for \$490,500.

In response to Councilor Hicks, Mr. Maciariello explained the difference between the two systems. The new method would be easier to maintain and more effective in the long run. The risk for storage or spills is minimal and similar to that of household bleach. In response to Councilor Hicks, Ms. Messenger explained the City does not handle wastewater and the recent issue on the North Umpqua was from a wastewater spill. The Water Treatment Plant will not have a similar issue and Staff will go through necessary safety training for the change with the system delivery method.

Councilor Cotterell moved to recommend the City Council award the Water Treatment Plant Chlorination Project to Pacific Excavation, Inc. for \$490,500.00. The motion was seconded by Councilor Cole and approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz and Zielinski voted yes. No one voted no.

WATER TREATMENT PLANT CHLORINATION, PROJECT NO. 19WA03 CONTRACT AUTHORIZATION – CONSTRUCTION MANAGEMENT SERVICES

Mr. Maciariello reported that RH2 Engineering, Inc. was selected using a qualifications based selection process. The Request for Qualifications document included both design and construction management (CM) services. The proposed scope of work includes post bidding award services, request for information support, proposal request, change order and submittal review, limited inspection services, provide test and start up observation, assist with O&M manual, SCADA implementation, preparation of record drawings, and other miscellaneous services. The proposed cost of the contract was \$109,917.00.

In response to Councilor Hicks, Mr. Maciariello stated that RH2 Engineering was not a local company, having offices in Medford and Washington, but had previously worked on City projects including the design for this project. Councilor Prawitz noted that between the two contracts, the City was still coming in under the projected total amount. Councilor Cotterell moved to authorize an engineering services contract with RH2 Engineering, Inc. for construction management services for the Water Treatment Plant Chlorination Project for an amount not to exceed \$109,917.00. The motion was seconded by Councilor Prawitz and

approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz and Zielinski voted yes. No one voted no.

WASHINGTON AVENUE BRIDGE ENDS, PROJECT NO. 20WA05 ENGINEERING DESIGN CONTRACT RECOMMENDATION

Mr. Maciariello advised this was the first time this issue had come forward to Council. The Washington Avenue Bridge was constructed in 1961 and is owned and maintained by the Oregon Department of Transportation (ODOT). In 1976, a 12-inch diameter welded steel water main was installed across the bridge. The water main is supported under the bridge deck, hanging and exposed at both ends of the bridge. The portion of the water main that passes through the center section of the bridge extends through the inside of the bridge's concrete box girders where it is supported by pipe saddles.

In recent years, the exposed portion of the pipe, about 270 feet, and the two vertical down drops have experienced severe corrosion, requiring City staff to install multiple repair bands to stop leaks. Numerous repair bands have also been installed inside the concrete box girders, that span an overall distance of 590 feet, but this has occurred less frequent than the exposed portion. Staff intends to replace the pipeline in phases beginning with the exposed portion at each end of the bridge in the near term, followed by replacement of the internal portion inside the box girders at some point in the future.

This contract will include design for replacement of the exposed portion of the bridge crossing, and will include pipe transition from the bridge to the buried water main. During construction, when the pipe is taken out of service, a condition assessment of the piping inside the center section of the bridge in the box girders will take place to estimate remaining service life and provide a recommendation for future replacement or pipe rehabilitation.

Staff had negotiated a scope and fee for design services through bidding for an amount not to exceed \$86,962. The Public Works Commission discussed the contract at their October 10th meeting and recommended awarding the contract to Murraysmith. Councilor Cotterell said he was supportive of this project. Councilor Hicks added the area had issues in the past where water was shooting out of the end of the pipe. She called emergency services because it was alarming to those walking along the path and thanked Mr. Maciariello for addressing the issue.

Councilor Cotterell moved to award an engineering design contract for the Washington Avenue Bridge Water Main Ends to Murraysmith for an amount not to exceed \$86,962.00. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Hicks, Prawitz and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

Ms. Messenger reported the Medical Education College was moving to a new phase by forming a non-profit organization that would be focused on the project. Board members would consist of someone from George Fox University, Mercy Medical Center, local business owners, VA Medical Center, Umpqua Community College and the State Legislature. Within Ms. Messenger's employment contract, she must seek Council approval to join any new non-profit committees or Boards. Mayor Pro-Tem Ryan explained Ms. Messenger had been part of the process since the beginning of discussions of the Medical College and would be most

11/25/2019

appropriate to be included on the Board rather than bringing in someone new. Councilor Eggers approved of the decision and said this was one of the biggest projects she had seen during her time on the Council. In response to Councilor Cotterell, Ms. Messenger explained she would discuss with Attorney Coalwell when he returned to work to determine if a resolution was needed for the decision for her to join the Board, but for now she was just looking for Council's verbal approval. Councilor Hicks wanted to know the expectation of time to be spent working on the project and Ms. Messenger's obligations. Ms. Messenger explained the Board would meet every two weeks for a two-hour meeting. She had already been receiving reading materials, attending meetings, and expressed the importance of this project for the City. Ms. Messenger said she would continue to provide Council with updates.

Councilor Hicks provided information about her experience at the League of Oregon Cities (LOC) conference. Workshops focused on affordable housing and incentives, rural tourism and developing bigger buffer areas for fire prevention. Wildfires were a large focus and Councilor Hicks suggested planning and preparing a buffer area to protect the City. Councilor Hicks received a safety award on behalf of the City and explained the LOC was serious about relaying the significance and importance of a safe work environment. Councilor Hicks thought earning this award was a great accomplishment.

Councilor Hicks thanked Chief Klopfenstein, officers and the compliance officer for keeping the bike path free of people taking up residence which in turn made her feel safer and free from harassment. Councilor Hicks thanked ODOT for their cleanup efforts of the graffiti that was on the Oak Street Bridge and along the retaining wall on Stephens Street by the former Safeway location.

Councilor Hicks asked if Staff could research grant options to help with repair costs of the observatory area along the path by the Chamber of Commerce. She would like to see that area repaired and cleaned up.

Councilor Cole reported she and Councilor Fisher-Fowler returned from their visit to Kuki City, Japan as part of the Sister City program. It was a wonderful trip, very educational and she highly recommended others to experience their culture.

ADJOURNMENT

The meeting adjourned at 7:45 p.m.



Koree Tate
Management Assistant

**MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL MEETING
November 12, 2019**



Mayor Larry Rich called the special meeting of the Roseburg City Council to order at 4:00 p.m. on November 12, 2019 in the Public Safety Center Umpqua Conference Room, 700 SE Douglas Avenue, Roseburg, Oregon.

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 Nikki Messenger, City Recorder Amy Sowa, City Attorney Bruce Coalwell, City Prosecutor Jim Forrester, Human Resources Director John VanWinkle, Community Development Director Stuart Cowie, Finance Director Ron Harker, Interim Public Works Director Jim Maciariello, Fire Chief Gary Garrisi, Police Chief Gary Klopfenstein, Library Director Kris Wiley, Management Assistant Koree Tate and Scott Carroll of the News Review.

GOAL SETTING

Ms. Messenger reported the current goals adopted by Council were going to expire at the end of the year. In spring of 2017, the Council adopted the following four goals:

1. Develop and implement transportation funding policies to meet identified community needs.
2. Support and adopt policy development and implementation to enhance housing and community development.
3. Take a proactive role in community economic development and revitalization.
4. Develop programs and policies to enhance community livability and public safety.

Once Council adopted the goals, staff prepared and presented a list of potential action items associated with accomplishing the overarching goals. She reviewed the action items and status of each.

Ms. Messenger reviewed the revised goals, including two new goals, with broad examples of what may fall under each goal as an action item. More specific action items would be added and presented to Council after the goals were adopted. New goals for Council to consider included:

1. Develop and implement policies to enhance housing opportunities.
2. Implement transportation funding policies to meet identified community needs.
3. Enhance community livability and public safety.
4. Take proactive role in economic development and community revitalization.
5. Update and implement the City's Emergency Preparedness Plan.
6. Explore strategies to lessen the impact of homelessness on the community.

Ms. Messenger addressed questions from Councilor Prawitz regarding Urban Services agreements, County agreements, infill zoning and incentive programs. Councilor Hicks expressed the importance of everyone being allowed time to share their goals for inclusion with the process. Mayor Rich explained the first meeting was for Council to review the current goals and suggested new goals, and provide comments or changes to the goals. He asked Council to provide input on the goals presented, and if they wanted to add or subtract from the list.

Councilors Prawitz and Hicks stressed the importance of sharing their ideas and allowing Council to review, discuss and determine the best action items to include for each goal. Ms. Messenger explained those listed were only examples and it would be up to Council as to which items would be included at the next meeting.

Discussion ensued regarding a word change for goal number six. Councilor Prawitz posed the option to explore a title change to focus on local social services in the community. He expressed the importance of public safety, providing an active presence, engagement with the community and being proactive. Councilor Hicks also wanted to focus on a solution for housing and provide something positive and progressive to make the city better rather than focusing on the homeless. Councilor Hicks suggested the option to keep only four goals explaining the importance of being able to feel comfortable and well versed with the goals to easily speak about them with public outside of meetings. Councilor Hicks was not interested in adding new goals to the list at this time.

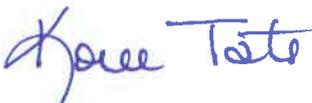
Councilor Cotterell moved to adopt the goals as presented and direct staff to include changes to the goals and bring a revised version to the next Council Meeting. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilor Cole, Cotterell, Eggers, Fisher-Fowler, Prawitz, Ryan and Zielinski voted yes. Councilor Hicks voted no. Discussion continued regarding the inclusion of homelessness in the community and if the goal should be revised.

Councilor Cole moved to have Staff review goal six and provide a suggested wording change. The motion was seconded by Councilor Cotterell and approved with the following vote: Councilor Cole, Cotterell, Eggers, Fisher-Fowler, Prawitz, Ryan and Zielinski voted yes. Councilor Hicks abstained from voting. Attorney Coalwell suggested Council allow Ms. Messenger time to receive written goals, collate and provide a copy in advance of the next scheduled meeting. Councilor Hicks and Prawitz said they wanted to hear from other Councilors and looked forward to the conversation.

Mayor Rich summarized by asking Council to submit action item suggestions and ideas to Ms. Messenger via email so she could then collate and prepare the information to present at the next meeting. Council will have an opportunity to discuss each item and determine what to keep, remove and where to place ideas within the different goals. Ms. Messenger asked if Council could also note under which goal to place action items when sending their list. Ms. Messenger said Ms. Tate would work with Council to schedule the next meeting date.

ADJOURNMENT

The meeting adjourned at 5:23 p.m.



Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



AUTHORIZATION FOR CITY MANAGER TO JOIN BOARD OF UMPQUA VALLEY DEVELOPMENT CORPORATION

Meeting Date: November 25, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The City Manager's employment contract requires Council approval prior to joining the board of any non-profit organizations. The issue for Council is whether to grant approval for her to join the board for the Umpqua Valley Development Corporation.

BACKGROUND

A. Council Action History.

This was discussed briefly at the Council's October 28, 2019 meeting.

B. Analysis.

The Umpqua Valley Development Corporation was created primarily to ensure the successful delivery of the medical education college. According to the Articles of Incorporation, the principal purpose of the corporation is "to support and sustain economic and community development." Current board members include community member Richard Heard, Mercy CEO Kelly Morgan, UCC Board Chair Steve Loosley, George Fox University Provost Linda Samek, Lisa Yop from the Roseburg VA, non-voting member Ryan Tribbett from PacWest, and ex-officio members State Senator Dallas Heard and Representative Gary Leif.

C. Financial/Resource Considerations.

There are no financial considerations in approving the City Manager's appointment to the board. Board meetings are currently scheduled for 1.5 to 2 hours twice per month. Time commitments will vary as the project moves forward.

D. Timing Considerations.

The City Manager currently attends the board meetings. If she is appointed to the board, she will become a voting member.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the City Manager to join the board of the Umpqua Valley Development Corporation; or
2. Not authorize the City Manager's appointment to this board.

STAFF RECOMMENDATION

Staff recommends authorizing the City Manager to join the board of the Umpqua Valley Development Corporation.

SUGGESTED MOTION

I move to authorize the City Manager to join the board of the Umpqua Valley Development Corporation.

ATTACHMENTS:

None

ORDINANCE NO. 3530

AN ORDINANCE AMENDING SECTIONS 8.02, 8.04, AND 8.06 OF THE ROSEBURG MUNICIPAL CODE REGARDING PARKING

WHEREAS, The City of Roseburg contracts for parking enforcement in the downtown parking district, which includes issuance of parking meter hoods.

THEREFORE, THE CITY OF ROSEBURG ORDAINS AS FOLLOWS:

SECTION 1. Subsection 8.02.050(A), titled “Police and Fire Departments’ authority” of the Roseburg Municipal Code is hereby amended to read as follows:

8.02.050(A)

A. It shall be the duty of the Police Department or the City’s agent to enforce the provisions of this Chapter.

SECTION 2. Subsection 8.02.080(A), titled “Signs and signal obedience required” of the Roseburg Municipal Code is hereby amended to read as follows:

8.02.080(A)

A. No person shall disobey the instructions of any traffic sign, signal, marker, barrier or parking meter placed in accordance with the Motor Vehicle Laws of Oregon or this Chapter, including those erected by any authorized utility, department of this City or other authorized person, unless it is necessary to avoid conflict with other traffic or otherwise directed by a police officer or the City’s agent.

SECTION 3. Subsection 8.02.100(F)(1), titled “Parking meter regulations/Hoods” of the Roseburg Municipal Code is hereby amended to read as follows:

8.02.100(F).Parking meter exemption permits.

1. Issuance. The Police Chief or the City’s agent may issue parking meter exemption permits to contractors engaged in the construction, reconstruction or repair of a building or installation of equipment in a building adjacent to a street where parking meters are installed. Such exemption permits shall be issued only where available, unmetered areas, including alleys which might be used or blocked off without interference with commerce, are not found reasonably close to the place where such persons are engaged and may be issued for use of each particular construction job. The fees for a parking meter exemption permit shall be set by Council resolution. At termination of use, the exemption permit shall be returned to the Police Chief or the City’s agent.

SECTION 4. Subsection 8.02.110(C), titled “Special parking permits” of the Roseburg Municipal Code is hereby amended to read as follows:

8.02.110(C)

C. Courtesy Visitor Permits. The City Manager may, at their discretion, make courtesy permits available to visitors of the City. Such permits shall be free. These permits, if properly displayed in accordance with the direction prescribed by the City Manager, shall authorize the permittee to park their vehicle without regard to time limits and without having to pay the meter fees in any parking space.

SECTION 5. Subsection 8.02.140(A), titled "Regulations relating to recreational-type devices or toy vehicles" of the Roseburg Municipal Code is hereby amended to read as follows:

8.02.140(A)

A. Roller Skates, In-Line Skates, Skateboards, Bicycles and Other Devices. Excepting Police employees operating their bicycles in the course and scope of their duties, no person shall operate or ride upon, in or by means of, a bicycle, scooter, roller skates, in-line skates, skateboard, coaster, toy vehicle or other similar device in or upon any if the following areas:

SECTION 6. Subsection 8.04.020(B), titled "Exemptions" of the Roseburg Municipal Code is hereby amended to read as follows:

8.04.020(B).

B. Parking a vehicle on a public way under a rental agreement by the City or the City's agent;

SECTION 7. Subsection 8.06.030, titled "Proper display of valid exemption sticker required" of the Roseburg Municipal Code is hereby amended to read as follows:

8.06.030

In order to maintain the exemption, a valid exemption sticker provided by the City or the City's agent shall be permanently displayed in each vehicle, in the lower corner of the vehicle's rear window (driver's side). On convertibles and pickup trucks, the sticker shall be placed in the lower corner of the windshield.

SECTION 8. All other Sections, Subsections and Paragraphs of 8.02, 8.04, and 8.06 of the Roseburg Municipal Code shall remain in full force and effect as currently written.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 25TH DAY OF NOVEMBER,
2019.**

APPROVED BY THE MAYOR THIS 25TH DAY OF NOVEMBER, 2019.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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

Meeting Date: November 25, 2019
Department: Fire
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Gary Garrisi
Contact Telephone Number: 541-492-6770

ISSUE STATEMENT AND SUMMARY

The City of Roseburg Fire Department is responsible for implementing fire codes and maintaining fire safety throughout the City of Roseburg. The Oregon Fire Code is updated periodically to incorporate the International Fire Code and provide uniform regulations for fire departments throughout Oregon, and the Roseburg Fire Department adopts and follows each updated edition of the Oregon Fire Code when published.

Historically, the City has adopted the current cycle of the Oregon Fire Code the year it is updated and published. If approved, this ordinance will amend section 10.02.010 of the Roseburg Municipal Code, adopting the 2019 Oregon Fire Code, save and except such portions as are modified or amended by the Roseburg Municipal Code. A copy of the currently adopted Oregon Fire Code will be filed in the Office of the City Recorder.

BACKGROUND

A. Council Action History.

The Council has adopted the latest revision to the Oregon Fire Code each time the code is updated and adopted by the State of Oregon.

B. Analysis.

It is critical that the City adopt the Oregon Fire Code and incorporate it into the City Municipal Code. This ordinance will ensure the timely and seamless adoption of this upcoming code cycle, as well as those occurring in the future.

C. Financial/Resource Considerations.

No foreseeable financial considerations.

There are administrative resource considerations to include the adoption process by staff, training personnel on the new code, and attending outside training by fire prevention personnel.

D. Timing Considerations.

The latest edition of the Oregon Fire Code, the 2019 Edition, was adopted by the State of Oregon on November 15, 2019. Concurrently, the Oregon Building Codes Division will adopt the 2019 Oregon Structural Specialty Code. It is imperative that the newest edition of the Oregon Fire Code be incorporated into the Roseburg Municipal Code at this time.

COUNCIL OPTIONS

Council has the following options:

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

Staff recommends Council move forward with first reading of Ordinance No. 3531

STAFF RECOMMENDATION

Staff recommends Council proceed with the first reading of the attached ordinance.

SUGGESTED MOTION

No motion required at this time. First Reading.

ATTACHMENTS:

Attachment #1 – Ordinance No. 3531

ORDINANCE NO. 3531

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

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

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

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

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

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

10.02.010 - Adoption and scope.

The City hereby adopts the 2019 Oregon Fire Code (OFC), save and except such portions as are modified or amended by this Chapter, a copy of which has appropriately been marked as having been adopted by this Chapter, and filed in the Office of the City Recorder. Said OFC, together with said additions and modifications, is adopted and incorporated herein as fully as if set forth at length in this Chapter, and the same shall be controlling within the entire corporate limits of the City.

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

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF _____, 2019.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2019.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



UMPQUA VALLEY TENNIS CENTER FEE ADJUSTMENT

Meeting Date: November 25, 2019
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Jim Maciariello
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The Umpqua Valley Tennis Center (UVTC) is requesting approval of a 4% fee increase for its members.

BACKGROUND

A. Council Action History.

Council received a request from the Umpqua Valley Tennis Complex to raise member fees by 15% in 2012. At that time, Council approved the request. Council received a second request in 2017 to increase member fees by 5%. Council approved the request.

B. Analysis.

Per the 2010 Stewart Park Tennis Center Ground Lease and Operating Agreement, "subject to the City's right to review and modify, UVTC may occasionally adjust the fees charged in connection with the use of the Tennis facilities. UVTC shall notify the City in writing at least 90 days prior to any proposed change in fees." Also, "in establishing fees, the City shall consider the condition of the Tennis facilities, any outstanding debt, the cost of maintenance and operation, the existing fees, UVTC's obligations under the agreement, and other economic conditions within the community." The agreement further states that "The City shall not be unreasonable in adjusting the fees, and no fees set by the City shall be adjusted by UVTC for at least one year thereafter without first obtaining City's approval."

C. Financial/Resource Considerations.

The Umpqua Valley Tennis Center provided the information in Attachment #1 showing the current and proposed membership fees. The fees for the general public will remain the same. Those fees are \$2 per session on the outside courts. Juniors play for free. The fee for the public to use the indoor courts is \$15 per person for 1 ½ hours or a maximum of \$30 per court.

D. Timing Considerations.

UVTC requests that the new fees go into effect beginning January 1, 2020.

COUNCIL OPTIONS

Council has the following options:

1. Approve the proposed fee adjustment as shown in Attachment #1; or
2. Request additional information; or
3. Decline to approve the request.

STAFF RECOMMENDATION

The Parks Commission discussed this request at its November 6, 2019 meeting. The Commission recommended Council approve the proposed fee adjustment shown in Attachment #1.

SUGGESTED MOTION

I move to authorize the Umpqua Valley Tennis Center to adjust its membership fees as shown in Attachment #1.

ATTACHMENTS:

Attachment #1 – UVTC current and proposed member fees

DEPARTMENT ITEMS A
ATTACHMENT #1

FULL MEMBERSHIP

FAMILY	Current		4% Increase
Annual Commitment -Single Pay - annual	\$ 1,027.00		\$ 1,100.00
Quarter Pay - annual	\$ 275.00		\$ 297.00
Monthly Pay - annual	\$ 99.00		\$ 106.00
Month-to-Month - Monthly Pay	\$ 128.00		\$ 137.00

COUPLE	Current		4% Increase
Annual Commitment -Single Pay - annual	\$ 960.00		\$ 1,029.00
Annual Commitment -Quarter Pay - annual	\$ 257.00		\$ 276.00
Annual Commitment -Monthly Pay - annual	\$ 92.00		\$ 99.00
Month-to-Month - Monthly Pay	\$ 120.00		\$ 129.00

SINGLE	Current		4% Increase
Annual Commitment -Single Pay - annual	\$ 713.00		\$ 763.00
Annual Commitment -Quarter Pay - annual	\$ 191.00		\$ 205.00
Annual Commitment -Monthly Pay - annual	\$ 68.00		\$ 73.00
Month-to-Month - Monthly Pay	\$ 89.00		\$ 94.00

YOUNG ADULT - Single 19-24	Current		4% Increase
Annual Commitment -Single Pay - annual	\$ 570.00		\$ 610.00
Annual Commitment -Quarter Pay - annual	\$ 153.00		\$ 164.00
Annual Commitment -Monthly Pay - annual	\$ 55.00		\$ 59.00
Month-to-Month - Monthly Pay	\$ 71.00		\$ 76.00

JUNIOR 18 and under	Current		4% Increase
Annual Commitment -Single Pay - annual	\$ 241.00		\$ 258.00
Annual Commitment -Quarter Pay - annual	\$ 65.00		\$ 70.00
Annual Commitment -Monthly Pay - annual	\$ 23.00		\$ 25.00
Month-to-Month - Monthly Pay	\$ 30.00		\$ 32.00

DEPARTMENT ITEMS A
ATTACHMENT #1

PICKLEBALL ONLY

FAMILY	Current		4% Increase
Annual Commitment -Single Pay - annual	\$ 643.00		\$ 669.00
Annual Commitment -Quarter Pay - annual	\$ 172.00		\$ 179.00
Annual Commitment -Monthly Pay - annual	\$ 62.00		\$ 64.00
Month-to-Month - Monthly Pay	\$ 80.00		\$ 83.00

COUPLE	Current		4% Increase
Annual Commitment -Single Pay - annual	\$ 601.00		\$ 625.00
Annual Commitment -Quarter Pay - annual	\$ 161.00		\$ 167.00
Annual Commitment -Monthly Pay - annual	\$ 58.00		\$ 60.00
Month-to-Month - Monthly Pay	\$ 76.00		\$ 79.00

SINGLE	Current		4% Increase
Annual Commitment -Single Pay - annual	\$ 447.00		\$ 465.00
Annual Commitment -Quarter Pay - annual	\$ 120.00		\$ 125.00
Annual Commitment -Monthly Pay - annual	\$ 43.00		\$ 45.00
Month-to-Month - Monthly Pay	\$ 56.00		\$ 58.00

YOUNG ADULT - Single 19-24	Current		4% Increase
Annual Commitment -Single Pay - annual	\$ 358.00		\$ 372.00
Annual Commitment -Quarter Pay - annual	\$ 96.00		\$ 100.00
Annual Commitment -Monthly Pay - annual	\$ 34.00		\$ 35.00
Month-to-Month - Monthly Pay	\$ 45.00		\$ 47.00

JUNIOR - 18 and under	Current		4% Increase
Annual Commitment -Single Pay - annual	\$ 151.00		\$ 157.00
Annual Commitment -Quarter Pay - annual	\$ 41.00		\$ 43.00
Annual Commitment -Monthly Pay - annual	\$ 14.00		\$ 15.00
Month-to-Month - Monthly Pay	\$ 19.00		\$ 20.00

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ODOT FUND EXCHANGE AGREEMENT STRIPING MACHINE

Meeting Date: November 25, 2019

Agenda Section: Department Items

Department: Public Works

Staff Contact: Jim Maciariello, Nikki Messenger

www.cityofroseburg.org

Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The Public Works Department budgeted to use Surface Transportation Program (STP) funding to help with the purchase of a striping machine. The issue for the Council is whether to authorize an agreement with ODOT for this purpose.

BACKGROUND

A. Council Action History.

On October 25, 2019, the Council adopted Resolution No. 2019-20 authorizing the use of an interstate cooperative purchasing agreement to purchase a new striping machine.

B. Analysis.

The Surface Transportation Program (STP) is a federally funded program administered by ODOT. STP funds reside at ODOT until the City requests to use them for an identified project. Typically, the City will "fund exchange" the STP allocations at \$0.94 per dollar to convert the money to state funding as opposed to federal funding. Once converted to state funding, the City can utilize the funds to design and/or construct improvements or to purchase equipment used for highway purposes. The last project that utilized STP funding was the South Stewart Parkway Improvement Project.

Staff is proposing to do a fund exchange to convert \$212,766 of federal funds into \$200,000 in state funds to put towards the purchase of the new striping machine.

C. Financial/Resource Considerations.

The City's 2019 STP allocation was \$297,932. The purchase price for the striping machine is \$232,875. Under this scenario, the remaining \$32,875 would be paid from the equipment replacement fund.

D. Timing Considerations.

The striping machine has been ordered. It would be appropriate to authorize staff to enter into the fund exchange agreement as quickly as practical.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize staff to enter into the “2019 Fund Exchange Agreement” with ODOT; or
2. Request additional information; or
3. Not authorize the agreement and utilize only Equipment Replacement Fund money to purchase the striping machine.

STAFF RECOMMENDATION

The Public Works Commission discussed this purchase and fund exchange agreement at its October 10th meeting. The Commission recommended authorizing an agreement with ODOT to utilize fund exchange dollars for a portion of this purchase.

SUGGESTED MOTION

I move to authorize the City Manager to execute the 2019 Fund Exchange Agreement with ODOT for the purchase of a striping machine.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

Meeting Date: November 25, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Informational
Staff Contact: Nikki Messenger, City Manager
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 November 25, 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
October 29, 2019 - 10:00 a.m.

1. Review October 28, 2019 City Council Meeting Synopsis
2. Review November 12, 2019 Goal Setting Special Meeting
3. Review November 25, 2019 City Council Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents/Grants Signing
6. Department Items
 - a. Goal Discussion Continued (NM)

Reminders:

- Year End Department Reports due by December 10, 2019 for Mayor's Report
- City Connection Articles due by December 20, 2019



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
November 4, 2019 - 10:00 a.m.

1. Review November 12, 2019 Goal Setting Special Meeting
2. Review November 25, 2019 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
5. Department Items
 - a. Sister's Shredding & Recycling – (AS/KT)
6. Employee Service Pins
 - a. Andy Thingvall – Fire Department 20 Years
 - b. Irik Rinnert – Fire Department 20 Years

Reminders:

- Year End Department Reports due by December 10, 2019 for Mayor's Report
- City Connection Articles due by December 20, 2019

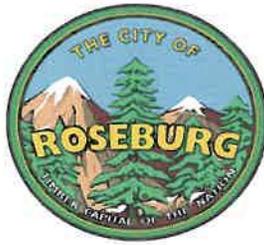


Agenda
Department Head Meeting
City Hall Third Floor Conference Room
November 12, 2019 - 10:00 a.m.

1. Review November 25, 2019 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing/Events
 - a. Walk for Life & Baby Shower event – January 26, 2020
4. Department Items

Reminders:

- Year End Department Reports due by December 10, 2019 for Mayor's Report (*folder for reports can go "S" Drive/City Council Documents/2019 Year End Reports for Mayor*)
- City Connection Articles due by December 20, 2019 (*folder on "S" Drive named 2020 City Connection Articles and photos*)



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
November 18, 2019 - 10:00 a.m.

1. Review November 25, 2019 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing/Events
4. Department Items
 - a. Carpet Cleaning Service for City Hall (AS)
 - b. Graffiti Cruise Request – Timberland Corvette Club discussion (NM)

Reminders:

- Year End Department Reports due by December 10, 2019 for Mayor's Report (*folder for reports can go "S" Drive/City Council Documents/2019 Year End Reports for Mayor*)
- City Connection Articles due by December 20, 2019 (*folder on "S" Drive named 2020 City Connection Articles and photos*)

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Airport Fees for Fire Agency Services
- RMC 3.06 Amendments
- RMC 5.04 Amendment - Water Rules and Regulations
- Supplemental Budget regarding Fire Services
- Umpqua Basin Urban Services Agreement
- Water Conservation Plan

December 3, 2019 – Goal Setting 4:00 p.m.

Roseburg Public Library, South Umpqua Room

Goal Setting Continued

December 9, 2019

Mayor Reports

- A. Municipal Judge Compensation

Consent Agenda

- A. Minutes of November 25, 2019

Public Hearing

- A. Procurement Purchase for SCBA Fire Equipment

Resolutions

- A. Resolution No. 2019-23 – Goal Adoption

Ordinances

- A. Ordinance No. 3531 - Municipal Code Update Regarding Oregon Fire Code, Second Reading

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

Public Hearing

- A. Comprehensive Plan Amendment – Transportation System Plan

Department Items

- A. Airport Master Plan Adoption
- B. MedEd Funding

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

September 28, 2020

Consent Agenda

- A. Minutes of September 14, 2020

Informational

- A. City Manager Activity Report

October 12, 2020

Consent Agenda

- A. Minutes of September 28, 2020

Informational

- A. City Manager Activity Report

October 26, 2020

Consent Agenda

- A. Minutes of October 12, 2020

Informational

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

Friday Message November 1, 2019

- As Councilor Hicks mentioned Monday night, the City received the League of Oregon Cities/CIS Gold Safety Award at the League's annual conference. The award represents no lost time injuries for the 2018-19 fiscal year. This is a great accomplishment. Thanks to John VanWinkle and the entire Safety Committee!
- The Downtown Roseburg Association celebrated Halloween with the annual Neewollah parade yesterday. A great time was had by all!



- As you may have heard, three Roseburg Fire Department employees joined ten other strike teams from Oregon in deploying to California to assist in fighting wildfires in that state. The latest information indicates they will be released and heading home Monday if there are no major changes over the weekend.

- Associate Planner Teresa Clemons retired on October 31st. A big thank you to Teresa for all she has done for the City in her 25 years of service. She will be greatly missed!



- Meetings Next Week:
 - Planning Commission – Monday, November 4th at 7:00 p.m.
 - Parks & Recreation Commission – Wednesday, November 6th at 8:15 a.m.
- *Reminder*
 - *City Hall will be closed November 11th in observance of Veterans' Day.*
 - *Goal setting is scheduled for November 12th at 4:00 p.m. in the Public Safety Center Umpqua Conference Room.*

Friday Message November 8, 2019

- City staff teamed with the Blue Zones Project-Umpqua, ODOT and DLCD to organize the first Southwest Oregon Active Transportation Workshop at the Library on Thursday. The workshop was well attended and aimed to bring professionals from different jurisdictions together to share experiences and learn from each other's challenges and successes around active transportation planning and projects.
- Staff executed the second SDC buydown agreement for multi-family housing within the new Urban Renewal District. This project includes 89 apartment units that will be constructed on Pomona Street off Diamond Lake Boulevard. The development includes two 8-plexes, six 12-plexes and a manager's unit.
- The Planning Commission met on Monday and approved a five unit Planned Unit Development off Kenwood Street.
- The Parks Commission met on Wednesday and recommended the approval of a fee increase requested by Umpqua Valley Tennis Center.
- Last week, the City closed on the purchase of easements necessary to complete the obstruction removal up on Mount Nebo. Once the obstructions (trees and utility lines) are removed or relocated, staff will request an FAA flight check in order to commission the Precision Approach Path Indicator (PAPI).
- The Veterans' Day Parade is happening downtown on Monday starting at 11:00 a.m. This year's theme is "Celebrating Multi-Generational Military Families".



- Meetings Next Week:
 - City Council – Special Meeting – Goal Setting – Tuesday, November 12th
 - 4:00 p.m. at Public Safety Center Umpqua Conference Room

Reminder - City Hall will be closed Monday, November 11th in observance of Veterans' Day.



Friday Message November 15, 2019

- The Veterans' Day Parade was well attended again this year. Thanks to everyone who works hard to make this happen!



- On Thursday, Stu and Nikki attended the Chamber's 2020 Economic Forecast program. Five speakers spoke about the economy in general and real estate, labor trends, timber, and legislative impacts specifically.
- The new Communications Specialist will start work on December 2nd. More to come on that.
- Thank you to everyone for your participation in Tuesday afternoon's goal setting session. The next special meeting is scheduled for December 3rd at the Library. As a reminder, please send any potential action items to Nikki for compilation.
- Meetings Next Week:
 - Library Commission - Tuesday, November 19th at 4:00 p.m.
 - Historic Resource Review Commission - Wednesday, November 20th at 3:30 p.m.