

**ROSEBURG CITY COUNCIL AGENDA – JUNE 27, 2022**

**City Council Chambers, City Hall**

**900 SE Douglas Avenue, Roseburg, Oregon 97470**

**Public Online Access:**

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

Facebook Live at [www.Facebook.com/CityofRoseburg](http://www.Facebook.com/CityofRoseburg)



*Handwritten note:* ✓  
6-23-2022

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

**Special Meeting**

**Planning Commission Interviews**

6:30 p.m. - Cindy Troutt

6:45 p.m. – Matthew Brady

**7:00 p.m. Regular Meeting**

**1. Call to Order – Mayor Larry Rich**

**2. Pledge of Allegiance**

**3. Roll Call**

Shelley Briggs Loosley  
Brian Prawitz

Beverly Cole  
Kylee Rummel

Bob Cotterell  
Patrice Sipos

Sheri Moothart  
Andrea Zielinski

**4. Mayor Reports**

A. Fire Chief Retirement

B. Public Works Director Retirement

C. 2021 Roseburg Optimist Club Officer of the Year – Roseburg Motor Officer/Homeless Liaison  
Josh Chavez

**5. Commission Reports/Council Ward Reports**

A. Planning Commission Appointment

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

**7. Consent Agenda**

A. Minutes of June 13, 2022 Council Meeting

**8. Public Hearing**

A. Resolution No. 2022-18 - Mini Excavator Purchase Utilizing Cooperative Purchasing

B. Resolution No. 2022-19 – Gary Leif Navigation Center Renovation Project Exemption to the Competitive Bidding Process

**9. Resolutions**

A. Resolution No. 2022-20 – Supplemental Budget and Appropriation Revisions for the General, Hotel/Motel Tax, Streetlight/Sidewalk, Economic Development, Water and Library Special Revenue Funds, Fiscal Year 2021-22

B. Resolution No. 2022-21 – Authorizing Tent Camping Program

**10. Ordinances**

A. Ordinance No. 3572 – Amending Subsections 3.06.015, 3.06.25, and 3.06.050 of the Roseburg Municipal Code, First Reading and Second Reading

**11. Department Items**

A. Stephens Street Pavement Improvement Project Bid Award Recommendation - 22PW01 Phase 2

B. Marked Police Patrol Truck Purchase

C. Destination Marketing Organization Contract Renewal

**12. Items from Mayor, City Council and City Manager**

### 13. Adjourn

### 14. Executive Session ORS 192.660(2)

#### Informational

A. City Manager Activity Report

## AUDIENCE PARTICIPATION INFORMATION

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

**Comments may be provided in one of three ways:**

- In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
- Email by sending an email by 4:00 p.m. the day of the meeting to [info@cityofroseburg.org](mailto:info@cityofroseburg.org)
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email ([info@cityofroseburg.org](mailto:info@cityofroseburg.org)) by 4:00 p.m. the day of the meeting to get a link to the meeting.

**Provide your name, address, phone number and which item on the agenda you wish to speak.**

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

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

**Persons addressing the Council must state their name and 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 not have been previously presented to Council.

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

#### CITIZEN PARTICIPATION

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

## **PROVIDING COMMENTS**

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

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

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

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

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

**The City Council meetings are on Facebook Live and available to view on the City website the next day at: <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>**

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

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## PLANNING COMMISSION INTERVIEWS/APPOINTMENTS

---

**Meeting Date: June 27, 2022**  
**Department: Administration**  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section: Special Meeting/Commission**  
**Staff Contact: Koree Tate, Management Assistant**  
**Contact Telephone Number: 541-492-6866**

---

### ISSUE STATEMENT AND SUMMARY

There is one vacancy on the Planning Commission that may be filled by a resident of the City.

### BACKGROUND

**A. Council Action History.** Council accepted Ronald Sperry's resignation from the Planning Commission on April 11, 2022. Mr. Sperry informed Staff he was unable to continue on the Commission due to relocating his residence outside city limits. This created a vacancy for the Commission.

**B. Analysis.** Staff has advertised the Planning Commission vacancy through the local news media, social media and the City's website. Two applications were received from city residents Cindy Troutt and Matthew Brady; see attached applications.

The Roseburg Municipal Code requires the City Council to interview Planning Commission candidates at a public meeting. Existing members of the Planning Commission may also be given an opportunity to question the candidates and offer comments to the Council before it deliberates and acts. To the extent possible, the Council is to act to fill any vacancy at the same meeting in which candidates are interviewed. Following the interview, the Council may make appointments or solicit additional candidates for consideration at a later meeting before making appointments. Anytime during the process, upon three-fourths vote of the entire membership of the Council then in office, the Council may terminate the procedure and make appointments.

**C. Financial and/or Resource Considerations.** N/A.

**D. Timing Issues.** It is recommended appointments be made as soon as practical.

### COUNCIL OPTIONS

- 1) Proceed to interview the applicants and make an appointment during the regular meeting; or
- 2) With a minimum of six affirmative votes, vote to discontinue the procedure as outlined in the above analysis; or
- 3) Choose to continue solicitation for additional applicants.

**STAFF RECOMMENDATION**

Pursuant to the Roseburg Municipal Code, Staff does not make recommendations in regard to Planning Commission appointments as that responsibility lies solely with the City Council.

**ATTACHMENTS**

- Attachment #1 – Cindy Troutt’s Application
- Attachment #2 – Matthew Brady’s Application
- Attachment #3 – Interview Questions



City Administration



### CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **PLANNING COMMISSION**

*Planning Commission Public Hearings are held at 7:00 p.m. on the 1<sup>st</sup> Monday of each month in the Council Chambers of City Hall. This Commission reviews and takes action on land use and development projects based on the provisions of the City of Roseburg Land Use and Development Regulations.*

Name: Troutt Cindy  
Last First

Home Address: 930 W. Hickory St., Roseburg 97471  
Street Zip Code

Phone Number: 541 673-2131 Cell Phone: \_\_\_\_\_

Email Address: guzziguy88@hotmail.com

Occupation retired from ODOT  
Place of Employment

Business Address N/A  
Phone

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

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

3. How did you learn about this vacancy?

Newspaper  Social Media  City Website  Word of Mouth

Other  Please Specify: \_\_\_\_\_

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.

Can you meet this requirement? Yes  No

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

*During my 18 years working for ODOT, as well as previous years with other entities, I saw how Communication could have solved a myriad of problems resulting in wasted time, wasted resources, frustration, and friction between people. We all need to leave this community better than it was once we realize how we can help.*



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

I was born and raised in Roseburg, and have volunteered doing hospice work and working for the SPCA. My parents had season tickets to RHS football games from before I was born and that was a natural part of life for me to be at those games until Covid-19 hit.

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

increased welcoming atmosphere  
increased livability - family oriented

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

I would like to have this opportunity to make my home town a better place than it is now, not just for my family, but for future families.



Applicant Signature

05 13 2022

Date

Return completed application to the City Hall lobby, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).

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

Information on this form is public information.

Thank you for your expression of interest in serving the community.

**Applications due Friday, May 13, 2022 by 5:00 p.m.**

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



## CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **PLANNING COMMISSION**

*Planning Commission Public Hearings are held at 7:00 p.m. on the 1<sup>st</sup> Monday of each month in the Council Chambers of City Hall. This Commission reviews and takes action on land use and development projects based on the provisions of the City of Roseburg Land Use and Development Regulations.*

Name: Brady Matthew  
Last First

Home Address: 1336 NW Vallejo Roseburg OR 97471  
Street Zip Code

Phone Number: 541.643.6483 Cell Phone: 541.643.6483

Email Address: Matt@techmayday.com

Occupation Computer Technician / Tech Mayday LLC  
Place of Employment

Business Address 642 SE Jackson St 541.375.0442  
Phone

1. Do you reside within the Roseburg city limits? Yes  No
2. Do you own property or a business within the City? Yes  No
3. How did you learn about this vacancy?  
Newspaper  Social Media  City Website  Word of Mouth   
Other  Please Specify: \_\_\_\_\_
4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.  
Can you meet this requirement? Yes  No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?  
I have served in my local church for over 10 years. I enjoy building teams & working with people to accomplish tasks & resolve interpersonal conflicts. My business is focused on problem solving & helping people through difficult situations. I would enjoy the opportunity to learn more about the planning commission & to be able to use my voice to make decisions that will have a positive impact in my community.



6. Please give a brief description of your involvement in community groups and activities.  
I taught at UCC for 4 years & enjoyed working with a diverse group of students. I serve on the Executive Team at my local Church that deals with strategic planning & providing oversight of our staff & volunteers. I recently joined the Adapt Board of Directors.

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

I am interested in strategic planning to draw in new businesses.

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

Looking for opportunities to serve in my community.

  5-18-2022  
Applicant Signature Date

Return completed application to the City Hall lobby, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).

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

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

**Applications due Friday, June 17, 2022 by 5:00 p.m.**

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



## PLANNING COMMISSION INTERVIEWS

1. Briefly tell us about yourself, your work history and educational background.
2. Why are you interested in serving on the Planning Commission?
3. What is your knowledge of land use planning at the state and local level?
4. How are the effects of comprehensive planning and day-to-day planning visible to the average citizen of Roseburg?
5. Describe your experience with conflict resolution.
6. How would you respond to a request that meets land use laws but that in your opinion negatively impacts an existing neighborhood?
7. What do you think the relationship should be between the Planning Commission and the City Council?
8. What else would you like us to know about you that would help us decide who should be appointed to the Commission?

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
June 13, 2022**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on June 13, 2022 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Shelley Briggs Loosley, Beverly Cole, Bob Cotterell, Brian Prawitz, Sheri Moothart, Kylee Rummel, Patrice Sipos and Andrea Zielinski.

Absent: None

Others Present: City Manager Nikki Messenger, Assistant City Manager/Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Finance Director Ron Harker, Library Director Kris Wiley, Police Chief Gary Klopfenstein, Fire Chief Monte Bryan, Public Works Director Dawn Easley, Public Works Director Brice Perkins, Communications Specialist Suzanne Hurt and Management Assistant Koree Tate.

CAMP MILLENNIUM WEEK PROCLAMATION

Mayor Rich proclaimed June 19-26, 2022 as Camp Millennium Week and called upon the people of Roseburg to join their fellow citizens to participate in and support the event. Mert Brown, Camp Millennium, thanked the Mayor and Council for the proclamation and continued support for the program.

JUNETEENTH INDEPENDENCE DAY PROCLAMATION

Mayor Rich proclaimed June 19, 2022 to be Juneteenth Independence Day in recognition and celebration of the many ways in which the history and culture of African Americans, and the advancements, discoveries and achievements have contributed to the history, culture and social fabric of the nation and the City of Roseburg. Pastor Howard Johnson thanked the Mayor and Council for the proclamation and said it was an honor to be part of this historical moment.

PRIDE MONTH PROCLAMATION DISCUSSION.

Mayor Rich explained during the previous Council Meeting, two Councilors asked to schedule a pride proclamation. He was concerned it would be controversial or possibly divide the community. After receiving feedback to proceed from City Staff, Ms. Sowa provided samples of proclamations from other cities. Soon after adding the proclamation to the agenda, phone calls and emails started. During the agenda review meeting, Mayor Rich chose to bring the discussion to the entire Council. He asked everyone to be respectful and hoped the process would demonstrate government could talk about controversial issues in a respectful manner.

Mayor Rich shared he had read a proclamation twenty years ago that caused division in the community. He wanted to keep people together and knew once again, there could be two sides that would not agree. Regardless of the decision, Council was able to leave the meeting and go about business as usual, but the result would be a divided community. The goal was to make meaningful change and keep people working together without dividedness. He proposed

the consideration of an hour prior to a Council meeting to discuss this specific issue. It could take several meetings, but he wanted to put together a value system showing all in the community were welcome. His vision was to call people in to hear their stories and to determine if Council could help make things better. He suggested if people did not like or appreciate a meeting or event to not show up or be disrespectful. It was critical to identify a value system and put rules in place, be respectful and be a community. Mayor Rich suggested a possible "Roseburg Inclusion Day" to show value in one another where no one was judging one another. He recognized the rights and freedoms for any group to gather. June was a special month for the Pride community and Council did not have a stance, just a recognition. He respected all groups and did not want to create division.

Councilor Moothart shared experiences growing up and from working in a high school regarding those who were harassed, bullied or worse for their sexual orientation. The LGBTQ+ was not trying to change anyone, but wanted accepted by all. She felt Roseburg had a poor reputation for inclusiveness and they needed to take a step forward and embrace all. She wanted to see the dividedness stop and work on other topics such as homelessness and more.

Councilor Prawitz appreciated the inclusion of the Pride Month and Juneteenth proclamations. He noted many proclamations that were made for different people, groups or events. Sometimes a proclamation showed support or acknowledged a section of the community. There were people who lived in fear from violence because of their orientation, color or gender. During the Pride Parade, he was reminded of that fear. As a Councilor, he represented all and that made his life more interesting and vibrant. He was unaware that fear existed, but the people he knew, loved and respected wanted it to stop. People needed a place where everyone should be able to live without hatred. Councilor Prawitz felt they should not be limited on what might divide them and to be brave today to make the community better because words were priceless when you stand up to hate.

Councilor Sipos shared personal experiences of family who were bullied and persecuted for their faith during a time when it was not favorable to be Jewish. She understood the struggles for those whose orientation was not the same. It did not matter who a person was. It mattered if a person was decent, respectful and good to neighbors. It was wrong and unfair to treat others poorly and wanted the community to be better, inclusive and proud to be in Roseburg.

Councilor Cole felt the proclamation was not going to change the division in the community. It came down to respecting one another. She did not have a problem with any person or group, but knew the disruption at the Pride Parade was not appropriate.

Councilor Rummel explained her duty as a Councilor was to do the best of her ability to represent each person in Roseburg and ensure the City acted in the best interest for the city. Every human had the right to feel safe in the community and welcome. If a Pride Month proclamation helped people feel more included, then she supported it.

Councilor Zielinski thanked the Pride supporters and those in opposition for attending the meeting. All belonged in the community and deserved respect, and she was proud of those who came forward and were present in the audience. The best action was respect and not hate speech. Hate speech was not acceptable, and it was the basic human right to want to



belong and be part of something bigger. She read all emails that were sent to her and Council because everyone mattered.

Councilor Cotterell explained he did not like government being involved in social engineering because they were not meant to institute change in behavior. He cared about dividing the community, but knew whether the Pride Month proclamation was passed or not, the community would be divided. He was open to discussion and hearing what citizens had to say about fear to determine if that was something Council could help address.

Councilor Briggs Loosley said she did not like the division in the community and should not have to make that a choice.

Councilor Cotterell moved to defer the proclamation until five to six meetings were held with citizens, determine new rules, and bring the proclamation back at a later time. The motion was seconded by Councilor Briggs Loosley. In response to Councilor Prawitz, Mayor Rich confirmed the motion could replace the process to proceed with the proclamation during the meeting. Councilor Prawitz noted that would erase everything they just discussed. It was hard to create a winning situation for that proposal and suggested a vote for the proclamation to proceed. It was important for people in the community to do the work for change whether a Councilor or not.

Councilor Cole was not against the proclamation, but preferred more input on the matter. It was important to know what the community wanted rather than just one group. Mayor Rich said he was looking for meaningful change to keep people working together. He did not think it would take long to come up with a proposal, outline a value system, hear from people and then make meaningful change. Councilor Moothart explained Juneteenth was not well received initially, but if people really wanted to make a change, they needed to work together for the future. If the community was not accepting of all, then Roseburg could lose potential businesses who were actively looking to move to the area.

Councilor Zielinski said the proclamation was meaningful change, unity for all, and was very important. The first step was voting for the proclamation and then having work sessions later to bring people together. Councilor Rummel agreed with Councilor Zielinski and wanted to make sure all groups felt safe. In response to Councilor Sipos, Mayor Rich said he wanted to keep people together rather than divided and hoped the meetings would help. Councilor Cole suggested a date to bring the proclamation back to satisfy everyone and needed it to be in June by the next meeting. Attorney Forrester explained that was not part of the motion and they needed to address the current motion before trying to add to it. Councilor Sipos agreed that if the proclamation was deferred to allow an open discussion, they needed to make sure it was done in June because waiting to do the proclamation after June was inappropriate.

Councilor Cotterell amended his motion and moved to hold off on reading the Pride Month Proclamation, complete meetings to speak with the public, put in place new rules and bring back the proclamation to the next June Council Meeting. The motion was seconded by Councilor Briggs Loosely. Ms. Messenger said she heard meaningful change and two weeks and sought more clarification. Mayor Rich agreed it would be difficult. Councilor Cole suggested meeting the next week to obtain the answer they were seeking. Mayor Rich said

he preferred to do it right rather than rushing the process. Councilor Sipos did not want to keep putting off the proclamation; it needed decided upon in June and if they had to hold more meetings to hear from the community then that was what Council needed to do to better understand what was wanted. The motion failed with the following vote: Councilors Cotterell, Cole and Briggs Loosley voted yes. Councilors Moothart, Prawitz, Rummel, Sipos and Zielinski voted no.

Councilor Prawitz moved to proceed with the reading of the Pride Month Proclamation. The motion was seconded by Councilor Moothart. Councilor Cotterell expressed concerns about inviting the community for their opportunity to speak. Councilor Zielinski suggested to include work sessions to allow the community a voice, to feel safe, and to move forward with bringing people together in unity. Councilor Rummel agreed future work sessions would be helpful. Councilor Cotterell said he preferred to speak with people so they had actionable material to use. Ms. Messenger explained a work study could be scheduled to outline how they would like to handle the outreach, which could be determined without a motion.

Councilor Prawitz amended his motion and moved to proceed with the reading of the Pride Month Proclamation and in an effort to encourage actual change that Council agreed to work with Staff on a work sessions on the topic. The motion was seconded by Councilor Moothart. The motion was approved with the following vote: Councilors Briggs Loosley, Moothart, Prawitz, Rummel, Sipos and Zielinski voted yes. Councilors Cole and Cotterell voted no.

Mayor Rich proclaimed the month of June 2022 to be LGBTQ+ Pride Month in recognition and celebration of the many ways that diversity in our community enriches the lives of everyone living in the City of Roseburg. Mark Lenihan, PFLAG Organization, accepted the proclamation and thanked Council for their decision. He felt they showed that Roseburg was a place where hatred, bigotry and discrimination would not stand.

#### COMMISSION REPORTS

Councilor Cotterell chaired a Public Works Commission Meeting on June 9, 2022 and discussed the 2022 Pavement Management Overlay project that was on the agenda and an equipment purchase for a mini excavator.

#### ROSEBURG CITY CHARTER REVIEW COMMITTEE APPOINTMENTS

On February 14, 2022, Council directed staff to form a City Charter Review Committee made up of the City Recorder, City Attorney, councilors and city residents. Councilors Sheri Moothart, Andrea Zielinski and Bob Cotterell were approved by the Mayor to serve on this committee. Recruitment for three citizen positions was posted on the City's website, social media and sent to the local news media starting April 12, 2022. This committee would meet monthly for a period of approximately six months.

Councilor Moothart moved to appointment Mike Baker, Sheila Cox and Jeffrey Weller to the Roseburg City Charter Review Committee. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Moothart, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no.

AUDIENCE PARTICIPATION

Mayor Rich explained Council received nearly fifty emailed comments and had two pages of people who signed up to speak during the meeting. He decided to proceed with in-person comments, giving each speaker three (3) minutes.

David Galas, 4751 Elgarose Road, said he did not have a problem with any group, but did have an issue with proclaiming a full month for the Pride Proclamation.

Iris Butler, 705 Cross Creek Drive, shared that people should come together, was not ok with special rights, but wanted equal rights for all without bullying against any person, and wanted people to come together.

Tiffany Rueda, 523 W Harrison Street, Apartment A, thanked Council for their decision to proceed with the Pride Proclamation, it was in line with what the Nation was calling, and felt it was going to be the start of a ripple effect for addressing hate.

Mike Gray, 592 Quail Lane, said the Pride Proclamation was not a political issue and people were divided on all fronts, but felt the church did what was needed.

Raveena Fagonstarr, 24 NE Stephens Street, thanked Council for the Pride Proclamation and said love, kindness and tolerance was the way forward to allow people to be what they wanted without hurting others.

Damian Stevens, 494 NE Cummings Street, shared personal experiences regarding violence and hate, and thanked Council for proceeding with the Pride Proclamation.

Mark Lenihan, 1461 SE Cobb Street, explained the LGBTQ+ community did not want special rights, but sought basic human rights that included not being denied medical care, jobs, housing or the right to be in public with their partner.

Ashley Greenwalt, Roseburg resident, voiced concerns regarding the presence of people in opposition to the Pride parade that caused fear, and asked for options to stop the harassment.

Bryan Carver, 356 Wild Fern Drive and Wellspring Pastor, opposed the Pride Proclamation and said it was a first amendment right to openly share the gospel and bring the message of repentance.

Mason Goodknight, 144 Andorra Drive, shared his reason for opposition of the Pride Proclamation.

Thomas McGregor, 1360 NE Klamath Avenue, appreciated the discussion to create a more inclusive community and asked Council to stick to their motto of continuous improvement and work toward unity.

CONSENT AGENDA

Councilor Cotterell moved to approve the following Consent Agenda items:

- A. Minutes of May 23, 2022 Council Meeting

- B. OLCC New Outlet – Loggers Pizza & Beer located at 1810 NE Stephens Street #120
- C. OLCC New Outlet – Sizzler USA Restaurants, Inc. located at 1156 NW Garden Valley Boulevard
- D. Southern Oregon Medical Workforce Development Center Grant Acceptance
- E. Oregon Housing and Community Service (OHCS) Grant Acceptance
- F. Use of ARPA Funds to Purchase Critical IT Firewall and Threat Defense and Malware Services

The motion was seconded by Councilor Moothart and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Moothart, Rummel, Sipos and Zielinski voted yes. No one voted no.

**PUBLIC HEARING – RESOLUTION NO. 2022-17 – 2022-23 BUDGET ADOPTION**

Mayor Rich opened the public hearing regarding the 2022-2023 Budget Adoption at 8:51 p.m. Mr. Harker explained the budget was adopted before June 30<sup>th</sup> and effective July 1<sup>st</sup> of each year. The budget document was distributed to members of the Budget Committee on May 3, 2022. City Manager Nikki Messenger presented the budget document and message on May 10, 2022, and a public hearing on possible uses of State Revenue Sharing funds was conducted. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented on May 10, 2022, with no modifications from the proposed budget. Total requirements for 2022-23 was \$100,420,184. The estimated revenue from State Revenue Sharing was \$310,000 and the funds would be used to support General Fund services.

As no one else wished to speak, Mayor Rich closed the public hearing at 8:53 p.m. Councilor Cotterell moved to adopt Resolution No. 2022-17, entitled, “A Resolution Adopting the 2022-2023 Budget; Levying and Categorizing Taxes for Said Tax Year; Electing to Receive State Revenue Sharing; and Making Appropriations,” as approved by the Budget Committee. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Moothart, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2022-17 as adopted.

**2022 PAVEMENT MANAGEMENT PROGRAM SLURRY SEALS BID AWARD RECOMMENDATION – 22PW02**

Ms. Messenger introduced Ms. Dawn Easley as the new Public Works Director. Ms. Easley explained a slurry seal was a very thin layer of aggregate with an asphalt emulsifier applied to an existing pavement. Slurry seals were a preventative maintenance treatment used to prolong the life of the paved surface. The project was advertised for bid on April 14, 2022. Three bids were received:

No.	Bidder	Schedule A	Schedule B	Total Bid
1	Pave Northwest, Inc.	\$ 147,798.26	\$ 35,140.28	\$ 182,938.54
2	VSS International, Inc.	\$ 223,430.00	\$ 16,895.00	\$ 240,325.00
3	Intermountain Slurry Seal	\$ 210,097.00	\$59,022.00	\$ 269,119.00
	<i>Engineer's Estimate</i>	\$ 137,461.20	\$ 33,441.60	\$ 170,902.80



Proposed Schedule A consisted of 13 street segments at various locations totaling approximately 43,000 square yards. Proposed Schedule B consisted of an additional 9 street segments totaling approximately 11,500 square yards. If awarded, the Notice to Proceed would not be issued until after July 1, 2022. The contractor would be allowed 79 calendar days to complete the project. Funds had been budgeted and were available to construct the project. The bids appeared both responsive and responsible. The Public Works Commission discussed this project at their May 12, 2022, meeting and voted unanimously to recommend the City Council award the 2022 Pavement Management Program Slurry Seal Project to the lowest responsible bidder, Pave Northwest, Inc., for \$147,798.26.

Councilor Cotterell moved to award the 2022 Pavement Management Program Slurry Seal Project to the lowest responsible bidder, Pave Northwest, Inc. for \$147,798.26. The motion was seconded by Councilor Cole and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Moothart, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no.

#### AXON CONDUCTED ENERGY WEAPON CONTRACT

Mr. Klopfenstein stated the Roseburg Police Department had utilized Axon Conducted Energy Weapons (CEW) since 2010, and relied heavily on CEWs as a non-lethal option. Axon recommended CEWs be replaced every five years, and the warranty on the devices expire after five years. Since the current CEWs had aged, officers had begun to experience issues with batteries and expected wear and tear of the devices. The new five-year Axon CEW contract included, but was not limited to: forty (40) Axon 7 CEWs, holsters, docks, licenses, duty and training cartridges, a target, instructor certification, and assistance from Axon's legal team in the event of a lawsuit. Axon's quote for a five-year CEW contract renewal was \$143,999.99, and reflected a \$27,951.08 bundle savings.

In response to Councilor Cole, Mr. Klopfenstein explained all officers were tested with the CEW's (tasers) so they could have a more accurate account of how they were used and how it felt to be able to provide better testimony in court cases. In response to Councilor Moothart, Mr. Klopfenstein confirmed it was a recommendation to holster the taser on the off-handed side so it is not mistaken for their hand gun. Mayor Rich questioned the length of time it took for a person to recover from the CEW. Mr. Klopfenstein explained once the current ended, a person would recover quickly and be able to stand upright.

Councilor Cotterell moved to authorize the City Manager to execute an agreement with Axon for a five-year CEW contract for \$143,999.99. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Moothart, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no.

#### CITY MANAGER/PURCHASING AGENT AUTHORITY DISCUSSION

Ms. Messenger explained the current purchasing agent authority was set in 2005. With supply chain and other current economic issues, purchasing had become problematic at times. The issue for Council consideration was whether to increase the dollar amount of the purchasing agent's authority and whether to update the contract classification amounts to account for inflation over the last 17 years. If Council determined changes were needed, staff would bring an ordinance update to a future meeting. The Roseburg Municipal Code Chapter 3.06 outlined

the City's contracting procedures. Three different sections had dollar limits involved that staff would like to bring to Council's attention and lead a discussion regarding the potential for updating the dollar amounts in those sections to improve efficiency and flexibility.

The \$50,000 limit on the City Manager's purchasing authority was established by Ordinance 3186 and became effective on March 1, 2005. At that time, the limit covered many purchases including light vehicles and other smaller equipment. Since that time, inflation limited the buying power under this authority. A review of the online US Bureau of Labor Statistics CPI Inflation Calculator indicated that \$50,000 in March 2005 had the same buying power as \$74,782 in April 2022. With current market conditions, the two to six weeks it took for items to be presented to Council for approval sometimes meant the loss of access to the item or a price increase.

Ms. Messenger continued that direct selection referred to contracts under \$10,000. Using the same CPI calculator, a value of \$10,000 in 2005 would be equal to \$14,956 today. However, the \$10,000 limit was set by state statute and could not be adjusted at this time.

Informal quotes referred to contracts valued above \$10,000 and up to \$25,000. Using the same CPI calculator, a value of \$25,000 in 2005 would be equal to \$37,391 today. The issue for staff were contractors being too busy and not wanting to provide quotes if they were not going to get the work.

Informal written quotes referred to contracts valued above \$25,000 and up to \$50,000.

Ms. Messenger explained formal written quotes referred to contracts valued above \$50,000. The \$25,000 and \$50,000 limits on those types of solicitations were unique to Roseburg. They were not governed by state statute. State law allowed informal quotes for purchases up to \$150,000 for non-construction related items and \$125,000 for construction contracts.

Formal written quotes had a public bid opening that was typically performed by the City Recorder/Assistant City Manager and involved a longer process than informal written quotes. Given the impacts that extended timeframes were causing with supply chain and cost issues, Council could consider raising the amount that required the solicitation of formal written quotes.

Councilor Cotterell suggested \$100,000 was a more realistic amount given issues with items being in stock, but also wanted to hear from Staff as to what would work. Ms. Messenger explained how the bidding process worked and that items over \$50,000 came to Council for approval. Authority was set by budget and noted \$100,000 was much better than the current limit. In response to Mayor Rich, Attorney Forrester explained the Municipal Code was broken down to several sections. This discussion was to simplify the process and they only needed a nodding of approval at this point for staff to work on changes to bring back to Council with the actual parameters.

Council directed staff to bring back changes to the Roseburg Municipal Code Section 3.06 to update the amounts identified in one or more sections of the contracting code.

ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

Councilor Prawitz said with all the excitement of the meeting one thing happened and it was the agreement they needed to follow the words with action. If they truly did the work then that was more worthy than the proclamation. He respected all even if they did not agree with him. Mayor Rich said he was not sure as to what would happen with future meetings due to tension, but wanted to make a commitment to move forward.

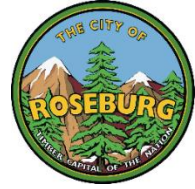
ADJOURNMENT

The meeting adjourned at 9:13 p.m.



Koree Tate  
Management Assistant

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## MINI EXCAVATOR PURCHASE UTILIZING COOPERATIVE PURCHASING RESOLUTION 2022-18

---

Meeting Date: June 27, 2022  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

---

### ISSUE STATEMENT AND SUMMARY

The Public Works Department is budgeted to purchase a new Mini Excavator in fiscal year 22/23. The issue for the Council is whether to adopt the attached resolution and authorize the purchase of the mini excavator utilizing the Sourcewell cooperative purchasing agreement.

### BACKGROUND

**A. Council Action History.**  
None

**B. Analysis.**

The Water, Street and Storm Drainage divisions are responsible for installation and maintenance of underground utility assets such as pipes, fire hydrants, valves, catch basins, curb inlets, culverts, ditches, streets, etc. The purchase of an additional mini excavator will ensure that appropriate sized equipment is available when needed to maintain these assets.

Currently the City has one mini excavator that is shared by the Streets, Storm Drainage, and Water Divisions. Having only one machine of this type has been challenging at times due to the seasonal nature of the work. Often, more than one division needs the equipment at the same time, resulting in delays in completing the necessary maintenance tasks.

**C. Financial/Resource Considerations.**

Acquisition of a Caterpillar Model 308 Mini Excavator can be made under the Sourcewell cooperative purchasing agreement that offers a twenty-six percent discount and a contract price of \$133,594.92. The FY 22-23 budget includes \$150,000 for purchase of the mini excavator. The cost will be split equally between the Storm Drainage Fund and the Water fund.



**D. Timing Considerations.**

The Sourcewell cooperative purchasing contract with Caterpillar expires May 13, 2023. Peterson CAT has this unit in stock and delivery time is approximately 30 days.

**COUNCIL OPTIONS**

The Council has the following options:

1. Adopt the attached resolution and authorize the purchase of a new CAT 308 mini excavator from Peterson CAT through the Sourcewell cooperative purchasing agreement at a contract price of \$133,594.92.
2. Request additional information; or
3. Not authorize the purchase at this time.

**STAFF RECOMMENDATION**

Funds have been budgeted and are available to purchase the Cat 308 Mini Excavator. The Public Works Commission reviewed this item at their June 9, 2022, meeting and recommended the Council authorize the purchase of a CAT 308 mini excavator from Peterson CAT through the Sourcewell cooperative purchasing agreement. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***“I move to Adopt Resolution 2022-18 authorizing the use of an interstate cooperative purchasing agreement and exemption from competitive bidding to award the purchase of CAT 308 mini excavator from Peterson CAT for \$133,594.92 utilizing the Sourcewell contract pricing.”***

**ATTACHMENTS:**

Attachment #1 - Resolution No. 2022-18

**RESOLUTION NO. 2022-18**

**A RESOLUTION EXEMPTING THE PURCHASE OF A CATERPILLAR MODEL 308 MINI EXCAVATOR FROM THE COMPETITIVE BID PROCESS**

**WHEREAS:** Under the authority of ORS 279A.220, the City plans to purchase a Caterpillar Model 308 Mini Excavator through a solicitation conducted by Sourcewell, which gives local government nationwide access to volume purchasing and discounts; and

**WHEREAS:** The City recently published its intent to procure the Caterpillar Mini Excavator through an interstate cooperative procurement process in the News Review for seven days and, therefore, finds using such procurement process is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and

**WHEREAS:** The procurement further substantially promotes the public interest in a manner that could not be realized by complying with the requirements that are applicable in ORS 279B.055, 279B.060, 279B.065 or 279B.070.

**NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG AS FOLLOWS:**

**SECTION 1.** Based on the above findings, which are incorporated herein by this reference, and under Roseburg Municipal Code Section 3.06.025(E), the Council hereby determines that entering into a contract for the acquisition of the Caterpillar Mini Excavator under the Sourcewell contract, which offers a twenty-six percent discount and a contract price of \$133,594.92, is essential to the operation of the organization and will result in substantial cost savings to the City.

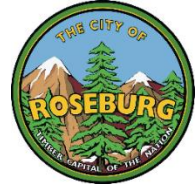
**SECTION 2.** The Council hereby exempts the acquisition contract between the City and Peterson CAT for purchase of a Caterpillar Model 308 Mini Excavator from competitive bidding. The exemption granted in this resolution shall in no way impair the City's ability to elect, in the future, to award related contracts to other qualified equipment contractors.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS  
REGULAR MEETING ON THE 27<sup>TH</sup> DAY OF JUNE, 2022.**

---

**AMY L. SOWA, ASST. CITY MANAGER/RECORDER**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## GARY LEIF NAVIGATION CENTER RENOVATION PROJECT EXEMPTION TO THE COMPETITIVE BIDDING PROCESS RESOLUTION 2022-19

---

Meeting Date: June 27, 2022  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

---

### ISSUE STATEMENT AND SUMMARY

The City has been awarded a grant from the State of Oregon Department of Administrative Services to open and operate a navigation center. The issue for the Council is whether to adopt the attached resolution and approve an alternate competitive contracting process for the renovation of the Gary Leif Navigation Center.

### BACKGROUND

#### A. Council Action History.

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

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

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

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

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

#### B. Analysis.

The City proposes to use Construction Manager/General Contractor (CM/GC) as an alternative competitive contracting process in order to reduce costs, increase efficiencies, and develop a construction phasing plan to lessen impacts to operations. Upon completion of the preliminary design, the project will be ready to move forward with a

process to select a CM/GC as part of the project team. The nature of the project requires specialized skills for construction and successful experience in construction management of complex and multi-disciplined retrofit and remodel projects.

The alternative contracting process will result in the selection of the most qualified CM/GC for the uniquely specialized requirements of the project. It will enable the CM/GC to participate in cost negotiation, construction review and value engineering. The CM/GC will work directly with the architect and staff in fashioning the best construction phasing and coordination strategies. The result will be a design with the potential issues identified and addressed prior to obtaining a final not to exceed cost, which will result in a reduced total construction cost.

For this project, services performed by a low bid contractor are less likely to meet the City's needs and less likely to provide the best long term value than services performed by a contractor whose qualifications have been thoroughly evaluated and determined to be superior to the qualifications of competing proposers. As required by state law, the proposal to use an alternative contracting method has been advertised in the News Review, Daily Journal of Commerce and on the City's website. The attached resolution has been available for public inspection for two weeks. Staff has not received any comments to date.

**C. Financial/Resource Considerations.**

The current estimate for renovation is \$836,134.64, but staff is working with the architect to reduce the amount to the \$600,000 range.

**D. Timing Considerations.**

The alternative contracting process will result in a more rapid project completion and allow the navigation center to house and provide services for a larger number of individuals.

**COUNCIL OPTIONS**

1. Adopt the attached resolution and approve an alternative competitive contracting process for the renovation of the Gary Leif Navigation Center.
2. Request additional information; or
3. Recommend not approving the resolution for an alternate competitive contracting process, which will require the standard design/bid/build contracting process to be used and may delay the project.

**STAFF RECOMMENDATION**

Staff believes the alternate competitive contracting process utilizing CM/GC is the best method to ensure a successful project. Numerous subcontractors and suppliers with unique expertise and capabilities will be required to perform the project. The alternate contracting process will allow more time than the normal competitive bidding process for the CM/GC to bid, negotiate, and gain firm commitments from subcontractors and suppliers. Staff recommends that the Council adopt the resolution approving the alternate competitive contracting process utilizing the CM/GC method.



**SUGGESTED MOTION**

***“I move to adopt Resolution No. 2022-19 approving an alternate competitive contracting process for the renovation of the Gary Leif Navigation Center.”***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2022-19

**RESOLUTION NO. 2022-19**

**A RESOLUTION REGARDING EXEMPTION FROM COMPETITION IN PUBLIC CONTRACTING FOR CONSTRUCTION MANAGEMENT/GENERAL CONTRACTOR SERVICES FOR THE GARY LEIF NAVIGATION CENTER RENOVATION PROJECT**

**WHEREAS**, The City Council of the City of Roseburg, Oregon finds as follows:

- A. The Gary Leif Navigation Center Renovation Project consists of extensive remodeling of an existing building located at 948 Mill Street so the building can serve as a functional navigation center.
- B. The project is being funded through the Navigation Center grant received by the State of Oregon Department of Administrative Services.
- C. The City intends to perform a qualifications based selection process to provide architectural and engineering services for the project. Upon completion of the preliminary design, the project will be ready to move forward with a process to select a Construction Manager/General Contractor (CM/GC) as part of the project team.
- D. The nature of the project requires specialized skills for construction and successful experience in construction management of complex and multi-disciplined retrofit and remodel projects.
- E. The City proposes to use CM/GC as an alternate competitive contracting process in order to reduce costs, increase efficiencies, and develop a construction phasing plan to lessen impacts to operations.
- F. The City will select the CM/GC utilizing a proposal process scored on cost, experience, technical knowledge and construction management skills.
- G. The City Council is the City's Local Contract Review Board pursuant to ORS 279A.060 with the authority to exempt certain public contracts from the competitive bidding requirements of ORS Chapter 279C.
- H. A public hearing was conducted by the City Council after having published notice of the hearing in the Daily Journal of Commerce, a trade newspaper of general statewide circulation, 14 days in advance of the hearing.
- I. Draft findings as set forth herein addressing competition, cost savings, operational, budget and financial data, public benefits, value engineering, specialized expertise required, public safety, market conditions, technical complexity and funding sources were available 14 days in advance of the public hearing and were presented at the hearing.

- J. The alternative contracting process will result in the selection of the most qualified CM/GC for the uniquely specialized requirements of the project. It will enable the CM/GC to participate in cost negotiation, construction review and value engineering. The CM/GC will work directly with the engineer and staff in fashioning the best construction phasing and coordination strategies. The result will be a design with the potential issues identified and addressed prior to obtaining a final not to exceed cost, which should result in a reduced total construction cost.
- K. The traditional bidding process requires the designer to predict the successful bidder's construction techniques without input from the contractor. Changes made after bidding are typically more expensive than if they are identified during design. Changes after bidding requires the City to pay the architect for additional design services and negotiate a change order with the contractor without the benefit of competitive bidding. Changes made without price competition are typically higher than they would be if competition existed. As such, the alternate contracting process proposed will save the public money by reducing changes during construction. The alternate contracting process will allow value engineering and constructability reviews early in the design process. This will lead to a reduction in the likelihood of claims for design modification, delays and varied conditions.
- L. Numerous subcontractors and suppliers with unique expertise and capabilities will be required to perform the project. The alternate contracting process will allow more time than the normal competitive bidding process for the CM/GC to bid, negotiate, and gain firm commitments from subcontractors and suppliers. The CM/GC process will provide the maximum assurance that qualified subcontractors and suppliers are available when needed to meet demanding project schedule requirements and cost constraints.
- M. The alternate contracting process will not limit competition or encourage favoritism in the selection process. The City will issue a Request for Proposals (RFP) for a CM/GC in accordance with established RFP procedures. Potential CM/GCs will submit proposals which will be evaluated by City staff and ranked based on predefined technical qualifications, including firm experience, assigned staff qualifications, specific experience with similar projects, project approach, proposed fee, and proposed schedule.
- N. For this project, services performed by a low bid contractor are less likely to meet the City's needs and less likely to provide the best long term value than services performed by a contractor whose qualifications have been thoroughly evaluated and determined to be superior to the qualifications of all competing proposers.
- O. The project has a series of challenging construction requirements not normally encountered in public works projects.
- P. The project requires uniquely specialized qualifications to be able to accomplish the quality of work necessary to achieve the City's objectives with regard to the

structures involved, and also in order to coordinate and supervise the various subcontractors which will be needed to successfully complete the project.

**NOW THEREFORE** the City Council of the City of Roseburg, Oregon resolves as follows:

**Section 1:** The above findings are hereby adopted.

**Section 2:** The Gary Leif Navigation Center Renovation Project is exempt from the competitive bidding requirements of ORS Chapter 279C, and shall be carried forward through an alternate contracting process.

**Section 3:** The City will put out a Request for Proposals for a Construction Manager/General Contractor for the project.

**Section 4:** The City Council will review the recommendations of staff and make the final decision about awarding the contract.

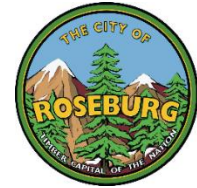
**Section 5:** This Resolution shall become effective immediately upon its adoption by the City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL ON THIS 27<sup>TH</sup> DAY OF JUNE, 2022**

---

**Amy L. Sowa, Assistant City Manager/Recorder**

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

### SUPPLEMENTAL BUDGET AND APPROPRIATION REVISIONS FOR THE GENERAL, HOTEL/MOTEL TAX, STREETLIGHT/SIDEWALK, ECONOMIC DEVELOPMENT, WATER AND LIBRARY SPECIAL REVENUE FUNDS, FISCAL YEAR 2021-22 RESOLUTION NO. 2022-20

---

Meeting Date: June 27, 2022  
Department: Finance  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

---

#### ISSUE STATEMENT AND SUMMARY

In order to comply with Oregon Budget Law, there are five budgetary situations which need to be addressed to provide adequate appropriation authority as the City prepares to close out its fiscal year. The first budgetary modification is related to projected Transient Lodging Tax revenues being much greater than budgeted, which requires a supplemental budget and affects three separate funds. The other four budget modifications can be addressed using an appropriation transfer and affects three separate funds. In an effort to simplify and enhance efficiency, the supplemental budget actions and the appropriation transfer actions are combined into one council action.

Details of the five budgetary situations are presented below.

#### BACKGROUND

##### A. Council Action History.

On June 14, 2021, City Council adopted Resolution 2021-14, adopting the 2021-2022 Budget.

On July 12, 2021, City Council adopted Resolution 2021-17, establishing the American Rescue Plan Special Revenue Fund and establishing appropriation authority.

On November 8, 2021, City Council adopted Resolution 2021-22, establishing the appropriation authority to transfer ARPA funds to other funds to cover lost revenues related to the COVID pandemic as permitted under the American Rescue Plan Act.

On January 24, 2022, City Council adopted Resolution 2022-01, amending revenues and appropriations in the Off Street Parking Fund to accommodate the parking enforcement services contract.



**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.

**Supplemental Budget Actions – Hotel/Motel Tax, Streetlight/Sidewalk and Economic Development Funds**

The local economy for our hospitality industries has been very good this fiscal year resulting in very low vacancy rates which has permitted our hotels/motels to charge more for their rooms. With low vacancy and higher room rates, the City’s Transient Lodging Taxes (TLT) are projected to be \$740,000 greater than budgeted, or an increase of 59%. Since, by ordinance, 9.86% of the TLT revenues are to be transferred to the Economic Development Fund and 32.89% to the Streetlight/Sidewalk Funds, a supplemental budget is required to recognize the projected increased revenues with a corresponding increase to the transfers out to the identified funds.

*Proposed Adjustments*

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

*Hotel/Motel Tax Fund (240)*

Revenues	
Taxes .....	\$ 740,000
Appropriations	
Transfers .....	\$ 740,000
(Changes in revenues and appropriations are offsetting thereby maintaining a balanced budget)	

*Streetlight/Sidewalk Fund (290)*

Revenues	
Other Financing Sources .....	\$ 666,000
Appropriations	
Operating Contingency .....	\$ 666,000
(Changes in revenues and appropriations are offsetting thereby maintaining a balanced budget)	

*Economic Development Fund (230)*

Revenues

Other Financing Sources ..... \$ 74,000

Appropriations

Operating Contingency ..... \$ 74,000

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

**Appropriation Transfer Actions – General, Library Special Revenue and Water Funds**

General Fund

It is proposed to make appropriation adjustments in two Departments within the General Fund.

The Municipal Court is currently projected to come in under budget by approximately \$8,700, however, this is tight and so staff is recommending additional appropriation authority be granted to ensure that it does not exceed its appropriation authority due to an unforeseen situation. Staff recommends that an additional \$10,000 be appropriated for use by the Municipal Court Department.

The Fire Department is projected to exceed its current appropriation authority by approximately \$27,000 due to payout of retirement benefits, implementation of the new labor agreement and attorney work on the agreement, repairs to the ladder truck and NFPA inspection work, and cost increases to vehicle fuel. Staff recommends that an additional \$45,000 be appropriated to the Fire Department budget.

*Proposed Adjustments*

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

*General Fund (100)*

Appropriations

Municipal Court ..... \$ 10,000

Fire Department ..... \$ 45,000

Contingency ..... \$(55,000)

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

Library Special Revenue Fund

The Capital Outlay budget for the Library Special Revenue Fund is currently \$1,862 over appropriations due to the addition of coding and Spanish content on computer workstations that were put into service in the children's room. The Materials and Services budget will come in significantly under appropriations and so staff recommends transferring \$2,000 of appropriation authority from Materials and Services to the Capital Outlay to provide the required authority.

*Proposed Adjustments*

*Library Special Revenue Fund (270)*

Appropriations

Materials and Services .....	\$ (2,000)
Capital Outlay .....	\$ 2,000

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

*Water Fund – Administration (530)*

The Administration division of the Water Fund, which largely accounts for the utility's general overhead, is projected to exceed appropriations by \$11,500 due to the accounting of bad debt expenses that were frozen during the preceding fiscal years during the COVID Pandemic. As the City returned to normal operations from the pandemic and began to enforce normal account collection processes, the writing-off of balances which were sent to collections was much greater than anticipated, resulting in the projected cost overruns. Staff recommends that an additional \$25,000 be appropriated by the Administration Division of the Water Fund.

Proposed Adjustments

In order to accommodate this change, the following adjustments are proposed.

*Water Fund (530)*

Appropriations

Administration (Materials and Services) .....	\$ 25,000
Operating Contingency .....	\$(25,000)

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

**C. Financial/Resource Considerations.**

Recommended appropriation adjustments are meant to provide the authority for expenses that have already occurred or will be required to be covered and each recommendation draws from existing appropriation authority that already exists or from new revenues that are to be received. Consequently, there are no detrimental financial or resource considerations.

**D. Timing Considerations.**

Oregon Budget Law requires that appropriation authority be sufficient to cover all expenditures incurred during the fiscal year per the appropriation levels adopted in the budget. Oregon Budget Law does not allow budget adjustments to be made after June 30<sup>th</sup> of a given fiscal year; consequently, it is imperative that the adjustments are made prior to June 30, 2022.

**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 which would result in non-compliance with Oregon Budget Law.

**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. 2022-20 authorizing supplemental budget revisions and appropriation transfers for fiscal year 2021-22.*

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2022-20 entitled “A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET AND BUDGET APPROPRIATION REVISIONS FOR FISCAL YEAR 2021-22”

**RESOLUTION NO. 2022-20**

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET AND BUDGET  
APPROPRIATION REVISIONS FOR FISCAL YEAR 2021-22**

**WHEREAS**, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2021-22 by Resolution 2021-14; and

**WHEREAS**, the local economy for our hospitality industries has been very good this fiscal year resulting in very low vacancy rates which has permitted our hotels/motels to charge more for their rooms. With low vacancy and higher room rates, the City's Transient Lodging Taxes (TLT) are projected to be \$740,000 greater than budgeted, or an increase of 59%. Since, by ordinance, 9.86% of the TLT revenues are to be transferred to the Economic Development Fund and 32.89% to the Streetlight/Sidewalk Funds, a supplemental budget is required to recognize the projected increased revenues with a corresponding increase to the transfers out to the identified funds; and

**WHEREAS**, the Municipal Court is currently projected to come in under budget by approximately \$8,700, however, this is tight and so staff is recommending additional appropriation authority be granted to ensure that it does not exceed its appropriation authority due to an unforeseen situation; and

**WHEREAS**, the Fire Department is projected to exceed its current appropriation authority by approximately \$27,000 due to payout of retirement benefits, implementation of the new labor agreement and attorney work on the agreement, repairs to the ladder truck and NFPA inspection work, and increases to vehicle fuel; and

**WHEREAS**, the Capital Outlay budget for the Library Special Revenue Fund is currently \$1,862 over appropriations due to the addition of coding and Spanish content on computer workstations that were put into service in the children's room; and

**WHEREAS**, the Administration division of the Water Fund, which largely accounts for the utility's general overhead is projected to exceed appropriations by \$11,500 due to the accounting of bad debt expenses that were frozen during the preceding fiscal years due to the COVID Pandemic. As the City returned to normal operations from the pandemic and began to enforce normal account collection processes, the writing-off of balances which were sent to collections was much greater than anticipated resulting in the projected cost overruns; and

**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; and

**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 2021-22 budget shall be adjusted as follows:

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Hotel / Motel Tax Fund (240)			
Resources			
Beginning Fund Balance	\$ 744,646	\$ -	\$ 744,646
Taxes	\$ 1,250,000	\$ 740,000	\$ 1,990,000
Investment Income	<u>\$ 6,000</u>	<u>\$ -</u>	<u>\$ 6,000</u>
Total Resources:	\$ 2,000,646	\$ 740,000	\$ 2,740,646
Appropriations			
Materials and Services	\$ 735,415	\$ -	\$ 735,415
Transfers	\$ 519,235	\$ 740,000	\$ 1,259,235
Reserve for Future Years	<u>\$ 745,996</u>	<u>\$ -</u>	<u>\$ 745,996</u>
Total Appropriations:	\$ 2,000,646	\$ 740,000	\$ 2,740,646
	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Streetlight / Sidewalk Fund (290)			
Resources			
Beginning Fund Balance	\$ 608,593	\$ -	\$ 608,593
Other Financing Sources	\$ 399,477	\$ 666,000	\$ 1,065,477
Investment Income	<u>\$ 3,500</u>	<u>\$ -</u>	<u>\$ 3,500</u>
Total Resources:	\$ 1,011,570	\$ 666,000	\$ 1,677,570
Appropriations			
Materials and Services	\$ 88,655	\$ -	\$ 88,655
Capital Outlay	\$ 410,000	\$ -	\$ 410,000
Operating Contingency	<u>\$ 512,915</u>	<u>\$ 666,000</u>	<u>\$ 1,178,915</u>
Total Appropriations:	\$ 1,011,570	\$ 666,000	\$ 1,677,570



RESOLUTIONS A  
ATTACHMENT #1

	Current	Amount	Amended
<b>Economic Development (230)</b>			
Resources			
Beginning Fund Balance	\$ 194,951	\$ -	\$ 194,951
Other Financing Sources	\$ 119,758	\$ 74,000	\$ 193,758
Other Revenues	\$ 101,300	\$ -	\$ 101,300
Total Resources:	\$ 416,009	\$ 74,000	\$ 490,009
Appropriations			
Materials and Services	\$ 147,459	\$ -	\$ 147,459
Capital Outlay	\$ 125,000	\$ -	\$ 125,000
Operating Contingency	\$ 143,550	\$ 74,000	\$ 217,550
Total Appropriations:	\$ 416,009	\$ 74,000	\$ 490,009
	Current	Amount	Amended
<b>General Fund (100)</b>			
Resources			
Beginning Fund Balance	\$ 8,716,469	\$ -	\$ 8,716,469
Revenues	\$ 26,443,125	\$ -	\$ 26,443,125
Total Resources:	\$ 35,159,594	\$ -	\$ 35,159,594
Appropriations			
Municipal Court	\$ 545,122	\$ 10,000	\$ 555,122
Fire Department	\$ 7,896,051	\$ 45,000	\$ 7,941,051
Contingency	\$ 1,000,000	\$ (55,000)	\$ 945,000
Other Requirements	\$ 25,718,421		\$ 25,718,421
Total Appropriations:	\$ 35,159,594	\$ -	\$ 35,159,594
	Current	Amount	Amended
<b>Library Special Revenue Fund (270)</b>			
Resources			
Beginning Fund Balance	\$ 76,767	\$ -	\$ 76,767
Revenues	\$ 171,500	\$ -	\$ 171,500
Total Resources:	\$ 248,267	\$ -	\$ 248,267
Appropriations			
Materials and Services	\$ 157,300	\$ (2,000)	\$ 155,300
Capital Outlay	\$ 20,200	\$ 2,000	\$ 22,200
Other Requirements	\$ 70,767	\$ -	\$ 70,767
Total Appropriations:	\$ 248,267	\$ -	\$ 248,267

RESOLUTIONS A  
ATTACHMENT #1

	Current	Amount	Amended
Water Fund (530)			
Resources			
Beginning Fund Balance	\$ 12,038,812	\$ -	\$ 12,038,812
Revenues	\$ 7,481,500	\$ -	\$ 7,481,500
Total Resources:	\$ 19,520,312	\$ -	\$ 19,520,312
Appropriations			
Administration Division	\$ 1,910,435	\$ 25,000	\$ 1,935,435
Contingency	\$ 1,000,000	\$ (25,000)	\$ 975,000
Other Requirements	\$ 16,609,877	\$ -	\$ 16,609,877
Total Appropriations:	\$ 19,520,312	\$ -	\$ 19,520,312

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

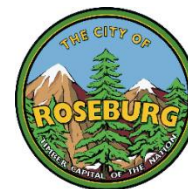
**Section 3** This resolution shall become effective immediately upon adoption by the Roseburg City Council on June 27, 2022.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 27<sup>TH</sup> DAY OF JUNE, 2022.**

---

**Amy L. Sowa, Assistant City Manager/ Recorder**

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

### A RESOLUTION AUTHORIZING TENT CAMPING PROGRAM RESOLUTION 2022-21

---

**Meeting Date:** June 27, 2022  
**Department:** Community Development  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Resolution  
**Staff Contact:** Stuart Cowie  
**Contact Telephone Number:** 541-492-6750

---

#### ISSUE STATEMENT AND SUMMARY

Staff has been working on policy updates to allow tent camping for emergency shelters under certain conditions within the City. The issue for Council is whether to adopt the attached resolution outlining rules pertaining to this subject.

#### BACKGROUND

##### **A. Council Action History.**

On January 13, 2020, Council adopted Resolution 2020-01, prioritizing the need to explore strategies to address issues related to unhoused individuals within the community as one of six goals the City should focus on through 2022.

##### **B. Analysis.**

Since adopting the goal to explore strategies to address issues related to unhoused individuals within the community, the idea of an urban campground or other supervised camping location has been brought up by both the Homeless Commission and City Council.

Roseburg Municipal Code Section 7.02.100 prohibits tent camping. Staff has been researching what other cities have done to allow tent camping in limited situations under certain parameters to temporarily assist the homeless population. The City is utilizing ORS 446.265 as the means in which tent camping may occur within the City limits in order to provide transitional housing. Staff is modeling the draft policy after the City's Vehicle Camping Policy, with several adjustments unique to tent camping.

In order to host tent camping or an urban campground, a property owner must register their location with the City and comply with the rules outlined in Attachment 2. Rules consist of items such as requiring a staff member or volunteer to be present on-site while tent camping is occurring on the property; providing a minimum of two restrooms/portable toilets per location; providing adequate trash receptacles; no open flames being allowed; ensuring all activities comply with regulations involving noise disturbances; time limitations on the number of days one person may stay at a registered location; and

requiring that all camping is limited to fabric structures, tents or similar accommodations. Personal property must be stored within each tent or other approved structure, or in a storage area provided by the property owner.

Property owners interested in hosting tent camping must submit a Tent Camping Registration Form to the Community Development Department. The organization, supervision, and maintenance of a tent camping location is solely the responsibility of the property owner, and not the City of Roseburg. Property owners hosting tent camping would do so at their own risk and expense. No more than ten (10) tents or approved structures are allowed per location.

**C. Financial/Resource Considerations.**

No direct financial impacts to the City are anticipated as a result of the program. The tent camping program is not funded or sponsored by the City. All costs associated with hosting tent camping are the responsibility of the property owner.

**D. Timing Considerations.**

Staff has heard from organizations that may be interested in proposing an urban campground in the City. It is prudent to adopt a policy to provide the parameters and process to allow such sites as soon as possible.

**COUNCIL OPTIONS**

1. Adopt Resolution No. 2022-21, authorizing the Tent Camping Program; or
2. Modify the proposed action; or
3. Continue the matter for further consideration; or
4. Decline to proceed with the proposed action.

**STAFF RECOMMENDATION**

Staff recommends Council adopt Resolution No. 2022-21, authorizing the Tent Camping Program.

**SUGGESTED MOTION**

***“I move to adopt Resolution No. 2022-21, authorizing the Tent Camping Program.”***

**ATTACHMENTS:**

Attachment #1 Resolution No. 2022-21

Attachment #2 City of Roseburg Tent Camping Rules

Attachment #3 Tent Camping Registration Form

**RESOLUTION NO. 2022-21**

**A RESOLUTION ADOPTING THE CITY OF ROSEBURG'S  
TENT CAMPING PROGRAM.**

**WHEREAS**, City Council adopted Resolution 2020-01 on January 13, 2020, prioritizing the need to explore strategies to address issues related to unhoused individuals within the community as one of six goals the City should focus on through 2020 to 2022; and

**WHEREAS**, City Council has discussed the option of allowing an urban campground within the City and community members have indicated a need for such a facility.

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

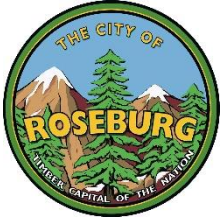
**Section 1.** The City of Roseburg Tent Camping Rules, attached hereto as Exhibit "A," authorizing a tent camping program is hereby adopted; and

**Section 2.** Property owners interested in hosting tent camping must submit an application to be reviewed and authorized by the City of Roseburg indicating they will follow the tent camping rules.

**Section 3.** This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 27TH DAY OF JUNE 2022.**

\_\_\_\_\_  
**Amy L. Sowa, Assistant City Manager/Recorder**



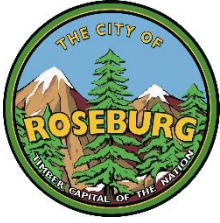
# CITY OF ROSEBURG

## TENT CAMPING RULES:

RESOLUTIONS B  
ATTACHMENT #2  
COMMUNITY DEVELOPMENT  
DEPARTMENT  
900 SE DOUGLAS AVENUE,  
ROSEBURG, OR 97470  
(541) 492-6750

- a) Tent camping is limited to properties operated by a non-profit, public, or commercial entity, and not located within a residential zone, except for church owned properties already existing within a residential zone;
- b) The property owner must register and receive approval for the location with the Roseburg Community Development Department;
- c) The property owner shall require a staff member or volunteer to be present on-site while camping is occurring on the property to ensure rules for camping are being followed;
- d) The property owner shall provide on-premises access to a minimum of two restrooms/portable toilets per location;
- e) The property owner shall provide adequate garbage disposal services so that there is no accumulation of solid waste on the premises;
- f) Camping is limited to fabric structures, tents and similar accommodations;
  1. Micro-shelters and shelters with electricity shall require a separate permit;
  2. Vehicle camping shall require a separate permit;
  3. Vehicles shall be subject to the provisions listed in RMC Section 7.04.005 and 7.04.170;
- g) Tents or other approved structures must be separated by a minimum of four feet, and be at least ten feet from the property line;
- h) No more than ten (10) tents or approved structures are allowed per location;
- i) All personal property must be stored within each tent or other approved structure, or a storage area out of sight from the public must be provided to store any personal items, and properties must be maintained as to not create a "Nuisance" as per Roseburg Municipal Code (RMC) Chapter 7.04;
- j) All activities shall comply with RMC Section 7.02.140 – Noise disturbances;
- k) No open flames will be allowed at the location;
- l) The property owner of a location may not charge a fee for the use of the property for camping;
- m) The property owner has the right to refuse entry or discontinue use for any individual;
- n) A six foot privacy fence surrounding the location of the camping area will be required;
- o) No person may camp at a registered location for more than 29 consecutive days, and;
- p) The camp location must be easily accessible by emergency vehicles.





# CITY OF ROSEBURG

## TENT CAMPING RULES:

RESOLUTIONS B  
ATTACHMENT #2  
COMMUNITY DEVELOPMENT  
DEPARTMENT  
900 SE DOUGLAS AVENUE,  
ROSEBURG, OR 97470  
(541) 492-6750

The City of Roseburg has authorized Tent Camping Rules through the adoption of Resolution 2022-21, subject to rules outlined on the previous page.

To host tent camping, the City is requiring that the property owner register their location with the City and comply with the standards outlined on the previous page, identified as Exhibit A in Resolution 2022-21.

Property owners interested in hosting tent camping should carefully consider whether hosting tent camping is appropriate for themselves and their property, and whether they have the necessary resources to successfully host individuals, groups, or families in a tent camping environment.

The organization, supervision, and maintenance of a tent camping location is solely the responsibility of the property owner, and not the City of Roseburg. Property owners deciding to host tent camping do so at their own risk and expense.

The City may only explain the minimum requirements for a registered tent camping location, and cannot offer any advice for property owners interested in hosting tent camping, and strongly recommends that anyone interested in hosting tent camping undertake their own research on the subject, and obtain the advice of their own attorney before deciding to host tent camping.

For a copy of the Tent Camping Registration Form and general information concerning the Tent Camping Rules and registration process, please contact the Community Development Department at 541-492-6750.

### Revocation and Appeal

Failure to comply with any of the listed Tent Camping Rules may result in revocation of approval by the Community Development Department Director for a Tent Camping site. Upon written notice of the violation from the Community Development Department, applicant will have 10 days to mitigate the violation(s) identified. If the violation(s) still exists after 10 days, approval for a Tent Camping site will be revoked.

The applicant shall have the right to appeal the revocation. A written appeal stating the basis for appeal must be filed with the City Manager within 10 days after the date the date of the notice. The City Manager will review the appeal and make a final determination on revocation. The decision of the City Manager is final.



COMMUNITY DEVELOPMENT DEPARTMENT  
900 SE DOUGLAS AVENUE, ROSEBURG, OR 97470  
(541) 492-6750

## TENT CAMPING REGISTRATION FORM

1. Person registering the Tent Campsite: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_
2. Location of the Tent Campsite: \_\_\_\_\_  
\_\_\_\_\_
3. Property Zone: \_\_\_\_\_ (Please include Plot Plan with this Registration Form).
4. This location is inside Roseburg City Limits? (y/n) \_\_\_\_\_
5. This location is not located in or next to a residential zone, or property currently used as a residence? (y/n) \_\_\_\_\_  
If yes, is this location a church-owned property? (y/n) \_\_\_\_\_
6. Is the person registering the campsite the owner of the property? (y/n) \_\_\_\_\_  
If not, you need to provide a copy of the written permission from the owner.
7. Is this location the parking lot for a non-profit, public, or commercial entity?  
(y/n) \_\_\_\_\_
8. Have you read and do you understand the attached rules and tent camping notice that are attached? (y/n) \_\_\_\_\_

Emergency contact info:

\_\_\_\_\_

I certify that I have answered the above questions correctly and honestly.

\_\_\_\_\_  
Signature

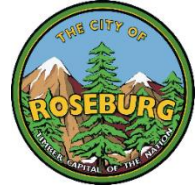
\_\_\_\_\_  
Date

City Stamp: \_\_\_\_\_

*(Form is void without stamp)*

Approved by: \_\_\_\_\_  
(Community Development Department Director or designee)

Submit this completed form to the City of Roseburg, Community Development Department, 900 SE Douglas Ave., Roseburg, OR 97470



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

---

### ORDINANCE AMENDING SUBSECTIONS 3.06.015, 3.06.025, AND 3.06.050 OF THE ROSEBURG MUNICIPAL CODE

---

Meeting Date: June 27, 2022  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

---

#### ISSUE STATEMENT AND SUMMARY

The current purchasing agent authority was set in 2005. With supply chain and other current economic issues, purchasing has become problematic at times. With inflation over the past 17 years, current limits do not allow the purchase of vehicles or equipment or contracting for services without the delay of going to applicable commissions then the Council. The issue for Council is whether to adopt the attached ordinance amending certain sections of the Roseburg Municipal Code.

#### BACKGROUND

##### A. Council Action History.

On February 28, 2005, the Council adopted Ordinance No. 3186 amending Chapter 3.06 of the Roseburg Municipal Code.

On June 13, 2022, the Council directed staff to bring back an ordinance with changes to RMC Section 3.06 to increase the purchasing agent authority and update other purchasing levels within the contracting code.

##### B. Analysis.

Roseburg Municipal Code Chapter 3.06 outlines the City's contracting procedures. Three different sections have dollar limits involved. Per Council's direction, staff has drafted an ordinance to update these sections to improve efficiency and flexibility.

##### ***City Manager/Purchasing Agent Authority***

In RMC 3.06.005, the Purchasing Agent is defined as the City Manager or the person(s) designated by the City Manager. The proposed ordinance raises the purchasing agent's authority from \$50,000 to \$100,000 and makes changes to the existing (all-male) pronouns.

##### ***Direct Selection***

RMC 3.06.025(A) refers to contracts for purchasing goods or services (not related to engineering or architecture) under \$10,000 and allows for direct selection for contracts

under \$10,000. The \$10,000 limit is set by state statute and cannot be adjusted at this time.

### ***Informal Quotes***

RMC 3.06.025(B) refers to contracts valued above \$10,000 and up to \$25,000. This section allowed informal verbal quotes up to \$25,000. The proposed ordinance removes this section.

### ***Informal Written Quotes***

RMC 3.06.025(C) refers to contracts valued between \$25,000 and \$50,000 and requires informal written quotes for purchases or non-engineering contracts in this range. The proposed ordinance changes this section to apply to contracts valued above \$10,000 and up to \$100,000 to match the new limit for the purchasing agent and will be renumbered.

### ***Formal Written Quotes***

RMC 3.06.025(D) refers to contracts valued above \$50,000 and requires formal written bids submitted after advertisement through the City's formal bidding process. The proposed ordinance changes this section to apply to contracts valued above \$100,000 to match the new limit for the purchasing agent and will be renumbered.

### ***Contracts Awarded at Purchasing Agent's Discretion, Purchase of Used Property***

RMC 3.06.025(G)(12) refers to purchase of used property. The current code limits the purchasing agent's authority to purchase used property to \$20,000, requiring the purchasing agent to record findings that support the purchase and how it is suitable for the City's needs. The proposed ordinance changes that value to \$100,000 and renumbers that section.

### ***Amendments***

RMC 3.06.025(H) refers to amendments. The current code limits the purchasing agent's authority to amend contracts to 20% for a maximum contract amount of \$60,000 for contracts not awarded by Council. For contracts awarded by Council, the current authority for a change order is \$50,000 as long as the total project cost presented to Council is not exceeded. The proposed ordinance changes that value to \$100,000 and renumbers that section.

### ***Personal Services Contracts***

Consultant contracts for architects, engineers, land surveyors, photogrammetrists, transportation planners and related professionals are addressed differently in state statute, specifically in ORS 279C.100-125. These contracts are outlined in RMC 3.06.050(B). The attached ordinance has the following changes.

RMC 3.06.050(B)(1) currently addresses contracts up to \$50,000 and allows direct selection or any other method deemed appropriate by the purchasing agent. The proposed ordinance changes this value to \$100,000.

RMC 3.06.050(B)(2) addresses contracts between \$50,000 and \$100,000 and is removed in the proposed ordinance.

RMC 3.06.050(B)(3) addresses contracts over \$100,000 and will be renumbered and includes a change on the number of days the solicitation will be advertised from 10 to 14 to match state administrative rules.

### **C. Financial/Resource Considerations.**

In the current environment, delays in purchasing have led to escalating prices. This trend is expected to continue in the near future, resulting in a negative impact on the City's finances. Regardless of any purchasing agent authority level set by ordinance, the overall budget ultimately controls the spending authorization and cannot be exceeded without budget adjustments, which require Council authorization.

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

There are no immediate timing considerations. However, the new fiscal year starts July 1, 2022, and there are a number of purchases that will occur in the first quarter of the year.

## **COUNCIL OPTIONS**

Council has the following options:

1. Move forward with first reading of the proposed ordinance, suspend the rules and proceed with second reading of Ordinance No. 3572, and adopt Ordinance No. 3572; or
2. Modify the proposed action; or
3. Do nothing.

## **STAFF RECOMMENDATION**

Staff recommends Council proceed with first reading, suspend the rules and proceed with second reading and adoption of Ordinance No. 3572.

## **SUGGESTED MOTION**

If Council concurs with Staff's recommendation, Council will need to request first reading of the ordinance, after which the following motions would be appropriate:

***"I MOVE TO SUSPEND THE RULES AND PROCEED WITH SECOND READING OF ORDINANCE NO. 3572, AMENDING SUBSECTIONS 3.06.015, 3.06.025, AND 3.06.050 OF THE ROSEBURG MUNICIPAL CODE."***

***"I MOVE TO ADOPT ORDINANCE NO. 3572."***

## **ATTACHMENTS:**

Attachment #1 - Ordinance No. 3572.

**ORDINANCE NO. 3572**

**AN ORDINANCE AMENDING SUBSECTIONS 3.06.015, 3.06.025, AND 3.06.050 OF  
THE ROSEBURG MUNICIPAL CODE**

**WHEREAS**, The current purchasing agent (City Manager) authority was set at \$50,000 in 2005, along with other purchasing procedures and limits not required by state statute between \$10,000 and \$50,000; and

**WHEREAS**, At that time, the purchasing agent's limit covered many purchases including light vehicles and other smaller equipment; and

**WHEREAS**, Since that time, inflation has limited the buying power under this authority, and current supply issues have been causing delays and rising costs; and

**WHEREAS**, Raising the purchasing agent's spending authority and potentially allowing informal written quotes up to a higher amount would provide a more efficient process, saving the City money and resources.

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

**SECTION 1.** Roseburg Municipal Code Subsection 3.06.015, titled "Purchasing agent authority" is hereby amended to read as follows:

**3.06.015 - Purchasing agent authority.**

A. The Purchasing Agent is authorized to take all action that ~~hethey~~ deems necessary or convenient to implement this Chapter except for those powers and authorities expressly reserved for the Council. Without limiting the generality of the foregoing and subject to this Chapter, the Purchasing Agent shall determine the manner in which contractors for particular contracts shall be selected, issue all solicitation documents, hear all solicitation and award protests, evaluate all awards, make all contract awards within ~~his~~their expenditure authority and execute, on behalf of the City, all duly awarded contracts.

B. The Purchasing Agent is authorized to issue all solicitations and to award all public contracts for which the contract price is valued at or below ~~\$50~~100,000.00. The foregoing does not limit Purchasing Agent's authority to issue all solicitations and award all public contracts in any manner they deem to be in the best interest of the City in accordance with Section 3.06.025.

C. The Purchasing Agent may develop contract and solicitation forms and promulgate administrative rules, procedures and delegation orders under this Chapter.

D. The Purchasing Agent shall oversee all public contracting activities of the City.



E. All responsibilities and authority of the Purchasing Agent, except for those duties specifically assigned by this Chapter to the Council, may be delegated and sub-delegated by the Purchasing Agent.

**SECTION 2.** Roseburg Municipal Code Subsection 3.06.025, titled “Contract classification and selection method” is hereby amended to read as follows:

**3.06.025 - Contract classification and selection method.**

The following classes of public contracts are hereby created and the procedures for awarding such contracts are determined not to encourage favoritism or substantially diminish competition and to result in substantial cost savings:

A. Contracts Valued at or Below \$10,000. Contracts for goods, services, public improvements and personal services for which the estimated contract price is valued at or below \$10,000 may be awarded by the Purchasing Agent by direct selection or any other method which the Purchasing Agent deems to be in the best interest of the City. The Purchasing Agent shall make a written record documenting the manner of selection and the reason why the selection was in the best interest of the City. A contract awarded under this Subsection may be amended only in accordance with this Section.

~~B. Contracts Valued Above \$10,000, up to \$25,000. Except as otherwise provided in this Chapter, all contracts for goods, services, public improvements and personal services for an amount which is valued above \$10,000, up to and including \$25,000, may be awarded by the Purchasing Agent based on informal verbal quotes or informal verbal proposals. In soliciting the informal verbal quotes or informal verbal proposals, the Purchasing Agent shall seek quotes or proposals from a sufficiently large number of potential offerors to insure sufficient competition to meet the best interests of the City. An award based on receiving less than three informal verbal quotes or informal verbal proposals may be made only on a determination by the Purchasing Agent that potential offerors were given a reasonable opportunity to submit quotes or proposals.~~

~~C.B.~~ Contracts Valued Above ~~\$25,000~~\$10,000, up to ~~\$50,000~~\$100,000. Except as otherwise provided in this Chapter, all contracts for goods, services, public improvements and personal services for an amount which is valued above ~~\$25,000~~\$10,000, up to and including ~~\$50,000~~\$100,000, may be awarded by the Purchasing Agent based on informal written quotes or informal written proposals. In soliciting the informal written quotes or informal written proposals, the Purchasing Agent shall seek quotes or proposals from a sufficiently large number of potential offerors to insure sufficient competition to meet the best interests of the City. An award based on receiving less than three informal written quotes or informal written proposals may be made only on a determination by the Purchasing Agent that potential offerors were given a reasonable opportunity to submit quotes or proposals.

~~D.C.~~ Contracts Valued Above ~~\$50,000~~\$100,000. Except as otherwise provided in this Chapter, all contracts for goods, services, public improvements and personal services which are valued above ~~\$50,000~~\$100,000 shall be awarded by the

Council based on formal solicitations published by electronic advertisement on the City's website for a minimum of 10 consecutive days unless the proposed contract is for a public improvement having an estimated cost that exceeds \$125,000, at which time the solicitation shall also be published in a trade newspaper of general state-wide circulation.

\* \* \* \* \*

**G.F.** Contracts Awarded at Purchasing Agent's Discretion. Notwithstanding any other provision of this Chapter, the following classes of public contracts may be awarded in any manner the Purchasing Agent deems to be in the best interest of the City, including direct selection or purchase.

12. Purchase of Used Property. The purchase of used property with a value up to ~~\$20,000~~\$100,000 if the property is suitable for the City's needs and can be purchased for a lower cost than substantially similar new property. For this purpose, the cost of used property shall be based upon the life cycle cost of the property over the period for which the property will be used by the City. The Purchasing Agent shall record the findings that support the purchase.

\* \* \* \* \*

**H.G.** Amendments. Contract amendments must be in writing.

1. Amendments to Contracts Awarded by Purchasing Agent. The Purchasing Agent is authorized to make amendments to contracts that increase the contract price by no more than 20% over the threshold contract price that qualified the contract for award by the Purchasing Agent (total value up to and including ~~\$60,000~~\$120,000), unless such amendment is required to comply with a law or regulation that was enacted or adopted after the execution of the contract and was not anticipated by either party.

2. Amendments to Contracts Awarded by the Council.

a. Amendments valued at or below ~~\$50,000~~\$100,000 and which do not increase the total project cost originally approved by the Council may be awarded by the Purchasing Agent.

b. Amendments valued above ~~\$50,000~~\$100,000, or that increase the total project cost originally approved by the Council must be approved by the Council.

**SECTION 3.** Roseburg Municipal Code Subsection 3.06.050, titled "Personal services contracts and consultant contracts" is hereby amended to read as follows:

**3.06.050 - Personal services contracts and consultant contracts.**

A. Personal Services. Personal service contracts may be awarded by the Purchasing Agent or Council in the amounts and using the solicitation methods set forth in Section 3.06.025 of this chapter. Contracts for the procurement of personal services in any amount may be awarded under a request for proposal.

B. Consultant Contracts. The following classes of consultant contracts are hereby created for services provided by architects, engineers, land surveyors, photogrammetrists who construct maps from aerial photographs, transportation planners on projects involving documents required by the National Environmental Policy Act and related professionals, and the procedures for awarding such contract are determined not to encourage favoritism or substantially diminish competition and to result in substantial cost savings.

1. Contracts Valued at or Below ~~\$50,000~~\$100,000. Contracts for consultant services for which the contract price is valued at or below ~~\$50,000~~\$100,000 may be awarded by the Purchasing Agent by direct selection or any other method which the Purchasing Agent deems to be in the best interest of the City. The Purchasing Agent shall make a written record documenting the manner of selection and the reason why the selection was in the best interest of the City.

~~2. Contracts Valued Above \$50,000 Up to and Including \$100,000. Contracts for consultant services for a contract price which is valued above \$50,000, but up to and including \$100,000, may be awarded by the Council by direct selection or any other method which the Council deems to be in the best interest of the City. The Council shall make a written record documenting the manner of selection and the reason why the selection was in the best interest of the City.~~

~~3.2.~~ Contracts Valued Above \$100,000. Contracts for consultant services for an estimated cost valued above \$100,000 shall be awarded by the Council based on formal solicitations published by electronic advertisement on the City's website for a minimum of ~~10~~14 consecutive days and in a trade newspaper of general state-wide circulation. The selection will be based on the consultant's qualifications for the type of professional service required. The Council may solicit or use pricing policies and proposals or other pricing information, including the number of hours proposed for the service required, expenses, hourly rates and overhead, to determine consultant compensation only after the Council has selected a consultant, unless otherwise permitted by State law. Upon selection of a qualified consultant, Council shall direct the City Manager to negotiate a contract with the selected consultant. If the selected consultant's price or fees are unacceptable, the City Manager shall terminate such negotiations and discuss the proposed contract with the next most qualified consultant.

**SECTION 3.** All other sections and subsections of Chapter 3.06 of the Roseburg Municipal Code shall remain in full force and effect as written.”

**SECTION 4.** The new fiscal year begins July 1, 2022 and the emergency clause for this ordinance is necessary to allow the City Manager to make purchases valued up to and including \$100,000 in a timely manner to provide cost savings and efficiencies.

**SECTION 5.** This ordinance will take effect immediately upon adoption by the Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

**APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

---

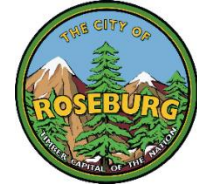
**LARRY RICH, MAYOR**

**ATTEST:**

---

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

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



## STEPHENS STREET PAVEMENT IMPROVEMENT PROJECT BID AWARD RECOMMENDATION – 22PW01 PHASE 2

Meeting Date: June 27, 2022  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

### ISSUE STATEMENT AND SUMMARY

Construction bids were received for the Phase 2 of the 2022 Pavement Management Program (PMP) project. The issue for the City Council is whether to award the construction contract.

#### A. Council Action History.

On September 23, 2019, Council awarded a Five Year (PMP) master engineering contract to Century West Engineering with the understanding that each task order would be negotiated based on the work to be accomplished.

The Five Year PMP was approved by Council at their August 23, 2021 meeting.

On April 25, 2022, the Council awarded Phase 1 of this project, which included the removal and replacement of 24 ADA sidewalk access ramps.

#### B. Analysis.

Phase 2 of the project consists of grinding and repaving approximately 4,500 lineal feet of Stephens Street from approximately 600 feet north of Diamond Lake Boulevard to Garden Valley Boulevard. The project was advertised on May 12, 2022, and bids were opened on June 1, 2022.

One bid was received and is summarized below:

No.	Bidder	Total Bid Amount
1	Knife River Materials	\$1,033,788.00
	<i>Engineer's Estimate</i>	<i>\$1,117,085.00</i>

#### C. Financial/Resource Considerations.

The FY 22-23 Transportation Fund budget includes \$1,200,000 for design and construction of transportation projects. Total project costs are estimated below.

Construction	\$ 1,033,788.00
Contingency (10% of const.)	\$ 103,378.00
Engineering Construction Svcs.	\$ 26,588.00
<i>Total Estimated Costs</i>	\$ 1,163,754.00

Phase 1 of the 2022 PMP the removal and replacement of 24 ADA sidewalk access ramps is under construction and the total estimated cost is \$412,384.60. The FY 21-22 Transportation Fund budget included \$1,200,000 for ADA Ramp Construction and FY 22-23 Streetlight/Sidewalk Fund budget includes \$227,500 for ADA Ramp Construction.

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

The project is budgeted in FY 22-23. The Notice to Proceed will not be issued until after July 1, 2022. The Contractor is allowed 75 calendar days to complete the project.

#### **COUNCIL OPTIONS**

The Council has the following options:

1. Award the contract to the lowest responsible bidder, Knife River Materials for \$1,033,788.00; or
2. Request additional information; or
3. Reject all bids

#### **STAFF RECOMMENDATION**

Funds have been budgeted and are available to construct the project. The bid appears to be both responsive and responsible. The Public Works Commission discussed this project at their June 9, 2022 meeting and unanimously recommended awarding the project to the lowest responsible bidder, Knife River Materials for \$1,033,788.00. Staff concurs with this recommendation.

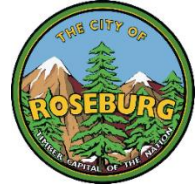
#### **SUGGESTED MOTION**

***"I move to award the Stephens Street Pavement Improvement Project to the lowest responsible bidder, Knife River Materials for \$ 1,033,788.00."***

#### **ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY




---

## MARKED POLICE PATROL TRUCK PURCHASE

---

**Meeting Date: June 27, 2022**

**Department: Police**

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

**Agenda Section: Department Items**

**Staff Contact: Chief Gary Klopfenstein**

**Contact Telephone Number: 541-492-6760**

---

### ISSUE STATEMENT AND SUMMARY

Council will be considering the purchase of a new fully equipped police patrol truck to replace an older model patrol utility vehicle as part of a standard and scheduled vehicle fleet rotation. The new police patrol truck 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.

#### B. Analysis.

This truck is a Ford F-150 Super Crew Police Responder 4X4, and will be fully equipped as a marked police patrol vehicle. The Ford F-150 will be replacing a 2016 K9 patrol utility vehicle that is no longer being used for K9 purposes. With police involvement in camp cleanups and the collection of items of utility, we have increasingly found the need for a truck for the transportation of multiple and large items.

Last year's price for this vehicle would be \$38,048.16, but Ford has still not negotiated pricing with the State of Oregon for FY 22-23; Ford anticipates a price increase and that the bidding process will be completed with the State by the end of July.

The lowest responsible bidder for up-fit, Day Wireless, provided a quote for \$17,561.82. However, all the bidders for this project advised that prices would likely increase by the time the vehicle arrives.

We utilize a local vendor in Roseburg, FX Design, for patrol vehicle graphics.

Based on estimated prices (which are anticipated to increase):

Ford patrol truck:	\$38,048.16
Up-fit:	\$17,561.82
Vehicle graphics:	<u>\$1,325.00</u>
<i>Total:</i>	<i>\$56,934.98</i>



Staff is seeking an early authorization with pricing flexibility so that we may order the Ford Responder truck as soon as the state contract is negotiated. With supply chain issues, it is imperative get on the order list as quickly as possible.

**C. Financial/Resource Considerations.**

Council adopted the FY 22-23 budget, including the purchase of an equipped Ford police patrol truck for a total of \$58,000. Due to current market conditions, staff recommends authorization be granted not to exceed \$60,000. Sufficient appropriation authority is available in the equipment replacement fund to facilitate this purchase.

**D. Timing Considerations.**

Ford is anticipating an eight-month acquisition delay. It is therefore important to get our vehicle order in as soon as the state pricing contract is authorized.

**COUNCIL OPTIONS**

The Council has the following options:

1. Authorize the purchase of a fully equipped Ford police patrol truck for an amount not to exceed \$60,000, or;
2. Not authorize the purchase of a fully equipped Ford police patrol truck.

**STAFF RECOMMENDATION**

Staff recommends that the City Council approve the purchase of a fully equipped and up-fitted Ford police patrol truck for an amount not to exceed \$60,000.

**SUGGESTED MOTION**

**“I MOVE TO APPROVE THE BID AWARD OF A FULLY EQUIPPED AND UP-FITTED FORD POLICE PATROL TRUCK IN THE AMOUNT NOT TO EXCEED \$60,000.”**

**ATTACHMENTS:**

N/A

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## DESTINATION MARKETING ORGANIZATION CONTRACT RENEWAL

---

**Meeting Date: June 27, 2022**  
**Department: Community Development**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Department Items**  
**Staff Contact: Stuart Cowie**  
**Contact Telephone Number: 541-492-6750**

---

### ISSUE STATEMENT AND SUMMARY

The contract between the City of Roseburg and Anvil Northwest (Experience Roseburg) to act as the City's Destination Marketing Organization (DMO) will expire June 30, 2022. Anvil has requested the option to extend the contract for an additional 3-year period as per the contract. Staff is bringing the item before Council, recommending that Council renew the contract.

### BACKGROUND

#### **A. Council Action History.**

The City entered into a contract with Anvil Northwest on July 30, 2019, to provide Destination Marketing Services. Within this three-year period, Anvil has provided Council with an annual report each year.

#### **B. Analysis.**

Within the last three years, Anvil has been hard at work creating a full-scale tourism promotional campaign referred to as Experience Roseburg. A new website has been developed, along with social media pages on Facebook and Instagram. The Between Two Rivers YouTube series is up and running with monthly new videos featuring our area and local attractions. A visitor guide and e-newsletter are available and a new Roseburg Visitor Center in downtown has just opened. Stakeholder meetings are being held with Roseburg-based tourism businesses, and collaboration with local, regional, and state partners are helping to establish Roseburg as a tourism destination promoted throughout the northwest.

All of this has occurred during the midst of a pandemic that created worldwide impacts to the tourism industry. The good news is we've weathered the storm and are excited about the work Anvil continues to produce and their plans to take us into the future.

The current contract is set to expire June 30, 2022, but a renewal option exists for an additional three-year period if agreed upon by both the City and Anvil. The purpose of this memo is to ask Council to authorize the renewal of the contract with Anvil for an additional three years.

The scope of the contract will remain unchanged; however, the fee structure will be adjusted in order to provide extra funding to produce additional brand and content development, provide more outreach, and utilize travel data software to better track the impact the campaign is having on local tourism.

The proposed contract will change from a flat fee of \$450,000 a year to a \$500,000 base fee, plus 15 percent of the tourism promotion portion of the revenues from the hotel/motel tax, for a total annual fee not to exceed \$750,000. The fixed base fee will increase 3 percent annually, and the renewal limits increases the hourly rates to no more than 5 percent annually. Attached is a copy of the proposed "Renewal of the Contract" for review.

Staff presented the renewal option to the Economic Development Commission (EDC) on June 6, 2022. The EDC recommended the Council renew the contract with Anvil Northwest to act as the DMO for the City of Roseburg.

### **C. Financial/Resource Considerations.**

As indicated above, additional funding will be provided to Anvil as part of the contract renewal. During the 2021-22 fiscal year, the City's Hotel/Motel Tax Fund experienced a large increase in revenues. Changing the structure of the contract allows additional flexibility while maintaining reasonable hourly rates.

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

The current contract ends June 30, 2022. A decision whether to move forward with a contract renewal needs to be made in order to continue DMO services.

## **COUNCIL OPTIONS**

1. Renew the contract with Anvil Northwest to act as the Destination Marketing Organization for the City of Roseburg; or.
2. Do not renew the contract.

## **STAFF RECOMMENDATION**

Staff recommends Council renew the contract with Anvil Northwest to act as the Destination Marketing Organization for the City of Roseburg with the changes to compensation as outlined.

## **SUGGESTED MOTION**

***"I move to renew the contract with Anvil Northwest to act as the Destination Marketing Organization for the City of Roseburg with the changes to compensation as outlined."***

## **ATTACHMENTS:**

Attachment #1 – Renewal of Professional/Personal Contract Destination Marketing Organization

**RENEWAL OF PROFESSIONAL/PERSONAL SERVICES CONTRACT  
DESTINATION MARKETING ORGANIZATION**

**BETWEEN:** City of Roseburg, an Oregon Municipal Corporation (CITY)

**AND:** Umpqua Creative Services Corporation  
DbA Anvil Northwest  
an independent contractor (CONTRACTOR)

**EFFECTIVE DATE:** July 1, 2022

**RECITALS**

**A. WHEREAS,** Anvil Northwest (CONTRACTOR) entered into a professional/personal services contract (CONTRACT) dated July 30, 2019, with the City of Roseburg (CITY) to provide destination marketing and tourism services as requested by the CITY; and

**B. WHEREAS,** CITY and CONTRACTOR desire to renew this contract in compliance with Roseburg Municipal Code Section 3.06.025 and OAR 137-047-0800, and Subsection 1.2 of the original CONTRACT.

**NOW THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:**

**SECTION 1** Effective July 1, 2022, the following subsections of Section 1 of the CONTRACT shall be amended to read as follows:

**SECTION 1.1 Term.** Beginning July 1, 2022, and continuing thereafter until June 30, 2025, CONTRACTOR shall perform the services required by the CONTRACT unless earlier terminated in accordance with the provisions of this CONTRACT or by mutual consent of the parties.

**SECTION 1.4 Fees.** CONTRACTOR agrees to provide the services defined in this CONTRACT for a fixed base fee of \$500,000 plus 15% of the tourism promotion portion of the revenues collected by CITY from the hotel/motel lodging tax, with a combined not-to-exceed maximum amount of \$750,000. The fixed base fee shall increase 3% annually. CONTRACTOR agrees to limit the increase to the hourly creative rate to 5% annually.

**SECTION 2.** Effective July 1, 2022, the following subsection of Section 2 of the CONTRACT shall be amended to read as follows:

**SECTION 2.1 Fee.** In consideration for the services outlined in Exhibits B and C of this CONTRACT, CITY shall pay CONTRACTOR a fixed base fee of \$500,000 plus 15% of the tourism promotion portion of the revenues collected by CITY from the hotel/motel lodging tax, with a combined not-to-exceed amount of \$750,000. The fixed base fee shall increase 3% annually. CONTRACTOR shall limit the increase to the hourly

creative rate to 5% annually.

**SECTION 2.** The CITY and the CONTRACTOR hereby affirm that all other terms and conditions of the CONTRACT shall remain in full force and effect as written.

**CITY OF ROSEBURG**

**UMPQUA CREATIVE SERVICES CORP  
DBA ANVIL NORTHWEST**

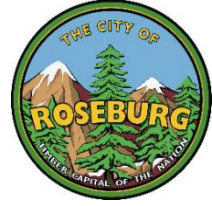
\_\_\_\_\_  
**Nicole Messenger, City Manager**  
Dated:\_\_\_\_\_

\_\_\_\_\_  
**Cam Campman, Creative Director**  
Dated:\_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
**Amy L. Sowa, Assistant City Manager/Recorder**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



---

## CITY MANAGER ACTIVITY REPORT

---

**Meeting Date: June 27, 2022**

**Department: Administration**

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

**Agenda Section: Informational**

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

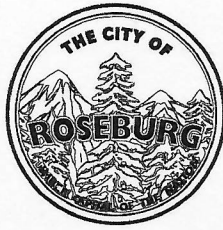
**Contact Telephone Number: 541-492-6866**

---

### 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 June 27, 2022, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
June 13, 2022 - 10:00 a.m.

1. June 13, 2022 City Council Meeting and Urban Renewal Agency Board Meeting Synopsis
2. June 27, 2022 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - A. Outdoor permit – July 4, 2022
5. Department Items
  - A. Over the street banners during events (Amy/Dawn)



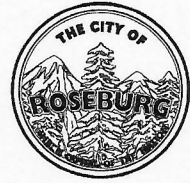


Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
June 20, 2022 - 10:00 a.m.

1. June 27, 2022 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
  - A. Parade Permit – July 16
  - B. Grant Checklist – CIS Risk Management Project for Park and Playground Grant Improvements
4. Department Items



## TENTATIVE FUTURE COUNCIL AGENDA



### Unscheduled

- ARPA Funds Discussion
- RPEA Contract
- Umpqua Basin Urban Services Agreement
- Urban Growth Boundary Swap

---

### **July 11, 2022**

#### Mayor Reports

- A. Parks and Recreation Month Proclamation

#### Special Presentation

- A. Roseburg Public Library UCAN AmeriCorps Member Presentation by Lydia Rathe
- B. Historic Mapping Program Presentation by Kate Bentz

#### Consent Agenda

- A. Minutes of June 27, 2022 Special Meeting
- B. Minutes of June 27, 2022 Regular Meeting

#### Resolutions

- A. Resolution No. 2022 --- - Appropriations Transfer for Off Street Parking Fund

#### Ordinance

- A. Ordinance No. 3572 – Roseburg Municipal Code Amendment for Purchasing Authority, Second Reading

#### Informational

- A. City Manager Activity Report

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

---

### **July 25, 2022**

#### Consent Agenda

- A. Minutes of July 11, 2022

#### Department Items

- A. League of Oregon Cities Legislative Priorities

#### Informational A

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

---

### **August 8, 2022**

#### Consent Agenda

- A. Minutes of July 25, 2022

#### Informational

- A. City Manager Activity Report

---

### **August 22, 2022**

#### Consent Agenda

- A. Minutes of August 8, 2022

#### Informational

- A. City Manager Activity Report

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

---

**September 12, 2022**

Mayor Reports

- A. Constitution Day and Week Proclamation
- B. City Manager Compensation

Consent Agenda

- A. Minutes of August 22, 2022

Informational

- A. City Manager Activity Report
- 

**September 26, 2022**

Consent Agenda

- A. Minutes of September 12, 2022

Informational

- A. City Manager Activity Report
- 

**October 10, 2022**

Consent Agenda

- A. Minutes of September 26, 2022

Informational

- A. City Manager Activity Report
- 

**October 24, 2022**

Mayor Reports

- A. Veterans Day Proclamation

Consent Agenda

- A. Minutes of October 10, 2022

Informational

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

**November 14, 2022**

Consent Agenda

- A. Minutes of October 24, 2022

Informational

- A. City Manager Activity Report

Executive Session ORS 192-660(2)(i) – Municipal Court Judge Annual Evaluation

---

**December 12, 2022**

Mayor Reports

- A. Municipal Court Judge Compensation

Consent Agenda

- A. Minutes of November 14, 2022

Informational

- A. City Manager Activity Report
-