ROSEBURG CITY COUNCIL AGENDA – SEPTEMBER 28, 2020

9-24-20

Electronic Meeting
Public Access:
City website at https://www.cityofroseburg.org/your-government/mayor-council/council-videos
Facebook Live at www.Facebook.com/CityofRoseburg
Charter Cable PEG Channel 191

Comments on Agenda Items Only can be provided via email to the City Recorder at info@cityofroseburg.org prior to 4:00 p.m. on Monday, September 28, 2020.

7:00 p.m. Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**

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

4. **Mayor Reports**
   A. Homeless Update and Next Steps
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – Email Submittals/See Information on the Reverse**
7. **Consent Agenda**
   A. Minutes of September 14, Meeting
   B. Minutes of September 21, 2020 Special Meeting
8. **Ordinance**
   A. Ordinance No. 3542 – Amending RMC 7.02.170(B) – Prohibit Smoking at Community Events in Downtown and on Roseburg Public Park Property, First Reading
9. **Department Items**
   A. 24-Inch Transmission Main, Project 20WA17 Consulting Services Contract Recommendation
   B. 24-Inch Transmission Main, Project 20WA17 – Consulting Services Task Order No. 1 Authorization
   C. Coronavirus Relief Fund Expenditure Authorization
10. **Items from Mayor, City Council and City Manager**
11. **Adjourn**
12. **Executive Session ORS 192.660(2)**

Informational

A. City Manager Activity Report

AUDIENCE PARTICIPATION INFORMATION

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

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

CITIZEN PARTICIPATION

Anyone wishing to provide comments may do so by emailing the City Recorder at info@cityofroseburg.org by 4:00 p.m. Monday, September 28, 2020. For items on the agenda, discussion typically begins with a staff report, followed by questions from Council. The City Recorder will provide any comments received prior to the meeting to the Council.

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. This meeting is also available to view on Facebook live.

Council Top Priorities – Goal #6

#	STRATEGY	# OF VOTES	NOTES
1	**City Homeless/Housing Commission**	9	City facilitates; Area agencies, faith based and community members; Mayor to Chair; Explore successful programs from other areas; Look into grants and programs to provide housing; Include rep from Rogue Retreat or invite to attend a meeting and provide direction; Would require staff time.
2	**Rogue Retreat Model (campground, shelter, tiny homes/Conestoga huts)**	7	Safe, secure space; Shelter option for families; Provide toilets, showers, trash; Run by non-profit and supervised 24/7.
3	**Navigation/Resource Center**	5	Assist with documentation and getting needed services; Agency coordination to provide counseling options; run by other agency, not City.

	Focused Enforcement on unhoused engaging in criminal behavior	1	
	Communication with State Legislators regarding mental health reform and State level process	1	
	City contribute, but any program must be run by other agency.	1	
	City-run full-time cleaning crew	1	
	Help Casa de Belen serve as clearinghouse for services and family shelter	1	

IN PROGRESS

	Ordinance to Amend Chapter 12 regarding severe event shelters.		Staff has been preparing an ordinance to amend the code regarding locating severe event shelters. This ordinance will be brought to Council for first reading on October 26.
	Participation with community groups engaged in providing services.		Staff has reached out to a number of local agencies regarding homelessness, funding and services.
	Enlisting County Work Crew when appropriate to clean abandoned camp sites.		Police and Community Development staff continue to utilize the County Work Crew when available and within legal parameters to clean abandoned camps.

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL MEETING
September 14, 2020

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on September 14, 2020 electronically via Zoom in Roseburg, Oregon. Councilor Fisher-Flower 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.

Absent: None

Others Present: City Manager Nikki Messenger, City Recorder Amy Sowa, City Attorney Jim Forrester, Finance Director Ron Harker, Public Works Director Brice Perkins, Assistant Fire Chief Merrill Gonterman and Management Assistant Koree Tate.

Mayor Rich explained the meeting was conducted remotely to address the increase in the number of COVID-19 cases reported throughout the County and State, and as permitted by HB4212 adopted by the State legislature. The public could 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 REPORTS

Assistant Fire Chief Merrill Gonterman provided a brief wildfire update and suggested using the InciWeb fire map on the www.inciweb.nwcg.gov website for accurate information of fires in Oregon and the United States. Currently, the Archie Creek Fire by Glide, Oregon was 10% contained. The weather condition was good for fire behavior because it kept the fire low, but unfortunately, the smoke cover made it difficult for air support to provide large water drops. Ground crews with dozers were making great headway creating lines and pushing the fire from the outside back into itself. The Roseburg Fire Department responded to the emergency call the night the fire started, continued to provide brush engine support and would continue to help as long as needed. There were a lot of companies, citizens, and businesses locally that were trying to help those displaced, firefighters and work crews as a result from the fires. Statewide there were many fires from the California to Washington border. They were all doing the best they could with available resources. Good control lines and outside perimeters were established to help keep the fire from spreading.

Mayor Rich explained there were many organizations accepting donations for those affected by the fires. Some local organizations included GlideStrong.com, American Red Cross, Salvation Army, United Way, Saving Grace, and Roseburg Rotary. He expressed condolences to those who lost their homes in the wildfire and hoped firefighting efforts would have it under control quickly. Mayor Rich reminded Council there would be a Special Council Meeting on September 21, 2020 at 6:00 p.m. for a League of Oregon Cities training regarding roles and responsibilities of elected officials.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Councilor Eggers had a Parks and Recreation Commission Meeting on September 2, 2020 at the Stewart Park Pavilion and discussed two items that were on the current Council agenda.

The swifts were still active at the Umpqua Valley Art Center chimney with around 2,000 of the birds flying at dusk. Amidst the fires and pandemic, this showed nature was still happening. Councilor Cotterell had a Public Works Commission Meeting on September 10, 2020 and discussed two agenda items that would be presented at the September 28, 2020 Council Meeting. He received a citizen complaint regarding road failure and water damage that would go to Staff to review.

SPECIAL PRESENTATION – SMOKE FREE DOWNTOWN EVENTS BY BLUE ZONES UMPQUA

Dr. Bob Dannenhoffer, Public Health Officer and Pediatrician, explained as much as they worried about COVID-19, many more people in Douglas County would die from tobacco and smoke. With current wildfire smoke, breathing the air during the day was like smoking a pack of cigarettes. Around 20,000 adults in Douglas County smoked and more than 2 in 3 of them suffered from serious tobacco-related diseases. Tobacco use was still the leading preventable cause of death, disease and disability. In Douglas County, one person died every day from tobacco, about 1 in 4 of all deaths were due to tobacco use and, 431 deaths per year in Douglas County were from tobacco use. Dr. Dannenhoffer shared some tobacco facts:

- Leading cause of preventable illness and death in the United States.
- Causes 8,000 deaths due to tobacco related illness each year in Oregon and second-hand smoke was responsible for almost 10% of those deaths.
- Each year in Douglas County, 12,540 people suffered from serious tobacco related illness and 25% of all deaths in Douglas County were attributed to tobacco use.
- Douglas County spent $42.2 million on tobacco related medical care and $37.6 million in productivity loss due to premature tobacco related deaths.
- Cigarette smoking among adults in Douglas County (25%) was higher than Oregon overall (17%) and the rest of the United States (16%).
- In 2019, the Oregon Health Authority (OHA) estimated 750 Oregonians died from breathing secondhand smoke each year.

Dr. Dannenhoffer discussed why it was important to support smoke-free events. According to the CDC, each day in the United States, about 2,000 youth under 18 years of age smoke their first cigarette and more than 300 youth became daily cigarette smokers. All children deserved to live in a safe, wholesome community where they had the opportunity to make choices that allowed them to grow up to lead healthy, productive, addiction-free lives. 9 in 10 people who smoked started before age 18 and became addicted while their brains were still developing and incapable of long-term decision making. Once addicted, it was very difficult to quit. Tobacco free places created environments and opportunities that accommodated, supported and helped people reduce and quit tobacco use, protected people from secondhand smoke and vapor, and prevented youth from starting in the first place. Tobacco-free places created opportunities to ensure people had the freedom to choose to quit.

Dr. Dannenhoffer continued by explaining a Smoke-Free Policy could positively impact 95% of the community's population by positively impacting Roseburg residents who do not smoke by reducing their exposure to secondhand smoke, eliminating smoking triggers, assisting tobacco users who want to quit, and reducing chronic disease and its impact on health care costs. Since Roseburg City Council adopted its tobacco-free parks Ordinance in 2010, other cities and counties adopted smoke-free event and/or downtown policies. The science was clear: there was no safe level of secondhand smoke exposure. Oregon had strong laws that protected

people from secondhand smoke at work and in public places. Yet many people in Oregon, including children, were still exposed to secondhand smoke and aerosols, leading to illnesses and death.

Dr. Dannenhoffer explained with appropriate preparation and consistent communication in advance of and during implementation, smoke-free policies would become largely self-enforced. He had witnessed high voluntary compliance at youth soccer games in Stewart Park, Music on the Half Shell and other local smoke-free areas and events. No scientifically objective studies had found a negative economic impact of smoke-free policies. Smoke-free policies often had a positive economic impact on businesses. He discussed the added concern of cigarettes as toxic trash, accessible to children and pets. During two cleanup events in Downtown Roseburg in 2018-2019, nearly 2,200 butts were picked up by Blue Zones Project volunteers.

Abby Punches, Roseburg High School Graduate and student at University of Oregon, stated that adequate signs empowered patrons to self-enforce. Klamath Falls created an ordinance she hoped Council would consider regarding prohibited smoking at events in downtown. Blue Zones had support from a variety of community partners focused on community health and youth development and letters were included in the packet for Council to review.

Ms. Punches discussed how the Roseburg Town Center Board of Directors unanimously voted to support the policy at their August 2020 Board Meeting. In August, 49 downtown patrons participated in a sidewalk poll on Jackson Street. Of those, 42 patrons indicated they would be supportive of a smoke-free event policy and 7 indicated no or no comment. Out of the 20 downtown businesses surveyed in 2019, only 10% indicated they would not support a smoke-free policy with the remaining 90% stating they felt that secondhand smoke was very harmful to one's health. Ms. Punches highlighted different reasons the public supported the policy when asked during a sidewalk poll in August. Focusing on the health of children was very important and why they were trying to promote this change. Ms. Punches worked in a downtown law office and walked in downtown every day. She noticed a lot of smoking in the area and although she could personally handle it, she had many friends with health issues where smoke triggered episodes for them. Secondhand smoke could have long lasting effects. It was important to respect medical boundaries when in public spaces.

In response to Councilor Cotterell, Dr. Dannenhoffer explained they were seeking Council's consideration of an ordinance to enforce smoke-free events in the downtown area. Ms. Messenger said Staff could draft an ordinance to bring back for consideration. Blue Zones approached Council a year ago to advocate for a smoke-free downtown, but it did not move forward. When looking at events, it was important for youth to enjoy the Newollah parade or other events without the hazard of breathing in smoke. In response to Councilor Hicks, Dr. Dannenhoffer said information was from people in the community and they could involve residents in the downtown area. Councilor Hicks stated it did not make sense to have residents walk away from their homes to smoke. It imposed on their livability. Mayor Rich said if someone lived outside of Jackson Street or Main Street it did not apply, but would take place from City Hall area to Mosher Street during an event if it were scheduled within that area. Councilor Hicks noted most residences in that area were apartments and/or low income. They were not allowed to smoke indoors so she felt it was irresponsible to ask them to travel away from their home to smoke. They needed to be included in the conversations.

Council directed staff to draft an ordinance for consideration regarding smoke-free events in downtown Roseburg. Councilor Hicks opposed the consideration.

AUDIENCE PARTICIPATION
No written comments were received prior to the meeting.

CONSENT AGENDA
Councilor Cotterell moved to approve the following Consent Agenda Items:

A. Minutes of August 24, 2020 Meeting
B. Minutes of August 31, 2020 Work Study 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.

PUBLIC HEARING – RESOLUTION NO. 2020-18, SUPPLEMENTAL BUDGET – CARES FUNDS
Mayor Rich opened the Public Hearing regarding a supplemental budget and appropriation revisions for the general and grant funds, fiscal year 2020-21 at 7:28 p.m. Mr. Harker reported that an appropriation was an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes and was limited to one fiscal year. The method used to amend the budget was determined by the budgetary change needed. If the change involved new appropriations and increased revenues, a new fund, or a new appropriation category or the use of reserved for future expenditure funds, a supplemental budget was usually required. If the change was a transfer of appropriation authority (and the corresponding resources) from one fund to another, or within the same fund, then a resolution transfer was allowed.

Mr. Harker discussed the grant provisions. On July 27, 2020, the City entered into a grant agreement with the State of Oregon that made available $771,520 for mitigating COVID-19 pandemic costs. Funding came from the Federal CARES Act through the Coronavirus Relief Fund. In support of local government actions in the statewide fight against the Coronavirus, the funds could be used to cover costs that were:

1. Necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. Were not accounted for in the City's budget most recently approved as of March 27, 2020; and
3. Were incurred during the period that begins March 1, 2020, and ends on December 30, 2020.

Nonexclusive examples of eligible expenditures included:

1. Medical expenses such as:
    - COVID-19 related expenses of public hospitals, clinics, and similar facilities.
    - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
    - Costs of providing COVID-19 testing, including serological testing.

- Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
- Expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment.

2. Public health expenses such as:
   - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
   - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protective services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
   - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health and safety.
   - Expenses for public safety measures undertaken in response to COVID-19.
   - Expenses for quarantining individuals.

3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

4. Expenses of actions to facilitate compliance with COVID-19 related public health measures, such as:
   - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
   - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
   - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 health precautions.
   - Expenses for providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
   - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.

5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
   - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
   - Expenditures related to State, territorial, local, or Tribal government payroll support program.
   - Unemployment insurance costs related to COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

6. Any other COVID-19 related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Funds could not be used to fill shortfalls in government revenue to cover expenses that would not otherwise qualify under the statute. Although a broad range of uses were allowed, revenue replacement was not a permissible use of Fund payments. As these costs cover the total granting period, which covered two fiscal years, the remaining balance to be recognized and appropriated for the 2020-2021 fiscal year was $700,000.

Mr Harker discussed proposed adjustments. Since there had been and there remained a potential for payroll costs associated with "Paid Sick & Paid Family & Medical Leave" through December 2020, it was prudent to allocate a portion of the grant funds to the General Fund. An allocation of $50,000 to the General Fund for those costs and other related costs was proposed. The remaining balance of $650,000 could be recognized and appropriated in the City's Grant Fund in an effort to centralize the program activities, provide management efficiencies and provide program transparency. It was proposed to appropriate the balance between materials & services and capital outlay in a 93/7 split. Materials and services would receive an additional $625,000 for medical and protective supplies, disinfecting public areas and other facilities, public safety measures, and economic supports. Capital outlay would receive $25,000 to facilitate capital improvements meant to address COVID-19 impacts such as moving the electrical drops at the library so that computer stations could be relocated six feet apart. The State was looking for full commitment in October and if funds were not spent by the end of December, they would go back to the State.

In response to Councilor Hicks, Mr. Harker explained there were no COVID-19 cases amongst City employees, but the medical expense could be used for those who had to stay home for lack of childcare coverage. Medical supplies were for face masks, equipment, other protective gear and cleaning supplies. Some items were purchased locally, but others were through companies online due to shortages. In response to Mayor Rich, Ms. Messenger added that some of the sick time was also used if an employee was contacted and told they were at risk from a potential exposure and had to go home. Temperatures were also taken and if above an acceptable number, the employee would be sent home until back to normal. Councilor Prawitz wanted to know what other ideas the City had for spending the money. Ms. Messenger said Staff was open for suggestions, but she wanted to provide more money to the CCD Business Office to help with their grant program for small businesses. She thought about mortgage or utility assistance through UCAN or working with ESD for their childcare program. Peace at Home already used their budgeted hotel funds to help the unhoused so that could be another idea. There could be an element for tourism and paying for an ad campaign. Again, she was open for suggestions from Council. Councilor Hicks appreciated the ideas from Ms. Messenger and suggested sending letters to businesses based on the City's business registration list to alert others who may have missed information regarding assistance. Mr. Harker added that a flyer would be available in an upcoming water bill with information to help reach more citizens.

No written comments were received for the Public Hearing. As no one else wished to speak, Mayor Rich closed the Public Hearing at 7:46 p.m. Councilor Cotterell moved to adopt Resolution No. 2020-18, entitled, "A Resolution Authorizing a Supplemental Budget and Budget Appropriation Revisions for Fiscal Year 2020-21." 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.

STEWART PARK PAVILION IMPROVEMENTS BID AWARD RECOMMENDATION

Mr. Perkins stated the City received a grant from the OPRD Local Government Grant Program to renovate the Stewart Park Pavilion. The pavilion was built around 1970 and had served the City and its residents well for many years, but was starting to show its age. The roof was leaking in several spots, and there was an immediate need to address those issues before further deterioration occurred. The project would include the demolition of two existing stone fireplaces, removal and replacement of two trusses and associated roof purlins and sheeting. The project would also include the removal of the existing tile roofing and installation of new standing seam metal roofing, skylights and electrical lighting upgrades. Funds had been budgeted and available to construct the project. The bid appeared to be both responsive and responsible. The Parks Commission discussed this project at their September 2, 2020, meeting and unanimously recommended awarding the project to the lowest responsible bidder, DSL Builders, for $119,875.00 who were based in Salem, Oregon.

In response to Mayor Rich, Mr. Perkins confirmed they hoped to have the project completed in December 2020. Councilor Hicks suggested taking funds and just replacing the roof to help it last another fifty years. Mr. Perkins explained when the shaker roof was replaced with tile; it was much heavier and caused damage to the structure. It was safer to complete the project as designed and scheduled. Councilor Hicks added that many people could not afford their own barbeque to take to the park so they used the fireplaces and did not want to see them removed from public access. Councilor Eggers moved to award the Stewart Park Pavilion Renovation project to the lowest responsible bidders, DSL Builders, for $119,875.00 upon expiration of the seven-day notice of intent to award period. The motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no. Councilor Hicks added that it was important to have assets for the public.

SUNSHINE PARK PROPERTY BOUNDARY LINE ADJUSTMENT AND EASEMENT AGREEMENT

Mr. Perkins reported that during the process of conceptual design of the proposed hiking/biking trails at Sunshine Park, it was determined that the City did not have legal access to the easterly edge of the Sunshine Park property. It was also determined that the driveway to the residence at 350 Temple Brown Road, which was adjacent to the Park, was actually constructed on City owned park property. Neither the City nor the adjacent property owner had legal access to their respective property. Staff had been working with the property owner to determine a mutually beneficial resolution to this issue. The proposed solution required an adjustment to the boundary line between the two properties and creation of an easement to allow the City to have emergency access across the adjacent property. Both properties were outside the city limits, which required administrative action through the Douglas County Planning office. The proposed solution to this issue benefits both parties. As such, the City agreed to pay 50% of the cost of surveying and county application fees and anticipated the amount to be less than $5,000.00.

Mr. Perkins said he had been working with Mr. Adams, property owner, for several months and he was willing to grant an easement to use his full driveway. The City did not intend to build a

trail or parking lot from this section. It was only to be used for emergency purposes. In response to Councilor Hicks, Mr. Perkins explained the mistake could have been from the assumption by the owner that the property line was along a fence at the property rather than having it surveyed. The City could build trails without this adjustment and easement, but it would be best to have access for emergency purposes along with legal access. Mayor Rich summarized the boundary line change would allow emergency use of the driveway, nothing would be built by the City from the driveway, the owner would maintain the road and public would not have access. Councilor Prawitz asked about the nearby cemetery. Mr. Perkins said the cemetery was well maintained and family of the deceased buried there had permission from Mr. Adams to use the driveway for access. Councilor Hicks expressed concern on how to restrict public access to the road. Mr. Perkins explained it would be a law enforcement issue for trespassing on private property.

Councilor Eggers moved to authorize the City Manager to execute a boundary line adjustment and easement agreement between Sunshine Park and 350 Temple Brown Road. The motion was seconded by Councilor Cox 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

Ms. Messenger alerted Council she closed City buildings due to poor air quality based on OSHA guidance. SERVPRO of Douglas County was contacted to bring in air scrubbers to take care of the smoke issue and for employee safety and health, it was important to send them home.

Councilor Cotterell thanked Ms. Messenger and Staff for their hard work in the last week during the threat of wildfires. Councilor Hicks wanted to remind citizens to keep their headlights on during the day while driving in smoke and to drive slower. She also thanked City Staff and Douglas County for working with evacuees, agencies and providing a shelter at the Douglas County Fairgrounds. It was much appreciated to have people in the community come together to help those in need and the animals that were displaced. Councilor Prawitz reminded Council that 109 homes were lost in the wildfire at Glide, Oregon and it was a tragedy. The best way to help the victims was to donate money. He discussed the recent editorial about law enforcement and firefighters having enough to do without also dealing with wild rumors on how fires started. He wanted people to remember they were putting their lives on the line.

ADJOURNMENT

The meeting adjourned at 8:15 p.m.

Koree Tate

Koree Tate
Management Assistant

MINUTES OF THE SPECIAL MEETING OF THE ROSEBURG CITY COUNCIL
September 21, 2020

Mayor Larry Rich called the Special Meeting of the Roseburg City Council to order at 6:00 p.m. on September 21, 2020 electronically via Zoom, Roseburg, Oregon.

ROLL CALL

Present: Councilors, Bob Cotterell, Alison Eggers, Ashley Hicks, Brian Prawitz and Andrea Zielinski

Absent: Councilors Beverly Cole, Sheila Cox and Linda Fisher-Fowler

Others Present: City Recorder Amy Sowa, Human Resources Director John VanWinkle and Management Assistant Koree Tate.

SPECIAL PRESENTATION

Mr. VanWinkle introduced Patty Mulvihill, League of Oregon Cities (LOC) General Counsel and Kirk Mylander, Citycounty Insurance Services (CIS) General Counsel.

LEAGUE OF OREGON CITIES

Ms. Mulvihill explained roles and responsibilities for City Council were outlined in the City Charter, Council Rules and Procedures which should be reviewed yearly to better understand the roles of City Councilors. Council had authority only as a body, not as individuals. It was best to learn how to negotiate and work together. Council had four major roles for centralized power that came from collective authority:

1. Legislative Body. The Council was the legislative body of the City and responsible for enacting ordinances, comprehensive plans, strategic plans and the budget, but needed to do it together as a team.
2. Policy Makers/Visionaries. Council guides the overarching policy of the City and sets the vision for where the City was going. Whatever policy the City Manager makes, it must be based on or follow the overarching policy already established by the City Council.
3. Limited Hiring Authority. Most cities in Oregon limit their City Councils to hiring, managing, disciplining and firing the city manager and municipal judge, and on occasion the city attorney and police chief.
4. Limited Administrative & Quasi-Judicial Powers. At times, City Council may be asked to utilize both administrative and quasi-judicial powers. Administrative powers were twofold in nature. Quasi-judicial powers typically occur in the land use context and were when the Council acted as a judge.

Ms. Mulvihill discussed how Council had more roles than they thought, but less actual authority. Affirmative duties were listed within the Charter and Council was legally required to follow the rules. She suggested each Councilor review and make a list to have a better understanding of authority. One unique rule to Roseburg was the item that stated, "Work together with Staff as a team and in a spirit of mutual confidence and support." There were special rules for the Mayor that included being the public face of the community, being the presiding officer and being the chief facilitator. A Council President acted as the Mayor when the Mayor was absent,

was elected by Council at the first meeting of each year and worked together with the Mayor throughout the year.

Next, Ms. Mulvihill discussed the City Manager's role as the Chief Executive Officer of the City. Typically, a City Manager would do the following:

- Manage the City and its personnel
- Recruit, hire, supervise and terminate City employees
- Prepare the budget (or oversees its preparation) for the Council's consideration
- Responsible for ensuring the Council's vision and strategic plans are brought to fruition
- Provide the Council with objective information about local operations
- Provide reasoned analysis and assessments of the benefits and consequences of City Council actions
- Make policy recommendations for the Council to consider

Typically, Council discusses what subjects matter to them most and gives the City Manager direction to make it happen. The City Manager worked with Council as a team and sought direction for clarification. Council and City Staff have a symbiotic relationship, and under the City Manager's direction, there was a carefully constructed parameter of ebb and flow as everyone worked together as a team.

Ms. Mulvihill suggested Council and Staff think how to determine and achieve the desires of citizens and plan for the future. It was important to think and act strategically to make overall operations more successful. To be a good Council they had to be a good team. According to Robert Maddux, a respected leader in effective teambuilding, there were seven principles to keep in mind when a group was trying to become a team:

1. Shared Understanding – personal and team goals could be achieved best with mutual support.
2. Shared Ownership – all share the work and goals, and are committed to commonly established rules.
3. Everyone Could Contribute – personal and professional competencies add to the success of the team's goals.
4. Room to Express Ideas and Opinions – making an effort to understand each other.
5. Nobody Feels Threatened – conflict is viewed as a normal aspect of teamwork.
6. Trust and Encouragement – members are encouraged to improve their skills and competencies.
7. Decision-Making Process – is participative and no one is left out or unheard.

Ms. Mulvihill cautioned Council to be cognizant with listening skills and determine if they listened to learn or to argue. An effective small group had interpersonal skills to work with others, task skills for knowledge of the job and rational skills to be able to deal with issues and problems rationally. Council needed to follow rules and procedures to give everyone a sense of professionalism. Ms. Mulvihill had seen councils break down when communication issues began. No one wanted to be buried in rules, but when drifting from rules, it created a risk of deterioration which included interrupting people, multiple talking over each other, question time turning to debate time and facilitators becoming participants. Relying on elections to tell Council how they were performing was not the mark of an effective team. Objective feedback was needed for the entirety of their work and could be obtained through focus groups, surveys and questionnaires. Solid Councils were also comprised of people who never stopped learning

and took advantage of attending conferences, participating in other meetings, or having someone on Council sit on a Board.

In response to Councilor Hicks, Ms. Mulvihill explained Council was to funnel questions for the City Attorney through the City Manager unless it was regarding the City Manager's evaluation. Evaluations would be discussed with the Mayor. It was common to have multiple types of attorneys available to the City depending on the type of situation and their expertise. Councilor Hicks sought suggestions for team building with Council. Ms. Mulvihill explained many Councils had facilitators or retreats for team building exercises. One city in Oregon scheduled a dinner prior to meetings for social time while other cities had holiday parties to build comradery.

CITYCOUNTY INSURANCE SERVICES

Mr. Mylander reported there were three types of risk management policies:

- Risk Retention – pay losses from own resources
- Risk Transfer – buy insurance by paying a premium to a third party, usually a non-profit insurance company, to cover losses on your behalf
- Risk Sharing – members of a group like CIS pool resources to pay covered losses

Mr. Mylander shared information about claims against public officials. There were six discussed: discretion abused, defamation, malfeasance, mandatory duty breached, discrimination and non-feasance (failure to act). The largest cost for a City was terminating City Mangers, but other common claims against public officials included:

1. Employment decisions: termination, layoff
2. Defamation
3. Causing a hostile work environment for Staff
4. Failure to provide due process when terminating
5. Removing disruptive citizens
6. Open meetings laws/Executive Sessions
7. Using office for personal gain
8. Actions relating to land-use and zoning
9. Conflict of interest claims

Mr. Mylander explained the importance of avoiding a serial meeting, which was best explained as communicating purposefully via email, phone or in person discussing a vote and moving on to the next person. Voting needed to take place in a public meeting. He cautioned to never say, "Do you know who I am" to anyone as it would be an abuse of power. Coverage for ethics charges was $7,500 per individual/year and $15,000 per City/year. There were three common claims against cities that could be costly: employment cases, law enforcement filing employment cases and law enforcement cases. The average employment claim for police was $103,022, other employee groups were $45,571 and legal costs of litigated employment claims were $85,041. When reviewing the history, information provided to the actuary showed a slight decline which could help the City pay less in the future.

Mr. Mylander expressed the importance of following the law and abiding fairly. CIS was able to provide resources and training for onboarding, retaining and training. CIS also provided pre-loss advice to develop a strategy to minimize the likelihood of a claim, lawsuit and potential reduction of actuaries. There was no cost to the hundreds of claims that never occurred and

the City could save $26,668 on average when pre-loss was involved as part of the process. The City's best defense against employment claims was to use a "Hire to Retire" approach along with CIS' pre-loss services. In response to Councilor Hicks's questions, Mr. Mylander explained the following:

- It was hard to defend when a Councilor started bossing around employees and trying to do the City Manager's job and was sued as a result. He suggested letting the City Manager do their job and have Council focus on leadership and giving clear direction to the City Manager.
- If a City Manager gets upset about criticism during an evaluation process, it should be noted that Councilors were doing their job managing and there would be times when they could receive highly critical information. This should never be in public view and only during Executive Session. Harsh review was not basis for a lawsuit.
- A City Manager was a unique position in the City, acting as a conduit between the Council and Staff. Councilors were unique and looked at as officers of the City and as a group, Councilors spoke as the City. When at home or out personally aside from City business, one is not completely shed from the position. As far as city reputation, it would follow a person all the time and everywhere until no longer in office or retired.

Councilor Zielinski wanted to know how it was deemed if a Councilor, on their personal social media page, wrote the City or City Manager was corrupt. Mr. Mylander explained that even with disclaimer that the individual was stating their own opinion, a person was never fully shed of their mantle of being a Councilor. People in the community know who you are and your position. It dents the reputation of the City so he suggested speaking in front of others in a meeting rather than on social media. If something is said on social media that is known to be false, it could end up being a defamation claim. Mayor Rich asked if the statement said by a Councilor was knowingly false, would that person be sued or the Council as a whole. Mr. Mylander said it would depend on if the person was acting outside the scope as a role of Councilor, and if so, that person would be liable and could be sued, not the whole Council. In response to Councilor Hicks, Mr. Mylander confirmed most lawsuits were two versions of the same event and executive session material was admissible in court. It was best to have Council work out any differences because it all came down to whether the actions or basis of the lawsuit occurred within the scope and authority of the event and if the City would be liable.

ADJOURN

Mayor Rich adjourned the meeting at 8:07 p.m.

Koree Tate

Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

ORDINANCE TO AMEND RMC 7.02.170(B) – PROHIBIT SMOKING AT COMMUNITY EVENTS IN DOWNTOWN AND ON ROSEBURG PUBLIC PARK PROPERTY

Meeting Date: September 28, 2020 | **Agenda Section: Ordinances**
Department: Administration | **Staff Contact: Amy L. Sowa, City Recorder**
www.cityofroseburg.org | **Contact Telephone Number: 541-492-6866**

ISSUE STATEMENT AND SUMMARY

Staff has prepared a draft ordinance for Council to consider that would prohibit smoking at community events in downtown Roseburg, and add language in the Code from the Park Rules and Regulations regarding smoking on public park property. "Smoking" is defined in Roseburg Municipal Code Subsection 7.02.170(A) and in the Parks Rules and Regulations.

BACKGROUND

A. Council Action History.

On September 14, 2020 Dr. Bob Dannenhoffer and Abby Punches presented information supporting the concept of smoke-free events in downtown, requesting Council to consider adopting an ordinance that would prohibit smoking at community events in downtown Roseburg.

B. Analysis.

During Dr. Dannenhoffer and Ms. Punches' presentation, it was noted that a Smoke-Free Policy could positively impact 95% of Roseburg residents who do not smoke by reducing their exposure to secondhand smoke, reducing chronic disease and its impact on health care costs. The United States Surgeon General concluded that there is no safe level of exposure to secondhand smoke and that regulating smoking through smoke-free ordinances is the most effective way to protect individuals from exposure. Oregon has strong laws that protect people from secondhand smoke at work and in public places, yet many people in Oregon, including children, are still exposed to secondhand smoke in other settings.

The Downtown Roseburg Association Board of Directors unanimously voted to support a smoke free event policy at their August 2020 Board Meeting. In addition, 49 downtown patrons participated in a sidewalk poll on Jackson Street in August. Of those, 42 patrons indicated they would be supportive of a smoke-free event policy and 7 indicated no or no comment. Smoke-free policies often have a positive economic impact on businesses.

Also included in the draft ordinance is reference to the Park Rules and Regulations regarding prohibited smoking on public park property. Because other smoking prohibitions are formally adopted in the Code, Staff felt it was appropriate to include this reference in the Roseburg Municipal Code.

Staff has prepared a draft ordinance for Council consideration, which would amend Roseburg Municipal Code Subsection 7.02.170(B), to prohibit smoking at community events in downtown Roseburg and on public park property.

C. Financial/Resource Considerations.
There are no financial considerations in adopting this ordinance.

D. Timing Considerations.
Although many events have been put on hold due to the COVID-19 pandemic, adopting an ordinance now would provide a smoke-free environment for future community events.

COUNCIL OPTIONS
Council has the following options:

- Proceed with first reading of the ordinance; or
- Request additional information; or
- Decline to proceed with the proposed action

STAFF RECOMMENDATION
Staff recommends Council proceed with first reading of the ordinance to prohibit smoking at community events in downtown Roseburg and on public park property.

SUGGESTED MOTION
To proceed with first reading of Ordinance No. 3542, no motion is needed, only consensus to proceed by the Council.

ATTACHMENTS:
Attachment #1 – Ordinance No. 3542, Amending Roseburg Municipal Code Subsection 7.02.170(B).

ORDINANCE NO. 3542

AN ORDINANCE AMENDING SUBSECTION 7.02.170(B) OF THE ROSEBURG MUNICIPAL CODE TO PROHIBIT SMOKING AT COMMUNITY EVENTS IN DOWNTOWN ROSEBURG AND ON ROSEBURG PUBLIC PARK PROPERTY

WHEREAS, the United States Surgeon General concluded that there is no safe level of exposure to secondhand smoke and that regulating smoking through smoke-free ordinances is the most effective way to protect individuals from exposure; and

WHEREAS, secondhand smoke contains more than 7,000 chemicals, including approximately 70 known human cancer-causing agents; and

WHEREAS, tobacco use causes 8,000 deaths due to tobacco-related illness each year in Oregon; and secondhand smoke is responsible for almost 10 percent of those deaths.

WHEREAS, each year in Douglas County 12,540 people suffer from a serious illness caused by tobacco use and 27 percent of all deaths in Douglas County can be attributed to tobacco use; and

WHEREAS, each year in Douglas County, $42.2 million is spent on medical care for tobacco-related illnesses and it is estimated that $37.6 million is lost in productivity due to tobacco-related deaths; and

WHEREAS, cigarette butts are a major and persistent source of litter that are often cast onto sidewalks, streets and park property in Douglas County. Nationally 65 percent of all cigarette butts are littered; and

WHEREAS, "Smoking" is defined in Roseburg Municipal Code Subsection 7.02.170(A) and in the Parks Rules and Regulations.

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

SECTION 1. Roseburg Municipal Code Subsection 7.02.170 (B), titled "Unlawful Smoking" is hereby amended to read as follows:

B. A person commits the offense of unlawful smoking if the person does any of the following:
   1. Smokes within the boundaries of any of the following City of Roseburg-owned public parking lots or on any public sidewalk adjacent thereto:
      a. The "Phillips" lot at 840 SE Stephens;
      b. The old "Shalimar" lot at 734 SE Stephens;
      c. The "Rose/Cass" lot at 727 SE Rose;
      d. The "Flegel" lot at 1071 SE Washington;
      e. The parking structure at 551 SE Rose;
      f. The "Library" parking lot at 1409 NE Diamond Lake Blvd
      g. The "Employee" parking lot at Court Street

2. Smokes on public park property as outlined in the Parks Rules and Regulations, except for Stewart Park Golf Course.
3. Smokes on any sidewalk, street, driveway, parking area or alley adjacent to any City park except for Stewart Park Golf Course.
4. Smokes on Jackson Street and Main Street with a boundary on the north at Douglas Avenue and to the south at Lane Avenue, including all adjacent cross streets, during community events in downtown Roseburg.
    a. Unless otherwise prohibited by City Code, this section shall not apply to any persons lawfully smoking in a privately owned residence or entirely within an enclosed privately owned motor vehicle.
    b. Smoking of noncommercial tobacco products for ceremonial purposes is permitted in spaces designated for traditional ceremonies in accordance with the American Indian Religious Freedom Act, U.S.C. 1996.

SECTION 3. All other sections and subsections of Section 7.02.170 of the Roseburg Municipal Code shall remain in full force and effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF _____, 2020.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2020.

_____
LARRY RICH, MAYOR

ATTEST:

_____
AMY L. SOWA, CITY RECORDER

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

24-INCH TRANSMISSION MAIN, PROJECT 20WA17
CONSULTING SERVICES CONTRACT RECOMMENDATION

Meeting Date: September 28, 2020
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Brice Perkins, PW Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY
Staff has completed a qualifications-based selection process for design, bidding, and construction management services related to the 24-inch transmission main replacement project. The issue for the Council is whether to award a master engineering services contract for this project.

BACKGROUND
A. Council Action History.
None.

B. Analysis.
The City of Roseburg utilizes two major water transmission mains that are located along Stephens Street between the water treatment plant in Winchester and the main reservoir complex on Bellview Court. The older of the two original transmission mains was installed in 1934.

In 2010 the City adopted the current Water System Master Plan, which recommends replacement of the 1934 20-inch diameter transmission main in phases. The first phase of the project, from the Water Treatment Plant to Hooker Road, was completed in 2013. The second phase scheduled for replacement is from Hooker Road to Isabell Avenue. The third phase is from Isabell Avenue to Newton Creek Drive.

On June 16, 2020, staff issued a Request for Qualifications for engineering services, and two statements of qualifications (SOQs) were received on July 9, 2020. The SOQs were ranked by a review committee consisting of three Public Works staff members. The final rankings are as follows.

Proposer	Average Score
1. Murraysmith	96
2. RH2 Engineers, Inc.	83

Staff's intent is to execute a master engineering contract with the highest ranked proposer to provide design, bidding, and construction management services for Phase II and Phase III of the transmission main replacement project. Each task order under the master contract will be individually negotiated, based on an agreed upon scope of work. The first anticipated task order will include design and bidding services for Phase II of the transmission main installation from Hooker Road to Isabell Avenue. The second anticipated task order will be construction management services for Phase II.

Staff may negotiate future task orders for similar services for Phase III of the transmission main installation from Isabell Avenue to Newton Creek Drive.

C. Financial/Resource Considerations.
If approved, individual task orders will be negotiated for various portions of the work. Any task orders over $50,000.00 will require approval from the City Council after recommendation by the Public Works Commission.

D. Timing Considerations.
If awarded, the master contract will be executed as soon as practical and will expire on June 30, 2022.

COUNCIL OPTIONS
The Council has the following options:

1. Award the master engineering services contract; or
2. Request additional information; or
3. Reject the proposals and not move forward with a contract at this time.

STAFF RECOMMENDATION
The Public Works Commission discussed this contract at their September 10, 2020, meeting. The Commission unanimously recommended awarding the contract to Murraysmith. Staff concurs with this recommendation.

SUGGESTED MOTION
"I move to award the master engineering services contract for phases II & III of the 24-inch transmission main replacement project to Murraysmith. "

ATTACHMENTS:
None

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

24-INCH TRANSMISSION MAIN, PROJECT 20WA17
CONSULTING SERVICES TASK ORDER NO. 1 AUTHORIZATION

Meeting Date: September 28, 2020
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Brice Perkins, PW Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY
Staff has completed a qualifications-based selection process for design, bidding, and construction management services related to the 24-inch transmission main replacement project. The issue for the Council is whether to authorize Task Order No. 1 for design and bidding services for Phase II of the project.

BACKGROUND
A. Council Action History.
None

B. Analysis.
The City of Roseburg utilizes two major water transmission mains that are located along Stephens Street between the water treatment plant in Winchester and the main reservoir complex on Bellview Court. The older of the two original transmission mains was installed in 1934.

In 2010 the City adopted the current Water System Master Plan, which recommends replacement of the 1934 20-inch diameter transmission main in phases. The first phase of the project, from the Water Treatment Plant to Hooker Road, was completed in 2013. The second phase scheduled for replacement is from Hooker Road to Isabell Avenue. The third phase is from Isabell Avenue to Newton Creek Drive.

This is the first task order under a master engineering contract with Murraysmith to provide design, bidding, and construction management services for Phase II and Phase III of the transmission main replacement project. Task Order No. 1 will include design and bidding services for Phase II of the transmission main installation from Hooker Road to Isabell Avenue.

C. Financial/Resource Considerations.
Task Order No. 1 for design and bidding services has been negotiated with Murraysmith at a cost not to exceed $203,267.00. The FY 2020-2021 Water Fund budget includes $280,000 for design of Phase II of the transmission main.

D. Timing Considerations.
If authorized, notice to proceed with Task Order No. 1 will be issued as soon as possible. Murraysmith estimates nine months to complete the design and bidding.

COUNCIL OPTIONS
The Council has the following options:

1. Authorize Task Order No. 1 for design and bidding services for Phase II of the 24-inch transmission main project; or
2. Request additional information; or
3. Not authorize this task order and not move forward with the project at this time.

STAFF RECOMMENDATION
The Public Works Commission discussed this task order at their September 10, 2020, meeting. The Commission unanimously recommended authorizing Task Order No. 1 with Murraysmith for design and bidding services for Phase II of the 24-inch transmission main from Hooker Road to Isabell Avenue at a cost not to exceed $203,267.00. Staff concurs with this recommendation.

SUGGESTED MOTION
"I move to authorize Task Order No. 1 with Murraysmith for design and bidding services for Phase II of the 24-inch transmission main from Hooker Road to Isabell Avenue at a cost not to exceed $203,267.00."

ATTACHMENTS:
None

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

CORONAVIRUS RELIEF FUND EXPENDITURE AUTHORIZATION

Meeting Date: September 28, 2020 **Agenda Section: Department Items**
Department: Administration **Staff Contact: Nikki Messenger, City Manager**
www.cityofroseburg.org **Contact Telephone Number: 541-492-6866**

ISSUE STATEMENT AND SUMMARY

Staff is seeking Council's direction regarding the expenditure of Coronavirus Relief Funds (CRF) issued by the State of Oregon. The issue for Council is whether to approve staff's recommended expenditure framework.

BACKGROUND

A. Council Action History.

On July 13, 2020, the Council adopted Resolution No. 2020-14 declaring an emergency in the City of Roseburg. On August 24, 2020, the Council adopted Order No. 2020-03 extending the declaration of emergency through December 31, 2020, unless cancelled sooner by the Council. On September 14, 2020, the Council adopted Resolution No. 2020-18 authorizing a supplemental budget to recognize revenues and appropriate funds related to the CRF funding.

B. Analysis.

The City has entered into a grant agreement with the State of Oregon to receive CRF funding. The grant will reimburse the City for eligible expenses related to COVID-19. Eligible expenses are outlined in the grant agreement and are based on the federal guidelines for the CARES Act.

There are several different organizations in the city that are providing COVID-related relief to citizens and businesses. As such, it is difficult to determine the exact level of additional need in the community. For instance, CCD Development Corporation has received state funding to provide small business grant programs. UCAN has received funding and is providing rental and utility payment relief. Both of these organizations have indicated additional funding would be helpful, and the City is in the position to supplement that funding, but needs to ensure that all funding will be delivered to those in need prior to December 30, 2020.

The emergency declaration provides the City Manager broad authority for spending. Given the significant amount of funding available, it is important to ensure that the Council's vision for the funding is being implemented, regardless of that spending authority. Staff is proposing dedicating the funding to the following broad categories.

1. Eligible City of Roseburg expenses related to the pandemic.
   - The pandemic has and will continue to impact City revenues. The CRF funds cannot be used as revenue replacement, so it is vital that the City cover all of its eligible costs associated with the pandemic. Examples include:
     - Employee costs (leave related to COVID)
     - Personal protective equipment (PPE)
     - Cleaning supplies
     - Plexiglas dividers, medical equipment
     - Contracted services – portable toilets, handwashing stations, etc.

2. Support for local small businesses within the City of Roseburg
   a. Partnering with CCD to deliver grant program(s)

3. Support for local citizens within the City
   a. Mortgage and/or rent assistance (partner with UCAN)
   b. Utility assistance (partner with UCAN)
   c. Food assistance (partner with UCAN/others)
   d. Child care/distance learning (partner with ESD)

4. Support for eligible non-profits delivering social services impacted by COVID. Examples include:
   a. Peace at Home
   b. Salvation Army
   c. United Way
   d. Meals on Wheels
   e. Homeless services

5. Economic recovery planning

6. Tourism promotion

C. Financial/Resource Considerations.

There is approximately $625,000 budgeted in the Grant Fund. Of that, $50,000 has already been provided to CCD for small business grants.

Staff is recommending the following maximum allocations. The intent is to provide a high degree of flexibility to ensure that staff can react quickly when needs are identified. As a result, the total exceeds $625,000. Staff will be responsible to ensure that actual expenditures do not exceed the grant amount.

TABLE 1

Category	**Maximum Amount**
City COVID Expenses	Actual
Support for Local Businesses	$250,000
Support for Local Citizens	$250,000

Support for Non-Profits	$200,000
Economic Recovery Planning	$50,000
Tourism Recovery	$50,000

D. Timing Considerations.
All funds have to be expended prior to December 30, 2020. Once Council has provided direction, staff will work to get agreements in place to distribute the funds as quickly as practical.

COUNCIL OPTIONS
The Council has the following options:

1. Give a high level authorization to the City Manager to expend/distribute the funds based on the maximum amounts shown and in accordance with the emergency declaration; or
2. Make adjustments to Table 1 and authorize the City Manager to expend the funds based on the adjusted maximum amounts; or
3. Request additional information.

STAFF RECOMMENDATION
Staff recommends the Council provide the City Manager with broad authority to execute agreements with community partners to deliver this funding as expeditiously as practical, with the maximum amounts outlined in the Table 1.

SUGGESTED MOTION
"I move to authorize the City Manager to execute agreements as necessary to provide up to $625,000 in CRF funding to qualified community partners to deliver COVID-related programs within the City of Roseburg according to the maximum amounts outlined in Table 1."

ATTACHMENTS:
None

ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

CITY MANAGER ACTIVITY REPORT

Meeting Date: September 28, 2020 **Agenda Section: Informational**
Department: Administration **Staff Contact: Nikki Messenger, City Manager**
www.cityofroseburg.org **Contact Telephone Number: 541-492-6866**

ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your September 28, 2020, meeting, the following items are included:

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

Agenda
Department Head Meeting
Electronically via Zoom
September 15, 2020 - 10:00 a.m.

1. Review September 14, 2020 City Council Meeting Synopsis
2. Review September 21, 2020 Special Council Meeting Agenda
3. Review September 28, 2020 City Council Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents and/or Grants to review and/or sign
6. Department Items

Agenda
Department Head Meeting
Public Safety Center Umpqua Conference Room
September 21, 2020 - 10:00 a.m.

1. Review September 28, 2020 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents and/or Grants to review and/or sign
4. Department Items

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Airport Fees for Fire Agency Services
- City Manager Annual Evaluation
- Parklet Update
- PEG Channel Discussion
- RMC 5.04 Amendment - Water Rules and Regulations
- Solid Waste Flow Control Ordinance
- Umpqua Basin Urban Services Agreement

October 12, 2020

Consent Agenda

A. Minutes of September 28, 2020

Public Hearing

A. Resolution No. 2020-19 - Supplemental Budget

Ordinance

A. Ordinance No. 3542 – Amending Roseburg Municipal Code 7.02.170(B) - Prohibit Smoking at Events in Downtown, Second Reading

B. Ordinance No. 3543 – Amending Sections of Chapter 3.06 – Contracts of the Roseburg Municipal Code, First Reading

Informational

A. City Manager Activity Report

October 26, 2020

Consent Agenda

A. Minutes of October 12, 2020

Public Hearing

A. Ordinance No. 3543 – Amending Sections of Chapter 3.06 – Contracts of the Roseburg Municipal Code, Second Reading

B. Ordinance No. 3544 – Amending Municipal Code Chapter 12 – Severe Event Shelter, First Reading

Department Items

A. 2020 Oregon Public Library Statistical Report

Informational

A. City Manager Activity Report

B. Municipal Court Quarterly Report

C. Financial Quarterly Report

November 9, 2020

Consent Agenda

A. Minutes of October 26, 2020

B. Cancellation of December 28, 2020 Regular Meeting

Ordinance

A. Ordinance No. 3544 – Amending Municipal Code Chapter 12 – Severe Event Shelter, Second Reading

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

December 14, 2020

Consent Agenda

A. Minutes of November 23, 2020

Informational

A. City Manager Activity Report

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

January 25, 2021

Consent Agenda

A. Minutes of January 11, 2021

Informational

A. City Manager Activity Report

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

February 22, 2021

Consent Agenda

A. Minutes of February 8, 2021

Informational

A. City Manager Activity Report

March 8, 2021

Consent Agenda

A. Minutes of February 22, 2021

Informational

A. City Manager Activity Report

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

April 12, 2021

Mayor Reports

A. Volunteer Recognition Month and Proclamation

B. Arbor Day Proclamation

Consent Agenda

A. Minutes of March 22, 2021

B. 2021 OLCC License Renewal Endorsement

Informational

A. City Manager Activity Report

April 26, 2021

Mayor Reports

A. Historic Preservation Month Proclamation

B. EMS Week Proclamation

C. Bike to School Day Proclamation

Consent Agenda

A. Minutes of April 12, 2021

Department Items

A. Annual Fee Update

Informational

A. City Manager Activity Report

May 10, 2021

Consent Agenda

A. Minutes of April 26, 2021

Resolutions

A. Resolution No. 2021- -- - Annual Fee Updates

Informational

A. City Manager Activity Report

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May 24, 2021

Consent Agenda

A. Minutes of May 10, 2021

Informational

A. City Manager Activity Report

June 14, 2021

Consent Agenda

A. Minutes of May 24, 2021

Public Hearing

A. Resolution No. 2021- -- - 2021-22 Budget Adoption

Informational

A. City Manager Activity Report

Urban Renewal Agency Board Meeting

Consent Agenda

A. Minutes of previous meeting

Public Hearing

A. Resolution No. UR-2021- -- - 2021-22 Budget Adoption

June 21, 2021

Consent Agenda

A. Minutes of June 14, 2021

Informational

A. City Manager Activity Report

July 12, 2021

Mayor Reports

A. Parks and Recreation Month Proclamation

Special Presentation

A. Roseburg Public Library RARE Participant Presentation by Katie Fischer

Consent Agenda

A. Minutes of June 21, 2021

Informational

A. City Manager Activity Report

July 26, 2021

Consent Agenda

A. Minutes of July 12, 2021

Informational

A. City Manager Activity Report

August 9, 2021

Consent Agenda

A. Minutes of July 26, 2021

Informational

A. City Manager Activity Report

August 23 2021

Consent Agenda

A. Minutes of August 9, 2021

Informational

A. City Manager Activity Report

Friday Message
September 18, 2020

- Our thoughts are with our friends and neighbors impacted by the Archie Creek fire. It has been inspiring to hear stories of the community coming together to help. Several city employees were forced to evacuate, but to my knowledge, none have lost their homes to the fire. We certainly hope that stays true. A nice letter of support was received from the Mayor of Kuki City and Council Chairman, see attached.

- The Roseburg Fire Department has been working with other local fire departments for the past week providing structure protection for the community of Glide on the Archie Creek fire. The crews have been working alternating 24-hour shifts to provide a continuous presence on the fire line with as many resources as possible. With the change in weather conditions and the addition of new resources, the structure protection group has been planned for demobilization tomorrow morning and crews will be returning to their home agencies. The fire is approximately 130,000 acres and 25% contained; current information on the fire can be found at https://inciweb.nwcg.gov/incident/7176/

- This week FEMA declared a major disaster related to the wildland fires in Oregon. Individual assistance is available to those who have been impacted. More information can be found here: https://wildfire.oregon.gov/

- City Hall staff worked from home Monday and Tuesday. Air scrubbers were delivered late Tuesday afternoon, and staff returned on Wednesday. Maintenance crews were able to return to work on Thursday, once the air quality index improved to an acceptable level (per OSHA guidance). Current air quality information can be found here: https://www.airnow.gov/?city=Roseburg&state=OR&country=USA

- Staff executed an agreement and provided $50k in Cares Relief (CRF) funding to CCD Development Corporation for COVID related small business grants within the City.

- On Thursday, staff participated in a virtual meeting with the parking consultant to prepare for the first stakeholder advisory committee meeting next week.

- Other virtual meetings I attended this week included the Roseburg Chamber's virtual luncheon presentation (State of Timber Industry), Douglas County Childcare Coalition, LPSCC Housing Subcommittee, Regional Economic Recovery Team, Governor's fire update, LOC's weekly COVID call, and the Douglas County Commissioner/Cities bi-weekly call.

- Meetings next week: City Council Special Meeting – Monday 9/21 @ 6:00 p.m.

Mr. Larry Rich
Mayor of Roseburg
City of Roseburg

September17, 2020

Dear Mr. Larry Rich

I am very worried when I learned from the media that the momentum of forest fires spreading on the west coast of the United States has continued to spread to Oregon.

In Oregon, a state of emergency has been declared throughout the state, many precious lives have been lost, and we are closely watching the press for damage to the city of Roseburg.

I pray for the safety of all of you and the end of the forest fire at the earliest possible stage.

Sincerely,

Chiaki Haruyama

Haruyama Chiaki
Kuki City Council Chairman

Mr.Larry Rich
Mayor of Roseburg
City of Roseburg

September 11,2020

Dear Mr.Larry Rich

I was very surprised to learn about the damage caused by the large-scale forest fires that are occurring in Northern California at this time.

According to media reports, it has spread to Oregon and could go down as the worst wildfire in the state's history. We are very worried about everyone in Roseburg and the surrounding areas.

Your friends in Kuki City and I are extremely concerned and are praying from the bottom of our hearts for everyone's safety and welfare. Please take careand be safe.

Sincerely,

Shuichi Umeda

Shuichi Umeda
Mayor of Kuki