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2-18-2021

## ROSEBURG CITY COUNCIL AGENDA – FEBRUARY 22, 2021

### Electronic Meeting

#### Public Access:

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

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

Comments on Agenda Items Only can be provided via email to the City Recorder at [info@cityofroseburg.org](mailto:info@cityofroseburg.org) prior to 4:00 p.m. on Monday, February 22, 2021.

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

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

**2. Pledge of Allegiance**

**3. Roll Call**

Beverly Cole

Bob Cotterell

Sheila Cox

Alison Eggers

Sheri Moothart

Brian Prawitz

Patrice Sipos

Andrea Zielinski

**4. Mayor Reports**

A. American Red Cross Month Proclamation

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

**6. Audience Participation – Email Submittals/See Information on the Reverse**

**7. Consent Agenda**

A. Minutes of February 8, 2021 Meeting

B. Authorization for the City Manager to sign Intergovernmental Agreements for Surface Transportation Block Grant (STBG) Funds

**8. Resolutions**

A. Resolution No. 2021-05 – Budget Appropriation Transfer

**9. Ordinances**

A. Ordinance No. 3551 – Amending RMC Chapter 6.04 Keeping of Farm Animals, First Reading

B. Ordinance No. 3552 – Amending RMC Chapter 9.02 – General Business Registration Requirements, First Reading

C. Ordinance No. 3553 – Amending RMC Title 2 –Governmental Provisions – First Reading

**10. Department Items**

A. Extension of Declaration of Emergency in the City of Roseburg

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

**12. Adjourn**

**13. Executive Session ORS 192.660(2)(i) – City Manager Evaluation**

### 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](mailto:info@cityofroseburg.org) by 4:00 p.m. Monday, February 22, 2021. 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. All comments provided shall be new and shall not have been previously presented to Council.

***The City Council meetings are on Facebook Live and available to view on the City website the next day at: <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>***

***The full agenda packet is available on the City's website at: <https://cityofroseburg.org/your-governement/mayor-council/council-agendas>.***

# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### RED CROSS MONTH

**WHEREAS:** The American Red Cross is a humanitarian organization that eases people's suffering during life's emergencies throughout Oregon, across the United States and around the world. The Red Cross Cascades Region has a long history of helping our neighbors in need by delivering shelter, care and hope during disasters, making our community safer by providing lifesaving blood; teaching skills that save lives; and supporting military, veterans and their families; and

**WHEREAS:** Last year, in the Cascades Region, more than 3,000 volunteers helped the families affected by over 650 home fires by addressing their urgent needs such as food, lodging and providing recovery support. Meanwhile, when large disasters like the Oregon wildfires devastated our region, volunteers from our area and all across the country provided 173,489 overnight stays, 387,590 meals and snacks, 9,955 relief items, emotional support, recovery planning and other assistance; and

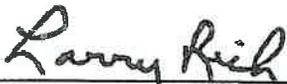
**WHEREAS:** The Red Cross continues to carry out the organization's 140-year mission of preventing and alleviating suffering. During the trying times of the COVID-19 pandemic, people have stepped up to help others in need, whether it was responding to this year's record-breaking disasters across the country or rolling up their sleeves to give more than 148,500 units of blood when our country faced a severe blood shortage. This lifesaving work is vital to strengthening our community's resilience. Nearly 200 years since the birth of American Red Cross founder Clara Barton, we dedicate this month of March to all those who continue to advance her noble legacy, and we ask others to join in their commitment to care for people in need.

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim March 2021 to be

### RED CROSS MONTH

in the City of Roseburg and encourage citizens to participate in this observance.

**DATED** this 22nd Day of February 2021.



\_\_\_\_\_  
THE HONORABLE MAYOR LARRY RICH

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
February 8, 2021**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:02 p.m. on February 8, 2021 electronically via Zoom in Roseburg, Oregon. Councilor Cole led the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilors Beverly Cole, Bob Cotterell, Sheila Cox, Alison Eggers, Sheri Moothart, Brian Prawitz, Patrice Sipos and Andrea Zielinski.

**Others Present:** City Manager Nikki Messenger, City Recorder Amy Sowa, City Attorney Jim Forrester, Finance Director Ron Harker, Library Director Kris Wiley, Human Resources Director John VanWinkle, Police Chief Gary Klopfenstein, Management Assistant Koree Tate and Management Assistant Autumn David.

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.

**NATIONAL FBLA-PBL WEEK PROCLAMATION**

Mayor Rich proclaimed the second week of February 2021 as National FBLA-PBL Week and encouraged citizens to participate in the observance. Logan Bishop, Oregon FBLA State President, thanked Mayor Rich and Council while expressing the importance of the program for youth involvement.

**IN HONOR OF LEILA HEISLEIN PROCLAMATION**

Mayor Rich recognized Leila Heislein's contributions to the community and citizens, expressed deep appreciation for her volunteer service, and extended to her family sincere sympathy upon her passing. Councilor Cotterell said she was a force of good for the City of Roseburg and it would be a long time for someone to be able to fill her shoes. Councilor Eggers said she was honored to have met her.

**CITY MANAGER EVALUATION PROCESS**

Mayor Rich explained the City Council previously adopted a process to follow for the City Manager's Annual Performance Evaluation and it was slightly amended in 2008. In October 2014, the City Council adopted a new evaluation form that simplified the criteria for evaluation and amended the scoring system. Possible items to discuss for modification included the City Manager's self-evaluation completion, an appropriate time of year for the evaluation, number of times each year to be evaluated and the presentation of a summary of items heard during the evaluation process. Mayor Rich explained the current evaluation period was set in November, but the drawback was it being at the end of the year. If moved to January, there was the issue of newly elected Councilors providing feedback without having worked with the City Manager. One suggestion was to consider moving the evaluation to June or July to allow newer Councilors at least six months in their elected position.

Councilor Cotterell liked the idea of a mid-July evaluation. It would allow new Councilors time to work with the City Manager, and it would be after budget preparation and adoption. Councilor Moothart agreed she did not feel qualified to provide an evaluation after being newly elected to the position, and it was appropriate to move the evaluation mid-year or even the beginning of August. Councilor Cox suggested removing the self-evaluation process. After having been a government employee, she did not see it as an effective tool, and agreed it was appropriate to move the evaluation to July or August and only have one evaluation a year.

Councilor Sipos supported moving the City Manager evaluation to mid-year, agreed to remove the self-evaluation process, and suggested that if the City Manager had questions regarding anything after evaluations, it would be appropriate to schedule a meeting with Council for a discussion. Otherwise, she felt the process was very time consuming. Councilor Zielinski agreed to a mid-year evaluation, removing the self-evaluation and removing quarterly evaluations. The process was time consuming and said a special meeting could be scheduled if needed. Councilor's Eggers, Prawitz and Cole agreed to the changes discussed. Mayor Rich confirmed the City Manager evaluation would be moved and asked Staff to determine the date for mid-year or by the beginning of August. The self-evaluation process and quarterly meetings would discontinue. Mayor Rich noted that within the evaluation document, Council needed to provide a number for each item and a final total. The bottom of the document was an appropriate area to provide additional comments, suggestions and the top three performance objectives. In response to Councilor Prawitz, Mayor Rich confirmed current scheduled meetings would continue and the process would be repeated mid-year.

#### COMMISSION AND WARD REPORTS

Mayor Rich had a Special Homeless Commission Meeting on February 2, 2021 to further discuss a warming center. He and Commission members met at a local downtown church and were joined by Chris Hutton from the Dream Center. Mr. Hutton explained the standard process to implement a warming center would take three to four weeks to acquire volunteers and provide proper training. It was important to utilize a space with one large room rather than smaller ones to help obtain the best supervision, and it was necessary to have a space without carpet to avoid damage. The Commission discovered the Health Department would not approve of the warming center. It was better to leave the unhoused where they were rather than putting them together in a space that could create a super spreader event. Mayor Rich said that after looking at the factors presented, they would not be able to open something until the end of February when weather would begin changing to a warmer climate. The goal of the Commission was to produce a low barrier shelter and that would be what they looked at next. In the meantime, he suggested reviewing efforts in the community, donating where needed and not replicating what was already being done. It was important to enhance or support and not take over what was being done by others. He would like to see an exchange program implemented to assist needs of the unhoused and to reduce the visible trash accumulating in the area.

Councilor Zielinski reminded Council the bad snowstorm of 2019 took place at the end of February and hoped the Commission would have an emergency preparedness plan in case something were to happen. Councilor Cotterell suggested mimicking the Rogue Retreat model for paying the homeless with gift cards to pick up trash. Councilor Prawitz noted the concerted

effort around Gaddis Park that had been taking place while working with the City. It was a complicated process and was not only about picking up trash. Some volunteers were leaving empty bags behind to encourage the unhoused to clean up and help. He was becoming more aware of the magnitude of trash that was out there, and there was a lot of energy out in the community by people who wanted to do something. He received an average of 2-3 calls a week regarding homeless issues and hoped that the people most interested would hear the report and understand the challenges for which the City had been facing. Councilor Eggers thanked Mayor Rich and the Commission members for all they were doing. She found herself educating people because many did not understand that because of COVID-19, they were seeing more tents popping up, and it was a multilevel problem.

Mayor Rich asked Council to share suggestions or ideas by emailing them to City Recorder Sowa who would provide the information to the Homeless Commission.

### COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Mr. Harker introduced Jeff Cooley, Neuner Davidson and Company Auditor, who provided an overview of the Comprehensive Annual Financial Report for fiscal year ending June 30, 2020. Mr. Cooley indicated the City once again earned an unmodified opinion known as a clean audit, with the City holding financially steady. This was the first time doing a report via zoom and because of COVID-19; he had to do things a little different. Mr. Cooley explained, as an auditor, it was his job to fully search and review details to find something wrong. The City did an excellent job putting together the report, and in turn, made his job easier. The unmodified opinion was the best he could give. The City did once again have a single audit from Federal money spent for an airport project and a CDD Block grant through the Community Development Department. He suggested Council focus on the words in the report and not the numbers. Overall, there was nothing to be concerned about, no journal entries and it was a pleasure working with City Staff.

### QUARTERLY FINANCIAL REPORT – 2<sup>ND</sup> QUARTER, FISCAL YEAR 2020-2021

Mr. Harker reported the City once again produced the Popular Annual Financial Report, which was geared to a more understandable version of the audit report. He then presented information on multiple sections of the financial report for the quarter ended December 31, 2020. It had been a unique year for the City due to the COVID-19 pandemic. The General Fund was his highest concern as it supported most operations of the City. Property taxes was a big driver of the General Fund and as of the end of December, the City had collected 85% of what was budgeted. Mr. Harker projected the City would have a loss of \$860,000, but expected increases from other areas to offset the loss. Currently, liquor, tobacco and state taxes from marijuana had come in at a higher rate. With all areas of reductions and less revenue, he projected a \$910,000 shortfall this year, but that was only one side of the equation.

Mr. Harker stated department expenditures were under 50% of their budget and all were aware and doing their part to save money. The City may break even this year, but with the pandemic, it was a good outcome. Councilor Eggers congratulated the City for doing so well during the pandemic and keeping the City functioning. Mr. Harker reported the Transportation Fund was greatly impacted by the pandemic due to people staying home, less travel and using less gas. With this type of reduction, some planned projects could be postponed. Water Service Funds had seen an increase for high water consumption from people staying home. Off Street Parking

and the Airport were both doing fine, but Transient Lodging Taxes from local hotels were impacted earlier this year with an 18% reduction. The trend switched during the second quarter and was up 13% from the pre-pandemic figures. With the increase in lodging, the City was 49% of what was budgeted and received \$611,000 after the first half of the year. In response to Councilor Cotterell, Mr. Harker confirmed there would be no funding changes for the Destination Marketing contract.

CITY BUDGET CALENDAR AND PROCESSING SCHEDULE FOR FISCAL YEAR 2021-2022

Mr. Harker provided the budget calendar for the current fiscal year in preparation for the budget cycle and upcoming meetings for the City Council and Budget Committee. Budget Committee Online Training Sessions will be available to the Council and Budget Committee members on April 22, 2021. The budget document and presentation will be available on May 4, 2021 at City Hall for the Budget Committee with delivery availability. The first Budget Committee meeting was scheduled for May 11, 2021 at 6:00 p.m. On June 14, 2021, the Budget would be presented to City Council for adoption.

AUDIENCE PARTICIPATION – EMAILED COMMENTS PRIOR TO THE MEETING

No comments regarding topics on the agenda were submitted prior to the meeting.

CONSENT AGENDA

Councilor Cotterell moved to approve the following Consent Agenda Items:

- a. Minutes of January 25, 2021 Special Council Meeting
- b. Minutes of January 25, 2021 Council Meeting

The motion was seconded by Councilor Moothart and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

PUBLIC HEARING – RESOLUTION NO. 2021-04 – EXEMPTION FROM COMPETITION IN THE PUBLIC CONTRACTING PROCESS FOR THE PURCHASE OF FURNITURE AND MURAL FOR ROSEBURG PUBLIC LIBRARY

Councilor Zielinski recused herself from the discussion due to an employment conflict of interest as she is employed by FCC Furniture, Inc. In response to Mayor Rich, Attorney Forrester confirmed he and Councilor Cox could participate in the conversation and vote even though they had previously worked with FCC Owner, Stacey Crowe as a former City Councilor. Mayor Rich opened the public hearing at 8:08 p.m. Ms. Wiley explained the Roseburg Public Library opened to the public in December 2018 following extensive renovations to the building located at 1409 NE Diamond Lake Boulevard. The redesign created space for the library and the Douglas ESD to co-locate in the building with two newly shared meeting rooms, a new teen room, and a new children's. Soon after the library opened, staff began planning a second phase of renovations to include updating the Ford meeting room and redesigning the library's public use space.

Ms. Wiley stated the City contracted with FCC Commercial Furniture, Inc. on April 17, 2019, and received \$3,325 to conceptualize the redesign of the library's public use space. The work had focused on replacing furniture and adding a large wall mural. FCC Commercial Furniture, Inc. was based locally, affording staff the opportunity to consult numerous times in person with

FCC designers over the past two years to develop a unique schematic that would enhance the library's usability and visual appeal. The City also contracted with FCC Commercial Furniture, Inc. to design, manufacture, and deliver new public computer stations in fall 2020; CARES Act funding was used to pay for that project. The public computer station design would complement the rest of the furnishings that were being considered. They used to have large tables for people to sit at and would now have single cubicles throughout the building. It would take about 6-8 weeks once FCC Furniture received the signed letter and deposit.

Ms. Wiley discussed that FCC Commercial Furniture, Inc. manufactured nearly all of its furniture at their Wilbur location, reducing costs, delivery delays, and public health concerns related to COVID-19. As required by state law, the proposal to use an alternative contracting method had been advertised in the News Review and on the City's website and Staff did not receive any comments to date. Funding sources had been secured to complete the entire project and was managed by the Public Works Department.

Epping Fund (Salem Foundation)	\$48,586
Douglas Education Service District	\$18,693
Library Special Revenue Fund Transfer	\$15,500
Douglas Community Fund (Oregon Community Foundation)	\$12,000
C. Giles Hunt Charitable Trust	\$10,000
Friends of the Roseburg Public Library	\$ 3,221
<b>Total Revenue</b>	<b>\$108,000</b>

Ms. Wiley reported that \$71,000 of the total revenue had been allocated for furniture and a mural. The balance of funding was used to paint several walls in the library and update the Ford Room. With painting done, they were now looking at a sound system, screens and carpeting. Ms. Wiley shared a photo of the wall mural for the library that was designed by Anvil Northwest. The mural would be seen when entering the library and would tie in with the children's room. Under it would be bright green booths with tables and chairs. They would also have different height tables and lounge chairs to create an area for people meeting for small book groups, author events, or to just enjoy the space.

Ms. Messenger added that the process with FCC Furniture began before Councilor Zielinski was employed with them and had no connection to the project. In response to Councilor Prawitz, Attorney Forrester explained per Municipal Code Section 3.06.035, the City had the right to support cost saving and performance or exemption from solicitation. They were a local manufacturing company that had already worked with the City. Proper steps were taken, it was advertised, and the public did not provide comment. Attorney Forrester noted the process had taken place over a long period of time. In response to Councilor Prawitz, Ms. Wiley confirmed money was in the budget and donations received covered the costs.

As no further comments were received, Mayor Rich closed the public hearing at 8:19 p.m. Councilor Prawitz moved to adopt Resolution No. 2021-04, entitled, "A Resolution Regarding an Exemption from Competition in the Public Contracting Process for the Purchase of Furniture and Mural for Roseburg Public Library." Councilor Cotterell said he fully supported spending funds at a local company. The motion was seconded by Councilor Cox and approved with the

following vote: Councilors Cole, Cotterell, Cox, Eggers, Moothart, Prawitz and Sipos voted yes. No one voted no.

ORDINANCE NO. 3548 – AMENDING CHAPTER 5.04 OF THE ROSEBURG MUNICIPAL CODE, SECOND READING

Ms. Sowa read Ordinance No. 3548, entitled, “An Ordinance Amending Chapter 5.04 of the Roseburg Municipal Code,” for the second time. Councilor Sipos moved to adopt Ordinance No. 3548. The motion was seconded by Councilor Cole. Roll call vote was taken and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3548 as adopted.

ORDINANCE NO. 3549 – AMENDING CHAPTER 3.06 – CONTRACTS, OF THE ROSEBURG MUNICIPAL CODE, SECOND READING

Ms. Sowa read Ordinance No. 3549, entitled, “An Ordinance Amending Chapter 3.06 – Contracts, of the Roseburg Municipal Code,” for the second time. Councilor Cotterell moved to adopt Ordinance No. 3549. The motion was seconded by Councilor Cox. Roll call vote was taken and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3549 as adopted.

ORDINANCE NO. 3550 – GRANTING A TELECOMMUNICATIONS FRANCHISE TO XO COMMUNICATIONS SERVICES, LLC – FIRST AND SECOND READING

Ms. Sowa explained XO Communications Services, LLC provided an application on December 21, 2020, but their service to Roseburg customers began on September 1, 2019. Therefore, the provider had requested that the franchise agreement be granted effective retroactively on September 1, 2019. They started sending payments to the City at a 5% rate, so Ms. Sowa sent them a letter asking for a submittal of the necessary paperwork.

Council agreed to a first reading of Ordinance No. 3550. Ms. Sowa read Ordinance No. 3550, entitled, “An Ordinance Granting a Telecommunications Franchise to XO Communication’s Services, LLC Effective Retroactively on September 1, 2019,” for the first time. Councilor Cotterell moved to suspend the rules and proceed with a second reading of Ordinance No. 3550, granting a Telecommunications Franchise to XO Communications Services, LLC, effective retroactively to September 1, 2019. The motion was seconded by Councilor Cox and approved with the following vote: Councilor’s Cole, Cotterell, Cox, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

Ms. Sowa read Ordinance No. 3550, “An Ordinance Granting a Telecommunications Franchise to XO Communication’s Services, LLC Effective Retroactively on September 1, 2019,” for the second time. Councilor Cotterell moved to adopt Ordinance No. 3550. The motion was seconded by Councilor Cox. Roll call vote was taken: Councilors Cole, Cotterell, Cox, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3550 and adopted.

CONTRACT RATIFICATION – IBEW LOCAL 659

Mr. VanWinkle discussed negotiations began with a short list of proposals from both the IBEW and City, and focus quickly narrowed to key benefit and wage issues. Current contract

language was updated in several areas for clarity to comply with labor law enacted during the term of the prior agreement. In addition, one Department Technician position was reclassified. The tentative three-year agreement reached by the parties was ratified by Union membership by a mail-in vote and was within the financial parameters set by Council on November 9, 2020.

The compensation package included:

- 2020-2021 – a 3% wage increase across the board, effective July 1, 2020
- 2021-2022 – a 3% wage increase across the board, effective July 1, 2021
  - Increase in annual HRA contributions per employee
    - Employee Only \$75
    - Employee + Spouse \$125
    - Employee + Child(ren) \$125
    - Full Family \$175
- 2022-2023 – a 3% wage increase across the board effective July 1, 2022
  - Increase in annual HRA contribution of \$100 per employee

In response to Councilor Eggers, Mr. VanWinkle confirmed the City met in the middle with the Union through a positive and productive process. Councilor Moothart moved to approve the tentative three-year contract agreement between the City of Roseburg and the International Brotherhood of Electrical Works Local 659. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

Councilor Cotterell shared he had received a complaint regarding a cave on the side of Reservoir Hill. He thanked City Staff for their prompt response and arrest of the person who built the bunker.

ADJOURNMENT

Mayor Rich adjourned the meeting at 8:32 p.m.

Koree Tate  
Management Assistant

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### SURFACE TRANSPORTATION BLOCK GRANT - INTERGOVERNMENTAL AGREEMENT

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**Meeting Date:** February 22, 2021  
**Department:** Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

Staff anticipates receiving a master Intergovernmental Agreement from ODOT for Surface Transportation Block Grant (STBG) funds soon. The issue for Council is whether to authorize the City Manager to sign the agreement.

#### BACKGROUND

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

**B. Analysis.**

Each year the City of Roseburg is allocated federal funds for transportation projects. The funds can generally be used for any transportation-related purpose. The STBG Fund Exchange program provides local agencies a flexible funding option for delivering transportation improvements without being constrained by federal requirements. The program provides an opportunity for the City to exchange our Federal STBG dollars for State Highway Fund dollars.

In March 2019, the City of Roseburg was awarded two grants through the ODOT Local Bridge Program. A grant was awarded for design of a replacement bridge on Douglas Avenue over Deer Creek, and another grant was awarded for the rehabilitation of the Stewart Park Drive bridge over the South Umpqua River.

City matching funds for the Douglas Avenue bridge design are \$174,227.98.

City matching funds for the Stewart Park Drive bridge are \$572,232.69.

In anticipation of these projects, the City has been very selective on spending its annual allocation of STBG funds, allowing the available balance to grow to approximately \$1.3 million.

The City can utilize STBG funds for the required City match on both bridge projects. Accessing the STBG funds for this purpose requires an Intergovernmental Agreement with ODOT which will need to be signed by the City Manager.

**C. Financial/Resource Considerations.**

The City has STBG funds available for the City match on both projects, totaling \$746,460.67.

**D. Timing Considerations.**

If authorized, the IGA will be executed as soon as possible, which will allow the projects to begin.

**COUNCIL OPTIONS**

The Council has the following options:

1. Authorize execution of a master IGA for STBG funds for the City's match portion of the Douglas Avenue Deer Creek Bridge Design and the Stewart Park Drive Bridge Projects; or
2. Request additional information; or
3. Not move forward with the projects at this time.

**STAFF RECOMMENDATION**

These existing bridges are structurally deficient, functionally obsolete, and load restricted. The STBG funds are the only viable funding source for the City's match portion of these bridge projects. This item was discussed at the Public Works Commission meeting on February 11, 2021, and the Commission recommended the Council authorize execution of the Intergovernmental Agreement. Staff concurs with the recommendation.

**SUGGESTED MOTION**

***"I move to authorize execution of a master Intergovernmental Agreement with ODOT for use of Surface Transportation Block Grant funds for the City match portion of the Douglas Avenue Bridge Design and the Stewart Park Drive Bridge Projects."***

**ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## RESOLUTION 2021-05 APPROPRIATION TRANSFER FOR FISCAL YEAR 2020-21

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Meeting Date: February 22, 2021

Department: Finance

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

Agenda Section: Resolutions

Staff Contact: Ron Harker, Finance Director

Contact Telephone Number: 541-492-6710

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### ISSUE STATEMENT AND SUMMARY

As the City wraps up the management of its Coronavirus Relief Fund grant, which it received from the State of Oregon, final allocations need to be made to reflect how the grant funds were ultimately utilized. Resolution 2021-05 has been prepared to facilitate the final budget adjustments to reflect the final use of the funds.

### BACKGROUND

#### A. Council Action History.

On September 14, 2020, City Council adopted a supplemental budget that established appropriation authority for the expenditure of CARES Act funded grant resources. The supplemental budget established the appropriation allocations to both the General Fund and the Grant Fund.

On December 14, 2020, City Council adopted an appropriation transfer to provide appropriation authority to facilitate capital improvements necessitated by certain COVID responses.

#### B. Analysis

When the City Council adopted the supplemental budget and the appropriation transfer to account for the use of the CARES funds, the City's response to mitigate the COVID-19 pandemic was developing and the actual need by classification was still emerging. Today, all of the funds have been drawn down and have been expended and final budget revisions are required to accurately reflect how they were utilized.

As a point of interest, the City's COVID related expenses during the grant period were:

Medical and Protective Supplies .....	\$37,152
Disinfecting Public Areas and Other Facilities .....	\$14,122
Public Safety Measures .....	\$57,205
Paid Sick and Family and Medical Leave .....	\$147,361
Economic Supports to the Community.....	\$495,259

Actual COVID related expenses exceeded the City's CARES funding by \$51,100. The excess COVID related expenses will be accommodated through the General Fund as part of each impacted department's regular budgets.

In order to accurately reflect the utilization of the CARES funding, the following adjustments are proposed:

*General Fund (100)*

Revenues

Intergovernmental .....\$70,498

Appropriations

Administration Department ..... \$(8,161)

Parks Department ..... \$(1,766)

Police Department.....\$11,299

Fire Department .....\$69,126

Total Appropriations.....\$70,498

(Changes in revenues and appropriations are offsetting, thereby maintaining a balanced budget)

*Grant Fund (220)*

Revenues

State Grants ..... \$(70,498)

Appropriations

Materials and Services ..... \$(57,887)

Capital Outlay..... \$(12,611)

Total Appropriations..... \$(70,498)

(Changes in revenues and appropriations are offsetting, thereby maintaining a balanced budget)

In summary, it is proposed to re-allocate \$70,498 of the CARES funding from the Grant Fund to the General Fund, to be allocated to the Police and Fire Departments. Additional re-allocation of \$9,927 from the General Fund's Administration and Parks Departments to the Police and Fire Departments is required to cover their portion of the COVID related expenses.

**C. Financial/Resource Considerations.**

Since this action is simply a transfer of appropriation authority the net impact on the Grant Fund is zero. As, the reallocation of grant funds will cover additional COVID costs that have been incurred by the General Fund, the action will have a positive impact on the General Fund by \$70,498.

**D. Timing Considerations.**

Now that the grant funds have been fully expended and accounted for, it is appropriate to make the final budget adjustments to comply with Oregon Budget Law.

**COUNCIL OPTIONS**

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

**STAFF RECOMMENDATION**

Given the need to comply with Oregon budget law and the provisions of the grant, it is staff's recommendation to adopt the attached resolution as written.

**SUGGESTED MOTION**

***"I move to adopt Resolution No. 2021-05 authorizing appropriation transfers affecting the General Fund and the Grant Fund for fiscal year 2020-21."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2021-05 entitled "A Resolution Authorizing a Budget Re-Appropriation for Fiscal Year 2020-21".

**RESOLUTION NO. 2021 – 05**

**A RESOLUTION AUTHORIZING A BUDGET RE-APPROPRIATION FOR  
FISCAL YEAR 2020-21**

**WHEREAS**, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2020-21 by Resolution 2020-11; and

**WHEREAS**, when the City Council adopted a supplemental budget by Resolution 2020-18, and an appropriation transfer by Resolution 2020-23, to account for the use of the CARES funds, the City’s response to mitigate the COVID-19 pandemic was developing and the actual need by classification was still emerging; and

**WHEREAS**, all of the funds have been drawn down and have been expended and final budget revisions are required to accurately reflect how they were utilized; and

**WHEREAS**, in order to accommodate COVID related expenses that were incurred by the Police and Fire Departments, a re-allocation of \$70,498 in surplus Cares Relief Funds (CRF) from the Grant fund (Fund 220) to the General Fund (Fund 100) is needed; and

**WHEREAS**, in order to accommodate COVID related expenses that were incurred by the Police and Fire Departments, an additional re-allocation of \$9,927 in surplus Cares Relief Funds (CRF) from the General Fund’s Administration and Parks Departments to the Police and Fire Departments is needed; and

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

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

**Section 1.** Resources and appropriations in the Fiscal Year 2020-21 budget shall be adjusted as follows:

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
General Fund (100)			
Resources			
Beginning Fund Balance	7,901,427	-	7,901,427
Intergovernmental	1,258,400	70,498	1,328,898
Other Revenues	<u>24,921,469</u>	<u>-</u>	<u>24,921,469</u>
Total Resources:	34,081,296	70,498	34,151,794

RESOLUTIONS A  
ATTACHMENT #1

Appropriations			
Administration Department	2,764,831	(8,161)	2,756,670
Parks & Recreation Department	1,916,395	(1,766)	1,914,629
Police Department	7,843,423	11,299	7,854,722
Fire Department	7,595,693	69,126	7,664,819
Other Requirements	7,841,826	-	7,841,826
Ending Fund Balance	<u>6,119,128</u>	<u>-</u>	<u>6,119,128</u>
Total Appropriations:	34,081,296	70,498	34,151,794
Grant Fund (220)			
Resources			
Beginning Fund Balance	88,159	-	88,159
Intergovernmental	1,524,000	(70,498)	1,453,502
Other Revenues	<u>28,000</u>	<u>-</u>	<u>28,000</u>
Total Resources:	1,640,159	(70,498)	1,569,661
Appropriations			
Materials and Services	1,516,500	(57,887)	1,458,613
Capital Outlay	39,000	(12,611)	26,389
Reserved for Future Expenditures	<u>84,659</u>	<u>-</u>	<u>84,659</u>
Total Appropriations:	1,640,159	(70,498)	1,569,661

To provide required appropriation authority in the accounting of the City's COVID-19 pandemic response.

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

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 22<sup>nd</sup> DAY OF FEBRUARY, 2021.**

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**Amy L. Sowa, City Recorder**

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ORDINANCE NO. 3551 AMENDING RMC CHAPTER 6.04, KEEPING FARM ANIMALS

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Meeting Date: February 22, 2021  
Department: Police  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Ordinances  
Staff Contact: Gary Klopfenstein  
Contact Telephone Number: 541-492-6760

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#### ISSUE STATEMENT AND SUMMARY

Staff proposes to update Roseburg Municipal Code Chapter 6.04, titled "Keeping Farm Animals"; current language is extremely broad, which presents potential issues.

#### BACKGROUND

##### A. Council Action History.

Council last made amendments to this Chapter in 1996.

##### B. Analysis.

As with most City code violations, code enforcement regarding livestock is complaint driven. Staff has recently received complaints from neighbors of residents who have livestock permits. One was a complaint of unsanitary conditions due to a large number of chickens and ducks residing in the small backyard of a duplex, and another was a complaint of chickens roaming free-range. During this investigation Staff found that the current code regarding livestock is extremely broad, with no restrictions on the number of livestock a permittee can have on their property.

Staff reviewed code related to livestock of over 20 Oregon cities. To put Roseburg more in line with other Oregon cities, provide clarity for those seeking a livestock permit, and to decrease livestock-related complaints, Staff made a number of proposed amendments to Chapter 6.04.

The main proposed amendments include:

- Prohibiting roosters
- Prohibiting livestock over 50 pounds on real property less than two acres
- Restricting the number of poultry allowed to five for most properties
- Restricting the number of bee hives allowed on real property
- Defining space required for different livestock
- Specifying required livestock enclosures
- Language clarifying permit issuance requirements and processes
- Language clarifying permit revocation processes

The recommended amendments are outlined in the attached ordinance.

**C. Financial/Resource Considerations.**

There is no financial impact.

**D. Timing Considerations.**

There are no timing issues.

**COUNCIL OPTIONS**

Council has the following options:

- Move forward with first reading of the proposed ordinance; or
- Direct Staff to make changes; or
- Do nothing.

**STAFF RECOMMENDATION**

Staff recommends Council move forward with first reading of Ordinance No. 3551.

**SUGGESTED MOTION**

No motion is required at this time. First Reading.

**ATTACHMENTS:**

Attachment #1 - Ordinance No. 3551

**ORDINANCE NO. 3551**

**AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 6.04 OF THE  
ROSEBURG MUNICIPAL CODE**

**WHEREAS**, Chapter 6.04 of the Roseburg Municipal Code, "Keeping Farm Animals," is very broad, presenting potential issues; and

**WHEREAS**, The proposed amendments will bring Roseburg Municipal Code more in line with other Oregon Cities, provide clarity for those seeking a livestock permit, and decrease livestock-related complaints.

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

**SECTION 1.** Section 6.04.005, "Definitions" is hereby amended as follows:

6.04.005 - Definitions.

A. "Livestock" **as defined in ORS 609.125** includes, but is not limited to, a horse, mule, jackass, cattle, sheep, goat, chicken, goose or other poultry **as defined in ORS 603.038**, llama, ostrich, rabbit, bees or other domestic animal, excluding swine **and roosters**, but including fur-bearing animals bred and maintained commercially or otherwise.

**SECTION 2.** Section 6.04.010, "Swine Prohibited" is hereby amended as follows:

6.04.010 - **Swine Specific livestock** prohibited.

- 1.) No person shall cause or allow the keeping of swine on real property.
- 2.) **No person shall cause or allow the keeping of roosters on real property.**
- 3.) **No person shall cause or allow the keeping of livestock over 50 pounds on real property that is less than two acres.**

**SECTION 3.** Section 6.04.020, "Permit required" is hereby amended as follows:

6.04.020 - ~~Permit required~~ **Requirements.**

- 1.) No person shall cause or allow the keeping of any livestock on real property without a current, valid livestock permit.
- 2.) **Permit requests for short term (not more than two weeks) use of livestock on real property will be individually evaluated by the Police Chief.**
- 3.) **No person shall have more than five (5) poultry on real property.**
  - a.) **Exception: one (1) additional poultry may be allowed for each additional acre over two (2) acres, not to exceed twenty (20) total poultry.**
- 4.) **No person shall have more than six (6) rabbits on real property.**
  - a.) **Exception: one (1) additional rabbit may be allowed for each additional acre over two (2) acres, not to exceed twenty (20) total.**

- 5.) No person shall have more than three (3) bee hives on real property.
  - a.) Exception; a beekeeper who picks up a swarm of bees may hold them for a period of not more than two (2) weeks.
  - b.) Colonies shall be maintained in small movable frame hives.
  - c.) Adequate space shall be maintained in the hives to prevent overcrowding and swarming.
  - d.) Colonies shall be requeened with a young hybrid queen annually, or as often as necessary to prevent any swarming or aggressive behavior.
  - e.) Hives shall not be located within twenty-five (25) feet of any property line.
- 6.) Horses shall have a fenced corral or pasture, or a combination of the two, with a usable area of at least 10,000 square feet for one horse, 20,000 square feet for two horses, and 5,000 square feet for each additional horse.
- 7.) Cows, mules, jackasses, goats, and sheep shall have a fenced corral or pasture, or a combination of the two, with a usable area of at least 10,000 square feet per animal.
- 8.) Unless authorized by the Police Chief, enclosures for livestock, to include barns, animal runs, and poultry pens, shall be located on the rear half of the property not closer than twenty-five (25) feet from any dwelling off of the permittee's property.
- 9.) Livestock, to include poultry, shall be properly caged or housed, and proper sanitation shall be maintained at all times. All animal or poultry food shall be stored in metal or other rodent-proof containers.
- 10.) Fences used for enclosing livestock shall be kept in good repair and be at least four feet in height.

**SECTION 4.** Section 6.04.040, "Permit – Issuance" is hereby amended as follows:

6.04.040 - Permit – Issuance.

The Police Chief shall issue a permit for keeping livestock upon application on a form prescribed by the City and payment of the permit fee as set by Council resolution; ~~if he finds that:~~

- A. The requested livestock would not impact the quality of life that is expected in populated urban areas; i.e., unsafe livestock for the area, aggressive animals, excessive noise, obnoxious smell, rodent infestation, flies, etc.
- AB. The premises where the livestock will be kept are sanitary and adequately enclosed from other persons' property.
- BC. The premises' **property boundaries** lie not less than two hundred feet from any **dwelling, structure used for human occupancy, or the applicant obtains signatures from owners or residents of all occupied dwellings within 200' of their property boundaries.**, ~~in the alternative, the occupant and owner of such structure have agreed in writing to the applicant's keeping of the livestock.~~

€D. As a condition of the issuance of a permit, the premises shall remain open for inspection at reasonable times by the Police Chief or their designee for compliance with this Chapter.

The Police Chief may grant permits for short term livestock use without the requirement of subsection C, and with exceptions to 6.04.020 (3-10).

**SECTION 5.** Section 6.04.050, "Permit – Revocation" is hereby amended as follows:

6.04.050 - Permit – Revocation.

A livestock permit shall be revoked if the Police Chief finds that the premises are no longer sanitary or adequately enclosed, or reasonably open to inspection, or that fifty percent or more of the owners or residents of abutting property (adjoining with a common boundary line as defined in Municipal Code 12.02.090) now object in writing to the permittee's keeping of livestock, or that the livestock presents an unreasonable risk of danger to other persons or property, or that the livestock adversely affects the quality of life that is expected in populated urban areas. Any permittee whose permit is revoked shall have ten days to relocate or otherwise dispose of the livestock, unless the Police Chief finds that the livestock pose an unreasonable threat to the health or safety of the public, in which case any revocation shall be effective immediately.

**SECTION 6.** "All other sections and subsections of Chapter 6.04 of the Roseburg Municipal Code shall remain in full force and effect as written."

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021.

APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2021.

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

ATTEST:

\_\_\_\_\_  
AMY L. SOWA, CITY RECORDER

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ORDINANCE AMENDING SUBSECTIONS OF ROSEBURG MUNICIPAL CODE TITLE 9, BUSINESS PERMITS, LICENSES, TAXES AND REGULATIONS

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Meeting Date: February 22, 2021  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

Several sections of Title 9, Business Permits, Licenses, Taxes and Regulations, need updating to reflect current practice and terminology. Council is asked to review the proposed changes and consider an ordinance to make those changes.

#### BACKGROUND

##### A. Council Action History.

June 27, 2005: Council adopted Ordinance No. 3201 amending Chapter 9.100 Regarding denial, suspension, revocation and appeal procedures.

February 11, 2019: Council adopted Ordinance No. 3519 amending sections in Roseburg Municipal Code (RMC) Title 9 regarding background checks for business registrations, licenses and permits to match more closely with the newly adopted requirements for Vehicle for Hire drivers.

##### B. Analysis.

RMC Section 9.02.030, Application for registration certificate, outlines the information required on the business registration application. Staff proposes several changes to reflect current practices.

In recent years, Staff has been asking applicants to provide their email address on the application. Staff proposes adding email addresses as a requirement on the application in addition to the applicant or business owner's name and mailing address.

Current code requirements include any known consumer complaints filed against the owner or business. That information has not been included on the application form since 2013 and is not something the City uses to base the decision to deny or revoke a license. Complaints are taken by the City Recorder's office and handled appropriately based on the complaint. This information is not listed on current application forms. Staff proposes removing this requirement from the code.

Another current code requirement is for the owner/applicant to note the zoning designation of the business location. Because most people are not aware of the zoning designation, standard practice for many years has been for City Staff to determine the zoning with the Community Development Department. This information is not listed on current application forms. Staff proposes removing this requirement from the code.

RMC Section 9.12.070, OLCC Standards and criteria, Subsection (D) refers to Package Stores. This term is not used by OLCC or the City. The correct term should be "Off-Premises License". Staff proposes renaming that subsection with the correct term.

RMC Section 9.100.020, Denial: The changes to the background check requirements approved by Council in 2019 were in part to match those of the newly adopted requirements for Vehicle for Hire drivers, and reduce the time limit on felonies from 'ever' to 'the past seven (7) years'. One section in the background check requirements that was important to Council for vehicle for hire drivers was the provision that anyone on the sex offender list or felonies involving physical harm could not be approved as a driver. Staff is not proposing to change that language for Vehicle for Hire drivers.

When the changes were made to the Vehicle for Hire driver section, the same language was also added to the general business license/permits subsection. RMC 9.100.020 outlines when the Recorder may deny an application for any business registration. In this section it states, "Any person who is on a sex offender registry, or any person that has a record of felony conviction within the previous seven years may not receive a registration, certificate, license or permit. A record of conviction of any of the following within the previous seven years will also disqualify a person from receiving a registration, certificate, license or permit: crimes involving driving under the influence of alcohol or controlled substances, sexual offenses, or crimes involving physical harm or attempted physical harm to a person, or a misdemeanor that relates to the manufacture or delivery of a CFR Schedule I or Schedule II controlled substance."

With the current code language, there is no opportunity for the applicant to appeal the denial to the City Manager and the City Manager has no authority to look at these situations on a case-by-case basis to make a final determination. Staff is proposing an amendment to the language to retain guidance for the City Recorder to deny an application, while providing the opportunity for the appeal process.

RMC Section 9.100.040, Summary Suspension: Subsection (A) of this Section of the code related to business registrations states, "Upon the determination that the conduct of a registered business owner, licensee or permittee creates an imminent threat to life or property, the City Recorder may summarily suspend the registration certificate, license or permit." The word "imminent" restricts situations where the business may be a threat to life or property, but not in that moment. Staff proposes removing the word "imminent" to provide more flexibility in determining when a business poses a threat to life or property.

**C. Financial/Resource Considerations.**

There is no financial impact related to the proposed amendments.

**D. Timing Considerations.**

Considering these amendments now is appropriate to get current practice into the code and address questions recently received by Staff regarding business registration requirements.

**COUNCIL OPTIONS**

Council has the following options:

- Move forward with first reading of the proposed ordinance; or
- Direct Staff to bring back additional information; or
- Do nothing

**STAFF RECOMMENDATION**

Staff recommends Council proceed with first reading of the ordinance.

**SUGGESTED MOTION**

No motion required, just consensus to proceed with the first reading of the proposed ordinance.

**ATTACHMENTS:**

Attachment #1 – Ordinance No. 3552

ORDINANCE NO. 3552

**AN ORDINANCE AMENDING TITLE 9 – BUSINESS PERMITS, LICENSES, TAXES  
AND REGULATIONS, OF THE ROSEBURG MUNICIPAL CODE**

**WHEREAS**, RMC Section 9.02.030 – Application for registration certificate, outlines information required on the business registration application which is out of date in relation to current practices; and

**WHEREAS**, RMC Section 9.12.070 – OLCC Standards and criteria, includes terminology that is outdated and irrelevant; and

**WHEREAS**, RMC Section 9.100.020 – Denial, includes language prohibiting applicants with certain prior offenses from receiving a business registration, certificate, license or permit without the possibility of an appeal to the City Manager; and

**WHEREAS**, RMC Section 9.100.040 – Summary suspension, includes the word “imminent,” which restricts the City from taking action in situations where a business may be a threat to life or property, but not at that moment.

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

**SECTION 1.** Roseburg Municipal Code Section 9.02.030 – Application for registration certificate, is hereby amended to read as follows:

9.02.030 - Application for registration certificate.

Applications for a business registration certificate shall be submitted to the City Recorder and shall provide the following information:

A. The true name, date and place of birth, driver's license number and permanent address of the business owner, and **an a physical and email** address which the City may use for purposes of notice to the business;

B. For corporate ownership:

1. The true name and address of the president or chief executive officer of the corporation;

2. The address and telephone number of the registered office of the corporation, and

3. The name, address, ~~and~~ phone number **and email address** of the registered local agent of the corporation. If the applicant is acting as the agent of a foreign corporation, additional information including the place and date of incorporation, home office, right to do business within the state, firm or organization's officers and/or its duly authorized local agent may be required;

C. The name under which the business will be operated and a description of the business to be conducted;

ORDINANCES B  
ATTACHMENT #1

D. A description of the goods, wares, merchandise or services the business will offer for sale;

E. The location from which the business will be operated;

F. The length of time (temporary or ongoing) the business will be conducted and the hours and days of the week during which the business will be operated;

G. The past business experience of the owner and applicant, including any prior denial, suspension or revocation of a business license issued to, or applied for by, the owner or applicant;

H. The owner's or applicant's history of any conviction within the past seven (7) years of any felony or of any misdemeanor that relates to fraud or theft or any law or statute where the elements of such law or statute reasonably relate to the business activity to be conducted.

~~I. Known consumer complaints filed against the owner, applicant or business with any local or state consumer agencies in Oregon or in any other state;~~

~~J.I.~~ Verification of compliance with all relevant federal and state bonding and licensing requirements;

~~K. Zoning designation for the location involved; and~~

~~L.J.~~ Any other information which the City Recorder may reasonably feel is necessary to accomplish the purposes of this Chapter.

~~Before awarding a business license, permit or registration, the City will confirm appropriate zoning.~~

**SECTION 2.** Roseburg Municipal Code Section 9.12.070 – Standards and criteria, is hereby amended to read as follows:

9.12.070 - Standards and criteria.

A. General Criteria. The criteria used by the City for recommending the denial, issuance, maintenance and/or renewal of OLCC licenses shall be current state statutes and regulations, the criteria in this Chapter and the general ordinances of the City.

B. The Council may also refuse to recommend approval if it determines that public opinion weighs against the issuance of a license. Such public opinion will be evaluated in light of the reasons expressed and the extent to which the persons expressing it are likely to be affected by the issuance of the license. Greater weight will be given to opinions of persons residing, working or owning businesses within a one-mile radius of the proposed premises. The number of persons expressing support or opposition will not, in and of itself, be controlling.

C. A finding that one or more of the criteria in this Section is not met shall be grounds for a Council recommendation of denial unless the applicant can demonstrate that good cause exists for the Council to find to the contrary.

D. ~~Off-Premises License Package Store~~. In addition to the criteria in the above Subsections A and B, the following special standards and criteria shall apply to applications for ~~package-store-off-premises~~ liquor licenses within the City:

1. A history of sale of alcoholic liquor to any person who is visibly intoxicated as shown by police reports and/or testimony of persons residing, working or owning a business in the neighborhood; or
2. An unreasonable number of detoxification holds by the City Police Department from the area around the store premises

**SECTION 3.** Roseburg Municipal Code Section 9.100.020 – Denial, is hereby amended to read as follows:

9.100.020 - Denial.

In addition to any other criteria established in this Chapter or otherwise reasonably deemed necessary to accomplish the purpose of this Chapter, the City Recorder may deny any application for a registration certificate, license or permit if:

- A. The applicant includes any false or misleading information in the application or if any requested information is omitted from the application;
- B. The applicant is unable to provide proof of compliance with all relevant federal, state and local bonding and licensing requirements upon request;
- C. The applicant or owner has previously owned or operated a business regulated by this Chapter and the business has been found to constitute a public nuisance and abatement has been ordered;
- D. The applicant or owner has been convicted within the past seven (7) years of any felony or of any misdemeanor relating to fraud or theft or any law or statute where the elements of such law or statute reasonably relate to the business activity to be conducted, unless the applicant demonstrates that the offense has no bearing on the applicant's fitness to undertake the licensed activity without endangering property or public health, safety or welfare.
- E. ~~The applicant Any person who~~ is on a sex offender registry, or ~~any person that~~ has a record of a felony conviction within the previous seven years, ~~or may not receive a registration, certificate, license or permit. A~~ a record of a conviction of any of the following ~~within the previous seven years will also disqualify a person from receiving a registration, certificate, license or permit~~: crimes involving driving under the influence of alcohol or controlled substances, sexual offenses, or crimes involving physical harm or attempted physical harm to a person, or a misdemeanor that relates to the manufacture or delivery of a CFR Schedule I or Schedule II controlled substance.
- EF. The operation as proposed by the applicant would not comply with all applicable requirements of the City including but not limited to the Roseburg Municipal Code, including Title 12; or
- FG. The applicant or owner has violated any applicable federal, state or local licensing or bonding requirements.

**9.100.040 - Summary suspension.**

A. Upon the determination that the conduct of a registered business owner, licensee or permittee creates **a an-imminent** threat to life or property, the City Recorder may summarily suspend the registration certificate, license or permit. If the activities of the registered business owner, licensee or permittee cause any property to be or remain in the public way, the City Recorder may cause the property of the registered business owner, licensee or permittee to be removed from the public way and assess the costs of such removal to the registered business owner, licensee or permittee.

B. The suspension takes effect immediately upon notice of suspension being received by the holder of the certificate, license or permit, or being delivered to the business address as stated on the certificate, license or permit being suspended. Such notice shall state the reason for the suspension.

C. The City may continue the suspension as long as the reason for the suspension exists or until a determination on appeal regarding the suspension is made under Section 9.100.050.

D. A summary suspension under this Section may be appealed by the registered business owner, licensee or permittee in the manner set forth in Section 9.100.050.

**SECTION 9.** All other sections and subsections of Title 9 of the Roseburg Municipal Code shall remain in full force and effect as written."

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS \_\_\_\_ DAY OF MARCH, 2021.

APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF MARCH, 2021.

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

ATTEST:

\_\_\_\_\_  
AMY L. SOWA, CITY RECORDER

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ORDINANCE AMENDING TITLE 2 – GOVERNMENTAL PROVISIONS, OF THE ROSEBURG MUNICIPAL CODE

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**Meeting Date:** February 22, 2021  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

Sections of Title 2 – Governmental provisions, of the Roseburg Municipal Code (RMC), should be updated to reflect current practice, provide consistent and clear language and to implement changes to the Council rules as directed by Council.

#### BACKGROUND

##### A. Council Action History.

Through the years, Council has updated the sections regarding City commissions and Council Rules as appropriate to make them consistent with current practice.

On January 25, 2021, after Council review of RMC section 2.34 – City Council Rules and Procedures, Council asked staff to amend Subsection 2.34.110(C) to state the Council would review the rules every two years, following the appointment of newly elected councilors.

##### B. Analysis.

Over the past few years, two new commissions have been established and added to Title 2 of the Roseburg Municipal Code. Although language has remained fairly consistent in the code sections as these commissions were added, the language regarding the position of Chair was not always clear. The language included in the Library Commission section provides the most clarity; therefore, Staff proposes amending language throughout all of the commission code sections regarding appointment of the Chair to match the Library Commission, with the addition of the Mayor having the option to serve as Chair. Exceptions include the Budget Committee and Planning Commission which have a separate process for election of the Chair.

RMC Chapter 2.32 provides general commission provisions. In the description of commission organization, it states that unless otherwise stated in the Code regarding a specific commission, commissions shall meet at least once each month. Two of the commissions, the Airport Commission and Economic Development Commission, have a

different, less frequent meeting schedule. The meeting schedule for those commissions should be reflected in the code section related to each of those commissions.

Staff is proposing amended language to subsection 2.34.110(C) of the Council Rules and Procedures to reflect the change requested by the Council during their January 25, 2021 meeting pertaining to review of the Rules.

**C. Financial/Resource Considerations.**

There are no financial or resource considerations related to these code amendments.

**D. Timing Considerations.**

It would be appropriate to make these amendments now to reflect current practices and direction from the Council.

**COUNCIL OPTIONS**

Council has the following options:

- Move forward with first reading of the proposed ordinance; or
- Direct Staff to bring back additional information; or
- Do nothing

**STAFF RECOMMENDATION**

Staff recommends Council proceed with first reading of the ordinance.

**SUGGESTED MOTION**

No motion required, just consensus to proceed with the first reading of the proposed ordinance.

**ATTACHMENTS:**

Attachment #1 – Ordinance No. 3553

ORDINANCE NO. 3553

**AN ORDINANCE AMENDING TITLE 2 – GOVERNMENTAL PROVISIONS, OF THE  
ROSEBURG MUNICIPAL CODE**

**WHEREAS**, Language in Roseburg Municipal Code (RMC) sections regarding appointment of the Chair to City commissions should be clear and consistent throughout the Code; and

**WHEREAS**, The Airport Commission and the Economic Development Commission meet on a different schedule than the standard as outlined in Section 2.32.020, and code language should reflect their current schedule; and

**WHEREAS**, Council directed Staff to amend Subsection 2.34.110(C) to state the City Council Rules and Procedures will be reviewed every two years, following the appointment of newly elected councilors.

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

**SECTION 1.** Roseburg Municipal Code Chapter 2.14, Airport Commission, Section 2.14.040, Organization of Commission, is hereby amended to read as follows:

2.14.040 – Organization of Commission.

The Commission shall consist of seven members, one of whom shall be the Mayor or a member of Council appointed by the Mayor, to serve as Chair of the Commission. ~~The Commission shall consist of seven members, one of whom shall be the Chair and one of whom shall be designated by the Douglas County Board of Commissioners.~~ The Fixed Based Operator of the Airport shall serve as an ex-officio, non-voting member of the Commission. The remaining ~~five~~ members shall have a demonstrated interest and knowledge of the aviation industry. A majority of the membership (four) shall be licensed pilots. A majority of the members (four) shall also be ~~and~~ residents of the City.

~~Meetings. The Airport Commission shall meet once during each even month starting in February of each year, unless their meetings are formally cancelled, and also shall meet on the call of the Mayor, the Chair of the Commission, or upon call by a majority of the members.~~

**SECTION 2.** Roseburg Municipal Code Chapter 2.18, Economic Development Commission, Section 2.14.040, Organization of Commission, is hereby amended to read as follows:

2.18.040 – Organization of Commission.

The Commission shall consist of seven members, one of whom shall be the Mayor or a member of Council appointed by the Mayor, to serve as Chair of the Commission. ~~The Commission shall consist of seven members, one of whom shall be the Chair.~~ At least three of the members must be residents of the City; three members may either be City residents, own property in the City or have a place of business in the City and one

may be at large. Except for the Chair, members shall hold no other official capacity with the City.

**Meetings.** The Economic Development Commission shall meet once during the months of January, April, July and October of each year, unless their meetings are formally cancelled, and also shall meet on the call of the Mayor, the Chair of the Commission, or upon call by a majority of the members.

**SECTION 3.** Roseburg Municipal Code Chapter 2.20, Homeless Commission, Section 2.20.040, Organization of Commission, is hereby amended to read as follows:

2.20.040 - Organization of Commission.

The Commission shall consist of seven members, one of whom shall be the Mayor or a member of Council appointed by the Mayor, to serve as Chair of the Commission. ~~The Commission shall consist of seven members, one of whom shall be the Chair.~~ Four members shall be the director or designated representative from the following local agencies: Adapt, United Community Action Network (UCAN), Aviva Health, and Umpqua Health Alliance. Two members shall be at-large.

**SECTION 4.** Roseburg Municipal Code Chapter 2.22, Historic Resource Review Commission, Section 2.22.050, Organization of Commission, is hereby amended to read as follows:

2.22.050 - Organization of Commission.

The Commission shall consist of seven members, one of whom shall be the Mayor or a member of Council appointed by the Mayor, to serve as Chair of the Commission. ~~The Commission shall consist of seven members, one of whom shall be the Chair.~~ All members shall have a demonstrated interest, competence or knowledge of historic preservation. At least four of the members must be residents of the City; two members may be either residents of the City, have a place of business in the City or own property in the City; and one member shall be at large. In making such appointments, the Mayor and Council shall consider the applicants' qualifications in the fields of archaeology, architectural history, conservation, cultural anthropology, curatorial experience, engineering, folklore, historic architecture, historic landscape architecture, historic preservation planning or history in general, to the extent that professionals meeting those standards are available in the community.

**SECTION 5.** Roseburg Municipal Code Chapter 2.23, Library Commission, Section 2.23.040, Organization of Commission, is hereby amended to read as follows:

2.23.040 - Organization of commission.

The Commission shall consist of seven members, one of whom shall be **the Mayor** or a member of Council, appointed by the Mayor, to serve as Chair of the Commission. At least five members must be residents of the City. Any member not residing in the City must reside within the City's Urban Growth Boundary. No member of the Commission shall have any financial interest, either directly or indirectly, in any contract to which the library is a party, nor receive a salary or any payment for materials or services rendered by the Commission.

**SECTION 6.** Roseburg Municipal Code Chapter 2.24, Parks and Recreation Commission, Section 2.24.030, Organization of Commission, is hereby amended to read as follows:

2.24.030 - Organization of Commission.

The Commission shall consist of seven members, one of whom shall be the Mayor or a member of Council appointed by the Mayor, to serve as Chair of the Commission. ~~The Commission shall consist of seven members, one of whom shall be the Chair.~~ At least five of the members must be residents of the City. Any member not residing in the City must reside within the boundary of the Roseburg School District.

**SECTION 7.** Roseburg Municipal Code Chapter 2.26, Public Works Commission, Section 2.26.040, Organization of Commission, is hereby amended to read as follows:

2.26.040 - Organization of Commission.

The Commission shall consist of nine members, one of whom shall be the Mayor or a member of Council appointed by the Mayor, to serve as Chair of the Commission. ~~The Commission shall consist of nine members, one of whom shall be the Chair.~~ At least six of the members must be residents of the City; the three other members must either own a business or property within the City's urban services boundary which shall include all land served by the City of Roseburg's water system.

**SECTION 8.** Roseburg Municipal Code Chapter 2.34, City Council Rules and Procedures, is hereby amended to read as follows:

2.34.010 - Laws, rules and policies governing meetings of the Council.

The following shall apply to the conduct and procedures to be followed for all meetings and proceedings of the Council:

- M. Order and Decorum. Councilors and citizens shall maintain order and decorum at Council meetings (including public hearings) and at Commission meetings. At the direction of the Mayor, or by a majority of the Council present, any audience member may be directed to leave the Council Chambers or Commission meeting place for the duration of the meeting if they:
1. Use unreasonably loud or disruptive language.
  2. Make loud or disruptive ~~noisenaetic~~.
  3. Engage in violent or distracting action.
  4. Willfully damage furnishings or the interior of the Council Chambers or any City meeting room.
  5. Refuse to obey the rules of conduct provided herein, including the limitations on occupancy and seating capacity.
  6. Refuse to obey an order of the Mayor or an order issued by a Councilor which has been approved by a majority of the Council present.

2.34.110 - Effect, suspension and review of rules.

- A. Effect of Rules. These rules shall repeal, rescind and replace all other rules and procedures of the Council which may have been formally adopted by resolution or informally adopted by past practice or implied policies. These rules shall also, when applicable by law, be followed by the Roseburg Urban Renewal Agency and all City Commissions, except when the Chapter of this Code which governs said Commission provides to the contrary and then that provision shall be followed.
- B. Suspension of Rules. These rules may be suspended upon an affirmative vote of five Councilors. Suspension of the rules should only occur in cases of extreme necessity and for no other reason.
- C. Review of Rules. The Council shall review these rules at least once **during each odd-numbered year every six months**. Amendments shall be approved by ordinance adoption. These rules are not intended to replace or supersede any applicable federal or state laws or regulations, City ordinances, policies or provisions of the City Charter.

**SECTION 9.** All other sections and subsections of Title 9 of the Roseburg Municipal Code shall remain in full force and effect as written.”

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS \_\_\_\_ DAY OF MARCH, 2021.**

**APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF MARCH, 2021.**

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

**ATTEST:**

\_\_\_\_\_  
**AMY L. SOWA, CITY RECORDER**

## 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:** February 22, 2021  
**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 has adopted resolutions 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.

On June 8, 2020, Council adopted an order extending the State of Emergency for the City of Roseburg, with an expiration date of July 6, 2020.

On July 13, 2020, Council adopted a resolution declaring a State of Emergency for the City of Roseburg, with an expiration date of September 4, 2020.

On August 24, 2020, Council adopted an order extending the State of Emergency for the City of Roseburg, with an expiration date of December 31, 2020.

On January 11, 2021, Council adopted a resolution declaring a State of Emergency for the City of Roseburg, with an expiration date of March 3, 2021.

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

The State of Oregon has extended the State of Emergency numerous times as the COVID-19 pandemic continues to pose a threat to the health and safety of Oregonians. The most current declaration is scheduled to expire March 3, 2021, and it is likely the Governor will extend the current declaration another 60 days. 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. Council may choose to extend the declaration longer than 60 days, retaining the option to terminate or extend if needed. The draft Order extends the declaration through August 31, 2021.

**C. Financial/Resource Considerations.**

Unanticipated costs may continue to 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. 2021-01, Extending the Declaration of Emergency in the City of Roseburg."*

**ATTACHMENTS:**

Attachment #1 – Order No. 2021-01

**ORDER NO. 2021-01 OF THE ROSEBURG CITY COUNCIL  
EXTENDING RESOLUTION NO. 2021-01**

**WHEREAS**, Roseburg City Council adopted Resolution No. 2021-01 effective January 11, 2021, declaring a state of emergency for the entire City of Roseburg in response to the continued COVID-19 pandemic; and

**WHEREAS**, Resolution No. 2021-01 is scheduled to expire on March 3, 2021, unless sooner terminated or extended by Order of the Common Council; and

**WHEREAS**, COVID-19 continues to present a high 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. 2021-01 is hereby extended and will expire on August 31, 2021, unless sooner terminated or extended by Order of the Common Council.

**DATED THIS 22<sup>nd</sup> DAY OF FEBRUARY, 2021.**

\_\_\_\_\_  
**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:** February 22, 2021  
**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 February 22, 2021 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  
February 9, 2021 - 10:00 a.m.

1. Monthly IT Update and Information – (BW)
2. Review February 8, 2021 City Council Meeting Synopsis
3. Review February 22, 2021 City Council Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents and/or Grants to review and/or sign
6. Department Items
  - A. COVID Impacts, Changes, Numbers and/or Updates (NM)



Agenda  
Department Head Meeting  
Electronically via Zoom  
February 16, 2021 - 10:00 a.m.

1. Review February 22, 2021 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents and/or Grants to review and/or sign
4. Department Items
  - A. COVID Impacts, Changes, Numbers and/or Updates (NM)
  - B. Zoom Webinar (AS)
  - C. PEG Channel (NM/AS)

## TENTATIVE FUTURE COUNCIL AGENDA



### Unscheduled

- Airport Fees for Fire Agency Services
- Parklet Update
- PEG Channel Discussion
- Solid Waste Flow Control Ordinance
- Umpqua Basin Urban Services Agreement

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### March 8, 2021

#### Mayor Reports

- A. City Manager Compensation

#### Consent Agenda

- A. Minutes of February 22, 2021

#### Ordinances

- A. Ordinance No. 3551 – Amending RMC Chapter 6.04 – Keeping Farm Animals, Second Reading
- B. Ordinance No. 3552 – Amending RMC Chapter 9.02 – General Business Registration Requirements, Second Reading
- C. Ordinance No. 3553 – Amending RMC Title 2 – Governmental Provisions, Second Reading

#### Department Items

- A. Airport Parking Lot Improvements Bid Award Recommendation

#### Informational

- A. City Manager Activity Report

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### March 22, 2021

#### Mayor Reports

- A. Child Abuse Prevention Month Proclamation

#### Special Presentation

- A. Roseburg Public Library Strategic Plan Report

#### Consent Agenda

- A. Minutes of March 8, 2021

#### Department Items

- A. West Avenue Water Main Extension Bid Award Recommendation
- B. West Avenue Transmission Main CM Services Contract
- C. Storm Replacement Harrison at Harvard Bid Award Recommendation
- D. Lincoln Street ADA Ramps Bid Award Recommendation
- E. i.e. Engineering Contract Management Services Task Order

#### Informational

- A. City Manager Activity Report

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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
- B. 2021 OLCC Annual License Renewal Endorsement

#### Special Presentation

- A. Umpqua Economic Development Partnership Annual Report

#### Department Items

- A. Beulah Park Bid Award
  - B. Capital Improvement Plan Adoption
- Informational
- A. City Manager Activity Report

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**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
- B. Stewart Parkway Bridge End Panel Bid Award

Informational

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

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**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

Department Items

- A. Water Treatment Plant Standby Generator Bid Award (CM Services awarded with Design Contract)

Informational

- A. City Manager Activity Report

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**June 14, 2021**

Consent Agenda

- A. Minutes of May 24, 2021

Public Hearing

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

Resolutions

- A. Resolution No. 2021- -- - Budget Appropriation

Informational

- A. City Manager Activity Report

**Urban Renewal Agency Board Meeting**

Consent Agenda

- A. Minutes of previous meeting

Public Hearing

- A. Resolution No. UR2021-02 - 2021-22 Budget Adoption
-

**June 28, 2021**

Consent Agenda

- A. Minutes of June 14, 2021

Department Items

- A. 24-inch Hooker to Isabell Bid Award
- B. 24-inch Hooker to Isabell Contract Management Services
- C. Washington Avenue Bore Crossing (CM Services awarded with Design Contract)
- D. 2021 Storm CIPP Bid Award

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 28, 2021

Department Items

- A. Lincoln Street Grin Inlay Bid Award
- B. Fulton Shop Roof Bid Award

Informational

- A. City Manager Activity Report
- 

**July 26, 2021**

Consent Agenda

- A. Minutes of July 12, 2021

Informational

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

**September 13, 2021**

Consent Agenda

- A. Minutes of August 23, 2021

Informational

- A. City Manager Activity Report
-

**September 27, 2021**

Consent Agenda

- A. Minutes of September 13, 2021

Informational

- A. City Manager Activity Report
- 

**October 11, 2021**

Consent Agenda

- A. Minutes of September 27, 2021

Informational

- A. City Manager Activity Report
- 

**October 25, 2021**

Consent Agenda

- A. Minutes of October 11, 2021

Department Items

- A. 2021 Oregon Public Library Statistical Report

Informational

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

## **Friday Message February 12, 2021**

- I was off last Friday, so did not get a message out. A few things from last week:
  - The Homeless Commission met on Tuesday – the Mayor gave a thorough report on that at the Council meeting.
  - I attended the LPSCC meeting on Tuesday. We received updates on the Justice Reinvestment Grant, Sobering Center, IMPACTS grant, mobile crisis response, and the specialty court grants.
  - Other meetings included the City Leaders/Commissioner call, a virtual meeting to continue negotiations on a new lease for the cell tower on Reservoir Hill, and a Sobering Center Steering Committee meeting.
  
- On Monday, there was a meeting involving several different organizations to discuss and gauge interest in the potential for developing a navigation center in a building that UCAN owns on Mill Street. There seemed to be a lot of interest from the various groups that provide services to the homeless. Hopefully, more to come on this.
  
- On Tuesday, staff was able to begin addressing the “cave” that has been dug into the hillside on Reservoir Hill. Work will continue to fill in the hole created and to address a second, larger cave, that was located further down the hill.
  
- The Library staff have been busy delivering programming. On Tuesday, they participated in Altrusa’s Celebration of Literacy handing out a free book and themed craft kit. On Thursday, the Library hosted a Facebook Live streaming event titled Racism in Oregon: A Brief Overview.
  
- On Thursday, I hosted the second City Managers zoom meeting. The intent is to have a one-hour meeting each month to share information and stay connected.
  
- The Public Works Commission met on Thursday and discussed the next Five Year Capital Improvement Plan (CIP) for the Transportation, Storm Drainage, Water, Sidewalk/Streetlight, and Urban Renewal Funds. The Commission forwarded a recommendation to adopt those sections. The Commission also forwarded a recommendation to authorize an IGA with ODOT to utilize Surface Transportation Block Grant funding for matching funds on upcoming bridge grant projects.
  
- I completed my individual meetings with Councilors and the Mayor this week. I wanted to thank each of you for your time and willingness to provide feedback. My understanding is that Council will complete a verbal evaluation during an executive session at the end of the February 22<sup>nd</sup> meeting, and then do the more formal scoring evaluation in the July time frame.
  
- Meetings next week (all virtual):
  - Library Commission – Tuesday, 2/16 @ 4 pm
  - Downtown Parking Study Open House – Wednesday, 2/17 @ 6 pm
  - Airport Commission – Thursday, 2/18 @ 3:30 pm