

## ROSEBURG CITY COUNCIL AGENDA – APRIL 27, 2020

### Electronic Meeting

#### Public 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)

Charter Cable PEG Channel 191

*Comments on Agenda Items Only can be provided via email to the City Recorder at [info@cityofroseburg.org](mailto:info@cityofroseburg.org) prior to 4:00 p.m. on Monday, April 27, 2020.*

### **7:00 p.m. Regular Meeting**

**1. Call to Order – Mayor Larry Rich**

**2. Pledge of Allegiance**

**3. Roll Call**

Beverly Cole	Sheila Cox	Bob Cotterell	Alison Eggers
Linda Fisher-Fowler	Ashley Hicks	Brian Prawitz	Andrea Zielinski

**4. Mayor Reports**

- A. Volunteer Recognition Month Proclamation
- B. Arbor Day Proclamation
- C. Historic Preservation Month Proclamation
- D. Budget Committee Appointment

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

- A. Planning Commission Resignation – Kerry Atherton

**6. Consent Agenda**

- A. Minutes of March 23, 2020 Regular Meeting
- B. Cancellation of May 25, 2020 Regular Meeting
- C. 2020 OLCC License Renewal Endorsement
- D. Emergency Procurement – RMC 3.06.025(F) 2020 Turf Mower
- E. Emergency Procurement – RMC 3.06.025(F) Downtown ADA Improvements Bid Award
- F. Resolution No. 2020-04 – Authorizing Acceptance of FAA CARES Grant

**7. Resolutions**

- A. Resolution No. 2020-05 - Appropriation Transfer for Fiscal Year 2019-20
- B. Resolution No. 2020-06 - Support of Roseburg Public Schools Bond Levy

**8. Department Items**

- A. Annual Fee Update Discussion
- B. Parking Enforcement Contract

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

**10. Adjourn**

**11. Executive Session ORS 192.660(2)**

### **Informational**

- A. City Manager Activity Report

**\*\*\* AMERICANS WITH DISABILITIES ACT NOTICE \*\*\***

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

## **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:*

**Persons providing comments via email to the Council must include their name and address for the record, including whether or not they are a resident of the City of Roseburg. The Council reserves the right to delay any action requested until they are fully informed on the matter.**

### **CITIZEN PARTICIPATION – AGENDA ITEMS**

Anyone wishing to provide comments regarding an item on the agenda may do so by emailing the City Recorder at [info@cityofroseburg.org](mailto:info@cityofroseburg.org) by 4:00 p.m. Monday, April 27, 2020. For items on the agenda, discussion typically begins with a staff report, followed by questions from Council. The City Recorder will provide any comments received prior to the meeting to the Council.

***Thank you for viewing our meeting.***

***The City Council meetings are aired live on Charter Communications Cable Channel 191 and rebroadcast on the following Tuesday evening at 7:00 p.m. Video replays and the full agenda packet are also available on the City's website: [www.cityofroseburg.org](http://www.cityofroseburg.org).***



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### RECOGNITION OF CITY VOLUNTEERS

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**Meeting Date: April 27, 2020**  
**Department: Parks & Recreation**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Mayor Reports**  
**Staff Contact: Velorie Ligon, Coordinator**  
**Contact Telephone Number: 541-492-6730**

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#### ISSUE STATEMENT AND SUMMARY

In conjunction with "Volunteer Recognition Month," the City wishes to honor publicly those volunteers who have devoted their time and efforts for the betterment of the Roseburg community. These efforts range from commission service to Volunteers in Police Service to individuals and groups that plant flowers and trees in our parks or help as part of the 'Adopt-A-Trail' program – all providing invaluable and greatly appreciated contributions.

The following volunteers will be acknowledged in an advertisement with local news media:

#### COUNCIL/COMMISSION MEMBERS

##### ***City Council***

Larry Rich, Mayor  
Alison Eggers  
Andrea Zielinski  
Ashley Hicks  
Beverly Cole  
Bob Cotterell  
Brian Prawitz  
Linda Fisher-Fowler  
Sheila Cox  
Tom Ryan

##### ***Airport Commission***

Chris Berquist  
Clint Newell  
Daniel Sprague  
David Morrison  
Frank Inman  
Robb Paul

##### ***Parks & Recreation***

Diana Wales  
Kyle Bailey  
Leila Heislein  
Marsha LaVerne  
Robert Grubbs  
Robert Walker  
Ryan Finlay

##### ***Budget Committee***

Bob Scott  
Bryan Sykes  
Hannah Duncan  
Ken Fazio  
Knut Torvik  
Mike Baker  
Nick Marshall  
Patrice Sipos

##### ***Planning Commission***

Daniel Onchuck  
John Kennedy  
Kerry Atherton  
Ron Hughes  
Ronald Sperry  
Shelby Osborn  
Victoria Hawks

##### ***Library***

Francesca Guyer  
Kelly Peter  
Laura Harvey  
Mandy Elder  
Marcy Belzner  
Theresa Lundy

##### ***Public Works***

Fred Dayton Jr  
John Seward  
Ken Hoffine  
Noel Groshong  
Patrick Lewandowski  
Roger Whitcomb  
Stuart Liebowitz  
Vernon Munion

##### ***Historic Resources***

Bentley Gilbert  
James De Lap  
Lisa Gogal  
Marilyn Aller  
Nicholas Lehrbach  
Stephanie Giles

##### ***Economic Development***

Angela Brown  
Don Baglien  
Gary Leif  
Hannah Duncan  
Michael Widmer  
Mickey Beach  
Misty Ross  
Paul Zegers  
Tim Allen

VOLUNTEERS IN POLICE SERVICE

Doug Burbridge  
Brittany Boyd  
Ron Hampton  
Tayler Marlin

CITY BEAUTIFICATION/PARKS ASSISTANCE

Akiyo Riggs	Kelly Wyatt	Patricia Conlan
Anita Nettleton	Ken Ferguson	Paula Noah
Art & Marliene Swanson	Kevin Carson	Robin Kladke
Ashley Hicks	Leila Heislein	Ron Poland
Darold Leggett	Linda Jensen	Ryan Moore
David Johnston	Lisa & Eric Soder	Stacey Crowe
Deanna Alvarado	Lucia Porter Meyer	Steve Erickson
Ellen Pirter	Mark & Nancy Anderson	Tony Vierra
Fred Bradley	Maureen Williams	Yoko Carey
Issac Meyer	Nancy Pittman	
Jason Hunter	Noriko & Takemi Corrado	
Jeff & Shirley Woodcock		

MOVIES IN THE PARK

Kyle Bailey  
Mike & Janice Baker  
Randy Ligon

ORGANIZATIONAL AND COMMUNITY SUPPORT

Bike Walk Roseburg	Roseburg High School Freshman SLC Students
Blue Zones Project Umpqua	Roseburg Hometown 4 <sup>th</sup> of July Fireworks
CLDS Young Men Organization	Roseburg Tracker
Community Rights Douglas County	S.E. Neighborhood Watch
DCPARC	SERVICE
Douglas High School Freshman Class & Staff	Small Planet Solutions
FCR Roseburg	SORB - Open People Group
Fir Grove Elementary School	UCC Cross Country & Track and Field
Friends of the Roseburg Public Library	Umpqua Community College Upward Bound
Friends of Umpqua Valley Police K9 Programs	Umpqua Kennel Club
Milo Adventist Academy	Umpqua Valley Audubon Society
Phoenix Youth Corps	Umpqua Valley Chapter of NPSO
Roseburg CLDS	Umpqua Watersheds, Americorps Project
	Wolf Creek Job Corps

LIBRARY SUPPORT

Anita Nettleton	Dianne Holborow	James Jamison
Barbara Egli	Dianne Muscarello	Joan Seitz
Bettina Bloomberg	Earl Bates	Joy Garrelts
Capri Moore	Francesca Guyer	Karen Sickler
Cindy Strahl	Gary Dubois	Kay Rogers
Coreen Harker	Gaylene Lyda	Kim Turner
Corrie Sommerfeld	Helen Laurence	LeaVa Eddings
Dell Olson	Helen Thiessen	Leslie Walker
Diana Young	James Henry	Linda Bahr

Linda Tavenner  
Lori Stevenson  
Louise Peterson  
Lynn Mathweg  
Marcie Vega  
Maris Wilson  
Mary Cornell  
Michele Cooper

Nancy Tague  
Pat Mehlhoff  
Pat Sherman  
Patricia Duerfeldt  
Paul Sherman  
Paula Nolet  
Robin Kladke  
Steve Bahr

Steve Wood  
Sue Dobson  
Susan Massey  
Susan Uravich  
Tanveer Bokhari  
Terry Garrelts  
Tim Grisso

**ATTACHMENTS**

Attachment #1 – Volunteer Recognition Month Proclamation

# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### VOLUNTEER RECOGNITION MONTH

**WHEREAS:** the utilization of volunteer services has become crucial in providing needed services to our community; and

**WHEREAS:** our citizens have graciously donated time and talent toward quality programs and services in all aspects of municipal operations; and

**WHEREAS:** the City of Roseburg wishes to recognize these individuals and organizations for their continued cooperation and to encourage the voluntary participation of others in this valuable service; and

**WHEREAS:** the City of Roseburg wishes to recognize these individuals and organizations for their dedicated efforts toward developing a sense of community spirit through their service;

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of April 2020 as

### VOLUNTEER RECOGNITION MONTH

and urge our citizens to recognize the endeavors made by our volunteers to enhance the quality of life in our community.

**DATED** this 27th day of April, 2020.



*Larry Rich*

Larry Rich, Mayor

# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### ARBOR DAY

**WHEREAS:** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS:** This special day, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and

**WHEREAS:** Arbor Day is now observed throughout the nation and the world; and

**WHEREAS:** Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife; and

**WHEREAS:** Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS:** Trees in our city increase property values, enhance the economic vitality of business areas and beautify our community; and

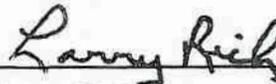
**WHEREAS:** In honor of Arbor Day, the City of Roseburg Parks department is teaming up with UCC Upward Bound to deliver a free community event providing information about Hands-On tree care. In the light of the current Executive Order 20-12 "Stay Home, Save Lives" prohibiting group gatherings, this event has been postponed until further notice.

**NOW, THEREFORE,** I Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim April 24, 2020, as

### ARBOR DAY

and urge all citizens to celebrate this day and to plant trees to promote the well-being of this and future generations.

**DATED** this 27<sup>th</sup> day of April, 2020.

  
Larry Rich, Mayor



# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### Historic Preservation Month

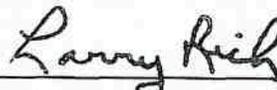
- WHEREAS:** Historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and
- WHEREAS:** Historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and
- WHEREAS:** The City of Roseburg has four National Register Districts recognized for their individual unique historical characteristics - Mill-Pine, Downtown, Laurelwood and the VA Campus; and
- WHEREAS:** The City of Roseburg has a number of historic properties, outside of its National Register Districts, also recognized for their individual unique historical and cultural characteristics, and
- WHEREAS:** It is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us; and
- WHEREAS:** May is National Preservation Month 2020, co-sponsored by the City of Roseburg and the National Trust of Historic Preservation.
- NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of May 2020 as**

### Historic Preservation Month

and call upon the people of Roseburg to join their fellow citizens across the United States in recognizing and participating in this special observance.

DATED this 27th day of April, 2020.



  
Larry Rich, Mayor



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### BUDGET COMMITTEE APPOINTMENT

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Meeting Date: April 27, 2020  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Mayor Reports  
Staff Contact: Mayor Larry Rich  
Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

There are three vacancies on the Budget Committee which need to be filled.

### BACKGROUND

**A. Council Action History.** n/a

**B. Analysis.**

The Municipal Code requires someone residing in the city limits to fill current vacancies. Staff has advertised the availability of a position on this Committee through the local news media, City's website and social media multiple times since the vacancies occurred. Two new applications have now been received from Mr. Jeffrey Weller and Mr. Jerry Smead.

**C. Financial/Resource Considerations.** n/a

**D. Timing Considerations.**

It is recommended an appointment be confirmed as soon as practical.

### COUNCIL OPTIONS

The City Council has the option to appoint Mr. Weller and Mr. Smead to the Budget Committee or direct Staff to continue soliciting for more applications.

### STAFF RECOMMENDATION

Pursuant to the Municipal Code, Staff has not made a recommendation regarding an appointment as that responsibility lies with the Mayor.

### SUGGESTED MOTION

***"I MOVE TO APPOINT MR. JEFFREY WELLER AND MR. JERRY SMEAD TO THE BUDGET COMMITTEE."***

### ATTACHMENTS:

Attachment #1 – Mr. Jeffrey Weller's Application  
Attachment #2 – Mr. Jerry Smead's Application

received  
2/13/2020 email

MAYOR REPORTS D  
ATTACHMENT #1



## CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **BUDGET COMMITTEE**

*Meets as needed, generally 7:00 p.m. during the spring to review the proposed annual operating budget and any supplemental budgets and make recommendations to the City Council as to final budget approval.*

Name: Weller Jeffrey  
Last First

Home Address: 1531 NW Primrose Ct Roseburg, OR 97471  
Street Zip Code

Phone Number: \_\_\_\_\_ Cell Phone: 916-230-6701

Email Address: jwelleropa@hotmail.com

Occupation CPA Self-employed  
Place of Employment

Business Address P.O. Box 974 Roseburg, OR 97470  
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?

CPA with over 48 years of experience. Hope to assist in analysis, interpretation, and presentation of proposed budgets and individual items, working with other members to determine functional budget for presentation to the City Council.

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

I have lived in Roseburg about 4 years. Served as Secretary for the Grand Jury in Nov.-Dec. 2018. Involved in church activities, sponsor for UACT. Member of Rotary clubs in previous locations.

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

Proper understanding of budgeting and use of community funds, both incoming and outgoing, at both the preparation and review levels.

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

It's time for me to start giving back to the community that is my permanent home. I feel my education, background, and experience will be valuable resources in working with the other members of the Committee to achieve its goals.

  
Applicant Signature

12 February 2020

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the 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

received 11/17/2020 email
MAYOR REPORTS D
ATTACHMENT #2

Application for Appointment to: BUDGET COMMITTEE

Meets as needed, generally 7:00 p.m. during the spring to review the proposed annual operating budget and any supplemental budgets and make recommendations to the City Council as to final budget approval.

Name: Smead Jerry
Last First

Home Address: 2517 NW Edenbower Blvd Apt 30 97471
Street Zip Code

Phone Number: (808) 286-6213 Cell Phone: (808) 286-6213

Email Address: jerrysmead@chiwest.com

Occupation Director of Pharmacy Mercy Medical Center
Place of Employment

Business Address 2700 Stewart Parkway, Roseburg, OR 97471 (541)677-4334
Phone

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

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

3. How did you learn about this vacancy?

Newspaper [checked] 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 [checked] 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 managed over a 140 million dollar budget at Kaiser Permanente Regional Pharmacy budget with an annual savings of more than 8 million dollar saving annually. I currently manage a 4.4 million dollar medication budget currently and have been in a positive budget variance for more than 8 years at Mercy Medical Center. I am innovative and creative in managing allotted resources. I am adept at revenue and expense sheets. Under my watch we have been the most profitable Pharmacy in the entire CHI Pharmacy system.

I am interested in expanding Roseburg's economic base with the significant potential of many new projects on the horizon. Specifically, the new healthcare college with George Fox and the need for new development of the residential infrastructure. The expansion of downtown development is crucial as well as supporting the expanding wine industry. The forestry industry will always remain the base and needs to be supported. I only see that Roseburg will grow and expand in a sustainable manner and is a diamond in the rough for Oregon's economic future.

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

I have volunteered with Camp Millennium for the past 8 years to support their efforts to ease the pain of kids with Cancer as well as the fund raising efforts where I have participated. I have partnered with Larry Rich to expand the 340b program to help fund uncompensated care for our citizens that need Healthcare they deserve.

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

1. Economic development of downtown.
2. Expansion of affordable housing.
3. Support of the growing wine industry.
4. Continued financial of the forestry industry.
5. Interest in expansion of retail and culinary options.

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

I consider and do consider Roseburg my home. I see expansive opportunities in this city and county and want to be a part of it. I plan to retire here and have had many options to live and prosper elsewhere but had chosen Roseburg. I am enamored by the people and their honesty and commitment. We plan to purchase a permanent home this summer and don't plan on leaving. I take care of our citizens daily and have a deep commitment for this City's success. My sister was a disc jockey at Timber Radio downtown across from Little Brothers in the 1980s and use to visit her often from Corvallis during Pharmacy school at OSU and loved this City then and even more now as citizen of Roseburg. My daughter has volunteered at Mercy Medical Center for the past 6 years assisting our vulnerable citizens and wants to return when she's done with nursing school in Seattle to take care of the citizens of Roseburg.

01/17/2020

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the 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.**



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### PLANNING COMMISSION RESIGNATION

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**Meeting Date:** April 27, 2020  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Council Reports  
**Staff Contact:** Koree Tate, Management Asst  
**Contact Telephone Number:** 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

Planning Commission Member Kerry Atherton has resigned his position on the Commission.

#### BACKGROUND

**A. Council Action History.**

n/a.

**B. Analysis.**

Mr. Atherton informed Staff of his resignation effective March 24, 2020. An appointee to this position must reside in the City. Upon Council's acceptance of the resignation, Staff will begin soliciting from interested parties through the local news media, social media and City's website.

**C. Financial/Resource Considerations.**

n/a.

**D. Timing Considerations.**

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

#### STAFF RECOMMENDATION

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

#### SUGGESTED MOTION

***"I MOVE TO ACCEPT KERRY ATHERTON'S RESIGNATION FROM THE PLANNING COMMISSION, WITH REGRETS."***

#### ATTACHMENTS:

Attachment #1 – Subject Resignation

COUNCIL REPORTS A  
ATTACHMENT #1

To: Chrissy M. Matthews <[cmatthews@cityofroseburg.org](mailto:cmatthews@cityofroseburg.org)>  
Subject: Planning Commission

Hello Chrissy!

Hope all is going well for you in this time of stress and confusion.  
That being said, I am afraid I must tender my resignation to Stuart and the City Council.  
I just today sold my house, and so I have tons of things to get done before closing.  
Sorry to spring this on you with such short warning, but you are probably not having a  
Planning Commission meeting on April 6th due to the COVID-19 precautions, anyway.  
I will try to contact Stewart, but not sure you guys are accepting guests to the upper  
floors anyway.

Thank for all you do! You are an "unsung heroine"!!

Kerry Atherton

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
March 23, 2020**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on March 23, 2020 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Cox led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Beverly Cole, Bob Cotterell, Sheila Cox, Linda Fisher-Fowler, Ashley Hicks, Brian Prawitz and Andrea Zielinski.

Absent: Councilor Alison Eggers

Others Present: City Manager Nikki Messenger, City Recorder Amy Sowa, City Attorney Bruce Coalwell, Police Chief Gary Klopfenstein, Management Assistant Koree Tate and Kyle Bailey of KQEN Radio.

CHILD ABUSE PREVENT MONTH PROCLAMATION

Mayor Rich proclaimed April 2020 as Child Abuse Prevention Month and called upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in their efforts to support families, thereby preventing child abuse and strengthening the community.

RESOLUTION NO. 2020-02 – DECLARING A STATE OF EMERGENCY IN THE CITY OF ROSEBURG

Ms. Messenger explained a lot of changes were happening daily. Under the Municipal Code, Council had the option to declare an emergency. According to the U.S. Centers for Disease Control and Prevention, COVID-19 presented a "high" potential public health threat, both globally and in the United States. The novel infectious coronavirus had created a threat to public health and safety, and constituted a citywide emergency. Ms. Messenger added that she had previously provided information to Council regarding measures taken by the City to keep employees and the public safe.

ORS 401.305 provided authority for the City of Roseburg to act as an emergency management agency, including authority to establish policies and protocols for defining and directing responsibilities during the time of emergency. A resolution adopted by Council would provide a formal recognition of that authority to declare a State of Emergency for the City of Roseburg. Unanticipated costs may occur in response to directives from the Federal and State governments related to the COVID-19 pandemic and those costs were unknown.

In response to Councilor Hicks, Ms. Messenger confirmed the Resolution would not give authority to designate a shelter for the unhoused. Mr. Coalwell added the Land Use Development Regulations would still be a factor for any structure changes. This Resolution was intended to allow the City Manager to make decisions and still report to Council. The Council still had authority for policy making. In response to Mayor Rich, Ms. Messenger stated the Resolution would allow her to carry out purchasing requests over \$50,000.00, although some requests that come in may be able to wait until the next Council Meeting. Commission meetings were being cancelled due to the pandemic so items that would normally go to a Commission for a recommendation would go straight to Council. In response to Mayor Rich,

Ms. Messenger said the City was a sub recipient so Federal funding would be available due to the State and County declaring a state of emergency, although having the City declare a state of emergency may be a requirement for future assistance. The Resolution expires on May 12, 2020.

Councilor Cox noted the importance for the City to approve this Resolution at this time, felt fortunate to have a City Manager with a good head on her shoulders, and supported moving ahead and approving the request. Councilor Hicks stated a lot had changed in the last two weeks and her biggest concern was for the people without a home. She noted the large number of people still congregating on the multi-use paths and in public areas. She wanted to know what the plan could be for those without a shelter and suggested an option to amend the Resolution allowing the City Manager to have the ability to proceed with that type of help. Councilor Prawitz said he had some thoughts about the issue, but would like to hear from the Police Chief in regards to an update on what he has seen.

Councilor Cox moved to adopt Resolution No. 2020-02, Declaring a State of Emergency Due to the Present COVID-19 Pandemic. The motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

#### COUNCIL WARD REPORTS

Councilor Prawitz stated there were a lot of chat groups online regarding the COVID-19 virus, a Harvard watch group and thought it would be great for people to communicate online. Councilor Hicks explained feedback from her Ward included residents working together to check on elderly neighbors. She too said there were a lot of online chats, but overall people were on edge and looking for leadership and information.

#### CONSENT AGENDA

Councilor Cotterell moved to approve the minutes of March 9, 2020. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

#### BEULAH PARK RENOVATION PLAYGROUND EQUIPMENT PURCHASE, RESOLUTION No. 2020-03

Ms. Messenger reported the Beulah Park Renovation Project involved several elements, including new play equipment, addition of a sidewalk and internal walkways, a new ADA accessible parking space, improving the existing basketball court, and related amenities.

During this grant cycle the Oregon Parks and Recreation Department (OPRD) placed special emphasis on going above and beyond ADA accessibility by creating playground areas and features that are truly inclusive. With that in mind, City staff selected Foreverlawn Playground grass as the playground surfacing product for the new playground areas. This product provides a smooth, firm surface so that users with mobility issues have fewer barriers to the equipment.

In the past, the City had purchased playground equipment through the Oregon Procurement Information Network (ORPIN), which was a method that allowed the City and other Oregon agencies to reach suppliers in order to procure goods and services. However, ORPIN no longer offered playground equipment through their plan. The City joined a different cooperative

purchasing program in 2015 called the Houston Galveston Area Council (H-GAC). Over 85 local government agencies throughout Oregon were current members, including 31 Oregon cities. Cities, counties, special districts and qualifying non-profits join H-GAC by entering into an Interlocal Contract (ILC).

This purchase was being treated as a special procurement exempt from competitive bidding. As such, staff had issued a notice of intent to use the cooperative purchasing outlining the process exempting the purchase from competitive bidding. This was accomplished with a seven-day public notice prior the Council meeting. The resolution outlined the findings related to the exemption from competitive bidding. The total estimated project cost was \$258,125.00. Funding Sources included a State Park Grant Award, Sidewalk Fund and Park Improvement Fund. The City received a quote from Ross Recreation of \$106,192.52 for the purchase of play equipment, playground surfacing materials and installation. The quote included a 6% discount offered for the equipment purchase when made via H-GAC. The Parks Commission discussed this equipment purchase request at their March 4<sup>th</sup> meeting and recommended Council to authorize the purchase of play equipment and playground surfacing in the amount of \$106,192.52 for the Beulah Park renovation project.

In response to Councilor Cotterell, Ms. Messenger explained the playground was originally supposed to begin within 2-4 weeks, but due to current COVID-19 pandemic, the project may not be completed until September 2020. Mayor Rich questioned the surface described for the project. Ms. Messenger explained it was an inclusive play area concept with a rubberized surface for ADA accessibility for wheelchairs or walkers. In response to Councilor Hicks, Ms. Messenger stated the surface was not flat, but would extend out a short distance from the play equipment. The basketball court would be redone and ADA walkways would be added that were not previously part of the park.

Councilor Cotterell moved to adopt Resolution No. 2020-03 and authorize the use of an interstate cooperative purchasing agreement and exemption from competitive bidding to award the purchase of play equipment and playground surfacing to Ross Recreation for \$106,192.52 utilizing H-GAC cooperative pricing for the Beulah Park renovation project. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

**ORDINANCE NO. 3537 – AMENDING THE ROSEBURG URBAN AREA COMPREHENSIVE PLAN ADOPTING BY REFERENCE THE CITY OF ROSEBURG REGIONAL AIRPORT MASTER PLAN, SECOND READING**

Ms. Sowa read Ordinance No. 3537, entitled, “An Ordinance Amending the Roseburg Urban Area Comprehensive Plan Adopting by Reference the City of Roseburg Regional Airport Master Plan,” for the second time. Councilor Cotterell moved to adopt Ordinance No. 3537. The motion was seconded by Councilor Fisher-Fowler. Roll call vote was taken and approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3537 as adopted.

**ORDINANCE NO. 3538 – AMENDING RMC TITLE 12 LAND USE DEVELOPMENT REGULATIONS, FILE NO. LUDR-20-001, FIRST AND SECOND READING**

Ms. Sowa stated the Community Development Department proposed changes to the Land Use Regulations of the Roseburg Municipal Code (RMC) to update changes to ORS citations for

Condominiums, Marijuana uses, Partitions/Subdivisions and correct a Scrivener's error for professional offices in the Central Business District (CBD) zone.

A public hearing was held on the proposed amendments before the Roseburg Planning Commission on March 2, 2020. At the hearing, the Planning Commission voted unanimously to approve Findings of Fact and Order concerning the application and to recommend the City Council approve the proposed changes. Adoption of Ordinance 3538 through an emergency clause would make the amendment become effective immediately. Enacting the emergency clause would eliminate the need for an additional public meeting during the course of the COVID-19 precautions the City is currently undertaking. Enacting the emergency clause would help to achieve the purpose of the clause, which is to help to preserve the peace, health and safety of the City.

In response to Councilor Hicks, Ms. Sowa confirmed the Ordinance would not change any applications to date for projects or change any rules for marijuana dispensaries. Councilor Cotterell moved to adopt the Findings of Fact and Order approved by the Planning Commission for File No. LUDR-20-001. The motion was seconded by Councilor Cox and approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

Council agreed to have the City Recorder proceed with a first reading. Ms. Sowa read Ordinance No. 3538, entitled, "An Ordinance Amending Certain Sections of Title 12 of the Roseburg Municipal Code Regarding Land Use and Development Regulations as Set Forth Herein and Declaring an Emergency," for the first time.

Councilor Hicks moved to suspend the rules and proceed with a second reading of Ordinance No. 3538, Amending RMC Title 12, Land Use and Development Regulations. The motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

Ms. Sowa read Ordinance No. 3538, entitled, "An Ordinance Amending Certain Sections of Title 12 of the Roseburg Municipal Code Regarding Land Use and Development Regulations as Set Forth Herein and Declaring an Emergency," for the second time. Councilor Cotterell moved to adopt Ordinance No. 3538. The motion was seconded by Councilor Hicks. Roll call vote was taken and approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3538 as adopted.

**INTERGOVERNMENTAL AGREEMENT WITH GLIDE SCHOOL DISTRICT FOR SCHOOL RESOURCE OFFICER AND WITH ROSEBURG SCHOOL DISTRICT FOR SCHOOL RESOURCE OFFICERS**

Mr. Klopfenstein reported the City had provided one SRO for the Glide School District through a Memorandum of Understanding (MOU) that was part of an agreement executed in 2016. For the FY 17/18 and FY 18/19 school years, the amount was \$68,900. In FY 19/20, the amount was \$70,967. Staff worked with the Finance Department to identify actual employee costs associated with the officer assigned to the Glide SRO position for the FY 20/21 school year. After negotiation with the Glide superintendent, Staff recommended that a new agreement be

processed to raise the amount to \$90,438. This would cover the employee costs associated with 133 days of school coverage (Glide is on a four-day school week).

Over the summer months, the Glide SRO would continue to be utilized for additional enhanced enforcement patrolling. The proposed increase to the FY 19/20 contract amount is slightly over 27%, but reflects actual employee costs associated with providing this service to the Glide School District. Councilor Cole asked why the Police Department helped the Glide School District. Mr. Klopfenstein explained the Douglas County Sheriff's Office previously provided this service but due to financial reasons, they stopped providing that position in 2016. The issue was brought before Council who agreed to create the position that would be funded by the Glide School District and during the off season, the officer would patrol the parks and downtown areas in Roseburg.

Mr. Klopfenstein stated that it was also time to amend the agreement with the Roseburg School District regarding their contribution for these services. Historically, the City had provided two SROs for the Roseburg School District. One SRO was located at Roseburg High School; the other SRO worked at the other Roseburg schools, but was primarily shared between the two middle schools. In the 2006 agreement, the district paid \$90,000.00 per year. The amount has been re-negotiated every two years and has fluctuated between \$50,000.00 and \$100,000.00 per year, depending on if the City contributed one or two SROs. For the past six years, the district had paid a flat amount of \$100,000.00 for two SROs. During the budgeting process, the Police Chief projected actual costs associated with the officers assigned to those positions. The actual cost for the nine months in FY 20/21 that the two SROs would be assigned to the schools was approximately \$200,000.00. In order to avoid the school district having to double its contribution, and in recognition of the value to citizens of having SROs assigned to Roseburg schools, staff recommended the school district pay 75% of those costs, or \$150,000.00. During the summer months those officers augment patrol, or work enhanced downtown patrols.

Ms. Messenger added a discount was not proposed for the Glide School District at this time. In response to Mayor Rich, Mr. Klopfenstein said there was a value to the community by having officers at the schools and did not want to increase to the full amount for Roseburg. The contracts would be reviewed each year to determine any changes. Councilor Cotterell said he liked the idea of having law enforcement in other jurisdictions to show the community the value of communicating and working together. Councilor Cox said she remembered when this went to Council and understood why the previous Police Chief was trying to help the schools and increase patrols in the downtown area during the off months. She was supportive of continuing the program. Mayor Rich explained how the schools appreciated the officers and knew if there was an incident they would need to leave to respond.

Councilor Hicks wanted to know if the School Resource Officer was undercover or in a police uniform while at the schools. Mr. Klopfenstein confirmed they were dressed in uniform while working whether on campus or not. In response to Councilor Hicks, Mr. Klopfenstein added he was still recruiting to fulfill vacant positions.

Councilor Cotterell moved to authorize a new Intergovernmental Agreement between the City and Glide School District for the School Resource Officer Program with a fee of \$90,438.00 for the FY 20/21 school year. The motion was seconded by Councilor Zielinski and approved with

the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

Councilor Prawitz moved to authorize a new Intergovernmental Agreement between the City and Roseburg School District for the School Resource Officer Program with a fee of \$150,000.00 for the 2020-21 school year. The motion was seconded by Councilor Zielinski approved with the following vote: Councilors Cole, Cotterell, Cox, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

#### ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

Mayor Rich asked for information on how the Police Department was handling new executive orders and rules during the COVID-19 pandemic. Mr. Klopfenstein explained the Police Department was providing education first. If an officer finds a group of people or a restaurant disregarding the rules, they first educate them and ask them to cease their activity. With the Executive Order, there were new tools to help enforce such situations which included OLCC revoking a liquor license immediately or a class C misdemeanor. Ms. Messenger added care homes, the Mission and Dream Center were exempt and were doing their part to help reduce the spread of the virus such as providing bag lunches to avoid large congregations in buildings. Mr. Klopfenstein stated they were in the education stage and trying to stay there as long as possible to help be a part of the solution.

Ms. Messenger informed Council the jail policy had changed, therefore using jail time as leverage was no longer an option. The jail would still take person to person crimes and serious felonies, but low level crimes were being issued citations with court dates pushed several months out. Mr. Klopfenstein added the risk of someone in jail with the COVID-19 virus would be a nightmare. In response to Mayor Rich, Mr. Klopfenstein explained the jail did not have testing available. In response to Councilor Hicks, Mr. Klopfenstein explained there was nothing that would be changed via Ordinance to help enforce the rules.

Councilor Prawitz asked besides enforcing the law, what were other challenges for law enforcement. Mr. Klopfenstein shared he was the type of person to shake hands and this was personally hard for him to stop providing a personal hand to others. Staff was working on social distancing and kept surfaces and equipment clean. Councilor Prawitz noted citizens were in their homes, businesses were told to close, and now some were concerned about what could happen to their property. Mr. Klopfenstein explained that with the schools closed, the School Resource Officers were available earlier than usual to work in the downtown area, provide more patrols, handle calls and utilize the camera that was installed facing Eagle Park. In response to Mayor Rich, Mr. Klopfenstein confirmed the camera facing Eagle Park had been operational for a month.

Ms. Messenger shared other changes were happening and the first was to limit customer access in City Hall to the main lobby only. Credit card payments were now allowed by telephone for utilities, traffic and court fines. Water sign-ups were allowed by telephone, but would need verification at a later date in person once the pandemic had ended. Staff would begin reviewing options to telecommute and alternate shifts. Within the building, doors were propped open to avoid touching and citizens were encouraged to call or email to reduce risk of exposure. At the end of each day, employees divide their departments to clean all surfaces.

With one custodian, it was beneficial to provide the extra assistance for cleaning. Staff also created a policy to guide those who must stay home after being sick.

Ms. Messenger said she was trying to find the best way to work through everything during this time. All Staff had been great showing up for work. The Governor just provided a new order to close the parks so Staff was now working to make signs to post the closures. She reviewed information provided by the Centers for Disease Control regarding homeless camps advising people to leave them alone even though that seemed opposite of the direction from Council at this point. Ms. Messenger said she was not trying to make decisions too quickly in an attempt to avoid making bad decisions. A lot of people and businesses were struggling and looking for aid.

In response to Mayor Rich, Ms. Messenger confirmed the Parks Division would include closure signs at the parks, pavilions, indoor/outdoor courts, volleyball court and sports fields. If situations change, they may close restrooms and add portable toilets for use to provide better protection to staff who regularly clean the park restrooms. Councilor Hicks added that rather than following the guidance of the CDC to leave homeless camps alone, she would like Council to have a discussion on what could be provided as an alternative. She did not want to start seeing people set up camps wherever they wanted. Mr. Klopfenstein assured Council the Police Department was still issuing citations. Councilor Hicks added she just wanted to make sure people were safe when out walking or riding their bicycles.

Councilor Cox said as a Council, they all needed to be united. This was an unreal situation where everyone was limited on what they could do, and it was unrealistic to expect Staff to be able to do anything that could not be done worldwide. The last thing they needed to do was give the implication that it was going to be a free-for-all. The Police Chief was doing his best and they needed to be behind him and support him. Councilor Hicks said she heard Multnomah County placed a couple shelters and the National Guard assisted the City of Salem in putting up a shelter. Ms. Messenger explained the facility in Salem was a temporary hospital. Mayor Rich asked for Council to receive press releases the day they were sent by the Communications Specialist to remain informed.

Councilor Cotterell shared artificial turf was now installed at Legion Field. Councilor Zielinski shared information for a website called [recovers.org](http://recovers.org) to connect volunteers with local resources to help those in need. It was a local coalition created during last year's snowstorm. It helped connect seniors with services and though it was currently slow with requests, she thought as the COVID-19 crisis progressed, they could see more involvement.

In response to Councilor Hicks, Ms. Sowa referenced a memo included in the agenda packet regarding a vehicle for hire update. To date, she had not received many complaints and provided rules to everyone to make sure all were following what was required. There was a reduction for renewals in 2020 that could have been from those trying it out realizing it may not have been as fruitful as they hoped.

Councilor Hicks shared the American Red Cross was low on donations and asked those who could to call and schedule an appointment.

ADJOURNMENT

The meeting adjourned at 8:09 p.m. in order for City Council to convene in Executive Session under the authority of ORS 192.660(2)(f).



Koree Tate  
Management Assistant

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### MAY 25, 2020 – MEETING CANCELLATION

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**Meeting Date:** April 27, 2020  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Consent  
**Staff Contact:** Koree Tate, Management Asst.  
**Contact Telephone Number:** 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

Inasmuch as the May 25, 2020, City Council meeting falls on the Memorial Day holiday and office closures, Council is asked to consider canceling that meeting.

#### BACKGROUND

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

Although the City Council has not discussed the meeting cancellation this year, historically the City Council has cancelled meetings which occur either on, directly prior to or immediately after a national holiday.

##### **B. Analysis.**

Inasmuch as Councilors and Staff Members oftentimes travel during holiday periods, it may be difficult to attain a quorum for meetings within that time frame. Therefore, any meetings regularly scheduled during holiday periods have been cancelled. At this time, Staff does not anticipate any pressing issues which would require two meetings in May. The option can always be held open to call a special meeting if the need arises.

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

##### **D. Timing Considerations.**

In the event the City Council wishes to cancel the meeting, action should be taken at this time in order to properly schedule agenda matters for Council attention and to notify the news media and interested parties of the cancellation.

#### COUNCIL OPTIONS

1. Cancel the second meeting in May with the option of calling for a special meeting should the need arise.
2. Reschedule the meeting for another date.

#### STAFF RECOMMENDATION

Staff recommends the City Council cancel the May 25, 2020 City Council meeting.

**SUGGESTED MOTION**

***"I MOVE TO CANCEL THE MAY 25, 2020 COUNCIL MEETING, RESERVING THE OPTION TO CALL A SPECIAL MEETING SHOULD THE NEED ARISE."***

**ATTACHMENTS:**

None

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ANNUAL RENEWAL OF ALL OLCC LICENSES

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**Meeting Date:** April 27, 2020  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Consent  
**Staff Contact:** Koree Tate, Management Asst.  
**Contact Telephone Number:** 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

All liquor licenses issued in the City of Roseburg are granted on an annual basis and must be renewed prior to July 1<sup>st</sup> of each year. Roseburg Municipal Code 9.12 requires a recommendation from Council as to whether or not the license renewals should be approved.

#### BACKGROUND

Attached hereto is a list of all current OLCC licensees in the City of Roseburg that may be seeking renewal prior to July 1, 2020. To manage the renewal process in a more cost-effective manner, each year the entire list is submitted to Council in April, rather than waiting to bring each application to Council as they are individually submitted.

#### A. Council Action History.

Council typically recommends OLCC approval of all license renewals after they have been reviewed and approved by the Police Department.

#### B. Analysis.

The Police Department has reviewed the list of licenses and has no objection to renewal of all licensees.

#### C. Financial/Resource Considerations.

Each licensee will be required to pay a renewal fee of \$35.00.

#### D. Timing Considerations.

As noted, all current licenses will expire on June 30, 2020.

#### COUNCIL OPTIONS

Council may recommend that OLCC approve renewal on all applications as submitted, deny all applications or approve certain applications and deny others.

#### STAFF RECOMMENDATION

Staff recommends approval of renewal applications for all licensees.

**SUGGESTED MOTION**

***"I MOVE TO RECOMMEND OLCC APPROVAL OF ALL 2020 RENEWAL APPLICATIONS RECEIVED FROM LICENSEES IN THE CITY OF ROSEBURG."***

**ATTACHMENTS**

Attachment #1 - List of Current Licensees

## Oregon Liquor Control Commission Licensee List

Renewal Fee

*Per license type - \$35.00*

Licensee	Local Location
1 AM Market	1931 NE Stephens Street
Abby's Pizza	1661 NE Stephens Street
Abby's Pizza	2585 Diamond Lake Boulevard
Albertson's Food Center #515	3013 NW Stewart Parkway
Alexander's Greek Cuisine	643 SE Jackson Street
Ami Japanese Restaurant	634 SE Cass Avenue
Anderson Market & Deli	1030 W Harvard Avenue
Applebee's Neighborhood Grill	2755 NE Edenbower Boulevard
Aroy, LLC	1350 NE Stephens Street Suite 24
ARS 537	2610 NW Edenbower Boulevard
Asia Garden	2405 NE Diamond Lake Boulevard
Associated Cellars & Grifts	444 NE Winchester Street
Backside Brewing, Co	1640 NE Odell Avenue
Bangkok West	2521 W Harvard Avenue
Bi-Mart #609	1381 NW Garden Valley Boulevard
Big Bear Growler Station LLC	2587 W Harvard Avenue
Blac-n-Bleu Bistro	1700 Garden Valley Boulevard, Suite 101
Bob's Deli	1147 NE Stephens Street
Brix 527	527 SE Jackson Street
Burrito Vaquero Mexican Restaurant	850 Garden Valley Boulevard
Buy2 011	1859 Diamond Lake Boulevard
Buy2 013	334 W Harvard Avenue
Chen's Family Dish House	968 NE Stephens Street
Chi's Garden Restaurant	1023 NE Stephens Street
Colony Market & Deli	1612 NE Keasey Street
Costco Wholesale #1073	4141 NE Stephens Street
Craft 22	809 SE Main Street
Deathtrap Dressed to Kill	516 SE Jackson Street Ste. 102
Denny's #7743	350 W Harvard Avenue
Diamond Lake Market	2976 Diamond Lake Boulevard
Dinos Ristorante Italiano	404 SE Jackson Street
Dollar General Store #19709	2141 NE Diamond Lake Blvd
Douglas County Farmers Co-op	3171 NE Stephens Street
Downtown Market	741 SE Jackson Street
El Dorado Restaurant	368 NE Winchester Street
Elk's Lodge #326 Roseburg	749 SE Jackson Street

Licensee	Local Location
Elmer's Breakfast Lunch Dinner	1440 NW Mulholland
Family Mart	346 NW Garden Valley Boulevard
Fast Stop Diamond Lake	2275-2285 NE Diamond Lake Boulevard
Fred Meyer #281	929 NW Garden Valley Boulevard
Garden Valley Liquor	780 Garden Valley Boulevard #84
Garden Valley Market	247 NW Garden Valley Boulevard
Gilberto's Mexican Restaurant	1347 NE Stephens Street
G N Market	508 NE Winchester Street
Grifters	2572 NE Stephens Street
Grocery Outlet of Roseburg	930 W Harvard Avenue
Hair Garage	1035 SE Oak Street
Hampton Inn & Suites of Roseburg	1620 NW Mulholland
Idle Hour Tavern	216 NE Jackson Street
J&J Market	1532 SE Stephens Street
Lee's Restaurant	2011 NE Stephens Street
Lil' Pantry	2611 NW Edenbower Boulevard
Linus Oakes	2665 Van Pelt Boulevard
Little Brothers Pub	428 SE Main Street
Loggers Tap House	2060 NW Stewart Parkway
Los Dos Amigos	1390 NE Stephens Street
Mariachi Loco Restaurant	647-649 SE Jackson Street
McMenamin's Roseburg	700 SE Sheridan
North Forty Beer Company	435 SE Jackson Street
North Umpqua Video & Umpqua Wine Cellar	1370 NW Garden Valley Boulevard
Oak Market	711 SE Oak Street
Old Soul Pizza	525 SE Main Street
Purple Parrot - Stewart Parkway	3001 NW Stewart Parkway, Suite 101
R Mart	2646 W Harvard Avenue
Red Robin	2200 NE Stewart Parkway
Renard's Deli	2230 NW Stewart Parkway A-3
Ridgeway Market	1800 NW Garden Valley Boulevard
Rite Aid #5380	1430 NW Garden Valley Boulevard
Rite Aid #5382	444 SE Stephens Street
Rodeo Steak House and Saloon	1200 NW Garden Valley Boulevard
Roseburg Chevron	2625 NE Diamond Lake Boulevard
Roseburg Cinemas	1750 NW Hughwood
Roseburg Tobacco & Food Mart	2050 NE Stephens Street
Round Table Clubhouse 236	2040 NW Stewart Parkway
Rumors	2686 NE Diamond Lake Boulevard
Safeway Stores #1666	1539 NE Stephens Street
Salud Brewery	723 SE Lane Avenue
Scoreboard Sports Bar	920 SE Stephens Street

Licensee	Local Location
7 Seven Thai Restaurant Inc.	764 NW Garden Valley Boulevard #101
Shari's of Roseburg #243	3030 NW Aviation Drive
Shazaam's	2421 W Harvard Avenue
Sherm's Thunderbird Market #4	2553 NW Stewart Parkway
Si Casa Mexican Restaurant and Bar	227 NW Garden Valley Boulevard
Sizzler #228	1156 NW Garden Valley Boulevard
South Gate Market & Deli	1967 SE Stephens Street
Stephens Arco AM PM	2530 NE Stephens Street
Stephens Market	1498 SE Stephens Street
Stewart Park Golf Course	1003 & 1005 NW Stewart Park Drive
SunnySide Theatre, The	663 SE Jackson Street
Tee Pee Tavern	1830 NE Stephens Street
TenDown Bowling & Entertainment	2400 Diamond Lake Boulevard
The Fox Den Eatery	838 NW Garden Valley Boulevard
The Jersey Lily Tavern	1430 NE Dee Street
The Kodiak Bar & Grill	929 SE Stephens Street
The Place in Roseburg	841 SE Cass Avenue
The Wild Rose Bar & Grill	805 SE Stephens Street
T-Mart	1515 W Harvard Avenue
Trella Vineyards	646 SE Jackson Street
True Kitchen & Bar	629 SE Main Street
Two Shy Brewing	1308 NW Park Street, Ste. 100
Umpqua Actors Community Theatre Inc.	1614 W Harvard Avenue
Vapor Krave	250 NE Garden Valley Boulevard #3
Walgreens #12068	1377 NE Stephens Street
Walgreens #13819	1236 NW Garden Valley Boulevard
Walmart #2477	2125 NW Stewart Parkway
Yellow Flamingo #2	177 NW Garden Valley Boulevard

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## EMERGENCY PROCUREMENT – RMC 3.06.025(F) 2020 TURF MOWER

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**Meeting Date:** April 27, 2020  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

The Parks Maintenance Division budgeted to purchase a new Large Turf Mower this fiscal year. In order to get the equipment here for the heavy mowing season, and in light of Council meeting cancellations related to COVID-19, staff has proceeded with the purchase and is notifying Council as required by Roseburg Municipal Code.

### BACKGROUND

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

On March 23, 2020, the Council adopted Resolution No. 2020-02 "Declaring A State Of Emergency Due To The Present COVID-19 Pandemic." The resolution authorized emergency procurements.

#### **B. Analysis.**

The mower scheduled for replacement is a 2013 Toro Groundmaster 4000D. The existing mower currently has 2,221 hours on it and is still in working order. However, as turf equipment approaches the 3,000-hour mark the cost of maintenance becomes exceedingly high. Staff is proposing to replace the mower with a new 2020 Toro Groundmaster 4000D with a cutting width of 132".

The mower has been ordered from TurfStar\Western Equipment (the Oregon supplier of Toro products) utilizing Oregon Procurement Information Network (ORPIN) contract pricing.

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

The FY 2019-20 Equipment Replacement Fund budget includes \$128,000 for the replacement of Parks Maintenance equipment. There is approximately \$69,000 remaining available for the purchase of this mower. The cost of the mower is \$67,360.73.

#### **D. Timing Considerations.**

Estimated delivery time is approximately 3-4 weeks. This will get the new mower here prior to the heavy spring/summer mowing season.

**COUNCIL OPTIONS**

This report is for informational purposes only. Council can accept the report or request additional information.

**STAFF RECOMMENDATION**

Staff recommends that Council accept the report.

**SUGGESTED MOTION**

*"I move to accept the City Manager's report regarding the emergency procurement of a new large turf mower."*

**ATTACHMENTS:**

None

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### EMERGENCY PROCUREMENT – RMC 3.06.025(F) DOWNTOWN ADA IMPROVEMENTS BID AWARD

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**Meeting Date:** April 27, 2020  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Consent  
**Staff Contact:** Nikki Messenger  
**Contact Telephone Number:** 541-492-6686

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#### ISSUE STATEMENT AND SUMMARY

The City received construction bids for the Downtown ADA Improvements Project. In order to meet the project timelines, and in light of Council meeting cancellations related to COVID-19, staff has proceeded with the bid award and is notifying Council as required by Roseburg Municipal Code.

#### BACKGROUND

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

On March 23, 2020, the Council adopted Resolution No. 2020-02 "Declaring A State Of Emergency Due To The Present COVID-19 Pandemic." The resolution authorized emergency procurements.

**B. Analysis.** The City's adopted ADA Transition Plan prioritizes and guides local efforts to complete accessibility upgrades and charts a course for the City to achieve compliance with current ADA standards. The ADA Transition Plan identified 1,554 sidewalk access ramps that need to be improved or replaced to satisfy ADA requirements.

The City incorporates ADA ramp upgrades into pavement management and other improvement projects as required. Replacement of many of the substandard ramps will be accomplished in conjunction with a pavement management project or other planned improvements.

In March of 2019, the City entered into a contract with i.e. Engineering, Inc. to provide engineering designs for the replacement of 22 ADA ramps and 4 driveway approaches in the downtown area, specifically on Lane, Mosher and Cass Avenues. The designs were completed and the project went out for bids on March 6, 2020. The bids were opened on March 31, 2020; four (4) responsive bids were received and are outlined below.

	Engineer's Estimate	Freedom Builders	Cascade Civil	Guido Construction	Knife River Materials
Schedule A Bid:	\$ 189,840.00	\$ 178,100.00	\$ 238,085.00	\$ 238,738.75	\$ 290,320.00
Schedule B Bid:	\$ 34,355.00	\$ 34,686.00	\$ 46,380.00	\$ 50,969.50	\$ 51,905.00
<b>Total Bid:</b>	<b>\$224,195.00</b>	<b>\$212,786.00</b>	<b>\$284,465.00</b>	<b>\$289,708.25</b>	<b>\$342,225.00</b>

The lowest responsible bidder submitted all required documentation and is considered both responsive and responsible. Funds have been budgeted for this project. The Public Works Commission has been notified of this item; however, they are not meeting at this time in compliance with COVID-19 response directives.

Per the emergency declaration adopted by Council and in conformance with Roseburg Municipal Code, the City Manager awarded the project to the lowest responsible bidder, Freedom Builders, for \$212,786.

**C. Financial/Resource Considerations.** Funds are available in the FY 2019-20 Street Light/Sidewalk Fund for this project. Total project costs are estimated below.

Construction:	\$ 212,786.00
<u>Construction Contingency (10%):</u>	<u>\$ 21,278.00</u>
<b>Total:</b>	<b>\$ 234,064.00</b>

**D. Timing Considerations.** The contract allows 70 days for completion of the project. The intent is to complete most of the project prior to the end of the fiscal year, June 30, 2020.

### COUNCIL OPTIONS

This report is for informational purposes only. Council can accept the report or request additional information.

### STAFF RECOMMENDATION

Staff recommends that Council accept this report.

### SUGGESTED MOTION

***"I move to accept the City Manager's report regarding the emergency award of the 2019 ADA Project to Freedom Builders for \$212,786."***

### ATTACHMENTS:

None

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### RESOLUTION AUTHORIZING ACCEPTANCE OF FAA CARES GRANT

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**Meeting Date:** April 27, 2020  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

The Federal CARES Act included direct grant funding for airports. The issue for the Council is whether to adopt the attached resolution authorizing acceptance of a grant offer.

#### BACKGROUND

**A. Council Action History.**  
None.

**B. Analysis.**

The Coronavirus Aid, Relief, and Economic Security (CARES) Act includes \$10 billion in funds to be awarded as economic relief to eligible U.S. airports affected by the COVID-19 pandemic. For general aviation airports, the amount of funds received is based on the category of the airport. As a regional general aviation airport, Roseburg is eligible to receive \$69,000. Staff is targeting the resource towards debt repayment.

**C. Financial/Resource Considerations.**

Full Faith and Credit Airport Bonds were issued to finance construction of the T-hangars, utilities, parking and road improvements at the north end of the airport. The debt service on these bonds for FY 19-20 totals \$113,080. The FAA CARES grant is \$69,000 and will be used to offset this expense in either the current or next fiscal year, depending on when funding is actually received.

**D. Timing Considerations.**

The goal of the CARES Act is to make funding available quickly. FAA has already provided a pre-populated grant application, which has been signed and submitted. Staff expects a grant offer to be forthcoming shortly.

#### COUNCIL OPTIONS

The Council has the following options:

1. Adopt the attached resolution authorizing acceptance of the grant; or
2. Request additional information; or
3. Not adopt the resolution and forego the funding.

**STAFF RECOMMENDATION**

Staff recommends the Council adopt the attached resolution accepting the grant.

**SUGGESTED MOTION**

***"I move to adopt Resolution No. 2020-04 authorizing acceptance of an FAA CARES Act grant for \$69,000."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2020-04

**RESOLUTION NO. 2020-04**

**A RESOLUTION AUTHORIZING ACCEPTANCE OF A GRANT OFFER FROM THE FEDERAL AVIATION ADMINISTRATION IN THE MAXIMUM AMOUNT OF \$69,000 TO BE USED TOWARDS DEBT SERVICE FOR THE ROSEBURG REGIONAL AIRPORT**

**IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG as follows:**

**Section 1:** That the City of Roseburg shall accept a Grant Offer of the Federal Aviation Administration in the amount not to exceed \$69,000 to be used for debt service for the Roseburg Regional Airport; and

**Section 2:** That the City Manager of the City of Roseburg is hereby authorized and directed to sign the statement of Acceptance of said Grant Offer on behalf of the City of Roseburg, and the City Recorder is hereby authorized and directed to attest the signature of the City Manager and to impress the official seal of the City of Roseburg on the aforesaid statement of Acceptance; and

**Section 3:** Once received, a true copy of the Grant Offer referred to herein shall be attached hereto and made a part hereof.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 27<sup>th</sup> DAY OF APRIL, 2020.**

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Amy L. Sowa, City Recorder



## OSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### RESOLUTION 2020-05 - APPROPRIATION TRANSFER FOR FISCAL YEAR 2019-20

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**Meeting Date:** April 27, 2020  
**Department:** Finance  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Department Action Items  
**Staff Contact:** Ron Harker, Finance Director  
**Contact Telephone Number:** 541-492-6710

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#### ISSUE STATEMENT AND SUMMARY

There are two mid-year corrections that are required in order to provide adequate appropriation authority for library contracted services expenses and repairs to the video equipment in the Council Chambers. In order to maintain compliance with Oregon Budget Law a resolution transferring contingency funds and surplus appropriation authority to the needed appropriation categories is required. Resolution No. 2020-05 is prepared to effect the necessary changes to the General Fund budget to accommodate the requested changes.

#### BACKGROUND

- A. Council Action History.** No prior council action on these matters exists.
- B. Analysis.** There are two separate matters affecting the General Fund, which need addressing; each matter is discussed separately below.

The General Fund Library Department's current budget omitted the City's matching contribution towards securing the services of a RARE (Resource Assistance for Rural Environments) participant. Additionally, the cost to insure the library property was underestimated. Consequently, the projected expenditures for the current fiscal year exceed budget by approximately \$23,000. In order to provide sufficient appropriation authority to cover the projected requirements, it is proposed to transfer \$23,000 from the General Fund contingency to the Library Department budget.

Recently the video cameras in the Council Chambers failed, leading to the need to upgrade the cameras and related video management equipment. Costs to replace and upgrade the video equipment exceed the General Fund's capital outlay budget by \$6,500. The IT Department has additional equipment appropriation authority that won't be used; therefore, it is proposed to transfer \$6,500 from the IT Department to the General Fund's capital outlay.

- C. Financial and/or Resource Considerations.** The two matters requiring budgetary attention affect the City's financial condition differently; therefore, the financial impact of each is addressed separately below.

The impact of providing additional appropriation authority to the Library Department is an immaterial 0.36% reduction of the projected General Fund ending fund balance.

There is a zero net impact of transferring appropriation authority from the IT Department to the capital outlay budget as it does not increase total appropriations in the General Fund.

**D. Timing Issues.** Oregon Budget Law requires that appropriation authority be established prior to the commitment or expenditure of resources. Currently work is moving forward in regards to both matters; therefore, it is important to account for their activities within the City's budget. In order to maintain full compliance with Oregon Budget Law the City needs to ensure full appropriation authority for all known circumstances.

#### **COUNCIL OPTIONS**

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the proposed figures; or
- 3) Request additional information.

#### **STAFF RECOMMENDATION**

Given the need to comply with Oregon Budget Law, it is staff's recommendation to adopt the attached resolution as written.

#### **SUGGESTED MOTION**

***"I move to adopt Resolution No. 2020-05 authorizing appropriation transfers within the General Fund (Fund 100) for fiscal year 2019-20."***

#### **ATTACHMENTS**

Attachment #1 - Resolution No. 2020-05 entitled "A Resolution Authorizing a Budget Re-Appropriation for Fiscal Year 2019-20".

**RESOLUTION NO. 2020-05**

**A RESOLUTION  
AUTHORIZING A BUDGET RE-APPROPRIATION FOR  
FISCAL YEAR 2019-20**

**WHEREAS**, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2019-20 by Resolution 2019-09; and

**WHEREAS**, the General Fund Library Department's current budget omitted the city's matching contribution towards securing the services of a RARE (Resource Assistance for Rural Environments) participant and underestimated the cost to insure the building, resulting in a projected cost overrun of \$23,000 which can be covered through a transfer of contingency funds to the Library Department; and

**WHEREAS**, the failure of video cameras in the Council Chambers have led to the need of upgrading the cameras and related video management equipment. Project costs exceed the General Fund's capital outlay budget by \$6,500 which can be covered by transferring appropriation authority from the IT Department to the capital outlay budget; and

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

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

**Section 1.** Resources and appropriations in the Fiscal Year 2019-20 budget shall be adjusted as follows:

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
General Fund (100)			
Resources			
Beginning Fund Balance	\$ 6,874,988	\$ -	\$ 6,874,988
Revenues	\$ 25,905,080	\$ -	\$ 25,905,080
Total Resources:	\$ 32,780,068	\$ -	\$ 32,780,068
Appropriations			
Administration Department	\$ 2,765,778	\$ (6,500)	\$ 2,759,278
Library Department	\$ 429,026	\$ 23,000	\$ 452,026
Capital Outlay	\$ 70,000	\$ 6,500	\$ 76,500
Contingency	\$ 610,233	\$ (23,000)	\$ 587,233
Other Requirements	\$ 28,905,031		\$ 28,905,031
Total Appropriations:	\$ 32,780,068	\$ -	\$ 32,780,068

RESOLUTIONS A  
ATTACHMENT #1

To provide appropriation authority to support a RARE participant and cover the cost of property insurance in the Library Department and sufficient funds to facilitate video capital improvements in the Council Chambers.

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

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 27<sup>th</sup> DAY OF APRIL, 2020.**

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**Amy L. Sowa, City Recorder**

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### RESOLUTION IN SUPPORT OF ROSEBURG PUBLIC SCHOOLS BOND LEVY

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Meeting Date: April 27, 2020  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

Roseburg Public Schools is requesting the City Council adopt a resolution supporting their bond levy scheduled for the May 19, 2020, election.

#### BACKGROUND

**A. Council Action History.**

None

**B. Analysis.**

Roseburg Public Schools has placed a Safety and Security Bond measure on the May 19, 2020, ballot to upgrade the inner and outer safety systems for all Roseburg schools. Funding from this levy will strengthen their emergency preparedness capabilities for students and the community. The attached resolution was provided by Roseburg Public Schools with a request for the Council to consider showing their support for the measure by adopting the resolution.

**C. Financial/Resource Considerations.**

There are no financial impacts to the City in supporting this measure.

**D. Timing Considerations.**

Ballots for the May 19, 2020, election will be sent to residents on or about April 24, 2020. If Council chooses to support this measure, approving the resolution tonight would be appropriate for the timing of the ballots.

#### COUNCIL OPTIONS

Council has the following options:

- Adopt Resolution No. 2020-06; or
- Request more information; or
- Take no action

#### STAFF RECOMMENDATION

Staff has no recommendation.

**SUGGESTED MOTION**

***"I move to Adopt Resolution No. 2020-06."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2020-06

**RESOLUTION NO. 2020-06**

**A RESOLUTION IN SUPPORT OF ROSEBURG PUBLIC SCHOOLS BOND LEVY  
10-173 FOR THE CITY OF ROSEBURG FOR MAY 19, 2020**

**WHEREAS**, the City Council of the City of Roseburg has set forth goals and visions for growth and development in our City; and

**WHEREAS**, the City Council wants to encourage leadership in the City to work together for the growth and development of our community institutions; and

**WHEREAS**, Roseburg Public Schools is one such institution that works to develop growth and vision in our young people and our Community; and

**WHEREAS**, Roseburg Public Schools has placed a Safety and Security Bond measure on the May 19, 2020 ballot to upgrade the inner and outer safety systems for all City schools; and

**WHEREAS**, Roseburg Public Schools has placed the Safety and Security Bond measure on the ballot to protect and upgrade existing infrastructure of the schools in our City; and

**WHEREAS**, the Roseburg Public Schools Bond Levy will strengthen our City's emergency preparedness capabilities for students and the Community; and

**WHEREAS**, Roseburg Public School has made it clear the Bond will be distributed equitably where every student and every school in our City will benefit;

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG** that the Council is in support of the Roseburg Public Schools bond Levy, 10-173.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 27th DAY OF APRIL, 2020.**

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**Amy L. Sowa, City Recorder**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## ANNUAL FEE UPDATE DISCUSSION

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**Meeting Date: April 27, 2020**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Department Items**  
**Staff Contact: Amy Sowa, City Recorder**  
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

Pursuant to previously adopted City Council resolutions, service fees are adjusted annually to account for increased costs to provide those services. Council is being asked whether or not to implement the increase at this time due to the economic impacts related to the Coronavirus pandemic.

### BACKGROUND

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

Unless special circumstances arise in the course of the fiscal year, the City Council generally takes action each May or June to adjust fees effective July 1<sup>st</sup>. On May 13, 2019, Council adopted Resolution Nos. 2019-06 and 2019-07 to adjust fees, and on October 28, 2019, adopted Resolution Nos. 2019-21 and 2019-22 to make several minor adjustments to fees.

#### **B. Analysis.**

With the current Coronavirus pandemic, and the Orders of the Governor closing schools and many businesses, and asking citizens to "Stay Home, Save Lives," economic impacts are being felt not only in our City, but nationwide. The City normally adjusts service fees annually based on either the CPI-U West index (currently 2.7%) or the March Construction Cost Index (CCI) (currently 1.5%). With the major impact the pandemic has had on the economy, Staff is asking Council to consider whether it is appropriate to implement the annual increase of fees at this time. One fee that will increase pursuant to a contract with Sprint Communications Company, LP, is the telecommunications fee for Non-Carrier w/Facilities which is increased by the CPI-U West index.

Separate from the annual adjustments, the Library is proposing an adjustment to one fee and the Community Development Department is requesting one new fee. These fees will be presented, along with the increase to the Non-Carrier w/Facilities telecommunications fee, during the May 11, 2020 Council meeting.

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

Any financial impact to the City not increasing fees at this time would be minimal.

**D. Timing Considerations.**

The fees are scheduled to be updated in May of this year unless Council directs Staff differently.

**COUNCIL OPTIONS**

Council could direct Staff to:

- Bring resolutions to the Council in May to adjust fees based on the CPI-U West and March Construction Cost Index; or
- Delay increases and re-evaluate in November or December for possible increases January 1, 2021; or
- Delay increases until May of 2021.

If Council directs Staff to delay fee adjustments until the end of this year, or May of 2021, a resolution authorizing that delay will need to be drafted and brought to Council for adoption at their May meeting.

**STAFF RECOMMENDATION**

Staff has no recommendation.

**SUGGESTED MOTION**

This is a discussion item only so no motion is needed at this time, just direction from the Council.

**ATTACHMENTS:**

None

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### PARKING ENFORCEMENT CONTRACT

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**Meeting Date: April 27, 2020**  
**Department: Admin/CDD**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Department Items**  
**Staff Contact: Nikki Messenger/Stuart Cowie**  
**Contact Telephone Number: 541-492-6866**

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#### ISSUE STATEMENT AND SUMMARY

Downtown Roseburg Association (DRA) has indicated they wish to terminate the Parking Enforcement contract early. The issues for the Council are whether to cancel the contract immediately by mutual consent, and whether to authorize negotiation of a settlement/payment agreement.

#### BACKGROUND

##### A. Council Action History.

On May 23, 2016, the Council approved the parking program agreement with Downtown Roseburg Association dba ParkSmart. On June 10, 2019, the Council authorized staff to renew the contract with DRA for an additional three years with changes in the contract amount.

##### B. Analysis.

Downtown Roseburg Association has been struggling financially and has fallen behind on payments to the City required under the current contract. With the current COVID-19 situation and the required closure of many restaurants and businesses downtown, the DRA has taken the step of laying off all staff for the month of April. It has become clear that performing both parking enforcement and a downtown main street program are not compatible or financially feasible for their organization. As such, DRA has requested early termination of the parking enforcement contract.

Under the parking enforcement contract, DRA is responsible for patrolling the central business district, city-owned parking lots, on-street metered spaces and the Laurelwood Historic District Monday through Saturday from 9 am to 5 pm. They are responsible for managing parking permits, maintaining and emptying parking meters, issuing citations for violations, handling appeals and appearing in court. The contract states that DRA keeps all revenues associated with these activities and pays the City an annual fee, broken up into 12 equal monthly payments. Monthly payments of \$3,125 are currently in arrears. As of the end of March, the amount due was approximately \$18,000.

Under the Main Street Program contract, the DRA is responsible for delivering the Main Street Program. This includes membership in the National Main Street Program,

attending Oregon Main Street conferences and events, promoting downtown with a monthly newsletter and website, assisting in community activities, beautification (flower baskets), staffing (hiring a manager), and reporting to the Council. In June 2013, an amendment was executed to include collection and disposal of garbage deposited in the trash receptacles in downtown. In August 2018, a second amendment was executed to include management of the garbage and recycling area in the Flegel Center parking lot.

For the main street program services, the City pays DRA \$5,625 quarterly (\$22,500 annually). For the garbage services, the City was paying DRA \$650 per month. The DRA has ceased providing garbage services, and staff has made other arrangements.

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

The Off-Street Parking Fund operates as an enterprise fund. Revenues the City receives under the contract pay for overhead costs, maintaining the parking lots and garage, including the elevator, utilities such as power, water and storm drainage, and property insurance. Expenses in the current fiscal year were budgeted at \$58,732. This included \$10,000 to replace parking meters, which will not happen.

With the lack of payments from DRA, expenses will exceed resources in the fund early next fiscal year if additional revenue is not identified. At that time, an interfund loan will be required to ensure solvency of the fund.

Given their financial situation, the DRA has made a preliminary proposal regarding repayment of the existing debt. DRA is seeking forgiveness of half of the debt and deferral of repayment for six months, and amortizing the debt over 18 months.

Staff has been in touch with professional parking services vendors and has reached out to other cities to gather information on how services were solicited and what may work and what may not. It is likely that the entire program may need to be overhauled to be successful. This will require municipal code updates and will take some time. An interim solution will most likely be required as these updates are drafted.

### **D. Timing Considerations.**

Given that DRA has stopped performing the parking enforcement services, it would be appropriate to cancel the contract as soon as practical to avoid additional monthly amounts due to accrue.

## **COUNCIL OPTIONS**

The Council has the following options:

1. Cancel the parking services contract with DRA by mutual consent, effective March 31, 2020, and provide staff direction regarding negotiating a settlement/payment agreement on monthly fees that are owed; or
2. Declare DRA in default of the contract and direct staff to issue a 10-day notice. This will delay the process of cancelling the contract and getting a new vendor; or
3. Request additional information.

**STAFF RECOMMENDATION**

One of the questions that has arisen is why should the City keep paying DRA for the main street contract if the DRA owes the City on the parking services contract. Given the current economic situation related to the COVID-19 pandemic, staff believes it is important to support the DRA and the Main Street Program, as they will be a critical element in bringing downtown "back to life" when restrictions are lifted by the Governor. As such, staff is recommending that the two contracts be treated separately. Staff recommends the parking services contract be terminated by mutual consent effective March 31, 2020, and the quarterly payment to DRA scheduled for the end of April be honored per that contract. Staff seeks direction on Council's terms for negotiating a settlement/repayment agreement with DRA.

**SUGGESTED MOTION**

***"I move to authorize cancellation of the Parking Enforcement Services Contract with DRA by mutual consent effective March 31, 2020, and authorize the City Manager to negotiate a settlement/payment agreement for the outstanding balance."***

**ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date:** April 27, 2020  
**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 April 27, 2020, 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  
March 24, 2020 - 10:00 a.m.

1. Review March 23, 2020 City Council Meeting Synopsis
2. Review April 13, 2020 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing/Events
5. Department Items



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
March 30, 2020 - 10:00 a.m.

1. Review April 13, 2020 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Department Items



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
April 6, 2020 - 10:00 a.m.

1. Review April 13, 2020 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents and/or Grants to review and/or sign
4. Department Items
5. Employee Service Pins
  - a. Monte Bryan, Fire Department – 25 Years
  - b. Jeremy Barron, Public Works Street Division – 5 Years



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
April 14, 2020 - 10:00 a.m.

1. Review April 27, 2020 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents and/or Grants to review and/or sign
4. Department Items



**Agenda**  
**Department Head Meeting**  
**PSC Umpqua Conference Room**  
**April 20, 2020 - 10:00 a.m.**

1. AHM Zoom Meeting regarding Wayfinding Sign Design
2. Review April 27, 2020 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents and/or Grants to review and/or sign
  - a. Grant Checklist – Ford Family Foundation Library Grant
5. Department Items

**TENTATIVE FUTURE COUNCIL AGENDA**

**Unscheduled**

- Airport Fees for Fire Agency Services
- Anvil Northwest - Destination Marketing Report
- Parklet Update
- PEG Channel Discussion
- RMC 3.06 Amendments
- RMC 5.04 Amendment - Water Rules and Regulations
- Southern Oregon Medical Workforce Center Update
- Supplemental Budget regarding Fire Services
- Umpqua Basin Urban Services Agreement
- Umpqua Economic Development Partnership Annual Report
- Water Conservation Plan

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**May 11, 2020**

**Mayor Reports**

- A. EMS Week Proclamation

**Consent Agenda**

- A. Minutes of April 27, 2020

**Resolutions**

Annual Fee Adjustments

- A. Resolution No. 2020-07 – General Fees
- B. Resolution No. 2020-08 – Water Related Fees

**Department Items**

- A. Council Order to Extend Emergency Resolution No. 2020-02
- B. Sobering Center Update

**Informational**

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

**Executive Session**

- A. City Manager Semi-Annual Evaluation

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**May 25, 2020 – CANCELLED**

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**June 8, 2020**

**Mayor Reports**

- A. Camp Millennium Week Proclamation
- B. National Bike Month Proclamation

**Consent Agenda**

- A. Minutes of May 11, 2020

**Public Hearing**

- A. Community Development Block Grant Housing Rehabilitation Grant Close Out
- B. Resolution No. 2020- - 2020-2021 Budget Adoption
- C. Resolution No. 2020- - Supplemental Budget Appropriation

**Informational**

- A. City Manager Activity Report

**Urban Renewal Agency Board**

**Consent Agenda**

- A. Minutes of previous meeting

Public Hearing

- A. Resolution No. UR-2020- - 2020-2021 Budget Adoption

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**June 22, 2020**

Consent Agenda

- A. Minutes of June 8, 2020

Informational

- A. City Manager Activity Report

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**July 13, 2020**

Mayor's Report

- A. Parks and Recreation Month Proclamation

Consent Agenda

- A. Minutes of June 22, 2020

Department Items

- A. Authorization to Purchase Four Police Vehicles

Informational

- A. City Manager Activity Report

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**July 27, 2020**

Consent Agenda

- A. Minutes of July 13, 2020

Informational

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

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**August 10, 2020**

Consent Agenda

- A. Minutes of July 27, 2020

Informational

- A. City Manager Activity Report

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**August 24, 2020**

Consent Agenda

- A. Minutes of August 10, 2020

Informational

- A. City Manager Activity Report

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**September 14, 2020**

Consent Agenda

- A. Minutes of August 24, 2020

Informational

- A. City Manager Activity Report

Executive Session

- A. City Manager Annual Evaluation

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**September 28, 2020**

Mayors Reports

- A. Walk & Bike to School Day Proclamation

Consent Agenda

A. Minutes of September 14, 2020

Informational

A. City Manager Activity Report

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**October 12, 2020**

Consent Agenda

A. Minutes of September 28, 2020

Informational

A. City Manager Activity Report

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**October 26, 2020**

Consent Agenda

A. Minutes of October 12, 2020

Informational

A. City Manager Activity Report

B. Municipal Court Quarterly Report

C. Financial Quarterly Report

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**November 9, 2020**

Consent Agenda

A. Minutes of October 26, 2020

Informational

A. City Manager Activity Report

Executive Session – Municipal Court Judge Annual Performance Evaluation

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**November 23, 2020**

Mayor Report

A. Municipal Court Judge Compensation

Consent Agenda

A. Minutes of November 9, 2020

Informational

A. City Manager Activity Report

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**December 14, 2020**

Consent Agenda

A. Minutes of November 23, 2020

Informational

A. City Manager Activity Report

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**December 28, 2020**

Consent Agenda

A. Minutes of December 14, 2020

Informational

A. City Manager Activity Report

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**January 11, 2021**

Mayor Reports

A. State of the City Address

B. Commission Chair Appointments

C. Commission Appointments

Commission/Council Reports

- A. Election of Council President
- Consent Agenda
  - A. Minutes of December 28, 2020
- Informational
  - A. City Manager Activity Report

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**January 25, 2021**

- Consent Agenda
  - A. Minutes of January 11, 2021
- Informational
  - A. City Manager Activity Report

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**February 8, 2021**

- Special Presentation
  - A. CAFR Review – Auditor Jeff Cooley
  - B. Quarterly Report – Quarter Ended December 31, 2020
  - C. 2021-2022 Budget Calendar

- Consent Agenda
  - A. Minutes of January 25, 2021
- Informational
  - A. City Manager Activity Report

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**February 22, 2021**

- Consent Agenda
  - A. Minutes of February 8, 2021
- Informational
  - A. City Manager Activity Report

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**March 8, 2021**

- Consent Agenda
  - A. Minutes of February 22, 2021
- Informational
  - A. City Manager Activity Report

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**March 22, 2021**

- Mayor Reports
  - A. Child Abuse Prevention Month Proclamation
- Consent Agenda
  - A. Minutes of March 8, 2021
- Informational
  - A. City Manager Activity Report
  - B. Vehicle for Hire Annual Update

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**April 12, 2021**

- Mayor Reports
  - A. Volunteer Recognition Month and Proclamation
  - B. Arbor Day Proclamation
- Consent Agenda
  - A. Minutes of March 22, 2021
- Informational
  - A. City Manager Activity Report

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## Friday Message

### March 20, 2020

- It has been a busy week, so I will keep this brief. We continue to work on putting together the budget. Ron Harker and I have met with all of the departments except one. We are strategizing the most efficient way to deliver and present the budget to the budget committee should we still be in the current limitations regarding public gatherings.
  
- Beyond that, most of staff's time has been devoted to the COVID-19 situation and how to deliver service to the public while meeting the mandates and protecting the public and our employees. Here is a few things we are working on:
  - Added a banner on the City's website for information on CORVID-19 with links to useful information. We are providing information and/or links on Facebook help get good information out.
  - The Library is closed until further notice. All meetings in the meeting rooms have been cancelled. Library staff will be operating a once-a-week opportunity for card holders to get library materials by reserving them and having staff deliver the materials to their car.
  - Relaxed some of our rules around utility payments.
    - Suspended service lock offs for non-payment.
    - Started allowing credit card payment and new water service applications by phone.
  - Started allowing credit card payments by phone for court fines.
  - Cancelled advisory Commission meetings. Any Council decisions will go straight to Council. One exception will be the Planning Commission if required by statute.
  - Council meetings will be live-streamed and public comments will be allowed by email.
    - Setting up overflow room (if necessary) which will allow viewing and public comment.
  - Closed City Hall to the public at 4:30 pm each day to allow time for employees to clean work areas and common areas. Monday 3/23, we will limit public access to the 2<sup>nd</sup> floor lobby. Staff will work with customers through the glass partitions.
  - Participating in weekly calls sponsored by the League of Oregon Cities.
  - Participating in weekly calls Commissioner Freeman is holding with city representatives throughout Douglas County.
  - The Assistant Fire Chief helped with traffic control at the drive through testing site at the fairgrounds.
  - The Fire and Police Chiefs are actively communicating with their local and state counterparts on changes that seem to happen almost daily.
  - The HR department has crafted a policy for employee leave related to the virus and will be updating as things continue to change.
  - Provided timely social media updates and press releases as changes occur.
  
- Meetings next week: City Council, Monday 3/23 at 7:00 pm

## Friday Message March 27, 2020

- Things continue to evolve with the City's COVID-19 efforts. On Monday, the governor issued Executive Order 20-12 requiring the closure of certain businesses and public areas such as playgrounds, tennis courts, basketball courts, skate parks, etc. Staff worked quickly to produce signs notifying the public of the required closures. Additional changes this week include the following:
  - The Public Safety Center has closed the lobby to the public. If a customer has business that has to occur at the PSC, they will use the building's exterior phone to connect to non-emergency dispatch, which can direct the call to ensure the customer's needs can be met. Additional information is available on the Roseburg PD Facebook page.
  - Beginning Monday, March 30<sup>th</sup>, each non-public safety department will be dividing their staffs into two teams. Each team will report to work on alternating weeks. The team that does not report to work, will work from home or a remote location if at all possible. Department heads will report to work as normal. The intent is to reduce the risk of exposure and try to ensure that if one team gets sick or requires quarantine, there is a second team that can continue to work. There is no way to guarantee that employees will not get sick, but this is a tool to limit the risk.
  - Human Resources staff has been busy creating and/or updating policies around teleworking, remote assignments, and leave policies related to changes in the state and federal family leave laws that have been amended due to the virus.
  - Given the reduced staffing available with the split shifts, the remaining Parks restrooms that have been open will close this weekend. Porta-potties will be placed in a limited number of locations to provide bathroom and hand sanitation facilities.
  - As mentioned in a previous email, Douglas County has suspended the work crews which impacts our ability to perform camp cleanups and derelict property cleanups.
  - Staff has been researching technology for holding virtual meetings. This will allow staff to continue to hold pre-application conferences, bid openings, and other meetings without gathering in the same room. We expect to have something in place and tested prior to the April 13<sup>th</sup> Council meeting.
  - The Library held their first drive-thru book pick-up event on Thursday. Twelve customers picked up new materials to enjoy at home.
- In non-COVID news, staff continues to work on the budget. Each department has completed their meeting with the City Manager and Finance Director.
- Anvil NW has launched the new visitors website: [www.experiencerosburg.com](http://www.experiencerosburg.com)



***Stay Home, Save Lives***

## Friday Message

### April 3, 2020

- This week was the first week for split staffing for city hall and maintenance crew employees. As mentioned last week, each department has split into two teams. One team will work at their regular locations every other week. During the opposite week, those that can will be working from home or other remote location.
  - Throughout this process, staff have been flexible and creative in coming up with solutions that allow us to continue to deliver service to our citizens while honoring the governor's executive order and trying to keep employees and customers safe.
  - Some maintenance workers that cannot work from home will be assisting Meals on Wheels delivering meals to seniors and disabled adults during their week away from the regular workplace.
  - Due to reduced staffing, parks restrooms have closed to the public and temporary restrooms and handwashing stations have been placed at Stewart Park, Fir Grove Park, Stewart Park Natural Area (aka duck pond), Gaddis Park and Templin Beach Park. Sunshine Park remains closed.
- Staff submitted the Request for Public Assistance to FEMA, which is required to seek any future reimbursement on COVID related expenses. In addition, a team of employees was identified to lead this effort. Any FEMA reimbursement involves a vast amount of paperwork and information, and getting organized early is important.
- Construction began on the runway electrical project at the airport on Wednesday. The contractor has made significant progress during this first short week of work.
- Staff hosted the first electronic pre-application meeting via Zoom this week. Feedback from the developer's engineer was that it worked out very well and included employees working at City Hall and remotely. We also held our first public bid opening with contractors able to monitor the bid opening remotely. Thanks to the staff in various departments that have been working on making this possible!
- Tonight around 7:15 PM there will be a processional of local first responders around Mercy Medical Center showing their support for Mercy Medical Center and its staff. Our local law enforcement, fire department personnel, and other first responders are taking time to show our support for our hospital staff, and to recognize the incredible work they are doing through these trying times. We are proud of our community and the way we always come together to work hard, and get through difficult times as a team.



## Friday Message April 10, 2020

- Thank you to Loggers Pizza for providing pizza to Police and Fire yesterday to show support for first responders. This was made possible with support from Aviva Health and the community!
- The Police Department has been working hard on resolving issues related to recreational vehicles that have popped up recently on various city streets. These can be especially challenging. If the City is forced to tow the RV, we are required to store it for 30 days to allow the owner to claim it. If it is not claimed, we can work with Douglas County and the landfill to have it dismantled and disposed of. This can cost upwards of \$7,000 per RV. In addition to the expense, we run the risk of forcing someone into homelessness. Kudos to RPD for successfully navigating these difficult situations with a balance of enforcement and compassion.
- The popularity of the Library's drive-thru book pick-up program continues to grow. The first week saw 12 customers. Week two had 45 cars and this Thursday, 69 vehicles drove through to access Library materials.
- I continue to participate in weekly calls with the Regional Economic Response Team, the County's call with DC cities, and League of Oregon Cities. This week, I was invited to participate with a smaller working group that spoke directly with Representative Peter DeFazio. There is a lot of information shared during each of these calls, and I have expressed local concerns to both DeFazio and Merkley.
  - The State of Oregon will receive \$1.6B through the State and Local Stabilization Fund established as part of the CARES act. The Governor has not provided any information on if and how that money may be shared with local entities.
  - A fourth federal COVID-19 bill is in the works and they (Oregon delegation) are hoping to include additional funding directly to local governments.
  - This information is important as staff compiles ideas for helping local businesses and community members survive and recover from this crisis. The more resources we can access, the more we can make a difference.
- There is a lot of discussion happening within the community regarding the unhoused. In general, there is an increased level of concern with sanitation issues associated with the virus. Staff has been doing some research and will be participating in the HTAG meeting (via phone) next week.
- The next City Council meeting is scheduled for April 27, 2020. Next week, staff will work with three smaller groups of Council (avoiding a quorum) to ensure everyone is prepared and comfortable using Zoom.



We are fortunate to live in a community that is so caring and willing to help others. Stay positive, test negative.



## Friday Message April 17, 2020

- Thank you to Councilors and the Mayor for participating in three separate Zoom “practice meetings”. This allowed us to work the bugs out all while avoiding a quorum. Thank you for your patience as we work through this process. The Governor’s latest executive order 20-16 specifically address safe public meetings and continued operations by local governments.
- It has been a busy week as we navigate not only how to function and assist our citizens during this time, but keep an eye towards recovery. To that end, I spent a significant amount of time on the phone or in web-based meetings this week.

Highlights include:

- A Zoom meeting hosted by Oregon Community Foundation. OCF has created two grant programs – Oregon Small Business Stabilization and the Oregon Recovery Fund.
  - Spoke at length with Theresa Haga from Coos Curry Douglas Development Corporation (CCD). CCD has created a loan fund for small business in the area and is looking for funding partners. CCD has contributed \$200k and has applied for an OCF grant to add \$75k in grant funding. I am considering contributing funding from the Economic Development Fund to augment the grant program.
  - I reached out to two local financial institutions to inquire about the possibility of them contributing to the CCD program and hope to reach out to more.
- Made a quick call to the local USDA office. There are several programs available to rural communities. Unfortunately, Roseburg’s population exceeds the threshold for those programs. This was not a surprise, but I wanted to confirm to ensure we weren’t missing any opportunities.
- Emailed with a small business owner locally active in Economic Development to open lines of communication and brainstorm.
- Listened to an FAA conference call on the CARES Act. Great news, the Roseburg Regional Airport will receive \$69,000 from the FAA.
- Participated in an HTAG web meeting. HTAG continues to look for solutions to acute needs for the homeless, which are concentrated on sanitation right now.
- Participated in the Douglas County City/Commissioner weekly call.
  - As outlined in yesterday’s County COVID daily update, Mercy’s Surgery Center has been converted to a 30-bed COVID facility.

- The former behavioral health unit *may* become a COVID recovery location for patients that do not need hospitalization but can't go home (example – long-term care facility patients).
  - Reached out via email to the federal delegation to offer assistance as they work on direct funding for local agencies in the next COVID funding bill. Requested that they keep an eye out for any programs that Med Ed may qualify for that could help with the match funding.
  - Participated in the Regional Economic Revitalization Team call. There was a lot of discussion about reopening the economy regionally.
  - Listened to the League's weekly call. A representative from the Governor's office clarified that the Tri-State Agreement does not necessarily mean that Oregon will wait for Washington and California to reopen their economies. She stated the three states will work together on criteria for reopening and that the Governor is considering relaxing provisions by region as opposed to statewide. She also stated they are not looking at sharing the \$1.6B the state will receive through the CARES Act with local agencies (other than those over 500,000 population as required in the legislation). This is disappointing, but it is good to finally have an answer on that.
  - Spoke with the Executive Director of the Roseburg Area Chamber to catch up and share information.
- The Library had another stellar turn out for the drive-thru book pick up on Thursday. The popularity continues to grow and the staff delivered books to 75 vehicles this week.
- Staff reached out to Meals on Wheels a couple of weeks ago to offer assistance delivering meals within the City. This was the first week they needed our help and we were happy to provide it.
- The proposed budget will be completed by the end of the day and ready for the printers early next week. Budget distribution is scheduled for May 5<sup>th</sup>. The first Budget Committee meeting is scheduled for May 12<sup>th</sup>. We are doing things a little differently this year and hope to keep the process efficient and informative.
- I want to express my gratitude to those of you that have reached out to express support for City staff and me. I continue to be impressed by the dedication shown by City employees and am proud to be part of this organization.

