

ROSEBURG CITY COUNCIL AGENDA – SEPTEMBER 12, 2022
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470
Public Online Access:



CK
9-8-2022

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

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

7:00 p.m. Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**
Shelley Briggs Loosley Beverly Cole Bob Cotterell Sheri Moothart
Brian Prawitz Kylee Rummel Patrice Sipos Andrea Zielinski
4. **Mayor Reports**
A. Constitution Day Proclamation
B. City Manager Compensation
5. **Commission Reports/Council Ward Reports**
A. Homeless Commission Appointment
B. Roseburg Charter Review Committee Update
6. **Special Presentation**
A. Gary Leif Navigation Center Update by Program Manager Erica Kimrey
7. **Audience Participation – In Person or via Zoom/See Information on the Reverse**
8. **Consent Agenda**
A. Minutes of August 22, 2022 Council Meeting
9. **Items from Mayor, City Council and City Manager**
10. **Adjourn**
11. **Executive Session ORS 192.660(2)**

Informational

- A. City Manager Activity Report
- B. City Council Video Analytics

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:

Comments may be provided in one of three ways:

- In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
- Email by sending an email by 12:00 p.m. the day of the meeting to info@cityofroseburg.org
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email (info@cityofroseburg.org) by 12:00 p.m. the day of the meeting to get a link to the meeting.

When providing comments in person, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak on the Audience Participation Sign-in Sheet.

When providing comments virtually or by email, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak in an email to info@cityofroseburg.org.

When participating virtually, log or call in prior to the start of the meeting using the link or phone number provided.

- When accessing the meeting through the **ZOOM link**, click “Join Webinar” to join the meeting as an attendee.
- 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 city of residence for the record. 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

For each item in which speakers have requested to speak, the order will be as follows:

1. Speakers who attend in person will be called up to speak by the Mayor in the order in which they signed up.
2. Speakers on Zoom (video or phone only) will be called on to speak by the Mayor in the order in which they signed up. Each speaker will be brought in from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” after comments are provided.
3. Emailed comments to be read by the Mayor

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>

PROCLAMATION

CITY OF ROSEBURG, OREGON

Constitution Day

WHEREAS: Our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a Constitution for the United States of America; and

WHEREAS: September 17, 2022 marks the two hundred thirty-fifth anniversary of the drafting of the Constitution by the Constitutional Convention; and

WHEREAS: It is of the greatest importance that all citizens understand the provisions and principles contained in the Constitution in order to effectively support, preserve and defend it against all enemies; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary and to the patriotic celebrations which will commemorate the occasion; and

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim September 17, 2022 as

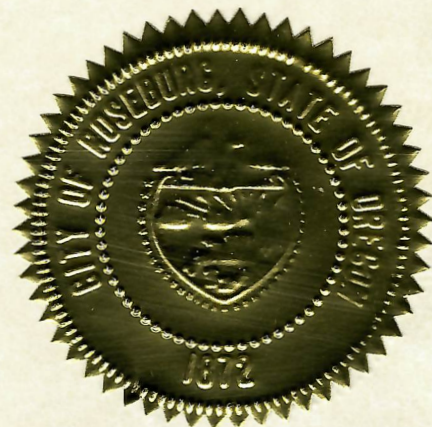
Constitution Day

And ask our citizens to reaffirm the ideals the framers of the Constitution had in 1787 by protecting the freedoms guaranteed to us through this guardian of our liberties.

DATED this 12th day of September 2022.

Larry Rich

Honorable Mayor Larry Rich





ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CITY MANAGER COMPENSATION

Meeting Date: September 12, 2022

Department: City Manager

www.cityofroseburg.org

Agenda Section: Mayor Reports

Staff Contact: John VanWinkle

Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

The City Manager is under contract for services with the City. Council reviews the City Manager's performance and compensation level on an annual basis, unless otherwise decided. Issue for Council is whether to adjust the City Manager's salary.

BACKGROUND

A. Council Action History

Council's annual evaluation process with the City Manager concluded at the August 22, 2022, meeting in executive session. At the conclusion of each annual performance evaluation, City Council has the opportunity to adjust the City Manager's salary.

B. Analysis.

For comparison purposes, other non-represented employees received a 3% cost of living adjustment effective July 1, 2022.

C. Financial and/or Resource Considerations.

The City Manager's current salary is \$13,704 per month. As an example, a 3% adjustment would increase the City Manager's salary to \$14,115 per month, effective September 1, 2022.

D. Timing Considerations.

In order to make timely adjustments to the City Manager's salary, this is the appropriate time to adopt any changes.

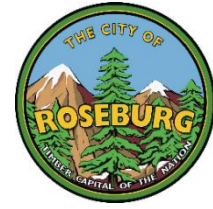
COUNCIL OPTIONS

Council may choose to:

1. Adjust compensation for the City Manager.
2. Make no changes to compensation for the City Manager.
3. Request additional information before making a determination regarding the City Manager's compensation.

STAFF RECOMMENDATION

As this is a direct contractual arrangement between Council and the City Manager, Staff makes no recommendation.



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

HOMELESS COMMISSION APPOINTMENT

Meeting Date: September 12, 2022

Department: Administration

www.cityofroseburg.org

Agenda Section: Commission Reports

Staff Contact: Koree Tate, Management Assistant

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

There was a vacancy on the Homeless Commission after Mike Fieldman resigned effective July 7, 2022. The Council accepted the resignation on July 25, 2022.

BACKGROUND

A. Council Action History. n/a

B. Analysis.

The Municipal Code requires the current vacancy be filled by someone who resides in the city limits or at-large in the surrounding area.

Upon Council's acceptance of the resignation, Staff began soliciting from interested parties through the local news media, social media and the City's website. Eight applications have now been received from Ron Smicker, Bonnie Davis, Linda Rahmeyer, Chris Boice, Jeffrey Marotz, David Bolhuis, Sheila Anderson and Manya Nicholson.

C. Financial and/or Resource Considerations. n/a

D. Timing Issues. It is recommended an appointment be confirmed as soon as practical.

RECOMMENDATION: Pursuant to the Municipal Code, Staff has not made a recommendation in regard to appointment as that responsibility lies with the Committee Chair and the Mayor.

ATTACHMENTS:

Attachment #1 - Ron Smicker Application

Attachment #2 - Bonnie Davis Application

Attachment #3 - Linda Rahmeyer Application

Attachment #4 - Chris Boice Application

Attachment #5 - Jeffrey Marotz Application

Attachment #6 - David Bolhuis Application

Attachment #7 - Sheila Anderson Application

Attachment #8 - Manya Nicholson Application



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **HOMELESS COMMISSION**

Meets at 11:00 a.m. on the fourth Monday of each month to research current practices related to addressing the needs of the unhoused population, make recommendations to the City Council on addressing the needs of the unhoused population, review and recommend to the City Council the terms and conditions for contracts and working relationships with private and public agencies regarding services for the unhoused, and receive and consider comments and suggestions from the general public and local businesses regarding homelessness.

Name: Smicker Ron
Last First

Home Address: 2290 NW Witherspoon Ave 97471
Street Zip Code

Phone Number: _____ Cell Phone: (503) 358-0802

Email Address: rsmickerjr@gmail.com

Occupation Nonprofit Development / UGM Portland (remote)
Place of Employment

Business Address 3 NW Third Ave., PDX, 97209 503.274.4483
Phone

1. Do you reside within the Roseburg city limits? Yes No

2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?

Newspaper Social Media City Website Word of Mouth

Other Please Specify: _____

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.

Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

While you would not know it by looking at me today, I have lived experience in homelessness. I have dedicated the last 6 years of my life work in this space. I have training in trauma informed care and de escalation. My goal has been to lend my voice to conversations around homelessness. In my work and my personal life I have made mistakes and learned from them.

HOMELESSNESS IS A UNIVERSAL AND GROWING ISSUE, PORTLAND HAS MADE MISTAKES IN HANDLING THIS ISSUE. LET ME HELP OUR COMMUNITY NOT MAKE THE SAME ONES.

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

I CURRENTLY SERVE AS THE BOARD CHAIR OF A NEW NONPROFIT HERE IN TOWN CALLED THUNDERING WATER. ME AND MY FAMILY ARE ACTIVE MEMBERS OF REDEEMER'S FELLOWSHIP, THE YMCA AND HOPE TO BECOME INVOLVED AT HUKREST ELEMENTARY, AS THIS IS OUR KIDS SCHOOL.

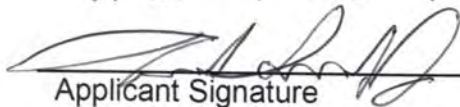
7. Please list community topics of particular concern to you that relate to this appointment.

Understanding and aligning public/private sector expectation
Education (awareness)
Safety
Resourcing and Deployment
Business/Nonprofit collaboration
Root causes vs quick fixes

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

I intentionally and purposefully moved my family from Portland to Roseburg, as we have had extended family here for nearly two decades. My wife is the Head of the Drama Department at RHS and we have two children (4 & 6) who we are excited to raise here. That said, I would like to do my part to model for them healthy interaction and relationship with our houseless neighbors. I will add tremendous value to this Commission as we work to provide the best opportunities for our community to meet the needs of today, tomorrow and beyond.

MY HOPE IS TO CONTINUE TO SEEK OUT OPPORTUNITIES TO NOT ONLY SERVE ROSEBURG, BUT TRANSITION TO A WORK OPPORTUNITY IN ROSEBURG AS WELL.



Applicant Signature

7/28/2022

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org by 5:00 p.m. on Friday, August 12, 2022.

All applications shall be submitted to the Mayor/Commission Chair, with a copy provided to Council. After reviewing all applications, the Mayor/Commission Chair shall recommend a person to fill any vacancies on the Commission. The Mayor will then present his recommendation to Council for confirmation and formal appointment.

Information on this form is public information.

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

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



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Name: Davis Bonnie
Last First

Home Address: 1754 Del Rio Rd 97471
Street Zip Code

Phone Number: _____ Cell Phone: 916-765-5442

Email Address: bj-davis26@hotmail.com

Occupation Retired Library Tech / City of Roseville CA
Place of Employment

Business Address _____ Phone _____

1. Do you reside within the Roseburg city limits? Yes No

2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?

Newspaper Social Media City Website Word of Mouth

Other Please Specify: _____

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.

Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

In working 17 years in a public library, I had daily contact with the homeless. We provided heating & cooling centers as needed. I got to know many of them personally.

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

I volunteer at the Sutherlin Library. I donate blood on a regular basis. I walk almost daily in my neighborhood and often talk to people I meet.

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

My concerns are with crime, litter and safety.

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

I have empathy for those who are homeless. I know there may be mental issues and/or drug and alcohol addictions. I would like to work on solutions to provide housing, clean up parks/streets/river and keep Roseburg beautiful & safe.

Bonnie Davis
Applicant Signature

7/28/22
Date

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Name: Rahmeyer Linda
Last First

Home Address: 2736 W Oriole Dr 97471
Street Zip Code

Phone Number: 541 672 3547 Cell Phone: _____

Email Address: Lrahmeyer@charter.net

Occupation Retired / _____
Place of Employment

Business Address _____ Phone _____

1. Do you reside within the Roseburg city limits? Yes No

2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?

Newspaper Social Media City Website Word of Mouth

Other Please Specify: _____

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.

Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

Career in social services from direct client services to CA State analyst. I will bring years of experience in problem solving social and community issues, including multiple agency cooperation.

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

I have participated in multiple groups brainstorming ideas to reduce homelessness in Roseburg. I worked directly with homeless advocates, DHS, VA, Mercy hospital, and SSA to find permanent housing for two men who were in wheelchairs and living on the streets of Roseburg for several years.

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

I would like to see a streamlined process for providing services to homeless persons. I am interested in the development of a safe and secure areas for people in tents and campers/vehicles to stay, recover, and obtain services. I would like to see our public spaces a place that everyone can enjoy without worry of disturbing campers or dealing with trash and waste from community living.

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

I would like to be more involved in a positive resolution of homelessness in Roseburg.

Linda Rahmeyer

Aug 3 2022

Applicant Signature

Date

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Name: Boice Chris
Last First

Home Address: 255 Dawson Road 97470
Street Zip Code

Phone Number: (541) 430-8699 Cell Phone: (541) 430-8699

Email Address: boice@co.douglas.or.ur

Occupation Commissioner/Business Owner / Douglas County/Big O/Midas
Place of Employment

Business Address 1036 SE Douglas Ave (541) 440-4201
Phone

1. Do you reside within the Roseburg city limits? Yes No

2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth
Other Please Specify: mutual government employee

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
I have been trying to find solutions for the homeless since being elected as Commissioner.

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

see attached

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

Ensuring safety for homeless as well as surrounding residents.

Finding a permanent housing solution.

Finding employment to get people back on track.

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

Personally I see this as a problem that requires many to come together and seek a solution.

Professionally, as a member of government for Douglas County, I feel this as an obligation to find a solution to help our community. n

Chris Boice

Digitally signed by Chris Boice
DN: cn=Chris Boice, o=Douglas County,
ou=Commissioner,
email=boice@co.douglas.or.us, c=US
Date: 2022.08.02 08:57:24 -07'00'

Applicant Signature

Date

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CHRIS BOICE

DOUGLAS COUNTY COMMISSIONER

541-440-4201

BOICE@CO.DOUGLAS.OR.US

Commissioners Office
Courthouse | Room 217
1036 SE Douglas Avenue
Roseburg, Oregon 97470

NOTEWORTHY LEADERSHIP

CHAIR Douglas County Board of Commissioners	2017 • 2020
RESPONSE & RECOVERY Archie Creek Wildfire	2020-2022
RESPONSE & RECOVERY COVID-19 Pandemic	2020-2022
EMERGENCY RESPONSE Douglas County's "Snowmageddon"	2019
EMERGENCY RESPONSE & RECOVERY UCC Tragedy	2015-2018

DEPARTMENT LIAISON

- Assessor's Office
- Local Public Safety Coordinating Council
- Building Facilities Department
- Juvenile Department
- Parole & Probation
- Housing Authority
- Land Department
- Parks Department
- Coastal Region
- Salmon Harbor

COMMUNITY

MEMBERSHIPS

- Local Public Safety Coordinating Council
- South Coast Development Council
- This Association
- That Foundation
- Another Association

BOARDS

- Housing Authority Douglas County
- Industrial Development Board
- CCD Business Development Corp.
- Southwestern Oregon Workforce Investment Board
- Lower Umpqua Economic Development Forum
- NaCo Justice & Public Safety
- Coos, Curry, Douglas Consortium
- Assoc. of Oregon Counties:
 - Public Safety - Vice Chair
 - Legislative Committee - Member
 - Dist. 4 Membership Committee - Member

ADMINISTRATIVE HIGHLIGHTS

Implemented cost-saving initiatives, managed budgets, and supervised financial planning for County-wide Departmental operations to increase County funds consistently since first term began in 2015

Spearheaded the sale of and subsequent economic development of 7 different vacant, undeveloped County-owned industrial sites converting 26 acres of land back onto the tax rolls and into private ownership, with 13 additional acres pending; creating jobs, boosting the economy, and improving the cash flow for the County

Secured \$3.4m contract from Connect Oregon for Fred Wahl Marine Shipyard to relocate to Bolen Island and expand business from 40 employees to 150 and their capacity from 3 boats to 30

Insured consistent and reliable in-person County operations without disruption of County services to residents throughout the Pandemic

Initiated strategic planning for the Parks Department to achieve fiscal sustainability into the future without the need for day use parking

WORK HISTORY

BUSINESS OWNER Big O Tires • Midas | Roseburg, OR
Owned & operated small businesses since 2002

OTHER Goal-Oriented Laborer
Worked for Lauren Young Tire Center 1994-1996. Also worked for DR Johnson Lumber, Alcan Cable and the Roseburg Country Club before hiring on at Big O Tires in 1998 as a Tire Technician; making that his focus full-time from 1999-2002 until he was offered an employee purchase opportunity to buy the business.

EDUCATION

GOLD BEACH HIGH SCHOOL Class of 1990
SCHOOL OF HARD KNOCKS Class of 1991-Present (*Master's Degree*)

THE BOICE FAMILY

Chris married his sweetheart Dolly, a girl from South County, after he moved to Douglas County in 1994 from the Gold Beach area. He & Dolly have one daughter and three sons, the eldest of whom has given them a daughter-in-law and their first grandchild due in August. Living by faith as members of Victory Baptist Church since 1995, Chris is committed first to Christ and his family, and then to this great county, where the Boices have owned and operated small businesses since 2002.

In 2013, Chris Boice became involved in public service when he felt it was time for his generation to step up and serve a leadership role in local government. He takes his leadership very seriously, often taking citizens crabbing or fishing in his boat and flying in his airplane. These activities provide him the opportunity to connect with citizens and discuss concerns & solutions in real life. Many a friendship has been made this way. When not on the water or in the air, Chris and his family can be found recreating on the Dunes, hunting in Oregon's hill country, serving up his famous BBQ ribs around his firepit, or driving around Douglas County in a school bus every Sunday providing kids a ride to and from church!



CITY OF ROSEBURG COMMISSION APPLICATION

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Name: MANOJ Last JEFFREY First

Home Address: 546 NE LINCOLN Street ROSEBURG OR 97470 Zip Code

Phone Number: _____ Cell Phone: 541 900-2407

Email Address: bcwde108@gmail

Occupation NONE / _____ Place of Employment

Business Address _____ Phone _____

1. Do you reside within the Roseburg city limits? Yes No

2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth

Other Please Specify: _____

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
MY EXPERIENCE IS THAT I'M HOMELESS.. FOR THE LAST 20 MONTHS I'VE LIVED WITH THEM AND KNOW THE CHALLENGES THEY FACE DAILY CHALLENGES. AND HELP THE CITY OF ROSEBURG AND THE COMMUNITY.

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

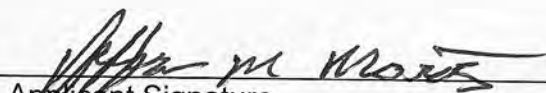
I have worked 18 months with Danny Quijada and Dave Harvey picking up trash and cleaning up homeless camps. Also I work 2 days a week at St. John's Church running the showers for St. Vincent De Paul. I have worked at the warming center and also the cooling center at the senior center. And the community garden with Betty Cunningham.

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

Getting housing for the homeless. Also the costs of clean up of homeless camps. And the park's keeping them clean and healthy for everyone.

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

Because I'm homeless and I think I could be a good liaison for the city.


Applicant Signature

8/7/22
Date

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Name: Bolhuis Last David First

Home Address: 143 Rocky Point Ln Street 97471 Zip Code

Phone Number: (503) 332-7949 Cell Phone: (503) 332-7949

Email Address: davidjr@bolhuisappraisalgroup.com

Occupation ResidentialAppraiser / Home Place of Employment

Business Address 143 Rocky Point Ln (503) 332-7949 Phone

1. Do you reside within the Roseburg city limits? Yes No

2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth

Other Please Specify: _____

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
I work in real estate and have done so now for several years. I am well acquainted with market conditions and social trends as these items are baked into my career. I also have experience in investing and finance. My objective is to help resolve the ongoing homeless issue through the application of my knowledge of markets and money in appropriately allocating funds to the most effective programs.

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

I have some limited experience on local finance boards and was involved in the Culver (Oregon) community by volunteering as a sports coach and Young Life leader.

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

The issues of drug use, exposure to weather conditions and unhealthy living conditions are items of great concern to me.

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

I work in a number of communities within the city of Roseburg that have been affected by the increase in homelessness. I feel a genuine sense of despair at the difficulties they face and am motivated to implement policies that provide them with the necessary resources to live fulfilling lives. I want to see Roseburg thrive and it can only do so if each of its citizens is being provided with the necessary resources to excel. I think that through my career and prior community experiences, I have been equipped to provide sound guidance and make strong and effective policy decisions.



Applicant Signature

08/09/2022

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org by **5:00 p.m. on Friday, August 12, 2022.**

All applications shall be submitted to the Mayor/Commission Chair, with a copy provided to Council. After reviewing all applications, the Mayor/Commission Chair shall recommend a person to fill any vacancies on the Commission. The Mayor will then present his recommendation to Council for confirmation and formal appointment.

Information on this form is public information.

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

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



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **HOMELESS COMMISSION**

Meets at 11:00 a.m. on the fourth Monday of each month to research current practices related to addressing the needs of the unhoused population, make recommendations to the City Council on addressing the needs of the unhoused population, review and recommend to the City Council the terms and conditions for contracts and working relationships with private and public agencies regarding services for the unhoused, and receive and consider comments and suggestions from the general public and local businesses regarding homelessness.

Name: Anderson Sheila C
Last First

Home Address: 1202 SE Douglas Ave 97470
Street Zip Code

Phone Number: N/A Cell Phone: 541-530-4028

Email Address: tina333sheila@gmail.com

Occupation Peer Support / Disabled Specialist Not Employed
Place of Employment

Business Address N/A Phone

- 1. Do you reside within the Roseburg city limits? Yes No
- 2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth
Other Please Specify: Homelessness Solutions

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
I have experienced homelessness for 8 1/2 yrs. I'm currently a Resident in transitional housing with peace at home advocacy. Because of my experience being homeless I can educate, Advocate + speak for the homeless here in Douglas + Abroad

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

Current I'm a legal observer/volunteer
going on-site in camps providing
resources, Needs + Trust with Homeless
Population

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

We really need safe ground
as well - figuring a way out on Sweeps
so gear is recoverable, as Trashing all
gear Exhaust all Community Partners
+ Private Donors

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

- 1) Previous Experience in Field, Deveraux Center, Salvation Army & NW Bible Training Center
- 2) Being homeless myself I know how to assist in Barriers homeless experience
- 3) My Passion to Reach, encourage + bring hope build trust to connect collective

Applicant Signature

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org by 5:00 p.m. on Friday, August 12, 2022.

All applications shall be submitted to the Mayor/Commission Chair, with a copy provided to Council. After reviewing all applications, the Mayor/Commission Chair shall recommend a person to fill any vacancies on the Commission. The Mayor will then present his recommendation to Council for confirmation and formal appointment.

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Name: NICHOLSON MANYA
Last First

Home Address: 657 SE Flint St. 97470
Street Zip Code

Phone Number: 503 519 8805 Cell Phone: _____

Email Address: manya2816@gmail.com

Occupation RETIRED, Volunteer Place of Employment _____

Business Address _____ Phone _____

- 1. Do you reside within the Roseburg city limits? ^{30+ years} Yes No
- 2. Do you own property or a business within the City? ^{9+ year on my own} Yes No
- 3. How did you learn about this vacancy?
 Newspaper Social Media City Website Word of Mouth
 Other Please Specify: _____

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
I am a volunteer. my university training I received a minor in Sociology. I have been on many community social programs in other cities. Today I work with Roseburg Homeless Community. I will help Roseburgs homeless

I have worked Roseburgs cooling centers.

References

Ruth Smith

Betsy Cunningham

Christopher Hutton

Wayne Ellsworth

Kimetha Stallings

they may know me as:

Manya

or

Meg

I would bring ~~a~~ fresh and educated viewpoints

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

HFV - Volunteer. mostly Veterans, because I am one, I have helped house people. I have been at Compass. I own WET SOX Exchange under Sassy Equality. The homeless community know me as MEG. I have been working with the Homeless community for 7 years. Quietly. LAST 2 years I've BEEN VERY ACTIVE

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

SAFE GROUND - Roseburg needs guidance on obtaining safe ground. It seems we are behind other communities and I would love to see a resolution.

EDUCATION. - It is SAD TO see a mother w/child walk (go out of her way) to avoid

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

A homeless person
I HAVE THE EDUCATION. I HAVE THE TIME.
I HAVE COMPASSION AND ON THE GROUND EXPERIENCE
I HAVE THE OASIS IN THE SUMMER, (free water)
I WANT TO HELP.
I WANT TO BE PART OF THE SOLUTION

Marya Nicholas
Applicant Signature

12 Aug 2022
Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org by 5:00 p.m. on Friday, August 12, 2022.

All applications shall be submitted to the Mayor/Commission Chair, with a copy provided to Council. After reviewing all applications, the Mayor/Commission Chair shall recommend a person to fill any vacancies on the Commission. The Mayor will then present his recommendation to Council for confirmation and formal appointment.

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I am 64 yo. University Educated
worked for CHEVRON CHEMICAL CO.
where I was appointed to be a member
of the Columbia County Emergency Management
I understand budgets and immediate needs
vs something that has to wait.

I am a good listener.

I am a problem solver.

I will research a subject until I
UNDERSTAND IT.

I rewrote 40CFR into 8th grade English
for SARA Title III compliance

I argued in front of EPA/ODEQ
I win for me - saved Chevron 25K

I WORK HANDS ON WITH COMPASSION

"HELP OTHERS WITHOUT ANY REASON, AND
GIVE WITHOUT THE EXPECTATION OF RECEIVING
ANYTHING IN RETURN"

ROY T. BENNETT

yes, my work (paid) period was a long time
ago, I never have forgotten what I've learned.

There but for the grace of God, go I

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
August 22, 2022**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on August 22, 2022 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Cole led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Shelley Briggs Loosley, Beverly Cole, Bob Cotterell, Brian Prawitz, Kylee Rummel and Andrea Zielinski.

Absent: Councilors Patrice Sipos and Sheri Moothart.

Others Present: City Manager Nikki Messenger, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Finance Director Ron Harker, Library Director Kris Wiley, Police Chief Gary Klopfenstein, Fire Chief Gary Garrisi, Public Works Director Dawn Easley, Management Assistant Koree Tate and Communications Specialist Suzanne Hurt.

MAYOR REPORTS

Mayor Rich recognized and welcomed Cub Master Marla Windish and the local Cub Scout Pack #165 to the meeting. They were present in the audience to earn their government badge. This process encouraged the Scouts to be a positive part of the community.

COMMISSION REPORTS

Councilor Cotterell chaired a Public Works Commission Meeting on August 11, 2022 and discussed the Storm Pipe Rehabilitation project that was on the current agenda.

Mayor Rich chaired a Homeless Commission Meeting on August 22, 2022 and received a report on the Contract Manager/General Contractor for the navigation center which is on tonight's agenda. They also received updates for the Gary Leif Navigation Center, HTAG and subcommittees, and he asked for warming shelter ideas. Commissioner Shelley Briggs Loosley was elected as the new Vice Chair.

AUDIENCE PARTICIPATION

No one asked to provide a comment.

CONSENT AGENDA

Councilor Cotterell disclosed he was related to the Sap Inc. owner who submitted a change of ownership application for a liquor license, but had no commercial ties to the business. He did not believe he had a conflict but wanted to provide transparency. Attorney Forrester confirmed it was not a conflict. Councilor Cotterell moved to approve the following Consent Agenda items:

- A. Minutes of July 25, 2022 Council Meeting
- B. OLCC New Outlet – MOD Pizza located at 1176 NW Garden Valley Boulevard
- C. OLCC Change of Ownership – SAP Inc. located at 1147 NE Stephens Street
- D. OLCC New Outlet – US Market 541 located at 3150 Aviation Drive

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

RESOLUTION NO. 2022-27 – AUTHORIZING THE ACCEPTANCE OF AN ODOT GRANT AWARD FOR DOUGLAS AVENUE BRIDGE REPLACEMENT

Ms. Easley reported the Oregon Department of Transportation (ODOT) Local Bridge Program (LBP) had awarded funding for the replacement of the Douglas Avenue Bridge over Deer Creek. The existing bridge was load rated and functionally obsolete due to its width and had a sufficiency rating of 26.1 on a scale of 100. The City previously received a grant to design the replacement structure and this grant was for the construction of the replacement structure. This would be a federally funded project, led by ODOT that was scheduled to receive funding in FY 2025-2027. The grant award was for a total project cost of \$7,354,000. Federal funds for the project were limited to \$6,598,744.20, and the required City matching funds were \$755,255.80. The required match may come from a combination of Transportation and/or Urban Renewal Funds.

Councilor Cotterell moved to adopt Resolution No. 2022-27, entitled, “A Resolution Authorizing the Acceptance of a Grant Award from the Oregon Department of Transportation through the Local Bridge Program in the Maximum Amount of \$6,598,744.20 to be used to replace the Deer Creek, Douglas Avenue Bridge.” The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Rummel and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2022-27 as adopted.

ORDINANCE NO. 3574 – CONCERNING THE ESTABLISHMENT OF PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS, FIRST AND SECOND READING; AND RESOLUTION NO. 2022-28 – REFERRING A BALLOT MEASURE FOR THE NOVEMBER 8, 2022 ELECTION

Ms. Sowa discussed on July 11, 2022, Council directed staff to draft an ordinance and resolution referring a ballot measure for the November 8, 2022, General Election prohibiting psilocybin manufacturers and service centers in the city limits of Roseburg. July 25, 2022, Council directed staff to draft the ordinance and resolution referring a ballot measure for the November 8, 2022, General Election concerning establishment of psilocybin manufacturers and service centers in the city limits of Roseburg, to be stated in a way that a “yes” vote would mean psilocybin manufacturers and service centers could operate in Roseburg, and a “no” vote would mean they could not, to match the County’s ballot measure.

Local governments had several options per Section 128 of the Oregon Psilocybin Services Act related to manufacturers and service centers:

1. Adopt an ordinance prohibiting psilocybin manufacturers and service centers in Roseburg, and adopt a resolution referring a ballot measure for the November 8, 2022, General Election prohibiting psilocybin manufacturers and service centers in the City; or
2. Adopt an ordinance placing a two-year moratorium on psilocybin manufacturers and service centers in Roseburg, and adopt a resolution referring a ballot measure for the November 8, 2022, General Election placing a two-year moratorium on psilocybin manufacturers and service centers in Roseburg; or

3. Adopt time, manner, and place regulations for Manufacturers and Service Centers similar to those in place for marijuana facilities.

The Oregon Psilocybin Services Act did not give cities and counties authority to prohibit or place a two-year moratorium on licensed laboratories/testing facilities.

In response to Councilor Prawitz, Attorney Forrester confirmed this was going to the voters to determine if psilocybin facilities should be allowed in city limits. The language for which Council agreed was to present information to the voters for their decision. Council agreed to a first reading of Ordinance No. 3574. Ms. Sowa read Ordinance No. 3574, entitled, "An Ordinance Concerning the Establishment of Psilocybin Service Centers and the Manufacture of Psilocybin Products, and Declaring an Emergency," for the first time.

Councilor Cotterell moved to suspend the rules and proceed with a second reading of Ordinance No. 3574, concerning the establishment of psilocybin service centers and manufacturers of psilocybin products. The motion was seconded by Councilor Rummel and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Rummel and Zielinski voted yes. No one voted no. Ms. Sowa read Ordinance No. 3574, entitled, "An Ordinance Concerning the Establishment of Psilocybin Service Centers and the Manufacture of Psilocybin Products, and Declaring an Emergency," for the second time.

Councilor Cotterell moved to adopt Ordinance No. 3574. The motion was seconded by Councilor Cole. Roll call vote was taken: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Rummel and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3574 as adopted. Councilor Cotterell moved to adopt Resolution No. 2022-28, entitled, "A Resolution Approving Referral to the Electors of the City of Roseburg the Question of Allowing Psilocybin Service Centers and the Manufacture of Psilocybin Products." The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Rummel and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2022-28 as adopted.

ORDINANCE NO. 3575 – GRANTING A TELECOMMUNICATIONS FRANCHISE TO SKYPE COMMUNICATIONS UC CORPORATION, FIRST AND SECOND READING

Ms. Sowa explained she received an application for a telecommunications franchise from Skype Communications US Corporation located in Reno, Nevada. Skype Communications US Corporation began serving Roseburg in January of 2020; therefore, the franchise needed to be made effective retroactively to that date. Such effective date made the initial term of the franchise 3 years, with an expiration date of December 31, 2022. The ordinance allowed a renewal option of three years each, for a total of five terms and would be eligible for four additional 3 year terms.

Council agreed to a first reading of Ordinance No. 3575. Ms. Sowa read Ordinance No. 3575, entitled, "An Ordinance Granting a Telecommunication Franchise to Skype Communications US Corporation Effective Retroactively on January 1, 2020," for the first time. Councilor Cotterell moved to suspend the rules and proceed with a second reading of Ordinance No. 3575, granting a Telecommunications Franchise to Skype Communications US Corporation, effective retroactively to January 1, 2020. The motion was seconded by Councilor Briggs

Loosley and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Rummel and Zielinski voted yes. No one voted no.

Ms. Sowa read Ordinance No. 3575, entitled, "An Ordinance Granting a Telecommunication Franchise to Skype Communications US Corporation Effective Retroactively on January 1, 2020," for the second time. Councilor Cotterell moved to adopt Ordinance No. 3575. The motion was seconded by Councilor Zielinski. Roll call vote was taken: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Rummel and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3575 as adopted.

GARY LEIF NAVIGATION CENTER RENOVATION PROJECT CONSTRUCTION MANAGEMENT/GENERAL CONTRACTOR CONTRACT AWARD RECOMMENDATION – 22GR30

Ms. Easley explained the renovation goal was to provide a place to assist those experiencing homelessness with a temporary place to live and access services. The renovation included installing a new fire sprinkler and alarm system, upgrades to existing HVAC, electrical and lighting, structural improvements, interior demolition and renovation as required, new flooring, and remodeling of existing restrooms. A request for proposals was issued for CM/GC services for this project. Two proposals were received on July 21, 2022. Both proposers were invited to interview with a team of city staff and the project architect. Each firm was ranked as follows:

Proposer	Score
S & B James Company	83.00
Vitus Construction	76.70

Staff's intent was to execute a master contract with the highest ranked proposer. Each task order under the master contract would be individually negotiated based on an agreed upon scope of work. Work that may be accomplished under this contract is as follows:

- Construction Management Services before and during construction.
- Prepare scheduling, cost estimates and value-engineering recommendations, review Design Team's documents for constructability, and provide options for sequencing the work.
- Provide estimating and cost control services. Develop a project budget and reporting system and provide monthly cost status reporting, including cash flow projections.
- Implement all long-lead procurement items and recommend and implement early purchase phase project approach.
- Attend regular meetings with the design team to provide input regarding selection of materials, building systems and equipment.
- Construction of a fully operational Navigation Center on schedule and within budget, at or before the end of the contract term.

This proposal was presented to the Homeless Commission on August 22, 2022 for their review and were unanimous to recommend to Council. The current estimate for renovation was \$836,134.64. The intent was to deliver this project as quickly as possible. S & B James Company was from White City and were currently working on a Navigation Center in Medford,

Oregon. In response to Councilor Prawitz, Ms. Easley said this project was coming from part of the \$1.5 million received from the State.

Councilor Briggs Loosley moved to award a Master CM/GC contract for the renovation of the Gary Leif Navigation Center to S & B James Company. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Rummel and Zielinski voted yes. No one voted no.

STORM PIPE REHABILITATION VINE STREET AND ALAMEDA AVENUE BID AWARD RECOMMENDATION

Ms. Easley discussed that in December 2015, staff identified a failing storm drainage pipe on Harvard Avenue. The pipe was aluminum spiral Ultra Flo piping, and the bottom had corroded out of it prematurely. As a result of that failure, staff began investigating all of the Ultra Flo that had been previously installed within the City and found similar issues with pipes installed in the late 1980s and early 1990s. To address this issue, the City installed Cured-In-Place-Piping (CIPP) within the existing pipes to restore the pipe's structural integrity and extend its useful life.

This project included rehabilitating approximately 904 feet of 42-inch diameter and 483 feet of 48-inch diameter storm drain pipe utilizing CIPP. This project was located in Vine Street between Church and Alameda Avenues and in Alameda Avenue between Vine and Sunset Streets. The project was advertised on July 5, 2022 and bids were opened on August 2, 2022. Five bids were received:

No.	Bidder	Total Bid Amount
1	Allied Trenchless	\$ 540,750.00
2	Michels Corp.	\$ 553,863.00
3	Iron Horse	\$ 638,676.00
4	Whitaker Construction	\$ 689,279.00
5	Insituform Technologies	\$ 958,000.00
	<i>Engineer's Estimate</i>	<i>\$617,048.00</i>

The project was budgeted in FY 22-23. The Notice to Proceed would be issued after September 2022 and the contractor was allowed 275 calendar days to complete the work. Funds were budgeted and available to construct the project. The bid appeared to be both responsive and responsible. The Public Works Commission discussed this project at their August 8, 2022, meeting and recommended awarding the project to the lowest responsible bidder, Allied Trenchless, for \$540,750.00. To answer Councilor Cotterell, Ms. Easley confirmed no digging was involved for the project because it involved insertion.

Councilor Cotterell moved to award the Storm Pipe Rehabilitation Vine Street and Alameda Avenue project to the lowest responsible bidder, Allied Trenchless, for \$540,750.00. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Rummel and Zielinski voted yes. No one voted no.

ARPA FUNDING REQUESTS

Ms. Messenger reported the City was scheduled to receive slightly over \$5.2 million in ARPA funding. To date, just under \$786,000 was spent or committed on the following:

<i>Police robot</i>	\$	39,995
<i>Troost property</i>	\$	121,118
<i>Transfers</i>	\$	433,350
<i>USEDA grant preparation</i>	\$	39,018
<i>Homeless services – Cooling/Warming, porta toilets, etc.</i>	\$	53,093
<i>Parking contract</i>	\$	50,000
<i>IT Firewall Replacement</i>	\$	49,222
Total	\$	785,796

In addition to the expenditures, the City may have additional expenses related to the Gary Leif Navigation Center that would require the use of those funds. The City entered into a contract with UCAN for the operation of the Center through June 30, 2024, with a not to exceed amount of \$3.25 million. This expense, combined with purchase and construction costs, may total in excess of \$4.55 million. So far, \$2.8 million was expected in funding, leaving a balance of \$1.75 million. If additional funding was not realized, this gap would require the use of ARPA funding. Reserving this amount would mean \$2.536 million had been “committed.”

Ms. Messenger continued that the Umpqua Valley Arts Association (UVAA) leased the building at 1624 W. Harvard Avenue from the City. Under the lease agreement, UVAA was required to maintain the heating, ventilation and cooling systems, which they had done. The air conditioning units reached the end of their useful life. One or more units started leaking, which may cause damage to the building if not addressed. Emily Brandt, UVAA Executive Director, contacted staff regarding the potential replacement of the units given the non-profit association had spent thousands each year to repair them, only to have them break down again. The initial quote for the replacement of the units and related work was just under \$36,000. Staff verbally authorized the replacement of the units, with the understanding that the City would reimburse UVAA. If ARPA funding was not authorized, staff planned to utilize Facilities Funds, which may require a budget adjustment.

In addition to replacing the existing units, UVAA requested consideration for adding units to heat and cool the upstairs. In the past, the upstairs was used for storage, but more recently, UVAA began using the space for staff offices. The request included two outdoor ductless heat pumps and five indoor wall mounted ductless heat pumps to heat and cool the upstairs spaces. The initial quote for the upstairs systems was just under \$20,500. Combined, the two quotes were approximately \$56,500. Given that prices may have risen, a conservative estimate for both with a small contingency would be \$65,000. In order to avoid damage at the Arts Center due to the leaking air conditioning units, the City Manager authorized reimbursement for replacement of the existing units and recommended the use of ARPA funds for the expenditure.

Ms. Messenger continued that the boiler at the Library was at the end of its useful life. The estimate received in February was for \$66,000. Prices had likely risen since that time, so staff estimated \$75,000 to be safe. Maintenance staff recommended replacement of the boiler as soon as possible to ensure the system functioned properly heading into winter. The Douglas ESD would share in the cost of the boiler replacement. The Library boiler failed multiple times this summer and the maintenance staff kept it working the best they could. Replacement prior to winter made sense and would require funding either from the Facilities Fund via a budget adjustment or from the ARPA fund.

In response to Councilor Cotterell, Ms. Messenger confirmed ARPA funds spent at the Library would have some reimbursement once ESD paid for their portion of the boiler replacement. Councilor Cotterell moved to authorize ARPA funding up to \$65,000 for improvements at the Arts Center and \$75,000 for the boiler replacement at the Library. The motion was seconded by Councilor Rummel and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Rummel and Zielinski voted yes. No one voted no.

PARKING ENFORCEMENT SERVICES DISCUSSION

Mr. Cowie stated the City entered into a contract for parking enforcement services with ACE Parking at the beginning of 2022 for the downtown area and Laurelwood neighborhood. In April 2020, the ParkSmart contract was cancelled and later Rick Williams provided a study and gave suggestions on how to move forward with the parking enforcement program. City Council authorized a supplemental budget shortly thereafter in order to establish additional funding for the Off-Street Parking Fund. This action was done in order to help cover the cost of the new contract while ACE began establishing the new parking program. Unfortunately, after several months of monitoring, ACE was unable to generate the revenue necessary in order to cover the cost of the contract. In order to continue, changes to the parking program required Council and recommended changes would cover only the cost of the contract with ACE. Additional funding was necessary in order to help cover costs associated with maintenance of the parking garage and other surface parking lots and included general maintenance, insurance, utilities, and the need for future upgrades.

In order to address the long-term viability of the new parking program, the issue had been divided into three categories.

1. *ACE Parking Contract* – Although the parking enforcement contract with ACE was authorized December 13, 2021, the remaining month of December and all of January 2022, was spent by ACE starting their program and helping to educate the public and downtown individuals concerning new parking rules. As a result, no revenue was generated during that time. Revenue generated from the month of February to July showed an average net income loss of \$10,730 a month. Although it was anticipated that it would take several months and future changes to different aspects of the parking program in order to generate a consistent revenue necessary to sustain the program, it was not anticipated that there would be this significant of a shortfall in the monthly revenue. In order to address this situation staff met with ACE, and they recommended four different changes that could assist in increasing parking revenue in order to cover the cost of their contract:

A. Meters – The City had 268 meters, but only 60-85 meters worked properly at any given time. ACE recommended pulling meter spaces and turn them into time limit and permit on-street parking spaces. They wanted to pull the majority of the meters. The breakdown of parking spaces would then become:

Total Spaces = 731

- Meter = 89
- Time Limit = 533
- Time Limit/Permit Only = 109 (could also be a residential permit)

B. Free Spaces – The free parking spaces in the parking lot behind Downtown Fitness and in the Parking Garage needed converted to time limited parking. Currently they were used by downtown employees and residents.

Parking Garage: First floor of garage needed identified as 4-hr parking with one-day parking permit options online or for purchase at the parking office.

Free Parking Lot behind Downtown Fitness:

Total Spaces = 56

- 4-hr Time Limit or one-day parking permit = 42
- Permit Only = 14 (could obtain from Ace for a full day if needed)

C. Parking Permit Rate Increase – The parking rates throughout the city were lower than the rates in comparable cities and needed adjusted to reflect current conditions. ACE recommended making adjustments while simplifying the permit rate structure from 8 different rates to 4 rates.

Parking Lot/Permit	Current Rate	Proposed Rate
Armory	\$35	\$50
Court	\$22	\$30
Phillips	\$28	\$30
Garage 2	\$22	\$30
Garage 3	\$17	\$30
Oversize	\$25	\$30
Shalimar	\$32	\$30
Resident	\$10	\$20
One Day	\$5	\$10

D. Parking Code Amendments – ACE suggested specific code amendments that would help to facilitate easier enforcement and future changes. Staff worked on drafting possible code amendments based on recommendations provided by ACE: (1) a new section 8.08.015 surrounding parking citations; (2) limits on moving your vehicle after two hours to another parking space in the area to avoid a ticket; (3) providing the City Manager with the authority to establish parking meter zones.

2. *Additional Revenue for Ongoing Maintenance, Insurance Coverage, Utilities, and Future Upgrades* – As indicated previously, regardless of the changes identified, revenue from those modifications were forecasted to produce enough revenue only to cover the cost of the contract for enforcement services. The ongoing maintenance, insurance coverage, utilities, and future upgrades to the parking garage and the other five surface lots did not have any source of current funding.

Councilor Cotterell noted there were a lot of salons and tattoo businesses in the downtown area that would take well over the two hour parking limit and suggested a different option for their customers. Mr. Cowie said he spoke with the salon and tattoo businesses regarding longer parking hours. There was a parking lot that was four hours or a person could obtain a full day permit if necessary. Councilor Cotterell understood, but did not want to see customers pay for such permits just to do business downtown. Councilor Cole said the suggested increase for the Armory lot seemed too steep, especially for students who might obtain permits because they live in the building across the street. Mr. Cowie explained there might be some students in that parking lot, but many were using the parking garage or were working through permits from owners in the area if living in the apartments. In response to Mayor Rich, Mr. Cowie discussed it was a City parking lot that had high turnover. The price increases were an effort to cover their average loss. In regards to the meters, they would be placed in particular areas and broken meters removed. To answer Councilor Cole, Mr. Cowie said the discussion was about existing meters and not new ones that could take a debit or credit card. In order to be successful, it would be necessary to identify additional sources of revenue to cover costs and ensure the entirety of the parking program became financially self-sustaining.

The need to explore and implement additional funding options was a recommendation provided within the Downtown Parking Assessment and Plan completed in 2021. Additional forms of obtaining off-street parking revenue, beyond enforcement, had occurred throughout downtown's history. This additional revenue was typically through the use of two different methods; (1) parking meters, in which patrons to the downtown area covered the costs of off-street parking, or (2) businesses/professionals within the downtown area through the use of a tax to cover the costs, with free parking established for patrons.

Based on the current financial situation, staff asked Council to consider similar types of options for the downtown area again, in order to generate the necessary revenue to maintain the City parking garage and surface lots for downtown patrons, businesses, and professionals.

Several options were broken into categories for consideration:

A. (Options Affecting Customers)

Centralized Parking Meters in the Central Business District

Many cities collect revenue through parking meters and direct it to parking funds. This would require the off-street parking fund to borrow money necessary to purchase and install new multi-space pay-stations in the Central Business District and set meter rates at a cost that would help to cover the purchase and installation of new meters as well as operation, maintenance and future improvements to the parking garage and surface lots.

Mr. Cowie said Rick Williams provided some analysis and if the City were to say we needed 29 pay stations, 9 spaces per pay station, it would be around \$290,000 for purchase, signage, installation, meter removal, and 5 year warranty.

B. (Options Affecting Businesses)

Parking and Business Improvement Area or District (BIA or BID)

An assessment on businesses rather than property owners could be based on assessed value, gross sales, square footage, customer parking demand, number of employees, business type or other factors established by City Council. As an example, Salem, OR, assessed taxes on businesses in its downtown Parking District to support parking services and future supply similar to a BIA or BID. That is what was done before when there was a taxing district. Free parking was still free for downtown but the business owner paid for it.

Parking Deficiency Fees

Parking deficiency fees were spent exclusively on developing and operating downtown public parking, which served downtown customers, employees, and residents. Businesses and residents within the downtown parking district that do not have adequate parking spaces as required by Roseburg Municipal Code Title 12 were required to pay a fee for the number of spaces they were deficient. Parking deficiency fees were based on the following formula:

- Business Area/Parking Standard = Required Spaces
- Required Spaces - On-site spaces = Deficient Spaces
- Deficient Spaces x Quarterly rate (\$/space) = Fee

Businesses or residents operating in the downtown parking district were required to pay the fee on a quarterly basis. Penalties were charged for bills not paid. The City of Santa Cruz, CA, operated a successful parking deficiency fee program. All public parking lots and garages in Santa Cruz were purchased and developed using those funds. Currently, the downtown parking programs provided over 1,800 parking spaces.

C. (Options affecting the General Public)

Divestment of Public Property

This would entail divesting ownership of one or more existing public lots (most underutilized) through sale to a private owner. Surplus revenue derived from such sales would then be allocated to the off-street parking fund to support more efficient parking operations. Vancouver, WA, divested itself of two parking garages in its downtown to buy down debt service on other parking assets being carried in its general fund. The City of Bozeman, MT, considered the sale of public surface lots to generate funds for the possible construction of a new parking garage that would allow new private land use(s), consolidate current supply, and anticipate future demand.

Mr. Cowie warned that although divestment of an existing parking lot may be an option to consider, it would provide only one-time funding and not be an ongoing source to cover recurring expenses. This option could serve as a good short-term solution to obtaining

additional funding in order to cover existing costs or to invest in new parking improvements such as centralized meters.

3. *Current state of the Parking Garage* – Implementing plans around any of the options identified would take a considerable amount of time and effort. If the City were to continue to contract with ACE, Council must take action quickly surrounding their recommendations. If an increase to the cost of parking permits occurred, staff recommended that over the course of the next year the City utilize ARPA funding to help cover the costs of both maintenance/janitorial and security services at the parking garage, while long-term solutions identified were determined and set up. Although only temporary for a one-year period, that service would help provide necessary maintenance and security to the parking garage, an issue that the City receives complaints about from current individuals parking in the garage and other downtown businesses and residents. Bids for both janitorial services and security services were obtained by staff.

The Off Street Parking Fund currently maintained a small balance, and with revenues generated for the month of August, it was projected that the City would be able to cover its August expenses. However, staff projected that the Off Street Parking Fund would have insufficient funds available to cover the September invoice unless modifications were made to the parking program. Decisions were needed to determine how we can make the parking program financially sustainable before this money was gone or a new appropriation was needed. In response to Councilor Cole, Mr. Cowie explained the City and Council were made aware there would be adjustments and it would take time to work with the budget to generate revenue. He was surprised the revenue numbers were so low because ACE anticipated around \$28,000 a month and were currently generating \$8,000 to \$9,000 a month.

Ms. Messenger noted there was a thirty day option to cancel the contract, but the City would have to pay for the equipment. Parking was never free, someone would have to pay for it. Mr. Cowie added that whether this was ACE or a different vendor, they would still have the same issues and conversations. Mayor Rich suggested Council look at using ARPA funds to clean up the parking garage and have security, but felt some of the other issues would take a Work Study session to further discuss. Mr. Cowie agreed and said the \$50,000 line of credit was about gone. The City needed to provide for additional funds or make changes they suggested. ACE thought their suggestions would help them cover their expenses. Councilor Cole wondered how they expected to make money when there were so many broken meters. Mr. Cowie added the data provided prior to ACE was from ParkSmart when more meters were functioning. There was a reason they eliminated their contract with the City and were not generating enough money either. There hadn't been a parking program for two years and everyone knew it would take time to establish a working program.

Councilor Prawitz discussed his concerns regarding the parking program. He did not want to see money expended from the backs of business owners or people visiting, nor did he want to raise the permit fees. He knew it would be difficult to explain to business owners on why they would have to pay for parking. Security in the parking garage was an obvious approval for him. Parking meters were a clear use but suggested the City look at investing in new meters that would allow payment by debit or credit cards. ACE was an independent contractor and did not feel bad they overshot their proposal. They needed to keep things as simple as possible

because he was not good with taxing businesses or raising fees. To answer Councilor Cotterell's question, Mr. Cowie said a downtown association was a completely different subject and was not part of the proposal. He looked for direction from Council because if they could not pay for the contract, he needed to know how to move forward.

Sarah Morin, downtown business owner, shared with Council the realization that business owners were taking a lot of the on street parking and free parking in the garage on the first level. She was frustrated no one was holding the business owners accountable and rather than going after a few, she suggested a blanket effort and rule for all. She also felt a two hour parking zone was a bad message to visitors that they had to park, hurry to do their business and get out. It took longer than two hours if someone wanted to have a meal and do some shopping. It was good to look at different steps and hoped Council would discuss all options. Ms. Morin shared some safety concerns for her clients and herself when walking to their vehicle and asked if motion cameras could be added in the garage. She thought that would assist with catching vandals, especially for the constant graffiti issues. In response to Mayor Rich, Ms. Morin agreed that raising prices for permits at this time was not a good message or timing with today's cost of living. To have business owners stay in the downtown area, there needed to be a change, and this was not the right message. She confirmed that since owners were not allowed to park on the street, they were taking over spaces behind Downtown Fitness and on the first floor of the parking garage.

To answer Councilor Cole, Mr. Cowie confirmed the parking lot behind Downtown Fitness was supposed to be for customers, not business owners. In the past, businesses were asked to provide a list of their employees and license plate numbers. Mayor Rich thought it would be more cost effective to pay a monthly fee for an upper level in the garage rather than paying for other permits or tickets and might help stop the illegal parking issues. Mr. Cowie said downtown was unique, it had a charm and its own appeal and characteristics to attract people to the area. In other parts of town, many businesses had their own parking lots so they were paying for parking for their customers, but in a lot. The question was how to deal with parking in the current model and if it was for the owners or customers to handle the cost. Councilor Rummel suggested having business owners start submitting their employees and license plate information again to have ACE monitor the free parking zones. It would either boost permits or tickets based on who was abusing the locations. In response to Councilor Prawitz, Ms. Morin said it was hard to get a parking place when there was no enforcement. She was not sure if having permits or meters were the right way to do things, but she knew if no one was held accountable then nothing would change.

Councilor Zielinski wanted to see safety and security as the top priority. Until that was in place, people would not feel good about parking in the garage. She did not want to raise fees or have more issues where people did not feel like they had time to shop, eat, have a drink, etc. She agreed the City needed to look at a more innovative approach on how to solve the problem and newer technology options that would make paying for parking easier. It was understandable that some people may not be comfortable with new technology, but overall it might be more cost effective. Councilor Rummel agreed and suggested using ARPA funds for janitorial and security purposes in the parking garage.

Zachary Weiss, business downtown owner, understood parking was not free. He was also a downtown resident and utilized the permit process. Parking meters could be the best option, but with more advanced technology and the ability to pay through an application on a cell phone. If the two hour time limit remained then it was telling people to hurry and leave. Updated equipment would cost more on the front end, but would have a more viable turnaround to recoup costs.

Councilor Prawitz suggested spreading out the cost by installing updated equipment at different times. Parking had always been an issue, but he had a problem with the Police Department spending time enforcing parking issues or the Finance Director selling and issuing permits. Mayor Rich reiterated that most agreed the parking garage was an issue and needed the janitorial and security option implemented. He would like to know what the cost would be for new meters and to phase them in. Councilor Zielinski added downtown Portland had a kiosk for an area, a person would purchase the permit, and place it on the window or dash. There were many options to explore.

Councilor Cotterell moved to authorize the use of ARPA funds to pay for janitorial and security services for a period of one year. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Prawitz, Rummel and Zielinski voted yes. No one voted no. Councilor Prawitz added that security cameras were great in theory, but not as effective in practice.

Mayor Rich said he would like to discuss recommended changes by ACE in order to make adjustments and generate the revenue necessary to cover the costs of the contract. Ms. Messenger noted that when ACE was first here, they fixed many broken meters to get them working again. One option to consider was to have Mr. Cowie work with them on what it would take to remove the meters. In the interim they could make some time limit changes for the parking lot behind Downtown Fitness and in the parking garage. Councilor Cotterell said he was interested in the return rate for the meters and what the cost would be for new ones that better utilized technology. Ms. Messenger warned there was not a long term funding source outside their current discussion. Businesses not located downtown paid to construct and maintain their parking lots and spaces, and paid property tax on those lots. There needed to be a balance and it was important that costs were affordable for the business owners and customers. Councilor Prawitz did not want to keep funding ACE if they were not going to work. It was irresponsible to terminate the contract, but wanted to know they were out there enforcing and working hard for the program rather than dictating the contract on how they do their business. Mr. Cowie mentioned it was part of their contract that the City pay the base fee, but there was incentive pay for a successful program where they obtained funds above the contracted amount.

In response to Mayor Rich, Ms. Messenger said ACE needed to provide a list of meters to have removed for Council's review. Councilor Zielinski suggested providing a flyer for downtown businesses when another parking topic was presented to Council. Councilor Prawitz asked what it would take to adjust the free parking zones from two hours to three hours. Ms. Messenger said the number of signs would be under one hundred so it would be a cost of staff time to change the signs and it could take upwards of a month to make changes for the new signs. Mr. Cowie added that when a decision was made, they would circulate information to

09/12/2022

the downtown businesses. For other items, a parking study may be needed to determine costs for infrastructure and how much things would cost. Attorney Forrester interjected that Council would need to make a motion if they wanted a time limit change to the Downtown Fitness parking lot and the parking garage.

Councilor Cotterell moved to have Staff move forward with time limit constraints for the parking structure first floor and the Downtown Fitness Parking lot. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Brigs Loosley, Cole, Cotterell, Prawitz, Rummel and Zielinski voted yes. No one voted no. Ms. Messenger commended Mr. Cowie for the time he took to provide the presentation to Council because none of them were parking experts. Councilor Prawitz suggested Council frequent downtown businesses because it was hard to circulate accurate information. Councilor Rummel thanked the business owners who came forward to speak to Council about this complex situation because Council needed feedback for them to be able to make the best decisions.

ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

No items were brought forward.

ADJOURNMENT

The meeting adjourned at 9:16 p.m.



Koree Tate
Management Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CITY MANAGER ACTIVITY REPORT

Meeting Date: September 12, 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 September 12, 2022, meeting, the following items are included:

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



Agenda
Department Head Meeting
PSC Umpqua Conference Room
August 23, 2022 - 10:00 a.m.

1. August 22, 2022 City Council Meeting Synopsis
2. September 12, 2022 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
 - A. Loudspeaker Permit – August 27, 2022
 - B. Loudspeaker Permit – August 27, 2022
 - C. Grant Checklist – 2023 Ready to Read
5. Department Items



Agenda
Department Head Meeting
PSC Umpqua Conference Room
September 6, 2022 - 10:00 a.m.

1. September 12, 2022 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
 - A. Outdoor permit – September 16, 2022
4. Department Items
 - a. Time Capsule Discussion - AS
5. Employee Service Pins
 - a. Amy Rice, Fire Department – 25 Years

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- ARPA Funds Discussion
- RPEA Labor Negotiation
- Umpqua Basin Urban Services Agreement
- Urban Growth Boundary Swap

September 26, 2022

Mayor Reports

- A. City of Roseburg's Sesquicentennial Proclamation

Consent Agenda

- A. Minutes of September 12, 2022

Department Items

- A. 2022 Oregon Public Library Statistical Report

Informational

- A. City Manager Activity Report

October 10, 2022

Consent Agenda

- A. Minutes of September 26, 2022

Public Hearing

- A. Ordinance No. --- - Proposed Annexation, Zone Change, adopted Findings and First Reading for Housley Avenue

Informational

- A. City Manager Activity Report

October 24, 2022

Mayor Reports

- A. Veterans Day Proclamation

Consent Agenda

- A. Minutes of October 10, 2022

Ordinances

- A. Ordinance No. --- - Annexation, Zone Change and Second Reading for Housley Avenue

Informational

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

November 14, 2022

Consent Agenda

- A. Minutes of October 24, 2022

Resolutions

- A. Resolution No. 2022- -- Bulk Water Fee Update

Informational

- A. City Manager Activity Report

Executive Session ORS 192-660(2)(i) – Municipal Court Judge Annual Evaluation

December 12, 2022

Mayor Reports

- A. Municipal Court Judge Compensation

Consent Agenda

- A. Minutes of November 14, 2022

Informational

- A. City Manager Activity Report
-

January 9, 2023

Mayor Reports

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

Commission Reports/Council Ward Reports

- A. Election of Council President

Consent Agenda

- A. December 12, 2022 Meeting Minutes

Informational

- City Manager Activity Report
-

January 23, 2023

Consent Agenda

- A. January 9, 2023 Meeting Minutes

Informational

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

Friday Message
August 26, 2022

- Slurry seals are under way, with the projects scheduled to be finished Saturday, August 27. A list of streets and days can be found here: <https://www.cityofroseburg.org/news/default/summer-street-maintenance-starts-next-week/>
- The City's 150th Birthday celebration planning is well underway thanks to a committee of community partners co-chaired by Shelly Briggs-Loosely and Sarah Holborow. A series of events is planned to commemorate the October sesquicentennial, including a fun run/walk and birthday party in Stewart Park October 2, Bloctoberfest downtown on October 8, burying a time capsule at City Hall on October 3 and much more. Thanks to all involved with creating a memorable series of events to mark this milestone!
- Earlier this week, staff finalized a lease agreement with UCAN for the Mill Street property. The operational agreement for the Gary Leif Navigation Center has been in place for a number of months. For a variety of reasons, both parties agreed a lease agreement was also needed. Since the term is under five years, it was within the City Manager's authority to execute the agreement.
- Staff is putting together contracts for both security and vandalism/garbage clean up for the parking structure with the hope of having a September 1 start date.
- Chief Klopfenstein and I attended a Sobering Center Steering Committee meeting on Tuesday and heard updates on usage and finances. The partners discussed the potential for updating policies to allow self check-in options in order to fully utilize the facility. Future discussions will continue about these potential policy changes.
- The Charter Committee met on Wednesday and continued their work on identifying potential updates to present to Council for consideration. Any modifications will require approval by the voters.
- Charter Communications franchise agreement for cable TV is set to expire in 2023 and staff has been working on potential updates to the agreement prior to entering negotiations with Charter.
- The Airport Commission met last week and approved an updated draft five-year capital improvement plan for submission to the FAA. The plan captures potential projects to utilize both the Airport Improvement Program (AIP) and the additional Bipartisan Infrastructure Law (BIL) funding the airport is scheduled to receive.
- Last Thursday, I attended the CCD Business Development Corporation's quarterly board meeting in Coos Bay. Other meetings attended included the monthly phone call with Commissioner Freeman, a meet and greet with Liz Hill, a work plan meeting regarding the Partnership, a meeting with UCC President Rachel Pokrandt, a couple

of Med Ed related phone meetings, and a meeting with a consultant to discuss potential security camera projects at the airport and downtown parking structure.

- The fall Swift Watch begins next Friday and continues every Friday through mid-September (7-8:30 pm). If you haven't checked this out, it is quite a "show".
- Below are a few pictures from last night's employee golf scramble. Thanks to Val Ligon and Tracy Moser for putting together a great wellness event!



- I will be out of the office next Thursday and Friday, returning on Tuesday, September 6. Amy Sowa will be available if you need anything.
- Meetings next week: N/A
- Current Press Releases can be found here: <https://www.cityofroseburg.org/news>

City Offices will be closed September 5 in observance of Labor Day

