

**ROSEBURG CITY COUNCIL AGENDA – SEPTEMBER 26, 2022**

**City Council Chambers, City Hall**

**900 SE Douglas Avenue, Roseburg, Oregon 97470**

**Public Online Access:**

**City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>**

**Facebook Live at [www.Facebook.com/CityofRoseburg](http://www.Facebook.com/CityofRoseburg)**



U  
9-22-2022

*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. City of Roseburg's Sesquicentennial Proclamation
- B. Crossroads (Adapt Integrated Health Care) Day Proclamation

**5. Commission Reports/Council Ward Reports**

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

**7. Consent Agenda**

- A. September 12, 2022 Council Meeting Minutes
- B. OLCC New Outlet – Chipotle Mexican Grill, Inc. located at 2060 NW Stewart Parkway
- C. OLCC New Outlet – Urban NY Pizza & Grill located at 529 SE Jackson Street

**8. Ordinances**

- A. Ordinance No. 3576 – Amending Subsection 2.34.080 “Councilor Training - Reimbursement of Expenses” of the Roseburg Municipal Code, First Reading

**9. Department Items**

- A. 2022 Oregon Public Library Statistical Report
- B. Parking Enforcement Services Discussion
- C. Providing Interim Cash Flow Financing for Off Street Parking Fund

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

**11. Adjourn**

**12. Executive Session ORS 192.660(2)(d) – RPEA Labor 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:*

**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](mailto:info@cityofroseburg.org)
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email ([info@cityofroseburg.org](mailto: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](mailto: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

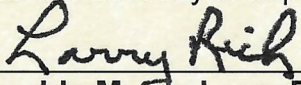
## CITY OF ROSEBURG, OREGON

### Roseburg Sesquicentennial 150 Years of Dedicated Services to Roseburg Community

- WHEREAS:** Roseburg is located on the former lands of numerous Indian Tribes, including the Cow Creek Band of Umpqua Tribe of Indians. Roseburg was the site of the 1855 Battle of Hungry Hill of 1855-56, fought between southern Oregon Indian groups and the US Army; and
- WHEREAS:** The city was named for settler Aaron Rose who established a homestead within the current city limits on September 23, 1851 and constructed the first building in what would become Roseburg; and
- WHEREAS:** The newly restored Aaron Rose life-size cutout will be unveiled at the 'Party in the Park' at Stewart Park and then reside at City Hall.
- WHEREAS:** Roseburg was first known as Deer Creek because it was at the confluence of Deer Creek and the South Umpqua River. In 1854, voters chose Roseburg as the county seat, and Rose donated 3 acres of land for the building of the courthouse; and
- WHEREAS:** Roseburg grew and by the 1970s was branded as the 'Timber Capital of the Nation'; and
- WHEREAS:** Today, Roseburg is a full-service city with both urban and rural elements characterized by historic districts, outdoor recreation and embodies a small-town spirit that is evident in the culture and community events, and.
- WHEREAS:** The Roseburg 150, through partnerships with organizations, businesses, and dedicated volunteers, will recognize our history through events, displays and recognitions.

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim October 3, 2022, as Roseburg's Sesquicentennial '150<sup>th</sup> Birthday' and urge citizens to participate, celebrate and actively commemorate the past and present, and imagine Roseburg's future.

DATED this 26th day of September 2022.

  
\_\_\_\_\_  
Honorable Mayor Larry Rich



# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### **CROSSROADS (Adapt Integrated Health Care) DAY**

**WHEREAS:** On September 22, 2022 Adapt Integrated Health Care's Crossroads Residential Treatment Program celebrated 40 years of service to the residents of Roseburg and southwest Oregon; and

**WHEREAS:** the mission of the Adapt Integrated Health Care is to provide our communities access to high-quality primary care, addictions treatment, behavioral health care and prevention services to promote health and restore live; and

**WHEREAS:** the Crossroads Residential Treatment program is dedicated to continuing to provide our community access to critical addictions treatment in an inpatient setting, along with detoxification treatment services for those in need; and

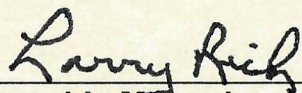
**WHEREAS:** the Crossroads Residential Treatment program provides a second chance at life and involvement in our community in line with the work of Adapt Integrated Health Care.

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim September 22, 2022, as

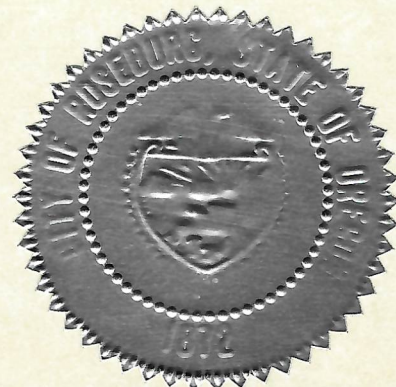
### **CROSSROADS DAY**

in honor of their fortieth anniversary and call upon the people of Roseburg to join with fellow citizens in recognizing this observance.

**DATED** this 26th day of September 2022.



Honorable Mayor Larry Rich



**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
September 12, 2022**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on September 12, 2022 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL

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

Absent: Councilors Bob Cotterell and 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, Library Director Kris Wiley, Police Chief Gary Klopfenstein, Public Works Director Dawn Easley, Management Assistant Koree Tate and Communications Specialist Suzanne Hurt.

CONSTITUTION DAY PROCLAMATION

Mayor Rich proclaimed September 17, 2022 as Constitution Day and asked citizens to reaffirm the ideals the framers of the Constitution had in 1787 by protecting the freedoms guaranteed to us through this guardian of liberties. Mr. Larry Reeves, Precinct Committee person and local Chapter Lead of the John Birch Society, accepted the proclamation. As a citizen, he thanked the Mayor and Council for the proclamation and said the constitution was one of the most important documents ever created other than Holy Scripture.

CITY MANAGER COMPENSATION

Mr. VanWinkle said the Council's annual evaluation process with the City Manager concluded at the August 22, 2022 meeting in Executive Session. Council had the opportunity to adjust the City Manager's salary and for comparison purposes, other non-represented employees received a 3% cost of living adjustment. If Council were to approve the same adjustment it would increase the City Manager's salary to \$14,115 a month. Councilor Prawitz moved to adjust compensation for the City Manager to receive a 3% cost of living increase effective September 1, 2022. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no.

MAYOR REPORTS

Mayor Rich said Councilor Zielinski would represent the City at the annual League of Oregon Cities conference and would provide an update to Council. Mayor Rich introduced Ruth Smith in the audience who was running unopposed for the Ward IV Councilor position.

HOMELESS COMMISSION APPOINTMENT

Mayor Rich explained there was a vacancy on the Homeless Commission after Mike Fieldman resigned in July. Eight applications were received from Ron Smicker, Bonnie Davis, Linda Rahmeyer, Chris Boice, Jeffrey Marotz, David Bolhuis, Sheila Anderson and Manya Nicholson.

He thanked everyone who applied for the vacant position that was considered at-large. He recommended the appointment to Douglas County Commissioner Chris Boice who would be an added benefit through his knowledge and position at the County. Councilor Briggs Loosley moved to appoint Chris Boice to the Homeless Commission. The motion was seconded by Councilor Cole and approved with the following vote: Councilors Briggs Loosley, Cole, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no. Mayor Rich congratulated Chris Boice as the new Homeless Commission member.

#### ROSEBURG CHARTER REVIEW COMMITTEE UPDATE

Councilor Zielinski shared the Roseburg Charter Review Committee had been reviewing the current City Charter. The Charter was available online on the City's website under Codes and Ordinances. The Committee had made recommendations that would be reviewed to determine the best options to go before voters. They were carefully going through each chapter and had put forth much thought and effort for the process. The League of Oregon Cities Model Charter was used for comparison against the City's when determining and recommending changes. It was important to keep in mind that if they put forward five changes, but the voters were unhappy with one, it could make the difference of whether the entire document would pass. They were working to make the best presentation possible so that voters would consider to vote yes.

#### SPECIAL PRESENTATION – GARY LEIF NAVIGATION CENTER BY PROGRAM MANAGER ERICA KIMREY

Erica Kimrey, Gary Leif Navigation Center Program Manager, discussed the program had a wait list of 75 people and they recently had three men graduate the program into housing. One male was connected with family in Washington, one was able to move to the Deer Creek Village by collaboration with Veteran Services and the third had friends who offered a place to live. At the Navigation Center, they had helped 100 people with walk-in services. They helped provide identification services, obtain cell phones to stay in contact with providers, connect with providers and assist with obtaining Oregon Health Plan coverage. Construction for the building was planned to begin in October. In response to Councilor Prawitz and Mayor Rich, Ms. Kimrey said their current capacity was 17 people because the building was not ready, but once complete they could help an additional 30 people. The wait list was first come first serve, but preference would be given to people with children, elderly with medical problems and others who might have some critical illness concerns. Mayor Rich thanked Ms. Kimrey for the update and noted how it showed a strong interest in the program with such a high wait list. He also alerted Council that Shaun Pritchard asked to appoint Ms. Kimrey in his place to represent UCAN and the Navigation Center. Mayor Rich said he would like Ms. Kimrey to periodically provide an update to Council so they could be apprised of how the program was doing.

#### AUDIENCE PARTICIPATION

Sarah Morin, downtown business owner, asked to share her additional research in regards to parking enforcement issues. Mayor Rich directed her to provide the information to Mr. Cowie for review.

#### CONSENT AGENDA

Councilor Prawitz moved to approve the Council Meeting minutes of August 22, 2022. The motion was seconded by Councilor Briggs Loosley and was approved with the following vote:

Councilors Briggs Loosley, Cole, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

Councilor Prawitz shared that when he recently purchased a parking permit for the Laurelwood area, he spent some time speaking with James English, ACE Parking. He appreciated their conversation and learned a lot about the program. He suggested others contact ACE Parking with concerns or questions because he was encouraged by their exchange. He noted that patience was important, he had a better understanding of the program and noted the importance of public relations.

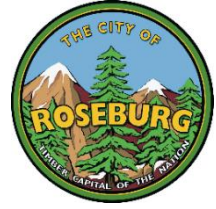
Ms. Messenger informed Council the City entered into a contract with New Way Janitorial for parking garage janitorial services. She planned to next work towards a contract with someone in October for parking garage security services.

ADJOURNMENT

The meeting adjourned at 7:17 p.m.



Koree Tate  
Management Assistant



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### OLCC NEW OUTLET CHIPOTLE MEXICAN GRILL, INC. LOCATED AT 2060 NW STEWART PARKWAY

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Meeting Date: September 26, 2022

Agenda Section: Consent

Department: Administration

Staff Contact: Koree Tate, Management Assistant

[www.cityofroseburg.org](http://www.cityofroseburg.org)

Contact Telephone Number: 541-492-6866

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#### 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 an application from Brian Niccol, John Hartung and Roger Theodoreis, Chipotle Mexican Grill, Inc. owners, as a new outlet granted for "Limited On-premises," sales.

#### A. Council Action History.

Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.

#### B. Analysis.

The Police Department conducted a background investigation on the applicants and found no reason to deny the application.

#### C. Financial/Resource Considerations.

The applicants have paid the appropriate fee for City review of the application.

#### D. Timing Considerations.

The applicants are requesting endorsement from the Council for immediate submittal to OLCC.

#### COUNCIL OPTIONS

Council may recommend OLCC approval of the application as submitted or recommend denial based on OLCC criteria.



**STAFF RECOMMENDATION**

Staff recommends Council approval of the application as submitted.

**SUGGESTED MOTION**

***"I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR CHIPOTLE MEXICAN GRILL, INC. LOCATED AT 2060 NW STEWART PARKWAY IN ROSEBURG, OREGON."***

**ATTACHMENTS:**

Attachment #1 – Subject Application

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

# LIQUOR LICENSE APPLICATION

Page 1 of 3

Check the appropriate license request option:

New Outlet |  Change of Ownership |  Greater Privilege |  Lesser Privilege

Select the license type you are applying for.

More information about all license types is available online.

### Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

### Winery

- Primary location
- Additional locations:  2nd  3rd  4th  5th

### Brewery

- Primary location
- Additional locations:  2nd  3rd

### Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

### Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

### Distillery

- Primary location
- Additional tasting locations:  2nd  3rd  4th  5th  6th

### Limited On-Premises

- Off Premises
- Warehouse
- Wholesale Malt Beverage and Wine

### INTERNAL USE ONLY

Application received: 06/21/2022

Minimum documents acquired: 06/21/2022

### LOCAL GOVERNING BODY USE ONLY

City/County name:

*City of Roseburg*

Date application received:

Optional: Date Stamp

*9/20/2022*  
*AK/ST*

- Recommend this license be granted
- Recommend this license be denied

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Return this form to:

Investigator name: Tiffany Meyer

Email: [tiffany.meyer@oregon.gov](mailto:tiffany.meyer@oregon.gov)

# LIQUOR LICENSE APPLICATION

Page 2 of 3

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: <b>Chipotle Mexican Grill, Inc.</b>	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): <b>Chipotle Mexican Grill</b>		
Business phone number:	Business email: <b>licensing@chipotle.com</b>	
Premises street address (The physical location of the business and where the liquor license will be posted): <b>2060 NW Stewart Parkway</b>		
City: <b>Roseburg</b>	Zip Code: <b>97471</b>	County: <b>Douglas</b>
Business mailing address (where we will send any items by mail as described in <u>OAR 845-004-0065(1)</u> ): <b>Chipotle, Attn: Licensing, PO Box 182566</b>		
City: <b>Columbus</b>	State: <b>OH</b>	Zip Code: <b>43218</b>
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

APPLICATION CONTACT INFORMATION		
Contact Name: <b>Jeffrey Hern</b>		
Phone number: <b>503-796-2919</b>	Email: <b>jhern@schwabe.com</b>	
Mailing address: <b>1211 SW 5th Avenue, Suite 1900</b>		
City: <b>Portland</b>	Zip Code: <b>97204</b>	County: <b>Multnomah</b>

Please note: liquor license applications are public records.



**OREGON LIQUOR CONTROL COMMISSION  
BUSINESS INFORMATION**

Please Print or Type

Applicant Name: Chipotle Mexican Grill, Inc. Phone: \_\_\_\_\_

Trade Name (dba): Chipotle Mexican Grill

Business Location Address: 2060 NW Stewart Parkway

City: Roseburg ZIP Code: 97471

**DAYS AND HOURS OF OPERATION**

**Business Hours:**

Sunday	<u>10:45 AM</u>	to	<u>10:00 PM</u>
Monday	<u>10:45 AM</u>	to	<u>10:00 PM</u>
Tuesday	<u>10:45 AM</u>	to	<u>10:00 PM</u>
Wednesday	<u>10:45 AM</u>	to	<u>10:00 PM</u>
Thursday	<u>10:45 AM</u>	to	<u>10:00 PM</u>
Friday	<u>10:45 AM</u>	to	<u>10:00 PM</u>
Saturday	<u>10:45 AM</u>	to	<u>10:00 PM</u>

**Outdoor Area Hours:**

Sunday	<u>10:45 AM</u>	to	<u>10:00 PM</u>
Monday	<u>10:45 AM</u>	to	<u>10:00 PM</u>
Tuesday	<u>10:45 AM</u>	to	<u>10:00 PM</u>
Wednesday	<u>10:45 AM</u>	to	<u>10:00 PM</u>
Thursday	<u>10:45 AM</u>	to	<u>10:00 PM</u>
Friday	<u>10:45 AM</u>	to	<u>10:00 PM</u>
Saturday	<u>10:45 AM</u>	to	<u>10:00 PM</u>

The outdoor area is used for:

- Food service Hours: 10:45am to 10:00pm
- Alcohol service Hours: 10:45am to 10:00pm
- Enclosed, how \_\_\_\_\_

The exterior area is adequately viewed and/or supervised by Service Permittees.

TM (Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: \_\_\_\_\_

**ENTERTAINMENT**

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: \_\_\_\_\_

**DAYS & HOURS OF LIVE OR DJ MUSIC**

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

**SEATING COUNT**

Restaurant: 42 Outdoor: 16  
Lounge: \_\_\_\_\_ Other (explain): \_\_\_\_\_  
Banquet: \_\_\_\_\_ Total Seating: 58

**OLCC USE ONLY**

Investigator Verified Seating: \_\_\_(Y) X\_\_\_(N)

Investigator Initials: TM

Date: 9/7/2022

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: \_\_\_\_\_ Date: 8/17/2022



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### OLCC NEW OUTLET URBAN NY PIZZA & GRILL LOCATED AT 529 SE JACKSON STREET

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Meeting Date: September 26, 2022

Agenda Section: Consent

Department: Administration

Staff Contact: Koree Tate, Management Assistant

[www.cityofroseburg.org](http://www.cityofroseburg.org)

Contact Telephone Number: 541-492-6866

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#### 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 an application from Zahir Abrahime and Tatyana Abrahime, Urban NY Pizza & Grill owners, as a new outlet granted for "Full On-Premises Commercial," sales.

#### A. Council Action History.

Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.

#### B. Analysis.

The Police Department conducted a background investigation on the applicants and found no reason to deny the application.

#### C. Financial/Resource Considerations.

The applicants have paid the appropriate fee for City review of the application.

#### D. Timing Considerations.

The applicants are requesting endorsement from the Council for immediate submittal to OLCC.

#### COUNCIL OPTIONS

Council may recommend OLCC approval of the application as submitted or recommend denial based on OLCC criteria.

**STAFF RECOMMENDATION**

Staff recommends Council approval of the application as submitted.

**SUGGESTED MOTION**

***"I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR URBAN NY PIZZA & GRILL LOCATED AT 529 SE JACKSON STREET IN ROSEBURG, OREGON."***

**ATTACHMENTS:**

Attachment #1 – Subject Application

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

# LIQUOR LICENSE APPLICATION

Page 1 of 3

Check the appropriate license request option:

[New Outlet](#) |  [Change of Ownership](#) |  [Greater Privilege](#) |  [Lesser Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

## Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

## Winery

- Primary location
- Additional locations:  2nd  3rd  4th  5th

## Brewery

- Primary location
- Additional locations:  2nd  3rd

## Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

## Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

## Distillery

- Primary location
- Additional tasting locations:  2nd  3rd  4th  5th  6th

## Limited On-Premises

## Off Premises

## Warehouse

## Wholesale Malt Beverage and Wine

### INTERNAL USE ONLY

Application received: 06/15/2022

Minimum documents acquired: 06/15/2022

### LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received:

Optional: Date Stamp

9/20/2022  
atato

- Recommend this license be granted
- Recommend this license be denied

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Return this form to:

Investigator name: Eric.Hildebrand

Email: Eric.Hildebrand@oregon.gov

# LIQUOR LICENSE APPLICATION

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: <b>Abraham Inc</b>	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): <b>Urban NY Pizza &amp; Grill</b>		
Business phone number: <b>5419001079</b>	Business email: <b>urbanpizzagrill@gmail.com</b>	
Premises street address (The physical location of the business and where the liquor license will be posted): <b>529 SE Jackson st 529 SE JACKSON ST</b> -ECH 9-22-22		
City: <b>Roseburg</b>	Zip Code: <b>97470</b>	County: <b>Douglas County</b>
Business mailing address (where we will send any items by mail as described in <a href="#">OAR 845-004-0065[1]</a> ): <b>527 SE Jackson st</b>		
City: <b>Roseburg</b>	State: <b>OR</b>	Zip Code: <b>97470</b>
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

APPLICATION CONTACT INFORMATION		
Contact Name: <b>Tatyana Abrahime</b>		
Phone number: <b>8588886711</b>	Email: <b>tatyanaestates@gmail.com</b>	
Mailing address: <b>295 Fairway Village lane</b>		
City: <b>Roseburg</b>	Zip Code: <b>97471</b>	County: <b>Douglas County</b>

Please note: liquor license applications are public records.





OREGON LIQUOR CONTROL COMMISSION  
**BUSINESS INFORMATION**

Please Print or Type

Applicant Name: Abraham Inc Phone: 5419001079

Trade Name (dba): Urban NY Pizza & Grill

Business Location Address: 529 SE Jackson st

City: Roseburg ZIP Code: 97470

**DAYS AND HOURS OF OPERATION**

**Business Hours:**

Sunday 10am to 12am  
Monday 10am to 12am  
Tuesday 10am to \_\_\_\_\_  
Wednesday 10am to 12am  
Thursday 10am to 2am  
Friday 10am to 2am  
Saturday 10am to 2am

**Outdoor Area Hours:**

Sunday \_\_\_\_\_ to \_\_\_\_\_  
Monday \_\_\_\_\_ to \_\_\_\_\_  
Tuesday \_\_\_\_\_ to \_\_\_\_\_  
Wednesday \_\_\_\_\_ to \_\_\_\_\_  
Thursday \_\_\_\_\_ to \_\_\_\_\_  
Friday \_\_\_\_\_ to \_\_\_\_\_  
Saturday \_\_\_\_\_ to \_\_\_\_\_

The outdoor area is used for:

Food service Hours: \_\_\_\_\_ to \_\_\_\_\_  
 Alcohol service Hours: \_\_\_\_\_ to \_\_\_\_\_  
 Enclosed, how \_\_\_\_\_  
The exterior area is adequately viewed and/or supervised by Service Permittees.  
\_\_\_\_\_ (Investigator's Initials)

Seasonal Variations:  Yes  No If yes, explain: \_\_\_\_\_

**ENTERTAINMENT**

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: \_\_\_\_\_

**DAYS & HOURS OF LIVE OR DJ MUSIC**

Sunday 6pm to 12pm  
Monday 6pm to 12pm  
Tuesday 6pm to 12pm  
Wednesday 6pm to 12pm  
Thursday 6pm to 2am  
Friday 6pm to 2am  
Saturday 6pm to 2am

**SEATING COUNT**

Restaurant: 96 Outdoor: \_\_\_\_\_  
Lounge: \_\_\_\_\_ Other (explain): \_\_\_\_\_  
Banquet: 52 Total Seating: 148

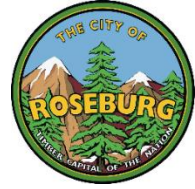
**OLCC USE ONLY**

Investigator Verified Seating: \_\_\_\_ (Y) \_\_\_\_ (N)  
Investigator Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: tatyana abrahime Date: 06/13/2022

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ORDINANCE AMENDING SUBSECTION 2.34.080 "COUNCILOR TRAINING - REIMBURSEMENT OF EXPENSES" OF THE ROSEBURG MUNICIPAL CODE

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Meeting Date: September 26, 2022  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Ordinances  
Staff Contact: ACM/Recorder  
Contact Telephone Number: 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

Council is being asked to consider allowing reimbursement for costs associated with internet and cell phone service for City elected officials.

#### BACKGROUND

**A. Council Action History.**  
None

**B. Analysis.**

The Mayor and members of the Council are volunteers and receive no pay for their service. In their role as an elected official, they spend many hours attending commission and Council meetings, community events, training sessions and meetings with their constituents. They must use technology to access Council agenda packets, the Roseburg Municipal Code and other informational records. In addition, the Mayor and members of the Council must be accessible to their constituents through phone or email, generally through a cell phone or other device.

There are costs associated with all of the activities listed above, many of which are not currently reimbursable. The monthly charge for high-speed internet and cell phone service alone can be costly. It may also be a detriment to some members of the public interested in running for elective office in the future. Providing a set amount for reimbursement for these services would be appropriate to help offset some of the costs associated with elective office.

**C. Financial/Resource Considerations.**

At a reimbursement rate of \$50/month for internet service and \$50/month for cell phone service for the Mayor and Council, the annual cost to the city would be \$10,800 and could be absorbed in the administrative department's budget.

**D. Timing Considerations.**

If Council decides to move forward with first reading of the proposed ordinance, with second reading occurring at the next regular meeting, the ordinance would go into effect in time for reimbursement of October costs.

**COUNCIL OPTIONS**

Council has the following options:

1. Move forward with first reading of the proposed ordinance; or
2. Request additional information; or
3. Do nothing.

**STAFF RECOMMENDATION**

Staff recommends Council proceed with first reading of the proposed ordinance.

**SUGGESTED MOTION**

No motion required. First reading only.

**ATTACHMENTS:**

Attachment #1 – Ordinance No. 3576

**ORDINANCE NO. 3576**

**AN ORDINANCE AMENDING SUBSECTION 2.34.080 (B) OF THE ROSEBURG MUNICIPAL CODE**

**WHEREAS**, the Mayor and members of the Council must use technology in their role as an elected official to access Council agenda packets, the Roseburg Municipal Code and other informational records; and

**WHEREAS**, the Mayor and members of the Council must be accessible to their constituents through phone or email, generally through a cell phone or other device; and

**WHEREAS**, there are additional costs involved in setting up and accessing internet and cell phone services.

**NOW, THEREFORE, THE CITY OF ROSEBURG ORDAINS AS FOLLOWS:**

**SECTION 1.** Roseburg Municipal Code Subsection 2.34.080(B) titled “Councilor training – Reimbursement of expenses” is hereby amended to read as follows:

**2.34.080 - Councilor training—~~R~~ and reimbursement of expenses.**

A. Councilor Training. The Mayor and members of Council are urged to educate themselves about local government, and as funding allows, to attend functions sponsored by the League of Oregon Cities. Requests to attend other government-related conferences, training seminars and meetings shall be presented to Council for approval. Following attendance at a conference, training seminar or meeting, excepting the League of Oregon Cities annual conference, the Mayor or Councilor attending shall give a report to all members of the Council unless the majority attended the same function.

B. Reimbursement of Expenses. **The Mayor and members of Council may be reimbursed for the following expenses when serving in their official capacity:**

1. Any elected official who serves on a board of the League of Oregon Cities, one of its committees or other such government group, shall be reimbursed for reasonable expenses not covered by the respective organization. Elected officials shall follow the same rules and procedures for reimbursement, as applied to City employees as set forth in the City of Roseburg Administrative Policy and Procedures Manual. Expenditures for other than routine reimbursable expenses (e.g., conference registration, travel, etc.) will require advance approval of the Council. Reservations for travel and lodging should be made through the City Manager's office. The City will issue the appropriate purchase order/expenditure upon request and approval by the City Manager. The City does not reimburse elected officials for expenses incurred by their spouses or guests, or for the purchase of alcoholic beverages.

2. Elected officials shall be reimbursed for the cost of internet and cell phone service at a flat rate of \$50/month for internet service and \$50/month for cell phone service. This reimbursement will be processed monthly through the City's finance department. Reimbursement will continue through the elected official's term, or until their resignation or removal from office.

**SECTION 2.** All other sections and subsections of Subsection 2.34.080 of the Roseburg Municipal Code shall remain in full force and effect as written.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

**APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2022.**

\_\_\_\_\_  
**LARRY RICH, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**AMY L. SOWA, ASSISTANT CITY MANAGER/RECORDER**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## 2022 OREGON PUBLIC LIBRARY STATISTICAL REPORT

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Meeting Date: September 26, 2022  
Department: Library  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Kris Wiley, Director  
Contact Telephone Number: 541-492-7051

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### ISSUE STATEMENT AND SUMMARY

As a legally established public library per ORS 357.417, Roseburg Public Library is required to submit its annual statistical report to the State Library of Oregon by October 31, 2022. The report includes data regarding staff, revenue and expenditures, collections, services, technology, facilities, and other information.

The Library Director will present some of the information from the report, which included statistics gathered in fiscal year 2022 (July 1, 2021, through June 30, 2022).

### BACKGROUND

**A. Council Action History.**  
N/A

**B. Analysis.**  
The Oregon Public Library Statistical Report is submitted annually and affords the opportunity to quantify public library services.

**C. Financial/Resource Considerations.**  
N/A

**D. Timing Considerations.**  
The report is due to the State Library of Oregon by October 31, 2022.

**COUNCIL OPTIONS**  
N/A

**STAFF RECOMMENDATION**  
N/A

**SUGGESTED MOTION**  
No motion needed. This is for information purposes only.

**ATTACHMENTS:**  
Attachment #1 – PowerPoint presentation



# 2022 Oregon Public Library Statistical Report

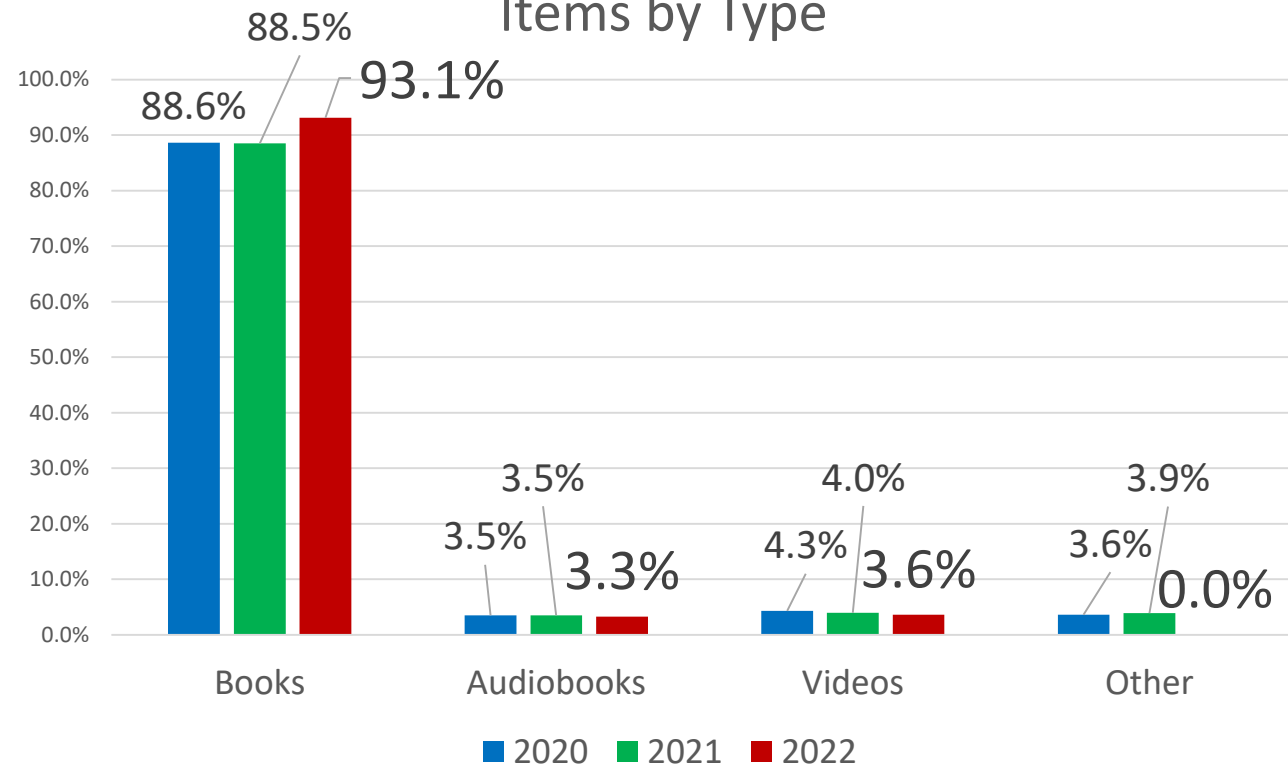


**ROSEBURG** PUBLIC LIBRARY  
COMMUNITY, CURIOSITY, LEARNING

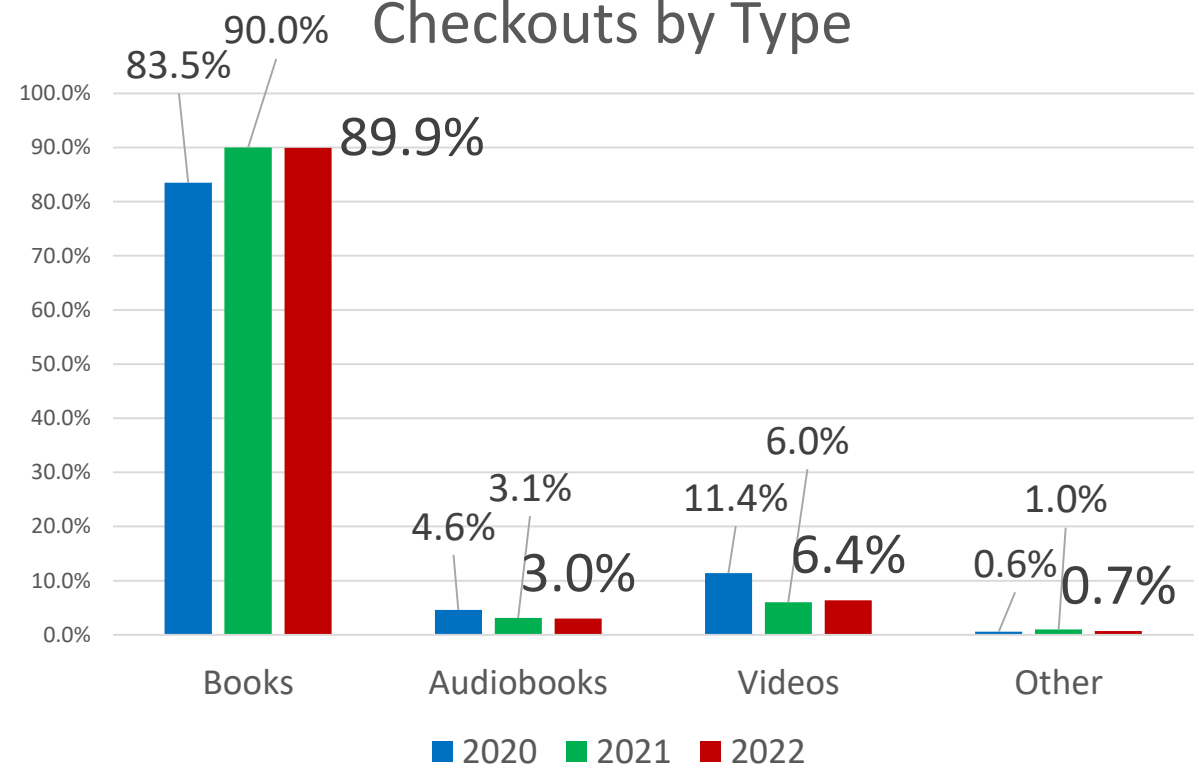


# Physical Collection

## Items by Type



## Checkouts by Type

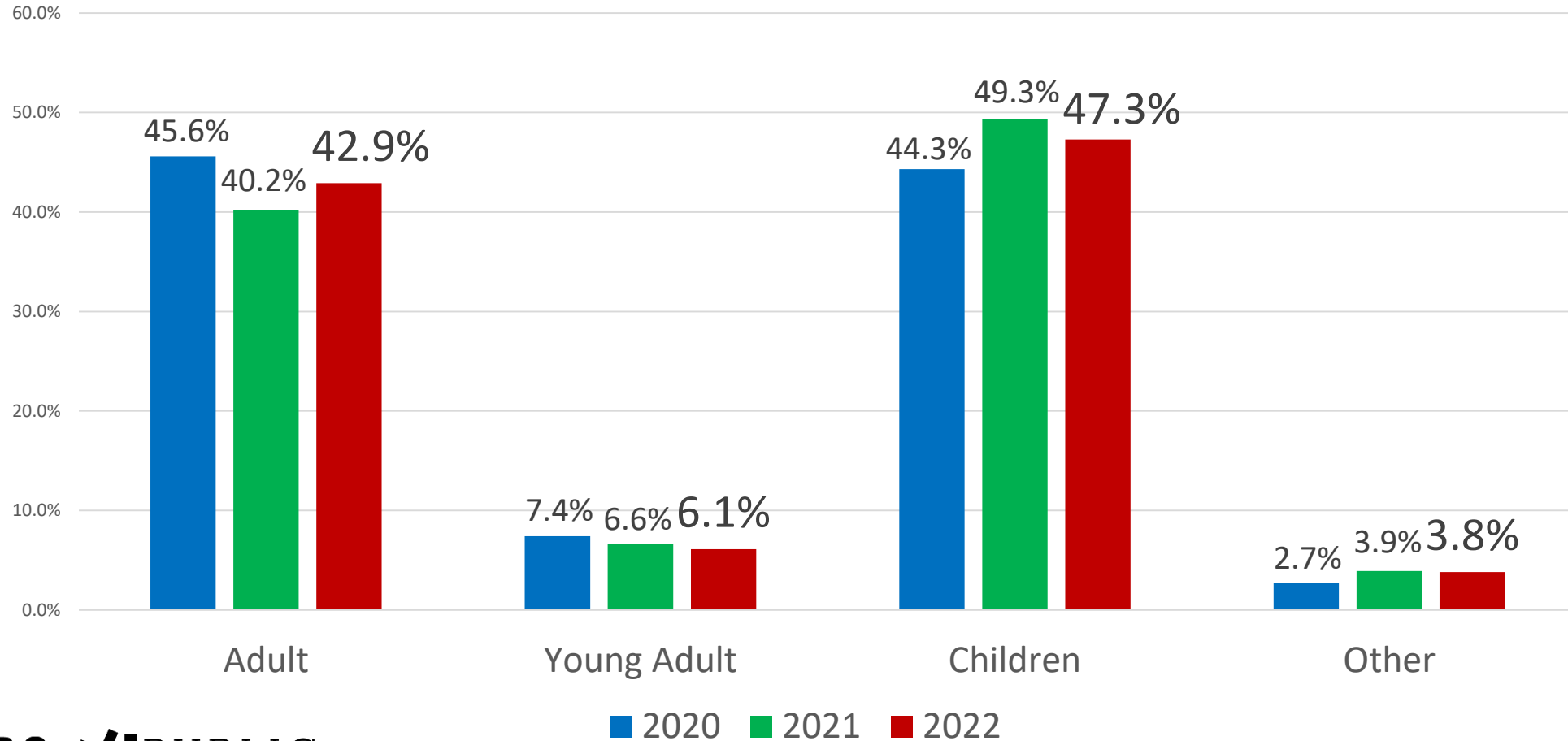


80,198 items in the collection

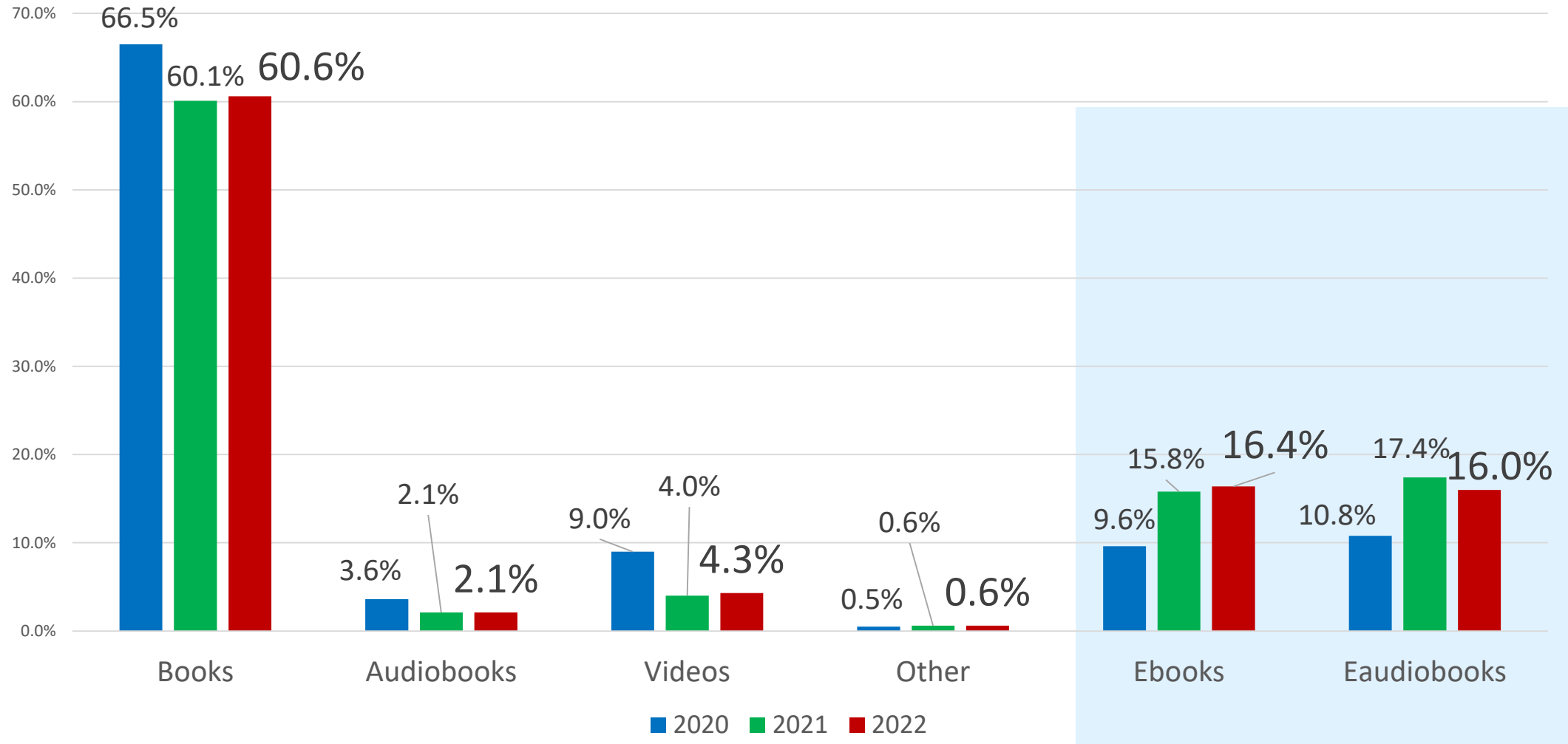
53,804 checkouts

# Physical Collection

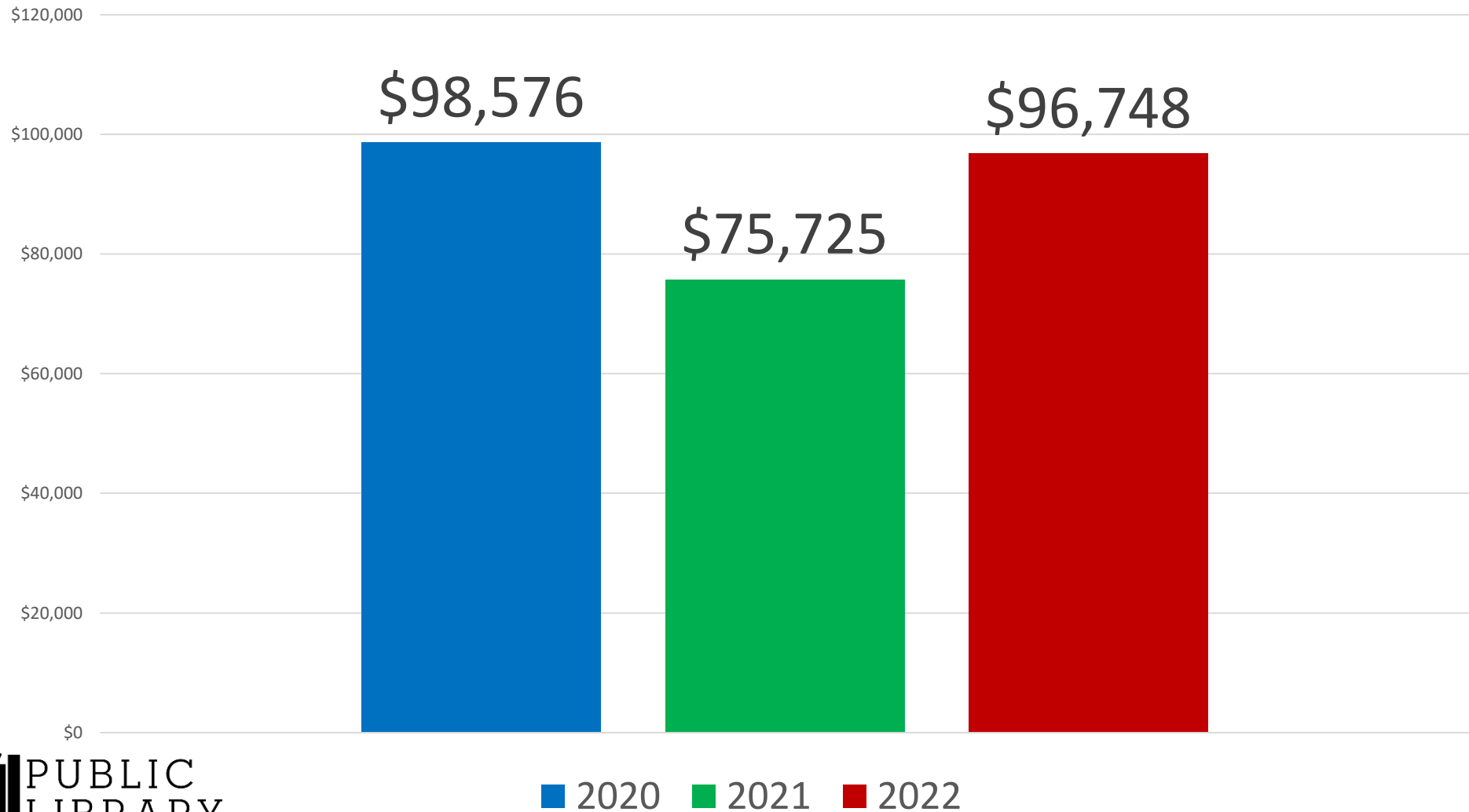
## Checkouts by Area



# All Circulation

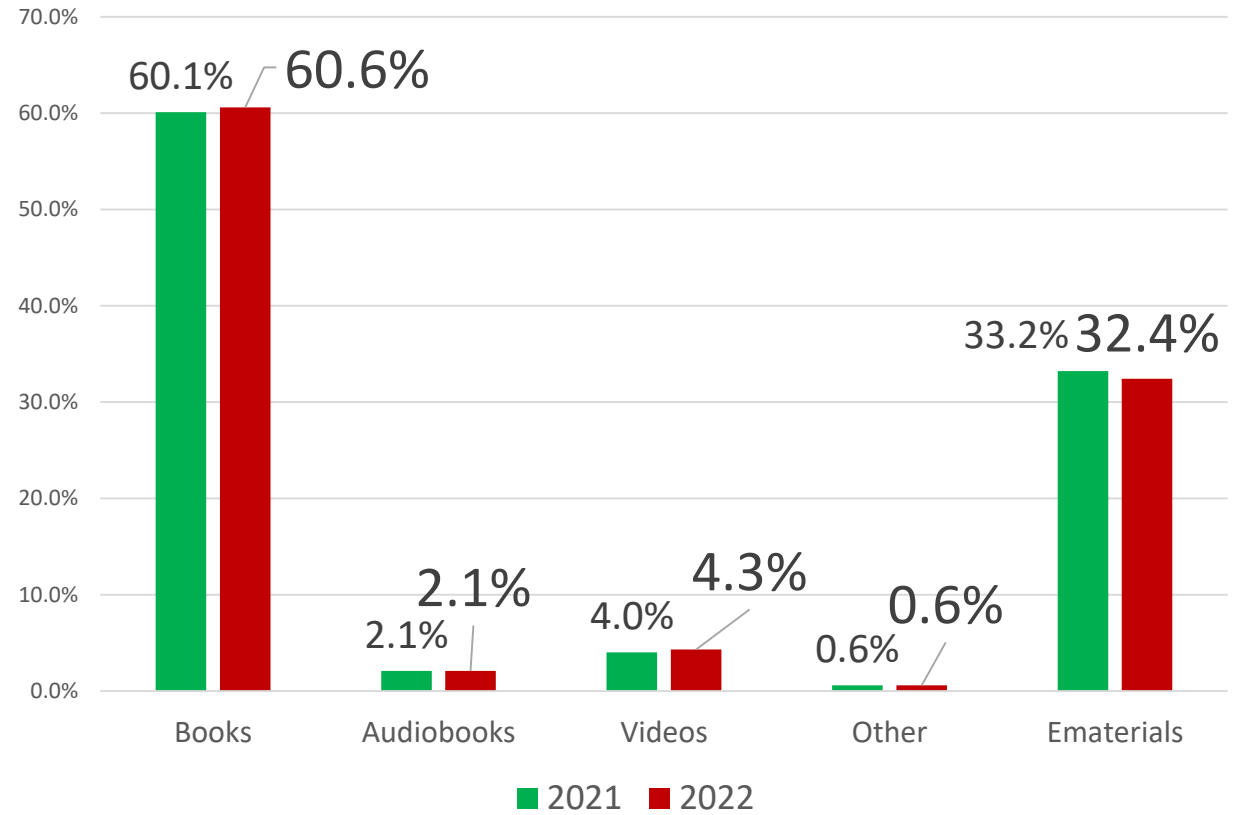
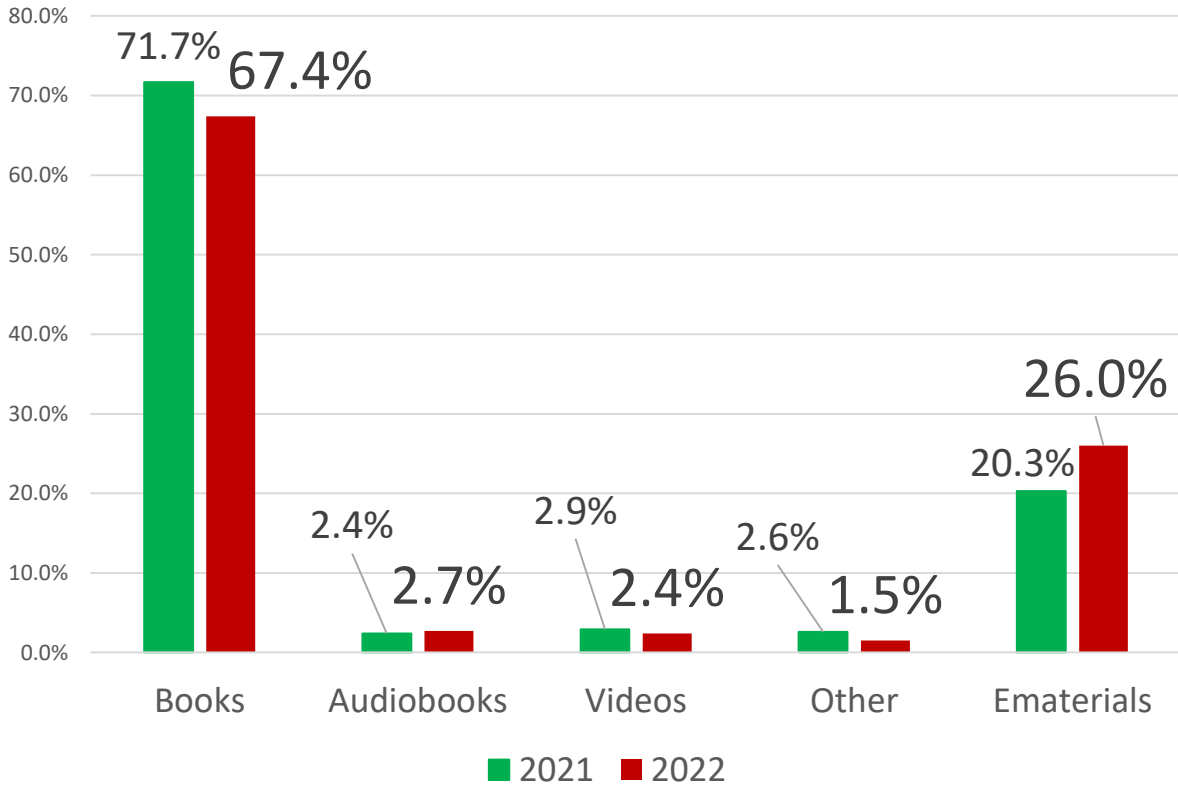


# Collection Expenditures



# Collection Expenditures Allocation

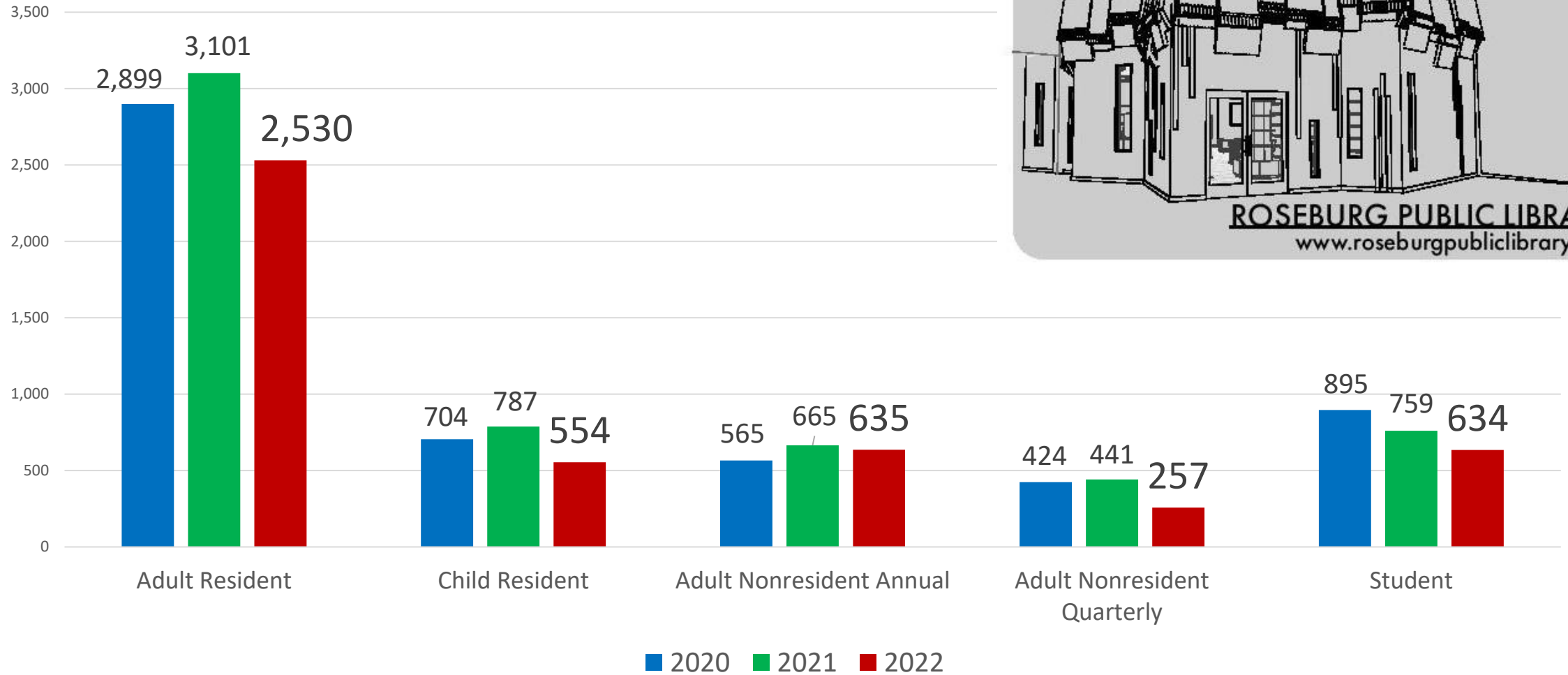
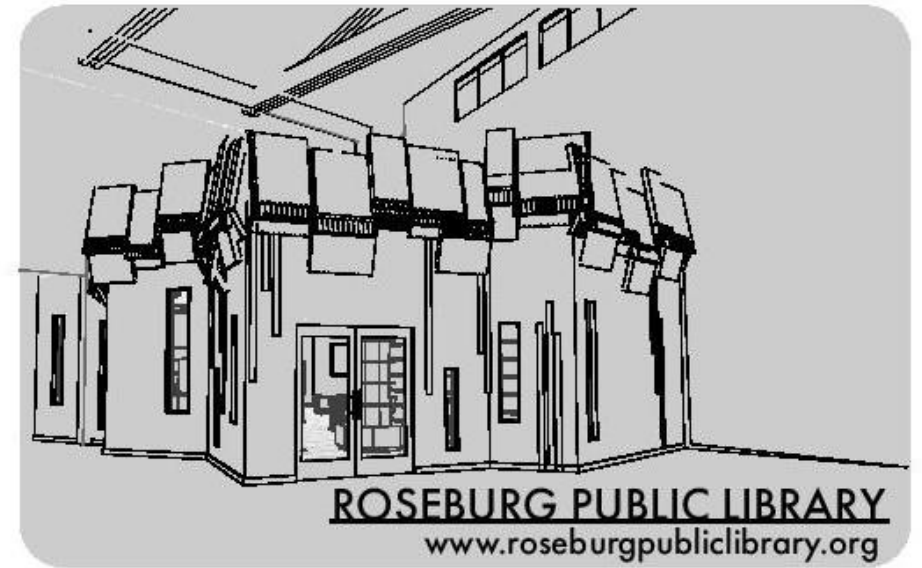
# Circulation



# Grants

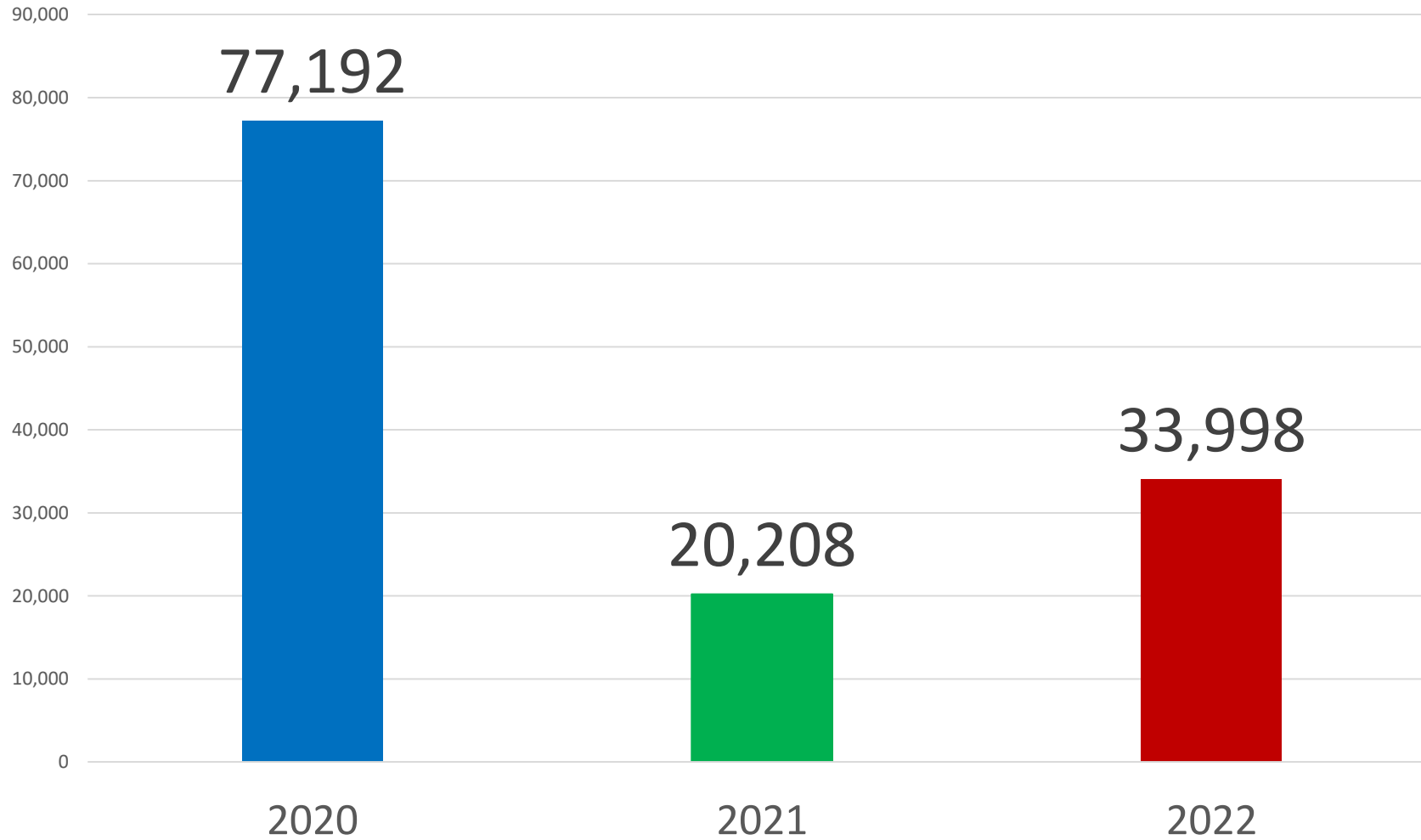
<b>Granting Agency/Name</b>	<b>Purpose</b>	<b>Amount</b>
Oregon Community Foundation	Library materials, research station	\$40,000
State Library of Oregon	Summer Reading Program	\$3,299
Douglas County Library Foundation	Library materials	\$30,000
American Library Association	Chicanx Literature Series	\$10,000
Douglas County Cultural Coalition	Summer Reading Program	\$2,000
Roundhouse Foundation	Summer Reading Program	\$1,500
Oregon Assoc. Education Service Districts	Summer Reading Program	\$17,500
Douglas County, Douglas Community Library Assoc.	Staffing	\$7,800
<b>TOTAL</b>		<b>\$112,099</b>

# Cardholders



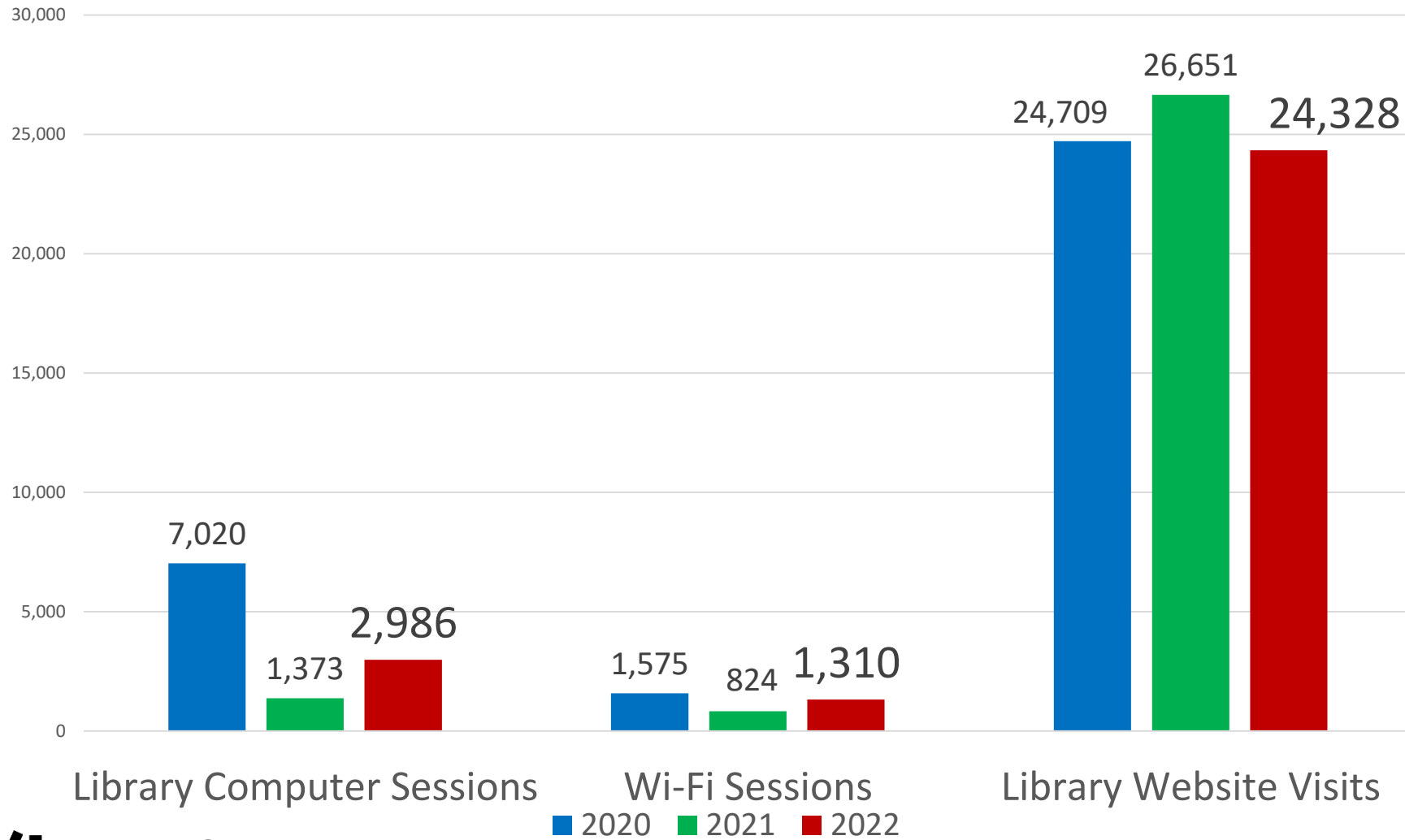
1,006 cardholders added

# Library Visits

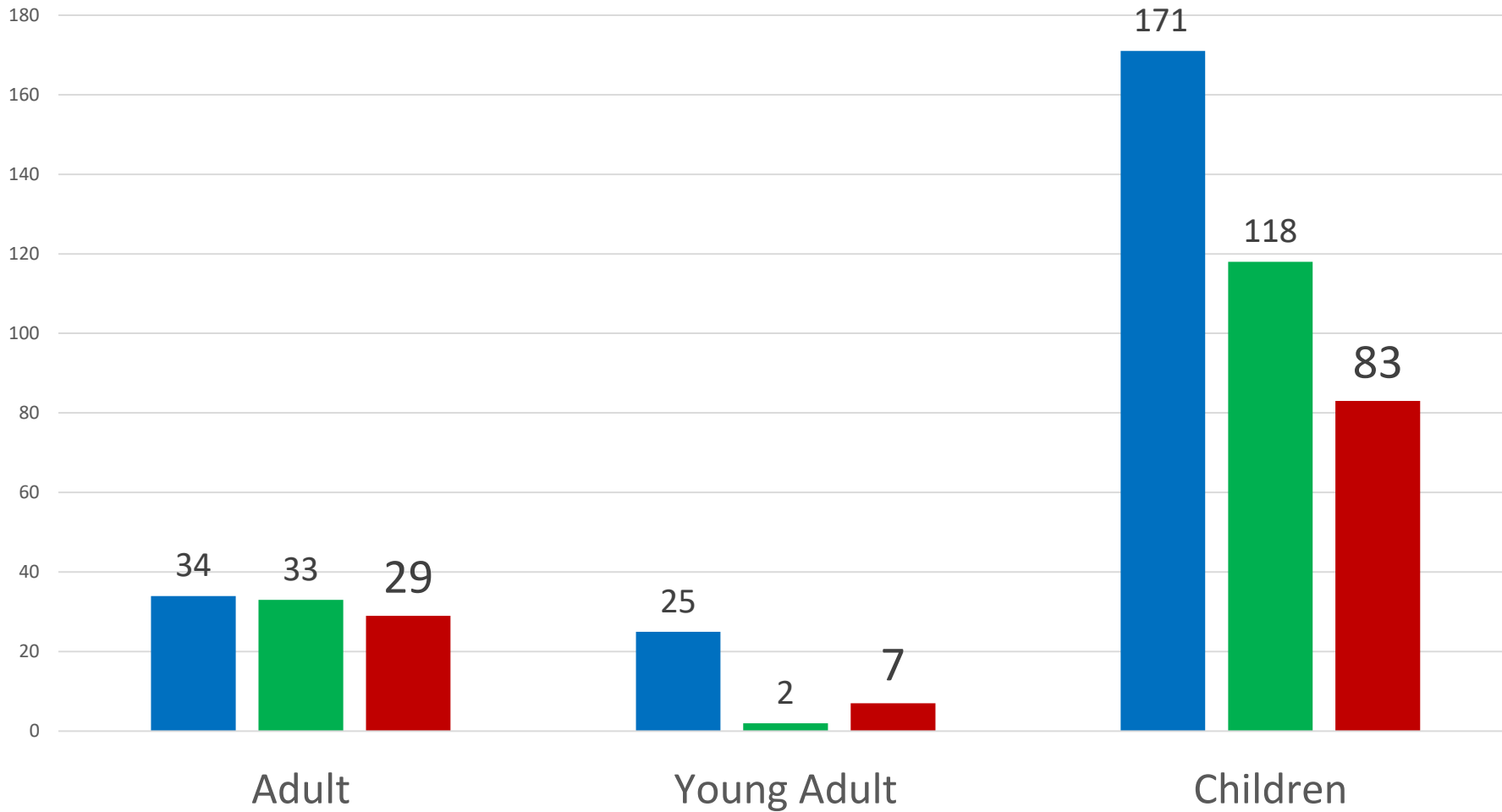




# Technology



# Number of Programs



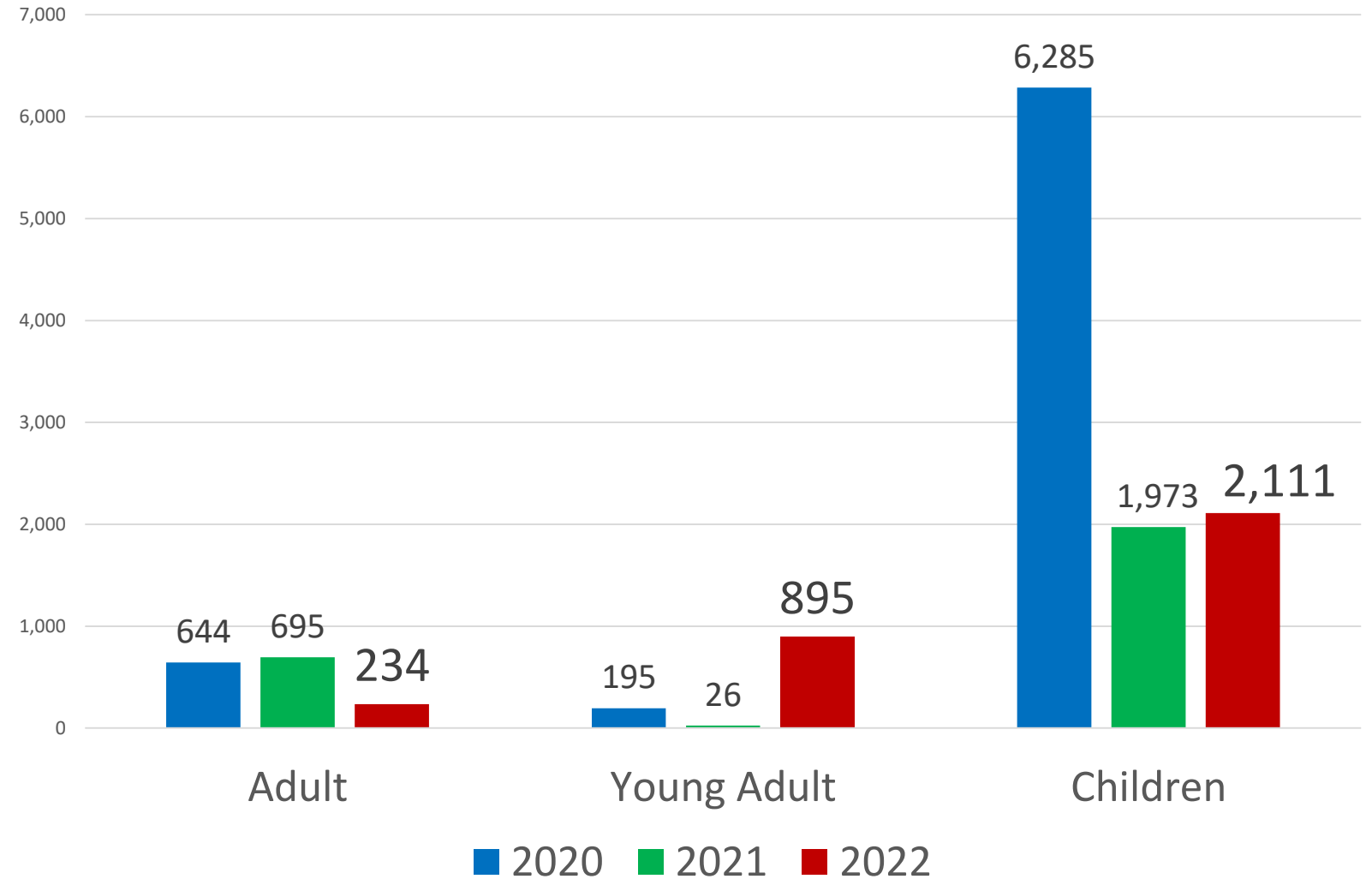
■ 2020 ■ 2021 ■ 2022



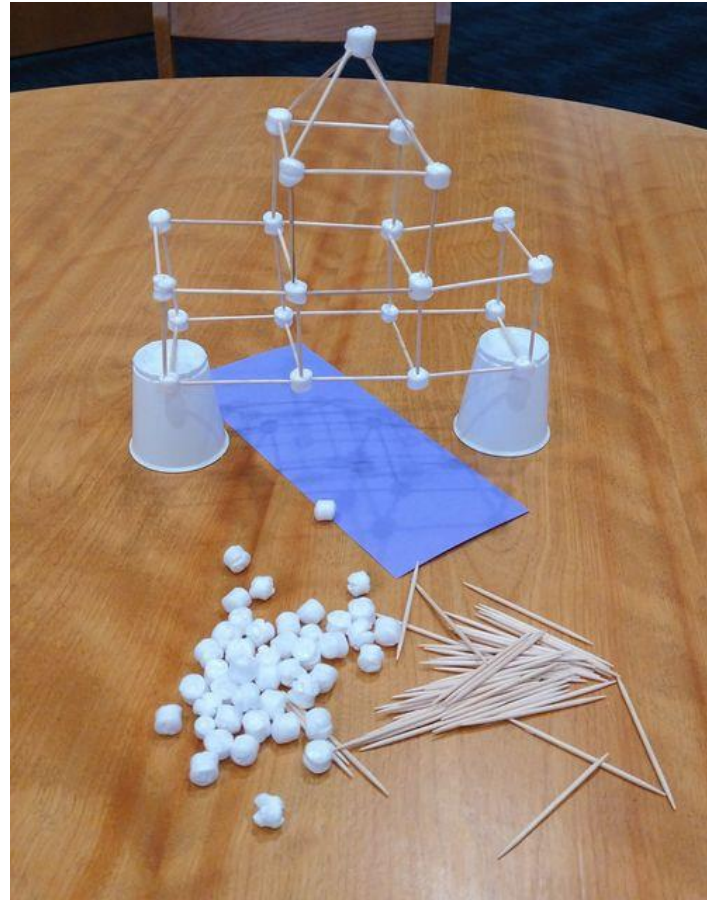
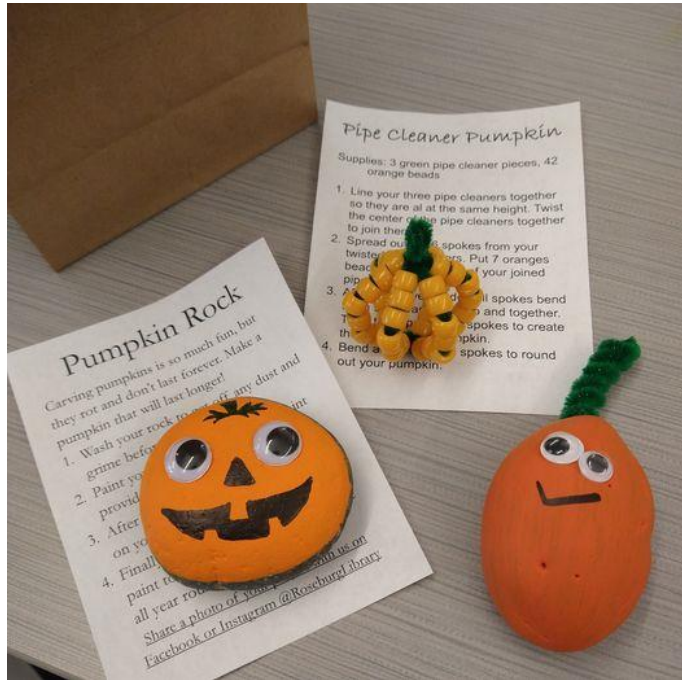
Youth Services Librarian  
Aurora Ropp



# Program Attendance



# Grab-and-Go Craft Kits



41 events - 3,980 kits distributed

# Volunteers

16 Volunteers

541 Total Hours



**READY**

TO

**HELP**

# Imagination Library

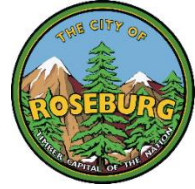
1116 active participants  
575 graduates





**Thank you for your support!**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## PARKING ENFORCEMENT SERVICES DISCUSSION

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**Meeting Date: September 26, 2022**  
**Department: Admin/CDD**  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section: Department Item**  
**Staff Contact: Nikki Messenger/Stuart Cowie**  
**Contact Telephone Number: 541-492-6750**

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### ISSUE STATEMENT AND SUMMARY

The City's downtown parking enforcement contract continues to operate at a financial deficit. And while the contractor has made suggestions about changes that may increase revenue, staff believes a significant deficit may still remain. Staff is seeking to lead a discussion with Council regarding short and medium term options to fund the program.

The purpose of this memo is to discuss the recommendations provided by ACE and to start a larger conversation about the future of the parking program and how it may be funded. Regardless of whether parking enforcement is provided by ACE, another vendor, or the City, without permanent additional funding the new parking program cannot sustain itself.

### BACKGROUND

#### **A. Council Action History.**

April 27, 2020 - Authorized cancellation of the Parking Enforcement Services Contract with DRA/Park Smart by mutual consent effective March 31, 2020.

March 22, 2021 - Received a Downtown Parking Assessment and Plan Presentation from Rick Williams Consulting. Accepted the Downtown Parking Assessment and Plan.

December 13, 2021 – Awarded the contract for parking enforcement services to ACE Parking.

January 24, 2022 – Authorized a supplemental budget to the Off-Street Parking Fund establishing appropriation authority to manage the parking enforcement contract for fiscal year 2021-2022.

May 9, 2022 – Authorized staff to utilize ARPA funds to directly cover the cash flow needs of the Off Street Parking Fund up to \$50,000.

August 22, 2022 – Council was advised that ACE parking is failing to generate enough revenue to cover the cost of its contract. Council approved converting the free parking



spaces in the parking lot behind Downtown Fitness and in the Parking Garage to time limited parking. Council also authorized the use of ARPA funds to pay for janitorial and security services for a period of one year for the downtown parking garage.

**B. Analysis.**

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. City Council authorized a supplemental budget shortly thereafter to provide additional funding to the Off-Street Parking Fund 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 has been unable to generate the revenue necessary in order to cover the cost of the contract. In order to continue, changes to the parking program requiring Council action must occur. Council was advised of this issue at its August 22, 2022 meeting. During that meeting, Council was presented with different options identified within the Downtown Parking Plan and suggested by ACE, to help improve the program and generate additional revenue.

Council authorized two of these recommendations, 1) utilizing ARPA funds to pay for contracted services to clean and patrol the parking structure and 2) creating time limited parking in the free lot behind Downtown Fitness and the first floor of the Parking Structure. The Council further requested staff work with ACE to prepare a more detailed recommendation converting spaces with broken meters to time limited/permit parking.

Attachment 1 is a series of maps ACE has provided indicating different downtown blocks where broken meters should be removed and converted to new time limited/permit parking. Also included within the maps are limited areas where some working meters should remain that generate substantial revenue.

In addition to these recommendations, ACE has suggested the use of on-street payment options via text, app or QR code as provided in Attachment 2. This on-street payment option is an inexpensive way to help address concerns from downtown business owners who have indicated that two-hour time limits are not enough to enable individuals to utilize their business or services. If one desired to park longer than the two hour period they could use the ACE parking app, text or utilize the QR code enabling them to pay for an additional 2-4 hour period, 4-6 hour period, or over 8 hour period. The cost for this service would be passed onto the user through a credit card transaction fee. The placement of signs next to existing time limited signs indicating the instructions for how one could utilize this ACE service would need to occur throughout the downtown parking district.

Although beneficial, ACE is unable to predict how much additional revenue these improvements may generate. Based on the current revenue shortfall it is doubtful the recommended improvements will generate enough revenue to cover the cost of the contract, let alone the funding necessary to help cover costs associated with maintenance of the parking garage and other surface parking lots.

It is clear that broken meters need to be removed, but we would caution implementing additional time limited/permit signs or ACE-dependent parking changes, such as the ACE extended payment option, until additional forms of revenue for the sustainability of the overall parking program are determined and agreed upon. This requires Council discussion and input. Until, this occurs staff recommends that the removal of broken meters be the only item in which Council authorizes staff to immediately begin. Authorizing additional recommendations surrounding time limited/permit parking enforcement and ACE-dependent parking changes without other forms of revenue to pay for continued enforcement is premature.

### **C. Financial/Resource Considerations.**

Under the current contract, the City receives all revenues collected by ACE parking and reimburses ACE for their expenses plus a monthly base management fee (\$1,750) and monthly equipment amortization (\$1,211). Losses to the City for cost of the contract alone have varied between \$7,163 and \$15,454 per month and total \$75,757 through August. The contract is not the only expense for the Off Street Parking Fund. Other expenses include utilities, insurance and maintenance of the parking lots. So far this fiscal year (July & August), those total just under \$8,100. Projecting out current losses plus other expenses, the annual loss could be approximately \$146,500. This does not include that additional \$45,771 committed to the cleaning and security services at the parking garage.

During the August 22<sup>nd</sup> meeting we discussed options that could be utilized to generate additional revenue. Below are options broken into categories for Council to consider and discuss:

#### *A. (Options Affecting Customers)*

##### *(1) Multi-Space Meters in the Central Business District*

ACE provided the City with multi-space meter information. If the City were to utilize this system, ACE recommends that the City install 39 multi-space meters. Rough estimates indicate that cost of purchasing, shipping and installing these meters would cost \$342,925. Monthly expenses regarding warranty, software, receipt paper would be approximately \$2,500 a month. No funding for this currently exists. Studies would need to be conducted in order to determine how much users would need to pay per hour in order to generate revenue sufficient to cover the cost of the infrastructure, plus the remaining cost of the contract with ACE and the on-going expenses of the surface lots and parking garage. Without an estimate of projected revenue or funds necessary to pay for the infrastructure, staff recommends this is not a viable option to consider at this point in time.

##### *(2) Revisit adjusting monthly permit fees and/or citation fees.*

The parking rates throughout the city are lower than the rates in comparable cities and need to be adjusted to reflect current conditions. ACE recommends making the following adjustments to the monthly parking permit rates while also simplifying the permit rate structure from 8 rates to 4 rates. Although necessary, this recommendation alone will not be enough to generate the revenue necessary to meet our expenses.

*B. (Options Affecting Businesses)**Parking Utility Fee on Water Meter*

Approximately 273 water meters are located within the boundaries of the downtown parking district. If the Council were to enact a flat fee to cover the projected funding deficit it would be approximately \$45 dollars per meter per month if no other revenue sources were included. The parking utility fee would be incorporated into water billing statements for those located within the parking district boundary.

*C. (Options affecting the General Public)**Sell Public Property*

This would entail selling one or more underutilized permit parking lots to a private owner. Revenue derived from any sale would be allocated to the parking fund. This is not a long term solution, but could serve as a good short-term solution to cover existing costs.

**D. Timing Considerations.**

Implementing plans around any of the options will take a considerable amount of time and effort. In the meanwhile, if we are to continue to contract with ACE parking, Council must take action quickly as we are continuing to have to utilize supplemental funding in order to cover the costs of the ACE contract and will need to continue to do so until additional revenue sources are created and implemented.

**COUNCIL OPTIONS**

The Council has the following options:

1. Authorize staff to remove broken meters and centralize working meters in appropriate areas; and
2. Direct staff to prepare additional details regarding a parking utility fee district; and/or
3. Direct staff to bring back additional information regarding potentially selling one or two underutilized parking lots; and/or
4. Direct staff to bring back additional information of another type; or
5. Direct staff to cancel the parking services agreement with ACE Parking. This will require the City to pay for the equipment purchased by ACE ( approx. \$50k) and will eliminate enforcement downtown, which was problematic before.

**STAFF RECOMMENDATION**

Staff is bringing this to Council's attention in order to generate a discussion on the best ways to proceed with this issue. It is imperative that the entirety of the financial situation be addressed quickly. Continually supplementing the parking fund means that all Roseburg taxpayers are paying for the downtown free parking area. Resolving the financial situation will take community involvement with the downtown area and multiple Council actions. It will most likely require a combination of each of the options identified above in order to diversify the revenue necessary to pay for the program. The hope is

that as the new parking program continues to evolve and become established that it will generate more revenue and for itself, but it is hard to predict whether or not it will ever be self-sustaining. In its current state, staff believes without additional revenue from business and property owners parking enforcement in the downtown area will be unable to continue.

Staff recommends Council authorize staff to remove broken meters and centralize working meters.

Staff further recommends Council provide direction on additional revenue sources Council may want to pursue.

Staff recommends that additional suggestions regarding revenue sources solely dependent upon enforcement efforts or ACE related products, such as additional on street time limited/permit signage, use of the ACE app, adjustments to permit fees/citation fines be revisited after the identification and implementation of sustainable funding to ensure the program can continue.

#### **SUGGESTED MOTION**

***“I move to authorize staff to remove broken meters in appropriate areas and centralize working meters as determined by staff.”***

***Staff is seeking direction regarding Council’s preferred alternatives for generating sustainable revenue so that additional details can be developed and brought back for Council action.***

#### **ATTACHMENTS**

Attachment #1 – Recommended Meter Removal and Time Limited/Permit Replacement

Attachment #2 – On-Street Payment Options via ACE App, Text, QR Code

# THE MOBILITY REVOLUTION STARTS HERE™

## DOWNTOWN PARKING CHANGES

Prepared Exclusively For: City of Roseburg

September 2022



MOBILITY  
SOLUTIONS

# DOWNTOWN PARKING CHANGES

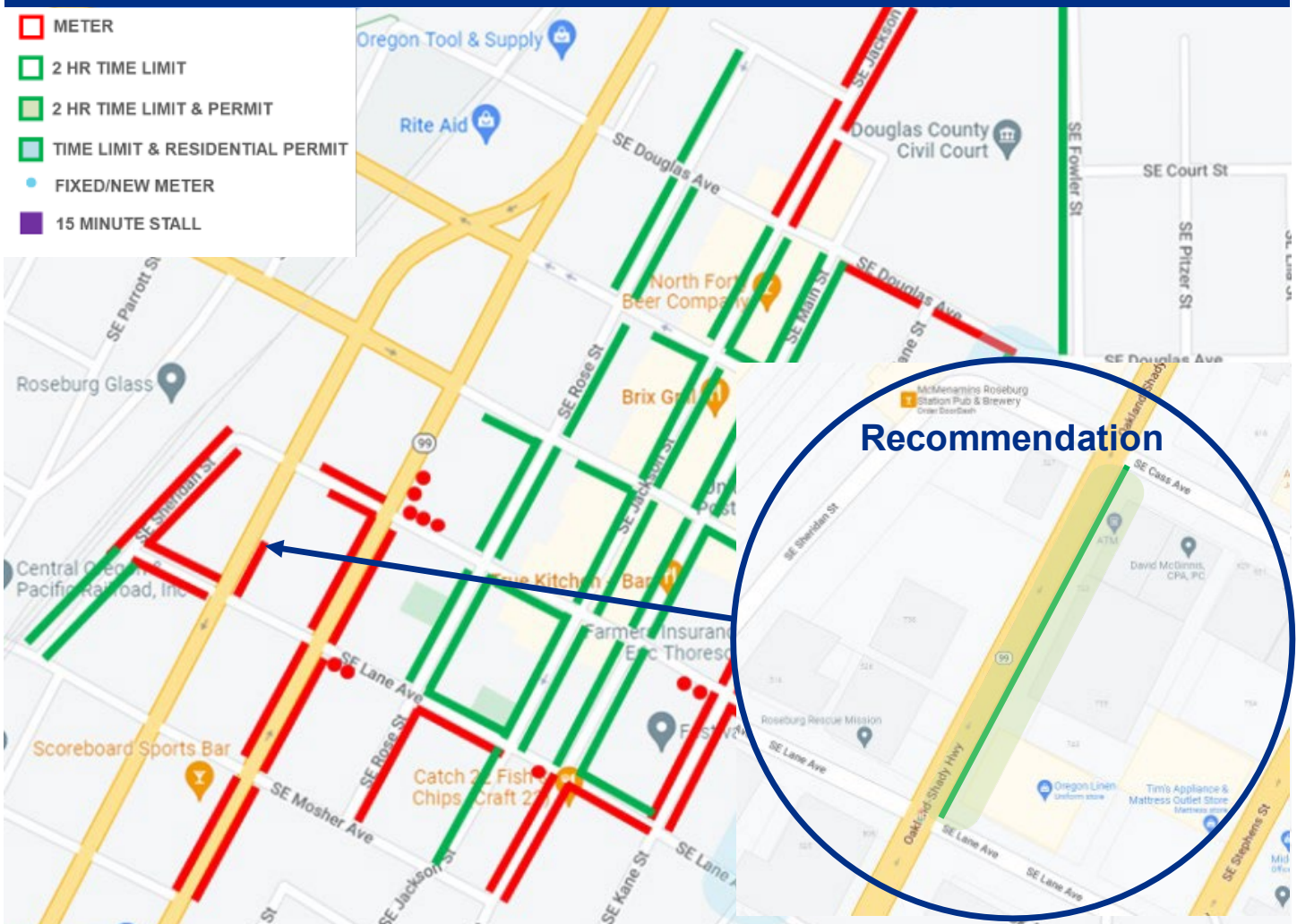


## RECOMMENDED CHANGES – 700 BLOCK PINE

- ▶ Current: 9 Stalls, 5 Working Meters
- ▶ Recommendation: Pull All 5 Meters and Change to 2 Hours Parking & Permit

### Existing Meters, Limits & Permit Locations

- METER
- 2 HR TIME LIMIT
- 2 HR TIME LIMIT & PERMIT
- TIME LIMIT & RESIDENTIAL PERMIT
- FIXED/NEW METER
- 15 MINUTE STALL



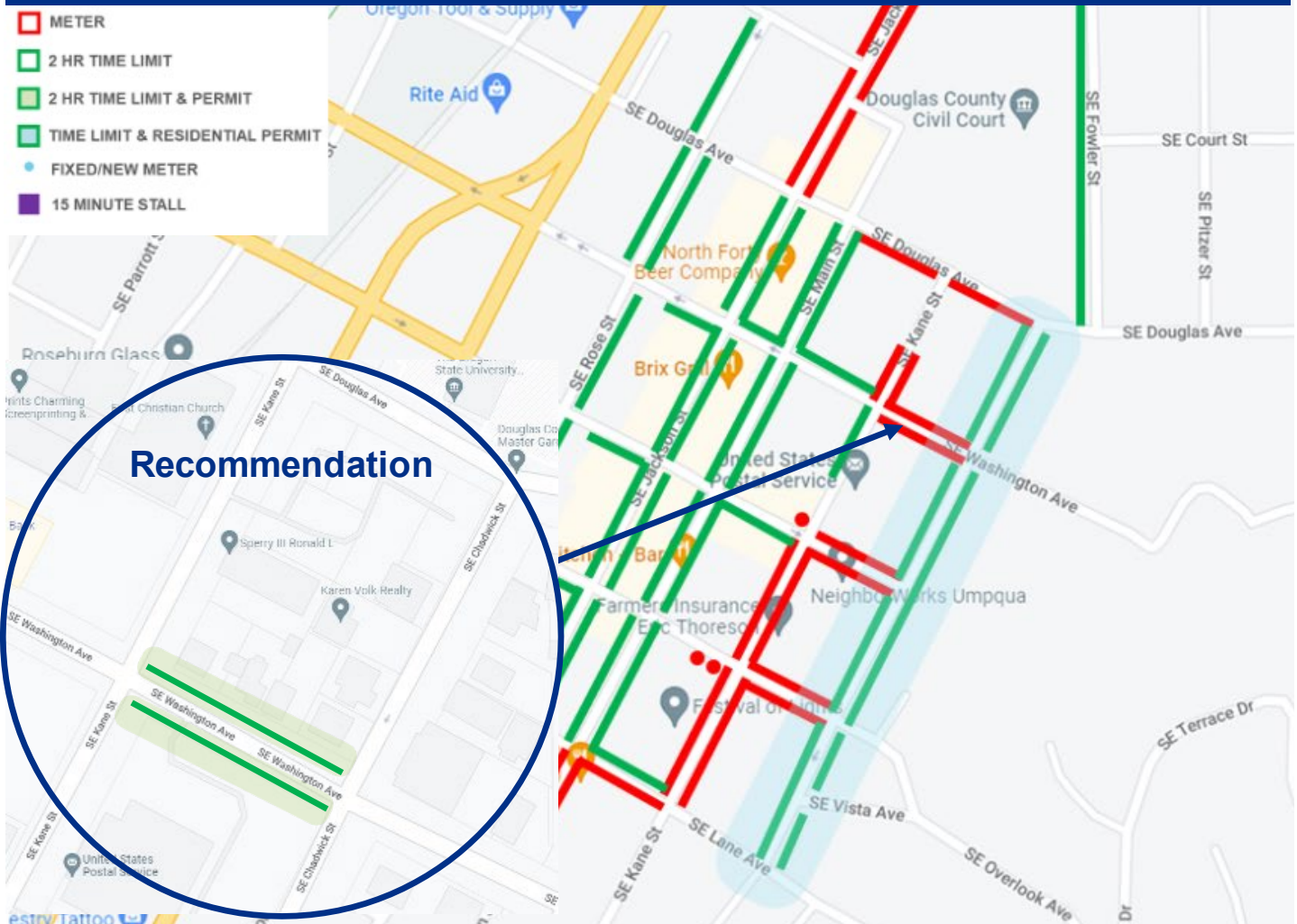
# DOWNTOWN PARKING CHANGES



## RECOMMENDED CHANGES – 1100 BLOCK WASHINGTON

- ▶ Current: 10 Stalls, 10 Meters (6 Working, 4 Broken/Missing)
- ▶ Recommendation: Pull All 10 Meters and Change to 2 Hour Parking & Permit

### Existing Meters, Limits & Permit Locations



# DOWNTOWN PARKING CHANGES



## RECOMMENDED CHANGES – 500 BLOCK LANE

- ▶ Current: 13 Stalls, 13 Meters (2 Working, 11 Broken/Missing)
- ▶ Recommendation: Replace 11 Broken Meters

## RECOMMENDED CHANGES – 600-1000 BLOCK LANE

- ▶ Current: 36 Stalls, 18 Meters, 3 Working, 15 Broken/Missing
- ▶ Recommendation: Pull All Meters and Change to 2 Hour Parking & Permit

### Existing Meters, Limits & Permit Locations

- METER
- 2 HR TIME LIMIT
- 2 HR TIME LIMIT & PERMIT
- TIME LIMIT & RESIDENTIAL PERMIT
- FIXED/NEW METER
- 15 MINUTE STALL





# DOWNTOWN PARKING CHANGES



## RECOMMENDED CHANGES – 200 BLOCK SE JACKSON

- ▶ Current: 21 Stalls, 19 Meters (13 Working, 6 Broken/Missing)
- ▶ Recommendation: Replace 6 Broken Meters

## RECOMMENDED CHANGES – 300 BLOCK SE JACKSON

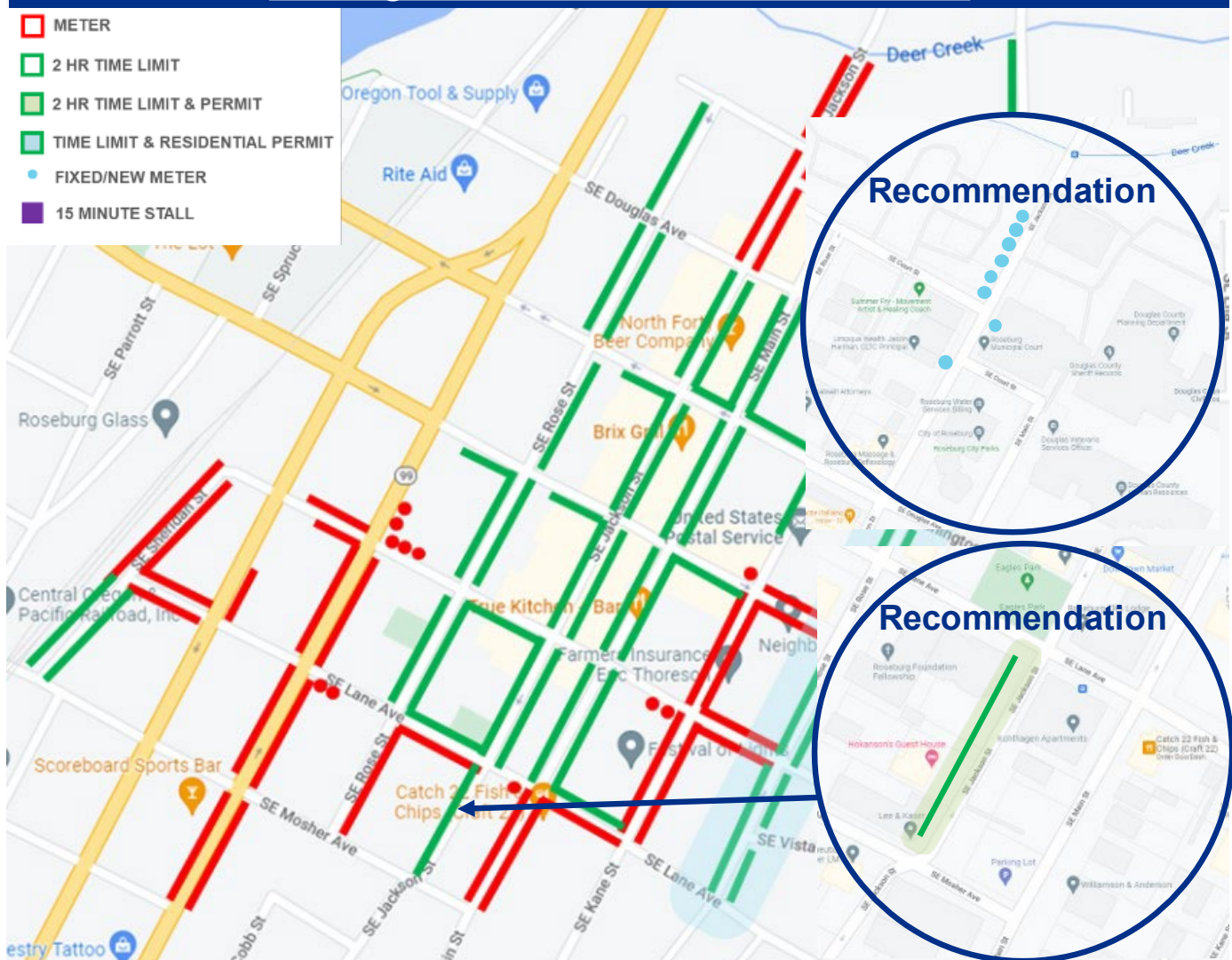
- ▶ Current: 15 Stalls, 15 Meters (13 Working, 2 Broken/Missing)
- ▶ Recommendation: Replace 2 Broken Meters

## RECOMMENDED CHANGES – 800 BLOCK SE JACKSON

- ▶ Current: 14 Stalls, 8 Meters (2 Working, 6 Broken/Missing)
- ▶ Recommendation: Pull All 8 Meters and Change to 2 Hour Parking & Permit

### Existing Meters, Limits & Permit Locations

- METER
- 2 HR TIME LIMIT
- 2 HR TIME LIMIT & PERMIT
- TIME LIMIT & RESIDENTIAL PERMIT
- FIXED/NEW METER
- 15 MINUTE STALL



# DOWNTOWN PARKING CHANGES



## RECOMMENDED CHANGES – 600 - 900 BLOCK SE STEPHENS

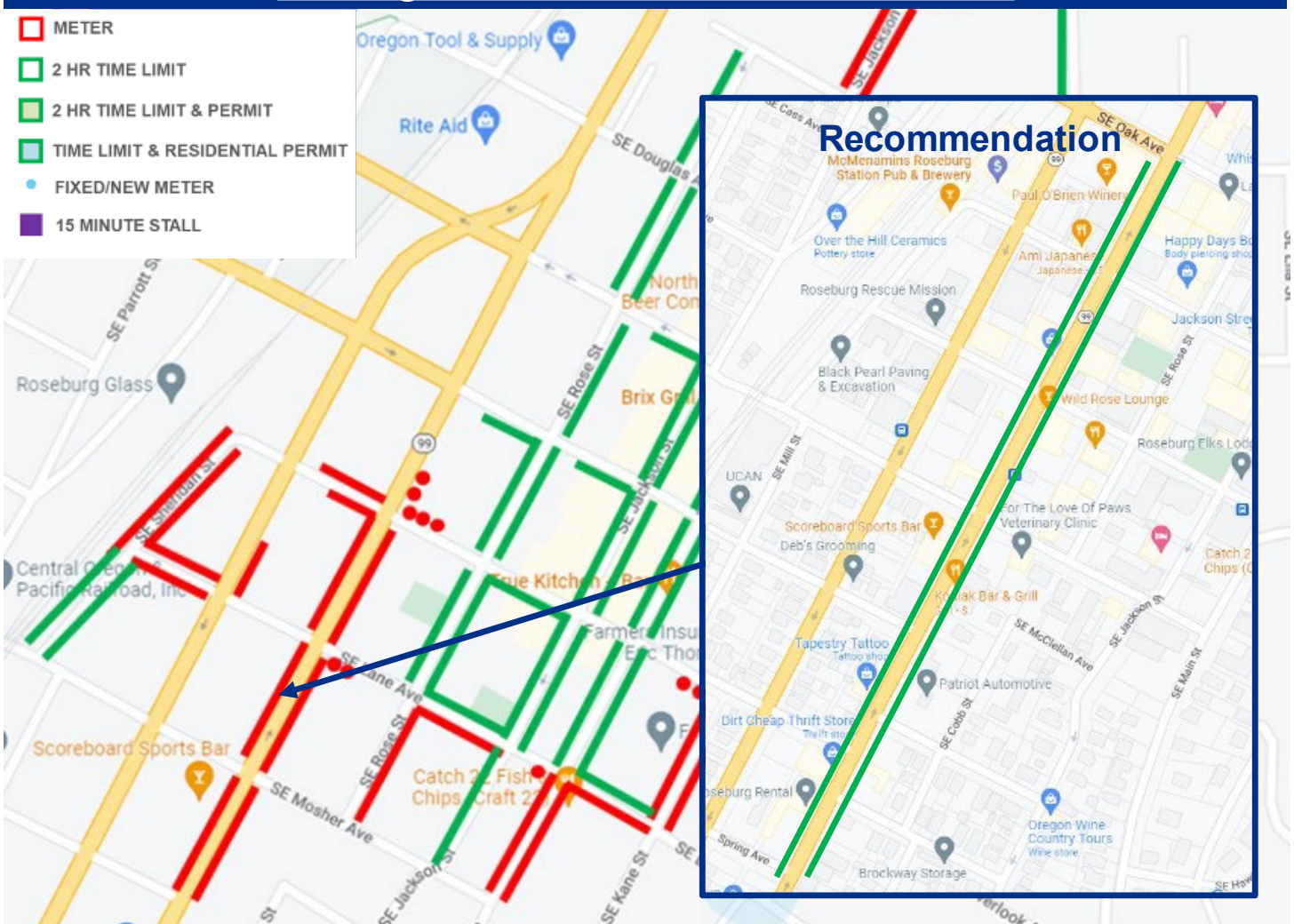
- ▶ Current: 50 Stalls, 40 Meters (10 Working, 30 Broken/Missing)
- ▶ Recommendation: Pull All 40 Meters and Change to 2 Hour Parking

## RECOMMENDED CHANGES – 1000 - 1100 BLOCK SE STEPHENS

- ▶ Current: No Time Zone or Meters
- ▶ Recommendation: Add 2 Hour Parking Zone

### Existing Meters, Limits & Permit Locations

- METER
- 2 HR TIME LIMIT
- 2 HR TIME LIMIT & PERMIT
- TIME LIMIT & RESIDENTIAL PERMIT
- FIXED/NEW METER
- 15 MINUTE STALL



# DOWNTOWN PARKING CHANGES

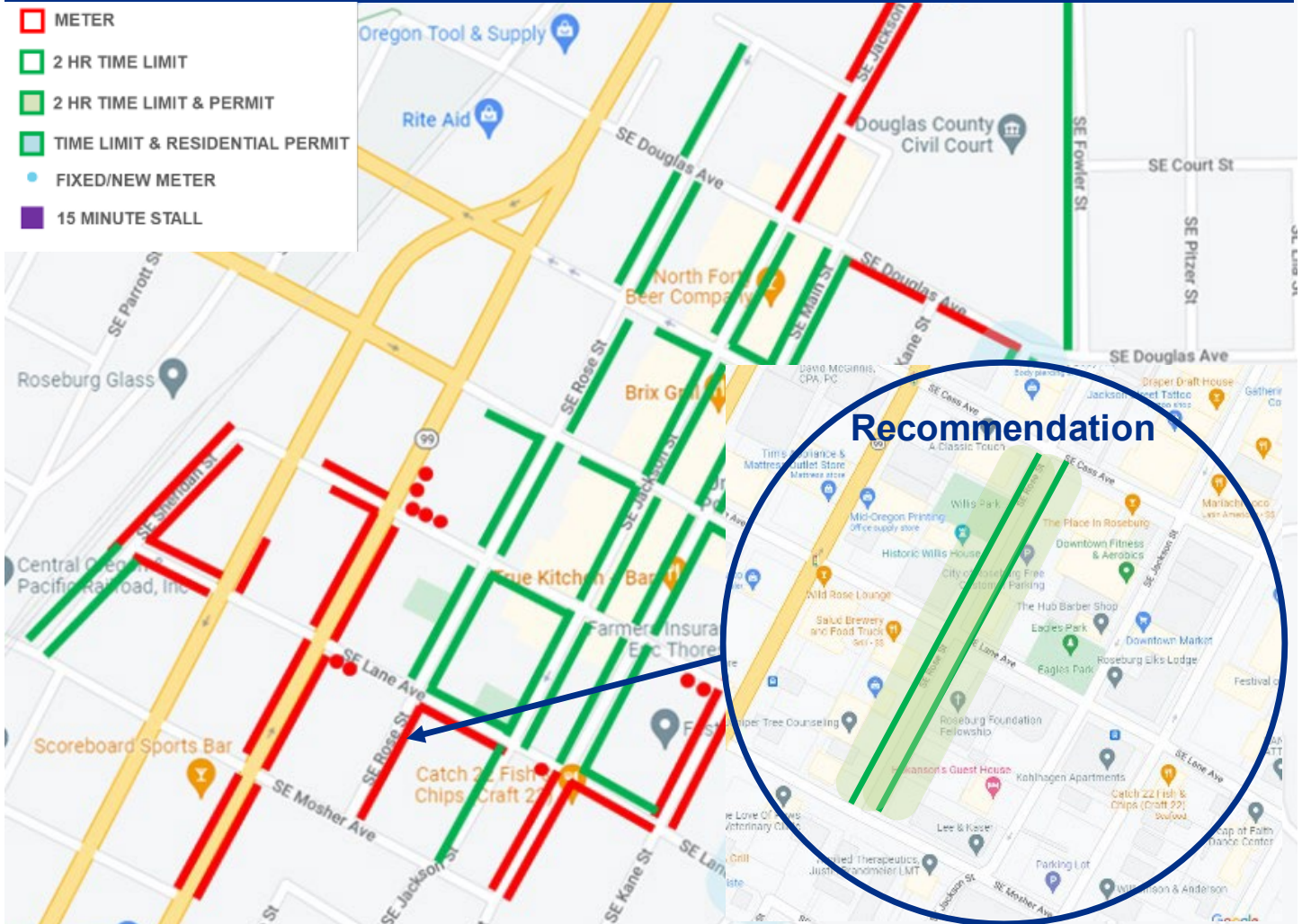


## RECOMMENDED CHANGES – 700 - 800 BLOCK SE ROSE AVE

- ▶ Current: 16 Stalls, 14 Meters (4 Working, 10 Broken/Missing)
- ▶ Recommendation: Add 2 Hr Time Limit and Permit to 700 Block, Pull All 14 Meters on 800 Block and Change to 2 Hour Parking & Permit

### Existing Meters, Limits & Permit Locations

- METER
- 2 HR TIME LIMIT
- 2 HR TIME LIMIT & PERMIT
- TIME LIMIT & RESIDENTIAL PERMIT
- FIXED/NEW METER
- 15 MINUTE STALL



# DOWNTOWN PARKING CHANGES

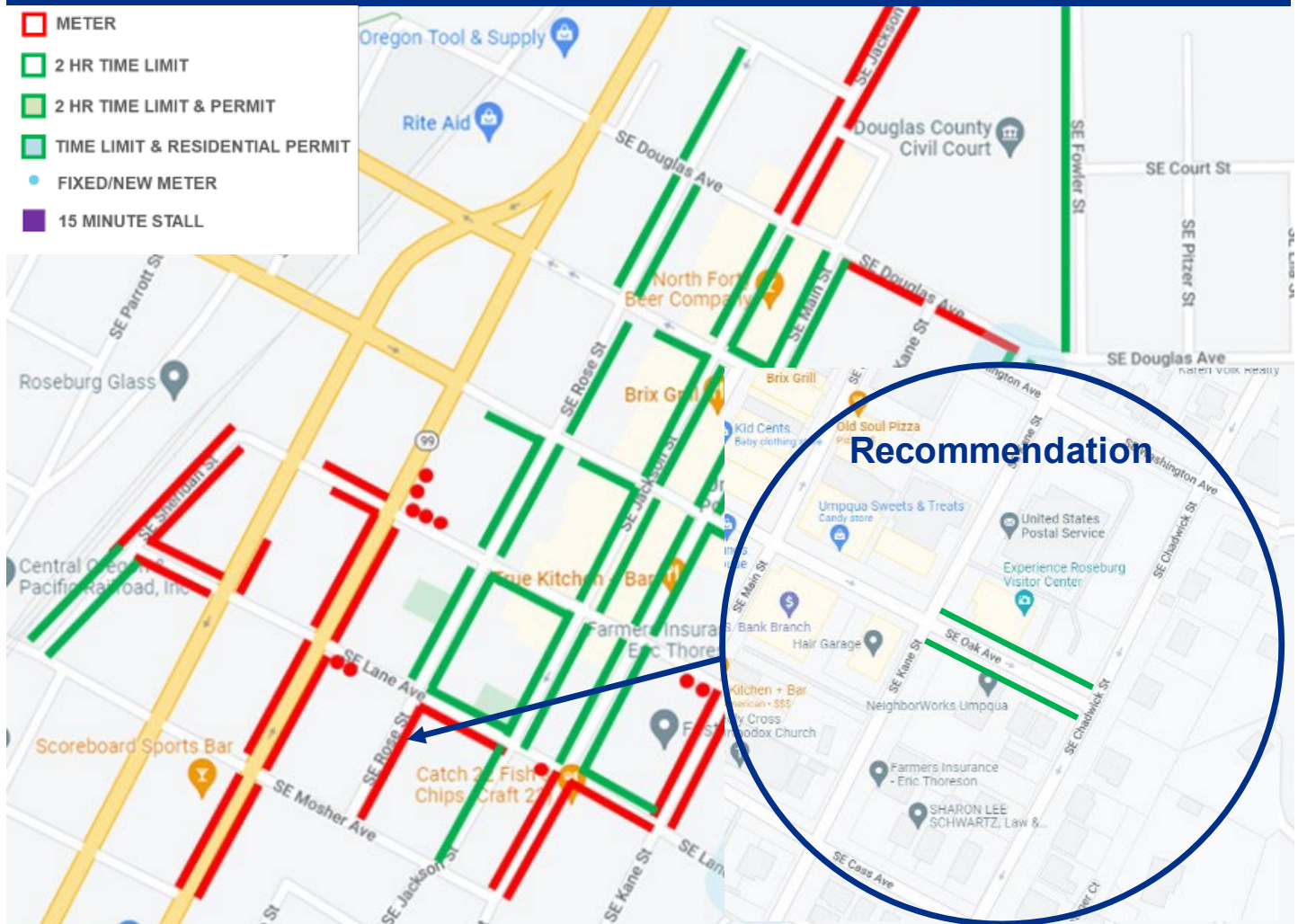


## RECOMMENDED CHANGES – 1100 BLOCK SE OAK AVE

- ▶ Current: 12 Stalls, 12 Meters (5 Working, 7 Broken/Missing)
- ▶ Recommendation: Pull All 12 Meters and Change to 2 Hour Parking

### Existing Meters, Limits & Permit Locations

- METER
- 2 HR TIME LIMIT
- 2 HR TIME LIMIT & PERMIT
- TIME LIMIT & RESIDENTIAL PERMIT
- FIXED/NEW METER
- 15 MINUTE STALL



# DOWNTOWN PARKING CHANGES

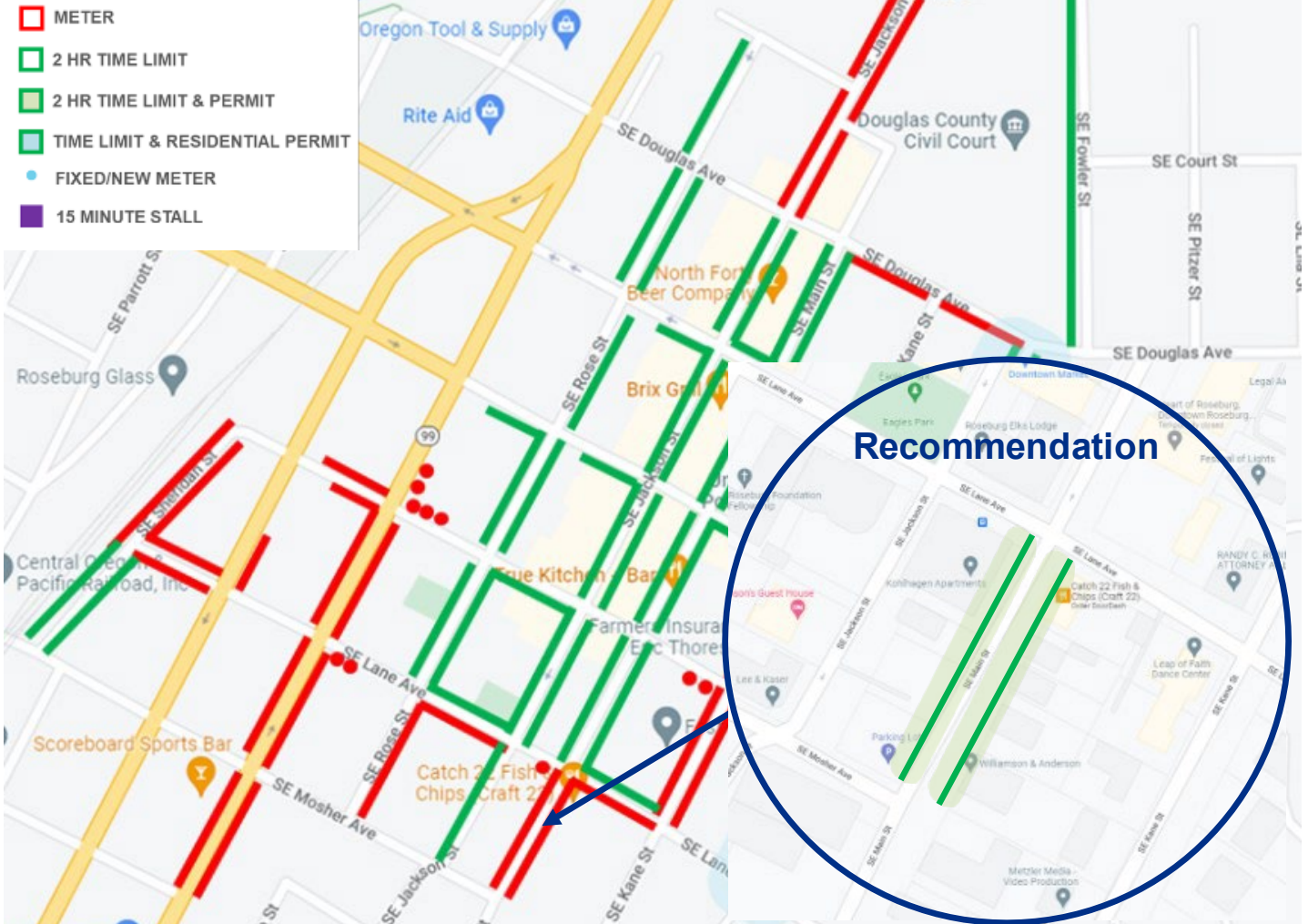


## RECOMMENDED CHANGES – 800 BLOCK SE MAIN ST

- ▶ Current: 21 Stalls, 19 Meters (10 Working, 9 Broken/Missing)
- ▶ Recommendation: Pull All 19 Meters and Change to 2 Hour Parking & Permit

### Existing Meters, Limits & Permit Locations

- METER
- 2 HR TIME LIMIT
- 2 HR TIME LIMIT & PERMIT
- TIME LIMIT & RESIDENTIAL PERMIT
- FIXED/NEW METER
- 15 MINUTE STALL



# DOWNTOWN PARKING CHANGES

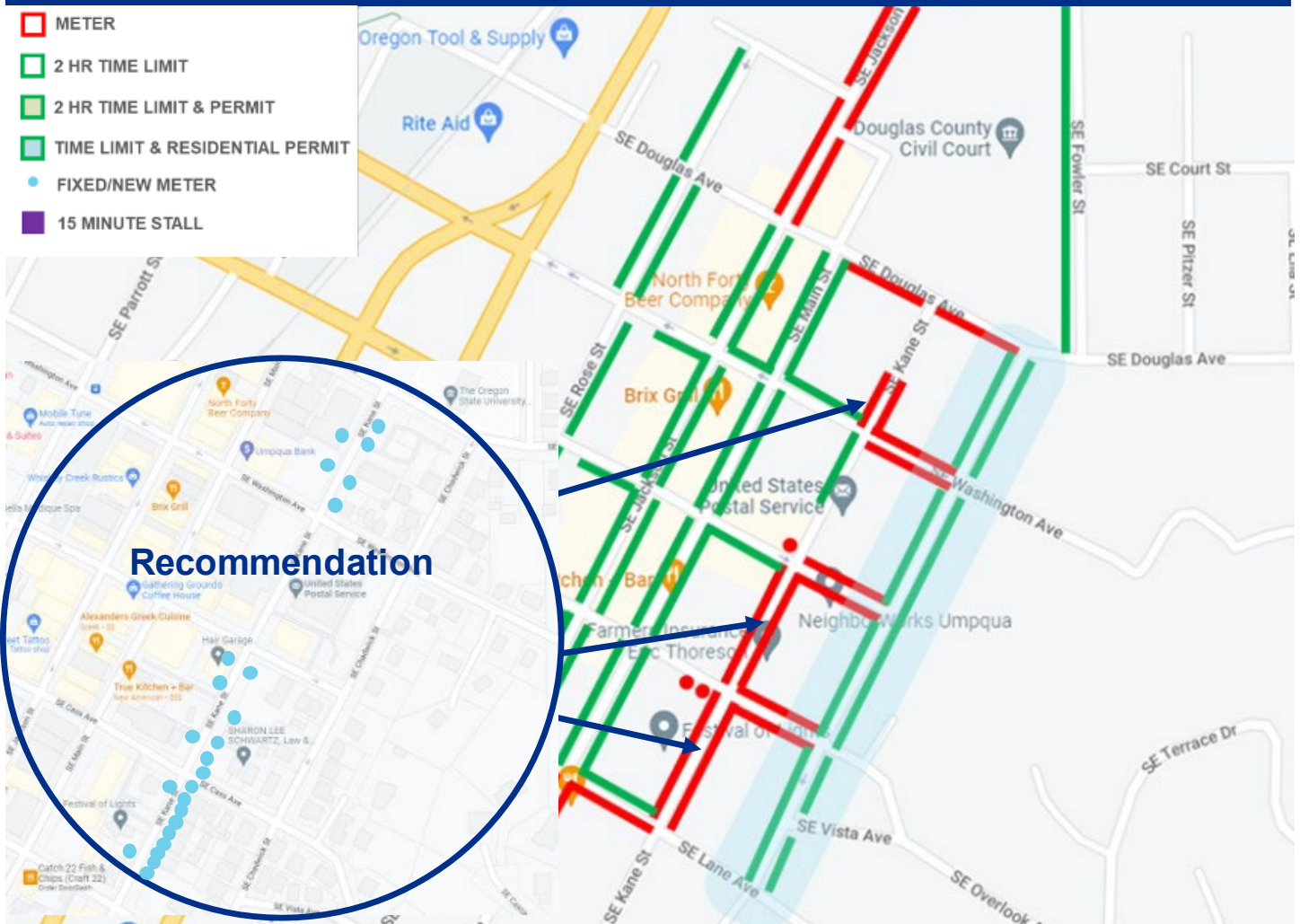


## RECOMMENDED CHANGES – 400, 600, 700 BLOCKS SE KANE

- ▶ Current: 41 Stalls, 40 Meters (15 Working, 25 Broken/Missing)
- ▶ Recommendation: Replace 25 Broken/Missing Meters

### Existing Meters, Limits & Permit Locations

- METER
- 2 HR TIME LIMIT
- 2 HR TIME LIMIT & PERMIT
- TIME LIMIT & RESIDENTIAL PERMIT
- FIXED/NEW METER
- 15 MINUTE STALL



# DOWNTOWN PARKING CHANGES

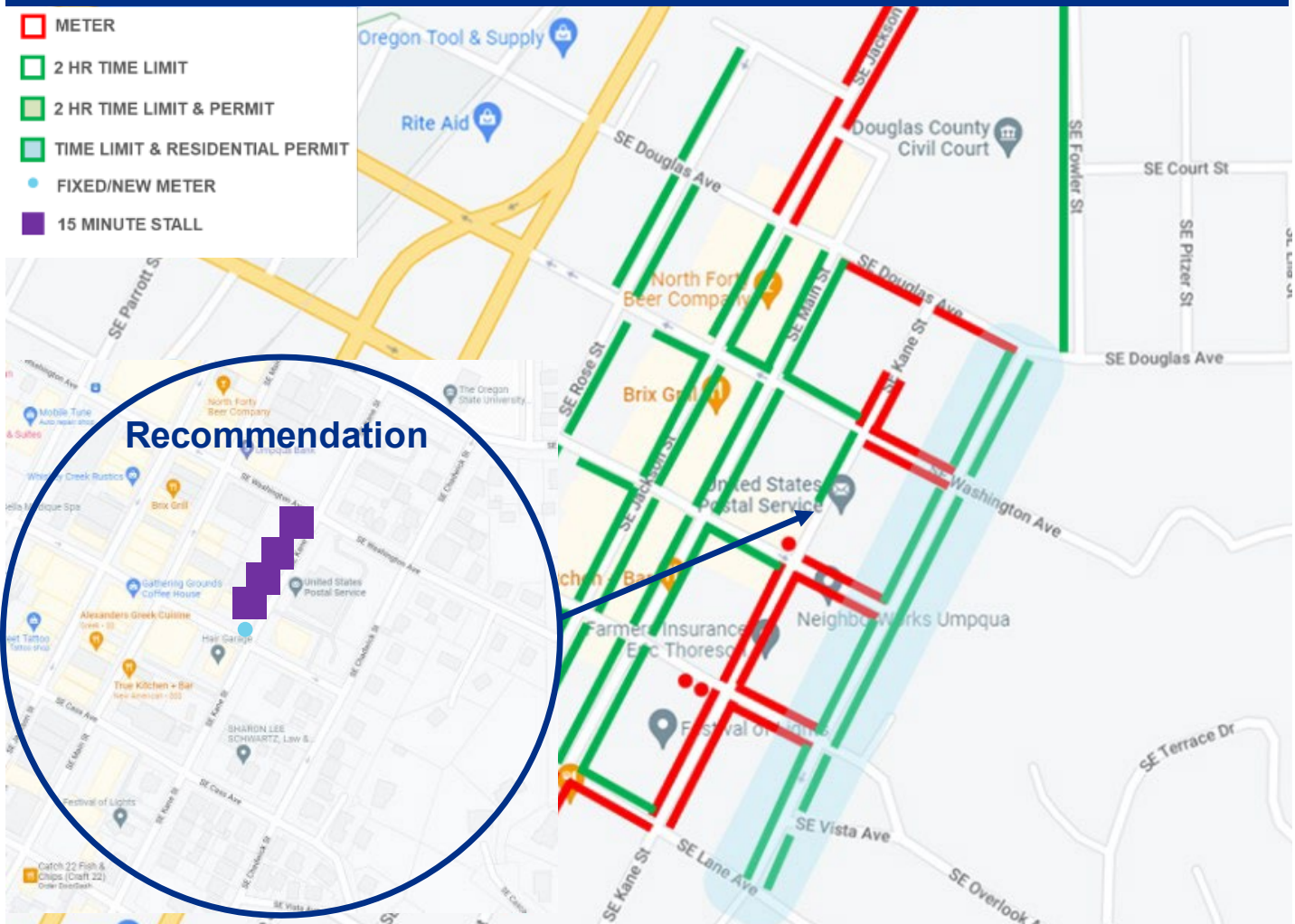


## RECOMMENDED CHANGES – 500 BLOCK SE KANE

- ▶ Current: 7 Stalls, 1 Broken/Missing Meter
- ▶ Recommendation: 4 -15 Minute Stalls, Install Post and Meter

### Existing Meters, Limits & Permit Locations

- ◻ METER
- ◻ 2 HR TIME LIMIT
- ◻ 2 HR TIME LIMIT & PERMIT
- ◻ TIME LIMIT & RESIDENTIAL PERMIT
- FIXED/NEW METER
- 15 MINUTE STALL



# DOWNTOWN PARKING CHANGES

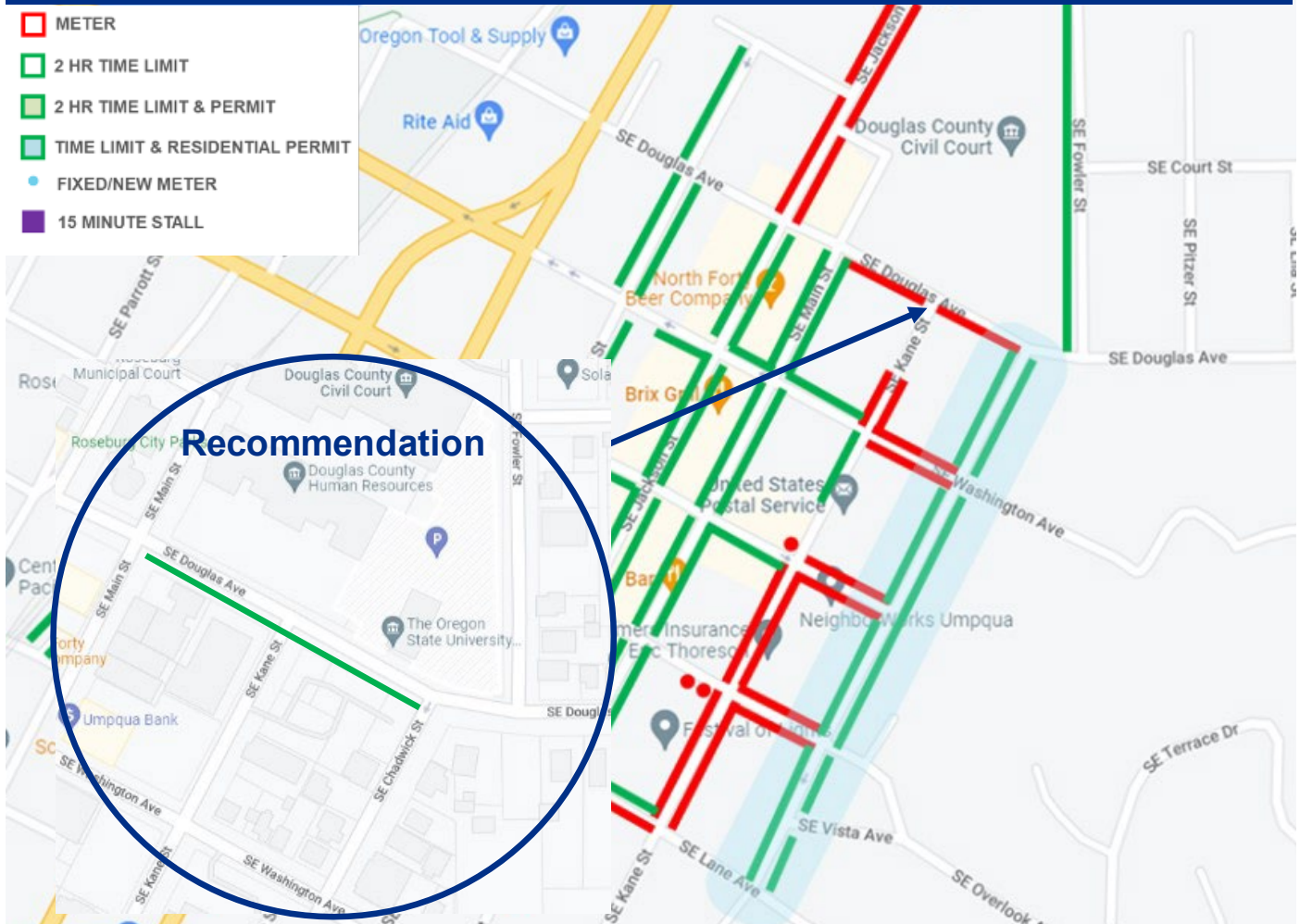


## RECOMMENDED CHANGES – 1000-1100 BLOCKS SE Douglas

- ▶ Current: 11 Stalls, 11 Meters (7 Working Meters, 4 Broken/Missing)
- ▶ Recommendation: Pull All 11 Meters and Change to 2 Hour Parking

### Existing Meters, Limits & Permit Locations

- METER
- 2 HR TIME LIMIT
- 2 HR TIME LIMIT & PERMIT
- TIME LIMIT & RESIDENTIAL PERMIT
- FIXED/NEW METER
- 15 MINUTE STALL





# DOWNTOWN PARKING CHANGES



## RECOMMENDED CHANGES – 700 SE SHERIDAN

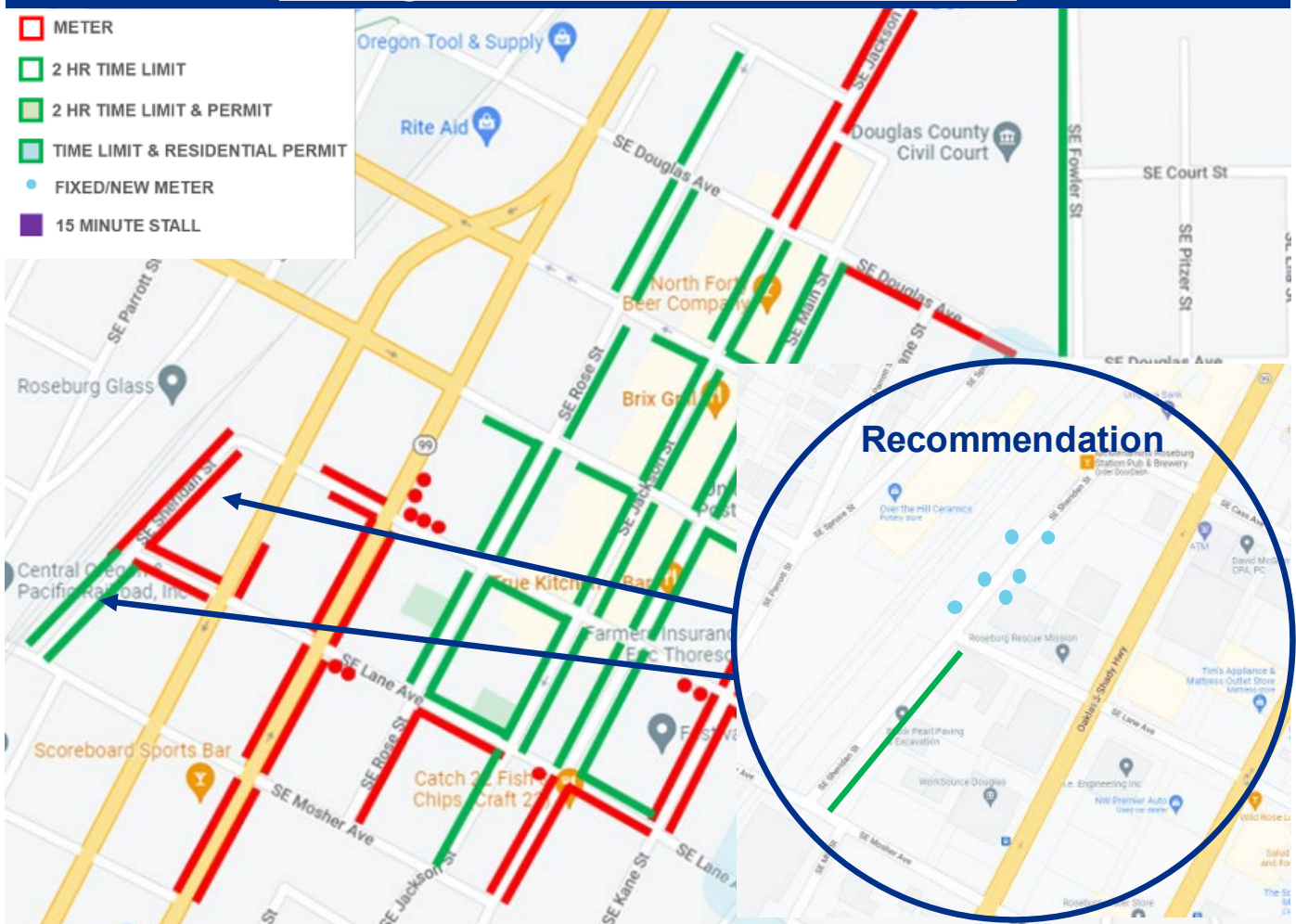
- ▶ Current: 16 Stalls, 16 Meters (10 Working, 6 Broken/Missing)
- ▶ Recommendation: Replace 6 Broken Meters

## RECOMMENDED CHANGES – 800 SE SHERIDAN

- ▶ Current: 20 Stalls, 6 Meters (1 Working, 5 Broken/Missing)
- ▶ Recommendation: Pull All 6 Meters and Change to 2 Hour Parking

### Existing Meters, Limits & Permit Locations

- METER
- 2 HR TIME LIMIT
- 2 HR TIME LIMIT & PERMIT
- TIME LIMIT & RESIDENTIAL PERMIT
- FIXED/NEW METER
- 15 MINUTE STALL



# DOWNTOWN PARKING CHANGES



## RECOMMENDED CHANGES – 600 BLOCK CASS

- ▶ Current: 9 Stalls, 8 Meters (6 Working, 2 Broken/Missing)
- ▶ Recommendation: Replace 2 Missing Meters

## RECOMMENDED CHANGES – 700 BLOCK CASS

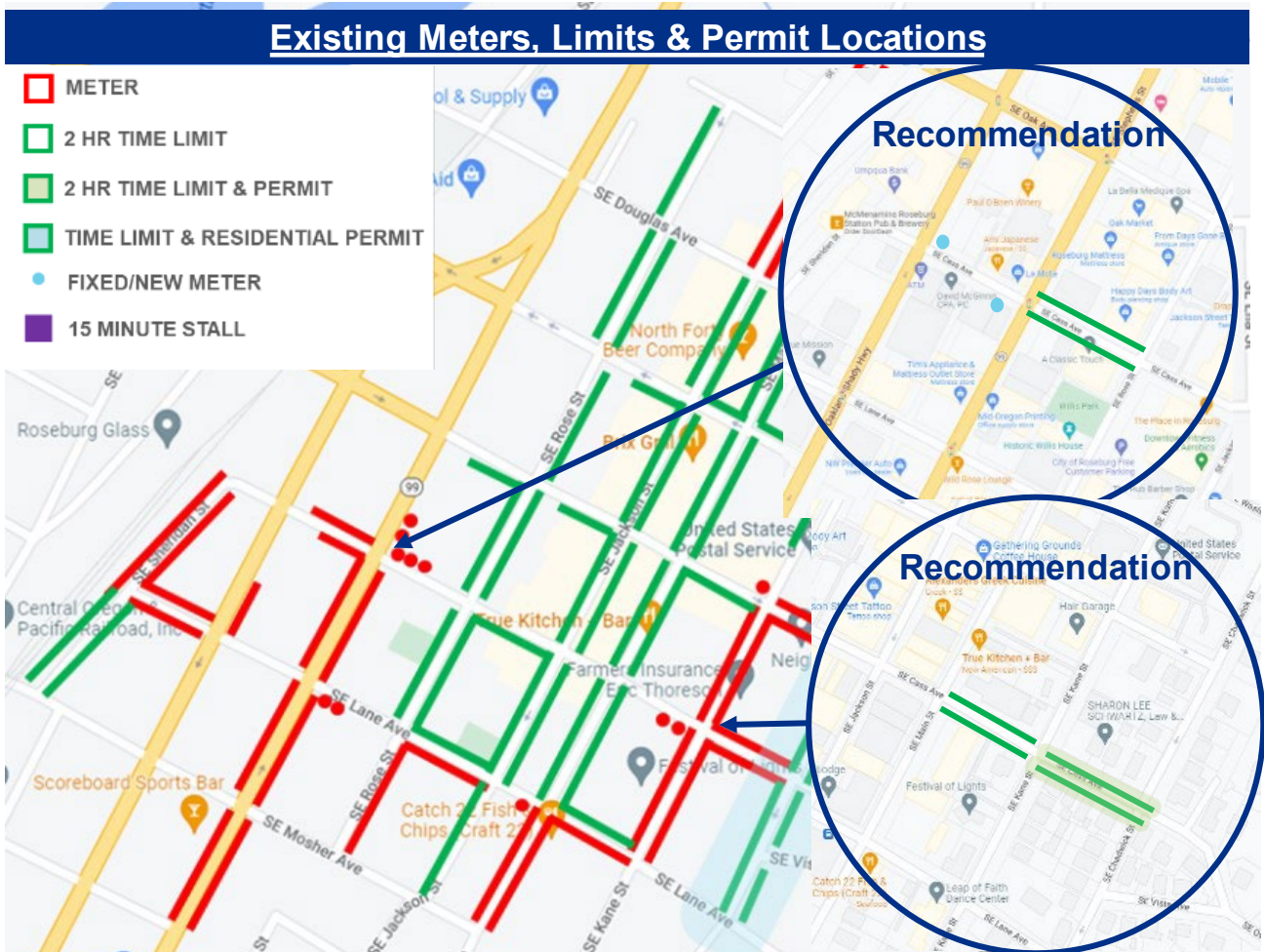
- ▶ Current: 13 Stalls, 3 Meters (2 Working, 1 Broken/Missing)
- ▶ Recommendation: Pull All 3 Meters and Change to 2 Hour Parking

## RECOMMENDED CHANGES – 1000 BLOCK CASS

- ▶ Current: 14 Stalls, 2 Meters (0 Working, 2 Broken/Missing)
- ▶ Recommendation: Pull All 2 Meters and Change to 2 Hour Parking

## RECOMMENDED CHANGES – 1000 BLOCK CASS

- ▶ Current: 15 Stalls, 15 Meters (7 Working, 8 Broken/Missing)
- ▶ Recommendation: Pull All 15 Meters and Change to 2 Hour Parking & Permit



# THE MOBILITY REVOLUTION STARTS HERE™

## ON-STREET PAYMENT OPTIONS

Prepared Exclusively For: City of Roseburg

September 2022



MOBILITY  
SOLUTIONS

# ON-STREET PAYMENT OPTIONS



## EXTENDED PARKING OPTIONS PROS & CONS

### EXTENDED PAYMENT OPTIONS VIA TEXT, APP, QR CODE

#### Option 1: 2 Hours Free; Ability To Pay For Additional Two Hours Via Text to Pay/QR Code, NO Parking Over 4 Hours

Up to 2 Hours – No Charge    2-4 Hours – Additional Charge (TBD)    Over 4 Hours Not Allowed

Pros	Cons
<ul style="list-style-type: none"> <li>Retains the free parking option on key Downtown streets</li> <li>Ensures spaces are not occupied for an entire day</li> <li>Provides visitors the ability to purchase additional time for extended stays beyond the 2 hours of free parking</li> <li>Most Downtown visits should be finished within 4 hours</li> <li>Can utilize QR Code decals that can be posted inside retail stores so customers can extend parking up to 4 hours without returning to their vehicle</li> <li>Generates revenue off stalls not currently earning anything</li> <li>Minimizes the credit card fees so the City's parking revenue is maximized</li> <li>Eliminates confusion of having parkers calculate their stay and price needed to pay</li> <li>Eliminates the need to make multiple payments – one time payment is all that is offered</li> </ul>	<ul style="list-style-type: none"> <li>Limits parking to 4 hours maximum. This could be a problem for tattoo appointments and hair salon guests who state appts can last 4.5 hours</li> <li>Would require customers to pay for 2 hours even if they plan to stay for a shorter period</li> <li>Would reduce stall turnover as vehicles can remain in place for up to twice as long as currently allowed</li> <li>Competes with off-street parking options for longer duration parking</li> <li>Customers could still get ticketed if they stay beyond the period for which they paid</li> </ul>

#### Option 2: 2 Hours Free; Ability To Pay For Additional Time Without Limits

Up to 2 Hours – No Charge

2 – 4 Hours \$2.00 Additional Charge

4 – 6 Hours \$4.00 Additional Charge

Over 8 Hours \$5.00 Additional Charge (Total Cost = \$11)

Pros	Cons
<ul style="list-style-type: none"> <li>Retains the free parking option on key Downtown streets</li> <li>Give visitors options if they need to stay longer</li> <li>Increases revenue the longer a vehicle is parked</li> <li>Covers every visitor possibility in terms of spending time Downtown</li> <li>Can utilize QR Code decals that can be posted inside retail stores so customers can extend parking up to 4 hours without returning to their vehicle</li> <li>Increases income to the City through additional parking revenue and minimal credit card charges</li> </ul>	<ul style="list-style-type: none"> <li>Might limit stall turnover as visitors could monopolize spaces for an entire day</li> <li>Accelerated pricing model might be viewed as a 'money grab' by the City</li> <li>Individual parkers would have to estimate the duration of parking and pay accordingly</li> <li>Customers could still get ticketed if they stay beyond the period for which they paid</li> </ul>

#### NOTE:

- Need to determine if the time increment for additional parking beyond the two hours free should be 2 additional hours or 3 additional hours since retailers quoted 4.5 hour hair salon appointments.
- Need to determine what the incremental charges will be, i.e. how much for each additional time. Is it \$2.00 or \$3.00 or?
- We recommend avoiding smaller timed increments due to parkers' natural tendency to underestimate their needed parking time. This results in reduced revenue for the City, increases the impact of credit card fees, and can lead to increased citation issuing.

# ON-STREET PAYMENT OPTIONS



SAMPLE PAY BY TEXT, APP, QR CODE SIGN



## PAY-BY-PLATE

LICENSE PLATE REQUIRED FOR PAYMENT

### PAYMENT OPTIONS LOT # 0123

**TEXT**



TEXT LOT #0123 TO  
858-223-1558

**SCAN**



SCAN QR CODE FOR  
PAYMENT LINK

**APP**



DOWNLOAD THE ACE APP  
SELECT LOT #0123 TO  
PROCESS PAYMENT

CALL 555-555-3555 FOR MONTHLY PARKING INFORMATION

# ON-STREET PAYMENT OPTIONS



## URBAN PRICING PROGRAMS

Downtown Parking Programs - West Coast			
	Max Duration	Price/Hr	Notes
Seattle: 8am to 11am	2 hrs	\$1.00	
Seattle: 11am to 5 pm	2 hrs	\$2.00 to \$4.00	
Seattle: 5pm to 8pm	2 hrs	\$1.00	
Portland	2 hrs	\$2.00	<i>As stalls move away from the Downtown core, parking extends to 3 &amp; 4 hrs; further away as much as 10 hrs</i>
Eugene	2 hrs	\$1.35	<i>Some zones allow parking up to 5 hours</i>
San Francisco	2 hrs	\$2.00	<i>Rates can increase up to \$7/hr in some areas; further from the core areas, parking times can extend to 4 hrs (25%)</i>
Oakland	2 hrs	\$2.00	
San Jose - Downtown	1 hr	\$2.00	
San Jose - University	4 hrs	\$2.00	<i>This is for parking immediately surrounding the University campus</i>
Sacramento	1 hr	\$1.75	<i>Limits based on area - 1 hr in Core; 2 hrs in next zone and 3 hrs in Zone 3</i>
Long Beach	2 hrs	\$1.50	
San Diego	1hr & 2 hrs	\$1.25	<i>Rates along waterfront increase to \$1.75/hr or \$2.50/hr</i>
Phoenix	2 hrs	\$1.50	<i>Can park up to 4 hrs after 5pm; Even charge on Sundays and Holidays</i>

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## PROVIDING INTERIM CASH FLOW FINANCING FOR OFF STREET PARKING FUND

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**Meeting Date: September 26, 2022**

**Department: Finance**

[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Department Items**

**Staff Contact: Ron Harker, Finance Director**

**Contact Telephone Number: 541-492-6710**

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### ISSUE STATEMENT AND SUMMARY

The City provides downtown parking enforcement services through a contract with ACE Parking & Mobility Solutions. The downtown parking enforcement program is still evolving as we strive to establish a program that meets the needs of the downtown while becoming solvent and sustainable. To date the City has not experienced a month in which revenue generation has exceeded expenses, and has had to use reserves in the Off Street Parking Fund to cover the costs of the enforcement program. Reserves were not sufficient to cover the cash-flow needs of the Off Street Parking Fund; consequently, Council previously authorized the use of \$50,000 of ARPA funds to help cover the cash-flow needs. The \$50,000 has since been fully utilized and revenues still are insufficient to cover expenses, resulting in the need for further financial support.

Staff is requesting that the use of ARPA funds be approved to provide the further financial support that is required. Keeping in line with previous Council action, it is proposed that \$50,000 of ARPA funds be authorized to provide the financial assistance required at this time.

### BACKGROUND

#### **A. Council Action History.**

April 27, 2020: Authorized cancellation of the Parking Enforcement Services Contract with DRA/Park Smart by mutual consent effective March 31, 2020.

March 22, 2021: Received a Downtown Parking Assessment and Plan presentation from Rick Williams Consulting. Accepted the Downtown Parking Assessment and Plan.

December 13, 2021: Awarded the contract for parking enforcement services to ACE Parking.

January 24, 2002 – Authorized a supplemental budget to the Off Street Parking Fund establishing appropriation authority to manage the parking enforcement contract for fiscal year 2021-2022.

May 9, 2022 – Authorized staff to utilize ARPA funds to directly cover the cash flow needs of the Off Street Parking Fund up to \$50,000.

August 22, 2022 – Council advised that the \$50,000 authorized from ARPA funds to cover cash flow needs were fully expended. Furthermore, it was projected that the Off Street Parking Fund would have sufficient resources to cover the August expenses (which would be payable in September) but would be insufficient to fully cover expenses for September (which would be payable in October).

**B. Analysis.**

The City's current cash balance in the Off Street Parking Fund is \$2,085 after paying ACE Parking for August services. As previously reported to Council on August 22, the Off Street Parking Fund will not have sufficient resources to cover the expenses that are incurred for September's parking enforcement services. Consequently, additional financial support is required to support the Off Street Parking Fund.

Currently, the parking enforcement program does not generate sufficient revenues to cover expenses and is not sustainable in its current form. Staff has been working with ACE Parking to identify modifications to the parking program that might make it sustainable. In the interim, parking enforcement expenses have and continue to accrue, resulting in a deficit that needs to be funded.

In alignment with previous Council action, staff requests the authorization of \$50,000 from ARPA funds to provide the financial support needed to provide the required cash flow in the Off Street Parking Fund. It is projected that \$50,000 would provide needed cash flow for approximately three months of operations.

**C. Financial/Resource Considerations.**

The use of ARPA funds to provide needed cash flow financing will not significantly impact the ARPA fund as the proposed \$50,000 only represents 1.6% of expenditures. However, \$50,000 would be unavailable for other projects that could be facilitated through ARPA funds.

**D. Timing Considerations.**

Due to the rapid depletion of fund reserves and the need to maintain a positive cash balance in the fund, it is essential to provide staff with direction on how to address this need.

**COUNCIL OPTIONS**

- 1) Authorization of \$50,000 from ARPA funds to be used to provide cash flow assistance for the Off Street Parking Fund; or
- 2) Direct staff to bring back options for an intrafund loan to temporarily support the Off Street Parking Fund.



**STAFF RECOMMENDATION**

Staff recommends that Council authorize \$50,000 from ARPA funds to provide cash flow assistance for the Off Street Parking Fund.

**SUGGESTED MOTION**

I MOVE THAT \$50,000 OF ARPA FUNDS BE AUTHORIZED TO SUPPORT THE OFF STREET PARKING FUND.

**ATTACHMENTS:**

None



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### CITY MANAGER ACTIVITY REPORT

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**Meeting Date: September 26, 2022**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Informational**  
**Staff Contact: Nikki Messenger, City Manager**  
**Contact Telephone Number: 541-492-6866**

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#### 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 26, 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  
September 13, 2022 - 10:00 a.m.

1. September 12, 2022 City Council Meeting Synopsis
2. September 26, 2022 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - a. Outdoor Permit – September 24, 2022
  - b. Outdoor Permit – October 8, 2022
5. Department Items
  - a. Monthly Personnel Overtime Rate Calculations (RH)



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
September 19, 2022 - 10:00 a.m.

1. September 26, 2022 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
  - a.
4. Department Items
  - a.

## TENTATIVE FUTURE COUNCIL AGENDA



### Unscheduled

- 2023-2025 Council Goals
- ARPA Funds Discussion
- RPEA Labor Negotiation
- Umpqua Basin Urban Services Agreement
- Urban Growth Boundary Swap

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### **October 10, 2022**

#### Consent Agenda

- A. Minutes of September 26, 2022

#### Public Hearing

- A. Ordinance No. 3578 - Proposed Annexation, Zone Change, and Adopted Findings for Housley Avenue, First Reading

#### Ordinances

- A. Ordinance No. 3576 – Amending Section 2.02 “Nomination, Election and Appointment of Candidates for Elected City Offices” of the Roseburg Municipal Code, Second Reading
- B. Ordinance No. 3577 – Amending Subsection 2.34.080 “Councilor Training - Reimbursement of Expenses” of the Roseburg Municipal Code, Second Reading

#### Informational

- A. City Manager Activity Report

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### **October 24, 2022**

#### Mayor Reports

- A. Veterans Day Proclamation

#### Consent Agenda

- A. Minutes of October 10, 2022

#### Ordinances

- A. Ordinance No. 3578 - Annexation, Zone Change and Adopted Findings for Housley Avenue, Second Reading

#### Informational

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

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### **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

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### **December 12, 2022**

#### Mayor Reports

- A. 2022 General Election Results and Scheduling Oath of Office
- B. 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

- A. 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
- 

**February 13, 2023**

Special Presentation

- A. Annual Comprehensive Financial report (ACFR) – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2022
- C. 2023-2024 Budget Calendar

Consent Agenda

- A. January 23, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**February 27, 2023**

Consent Agenda

- A. February 13, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**March 13, 2023**

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. February 27, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**March 27, 2023**

Mayor Reports

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

Consent Agenda

- A. March 13, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report

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**April 10, 2023**

Mayor Reports

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

Consent Agenda

- A. March 27, 2023 Meeting Minutes
- B. 2023 OLCC Annual Liquor License Renewal Endorsement

Informational

- A. City Manager Activity Report

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**April 24, 2023**

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. Bike and Safety Month, Walk and Bike to School Week and Bike to Work Day Proclamation
- C. Thrive Umpqua Day Proclamation

Consent Agenda

- A. April 10, 2023 Meeting Minutes

Special Presentation

- A. Umpqua Economic Development Partnership Annual Report

Informational

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

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**May 8, 2023**

Mayor Reports

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

Consent Agenda

- A. April 24, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report

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**May 22, 2023**

Mayor Reports

- A. Pride Month Proclamation

Consent Agenda

- A. May 8, 2023 Meeting Minutes

Resolutions

Annual Fee Adjustment

- A. Resolution No. 2023- -- - General Fees
- B. Resolution No. 2023- -- - Water Related Fees

Informational

- A. City Manager Activity Report
-

**June 12, 2023**

Mayor Reports

- A. Camp Millennium Week Proclamation
- B. Juneteenth Independence Day Proclamation

Consent Agenda

- A. May 22, 2023 Meeting Minutes

Public Hearing

- A. Resolution No. 2023- -- - 2023-2024 Budget Adoption

Informational

- A. City Manager Activity Report

***Roseburg Urban Renewal Agency Board Meeting***

Consent Agenda

- A. Minutes of previous meeting

Public Hearing

- A. Resolution No. UR2023--- - 2023-2024 Budget Adoption
- 

**June 26, 2023**

Mayor Reports

- A. 2022 Roseburg Optimist Club Officer of the Year - ---

Special Presentation

- A. Anvil NW Destination Marketing Annual Report

Consent Agenda

- A. June 12, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
- 

**July 10, 2023**

Mayor Reports

- A. Parks and Recreation Month Proclamation

Special Presentation

- A. Roseburg Public Library UCAN AmeriCorps Member Presentation
- B. Gary Leif Navigation Center One-Year Report

Consent Agenda

- A. June 26, 2023 Meeting Minutes

Executive Session ORS 192.660(2)(i) – City Manager Report/Evaluation

Informational

- A. City Manager Activity Report
- 

**July 24, 2023**

Consent Agenda

- A. July 10, 2023 Meeting Minutes

Informational

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

**August 14, 2023**

Consent Agenda

- A. July 24, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
  - B. Quarterly Financial Report
-



**August 28, 2023**

Consent Agenda

A. August 14, 2023 Meeting Minutes

Executive Session ORS 192.660(2)(i) – City Manager Performance Evaluation  
Informational

A. City Manager Activity Report

**Friday Message**  
**September 16, 2022**



- Planning for the City's Sesquicentennial continues. The October events are right around the corner. More information can be found here:  
<https://www.experienceroseburg.com/roseburg-150/>
- Local company, 7 Robotics, held a grand-opening/open house at their new facility on Diamond Lake Boulevard. The well-attended event included impressive demonstrations by a number of industrial robots they have built in conjunction with their sister-company Convey-Keystone. It is always exciting to see local companies succeeding and expanding.
- Staff received good news regarding a grant application to support ongoing operations at the Gary Leif Navigation Center. Early indications had been the City would be eligible for an additional \$1 million through funding provided by the legislature and delivered through Oregon Housing & Community Services. This week we received word that the amount is closer to \$1.49 million. We are still not exactly sure when the funding will be available, but we are thrilled to know it is coming.
- On Tuesday, I met with Tawni Bean from Business Oregon to learn more about funding available through the Community Development Block Grant program. While a couple of the projects I had in mind didn't really fit, I learned a lot and she shared information about other programs that may be worth investigating. Additional meetings are being planned to explore those options with the correct contacts.
- Other meetings this week included informal meetings related to the Med Ed project, a meeting with Bill Woods to hear his concerns regarding the airport, and meetings to work on the Charter franchise agreement and downtown parking changes.
- The final Movies in the Park is happening tonight. This is a make-up date from an earlier weather related cancellation. Tonight's movie is Encanto and will begin showing at dusk.
- The seventh annual K9 in the Grapevines is happening this Saturday. More information here:  
<https://www.cityofroseburg.org/event-details/7th-k9s-in-the-grapevines/8282/>
- You may have noticed that the halfshell cover has stayed up longer than normal this year. Normally, it is removed and stored shortly after Labor Day. The cover is due for replacement and given recent damage, it will be disposed of when it comes down this year. A new one has been ordered and the normal schedule for raising and lowering it will return next year.
- On next Monday night, the Planning Commission is scheduled to meet and hear two agenda items 1) Conditional Use Permit request for the non-aviation office space in Hangar 12, and 2) an Annexation/Zone Change for a parcel on Housley Avenue. Staff is expecting a significant amount of audience participation in regards to the CUP at the airport. Much of the information that has been circulated is factually incorrect and is related to the lease agreement, not the land-use decision being contemplated Monday night.
- Meetings next week:
  - Planning Commission – Monday, 9/19 @ 7 pm – City Hall Council Chambers
  - Library Commission – Tuesday, 9/20 @ 4 pm – Roseburg Public Library
  - Charter Review Committee – Wednesday, 9/21 @ 4 pm - City Hall Council Chambers