



**ROSEBURG CITY COUNCIL AGENDA – JUNE 8, 2020**  
**City Council Chambers, City Hall**  
**900 SE Douglas Avenue, Roseburg, Oregon 97470**

**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. National Bike Month Proclamation
- 5. Commission Reports/Council Ward Reports**
- 6. Audience Participation – See Information on the Reverse**
- 7. Consent Agenda**  
A. Minutes of May 11, 2020 Regular Meeting  
B. OLCC Additional License for Denny's #7743 located at 350 W Harvard Avenue
- 8. Public Hearing**  
A. Community Development Block Grant Housing Rehabilitation Grant Close Out  
B. Resolution No. 2020-10 - Community Development Block Grant – COVID-19 Economic Recovery Opportunity  
C. Resolution No. 2020-11 – 2020-21 Budget Adoption
- 9. Ordinances**  
A. Ordinance No. 3539 – Suspending or Amending Petition for Nomination Requirements for the November 3, 2020 General Election, First and Second Reading
- 10. Resolutions**  
A. Resolution No. 2020-12 – Institute of Museum and Library Services (IMLS) Grant Application Authorization
- 11. Department Items**  
A. Water Management and Conservation Plan Approval Recommendation  
B. Sobering Center Funding Discussion  
C. Extension of Declaration of Emergency in the City of Roseburg
- 12. Items from Mayor, City Council and City Manager**
- 13. Recess to Meet as Urban Renewal Agency Board**
- 14. Adjourn**
- 15. Executive Session:**  
A. ORS 192.660(2)(d) – Labor Negotiations  
B. ORS 192.660(2)(i) – City Manager Semi-Annual Evaluation

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

### **TIME LIMITATIONS**

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

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

Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item. If you wish to address an item on the Consent Agenda, please do so under “Audience Participation.” For other items on the agenda, discussion typically begins with a staff report, followed by questions from Council. If you would like to comment on a particular item, please raise your hand after the Council question period on that item.

### **CITIZEN PARTICIPATION – NON-AGENDA ITEMS**

We also allow the opportunity for citizens to speak to the Council on matters not on this evening’s agenda on items of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting.

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

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

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

***Thank you for attending our meeting – Please come again.***

***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). The meeting is available to view on Facebook live.***

# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### Bike Month

- WHEREAS:** The bicycle is a viable and environmentally sound form of transportation and an excellent form of recreation; and
- WHEREAS:** Millions of Oregonians will experience the joys of bicycling through educational programs, commuting, trail work days, youth bike safety programs, or just getting out and going for a ride with family members and other community members from a safe distance; and
- WHEREAS:** The Umpqua Valley attracts bicyclists each year from across the state and country, providing economic, health, and scenic benefits to citizens of Roseburg; and
- WHEREAS:** These bicycling activities and attractions have great potential to have a positive impact on Roseburg's economy and tourism industry and to stimulate economic development by making the region attractive to businesses and citizens who enjoy the outdoors and healthy lifestyles; and
- WHEREAS:** Creating bicycle-friendly communities has been shown to improve citizens' health, well-being, and quality of life, to boost community spirit, to improve traffic safety, and to reduce pollution and congestion; and
- WHEREAS:** The education of bicyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all users; and

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

### Bike Month

and urge our citizens to share the road safely with bicycles and to participate in safe active transportation activities including our community's Move More Challenge during the month of June.

**DATED** this 8th day of June, 2020.



A handwritten signature in black ink that reads "Larry Rich".

Larry Rich, Mayor

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
May 11, 2020**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on May 11, 2020 electronically via Zoom in Roseburg, Oregon. Councilor Cox led the Pledge of Allegiance.

ROLL CALL

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

Others Present: City Manager Nikki Messenger, City Recorder Amy Sowa, City Attorney Bruce Coalwell, Community Development Director Stuart Cowie, Police Chief Gary Klopfenstein, Public Works Director Brice Perkins and Management Assistant Koree Tate.

Mayor Rich explained the meeting was conducted remotely due to the Governor's Order #20-16, requiring public meetings be held electronically, when possible. Public was able to watch the meeting live on YouTube, the City's Facebook page and on Charter cable channel 191. Comments were submitted via email to the City Recorder prior to 4:00 p.m.

Mayor Rich recommended that Council hear comments submitted from the public only on items listed on the agenda and suspending audience participation. Councilor Cotterell moved to suspend Council rule RMC 2.34.050(B) (5) regarding audience participation. The motion was seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

EMS WEEK PROCLAMATION

Mayor Rich proclaimed the week of May 17-23, 2020 as Emergency Medical Services Week with the theme, "Ready Today, Preparing for Tomorrow," and encouraged the community to observe the week.

LETTER OF SUPPORT FOR REOPENING DOUGLAS COUNTY

Mayor Rich stated he and other local Mayors wanted to send Governor Brown a letter of support to approve a Phase 1 reopening for Douglas County beginning May 15, 2020. While prerequisites required concurrence from the County, local hospitals and the Public Health Officer, he felt it was important for the cities to weigh in as well. In response to Councilor Hicks, Mayor Rich stated the County and City would be opening at the same time and the intent of this letter was to show support for the application the County submitted to Governor Brown. Councilor Prawitz said the current economic impact was severe, but he was also concerned about reopening and diverting from the flattened curve. This was going to be a delicate balance and more cases could result from re-opening, but he felt it was necessary to take the risk for the economic stress from the damage this pandemic had caused. Councilor Prawitz said people just needed to follow social distancing to keep things safe.

Councilor Cotterell moved to approve Mayor Rich to sign the Letter of Support for Reopening Douglas County. The motion was seconded by Councilor Fisher-Fowler and approved with the

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

CONSENT AGENDA

Councilor Cotterell moved to approve the minutes of the April 27, 2020 regular meeting. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

RESOLUTION NO. 2020-07 – DELAYING ANNUAL FEE INCREASES TO MAY 2021

Ms. Sowa reported that 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 were being felt not only in the City, but nationwide. The City normally adjusted 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, Council directed Staff to delay the fee increases for a year, bringing them back for Council consideration in May of 2021. The City was currently in a strong financial position and delaying fees increases for one year would have minimal impact.

Councilor Hicks moved to adopt Resolution No. 2020-07. The motion was seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

RESOLUTION NO. 2020-08 – FEE ADDITION AND UPDATES

Ms. Sowa stated Library staff asked the Council to consider increasing the Ford Family meeting room fee from \$50 per use to \$75 per use when the library and Douglas Education Service District were closed. Public use of the room had continued to increase and created custodial staffing issues. It was not uncommon to have a rental on Saturday afternoon and another on Sunday afternoon. Increasing the rental fee would provide the library with the resources to fund the additional custodial services necessary to maintain a clean facility.

Ms. Sowa said the Community Development Department proposed a new “Re-inspection fee” in the amount of \$50. Implementation of the fee would be patterned after the re-inspection fee process established by the Douglas County Building Department, the department’s contract building permit and building inspection services provider. Along with building inspectors from the Building Department, City staff also complete inspections. Those inspections were separate from building code requirements and apply to zoning or public works code standards required by the Roseburg Municipal Code. If the re-inspection fee was approved, each inspection type would be allotted two inspections. If the inspection type was not approved after two inspections, the fee would be charged and payment required before the third and any subsequent inspections.

Adjustments to the Non-Carrier w/Facilities in Right-of-Way telecommunications fee was tied to the CPI-U West index, December to December, which was currently 2.7%. The adjustment would become effective July of each year pursuant to Roseburg Municipal Code 9.25.110(B) and the contract with Sprint Communications Company, LP.

In response to Councilor Cotterell, Mr. Cowie confirmed the re-inspection fee would only take place after a call for a third inspection. It was important the Department was not used as a general contractor and for builders to know they needed to be prepared for inspections. In response to Mayor Rich, Mr. Cowie explained there would be discretion with using the fee, especially when it was a person's first time going through the process. Councilor Cotterell wanted to know if a gradual sliding scale to increase the fees who abused the system was considered. Mr. Cowie said he looked to the County Building Department for direction with that option and was told it was not necessary. It only takes a couple times paying the additional fee for people to realize what was necessary to complete the process.

Councilor Cotterell moved to adopt Resolution No. 2020-08. The motion was seconded by Councilor Zielinski. Councilor Hicks opposed the fees stating it was not the time to charge more fees when it came to developments and preferred additional fees be deferred to the next calendar year. The motion was approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Prawitz and Zielinski voted yes. Councilor Hicks voted no.

RESOLUTION NO. 2020-09 – RECREATIONAL TRAILS PROGRAM GRANT APPLICATION

Mr. Perkins reported the Oregon Parks and Recreation Department had a Recreational Trails Program (RTP) intended to enhance trail opportunities by achieving results that would not otherwise be possible. RTP grants were for projects primarily recreational in nature, rather than serving a more utilitarian transportation function.

The proposed project would include the creation of a small but attractive, family friendly hiking, trail running, and mountain biking destination at Sunshine Park within the City of Roseburg. Sunshine Park consisted of approximately 93 acres of land, about 50 of which were currently undeveloped. The proposal consisted of three different trail types providing something for everyone. An extension of the existing Universal Access trail would provide a trail experience that complied with the Americans with Disabilities Act, capable of accommodating wheelchair use, minimum 5' tread widths, and average overall grades of 5% or less. The addition of Cross Country trails would provide a more classic trail experience. And finally, Flow Style Contour trails would provide a more bike and trail running optimized experience which consisted of frequent grade reversals, in sloped turns, faster speeds, and slightly steeper overall trail grades.

The RTP grant program required a 20% match. The preliminary estimate of the total project cost was \$230,717.81, which would require a match of \$46,143.56 and a grant request of \$184,574.24. Matching funds would be budgeted in the FY 20-21 Bike Trail Fund along with a small amount of in-kind City labor/equipment match. Mr. Perkins added that the project was dependent on the City receiving a grant. Without the grant, the project could not move forward. In response to Mayor Rich, Mr. Perkins confirmed the trail would be east and up the hill from the softball fields. Councilor Prawitz wanted to know if a sketch was available of what the trail system would look like. Mr. Perkins did not have a sketch available to share with Council and said the Parks Commission had not been meeting during the COVID-19 pandemic. There was a public meeting at the Roseburg Public Library on February 12, 2020 that was well attended and received positive support. Councilor Prawitz said he liked that there would be different types of trails to separate bike riders from walkers. Councilor Eggers confirmed the public meeting at the Library was well attended and she was very excited about the project and hoped the City would receive the grant.

Councilor Cox moved to adopt Resolution No. 2020-09, authorizing and supporting application for an Oregon Parks and Recreation Department Recreational Trails Program Grant. The motion was seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

EXTENSION OF DECLARATION OF EMERGENCY IN THE CITY OF ROSEBURG

Ms. Messenger reported the State of Oregon had extended their State of Emergency for an additional 60 days to July 6, 2020 as the COVID-19 pandemic continued to pose a threat to the health and safety of Oregonians. As this threat also exists in the City of Roseburg, and executive orders were still in place that affect citizens, an extension of the citywide declaration of emergency was warranted. Unanticipated costs may occur in response to directives from the Federal and State governments related to the COVID-19 pandemic.

Councilor Hicks wanted to know if the extension would also continue the current stay at home order and the CDC guidelines for homeless camps to leave them in place. Ms. Messenger explained the extension did not change what the State or CDC had issued. Mayor Rich said the extension allowed the City Manager to continue having more authority for purchases. Councilor Prawitz added that the City putting some pressure on the Governor for Phase 1 of reopening while extending the State of Emergency were very different. Phase 1 was working towards reopening and Phase 2 and 3 would take some time. He felt this was a very serious crisis with the threat of COVID-19 to the population.

In response to Councilor Hicks, Mayor Rich explained the County was trying to have the area reopen by sending their application to the Governor. Mr. Coalwell explained the State Executive Order had been extended to July 6, 2020 and that emergency was still in force, but they were allowing some local governments to reopen in phases. Councilor Cotterell moved to Adopt Order No. 2020-01, Extending the Declaration of Emergency in the City of Roseburg. The motion as seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

DELEGATE AUTHORITY TO CITY MANAGER TO FINALIZE UCAN HEAD START CDBG GRANT

Mr. Cowie stated that construction of the Head Start Building was completed at the end of summer 2019. Shortly thereafter, the Head Start Building celebrated its grand opening September 26, 2019 and began utilizing the building for early educational and preschool child programs. On March 9, 2020, City Council held a public hearing and made a motion to direct staff to close out the grant. As staff completed this work, it was discovered that as part of the original Memorandum of Understanding (MOU) signed between the City and UCAN in 2015, the City was required to record an instrument ensuring that the property and Head Start building continued to be used for its intended purpose for a 5 year period. Completing this action protects the City from having to repay the grant funding to the federal government in the event the building changes use.

Staff requested Council delegate authority to the City Manager to complete the necessary documents to finalize the grant and ensure the proper use of the structure as required by the CDBG grant requirements. In response to Councilor Hicks, Mr. Cowie confirmed the document

06/08/2020

was part of the original grant and would be final once signed. Councilor Cotterell moved to delegate authority to the City Manager to complete the necessary documents to finalize the grant and ensure the proper use of the structure as required by the CDBG grant. The motion as seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

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

Councilor Cotterell provided a statement encouraging other City Councilors to use appropriate avenues to promote change and said it was the job of the Governor and Legislature to make management rules in response to people's needs. Councilor Cotterell agreed the unsheltered population was a problem, but without mandated treatment for addiction and mental health issues, communities in Oregon were stymied in efforts to improve those unsheltered. Name calling, and refusing to believe edicts that come from the Governor were behaviors that further divided the community at a time when there needed to be support of one another. Councilor Cotterell suggested that if someone did not like the tools that came from Salem then speak to those in Salem, start referendums, make your voices be heard where the change can be made, and focus energies to affecting change through appropriate avenues.

Councilor Hicks wanted to know if the downtown parking garage had cameras because a video on social media showed a person openly using drugs. She also stated her neighbors were upset about the discovery of a deceased person and wanted to know if Council knew about the situation. Ms. Messenger responded that the camera issue was part of the budget request for the scheduled Budget Committee meeting.

Councilor Prawitz said he was unaware of the death Councilor Hicks referenced but knew there were many unattended deaths in the city that would not be shared by the Police Chief. He noted that in the City Manager Friday Messages, it showed the endless meetings that occur. As a Councilor, downtown business owner and resident, he was absolutely frustrated and angry about the vandalism and destruction, but he was not pointing anger at the Police Chief, Sheriff or City Manager. City Staff and the Police Chief were doing everything in their power to do the best they could in this state of emergency, as were first responders to grocery store workers. There were laws, rules and civil rights that were important. Council had not been able to do something to fix the fractures, but looked forward to the day when people felt satisfied, when the pandemic was over, when they could reclaim the downtown area and start seeing vandalism stop because people would be back doing business. Councilor Prawitz added that when someone was angry, it was best to think twice about where the anger was directed.

Councilor Cox agreed with the statement from Councilor Prawitz and hoped they could get through this situation quickly and move forward with addressing problems that needed attention.

#### ADJOURNMENT

The meeting adjourned at 7:45 p.m.



Koree Tate  
Management Assistant

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### OLCC ADDITIONAL LICENSE DENNY'S #7743 – 350 W HARVARD AVENUE

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**Meeting Date: June 8, 2020**

**Department: Administration**

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

**Agenda Section: Consent Agenda**

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

**Contact Telephone Number: 541-492-6866**

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#### ISSUE STATEMENT AND SUMMARY

Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor Control Commission for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

#### BACKGROUND

OLCC has received an application from Evergreen Enterprises, Inc., owner of Denny's #7743 located at 350 W Harvard Avenue to add an "Off-Premises" license. Denny's #7743 currently has a "Full On-Premises Commercial" license.

- A. Council Action History.** Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.
- B. Analysis.** The Police Department conducted a background investigation on the applicant and found no reason to deny the application.
- C. Financial and/or Resource Considerations.** The applicant has paid the appropriate fee for City review of the application.
- D. Timing Issues.** The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

#### COUNCIL OPTIONS

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

#### STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

**SUGGESTED MOTION**

*"I MOVE TO RECOMMEND APPROVAL OF THE OLCC ADDITIONAL LICENSE APPLICATION FOR EVERGREEN ENTERPRISES, INC DBA DENNY'S #7743 LOCATED AT 350 W HARVARD AVENUE IN ROSEBURG, OREGON."*

**ATTACHMENTS**

Attachment #1 - Subject Application

**cc:** License Applicant w/copy of agenda  
Jonathan Crowl, OLCC Representative  
OLCC License File



# LIQUOR LICENSE APPLICATION

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

<p style="text-align: center;"><b>License Applied For:</b></p> <input type="checkbox"/> Brewery 1st Location <input type="checkbox"/> Brewery 2nd Location <input type="checkbox"/> Brewery 3rd Location <input type="checkbox"/> Brewery-Public House 1st Location <input type="checkbox"/> Brewery-Public House 2nd Location <input type="checkbox"/> Brewery-Public House 3rd Location <input type="checkbox"/> Distillery <input type="checkbox"/> Full On-Premises, Commercial <input type="checkbox"/> Full On-Premises, Caterer <input type="checkbox"/> Full On-Premises, Passenger Carrier <input type="checkbox"/> Full On-Premises, Other Public Location <input type="checkbox"/> Full On-Premises, For Profit Private Club <input type="checkbox"/> Full On-Premises, Nonprofit Private Club <input type="checkbox"/> Grower Sales Privilege 1st Location <input type="checkbox"/> Grower Sales Privilege 2nd Location <input type="checkbox"/> Grower Sales Privilege 3rd Location <input type="checkbox"/> Limited On-Premises <input checked="" type="checkbox"/> Off-Premises <input type="checkbox"/> Off-Premises with Fuel Pumps <input type="checkbox"/> Warehouse <input type="checkbox"/> Wholesale Malt Beverage & Wine <input type="checkbox"/> Winery 1st Location <input type="checkbox"/> Winery 2nd Location <input type="checkbox"/> Winery 3rd Location <input type="checkbox"/> Winery 4th Location <input type="checkbox"/> Winery 5th Location	<p style="text-align: center;"><b>CITY AND COUNTY USE ONLY</b></p> <p>Date application received and/or date stamp: <i>May 6, 2020</i></p> <hr/> <p>Name of City or County: <i>City of Roseburg</i></p> <hr/> <p>Recommends this license be:  <input type="checkbox"/> Granted    <input type="checkbox"/> Denied</p> <p>By: _____</p> <p>Date: _____</p> <hr/> <p style="text-align: center;"><b>OLCC USE ONLY</b></p> <p>Date application received: <i>03/24/2020</i></p> <hr/> <p>By: <i>C. Foley</i></p> <hr/> <p>License Action(s):  <i>A/ PRIV</i></p>
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2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Evergreen Enterprises, Inc.

\_\_\_\_\_  
(Applicant #1)

\_\_\_\_\_  
(Applicant #2)

\_\_\_\_\_  
(Applicant #3)

\_\_\_\_\_  
(Applicant #4)

<b>3. Trade Name of the Business (Name Customers Will See)</b>		
<i>Denny's #7743</i>		
<b>4. Business Address (Number and Street Address of the Location that will have the liquor license)</b>		
<i>350 West Harvard Ave</i>		
City <i>Roseburg</i>	County <i>Douglas</i>	Zip Code <i>97470</i>



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Denny's #7743			
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 15051 Leffingwell Rd., Suite 201			
City Whittier	State CA	Zip Code 90604	
9. Phone Number of the Business Location 541-672-3134		10. Email Contact for this Application kwheeler@dencofamily.com	
11. Contact Person for this Application Karen Wheeler		Phone Number 562-228-1432	
Contact Person's Mailing Address (if different)	City	State	Zip Code

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

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

**Applicant Signature(s)**

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

  
\_\_\_\_\_  
(Applicant#1)

\_\_\_\_\_  
(Applicant #2)

\_\_\_\_\_  
(Applicant#3)

\_\_\_\_\_  
(Applicant#4)

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### COMMUNITY DEVELOPMENT BLOCK GRANT CLOSE OUT REGIONAL HOUSING REHABILITATION PROJECT

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**Meeting Date:** June 8, 2020  
**Department:** Community Development  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Public Hearing  
**Staff Contact:** Stuart Cowie  
**Telephone Number:** 541-492-6750

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#### ISSUE STATEMENT AND SUMMARY

On February 28, 2018, the City of Roseburg was awarded a \$400,000 Community Development Block Grant (CDBG) through the Oregon Business Development Dept. for the purpose of assisting low- and moderate-income homeowners within the incorporated cities of Roseburg, Winston and Myrtle Creek to upgrade their homes and eliminate safety and health hazards. The purpose of the public hearing is to make City Council aware of the repairs that occurred as a result of the program and to officially close out the grant, as the last payments of remaining construction projects will be occurring within the next month.

#### BACKGROUND

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

On December 19, 2017, the Council held a public hearing and adopted Resolution 2017-24 authorizing an application for CDBG funds for Business Oregon's Regional Housing Rehabilitation Program.

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

On May 25, 2018, the City of Roseburg officially entered into a contract with the Oregon Business Development Department. Shortly thereafter an additional contract was developed between the City and NeighborWorks Umpqua (NWU), in which NWU acted as the subgrantee for the project assisting in grant administration and carrying out the grant fund in accordance with CDBG program requirements.

With the assistance of NWU, 32 homeowners received financial assistance in order to complete repair projects involving their homes within Roseburg, Winston and Myrtle Creek. Of these 32 homes, 21 were located within the City of Roseburg. Home repair projects were completed to address health and safety concerns, as well as accessibility issues. Projects included the following types of repairs:

- Roofs
- Bathroom repairs

- Steps, ramps, decking
- Door replacements
- Window replacements
- Minor plumbing
- Minor electrical

In all, approximately \$200,000 was spent in repairing health, safety and accessibility issues for qualifying citizens throughout the City of Roseburg.

**C. Financial/Resource Considerations.**

If the grant is not closed out properly, the City could be held responsible for re-payment of portions of the grant.

**D. Timing Considerations.**

Holding the public hearing will enable Staff to close out the grant with the Oregon Business Development Dept., the US Dept. of Housing and Urban Development and our local grant administrative partners, NWU.

**COUNCIL OPTIONS**

- Council can make a motion to close out the Housing Rehabilitation CDBG grant.
- Council can choose not to close out the Housing Rehabilitation CDBG grant.

**STAFF RECOMMENDATION**

Staff recommends that Council authorize staff to close out the Housing Rehabilitation CDBG grant.

**SUGGESTED MOTION**

*"I move to direct staff to officially close out the Housing Rehabilitation CDBG grant."*

**ATTACHMENTS:**

Attachment #1 – Notice of Public Hearing Regarding Completion of Community Development Block Grant Project



## NOTICE OF PUBLIC HEARING REGARDING COMPLETION OF COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT

The City of Roseburg is completing a regional housing rehabilitation project funded with Community Development Block Grant funds from the Oregon Business Development Department. The housing rehabilitation projects have been completed within the cities of Myrtle Creek, Roseburg, and Winston, all in Douglas County, Oregon. It is estimated that the project has benefited at least 66 persons and 32 households of whom 100% are low or moderate income.

A public hearing will be held by the Roseburg City Council at 7:00 PM on Monday, June 8<sup>th</sup>, 2020 at the Council Chambers in City Hall, 900 SE Douglas Ave, Roseburg, OR 97470.

The purpose of the hearing is for the Roseburg City Council to obtain citizens views about the project and to take comments about the local government's performance. Written comments are also welcome and must be received by 5:00 PM on June 2, 2020 at 900 SE Douglas Ave, Roseburg, OR 97470. Both oral and written comments will be reviewed by the Roseburg City Council.

The location of the hearing is accessible to the disabled. Please contact the City Recorder's Office at 541-492-6866 if you need any special accommodations to attend or participate in the hearing.

More information about the Oregon Community Development Block Grant program and the project is available for public review at Roseburg City Hall, 900 SE Douglas Ave, Roseburg, OR 97470 during regular office hours – 8:00 AM to 12:00 PM; and 1:00 PM to 5:00 PM Monday through Friday. Advance notice is requested. Please contact the Roseburg Community Development Department, 900 SE Douglas Avenue, Roseburg, Oregon 97470, (541) 492-6750, or by email: [rhoffman@cityofroseburg.org](mailto:rhoffman@cityofroseburg.org)

Anyone having questions regarding the public hearing may contact Roseburg City Recorder, Amy L. Sowa, by calling 541-492-6866.

  
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Amy L. Sowa, City Recorder

Posted on the City's website, at City Hall and published in the News Review on Tuesday, May 26, 2020.

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### COMMUNITY DEVELOPMENT BLOCK GRANT OPPORTUNITY COVID-19 EMERGENCY SMALL BUSINESS & MICROENTERPRISE ASSISTANCE RESOLUTION 2020-10

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**Meeting Date:** June 8, 2020  
**Department:** Community Development  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section:** Public Hearing  
**Staff Contact:** Stuart Cowie, Director  
**Contact Telephone Number:** 541-492-6750

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#### ISSUE STATEMENT AND SUMMARY

In response to the economic impact of the COVID-19 pandemic, the Community Development Block Grant (CDBG) program has been highlighted as a vehicle to provide financial relief to communities and businesses. This grant program is utilizing federal funding from the CDBG program. \$2 million has been allocated to the program, of which the maximum application request can be no more than \$150,000.

Staff is proposing that the grant be a joint project that will serve to benefit the City of Roseburg and Douglas County. The City will act as the "lead applicant" as part of the grant application, while Douglas County will be referred to as a "participating county". If funded, an IGA will be established. The Coos Curry Douglas Business Development Corporation (CCD) will assist throughout the entirety of the project and act as the subgrantee within the grant process. CCD will be responsible for writing the grant application, helping to administer the grant, and allocating money to qualifying businesses. Staff is requesting City Council move to adopt Resolution 2020-10 directing staff to coordinate with CCD to move forward with the CDBG application process.

#### BACKGROUND

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

None

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

The objective of the grant funding is to assist small businesses and microenterprise within the City of Roseburg and Douglas County with the following:

- Avoid job loss caused by business closure related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.

- Help businesses remain solvent through the crisis and be ready/able to rebuild and/or reopen.
- Fill specific cash flow gaps in businesses' larger efforts to scale down, reduce expenses, and take any additional defensive measures to survive the crisis.
- Provide technical assistance, grants and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

Business Oregon staff will review all requests against federal and state guidelines governing CDBG funds. Money will be awarded to the first eligible project and each thereafter until all funds are exhausted. If awarded, the CDBG grant will last 12 months from the date in which the grant contract is executed.

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

This program has no matching fund requirement. Other than staff time needed to monitor the grant, no City funds would be used for this application. If awarded, a budget resolution to authorize expenditure of special purpose grant funds will be brought to Council for action.

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

Business Oregon began accepting pre-applications for the CDBG grant on May 26<sup>th</sup>. There is no deadline for the application, but funds will be distributed on a first-come first-serve basis.

#### **COUNCIL OPTIONS**

1. Adopt Resolution No. 2020-10 and direct Staff to proceed with the application for CDBG funds.
2. Take no action.

#### **STAFF RECOMMENDATION**

Staff recommends Council adopt attached Resolution 2020-10 and approve the request to complete an application for CDBG funding involving COVID-19 emergency small business and microenterprise assistance.

#### **SUGGESTED MOTION**

***"I move to adopt the attached Resolution 2020-10 and direct staff to move forward with the CDBG application process."***

#### **ATTACHMENTS:**

Attachment #1 – Legal Notice Published May 27, 2020

Attachment #2 – Resolution 2020-10

**NOTICE OF PUBLIC HEARING REGARDING APPLICATION FOR A 2020 COMMUNITY  
DEVELOPMENT BLOCK GRANT FROM BUSINESS OREGON**

**NOTICE IS HEREBY GIVEN** that a public hearing will be held by the City of Roseburg City Council at 7:00 pm on **June 8, 2020**, at the City Council Chambers, City Hall, 900 SE Douglas Ave., Roseburg, OR. The purpose of this hearing is for the City of Roseburg City Council to obtain citizen views and to respond to questions and comments about COVID-19 related emergency small business and microenterprise assistance, especially the needs of low- and moderate-income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project.

The City of Roseburg is eligible to apply for a 2020 Community Development Block Grant from Business Oregon. Community Development Block Grant funds are available from the U.S. Department of Housing and Urban Development and can be used for both public facilities and housing improvements; primarily for persons with low and moderate incomes.

Approximately \$12 million will be awarded to Oregon non-metropolitan cities and counties in 2020. The maximum grant that a city or county can receive is \$150,000 for the Emergency Small Business & Micro-Enterprise Assistance Grant.

The City of Roseburg is preparing an application for a 2020 Community Development Block Grant from Business Oregon for The City of Roseburg – Douglas County-wide Emergency Small Business & Micro-Enterprise Assistance Grant. If awarded, this program will be offered throughout Douglas County via an intergovernmental agreement, to provide assistance to small businesses/micro-enterprises that can meet program requirements.

Written comments are also welcome and must be received by no later than 8:00 am, June 4, 2020: Attn: John K. Lazur, City Hall, 900 SE Douglas Ave., Roseburg, OR 97470 (jlazur@cityofroseburg.org). Both oral and written comments will be considered by the City of Roseburg City Council in deciding whether to apply.

More information about Oregon Community Development Block Grants, the proposed project, and records about the city's past use of Community Development Block Grant funds is available for public review at City of Roseburg, City Hall, 900 SE Douglas Ave., Roseburg, OR 97470, during regular office hours. Advance notice is requested. Please contact John K. Lazur at 541-492-6700.

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

  
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Amy L. Sowa, City Recorder

Posted on the City's website, at City Hall and published in the News Review on Wednesday, May 27, 2020.

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

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

**RESOLUTION 2020-10**  
**A RESOLUTION AUTHORIZING AN APPLICATION FOR COMMUNITY DEVELOPMENT**  
**BLOCK GRANT FUNDS FOR COVID-19 EMERGENCY SMALL BUSINESS AND**  
**MICROENTERPRISE ASSISTANCE PROGRAM**

**WHEREAS**, the City of Roseburg is eligible to apply for a 2020 Community Development Block Grant from Business Oregon for funds from the U.S. Department of Housing and Urban Development to be used to implement emergency funding to assist small businesses and microenterprises affected by COVID-19; and

**WHEREAS**, Business Oregon administers small business and microenterprise Community Development Block Grants; and

**WHEREAS**, up to \$2 million will be awarded to Oregon non-metropolitan cities and counties, and the City is qualified to submit an application for \$150,000 in grant funds for small businesses and microenterprises in Roseburg and Douglas County; and

**WHEREAS**, the City desires to participate in this grant program to the greatest extent possible and is willing to act as the lead applicant, to sub-grant said funds to CCD Business Development Corporation (CCD), a certified non-profit organization authorized by the State to carry out small business and microenterprise assistance; and

**WHEREAS**, the City Council held a public hearing on June 8, 2020, to hear comments regarding the City's intent to apply for said grant funds for small businesses and microenterprises affected by COVID-19 and in need of funding assistance in Roseburg and Douglas County; and

**WHEREAS**, CDBG funding is available for small business assistance and projects that prevent, prepare for, and respond to the COVID-19 pandemic.

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

**Section 1.** Authorization is hereby granted to apply for a Community Development Block Grant for funds from the U.S. Department of Housing and Urban Development for Business Oregon's COVID-19 Emergency Small Business and Microenterprise Grant Assistance Program.

**Section 2.** This Resolution shall become effective immediately upon its adoption by the City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL ON JUNE 8, 2020.**

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**Amy L. Sowa, City Recorder**

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### RESOLUTION 2020-11 2020-21 BUDGET ADOPTION

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**Meeting Date: June 8, 2020**  
**Department: Finance**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Public Hearing**  
**Staff Contact: Ron Harker**  
**Contact Telephone Number: 541-492-6710**

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#### **ISSUE STATEMENT AND SUMMARY**

Oregon Local Budget Law requires the City of Roseburg to conduct a public hearing on the 2020-21 budget as approved by the Budget Committee May 12, 2020, and on the proposed uses of State Revenue Sharing funds.

In addition, a resolution is required to adopt the budget, authorize the City to receive State Revenue Sharing funds, make appropriations, and levy and categorize ad valorem property tax for the City of Roseburg for the fiscal year beginning July 1, 2020, and ending June 30, 2021.

#### **BACKGROUND**

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

The budget is adopted before June 30<sup>th</sup> and effective July 1<sup>st</sup> of each year.

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

The budget document was distributed to members of the Budget Committee on May 5, 2020. The budget document was made public by posting on the City website and by making available a hard copy at City Hall on May 5, 2020. City Manager Nikki Messenger presented the budget document and message on May 12, 2020, and a public hearing on possible uses of State Revenue Sharing funds was conducted. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented on May 12, 2020, with no modifications from the proposed budget.

Appropriations in the attached resolution and exhibit are based upon the budget approved by the Committee.

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

Total requirements for 2020-21 are \$76,595,538.

The estimated revenue from State Revenue Sharing is \$270,000. The funds will be used to support General Fund services.

**D. Timing Considerations.**

Budget adoption is required before the beginning of the new fiscal year on July 1, 2020. A copy of the resolution electing to receive State Revenue Sharing funds must be filed with the Oregon Department of Administrative Services not later than July 31, 2020.

**COUNCIL OPTIONS**

- 1) Adopt the Approved Budget as submitted; or
- 2) Recommend revisions to the Approved Budget; or
- 3) Schedule budget adoption for another meeting prior to July 1, 2020.

If any changes are necessary after the Budget Committee approves the budget, the governing body must make the revisions when adopting the budget. Revisions that do not increase the total approved budget will not affect the resolution as presented but may change the appropriations as listed on the attached exhibit.

Per ORS 294.456, the governing body is limited to increasing expenditures in a fund by no more than \$5,000 or 10 percent, whichever is greater, of the approved budget. If a larger expenditure increase is desired, the budget summary is required to be republished and a second public hearing is required prior to July 1, 2020.

**STAFF RECOMMENDATION**

Upon conclusion of the Public Hearing, it is Staff's recommendation that Council adopt the attached resolution with any modifications that Council deems prudent.

**SUGGESTED MOTION**

***"I move to adopt Resolution 2020-11 adopting the 2020-2021 Budget as approved by the Budget Committee."***

**ATTACHMENTS:**

- Attachment #1 – Resolution 2020-11
- Attachment #2 – Exhibit A

**RESOLUTION NO. 2020-11**

**A RESOLUTION ADOPTING THE 2020-2021 BUDGET; LEVYING AND  
CATEGORIZING TAXES FOR SAID TAX YEAR; ELECTING TO RECEIVE  
STATE REVENUE SHARING; AND MAKING APPROPRIATIONS**

**WHEREAS**, the Budget Committee of the City of Roseburg, Oregon, has approved a proposed budget for the fiscal year commencing July 1, 2020; and

**WHEREAS**, at a regular meeting of the City Council held on June 8, 2020, a public hearing on said proposed budget was duly held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City; and

**WHEREAS**, ORS 294.456 requires the adopted budget to be appropriated by fund and requirement category; and

**WHEREAS**, ORS 294.456 requires local governments to take formal action to declare the ad valorem tax rate or amount to be certified to the assessor and to itemize and categorize the ad valorem property tax amount or rate; and

**WHEREAS**, ORS 221.770 requires local governments to take formal action to declare their desire to receive state revenue sharing money; and

**WHEREAS**, the officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following service(s): (1) police protection; (2) fire protection; (3) street construction, maintenance and lighting; (4) sanitary sewer; (5) storm sewers; (6) planning, zoning and subdivision control; and (7) one or more utility services; and city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760; and

**WHEREAS**, the City of Roseburg certifies that it provides all of the municipal services outlined above, except the provision of sanitary sewer.

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

**Section 1.** After a public hearing held on June 8, 2020, the Roseburg City Council hereby adopts the budget for the fiscal year 2020-2021 in the sum of \$76,595,538, a copy of which is now on file at City Hall.

**Section 2.** The City hereby levies the taxes for each fund provided for in the aggregate amount of \$8.4774 per \$1,000, be assessed pro rata upon all taxable property within the City of Roseburg, Oregon.

**Section 3.** The City hereby declares the following allocation and categorization, subject to the limits of Section 11b, Article XI of the Oregon Constitution, constitute the preceding aggregate levy:

Subject To General Government Limitation  
Permanent Rate per Thousand \$8.4774

**Section 4.** The City hereby elects to receive state revenues for fiscal year 2020-2021 pursuant to ORS 221.770.

**Section 5.** The amounts designated for the purposes set forth in Exhibit "A" are appropriated for the purposes and in the amount set forth in that Exhibit.

**Section 6.** The Recorder of said City shall certify to the County Clerk and County Assessor of Douglas County, Oregon, the tax levies provided for in this Resolution on or before July 15, 2020, and shall file required documents with the County Assessor in accordance with ORS 294.458.

**Section 7.** 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  
8<sup>TH</sup> DAY OF JUNE, 2020.**

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**Larry Rich, Mayor**

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**Amy L. Sowa, City Recorder**

**EXHIBIT "A"**  
**2020-2021 BUDGET APPROPRIATIONS**

**GENERAL FUND**

Departments			
◆ Administration	\$	2,752,331	
◆ Community Development		853,411	
◆ Library		484,585	
◆ Public Works		3,827,772	
◆ Parks and Recreation		1,903,895	
◆ Municipal Court		525,058	
◆ Police Department		7,830,923	
◆ Fire Department		7,583,193	
◆ Capital Outlay		25,000	
◆ Transfers		925,000	
◆ Other Requirements		201,000	
◆ Operating Contingency		<u>1,000,000</u>	\$ 27,912,168

**SPECIAL REVENUE FUNDS**

Grant Special Revenue			
◆ Materials and Services		<u>755,500</u>	755,500
Hotel/Motel Tax			
◆ Materials and Services		734,432	
◆ Transfers		<u>519,655</u>	1,254,087
Streetlight/Sidewalk			
◆ Materials and Services		84,335	
◆ Capital Outlay		475,000	
◆ Operating Contingency		<u>259,868</u>	819,203
Bike Trail			
◆ Materials and Services		10,000	
◆ Capital Outlay		250,000	
◆ Operating Contingency		<u>148,198</u>	408,198
Golf			
Departments			
◆ Maintenance		35,780	
◆ Capital Outlay		25,000	
◆ Operating Contingency		<u>92,756</u>	153,536
Economic Development Fund			
◆ Materials and Services		201,363	
◆ Capital Outlay		<u>130,000</u>	331,363
Library Special Revenue Fund			
◆ Materials and Services		216,150	
◆ Capital Outlay		10,000	
◆ Transfers		<u>25,500</u>	251,650
Stewart Trust- Special Revenue Fund			
◆ Capital Outlay		<u>55,000</u>	55,000

**DEBT SERVICE FUNDS**

Pension Bond Debt Service Fund			
◆ Debt Service		<u>490,200</u>	490,200

**EXHIBIT "A"**  
**2020-2021 BUDGET APPROPRIATIONS**

**CAPITAL PROJECTS FUNDS**

Transportation			
◆ Materials and Services	1,265,817		
◆ Capital Outlay	1,532,520		
◆ Transfers	10,000		2,808,337
		<hr/>	
Park Improvement			
◆ Materials and Services	30,000		
◆ Capital Outlay	258,125		288,125
		<hr/>	
Equipment Replacement			
◆ Materials and Services	37,000		
◆ Capital Outlay	1,241,400		1,278,400
		<hr/>	
Assessment			
◆ Capital Outlay	1,000,000		1,000,000
		<hr/>	
Facilities Replacement Fund			
◆ Materials and Services	35,328		
◆ Capital Outlay	239,800		275,128
		<hr/>	

**ENTERPRISE FUNDS**

Storm Drainage			
◆ Materials and Services	911,394		
◆ Capital Outlay	1,260,500		
◆ Operating Contingency	1,000,000		3,171,894
		<hr/>	
Off Street Parking			
Departments			
◆ Enforcement	59,569		
◆ Operating Contingency	6,473		66,042
		<hr/>	
Airport Fund			
Departments			
◆ Airport Operations	239,079		
◆ Capital Outlay	458,000		
◆ Debt Service	110,065		
◆ Operating Contingency	746,798		1,553,942
		<hr/>	
Water Service Fund			
Departments			
◆ Production	1,274,182		
◆ Transmission and Distribution	1,547,925		
◆ General Overhead	1,798,232		
◆ Capital Outlay	5,333,000		
◆ Operating Contingency	1,000,000		10,953,339
		<hr/>	

**INTERNAL SERVICE FUND**

Workers Compensation			
◆ Materials and Services	419,981		
◆ Operating Contingency	739,248		1,159,229
		<hr/>	

TOTAL BUDGET APPROPRIATIONS \$ 54,985,341

**EXHIBIT "A"**  
**2020-2021 BUDGET APPROPRIATIONS**

This budget also includes unappropriated ending fund balances and reserves for future expenditures. A supplemental budget must be prepared to spend amounts reserved for future expenditure.

	<u>Reserve</u>	<u>Unappropriated Fund Balance</u>	<u>Total</u>	
General	\$ -	\$ 6,119,128	\$ 6,119,128	
Grant	84,659	-	84,659	
Hotel/Motel Tax	618,931	-	618,931	
Economic Development	98,061	-	98,061	
Library Special Revenue	56,131	-	56,131	
Stewart Trust	89,317	-	89,317	
Pension Bond Debt Service	-	85,369	85,369	
Transportation	3,087,312	-	3,087,312	
Park Improvement	387,804	-	387,804	
Equipment Replacement	947,063	-	947,063	
Assessment Improvement	726,833	-	726,833	
Facilities Replacement	149,646	-	149,646	
Storm Drain	-	3,243,589	3,243,589	
Water	-	5,916,354	5,916,354	
	<u>\$ 6,245,757</u>	<u>\$ 15,364,440</u>	<u>\$ 21,610,197</u>	<u>21,610,197</u>
<b>TOTAL BUDGET</b>			<u><u>\$ 76,595,538</u></u>	

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ORDINANCE SUSPENDING OR AMENDING PETITION OF NOMINATION REQUIREMENTS FOR THE NOVEMBER 3, 2020 GENERAL ELECTION

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**Meeting Date:** June 8, 2020  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

Council is being asked to consider suspending or amending the petition of nomination requirements as outlined in Roseburg Municipal Code subsection 2.02.030.

#### BACKGROUND

**A. Council Action History.**  
None

**B. Analysis.**

State election law allows cities to determine by charter or ordinance whether to require a filing fee and/or a petition of nomination for a candidate to qualify to run for elective office. Roseburg Municipal Code Subsection 2.02.030 requires candidates for various elective city offices to provide a nominating petition signed by fifty city electors when the petition is for the office of Mayor or by twenty electors residing in the same ward when the petition is for the office of City Councilor. Due to the current COVID-19 pandemic, the Governor has issued Executive Orders for social distancing and asking citizens to "Stay Home, Save Lives." Requiring candidates to gather signatures from members of the community while the Governor's order to "Stay Home, Save Lives" is in place puts people at risk.

State law does allow candidates for elective office to collect signatures electronically; however, this may be difficult for candidates who may not have access to electronics or who do not have email addresses for the required number of people to sign electronically.

Council could consider suspending the petition of nomination requirements for the November 3, 2020 General Election and instead require candidates to pay a filing fee as allowed by State election law. Council could also consider amending the rules to allow candidates the option to either gather the required signatures per RMC 2.02.030 or pay a filing fee. If Council chooses to allow a filing fee, \$25 would be recommended as it is comparable to other Oregon cities that allow a fee for candidates to file for office.

**C. Financial/Resource Considerations.**

The revenue from filing fees would only be for the November 3, 2020 General Election and would have no long-lasting impact on the City's budget.

**D. Timing Considerations.**

Candidates for elective city offices were able to file paperwork with the City Recorder as of June 3, 2020 and may be ready to begin the process of gathering signatures. If Council chooses to suspend or amend the rules, it would be prudent to do so at this time. The ordinance is being proposed with an emergency clause to make it effective immediately.

**COUNCIL OPTIONS**

Council has the following options:

- Proceed with first reading of the ordinance suspending the petition of nomination requirements for the November 3, 2020 General Election, and allowing candidates to pay a filing fee of \$25, followed by a second reading and adoption with an effective date immediately upon adoption; or
- Proceed with first reading of the ordinance allowing candidates the option of gathering signatures or paying a filing fee of \$25, followed by a second reading and adoption with an effective date immediately upon adoption; or
- Modify the proposed action or request additional information, or
- Take no action, leaving the current petition of nomination requirements in place

**STAFF RECOMMENDATION**

Staff recommends Council proceed with first reading of the ordinance of their choice, followed by a second reading and adoption with an effective date immediately upon adoption.

**SUGGESTED MOTION**

If Council concurs with Staff's recommendations, Council will need to request first reading of the ordinance they select, effective immediately upon adoption, after which the following motion would be appropriate:

***"I Move to Suspend the Rules and Proceed with Second Reading of Ordinance No. 3539 Option A, Suspending the Petition of Nomination Requirements for the November 3, 2020 General Election, and Allowing Candidates to Pay a Filing Fee of \$25, Effective Immediately."***

**OR**

***"I Move to Suspend the Rules and Proceed with Second Reading of Ordinance No. 3539, Option B, Allowing Candidates for City Elective Offices the Option of Gathering Signatures as Outlined in RMC 2.02.030 or Paying a Filing Fee of \$25 for the November 3, 2020 General Election, Effective Immediately."***

***"I Move to Adopt Ordinance No. 3539, Option A."***

**OR**

***"I Move to Adopt Ordinance No. 3539, Option B."***

**ATTACHMENTS:**

Attachment #1 – Ordinance No. 3539, Option A

Attachment #2 – Ordinance No. 3539, Option B

**ORDINANCE NO. 3539, OPTION A  
AN ORDINANCE SUSPENDING RULES IN ROSEBURG MUNICIPAL CODE  
SUBSECTIONS 2.02.030, 2.02.040, 2.02.060 AND 2.02.070 REGARDING PETITION OF  
NOMINATION REQUIREMENTS, AND DECLARING AN EMERGENCY**

**WHEREAS**, Roseburg Municipal Code Subsection 2.02.030 requires candidates for various elective City offices to provide a nominating petition signed by fifty City electors when the petition is for the office of Mayor or by twenty electors residing in the same ward when the petition is for the office of City Councilor; and

**WHEREAS**, Subsections 2.02.060 and 2.02.070 of the Roseburg Municipal Code reference the petition of nomination requirements regarding signatures and completed forms; and

**WHEREAS**, Due to the current COVID-19 pandemic, the Governor has issued Executive Orders for social distancing and asking citizens to “Stay Home, Save Lives;” and

**WHEREAS**, Requiring candidates to gather signatures from members of the community through door-to-door solicitation puts people at risk.

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

**SECTION 1.** Subsection 2.02.030 – Petition of nomination – Requirements, is suspended and shall not apply for candidates running for office in the November 3, 2020 General Election.

**SECTION 2.** References regarding petition of nomination in Subsection 2.02.040 – Candidate endorsement and certification, is suspended and shall not apply for candidates running for office in the November 3, 2020 General Election; and

**SECTION 3.** Subsection 2.02.060 – Petition of nomination – Signer’s address required, is suspended and shall not apply for candidates running for office in the November 3, 2020 General Election; and

**SECTION 4.** References regarding nominating petitions in Subsection 2.02.070 – Verification of petitions of nomination – Certification of candidacy, shall be suspended and shall not apply for candidates running for office in the November 3, 2020 General Election; and

**SECTION 5.** In lieu of requiring a nominating petition for candidates running for office in the November 3, 2020 General Election, candidates shall submit a filing fee of \$25.

**SECTION 6.** Suspension of the petition of nomination requirements as outlined in Subsections 2.02.030, 2.02.040, 2.02.060, and 2.02.070 will remain in effect throughout the election process for the General Election - November 3, 2020.

**SECTION 7.** All other Sections, Subsections and Paragraphs of Chapter 2.02 of the Roseburg Municipal Code shall remain in full force and effect.

**SECTION 8.** The emergency clause for this ordinance is necessary as candidates for the November 3, 2020 General Election were able to file for office starting June 3, 2020 and begin the process for qualification. The emergency clause will allow candidates to follow the Governor's Orders and will protect the peace, health and safety of all residents in the City.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 8<sup>TH</sup> DAY OF JUNE, 2020.**

**APPROVED BY THE MAYOR THIS 8<sup>TH</sup> DAY OF JUNE, 2020.**

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**LARRY RICH, MAYOR**

**ATTEST:**

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**AMY L. SOWA, CITY RECORDER**

**ORDINANCE NO. 3539, OPTION B  
AN ORDINANCE ALLOWING CITY CANDIDATES FOR THE POSITIONS OF MAYOR  
AND CITY COUNCIL TO EITHER GATHER SIGNATURES AS OUTLINED IN  
ROSEBURG MUNICIPAL CODE SUBSECTIONS 2.02.030, 2.02.040, 2.02.060 AND  
2.02.070 REGARDING PETITION OF NOMINATION REQUIREMENTS, OR PAY A  
FILING FEE OF \$25, AND DECLARING AN EMERGENCY**

**WHEREAS**, Roseburg Municipal Code Subsection 2.02.030 requires candidates for various elective City offices to provide a nominating petition signed by fifty City electors when the petition is for the office of Mayor or by twenty electors residing in the same ward when the petition is for the office of City Councilor; and

**WHEREAS**, Subsections 2.02.060 and 2.02.070 of the Roseburg Municipal Code reference the petition of nomination requirements regarding signatures and completed forms; and

**WHEREAS**, Due to the current COVID-19 pandemic, the Governor has issued Executive Orders for social distancing and asking citizens to “Stay Home, Save Lives;” and

**WHEREAS**, Requiring candidates to gather signatures from members of the community through door-to-door solicitation puts people at risk.

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

**SECTION 1.** Subsection 2.02.030 – Petition of nomination – Requirements, is temporarily amended to allow candidates for elective city offices the option to either gather the required number of signatures, OR submit a filing fee of \$25, to qualify to have their name placed on the ballot for the November 3, 2020 General Election.

**SECTION 2.** References regarding petition of nomination in Subsection 2.02.040 – Candidate endorsement and certification, shall not apply for candidates for office in the November 3, 2020 General Election who choose to pay the filing fee to qualify; and

**SECTION 3.** Subsection 2.02.060 – Petition of nomination – Signer’s address required, shall not apply for candidates running for office in the November 3, 2020 General Election who choose to pay the filing fee to qualify; and

**SECTION 4.** References regarding nominating petitions in Subsection 2.02.070 – Verification of petitions of nomination – Certification of candidacy, shall not apply for candidates running for office in the November 3, 2020 General Election who choose to pay the filing fee to qualify; and

**SECTION 6.** The amendments regarding the option to pay the filing fee will remain in effect throughout the election process for the General Election - November 3, 2020.

**SECTION 7.** All other Sections, Subsections and Paragraphs of Chapter 2.02 of the Roseburg Municipal Code shall remain in full force and effect.

**SECTION 8.** The emergency clause for this ordinance is necessary as candidates for the November 3, 2020 General Election were able to file for office starting June 3, 2020 and begin the process for qualification. The emergency clause will allow candidates an option to follow the Governor's Orders and will protect the peace, health and safety of all residents in the City.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 8<sup>TH</sup> DAY OF JUNE, 2020.**

**APPROVED BY THE MAYOR THIS 8<sup>TH</sup> DAY OF JUNE, 2020.**

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**LARRY RICH, MAYOR**

**ATTEST:**

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**AMY L. SOWA, CITY RECORDER**

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### IMLS GRANT APPLICATION AUTHORIZATION

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**Meeting Date:** June 8, 2020  
**Department:** Library  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Resolutions  
**Staff Contact:** Kris Wiley  
**Contact Telephone Number:** 541-492-7051

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#### ISSUE STATEMENT AND SUMMARY

Staff is seeking authorization to submit an application to the Institute of Museum and Library Services (IMLS) for IMLS CARES Act Grants for Museums and Libraries. The issue for Council is whether to adopt a resolution authorizing the grant application.

#### BACKGROUND

**A. Council Action History.**  
None

**B. Analysis.**

As part of the nation's response to the COVID-19 pandemic, IMLS is funding direct grants to respond quickly, efficiently, and with significant impact to the national emergency, specifically creating opportunities for museums and libraries to support positive socio-economic change now and in a future reopened environment.

Roseburg Public Library, in partnership with building co-locator the Douglas Education Service District (ESD), has developed a project to build capacity for digital inclusion and community engagement. The project will focus on acquiring hardware and software to create digital content that can be packaged and shared beyond the library's physical space, thereby fostering audience engagement, learning, and conversation within broader social networks.

Funding would be used to purchase a video wall and sound system for permanent installation in the Ford Room; a portable HD camera and wireless video transmission system; and studio production equipment and software such as mixer, computer system, and Adobe Creative Suite license.

The project timeline is September 1, 2020, through August 31, 2022. If the grant is awarded, library staff anticipates all equipment will be installed by December 31, 2021.

**C. Financial/Resource Considerations.**

The current budget estimate for this project is \$65,000. The grant does not require matching funds.

**D. Timing Considerations.**

The grant application is due June 12, 2020.

**COUNCIL OPTIONS**

Council has the following options:

1. Adopt the attached resolution authorizing staff to submit a grant application for the IMLS CARES Act Grants for Museums and Libraries; or
2. Not adopt the resolution and direct staff not to apply for the grant.

**STAFF RECOMMENDATION**

Staff recommends that Council adopt the attached resolution authorizing staff to submit a grant application for the IMLS CARES Act Grants for Museums and Libraries.

**SUGGESTED MOTION**

***"I move to adopt Resolution No. 2020-12, authorizing the submission of an application to the Institute of Museum and Library Services for a CARES Act Grant to fund hardware and software to build capacity for digital inclusion and community engagement."***

**ATTACHMENTS**

Attachment #1 - Resolution No. 2020-12

**RESOLUTION NO. 2020-12**

**A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION  
TO THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES FOR A CARES ACT GRANT**

**WHEREAS**, the Institute of Museum and Library Services is accepting applications for IMLS CARES Act Grants for Museums and Libraries; and

**WHEREAS**, the Roseburg Public Library and building co-locator the Douglas Education Service District would like to improve the technology equipment in the Roseburg Public Library Ford Room; and

**WHEREAS**, the Roseburg Public Library would like to facilitate the creation of digital content that reaches the community beyond the library building; and

**WHEREAS**, the City of Roseburg desires to participate in this grant program; and

**WHEREAS**, the City is committed to providing opportunities to foster audience engagement, learning, and conversation within broader social networks,

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

Section 1. Authorization is granted to apply for an IMLS CARES Act Grant for a project to build capacity for digital inclusion and community engagement.

Section 2. This Resolution shall become effective immediately upon its adoption by the City Council.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS  
REGULAR MEETING ON THE 8<sup>th</sup> DAY OF JUNE, 2020.**

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Amy L. Sowa, City Recorder

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### WATER MANAGEMENT AND CONSERVATION PLAN

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**Meeting Date:** June 8, 2020  
**Department:** Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Department Items  
**Staff Contact:** Brice Perkins  
**Contact Telephone Number:** 541-492-6730

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#### ISSUE STATEMENT AND SUMMARY

In order to comply with conditions set by the State of Oregon Water Resources Department (ORWD) on one of the City's permitted water rights, the City is required to complete a Water Management and Conservation Plan (WMCP). The issue for the Council is whether to adopt the WMCP.

#### BACKGROUND

**A. Council Action History.** On November 26, 2018, Council awarded a contract to RH2 Engineering, Inc. to develop a WMCP.

**B. Analysis.** In Oregon, water rights are managed by the Oregon Water Resources Department. Obtaining a water right is basically a four step process. 1. Apply for a permit. 2. Build capacity to use the amount of water shown in the permit. 3. Prove beneficial use without waste. 4. If all of these steps are accomplished, a water right certificate is issued.

The City has three primary water rights on the North Umpqua River totaling 20 million gallons per day (mgd). This includes two certificated water rights totaling 16 mgd, and one permitted water right for an additional 3.9 mgd. The City originally applied for the permitted water right in 1979 in order to accommodate future growth. To date, the City has not expanded the plant and cannot show beneficial use for this right. As such, the City has continued to apply for time extensions in order to keep the right in a permitted status. The most recent time extension was granted on September 29, 2015, and extends the time the City has to complete construction and prove beneficial use to October 1, 2050. One of the conditions of that time extension was that the City complete a WMCP and submit it to the ORWD.

The City of Roseburg submitted a WMCP to the OWRD on October 21, 2019. After review and revision, the OWRD approved the WMCP on April 7, 2020.

The Final Order Approving a WMCP requires the City to continue with all current conservation measures (as identified in the WMCP), add the following conservation measures, adopt the following four stages of water curtailment, and implement a drought rate structure:

- Leak Detection and Repair: Increase leak detection and repair efforts to reduce non-revenue water loss from 13.5% to 10% or less.
- Efficient Fixtures Giveaway: Purchase \$500 per year in conservation fixture giveaways and make them available to City water customers.
- Water Curtailment Measures: Implement a detailed curtailment plan with four severity stages:
  - Stage 1 – Awareness of Potential Water Shortage
  - Stage 2 – Water Supply Shortage
  - Stage 3 – Severe Water Supply Shortage
  - Stage 4 – Critical Water Shortage
- Drought Rate Structure: Introduce a drought rate structure to be implemented temporarily when drought emergency conditions exist.

The City currently charges customers a rate of \$1.92 per 748 gallons (1 unit). As drought conditions become more severe, the rates will increase at 10% increments starting at Stage 3. Stages 1 and 2 will not have an increase since there is no actual water shortage in these stages. The rates for Stages 3 and 4 will increase to \$2.11 per unit and \$2.32 per unit, respectively. All base rates will remain the same when the drought rate structure is implemented.

Proposed code language to adopt a drought rate structure will be presented to the City Council in the future.

- C. **Financial/Resource Considerations.** Staff will budget \$500 per year for conservation fixture giveaways.
- D. **Timing Considerations.** Timely adoption of the WCMP will preserve the extension of time the City has to complete construction and prove beneficial use of water right permit S-44018 to October 1, 2050.

## COUNCIL OPTIONS

Commission has the following options:

1. Adopt the Water Management and Conservation Plan; or
2. Request additional information.

**STAFF RECOMMENDATION**

Adoption of the WMCP is required to keep the permitted status of the currently unused water right. As approved by the Final Order Approving a WMCP, the City is required to adhere to the goals and action items identified in the report. The Public Works Commission discussed the WMCP at their May 14 meeting. The Commission recommended the Council adopt the plan as approved by Final Order by the Oregon Water Resource Department. Staff concurs with this recommendation.

**SUGGESTED MOTION**

*"I move to adopt the Water Management and Conservation Plan."*

**ATTACHMENTS:**

Attachment #1 – Final Order Approving a Water Management and Conservation Plan

Attachment #2 – Water Management and Conservation Plan (Due to size, this item can be viewed at the link provided.) <http://www.cityofroseburg.org/departments/public-works/permitsforms>

BEFORE THE WATER RESOURCES DEPARTMENT  
OF THE  
STATE OF OREGON

In the Matter of the Proposed Water )  
Management and Conservation Plan for the ) FINAL ORDER APPROVING A  
City of Roseburg, Douglas County ) WATER MANAGEMENT AND  
) CONSERVATION PLAN

**Authority**

OAR Chapter 690, Division 086, establishes the process and criteria for approving water management and conservation plans required under the conditions of permits, permit extensions and other orders of the Department.

**Findings of Fact**

1. The City of Roseburg submitted a Water Management and Conservation Plan (plan) to the Water Resources Department (Department) on October 21, 2019. The plan was required by a condition set forth in the final order issued on November 20, 2015 approving an extension of time for Permit S-44018.
2. The Department published notice of receipt of the plan on October 29, 2019, as required under OAR Chapter 690, Division 086. No comments were received.
3. The Department provided written comments on the plan to the City on December 23, 2019. In response, the City submitted a revised plan on March 3, 2020.
4. The Department reviewed the revised plan and finds that the revised plan is consistent with the relevant requirements under OAR Chapter 690, Division 086.

**Conclusion of Law**

The Water Management and Conservation Plan submitted by the City of Roseburg is consistent with the criteria in OAR Chapter 690, Division 086.

This is a final order in other than a contested case. This order is subject to judicial review under ORS 183.484. Any petition for judicial review must be filed within the 60-day time period specified by ORS 183.484(2). Pursuant to ORS 536.075 and OAR 137-004-0080, you may petition for judicial review or petition the Director for reconsideration of this order. A petition for reconsideration may be granted or denied by the Director, and if no action is taken within 60 days following the date the petition was filed, the petition shall be deemed denied.

**Now, therefore, it is ORDERED:**

**Duration of Plan Approval:**

1. The City of Roseburg Water Management and Conservation Plan is approved and shall remain in effect until **April 3, 2030**, unless this approval is rescinded pursuant to OAR 690-086-0920.

**Development Limitation:**

2. The limitation of the diversion of water under Permit S-44018 established in the Final Order approving an Extension of Time for Permit S-44018 (*issued on November 20, 2015*) remains unchanged. Subject to other limitations or conditions of the permit, therefore, the City of Roseburg is not authorized to divert any water under Permit S-44018 at this time.

**Plan Update Schedule:**

3. The City of Roseburg shall submit an updated plan meeting the requirements of OAR Chapter 690, Division 086 (effective November 1, 2002) within **10 years** and no later than **October 3, 2029**.

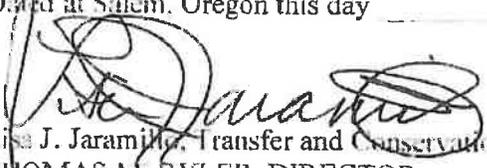
**Progress Report Schedule:**

4. The City of Roseburg shall submit a progress report containing the information required under OAR 690-086-0120(4) by **April 3, 2025**.

**Other Requirements for Plan Submittal:**

5. The deadline established herein for the submittal of an updated Water Management and Conservation Plan (consistent with OAR Chapter 690, Division 086) shall not relieve the City of Roseburg from any existing or future requirement(s) for submittal of a Water Management and Conservation Plan at an earlier date as established through other final orders of the Department.

Dated at Salem, Oregon this day APR 07 2020

  
Lisa J. Jaramila, Transfer and Conservation Section Manager for  
THOMAS M. BYLER, DIRECTOR  
Oregon Water Resources

Mailing date: APR 09 2020

**Notice Regarding Service Members:** Active duty service members have a right to stay these proceedings under the federal service members Civil Relief Act. For more information, contact the Oregon State Bar at 800-452-8260, the Oregon Military Department at 503-584-3571 or the nearest United States Armed Forces Legal Assistance Office through <http://legalassistance.law.af.mil>. The Oregon Military Department does not have a toll free telephone number.

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### SOBERING CENTER FUNDING DISCUSSION

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**Meeting Date: June 8, 2020**

**Department: Police**

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

**Agenda Section: Department Items**

**Staff Contact: Gary Klopfenstein**

**Contact Telephone Number: 541-492-6760**

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#### ISSUE STATEMENT AND SUMMARY

Community Partners have been diligently working with Adapt to get a Sobering Center in Roseburg. Adapt recently purchased property and is in the process of renovating a portion of the building into the Sobering Center. Adapt is seeking funding from the City to help build the center.

#### BACKGROUND

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

On July 8, 2019, Adapt's CEO, Dr. Greg Brigham, came before Council requesting a financial commitment for the Sobering Center. The City Council authorized the City Manager Pro-Tem to sign a letter of commitment for \$50,000 annually for a Sobering Center contingent upon full operational funding being identified and committed by other entities.

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

When Council discussed the Sobering Center in July 2019, they authorized an annual City contribution of \$50,000 towards operating costs. The FY 2019-20 adopted budget included additional funding in the Police Department's jail cost line item to support the contribution. The proposed FY 2020-21 includes the contribution in its own line item in the General Fund's Non-Departmental Fund. Since the center is not up and running and the City's contribution was slated for operating costs, the City has not contributed to the project financially.

Since identifying funding partners for operating costs, Adapt has been working on identifying funding for capital and start-up costs. In February of 2020, the Police Department and City Administration both provided letters of support toward Adapt's application for Oregon Health Authority (OHA) grant funding for the Sobering Center. On May 5, 2020, Adapt was awarded an (OHA) grant for \$250,000, to be utilized for startup and initial operation for the Sobering Center.

Adapt entered into a purchase agreement on property located at 3005 NE Diamond Lake Boulevard. A steering committee with all the financial stakeholders has begun meeting

to give direction as the architectural and building plans for the Sobering Center move forward.

Dr. Brigham advised he would like to seek an audience with Council to request funding in FY 19/20 to assist with start-up. See attachments.

**C. Financial/Resource Considerations.**

Money was allocated in the Police Department's FY 19/20 budget, with the expectation that \$50,000 could potentially be utilized toward a Sobering Center commitment, should Council authorize it. This was budgeted for operating costs and is therefore in a Material & Services (M&S) line item. If Council chooses to contribute to the capital costs associated with the Sobering Center, a budget adjustment may be needed to move funding from M&S to capital.

**D. Timing Considerations.**

Dr. Brigham is requesting funding from the current fiscal year budget, which ends June 30, 2020.

**COUNCIL OPTIONS**

- 1.) Authorize the City Manager provide funding of \$\_\_\_\_\_ to Adapt in FY 19/20 to be used for start-up or capital costs for the Sobering Center;
- 2.) Request more information;
- 3.) Not authorize the City Manager to provide Adapt with startup funding.

**STAFF RECOMMENDATION**

Staff fully supports the concept of the Sobering Center and recommends that Council consider dedicating funds to be used for start-up and/or capital costs to facilitate the project moving forward.

**SUGGESTED MOTION**

***"I move to authorize the City Manager to provide \$\_\_\_\_\_ to Adapt for FY 19/20 startup funding for the Sobering Center."***

**ATTACHMENTS:**

- Attachment #1: July 8, 2019 Agenda Item Summary
- Attachment #2: Sobering Center Commitment Discussion
- Attachment #3: Sobering Center Facts Sheet

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### Sobering Center Commitment Discussion

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**Meeting Date:** July 8, 2019  
**Department:** Police  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Department Items  
**Staff Contact:** Gary Klopfenstein  
**Contact Telephone Number:** 541-492-6760

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#### ISSUE STATEMENT AND SUMMARY

Community Partners have been diligently working to get a Sobering Center in Roseburg. The Steering Committee is attempting to get financial commitments from stakeholders.

#### BACKGROUND

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

This issue has not previously been before Council.

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

Adapt, in collaboration with Douglas County's Local Public Safety Coordinating Council (LPSCC), seeks funding to support the development and operation of a Sobering Center in Douglas County. This proposal supports the goal of LPSCC and other community stakeholders to divert intoxicated individuals from the jail and the emergency department. The goal is to provide a safe place for individuals who are temporarily incapacitated due to intoxication to stabilize and become engaged in appropriate services to reduce recidivism.

Adapt is under contract to purchase and remodel a property located at 3005 NE Diamond Lake Boulevard, Roseburg, to be developed into a Sobering Center. The facility is adjacent to Adapt's Residential Treatment Services Center and is located less than 3 miles from downtown Roseburg. The state has provided \$250,000 in startup funds, which have been placed in reserve and can be utilized for startup expenses including the down payment or purchase of a facility, remodeling and furnishing.

Sobering is considered a public safety activity and is not a "billable" service. Operating funds are required to pay expenses such as a mortgage on the property, utilities, maintenance, meals, supplies and staff salaries/expenses. Adapt has worked in collaboration with the operators of the Grants Pass Sobering Center to establish a proposed operating budget. Based on Grants Pass' experience and discussion in LPSCC and stakeholder meetings, potential funding could come from Douglas County, the City of Roseburg, Umpqua Health Alliance, Mercy Medical Center and other city governments such as Myrtle Creek, Sutherlin, and Winston. The current estimated annual operating budget is \$356,000. Adapt has agreed to provide \$56,000 of this budget with in-kind

DEPARTMENT ITEMS B  
ATTACHMENT #1

support. Umpqua Health Alliance has agreed to provide \$100,000 toward the first year of operating costs, and LPSCC seeks to secure commitments from other community partners to support the remaining \$200,000. The Sobering Center steering committee is currently seeking letters of commitment from stakeholders to secure those operating funds.

Historically, the lack of a specific location and implementation plan has been a barrier to securing formal commitments from potential funders. Therefore, Adapt entered into a purchase agreement on a property located at 3005 NE Diamond Lake Boulevard contingent on securing sufficient commitments for operating funds.

The Sobering Center is for persons who meet the legal definition of intoxication. The current plan provides that initially, individuals may only be referred and transported to the facility by law enforcement or emergency medical services.

Goals of the program include:

- Provide a safe place to sober up;
- Avoid a criminal record for first-time offenders;
- Offer peer counseling;
- Provide referrals to treatment, including direct links to detoxification, residential, and outpatient services;
- Free up police to return to their patrol to handle more serious offenses;
- Reduce crowding in jail;
- Reduce the disruptive presence of intoxicated individuals in public;
- Reduce unnecessary utilization of the Emergency Room;

Staffing will include at least one person on site during all hours of operation. Additional services will be provided through community partners and Adapt's Outpatient services and Rapid Access Departments.

Services:

- Screening: Individuals will be screened for safety and appropriateness for services at the center.
- Safe Sobering: the Center will provide a safe place to sober up. It is expected that the typical stay will be from 4-8 hours. During this time, each individual will be assigned a resting area where they will sleep or sit and be monitored for safety and comfort. Snacks, and beverages to promote hydration will be available.
- Screening, Brief Intervention, Referral: Center staff will engage patients in a discussion about substance-using behavior and provide linkage to services when appropriate.

A steering committee composed of funders and other stakeholders such as representatives of the criminal justice system convened to monitor the need for the service in the community, provide guidance on aligning operations with community goals, and actively seek to sustain funding. The steering committee will also support the pursuit of alternative funding as opportunities arise.

Drawing from the Grants Pass experience, the steering committee anticipates bringing six beds online and increasing that number to twelve beds in the second year of operation. This plan will be adjusted in order to respond to local demand for service and available resources. The initial facility construction will provide twelve sobering rooms, allowing for the expansion of services from six to twelve beds to occur with additional furnishings and adjustments to staffing patterns. The Sobering Center will bear a greater proportion of the facility's expenses initially, as the sole operation in the building. As Adapt brings additional services online in the facility, the proportion of facility costs allocated to the Sobering Center would be reduced accordingly.

The steering committee is attempting to compile letters of financial commitment from stakeholders to ascertain if there will be sufficient funds to move forward with building and sustaining a Sobering Center.

**C. Financial/Resource Considerations.**

Money was allocated in the Police Department's jail budget, with the expectation that \$50,000 could potentially be utilized from this line item to a Sobering Center commitment, should Council authorize it.

**D. Timing Considerations.**

Adapt is currently in a 60-day contract that is contingent on securing funding for a Sobering Center.

**COUNCIL OPTIONS**

- 1.) Authorize the City Manager Pro-Tem to enter sign a letter of commitment to provide \$50,000 annually toward a Sobering Center;
- 2.) Authorize the City Manager Pro-Tem to provide a different amount toward a Sobering Center;
- 3.) Not authorize the City Manager Pro-Tem to enter into the aforementioned commitment.

**STAFF RECOMMENDATION**

Staff recommends Council authorize the City Manager Pro-Tem to sign a letter of commitment for annual \$50,000 contribution for a Sobering Center.

**SUGGESTED MOTION**

***"I move to authorize the City Manager Pro-Tem to sign a letter of commitment for \$50,000 annually for a Sobering Center contingent upon full operational funding being identified and committed by other entities."***

**ATTACHMENTS:**

N/A

# Memo

**To: Roseburg City Council**

**From: Dr. Greg Brigham, CEO**

**Date: June 3, 2020**

**RE: FY 19-20 Funding Request for Construction and Startup of Sobering Center**

Last year, Adapt took over the Sobering Center Project and made significant progress in development of the Center. We purchased a property adjacent to Adapt's Crossroads Residential and Detox facility to be used for the Sobering Center as well as other community services. We worked with the Local Public Safety Coordinating Council (LPSCC) to organize a steering committee and workgroup to help coordinate the fundraising, establishing the sobering model, and develop policies and procedures.

To date, we have support from the Roseburg City Council, Douglas County Commissioners, Umpqua Health Alliance, the Cow Creek Band of the Umpqua Tribe of Indians, Cities of Winston, Sutherlin, and Myrtle Creek. We also applied for and received a grant from OHA supporting startup of the Sobering Center, an award that may be adjusted as the state works its way through the budget crisis related to COVID-19. This funding, while important, is also limited so that it cannot be used for construction, only costs related to startup and early operations. This limitation led to an adjustment in our budget that included utilizing the local funding specifically for construction costs and utilizing the state grant funds for some of the other startup and early operating costs.

As we came out of winter, we expected to hit the ground running this spring and have the center open for business this summer. Unfortunately, COVID-19 brought the project to a standstill as we waited to see the impact for our community and agency. Now that we are past the peak of the pandemic, we have restarted the project in earnest, with a plan to go operational by late fall.

When this project was paused, we began doing some contingency planning about the funding and noticed that the letters of commitment omitted use of the first-year funding for construction or startup costs. We have approached each stakeholder and asked that they sign new letters that have that include that use. All but the Roseburg City Council have agreed to this modification.

**I am asking the Roseburg City Council to consider supporting a modification to your Commitment Letter that will allow the first year of funding from FY 19-20 to be used for construction costs. Funding in subsequent years would be used for operating costs.** We greatly appreciate your support and the support of city staff and are excited to see this project contribute to our community.

# Sobering Center

DEPARTMENT ITEMS B  
ATTACHEMENT #3

3005 Diamond Lake Blvd., Roseburg, OR, 97470



- 2,400 SF for Sobering
- 7 Units, with toilet
- Room for 5 future units
- All units are locked
- Laundry facilities on-site
- Main Entrance is off Diamond Lake Blvd, (around back)
- Individuals stay up to 24 hours

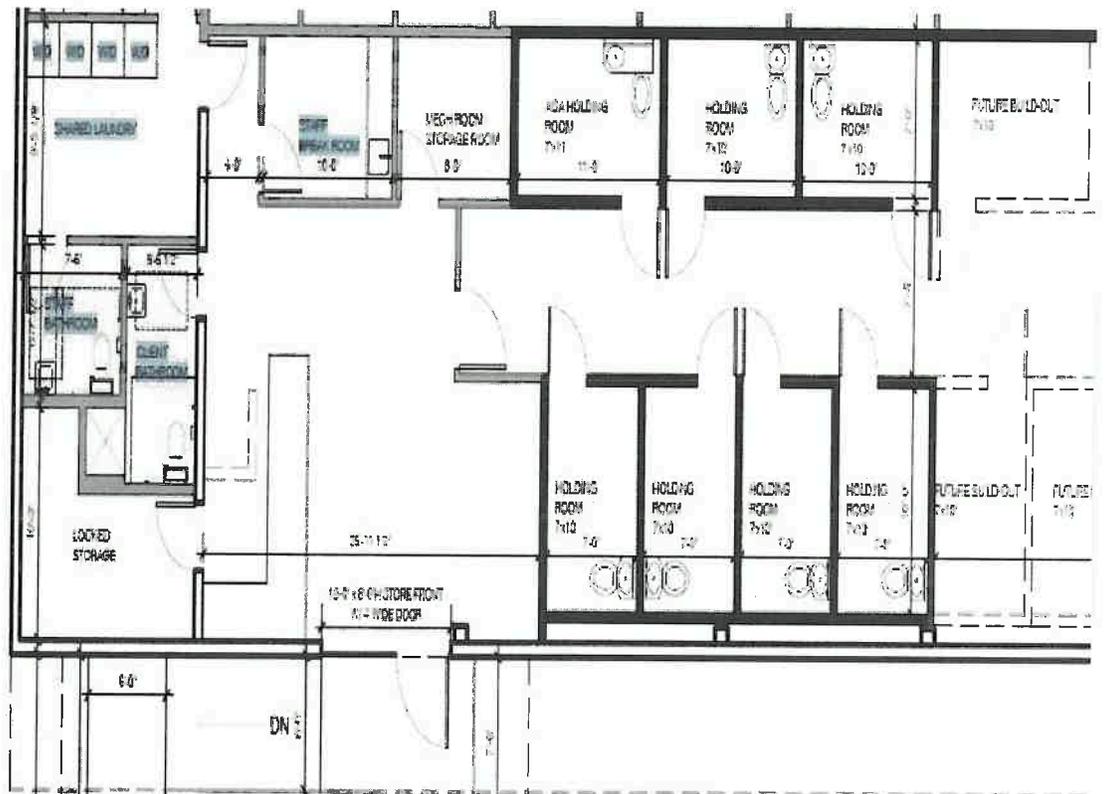


**Purpose:**

- Diversion of intoxicated individuals from the jail or Emergency Department
- Secure environment for safe sobering

**Referrals:** via law enforcement

**Discharges:** Discharge planning includes linkages to Adapt's continuum of primary care, mental health and substance use treatment services.



Developed with Support from: **Umi \*Sobering Alliance**, Cities of Roseburg, Myrtle Creek, Sutherlin & Winston, Cow Creek Band of **Main Entrance** a Tribe of Indians

Contact:

Jerry O'Sullivan, Adapt Operations Director **541-672-2691**

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

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### EXTENSION OF DECLARATION OF EMERGENCY IN THE CITY OF ROSEBURG

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**Meeting Date: June 8, 2020**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

In response to the COVID-19 pandemic, Council adopted a resolution declaring a State of Emergency in the City of Roseburg to ensure the City is fully prepared for COVID-19 and that local authorities have the resources needed to respond to COVID-19.

#### BACKGROUND

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

On March 23, 2020, Council adopted a resolution declaring a State of Emergency for the City of Roseburg, with an expiration date of May 12, 2020.

On May 11, 2020, Council adopted an order extending the State of Emergency for the City of Roseburg, with an expiration date of June 9, 2020.

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

The State of Oregon has extended their State of Emergency to July 6, 2020 as the COVID-19 pandemic continues to pose a threat to the health and safety of Oregonians. As this threat also exists in the City of Roseburg, and executive orders are still in place that affect our citizens, an extension of the citywide declaration of emergency is reasonable.

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

Unanticipated costs may occur in response to directives from the Federal and State governments related to the COVID-19 pandemic. Those costs are unknown.

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

The effects of the pandemic are changing daily. Adopting the Order to extend the declaration of emergency in the City of Roseburg would continue to provide the City with the tools to respond quickly.

**COUNCIL OPTIONS**

1. Adopt the Order to extend the declaration of emergency in the City of Roseburg;  
or
2. Request more information from staff; or
3. Do nothing

**STAFF RECOMMENDATION**

Staff has no recommendation.

**SUGGESTED MOTION**

***"I move to Adopt Order No. 2020-02, Extending the Declaration of Emergency in the City of Roseburg."***

**ATTACHMENTS:**

Attachment #1 – Order No. 2020-02

**ORDER NO. 2020-02 OF THE ROSEBURG CITY COUNCIL  
EXTENDING RESOLUTION NO. 2020-02**

**WHEREAS**, Roseburg City Council adopted Resolution No. 2020-02 effective March 23, 2020 declaring a state of emergency for the entire City of Roseburg in response to the COVID-19 pandemic; and

**WHEREAS**, Resolution No. 2020-02 was originally scheduled to expire on May 12, 2020 unless sooner terminated or extended by Order of the Common Council; and

**WHEREAS**, May 11, 2020 Council adopted Order No. 2020-02 extending the state of emergency through June 9, 2020; and

**WHEREAS**, COVID-19 continues to present a high potential threat to public health and safety, the duration of which is still unknown.

**NOW THEREFORE, the Common Council of the City of Roseburg orders:**

1. The declaration of emergency is still needed to address the City's ability to respond and recover from this emergency.
2. Resolution No. 2020-02 is hereby extended and will expire on July 6, 2020, unless sooner terminated or extended by Order of the Common Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 8<sup>TH</sup> DAY OF JUNE, 2020.**

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**Amy L. Sowa, City Recorder**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date:** June 8, 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 June 8, 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  
May 12, 2020 - 10:00 a.m.

1. Review May 11, 2020 City Council Meeting Synopsis
2. Review June 8, 2020 City Council Meeting Agenda
3. Review June 8, 2020 Roseburg Urban Renewal Agency Board Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents and/or Grants to review and/or sign
  - a. Library Book Bag Outreach Grant Checklist
  - b. Neuner Davidson Audit Agreement
6. Department Items
  - a. Parking Enforcement (RH)



**Agenda**  
**Department Head Meeting**  
**PSC Umpqua Conference Room**  
**May 18, 2020 - 10:00 a.m.**

- 1. Review June 8, 2020 City Council Meeting Agenda**
- 2. Review June 8, 2020 Roseburg Urban Renewal Agency Board Meeting Agenda**
- 3. Review Tentative Future Council Meeting Agendas**
- 4. Documents and/or Grants to review and/or sign**
  - a. Parade permit – July 25, Partner Sports Camp**
- 5. Department Items**



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
June 1, 2020 - 10:00 a.m.

1. Review June 8, 2020 City Council Meeting Agenda
2. Review June 8, 2020 Roseburg Urban Renewal Agency Board Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents and/or Grants to review and/or sign
  - a. Randy White Painting Customer Appreciation Day – July 10 & 11
  - b. Roseburg High School Graduation Parade – June 6
  - c. Drive-In Church at Hucrest Community Church of God – June 7
  - d. 4<sup>th</sup> of July Block Party – July 4
  - e. Banner Bank Blood Drive – June 25
  - f. IGA SRO Agreement with Douglas County School District #4
5. Department Items
  - a. RHS Graduation (NM)
  - b. 4<sup>th</sup> of July Celebration (NM)
  - c. DFN Grant Opportunity (AS/NM)
6. Employee Service Pins
  - a. Rick Castle, PW Engineering Technician III – 15 years
  - b. Tom Edwards, Fire Lieutenant – 25 years
  - c. Scott Radmer, Fire Lieutenant – 25 years
  - d. Shawn Tew, Water Treatment Plant Operator – 25 years

**TENTATIVE FUTURE COUNCIL AGENDA**

**Unscheduled**

- Airport Fees for Fire Agency Services
- Parklet Update
- PEG Channel Discussion
- Planning Commission Vacancy/Interviews to Appoint
- 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 Department Partnership Annual Report/Presentation

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**June 22, 2020**

Consent Agenda

- A. Minutes of June 8, 2020

Public Hearing

- A. Ordinance No. 3540- LUDR – Sidewalk Amendments, First Reading
- B. Ordinance No. 3541 - Vacation of Public Alley on Sheridan, First Reading

Department Items

- A. Anvil NW Destination Marketing Update
- B. Pavement Management Project - Slurry Seals 2020 Bid Award Recommendation
- C. Pavement Management Project - Winchester Street and Beulah Avenue Pavement Improvements Bid Award Recommendation
- D. Authorization to Purchase Four Police Vehicles

Informational

- A. City Manager Activity Report

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**July 13, 2020**

Mayor's Report

- A. Parks and Recreation Month Proclamation

Special Presentation

- A. Roseburg Public Library RARE Participant Presentation by Katie Fischer

Consent Agenda

- A. Minutes of June 22, 2020

Ordinances

- A. Ordinance No. 3539 - LUDR – Sidewalk Amendments, Second Reading
- B. Ordinance No. 3540 - Vacation of Public Alley on Sheridan, Second Reading

Department Items

- A. Cast in Place Pipe (CIPP) Bid Award Recommendation
- B. Beulah Park Improvements Bid Award Recommendation
- C. Authorization to Purchase Fire Truck Through HGAV

Informational

- A. City Manager Activity Report

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**July 27, 2020**

Consent Agenda

- A. Minutes of July 13, 2020

Department Item

A. Stewart Parkway Bridge End Panel Repair Bid Award Recommendation  
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

B. Cancellation of December 28, 2020 Regular Meeting  
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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**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 May 8, 2020

- Today is the day that counties can submit their applications to the Governor's office for consideration for Phase 1 reopening. A copy of the Governor's framework is attached to this email. Specific sector guidance can be found on the City's website under COVID-19 information. Fingers crossed that Douglas County's application is approved for reopening May 15.
  - Even if approved for reopening, the sector guidance for outdoor recreation requires that playgrounds, picnic shelters/structures, water parks and pools, and sports courts stay closed and groups are still limited to 10 or fewer people.
  - Given the Governor's framework of prohibiting large events/gatherings until at least September, there will be several annual events that will be forced to cancel. This week, we heard from the Graffiti event coordinators that they are cancelling the 2020 event. This will most likely affect our Movies in the Park programming this year as well.
- The Library received great news again this week. They were notified of another grant award, this time just under \$25,000 for STEAM programming from the Library Services and Technology Act. The State Library of Oregon administers this grant program. Great work Library Team!
  - In other Library news, this week's drive-thru pickup service provided materials to 72 vehicles.
  - Library staff is working hard on planning for reopening on a limited basis. We do not have a reopening date yet, but staff is working through a plethora of details that will need to be addressed to keep staff and the public as safe as we can.
- Thanks to the Finance Department for getting the proposed budget finalized, printed, and delivered to the Budget Committee members. Included with the budget was the PowerPoint presentation that staff will present on May 12. As a reminder, please email any questions you may have to [info@cityofroseburg.org](mailto:info@cityofroseburg.org). You were provided a link to informational videos on the budget process. Please let us know if you need help accessing those. Thanks to Amy, who has completed Zoom training with committee members.
- On May 11, we will end the split shift staffing and return to full on-site staffing. We will continue to limit public access to the lobby of City Hall and the Public Safety Center.

- The mayor, Police Chief, and I met with RHS representatives to discuss their plans for a virtual graduation and parade of sorts for the seniors. We are excited to help with the logistics surrounding the drive-thru celebration. In addition, we are working with Umpqua Dairy to possibly provide a frozen treat to the seniors and family members that are in the cars.
- CCD Development Corporation has approached staff about the potential for the City to be an applicant for a Community Development Block Grant (CBDG) focused on helping small businesses and entrepreneurs recover economically from the effects of the COVID virus. This may require a special Council meeting to meet timelines. More to come.
- Stu Cowie met with ODOT and the property owner this week on fencing a problematic area under the west end of the Washington Avenue Bridge. It appears this is close to coming to fruition.
- There has been some social media hype and a few phone calls surrounding a local restaurant that reopened in direct violation of the Governor's executive order. The Police Department responded to an anonymous complaint called in to dispatch. According to the Oregon Department of Justice, the local Police Department's role is to educate, and if the non-compliance continues, to submit a report to the licensing agency. In this case, that meant visiting with the owners and providing them a copy of the order, and later submitting a report to Oregon Health Authority, Douglas County Public Health, and OSHA. RPD handled the situation with the utmost professionalism and per the guidelines.
- I will be on vacation May 15 and am scheduled for May 22-31 (I may be in and out of the office depending on what is happening that week).
- Meetings next week:
  - City Council – Monday, May 11 @ 7 pm via Zoom
  - Budget Committee – Tuesday, May 12 @ 6 pm via Zoom
  - Public Works Commission – Thursday, May 14 @ 3:30 pm via Zoom Teleconference



# Reopening Oregon:

## Details on Restarting Public Life and Business

Governor Kate Brown

May 7, 2020





## Governor's Goals for Reopening

1. Minimize hospitalizations and deaths
2. Allow people to safely return to work so they can support themselves and their families
3. Minimize risk to frontline workers
4. Avoid overwhelming health systems
5. Protect those at highest risk of severe illness, especially communities of color
6. Support for small local gatherings that preserve community cohesion and cultural practices.



Continued  
Statewide  
Guidance:  
The tools that will  
protect us

Actions we will need to keep up

- Vulnerable populations must still stay at home
- Limited visitation to nursing homes, hospitals
- Limited gatherings
- Limited travel
- Increased hygiene, cleaning & sanitation
- Stay home when sick
- Telework when possible



## Statewide Face Covering Policy

Require employees in certain businesses where physical distancing cannot be maintained to wear a mask or cloth material that covers the nose and mouth, including: grocery stores, pharmacies, public transit, salons/personal services, and ridesharing services.

- Strongly recommend that businesses where employees are required to wear face coverings establish a mandatory face-covering policy for their customers as well.

Strongly recommend that a mask or cloth material that covers the nose and mouth be worn in any indoor public space, especially where six feet of physical distance cannot be maintained.



# Updates to Current State



# Prerequisites to Entering Phase I

We want your counties and health systems to be ready.  
Here's what being ready means.



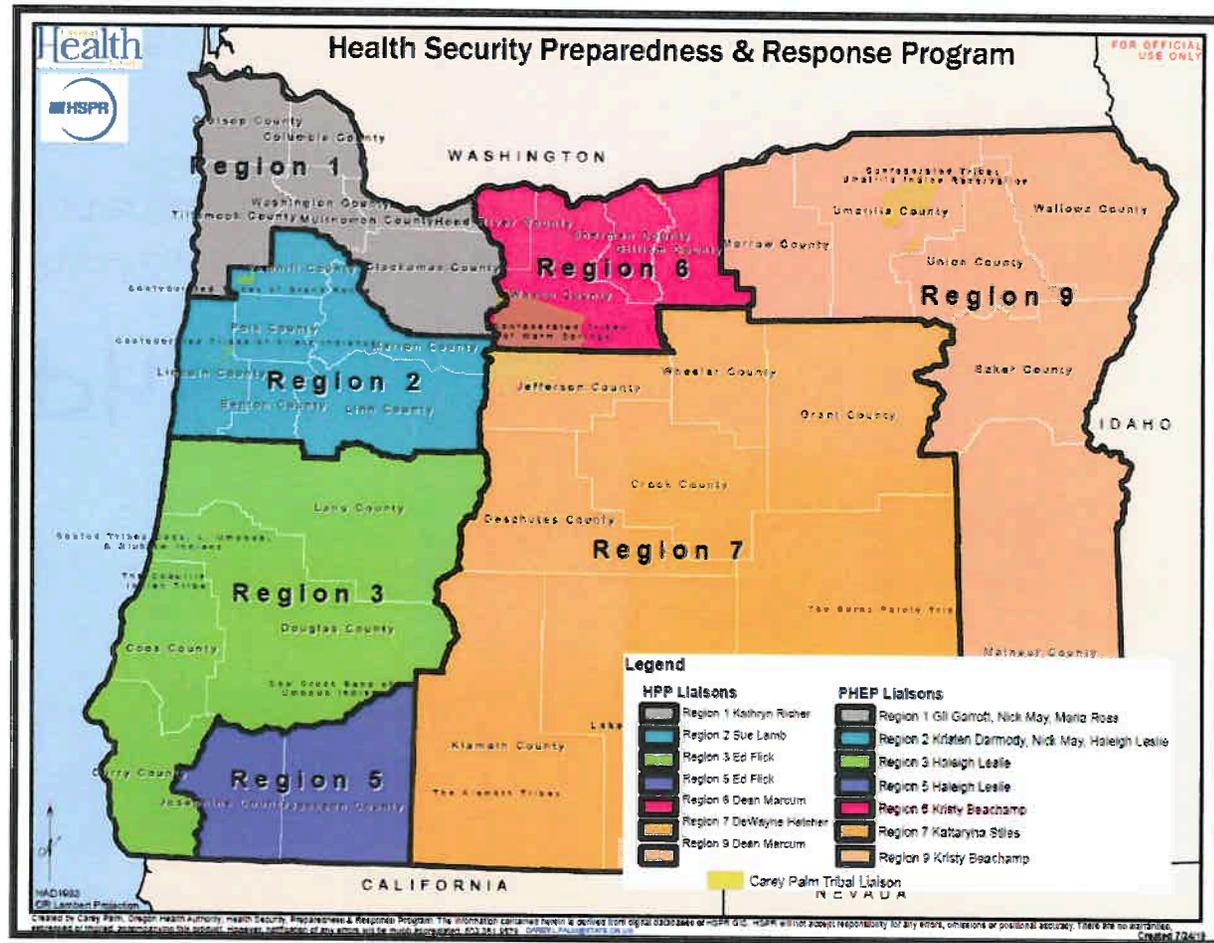
## Prerequisites

4-7

- 4. Isolation/Quarantine Facilities**
  - Available room capacity
  - Response narratives for group living outbreaks
- 5. Finalized Statewide Sector Guidelines**
- 6. Sufficient Healthcare Capacity**
  - 20% hospital bed surge capacity
- 7. Sufficient PPE supply**
  - Required daily inventory reporting to OHA
  - 30-day supply required; 14-days for small and rural hospitals
  - Sufficient PPE for first responders in the county



# Health regions in Oregon



Note: regions 3/5 and 6/9 work collaboratively. Due to historical factors, there are no regions 4 or 8.



## Phase I: Changes for Specific Types of Employers

	Current	New statewide	Phase I – by county
Childcare	For essential workers only; cohorts up to 10	Open to all with priority for essential workers; increased cohorts #s to defined	
Summer school, summer camps and other youth programs		Will be open with physical distancing	
Outdoor recreation and public spaces		State park day use areas and boat ramps, option for county/federal camping	
Restaurants and bars	Take-out only	Take-out only	Sit-down with 6 foot distancing required
Personal care – salons, barber shops, massage, etc.	Closed	Closed	Physical distancing, appointments, PPE and customer list required
Personal care – gyms/ fitness	Closed	Closed	Max. limit; physical distancing & sanitation required
Local gatherings	Closed	Closed	TENTATIVE: For local groups only up to 25 (no travel).

**A county will remain in Phase I for at least 21 days before potential move to Phase II.**



## Metrics for Consideration of Re-imposing Restrictions

- 1. Inability to meet contact tracing requirements**
  - Must contact 95% of contacts within 24 hours
  - More than 30% of cases cannot be traced to existing cases (indicating increasing community spread)
- 2. Evidence of increasing prevalence of COVID-19**
  - As measured by a five percent or greater increase in incident cases over 7 days
  - As measured by uptrending percent positivity of COVID-19 testing over 7 days
- 3. Evidence of increasing burden of severe COVID-19**
  - As measured by new COVID-19 hospital admissions uptrending over 7 days

**If any of these metrics are violated, OHA will call an immediate meeting with local public health officials for further discussion and evaluation.**



## Phase III

Concerts, conventions, festivals, live audience sports won't be possible until a reliable treatment or prevention is available. It is unknown at this time when this will be.

Therefore, all large gatherings should be cancelled or significantly modified through at least September. Further guidance on large gatherings scheduled for later in the fall will be provided this summer.

## Friday Message May 15, 2020

- Douglas County has been approved for Phase 1 reopening on May 15. This does not mean everything is open and back to business as usual. Do not be surprised if you hear from people that are disappointed that not all park features are open and available. We have a responsibility to follow the section guidance to avoid creating unnecessary liability for the City.
  - We have decided to leave Sunshine Park closed at least in the short term. Staff believes that softball and baseball are contact sports and are still prohibited.
  - The Splash Pad will remain closed.
  - Playgrounds and picnic shelters remain closed.
  - At this point, we will not be raising the halfshell.
  - Events with more than 25 participants are still prohibited (not just in parks).
  - All of this will continue to evolve as we learn more. If the County continues to meet the required metrics, the Governor could consider authorizing a Phase 2 reopening in 21 days.
- Staff continues to work with local organizations on potential local grant programs for small businesses. More to come (hopefully soon!)
- The Library continued its hot streak this week and was awarded yet another grant. This one, from the State Library of Oregon, will provide book bag kits to youth ages 0-13 in low-income housing.
- Staff met with Anvil NW on Wednesday. They have come up with some exciting stuff and are having to make adjustments due to the ongoing travel restrictions. The plan is to have them provide a presentation to Council in June.
- Thank you for your time, questions, and support at Tuesday evenings Budget Committee meeting.
- The Public Works Commission met via teleconference on Thursday and forwarded recommendations regarding the Water Conservation Plan and municipal code requirements for residential sidewalk construction.
- The Douglas County jail has committed to increasing capacity in a measured, phased approach. This is not the ultimate goal, but it is definitely progress.
- The County has re-instituted a limited work crew program. Staff intends to begin addressing abandoned camps, while still observing CDC guidance regarding active camps. This too will be a long process, but it is a start.
- I will be out of the office on May 15, returning on Monday, May 18. John VanWinkle is in the office and available if needed.
- Meetings next week: Historic Resource Review Commission via telephone conference Wednesday, 5/20 at 3:30 pm.

## **Friday Message**

### **May 22, 2020**

- The Oregon Air National Guard is planning a flyover to honor hospital workers in Southern Oregon. The Roseburg portion of the flyover is scheduled for Monday, May 25 at 11:10 am.
- The Police Department has utilized focused daytime patrols in the downtown business district during the past several weeks due to an increase in vandalism and other nuisance offenses in the area. On May 6th, they began focused patrols around the clock, and since this date have charged individuals with the following:
  - 3 - Theft / 14 - Drinking in Public / 22 - Criminal Trespass / 1 - Criminal Mischief / 18 - Littering / 38 - Prohibited Camping / 9 - Warrant Arrests / 1 - Urinating in Public

A vast majority of these citations/arrests were made at the downtown parking structure, Eagle's Park, or Riverside Park. The Police Department plans to continue these focused patrols to try and curb illegal activity in this area. Focused Police attention has brought about a noticeable decrease in the amount of lawless individuals in the downtown area. The female who was creating a majority of the problems at Eagles Park was arrested and lodged at Corrections on Sunday. As the Police Logs show, our Officers are working hard to regain some of the ground lost due to the COVID pandemic, while still trying to find a balance as they follow the Governor's Orders and CDC recommendations.

- Staff has been working with local partners, including the Coos Curry Douglas Development Corporation (CCD) to identify ways to assist local businesses as they begin reopening. As part of that effort, I committed \$20,000 from the City's Economic Development Fund. CCD has applied for a Business Oregon grant that provides a 1:1 match. With the City's contribution, a contribution from a local credit union, and CCD's \$200,000, they have applied for a \$225,000 grant, which would provide a total of \$450,000 in available grants and loans (with an emphasis on grants) if the full request is funded. Other local agencies are considering contributing as well. Last night, the Port of Umpqua committed \$35,000 to the program.
  - CCD has reached out to staff about applying for a Community Development Block Grant to aid small businesses. The City would serve as the applicant, similar to other recent CBDG projects. This is scheduled for the June 8<sup>th</sup> Council meeting.
- Last week, the Governor announced a small program to reimburse local governments for eligible COVID-19 expenses utilizing funding the state received through the federal CARES Act. This was a departure from her previous position and may provide some relief to cities and counties. Applications became available

last week and were originally due today (that was extended to 5/29 yesterday). Finance Director Harker is putting together the request for submission. Thanks to all of the departments for diligently tracking expenses. That effort has allowed Ron to quickly assemble the required information.

- This week, the Library received a check from the Friends of the Roseburg Library for \$3221.10, which will contribute towards the next phase of the planned renovations. *Thank you Friends!* The drive-thru book pick up continues to be popular, with the last three weeks seeing materials delivered to 72, 89, and 72 customers.
- The HRRC met Wednesday and unanimously approved a partial demolition for the old Rite Aid building downtown. This will allow the owners to remove the old garden center attachment on the west side and an enclosed area on the north side of the structure.
- The Partnership held a Zoom meeting this week. It has been awhile since this group has been able to get together, so it was helpful to touch base and receive Wayne Patterson's annual report.
- The Southern Oregon Economic Recovery team met via Zoom this week as well. It is interesting to hear how phase 1 reopening is working/not working in other southern Oregon communities. More sector guidance is expected next week for those industries that have been allowed to reopen. We are hoping phase 2 guidance is forthcoming soon as well.
- No meetings scheduled next week. I will be out of the office 5/22-5/31 and back on Monday, June 1. Amy Sowa is available if you have any questions that need attention during my absence.
- City Hall will be closed Monday, May 25 in observance of Memorial Day.



May 29, 2020

Good afternoon all –

With Nikki being out of the office this week, we do not have a Friday message to send out. We do want to share that the Roseburg Public Library had another great week with 82 customers at their drive-thru pick up.

Meeting information for next week:

- Planning Commission on Monday, June 1 – to review the packet you can use this link:  
<https://cityofroseburg.com/storage/app/media/Commission%20Docs/Planning%20Commission/june-1-2020.pdf>
- Parks & Recreation Commission Meeting for Wednesday, June 3 has been cancelled.

We hope everyone enjoys the weekend as we should see a mix of sun, rain and possible thunder storms.

Thank you.

**Sincerely,**

**Koree Tate | Management Assistant | City Administration Office**  
*(City Manager/City Recorder/Human Resources)*  
City of Roseburg | 900 SE Douglas Avenue | Roseburg, OR 97470

