



**City of Reedsport
City Council Work Session
and Regular Meeting**

AGENDA

- Urban Renewal Quarterly Budget Committee Meeting, 6:00 p.m.
- Quarterly Budget Committee Meeting, 6:15 p.m.
- City Council Work Session, 6:30 p.m.
- Urban Renewal District Agency Meeting, 7:00 p.m.
- City Council Regular Session, 7:15 p.m.

451 Winchester Avenue
Monday, February 7, 2022

In accordance with HB2560, the City of Reedsport, to extent reasonably possible, will make all meetings accessible remotely via Zoom and provide the opportunity for citizens to submit oral testimony during the meeting and written testimony by emailing cdavis@cityofreedsport.org by 4:00 p.m. on the day of each regularly scheduled council meeting.

Zoom Link: <https://us02web.zoom.us/j/88258659119?pwd=SkhkNHhrOUk2eUhud00rS1pVa1BmUT09>

6:00 p.m. Urban Renewal Quarterly Budget Committee Meeting: Separate agenda

6:15 p.m. Quarterly Budget Committee Meeting: Separate agenda

6:30 p.m. City Council Work Session:

1. CALL TO ORDER

2. ITEMS OF BUSINESS

A. Aaron Speakman of Dyer Partnership – Water Rights Discussion

B. Items on the agenda.

7:00 p.m. Urban Renewal District Agency Meeting: Separate Agenda

7:15 p.m. City Council Regular Meeting:

1. CALL TO ORDER

2. CITIZEN COMMENTS

This time is reserved for citizens to comment on items that are not on the Agenda. Maximum of five minutes per item, please.

3. PRESENTATIONS, PROCLAMATIONS, AWARDS

4. APPROVAL OF THE AGENDA

5. PUBLIC HEARING

- A. A public hearing to consider submitting an application for a Community Development Block Grant.

Shall the City Council authorize staff to prepare an application for a 2022 Community Development Block Grant from Business Oregon for a wastewater construction project? (Council Letter 022-006)

6. CONSENT AGENDA

Routine items of business that require a vote but are not expected to require a discussion by the Council are placed on the Consent Calendar and voted upon as one time. In the event that a Councilor or citizen requests that an item be discussed, it will be removed from the Consent Calendar and placed under General Business.

- A. Approve minutes of the City Council Work Session of January 3, 2022.
- B. Approve minutes of the City Council Regular Session of January 3, 2022.
- C. Shall the City Council approve a new liquor license to Masoud Aria for MOEJOE, Inc. for the Day 2 Day Market & Deli located at 1050 Highway 101 S.? (Council Letter 022-007)
- D. Quarterly Financial Report.
- E. Motion to approve the Consent Calendar.

7. GENERAL BUSINESS

- A. Shall the City Council adopt Ordinance 2022-1195 amending the Reedsport Municipal Code, Chapter 2.16 Revenue and Finance, Article 3 Transient Room Tax? (Council Letter 022-008)
- B. Shall the City Council adopt a Resolution referring Ordinance 2022-1195 a question to the electors, increasing the transient room tax in the City of Reedsport and assign 2022-003 as the title? (Council Letter 022-009)
- C. Shall the City Council modify and reclassify the position description of Court Clerk/Planning Secretary and then adopt a Resolution amending Reedsport

Personnel Rules and Regulations, Appendix A, Classification of Positions for Salary Ranges, assigning 2022-004 as the title? (Council Letter 022-010)

- D. Shall the City Council declare real property surplus and authorize the City Manager to list property for sale through the City's Real Estate Agent of Record? (Council Letter 022-011)
- E. Shall the City Council approve a contract amendment to ZCS Engineering and Architecture for the Seismic Rehabilitation projects at Turner Fire Station and the Police Station? (Council Letter 022-012)
- F. Shall the City Council authorize Anderson Perry & Associates, Inc. to proceed with the design and engineering for the Reedsport Flood Reduction Resiliency Project for a not to exceed amount of \$250,000? (Council Letter 022-013)

8. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

9. EXECUTIVE SESSION

- A. Pursuant to ORS 192.660(2)(h) – To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- B. Pursuant to ORS 192.660(2)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

ADJOURN



CITY OF REEDSPORT

**451 Winchester Avenue
Reedsport, OR 97467-1597
Phone (541) 271-3603
Fax (541) 271-2809**

PUBLIC NOTICE

**February 7, 2022 at 7:15 p.m. via Zoom & In-person
PUBLIC HEARING BEFORE CITY COUNCIL**

The City is eligible to apply for a 2022 Community Development Block Grant from Business Oregon. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public works wastewater infrastructure projects.

Approximately \$11 million will be awarded to Oregon non-metropolitan cities and counties in 2022. The maximum grant that the city or county can receive for a public works project is \$2,500,000.

The City of Reedsport is preparing an application for a 2022 Community Development Block Grant from Business Oregon to complete design, engineering and environmental review to relocate an existing sewer force main and replace an aging pump station serving the Forrest Hills area. This project has been identified in the City of Reedsport's wastewater Facilities Plan published in 2004. It is estimated that the proposed project will benefit at least 4,230 person, of whom 57.56% will be low or moderate income.

A public hearing will be held by the City of Reedsport City Council at 7:15 p.m. on Monday, February 7, 2022, via Zoom and in-person at Reedsport City Hall, 451 Winchester Avenue, Reedsport Oregon. The purpose of this hearing is for the city council to obtain citizen views and to respond to questions and comments about the proposed project, how it addresses the needs of low – and moderate-income persons, as well as other needs in the community that might be assisted with Community Development Block Grant project funds.

Written comments are also welcome and must be received by February 7, 2022 at 451 Winchester Avenue, Reedsport Oregon or by emailing cdavis@cityofreedsport.org. Written comments should be submitted by 5:00 p.m. Both oral and written comments will be considered by the city council in deciding whether to apply.

The location of the hearing is accessible to persons with disabilities.

More information about Oregon Community Development Block Grants, the proposed project, and records about the city's past use of Community Development Block Grant funds is available for public review at City Hall during regular office hours. Advance notice is requested. If special accommodations are needed, please notify Courteney Davis, Executive Assistant, at 541-271-3603 x1005 so that appropriate assistance can be provided.

Permanent involuntary displacement of persons or businesses is not anticipated as a result from the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low- and moderate-income housing that is demolished or converted to another use will be replaced.



CITY of REEDSPORT

**451 Winchester Avenue
Reedsport, OR 97467-1597
Phone (541) 271-3603
Fax (541) 271-2809**

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 022-006
Agenda of February 7, 2022
RE: Authorize CBDG

ISSUE:

Shall the City Council authorize staff to prepare an application for a 2022 Community Development Block Grant from Business Oregon for a wastewater construction project?

BACKGROUND:

The City of Reedsport is eligible to apply for a 2022 Community Development Block Grant from Business Oregon. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public works wastewater infrastructure projects.

The City of Reedsport applied for a 2021 CBDG for the design, engineering and construction to relocate the existing sewer force main and replace the aging pump station serving Forest Hills, unfortunately the City was denied funding at that time due to funding. Business Oregon believed the City had adequate funding to pay for the engineering costs ourselves but did state we had a very strong application to receive funding for the construction phase of the project.

Since 2021, the City has completed the engineering and environmental review of the project design and would like to move forward with the next phase of the project. This project was originally identified as a need in the 2004 Waste Water Facilities plan and has been deferred due to lack of funding. At that time it was identified as a rehabilitation project; unfortunately with the passage of time we are now looking at a replacement rather than an upgrade.

The City once again has an opportunity to combine the projects into one and apply for the Grant. Approximately \$12 million will be awarded to Oregon non-metropolitan cities and counties in 2022. The maximum grant that the city can receive for a public works project is \$2,500,000. This has the potential to fund the project 100%.

FISCAL IMPACT:

There is no fiscal impact.

COUNCIL ALTERNATIVES:

1. That the City Council authorize staff to prepare an application for a 2022 Community Development Block Grant from Business Oregon for a wastewater construction project and appoint the City Manager Authorized Signer and Certifying Officer for all block grant projects the City decides to pursue.
2. That the City Council decline to authorize staff to prepare an application.
3. Table this issue and ask staff to conduct additional research.

STAFF RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer
City Manager

MINUTES OF THE REEDSPORT CITY COUNCIL WORK SESSION
JANUARY 3, 2022 AT 6:00 P.M. VIA ZOOM

PRESENT:

Mayor Linda McCollum

Councilors Jeffrey Vanier, DeeDee Murphy, Joe Liedtky, Rich Patten, and Debby Turner (Councilor Mark Bedard was absent)

Student Councilor Jenna Lindeman

City Manager Deanna Schafer

City Attorney Stephen H. Miller

OTHERS PRESENT:

Courteney Davis, Kimberly Clardy, Michelle Fraley, Chief Matt Smart, Chief Tom Anderson, Pat Fahey (SSS), Bob Gray, Deb Yates, Nick Middleton, Vic Lavallee, Darold Rose, Nick Fahey (SOS), Ron Eberlein, Grant Fahey (SSS)

WORK SESSION:

Mayor McCollum opened the work session at 6:06 P.M.

a. Transient Room Tax Increase (Discussion)

City Manager Deanna Schafer reviewed the current allocation of the TRT which is split at 2% to the Umpqua Discovery Center and the other 5% goes to the Reedsport Winchester Bay Chamber of Commerce which has a contract with the City to administer those funds. It has been discussed in the past that if a new/additional tax is levied those funds allow 70% to be used for tourist related promotion and the other 30% to City services related to tourism.

The tax is collected from lodging facilities such as Airbnb, motels, hotels, etc. 10% is retained for administrative fees by the City and the rest is distributed to the Chamber. The City has the opportunity to place a measure on the May Ballot for ratification by the voters. The tax would not likely impact local citizens as it is geared toward the tourist industries.

As an example, looking at 2021 figures, a 2% would bring an estimate \$42,000. Other coastal communities that levy a TRT have a percentage of 6% (Gold Beach) to 11% (Astoria), with the average being around the 9% mark. Staff would recommend raising the tax by 2%, but the Council can raise it by any figure they want. Staff would also recommend that the City retain the additional funds to be used for the specific purposes outlined by the state and not disburse the additional funds to the Chamber.

Deputy City Recorder, Courteney Davis, presented a draft timeline of tasks and deadline dates in order to establish the tax for a vote at the May Ballot.

Councilor Murphy stated that she believed this was the most opportune time to increase the tax as May is the beginning of the Tourist Season which would provide optimal benefit to the community. Council Turner, Liedtke and Vanier agreed with her.

Councilor Patten asked for confirmation on what the increase would be used for. Madam Mayor clarified that the funds could be used for streets, sidewalks, parks, etc.

b. Items on the Agenda.

Schafer reviewed other items on the agenda specifically items A and C under general business regarding Council Assignments for the year and Knife River's Bid for Arthur Drive. Schafer clarified that the Arthur Drive project would be occurring in the next fiscal year but in order to guarantee the project a place on the contractor's schedule it is being brought before council now.

Mayor McCollum adjourned the work session at 6:54 p.m.

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Recorder

MINUTES OF THE REEDSPORT CITY COUNCIL
JANUARY 3, 2022 AT 7:00 P.M. CITY COUNCIL SESSION VIA ZOOM

PRESENT:

Mayor Linda McCollum
Councilors Jeffrey Vanier, DeeDee Murphy, Joe Liedtky, Mark Bedard, Rich Patten and Debby Turner
Student Councilor Jenna Lindeman
City Manager Deanna Schafer
City Attorney Stephen H. Miller

OTHERS PRESENT:

Courteney Davis, Kimberly Clardy, Michelle Fraley, Chief Matt Smart, Chief Tom Anderson, Bob Gray, Deb Yates, Nick Middleton, Vic Lavallee, Darold Rose, Ron Eberlein, Pat Fahey (SSS), Grant Fahey (SSS), Nick Fahey (SOS).

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Mayor McCollum called the meeting to order at 7:00 P.M.

2. PRESENTATIONS, PROCLAMATIONS, AWARDS

None.

3. CITIZEN COMMENTS

This time is reserved for citizens to comment on items that are not on the Agenda. Maximum of five minutes per item, please.

None.

4. PUBLIC HEARING

- a. A Public Hearing, pursuant to ORS 279C.335(2), to consider the exemption of a public improvement contract from the competitive bidding requirements.

Madam Mayor opened the public hearing at 7:04 p.m.

STAFF REPORT:

City Manager Deanna Schafer stated that in December of 2020, the City of Reedsport applied for and received two Seismic Rehabilitation Grants ("SRG") through the Infrastructure Finance Authority: Business Oregon for two seismic rehabilitation projects - one for Police Station 7 and one for Turner Fire Station - to bring the buildings to the Basic Performance Objective for Existing Risk Category IV buildings.

The City was awarded \$2,496,260.00 for the design and construction of the Station 7 Seismic Rehabilitation and \$1,132,200.00 for the design and construction of the Turner Station Seismic Rehabilitation.

The City selected ZCS Engineering and Architecture to design and engineer the project, via an RFQ selection process which took place between July and September, 2021. The attached findings support the City hiring Construction Manager/General Contractor(s), via an RFP selection process, to construct the projects. Two separate RFPs would be issued, one for each project; they may both be awarded to the same contractor or to two different contractors.

The CM/GC(s) contract is based on a Guaranteed Maximum Price (GMP) (aka: not-to-exceed amount); the CM/GC is responsible for hiring subcontractors (electricians, plumbers, etc). The CM/GC is hired at the outset of the project and is involved in the design phase.

The alternative is to use the traditional design-build-bid method. In this alternative scenario, each component of the project's construction is put out for bid and awarded to the lowest bidder. And the general contractor joins the project team after the project has been designed (ie: the contractor bids on a designed project).

Overall, the City is seeking to utilize the CM/GC method, in order to achieve a better project outcome, at a lower cost, on a predictable timeline.

The CM/GC method is increasingly common and is same method used to, for example, construct the seismic improvements to Reedsport High School. The Seismic Rehabilitation Grant Program advertises two options for construction procurement: the traditional design-bid-build method and the CM/GC method.

There is no fiscal impact as the City has been awarded the seismic grant funding for this project.

PUBLIC TESTIMONY:

None.

COUNCIL QUESTIONS OF STAFF:

Councilor Vanier asked if the engineers would be selecting the contractor or if City Staff would have a say in the selection. City Manager Deanna Schafer responded that City Staff would be participating in the selection.

Madam Mayor closed the public hearing at 7:16 p.m.

COUNCIL DELIBERATION:

None.

Councilor Vanier motioned to adopt Resolution 2022-001 granting an exemption from competitive bidding for construction of two seismic rehabilitation projects by means of a construction manager/general contractor (CM/GC) and authorizing selection by request for proposal (RFP).

Councilor Turner seconded the motion.

MOTION:

that the City Council adopt Resolution 2022-001 granting an exemption from competitive bidding for construction of two seismic rehabilitation projects by means of a construction manager/general contractor (CM/GC) and authorizing selection by request for proposal (RFP).

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky, Patten and Turner voted in favor of the motion. Student Councilor Jenna Lindeman cast an advisory vote in favor) (Council Bedard was absent).

5. APPROVAL OF THE AGENDA

Councilor Turner motioned to approve the Agenda.

Councilor Murphy seconded the motion.

MOTION:

that the City Council approve the Agenda.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky, Patten and Turner voted in favor of the motion. Student Councilor Jenna Lindeman cast an advisory vote in favor) (Council Bedard was absent).

6. CONSENT AGENDA

Routine items of business that require a vote but are not expected to require a discussion by the Council are placed on the Consent Calendar and voted upon as one time. In the event that a Councilor or citizen requests that an item be

discussed, it will be removed from the Consent Calendar and placed under General Business.

- A. Approve minutes of the City Council Work Session of December 6, 2021.
- B. Approve minutes of the City Council Regular Session of December 6, 2021.
- C. Approve minutes of the City Council Special Session of December 20, 2021.
- D. Shall the City Council adopt Resolution 2022-002 adjusting fees?

In January 2010, the City Council was presented a Fee Resolution created to combine all fees charged by the City of Reedsport on to one schedule to be voted on at the beginning of each year.

To ensure that the City is charging a reasonable fee for its services, licenses and permits, a fee which offsets the cost of license issuance and related inspections and enforcement, it is important to periodically review the City's costs as compared to fees.

The attached fee schedule for 2022 identifies any fees that staff recommends to be increased, deleted or added. These new and recommended increased fees are outlined below and are based on comparing current fees with Cities of similar size.

VHDZ Application Fee – Added pursuant to adoption of Resolution 2021-019 on October 4, 2021.

Root X – Added for ease of access for City Staff regarding pricing.

Rainbow Plz. Camping Fee – Increased from \$10.00 per night to \$15.00 per night.

There is an unknown fiscal impact to the recommended fee adjustments.

1. Adopt Resolution 2022-002 adjusting fees.*

- E. Motion to approve the Consent Calendar.

Councilor Murphy motioned to approve the Consent Calendar.

Councilor Liedtke seconded the motion.

MOTION:

that the City Council approve the Consent Calendar.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky, Patten and Turner voted in favor of the motion. Student Councilor Jenna Lindeman cast an advisory vote in favor) (Council Bedard was absent).

7. GENERAL BUSINESS

A. Councilor committee assignments by the Mayor.

City Manager Deanna Schafer stated that annually, the Mayor makes assignments from the City Council membership to various Committees, Forums and Associations. The Mayor is asked to make new assignments for the 2022 calendar year. All assignments with the exception of Council President and Alt. Council President expire on December 31 of each year.

The following are the current Council Committee assignments for 2021:

Council President
[expires January 2023]

Jeffrey Vanier

Alt. Council President
[expires January 2023]

Rich Patten

City Parks and Beautification Committee
[meets in City Hall as required]

Debby Turner

Council Personnel Committees:
[meet as required]

City Attorney Evaluation

Full City Council

City Prosecutor Evaluation

City Manager

Municipal Judge Evaluation

Full City Council

City Manager Evaluation

Full City Council

League of Oregon Cities (LOC), Legislative Committee
[meets in Salem during the Summer before a legislative session]

Mayor Linda McCollum

Lower Umpqua Economic Development Forum

[meets monthly on the third Tuesday]

Staff: City Manager
Council: Mark Bedard

Council Audit Committee

[meets as required]

Mayor Linda McCollum
Councilor Debby Turner

Traffic Safety Advisory Committee

[meets in City Hall on the third Tuesday of each quarter]

Councilor Debby Turner

Umpqua Experience Steering Committee

[meets in the Umpqua Discovery Center]

Mayor Linda McCollum

Councilor Murphy motioned to adopt Council Committee assignments for 2022 as presented with no changes from the previous year.

Councilor Vanier seconded the motion.

MOTION:

that the City Council adopt Council Committee assignments for 2022 as presented with no changes from the previous year.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtke, Patten and Turner voted in favor of the motion. Student Councilor Jenna Lindeman cast an advisory vote in favor) (Council Bedard was absent).

- B. Shall the City Council adopt Ordinance 2022-1194 authorizing the transfer by Southern Oregon Sanitation, Inc., Franchisee of a Franchise to Sutherlin Sanitary Service, LLC., and establishing a new agreement?

City Manager Deanna Schafer stated that The transfer of any franchisee agreement requires the city's written approval. After 13 years of community service, Southern Oregon Sanitation Inc., would like to transfer their exclusive franchise to Sutherlin Sanitary Service LLC., a sister company. An Ordinance and agreement have been drafted transferring the current franchise, terminating the old agreement and establishing a new agreement between the City of Reedsport and Sutherlin Sanitary Service LLC.

There are no major changes to this agreement other than the transfer of names at this time.

There is no fiscal impact.

Councilor Patten motioned to adopt Ordinance 2022-1194 authorizing the transfer by Southern Oregon Sanitation, Inc., Franchisee of a Franchise to Sutherlin Sanitary Service, LLC., and establishing a new agreement.

Councilor Turner seconded the motion.

MOTION:

that the City Council adopt Ordinance 2022-1194 authorizing the transfer by Southern Oregon Sanitation, LLC , Franchisee of a Franchise to Sutherlin Sanitary Service, Inc., and establishing a new agreement.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtky, Patten and Turner voted in favor of the motion. Student Councilor Jenna Lindeman cast an advisory vote in favor) (Council Bedard was absent).

- C. Shall the City Council award a contract to Knife River Materials for the reconstruction of 815 linear feet of road on Arthur Drive?

Public Works Director Kim Clardy stated that the project will reconstruct approximately 815 linear feet of roadway from the sub-base up followed by an asphalt overlay. This is an area of concern due to many sinkholes in the roadway. It is suspected that the original developer buried stumps as a source of fill in the area. A few years ago a house in the subdivision actually sank due to stump decay under the foundation.

The City Council approved a SCA grant for \$100,000 for the project. The total estimate for the project from Knife River is \$246,675. The City received two bids with Knife River Materials being the lowest bidder. In order for this project on the contractor's schedule

in early July, staff is requesting approval now. Staff would like to ask for \$250,000 for contingencies.

Staff is asking for \$250,000.00. At the completion of the project, City will be eligible for reimbursement of up to \$100,000 of project costs. The additional funds will be funded out of budget 2022/23 Street (002) capital improvements pending budget adoption.

Councilor Vanier motioned to authorize the expenditure of funds up to \$270,000 and award Knife River Materials the contract for Arthur Drive reconstruction.

Councilor Turner seconded the motion.

MOTION:

that the City Council authorize the expenditure of funds up to \$270,000 and award Knife River Materials the contract for Arthur Drive reconstruction.

VOTE:

AYES 6 NAYES 0

(Mayor McCollum, Councilors Vanier, Murphy, Liedtke, Patten and Turner voted in favor of the motion. Student Councilor Jenna Lindeman cast an advisory vote in favor) (Council Bedard was absent).

8. MISCELLANEOUS ITEMS

(Mayor, Councilors, City Manager, City Attorney)

1. City Manager Deanna Schafer stated that she and Mayor McCollum attended a luncheon in Coos Bay regarding a plan for Elliott State Forest; 91,000 acres has been set aside for research, 50% of the forest will remain untouched with selective logging occurring on the other 50% to make the program self-sustaining financially. It will be the largest research forest in the western hemisphere. Oregon State University is securing a lease for the Shutter Creek facility for management officer and housing for the researchers. Madam Mayor added that she does expect the program to contribute to the local communities in a financial comparison to Shutter Creek.
2. City Manager Schafer stated the seismic work on the two emergency services buildings are moving forward with surveying and other work.
3. City Manager Schafer stated that DFN is continuing to upgrade the broadband services in our area as well as expand their services up highway 38.
4. City Manager Schafer stated that Michelle will be working on getting a quote for a new copier to include in the budget process; the current copier has been having a lot of technical problems that is increasing staff time.
5. Fire Chief Tom Anderson said the Fire Department had a lot of calls last night during the night for storm response to assist CLPUD.

6. Public Works Director Kimberly Clardy stated that members of each of her crews were out during the night and most of the morning responding to storm damage. The water plant lost primary power, and staff was able to switch to generators until the power was restored.
7. Public Works Director Clardy stated that the pump stations are working great right now.
8. Finance Director Michelle Fraley stated that she has received a few quotes on a new copier which range from \$12,000 to \$19,000 to purchase.
9. Finance Director Fraley stated that the budget process will begin next month.
10. Public Works Director Clardy responded to Student Councilor Jenna Lindeman stating that crews would be sweeping Crestview Drive to clean up the storm debris.
11. Citizen Deb Yates stated that she is anticipating to release her first newspaper in early February.

ADJOURN

Mayor McCollum adjourned the meeting at 7:55 P.M.

Linda McCollum, Mayor

ATTEST: _____
Deanna Schafer, City Recorder



CITY of REEDSPORT

451 Winchester Avenue
Reedsport, OR 97467-1597
Phone (541) 271-3603
Fax (541) 271-2809

Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 022-007
Agenda of February 7, 2022
RE: Liquor License Approval

ISSUE:

Shall the City Council approve a new liquor license to Masoud Aria for MOEJOE, Inc. for the Day 2 Day Market & Deli located at 1050 Highway 101 S.?

BACKGROUND:

Per Reedsport Municipal Code 7.28 Liquor Licensing, the City Recorder shall cause any new liquor license application to be placed in front of the City Council for recommendation to the Oregon Liquor Control Commission (OLCC). The City has no authority to approve or deny applications but can make recommendations.

The City has received an application for a liquor license at the Day 2 Day Market & Deli which is located at 1050 Highway 101 beside the 76 Gas Station. Masoud Aria is the new owner of the business which has previously held a liquor license at this location.

FISCAL IMPACT:

There is no fiscal impact of issuing a license to sell alcohol at this location beyond the normal application and renewal fees.

ALTERNATIVES:

1. **Approve a new liquor license to Masoud Aria for MOEJOE, Inc. for the Day 2 Day Market & Deli.**
2. Decline to approve a liquor license to Masoud Aria for MOEJOE, Inc. for the Day 2 Day Market & Deli.
3. Table the issue.

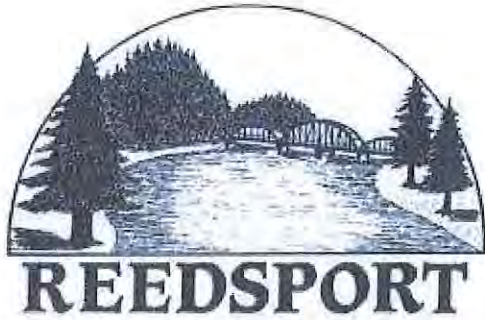
Deanna Schafer
City Manager

Financial Report - February 7, 2022 City Council Meeting

Period ending 12.31.2021
Q2 (2021/2022) Target: 50%

General Fund 001				
	Budget	Actual		
Beginning Fund Balance	\$1,494,000	\$1,834,867	123%	
Revenue	\$3,162,425	\$2,422,118	77%	Rcv
*Expenditures	\$2,217,297	\$981,164	44%	Exp
Street Fund 002				
	Budget	Actual		
Beginning Fund Balance	\$575,000	\$641,404	112%	
Revenue	\$496,150	\$207,700	42%	Rcv
*Expenditures	\$1,049,150	\$222,482	21%	Exp
Water Utility Fund 003				
	Budget	Actual		
Beginning Fund Balance	\$850,000	\$959,599	113%	
Revenue	\$842,000	\$444,980	53%	Rcv
*Expenditures	\$1,648,350	\$488,867	30%	Exp
Wastewater Utility 004				
	Budget	Actual		
Beginning Fund Balance	\$1,800,000	\$1,919,327	107%	
Revenue	\$2,206,500	\$1,024,217	46%	Rcv
*Expenditures	\$3,226,800	\$963,655	30%	Exp
Stormwater Utility Fund 005				
	Budget	Actual		
Beginning Fund Balance	\$305,000	\$372,549	122%	
Revenue	\$794,150	\$156,299	20%	Rcv
*Expenditures	\$1,091,150	\$69,745	6%	Exp
Bicycle/footpath Fund 007				
	Budget	Actual		
Beginning Fund Balance	\$52,000	\$51,850	100%	
Revenue	\$4,100	\$1,786	44%	Rcv
*Expenditures	\$56,100	\$0	0%	Exp
Fire Equipment Fund 014				
	Budget	Actual		
Beginning Fund Balance	\$23,350	\$26,674	114%	
Revenue	\$1,160,300	\$30,005	3%	Rcv
*Expenditures	\$1,183,650	\$1,843	0%	Exp
Dunes NRA Fund 016				
	Budget	Actual		
Beginning Fund Balance	\$240,000	\$68,491	29%	
Revenue	\$240,000	\$103,364	43%	Rcv
*Expenditures	\$480,000	\$150,168	31%	Exp

Riverfront Fund 017				
	Budget	Actual		
Beginning Fund Balance	\$63,509	\$129,931	205%	
Revenue	\$136,700	\$107,910	79%	Rcv
*Expenditures	\$188,709	\$68,855	36%	Exp
Funds 20-22 (SDCs) interest only				
General Capital Improve. Fund 025				
	Budget	Actual		
Beginning Fund Balance	\$375,000	\$354,407	95%	
Revenue	\$2,765,830	\$64,161	2%	Rcv
*Expenditures	\$2,990,830	\$7,996	0%	Exp
Dial-A-Ride Fund 034				
	Budget	Actual		
Beginning Fund Balance	\$1,000	\$4,562	456%	
Revenue	\$159,020	\$9,066	6%	Rcv
*Expenditures	\$160,020	\$16,743	10%	Exp
Animal Shelter Fund 035				
	Budget	Actual		
Beginning Fund Balance	\$16,000	\$22,145	138%	
Revenue	\$10,250	\$12,346	120%	Rcv
*Expenditures	\$26,250	\$8,371	32%	Exp
Library Fund 036				
	Budget	Actual		
Beginning Fund Balance	\$60	\$48	80%	
Revenue	\$5,044	\$2,162	43%	Rcv
*Expenditures	\$5,104	\$2,718	53%	Exp
Police Capital Fund 037				
	Budget	Actual		
Beginning Fund Balance	\$80,000	\$87,324	109%	
Revenue	\$64,700	\$37,963	59%	Rcv
*Expenditures	\$144,700	\$10,725	7%	Exp
CERT Program Fund 038				
	Budget	Actual		
Beginning Fund Balance	\$100	\$781	781%	
Revenue	\$510	\$202	40%	Rcv
*Expenditures	\$610	\$25	4%	Exp



CITY of REEDSPORT

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Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 022-008
Agenda of February 7, 2022
RE: Ordinance increasing TRT

ISSUE:

Shall the City Council adopt Ordinance 2022-1195 amending the Reedsport Municipal Code, Chapter 2.16 Revenue and Finance, Article 3 Transient Room Tax?

BACKGROUND:

In 1991 the City Council referred an Ordinance creating a transient room tax of 7% allocating 5/7th of the tax to tourism promotion and city administration – the City currently holds an agreement with the Reedsport Winchesters Bay Chamber of Commerce to utilize the tax funds for tourism promotion for the area. The other 2/7th of the tax is distributed to the Umpqua Discovery Center for the operation and maintenance of the building and facilities.

Staff is seeking innovative ways to fund necessary city services in relation to tourism in Reedsport while minimizing the impact to the local rate payer. Considering the significant seasonal increase of travelers, 60% last summer, this tax would seek to recapture some of the expense of maintaining these services and other tourism-related facilities that would otherwise fall directly to the local rate payer through property tax collection or fees.

The tax increase would provide a minimal increase in revenue from those traveling through the area.

If passed this would add an additional 2.5% to the already existing 7% tax for a total of 9.5%. The increase is consistent with other cities current rates (e.g., Dunes City, Seaside, Warrenton, etc.). These funds would be allocated at 30% to City Services and 70% to fund tourism promotion or tourism related facilities in accordance with ORS 320.350.

FISCAL IMPACT:

Staff estimates this has the potential to generate, around \$50,000 annually.

ALTERNATIVES:

1. Adopt Ordinance 2022-1195 amending the Reedsport Municipal Code, Chapter 2.16 Revenue and Finance, Article 3 Transient Room Tax.
2. Modify and then adopt Ordinance 2022-1195 amending the Reedsport Municipal Code, Chapter 2.16 Revenue and Finance, Article 3 Transient Room Tax.
3. Table this issue and request staff to conduct additional research.
4. Decline to adopt the Ordinance.

RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer
City Manager

ORDINANCE 2022-1195

AN ORDINANCE AMENDING THE REEDSPORT MUNICIPAL CODE, CHAPTER 2.16 REVENUE AND FINANCE, ARTICLE 3. TRANSIENT ROOM TAX IMPOSING AN INCREASE TO THE TRANSIENT ROOM TAX WITHIN THE CITY OF REEDSPORT

WHEREAS, Reedsport is an Oregon home-rule municipal corporation having the authority and power under the terms of its Charter to exercise all the powers and authority that the constitution, statutes, and common law of the United States and this State expressly or impliedly grant or allow as fully as though each such powers were specifically enumerated therein; and

WHEREAS, except as otherwise provided, all powers of the City are vested in the Council; and

WHEREAS the City of Reedsport wishes to amend provisions of the Reedsport Municipal Code, Chapter 2.16, Article 3, Section 2.16.15 "Tax Imposed" to increase the percentage of tax paid by a transient and Section 2.16.360 "Disposition and use of transient room tax funds" to clarify the use of funds;

WHEREAS the City of Reedsport currently imposes a transient tax of seven percent of the rent charged for the privilege of occupancy;

WHEREAS the City of Reedsport wishes to impose a transient tax of nine and one-half percent of the rent charged for the privilege of occupancy;

WHEREAS, the Reedsport City Charter Section 45 requires voter ratification of all City taxes, and the City Council intends this Ordinance to be effective upon passage by the Council subject to and upon the date of said ratification.

NOW THEREFORE THE CITY OF REEDSPORT ORDAINS AS FOLLOWS:

The City of Reedsport amends Chapter 2.16, Article 3, Section 2.16.150 "Tax Imposed" and Section 2.16.360 "Disposition and use of transient room tax funds" of the Reedsport Municipal Code, to adopt the following provisions in relation to Transient Room Tax and;

2.16.150 Tax Imposed.

A transient shall pay a tax in the amount of **nine and one-half percent (9.5%)** ~~seven percent~~ of the rent charged for the privilege of occupancy in a motel in the city during the effective dates of the ordinance. ~~codified in this article as set forth in Section 26 of said ordinance.~~ The tax constitutes a debt owed by the transient to the city, and the debt is extinguished only when the tax is remitted to the operator or the city. The transient shall pay the tax to the operator at the time rent is paid. The operator shall enter the tax into the record when rent is collected if the operator keeps records on the cash accounting basis and when earned if the operator keeps records on the accrual

accounting basis. If the rent is paid in installments, a proportionate share of the tax shall be paid by the transient to the operator with each installment. In all cases, rent paid or charged for occupancy shall exclude amounts received for the sale of goods, services or commodities, other than the furnishing of rooms, accommodations, and parking space in mobile home parks, trailer parks or recreational vehicle parks.

Should Douglas County of the State of Oregon enact a transient room tax, as such, or in the form of a sales tax, the city and owners shall work together to try to reach an agreement with the county or state or both to get the county or state or both to give a credit against their tax an amount equal to the amount due and payable to city under this agreement. If an agreement cannot be reached, then the city will give credit against its transient room tax, due and payable after the effective date of the new county or state law, in an amount equal to the amount due and payable to the county or state or both, or an amount equal to five-sevenths of the city tax, whichever is the lesser amount.

2.16.360 Disposition and use of transient room tax funds.

All revenues received by the city from the tax imposed **prior to July 1, 2003** shall be deposited into the general fund and spent in the following manner:

- a. 5/7^{ths} of the tax:
 - 90% Tourism Promotion
 - 10% City of Reedsport Administration
- b. 2/7^{ths} of the tax:
 - 100% design, construction, and operation of the Umpqua Discovery Center and its supporting grounds and public works infrastructure.

All revenues received by the city from any increase in the previously established transient room tax imposed after July 1, 2003 shall be deposited in the general fund and spent by the City of Reedsport in accordance with ORS 320.350.

EFFECTIVE DATE OF ORDINANCE: This Ordinance shall be effective 30 days after its passage by Council, signature by the Mayor and posting by the City Recorder; and ratification by those eligible to vote in a City election.

PASSED BY THE CITY COUNCIL this 7th day of February 2022.

AYES _____ NAYS _____

APPROVED BY THE MAYOR this this 7th day of February 2022.

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Recorder

DRAFT



CITY of REEDSPORT

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Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 022-009
Agenda of February 7, 2022
RE: Resolution referring an
Ordinance to electors

ISSUE:

Shall the City Council adopt a Resolution referring Ordinance 2022-1195 as a question to the electors, increasing the transient room tax in the City of Reedsport and assign 2022-003 as the title?

BACKGROUND:

As required by Section 45 of the Reedsport City Charter, any Ordinance approved by a majority of the City Council that creates a tax shall not be effective unless ratified by a majority of the City qualified electors. Staff is proposing that the current transient room tax be increased to help the community pay for improvements. The City is seeking innovative ways to fund necessary city services in relation to tourism (e.g., streets, sidewalks, parks, signage, tourism-related facilities, etc.) in Reedsport while minimizing the impact to the local rate payer. Considering the significant seasonal increase of travelers, this tax would seek to recapture some of the expense of maintaining these services and other tourism-related facilities that would otherwise fall directly to the local rate payer through property tax collection or fees. The tax increase would provide a minimal increase in revenue from those traveling through the area.

If passed this tax would add an additional 2.5% to the already existing 7% tax for a total of 9.5%. The increase is consistent with other cities current rates (e.g., Dunes City, Seaside, Warrenton, etc.) cumulatively this has the potential to generate, around \$50,000 annually. These funds would be allocated at 30% to City Services and 70% to fund tourism promotion or tourism related facilities.

FISCAL IMPACT:

Staff estimates that the increased tax could generate around \$50,000 annually based on current revenues, however that amount could vary.

ALTERNATIVES:

1. Adopt a Resolution referring Ordinance 2022-1195 as a question to the electors, increasing the transient room tax in the City of Reedsport and assign 2022-003 as the title.
2. Modify and then adopt a Resolution Ordinance 2022-1195 as a question to the electors, increasing the transient room tax in the City of Reedsport and assign 2022-003 as the title.
3. Table this issue and direct staff to conduct additional research.
4. Decline to adopt a Resolution referring the Ordinance.

RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer
City Manager

RESOLUTION 2022-003

A RESOLUTION OF THE CITY OF REEDSPORT REFERING A QUESTION TO THE ELECTORS OF THE SAME; PROVIDING FOR THE NECESSARY NOTICES, SUPPLIES AND SETTING THE OFFICIAL POLLING PLACE, OFFICIAL POLLING TIMES AND EFFECTIVE DATE

WHEREAS, the City is seeking innovative ways to fund necessary city services in relation to tourism (e.g., streets, tourism-related facilities, etc.) in Reedsport while minimizing the impact to the local rate payer, and

WHEREAS, on February 7, 2022 the Reedsport City Council passed Ordinance 2022-1195, an ordinance amending the Reedsport Municipal Code, Chapter 2.61 Revenue and Finance, Article 3. Transient Room Tax imposing an increase to the transient room tax within the City of Reedsport.

WHEREAS, considering the significant increase of travelers utilizing City funded facilities, this tax would seek to recapture some of the expense of maintaining these services, and, other tourism-related facilities;

WHEREAS, Reedsport City Charter 2006, as amended in 2010, requires any such ordinance which creates or increases any tax shall not be effective unless ratified by the majority of the city's qualified electors, and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF REEDSPORT AS FOLLOWS:

The City Council of the City of Reedsport, Oregon will submit Exhibit "A", attached hereto and by this reference incorporated herein, to be filed with the City Elections Officer to be referred to a vote of the people by placing the ordinance on the ballot at the Election on May 17, 2022.

* * * * *

1. Upon adoption of this Resolution referring the measure for the voters to decide a ballot title must be prepared. The City Recorder shall also cause to be published in the next available edition of the World Newspaper, following the adoption of this Resolution 2022-003, a notice that the Ballot Title has been received. Which publication shall provide notice that an elector may file a petition for a review of the ballot title; the deadline for filing a petition for review of the ballot title with the Circuit Court, (that being no later than the 7th business day after the Ballot Title is filed with the City Recorder) and the Ballot Title provided by the City Council or information on how to obtain a copy of the Ballot Title.

- a. The City Recorder is further directed to cause Notice to be posted on the City's website for a minimum of seven days.

- b. The City Recorder is also directed to submit the final Ballot Title and text of the referral and certify to the County elections official on form SEL 802 "Notice of City Measure Election" that notice was published in accordance with ORS 250.275(5) and that the Ballot Title challenge process has been completed.
2. That the polling places, election clerks and ballots shall be those designated by the Douglas County Clerk for the election on that date.
3. That the polls shall be open at such time as the Douglas County Clerk provides and they shall be kept open until such time as the Douglas County Clerk shall decide.
4. The following shall be the form of the official ballot for the election of the City of Reedsport, Douglas County, Oregon, to be held May 17, 2022.

BALLOT TITLE

OFFICIAL BALLOT
ELECTION
CITY OF REEDSPORT

Douglas County

May 17, 2022

Measure No. 10-_____ (to be filled in by Douglas County Clerk)

CAPTION: Increase in Transient Room Tax in Reedsport

QUESTION: Shall electors allow a two and one-half percent (2.5%) increase on transient room tax collected in Reedsport?

STATEMENT: The City is seeking innovative ways to fund necessary city services in relation to tourism (e.g., streets, tourism-related facilities, etc.) in Reedsport while minimizing the impact to the local rate payer. Considering the significant seasonal increase of travelers, this tax would seek to recapture some of the expense of maintaining these services and other tourism-related facilities that would otherwise fall directly to the local rate payer through property tax collection or fees. The tax increase would provide a minimal increase in revenue from those traveling through the area.

If passed this tax would add an additional 2.5% to the already existing 7% tax for a total of 9.5%. The increase is consistent with other cities current rates (e.g., Dunes City, Seaside, Warrenton, etc.) cumulatively this has the potential to generate, around \$50,000 annually. These funds

would be allocated at 30% to City Services and 70% to fund tourism promotion or tourism related facilities.

A "Yes" vote will establish a nine and one-half percent (9.5%) tax to be levied on the gross rent charged for the occupancy of transient lodging in Reedsport.

A "No" vote will prevent the local tax increase.

PASSED by the City Council of the City of Reedsport this 7th day of February 2022 by the following vote:

AYES _____ NAYS _____

APPROVED BY THE Mayor on this 7th day of February 2022

Linda McCollum, Mayor

ATTEST:

Deanna Schafer, City Recorder



CITY OF REEDSPORT

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Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 022-010
Agenda of February 7, 2022
RE: Position Reclassification

ISSUE:

Shall the City Council modify and reclassify the position description of Court Clerk/Planning Secretary and then adopt a Resolution amending Reedsport Personnel Rules and Regulations, Appendix A, Classification of Positions for Salary Ranges, assigning 2022-004 as the title?

BACKGROUND:

Due to the increased building and associated applications management has taken the opportunity to make amendments to the current job description of Court Clerk/Planning Secretary to offset the need for the City Planner to review plans and documents that have already met the standards. The position has been updated to Court Clerk/Planning Technician with the added authority of the position to approve minor building, electrical and other permit applications. The new title will require minimal training by current staff and classify this position as a qualified employee trained to accept and finalize building plans.

To ensure that the modified positions is contemporary and is providing compensation proportionate with the responsibility of the position the salary range has been increased. Other minor corrections were made to eliminate redundancy in wording. The modifications to the job descriptions have been reviewed by City management and the union.

Staff has attached the proposed job description.

FISCAL IMPACT:

ALTERNATIVES:

1. Authorize the modification and reclassification of the position description of Court Clerk/Planning Secretary and then adopt a Resolution amending Reedsport Personnel Rules and Regulations, Appendix A, Classification of Positions for Salary Ranges, assigning 2022-004 as the title.

2. Amend and then authorize the modification and reclassification of the position description of Court Clerk/Planning Secretary and then adopt a Resolution amending Reedsport Personnel Rules and Regulations, Appendix A, Classification of Positions for Salary Ranges, assigning 2022-004 as the title.
3. Decline to take action.

RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer
City Manager

RESOLUTION 2022-004

A RESOLUTION AMENDING THE CITY OF REEDSPORT PERSONNEL RULES AND REGULATIONS

WHEREAS, the purpose of the City of Reedsport Personnel Rules and Regulations is to provide systematic and equitable procedures and regulations relating to the hiring, compensation, hours of work, leave, safety, training, working conditions, promotions, discipline, removal and other matters affecting the status of the employees of the City of Reedsport; and

WHEREAS, the Council believes that all persons are entitled to equal employment opportunity and does not discriminate against City employees or applicants because of race, color, religion, gender, pregnancy, national origin, ancestry, age, marital status, veteran status, disability, sexual orientation, or any other basis prohibited by local, state, or federal law; and

WHEREAS, the City of Reedsport desires to reclassify the Court Clerk/Planning Technician position to a range 12 which would bring the City closer to the market average; and

WHEREAS, the City of Reedsport Personnel Rules and Regulations includes Classification of Positions for Salary Ranges as Appendix A; and

WHEREAS, the City of Reedsport Personnel Rules and Regulations includes Amendment Record at pages AR-1 through AR-3;

NOW, THEREFORE, the City of Reedsport resolves as follows:

that the City of Reedsport hereby revises Appendix A, Classification of Positions for Salary Ranges, of the City of Reedsport Personnel Rules and Regulations as attached; and

that the City of Reedsport Personnel Rules and Regulations Amendment Record (pages AR-1 through -3) is hereby amended to reflect this revision to the Rules and Regulations.

EFFECTIVE DATE OF RESOLUTION: This resolution will take effect immediately upon passage by the City Council and approval of the Mayor.

PASSED BY THE CITY COUNCIL this 7th day of February 2022.

AYES _____ NAYS _____

APPROVED BY THE MAYOR this 7th day of February 2022.

Mayor Linda McCollum

ATTEST:

Deanna Schafer, City Recorder

DRAFT

CITY OF REEDSPORT

Fiscal Year 2021-22 Budget

POSITION CLASSIFICATIONS

<u>Position Title</u>	<u>Range</u>
Police Chief	23
Public Works Administrator	21
Public Works Director	21
Police Sergeant	20
Community Development Director	15
Finance Director	21
Umpqua Discovery Center Director	16
Dep. City Recorder/ Exec. Assistant	12
Admin. Assist/Communications Supervisor	15
Umpqua Discovery Center Gift Shop Operator	10
Secretary	10
Wastewater Utility Lead Worker	17 Union
Wastewater Utility Operator	13 Union
Wastewater Worker I	10 Union
Water Utility Lead Worker	15 Union
Water Utility Operator	12 Union
Water Worker I	10 Union
Mechanic III	14 Union
Mechanic II	11 Union
Mechanic I	9 Union
Maintenance Lead Worker	15 Union
Maintenance Worker III	14 Union
Maintenance Worker II	12 Union
Maintenance Worker I	10 Union
Building Custodian & Parks Maintenance Worker	9 Union
Utility Billing Clerk/Finance Assistant	10 Union
Payroll Clerk	10 Union
Accounts Payable Clerk	10 Union
Accounts Receivable Clerk	10 Union
Front Counter Technician	10 Union
Municipal Court Clerk	12 Union
Planning Secretary	12 Union
Licensing & Permitting Technician	10 Union
Police Corporal	Union
Police Officer	Union
Communications Officer	Union

AMENDMENT RECORD

ITEM	LATEST AMENDMENT DATE
Table of Contents	June 21, 1999
Amendment Record	July 1, 2021
Purpose and Definitions	September 12, 1994
Rule 1. Authority and Application of Personnel Rules	September 12, 1994
Rule 2. Classification System	September 12, 2017
Rule 3. Salary Schedule and Employee Classification	August 3, 2009
Rule 4. Announce of Vacancies or New Positions	September 12, 1994
Rule 5. Application for Employment	September 12, 1994
Rule 6. Appointment	September 12, 1994
Rule 7. Employee Evaluation	September 12, 1994
Rule 8. Probation	September 12, 1994
Rule 9. Transfer	September 12, 1994
Rule 10. Promotion	September 12, 1994
Rule 11. Discipline	September 12, 1994
Rule 11.5 Non-retaliation Policy	February 6, 2017
Rule 12. Suspension	September 12, 1994
Rule 13. Demotion	September 12, 1994
Rule 14. Dismissal	September 12, 1994
Rule 15. Resignation	September 12, 1994
Rule 16. Lay Off	September 12, 1994
Rule 17. Grievance Procedure	September 12, 1994

Rule 18. Reinstatement	September 12, 1994
Rule 19. Hours of Work.....	September 12, 1994
Rule 20. Attendance	September 12, 1994
Rule 21. Overtime.....	February 2, 1998
Rule 22. Holidays.....	October 3, 2011
Rule 23. Sick Leave.....	July 1, 2019
Rule 24. Vacations.....	September 8, 2008
Rule 25. Leave with Pay	September 12, 1994
Rule 26. Leave without Pay	September 12, 1994
Rule 27. Parental Leave	September 12, 1994
Rule 28. Retirement.....	September 12, 1994
Rule 29. Outside Employment	September 12, 1994
Rule 30. Personnel Records	September 12, 1994
Rule 31. Travel Expense.....	April 6, 1998
Rule 32. Personal Appearance and Conduct.....	September 12, 1994
Rule 33. Sexual Discrimination/Sexual Harassment.....	September 12, 1994
Rule 34. Cost Consciousness.....	September 12, 1994
Rule 35. Purchasing Procedures	September 12, 1994
Rule 36. Safety	June 5, 2000
Rule 37. Pay Day.....	February 1, 1999
Rule 38. Conferences and Conventions	September 12, 1994
Rule 39. Training and Education.....	September 12, 1994
Rule 40. Political Activity.....	September 12, 1994

Rule 41. Residence Requirements	September 12, 1994
Rule 42. Health and Insurance Plan	August 3, 2020
Rule 43. Worker's Compensation Policy	September 12, 1994
Rule 44. Use of City-Owned Equipment	September 12, 1994
Rule 45. City Vehicles.....	July 7, 2014
Rule 46. Notices	September 12, 1994
Rule 47. Variances	September 12, 1994
Appendix A	February 7, 2022
Appendix B	July 1, 2021



CITY OF REEDSPORT
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Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 022-012
Agenda of February 7, 2022
Re: ZCS Amendments SRGP

ISSUE

Shall the City Council approve a contract amendment to ZCS Engineering and Architecture for the Seismic Rehabilitation projects at Turner Fire Station and the Police Station?

BACKGROUND

In December of 2020, the City of Reedsport applied for and received two Seismic Rehabilitation Grants ("SRG") through the Infrastructure Finance Authority: Business Oregon for two seismic rehabilitation projects - one for Police Station 7 and one for Turner Fire Station - to bring the buildings to the Basic Performance Objective for Existing Risk Category IV buildings.

The City was awarded \$2,496,260.00 for the design and construction of the Station 7 Seismic Rehabilitation and \$1,132,200.00 for the design and construction of the Turner Station Seismic Rehabilitation.

In July of 2021 the City issued a Request for Qualifications (RFQ) for the design and engineering of the project.

The City selected the proposal submitted by ZCS Architecture and Engineering and issued a Notice of Award, approved by the Reedsport City Council (CL-021-063) on September 8, 2021.

These amendments will not add services to the projects or increase the projects' cost. Our current professional service agreement stipulates the City will directly hire geotechnical services for the projects; the City budgeted specific amounts to hire those geotechnical services. The amendments authorize ZCS to subcontract these geotechnical services and shifts the dollar amount budgeted for geotechnical services to ZCS and their subcontractor (Foundation Engineering Inc.).

These amendments will save the City staff time and not add cost to the projects. ZCS is equipped to manage geotechnical engineering subcontractors.

The resulting professional service agreement stipulates ZCS will subcontract certain items. This agreement will add geotechnical engineering services to that list of subcontractable items.

FISCAL IMPACT

There is no fiscal impact.

ALTERNATIVES

1. Approve a contract amendment to ZCS Engineering and Architecture for the Seismic Rehabilitation projects at Turner Fire Station and the Police Station and authorize the City Manager to sign on behalf of the City.
2. Modify and then approve a contract amendment to ZCS Engineering and Architecture for the Seismic Rehabilitation projects at Turner Fire Station and the Police Station and authorize the City Manager to sign on behalf of the City.
3. Decline to approve the contract amendment.
4. Table the issue and direct staff to conduct additional research.

RECOMMENDATION

Staff recommends alternative #1.

Deanna Schafer,
City Manager

ATTACHMENTS

1. Amendment #1 to the professional service agreement between the City of Reedsport and ZCS Engineering & Architecture for the Station 7 seismic rehabilitation project.
2. Amendment #1 to the professional service agreement between the City of Reedsport and ZCS Engineering & Architecture for the Turner Station seismic rehabilitation project.



CITY of REEDSPORT

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Honorable Mayor and
Members of the City Council
Reedsport, Oregon

Council Letter 0022-013
Agenda of February 7, 2022
RE: FEMA Grant Application

ISSUE:

Shall the City Council authorize Anderson Perry & Associates, Inc. to proceed with the design and engineering for the Reedsport Flood Reduction Resiliency Project for a not to exceed amount of \$250,000?

BACKGROUND:

The City was recently informed that the National Fish consultation for FEMA grant (PDMC-PJ-10-OR-2018-007 City of Reedsport Resilient Infrastructure -5.6 million) has been delayed yet again. The agency is asking for an extension until the end of June. They are currently under staffed. Our Federal Emergency Management Agency representative (FEMA) reached out to their office and they said that there are only two staff members for all of Oregon right now. We don't expect any issues from them but cannot proceed without it.

This then delays the public comment period until the fall. Barring any negative comments that need to be mitigated at that point, the earliest we can move to funded is September/October of 2022.

Staff is requesting to move forward with allowing Anderson Perry to resume design/construction engineering. Currently the engineering for the project is approximately 30% complete and needs to be completed to 60% before the CORP of Engineers will issue the 408 construction permit.

The grant was not written to allow for "pre-reward" costs to be reimbursed so it will be paid out of the Storm Water Capital fund. This is the best option because it will shorten the time between getting the grant award and actual construction. An estimated timeline for the final engineering is a year and this is being complicated by all of the money coming into Oregon and Washington from the Federal government for infrastructure projects. The City needs to get the firm engaged as soon as possible.

FISCAL IMPACT:

The expenses would be paid for from Storm Water Capital fund 005-Levee Maintenance.

ALTERNATIVES:

1. Authorize Anderson Perry & Associates, Inc. to proceed with the design and engineering for the Reedsport Flood Reduction Resiliency Project for a not to exceed amount of \$250,000?
2. Decline to authorize Anderson Perry & Associates, Inc. to proceed with the design and engineering for the Reedsport Flood Reduction Resiliency Project for a not to exceed amount of \$250,000?
3. Table this issue and ask staff to additional research.

RECOMMENDATION:

Staff recommends alternative #1.

Deanna Schafer
City Manager