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1-10-2022

ROSEBURG CITY COUNCIL AGENDA – JANUARY 10, 2022

Electronic Meeting

Public 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 electronically via Zoom. See next page for instructions on how to participate in virtual meetings.

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

3. Roll Call

Shelley Briggs Loosley	Beverly Cole	Bob Cotterell	Alison Eggers
Sheri Moothart	Brian Prawitz	Patrice Sipos	Andrea Zielinski

4. Mayor Reports

- A. State of the City Address
- B. Commission Chair Appointments
- C. Commission Appointments

5. Commission Reports/Council Ward Reports

- A. Election of Council President
- B. Public Works Commission Resignation – Vern Munion

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

7. Consent Agenda

- A. Minutes of December 13, 2021 Special Meeting
- B. Minutes of December 13, 2021 Regular Meeting
- C. OLCC Change of Ownership – Best Taste of India Roseburg located at 227 NW Garden Valley Boulevard

8. Department Items

- A. Axon Interview Room Contract
- B. Airport Engineering, Planning and Consulting Services – Five-Year Contract Award Recommendation

9. Items from Mayor, City Council and City Manager

10. Adjourn

11. Executive Session ORS 192.660(2)(e) – Property Negotiations

Informational

- A. City Manager Activity Report

AUDIENCE PARTICIPATION INFORMATION

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

To provide comment during virtual meetings, contact the City Recorder by phone (541-492-6866) or email (info@cityofroseburg.org) by 4:00 p.m. the day of the meeting. Provide your name, address, phone number and which item on the agenda you wish to speak. You will then be provided with a link and phone number to the Council meeting. 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**, you will be asked to enter your email and name. After entering your email and name, click “Join Webinar” to join the meeting as an attendee.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a “waiting room” until called on to speak.

Persons addressing the Council must state their name and address for the record, including whether or not they are a resident of the City of Roseburg. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.

TIME LIMITATIONS

With the exception of public hearings, each speaker will be allotted a total of 6 minutes. At the 4-minute mark, a warning bell will sound at which point the Mayor will remind the speaker there are only 2 minutes left. All testimony given shall be new and not have been previously presented to Council.

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

CITIZEN PARTICIPATION

Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.

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

PROVIDING COMMENTS

If you join the meeting via Zoom, please select the “raise hand” button when the Mayor calls for speakers. You will be moved out of the “waiting room” to speak. After you have provided your comments, you will be moved back into the “waiting room”.

If you join the meeting on the phone number you provided to the City Recorder, you will be brought into the meeting to speak when the Mayor calls for speakers, then moved back to the “waiting room”.

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

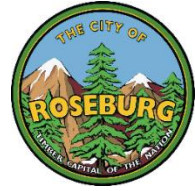
1. Postpone the public comments to “Items From Mayor, Councilors or City Manager” after completion of the Council’s business agenda, or
2. Schedule the matter for continued discussion at a future Council meeting.

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

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

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

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



COMMISSION APPOINTMENTS

Meeting Date: January 10, 2022

Agenda Section: Mayor Reports

Department: Administration Staff Contact: Koree Tate, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Advisory commission positions need to be filled for existing vacancies and positions with terms that expired December 31, 2021.

BACKGROUND

A. Council Action History.

Similar action is taken by the Council each January.

B. Analysis.

Known vacancies are advertised; commission members who would like to be reappointed merely need to express their interest to the Commission Chair or Staff. The Commission Chair is to make a recommendation as to the Commission appointments. If the Mayor agrees with the recommendation, the Mayor shall appoint the recommended person subject to confirmation by the Council. If the Mayor disagrees with the recommendation, the Mayor shall present both the Mayor's recommendation and that of the Commission Chair to Council for a deciding vote.

The following denotes the status of Commission membership needs, interest from existing members and any new vacancies that would need to be filled.

Airport Commission

Three Commission members had term expirations: Frank Inman, David Morrison and Robb Paul. Each Commission member has asked to continue on the Commission for another three year term.

There are no vacancies at this time.

Budget Committee

Two Committee members had term expirations: Mike Baker and Kelly Peter. Each Committee member has asked to continue on the Committee for another three year term.

There are no vacancies at this time.

Economic Development Commission

One Commission member had a term expiration: Paul Zeggars. Mr. Zeggars has asked to continue on the Commission for another three year term.

There are no vacancies at this time.

Historic Resource Review Commission

Two Commission members had term expirations: Marilyn Aller and James De Lap. Each Commission member has asked to continue on the Commission for another three year term.

There are no vacancies at this time.

Library Commission

Two Commission members had term expirations: Theresa Lundy and Juliet Rutter. Each Commission member has asked to continue on the Commission for another three year term.

There are no vacancies at this time.

Parks and Recreation Commission

One Commission member had a term expiration: Marsha La Verne. Ms. La Verne has asked to continue on the Commission for another three year term.

There are no vacancies at this time.

Planning Commission

One Commission member had a term expiration: Stephanie Newman. Ms. Newman has decided to discontinue for a new term. Interviews for the vacancy took place on December 13, 2021 during a Special City Council Meeting. No appointments were made and Council asked staff to re-advertise.

There are two vacancies at this time.

Public Works Commission

Four Commission members had term expirations: Ken Hoffine, Patrick Lewandowski, Stuart Liebowitz and Roger Whitcomb. Each Commission member has asked to continue on the Commission for another three year term.

There are no vacancies at this time.

C. Financial and/or Resource Considerations.

N/A

D. Timing Issues.

Given the business scheduled for consideration by all Commissions, it is recommended appointments be made/confirmed as soon as practical.

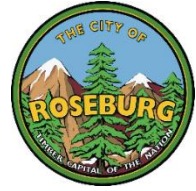
STAFF RECOMMENDATION

Pursuant to the Municipal Code, Staff has not made any recommendations as that choice lies with the Commission Chair and the Mayor.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ELECTION OF COUNCIL PRESIDENT

Meeting Date: January 10, 2022

Agenda Section: Council Reports

Department: Administration **Staff Contact:** Koree Tate, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

In accordance with Section 3.8 of the City Charter: "At the first meeting of the Council each year or as soon thereafter as practical, the Council shall choose one of its members to preside over the Council and perform the duties of Mayor in the absence of the Mayor from the City or in case of the Mayor's inability to act as such."

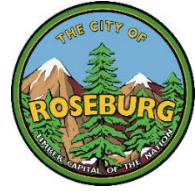
SUGGESTED MOTION

"I MOVE TO APPOINT COUNCILOR _____ TO ACT AS THE 2022 CITY COUNCIL PRESIDENT."

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PUBLIC WORKS COMMISSION RESIGNATION

Meeting Date: January 10, 2022

Agenda Section: Council Reports

Department: Administration Staff Contact: Koree Tate, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Public Works Commission Member Vern Munion submitted his written resignation from the Commission.

BACKGROUND

A. Council Action History.

The City Council has not taken any action on this matter.

B. Analysis.

Mr. Munion notified Staff of his resignation effective December 13, 2021 with a written resignation. An appointee to this position must reside in city limits. Upon Council's acceptance of the resignation, Staff will begin soliciting from interested parties through the local news media, social media and the City's website.

C. Financial and/or Resource Considerations.

N/A

D. Timing Issues.

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

STAFF RECOMMENDATION

Staff recommends the City Council accept Mr. Munion's resignation.

SUGGESTED MOTION

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

ATTACHMENTS:

Attachment #1 – Vern Munion's Resignation Letter

City of Roseburg

Public Works Commission

12/13/21

RESIGNATION FROM POST

It is with great regret that I submit my resignation from the commission. Due to Covid requirements of having all meetings be thru Zoom, my hearing and sight disabilities do not allow my complete comprehension of the meeting. As Zoom requires me to go thru my smart phone the audio is less than good.

When meetings can be held live and in person, I do not feel that I am representing the citizens of the City of Roseburg. Thank you for allowing me to be a part of the process in the past and I look forward to being able to participate in the future.

Sincerely,

Vern Munion

JLS

**MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL
December 13, 2021**

Council President Bob Cotterell called the special meeting of the Roseburg City Council to order at 6:00 p.m. on December 13, 2021 electronically via Zoom in Roseburg, Oregon.

ROLL CALL

Present: Councilors Shelley Briggs Loosley, Bob Cotterell, Beverly Cole, Alison Eggers, Brian Prawitz, Patrice Sipos and Andrea Zielinski.

Absent: Mayor Larry Rich and Councilor Sheri Moothart

Others Present: City Manager Nikki Messenger, Assistant City Manager/City Recorder Amy Sowa, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Public Works Director Brice Perkins and Management Assistant Koree Tate.

PLANNING COMMISSION INTERVIEWS

Council President Cotterell advised Councilor Prawitz would ask the interview questions to the applicants. City Council interviewed the following applicants for consideration of filling the Planning Commission vacancies:

James De Lap, Roseburg resident, had worked in the auto part industry in different capacities and locations until he retired. He had a curiosity and desire to learn more, but did not have land use planning knowledge. He currently served on the Historic Resource Review Commission and noted the importance of information provided to the commission. He felt cooperation was necessary and commissions were important to assist with City Council to make informed decisions. Mr. De Lap did not think the general public understood land use issues or processes and therefore lacked interest unless it was something a person found unsatisfactory or that affected them. The local newspaper was his source of information, but he also followed the Transportation District and the Board of Commissioners.

Jacob Jolliff moved to Roseburg from California a year ago. He was a computer programmer and recently opened a business in the downtown district after previously working for the Douglas County IT Department. He had an interest in serving the county and community. His knowledge of land use issues was limited, but he did have interaction with the Douglas County Planning Department through previous employment. He did not think most citizens were aware of what was required for the Planning Commission. People wanted a quality product and he saw that many did not speak up about issues unless they were not satisfied. Mr. Jolliff explained conflicts were natural and he saw it as an opportunity to grow as an organization. He was willing to interface with the community and neighborhoods to assist with conflict resolutions and to help inform the public. He felt the Planning Commission should give or provide detailed research to assist and make it easier for the City Council to make their decisions.

ADJOURNMENT

Council President Cotterell explained the Council would vote during the regular Council Meeting and invited the applicants to stay for the results. Council President Cotterell adjourned the meeting at 6:25 p.m.



Koree Tate
Management Assistant

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
December 13, 2021**



Council President Bob Cotterell called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on December 13, 2021 electronically via Zoom in Roseburg, Oregon. Councilor Cotterell led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Shelley Briggs Loosley, Beverly Cole, Bob Cotterell, Alison Eggers, Brian Prawitz, Patrice Sipos and Andrea Zielinski.

Absent: Mayor Larry Rich and Councilor Sheri Moothart

Others Present: City Manager Nikki Messenger, Assistant City Manager/Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Finance Director Ron Harker, Human Resources Director John VanWinkle, Public Works Director Brice Perkins and Management Assistant Koree Tate.

PROCLAMATION IN HONOR OF GARY WAYMAN

Council President Cotterell proclaimed on behalf of the community, City Council and Staff's deep sorrow over the passing of Gary Wayman and recognized him for his contributions to the community and its citizens. He added that Mr. Wayman was a good representative for the community and was sorry to hear of his passing.

MUNICIPAL JUDGE COMPENSATION

Council President Cotterell explained the Judge was eligible for an annual salary adjustment. Councilor Prawitz moved to adjust compensation for Judge Mahan with a 3% increase to \$5,519 per month, effective on his November 1, 2021 anniversary date. The motion was seconded by Councilor Eggers and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Prawitz, Sipos and Zielinski voted yes. No one voted no.

PLANNING COMMISSION APPOINTMENTS

Council accepted Christy Palmmini's resignation from the Planning Commission on October 11, 2021. Stephanie Newman informed Staff she was unable to continue with a new term on the Planning Commission which created a second vacancy for the Commission. Staff advertised the Planning Commission vacancy through the local news media, social media and the City's website. Five applications were received from City residents Jacob Jolliff, James De Lap, Dylan Williams, Robert Prehall and Whitney Boss. On Monday, Staff received correspondence that Mr. Williams, Mr. Prehall and Ms. Boss were unable to continue with the process and withdrew their application.

Council President Cotterell confirmed two applicants were interviewed in a special meeting prior to the Council Meeting. Councilor Eggers said she was excited to see the high number of applicants, but unfortunately, the two interviewed did not have the level of knowledge needed for the vacancies and suggested reopening the recruitment. Councilor Briggs Loosley agreed to reopen the recruitment to seek new applicants for the Planning Commission. Councilor Prawitz noted the two applicants admitted to not having knowledge for this type of commission,

and that could have worked for other vacancies, but felt that someone to fill the Planning Commission vacancies should have a little experience on some level. Councilor Zielinski agreed with the decision to reopen the recruitment, but said she appreciated those who chose to apply. She encouraged Mr. De Lap and Mr. Jolliff to seek other opportunities that might become available because they could be a great asset to the City. Councilors Cole, Cotterell and Sipos all agreed they needed to find someone with a planning background and to reopen the recruitment.

By nodding approval of Council, Council President Cotterell directed Staff to reopen the recruitment to seek new applications for the Planning Commission vacancies.

AUDIENCE PARTICIPATION

Ashley Hicks, via emailed comment, shared information regarding abandoned vehicles, unhoused individuals blocking the bike path, graffiti, and asked for assistance to install lighting under the bridge and dedicate a location for the unhoused to safely gather.

CONSENT AGENDA

Councilor Prawitz moved to approve the following Consent Agenda items:

- A. Minutes of November 8, 2021 Meeting
- B. Minutes of December 2, 2021 Special Meeting
- C. OLCC Change of Ownership – Yellow Flamingo located at 177 NW Garden Valley Boulevard
- D. OLCC New Outlet – Roseburg Grocery Outlet located at 780 NW Garden Valley Boulevard, Suite 160
- E. National Opioid Settlement Agreement Authorization

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

RESOLUTION NO. 2021-27 – RE-AUTHORIZING VEHICLE CAMPING PILOT PROGRAM

Mr. Cowie reported that on January 13, 2020, Council adopted Resolution 2020-01, prioritizing the need to explore strategies to address issues related to unhoused individuals within the community as one of six goals the City should focus on through 2022. On August 31, 2020, Council directed staff to begin working on code updates related to vehicle camping. On October 12, 2020, Council was asked specific questions about rules involving vehicle camping and was advised of progress being made toward a future vehicle camping pilot program. On November 9, 2020, Council adopted Resolution 2020-20, establishing a vehicle camping pilot program that would operate until November 30, 2021. The Roseburg Municipal Code Section 7.02.100 prohibited vehicle camping. In 2020, staff researched what other cities did to allow vehicle camping in limited situations to temporarily assist the City's homeless population. Policy surrounding vehicle camping was created, patterned after the City of Salem's program. If continued, the proposed vehicle camping pilot program would allow for three possible campsite locations within the City, each location serving no more than six vehicles.

In order to host vehicle camping, a property owner must register their location with the City and comply with the rules outlined in Exhibit A. Rules consist of items such as requiring a staff member or volunteer to be present overnight while vehicle camping is occurring on the

property; hours of operation being limited from 9:00 p.m. to 7:00 a.m.; providing a minimum of two restrooms per location; providing adequate trash receptacles; not allowing open flames; ensuring all activities comply with regulations involving noise disturbances; enforcing time limitations on the number of days one person may stay at a registered location; and requiring that all camping is limited to vehicles, with no tents or other improvised camps or personal property being used or stored outside vehicles. Property owners interested in hosting vehicle camping must submit a Vehicle Camping Registration Form to the Community Development Department. The organization, supervision, and maintenance of a vehicle camping location is solely the responsibility of the property owner, and not the City of Roseburg. Property owners hosting vehicle camping would do so at their own risk and expense. Review and authorization of a potential campsite location would be granted on a first-come, first-served basis. On December 31, 2022, the pilot program would terminate, enabling Council to review the effectiveness of the program and if it should continue.

Councilor Eggers said it was great to have an option available to people, but it was unfortunate no one used it. She felt there was a lack of volunteers and hoped there would be more support when COVID was no longer an issue. Councilor Prawitz explained that after seeing the vehicle camping rules again, he suggested four items for consideration of removal. He suggested the following:

e) The property owner shall require a staff member or volunteer to be present overnight on-site while vehicle camping is occurring on the property to ensure rules for vehicle camping are being followed;

f) The property owner shall provide on-premises access to a minimum of two restrooms per location;

g) The property owner shall provide the equivalent of one 32-gallon garbage receptacle for each vehicle on the premises in addition to any garbage receptacles otherwise required for the property;

k) All vehicles used for camping must be licensed and registered

Councilor Prawitz felt that if they wanted to have an offer out there that truly allowed people to park in a parking lot then the four mentioned items should be pulled. He feared that churches and nonprofit groups review the rules and realize they could not comply with them and decide to not try. Council President Cotterell said it seemed late in the process and was more appropriate to address with the Mayor for a discussion item and have a possible work study session. Ms. Messenger suggested a compromise to change the date to a shorter term, allow a couple months for the current rules and then allow time to change the items mentioned. The City could help assist with portable toilets and trash bins. She understood that having someone there to monitor the parking lot gave neighborhoods some peace of mind. It was hard to find volunteers during this time, but by placing a sooner date, it would allow some time for Council to work through the rules to make changes.

Council President Cotterell noted that was a good compromise and asked for a motion reflecting the change. Councilor Prawitz moved to adopt Resolution No. 2021-27, entitled, "A Resolution Re-Authorizing the Vehicle Camping Pilot Program," to March 31, 2022. The motion was seconded by Councilor Sipos. Councilor Zielinski appreciated the changes proposed by

and that could have worked for other vacancies, but felt that someone to fill the Planning Commission vacancies should have a little experience on some level. Councilor Zielinski agreed with the decision to reopen the recruitment, but said she appreciated those who chose to apply. She encouraged Mr. De Lap and Mr. Jolliff to seek other opportunities that might become available because they could be a great asset to the City. Councilors Cole, Cotterell and Sipos all agreed they needed to find someone with a planning background and to reopen the recruitment.

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Councilor Prawitz and said it was important to help churches and nonprofits while keeping neighborhoods safe. Councilor Sipos agreed changing restrictions was important during a time when it was hard to find volunteers and suggested more frequent law enforcement patrols. Councilor Cole suggested cameras on location to assist with monitoring sites that would help law enforcement if there were any disturbances. Councilor Briggs Loosely noted this was a timely matter and needed addressed. The motion was approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Prawitz, Sipos and Zielinski voted yes. No one voted no. Councilor President Cotterell declared Resolution No. 2027-27 as adopted.

ORDINANCE NO. 3564 – VACATION FOR TAHOE RIGHT-OF-WAY, SECOND READING

Ms. Sowa read Ordinance No. 3564, entitled, “An Ordinance Vacating a Portion of NE Tahoe Avenue Right-of-Way in the City of Roseburg,” for the second time. Councilor Eggers moved to adopt Ordinance No. 3564. The motion was seconded by Councilor Sipos. Roll call vote was taken: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Prawitz, Sipos and Zielinski voted yes. No one voted no. Council President Cotterell declared Ordinance No. 3564 as adopted.

CONTRACT AWARD RECOMMENDATION FOR PARKING ENFORCEMENT SERVICES

Mr. Cowie discussed that on July 16, 2021, Staff published a Request for Proposals for Parking Enforcement Services. Two proposals were received, one from Diamond Parking Services and the other from ACE Parking. A review committee comprised of the City Manager, Assistant City Manager/ Recorder, Community Development Director, and Finance Director interviewed both companies. Following the initial interviews, follow-up questions were sent to both proposers concerning the financial aspects of the contract, and a second set of interviews were completed.

Upon completion of the second interviews, the review committee agreed to recommend that City Council award the contract for Parking Enforcement Services in the Downtown area and Laurelwood neighborhood to ACE Parking. It was expected that revenue generated from new parking enforcement activity would exceed operating costs, but by how much was difficult to project, as there were many variables with insufficient historical data to confidently forecast actual revenues to be received. The contractor anticipated annual revenues of approximately \$335,905 from permit, meter, and citation revenue based on:

- a 50% increase in meter revenues over 2018 revenues,
- a 25% increase in permit revenues over 2018 revenues, and
- a 20% reduction in voided citations and a 100% increase in citation issuance.

The contractor’s projections may be overly optimistic given the impacts downtown was still experiencing from the COVID-19 pandemic. However, until active parking enforcement by a professional contractor was undertaken, it remained impossible to know what reasonable revenue projections were. Mr. Cowie introduced Bill Kepp and Brandon Johnson from ACE Parking who were available for questions.

Mr. Harker said ACE Parking proposed an initial annual budget of \$220,476 consisting of a base management fee of \$21,000 and an operating budget of \$199,476. The base management fee was a fixed cost which was not subject to modification should revenues fail to meet budgeted expectations and the City would be required to cover those costs from whatever sources were available. The operating budget expenses could be adjusted based on modifications to service delivery levels should revenues fail to meet budgeted projections.

Any changes to the operating budget would be jointly agreed to by both the City and ACE. Under the proposed contract, there was a 10% incentive in which ACE would receive 10% of the net income (net revenue less operating expenses and the base management fee). The purpose of the revenue sharing was to incentivize the contractor to operate efficiently and thereby ensure the viability of the City's Off Street Parking program. The remaining 90% of the net income would become the City's resources to fund the ongoing expenses of the Off Street Parking program, which included such expenses as utilities, building and grounds maintenance, repairs and maintenance of equipment, insurance, and capital improvements. The City's current budget for such expenses was \$56,479. Under the contractor's budget projections, the City could realize annual revenues upwards of \$100,000 to fund the Off Street Parking program; however, that may be overly optimistic as it would represent a 104% increase from pre-pandemic levels. He did not know what would work until they were under active enforcement.

Mr. Harker noted how it was currently impossible to project whether this model was sustainable and would provide the necessary resources to the City to ensure proper sustainability of the City's Off Street Parking program. The contractor did not bear risk under this contract as they were guaranteed the base management fee and the reimbursement of their operating expenses; the only risk to the contractor was not sharing in the net income. The City, however, runs the risk of not receiving enough revenue to compensate the contractor, which would require the City to utilize reserves. Currently, the Off Street Parking Fund had minimal reserves of approximately \$50,000 and could not sustain a number of months of being in the red. The City had a parking garage, parking lots, meters and signage that needed maintenance, repairs, had a utility cost, grounds keeping costs and insurance. Should the operations under the contract prove to be unsustainable, the contract did provide for a 10-day written notice of termination clause, thereby permitting the City to respond quickly to adverse financial implications. It should be noted that should the City invoke the 10-day termination clause, the City would be liable to the contractor for any incurred expenses including the remaining amortization costs of equipment purchased.

As the 2021–2022 budget was adopted prior to the award of an off street parking enforcement contract, the budget did not include provisions to recognize this contract. Adoption of a supplemental budget in January to recognize the requirements of this contract would be required. In response to Councilor Eggers, Mr. Harker confirmed ACE Parking would need to ~~write-bring in \$17,000 tickets~~ a month to reach the goal of \$200,000. In response to Council President Cotterell, Bill Kepp with ACE Parking, shared that they have worked with other cities similar to the size of Roseburg who were also managing parking services with a hodge podge or in-house services. In Palm Springs, they increased citations by 500% and in Chula Vista, California by 40%. It was not a magic formula to increase the revenue, but it helped to have boots on the ground.

Councilor Sipos inquired that to maintain an income would ACE Parking need to raise parking fees and the times allowed to park. Mr. Cowie explained that they would have some regulations for timeframes in the two-hour time limited areas. Those areas would be identified by signage. Part of the process of working with ACE Parking was to establish the parameters of how the program would begin and by fine tuning the program, evaluate fees, and fines before going back to Council for approval. Ms. Messenger added that current enforcement times were Monday through Saturday from 9:00 a.m. to 5:00 p.m. and would probably be similar unless

ACE Parking determined something different. Councilor Zielinski felt parking meters were antiquated and wanted to know if the City or ACE Parking were looking at other options such as mobile applications where a person could pay on their phone. Mr. Harker agreed the parking meters were outdated, but as long as they were working and in the ground, people would need to continue to carry change. It was difficult to maintain those types of meters as parts were becoming obsolete. They had discussed the option of a parking kiosk to then place a ticket on a dash for parking. It was important to recognize that they needed to generate revenue before taking on some of the new program options. Mr. Cowie agreed that once there was enough money generated they could begin swapping things out. He was excited to have a professional parking service back in Roseburg who could provide assistance and share their experience from working with other communities. In response to Councilor Cole, Mr. Harker confirmed ACE Parking would handle enforcement and collect the money from citations. Councilor Prawitz inquired who would be responsible for new signage changes or upgrades. Mr. Cowie explained the City would handle the signs and produce as much as possible in-house. After meeting with ACE Parking, they would immediately start with Public Works to have them involved on the decisions and placement of signs.

In response to Councilor Eggers, Mr. Harker confirmed the City had \$50,000 in reserves. They were budgeted just under \$56,000 to include capital improvements and repairs. In the beginning, ACE would purchase a vehicle to use with software for reading license plates. If something were to happen, the vehicle would be the City's to keep. Councilor Eggers expressed concern that people in the community were still struggling so the new enforcement and fees could be a shock. Mr. Kepp explained that people were used to parking and not receiving a citation from the lapse between contracts, but ACE trained the team to become an ambassador for the city. First and foremost, they were a representative of the City and did not want to hurt businesses. Their teams work to become familiar with the area so they can answer direction questions or provide suggestions if asked for restaurants. The parking manager could go door to door in the corridor and work with people for warning notices to ease the public into the new program. It was not about tricking people to receive a citation, but rather more about establishing rules and enforcement. Mr. Harker noted this discussion had been centered on the downtown area, but they also enforced parking in the Laurelwood neighborhood. In response to Councilor Cotterell, Mr. Cowie confirmed residents who wanted to park on the street in Laurelwood would need to obtain a parking permit. Ms. Messenger added that process was not new for the neighborhood.

Councilor Prawitz moved to award the contract for Parking Enforcement Services to ACE Parking for a three-year period, with the option to renew for two additional three-year periods upon final negotiation. The motion was seconded by Councilor Cole and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Prawitz, Sipos and Zielinski voted yes. No one voted no. Councilor President Cotterell thanked Bill Kepp and Brandon Johnson, ACE Parking, for being available to answer questions.

TASK ORDER AUTHORIZATION – DESIGN SERVICES FOR 2022 PAVEMENT MANAGEMENT PROGRAM, PROJECT 22PW01

Mr. Perkins stated that the Five Year Pavement Maintenance Plan identified NE Stephens Street from 640 feet north of Diamond Lake Boulevard to Alameda Avenue as a pavement rehabilitation project. The scope of services for the current task order provided complete study

and design services required to prepare bid-ready construction documents. The proposed services consisted of the following:

- Core sample evaluation
- Geotechnical Investigation
- Traffic Control Plans
- Pedestrian accessible route design
- Signing and striping
- Drawing development, specifications, biddable contract documents, and services during bidding of the ADA curb ramp and pavement maintenance projects.
- Provide National Highway System project summary report to the State.

The proposed cost of the task order was \$123,629.00. Funds were available in the current Transportation Fund budget to proceed with the design of this project. Construction of the ADA curb ramps were planned to occur in FY 21/22 with the grind and inlay pavement maintenance in FY 22/23. The Public Works Commission discussed this task order at their November 10, 2021, meeting and unanimously recommended the City Council authorize a task order with Century West Engineering for design services for the 2022 Pavement Management Overlay Project for an amount not to exceed \$123,629.00.

Councilor Prawitz moved to authorize a task order with Century West Engineering for design services for the 2022 Pavement Management Overlay Project for an amount not to exceed \$123,629.00. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Prawitz, Sipos and Zielinski voted yes. No one voted no.

ODOT WORK ORDER AUTHORIZATION – TRAFFIC SIGNAL POWER SUPPLY UPGRADE, PROJECT 21PW18

Mr. Perkins discussed the existing computer power supply modules in eight of the City's traffic signal control cabinets were reaching the end of their life cycle and needed to be replaced prior to failure. Those particular power supplies were built into the cabinet, which required the entire cabinet to be replaced. Those cabinets were in excess of 30 years old. This project was identified in the City of Roseburg 2021-2026 Capital Improvement Plan and the project was planned for the current fiscal year. The ODOT Traffic Systems Maintenance staff had the technical expertise to perform the work, and the Flexible Services Maintenance Agreement provides the framework for ODOT to complete the work and invoice the City. ODOT currently provided routine maintenance and emergency response for the City's traffic signals under a separate agreement. The Flexible Maintenance Services Agreement allowed ODOT to perform the work on a time and materials basis and invoice the City monthly. The estimated cost of the Work Order Authorization was \$150,000.00, including contingency. Funds were available in the current Street Light/Sidewalk Fund budget to proceed with the project.

In response to Council President Cotterell, Mr. Perkins explained that all controller cabinets had to be tested in the shop and were run through cycles for days and months before bringing them out and installing them. They planned to do the work at night and run two per night. Councilor Prawitz questioned if the new boxes changed or updated any of the technology for an advancement in features. Mr. Perkins stated the boxes were not different, but the workings

on the inside were better. Signal timing was a 90% science and 10% art, but this was not going to change the programming at this point, but rather just replace the hardwiring.

Councilor Zielinski moved to approve a Work Order Authorization under the ODOT Flexible Services Maintenance Agreement for the Traffic Signal Power Supply Upgrade Project for an amount not to exceed \$150,000.00. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Prawitz, Sipos and Zielinski voted yes. No one voted no.

EXTENSION OF DECLARATION OF EMERGENCY IN THE CITY OF ROSEBURG

Ms. Sowa explained the State of Oregon had extended the State of Emergency numerous times as the COVID-19 pandemic continued to pose a threat to the health and safety of Oregonians. The most current State declaration was scheduled to expire December 31, 2021. To date, the Governor has not extended the current State of Emergency. Council may choose to extend the declaration adopted as Resolution No. 2021-01 and extended as Order No. 2021-02, retaining the option to terminate or extend if needed; or they can let it terminate on December 31, 2021. The draft Order extending the declaration provided an expiration of June 30, 2022. The declaration allowed the City Manager to act quickly when opportunities were available for State or Federal grants that needed a quick turnaround.

Ms. Messenger added that this was about financial authority to accept or spend money and did not impose any additional rules to citizens or mandates for what businesses could or could not do. It was really about being able to be nimble and apply for or accept grants or opportunities and to act quickly to provide a grant to an organization for a COVID related need. At this point, she had only used the authority a couple times and made sure Council was provided information at Council meetings. Council President Cotterell said he appreciated the work by Ms. Messenger and that she always provided information to Council. In response to Councilor Zielinski, Ms. Messenger confirmed there was still a lot of money flowing from the Federal Government. One example was a new option to participate in receiving funds from an opioid settlement. Due to this type of authority, she was able to quickly participate and submit needed paperwork. This extension allowed her added flexibility.

Councilor Prawitz moved to adopt Order No. 2021-03, Extending the Declaration of Emergency in the City of Roseburg. The motion was seconded by Councilor Sipos and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Prawitz, Sipos and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

Councilor Prawitz thanked the City for quickly responding to the issue of a burned RV at the south end of town. He reminded everyone things were happening in town and could see the progress. There were a lot of professional people out there doing a lot of work. He also noted there was a nice article on the mental health crisis response team working with the police department, he appreciated the work by Judge Mahan, and noted that behind the scenes, good work was happening.

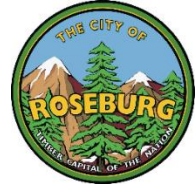
ADJOURNMENT

Council President Cotterell adjourned the meeting at 8:33 p.m.



Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OLCC CHANGE OF OWNERSHIP FOR FULL ON-PREMISES LICENSE BEST TASTE OF INDIA ROSEBURG AT 227 NW GARDEN VALLEY BOULEVARD

Meeting Date: January 10, 2022

Agenda Section: Consent Agenda

Department: Administration

Staff Contact: Koree Tate, 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 Control Commission for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

BACKGROUND

OLCC has received a Change of Ownership application from Fnu Krisman Kumar and Yagyanidhi Shaima, owners for Best Taste of India Roseburg, located at 227 NW Garden Valley Boulevard for a full "On-Premises" 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 previously conducted a background investigation on the applicant and found no reason to deny the application.
- C. Financial and/or Resource Considerations.** The applicant has paid the appropriate fee for City review of the application.
- D. Timing Issues.** 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 CHANGE OF OWNER FULL ON-PREMISES LICENSE APPLICATION FOR BEST TASTE OF INDIA ROSEBURG LOCATED AT 227 NW GARDEN VALLEY BOULEVARD IN ROSEBURG, OREGON."

ATTACHMENTS

Attachment #1 - Subject Application

cc: License Applicant w/copy of agenda
Jonathan Crowl and Amanda Cooper, OLCC Representatives
OLCC License File



OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

PRINT FORM
RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp: 12/9/2021
<input type="checkbox"/> Brewery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Brewery-Public House (BPH) 1 st location	Name of City or County: City of Roseburg
<input type="checkbox"/> BPH Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Distillery	Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input checked="" type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	By: _____
<input type="checkbox"/> Full On-Premises, Passenger Carrier	
<input type="checkbox"/> Full On-Premises, Other Public Location	Date: _____
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	OLCC USE ONLY
<input type="checkbox"/> Grower Sales Privilege (GSP) 1 st location	
<input type="checkbox"/> GSP Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	Date application received: 11.1.21
<input type="checkbox"/> Limited On-Premises	Date application accepted: 11.1.21
<input type="checkbox"/> Off-Premises	License Action(s): N/O
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
<input type="checkbox"/> Winery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/> (4 th) <input type="checkbox"/> (5 th) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)**¹ applying for the license(s):

S&K ROSEBURG LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See) BEST TASTE OF INDIA ROSEBURG		
4. Business Address (Number and Street Address of the Location that will have the liquor license) 227 NW GARDEN VALLEY BLVD		
City ROSEBURG	County DOUGLAS	Zip Code 97470

¹ Read the instructions on page 1 carefully. If an entity is applying for the license, list the name of the entity as an applicant. If an individual is applying as a sole proprietor (no entity), list the individual as an applicant.



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) BEST TASTE OF INDIA ROSEBURG			
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your license certificate, renewal application and other mailings as described in OAR 845-004-0065[1].) 227 NW GARDEN VALLEY BLVD			
City ROSEBURG	State OR	Zip Code 97470	
9. Phone Number of the Business Location 541-671-2240		10. Email Contact for this Application and for the Business	
11. Contact Person for this Application FNU KRISHAN KUMAR		Phone Number 714-471-3557	
Contact Person's Mailing Address (if different)	City	State	Zip Code

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

ATTESTATION: **READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM**

I understand that marijuana is prohibited on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read OAR 845-005-0311 and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311[6]) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Applicant(s) Signature

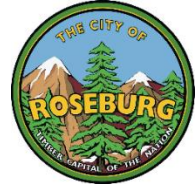
- Each individual (sole proprietor) listed as an applicant must sign the application below.
- If an applicant is an entity, such as a corporation or LLC, at least one **INDIVIDUAL who is authorized to sign for the entity** must sign the application.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. **Applicants are still responsible for all information on this form.**

FNU KRISHAN KUMAR

12/07/2021

App. #1: (PRINT NAME)	App #1: (SIGNATURE)	App #1: Signature Date	Atty. Bar Information (if applicable)
App. #2: (PRINT NAME)	App #2: (SIGNATURE)	App #2: Signature Date	Atty. Bar Information (if applicable)
App. #3: (PRINT NAME)	App #3: (SIGNATURE)	App #3: Signature Date	Atty. Bar Information (if applicable)
App. #4: (PRINT NAME)	App #4: (SIGNATURE)	App #4: Signature Date	Atty. Bar Information (if applicable)

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



AXON INTERVIEW ROOM CONTRACT

Meeting Date: January 10, 2022

Department: Police

www.cityofroseburg.org

Agenda Section: Department Items

Staff Contact: Chief Gary Klopfenstein

Contact Telephone Number: 541-492-6760

ISSUE STATEMENT AND SUMMARY

Council will be considering the renewal of the Police Department's Axon Interview Room contract.

BACKGROUND

A. Council Action History.

N/A

B. Analysis.

There are statutory requirements for Police to conduct recorded interviews when investigating certain crimes. In 2017, the Police Department entered into a five-year contract with Axon for an Interview Room system in our Police Department. The Police Department has four interview rooms, spread out over the first and second floor.

The Axon Interview Room package included unlimited data storage, touch panel computers mounted on the walls outside the interview rooms, licensing, warranty, and software and hardware maintenance. The annual cost for this contract was \$11,404, for a five-year cost of \$57,020. This contract expired December 31, 2021.

The Axon Interview Room system is easy to use and has worked nearly flawlessly over the past five years. The Axon Interview Room system integrates seamlessly with our current Axon body and vehicle camera systems; videos are labeled, shared, and viewed from within the main Axon system. Additionally, Officers are able to stream and watch interviews in real-time from their work stations, which can be extremely beneficial as they work to assist interviewers.

Axon's initial 2022 quote for the five-year Interview Room contract renewal was for \$72,609.20. Through negotiation, we were able to get Axon to agree to a five-year contract for \$60,000, requiring five annual payments of \$12,000.

C. Financial/Resource Considerations.

The Police Department budgeted sufficiently in FY 21-22 to be able to pay for the slight annual increase of the new contract.

D. Timing Considerations.

Our current Axon Interview Room contract expired, and if we chose not to renew the contract, we will need to immediately begin work to ensure our interview rooms continue to have a functioning camera system.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the City Manager to execute the five-year Axon Interview Room contract for \$60,000, or;
2. Not authorize the contract.

STAFF RECOMMENDATION

Staff recommends the City Council authorize a five-year Axon Interview Room contract for \$60,000.

SUGGESTED MOTION

“I MOVE TO AUTHORIZE A FIVE-YEAR AXON INTERVIEW ROOM CONTRACT FOR \$60,000.”

ATTACHMENTS:

N/A

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



AIRPORT ENGINEERING, PLANNING, AND CONSULTING SERVICES FIVE-YEAR CONTRACT AWARD RECOMMENDATION

Meeting Date: January 10, 2022
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City is in the process of selecting a consultant for architectural, engineering, planning, and consulting services for the airport for the next five-year period. The issue for the Council is whether to award the consulting services contract.

BACKGROUND

A. Council Action History.
None.

B. Analysis.

In 2014, the City selected Mead & Hunt to perform Architectural, Engineering, Planning, and Consulting Services for the Roseburg Regional Airport for a period of five years. That contact has expired and the City advertised a Request for Qualifications (RFQ) in order to select a consultant to perform all required services at the airport for the next five years. The contract that results from this selection process will require separate task orders for each work assignment.

The current FAA approved capital improvement projects for the airport include the following:

FFY 2022	Extend Taxiway A: Phase I – Environmental & Design
FFY 2023	Carry over
FFY 2024	Extend Taxiway A: Phase II – Construction
FFY 2025	Rehabilitate Runway 16/34: Phase I – Environmental & Design
FFY 2026	Rehabilitate Runway 16/34: Phase II – Construction

In September 2021, staff submitted the required data sheet for FFY 2027 for design and construction of Aviation Reserve 1 to add additional apron space. To date, staff has not received an official response from FAA.

An RFQ was advertised in November 2021. The City received one response to the RFQ by the December 16, 2021 deadline. Staff reviewed the lone proposal received from Mead and Hunt and found that it substantially complies with the requirements in the RFQ.

C. Financial/Resource Considerations.

The costs associated with each task order will be negotiated based on the approved scope of work. For each task order over \$100,000, the FAA will require an independent fee evaluation. The estimated value of the contract over the five years is just under \$1 million. Airport Improvement Program (AIP) project grants are typically funded at 90 percent from the FAA. The City/airport is responsible for the remaining 10 percent. In the recent past, the City has been successful in securing Oregon Department of Aviation (ODA) grants to cover approximately 90 percent of the airport's match requirement.

D. Timing Considerations.

The FAA has requested a small amount of consultant work be performed immediately in order for the City to be eligible to receive grant funding in FFY 2022. As such, it would be appropriate to award the contract as soon as practicable.

COUNCIL OPTIONS

The Council has the following options:

1. Award the five-year contract to Mead & Hunt; or
2. Request additional information; or
3. Reject all submittals and restart the process.

STAFF RECOMMENDATION

Mead & Hunt has performed well in their previous contracts with the City. Staff recommends that the Council award the five-year contract for architectural, engineering, planning, and consulting services to Mead & Hunt. The Airport Commission is holding a special meeting on January 6 to discuss this contract award recommendation. Staff will report the results of that meeting at the January 10 Council meeting.

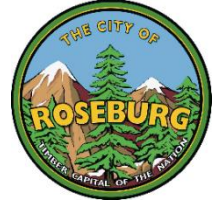
SUGGESTED MOTION

“I move to award the five-year contract for architectural, engineering, planning, and consulting services at the Roseburg Regional Airport to Mead & Hunt upon expiration of the seven-day notice of intent to award period.”

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

Meeting Date: January 10, 2022

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 January 10, 2022, meeting, the following items are included:

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



Agenda
Department Head Meeting
Electronically via Zoom
December 14, 2021 - 10:00 a.m.

1. Review December 13, 2021 City Council Meeting Synopsis
2. January 10, 2022 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
5. Department Items
 - A. COVID Information/Updates (NM and/or JV)
 - B. Willis House (NM)
 - C. Flood Plain Mapping Program (SC)
 - D. KMTR News Segment Update (SH)
 - E. Holiday Baskets (KT)



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
January 3, 2022 - 10:00 a.m.

1. IT Report/Updates – (BW)
2. January 10, 2022 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
5. Department Items
 - A. COVID Updates (NM/JV)
 - B. KMTR Updates (SH)
6. Employee Service Pins
 - A. Stuart Cowie, Community Development Director – 5 Years
 - B. Kevin Comstock, Firefighter – 5 Years
 - C. Todd Crouse, Police Corporal – 20 years
 - D. Dan Forest, Water Maintenance II/Customer Service – 20 Years

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- Golf Course Property Tax Appeal
- IAFF Contract
- Umpqua Basin Urban Services Agreement
- Urban Growth Boundary Swap

January 24, 2022

Special Meeting – TBD

- A. Planning Commission Interviews

Council Meeting – 7:00 p.m.

Mayor Reports

- A. Roseburg Rotary Club Month Proclamation

Consent Agenda

- A. Minutes of January 10, 2022

Public Hearing

- A. Resolution No. 2022-01 – Supplemental Budget, Parking Services

Ordinances

- A. Ordinance No.-- - Noise Ordinance Amendment, First Reading

Informational

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

February 14, 2022

Work Study – 6:00 p.m.

- A. Charter Amendment Discussion

Consent Agenda

- A. Minutes of January 24, 2022

Ordinances

- A. Ordinance No. --- - Title 12 Amendments – LUDR-22-001 - Mini Retail Businesses in PR Zone, First Reading
- B. Ordinance No. – Noise Ordinance, Second Reading

Informational

- A. City Manager Activity Report

February 28, 2022

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. Minutes of February 14, 2022

Public Hearing

- A. Ordinance No. -- - ZC-21-003 – 1802 W Harvard Avenue Zone Change from C2 to C3, First Reading

Ordinances

- A. Ordinance No. – Title 12 Amendments – LUDR-22-001 - Mini Retail Businesses in PR Zone, Second Reading

Department Items

- A. Airport Standby Power Bid Award, Project 22PW06
- B. ADA Ramp Improvements Bid Award Recommendation, Project 22PW05

Informational

- A. City Manager Activity Report

March 14, 2022

Consent Agenda

- A. Minutes of February 28, 2022

Resolutions

- A. Resolution No. 2022- -- Parks and Recreation Rules Update
- B. Resolution No. 2022 - -- Authorizing the Dedication of City Owned Real Property for use as Public Right-of-Way

Ordinances

- A. Ordinance No. -- - ZC-21-003 – 1802 W Harvard Avenue Zone Change from C2 to C3, Second Reading

Informational

- A. City Manager Activity Report

March 28, 2022

Mayor Reports

- A. Child Abuse Prevention Month Proclamation
- B. National Library Week Proclamation

Consent Agenda

- A. Minutes of March 14, 2022

Department Items

- A. Broccoli Street Storm Drain Improvements Bid Award, Project 21PW16
- B. Stephens Street ADA Ramp Upgrade Bid Award, Project 22PW01

Informational

- A. City Manager Activity Report

April 11, 2022

Mayor Reports

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

Consent Agenda

- A. Minutes of March 28, 2022
- B. 2022 OLCC Annual License Renewal Endorsement

Informational

- A. City Manager Activity Report

April 25, 2022

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. Bike to School Day Proclamation
- C. Blue Zones Day Proclamation

Consent Agenda

- A. Minutes of April 11, 2022
- B. 2022 OLCC License Renewal Endorsement

Special Presentation

- A. Umpqua Economic Development Partnership Annual Report

Informational

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

May 9, 2022

Mayor Reports

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

Consent Agenda

- A. Minutes of April 25, 2021

Informational

- A. City Manager Activity Report
-

May 23, 2022

Consent Agenda

- A. Minutes of May 9, 2021

Resolutions

- A. Annual Fee Adjustments
 - Resolution No. 2022- --- General Fees
 - Resolution No. 2022- --- Water Related Fees

Informational

- A. City Manager Activity Report
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**Friday Message
December 10, 2021**

- The Planning Commission met on Monday, considered, and approved two separate variance applications related to setbacks.
- The Public Works Commission met on Thursday and recommended approval of a task order under a Flexible Maintenance Services Agreement with ODOT to replace eight signal controller cabinets. This will be on Council's agenda on Monday night.
- After receiving feedback from a regional USEDA contact, the consultant and staff worked together to make changes to the City's USEDA ARPA Travel, Tourism, and Outdoor Recreation Grant application. The application will be submitted later today and the waiting begins.
- Last week, Brice Perkins and I attended a progress meeting for the ODVA Roseburg Veterans' Home and learned more about the project and related timelines.
- Staff has received numerous calls regarding recreational vehicles parked throughout the City. One such area of concern was around the Southgate area, where an RV burned earlier this week. RPD worked quickly to get the destroyed vehicle towed. Staff and the City Attorney continue to work on solutions to provide the Police Department better tools (code language) to address this growing problem. More to come.
- The Fire Department has been busy responding to three different residential structure fires in the past week. For tips on fire safety and prevention, visit the Fire Department [Facebook page](#).
- Thank you to all of the employees and others that contributed gifts and PJs to the Salvation Army Angel Tree and the CASA pajama drive. Autumn David was able to deliver a heaping pile of gifts to a very excited Salvation Army employee. RPD participated in the annual "Shop with a Cop" event last Saturday. You can find tidbits about each of these heartwarming stories, complete with pictures, on the City's Facebook page.
- The new Experience Roseburg 2021/22 Visitor's Guide is now available. You can find a digital copy here <https://www.experienceroseburg.com/plan/visitors-guide/>.
- Earlier today, I attended a virtual meeting regarding local governments in Oregon and the Nationwide Opioid Settlement Agreement, which led to an additional revision to Monday night's City Council agenda and one additional agenda item.
- Meetings next week (virtual):
 - Special Council meeting (Planning Commission interviews) Monday, 12/13 @ 5:45 p.m.
 - Regular Council meeting – Monday, 12/13 @ 7:00 p.m.
- Recent Press Releases <https://www.cityofroseburg.org/news>
 - Employees, residents brighten kids' holidays
 - Holiday shopping safety tips



Friday(ish) Message December 30, 2021

It is hard to believe 2021 is almost over, but here we are. The last couple of weeks, staff has been busy managing a variety of topics. Here are a few highlights.

- A new warming shelter opened this week on Winchester Avenue. Thank you to ADAPT, UCAN and many community partners, the shelter has been operating this week from 6:00 p.m. to 7:00 a.m. A big shout out to Shaun Pritchard at UCAN who has gone above and beyond to make this happen.
 - Staff received word last week that the Roseburg Regional Airport is expected to receive additional funding as part of the large federal infrastructure package. Staff attended a webinar last Wednesday. The FAA is still working on guidance regarding how the grants will be distributed and managed, but it appears this funding is intended to go towards projects already identified in the airport's approved capital improvement program. The additional funding is \$295,000 and I believe this is an annual allocation for the next five years. More to come.
 - Staff met with Experience Roseburg last week to receive updates and get a glimpse of their new downtown facility. More to come on when a soft opening of the new visitor center space may be happening.
 - K9 Nike will be moving to the Winston Police Department. Nike's handler, Blake Cordell, has decided to move on from his law enforcement career and the department is not in a position to train a new handler at this time. After some outreach, Chief Klopfenstein learned that Winston PD was interested and Nike will be joining their team shortly. Thank you for your service Master Officer Cordell and K9 Nike.
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- Other recent webinars attended included two on the Infrastructure Investment and Jobs Act, one from ODOT and one from the LOC, and a webinar titled Getting EV Ready: A Public Sector Perspective. The LOC also hosted a webinar launching their new Homeless Solutions website, which can be found here: <https://www.orcities.org/resources/reference/homeless-solutions>
 - The Planning Commission meets on Monday, January 3 and has two agenda items: a zone change for a parcel on Harvard Avenue and a LUDR amendment regarding mini retail businesses in the Public Reserve zone. The News Review wrote an article on the second item, which incorrectly states that the change would allow food trucks to operate in city parks *independent of events*. Staff's intent is to update both the zoning code and the parks rules to clear up any confusion and ensure that the food trucks that have been operating at events comply with both. Suzanne has sent a request for a correction to the article.
 - A special Airport Commission meeting has been scheduled for next week. After a virtual meeting with FAA on Wednesday, staff learned we need to accelerate the consultant contract award, so the special meeting has been scheduled, which will allow staff to get the item scheduled for the January 10 City Council meeting.

- The new wrap on the library van (grant funded) is complete and looking super sharp:



- The Umpqua Valley Festival of Lights runs for three more nights, with the final drive through option on January 1, 2022. E-tickets are available online or you can pay at the gate.
- City buildings will be closed tomorrow, Friday, December 31, in observance of the New Year's Day holiday.
- Meetings next week (virtual):
 - Planning Commission: Monday, 1/3 @ 7 pm
 - Airport Commission: Thursday, 1/6 @ 3pm
- Recent Press Releases: <https://www.cityofroseburg.org/news>
 - City buildings to close for New Year's
 - UCAN, Adapt and City partner to open warming shelter in Roseburg
 - Recycle your Christmas Tree
 - May your days be merry, bright & fire safe

