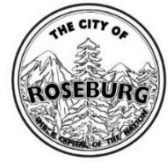


ROSEBURG CITY COUNCIL AGENDA – NOVEMBER 18, 2024
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470

11/14/24
A.M.



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. Veterans Day and Military Families Month Proclamation

4. Commission Reports/Council Ward Reports

A. Public Works Commission Resignation – Roger Whitcomb

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

6. Consent Agenda

A. October 14, 2024, Regular Meeting Minutes

B. October 28, 2024, Regular Meeting Minutes

C. OLCC – Change of Ownership – Ron 5 LLC dba Urban NY Pizza & Grill at 529 SE Jackson Street

7. Resolutions

A. Resolution No. 2024-19 Appropriation Transfer for Fiscal Year 2024-25

8. Department Items

A. Legion Field Management and Operation Agreement and Legion Field Turf Construction License Agreement

B. Umpqua Actors Community Theatre Renovation Project

C. Public Safety Center 3rd Floor Improvements Project Bid Award Recommendation – 24ARPA12

D. FEMA PICM Option Selection

E. OpenGov Permitting Software Purchase

F. Stewart Park Drive South Umpqua Bridge Project – Intergovernmental Agreement – Amendment No. 2

9. Items from Mayor, City Council and City Manager

10. Adjourn

11. Executive Session ORS192.660(2)(i)

A. Municipal Court Judge Evaluation

Informational

A. City Manager Report

B. Municipal Court Quarterly Report

C. Finance Quarterly 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@roseburgor.gov.**
 - 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@roseburgor.gov) 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

Veterans and Military Families Appreciation Month

WHEREAS: Our Community is home to many American Veterans who have defended the principles and liberty of this nation whenever and wherever they were deemed to have been threatened; and

WHEREAS: The citizens of Roseburg openly support the dedicated Veterans who have served their country with valor when called to do so; and

WHEREAS: Our Community honors the unrelenting courage and dedication of all who have put on the uniform and to the steadfast love and support of all who served alongside them; and

WHEREAS: Our local Military Families who have put their lives on hold, so our military could hold the line, represent the best of America, and we will always honor what they have done for our Nation; and


WHEREAS: The month of November is set aside each year for all Americans to show their appreciation for Veterans and Military Families; and

WHEREAS: We recognize and appreciate the Douglas County Veterans Parade Committee's work on the sixty-ninth annual parade to honor our veterans, that was held on Monday, November 11, 2024.

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of November as

Veterans and Military Families Appreciation Month

DATED this 18th day of November 2024.



Honorable Mayor Larry Rich





ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

PUBLIC WORKS COMMISSION RESIGNATION

Meeting Date: November 18, 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 Roger Whitcomb has resigned from his position on the Commission.

BACKGROUND

A. Council Action History.
n/a.

B. Analysis.

Commissioner Whitcomb 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 Whitcomb's resignation and take steps to fill the position.

STAFF RECOMMENDATION

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

SUGGESTED MOTION

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

ATTACHMENTS:

Attachment #1 – Subject Resignation

Grace Jelks

From: Chanelle R. Rogers
Sent: Thursday, October 31, 2024 2:22 PM
To: Grace Jelks
Subject: FW: Resignation

-----Original Message-----

From: Roger Whitcomb [REDACTED]
Sent: Friday, October 25, 2024 4:31 PM
To: Chanelle R. Rogers <crogers@roseburgor.gov>
Subject: Resignation

Hello,

I'm writing to tender my resignation from the City of Roseburg Public Works Commission, effective today (Friday, Oct. 25, 2024).

As I mentioned, we bought property and are building a house in Riddle, and as of today our house in Roseburg closed escrow, so I am no longer a resident of Roseburg, and therefore ineligible to serve.

It has been a great pleasure to serve on the Commission, and I treasure the time I spent. I have really appreciated getting to know the staff and commission members and getting into the "guts" of the city.

Please pass this along to Ellen and the other commissioners and the City Council (as needed).

Thank you,
~Roger Whitcomb

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
October 14, 2024**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on October 14, 2024 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Michalek led the pledge of allegiance.

2. ROLL CALL

Present: Councilors Shelley Briggs Loosley, Tom Michalek, David Mohr, Ellen Porter (via zoom), Kylee Rummel, Ruth Smith, and Andrea Zielinski

Absent: Patrice Sipos

Others: Acting City Manager/Police Chief Gary Klopfenstein, City Attorney Jim Forrester, Fire Chief Tyler Christopherson, Human Resources Director John VanWinkle, Library Director Kris Wiley, Community Development Director Stu Cowie, Interim Public Works Director Ryan Herinckx, City Recorder Amy Nytes, Management Assistant Grace Jelks, ACE Parking Regional Director Brandon Johnson, and The News Review Reporter Andrew Griffin

3. Mayor Reports

None.

4. Commission Reports/Council Ward Reports

A. Councilor Smith reported on the October 2, 2024 Parks and Recreation Commission meeting.

B. Councilor Michalek reported on Delightful Kitchen, a new business opening soon.

5. Audience Participation

None.

6. Consent Agenda

A. September 9, 2024, Regular Meeting Minutes

B. October 2, 2024, Work Study Meeting Minutes

C. OLCC – New Outlet – Delightful Kitchen at 2521 W Harvard Ave.

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

7. Department Items

- A. Wiley presented the 2024 Oregon Public Library Statistical Report. Discussion ensued.

Councilor Briggs Loosley's comments and questions included clarification of the Friends of the Library, Douglas County Library Foundation contributions, and organizations involved in the reopening effort of the Library.

Councilor Porter's comments and questions included appreciation for staff's work with the Audubon Society.

Mayor Rich's comments and questions included clarification of teen programming statistics, in-person visits, and Sunday hours.

Councilor Michalek's comments and questions included where the schedule of guest presenters is advertised.

Councilor Smith's comments and questions included whether there is a teen volunteer and librarian training program.

Wiley clarified the Douglas County Library Foundation is a separate organization that supports all libraries in the County and have a separate Board, Friends of the Library are a 501C organization that supports the Roseburg Public Library, there was a separate organization that was formed to create a levy to raise funds to reopen the Library, teen programming statistics reflected a program at Jo-Lane Middle School, this year we went to Winchester Elementary School, increased participation is reflected in the age groups that are being served by local schools, confirmation that checkouts are from walk-ins, Tuesdays are our busiest days where we see close to four hundred people coming into the Library, we are not open on Sundays, guest presenters are advertised using social media and library forums, and there are volunteer opportunities for teenagers to earn college credit each month.

Council took a moment to show their appreciation for the hard work by Library staff.

- B. Cowie presented the UBG Swap Update. Discussion ensued.

Councilor Michalek's comments and questions included clarification of the timeline, whether the new line has been mapped out, and possible placement near waterways.

Councilor Smith's comments and questions included when we will be ready to accept bids and ready for developers to begin projects.

Cowie clarified that 120 days starts from October 1st, we're hoping for a decision before the beginning of February, we expect the timeline to be three to five years, and there are some preliminary designs to map out the new line. Next steps include conversations with RUSA about the pump station, design, funding, and construction.

- C. Cowie and Ace Parking Regional Director Brandon Johnson presented Parking Enforcement and Off-Street Parking Fund. Discussion ensued.

Council President Mohr's comments and questions included clarification of the projected revenue for permit holders, timeframe used for projections, whether other municipalities are using ticketing as a budgeting factor, options for a budget shortfall, agreement with Councilors Rummel and Zielinski, disagreement with the math provided, does not trust ACE, will keep digging into the data to find more problems, and how many businesses will be affected by this decision.

Mayor Rich's comments and questions included clarification of the fee comparisons, what happens if revenue does not increase, clarification of how much is charged and when, what is being reduced by 30%, recognition that future adjustments will need to be made no matter what we decide, figuring out what we want to do for the base number, and each increase in percentage (25/30/35) adds about \$1200.

Councilor Zielinski's comments and questions included clarification of parking garage fees, modification of parking fee requirements for short errands, installation of better signage and striping, desire to be more realistic with the numbers, downtown businesses need to contribute in some way just like other business owners that invest in parking lots and signage, recognition that in many ways Council set ACE up for failure by not following previous recommendations, and support to resolve this soon.

Councilor Smith's comments and questions included whether the financial burden will shift to businesses if the target revenue goal is not met, agreement with Councilor Rummel, uncomfortable with the projections because of the shortfall last time, we can't do the job if we don't have the right equipment in place, concern for businesses, we're really stalled, we have to figure something out and move forward, and support to take more time to figure this out.

Councilor Porter's comments and questions included complaints about tickets for improperly parked vehicles, struggling with putting too much burden on business owners, this is a lot to digest, we should take more time to talk to people, we should wait to vote on this for a few more weeks, and concerns about the last contract.

Councilor Michalek's comments and questions included clarification of the new parking management design.

Councilor Rummel's comments and questions included feeling nervous about current projections because last time we were comparing our

downtown parking to Palm Springs, nervous trusting ACE, and it's a lot of trust to put into ACE right now.

Johnson clarified the projections would not change significantly because there are only four permits being utilized for Shalimar and Phillips lots, there are on-street permits available, data is based on the current permit count and projected revenue, vehicle base counts have been consistent and slightly increased, 20% of the enforcement area is not enforceable due to maintenance issues, \$1.50 parking fee calculations are in line with similar municipalities, it is common to have loading zones, ACE Parking will take direction from the Council and adjust enforcement accordingly, we support very clearly marked parking spots to reduce confusion and frustration, human nature has been a predictor of whether citations are used in revenue projections, there will always be people that just need to run into the store for a minute and come out thirty minutes later, citations will always be the least profitable revenue stream, paid parking is the incentive and citations are the penalty, validation incentives have been used in other areas, educating the population when changes happen, there is no incentive for ACE to ticket more people because we are not paid based on the issuance of citations, examples of improperly parked vehicles include double parking and outside of clearly marked lines, encouragement of positive customer interactions, we are reducing the number of citations across the board, reduced revenue for each ratio or scenario, and ACE will be able to assist with recommendations and guidelines for the new paid parking program.

Cowie clarified that parking garage fees could be paid for using an app for the first floor or by purchasing a permit for upper floors, time requirements could be adjusted, evaluation to appropriately maintain enforceable parking, need funding, enforcement does not exist to ticket people, flow of traffic and keeping cars moving is the goal of enforcement, enforcement can only happen if paid on-street parking is a good fit, we need some specific perimeters around how the percentage is paid, we're trying to motivate people to park in appropriate places, next steps in this process depends on direction from Council, and Council has to define the boundary in order to figure out how many businesses will be affected.

Forrester clarified that people can contest their tickets and the municipal court judge will hear extenuating circumstances.

Harker clarified that Oregon law allows for budget modifications, Council will establish the fee, any changes have to be approved by Council, and staff will not adjust any fees administratively.

Councilor Zielinski moved to direct staff to renew the contract with ACE Parking and further evaluate the parameters in which 35% of off-street parking fund will be paid by downtown property and/or business owners, based upon the proposed adjustments and changes ACE has presented in order to generate 65% of the funds necessary to balance the off-street parking fund. The motion was not seconded.

Councilor Michalek moved to direct staff to renew the contract with ACE Parking and further evaluate the parameters in which 25% of off-street parking fund will be paid by downtown property and/or business owners, based upon the proposed adjustments and changes ACE has presented in order to generate 75% of the funds necessary to balance the off-street parking fund. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Mohr, Rummel, Smith, and Zielinski voted yes. Councilors Briggs Loosley, Michalek, and Porter voted no. The motion passed (4 – 3).

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

A. Councilor Rummel shared the League of Women Voters will be hosting a Town Hall meeting on Wednesday, October 23, 2024, beginning at 7:00 p.m. at the Roseburg Public Library.

B. Councilor Michalek asked about adding items to the agenda.

Mayor Rich explained the process to prioritize items on the agenda is under review and will be discussed by Council at a future meeting.

C. Council President Mohr asked to add a discussion item about terminating the City Manager on the next agenda.

Mayor Rich stated that Councilors would need to agree and asked for a vote (4 – 3). Councilors Smith, Michalek, Porter, and Mohr voted yes. Councilors Briggs Loosley, Rummel, and Zielinski voted no.

Direction was given to staff to add an item to the next Council meeting agenda to discuss termination of the City Manager.

9. Adjourn

Mayor Rich adjourned the regular meeting at 8:53 p.m.

Respectfully submitted,

Grace Jelks

Management Staff Assistant

**MINUTES OF THE SPECIAL REGULAR MEETING
OF THE CITY COUNCIL MEETING
October 28, 2024**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on October 28, 2024 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Porter led the pledge of allegiance.

2. ROLL CALL

Present: Councilors Shelley Briggs Loosley, Tom Michalek, David Mohr, Ellen Porter, Kylee Rummel, Patrice Sipos (via zoom), Ruth Smith, and Andrea Zielinski

Absent: None

Others: City Manager Nikki Messenger, Police Chief Gary Klopfenstein, City Attorney Jim Forrester, Fire Chief Tyler Christopherson, Human Resources Director John VanWinkle, Library Director Kris Wiley, Community Development Director Stu Cowie, Interim Public Works Director Ryan Herinckx, City Recorder Amy Nytes, Management Assistant Grace Jelks, Levi Huffman Engineering - Owner, and The News Review Reporter Andrew Griffin

Mayor Rich read into the record a statement regarding next steps and expectations, upon legal advice, regarding the City Manager Termination agenda item.

3. Public Hearings

A. Mayor Rich opened the public hearing at 7:06 p.m. and clarified the rules governing public hearings.

Councilor Michalek declared ex parte contact with a neighboring property owner. Forrester clarified the nature of the contact and confirmed with Councilor Michalek that he did not feel that it would affect his ability to remain impartial.

Cowie and Levi Huffman, applicant's representative, presented Ordinance No. 3607 – Annexation and Zone Change – 255 NE General Avenue Nos. AN-24-001 & ZC-24-001, First Reading. Discussion ensued.

Councilor Michalek's comments and questions included clarification of how many mobile homes could fit on five acres in that area and whether it is possible to change the zoning of the entire area to allow for housing.

Councilor Porter's comments and questions included whether there is a push to make that area more residential and place much needed housing.

Councilor Smith's comments and questions included clarification of the jurisdiction for removing dilapidated homes in the area.

Cowie clarified that housing surrounds the area, all of the area has an industrial designation, the property owner has to agree to change the zoning in that area, it is in the airport approach area and building more housing is prohibited, removal of current structures and homes in that area will mean it is converted to industrial use, and changing the zoning to residential in that area would be problematic and possibly trigger legal action.

Forrester clarified Council's role in a quasi-judicial matter.

As no one wished to speak, the public comment and the public hearing closed at 7:27 p.m.

Council President Mohr moved to adopt the Findings of Fact and Order approved by the Planning Commission for File No. AN-24-001 & ZC-24-001. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Council agreed to a first reading of Ordinance No. 3607. Nytes read Ordinance No. 3607, entitled, "An Ordinance Annexing 5.27 Acres of Property Addressed as 255 NE General Ave., Withdrawing the Property from the Central Douglas Fire & Rescue Authority, and Amending the Roseburg Zoning Map," for the first time.

4. Audience Participation

None.

5. Mayor Reports

A. Public Input – City Manager.

Stacey Crowe read a letter on behalf of Lance Colley, former City Manager, in support of City Manager Nikki Messenger.

Stacey Crowe, former City Councilor, spoke in support of City Manager Nikki Messenger.

Linda Fisher-Fowler, former City Councilor, spoke in support of City Manager Nikki Messenger.

Andy Blondell, former Planning Commissioner and current City employee, spoke in support of City Manager Nikki Messenger.

Amy Sowa, former City Recorder, spoke in support of City Manager Nikki Messenger.

Dawn Easley, former Public Works Director, spoke in support of City Manager Nikki Messenger.

Bob Cotterell, former City Councilor, spoke in support of City Manager Nikki Messenger.

Brice Perkins, former Public Works Director, spoke in support of City Manager Nikki Messenger.

Dave Larecy, Con-Vey Keystone, Inc. CEO/President, spoke in support of City Manager Nikki Messenger.

Sheila Cox, former City Recorder and former City Councilor, spoke in support of City Manager Nikki Messenger.

Autumn David, City employee, spoke in support of City Manager Nikki Messenger.

Theresa Haga, CCD Business Development Corp. Executive Director, spoke in support of City Manager Nikki Messenger.

Brian Prawitz, former City Councilor and Umpqua Economic Development Partnership Executive Director, spoke in support of City Manager Nikki Messenger.

Rick Sohn, former Lone Rock Timber Company CEO, spoke in support of City Manager Nikki Messenger.

Debbie Fromdahl, Roseburg Area Chamber of Commerce President and CEO, spoke in support of City Manager Nikki Messenger.

Tonya Iannuzzo, City employee, spoke in support of City Manager Nikki Messenger.

Rachel Pokrandt, Umpqua Community College President, spoke in support of City Manager Nikki Messenger.

Alex Palm, ie Engineering Chief Executive and Financial Officer, spoke in support of City Manager Nikki Messenger.

Rawley Voorhies, Century West Engineering Vice President and Municipal Business Development Manager, spoke in support of City Manager Nikki Messenger.

Travis Hill, Umpqua Indian Development Corporation COO, spoke in support of City Manager Nikki Messenger.

Rob Levin, Roseburg Regional Airport Fixed Based Operator, spoke in support of City Manager Nikki Messenger.

Ken Deatherage, resident, spoke about severance package details and requested clarification.

Georgie Pulman-Olzaski, resident, spoke in support of City Manager Nikki Messenger.

Shaun Pritchard, UCAN Executive Director, spoke in support of City Manager Nikki Messenger.

Jordan Jungwirth, UCAN Chief Operating Officer, spoke in support of City Manager Nikki Messenger.

Kem Todd, CCD Business Development Corp. Technical Assistance Coordinator, spoke in support of City Manager Nikki Messenger.

Kevin Summerlin, City employee, spoke in support of City Manager Nikki Messenger.

Jim Baird, Roseburg Urban Sanitary Authority General Manager, spoke in support of City Manager Nikki Messenger.

Emily Brandt, Umpqua Valley Arts Director of Finance and Grants, spoke in support of City Manager Nikki Messenger.

Ryan Herinckx, City employee, spoke in support of City Manager Nikki Messenger.

Kara Carlisle, The Ford Family Foundation President and CEO, spoke in support of City Manager Nikki Messenger.

Jared Cordon, Roseburg School District Superintendent, spoke in support of City Manager Nikki Messenger.

Max Gimbel, The Ford Family Foundation Director, spoke in support of City Manager Nikki Messenger.

Alexis Parks, resident, spoke in support of City Manager Nikki Messenger.

Bernie Woodard, Elk Island Trading Group, LLC Operations Manager, spoke in opposition of City Manager Nikki Messenger.

6. Adjourn

Mayor Rich adjourned the regular meeting at 8:47 p.m.

Respectfully submitted,

Grace Jelks

Management Staff Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC CHANGE OF OWNERSHIP RON 5 LLC DBA URBAN NY PIZZA & GRILL 529 SE JACKSON ST.

Meeting Date: November 18, 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

The OLCC has received a change of ownership application from Ron 5 LLC dba Urban NY Pizza & Grill, for an "On-Premises Sales' license".

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 CHANGE OF OWNERSHIP APPLICATION FOR RON 5 LLC DBA URBAN NY PIZZA & GRILL, IN ROSEBURG, OREGON."

ATTACHMENTS:

Attachment #1 – Subject Application

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



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): RON 5 LLC

Proposed Trade Name: URBAN NY PIZZA & GRILL

Premises Address: 529 SE JACKSON ST Unit:

City: Roseburg County: Douglas Zip: 97470

Application Type: New License Application Change of Ownership Change of Location

License Type: Full ON PREMISES SALES Additional Location for an Existing License

Application Contact Information

Contact Name: Satnam kaur Phone: (908) 545-0217

Mailing Address: 529 SE JACKSON ST

City: Roseburg State: oregon Zip: 97470

Email Address: raghavtyagi0011@gmail.com

Business Details

Please check all that apply to your proposed business operations at this location:

Manufacturing/Production

Retail Off-Premises Sales

Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

Indoor Consumption Outdoor Consumption

Proposing to Allow Minors

Section 1 continued on next page

pd #528858 11/04/24



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s):
RON 5 LLC

Proposed Trade Name:
URBAN NY PIZZA & GRILL

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

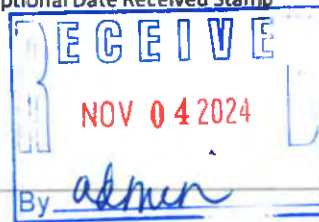
After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: *City of Roseburg*

Date Application Received: *11/04/24*

Received by: *admin*

Optional Date Received Stamp



Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

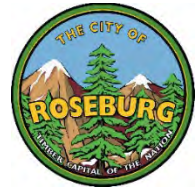
Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

RESOLUTION 2024-19 APPROPRIATION TRANSFER FOR FISCAL YEAR 2024-25

Meeting Date: November 18, 2024
Department: Finance
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City needs to proceed with the repair of ten damaged streetlights on Oak Street Bridge. In order to facilitate the repairs, additional appropriation authority needs to be provided to the Street Light Division within the General Fund. The Council is asked to transfer \$55,000 from the General Fund's Contingency funds to the Street Light Division in order to facilitate the repairs and remain in compliance with Oregon Budget Law.

BACKGROUND

A. Council Action History.

On June 10, 2024, City Council adopted Resolution 2024-13, adopting the 2024-2025 Budget.

On August 12, 2024, City Council adopted Resolution 2024-17, adopting a supplemental budget for the receipt and expenditure of an FAA grant in the Airport Fund.

B. Analysis.

An appropriation is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. It is limited to one fiscal year [ORS 294.311(3)]. Appropriations are a legal limitation on the amount of expenditures that can be made during the fiscal year and on the purposes for which expenditures can be made [ORS 294.456(6)]. After the beginning of the fiscal year, when a local government is operating with the adopted budget, changes in appropriated expenditures sometimes become necessary. Appropriations may be increased or decreased, transferred from one appropriation category to another, or new appropriation categories created.

The City needs to repair ten damaged streetlights on the Oak Street Bridge that resulted when a private vehicle (with its boom extended) struck the extended light arms. The City obtained quotes for the repairs, and the most favorable was for \$55,000.

The nature and scope of the repairs that are needed are unusual and could not be anticipated when the budget was prepared. Consequently, the current appropriations provided the Street Light Division of the General Fund are inadequate to facilitate the

repairs. The Street Light Division’s budget needs an additional allocation of \$55,000 in order to facilitate the repairs.

In order to comply with Oregon Budget Law and to provide sufficient appropriation authority for the General Fund’s Street Light Division, an appropriation transfer of \$55,000 from the General Fund’s Contingency to the Street Light Division’s budget is required.

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

General Fund (100)

Expenditures (Non-Departmental)	
Contingency	\$-55,000
Street Light Division	\$ 55,000
(Changes in appropriations are offsetting thereby maintaining a balanced budget)	

C. Financial/Resource Considerations.

The cost of the repairs will be covered by the private party’s insurance; therefore, there is no detrimental financial impact with this action.

D. Timing Considerations.

Oregon Budget Law requires that appropriation authority be granted prior to the use of appropriation authority; therefore, the transfer needs to be authorized prior to the repairs being made.

COUNCIL OPTIONS

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the fund and/or accounts;
or
- 3) Not adopt the attached resolution, which would inhibit the repairs from going forward.

STAFF RECOMMENDATION

Given the need to comply with Oregon budget law and the need to facilitate the repairs of the streetlights, it is staff’s recommendation to adopt the attached resolution as written.

SUGGESTED MOTION

“I MOVE TO ADOPT RESOLUTION NO. 2024-19 AUTHORIZING AN APPROPRIATION TRANSFER FOR FISCAL YEAR 2024-25.”

ATTACHMENTS:

Attachment #1 – Resolution No. 2024-19

RESOLUTION NO. 2024 – 19

**A RESOLUTION AUTHORIZING AN APPROPRIATION TRANSFER FOR
FISCAL YEAR 2024-25**

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2024-25 by Resolution 2024-13; and

WHEREAS, the City needs to repair ten damaged streetlights on the Oak Street Bridge that resulted when a private vehicle (with its boom extended) struck the extended light arms. The City obtained quotes for the repairs, and the most favorable was for \$55,000; and

WHEREAS, the nature and scope of the repairs that are needed are unusual and could not be anticipated when the budget was prepared. Consequently, the current appropriations in the Street Light Division of the General Fund are inadequate to facilitate the repairs. The Street Light Division's budget needs an additional allocation of \$55,000 in order to facilitate the repairs; and

WHEREAS, in order to comply with Oregon Budget Law and to provide sufficient appropriation authority for the General Fund's Street Light Division, an appropriation transfer of \$55,000 from the General Fund's Contingency to the Street Light Division's budget is required; and

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

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

Section 1. Appropriations in the Fiscal Year 2024-25 budget shall be adjusted as follows:

RESOLUTIONS A
ATTACHMENT NO. 1

	Current	Adjustment	Amended
General Fund (100)			
Resources			
Beginning Fund Balance	\$ 12,875,796	\$ -	\$ 12,875,796
Current Revenues	\$ 31,002,628	\$ -	\$ 31,002,628
Total Resources:	\$ 43,878,424	\$ -	\$ 43,878,424
Appropriations			
Street Light Division	\$ 412,880	\$ 55,000	\$ 467,880
Other Expenditures	\$ 32,467,414	\$ -	\$ 32,467,414
Contingency	\$ 1,000,000	\$ (55,000)	\$ 945,000
Ending Fund Balance	\$ 9,998,130	\$ -	\$ 9,998,130
Total Appropriations:	\$ 43,878,424	\$ -	\$ 43,878,424

To provide required appropriation authority to meet the General Fund's Street Light Division needs.

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

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 18th DAY OF NOVEMBER, 2024.**

Amy Nytes, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



LEGION FIELD MANAGEMENT AND OPERATION AGREEMENT AND LEGION FIELD TURF CONSTRUCTION LICENSE AGREEMENT

Meeting Date: November 18, 2024

Agenda Section: Department Items

Department: Public Works

Staff Contact: Ryan Herinckx, Interim PW Director

www.cityofroseburg.org

Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The City has a long-standing relationship with the Roseburg American Legion Baseball Commission (Commission) related to the operation of Bill Gray Stadium located in Stewart Park. The Commission has requested the assignment of their agreements to a new non-profit organization, currently being led by Umpqua Community College (UCC). The issue for Council is whether to approve the assignment of the two agreements.

BACKGROUND

A. Council Action History.

On April 20, 1994, Council authorized a Management and Operation Agreement with the Commission. The fifteen-year agreement began on June 1, 1994, ending May 31, 2009. This agreement was renewed June 1, 2009, and can be amended to extend the agreement expiration to June 1, 2037.

On June 12, 2017, the Council approved a request by the Commission to install artificial turf in Legion Field on the condition that all funding be secured prior to beginning project construction.

B. Analysis.

The City owns all of the facilities within Stewart Park, including Bill Gray Stadium. The City currently has the following two agreements with the Commission:

1. Legion Field Management and Operation Agreement (Operation Agreement)
2. Legion Field Turf Construction License Agreement (Turf Agreement)

The Operation Agreement became effective June 1, 2009, and replaced a previous agreement dating back to May of 1994. Amendments to the current Operational Agreement include the following:

- First Amendment – June 2014, a five-year renewal extending the agreement to June 2019.

- Second Amendment – June 2017, modified renewal options to allow for additional five-year periods for a maximum of 20 years.
- Third Amendment – June 2022, a five-year renewal extending the agreement through June 2027.

Section 25 of the Operations Agreement reads as follows:

25. Assignment. Except as herein provided, this Agreement may not be assigned, nor may a right of use of any portion of the Facilities be conferred on any person voluntarily or involuntarily by any other means without the prior written consent of City. This provision shall apply, without limitation, to all transfers by operation of law and all transfers to and by trustees, including trustees in bankruptcy, receivers, guardians and personal representatives of decedents' estates. An assignment, transfer or other matter or transaction in violation of this Paragraph shall be void and shall constitute a default by the Commission and a breach of this Agreement. Consent by City to one assignment or transfer shall not destroy or waive this provision; all later assignments or transfers shall likewise require City's prior written consent. Any third party user or assignee shall become liable directly to City for all obligations of the Commission hereunder, without relieving the Commission's liability therefore.

On August 15, 2024, City staff hosted a meeting of interested parties to discuss this proposed assignment. Representatives from the City, Commission, UCC, Umpqua Valley Christian School, and Roseburg High School attended and held a discussion related to this proposed assignment. Staff's intent was to make sure all of the current user groups were informed and to get feedback, answer any questions and ensure communication between the user groups prior to presenting the proposal to the Parks Commission. One of the primary concerns was around priority usage, which would remain the same as the current agreement:

The Operation Agreement outlines the Commission's requirements and responsibilities for operating the Facility. This includes the priority for field space usage identified in Section 2.3. Amendments to the original agreement include the following:

2.3 Priority of Uses. Priority of use of the Facilities by the Commission, City, and others shall be determined by the Commission in accordance with the following priority schedule (beginning with the highest priority):

- 2.3.1 Use by youth for organized baseball league and tournament play, including practices, as follows:
 - 2.3.1.1 The Commission for American Legion baseball;
 - 2.3.1.2 Roseburg High School for baseball games and practices;
 - 2.3.1.3 Other organized youth baseball with responsible adult leadership.
- 2.3.2 City's events;

- 2.3.3 Use by others for special events when the Commission is notified at least 90 (ninety) days in advance of the scheduled event;
- 2.3.4 Use by the Commission for any other purpose.

The Turf Agreement became effective in August of 2019, outlining the requirements and responsibilities for the construction of turf within Bill Gray Stadium. In addition to those terms, the Turf Agreement also modified the advertising provisions contained in the Operations Agreement in order to allow additional advertising to provide a funding mechanism for future turf replacement when needed.

The Commission has dedicated countless hours to making the Facility a success, but finds their membership aging and dwindling in numbers. In order to keep the facility operating successfully, Commission reached out to Umpqua Community College, which formed a college baseball team in 2020, to assist with managing the Facility. Commission has now requested that agreements between the City and Commission be assigned to a new non-profit organization being formed as the Douglas County Baseball Association (DCBA). UCC has begun the process of forming the non-profit and will act as the temporary fiscal agent. UCC President Rachel Pokrandt has indicated the DCBA board will have a broad representation of interested parties from the local baseball community. The City has requested an ex-officio position in order to keep informed.

C. Financial/Resource Considerations.

There are no financial impacts expected for the City.

D. Timing Considerations.

Both Commission and DCBA would like the assignment to take place as soon as possible.

COUNCIL OPTIONS

1. Approve the assignment of the Legion Field Management and Operation Agreement and the Legion Field Turf Construction License Agreement to Douglas County Baseball Association; or
2. Request additional information; or
3. Deny the request for assignment.

STAFF RECOMMENDATION

The Parks Commission discussed the assignment of these two agreements at their October 2, 2024 meeting. The Parks Commission recommended the Council approve the assignment of the Legion Field Management and Operation Agreement and the Legion Field Turf Construction License Agreement to Douglas County Baseball Association. Staff concurs with this recommendation.

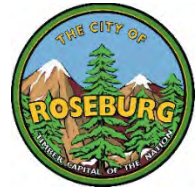
SUGGESTED MOTION:

“I MOVE TO APPROVE THE ASSIGNMENT OF THE LEGION FIELD MANAGEMENT AND OPERATION AGREEMENT AND THE LEGION FIELD TURF CONSTRUCTION LICENSE AGREEMENT TO DOUGLAS COUNTY BASEBALL ASSOCIATION.”

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



UMPQUA ACTORS COMMUNITY THEATRE RENOVATION PROJECT

Meeting Date: November 18, 2024

Agenda Section: Department Items

Department: Public Works

Staff Contact: Ryan Herinckx, Interim PW Director

www.cityofroseburg.org

Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

Umpqua Actors Community Theatre (UACT) would like to expand the Betty Long Unruh Theatre building located at 1614 West Harvard, that they lease from the City. The issue for City Council is whether to give preliminary approval to UACT's conceptual expansion and renovation plan.

BACKGROUND

A. Council Action History.

On December 9, 1985, Council authorized Resolution No. 85-55 approving a lease agreement with UACT for use of the Betty Long Unruh Theatre building. The fifteen-year lease agreement began January 1, 1986, ending December 31, 2001. The lease agreement was renewed on January 1, 2002, for an additional ten-year term ending December 31, 2012.

On September 24, 2012, Council authorized staff to enter into a lease agreement with UACT for the use of the Betty Long Unruh Theatre building. The five-year lease became effective on January 1, 2012. The agreement allows for two five-year renewals up to a fifteen-year term ending on December 31, 2027.

B. Analysis.

UACT has received a \$2 million dollar donation and would like to use the funding to expand the footprint and renovate the Betty Long Unruh Theatre building. UACT will fundraise for additional funds necessary to complete the project. UACT is seeking preliminary approval for expansion as they work to define the project.

Just prior to the May 3, 2023, Parks Commission meeting, commission members and City staff met with members of UACT to tour the existing facility. At the commission meeting, commission members unanimously voted to forward a recommendation to City Council to give preliminary approval to UACT's conceptual expansion and renovation. Since then, UACT has been working with a local architect and has provided staff with an updated conceptual plan.

C. Financial/Resource Considerations.

The proposed project is being entirely funded by UACT. There are no major financial impacts expected for the City.

D. Timing Considerations.

UACT would like to proceed with planning and fundraising efforts for the building expansion and renovation as soon as practical. As such, they are seeking preliminary approval to allow that effort to begin.

COUNCIL OPTIONS

The Council has the following options:

1. Provide preliminary approval for UACT to begin planning, design and fundraising efforts for the expansion and renovation of the Betty Long Unruh Theatre; or
2. Request additional information; or
3. Recommend not moving forward with preliminary approval.

STAFF RECOMMENDATION

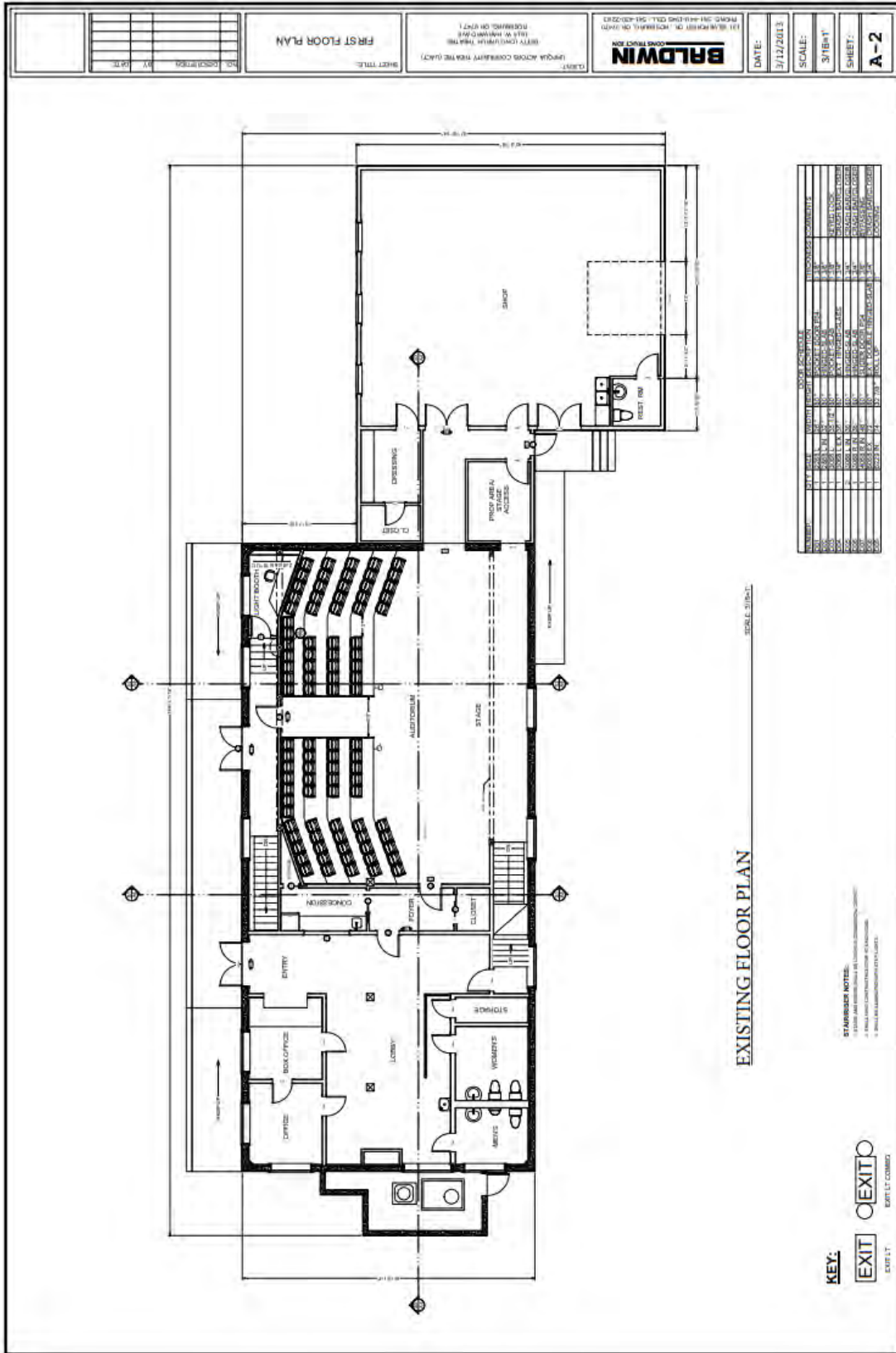
Since it has been almost a year-and-a-half, staff brought the project back to the Parks Commission on October 2, 2024, for review. The commission again voted unanimously to forward a recommendation to City Council to give UACT preliminary approval to move forward with the renovation project. Staff concurs with this recommendation.

SUGGESTED MOTION

“I MOVE TO GRANT PRELIMINARY APPROVAL TO UACT’S CONCEPTUAL EXPANSION AND RENOVATION PLAN FOR THE BETTY LONG UNRUH THEATRE.”

ATTACHMENTS:

- Attachment #1 – Existing Building Layout
- Attachment #2 – Preliminary Building Layout
- Attachment #3 – Expansion Area



NO.	REVISION	DATE

FIRST FLOOR PLAN
SHEET TITLE

URGENT ACCESS CORRIDOR FROM THE (LACT)
BETTY CONVICTION FROM THE
BETTY CONVICTION FROM THE
BETTY CONVICTION FROM THE
BETTY CONVICTION FROM THE

BALDWIN
CONSTRUCTION
121 BALDWIN RD. WILMINGTON, DE 19801
PHONE: 302.486.0000 FAX: 302.486.0001

DATE: 3/12/2013
SCALE: 3/8"=1'
SHEET: A-2

NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL	REMARKS
1	SEATING	100	EA	100.00	100.00	SEATING
2	STAGE	1	EA	100.00	100.00	STAGE
3	REST ROOM	1	EA	100.00	100.00	REST ROOM
4	CL. CLOSET	1	EA	100.00	100.00	CL. CLOSET
5	DRESSING	1	EA	100.00	100.00	DRESSING
6	PROP AREA	1	EA	100.00	100.00	PROP AREA
7	STORAGE	1	EA	100.00	100.00	STORAGE
8	CONCESSION	1	EA	100.00	100.00	CONCESSION
9	BOX OFFICE	1	EA	100.00	100.00	BOX OFFICE
10	LOBBY	1	EA	100.00	100.00	LOBBY
11	ENTRY	1	EA	100.00	100.00	ENTRY
12	MEN'S	1	EA	100.00	100.00	MEN'S
13	WOMEN'S	1	EA	100.00	100.00	WOMEN'S
14	STAIRS	1	EA	100.00	100.00	STAIRS
15	STAIRS	1	EA	100.00	100.00	STAIRS
16	STAIRS	1	EA	100.00	100.00	STAIRS
17	STAIRS	1	EA	100.00	100.00	STAIRS
18	STAIRS	1	EA	100.00	100.00	STAIRS
19	STAIRS	1	EA	100.00	100.00	STAIRS
20	STAIRS	1	EA	100.00	100.00	STAIRS

EXISTING FLOOR PLAN

SCALE: 3/8"=1'

STARBUCKS NOTE:
1. SEATING AND STAGE ARE TO BE CONSIDERED AS EXISTING.
2. REST ROOM CONSTRUCTION IS TO BE CONSIDERED AS EXISTING.
3. ALL OTHERS ARE TO BE CONSIDERED AS EXISTING.

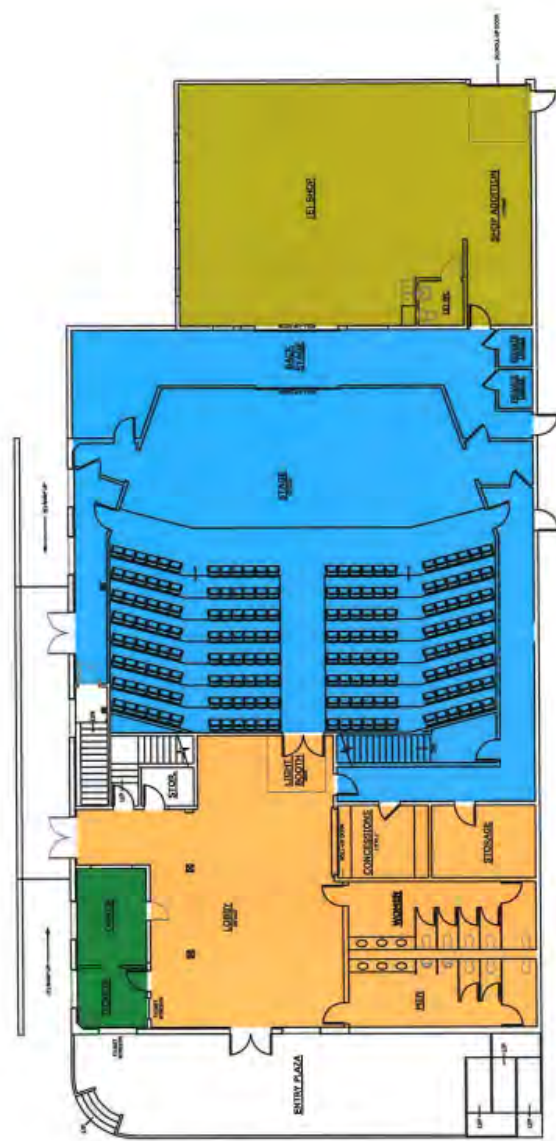
KEY:
EXIT
EXIT TO CORRIDOR

Attachment #2



CHEMATIC DESIGN
A NEW ADDITION & RENOVATION FOR:
BETTY LONG UNRUH THEATER
1614 WEST HAYWARD AVE.
ROCKFORD, ILL.

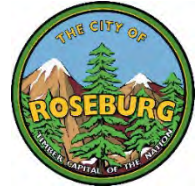
DRAWN BY:	DMH/LL
CHECKED BY:	PLB
DATE:	3/14/24
TITLE:	PROPOSED FLOOR PLAN
SCALE:	1/8" = 1'-0"
SHEET NO:	A-2.0
	OF 6



- LEGEND**
- PROPOSED SEATING AREA (1,271 SEAT)
 - PROPOSED THEATER BALCONY (408 SEAT)
 - PROPOSED LOBBY/RECEPTION AND GALLERY
 - PROPOSED RENOVATION AREA (208 SF)

1-1 PROPOSED FLOOR PLAN
1/8" = 1'-0"
187 SEATS - (IF WE REDUCED CHAIRS FROM 18" TO 16" WOULD SAVE 216 SEATS)
216 SEATS - (IF WE REDUCED CHAIRS FROM 18" TO 16" WOULD SAVE 216 SEATS)

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PUBLIC SAFETY CENTER 3RD FLOOR IMPROVEMENTS PROJECT BID AWARD RECOMMENDATION – 24ARPA12

Meeting Date: November 18, 2024

Agenda Section: Department Items

Department: Public Works

Staff Contact: Ryan Herinckx, interim PW Director

www.cityofroseburg.org

Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The City received construction bids for the Public Safety Center (PSC) 3rd Floor Improvements Project. The issue for the City Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.

On February 23, 2022, the City Council held a work-study session to discuss possible uses of American Rescue Plan Act (ARPA) funding. Council recommended staff move forward with defining the project and developing a project cost estimate.

On June 10, 2024, the City Council authorized staff to utilize ARPA funding to design and bid the Public Safety Center 3rd Floor Improvement Project. Total project cost was estimated at \$630,000.

B. Analysis.

The Public Safety Center construction project was completed in the fall of 2009. At the time of construction, funds were not available to finish approximately 1,800 square feet of office space on the third floor. The current space contains insulation, minimal power, lighting and HVAC.

This project was designed by Wilson Architecture and will finish this space to a general office space and will convert an existing 300 square foot storage room into two single occupant shower rooms.

The construction bid documents were advertised for bid on October 10, 2024, and bids were opened on November 5, 2024. Three bids were received and are summarized below:

No.	BIDDER	BID
1	S+B James Construction Management	\$455,000.00
2	DSL Builders	\$595,500.00
3	Z Terrell & Son	\$706,055.83

Architect's Estimate: \$501,771.00

C. Financial/Resource Considerations.

Council authorized staff to proceed with completing design and bidding of this project utilizing ARPA funding. Total project costs are estimated below:

Design and CM Services	\$ 72,500
Construction	\$ 455,000
Building Permit (est.)	\$ 2,500
<u>Construction (10% of Const.)</u>	<u>\$ 45,500</u>

Total Estimated Costs \$ 575,500

D. Timing Considerations.

The ARPA funding must be obligated by December 31, 2024, and spent by December 31, 2026. If awarded, the Notice of Intent to Award will be issued on November 19, 2024, starting the 7-day bid protest period. Upon expiration of the protest period, the Notice of Award would be issued in late November. The contractor is allowed 90 calendar days to complete this project.

COUNCIL OPTIONS

The City Council has the following options:

1. Award the contract to the lowest responsive bidder, S+B James Construction Management for \$455,000.00; or
2. Request additional information; or
3. Reject all bids.

STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered both responsive and responsible. Funds have been identified in the ARPA Special Revenue Fund for this project. Staff recommends that Council award this construction contract.

SUGGESTED MOTION

“I MOVE TO AWARD THE PUBLIC SAFETY CENTER 3RD FLOOR IMPROVEMENT PROJECT TO THE LOWEST RESPONSIBLE BIDDER, S+B JAMES CONSTRUCTION MANAGEMENT, FOR \$455,000, PENDING EXPIRATION OF THE 7-DAY NOTICE OF INTENT TO AWARD PERIOD.”

ATTACHMENTS:

Attachment #1 - Architect's Recommendation Letter



11/12/2024

Ryan Herinckx
Design and Construction Manager
City of Roseburg
900 SE Douglas Avenue
Roseburg, OR 97470

Re: Review of Bid Results, Public Safety Center 3rd Floor Improvements

Mr. Herinckx,

The City of Roseburg received bids from three prime bidders for the Public Safety Center 3rd Floor Improvements project on November 5, 2024. The bid results are as follows.

S+B James	\$455,000.00
DSL Builders LLC	\$595,000.00
Z Terrell & Son	\$706,055.83

S+B James submitted the lowest bid. They recently completed the improvements for the Roseburg Navigation Center project, which Wilson Architecture was the Architect of Record. S+B James performed well on that project, demonstrated strong leadership and management skills with their subcontractors and suppliers, and consistently communicated well.

Bid Submittal Documents

The required bid documents and forms were provided by S+B James with their bid.

Construction Contractor Board

S+B James has an active Oregon CCB (Construction Contractor Board) registration, with the required bonding and insurance. Their records indicated no complaints, fines, nor disciplinary actions in the last ten years.

Recommendation

Our research indicates their bid reflects the required scope of work, and the bid is less than our estimate for construction of \$501,000. Wilson Architecture recommends accepting the bid from S+B James and entering into a contract for \$455,000 for the scope of work described in the project documents.

Sincerely,

A handwritten signature in blue ink, appearing to read "Curt Wilson".

Curt Wilson, AIA
Wilson Architecture

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



FEMA PICM OPTION SELECTION

Meeting Date: November 18, 2024
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Federal Emergency Management Agency (FEMA) has announced the start of their Pre-Implementation Compliance Measures (PICM) for National Flood Insurance Program (NFIP) participating communities. These new compliance measures will significantly impact development requirements for properties located within the designated floodplain. According to FEMA, the intent of the PICM is to ensure the continued existence of threatened or endangered species in compliance with the Endangered Species Act (ESA). The purpose of this agenda item is to seek direction from Council concerning which one of the three PICM pathways, as identified by FEMA, the City should make and report to FEMA, no later than December 1, 2024.

BACKGROUND

A. Council Action History.

September 9, 2024 – Council was advised of upcoming changes to floodplain development requirements involving FEMA and the start of their Pre-Implementation Compliance Measures for NFIP participating communities.

B. Analysis.

In 2016, the National Marine Fisheries Service issued a Biological Opinion (BiOp), which recommended changes to the implementation of the NFIP in Oregon. In part due to the BiOp, FEMA has drafted a specific Oregon NFIP-ESA Implementation Plan. The draft of this plan is currently under a National Environmental Policy Act (NEPA) evaluation. Release of the Final Implementation Plan is anticipated by 2026, with full implementation occurring in 2027.

In the interim, FEMA is requiring that all participating NFIP communities select one of three PICM pathways as identified by FEMA.

These PICMs must be in place until the release of the Final Implementation Plan. The three PICM pathways are as follows:

1. Adopt a model ordinance that considers impacts to species and their habitat and requires mitigation to a no net loss standard.

2. Choose to require a habitat assessment and mitigation plan for development on a permit-by-permit basis.
3. Put in place a prohibition on floodplain development in the Special Flood Hazard Area.

Communities must choose a PICM pathway by December 1, 2024. If a community fails to inform FEMA of its selection, they will default to the permit-by-permit pathway identified in option #2. Communities will be required to report their floodplain development activities to FEMA beginning in January of 2025. Failure to report may result in a compliance visit.

Over the last three months, Community Development Department staff have tried to acquire additional information concerning how these PICM pathways are to be implemented and regulated on a local basis. Specific details from FEMA about how this is to occur within the framework of Oregon land use laws has been challenging to obtain.

Staff does not recommend placing a prohibition on development within the floodplain as outlined in option #3 provided by FEMA.

Without development criteria being codified, the City will be unable to legally require a habitat assessment and mitigation plan for development on a permit-by-permit basis. As a result, Staff does not recommend option #2.

FEMA supplied local municipalities with a model ordinance, but the model ordinance is deficient and is currently being updated by FEMA in order to adhere to Oregon land use laws applying clear and objective standards.

Once updated and given back to local municipalities, staff recommends that Council move toward adopting the model ordinance as outlined in option #1. FEMA is requiring that the model ordinance be adopted no later than July 31, 2025.

C. Financial/Resource Considerations.

Implementation of the new PICM pathways will be staff intensive, requiring implementation of new floodplain code and permit analysis. In addition, these new requirements will add significant cost for public and private developers to provide the analysis necessary to show no net loss to the species and their habitat.

D. Timing Considerations.

A decision concerning the PICM pathways must be submitted to FEMA by December 1, 2024.

COUNCIL OPTIONS

The Council has the following options:

1. Direct staff to report to FEMA by December 1, 2024, that the City will move toward adopting a model ordinance that considers impacts to species and their habitat and requires mitigation to a no net loss standard; or
2. Direct staff to report to FEMA by December 1, 2024, that the City will move toward placing a prohibition on floodplain development in the Special Flood Hazard Area; or
3. Do nothing and choose not to respond to FEMA by December 1, 2024.

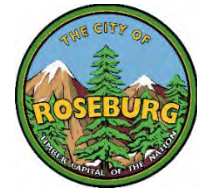
STAFF RECOMMENDATION

Staff recommends Council direct staff to report to FEMA by December 1, 2024, that the City will move toward adopting a model ordinance that considers impacts to species and their habitat and requires mitigation to a no net loss standard.

SUGGESTED MOTION

“I move to direct staff to report to FEMA by December 1, 2024, that the City will move toward adopting a model ordinance that considers impacts to species and their habitat and requires mitigation to a no net loss standard.”

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OPENGOV PERMITTING SOFTWARE PURCHASE

Meeting Date: November 18, 2024
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Community Development Department (CDD) is requesting authorization to purchase new permitting software from OpenGov utilizing the National Association of State Procurement Officials (NASPO) cooperative purchasing agreement.

BACKGROUND

A. Council Action History.

June 10, 2024 – Council adopted the FY 2024-25 Budget, which included an increase in the CDD's annual budget to cover the cost of updated permitting software.

June 10, 2024 – Council authorized the City Manager to utilize \$208,000 of ARPA funding for Information Technology upgrades. This included implementation costs for the Community Development Software upgrade.

B. Analysis.

Municipality, the current permitting software the City uses, is antiquated and needs to be replaced. The City currently receives little support concerning this existing software. Issues that are brought to the attention of Municipality go unfixed, and functionalities that were supposed to make the permit review process more streamlined do not work and are unsupported.

In the spring of 2024, the CDD began the process of reviewing different permit software products. Six different software platforms were tested and demoed by CDD and Systech staff. OpenGov was selected as it can easily be configured to fit our current process. The online user portal was the most robust and intuitive. Switching to OpenGov will provide the opportunity for digital submissions. This will lead to a more streamlined permitting process for the applicant. In addition, OpenGov software provides a more instinctive process for internally reviewing permits and land use actions not only within the CDD, but also for Public Works and Fire. OpenGov provides strong customer support after implementation, which has been an ongoing issue with our current software provider.

Implementation of OpenGov software would start at the beginning of 2025. If authorized, staff is looking forward to the use of the software to help better serve our local developers and citizens with obtaining site review and land use approval.

C. Financial/Resource Considerations.

Acquisition of OpenGov permitting software can be made under the NASPO cooperative purchasing agreement.

Implementation	\$ 69,586.72
Software Licensing 1/1/25-6/30/25	<u>\$ 24,931.54</u>
<i>Subtotal FY 24-25</i>	<i>\$ 94,518.26</i>
Software Licensing 7/1/25-6/30/26	\$ 52,356.18
Total for current agreement term	\$146,874.44

The software licensing costs will increase 5% per year beyond the initial term. The implementation cost is higher than estimated when discussed with the Council in June. The estimate at that time was \$51,385. After further discussion with the vendor, staff has requested on-site consultation during the implementation, which has increased the cost. If possible, staff would request ARPA funding for the entire implementation cost. The approved FY 24-25 CDD budget includes \$55,000 for software costs.

D. Timing Considerations.

The Sourcewell cooperative purchasing contract expires November 22, 2024.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the purchase of OpenGov permitting software through the NASPO cooperative purchasing agreement at a contract price of \$146,874.44, utilizing approximately \$70,000 of ARPA funding to pay for the implementation costs; or
2. Request additional information; or
3. Not authorize the purchase at this time.

STAFF RECOMMENDATION

Staff recommends that Council authorize the purchase and implementation of OpenGov permitting software through the NASPO cooperative purchasing agreement for \$146,874.44. Staff recommends the Council authorize the use of ARPA funds to pay for the implementation costs at approximately \$70,000.

SUGGESTED MOTION

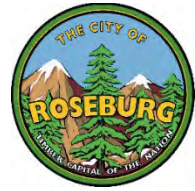
“I MOVE TO AUTHORIZE THE PURCHASE AND IMPLEMENTATION OF OPENGOV PERMITTING SOFTWARE FOR \$146,874.44 FROM CARAHSOFT TECHNOLOGY CORPORATION UTILIZING THE NASPO COOPERATIVE PURCHASING AGREEMENT AND THE STATE OF OREGON’S PARTICIPATING ADDENDUM.”

“I MOVE TO AUTHORIZE \$70,000 OF ARPA FUNDS TO BE USED TO PAY FOR THE IMPLEMENTATION COSTS ASSOCIATED WITH OPENGOV PERMITTING SOFTWARE.”

ATTACHMENTS:

None.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



STEWART PARK DRIVE SOUTH UMPQUA BRIDGE PROJECT - INTERGOVERNMENTAL AGREEMENT- AMENDMENT NO. 2

Meeting Date: November 18, 2024

Agenda Section: Department Items

Department: Public Works

Staff Contact: Ryan Herinckx, Interim PW Director

www.cityofroseburg.org

Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

Staff recently received the draft Intergovernmental Agreement (IGA) Amendment No. 2 for the Stewart Park Drive South Umpqua Bridge Construction Project from the Oregon Department of Transportation (ODOT). The issue for the Council is whether to authorize the execution of the amendment to the agreement.

BACKGROUND

A. Council Action History.

On December 14, 2020, the City Council authorized the execution of an IGA with ODOT for the Rehabilitation Project for the Stewart Park Drive South Umpqua Bridge Project.

On April 22, 2024, the City Council authorized the execution of Amendment No. 1 to the IGA with ODOT.

B. Analysis.

The City began applying for a bridge replacement project for the Stewart Park Drive Bridge through the ODOT Local Bridge Program in 2015. While not successful that year, the City applied in the next cycle in 2018. During the process, ODOT staff indicated they would not support a bridge replacement project, but would support a bridge rehabilitation project.

The Stewart Park Drive Bridge was constructed in 1933 and has a sufficiency rating of 16.1 (out of a possible 100). It is currently load-rated at 12 tons. The City's fire apparatus weighs between 22 and 39 tons. The project work includes rehabilitation of the bridge, construction containment, prep surface and painting, repair of existing deck, strengthening pin and hanger connections, upgrading sidewalk approaches to ADA standards (NW and SW corners), replacing timber sidewalk surface, adding a new ADA handrail on the west side of the bridge, and heat straightening or replacing impact damaged truss members.

In March 2019, the City of Roseburg was awarded a grant through the ODOT Local Bridge Program to rehabilitate the bridge on Stewart Park Drive over the South Umpqua River.

During design and scoping, the estimated project cost went up, resulting in IGA Amendment No. 1. The project has now been bid. Five bids were received and they were all over the engineer's estimate. As a result, the total project cost exceeded the previous estimate, resulting in the need for an additional addendum for the project to proceed. Amendment No. 2 will increase the total project cost estimate to \$6,321,890.07 from \$5,770,000, increasing the City match by \$56,679.11.

C. Financial/Resource Considerations.

Since the original scoping in 2022, the total estimated project cost has increased due to inflation. Amendment No. 1 increased the total rehabilitation project cost estimate to \$5,770,000 from \$5,571,886, increasing the City match by \$20,346. Amendment No. 2 will increase the total rehabilitation cost estimate to \$6,321,890.07 from \$5,770,000, increasing the City match by \$56,679.11. Federal funds for the project are limited to \$5,672,631.96 (89.73%), and the required City matching funds are \$649,258.11 (10.27%). ODOT reached out to the Local Bridge Program and received approval for an additional \$495,210 to cover a portion of the construction cost increase. If the City were to not fund the additional match requirement, ODOT could cancel the project and the City could be required to reimburse ODOT for the Preliminary Engineering phase, approximately \$1.18 million.

D. Timing Considerations.

The project was bid in August 2024, ODOT issued a Notice to Proceed on October 7, 2024. To proceed with construction and prevent further delays, this amendment must be authorized approving City match funding for the project. If authorized, the amendment will be executed as soon as practicable.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize execution of Amendment No. 2 for Stewart Park Drive South Umpqua Bridge Rehabilitation Project; or
2. Request additional information; or
3. Not move forward with the project at this time, which may require the City to pay reimbursement of up to \$1.18 million previously expended on the project.

STAFF RECOMMENDATION

The Public Works Commission will discuss this amendment at their November 14, 2024 meeting. Staff will report on their recommendation at the Council meeting. Staff recommends the Council authorize the IGA amendment.

SUGGESTED MOTION

"I MOVE TO AUTHORIZE EXECUTION OF AMENDMENT NO. 2 TO THE INTERGOVERNMENTAL AGREEMENT WITH ODOT FOR THE STEWART PARK DRIVE SOUTH UMPQUA BRIDGE REHABILITATION PROJECT."

ATTACHMENTS:

None



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CITY MANAGER ACTIVITY REPORT

Meeting Date: November 18, 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 November 18, 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
October 15, 2024 - 10:00 a.m.

1. October 14, 2024, City Council Meeting Synopsis
2. October 28, 2024, City Council Meeting Agenda
3. October 28, 2024 Urban Renewal Agency Board Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign:
None.
6. Discussion Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
October 23, 2024 - 10:00 a.m.

1. October 28, 2024 City Council Meeting Agenda.
2. October 28, 2024 *Alternate* City Council Meeting Agenda.
3. Review Tentative Future Council Meeting Agendas.
4. Documents, Events, or Grants to review and/or sign:
 - A. Library Subscription Contract
5. Discussion Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
October 29, 2024 - 10:00 a.m.

1. October 28, 2024, City Council Meeting Synopsis
2. November 18, 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



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
November 4, 2024 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. November 18, 2024 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign:
 - A. Grant Checklist – Douglas County Library Foundation Grant
5. Discussion Items
 - A. VPN Connection – Email from Systech
6. Employee Service Pins
 - A. Andy Thingvall – Fire Department – 25 years
 - B. Irik Rinnert – Fire Department – 25 years



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
November 12, 2024 - 10:00 a.m.

1. November 18, 2024, City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign:
 - A. Event Permit Application – Tree Lighting Ceremony
 - B. Grant Checklist – The Ford Family Foundation
4. Discussion Items

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- UTRAN Presentation
 - VA Director Presentation
 - Council Goals Adoption
 - 2024-2029 Capital Improvement Plan Update
 - City Manager Evaluation Process Presentation (Work Study)
 - City Manager Evaluation Process Adoption
 - UCC Land Transfer
 - Fireworks Risk Assessment
 - Parking Discussion Continued
-

December 9, 2024

Mayors Reports

- A. 2024 General Election Results and Scheduling Oath of Office

Consent Agenda

- A. November 18, 2024 Meeting Minutes

Resolutions

- A. Resolution Setting a New Council Reimbursement Amount for 2025

Department Items

- A. Street Light Maintenance Contract Award

- B. Bid Award – Military and Altamont

Informational

- A. City Manager Activity Report
-

January 13, 2025

Mayor Reports

- A. State of the City Address

- B. Commission Chair Appointments

- C. Commission Appointments

Commission Reports/Council Ward Reports

- A. Election of Council President

Consent Agenda

- A. December 9, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report
-

January 27, 2025

Consent Agenda

- A. January 13, 2025 Meeting Minutes

Ordinances

- A. FEMA Model Ordinance, First Reading

Department Items

- A. Bid Award – 5 Year Pavement Management

- B. Library Room Reservation Policy Update

Informational

- A. City Manager Activity Report

- B. Municipal Court Quarterly Report

- C. Finance Quarterly Report
-

February 10, 2025

Consent Agenda

- A. January 27, 2025 Meeting Minutes
 - Ordinances
 - A. FEMA Model Ordinance, Second Reading
 - Informational
 - A. City Manager Activity Report
-

February 24, 2025

- Mayor Reports
 - A. 2023 GFOA Certificate of Achievement for Excellences in Annual Comprehensive Financial Reporting (ACFR) and 2022 GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR)
 - Special Presentations
 - A. Annual Comprehensive Financial Report (ACFR)
 - B. Quarterly Report Ending December 31, 2024
 - C. 2025 – 2026 Budget Calendar
 - Consent Agenda
 - A. February 10, 2025 Meeting Minutes
 - Informational
 - A. City Manager Activity Report
-

March 10, 2025

- Mayor Reports
 - A. American Red Cross Month Proclamation
 - Consent Agenda
 - A. February 24, 2025 Meeting Minutes
 - Informational
 - A. City Manager Activity Report
-

March 24, 2025

- Mayor Reports
 - A. National Library Week Proclamation
 - Consent Agenda
 - A. March 10, 2025 Meeting Minutes
 - Informational
 - A. City Manager Activity Report
-

April 14, 2025

- Mayor Reports
 - A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
 - B. Oregon Arbor Month Proclamation
 - Consent Agenda
 - A. March 24, 2025 Meeting Minutes
 - Department Items
 - A. Inmate Housing Intergovernmental Agreement Extension
 - B. Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement
 - Informational
 - A. City Manager Activity Report
-

April 28, 2025

- Mayor Reports
 - A. Historic Preservation Month Proclamation
 - B. Thrive Umpqua Day Proclamation
- Consent Agenda

- A. April 14, 2025 Meeting Minutes
- Informational
- A. City Manager Activity Report
 - B. Finance Quarterly Report
 - C. Municipal Court Quarterly Report
-

May 12, 2025

Mayor Reports

- A. EMS Week Proclamation
- B. National Public Works Proclamation

Consent Agenda

- A. April 28, 2025 Meeting Minutes

Resolutions

- A. Annual Fee Adjustment
 - i. Resolution No.: General Fees
 - ii. Resolution No.: Water Related Fees

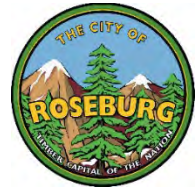
Informational

- A. City Manager Activity Report
-

City Manager Updates
November 8, 2024

- The Public Works and Community Development Departments held an informational meeting yesterday with the neighbors close to Sunshine Park. The intent was to provide updates regarding the City's efforts to annex the park property and eventually utilize the awarded grant funds to build mountain bike trails.
- The Community Development Department has finished processing Bernie Woodard's application for a 10-tent campsite on SE Micelli Street across from Micelli Park. Mr. Woodard had previously applied, but the approval had expired. The inspections have been completed and as soon as all required parties sign the application, Mr. Woodard will be allowed to proceed with the camp.
- The Planning Commission held a work-study session on Monday that included an update on the Sunshine Park UGB expansion and annexation. A joint Douglas County/City of Roseburg Planning Commission meeting is tentatively scheduled for December 2nd to begin the actual land use decision process.
- The Umpqua Valley Farmers' Market has moved to downtown Roseburg. Last Saturday was their first day. I was downtown Tuesday night for the CCD Women in Business event, and all the comments I heard (including from UVFM Board President) were positive and the move appears to have been a success for the market and for downtown. The hours are Saturdays from 9 am to 1 pm if you would like to check it out.
- The Roseburg Area Chamber has two events on November 18th. The Economic Forecast 2025 will be held from 8:30-11:30 am, and the last Chamber luncheon of the year will begin at 11:30 and will feature information on the joint ODOT/City of Roseburg Interchange Area Management Plans currently underway for I-5 Exits 124 and 125. If you would like to attend either of these, please let Grace know by end of day on Tuesday, November 12.
- The Americans and the Holocaust exhibit is currently open at the Roseburg Public Library. A free public program entitled "Examining the Holocaust through Narrative" will be presented Thursday, November 14 at 6:30 pm.
- City offices will be closed on Monday, November 11 in observance of Veterans Day. The 69th annual Veterans Day parade will begin in downtown Roseburg Monday at 11 am.
- Meetings next week:
 - Public Works Commission – Thursday 11/14 @ 3:30 pm Council Chambers

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



MUNICIPAL COURT QUARTERLY REPORT

Meeting Date: November 18, 2024
Department: Municipal Court
www.cityofroseburg.org

Agenda Section: Department Reports
Staff Contact: Jason Mahan
Contact Telephone Number: 541-673-0171

ISSUE STATEMENT AND SUMMARY

At the request of City Council, a report on the court's case volume and program revenues has been presented on a quarterly basis since July 2012. This report is the latest of the quarterly reports to have been provided in fulfillment of the Council's desire to receive regular updates on court operations and covers the period of July through September, 2024.

BACKGROUND

Analysis.

<u>COURT CASE TOTALS</u>	<u>1ST QTR</u>	<u>YTD TOTAL</u>	<u>PRIOR YEAR</u>
CRIMES	292	292	316
TRAFFIC CRIMES	112	112	88
TRAFFIC VIOLATIONS	1,882	1,882	716
NON-TRAFFIC VIOLATIONS	302	302	92
TOTAL	<u>2,588</u>	<u>2,588</u>	<u>1,212</u>

After the first quarter of the 2024-25 fiscal year, total cases were up 114% from the prior year. By category, traffic crimes, traffic violations and non-traffic violations increased by 27%, 163% and 228% while crimes decreased by -8% respectively.

	BUDGET	1ST	YTD	PRIOR
	2023-24	QTR	TOTAL	YTD
<u>COURT REVENUES</u>	<u>2023-24</u>	<u>2024</u>	<u>TOTAL</u>	<u>TOTAL</u>
FINES	\$ 215,000	\$ 75,206	\$ 75,206	\$ 58,377
COURT COSTS	27,000	7,951	7,951	8,871
CRT APPT ATTORNEY	9,000	1,995	1,995	1,781
TOTAL	\$ 251,000	\$ 85,151	\$ 85,151	\$ 69,029

After the first quarter of the 2024-25 fiscal year, total court revenues were up 23% from the prior year. Fines/collections and court appointed attorney revenues increased by 29% and 12% while court costs decreased -10% respectively.

On a budgetary basis, revenues are 34% of budget after the first quarter of the fiscal year.

CLOSING REMARKS

The court continues to see a significant increase in violations being filed in the Roseburg municipal court. The increase of 228% of non-traffic violations is directly related to the increase in prohibited camping citations being issued. Our court has also seen an increase in traffic violations being filed. An increase of total court revenues is attributed to the increase in traffic violations being filed in our court.

On our criminal docket, the court continues to deal with many individuals with significant mental health issues. The court continues to try and get these individuals in contact with Adapt Mental Health. I continue to place people on bench probation with the requirement that they engage with mental health treatment. The court always schedules a date for the defendant to return to court to confirm that they followed through court recommendations. Unfortunately, the number of people who follow through with court orders remains low. Many of these individuals are arrested on new crimes before they can return to court on their bench probation. This has been an ongoing issue for quite some time and will continue to be an issue going forward.

My yearly review has been scheduled for the month of November. I look forward to meeting with you and will be prepared to answer any questions you may have about the Roseburg Municipal Court and its operations.

Sincerely,

Jason Mahan

City of Roseburg, Oregon

Quarterly Financial Report

1st Quarter, Fiscal-Year 2024-2025



September 2024

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 1st quarter of fiscal year 2024-2025.

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 September 2023, for comparison purposes.

OVERVIEW:

- \$9.1 million General Fund balance.
- 5.0% Douglas County seasonally adjusted unemployment rate.
- 5.3% state investment pool interest rate.
- 2.1% Year-over-Year CPI-U, West Region, for September 2024.
- Awarded SE Stephens water main replacement project for \$1,708,905.00.
- Awarded SE Douglas Ave. pavement repairs project for \$259,390.56.
- Authorized change order No. 1 with ODOT for Deer Creek Bridge project, increasing match to \$1,504,810.
- Awarded Taxiway A Extension project for \$2,064,955 contingent on grant from FAA.
- Authorized task order for construction management services on Taxiway A project for \$247,851.65.
- Authorized task order for 2025 Pavement Management Program and ADA ramp design for \$129,821.00.
- Authorized acceptance of FAA grant for the Taxiway A Extension project for \$2,120,951.
- Authorized the City Manager to negotiate and execute an amendment to the IGA with UCC in the amount of \$2,352,800 to fund scholarships, marketing and capital needs of the SOMWC project.

GENERAL FUND

General Fund	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 31,002,628	\$ 2,736,553	9%	\$ 2,250,203
Expenditures	32,880,294	6,663,625	20%	6,542,984
Balance-July 1	12,875,796	13,030,234	101%	11,841,864
Balance YTD	\$ 10,998,130	\$ 9,103,162		\$ 7,549,083

GENERAL FUND REVENUE

General Fund Revenue	Budget	YTD Actual	%	Prior Year Actual
Property Taxes	\$20,073,665	\$ 209,962	1%	\$ 76,965
Other Taxes	410,000	-	0%	-
Licenses, Permits, Fees	3,919,835	920,147	23%	769,796
Charges for Services	4,765,524	1,207,914	25%	1,081,044
Intergovernmental	1,053,604	272,281	26%	175,080
Interest	735,000	104,927	14%	110,866
Miscellaneous	45,000	21,321	47%	36,452
Total Revenues	\$31,002,628	\$ 2,736,553	9%	\$ 2,250,203

Property Taxes — The majority of property tax revenue is collected in November and December. At the end of September, 1% of the 20.07 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, 23% of the \$3.9 million budgeted annual revenue from licenses, permits and fees has 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 \$86,534, service area fees total \$82,513 and interdepartmental charges total \$1,007,977.

Intergovernmental Revenues are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor; 26% of the \$1,053,604 budgeted for intergovernmental revenue has been collected during the current fiscal year.

Interest Revenue—Interest revenue of \$104,927 is \$5,939.01 less than the same period a year ago. The average portfolio rate is 5.3%.

GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$6,663,625 represent 20% of budgeted annual expenditures.

Year to date expenditures are \$120,641 more than the same period a year ago. The General Fund ending fund balance is \$9,103,162.

By Organizational Unit	Budget	YTD Actual	%	Prior Year Actual
City Manager	\$ 1,823,439	\$ 313,123	17%	\$ 296,919
Finance & Mgmt	1,933,896	443,991	23%	403,107
Community Develop.	1,163,530	251,530	22%	212,552
Library	682,737	137,024	20%	133,891
Public Works	4,340,796	817,216	19%	808,478
Parks & Recreation	2,264,869	567,512	25%	501,806
Municipal Court	594,575	133,118	22%	144,134
Police	9,397,301	1,777,991	19%	1,914,010
Fire	9,141,266	2,216,228	24%	2,120,066
Capital & Other	1,537,885	5,894	0%	8,021
Total	\$32,880,294	\$ 6,663,625	20%	6,542,984

By Major Category	Budget	YTD Actual	%	Prior Year Actual
Personnel Services	\$ 25,088,788	\$ 5,694,213	23%	\$ 5,401,630
Materials & Service	6,253,621	963,518	15%	1,133,333
Capital & Other	1,537,885	5,894	0%	8,021
Total	\$ 32,880,294	\$ 6,663,625	20%	\$ 6,542,984

MAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

URBAN RENEWAL GENERAL FUND

Urban Renewal - General	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,175,933	\$ 14,181	1%	\$ 7,986
Expenditures:				
Operations	-	-	0%	-
Transfers	1,500,000	-	0%	-
Balance-July 1	612,554	604,713	99%	489,705
Balance YTD	\$ 288,487	\$ 618,894		\$ 497,691

The Urban Renewal-General Fund accounts for the Agency's property tax revenues. Expenditures are primarily for qualified capital improvement projects.

AMERICAN RESCUE PLAN ACT (ARPA) FUND

ARPA	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 150,000	\$ 29,493	20%	\$ 45,107
Expenditures:				
Operations	1,550,000	26,500	2%	25,468
Capital	1,750,000	7,280	0%	232,128
Transfers	-	-	0%	-
Balance-July 1	3,476,792	3,223,173	93%	4,157,542
Balance YTD	\$ 326,792	\$ 3,218,887		\$ 3,945,053

The American Rescue Plan Act (ARPA) Fund accounts for the use of ARPA Federal Funds. Expenditures include \$9,049 for Porta Potty rentals, \$3,810 for Parking Garage Security, \$4,361 for Parking Garage Janitorial services, \$4,877 for annexation of Sunshine Park, \$2,403 for the Summer Reading Program giveaways, \$3,320 for third floor improvements at the Public Safety Center, \$3,960 for Fir Grove sewer line repairs, and \$2,000 for design of turf fields at Fir Grove park.

CAPITAL PROJECTS FUNDS

EQUIPMENT REPLACEMENT FUND

Equipment	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,265,000	\$ 22,669	2%	\$ 26,088
Expenditures:				
Operations	129,962	54,440	42%	27,770
Capital	1,030,000	-	0%	254,287
Balance-July 1	2,442,637	2,588,704	106%	2,106,440
Balance YTD	\$ 2,547,675	\$ 2,556,933		\$ 1,850,471

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.

Year to date purchases include \$15,180 for a thermal camera kit, \$28,800 for tasers, battery packs and live cartridges, \$9,999 for fire hose and \$461 for a particulate blocking hood.

FACILITIES REPLACEMENT FUND

Facilities	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 110,000	\$ 3,438	3%	\$ 3,435
Expenditures:				
Operations	38,379	10,149	26%	4,114
Capital	160,000	-	0%	6,800
Balance-July 1	334,896	390,267	117%	304,787
Balance YTD	\$ 246,517	\$ 383,556		\$ 297,308

The Facilities Replacement Fund ending fund balance at September 30, 2024 is \$383,556.

TRANSPORTATION FUND

Transportation	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 3,519,642	\$ 536,087	15%	\$ 759,020
Expenditures:				
Operations	1,602,809	377,541	24%	410,176
Capital	2,025,000	633,262	31%	596,236
Transfers	10,000	-	0%	-
Balance-July 1	5,988,240	6,049,570	101%	4,767,842
Balance YTD	\$ 5,870,073	\$ 5,574,854		\$ 4,520,450

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. \$653,300 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of \$210,371 is attributed to the Pavement Management for Overlays. \$422,890 is the match for the Stewart Park bridge project.

URBAN RENEWAL CAPITAL FUND

Urban Renewal - Capital	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,560,000	\$ 14,481	1%	\$ 11,507
Expenditures:				
Operation	334,765	13,000	4%	11,617
Capital	1,000,000	285,335	29%	-
Balance-July 1	1,631,951	1,642,637	101%	1,021,796
Balance YTD	\$ 1,857,186	\$ 1,358,783		\$ 1,021,686

The Urban Renewal Capital Fund accounts for the agency's major construction and improvements. Capital outlays of \$285,335 are for the Deer Creek Bridge project.

ENTERPRISE FUNDS

STORM DRAINAGE FUND

Storm Drain	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,902,360	\$ 812,026	28%	\$ 1,147,445
Expenditures:				
Operations	1,188,450	269,740	23%	244,719
Capital	900,000	75,069	8%	439,287
Balance-July 1	7,314,123	7,597,462	104%	7,091,038
Balance YTD	\$ 8,128,033	\$ 8,064,679		\$ 7,554,477

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of \$698,196, and \$36,604 from grants are the principal sources of revenues.

Year to date Storm Drain Fund capital expenditures include \$1,125 for the Calkins-Troost-Harvard storm replacement, \$44,640 for the Alameda and Church storm pipe rehabilitation, \$24,337 pavement management contribution and \$4,968 for the Harvard Avenue storm improvement project.

WATER SERVICE FUND

Water	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 7,986,180	\$ 2,884,468	36%	\$ 2,628,746
Expenditures:				
Operations	6,243,521	1,249,117	20%	1,227,950
Capital	3,981,825	555,462	14%	375,030
Balance-July 1	7,966,325	8,773,331	110%	9,283,340
Balance YTD	\$ 5,727,159	\$ 9,853,219		\$ 10,309,106

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 \$2,884,468 is primarily from charges for services. Revenues are \$255,722 more than the prior year.

The ending fund balance at September 30th is \$9,853,219.

OFF STREET PARKING FUND

Off Street Parking	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 118,800	\$ 39,849	34%	\$ 32,388
Expenditures:				
Operations	134,280	48,026	36%	43,387
Balance-July 1	16,134	12,818	79%	15,150
Balance YTD	\$ 654	\$ 4,641		\$ 4,151

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 citations began in full force April 1, 2022.

The ending fund balance at September 30th is \$4,641.

AIRPORT FUND

Airport	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 3,338,528	\$ 201,309	6%	\$ 137,979
Expenditures:				
Operations	295,731	53,026	18%	51,482
Capital	2,862,000	90,055	3%	22,684
Debt Service	112,253	-	0%	-
Balance-July 1	1,052,230	799,791	76%	915,568
Balance YTD	\$ 1,120,774	\$ 858,019		\$ 979,381

Current year Airport revenues include user charges of \$110,260.

Year to date Airport Fund capital expenditures include \$81,055 for Airport Standby Power, \$2,417 for the Taxiway Extension and Design project and \$6,853 for fencing and security upgrades.

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	\$ 25,000	\$ 18,346	73%	\$ 68,946
Expenditures:				
Operations	354,670	19,218	5%	67,840
Balance-July 1	703,876	716,776	102%	781,408
Balance YTD	\$ 374,206	\$ 715,904		\$ 782,514

In October 2023, the City contracted with SAIF to provide workers compensation coverage. The existing self-funded program manages prior accrued claims with their associated liabilities. Consequently, current revenues consist of only interest earnings. The self-imposed charges that constituted the bulk of the revenue for the fund are no longer imposed/collected.

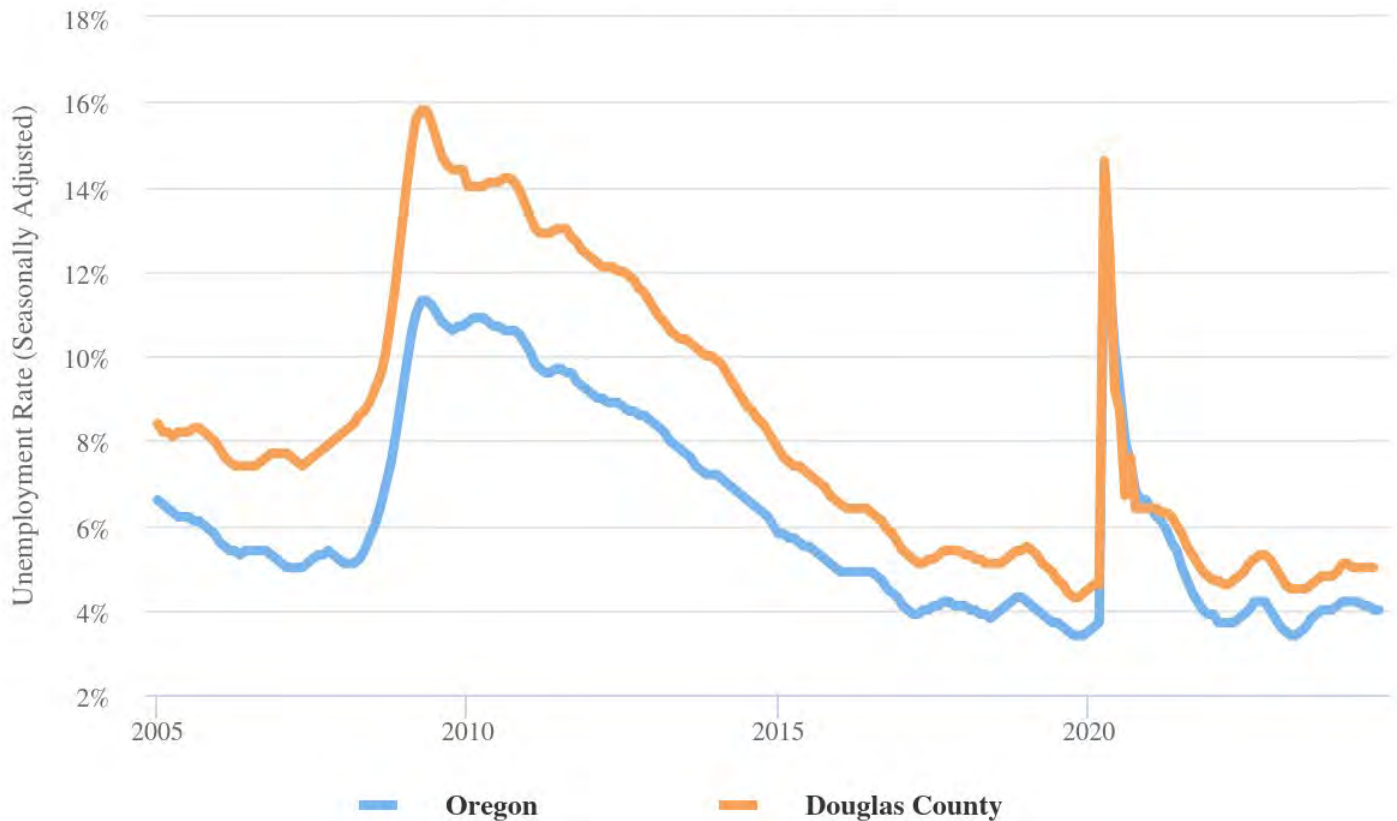
An employee safety committee oversees safety and wellness programs for employees. The goal is to promote wellness and reduce work related accidents and injuries.

ECONOMIC OUTLOOK

Douglas County

The State of Oregon Employment Department reported; “Douglas County’s seasonally adjusted unemployment rate was unchanged at 5.0% in August compared with a revised 5.0% in July. The rate is up from 4.6% in August 2023. Douglas County’s record low unemployment rate was set in October 2019 at 4.3%. The Oregon seasonally adjusted August rate was 4.0% and the U.S. rate was 4.2%.”

Unemployment Rate



Source: Oregon Employment Department Qualityinfo.org

“Douglas County’s seasonally adjusted payroll employment rose by 70 jobs in August after a loss of 110 in July and a gain of 120 in June.”

“In the not seasonally adjusted private-sector industries in August, there were relatively large gains in retail trade (30); professional and business services (30); transportation, warehousing, and utilities (20); and private education and health service (20). There was a large loss in leisure and hospitality (-50).”

“Government gained 80 jobs in August, due to a gain of 80 in local government.”

“When comparing August 2024 with August 2023, total nonfarm employment decreased 110 jobs, or -0.3%. Private-sector over-the-year gains were seen in transportation, warehousing, and utilities (70); other services (70); retail trade (50); manufacturing (20); and financial activities (20). There were relatively large losses in private education and health services (-170); professional and business services (-140); and construction (-70).”

“Government gained 130 jobs over the year from gains in local government (100), federal government (20), and state government (10).”

A FINAL NOTE

This quarterly report has been prepared to summarize and review the City’s operations and financial position for the first quarter of the 2024-25 fiscal year as of the month ending September 30, 2024, 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@roseburgor.gov. We encourage you to visit our website at cityofroseburg.org. The site is user friendly and contains information about the services we provide.

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