

# ROSEBURG CITY COUNCIL AGENDA – MARCH 13, 2023

City Council Chambers, City Hall

900 SE Douglas Avenue, Roseburg, Oregon 97470

Public Online Access:

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

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



*Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom. See next page for instructions on how to participate in meetings.*

## **6:00 p.m. Work Study**

- A. Homeless Commission Update
- B. Time, Place and Manner

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

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**  
Shelley Briggs Loosley      David Mohr      Ellen Porter      Brian Prawitz  
Kylee Rummel      Patrice Sipos      Ruth Smith      Andrea Zielinski
4. **Mayor Reports**  
A. American Red Cross Month Proclamation
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – In Person or via Zoom/See Information on the Reverse**
7. **Consent Agenda**  
A. February 27, 2023 Meeting Minutes  
B. OLCC New Outlet – Parrott Hospitality LLC dba F n B located at 622 SE Jackson Street
8. **Resolutions**  
A. Resolution No. 2023-08 – Approving a Property Tax Exemption for Opportunity Council Property Located at 152 Sunshine Road in Roseburg, Oregon
9. **Department Items**  
A. Contract Ratification – Roseburg Police Employees Association (RPEA)  
B. AXON Fleet Camera Contract  
C. Use of ARPA Funds for Flock Cameras
10. **Items from Mayor, City Council and City Manager**
11. **Adjourn**
12. **Executive Session ORS 192.660(2)**

## **Informational**

- A. City Manager Activity Report

**ROSEBURG URBAN RENEWAL AGENCY BOARD MEETING TO IMMEDIATELY FOLLOW**

## **AUDIENCE PARTICIPATION INFORMATION**

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

**Comments may be provided in one of three ways:**

- In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
- Email by sending an email by 12:00 p.m. the day of the meeting to [info@cityofroseburg.org](mailto:info@cityofroseburg.org)
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email ([info@cityofroseburg.org](mailto:info@cityofroseburg.org)) by 12:00 p.m. the day of the meeting to get a link to the meeting.

**When providing comments in person, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak on the Audience Participation Sign-in Sheet.**

**When providing comments virtually or by email, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak in an email to [info@cityofroseburg.org](mailto:info@cityofroseburg.org).**

**When participating virtually, log or call in prior to the start of the meeting using the link or phone number provided.**

- When accessing the meeting through the **ZOOM link**, click “Join Webinar” to join the meeting as an attendee.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a “waiting room” until called on to speak.

**Persons addressing the Council must state their name and city of residence for the record. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.**

### **TIME LIMITATIONS**

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

**A total of 30 minutes shall be allocated for the “Audience Participation” portion of the meeting.**

### **CITIZEN PARTICIPATION**

- Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.
- Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening’s agenda, may do so under “Audience Participation.”

### **PROVIDING COMMENTS**

For each item in which speakers have requested to speak, the order will be as follows:

1. Speakers who attend in person will be called up to speak by the Mayor in the order in which they signed up.
2. Speakers on Zoom (video or phone only) will be called on to speak by the Mayor in the order in which they signed up. Each speaker will be brought in from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” after comments are provided.
3. Emailed comments to be read by the Mayor

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

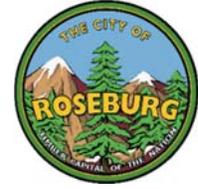
1. Postpone the public comments to “Items from Mayor, Councilors or City Manager” after completion of the Council’s business agenda, or
2. Schedule the matter for continued discussion at a future Council meeting.

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

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

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

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## HOMELESS COMMISSION UPDATE

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**Meeting Date: March 13, 2023**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Work Study/Discussion Item**  
**Staff Contact: Amy L. Sowa, ACM/Recorder**  
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

The Homeless Commission was established in December of 2020 and began meeting in January of 2021. Council has asked for an update on the work of the Homeless Commission.

### BACKGROUND

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

December 14, 2020: Council adopted an ordinance to establish a Homeless Commission consisting of seven (7) members: Representatives from Adapt, United Community Action Network (UCAN), Aviva Health and Umpqua Health Alliance; and two at-large positions. The Mayor serves as Chair of this commission.

December 12, 2022: Council adopted an ordinance to add a representative from the Cow Creek Band of Umpqua Tribe of Indians to the Homeless Commission.

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

The Homeless Commission began meeting in January of 2021 to research and make recommendations to the City Council on addressing the needs of the unhoused population. In March of 2021, on the Homeless Commission's recommendation, the City contracted with Rogue Retreat out of Medford to conduct an assessment of the homeless services available in our community. Their report was presented to the Homeless Commission on April 26, 2021.

Navigation Center: In June, 2021, the City was awarded \$1.5M to establish a navigation center by June 30, 2022. In addition, Umpqua Health awarded the City \$300,000 towards operation of the center. In February 2022, after an extensive search by a subcommittee of Homeless Commission members and staff, the City purchased property located at 948 SE Mill Street for use as a navigation center. After a request for proposals was unsuccessful in finding an operator, UCAN stepped up to offer their services. In March of 2022, the City entered into an agreement with UCAN to operate the center. Ten (10) pallet shelters were placed on the property and began serving as shelters in June of 2022. Since that time, the center has provided temporary shelter, along with wrap around

services, to nearly 30 people. Nearly half have moved on to permanent housing or other stable accommodations. In addition, the site provides walk-in support services for low-income and homeless residents.

Privacy fencing has been installed around the perimeter of the pallet shelter area, and abatement and demolition of the interior of the building is nearly complete. Renovation of the building to provide congregate shelter for an additional 30 people has begun and is expected to be complete by early summer. City staff has been managing this project.

In January, Oregon Housing and Community Services (OHCS) awarded grant funding to the City to help cover navigation center operating costs through June 2023.

Urban Campground: In November of 2022, the Homeless Commission agreed to move forward in looking for property for an urban campground. The campground would provide a legal place for homeless to camp. It was agreed that this type of urban campground would need to have an operator providing 24-hour supervision and oversight. At this time, funding for purchase of a site or cost of an operator has not been identified. Staff has researched vacant properties owned by the City and County, and under private ownership. A subcommittee consisting of Homeless Commission Chair Larry Rich, Homeless Commission member Shelley Briggs Loosley, City Manager Nikki Messenger and Assistant City Manager/Recorder Amy Sowa has done further research and visited several sites for consideration. Homeless Commission members have been asked to continue to explore possible sites and provide information to staff. At this time, research is being done on a possible site.

Some things taken into consideration when looking at properties include:

- Topography. The land must be flat enough for people to pitch tents. The site cannot be located in a natural hazard area (prone to flooding and/or slides).
- Infrastructure: There needs to be power, water and sewer available to the site. Emergency service vehicles must be able to access the site.
- Proximity to schools and homes: The preference is to have a buffer between the urban campground and any schools or housing.
- Access to services. The site must have adequate transportation access to commercial, medical, and other social services and should have easy access to public transportation.
- Location: The site shall be in the Urban Growth Boundary and should be within the City Limits.

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

This is an update only. Any future actions taken during a regular meeting to move items forward may have a financial impact.

### **ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## TIME, PLACE AND MANNER REGULATIONS

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**Meeting Date: March 13, 2023**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Work Study/Discussion Item**  
**Staff Contact: Nikki Messenger, CM**  
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

The following information is being provided at Council's request regarding time, place and manner rules. No action is required.

### ANALYSIS

Cities are allowed to impose city-wide prohibitions against persons sitting, sleeping, or lying in public, provided the city has a shelter that is accessible to the person experiencing homelessness against whom the prohibition is being enforced. Even if a city lacks enough shelter space to accommodate the specific person experiencing homelessness against whom the prohibition is being enforced, it is still allowed to limit sitting, sleeping, and lying in public places through reasonable restrictions on the time, place and manner of these acts ("where, when, and how") – although what constitutes a "reasonable" time, place and manner restriction is often difficult to define.

House Bill 3115 requires any city or county law regulating the acts of sitting, lying, sleeping or keeping warm and dry outside on public property must be "objectively reasonable" based on the totality of the circumstances as applied to all stakeholders, including persons experiencing homelessness. What is objectively reasonable may look different in different communities. The bill retains cities' ability to enact reasonable time, place and manner regulations, aiming to preserve the ability of cities to manage public spaces effectively for the benefit of an entire community.

The City has published a survey and is seeking input from all stakeholders in the community regarding time, place and manner. The deadline for the survey is March 10. Results from the survey will be used to help determine which time, place and manner restrictions might work best for the City of Roseburg. Recommendations will be presented to the City Council at a future meeting.

Attached for reference is the current Roseburg Municipal Code Section 7.02.100 Prohibited Camping.

Roseburg, Oregon Municipal Code

Title 7 OFFENSES

Chapter 7.02 OFFENSES

**7.02.100 Prohibited camping.**

A. As used in this Section:

1. "Camp/Camping." To set up or to remain in or at a campsite, for the purpose of establishing or maintaining a temporary or permanent place to live/reside. Using or maintaining a fire or stove without other evidence of a temporary place to live/reside shall also be considered camping.
2. "Campsite." Any place where any indicia of camping is placed, established or maintained.
3. "Indicia of camping." Items or activities that may include, but are not limited to: any stove or fire or cooking activity outside of authorized areas; storage of personal belongings; use of tents, lean-tos, shacks, vehicles or any other temporary structures or any part thereof for sleeping or storage of personal belongings; designation of an area in a manner to exclude other members of the public by maintaining, using or storing personal belongings or items. Bedding (such as blankets, sleeping bags, or other sleeping matter), by itself, is not indicia of camping.

B. Except by permit issued by the Parks Department for camping in a City park, it is unlawful to camp in or upon any sidewalk, street, alley, lane, public right-of-way or any other place to which the general public has access, or under any bridgeway or viaduct.

C. No RV or campsite shall be used or occupied on any tract of ground within the corporate limits of the City except as provided in this Section.

D. No person shall use or occupy any RV or campsite for more than forty-eight hours on the premises of any occupied dwelling or on any lot which is not part of the premises of any occupied dwelling, unless a permit therefor shall have been first obtained as prescribed in the Land Use and Development Regulations, nor shall any person permit such use or occupancy unless the occupant of the RV or camp has obtained a permit therefor.

E. Exception. Overnight use of a camping vehicle or recreational vehicle (RV) as defined in ORS 446.310 (2) shall be allowed outside of a permitted or authorized campground, without a permit, provided the following conditions exist and are complied with:

1. The subject location is within a General Commercial (C-3) zoning district and contains a developed permitted use pursuant to Roseburg Municipal Code Subsection 12.04.010.
2. The property owner or lessee registers the subject location with the community development department and no fee is charged to the users;

3. The subject location is not within 500 feet of a residential structure;
4. The length of stay is limited to 48 hours;
5. The camping vehicle or RV unit is self-contained;
6. Generators shall not be used between the hours of 10:00 p.m. and 6:00 a.m.;
7. The area designated for overnight use is paved with an asphalt or concrete surface;
8. The owner of the property where the overnight parking occurs has obtained the necessary permits or licenses, if any are required, from other governmental agencies.

F. Any person who violates this Section [7.02.100] shall be punished, upon conviction, by a fine of not more than \$250 for each violation. Conviction of a violation does not give rise to any disability or legal disadvantage based on conviction of a crime.

(Ord. 2936 § 1 (part), 1996; Ord. 3093 § 1, 2001; Ord. No. 3513 , § 1, 10-8-2018; Ord. No. 3547 , § 1, 1-25-2021)

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## Contact:

City Recorder, 541-492-6866, [info@cityofroseburg.org](mailto:info@cityofroseburg.org)

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# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### RED CROSS MONTH

**WHEREAS:** In times of crisis, people in Roseburg come together to care for one another. This humanitarian spirit is part of the foundation of our community and is exemplified by American Red Cross Cascades Region volunteers and donors.

**WHEREAS:** In 1881, Clara Barton founded the American Red Cross, turning her steadfast dedication for helping others into a bold mission of preventing and alleviating people's suffering. Today, more than 140 years later, we honor the kindness and generosity of Red Cross volunteers here in Roseburg, Oregon, who continue to carry out Clara's lifesaving legacy. They join the millions of people across the United States who volunteer, give blood, donate financially or learn vital life-preserving skills through the Red Cross.

**WHEREAS:** In the **Cascades Region**, serving Oregon and SW Washington, the contributions of more than **2,500** local Red Cross volunteers give hope to the most vulnerable in their darkest hours. The Red Cross does so by providing more than **600** emergency overnight shelter stays, along with food and comfort for families devastated by nearly **800** local disasters, like home fires. Through the generosity of those donating more than **182,000** units of essential blood for accident and burn victims, heart surgery and organ transplant patients, and those receiving treatment for leukemia, cancer or sickle cell disease. Or by supporting service members and veterans an average of **nine times a day**, along with their families and caregivers through the unique challenges of military life. And by helping to save the lives of others with first aid, CPR and other skills; or delivering international humanitarian aid.

**WHEREAS:** Their work to prevent and alleviate human suffering is vital to strengthening our community's resilience. We dedicate this month of March to all those who continue to advance the noble legacy of American Red Cross founder Clara Barton, who lived by her words, "You must never think of anything except the need, and how to meet it." We ask others to join in this commitment to give back in our community.

**NOW, THEREFORE**, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim March 2023 to be

### RED CROSS MONTH

and encourage all citizens of Roseburg to reach out and support its humanitarian mission.

**DATED** this 13<sup>th</sup> Day of March 2023.

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**THE HONORABLE MAYOR LARRY RICH**

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
February 27, 2023**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on February 27, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Rummel led the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilors Shelley Briggs Loosley, David Mohr, Ellen Porter, Brian Prawitz, Kylee Rummel, Patrice Sipos, Ruth Smith and Andrea Zielinski.

**Absent:** None

**Others Present:** City Manager Nikki Messenger, Assistant City Manager/ Recorder Amy Sowa, City Attorney Jim Forrester, Fire Chief Tyler Christopherson, Police Chief Gary Klopfenstein, Library Director Kris Wiley, Public Works Director Dawn Easley, Human Resources Director John VanWinkle, Communications Specialist Suzanne Hurt, Management Assistant Autumn David and Scott Carroll of the News Review.

**MAYOR REPORTS: LETTER OF SUPPORT – LEGISLATIVE BILL**

Messenger noted concerns for smaller communities in opening an urban campground due to risk and liability. Councilor Porter had been working on legislation to address this concern as well as funding needs for small cities and counties.

Councilor Porter noted that smaller cities and counties have the same challenges with homelessness, with the same expectations of addressing the challenges, but with fewer resources and funding. It leaves the unhoused in a vulnerable situation. The proposed bills are to lower the liabilities for smaller cities and counties, while still maintaining safety measures. The bill is getting strong support from other communities. A letter of support had been drafted and provided to Council for their consideration. Other cities are also signing letters of support for the bill. As suggested by Councilor Mohr, the letter will be edited to reference only the language the City supports for this purpose, as it will be included in a larger bill.

Councilor Zielinski moved to approve and have the Mayor and Council sign the letter of support to the Oregon State Legislature regarding the proposed bill to address concerns for small and rural cities and counties regarding homelessness with amendments to clarify support for the proposed language. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Prawitz, Rummel, Sipos, Smith and Zielinski voted yes. No one voted no.

Councilor Prawitz appreciated the work going into this legislation and the direct conversation to the decision makers.

In response to Councilor Zielinski, Councilor Porter said once the bill numbers were finalized, the public could call state representatives and senators asking them to support the bills. The League of Oregon Cities (LOC) was putting together a one-pager and would like to add Roseburg.

### COMMISSION REPORTS

Councilor Briggs Loosley reported on the Homeless Commission meeting. Updates were provided regarding the warming center, the Housing Transition Action Group (HTAG), navigation center construction, navigation center operations, and efforts to find property for an urban campground.

Councilor Zielinski reported on the Library Commission meeting. The Friends of the Roseburg Public Library were planning a book sale from Thursday, March 2 through Saturday, March 4, with extra special deals. Everyone was encouraged to attend.

Councilor Mohr reported there was an Airport Commission meeting. No action was taken.

### AUDIENCE PARTICIPATION

Kelly Wyatt, resident of Roseburg, appreciated the letter to the Laurelwood neighbors in response to a letter submitted to the City. Wyatt was encouraged that working together, a better and safer place could be found for the campers.

### CONSENT AGENDA

Councilor Zielinski moved to approve the following consent agenda items:

- A. February 13, 2023 Meeting Minutes
- B. OLCC Change of Ownership – Little Brothers Pub located at 428 SE Main Street
- C. OLCC Change of Ownership – Colvin Oil I, LLC dba Pinnacle 365 located at 2625 NE Diamond Lake Boulevard
- D. Municipal Judge Pro Tem List

The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Prawitz, Rummel, Sipos, Smith and Zielinski voted yes. No one voted no.

### RESOLUTION NO. 2023-07 – CDBG GRANT CLOSEOUT FAIR HOUSING ACTIVITY NWU DEBT FORGIVENESS

Messenger reported the City worked with CCD Business Development Corporation (CCD) to deliver a COVID-19 Emergency Small Business & Microenterprise Assistance Community Development Block Grant (CDBG). The \$500,000 grant assisted small businesses and microenterprises within the City and Douglas County. In order to close the CDBG grant, the City, as grant recipient, must undertake at least one fair housing activity as defined in the CDBG Grant Management Handbook.

In 2017, the City sold the Willis House and adjacent park property to NeighborWorks Umpqua (NWU) for \$137,500. NWU indicated their intent was to utilize the property for its executive offices for Umpqua Community Property Management and NWU's Real Estate and Housing Rehabilitation departments.

At the time of the sale, the historic building had significant deferred maintenance and the City was having issues with squatters breaking into it and causing damage. The City had received other offers, but deemed the NWU offer to be in the public's best interest, even though it was lower. NWU's intent was to refurbish the historic structure. With the City's assistance, NWU sought historic preservation grants to pursue this work, but ultimately could not fund the improvements. NWU installed a fence to secure the property and it continued to sit vacant.

As part of the sale, a separate agreement was signed with the condition that if the property was sold within five (5) years from date of this agreement, NWU would pay \$50,000.00 to the City of Roseburg. This separate agreement was signed by the NWU CEO and the Roseburg City Manager, but was not recorded in the County records. Since that time, the CEO, City Manager and City Attorney have all changed. None of the new appointees was aware of the agreement.

On April 12, 2022, NWU sold the Willis House property to Juniper Tree Northwest LLC for \$300,000. This was 58 days shy of five years from the June 9, 2017 date that NWU bought the property. Juniper Tree has refurbished the building and is currently operating an office in the space.

One of the ways the City can meet its CDBG Fair Housing obligation is to "Provide financial or other documented local support to state or local fair housing organizations that provide information, referral and other assistance in the community." NWU qualifies as a local fair housing organization and forgiveness of this debt would qualify as financial support by the City. If NWU were required to pay the debt, this would impact their ability to deliver services within our community, which are vitally important right now.

Councilor Smith abstained from the discussion and vote due to her employment with NWU.

In response to Councilor Mohr, Messenger said there were no other conditions tied to the property. Mayor Rich and Councilors Prawitz and Zielinski spoke regarding the purpose for the original sale and the work done by NWU for the community. NWU provides housing to low-income residents and is a good community partner. City Attorney Jim Forrester added the agreement regarding payment of \$50,000 did not come to Council.

Erica Mills, Executive Director of NWU, said NWU did occupy the building for a time and did approximately \$100,000 worth of improvements to the building during their time there. Although a higher bid was received, NWU sold the property to Juniper due to the important work Juniper does in counseling teens.

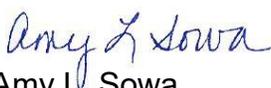
Councilors Rummel and Porter noted the good work done by NWU. There was concern that penalizing them could take services away from the community. This action was a gesture of good faith in the work they do for the community.

Councilor Zielinski moved to adopt Resolution No. 2023-04, entitled, "A Resolution Forgiving Neighborworks Umpqua Debt Relating to the Sale of the Willis House." The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Prawitz, Rummel, Sipos, Smith and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2023-07 as adopted.

## ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

### ADJOURNMENT

The meeting adjourned at 7:41 p.m.



Amy L. Sowa  
Assistant City Manager/Recorder



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### OLCC NEW OUTLET PARROTT HOSPITALITY LLC DBA F N B LOCATED AT 622 SE JACKSON STREET

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Meeting Date: March 13, 2023

Agenda Section: Consent

Department: Administration

Staff Contact: Autumn David, Management Assistant

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

Contact Telephone Number: 541-492-6866

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#### ISSUE STATEMENT AND SUMMARY

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

#### BACKGROUND

OLCC has received an application from Heidi Lael, Parrott Hospitality LLC dba F n B, as a new outlet granted for "Full On-Premises Commercial," sales.

#### A. Council Action History.

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

#### B. Analysis.

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

#### C. Financial/Resource Considerations.

The applicant has paid the appropriate fee for City review of the application.

#### D. Timing Considerations.

The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

#### COUNCIL OPTIONS

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

**STAFF RECOMMENDATION**

Staff recommends Council approval of the application as submitted.

**SUGGESTED MOTION**

***“I MOVE TO RECOMMEND APPROVAL OF THE OLCC CHANGE OF OWNERSHIP APPLICATION FOR PARROTT HOSPITALITY LLC dba F n B LOCATED AT 622 SE JACKSON STREET IN ROSEBURG, OREGON.”***

**ATTACHMENTS:**

Attachment #1 – Subject Application

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

# LIQUOR LICENSE APPLICATION

Page 1 of 3

Check the appropriate license request option:

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

Select the license type you are applying for.

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

### Full On-Premises

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

### Winery

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

### Brewery

- Primary location
- Additional locations:  2nd  3rd

### Brewery-Public House

- Primary location
- Additional locations:  2nd  3rd

### Grower Sales Privilege

- Primary location
- Additional locations:  2nd  3rd

### Distillery

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

- Limited On-Premises
- Off Premises
- Warehouse
- Wholesale Malt Beverage and Wine

### INTERNAL USE ONLY

Application received:

**08/26/2022**

Minimum documents acquired:

**08/26/2022**

### LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received:

Optional: Date Stamp



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

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

\_\_\_\_\_  
Date

Return this form to:

Investigator name:

~~Zoe Blumenshine~~ Heidi Smothers  
Email:

~~zoe.blumenshine@oregon.gov~~  
~~FNB~~

heidi.smothers@oregon.gov

# LIQUOR LICENSE APPLICATION

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

<b>BUSINESS INFORMATION</b>		
Trade Name of the Business (name customers will see): <b>FnB</b>		
Business phone number: <b>503-896-6988</b>	Business email: <b>heidil1000@gmail.com</b>	
Premises street address (The physical location of the business and where the liquor license will be posted): <b>622 SE Jackson St Unit #2</b>		
City: <b>Roseburg</b>	Zip Code: <b>97479</b>	County: <b>Douglas</b>
Business mailing address (where we will send any items by mail as described in <a href="#">OAR 845-004-0065[1]</a> ): <b>182 Kohala ct.</b>		
City: <b>roseburg</b>	State: <b>oregon</b>	Zip Code: <b>97471</b>
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

<b>APPLICATION CONTACT INFORMATION</b>		
Contact Name: <b>heidi lael</b>		
Phone number: <b>5038966988</b>	Email: <b>heidil1000@gmail.com</b>	
Mailing address: <b>1940 NE Newton St</b>		
City: <b>roseburg</b>	Zip Code: <b>97470</b>	County: <b>douglas</b>

Please note: liquor license applications are public records.



OREGON LIQUOR & CANNABIS COMMISSION  
**BUSINESS INFORMATION**

Please Print or Type

Applicant Name: ~~Heidi Lael~~ **PARROTT HOSPITALITY LLC** Phone: 503-896-6988

Trade Name (dba): F n B

Business Location Address: 622 SE Jackson St

City: Roseburg

ZIP Code: 97470

**DAYS AND HOURS OF OPERATION**

**Business Hours:**

Sunday	10	to	3
Monday	11	to	10
Tuesday	11	to	10
Wednesday	11	to	10
Thursday	11	to	10
Friday	11	to	12
Saturday	11	to	12

**Outdoor Area Hours:**

Sunday	10	to	3
Monday	11	to	10
Tuesday	11	to	10
Wednesday	11	to	10
Thursday	11	to	10
Friday	11	to	12
Saturday	11	to	12

The outdoor area is used for:

- Food service Hours: 10 to 12
- Alcohol service Hours: 10 to 12
- Enclosed, how under cover part of building

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

\_\_\_\_\_  
(Investigator's Initials)

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

**ENTERTAINMENT**

Check all that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Live Music        | <input type="checkbox"/> Karaoke                |
| <input type="checkbox"/> Recorded Music    | <input type="checkbox"/> Coin-operated Games    |
| <input type="checkbox"/> DJ Music          | <input type="checkbox"/> Video Lottery Machines |
| <input type="checkbox"/> Dancing           | <input type="checkbox"/> Social Gaming          |
| <input type="checkbox"/> Nude Entertainers | <input type="checkbox"/> Pool Tables            |
|  | <input type="checkbox"/> Other: _____           |

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

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

**SEATING COUNT**

Restaurant: 49	Outdoor: 24
Lounge: 20	Other (explain): Bourbon bar/basement-20
Banquet: 49	Total Seating: 142

OLCC USE ONLY	
Investigator Verified Seating: _____(Y) <b>X</b> (N)	
Investigator Initials: <b>ZB</b>	
Date: <b>12/09/2022</b>	

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

Applicant Signature: Heidi M Lael  
Heidi M Lael (Dec 9, 2022 05:12 PST)

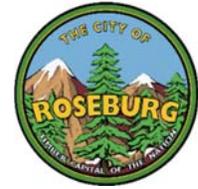
Date: 12-9-22

**1-800-452-OLCC (6522)**

[www.oregon.gov/olcc](http://www.oregon.gov/olcc)

(rev. 12/07)

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## RESOLUTION NO. 2023-08 APPROVING TAX EXEMPTION FOR SUNSHINE PARK APARTMENTS LOCATED AT 152 SUNSHINE ROAD

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**Meeting Date:** March 13, 2023  
**Department:** Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Resolutions  
**Staff Contact:** Amy L. Sowa, ACM/Recorder  
**Contact Telephone Number:** 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

The City of Roseburg received an application from Opportunity Council in partnership with Sunshine Housing Associates Limited Partnership requesting a tax exemption for low-income housing located at 152 Sunshine Road.

### BACKGROUND

#### A. Council Action History.

February 14, 1994: Council adopted Ordinance No. 2849, adopting the standards under ORS 307.540 to 307.547 for tax exemption for non-profit low-income housing.

March 14, 2022: Council adopted Resolution No. 2022-06, approving a tax exemption for Opportunity Council property addressed as 152 Sunshine Rd.

#### B. Analysis.

In 2019, Wishcamper Development Partners contacted the City regarding a low-income housing project being planned in partnership with Opportunity Council, a 501(c)(3) nonprofit corporation, on Sunshine Road located within the Diamond Lake Urban Renewal Area. They applied for and were granted, tax exemption status under ORS 307.540 to 307.547. The property to be benefited by such exemption consists of a 144-unit affordable housing project, which is to be used exclusively by low-income persons with income under 60% of the Douglas County area median income.

In order to continue to qualify for tax exemption in the upcoming tax year, Opportunity Council must apply annually prior to March 1. An application was received by the City on February 24, 2023. The criteria to qualify for the tax exemption under ORS 307.541 includes:

- The property is owned by a 501(c)(3) corporation; and
- The property is occupied by low income persons; and
- The property, if occupied, is actually and exclusively used for the purposes described in which they qualified as a 501(c)(3) organization.

Per statute, the governing body must make a determination on whether the applicant qualifies for the exemption within 30 days of receipt of the application. Staff finds the applicant qualifies under ORS 307.540 to 307.547 for the requested tax exemption for non-profit low-income housing.

The exemption granted under the statutes noted above applies to all taxing districts in which the property is located, and must be approved by jurisdictions equaling 51% or more of the total combined rate of taxation. The property is located in the Diamond Lake Urban Renewal District and the combined rate of taxation of the City of Roseburg and Roseburg Urban Renewal Agency meet that requirement; therefore, the governing bodies of each must approve the request.

**C. Financial/Resource Considerations.**

The estimated taxes on this property for this year are \$248,496, with approximately \$126,000 to the City and \$3,300 to the urban renewal district. Given that this property is within the Urban Renewal Area, without a tax exemption, the growth in tax revenue, or approximately \$2,100, would go to the Urban Renewal Fund.

**D. Timing Considerations.**

Per ORS 307.547, the Council shall determine whether the applicant qualifies for the exemption within 30 days of receipt of the application. The 30-day time period ends March 26, 2023. Following adoption, a certified copy of an approved resolution from both agencies must be submitted to the Douglas County Assessor's Office. The exemption is good for one tax year and an application for continued tax exempt status must be submitted annually.

**COUNCIL OPTIONS**

Council has the following options:

- Adopt a resolution approving a property tax exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg; or
- Request additional information; or
- Do nothing

**STAFF RECOMMENDATION**

Staff recommends Council adopt a resolution approving a property tax exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg. In addition to meeting the requirements for tax exemption, this property helps fill the need for low-income housing.

**SUGGESTED MOTION**

***"I MOVE TO ADOPT RESOLUTION NO. 2023-08 APPROVING A PROPERTY TAX EXEMPTION FOR OPPORTUNITY COUNCIL PROPERTY LOCATED AT 152 SUNSHINE ROAD IN ROSEBURG, OREGON."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2023-08

Attachment #2 – Application from Opportunity Council requesting a tax exemption

**RESOLUTION NO. 2023-08**

**A RESOLUTION APPROVING A PROPERTY TAX EXEMPTION FOR  
OPPORTUNITY COUNCIL PROPERTY LOCATED AT 152 SUNSHINE ROAD IN  
ROSEBURG, OREGON.**

**WHEREAS**, Opportunity Council has filed an application for property tax exemption under Ordinance No. 2849 and ORS 307.540 to 307.547; and

**WHEREAS**, the property to be benefited by such exemption consists of a 144-unit affordable housing project, which is to be used exclusively by low-income persons as defined by ORS 307.515; and

**WHEREAS**, the property is addressed at 152 Sunshine Road, Roseburg, Oregon, 97470, and is legally identified as Township 27 South, Range 05 West, Section 15C, Tax Lot 200, Tax Account Number 46031.03; and

**WHEREAS**, the applicant meets the criteria established under Ordinance No. 2849 and ORS 307.540 to 307.547.

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

**Section 1.** The property described qualifies for an exemption from property taxation for so long as it meets the criteria established under Ordinance No. 2849 and ORS 307.540 to 307.547.

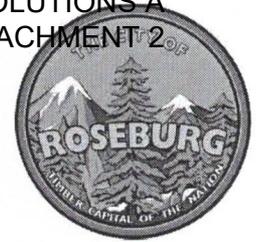
**Section 2.** The applicant must file an application for exemption with the governing body for each assessment year the corporation wants the exemption, on or before March 1 of the assessment year for which the exemption is sought. The annual application must provide a description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose, a certification of income levels of low income occupants, a description of how the development of the property will benefit project residents, and a declaration that the corporation has been granted exemption from income taxation under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) or 501(c)(4).

**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 \_\_\_ DAY OF \_\_\_\_\_, 2023.**

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**Amy L. Sowa, Assistant City Manager/Recorder**



# CITY OF ROSEBURG, OREGON

**Application**  
**Property Tax Exemption for Low-Income Housing**  
**(ORS 307.540 – 307-545)**  
**Application Due Date: March 1**

**ORGANIZATION INFORMATION**

**Applicant/Sponsor**

Organization Name Opportunity Council		SSN/Tax ID 91-0787820
Address 1111 Cornwall Ave	City/State Bellingham WA	Zip 98225
Contact Person David Foreman	Phone (360) 734-5121	Fax
Email david_foreman@oppco.org	Additional Contact Information (if applicable) Bret George - bgeorge@wishcamperpartners.com	
Is this entity a qualified 501(c)(3) or 501(c)(4) Non-Profit Organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If not, is this entity a general partner of a Non-Profit partnership? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Entity Type** (please check one)

Partnership  Other (specify) \_\_\_\_\_

Corporation

**Property Owner (if other than Applicant)**

Name Sunshine Housing Associates Limited Partnership	Signatory Name & Title Bret George, Member	
Address 131 S. Higgins Ave	City/State Missoula MT	Zip 59802
Contact Person Bret George	Phone (406) 546-4537	Fax
Email bgeorge@wishcamperpartners.com	Additional Contact Information (if applicable)	

**Required Information**

Description of the Property for which the exemption is requested (include Tax Lot # and/or Property ID#): \_\_\_\_\_  
 Property ID #R34300 - Account #46031.03  
 Sunshine Park Apartments, 152 Sunshine Road, Roseburg

Description of the charitable purpose of the project and whether all or a portion of the property is being used for that purpose: The project will provide 144 rent restricted apartment units to low-income individuals and/or families. 100% of the property is being utilized for this purpose.



# CITY OF ROSEBURG, OREGON

### Description of how the tax exemption will benefit project residents:

The tax exemption benefits the project residents in that it allows the developers to increase the construction and permanent loans to levels necessary to construct all units. The increase in loan proceeds also allowed th project to establish a 15-year reserve to provide resident services to the tenants. The non-profit partner also provides direct information and referral services to project residents, connecting them to community-based social and supportive services. This activity is designed to assist residents in finding services of greatest need to their households, including rental assistance, energy assistance, employment, child care, food/nutrition services, legal services, and similar services often needed by low income households.

### Description of the development of the property if the property is being held for future low income housing development:

Construction of 144 units of low income housing is currently underway. Construction began in May 2021 and is expected to be complete by 7/31/2023.

### Required Documentation

- Certification of income levels of low income occupants.
  - Income must be at or below 60% of the area median income as determined by the Oregon Housing Stability Council based on information from the United States Department of Housing and Urban Development (HUD)



# CITY OF ROSEBURG, OREGON

## DECLARATIONS (Please read carefully and sign before a notary)

1. I declare that my organization has been granted an exemption from income taxes under 26 U.S.C. Section 501(c)(3) or (4) as amended before December 1, 1984, and submit proof of that status with this application; or I declare that my organization is a general partner of a 501(c)(3) or 501(c)(4) partnership.
2. I have attached documentation as proof of the owner relationship to the name of the applicant.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540 – 307.545, as adopted by Roseburg Ordinance No. 2849 (February 14, 1994).
4. The above described property(ies) qualifies or will qualify upon completion of any rehabilitation improvement, and subsequent occupancy by low income residents for property tax exemption within 30 days of the March 1 application or the date of approval.
5. All the information in this application is true to the best of my belief and knowledge, and is for all purposes of determining eligibility for the tax exemption program authorized by Roseburg Ordinance No. 2849.

Name of Organization: Opportunity Council

Authorized Signer (please print): Greg Winter

*Greg Winter* 02/24/2023  
 Signature Date

STATE OF Washington )  
 )ss.  
 COUNTY OF Whatcom )

This instrument was acknowledged before me on the 24<sup>th</sup> day of February, 2023 by Greg Winter, as Executive Director of Opportunity Council, on behalf of said corporation.



*Anneliese De Leon*  
 Notary Public

My commission expires: 5/28/2023

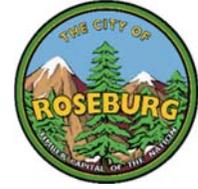
### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_:

Approved

Not Approved

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CONTRACT RATIFICATION – ROSEBURG POLICE EMPLOYEES ASSOCIATION (RPEA)

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Meeting Date: March 13, 2023

Agenda Section: Department Items

Department: City Manager

Staff Contact: John VanWinkle/Gary Klopfenstein

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

Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

After a number of preliminary discussions, negotiations between the City and the Roseburg Police Employees Association (RPEA) opened on November 15, 2022. The current agreement expired June 30, 2022. On February 28, 2023, the parties tentatively agreed to the terms of a successor collective bargaining agreement.

### BACKGROUND

#### A. Council Action History.

The City Council grants authorization to the City bargaining team for matters of compensation. The bargaining agreements between the City and employee representatives are enforceable contracts and in the scope of the Council's financial authorization due to their cost. After the completion of comparability studies and initial analysis, the issue was brought to Council in executive session on September 26, 2022. At that meeting, Council outlined the authority for bargaining parameters for the City team.

#### B. Analysis.

Wage increases have been included for each year of a two-year agreement. A new Homeless Liaison Officer assignment has been added, with an 8% pay incentive.

Operational changes were made, including redefining just cause standards and arbitrator selection procedures as required by Oregon law.

The tentative two-year agreement reached by the parties is expected to be ratified by union membership at their next meeting and is within the financial parameters set by Council on September 26, 2022.

#### C. Financial/Resource Considerations.

The tentative agreement is for a two-year contract retroactive to July 1, 2022. The compensation package includes:

2022-2023

- 5% wage increase across the board, effective July 1, 2022
- Homeless Liaison Officer temporary duty assignment added, with 8% pay incentive

2023-2024

- 5% wage increase across the board, effective July 1, 2023

The two-year agreement has been incorporated into the six-year financial forecast and is sustainable.

**D. Timing Considerations.**

Tentative agreements have been made, and the bargaining unit is expected to ratify the agreement at its next meeting. Council review and action are now appropriate.

**COUNCIL OPTIONS**

1. Council may approve the tentative agreement as presented; or
2. Council may vote against approval of the tentative agreement with the RPEA; or
3. Council may request specific changes in the tentative agreement with the RPEA.

**STAFF RECOMMENDATION**

Staff respectfully recommends Council approve the tentative agreement as presented.

**SUGGESTED MOTION**

***"I MOVE TO APPROVE THE TENTATIVE TWO-YEAR AGREEMENT BETWEEN THE CITY OF ROSEBURG AND THE ROSEBURG POLICE EMPLOYEES ASSOCIATION."***

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## AXON FLEET CAMERA CONTRACT

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**Meeting Date: March 13, 2023**  
**Department: Police Department**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

Council will be considering authorizing the City Manager to enter into a new five-year contract with AXON for a Fleet 3 (in-car vehicle camera) system to replace our aging in-car camera system.

### BACKGROUND

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

Council has previously approved of the Police Department's use of Axon products, to include body worn cameras, Tasers, etc.

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

Our department currently utilizes AXON body worn cameras, AXON Tasers, AXON Interview Room surveillance systems, AXON Fleet, AXON Citizen, and AXON sharing software for the courts. All of AXON's systems function seamlessly together utilizing the website evidence.com, and storage is cloud based and unlimited. AXON requires all contracts to be five years in duration.

In-vehicle cameras have long been utilized in patrol vehicles for evidentiary purposes, and to mitigate liability. Chief Burge pre-purchased Axon Fleet cameras while Axon was putting their Fleet program together. Because he purchased this product in the development stage, he was able to obtain an exceptionally good price for the initial five-year contract. Axon installed their first generation Fleet cameras in our patrol cars in March of 2018. Each patrol vehicle has a forward facing and rear prisoner cage camera that activates automatically when police lights are turned on, when a specific speed is reached, or when a rear prisoner door is opened. When these Fleet cameras activate, they also turn on all nearby AXON body worn cameras.

Our current five-year AXON Fleet contract ends this month. AXON is currently on their third generation of Fleet cameras, and are advising they do not believe the first generation camera system we are currently using will be supported much longer.

AXON provided us with the following three options:

1. Renew our current contract for another five years utilizing our existing first generation equipment for \$49,204.80, divided into five annual payments; or
2. Enter into a new five-year contract for AXON Fleet 3 basic for \$116,215.20, divided into five annual payments; or
3. Enter into a new five-year contract for AXON Fleet 3 Advanced for \$183,290.40, divided into five annual payments of \$36,658. Fleet 3 Advanced comes with unlimited storage and no-cost hardware replacement every five years.

All three options utilize pricing from the Sourcewell cooperative purchasing agreement. The above prices reflect a preferred customer discount of \$3,952.80 for Fleet 3 Basic and \$26,856 for Fleet 3 Advanced.

Fleet 3 Basic utilizes AXON's third generation camera hardware.

Fleet 3 Advanced utilizes Automatic License Plate Reader (ALPR) software. This will enable Police to have a citywide network of plate reading cameras, using one application in the vehicle for ALPR alerts and in-car video management. License plates are automatically checked through the FBI's National Crime Information Center (NCIC) database, which houses information on stolen vehicles, missing and endangered persons, amber alerts, wanted fugitives, etc. Police will be able to make a "hotlist" that will generate in-vehicle alerts, and allow non-urgent alert muting when an officer is engaged in a call. The ALPR system has the ability to search plates based on partial characters, location, date & time. AXON Fleet 3 has partnered with Flock Safety, who offers fixed ALPR systems. This partnership enables information sharing between all entities who utilize Flock cameras. Flock is utilized by the Douglas County Sheriff's Office, Myrtle Creek Police, Sutherlin Police, Grants Pass Police, Medford Police, and by over 1000 law enforcement agencies in over 2,000 cities across the nation. Sutherlin Police advised they are in the process of upgrading to AXON Fleet 3 Advanced as well. A Roseburg Police search of a license plate or vehicle type will automatically include all the agencies who utilize Flock cameras. Staff is currently evaluating the possibility of adding Flock fixed ALPR cameras at entry and exit points to the City.

AXON has advised that installation will be approximately one year from execution of a new contract, and that they will extend our existing contract until installation occurs.

**C. Financial/Resource Considerations.**

Updating from our current first generation in car camera system to the Fleet 3 Advanced system will cost an additional \$26,817 annually. We have increased the Police Department's Technology-Support and Maintenance line item in the proposed FY 23-24 budget to include the AXON Fleet 3 Advanced five-year contract.

**D. Timing Considerations.**

Our current Fleet contract expires on March 31, 2023.

**COUNCIL OPTIONS**

1. Authorize the City Manager to enter into a new five-year contract for AXON Fleet 3 basic utilizing the Sourcewell cooperative purchasing agreement; or
2. Authorize the City Manager to enter into a new five-year contract for AXON Fleet 3 Advanced utilizing the Sourcewell cooperative purchasing agreement; or
3. Request more information; or
4. Not authorize the contract to be renewed.

**STAFF RECOMMENDATION**

Staff recommends authorizing the City Manager to enter into a contract with AXON for Fleet 3 Advanced utilizing the Sourcewell cooperative purchasing agreement.

**SUGGESTED MOTION**

**“I MOVE TO AUTHORIZE THE CITY MANAGER TO ENTER INTO A FIVE-YEAR CONTRACT WITH AXON FOR FLEET 3 ADVANCED UPON COMPLETION OF REQUIRED STEPS TO UTILIZE THE SOURCEWELL COOPERATIVE PURCHASING AGREEMENT.”**

**ATTACHMENTS:**

N/A

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## USE OF ARPA FUNDS FOR FLOCK CAMERAS

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**Meeting Date: March 13, 2023**  
**Department: Police Department**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

Council will be considering authorizing the use of ARPA funds for a two-year contract with Flock Safety for fifteen stationary Automatic License Plate Reader cameras (ALPR) in the City under the sole source exemption.

### BACKGROUND

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

**B. Analysis.**

Staff is proposing the use of ARPA funds to enter into a two-year contract with Flock Safety for fifteen ALPR cameras. Flock cameras are infrastructure free with solar power and LTE connectivity, and are simple to install. ALPRs take photographs of the rear of vehicles as they pass, capturing clear images of vehicle license plates. Photos are of the back side/rear of vehicles, and therefore do not capture images of occupants.

Flock Safety works with AXON Fleet Advance ALPRs, and search information flows between their platforms. Additionally, information sharing occurs between all Flock users, which regionally includes the Douglas County Sheriff's Office, Myrtle Creek Police, Grants Pass Police, Medford Police, Central Point Police, Jackson County Sheriff's Office, and Josephine County Sheriff's Office. Flock ALPRs are in over 1,000 law enforcement agencies in over 2,000 cities.

Through the use of the system, Roseburg Police could flag the license plate of an endangered domestic violence victim, and it would alert law enforcement if that vehicle had passed any Flock camera in any community, to include out of state cameras. Alerts can be set up so law enforcement can be made aware of stolen vehicles, missing and endangered persons, suspected terrorists, amber alerts, etc.

All Flock Safety data is stored using AES256 encryption within Amazon Web Services, and is deleted after 30 days on a rolling basis. Flock Safety cameras currently cost \$2,500

per camera annually, with a \$350 one-time per camera installation fee. On April 1, the annual cost per camera increases to \$3,000.

License plates in the Flock system are automatically checked in the FBI's National Crime Information Center (NCIC) database, which houses information on stolen vehicles, missing and endangered persons, wanted fugitives, etc.

The Myrtle Creek Police Chief advised their Flock cameras have helped solve burglaries, vehicle thefts, fraud cases, hit and run cases, etc.

Staff has identified fifteen ingress/egress areas in the City where it would be useful to have Flock cameras.

15 (cameras) X \$350 (one-time installation fee) = \$5,250

15 (cameras) X \$2,500 (annual fee for camera) = 37,500

\$37,500 X 2 (years) = \$75,000 + \$5,250 = **\$80,250**

This would be a sole source procurement based on this manufacturer's capabilities to integrate with the AXON camera system and the number of other local governments already utilizing this technology.

**C. Financial/Resource Considerations.**

The City received \$5.215 million in ARPA funding. To date, approximately \$1.11 million has been spent. Use of ARPA funds for Flock Safety cameras will not significantly impact the ARPA fund; however, \$80,250 would not be available for other projects.

**D. Timing Considerations.**

Flock prices will increase on April 1, 2023.

**COUNCIL OPTIONS**

1. Authorize the use of \$80,250 of ARPA funds for 15 Flock Safety ALPR cameras;  
or
2. Request more information; or
3. Not authorize the use of ARPA funds for Flock Safety cameras.

**STAFF RECOMMENDATION**

Staff recommends Council authorize the use of \$80,250 from ARPA funds for fifteen Flock Safety cameras over two years.

**SUGGESTED MOTION**

***"I MOVE THAT \$80,250 OF ARPA FUNDS BE AUTHORIZED FOR INSTALLATION OF FIFTEEN FLOCK SAFETY CAMERAS OVER TWO YEARS UNDER THE SOLE SOURCE EXEMPTION, FOLLOWING THE SEVEN-DAY PROTEST PERIOD."***

**ATTACHMENTS:**

N/A

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date: March 13, 2023**

**Department: Administration**

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

**Agenda Section: Informational**

**Staff Contact: Nikki Messenger, City Manager**

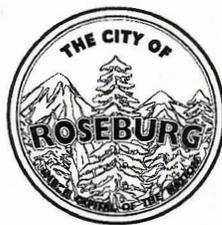
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

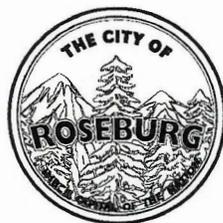
At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's 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 March 13, 2023, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- Friday Message(s)



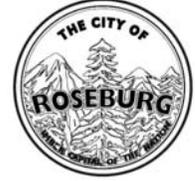
Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
February 28, 2023 - 10:00 a.m.

1. February 27, 2023 City Council Meeting Synopsis
2. March 13, 2023 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - A. The Wine Destination - Monthly Wine Tasting event permit – March 17, 2023
  - B. PRIDE 2023 Parade event permit – June 2, 2023
5. Discussion Items



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
March 6, 2023 - 10:00 a.m.

1. March 13, 2023 City Council Meeting Agenda
2. March 13, 2023 Urban Renewal Agency Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - A. Grant Checklist – National Endowment for the Humanities
  - B. Parade/Loudspeaker permit - PRIDE 2023 Parade – June 2, 2023
5. Discussion Items



**TENTATIVE FUTURE COUNCIL AGENDA**

**Unscheduled**

- 2023-2025 Council Goals
- ARPA Funds Discussion
- Labor Negotiations – IAFF/IBEW
- Urban Growth Boundary Swap
- Umpqua Basin Urban Services Agreement

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**March 27, 2023**

Mayor Reports

- A. Child Abuse Prevention Month Proclamation

Consent Agenda

- A. March 13, 2023 Meeting Minutes

Department Items

- A. Airport Standby Power Project Bid Award, Project No. 22PW06

Informational

- A. City Manager Activity Report

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**April 10, 2023**

Mayor Reports

- A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
- B. Oregon Arbor Month Proclamation
- C. National Library Week Proclamation

Consent Agenda

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

Informational

- A. City Manager Activity Report

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**April 24, 2023**

Mayor Reports

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

Consent Agenda

- A. April 10, 2023 Meeting Minutes

Department Items

- A. Vine Street Water Main Replacement, Project No. 23WA04
- B. Hooker Road Water Main Extension, Project No. 23WA05
- C. Calkins Troost Rainbow Haggerty Storm Line Replacement, Project No. 22GR20
- D. 24-Inc Transmission Main Isabell to Newton Creek, Project No. 22WA11

Informational

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

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**May 8, 2023**

Mayor Reports

- A. EMS Week Proclamation

- B. National Public Works Week Proclamation
- Consent Agenda
- A. April 24, 2023 Meeting Minutes
- Informational
- A. City Manager Activity Report
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**May 22, 2023**

- Mayor Reports
- A. Pride Month Proclamation
- Consent Agenda
- A. May 8, 2023 Meeting Minutes
- Department Items
- A. Highway 138 Water Line Replacement, Project No. 22WA16
- Resolutions
- A. Annual Fee Adjustment
  - B. Resolution No. 2023- -- - General Fees
  - C. Resolution No. 2023- -- - Water Related Fees
- Informational
- A. City Manager Activity Report
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**June 12, 2023**

- Mayor Reports
- A. Camp Millennium Week Proclamation
  - B. Juneteenth Independence Day Proclamation
- Consent Agenda
- A. May 22, 2023 Meeting Minutes
- Public Hearing
- A. Resolution No. 2023- -- - 2023-2024 Budget Adoption
- Informational
- A. City Manager Activity Report
- Roseburg Urban Renewal Agency Board Meeting***
- Consent Agenda
- A. Minutes of previous meeting
- Public Hearing
- A. Resolution No. UR2023--- - 2023-2024 Budget Adoption
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**June 26, 2023**

- Mayor Reports
- A. 2022 Roseburg Optimist Club Officer of the Year - ---
- Special Presentation
- A. Anvil NW, Experience Roseburg, Destination Marketing Annual Report
- Consent Agenda
- A. June 12, 2023 Meeting Minutes
- Informational
- A. City Manager Activity Report
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**July 10, 2023**

- Mayor Reports
- A. Parks and Recreation Month Proclamation
- Special Presentation
- A. Gary Leif Navigation Center One-Year Report
- Consent Agenda

A. June 26, 2023 Meeting Minutes  
Executive Session ORS 192.660(2)(i) – City Manager Report/Evaluation  
Informational

INFORMATIONAL A  
03/13/2023

A. City Manager Activity Report

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**July 24, 2023**

Consent Agenda

A. July 10, 2023 Meeting Minutes

Informational

A. City Manager Activity Report

B. Municipal Court Quarterly Report

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**August 14, 2023**

Consent Agenda

A. July 24, 2023 Meeting Minutes

Informational

A. City Manager Activity Report

B. Quarterly Financial Report

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**August 28, 2023**

Consent Agenda

A. August 14, 2023 Meeting Minutes

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

Informational

A. City Manager Activity Report

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**September 11, 2023**

Consent Agenda

A. August 28, 2023 Meeting Minutes

Informational

A. City Manager Activity Report

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**September 25, 2023**

Consent Agenda

A. September 11, 2023 Meeting Minutes

Informational

A. City Manager Activity Report