

ROSEBURG CITY COUNCIL AGENDA – JUNE 10, 2024
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470



CA
6-10-2024

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. Optimist 50th Anniversary Proclamation

B. LGBTQ+ Pride Month Proclamation

4. Commission Reports/Council Ward Reports

A. Public Works Commission Resignation – Brandon Pearsall

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

6. Consent Agenda

A. May 13, 2024 Regular Meeting Minutes

7. Public Hearings

A. Resolution No. 2024-13: 2024-25 Budget Adoption

8. Department Items

A. Purchase of Marked Patrol Vehicles

B. Contract Ratification – Roseburg Police Employees Association (RPEA)

C. ARPA Funding Discussion

D. Property Exchange with Umpqua Community College (UCC)

9. Items from Mayor, City Council and City Manager

10. Adjourn

11. 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.
- 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>

PROCLAMATION

CITY OF ROSEBURG, OREGON

A Tribute to 50 Years of Optimist Service

WHEREAS: The strength and vitality of the Optimist Club of Roseburg, Oregon community depends on the efforts of volunteers; and

WHEREAS: Optimist Clubs worldwide reach and serve as a friend of youth to more than 6,000,000 children each year, through youth-oriented service projects; and

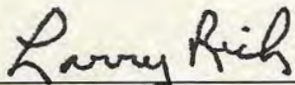
WHEREAS: The mission of Optimist Clubs is to provide hope and a positive vision that bring out the best in youth, ourselves and our community, thereby fostering the spirit of optimism throughout the communities of Douglas County; and

WHEREAS: The Optimist Club of Roseburg, Oregon founded in 1974 is recognized and honored for its 50 years of faithfully serving and inspiring the youth and communities where they reside and is encouraged to serve for many more years.

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim June 4th, 2024, as

Optimist Day

DATED this 10th day of June 2024.



Honorable Mayor Larry Rich



PROCLAMATION

CITY OF ROSEBURG, OREGON

LGBTQ+ Pride Month

WHEREAS: Our nation was founded on the principal of equal rights for all people, but the fulfillment of this promise has been long in coming for many Americans; and

WHEREAS: The historical riot at Stonewall in New York City on June 28, 1969 is considered a turning point for LGBTQ liberation in the United States; and

WHEREAS: For more than 50 years, June has been celebrated as LGBTQ+ Pride Month nationwide in honor of the LGBTQ+ citizens that rose up and fought discriminatory laws at Stonewall; and

WHEREAS: Everyone should be able to live without fear of prejudice, discrimination, violence, and hatred based on race, ethnicity, religion, class, gender identity, sexual orientation, age, mental or physical disability and to be supported by their peers, educators, and community leaders; and

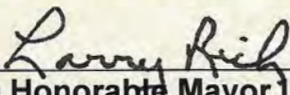
WHEREAS: June has become a nationally recognized month to celebrate and honor the way LGBTQ+ Americans have overcome; and

WHEREAS: Roseburg, Oregon celebrates and honors its diverse community that includes people of all races, ethnicities, religions, and professions. Roseburg strives to be a community where everyone is welcomed and celebrated for our differences, rather than being limited by what might divide us;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim the month of June 2024 to be

LGBTQ+ Pride Month

DATED this 10th day of June 2024.



The Honorable Mayor Larry Rich





ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

PUBLIC WORKS COMMISSION RESIGNATION

Meeting Date: June 10, 2024
Department: Administration
www.cityofroseburg.org

Agenda Section: Commission Reports
Staff Contact: Grace Jelks, Management Asst.
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Public Works Commission Member Brandon Pearsall has resigned from his position on the Commission.

BACKGROUND

A. Council Action History.

n/a.

B. Analysis.

Commissioner Pearsall informed Staff of his resignation effective immediately. An appointee to this position must reside in the City. Upon Council's acceptance of the resignation, Staff will begin soliciting from interested parties through the local news media, social media and City's website.

C. Financial/Resource Considerations.

n/a.

D. Timing Considerations.

It is recommended action be taken as soon as practical to accept Commissioner Pearsall's resignation and take steps to fill the position.

STAFF RECOMMENDATION

Staff recommends the City Council accept Commissioner Pearsall's resignation.

SUGGESTED MOTION

"I MOVE TO ACCEPT BRANDON PEARSALL'S RESIGNATION FROM THE PUBLIC WORKS COMMISSION, WITH REGRETS."

ATTACHMENTS:

Attachment #1 – Subject Resignation

Grace Jelks

From: Chanelle R. Rogers
Sent: Wednesday, June 5, 2024 8:32 AM
To: BrandonP
Subject: RE: Public Works Commission

Thank you, I will let the appropriate people know so they can advertise the vacancy.

Chanelle Rogers | Public Works Department | Department Technician
City of Roseburg | 900 SE Douglas Avenue | Roseburg, OR 97470
☎ 541-492-6889 | ✉ crogers@cityofroseburg.org

From: BrandonP [REDACTED]
Sent: Wednesday, June 5, 2024 8:11 AM
To: Chanelle R. Rogers <crogers@cityofroseburg.org>
Subject: Re: Public Works Commission

Good morning Chanelle,
Yes, that is correct. I won't be able to fulfill my monthly obligation.

Brandon

On Wed, Jun 5, 2024, 08:09 Chanelle R. Rogers <crogers@cityofroseburg.org> wrote:

Good Morning,

Thank you for letting me know, does this mean you are resigning from the commission then?

Chanelle Rogers | Public Works Department | Department Technician
City of Roseburg | [900 SE Douglas Avenue](#) | [Roseburg, OR 97470](#)
☎ 541-492-6889 | ✉ crogers@cityofroseburg.org

From: BrandonP [REDACTED]
Sent: Wednesday, June 5, 2024 7:54 AM
To: Chanelle R. Rogers <crogers@cityofroseburg.org>
Subject: Public Works Commission

Hello Chanelle,

My daughter is now playing on a Eugene soccer team, and practice is on T, Th, and Fr, so I will be unable to attend the meetings going forward.

Brandon

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
May 13, 2024**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on May 13, 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 Shelley Briggs Loosley, Tom Michalek, Ellen Porter (via zoom), Kylee Rummel, Ruth Smith, and Andrea Zielinski

Absent: David Mohr and Patrice Sipos

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 Amy Nytes, and Management Assistant Grace Jelks

3. Mayor Reports

- A. Mayor Rich proclaimed May 19 – 25, 2024, as EMS Week. Jenn Ford – Director of Umpqua Valley Ambulance and Kevin McKim – Paramedic, shared information about emergency services, as well as appreciation for the Council’s recognition.
- B. Mayor Rich proclaimed May 19 – 25, 2024, as National Public Works Week. Easley shared information about Public Works, as well as appreciation for the Council’s recognition.
- C. Mayor Rich and Messenger shared an update on the Homeless Commission Future and Focus. Discussion ensued.

Public Comments

- a. Nicole Inglis, resident, spoke about services available to the homeless.

Councilor Zielinski’s comments and questions included appreciation for the working relationships with outside organizations and knowledge gained, support for giving the public opportunities to hear what the City is working on and to have input, support for the Council continuing to hear information and recommendations from the Homeless Commission, and value in having the right people involved in dealing with difficult issues that are not easy to solve.

Councilor Rummel’s comments and questions included homelessness is a growing issue in our community and nationally, there is not one perfect solution that will fix that any time soon, we need a dedicated commission with people that have expertise, concern regarding recent public feedback

about frustration of having to attend both the Homeless Commission and Council meetings to give input, and having a strategic plan would help with future funding opportunities.

Councilor Smith's comments and questions included the people of the Commission having knowledge and access to helpful information, concern about having a plan for enough funding to implement solutions, and finding funding is taking too long.

Councilor Michalek's comments and questions included the homeless people he met are there because of drugs, concerned about their civil rights, feeling hopeless, the homeless have a responsibility to take advantage of opportunities, concern for removing homeless camps and garbage, support for the Homeless Commission finding a low barrier campsite, support for enforcing shopping cart theft in order to reduce garbage and other homeless issues, and if you want a place to live you have to work.

Councilor Porter's comments and questions included that it's a good idea to have a Homeless Commission, they need to be more effective in shaping policy, advice from the Portland Mayor on standard operating procedures implemented in campgrounds to minimize potential for litigation or liability, the Commission could do more than just approve items that Staff has presented at meetings, they have been active for about three years and the problem has continually gotten worse, they need to be more proactive to find a solution, there are approximately one hundred homeless tents on the way to Gaddis Park and along the riverbank, it is unacceptable that people do not feel safe to use the parks or run on the trails, concern that Council has possibly used the Commission as a deflecting shield rather than taking action, we cannot keep turning a blind eye to the problem, letting the Commission take a first look at possible campsites has inhibited the Council's efforts to find a campground, the Commission has not been willing to make a decision on a campsite, the problem is growing faster, and the City is not doing enough to address it.

Mayor Rich's comments and questions included that one of the reasons we wanted CEO's from community agencies was because they were already dealing with these issues and familiar with grants to help with projects, the next project is to find a campsite, and it will not be easy to make a decision because the public does not want a campsite located in their backyard.

4. Commission Reports/Council Ward Reports.
 1. Councilor Porter reported on the May 9, 2024 Public Works Commission meeting and that she has gotten a request to assist with a high school government project involving the safety of our parks.
 2. Councilor Smith reported on the May 1, 2024 Parks Commission meeting.

5. Audience Participation

- A. James Chittum, resident, spoke about adding a garbage dump fee to pay for parking.

6. Consent Agenda

- A. April 22, 2024 Regular Meeting Minutes.
- B. April 29, 2024 Work Session Minutes.
- C. 2024 OLCC Annual Liquor License Renewal Endorsement.
- D. OLCC – Change of Ownership – Lil Pantry Roseburg LLC 1 at 2611 NW Edenbower Blvd.
- E. OLCC – Greater Privilege – Ami Japanese Restaurant at 634 SE Cass Avenue.

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

7. Public Hearings

- A. CDBG Close Out – City of Roseburg, Douglas County and Lane County-Wide, Technical Assistance Program – Reality Kitchen.

Mayor Rich opened the public hearing at 7:44 p.m. Cowie provided an overview of the grant completion. Discussion ensued.

Jim Evangelista – Reality Kitchen Executive Director and Theresa Haga – CCD Business Development Corporation Executive Director, shared comments about the program, project funding, and appreciation for the City’s support.

Mayor Rich’s comments and questions included clarification of the process for closing out the grant,

Councilor Michalek’s comments and questions included clarification of the grant amount given out.

Cowie clarified that Theresa Haga will be filling out the paperwork to close out the grant, this is the last step in the process, and all the grants funds have been allocated and given out.

As no one wished to speak, the public comment and the public hearing closed at 8:01 p.m.

Councilor Zielinski moved to direct Staff to officially close out the Reality Kitchen CDBG Grant. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

8. Resolutions

- A. Nytes and Cowie presented the Annual Fee Adjustment. Discussion ensued.
 - i. Resolution No. 2024-10: General Fees

Mayor Rich’s comments and questions included clarification of the proposed increases, clarification of the process that needs to be more

efficient, whether new software has been identified, whether the new software developer is local, using matching systems with Douglas County, and clarification of the gradual fee increase during active projects.

Councilor Michalek's comments and questions included the cost to build a 2,000 square foot single family home because there are a lot of fees, our pricing seems really low, whether the fees will go back down, how soon the fee increase takes effect, and support for increasing the fees all at once.

Councilor Rummel's comments and questions included that increasing fees twice will increase frustration and support for option number three.

Councilor Smith's comments and questions included support for option number three.

Councilor Porter's comments and questions included support for option number three.

Councilor Zielinski's comments and questions included acknowledgement that raising fees this significantly will cause a lot of frustration and support for increasing fees incrementally.

Messenger clarified the proposed fee increases and some fees will increase by one hundred percent based on the approved option.

Cowie clarified other cities fees, we are well below what other cities are charging, some comparable cities do not have the volume we do, the charges are typical and expected, increasing our fees will support updating our software and increase access to services, clarification of fees for a new single family home, the fees are not likely to go back down, people will be able to submit the permit online and staff will be able to assist using a more streamlined process, we are looking at a new software provider that has gotten good reviews, we did not want to significantly increase our fees for a product that is still inferior, the developer has clients in the northwest and nationwide, Douglas County was not encouraging about using the same software, clarification of the preference for implementing the increase all at once, clarification of the gradual fee process for projects longer than six months, and fees will be increased on July 1st.

Councilor Rummel moved to include option 3 for the CDD fee changes in Resolution No. 2024-10. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Rummel, and Smith voted yes. Councilors Zielinski voted no. The motion passed (5-1).

Councilor Zieliski moved to adopt Resolution No. 2024-10 amending Resolution No. 92-13 regarding fees. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- ii. Resolution No. 2024-11: Water Related Fees

Mayor Rich's comments and questions included clarification of the fee changes, SDC's for installation of a water meter for a new house, meter size of a typical home, clarification of the levels, and clarification of the fee at ground level.

Councilor Michalek's comments and questions included that three percent was reasonable.

Messenger clarified the fee increases, SDC's are reimbursement for constructing the plant, most homes have a five eights by three quarter meter, levels are elevation and how many times we have to pump water to reach the home at elevation, level one is the main level, the fees cover the cost of pumping the water and the maintenance, and the ground level fee was approximately \$17.95.

Councilor Zielinski moved to adopt Resolution No. 2024-11 amending Resolution No. 91-18 regarding water fees. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- B. VanWinkle presented Resolution No. 2024-12 Opting In to ORS 105.668 Recreational Immunity. Discussion ensued.

Mayor Rich's comments and questions included clarification of the criteria.

VanWinkle clarified the criteria is if you are walking on a trail system or in a park.

Messenger clarified that walking to work or for exercise is now covered and the newly formed loophole is closed.

Councilor Zielinski moved to adopt Resolution No. 2024-12 opting in to recreational immunity. The motion was seconded by Councilor Rummel and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

9. Department Items

- A. Easley presented Parker Road Newton Creek Bridge Intergovernmental Agreement for Right-of-Way Services with Oregon Department of Transportation. Discussion ensued.

Councilor Michalek's comments and questions included whether any property owners will be denied their property.

Mayor Rich's comments and questions included whether there is a plan to widen the bridge.

Easley clarified we have a decent amount of right-of-way in the area, does not anticipate any issues with property owners, we are early enough in the design process to have ideas if they are needed, and there is a plan to widen the bridge from its current state to add sidewalks.

Messenger clarified that it may just need a temporary easement for construction purposes.

Councilor Porter moved to authorize the execution of the Intergovernmental Agreement with Oregon Department of Transportation for Right-of-Way services for the Parker Road Newton Creek Bridge Project. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Rummel, Smith, and Zielinski voted yes. No one voted no.

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

Messenger responded to Councilor Michalek's comments about enforcing shopping cart theft. RPD is working on an education campaign with retailers that are victims of theft to press charges. There are fines associated with materials removed from waterways.

Councilor Porter's comments and questions included incorporating findings of fact by the DEQ or EPA as another avenue for enforcement.

Forrester clarified that prosecuting someone for a crime is a useful tool.

Councilor Porter asked to have a discussion soon about a letter that Forrester sent today.

11. Adjourn

Mayor Rich adjourned the regular meeting at 8:58 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION 2024-13 2024-25 BUDGET ADOPTION

Meeting Date: June 10, 2024
Department: Finance
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Oregon Local Budget Law requires the City of Roseburg to conduct a public hearing on the 2024-25 budget as approved by the Budget Committee May 7, 2024, and on the proposed uses of State Revenue Sharing funds.

In addition, a resolution is required to adopt the budget, authorize the City to receive State Revenue Sharing funds, make appropriations, and levy and categorize ad valorem property tax for the City of Roseburg for the fiscal year beginning July 1, 2024, and ending June 30, 2025.

BACKGROUND

A. Council Action History.

The budget is adopted before June 30th and effective July 1st of each year.

B. Analysis.

The budget document was distributed to members of the Budget Committee on April 30, 2024. The budget document was made public by posting on the City website and by making available a hard-copy at City Hall on April 30, 2024. City Manager, Nikki Messenger, presented the budget document and message on May 7, 2024, and a public hearing on possible uses of State Revenue Sharing funds was conducted. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented on May 7, 2024, with no modifications from the proposed budget.

Appropriations in the attached resolution and exhibit are based upon the budget approved by the Committee.

C. Financial/Resource Considerations.

Total requirements for 2024-25 are \$109,703,516.

The estimated revenue from State Revenue Sharing is \$280,000. The funds will be used to support General Fund services.

D. Timing Considerations.

Budget adoption is required before the beginning of the new fiscal year on July 1, 2024. A copy of the resolution electing to receive State Revenue Sharing funds must be filed with the Oregon Department of Administrative Services not later than July 31, 2024.

COUNCIL OPTIONS

The Council has the following options:

- 1) Adopt the Approved Budget as submitted; or
- 2) Recommend revisions to the Approved Budget; or
- 3) Schedule budget adoption for another meeting prior to July 1, 2024.

If any changes are necessary after the Budget Committee approves the budget, the governing body must make the revisions when adopting the budget. Revisions that do not increase the total approved budget will not affect the resolution as presented but may change the appropriations as listed on the attached exhibit.

Per ORS 294.456, the governing body is limited to increasing expenditures in a fund by no more than \$5,000 or 10 percent, whichever is greater, of the approved budget. If a larger expenditure increase is desired, the budget summary is required to be republished and a second public hearing is required prior to July 1, 2024.

STAFF RECOMMENDATION

Upon conclusion of the Public Hearing, it is Staff's recommendation that Council adopt the attached resolution with any modifications that Council deems prudent.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION 2024-13 ADOPTING THE 2024-2025 BUDGET AS APPROVED BY THE BUDGET COMMITTEE."

ATTACHMENTS:

Attachment #1 – Resolution 2024-13
Attachment #2 – Exhibit A

RESOLUTION NO. 2024-13

**A RESOLUTION ADOPTING THE 2024-2025 BUDGET; LEVYING AND
CATEGORIZING TAXES FOR SAID TAX YEAR; ELECTING TO RECEIVE
STATE REVENUE SHARING; AND MAKING APPROPRIATIONS**

WHEREAS, the Budget Committee of the City of Roseburg, Oregon, has approved a proposed budget for the fiscal year commencing July 1, 2024; and

WHEREAS, at a regular meeting of the City Council held on June 10, 2024, a public hearing on said proposed budget was duly held after the giving of notice thereof as required by statute, proof of which is on file in the Office of the City Recorder of the City; and

WHEREAS, ORS 294.456 requires the adopted budget to be appropriated by fund and requirement category; and

WHEREAS, ORS 294.456 requires local governments to take formal action to declare the ad valorem tax rate or amount to be certified to the assessor and to itemize and categorize the ad valorem property tax amount or rate; and

WHEREAS, ORS 221.770 requires local governments to take formal action to declare their desire to receive state revenue sharing money; and

WHEREAS, the officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following service(s): (1) police protection; (2) fire protection; (3) street construction, maintenance and lighting; (4) sanitary sewer; (5) storm sewers; (6) planning, zoning and subdivision control; and (7) one or more utility services; and city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760; and

WHEREAS, the City of Roseburg certifies that it provides all of the municipal services outlined above, except the provision of sanitary sewer.

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

Section 1. After a public hearing held on June 10, 2024, the Roseburg City Council hereby adopts the budget for the fiscal year 2024-2025 in the sum of \$109,703,516; a copy of which is now on file at City Hall.

Section 2. The City hereby levies the taxes for each fund provided for in the aggregate amount of \$8.4774 per \$1,000, be assessed pro rata upon all taxable property within the City of Roseburg, Oregon.

Section 3. The City hereby declares the following allocation and categorization, subject to the limits of Section 11b, Article XI of the Oregon Constitution, constitute the preceding aggregate levy:

Subject To General Government Limitation
Permanent Rate per Thousand \$8.4774

Section 4. The City hereby elects to receive state revenues for fiscal year 2024-2025 pursuant to ORS 221.770.

Section 5. The amounts designated for the purposes set forth in Exhibit "A" are appropriated for the purposes and in the amount set forth in that Exhibit.

Section 6. The Recorder of said City shall certify to the County Clerk and County Assessor of Douglas County, Oregon, the tax levies provided for in this Resolution on or before July 15, 2024, and shall file required documents with the County Assessor in accordance with ORS 294.458.

Section 7. 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
10TH DAY OF JUNE, 2024.**

Larry Rich, Mayor

Amy Nytes, City Recorder

EXHIBIT "A"
2024-2025 BUDGET APPROPRIATIONS

GENERAL FUND

Departments

◆ Administration	\$	3,757,335	
◆ Community Development		1,163,530	
◆ Library		682,737	
◆ Public Works		4,340,796	
◆ Parks and Recreation		2,264,869	
◆ Municipal Court		594,575	
◆ Police Department		9,397,301	
◆ Fire Department		9,141,266	
◆ Capital Outlay		50,000	
◆ Transfers		1,371,885	
◆ Other Requirements		116,000	
◆ Operating Contingency		1,000,000	\$ 33,880,294

SPECIAL REVENUE FUNDS

Grant Special Revenue

◆ Materials and Services		4,232,655	
◆ Capital Outlay		-	4,232,655

Hotel/Motel Tax

◆ Materials and Services		1,207,500	
◆ Transfers		1,000,400	2,207,900

Streetlight/Sidewalk

◆ Materials and Services		101,618	
◆ Capital Outlay		740,000	
◆ Operating Contingency		623,518	1,465,136

Bike Trail

◆ Materials and Services		20,000	
◆ Capital Outlay		285,000	
◆ Operating Contingency		202,801	507,801

Golf

Departments

◆ Materials and Services		33,505	
◆ Capital Outlay		37,000	
◆ Operating Contingency		130,524	201,029

Economic Development Fund

◆ Materials and Services		201,448	
◆ Capital Outlay		250,000	451,448

Library Special Revenue Fund

◆ Materials and Services		223,250	
◆ Capital Outlay		-	223,250

American Rescue Plan Special Revenue Fund

◆ Materials and Services		1,550,000	
◆ Capital Outlay		1,750,000	3,300,000

Assessment

◆ Materials and Services		140,000	
◆ Capital Outlay		1,000,000	1,140,000

Stewart Trust- Special Revenue Fund

◆ Capital Outlay		30,000	30,000
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EXHIBIT "A"
2024-2025 BUDGET APPROPRIATIONS

DEBT SERVICE FUNDS

Pension Bond Debt Service Fund		
◆ Debt Service	571,260	571,260

CAPITAL PROJECTS FUNDS

Transportation		
◆ Materials and Services	1,602,809	
◆ Capital Outlay	2,025,000	
◆ Transfers	10,000	3,637,809
Park Improvement		
◆ Materials and Services	30,000	
◆ Capital Outlay	2,429,852	2,459,852
Equipment Replacement		
◆ Materials and Services	129,962	
◆ Capital Outlay	1,030,000	1,159,962
Facilities Replacement Fund		
◆ Materials and Services	38,379	
◆ Capital Outlay	160,000	198,379

ENTERPRISE FUNDS

Storm Drainage		
◆ Materials and Services	1,188,450	
◆ Capital Outlay	900,000	
◆ Operating Contingency	1,000,000	3,088,450
Off Street Parking		
Departments		
◆ Enforcement	134,280	
◆ Operating Contingency	654	134,934
Airport Fund		
Departments		
◆ Airport Operations	295,731	
◆ Capital Outlay	2,152,241	
◆ Debt Service	112,253	
◆ Operating Contingency	1,141,112	3,701,337
Water Service Fund		
Departments		
◆ Production	1,518,325	
◆ Transmission and Distribution	1,846,964	
◆ General Overhead	2,878,232	
◆ Capital Outlay	3,981,825	
◆ Operating Contingency	1,000,000	11,225,346

INTERNAL SERVICE FUND

Workers Compensation		
◆ Materials and Services	354,670	
◆ Operating Contingency	374,206	728,876

TOTAL BUDGET APPROPRIATIONS		\$ 74,545,718
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EXHIBIT "A"
2024-2025 BUDGET APPROPRIATIONS

This budget also includes unappropriated ending fund balances and reserves for future expenditures. A supplemental budget must be prepared to spend amounts reserved for future expenditure.

	<u>Reserve</u>	<u>Unappropriated Fund Balance</u>	<u>Total</u>	
General	\$ -	\$ 9,998,130	\$ 9,998,130	
Grant	690,737	-	690,737	
Hotel/Motel Tax	1,669,819	-	1,669,819	
Economic Development	223,596	-	223,596	
Library Special Revenue	113,953	-	113,953	
American Rescue Plan	326,792	-	326,792	
Assessment Improvement	780,505	-	780,505	
Stewart Trust	130,354	-	130,354	
Pension Bond Debt Service	-	63,004	63,004	
Transportation	5,870,073	-	5,870,073	
Park Improvement	641,451	-	641,451	
Equipment Replacement	2,547,675	-	2,547,675	
Facilities Replacement	246,517	-	246,517	
Storm Drain	-	7,128,033	7,128,033	
Water	-	4,727,159	4,727,159	
	<u>\$ 13,241,472</u>	<u>\$ 21,916,326</u>	<u>\$ 35,157,798</u>	<u>35,157,798</u>
TOTAL BUDGET				<u><u>\$ 109,703,516</u></u>

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PURCHASE OF MARKED PATROL VEHICLES

Meeting Date: June 10, 2024
Department: Police
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Council will be considering the purchase of four (4) new police vehicles to replace older models as part of a standard and scheduled vehicle fleet rotation. If approved, the 2025 Ford utility vehicles will be procured using State of Oregon state-bid pricing.

BACKGROUND

A. Council Action History.

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

B. Analysis.

The Police Department's patrol fleet of ten SUVs is historically on a three to four year rotation, as past history and maintenance records have shown this to be the optimum replacement schedule given their 24/7 use. We will be replacing four older Ford Interceptor SUVs.

State-bid cost for a 2025 Ford Interceptor SUV is \$47,425.47. Ford anticipates their build time for the 2025 Ford Interceptors will be three to four months.

Up-fitting the SUVs with police equipment such as lights, sirens, prisoner cages, vehicle cameras, etc. will be completed by Wire Works (Salem) for an estimated cost of \$20,702.11 per vehicle.

We utilize a local vendor in Green, FX Design, for patrol vehicle graphics. Three of the patrol SUVs will utilize the Motorola radio from the old patrol SUVs, and one of the new patrol SUVs will require the purchase of a new Motorola radio.

Total costs are estimated below:

- Gresham Ford - Four (4) 2025 Ford Interceptor SUVs: \$189,701.88
- Wire Works up-fit for four (4) SUVs: \$82,808.44
- FX Design's graphics for four (4) SUVs: \$4,140.00

- One (1) Motorola radio: \$3,089.16
- Contingency: \$12,000.00
- Total cost: \$291,739.48**

C. Financial/Resource Considerations.

Council is scheduled to adopt the FY 24-25 budget at the June 10, 2024, meeting. The budget includes the purchase of four (4) fully up-fitted police patrol SUVs. A total of \$292,000 has been allotted and will be available in the equipment replacement fund to accomplish this purchase.

D. Timing Considerations.

Most Law Enforcement agencies' fiscal years begin on July 1. If we are able to get our order in before July 1, we should be able to realize a shorter build time. If the Council adopts the FY 24-25 budget at the June 10, 2024 meeting, staff requests approval of this purchase the same night to allow RPD to be "early" in the queue of new vehicle purchases.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the purchase of four (4) fully up-fitted 2025 police utility vehicles for \$291,739.48; or
2. Not authorize the purchase of four (4) police utility vehicles.

STAFF RECOMMENDATION

If the FY 24-25 budget has been adopted, Staff recommends City Council approve the purchase of four (4) fully up-fitted 2025 police utility vehicles utilizing the State bid contract pricing.

SUGGESTED MOTION

"I MOVE TO APPROVE THE PURCHASE OF FOUR (4) FULLY UP-FITTED 2025 POLICE UTILITY VEHICLES FOR \$291.739.48."

ATTACHMENTS:

N/A

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CONTRACT RATIFICATION – ROSEBURG POLICE EMPLOYEES ASSOCIATION (RPEA)

Meeting Date: June 10, 2024
Department: City Manager
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: John VanWinkle/Gary Klopfenstein
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

After a number of preliminary discussions, negotiations between the City and the Roseburg Police Employees Association (RPEA) opened on May 14, 2024. The current agreement expires June 30, 2024. On June 4, 2024, the parties tentatively agreed to the terms of a successor collective bargaining agreement.

BACKGROUND

A. Council Action History.

The City Council grants authorization to the City bargaining team for matters of compensation. The bargaining agreements between the City and employee representatives are enforceable contracts and in the scope of the Council's financial authorization due to their cost. After the completion of comparability studies and initial analysis, the issue was brought to Council in executive session on April 22, 2024. At that meeting, Council outlined the authority for bargaining parameters for the City team.

B. Analysis.

Wage increases have been included for each year of a three-year agreement.

Operational changes were made, including a Memorandum of Understanding outlining and instituting a 32-hour workweek pilot program.

The tentative three-year agreement reached by the parties is expected to be ratified by union membership at their next meeting and is within the financial parameters set by Council on April 22, 2024.

C. Financial/Resource Considerations.

The tentative agreement is for a three-year contract effective July 1, 2024. The compensation package includes:

2024-2025

- 5% wage increase across the board, effective July 1, 2024.

2025-2026

- 5% wage increase across the board, effective July 1, 2025.

2026-2027

- 2% to 5% wage increase across the board, effective July 1, 2026. Percentage increase will be the CPI-W Western Region Index annual percentage for calendar year 2025.

The three-year agreement has been incorporated into the six-year financial forecast and has been found to be sustainable.

D. Timing Considerations.

Tentative agreements have been made and the bargaining unit is expected to ratify the agreement at its next meeting. Council review and action is now appropriate.

COUNCIL OPTIONS

1. Council may approve the tentative agreement as presented; or
2. Council may vote against approval of the tentative agreement with the RPEA; or
3. Council may request specific changes in the tentative agreement with the RPEA.

STAFF RECOMMENDATION

Staff respectfully recommends Council approval of the tentative agreement as presented.

SUGGESTED MOTION

“I MOVE TO APPROVE THE TENTATIVE THREE-YEAR AGREEMENT BETWEEN THE CITY OF ROSEBURG AND THE ROSEBURG POLICE EMPLOYEES ASSOCIATION.”

ATTACHMENTS:

N/A

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ARPA FUNDING DISCUSSION

Meeting Date: June 10, 2024
Department: Administration
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Nikki Messenger, CM
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The City received \$5.215 million in American Rescue Plan Act (ARPA) funding. Staff is seeking Council consideration of multiple projects utilizing this funding mechanism.

BACKGROUND

A. Council Action History.

Council has approved a number of purchases and/or transfers utilizing ARPA funding. On March 27, 2023, the Council authorized the City Manager to use ARPA funds to make purchases of up to \$100,000 without Council approval. Council requested the City Manager provide expenditure reports quarterly and/or at \$500,000 spending intervals.

B. Analysis.

The City received a total of \$5.215 million in ARPA funding in two tranches beginning in August of 2021. Since that time, Council has authorized a number of expenditures and/or commitments. Purchases have included property, a police robot, heating and cooling improvements at the Arts Center, a new boiler at the Library, IT upgrades, Council Chamber A/V upgrades, radio system upgrades and other capital purchases. Other services committed from ARPA funding include security and cleanup services at the parking structure, funding for Off Street Parking, funding for various services related to the unhoused, including financial support for warming/cooling centers and porta-potties.

The following table outlines the current estimated commitments utilizing ARPA funding. Assumptions include Council supporting continuing the security and cleaning contracts for the Parking Structure and an additional year of portable toilet rentals. It appears that there may be state funding for FY 24-25 for the Gary Leif Navigation Center, but staff has included an amount to cover some expenses if needed.

	Committed to Date
Transfers	\$ 233,450
Projects/Capital Equipment/Land	\$ 895,507
Police Robot	39,995
Troost Property	121,116
Firewall/Servers	49,222
Network Switches	85,530
Arts Center Heating/Cooling	61,147
Library Boiler	68,460
Bandshell Replacement	13,500
Drinking fountain @ Library	2,670
Flock Cameras	80,250
Radio System Upgrades	154,860
Council Chambers	27,917
Bike Path - Deer Creek	23,923
Bike Path - Stewart Park	46,791
CDD Furniture	9,710
Sunshine park annexation consultant	34,980
Workout equipment	24,432
PD Pickup	43,491
Hec Raz stucy for half shell	4,013
Summer Reading	3,500
Services	\$ 58,518
USEDA Grant Preparation	39,018
Architectural services PSC, City Hall	19,500
Homeless Services	\$ 850,026
Navigation Center Operations*	300,000
Navigation Center Renovation	382,878
Conex container/storage bins	7,886
Homeless services - porta potties, warming/cooling centers	123,262
Porta potty est. 24-25	\$ 36,000
Downtown Parking	\$ 442,293
Parking contract*	\$ 300,000
Parking garbage/graffiti/security	\$ 93,830
3rd year + 5%	\$ 48,463
Misc.	\$ 6,066
Total Committed (estimate)	\$ 2,485,860
Remaining (est.)	\$ 2,729,176

As part of the FY 24-25 budget process, staff proposed to make a number of one-time purchases utilizing ARPA funding that would otherwise require General Fund funding.

Staff is seeking direction and/or authorization on those purchases. A brief synopsis is provided below:

Information Technology

• Community Development Software Initial Implementation	\$51,385
• 49 Wireless network upgrade	\$36,750
• Ports 4x24 Port, 1x48 Port	\$21,000
• Computer & I-pad replacements	<u>\$98,862</u>
Total Estimated Cost	\$207,997

Public Safety Center Improvements

This project would include design, bidding and construction to finish the unfinished portion of the third floor in the PSC. It may also include the construction of two small locker rooms to enable staff who work outside the PSC but utilize the fitness center to have a space to shower and change clothes. The estimated cost of this project is \$630,000. If authorized to move forward, the architect would complete the design and staff would bid the project this fall. Once bids are received, Council would consider award of the construction contract.

UCC Land Transaction/Woolley Center

At the June 10, 2024 meeting, Council will be asked to consider a land transfer transaction between the City and Umpqua Community College. The transaction would cost the City \$375,000.

Economic Development Project

This potential project is not ready for public discussion. The targeted budget is \$600,000. No action is requested at this time. This has been included for budgeting purposes.

Park Improvements

• Sewer improvements at Fir Grove Park	\$ 40,000
• Design/Floodplain study for Fir Grove Park	\$125,000
• Cameras at Sunshine Park	<u>\$ 13,000</u>
Total Parks Estimate	\$178,000

Flashing Crosswalk

This project would place a pedestrian activated flashing crosswalk sign at the mid-block crossing on Jackson Street that provides access to the City employee lot on Court Street. Estimated cost is \$25,000.

C. Financial/Resource Considerations.

The existing commitments outlined in the table leave a remaining balance of approximately \$2.729 million.

Info. Technology	\$ 208,000
PSC Improvements	\$ 630,000

UCC Land Transaction	\$ 375,000
Economic Development Project	\$ 600,000
Park Improvements	\$ 178,000
Flashing Crosswalk	\$ 25,000
Total	\$2,016,000
Balance Remaining	\$2,729,000
Interest Earned	\$ 290,335
Total Available	\$3,019,335
Less Total Proposed	(\$2,016,000)
Balance Available	\$1,003,335

The remaining balance could be used for an urban campground, downtown parking improvements, riverbank restoration, match on airport grant project(s), equipment purchases, or for City operational cost to free up existing General Fund funding in the future.

D. Timing Considerations.

The ARPA funding must be obligated by December 31, 2024 and spent by December 31, 2026. The UCC Land Transaction is scheduled to be considered at the June 10 meeting. Staff is currently negotiating a design contract for the PSC improvements. Should Council support that project, it will move forward with design immediately in order to get bids for consideration prior to the end of the calendar year.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the use of ARPA funding for the Information Technology, PSC, and Parks improvements outlined in the memo; or
2. Provide staff direction regarding different preferred uses of ARPA funding; or
3. Request additional information.

STAFF RECOMMENDATION

Staff recommends the Council consider approving the list of proposed projects and provide direction regarding the remaining ARPA funding.

SUGGESTED MOTION

“I MOVE TO AUTHORIZE THE CITY MANAGER TO UTILIZE \$208,000 OF ARPA FUNDING FOR INFORMATION TECHNOLOGY UPGRADES OUTLINED.”

“I MOVE TO AUTHORIZE THE CITY MANAGER TO UTILIZE \$178,000 OF ARPA FUNDING FOR THE PARK IMPROVEMENT PROJECTS OUTLINED.”

“I MOVE TO AUTHORIZE THE CITY MANAGER TO UTILIZE ARPA FUNDING TO DESIGN AND BID THE PROJECT TO FINISH THE THIRD FLOOR OF THE PUBLIC SAFETY CENTER.”

ATTACHMENTS: None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PROPERTY EXCHANGE WITH UMPQUA COMMUNITY COLLEGE

Meeting Date: June 10, 2024
Department: Administration
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Nikki Messenger, CM
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Staff has been working with representatives from Umpqua Community College regarding a potential property swap. The issue for Council is whether to authorize the City Manager to proceed with the real property transaction.

BACKGROUND

A. Council Action History.

Council was briefed on this potential land transaction in executive session.

B. Analysis.

In 2023, Umpqua Community College purchased three buildings in Downtown Roseburg. The 'Flegel Center/Old Armory Building' at 1034 SE Oak Avenue has been converted to the Hawks' Nest and provides student housing and indoor training space for the college's baseball team. The 'Newberry's Building' at 729 SE Jackson Street is currently under construction and will supply student housing on 1 of 3 floors and office and training space on the main floor. This building will house the staff and programs that currently occur at the Woolley Center, located adjacent to Fir Grove Park. The 'Old Post Office Building', located at the 704 SE Cass Avenue, will be renovated for student housing.

Given the number of students and staff UCC is locating downtown, City staff has been working with UCC leadership on parking solutions. As part of that process, staff obtained appraisals on three city-owned downtown parking lots – the Shalimar lot, the Phillips lot, and the Flegel Center lot. UCC obtained an appraisal on the Woolley Center.

Both the Phillips Lot and the Shalimar Lot are severely underutilized. The Phillips Lot currently has five permits sold and the Shalimar Lot does not have any. There has been private interest in the Shalimar Lot, but staff has not followed up on that due to the ongoing conversations with UCC. Roseburg Municipal Code Section 3.20.030 allows the Council to work directly with other public entities when the disposal of the City's property is for a specific public use. In this case, the college is increasing housing

stock, a high priority for the City, and needs the parking lots in order to accommodate the increased parking demand associated with their downtown projects.



As part of the proposed property exchange, the City would deed the Phillips and the Shalimar parking lots to UCC and would pay the difference in appraised value to obtain the Woolley Center. UCC would be interested in the Flegel Lot as well, but it is historically the most popular downtown parking lot and all available permits are sold.

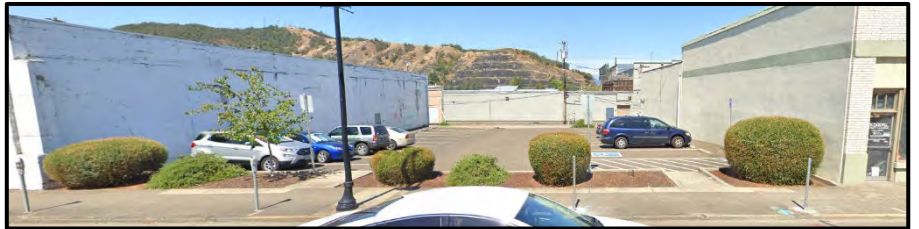


The Woolley Center is the only property within the boundary of what is considered Fir Grove Park that the City does not own. There are a number of possibilities for future uses; which may include space for recreational/sports partners, space for City staff, and/or the potential to offer the space up for lease for a daycare to help address the identified need within the community.

The following is a brief synopsis of the information from the professional appraisals. The “Summary of Facts and Conclusions” from each appraisal has been attached to this memo.

Shalimar Parking Lot

734 SE Stephens Street
Appraisal \$90,000
0.19 acre
18 parking spaces plus 1 ADA space
Zoned C3 General Commercial
Permits sold = 0



Phillips Lot

840 SE Stephens Street
Appraisal \$160,000
0.38 acre
42 parking spaces
Zoned C3 General Commercial
Permits sold = 5



Flegel Lot

1071 SE Washington
Appraisal \$165,000
0.41 acre
36 parking spaces
Zoned Central Business District
Permits sold = 37



Wooley Center

1634 W Harvard
Appraisal \$625,000
0.87 acre
4,200 square foot building
Zone public reserve



C. Financial/Resource Considerations.

If the City were to trade the Phillips and Shalimar lots for the Woolley Center, the difference in appraised values would be as follows:

Shalimar	\$ 90,000
Phillips	<u>\$160,000</u>
City property total	\$250,000
Woolley Center	\$625,000
City property	<u>(\$250,000)</u>
<i>Difference</i>	<i>\$375,000</i>

Staff would recommend utilizing ARPA funds to complete the transaction.

D. Timing Considerations.

UCC intends to begin moving staff and students into the former Newberry's building in September.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the City Manager to enter into a land transaction with UCC to trade the Phillips Lot, Shalimar Lot and utilize \$375,000 from ARPA funds for the Woolley Center; or
2. Authorize the City Manager to enter into a land transaction with UCC to trade all three lots and utilize \$210,000 from ARPA funds for the Woolley Center; or
3. Request additional information; or
4. Recommend a different land transaction proposal; or
5. Do nothing and direct staff to not proceed with the land transfer.

STAFF RECOMMENDATION

Staff recommends the Council authorize the City Manager to enter into an agreement to exchange the Phillips Lot, the Shalimar Lot and utilize \$375,000 from ARPA funds for the Woolley Center property.

SUGGESTED MOTION

"I move to authorize the City Manager to enter into a real property transaction with Umpqua Community College to trade the Phillips Lot, the Shalimar Lot and \$375,000 for the Woolley Center utilizing ARPA funding."

ATTACHMENTS:

Attachment #1 – "Summary of Facts and Conclusions" from each appraisal report

SUMMARY OF FACTS AND CONCLUSIONS

Effective Date of Value Date: August 3, 2023

Date of Inspection: August 3, 2023

Date of Report: August 11, 2023

Site

The subject parcel, located at 1634 W. Harvard Ave., Roseburg, Oregon is identified as Douglas County Map & Tax Lots 27-06W-24BB-00100 and totals approximately 0.87 acre, or 37,897 square feet in size. The site has 120 feet of frontage along W Harvard Ave. and access to the site is from the westside of Stewart Park Drive. There are developed sidewalks, curbs, and curb cuts along Stewart Park Drive and Harvard Ave., which is a 4-laned paved city street. There is no parking along the frontage of Harvard Ave. or Stewart Park Drive; however, good on-site asphalt parking is available. All public utilities are connected. The entire property lies within the Public Reserve (PR) zoning district within the City of Roseburg.

The subject's 12,920± square feet of paved parking is situated along the north and west side of the subject building. These areas are developed with maintained landscaping, vehicle curb-stops, 36± striped parking spaces, plus one ADA handicap compliant parking space.

Improvements

The subject 4,200 square foot average quality building, constructed in 1980, is in average condition and currently occupied by Umpqua Community College. The one-story building is configured with one main entry area with a reception desk, 4 classrooms, one private office, 3 shared office spaces, two work/copy rooms, two restrooms, and one custodial/mechanical room. In addition, the building is equipped with a security system.

Exterior finishes of the building include T-111 siding with a stone façade at the main entrance, an asphalt shingle roof cover with a mansard/bonnet combination roof structure, double pane metal framed windows, concrete slab foundation on the majority of the building with the areas under the entry and restrooms a concrete perimeter raised foundation, 3 roof mounted HVAC systems (Lennon CHP10 series, one 311- 2 ½ ton and two 513 4-ton units). The grounds contain landscaping and lawns with an inground sprinkler system and a lit parking lot.

Highest and Best Use:

The Highest and Best Use of the subject property is the current development and use as offices/classrooms.

Appraiser:

William E. Flora

FINAL VALUE CONCLUSION : \$625,000

SUMMARY OF FACTS AND CONCLUSIONS

Effective Date of Value: September 18, 2023

Inspection Date: September 18, 2023

Date of Report: October 16, 2023

Site The subject parcel, located at 734 SE Stephens Street, Roseburg, Oregon and identified as Douglas County Map & Tax Lot 27-06-24AD-11200 is approximately 0.19 acres, or 8,276 square feet in size. The site has approximately 82 feet of frontage along SE Stephens Street (Highway 99); however, no access is available to the site from SE Stephens Street. Access is available to the site from an alley on the west side of the parcel that can be accessed from SE Cass Avenue to the north and SE Lane Avenue to the south. There are developed sidewalks and curbs along SE Stephens Street, which is a 2-lane one-way highway where it fronts the subject property. On-street parking along SE Stephens Street is available on the east side of the property. The lot is at street grade with flat topography and is currently used as a parking lot. The site is entirely covered with asphalt paving and contains 18 striped parking spaces, plus one ADA Handicap compliant parking space. All public utilities are available to the site. The entire property lies within the General Commercial (C3) zoning district within the City of Roseburg.

Improvements There are no structural improvements located on the subject property. Site improvements include the asphalt parking lot with vehicle curb-stops and minimal landscaping.

Highest and Best Use: As vacant, the property should be developed for a retail or service-oriented use with the possibility of residential units on the second level as allowed by zoning and as market conditions permit.

Appraiser: William E. Flora

FINAL VALUE CONCLUSION : \$90,000

SUMMARY OF FACTS AND CONCLUSIONS

Effective Date of Value: September 18, 2023

Inspection Date: September 18, 2023

Date of Report: October 16, 2023

Site The subject parcel, located at 840 SE Stephens Street, Roseburg, Oregon and identified as Douglas County Map & Tax Lot 27-06-24AD-12000 is approximately 0.38 acres, or 16,553 square feet in size. The site has approximately 164 feet of frontage along SE Stephens Street (Highway 99) with access available from SE Stephens Street. Additional access is available to the site from an alley on the west side of the parcel that can be accessed from SE Lane Avenue to the north and SE Mosher Avenue to the south. There are developed sidewalks and curbs along SE Stephens Street, which is a 2-lane one-way highway where it fronts the subject property. On-street parking along SE Stephens Street is available on the east side of the property. The lot is at street grade with flat topography and is currently used as a parking lot. The site is entirely covered with asphalt paving and contains approximately 42 striped parking spaces. All public utilities are available to the site. The entire property lies within the General Commercial (C3) zoning district within the City of Roseburg.

Improvements There are no structural improvements located on the subject property. Site improvements include the asphalt parking lot with vehicle curb-stops and minimal landscaping.

Highest and Best Use: As vacant, the property should be developed for a retail or service-oriented use with the possibility of residential units on the second level as allowed by zoning and as market conditions permit.

Appraiser: William E. Flora

FINAL VALUE CONCLUSION : \$160,000

SUMMARY OF FACTS AND CONCLUSIONS

Effective Date of Value: September 18, 2023

Inspection Date: September 18, 2023

Date of Report: October 16, 2023

Site The subject parcel, located at 1071 SE Washington Avenue, Roseburg, Oregon and identified as Douglas County Map & Tax Lot 27-05-19BC-5902 is approximately 0.41 acres, or 17,860 square feet in size. The site has approximately 164 feet of frontage along SE Kane Street and approximately 112 feet of frontage on SE Washington Avenue. Access is available to traffic moving east and west from SE Washington Avenue via a single curb cut. Access is only available to traffic moving south from SE Kane Street via a single curb cut. There are developed sidewalks and curbs along SE Kane Street and SE Washington Avenue, both of which are 2-lane streets where they front the subject property. On-street parking is also available on both streets. The lot is at street grade with flat topography and is currently used as a parking lot. The site is entirely covered with asphalt paving and contains approximately 36 striped parking spaces. All public utilities are available to the site. The entire property lies within the Central Business District (CBD) zoning designation within the City of Roseburg.

Improvements There are no structural improvements located on the subject property. Site improvements include the asphalt parking lot with vehicle curb-stops and minimal landscaping.

Highest and Best Use: As vacant, the property should be developed for offices or a service-oriented use with the possibility of residential units on the second level as allowed by zoning and as market conditions permit.

Appraiser: William E. Flora

FINAL VALUE CONCLUSION : \$165,000



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CITY MANAGER ACTIVITY REPORT

Meeting Date: June 10, 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 June 10, 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
May 14, 2024 - 10:00 a.m.

1. May 13, 2024 City Council Meeting Synopsis
2. June 10, 2024 City Council Meeting Agenda
3. June 10, 2024 Urban Renewal Agency Board Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign:
 - A. Community Event Application – Douglas County Veteran’s Day Parade
 - B. Community Event Application – Graffiti Night Cruise
6. Discussion Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
May 20, 2024 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. June 10, 2024 City Council Meeting Agenda
3. June 10, 2024 Urban Renewal Agency Board Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign:
6. Discussion Items



Agenda
Department Head Meeting
City Hall - 3rd Floor Conference Room
June 4, 2024 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. June 10, 2024 City Council Meeting Agenda
3. June 10, 2024 Urban Renewal Agency Board Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign:
 - A. Community Event – Douglas County Pride Parade
 - B. Community Event – Douglas County Pride Parade BBQ
 - C. Community Event – 4th July Block Party
 - D. Community Event – Urban Blendz Music Festival
 - E. Community Event – Graffiti Cruizin' & Viewin' Car-B-Q at TenDown & Splitz
 - F. Community Event – Thrive Umpqua Longest Table (still need fees paid and certificate of insurance; see list of concerns attached)
6. Discussion Items
7. Employee Service Pins
 - A. Cameron Derrick – Police Department, 10 Years
 - B. Kody Inda – Police Department, 10 Years

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- UTRAN Presentation
- VA Director Presentation
- Council Goals Adoption
- Authorization to accept FAA Grant
- 2024-2029 Capital Improvement Plan Update
- Urban Campground Discussion
- Parking Enforcement Work Session
- Bid Award Recommendation – Taxiway A Extension 22GR18

June 24, 2024

Mayor Reports

- A. Juneteenth Proclamation (pending Mayor approval)

Consent Agenda

- A. June 10, 2024 Meeting Minutes
- B. OLCC – New Outlet – The Majestic Theater, LLC located at 431 SE Main Street

Resolutions

- A. Resolution No. 2024-14 – Appropriation Transfer

Department Items

- A. Amended Intergovernmental Agreement with ODOT – Traffic Signal Maintenance
- B. Bid Award – NE Stephens Street Roadway Improvements – Project No. 24PW01
- C. Bid Award – Pavement Management 2024 Slurry Seals – Project No. 24PW02

Informational

- A. City Manager Activity Report

July 8, 2024

Mayor Reports

- A. Parks and Recreation Month Proclamation

Special Presentations

- A. AmeriCorps Member Presentation

Consent Agenda

- A. June 24, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report

July 22, 2024

Mayor Reports

Consent Agenda

- A. July 8, 2024 Meeting Minutes

Public Hearings

- A. Urban Growth Boundary Swap

Informational

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

August 12, 2024

Consent Agenda

- A. July 22, 2024 Meeting Minutes

Public Hearings

- A. Comprehensive Plan Amendment – Natural Hazard Mitigation Plan
Informational
 - A. City Manager Activity Report
 - B. Quarterly Financial Report
-

August 26, 2024

- Consent Agenda
 - A. August 12, 2024 Meeting Minutes
Informational
 - A. City Manager Activity Report
-

September 9, 2024

- Consent Agenda
 - A. August 26, 2024 Meeting Minutes
Informational
 - A. City Manager Activity Report
-

September 23, 2024

- Consent Agenda
 - A. September 9, 2024 Meeting Minutes
Informational
 - A. City Manager Activity Report
-

October 14, 2024

- Consent Agenda
 - A. September 23, 2024 Meeting Minutes
Department Items
 - A. 2024 Oregon Public Library Statistical Report
Informational
 - A. City Manager Activity Report
-

October 28, 2024

- Consent Agenda
 - A. October 14, 2024 Meeting Minutes
Informational
 - A. City Manager Activity Report
-

November 2024 (to be determined)

- Mayor Reports
 - A. Veterans Day and Military Families Month Proclamation
 - Consent Agenda
 - B. October 28, 2024 Meeting Minutes
Informational
 - A. City Manager Activity Report
-

November 11, 2024 Veterans Day

December 9, 2024

- Consent Agenda
- A. November 2024 Meeting Minutes
Resolutions
- A. Resolution Setting a New Council Reimbursement Amount for 2025
Informational

City Manager Updates
May 17, 2024

- The City and County held a joint Planning Commission meeting on May 6 to contemplate the City's Urban Growth Boundary Swap application. Stuart Cowie and team did a great job and both commissions recommended that staff prepare findings for their consideration. The Roseburg Planning Commission will meet again on May 20 to continue the process. This is a major step forward in the City's goal to provide additional housing opportunities.
- The Budget Committee met on May 7 and recommended approval of the FY 24-25 budget. Budget adoption is scheduled for the June 10 City Council and Urban Renewal Board meetings.
- The Historic Resource Review Committee met May 15 and reviewed proposed improvements to the DJ Jarvis House on Flint Street.
- Earlier this week, the Partnership hosted the first Southern Oregon Economic Summit at Seven Feathers in Canyonville. The event kicked off on Tuesday with tours of Convey's manufacturing facility in Roseburg and UCC's Southern Oregon Wine Institute followed by a reception and dinner at Seven Feathers. Wednesday featured several breakout sessions emphasizing our region's strengths in Innovation, Partnerships and Lifestyle. The summit closed with a session featuring Kara Carlisle, the CEO of The Ford Family Foundation.
- On Tuesday, RPD participated in the Peace Officers' Memorial Ceremony on the lawn at the Douglas County Courthouse. Many of us from other departments attended to show our support.
- The City received one bid on the Taxiway A Extension project at yesterday's bid opening. The bid came in higher than the engineer's estimate and is currently being reviewed by staff and the consultant. Staff is scheduled to meet virtually with FAA staff next week to discuss the project and the likelihood it will be funded in the current federal fiscal year.
- Two projects went out to bid this week – The NE Stephens Roadway Improvements and the 2024 Slurry Seals Project. Both of these projects are part of the annual pavement maintenance program.
- Public Works is continuing on the 24-inch water main project on NE Stephens between Isabell and Newton Creek Road. Next week, Edenbower Boulevard will be closed at night on Monday and Tuesday (5/21 and 5/22). The closure will occur between 7 pm and 7 am to allow the contractor to dig through the intersection with Stephens Street.

INFORMATIONAL A ATTACHMENT NO. 3

- Summer is right around the corner and City staff are gearing up with lots of fun activities. The Splash Pad at Fir Grove Park will open on Saturday, May 25. Movies in the Park return on Fridays in June beginning on June 7th and the Park Scavenger Hunt is underway now until May 31st. Artists of all ages can learn “Animé Your Way” at the Roseburg Public Library with workshops June 18-20. The Library is jam packed with programs this summer, from summer reading programs to storywalks to the teen summer programming, all of which can be found by visiting the City’s website.



- Communications Specialist Suzanne Hurt captured a heartwarming story about an orphaned baby hummingbird found outside City Hall. You can read it here: <https://www.cityofroseburg.org/news/default/rescued-baby-hummingbird-released-back-wild/>
- Meetings next week:
 - Planning Commission – Monday 5/20 @ 7 pm Council Chambers
 - Library Commission – Tuesday 5/21 @ 4 pm Ford Room at the Library
- Many of you know that I missed the last goal setting session due to a family medical emergency. That has continued to demand my attention off and on and I have been off work occasionally as needed. If everything works out, I am scheduled for vacation May 24 - June 3.