

ROSEBURG CITY COUNCIL AGENDA – FEBRUARY 26, 2024
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470



Handwritten note: *2-22-2024*

Public Online Access:

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

Facebook Live at www.Facebook.com/CityofRoseburg

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

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

Roll Call

Tom Michalek

Andrea Zielinski

Kylee Rummel

David Mohr

Ellen Porter

Ruth Smith

Patrice Sipos

Shelley Briggs Loosley

3. Mayor Reports

- A. 2022 GFOA Certificate of Achievement for Excellence in Annual Comprehensive Financial Reporting (ACFR) and 2022 GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR)

4. Commission Reports/Council Ward Reports

- A. Economic Development Commission Appointments
- B. Downtown Parking Update

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

6. Special Presentations

- A. Annual Comprehensive Financial Report (ACFR)
- B. Quarterly Report Ending December 31, 2023
- C. 2024 – 2025 Budget Calendar

7. Consent Agenda

- A. February 12, 2024 Regular Meeting Minutes
- B. OLCC – New Outlet – McClendon’s Old Fashioned Meats, LLC at 930 W. Harvard Ave.

8. Ordinances

- A. Ordinance No. 3599 – An Ordinance Granting a Franchise to Charter Communications for the Purposes of Providing Cable Television Services, Effective June 1, 2024, First Reading

9. Resolutions

- A. Resolution No. 2024-05 – A Resolution Approving a Tax Exemption for Sunshine Park Apartments located at 152 Sunshine Road

10. Department Items

- A. Providing Interim Cash Flow Financing For Off Street Parking Fund
- B. MedCom Intergovernmental Agreement Withdrawal

11. Items from Mayor, City Council and City Manager

12. Adjourn

13. Executive Session ORS 192.660(2)

Informational

- A. City Manager Activity Report

AUDIENCE PARTICIPATION INFORMATION

The Roseburg City Council welcomes and encourages citizen participation at all of our regular 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.**
 - Each speaker must provide their name, address, phone number and topic on the Audience Participation Sign-In Sheet.
 - **VIA EMAIL by sending an email by 12:00 p.m. the day of the meeting to info@cityofroseburg.org.**
 - These will be provided to the Council but will not be read out loud during the meeting. Please include your name, address and phone number within the email.
 - **VIRTUALLY during the meeting. Contact the City Recorder by phone (541) 492-6866 or email (info@cityofroseburg.org) by 12:00 p.m. the day of the meeting to get a link to the meeting.**
 - Each speaker must provide their name, address, phone number and topic in the email. Speakers will need to 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. All attendees will be held in a “waiting room” until called on to speak. It is helpful if the speaker can provide a summary of their comments via email to ensure technology/sound challenges do not limit Council’s understanding.
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- 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.”
1. Speakers will be called by the Mayor in the order in which they signed up. The Mayor will generally call in-person speakers prior to calling speakers participating via Zoom. Each virtual speaker will be transferred from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” upon completion of their comments.
 2. Persons addressing the Council in person or virtually must state their name and city of residence for the record.

TIME LIMITATIONS - A total of 30 minutes shall be allocated for the “Audience Participation” portion of the meeting. With the exception of public hearings, each speaker will be allotted a total of 6 minutes, unless the number of speakers will exceed the maximum time. In this case, the Mayor may choose to decrease the allotted time for each speaker in order to hear from a wider audience. All testimony given shall be new and not have been previously presented to Council.

Audience Participation is a time for the Mayor and Council to receive input from the public. The Council may respond to audience comments after “Audience Participation” has been closed or during “Items from Mayor, Councilors or City Manager” after completion of the Council’s business agenda. The Council reserves the right to delay any action requested until they are fully informed on the matter.

ORDER AND DECORUM

Councilors and citizens shall maintain order and decorum at Council meetings. Any audience member may be directed to leave the meeting if they use unreasonably loud, disruptive, or threatening language, make loud or disruptive noise, engage in violent or distracting action, willfully damage furnishings, refuse to obey the rules of conduct, or refuse to obey an order of the Mayor or majority of Council. No signs, posters or placards are allowed in the meeting room.

All speakers and audience members should treat everyone with respect and maintain a welcoming environment. Please avoid actions that could be distracting such as cheering, booing, or applause. Please turn cell phones to silent and enter and exit the Council Chambers quietly if the meeting is in progress and take any conversations outside the Chambers.

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



2022 GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN ANNUAL COMPREHENSIVE FINANCIAL REPORTING (ACFR) AND 2022 GFOA AWARD FOR OUTSTANDING ACHIEVEMENT IN POPULAR ANNUAL FINANCIAL REPORTING (PAFR)

Meeting Date: February 26, 2024
Department: CMO / Finance
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: Nikki Messenger / Ron Harker
Contact Telephone Number: 492-6710

ISSUE STATEMENT AND SUMMARY

GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING (ACFR)

The City recently received its 30th GFOA Certificate of Achievement for Excellence in Financial Reporting for its 2022 Annual Comprehensive Financial Report. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

The City's Annual Report has been judged by an impartial panel to meet the high standards of the program including demonstrating a consecutive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the Annual Report.

GFOA AWARD FOR OUTSTANDING ACHIEVEMENT IN POPULAR ANNUAL FINANCIAL REPORTING (PAFR)

The Government Finance Officers Association of the United States and Canada (GFOA) has given an Award for Outstanding Achievement in Popular Annual Financial Reporting to the City of Roseburg for its Popular Annual Financial Report for the fiscal year ended June, 30, 2022. The Award for Outstanding Achievement in Popular Annual Financial

Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports.

In order to receive an Award for Outstanding Achievement in Popular Annual Financial Reporting, a government unit must publish a Popular Annual Financial Report, whose contents conform to program standards of creativity, presentation, understandability and reader appeal.

The City's 2022 Popular Annual Financial Report is the 8th PAFR produced by the City and the Award for Outstanding Achievement in Popular Annual Financial Reporting is the City's 8th received.

The GFOA is a nonprofit professional association serving the needs of over 21,000 government finance professionals across the United States and Canada.



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

ECONOMIC DEVELOPMENT COMMISSION APPOINTMENTS

Meeting Date: February 26, 2024

Agenda Section: Council Reports

Department: Administration

Staff Contact: Grace Jelks, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

There are currently three vacancies on the Economic Development Commission (EDC). The issue for the Council is whether to fill some or all of the positions from the applications received.

BACKGROUND

A. Council Action History.

Similar action is taken by the Council upon Commission member resignations.

B. Analysis.

According to the Roseburg Municipal Code, at least three of the members of the EDC must be residents of the City; three members may either be City residents, own property in the City or have a place of business in the City, and one may be at large. Currently, the three resident and the one at-large positions are filled. The three open positions may be filled by persons that are either City residents, own property in the City or have a place of business in the City.

Staff has advertised the available commission positions through the local news media, City's website and social media since December 27, 2023. Eight (8) applications have been received from: Ashley Hicks, Dylan Williams, Jantyne Bunce, Joel Goodwillie, Sarah Everman, Scott Kelley, Theresa Haga, and Thomas Dole. The applications have been forwarded to the Commission Chair, Councilor Sipos.

One of the position's terms will have an end date of December 31, 2025. The other two will end on December 31, 2026. Should Council appoint all three positions, Council should assign the end date to each position that is appointed for clarity.

C. Financial/Resource Considerations. n/a

D. Timing Considerations.

It is recommended the appointments be made as soon as practical.

COUNCIL OPTIONS

The City Council has the option to appoint up to three of the applicants to the Economic Development Commission or direct Staff to continue soliciting for more applications.

STAFF RECOMMENDATION

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

SUGGESTED MOTION

“I MOVE TO APPOINT _____ TO THE ECONOMIC DEVELOPMENT COMMISSION.”

ATTACHMENTS:

- Attachment #1 – Ashley Hicks Application
- Attachment #2 – Dylan Williams Application
- Attachment #3 – Jantyne Bunce Application
- Attachment #4 – Joel Goodwillie Application
- Attachment #5 – Sarah Everman Application
- Attachment #6 – Scott Kelley Application
- Attachment #7 – Theresa Haga Application
- Attachment #8 – Thomas Dole Application

NOV 19 2023



CITY OF ROSEBURG COMMISSION APPLICATION

CITY OF ROSEBURG
City Administration Office

Application for Appointment to: **ECONOMIC DEVELOPMENT COMMISSION**

Meets at 3:30 p.m. quarterly on the fourth Thursday of January, April, July and October. This Commission creates an awareness both in the public and private sectors of the need for and the encouragement of effective community development, effective economic development and tourism promotion programs, and to provide a forum for evaluating and overseeing use of City's transient room tax revenues for programs and events designed to promote local tourism efforts.

Name: Hicks Ashley
Last First

Home Address: 716 Echo Drive 97470
Street Zip Code

Phone Number: 541-673-0416 Cell Phone: 541-530-1460

Email Address: ashleyroseburg@hotmail.com

Occupation Business-Owner / Superior Drywall Company
Place of Employment

Business Address 716 Echo Drive 541-673-0416
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 own and manage a residential specialty construction business.

I served four years as an elected Roseburg city council member.

I spent time as a volunteer with State of Oregon Tourism Commission; Travel Oregon

I hope to learn, listen, and work with others to address our economic needs.

6. Please give a brief description of your involvement in community groups and activities.
As of late, I am volunteering at the GOP Headquarters (Downtown, Roseburg).

I listen, and talk with folks who come into the office, sell merchandise, receive donations, call and remind pcp member's of upcoming meetings.

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

I am concerned with lack of affordable-safe housing units, lack of entry level jobs. Also, I would like to see local tourism expand planned and supported events throughout the off-season-months increase to three-days.

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

I have time, and interest in working with commission members to better serve our community. I own land in town, a construction business and I am a homeowner.

I live near Northbank Habitat Recreation Area with the mighty North Umpqua River in our backyard. I'd enjoy seeing an increase in recreational opportunities throughout greater Roseburg area. I would especially like to see three day events supported.

Ashley Hicks



Applicant Signature

11/20/2023

Date

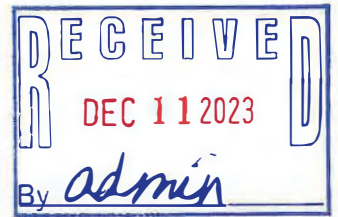
Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

All applications shall be submitted to the Commission Chair and Department Director. After reviewing all applications, the Commission Chair shall recommend to the Mayor and Council someone to fill any vacant positions on the Commission.

Information on this form is public information.

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

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



CITY OF ROSEBURG COMMISSION APPLICATION

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Name: Williams Dylan
Last First

Home Address: 1872 NW Dogwood st. 97471
Street Zip Code

Phone Number: 5035603166 Cell Phone: _____

Email Address: dylwylms@gmail.com

Occupation Fuel Clerk / Fred Meyer
Place of Employment

Business Address 770 NW Garden Valley Blvd, Roseburg, OR 97. 1 541 672 8581
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 am interested in pursuing the possibility to bringing a passenger train system to the back to the southern part of Oregon state. I would be willing to go all the way to the end for the possibility to create more revenue for the county and create a rise in tourism for Roseburg specifically.

6. Please give a brief description of your involvement in community groups and activities.
I have very little, but am willing to participate as much that I can.

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

From the aforementioned, I think that this position would create a massive opportunity to create more tourism on a large scale that could create revenue to help sponsor more programs for the city and the county.

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

I always feel that I could do more for this city. This would be the first step that would help in an exponential way to benefit everyone.

Dylan Williams

Applicant Signature

12/08/2023

Date

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Name: Bunce Jantyne
Last First

Home Address: 139 Beech St 97471
Street Zip Code

Phone Number: 541-671-1406 Cell Phone: 541-580-0614

Email Address: jbunce@nwumpqua.org

Occupation Associate Director /NeighborWorks Umpqua
Place of Employment

Business Address 605 SE Kane St 541-673-4909
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?

Education through Umpqua Community College. Current Employment at NeighborWorks Umpqua. I aim to contribute to the City of Roseburg Economic Development Commission by fostering community engagement and supporting initiatives that empower individuals for holistic growth.

6. Please give a brief description of your involvement in community groups and activities.
UCC Ambassador
UCC Peer Mentor
UCC Fill the Bus
Various Officer Positions Phi Theta Kappa- Alpha Sigma Upsilon of UCC
Western Regional Officer Position Phi Theta Kappa-Rocky Mountain Cascade
Executive Administrative Assistant at Peace at Home Advocacy- 2021 & 2022 Gala
Executive Assistant to Associate Director at NeighborWorks Umpqua- Blocktober
Fest 2023

7. Please list community topics of particular concern to you that relate to this appointment.
Community outreach and resources- Affordable housing, workforce development, Cultural Inclusivity, Youth Empowerment, Small business support, Mental health support, Community Safety, Civic Engagement, Infrastructure Development, Tourism & Environmental Sustainability- Roseburg is one of the most gorgeous places I have ever been.

8. Please list your reasons for wishing to be appointed.
Passion for community growth. Passion for empowerment of individual and family unit growth. Commitment to inclusivity. Proven leadership. Holistic approach. Advocacy for youth. Commitment to collaboration. Personal resilience-My own life experiences, marked by challenges and resilience, have instilled in me a determination to overcome obstacles, driving my commitment to making positive contributions to the community. Vision for Roseburg's future- I possess a vision for Roseburg's future that includes vibrant community engagement, empowered individuals, and a sustainable, inclusive environment. Desire to give back to the community that has encouraged my personal growth.

Jantyne K. Bunce

Applicant Signature

01/31/2024

Date

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Name: Goodwillie Joel
Last First

Home Address: 2152 W Foothill Dr. Roseburg, OR 97471
Street Zip Code

Phone Number: 509.637.0423 Cell Phone: _____

Email Address: windrivercellars@gmail.com

Occupation College Educator / Southern Oregon Wine Institute@ Umpqua Community College
Place of Employment

Business Address 1140 Umpqua College Dr. Roseburg, OR 97470 541.440.4629
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 a 30+ year career in a tourism based industry that required me to work with other area business to make a community attractive for tourist and travelers to stop and spend money. I have formed several organizations that focussed on businesses working together to promote tourism.

6. Please give a brief description of your involvement in community groups and activities. As mentioned above, I have started several organizations that focussed on businesses and community members working together to promote a local tourism driven community to regional, national and international travelers.

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

I would like to explore the possibilities of promoting Roseburg as a tourist destination. As an active member of the Umpqua Valley wine industry, I recognize the significant impact that winery tourism is capable of generating. I also recognize the delicate balance of generating tourism dollars and maintaining Roseburg's small town feel.

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

Roseburg is a community I hope to spend the rest of my life living in, and making it better is well worth my time. Economic Development is a cornerstone to any community's continued success and with the experience I have in that area, I feel that by working with other committee members, Roseburg's local economy can be improved.

Joel Goodwillie

Applicant Signature

01/28/2024

Date

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Name: Everman Sarah
Last First

Home Address: 371 Redtail Ridge Ln Roseburg 97471
Street Zip Code

Phone Number: 480-365-9743 Cell Phone: 480-365-9743

Email Address: sarah.everman@gmail.com

Occupation Professor / Co-owner / ATSU / The Wine Destination
Place of Employment

Business Address 526 SE Jackson St. Roseburg 97470 541-999-7406
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 am the co-owner of a building and business on Jackson Street - The Wine Destination. Also, I am an Associate Professor at A.T. Still University based in Mesa, AZ with an online component, so I familiar with formal procedure and Roberts Rules of Order.

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

I am a co-founder of the Rediscover Downtown group, committee member of the Roseburg Blocktoberfest event, and Chair of the recently-formed Downtown Parking Committee. My husband and I have been very involved in the downtown community since we purchased our building on Jackson Street about three years ago.

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

Our downtown has so much potential to be vibrant, engaging, and beautiful. However, it needs additional development, investment, traffic, and tourism. I hope to work with this commission to help facilitate the growth of downtown.

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

I absolutely love the Roseburg community. My husband and I are committed to this place personally, professionally, and financially and I look forward to helping Roseburg grow and thrive in any way I can.

Sarah Everman

Applicant Signature

01/08/2024

Date

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Name: Kelley Scott
Last First

Home Address: 2543 Elgarose Rd. 97471
Street Zip Code

Phone Number: _____ Cell Phone: 5415300110

Email Address: ynmaker74@gmail.com

Occupation Business co-owner/winemaker / Paul O'Brien Winery
Place of Employment

Business Address 609 SE Pine St. Roseburg, Or 97470 5416732280
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: Radio
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?
Business co-owner of Paul O'Brien Winery. Involved in the tourism sector for last 28years.

6. Please give a brief description of your involvement in community groups and activities.
Treasurer of Umpqua Valley Winegrowers Assoc. and Vice Chair of the Oregon Wine Council. Volunteer for Cal Ripken baseball

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

Marketing of tourism in Roseburg and the Umpqua Valley, strengthening community collaboration to raise the overall vitality of Roseburg.

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

I feel I can add a valuable perspective with regards to one of the main tourism sectors in the Umpqua Valley. As a business owner in downtown Roseburg I value the overall economic vitality of our area.


Applicant Signature

1/29/24
Date

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

All applications shall be submitted to the Commission Chair and Department Director. After reviewing all applications, the Commission Chair shall recommend to the Mayor and Council someone to fill any vacant positions on the Commission.

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

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Name: Haga Theresa
Last First

Home Address: 687 SE Garden Way Dr., Winston, OR 97496
Street Zip Code

Phone Number: NA Cell Phone: 541-294-3291

Email Address: t.haga@ccdbusiness.com

Occupation Executive Director / CCD Business Development Corporation
Place of Employment

Business Address 2270 Aviation Dr., Ste. 4, Roseburg, OR 97470 541-672-6728 Ext. 314
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: Roseburg City Manager

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 worked for the designated regional economic development district organization for the past 23 years. Our core clients are counties, cities, special districts, and small businesses throughout Coos, Curry, and Douglas counties.

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

I'm currently serving on the following Boards/Committees: Umpqua Economic Development Partnership Board, Bay Area Chamber of Commerce (At-Large Board Member), Douglas County PIER Selection Committee Member, OEDD Board.

I attend the following meetings on an available basis: Regional Chamber Boards, Women-In-Business Meetings/Events, and some regional economic development boards.

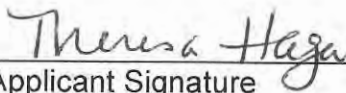
Past Boards: United Way, Rotary, SMART Volunteer

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

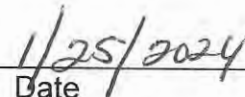
Some topics: Access to resources and support, information and training, workforce development, business support, housing, childcare, planning, etc.

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

Within my current role with CCD Business Development Corporation, my outreach and community involvement includes serving on Boards that are related to CCD's mission. CCD's mission: "To encourage economic development, diversify local economies, support industry, and enhance quality of life for all in the region."



Applicant Signature



Date

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

All applications shall be submitted to the Commission Chair and Department Director. After reviewing all applications, the Commission Chair shall recommend to the Mayor and Council someone to fill any vacant positions on the Commission.

Information on this form is public information.

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

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



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **ECONOMIC DEVELOPMENT COMMISSION**

Meets at 3:30 p.m. quarterly on the fourth Thursday of January, April, July and October. This Commission creates an awareness both in the public and private sectors of the need for and the encouragement of effective community development, effective economic development and tourism promotion programs, and to provide a forum for evaluating and overseeing use of City's transient room tax revenues for programs and events designed to promote local tourism efforts.

Name: Dole Thomas
Last First

Home Address: 106 River Ridge Ave. 97471
Street Zip Code

Phone Number: 503.575.0557 Cell Phone: 503.575.0557

Email Address: tomdole@ymail.com

Occupation Retired /N/A
Place of Employment

Business Address N/A 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?

After years working in advertising/marketing, I recognize the elements of a good marketing plan, serving me well evaluating solid "tourism promotion programs." Additionally, I developed advertising schedules City of Roseburg tourism (KPIC). I have experience maximizing budgeted dollars.

6. Please give a brief description of your involvement in community groups and activities.
- Developed the website for the Veteran's Wall that came to Sutherlin.
 - Committee for the Roseburg annual fireworks.
 - Boy Scouts of America volunteer (evaluation of Eagle projects).
 - Board member of the Douglas County Republican Central Committee Executive Board.
 - Board member for the Douglas County Education Service District (ESD).
 - Board member for the Roseburg Urban Sanitary Authority (RUSA).

7. Please list community topics of particular concern to you that relate to this appointment.
- Increasing the frequency of visits and first-time tourism dollars through helping to make Roseburg a desirable vacation location.
 - Maximizing the use of room tax income through getting the most "bang for our buck" and keep waste to an absolute minimum.
 - Getting buy-in of key programs developed, from the community and leaders, .

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

As my volunteer activities will show, I want to give back to my hometown, Roseburg. I have seen firsthand the beauty and activities available throughout our great city. It is my desire to have as many people as possible to visit Roseburg...and come back again and again. Hopefully, some will see our city as a place where one would enjoy living or retiring. (I would like to see Roseburg grow from its 2.43% growth rate, since 2020).

Thomas A. Dole

Applicant Signature

01/26/2024

Date

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

All applications shall be submitted to the Commission Chair and Department Director. After reviewing all applications, the Commission Chair shall recommend to the Mayor and Council someone to fill any vacant positions on the Commission.

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

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

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR)

Meeting Date: February 26, 2024

Department: Finance

www.cityofroseburg.org

Agenda Section: Special Presentations

Staff Contact: Ron Harker

Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

Auditor Jeff Cooley will present an overview of the Annual Comprehensive Financial Report for fiscal year ending June 30, 2023. The full report is available at this link:

<http://www.cityofroseburg.org/departments/finance/annual-reports>

Attached is a copy of the auditor letter in regard to the City audit as well as the Urban Renewal Agency audit.

ATTACHMENTS

Attachment #1 – Neuner Davidson & Co. City Audit Letter

Attachment #2 – Neuner Davidson & Co. Urban Renewal Agency Audit Letter



NEUNER DAVIDSON & CO

Certified Public Accountants

January 22, 2024

The Honorable Mayor and Council Members
City of Roseburg
900 SE Douglas Ave
Roseburg, OR 97470

Dear Mayor and Council Members:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseburg for the year ended June 30, 2023, and have issued our report thereon dated January 22, 2024.

Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 19, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Roseburg are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2022-2023. Several new GASB pronouncements were implemented in the 22-23 fiscal year, see notes for details. We noted no transactions entered into by the City during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the depreciation expense is based on the straight-line method over the estimated useful life. We evaluated the key factors and assumptions used to develop the depreciation expenses in determining that it is reasonable in relation to the financial statements taken as a whole.

The City relies on a third-party actuarial report for the net pension liability recorded in the statement of net position. The reports are reviewed for the assumptions used to determine the liability and that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 22, 2024.

Management Consultations with Other Independent Accountants

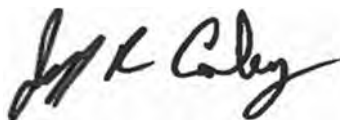
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Agency's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the council members and management of City of Roseburg and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



By: _____

Jeffrey R. Cooley, CPA
Roseburg, Oregon
January 22, 2024



NEUNER DAVIDSON & CO

Certified Public Accountants

January 22, 2024

The Honorable Mayor and Council Members
City of Roseburg Urban Renewal Agency
900 SE Douglas Ave
Roseburg, OR 97470

Dear Mayor and Council Members:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseburg Urban Renewal Agency for the year ended June 30, 2023, and have issued our report thereon dated January 22, 2024.

Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 18, 2023. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Roseburg Urban Renewal Agency are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2022-2023. We noted no transactions entered into by the Agency during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

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Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, one of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

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For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

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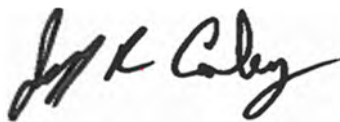
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Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the council members and management of City of Roseburg Urban Renewal Agency and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



By: _____

Jeffrey R. Cooley, CPA
Roseburg, Oregon
January 22, 2024

City of Roseburg, Oregon

Quarterly Financial Report

2nd Quarter, Fiscal-Year 2023-2024



December 2023

The *Quarterly Financial Report* summarizes the City of Roseburg’s financial position for the General Fund, major operating funds, proprietary funds, and Urban Renewal funds through the 2nd quarter of fiscal year 2023-2024.

All funds are presented on a budgetary basis. Although this is a quarterly financial report, the focus is on year-to-date activity.

Budgeted Fund Balance is comprised of Contingency, Reserves, and Ending Fund Balance.

Report Note: When reading these quarterly financial reports it is important to keep in mind the cyclical activity in revenues and expenditures. Examples would include property taxes, grants, capital projects, and charges for services. This report is unaudited and precedes final year-end accruals.

This financial report includes the quarter ending December 2022 for comparison purposes.

OVERVIEW:

- \$19.4 million General Fund balance.
- 4.5% Douglas County seasonally adjusted unemployment rate.
- 5.0% state investment pool interest rate.
- 3.4% Year-over-Year CPI-U for December, 2023.
- Accepted City Manager’s report regarding emergency award for consultant for annexation of Sunshine Park.
- Authorized City Manager to negotiate a donation agreement for \$150,000 towards expansion of Brown Park.
- Authorized Amendment No.1 to consulting contract for the Treatment Plant Standby Generator project for \$34,211.
- Awarded the Airport Standby Power Generator Project for \$182,500.39.
- Accepted City Manager’s Report regarding emergency purchase of two 2024 Chevrolet Silverado pickups.
- Authorized City Manager to execute IGA with UCC for \$616,590 to develop the Medical Workforce Center.
- Authorized City Manager to execute agreement for a five-year body camera contract for \$192,516.30.

GENERAL FUND

General Fund	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 29,151,344	\$ 20,227,284	69%	\$ 18,642,809
Expenditures	31,639,685	13,227,885	42%	13,355,268
Balance-July 1	11,330,500	12,383,267	109%	10,597,061
Balance YTD	\$ 8,842,159	\$ 19,382,666		\$ 15,884,602

GENERAL FUND REVENUE

General Fund Revenue	Budget	YTD Actual	%	Prior Year Actual
Property Taxes	\$ 19,021,700	\$ 16,066,382	84%	\$ 14,782,659
Other Taxes	425,000	99,853	23%	257,309
Licenses, Permits, Fees	3,526,758	1,160,673	33%	1,246,492
Charges for Services	4,445,853	2,168,939	49%	2,107,198
Intergovernmental	1,408,533	390,207	28%	632,494
Interest	250,000	260,555	104%	22,196
Miscellaneous	73,500	80,675	110%	259,637
Total Revenues	\$ 29,151,344	\$ 20,227,284	69%	\$ 19,307,985

Property Taxes — The majority of property tax revenue is collected in November and December. At the end of December, 84% of the 19.02 million budgeted has been collected.

Property taxes are based upon assessed values (AV). With passage of Measure 50 in 1996 assessed values are limited to 3% annual increases unless the Real Market Value is less.

Other Taxes – Includes all other City imposed taxes. Currently, only the City's 3% marijuana tax is reported here.

Licenses, Permits, and Fees—Includes utility franchise fees, planning fees, park fees, and various other fees. At the end of the quarter, 33% of the \$3.5 million budgeted annual revenue from licenses, permits and fees have been collected.

Charges for Services—Besides interdepartmental charges, charges for services includes: fines, service area fees, fire suppression and prevention fees, administrative and lien search fees. Year to date court fines total \$130,684, service area fees total \$163,078 and interdepartmental charges total \$1,813,667.

Intergovernmental Revenues are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor, 28% of the \$1,408,533 budgeted for intergovernmental revenue has been collected during the current fiscal year. Disbursements of Marijuana Tax revenues by the State were delayed by one month this year contributing towards to a smaller collection rate.

Interest Revenue—Interest revenue of \$260,555 is \$238,359 more than the same period a year ago. The average portfolio rate is 5.0%.

GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$13,227,885 represent 42% of budgeted annual expenditures.

Year to date expenditures are \$127,383 less than the same period a year ago. The General Fund ending fund balance is \$19,382,666.

By Organizational Unit	Budget	YTD Actual	%	Prior Year Actual
City Manager	\$ 1,955,414	\$ 680,549	35%	\$ 628,293
Finance & Mgmt	1,798,393	829,158	46%	711,567
Community Develop.	1,051,353	470,057	45%	354,175
Library	664,864	275,226	41%	257,663
Public Works	4,022,509	1,681,538	42%	1,556,196
Parks & Recreation	2,109,975	1,015,010	48%	827,450
Municipal Court	544,688	270,698	50%	266,686
Police	9,247,982	3,681,194	40%	3,647,393
Fire	8,821,967	4,246,787	48%	4,113,634
Capital & Other	1,422,540	77,668	5%	992,211
Total	\$ 31,639,685	\$ 13,227,885	42%	13,355,268

By Major Category	Budget	YTD Actual	%	Prior Year Actual
Personnel Services	\$ 24,046,265	\$ 10,913,650	45%	\$ 10,346,149
Materials & Service	6,170,880	2,236,567	36%	2,016,908
Capital & Other	1,422,540	77,668	5%	992,211
Total	\$ 31,639,685	\$ 13,227,885	42%	\$ 13,355,268

Budgeted transfer out totaling \$1,110,000 will be done in the third quarter of the current fiscal year.

MAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

URBAN RENEWAL GENERAL FUND

Urban Renewal - General	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 813,000	\$ 763,131	94%	\$ 514,481
Expenditures:				
Operations	-	-	0%	-
Transfers	800,000	-	0%	600,000
Balance-July 1	475,001	494,930	104%	441,150
Balance YTD	\$ 488,001	\$ 1,258,061		\$ 355,631

The Urban Renewal-General Fund accounts for the Agency's property tax revenues. Expenditures are primarily for qualified capital improvement projects. Budgeted transfers out of \$800,000 will be done in the third quarter of this fiscal year.

AMERICAN RESCUE PLAN ACT (ARPA) FUND

ARPA	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 120,000	\$ 93,152	78%	
Expenditures:				
Operations	1,300,000	85,486	7%	
Capital	1,750,000	351,931	20%	
Transfers	50,000	-	0%	
Balance-July 1	4,435,420	4,157,542	94%	
Balance YTD	\$ 1,455,420	\$ 3,813,277		\$ -

The American Rescue Plan Act (ARPA) Fund accounts for the use of ARPA Federal Funds. Expenditures include \$15,427 for Porta Potty rentals, \$9,071 for Parking Garage Security, \$8,000 for Parking Garage Janitorial services, \$12,500 for Severe Weather Shelter services, \$325,996 for Navigation Center construction work, \$35,548 for Off-Street Parking program support, \$20,935 for network switches, \$5,000 for earnest money for property acquisition, \$4,358 for Council Chamber Upgrades, and \$582 for consulting work for annexation of Sunshine Park.

CAPITAL PROJECTS FUNDS

EQUIPMENT REPLACEMENT FUND

Equipment	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,035,000	\$ 48,661	5%	\$ 843,131
Expenditures:				
Operations	90,459	53,721	59%	28,800
Capital	728,000	298,017	41%	185,322
Balance-July 1	2,094,971	2,109,039	101%	1,735,340
Balance YTD	\$ 2,311,512	\$ 1,805,962		\$ 2,364,349

The Equipment Replacement Fund provides resources for major vehicle and equipment purchases. An annual funding level is established based upon equipment needs over a five-year period. Resources are transferred from the General Fund to minimize budget fluctuations in tax-supported funds. Budgeted transfers of \$960,000 will be done in the third quarter of this fiscal year.

Year to date purchases include \$28,799 for Taser 7 license and cartridges, \$24,921 for fire hose and turnouts, \$1,244 for Parks' Ford F-150 upgrades, \$108,257 for 2 defibrillators, and \$188,517 for 3 police interceptor vehicles.

FACILITIES REPLACEMENT FUND

Facilities	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 107,500	\$ 7,067	7%	\$ 112,951
Expenditures:				
Operations	37,687	11,298	30%	8,057
Capital	120,000	6,800	6%	25,950
Balance-July 1	251,591	304,787	121%	290,593
Balance YTD	\$ 201,404	\$ 293,756		\$ 369,537

The Facilities Replacement Fund ending fund balance at December 31, 2023 is \$293,756. Budgeted Transfers of \$100,000 will be done in the third quarter of this fiscal year.

TRANSPORTATION FUND

Transportation	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,808,556	\$ 1,392,793	50%	\$ 1,143,060
Expenditures:				
Operations	1,587,146	715,854	45%	743,849
Capital	1,000,000	604,196	60%	1,034,541
Transfers	10,000	-	0%	10,000
Balance-July 1	4,758,635	4,832,895	102%	4,658,057
Balance YTD	\$ 4,970,045	\$ 4,905,638		\$ 4,012,727

Transportation Fund revenues are from state gas taxes, transportation SDC's, federal STP funds and franchise

fees. Beginning in 2011, 15% of utility franchise fees are directed to the Transportation Fund for the City's pavement management program. \$583,090 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of \$604,196 is attributed to the Pavement Management Program for Overlays. Budgeted transfers out of \$10,000 will be done in the third quarter of this fiscal year.

URBAN RENEWAL CAPITAL FUND

Urban Renewal - Capital	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 615,000	\$ 22,926	4%	\$ 605,678
Expenditures:				
Operation	251,474	122,256	49%	152,776
Capital	200,000	-	0%	-
Balance-July 1	987,917	1,021,796	103%	604,411
Balance YTD	\$ 1,151,443	\$ 922,466		\$ 1,057,313

The Urban Renewal Capital Fund accounts for the agency's major construction and improvements. Transfers from the Urban Renewal General Fund of \$800,000 will be done in the third quarter of this fiscal year.

ENTERPRISE FUNDS

STORM DRAINAGE FUND

Storm Drain	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 3,900,238	\$ 1,827,972	47%	\$ 1,358,592
Expenditures:				
Operations	1,094,502	508,839	46%	464,604
Capital	2,710,000	1,038,561	38%	164,595
Balance-July 1	6,351,962	6,634,407	104%	5,793,839
Balance YTD	\$ 6,447,698	\$ 6,914,979		\$ 6,523,232

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of \$1,256,176, and \$400,247 from grants are the principal sources of revenues.

Year to date Storm Drain Fund capital expenditures include \$980,249 for the Calkins-Troost-Harvard Storm Replacement, \$16,302 for the Fulton Shop Roof Replacement, \$30,896 for Vine and Alameda Storm Pipe Rehabilitation, \$905 for the Alameda and Church Storm Pipe Rehabilitation, and \$10,209 for the Fuel System Replacement.

WATER SERVICE FUND

Water	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 8,264,539	\$ 4,506,329	55%	\$ 4,139,853
Expenditures:				
Operations	5,404,838	2,513,378	47%	2,439,971
Capital	6,260,000	1,607,708	26%	2,243,621
Balance-July 1	9,525,509	9,598,074	101%	10,529,556
Balance YTD	\$ 6,125,210	\$ 9,983,317		\$ 9,985,817

The Water Fund accounts for the City's domestic drinking water utility. Activities are totally supported by charges for services.

Year to date Water Fund revenues of \$4,506,329 is primarily from charges for services. Revenues are \$366,476 more than the prior year.

The ending fund balance at December 31st is \$9,983,317.

OFF STREET PARKING FUND

Off Street Parking	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 122,900	\$ 86,745	71%	\$ 52,532
Expenditures:				
Operations	127,240	80,098	63%	47,904
Balance-July 1	4,756	15,150	319%	10,470
Balance YTD	\$ 416	\$ 21,797		\$ 15,098

Off Street Parking enforcement services were restored under a new third-party contract beginning January 1, 2022. After a community educational outreach period, active enforcement that includes ticket writing began in full force April 1, 2022. The fund is currently not self-supporting and is being supplemented through ARPA funding.

The ending fund balance at December 31st is \$21,797.

AIRPORT FUND

Airport	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 851,664	\$ 255,151	30%	\$ 211,960
Expenditures:				
Operations	270,155	120,100	44%	110,482
Capital	578,856	27,031	5%	17,751
Debt Service	110,654	10,084	9%	11,097
Balance-July 1	893,219	920,826	103%	849,039
Balance YTD	\$ 785,218	\$ 1,018,762		\$ 921,669

Current year Airport revenues include user charges of \$209,673.

Year to date Airport Fund capital expenditures include \$20,779 for Airport Standby Power, and \$6,252 for the Taxiway Extension and Design project.

INTERNAL SERVICE FUND

WORKERS' COMPENSATION FUND

The worker's compensation fund was established in 1987 to provide financing for the City's self-insured worker's compensation program. Internal charges to other departments provide resources to administer claims management.

Worker's Comp.	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 245,460	\$ 78,127	32%	\$ 107,577
Expenditures:				
Operations	439,091	95,332	22%	265,422
Balance-July 1	782,139	781,408	100%	937,890
Balance YTD	\$ 588,508	\$ 764,203		\$ 780,045

ECONOMIC OUTLOOK

Douglas County

The State of Oregon Employment Department reported; "Douglas County's seasonally adjusted unemployment rate was unchanged at 4.5% in December compared with a revised 4.5% in November. The rate is down from 6.0% in December 2022. Douglas County's record low unemployment rate was set in January 2019 at 4.3%. The Oregon seasonally adjusted December rate was 3.7% and the U.S. rate was 3.7%"

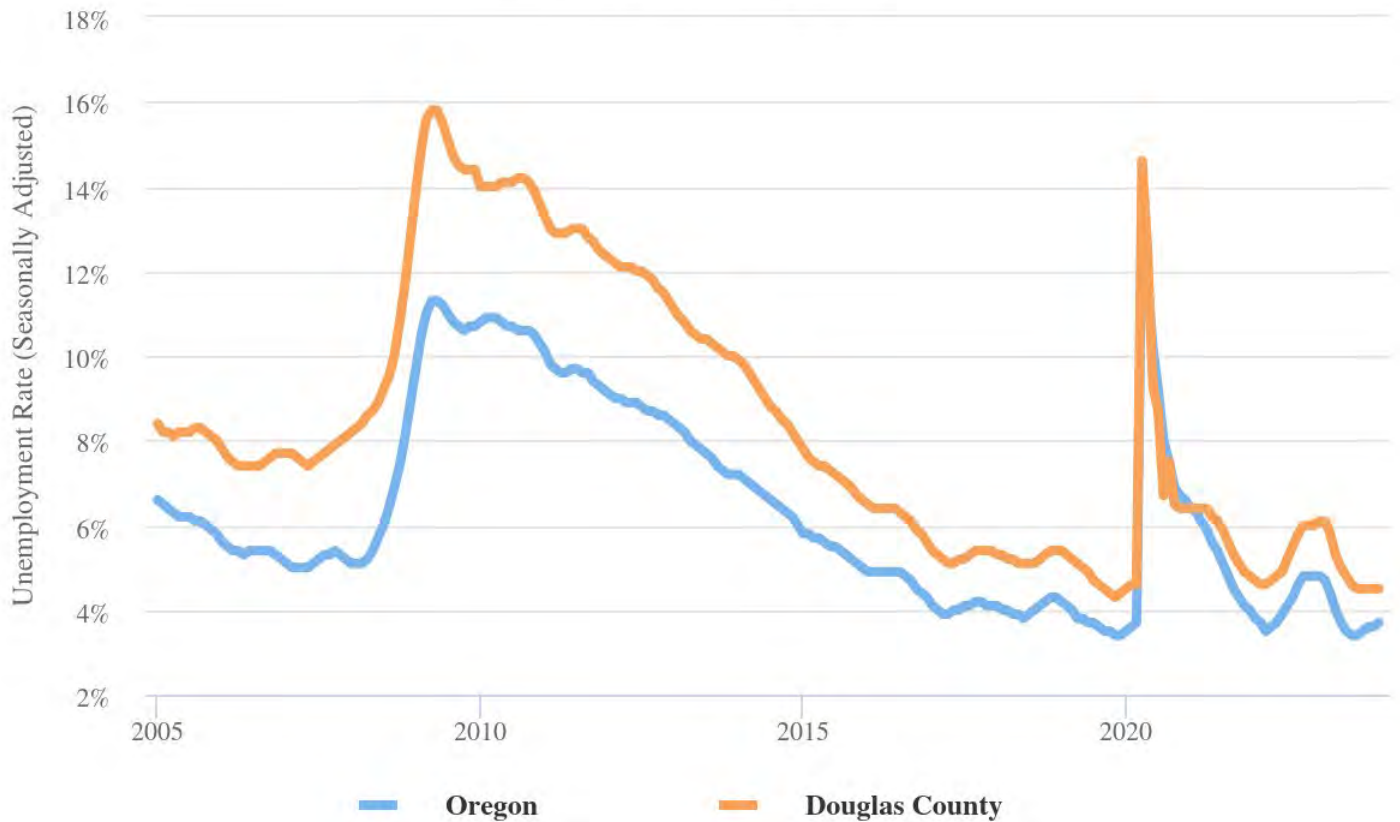
"Douglas County payroll unemployment increased a seasonally adjusted 170 jobs in December after a gain of 50 in November and a decrease of 240 in October. Douglas County has gained back 92% of the jobs lost in March and April 2020 at the onset of the COVID-19 crisis."

An employee safety committee oversees safety and wellness programs for employees. The goal is to promote wellness and reduce work related accidents and injuries.

An actuarial review is completed every two years to ensure the program maintains reasonable reserves and funding levels.

Beginning in October 2023, the City contracted with SAIF to provide workers compensation coverage moving forward. Prior accrued claims with their associated liabilities will be managed by the existing self-funded program. Consequently, revenues moving forward will consist of only interest earnings. The self-imposed charges that constituted the bulk of the revenue for the fund are no longer imposed/collected.

Unemployment Rate



Source: Oregon Employment Department Qualityinfo.org

“When comparing December 2023 with December 2022, total nonfarm employment increased 320 jobs, or 0.8%. Private-sector over-the-year gains were seen in private education and health services (340), retail trade (100), financial activities (70), information (40), and other services (40). There were relatively large losses in professional and business services (-140), manufacturing (-80), mining and logging (-60), wholesale trade (-50), and leisure and hospitality (-50).”

“Government gained 140 jobs over the year from gains in local government (130) and federal government (40) that were countered by a loss in state government (-30).”

A FINAL NOTE

This quarterly report has been prepared to summarize and review the City's operations and financial position for the second quarter of the 2023-24 fiscal year as of the month ending December 31, 2023, provide management with a financial planning tool, and monitor compliance with budget policy and Oregon budget law.

If you have questions about the report or would like additional information please contact Ron Harker, Finance Director, at (541) 492-6710 or via email at finance@cityofroseburg.org. We encourage you to visit our website at cityofroseburg.org. The site is user friendly and contains information about the services we provide.

City of Roseburg, 900 SE Douglas Avenue, Roseburg, OR 97470

Phone: (541) 492-6710

Website: cityofroseburg.org

**CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2024-2025**

<u>TARGET DATE</u>	<u>ACTION</u>
1. 01/30/24 (Tuesday)	<u>1:00 P.M. – 5:00 P.M.</u> – Staff Retreat; Distribution of budget preparation manual & forms; budget briefing session; departments begin preparation process.
2. 02/26/24	<u>7:00 P.M.</u> COUNCIL MEETING (Budget Committee Invited): Annual Comprehensive Financial Report (“ACFR”) presented by City Auditor Jeff Cooley; Distribution of Budget User’s Guide and calendar; Finance Director presents Quarterly Report Ending 12/31/2024 . (<i>*Email information to Councilors and Budget Committee members.</i>)
3. Week of 02/12/24	IT meets with individual departments to determine technology needs
4. 03/04/24	General Fund budgets submitted to City Manager and Finance Director at department head meeting. BG forms outlining grant requests shall be submitted at the same time, but separate from the full department budget.
5. 03/11/24	Special Fund budgets submitted to City Manager and Finance Director.
6. 03/15/24	Finance Director completes review of departmental budgets and advises City Manager of any uncommitted revenues.
7. 03/18 – 03/22/24	Departments meet with City Manager to review departmental budgets.
8. 03/29/24	City Manager completes review of operating sections of departmental budgets and directs expenditure adjustments.
9. 04/05/24	Budget Narratives due to Finance
10. 04/12/24	City Manager & Finance Director balance & complete proposed budget; Manager prepares Budget Message for City and Urban Renewal Agency
11. 04/18/24	*Notice of 05/07/24 -- Budget Committee Meeting/Public Hearing on <i>Possible Uses of State Revenue Sharing</i> mailed to Budget Committee with reminder of meeting schedule and News-Review for 1st publication on 4/23/24 and posted on City’s website (ORS 294.426 requires publication no more than 30 days prior to hearing & allows for posting on City website rather than 2nd newspaper publication)
12. 04/18/24	<u>3:30 – 5:00 P.M.</u> Budget Committee Training Session – 3 rd Floor Conference Room, City Hall
13. 04/23/24	Notice of 05/07/24 - Budget Committee Meeting/Public Hearing on Possible Uses of State Revenue Sharing published in News-Review

**CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2024-2025– CONTINUED**

<u>TARGET DATE</u>	<u>ACTION</u>
14. 04/30/24	Budget Document and Budget Power Point ready for Budget Committee members to pick up at City Hall or have delivered to their home.
15. 05/07/24	<u>6:00 P.M. – 10:00 P.M.</u> First Budget Committee Meeting: City Manager presents budget message; Public Hearing on Election to Receive State Revenue Sharing & <i>Possible</i> Uses Thereof is held. Individual departments begin review of their respective portions of the budget.
16. 05/08/24 & 05/09/24	<u>7:00 P.M. – 10:00 P.M.</u> Budget Committee Meetings continue as necessary. If not needed, send notice of cancellation.
17. 05/16/24	<u>Mail</u> Notice of 06/10/24 -- Public Hearing on <i>Proposed</i> Uses of Revenue Sharing and Detailed Summary of Budget as Approved by the Budget Committee to News-Review to be published on 5/21/24**ORS 294.448 requires notice to be published not less than 5 days and not more than 25 days, prior to the hearing; and <u>post on City's website</u>
18. 05/21/24	Detailed summary of budget (as approved by the Budget Committee) and notice of 06/10/24 Public Hearing on <i>Proposed</i> Uses of Revenue Sharing <u>published</u> in News-Review
19. 06/10/24	7:00 P.M. Council Meeting: Council holds Public Hearing on <i>Proposed</i> Uses of Revenue Sharing & Proposed Budget as Approved by the Budget Committee and adopts a resolution electing to receive state revenue sharing **pursuant to ORS 221.770 & adopting the final City and Urban Renewal budgets.
20. 06/18/24	Send required forms and resolutions to County Assessor pursuant to ORS 294.458. Deadline 06/28/2024
21. 06/28/24	Finance Director completes online survey with DAS to certify the City is eligible to receive state shared revenues, cigarette/gas/liquor taxes, and marijuana certification. Deadline 7/29/2024
22. 07/03/24	File 1 copy of budget with Douglas County Clerk

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
February 12, 2024**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:02 p.m. on February 12, 2024 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Briggs Loosley led the pledge of allegiance.

2. ROLL CALL

Present: Councilors Tom Michalek, David Mohr, Ellen Porter, Patrice Sipos, Shelley Briggs Loosley, and Andrea Zielinski

Absent: Kylee Rummel and Ruth Smith

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Dawn Easley, Finance Director Ron Harker, City Recorder Patty Hitt, Management Assistant Grace Jelks, and The News Review – Reporter, Drew Winkelmaier

3. Mayor Reports

None.

4. Commission Reports/Council Ward Reports

Mayor Rich stated that the Roseburg Police Officer of the Year Award by the Optimist Club will be held on February 23, 2024.

Councilor Sipos gave an update on the Economic Development Commission meeting held on February 1, 2024.

There was a consensus to have Staff explore options for increasing the maximum amount of the Economic Development Tourism Grant Award from \$5000.

A. Mayor Rich presented the Homeless Commission Appointment. Discussion ensued.

Councilor Porter's comments and questions included the possibility of postponing the appointment until a decision is made about the future of the Homeless Commission.

Mayor Rich clarified that this appointment was being made because the position needs to be filled by an Umpqua Health Alliance staff member and that filling the at-large vacancy has been held off until the future of the Commission is decided.

Councilor Briggs Loosley moved to appoint Keith Lowther to the Homeless Commission. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

5. Audience Participation

None.

6. Special Presentations

A. Brian Prawitz – Executive Director, gave a presentation on Umpqua Economic Development.

7. Consent Agenda

A. January 22, 2024 Regular Meeting Minutes.

B. OLCC – New Outlet – BHM Corporation dba Holy Smoke Shop at 3019 NW Stewart Pkwy #306

C. OLCC – Change of Ownership – Mehrock Market LLC dba J & J Market & Deli #1 at 1532 SE Stephens St.

Council President Mohr moved to approve the consent agenda. The motion was seconded by Councilor Briggs Loosley and approved with following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

8. Resolutions

A. Messenger presented Resolution No. 2024-03 – A Resolution Authorizing Submission of a Connect Oregon Grant Application for the Taxiway A Extension Project at the Roseburg Regional Airport. Discussion ensued.

Councilor Porter's comments and questions included whether the project was ready to move forward.

Council President Mohr expressed appreciation to Staff for their efforts to find a funding source.

Messenger clarified that the bids will be in later this month, opened early next month, and pricing is locked in when the 90-day clock starts.

Council President Mohr moved to adopt Resolution No. 2024-03 – A Resolution Authorizing Submission of a Connect Oregon Grant Application for the Taxiway A Extension Project at the Roseburg Regional Airport. The motion was seconded by Councilor Zielsinski and approved with following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- B. Easley presented Resolution No. 2024-04 – Updating the Parks Rules and Regulations. Discussion ensued.

Councilor Porter’s comments and questions included clarification by the City Attorney on the proposed changes.

Forrester clarified that the language needed to be reviewed more closely and brought back.

Councilor Porter moved to adopt Resolution No. 2024-04 – A Resolution Repealing and Replacing Resolution No. 2023-21 Regarding the City of Roseburg Parks Rules and Regulations. The motion was seconded by Councilor Briggs Loosley and approved with following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

9. Department Items

- A. Messenger presented Audience Participation Information. Discussion ensued.

Councilor Sipos’ comments and questions included whether the Council had to vote on this item in order for it to be adopted.

Forrester clarified that the Council would need to take a vote in order adopt something that changes the existing Council policy.

Council President Mohr moved to adopt the attached Audience Participation Information. The motion was seconded by Councilor Zielinski and approved with following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Sipos, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

10. Items from Mayor, City Council, and City Manager

None.

11. Adjourn

Mayor Rich adjourned the regular meeting at 7:37 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC NEW OUTLET MCCLENDON'S OLD FASHIONED MEATS, LLC 930 W. HARVARD AVE.

Meeting Date: February 26, 2024

Agenda Section: Consent

Department: Administration

Staff Contact: Grace Jelks, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor and Cannabis Commission (OLCC) for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

BACKGROUND

OLCC has received an application from McClendon's Old Fashioned Meats, LLC, as a new outlet granted for "New Outlet – Off Premises" sales.

A. Council Action History.

Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.

B. Analysis.

The Police Department conducted a background investigation on the applicant and found no reason to deny the application.

C. Financial/Resource Considerations.

The applicant has paid the appropriate fee for City review of the application.

D. Timing Considerations.

The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

Council may recommend OLCC approval of the application as submitted or recommend denial based on OLCC criteria.

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR MCCLENDON’S OLD FASHIONED MEATS, LLC, IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

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

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

[New Outlet](#) | [Change of Ownership](#) | [Greater Privilege](#) | [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

Limited On-Premises

- Off Premises
- Warehouse
- Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT

After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City **OR** County (not both)

City of Roseburg

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received:

Optional: Date Stamp Received Below



- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

Printed Name

Date

Signature

Trade Name

McClelland's Old Fashioned Meats, LLC

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: McClendon Old Fashioned Meats LLC	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): McClendon Old Fashioned Meats		
Premises street address (The physical location of the business and where the liquor license will be posted): 930 W Harvard		
City: Roseburg	Zip Code: 97471	County: Douglas
Business phone number: 541-672-3474	Business email: mcclendonmeats@gmail.com	
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065(1)): 930 W Harvard		
City: Roseburg	State: OR	Zip Code: 97471
Does the business address currently have an OLCC liquor license? Yes <input type="radio"/> No <input checked="" type="radio"/>	Does the business address currently have an OLCC marijuana license? Yes <input type="radio"/> No <input checked="" type="radio"/>	

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is <u>not</u> an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.	
Application Contact Name: Tim McClendon	
Phone number: 541-643-8511	Email: mcclendonmeats@gmail.com

pd #479215

LIQUOR LICENSE APPLICATION

Page 4 of 4

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

• Each applicant listed in the "Application Information" section of this form has read and understands [OAR 845-006-0362](#) and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

<u>Tim McLendon</u> Applicant name	<u>Timothy J. McLendon</u> Signature	<u>1.11.24</u> Date
---------------------------------------	-----------------------------------------	------------------------

_____ Applicant name	_____ Signature	_____ Date
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_____ Applicant name	_____ Signature	_____ Date
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_____ Applicant name	_____ Signature	_____ Date
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Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the [Authorized Representative Form](#). You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE NO. 3599 GRANTING A FRANCHISE TO CHARTER COMMUNICATIONS FOR THE PURPOSES OF PROVIDING CABLE TELEVISION SERVICES, EFFECTIVE JUNE 1, 2024

Meeting Date: February 26, 2024
Department: Administration
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Patty Hitt, City Recorder
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Spectrum Pacific West, LLC, locally known as Charter Communications, has requested a new franchise agreement to provide cable television services within the City of Roseburg. The issue for the Council is whether to hear first reading of the attached ordinance granting a franchise agreement.

BACKGROUND

A. Council Action History.

On May 12, 2014, the Council adopted Ordinance No. 3429 which granted a ten year franchise for cable television services to Charter Communications.

B. Analysis.

Spectrum Pacific West, LLC, locally known as Charter Communications, currently holds a cable franchise with the City. The current franchise will expire May 31, 2024. Charter Communications has substantially complied with the terms of its current franchise and applicable provisions of the Roseburg Municipal Code and has the financial, legal and technical ability to continue to provide services, the facilities and equipment necessary to meet the future cable-related needs of the community.

C. Financial/Resource Considerations.

The franchise agreement requires Charter Communications to pay a franchise fee of 5% of the gross revenues derived from customers within the City. For last fiscal year the amount was \$147,494.

D. Timing Considerations.

The current franchise agreement expires May 31, 2024. Approval will allow for an agreement to be in place prior to the expiration of the current agreement.

COUNCIL OPTIONS

Council has the following options:

- Proceed with the first reading of the ordinance; or
- Request additional information; or
- Do nothing

STAFF RECOMMENDATION

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

SUGGESTED MOTION

No action required, just first reading of the ordinance.

ATTACHMENTS:

Attachment #1 – Ordinance #3599

ORDINANCE NO. 3599

AN ORDINANCE GRANTING A FRANCHISE TO CHARTER COMMUNICATIONS FOR THE PURPOSES OF PROVIDING CABLE TELEVISION SERVICES, EFFECTIVE JUNE 1, 2024

WHEREAS, Spectrum Pacific West, LLC, locally known as Charter Communications, currently holds a cable franchise with the City of Roseburg, Oregon, granted by Ordinance 3429, to operate and maintain a cable television system in the City; and

WHEREAS, the current Franchise expires May 31, 2024. Charter Communications has substantially complied with the terms of its current franchise and applicable provisions of the Roseburg Municipal Code and has the financial, legal and technical ability to provide services, and the facilities and equipment necessary to meet the future cable-related needs of the community;

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

SECTION 1. The Franchise Agreement attached hereto as Exhibit 1 is hereby approved.

SECTION 2. The City Manager is hereby authorized to execute the Franchise Agreement.

SECTION 3. Within thirty (30) days of the passage of this ordinance, Charter Communications shall sign a copy of this ordinance in the space below and indicate its unconditional acceptance of the terms and conditions upon which the City has offered the Franchise. Failure to accept the Franchise within thirty (30) days shall void this ordinance and have no force or effect.

SECTION 4. This Franchise is granted pursuant to Chapter 9.10 of the Roseburg Municipal Code, entitled "Cable Television Services" and shall be interpreted to include all provisions of Chapter 9.10 as they presently exist, unless excluded in Exhibit 1, and all other provisions of the Roseburg Municipal Code and City regulations with which the Franchise or Chapter 9.10 requires compliance, as if set forth in writing herein.

SECTION 5. Provided Charter Communications has accepted this ordinance and the Franchise attached hereto in accordance with Section 3 of this ordinance, the new Franchise shall become effective June 1, 2024 and expire on May 31, 2034 as provided in Section 14.14 of said Franchise.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 26th DAY OF FEBRUARY, 2024.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 20__.

LARRY RICH, MAYOR

ATTEST:

PATTY HITT, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION NO. 2024-05 APPROVING TAX EXEMPTION FOR SUNSHINE PARK APARTMENTS LOCATED AT 152 SUNSHINE ROAD

Meeting Date: February 26, 2024
Department: Administration
www.cityofroseburg.org

Agenda Section: Resolutions
Staff Contact: Patty Hitt, City Recorder
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The City of Roseburg received an application from Opportunity Council in partnership with Sunshine Housing Associates Limited Partnership requesting a renewal of their tax exemption for low-income housing located at 152 Sunshine Road.

BACKGROUND

A. Council Action History.

February 14, 1994: Council adopted Ordinance No. 2849, adopting the standards under ORS 307.540 to 307.547 for tax exemption for non-profit low-income housing.

March 14, 2022: Council adopted Resolution No. 2022-06, approving a tax exemption for Opportunity Council property addressed as 152 Sunshine Rd.

March 13, 2023: Council adopted Resolution No. 2023-08, approving a tax exemption for Opportunity Council property addressed as 152 Sunshine Rd.

B. Analysis.

In 2019, Wishcamper Development Partners contacted the City regarding a low-income housing project being planned in partnership with Opportunity Council, a 501(c)(3) nonprofit corporation, on Sunshine Road located within the Diamond Lake Urban Renewal Area. They applied for and were granted tax exemption status under ORS 307.540 to 307.547. The property to be benefited by such exemption consists of a 144-unit affordable housing project, to be used exclusively by low-income persons with income under 60% of the Douglas County area median income.

In order to continue to qualify for tax exemption in the upcoming tax year, Opportunity Council must apply annually prior to March 1. An application was received on February 8, 2024. The criteria to qualify for the tax exemption under ORS 307.541 includes:

- The property is owned by a 501(c)(3) corporation; and
- The property is occupied by low-income persons; and
- The property, if occupied, is actually and exclusively used for the purposes described in which they qualified as a 501(c)(3) organization.

Per statute, the governing body must make a determination on whether the applicant qualifies for the exemption within 30 days of receipt of the application. Staff finds the applicant qualifies under ORS 307.540 to 307.547 for the requested tax exemption for non-profit low-income housing.

The exemption granted under the statutes noted above applies to all taxing districts in which the property is located, and must be approved by jurisdictions equaling 51% or more of the total combined rate of taxation. The property is located in the Diamond Lake Urban Renewal District and the combined rate of taxation of the City of Roseburg and Roseburg Urban Renewal Agency meet that requirement; therefore, the governing bodies of each must approve the request.

C. Financial/Resource Considerations.

The estimated tax savings on this property for this year is \$264,811, with approximately \$136,286 to the City and \$7,914 to the urban renewal district. Given that this property is within the Urban Renewal Area, without a tax exemption, the growth in tax revenue, or approximately \$2,163, would go to the Urban Renewal Fund.

D. Timing Considerations.

Per ORS 307.547, the Council shall determine whether the applicant qualifies for the exemption within 30 days of receipt of the application. The 30-day time period ends March 9, 2024. Following adoption, a certified copy of an approved resolution from both agencies must be submitted to the Douglas County Assessor's Office. The exemption is good for one tax year and an application for continued tax-exempt status must be submitted annually.

COUNCIL OPTIONS

Council has the following options:

- Adopt a resolution approving a property tax exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg; or
- Request additional information; or
- Do nothing.

STAFF RECOMMENDATION

Staff recommends Council adopt the attached resolution approving a property tax exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg. In addition to meeting the requirements for tax exemption, this property helps fill the need for low-income housing.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. 2024-05 APPROVING A PROPERTY TAX EXEMPTION FOR OPPORTUNITY COUNCIL PROPERTY LOCATED AT 152 SUNSHINE ROAD IN ROSEBURG, OREGON."

ATTACHMENTS:

Attachment #1 – Resolution No. 2024-05

Attachment #2 – Application from Opportunity Council requesting a tax exemption

RESOLUTION NO. 2024-05

**A RESOLUTION APPROVING A PROPERTY TAX EXEMPTION FOR
OPPORTUNITY COUNCIL PROPERTY LOCATED AT 152 SUNSHINE ROAD IN
ROSEBURG, OREGON.**

WHEREAS, Opportunity Council has filed an application for property tax exemption under Ordinance No. 2849 and ORS 307.540 to 307.547; and

WHEREAS, the property to be benefited by such exemption consists of a 144-unit affordable housing project, which is to be used exclusively by low-income persons as defined by ORS 307.515; and

WHEREAS, the property is addressed at 152 Sunshine Road, Roseburg, Oregon, 97470, and is legally identified as Township 27 South, Range 05 West, Section 15C, Tax Lot 200, Tax Account Number 46031.03; and

WHEREAS, the applicant meets the criteria established under Ordinance No. 2849 and ORS 307.540 to 307.547.

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

Section 1. The property described qualifies for an exemption from property taxation for so long as it meets the criteria established under Ordinance No. 2849 and ORS 307.540 to 307.547.

Section 2. The applicant must file an application for exemption with the governing body for each assessment year the corporation wants the exemption, on or before March 1 of the assessment year for which the exemption is sought. The annual application must provide a description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose, a certification of income levels of low income occupants, a description of how the development of the property will benefit project residents, and a declaration that the corporation has been granted exemption from income taxation under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) or 501(c)(4).

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 ___ DAY OF _____, 2024.**

Patty Hitt, City Recorder

CITY OF ROSEBURG, OREGON



Application
Property Tax Exemption for Low-Income Housing
(ORS 307.540 – 307-545)
Application Due Date: March 1

ORGANIZATION INFORMATION		
Applicant/Sponsor		
Organization Name Opportunity Council	SSN/Tax ID 91-0787820	
Address 1111 Cornwall Ave	City/State Bellingham WA	Zip 98225
Contact Person David Foreman	Phone (360) 734-5121	Fax
Email david_foreman@oppco.org	Additional Contact Information (if applicable) Bret George - bgeorge@wishcamperpartners.com	
Is this entity a qualified 501(c)(3) or 501(c)(4) Non-Profit Organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If not, is this entity a general partner of a Non-Profit partnership? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Entity Type (please check one)		
<input type="checkbox"/> Partnership <input type="checkbox"/> Other (specify) _____		
<input checked="" type="checkbox"/> Corporation		
Property Owner (if other than Applicant)		
Name Sunshine Housing Associates Limited Partnership	Signatory Name & Title Bret George, Member	
Address 131 S. Higgins Ave	City/State Missoula MT	Zip 59802
Contact Person Bret George	Phone (406) 546-4537	Fax
Email bgeorge@wishcamperpartners.com	Additional Contact Information (if applicable)	
Required Information		
Description of the Property for which the exemption is requested (include Tax Lot # and/or Property ID#): _____		
Property ID #R34300 - Account #46031.03		
Sunshine Park Apartments, 152 Sunshine Road, Roseburg		
Description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose: <u>The project provides 144 rent restricted apartment units to low-income individuals and/or families; 100% of the property is used for this purpose, which furthers the mission of Opportunity Council to help people improve their lives through education, support, and direct assistance while advocating for just and equitable communities.</u>		

CITY OF ROSEBURG, OREGON



Description of how the tax exemption will benefit project residents:

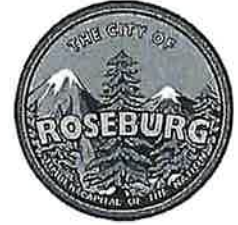
The tax exemption benefits project residents in that it allowed the owners to establish a 15-year reserve to provide resident services to the tenants. The non-profit partner also provides direct information and referral services to project residents, connecting them to community-based social and supportive services. This activity is designed to assist residents in finding services of greatest need to their households, including rental assistance, energy assistance, employment, child care, food/nutrition supports, legal services, and similar services often needed by low-income households.

Description of the development of the property if the property is being held for future low income housing development: n/a

Required Documentation

- Certification of income levels of low income occupants.
 - Income must be at or below 60% of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development (HUD)

CITY OF ROSEBURG, OREGON



DECLARATIONS (Please read carefully and sign before a notary)

1. I declare that my organization has been granted an exemption from income taxes under 26 U.S.C. Section 501(c)(3) or (4) as amended before December 1, 1984, and submit proof of that status with this application; or I declare that my organization is a general partner of a 501(c)(3) or 501(c)(4) partnership.
2. I have attached documentation as proof of the owner relationship to the name of the applicant.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540 – 307.545, as adopted by Roseburg Ordinance No. 2849 (February 14, 1994).
4. The above described property(ies) qualifies or will qualify upon completion of any rehabilitation improvement, and subsequent occupancy by low income residents for property tax exemption within 30 days of the March 1 application or the date of approval.
5. All the information in this application is true to the best of my belief and knowledge, and is for all purposes of determining eligibility for the tax exemption program authorized by Roseburg Ordinance No. 2849.

Name of Organization: Opportunity Council

Authorized Signer (please print): Greg Winter

Greg Winter 01/30/2024
 Signature Date

STATE OF Washington)
)ss.
 COUNTY OF Whatcom)

This instrument was acknowledged before me on the 30th day of January, 2024 by Greg Winter, as Executive Director of Opportunity Council, on behalf of said corporation.



Anneliese De Leon
 Notary Public

My commission expires: 5-28-2027

FOR OFFICE USE ONLY

Date Received: _____

Approved

Not Approved

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PROVIDING INTERIM CASH FLOW FINANCING FOR OFF STREET PARKING FUND

Meeting Date: February 26, 2024

Department: Finance

www.cityofroseburg.org

Agenda Section: Consent Agenda

Staff Contact: Ron Harker, Finance Director

Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

Staff is requesting authorization to utilize ARPA funds to provide the financial support that is required for the Off Street Parking Fund. Keeping in line with previous Council action, it is proposed that an additional \$50,000 of ARPA funds be authorized at this time.

BACKGROUND

A. Council Action History.

On March 22, 2021, the Council received and accepted the Downtown Parking Assessment and Plan after a presentation from Rick Williams Consulting.

On December 13, 2021, the Council awarded the contract for parking enforcement services to ACE Parking.

On January 24, 2022, the Council authorized a supplemental budget to the Off-Street Parking Fund establishing appropriation authority to manage the parking enforcement contract for fiscal year 2021-2022.

On August 22, 2022, the Council authorized the use of ARPA funds to pay for janitorial and security services at the parking structure.

Council authorized changes to meters, parking spaces, time limits and permit sales at meetings on August 22, 2022, September 26, 2022, and November 11, 2022.

Council authorized use of ARPA funds to directly cover the cash flow needs of the Off Street Parking Fund up to \$50,000 on five separate occasions, May 9, 2022, September 26, 2022, January 23, 2023, June 12, 2023, and November 13, 2023.

On October 23, 2023, the Council authorized an appropriation transfer of \$20,000 from the General Fund Contingency to the Off Street Parking Fund.

On November 1, 2023, the Council held a work study session to discuss options for funding the downtown parking program.

On December 6, 2023, the Council held a special meeting to discuss funding options for the parking program and consensus was to establish a Council led committee to work with stakeholders and discuss solutions.

B. Analysis.

The City provides downtown parking enforcement services through a contract with ACE Parking & Mobility Solutions. Currently, the parking enforcement program does not generate sufficient revenues to cover expenses and is not sustainable in its current form. Staff and Council have been working on long-term solutions to funding the parking program to make it sustainable. In the interim, parking enforcement expenses continue to accrue, resulting in a deficit that needs to be funded. The City's projected cash balance in the Off Street Parking Fund is approximately \$2,000 as of the date of Council's next meeting. It is projected that the City will not have sufficient resources to cover the expenses that are incurred for February's parking enforcement services and other related expenses. Consequently, additional funding is required to support the Off Street Parking Fund.

In alignment with previous Council action, staff requests the authorization of \$50,000 from ARPA funds to provide the financial support needed to provide the required cash flow in the Off Street Parking Fund. It is projected that \$50,000 would provide needed cash flow for approximately three to four months of operations.

C. Financial/Resource Considerations.

The use of ARPA funds to provide needed cash flow financing will not significantly impact the ARPA fund as the proposed \$50,000 represents only 1.6% of expenditures. However, \$50,000 would be unavailable for other projects that could be facilitated through ARPA funds.

D. Timing Considerations.

Due to the depletion of fund reserves and the need to maintain a positive cash balance in the fund, it is essential to provide staff with direction.

COUNCIL OPTIONS

- 1) Authorize \$50,000 from ARPA funds to be used to provide cash flow assistance for the Off Street Parking Fund; or
- 2) Provide staff with alternative directions to fund the cash flow needs of the Off Street Parking Fund.

STAFF RECOMMENDATION

Staff recommends that Council authorize \$50,000 from ARPA funds to provide cash flow assistance for the Off Street Parking Fund.

SUGGESTED MOTION

"I MOVE TO AUTHORIZE THE USE OF \$50,000 OF ARPA FUNDS TO PROVIDE CASH FLOW ASSISTANCE FOR THE OFF STREET PARKING FUND."

ATTACHMENTS:

None.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



MEDCOM INTERGOVERNMENTAL AGREEMENT WITHDRAWAL

Meeting Date: February 26, 2024

Department: Fire

www.cityofroseburg.org

Agenda Section: Department Items

Staff Contact: Tyler Christopherson

Contact Telephone Number: 541-492-6770

ISSUE STATEMENT AND SUMMARY

The issue for Council is whether to authorize the City of Roseburg to withdraw from an intergovernmental agreement with Douglas County Fire District 2 for the purpose of dissolving the MedCom Authority.

BACKGROUND

A. Council Action History.

In 1995, the City of Roseburg entered into an intergovernmental agreement with Douglas County Fire District 2 (DCFD2) for the purpose of establishing a joint governmental unit with the intent to preserve autonomy while establishing fair and equal representation between multiple ambulance service providers. At that time, the Roseburg area was also served by two local hospitals competing for ambulance transports. MedCom was designed to ensure equal distribution between the two facilities if needed.

B. Analysis.

The City of Roseburg and DCFD2 have identified that the MedCom Authority is no longer a necessary entity within our ambulance service area as processes and services have changed over the years. Currently, the Ambulance Service Area (ASA) for Roseburg is served by only one receiving hospital, Mercy Medical Center, and with only one ambulance service provider, DCFD2, who subcontracts to Umpqua Valley Ambulance.

In Oregon, each county is responsible for the administration of their Ambulance Service Areas. Locally, the Douglas County Emergency Services Committee (EMSC) was established as an advisory group to the Board of Commissioners on County ambulance franchises, services, ordinances, and ambulance service program administration. Membership on the EMSC is specified by ordinance with members representing specific occupations and interest areas related to emergency medical services. This includes the review and award of contracts to service providers wishing to operate within each area, as well as ensuring that response standards are met. The City of Roseburg Fire Chief is currently the vice chair of this nine-member board.

The MedCom board voted at their December 2023 meeting to proceed with the dissolution of MedCom. Subsequently, DCFD2 board voted at their January 15th board meeting to officially withdraw from MedCom.

C. Financial/Resource Considerations.

There is no financial impact to the City at this time. MedCom doesn't have any assets or liabilities.

D. Timing Considerations.

Both agencies are planning on immediate implementation of the dissolution of this agreement upon approval.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the withdrawal from this agreement; or
2. Request more information; or
3. Retain this agreement.

STAFF RECOMMENDATION

Staff recommends Council authorize the withdrawal from the MedCom agreement with DCFD2.

SUGGESTED MOTION

"I MOVE TO AUTHORIZE THE WITHDRAWAL FROM THE MEDCOM AUTHORITY AGREEMENT WITH DOUGLAS COUNTY FIRE DISTRICT 2."

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

Meeting Date: February 26, 2024
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your February 26, 2024 meeting, the following items are included:

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



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
February 5, 2024 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. February 12, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
5. Discussion Items
6. Employee Service Pins
 - A. Aurora Ropp – Library, 5 years
 - B. Val Ligon – PW, 15 years



Agenda
Department Head Meeting
City Hall – 3rd Floor Conference Room
February 13, 2024 - 10:00 a.m.

1. February 12, 2024 City Council Meeting Synopsis
2. February 26, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
5. Discussion Items
 - A. Budget Cover



Agenda
Department Head Meeting
City Hall – 3rd Floor Conference Room
February 20, 2024 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. February 26, 2024 City Council Meeting Agenda
3. February 26, 2024 Urban Renewal Agency Board Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign
 - A. Community Event Application – Parking Lot Rock Show
6. Discussion Items

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- UTRAN Presentation
 - VA Director Presentation
 - Council Goals Adoption
 - Police Contract
 - Authorization to accept FAA Grant
-

March 11, 2024

Mayor Reports

- A. American Red Cross Month Proclamation

Special Presentations

- A. Bike-Walk Roseburg

Consent Agenda

- A. February 26, 2024 Meeting Minutes

Ordinances

- A. Ordinance No. 3599 – An Ordinance Granting a Franchise to Charter Communications for Purposes of Providing Cable Television Services, Effective June 1, 2024, Second Reading

Resolutions

- A. Resolution No. _____ - Authorizing Local Government Grant Support for Brown Park

Department Items

- A. Dream Center Discussion
- B. Bogard Street Discussion

Informational

- A. City Manager Activity Report
-

March 25, 2024

Mayor Reports

- A. National Library Week Proclamation

Special Presentations

- A. Urban Growth Boundary Swap

Consent Agenda

- A. March 11, 2024 Meeting Minutes

Department Items

- A. Bradford Avenue ADA Ramp Project – Contract Award Recommendations

Informational

- A. City Manager Activity Report
-

April 8, 2024

Mayor Reports

- A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
- B. Oregon Arbor Month Proclamation

Consent Agenda

- A. March 25, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report
-

April 22, 2024

Mayor Reports

- A. Historic Preservation Month Proclamation

Consent Agenda

- A. April 8, 2024 Meeting Minutes

Informational

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

May 13, 2024

Mayor Reports

- A. EMS Week Proclamation
- B. National Public Works Proclamation
- C. 2023 Roseburg Optimist Club Officer of the Year

Consent Agenda

- A. April 22, 2024 Meeting Minutes
- B. Inmate Housing Intergovernmental Agreement
- C. Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement

Resolutions

- A. Annual Fee Adjustment
 - i. General Fees
 - ii. Water Related Fees

Department Items

- A. 2024-2029 Capital Improvement Plan Update

Informational

- A. City Manager Activity Report
-

May 27, 2024 **MEMORIAL DAY**

June 10, 2024

Mayor Reports

Consent Agenda

- A. May 13, 2024 Meeting Minutes

Resolution

- A. Resolution to Adopt the Budget

Informational

- A. City Manager Activity Report

Urban Renewal Agency Board Meeting

Consent Agenda

- A. December 11, 2023 Meeting Minutes

Resolution

- A. Resolution to Adopt the Budget
-

June 24, 2024

Mayor Reports

Consent Agenda

- A. June 10, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report
-

City Manager Updates
February 9, 2024

- Stuart Cowie delivered the UBG swap application to the Douglas County Planning Department this afternoon. This 400+ page application was years in the making. We are excited to get this project moving forward. Great work to Stu and his team!
- We have completed the recruiting and hiring process for our next City Recorder. Amy Nytes will join us on March 4. Amy is currently working as the City Recorder for the City of Springfield. Thank you to everyone that participated in the hiring process, including Amy Sowa.
- On January 31, staff kicked off the budgeting process to prepare the proposed FY 24-25 budget. Council will hear from the City's auditor at the February 26 meeting, which will include a presentation on the Annual Financial Comprehensive Financial Report for FY 23-24 and the FY 24-25 budget calendar.
- The Economic Development Commission met on February 1 and awarded eleven tourism grants for a variety of community events or projects.
- The Parks Commission met on Wednesday and after a robust discussion, recommended updates to the Parks Rules regarding distribution of written materials, protesting and other protected activities.
- The 13th annual Discover Roseburg Geocaching event was a great success with over 260 attendees at the kick-off event last Saturday. Great job Val and Tracy!
- Staff received notification that the City was awarded a COARS grant from the Oregon Department of Aviation. The grant will pay 90 percent of the airport's ten percent match for an FAA grant that will replace a significant amount of fencing and make other security updates at the airport. The project is currently in the design/environmental phase and will primarily be funded via a Bipartisan Infrastructure Law (BIL) grant through the FAA. The COARS grant reduces the airport's grant match responsibility to the 1-2% range.
- Staff met with Dream Center directors on Tuesday to continue to refine a potential site layout. The urban campground sub-committee members met on Thursday to discuss next steps and the Homeless Commission agenda items.
- Other meetings this week included the bi-monthly LPSCC meeting on Tuesday, a virtual meeting with Charter to finalize a new franchise agreement for Council consideration, the CCD quarterly board meeting, the LOC Friday statewide membership call regarding the current legislative session and an LOC virtual meeting regarding SB 1537 – the governor's housing production bill, and recommended slight modifications for cities under 25k and not in metro areas.
- Today I had a Teams meeting with Business Oregon to explore CDBG grant potential around homeless shelter/urban campground/etc. Our regional representative is going to do some additional research and we are scheduled to

'meet' again next week. I'm not sure it will materialize into anything, but am looking under every rock.

- Today, I had a brief meeting with Rachel Pokrandt to catch up on the progress on the Med Ed project and their downtown projects and a meeting with Lance Colley regarding the Diamond Lake Urban Renewal Area.
- On remand from LUBA, last week the Douglas County Commissioners upheld their denial of the city's conditional use permit application for the Sunshine Park trails project. Staff is working with city attorney and land use consultant to discuss next steps, which will most likely be pursuing annexation of the area into the city (not a straightforward process).
- Meetings next week: City Council, Monday 2/12 @ 7 pm, City Hall Council Chambers

City Manager Updates
February 16, 2024

- On Wednesday, Dr. Pokrandt sent an email announcing the hiring of the new Dean of Advanced Medical Program Partnerships, Randy Hubbard. This is an exciting development in the Med Ed project.



Randy Hubbard brings 26 years of progressive healthcare experience to the position of Dean of Advanced Medical Program Partnerships at Umpqua Community College. Randy comes to UCC most recently from Mercy Medical Center where he served as Director of Surgical Services. In this role Randy supported nursing educator pathways, participated in master facilities planning and served on statewide boards related to medical professional training. Prior to that role, Randy was a staff RN in the operating room at OHSU, Portland. Randy has an MBA in Healthcare Administration, a BSN in Nursing and a certificate in Project Management. Randy has prior experience in aligned workforce educational programs both locally and at the state level.

- The Partnership met on Tuesday and discussed the upcoming Southern Oregon Economic Summit. I had a lunch meeting Wednesday with John McCafferty, President of Umpqua Indian Development Corporation. Thursday's Envision Roseburg meeting included an introduction to a representative from Western University working with Aviva and UCC on bringing physician clinical rotations to Roseburg in a unique way.
- The legislature's 'short session' is in full swing. If you want to follow any of the bills, you can do so here: [Oregon Legislative Information System \(oregonlegislature.gov\)](https://www.oregonlegislature.gov). The LOC is also hosting weekly updates every Friday at noon. Information can be found here: <https://www.orcities.org/advocacy/legislative-advocacy/weekly-legislative-update-webinars>. Some bills of interest include Measure 110 reform (HB 4002), Recreational Immunity (SB 1576), and the Governor's housing production package (SB 1537).
- Budgeting continues and this week each department met with the IT consultant to outline needs for the next fiscal year. On Thursday, Ron Harker and I met to discuss progress on existing high priority projects and how to prioritize upcoming projects once all departments have weighed in.
- Chief Klopfenstein and I met with the school district's head of security and the Eastwood principal today to better understand their concerns regarding a potential urban campground and collaborate on possible mitigation measures to address their concerns. I really appreciate them taking the time to sit down with us and help us better understand their experiences and concerns.
- On Wednesday, I had another virtual meeting with Biz Oregon to learn more about CDBG grants as they relate to homeless facilities. The state's new CDBG guidance is out and I will continue to review it. It does not appear that there is a ready made program for what we may be looking for, but I will continue to research.

City offices will be closed on Monday, February 19th in observance of President's Day.