

REVISED ROSEBURG CITY COUNCIL AGENDA – JANUARY 24, 2022



LA
1-21-2022

Electronic Meeting

Public Access:

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

Facebook Live at www.Facebook.com/CityofRoseburg

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

6:15 p.m. Special Meeting

Planning Commission Interviews

6:15 p.m. – Andrew Blondell

6:30 p.m. – Janelle James

6:45 p.m. – Stephen Krimetz

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

3. Roll Call

Shelley Briggs Loosley

Beverly Cole

Bob Cotterell

Alison Eggers

Sheri Moothart

Brian Prawitz

Patrice Sipos

Andrea Zielinski

4. Mayor Reports

A. Roseburg Rotary Club Month Proclamation

5. Commission Reports/Council Ward Reports

A. Planning Commission Appointment

6. Audience Participation – In Person via Zoom/See Information on the Reverse

7. Consent Agenda

A. Minutes of January 10, 2022

8. Public Hearing

A. Resolution No. 2022-01 – Supplemental Budget – Off Street Parking Fund – Establishing Appropriation Authority to Manage Parking Enforcement Contract, Fiscal Year 2021-22

9. Ordinances

A. Ordinance No. 3565 – Amending RMC Section 7.02.140, Noise Disturbances, First Reading

10. Department Items

A. Purchase of Real Property for Navigation Center

B. Council Parliamentary Procedures Update

C. Southern Oregon Medical Workforce Development Center Memorandum of Understanding

11. Items from Mayor, City Council and City Manager

12. Adjourn

13. Executive Session ORS 192.660(2)

Informational

- A. City Manager Activity Report
- B. Municipal Court Quarterly 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:

To provide comment during virtual meetings, contact the City Recorder by phone (541-492-6866) or email (info@cityofroseburg.org) by 4:00 p.m. the day of the meeting. Provide your name, address, phone number and which item on the agenda you wish to speak. You will then be provided with a link and phone number to the Council meeting. 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**, you will be asked to enter your email and name. After entering your email and name, 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 address for the record, including whether or not they are a resident of the City of Roseburg. 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

If you join the meeting via Zoom, please select the “raise hand” button when the Mayor calls for speakers. You will be moved out of the “waiting room” to speak. After you have provided your comments, you will be moved back into the “waiting room”.

If you join the meeting on the phone number you provided to the City Recorder, you will be brought into the meeting to speak when the Mayor calls for speakers, then moved back to the “waiting room”.

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



PLANNING COMMISSION INTERVIEWS/APPOINTMENTS

Meeting Date: January 24, 2022
Department: Administration
www.cityofroseburg.org

Agenda Section: Special Meeting/Commission
Staff Contact: Koree Tate, Management Assistant
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

There are two vacancies on the Planning Commission that may be filled by a resident of the City.

BACKGROUND

A. Council Action History. Council accepted Christy Palmini's resignation from the Planning Commission on October 11, 2021. Stephanie Newman informed Staff she was unable to continue with a new term on the Planning Commission, leaving two vacancies on the Commission. Applicants were interviewed in a Special Meeting on December 13, 2021. Council directed Staff to reopen the recruitment to seek new applications for the Planning Commission vacancies.

B. Analysis. Staff has advertised the Planning Commission vacancies through the local news media, social media and the City's website. Three applications have been received from City residents Andrew Blondell, Janelle James and Stephen Krimetz. Their applications are attached.

The Roseburg Municipal Code requires the City Council to interview Planning Commission candidates at a public meeting. Existing members of the Planning Commission may also be given an opportunity to question the candidates and offer comments to the Council before it deliberates and acts. To the extent possible, the Council is to act to fill any vacancy at the same meeting in which candidates are interviewed. Following the interview, the Council may make appointments or solicit additional candidates for consideration at a later meeting before making appointments. Anytime during the process, upon three-fourths vote of the entire membership of the Council then in office, the Council may terminate the procedure and make appointments.

C. Financial and/or Resource Considerations. N/A.

D. Timing Issues. It is recommended appointments be made as soon as practical.

COUNCIL OPTIONS

- 1) Proceed to interview the applicants and make one or two appointments during the regular meeting; or

- 2) With a minimum of six affirmative votes, vote to discontinue the procedure as outlined in the above analysis and make one or two appointments; or
- 3) Choose to continue solicitation for additional applicants.

STAFF RECOMMENDATION

Pursuant to the Roseburg Municipal Code, Staff does not make recommendations in regard to Planning Commission appointments as that responsibility lies solely with the City Council.

ATTACHMENTS

- Attachment #1 – Andrew Blondell’s Application
- Attachment #2 – Janelle James’s Application
- Attachment #3 – Stephen Krimetz’s Application
- Attachment #4 – Planning Commission Interview Questions



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **PLANNING COMMISSION**

Planning Commission Public Hearings are held at 7:00 p.m. on the 1st Monday of each month in the Council Chambers of City Hall. This Commission reviews and takes action on land use and development projects based on the provisions of the City of Roseburg Land Use and Development Regulations.

Name: Blondell Andrew
Last First

Home Address: 1066 NE Lincoln St. 97470
Street Zip Code

Phone Number: 541-670-7151 Cell Phone: _____

Email Address: andyblondell@gmail.com

Occupation Wastewater Collections Operator Roseburg Urban Sanitary Authority
Place of Employment

Business Address 1297 NE Grandview Dr. _____
Phone

1. Do you reside within the Roseburg city limits? Yes No
2. Do you own property or a business within the City? Yes No
3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth
Other Please Specify: _____
4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

My experience is in the infrastructure sector, I'm a PACP certified cctv operator, Oregon level 2 certified wastewater collections operator. I can bring knowledge from our sewer system to help that portion of the planning. I care deeply about my community and want to see it thrive. My goal is to help this town improve each and every day. I've lived here my whole life and would love to help better our home and leave it a better place for future generations. Times are tough and I would love to be a driving force of good.

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

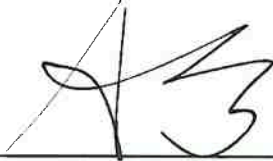
I am a member of the Umpqua Basin Operator Section, where we discuss water and wastewater with operators spanning from douglas, coos and curry county. We organize non profit events/classes, discuss policies, fund scholarships for up and coming wastewater operators, etc. I also volunteered with the special olympics, both in partnered high school athletes and adult teams.

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

Quality of life, safety, security, entertainment, activities, recreation for the members of our community.

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

I have had a strong pull towards community efforts since I was a kid.
I'm a giving person by nature and love to help others.
I have 2 young daughters whom I would love to have the same fond memories of growing up here as I did, I want to set an example of service and hopefully create an even better place by joining in the process of planning.
I served our great country and would love to serve the place that made me who I am.
If you want to pay thanks to your community there is no better way than your time and effort.
I hope you'll allow me the privilege to seek fulfillment in helping my hometown grow and thrive.
Thank you for your time and consideration.



Applicant Signature

01/05/22

Date

Return completed application to the City Hall lobby, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

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

Information on this form is public information.
Thank you for your expression of interest in serving the community.

Open until filled with first review January 14, 2022.

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Name: James Janelle
Last First

Home Address: 1650 SE Main St
Street Zip Code

Phone Number: 2105692033 Cell Phone: _____

Email Address: janelle.polcyn@gmail.com

Occupation community journalist Roseburg Tracker
Place of Employment

Business Address _____
Phone

1. Do you reside within the Roseburg city limits? Yes No
2. Do you own property or a business within the City? Yes No
3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth
Other Please Specify: _____
4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes No
5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

I have worked with the County and the City planning offices on projects during my time with the Safe Routes to School program at the Educational Service District. I have also spent approximately 3 years as a member of the Built Environment Committee at Thrive Umpqua where we discuss planning opportunities with current and former City, County, and private engineers.

I want to contribute wherever I'm needed and useful to help Roseburg and the surrounding area thrive. I want to help ask questions about projects that need an extra set of eyes on them. I want to make sure every project that comes before the commission is reviewed thoroughly and only projects that are beneficial to Roseburg go before City Council.

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

I have been on the Built Environment Committee at Thrive Umpqua for approximately three years, I helped bring TEDx to Roseburg in 2021, I am a member of the Tracker Foundation's board, and I have helped with the Peace at Home Gala as a dancer, coach, and general help. I also remain on-hand for the Safe Routes to School program if they need assistance.

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

Creating safety by creating use, creating a community that enjoys and pursues walking and biking as a form of commuting, and ensuring our community supports businesses that bring ideas that are helpful for the growth of Roseburg and the surrounding area.

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

I consider myself a planning nerd. Every trip I take involves me obsessing over how different cities do things, the good and the bad. From small towns in Texas to the biggest cities in Germany and everything in between, I talk about public transportation, walkability, road infrastructure, mixed use, local businesses, local chains, sprawl and on and on and on. Most of my podcasts and books revolve around architecture, planning, design, community, history and how it influences modern policy, politics, and business. I want to put that obsession to use.

I also really love Roseburg. I have only lived here for three years, but I've lived in three different neighborhoods and I want to contribute to the growth and success of our community. There is always room for improvement and optimism and I want to help.



Applicant Signature

1/14/21

Date

Return completed application to the City Hall lobby, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

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

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Name: Krimetz Stephen
Last First

Home Address: 1787 NE Rocky Dr. 97470
Street Zip Code

Phone Number: (541) 671-2112 Cell Phone: (916) 790-0875

Email Address: stevekrimetz@hotmail.com

Occupation Retired State of California
Place of Employment

Business Address _____
Phone

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

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

3. How did you learn about this vacancy?

Newspaper Social Media City Website Word of Mouth

Other Please Specify: Nextdoor

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.

Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

Currently on the following committees/ boards: 1) Member, City of Roseburg, Budget Committee, 2) Treasurer of the Douglas County Right to Life Committee, 3) Precinct Committee Person Oregon Republican Party, 4) President/Board Member Rocky Drive HOA. Volunteer for the Douglas County Republican Party.

Hold 3 College Degrees: B.S. International Business, CA State University, Sacramento
MBA, California State University Sacramento
MA, International Relations, CA State University, Sacramento

Extensive planning and organizational experience working for the California DMV, California Legislature and Department of Corrections

LEGISLATURE AND DEPT. OF CONNECTIONS

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

I currently serve on the Budget Committee for the City of Roseburg. I am Treasurer on the Douglas County, Right to Life Committee. Have actively participated in the Douglas County Republican Party and am a Precinct Committee Person. In my neighborhood, I am President and board member of the Rocky Drive Homeowners Association.
I previously served as the Secretary of my church board for 3 years in the Sacramento area.

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

Long-Term development of Roseburg/ Douglas County

Community planning for housing

Parking in the downtown Roseburg corridor

Parks and Recreation within city limits

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

Interested in serving my community and monitoring the development and growth of the City of Roseburg in a fair and equitable manner.

Contributing my time in effort to make sure our scarce land resources are developed and used in the most judicious manner.



Applicant Signature

1-14-2022

Date

Return completed application to the City Hall lobby, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

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

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PLANNING COMMISSION INTERVIEWS

1. Briefly tell us about yourself, your work history and educational background.
2. Why are you interested in serving on the Planning Commission?
3. What is your knowledge of land use planning at the state and local level?
4. How are the effects of comprehensive planning and day-to-day planning visible to the average citizen of Roseburg?
5. Describe your experience with conflict resolution.
6. How would you respond to a request that meets land use laws but that in your opinion negatively impacts an existing neighborhood?
7. What do you think the relationship should be between the Planning Commission and the City Council?
8. What else would you like us to know about you that would help us decide who should be appointed to the Commission?

PROCLAMATION

CITY OF ROSEBURG, OREGON

Roseburg Club of Roseburg 100 Years of Dedicated Services to Roseburg Community

WHEREAS: The Rotary Club of Roseburg was amongst the first 200 Clubs across the globe when chartered February 1, 1922, only seventeen years after the first Rotary Club was established in Chicago. Today, there are 46,000 clubs with 1.4 million Rotarians in more than 200 countries, helping Rotary International to develop into the greatest force for peace, goodwill and world understanding; and

WHEREAS: Rotary International was the first service organization worldwide, while the Rotary Club of Roseburg was the first international service organization in Roseburg, Douglas County, and the first of 68 Clubs in Rotary District 5110 located throughout Central and Southern Oregon, and northern California; and

WHEREAS: Rotary is a nonpolitical, nonreligious international service organization working together globally to: promote peace, fight disease, support education, grow local economies, provide community needs, and protect the environment; and

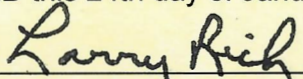
WHEREAS: Rotary Club of Roseburg and its members joined the annual funding efforts of all Rotarians globally when Rotary International launched its "Eradicate Polio" program in 1985 to vaccinate children and families worldwide, with current successful results of 99.9% eradication; and

WHEREAS: Roseburg Rotary helps build its community and economy for the past 100 years, while helping to build youth education, learning experiences and confidence; and

WHEREAS: Rotary Club of Roseburg and its members along with clubs around the world are united under the motto "Service Above Self" and with high ethical standards work together with people locally and globally by taking action to create lasting change throughout the Roseburg Community; and

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of February 2022, as Roseburg Rotary Appreciation Month and urge citizens to participate in the observance for their continued services to enhance and strengthen the community.

DATED this 24th day of January 2022.



Honorable Mayor Larry Rich





**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
January 10, 2022**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on January 10, 2022 electronically via Zoom in Roseburg, Oregon. Councilor Eggers led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Shelley Briggs Loosley, Beverly Cole, Bob Cotterell, Alison Eggers, Sheri Moothart, Brian Prawitz, Patrice Sipos and Andrea Zielinski.

Others Present: City Manager Nikki Messenger, Assistant City Manager/ Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Finance Director Ron Harker, Police Chief Gary Klopfenstein, Public Works Director Brice Perkins, Communications Specialist Suzanne Hurt and Management Assistant Koree Tate.

STATE OF THE CITY ADDRESS

Mayor Rich provided the State of the City Address highlighting the accomplishments of 2021 and expectations for 2022. A full text of the Address is included in the City Council Record.

COMMISSION CHAIR APPOINTMENTS

Mayor Rich made the following Commission Chair appointments:

Airport	Councilor Patrice Sipos
Economic Development	Councilor Brian Prawitz
Historic Resources Review	Councilor Beverly Cole
Homeless Commission	Mayor Larry Rich
Library	Councilor Andrea Zielinski
Parks and Recreation	Councilor Alison Eggers
Public Works	Councilor Bob Cotterell

Councilor Sipos and Councilor Cole were appointed to continue serving on the MedCom Board. Councilor Cotterell was appointed to continue as the Veteran Services liaison. Councilor Briggs Loosley would continue to serve as a member of the Homeless Commission.

COMMISSION APPOINTMENTS

Councilor Sipos moved to reappoint Frank Inman, David Morrison and Robb Paul to the Airport Commission. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

Councilor Cotterell moved to reappoint Mike Baker and Kelly Peter to the Budget Committee. The motion was seconded by Councilor Eggers and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

Councilor Prawitz moved to reappoint Paul Zeggars to the Economic Development Commission. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

Councilor Cole moved to reappoint Marilyn Aller and James De Lap to the Historic Resources Review Commission. The motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

Councilor Zielinski moved to reappoint Theresa Lundy and Juliet Rutter to the Library Commission. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

Councilor Eggers moved to reappoint Marsha La Verne to the Parks Commission. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

Mayor Rich explained the Planning Commission did not have Commission members to reappoint, but had two vacancies and Staff was accepting applications to fulfill the vacant seats.

Councilor Cotterell moved to reappoint Ken Hoffine, Patrick Lewandowski, Stuart Liebowitz and Roger Whitcomb to the Public Works Commission. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

COMMISSION REPORTS

Councilor Cole had a MedCom Board Meeting on December 16, 2021. Councilor Sipos will be the new Vice-Chair and Bob Sconce the Chair. They discussed the excess of overdose cases, the budget, and fire program. The next quarterly meeting would be March 17, 2022.

Councilor Sipos had a Special Airport Commission Meeting on January 6, 2022 to discuss a contract item that was on the current Council agenda.

ELECTION OF COUNCIL PRESIDENT

Mayor Rich explained that at the first meeting of the Council each year or as soon thereafter as practical, the Council would choose someone to preside over the Council and perform the duties of Mayor in the absence of the Mayor from the City or in case of the Mayor's inability to act as such. Councilor Briggs Loosley moved to appoint Councilor Cotterell as the 2022 Council President. The motion was seconded by Councilor Cole. Councilor Cotterell accepted the nomination. Councilor Prawitz moved to appoint Councilor Zielinski as the 2022 Council President. The motion was seconded by Councilor Moothart. Councilor Zielinski accepted the nomination.

Mayor Rich called for a vote for the motion to appoint Councilor Cotterell as the 2022 Council President. Councilors Briggs Loosley, Cole, Cotterell and Eggers voted yes. Mayor Rich called for a vote for the motion to appoint Councilor Zielinski as the 2022 Council President. Councilors Moothart, Prawitz, Sipos and Zielinski voted yes. Mayor Rich said he would be the tiebreaker. He explained that in the beginning of his Mayoral service he had to be the tiebreaker. He learned that when this occurred it could create division among the Councilors. With a tie, he chose to proceed with the person who had the most experience. Both Councilor Cotterell and Zielinski were quality candidates. Mayor Rich voted for Councilor Cotterell making the vote in favor of Councilor Cotterell 5 votes to 4 votes. Mayor Rich announced Councilor Cotterell as the 2022 Council President.

PUBLIC WORKS COMMISSION RESIGNATION – VERN MUNION

Public Works Commission member Vern Munion submitted his written resignation from the Commission effective December 13, 2021. Councilor Cotterell moved to accept Vern Munion’s resignation from the Public Works Commission, with regrets. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

AUDIENCE PARTICIPATION

The Downtown Merchants, by submitted letters, expressed concern about the homeless problems in the downtown area, the condition of the parking garage, damaged property, and asked to have the garage cleaned, painted and policed before implementing the new parking enforcement services. Adapt security had voluntarily been painting over graffiti and asked if the City could provide them with the correct paint that matched the existing color of the garage.

CONSENT AGENDA

Councilor Cotterell moved to approve the following Consent Agenda Items:

- a. Minutes of December 13, 2021 Special Meeting
- b. Minutes of December 13, 2021 Regular Meeting
- c. OLCC Change of Ownership – Best Taste of India Roseburg located at 227 NW Garden Valley Boulevard

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

AXON INTERVIEW ROOM CONTRACT

Mr. Klopfenstein explained there were statutory requirements for Police to conduct recorded interviews when investigating certain crimes. In 2017, the Police Department entered into a five-year contract with Axon for an Interview Room system in the Police Department that had four interview rooms spread out over the first and second floor. The Axon Interview Room package included unlimited data storage, touch panel computers mounted on the walls outside the interview rooms, licensing, warranty, and software and hardware maintenance. The annual cost for this contract was \$11,404, for a five-year cost of \$57,020. This contract expired December 31, 2021.

Mr. Klopfenstein stated the Axon Interview Room system was easy to use and had worked nearly flawlessly over the past five years. The Axon Interview Room system integrated seamlessly with the current Axon body and vehicle camera systems; videos were labeled, shared, and viewed from within the main Axon system. Additionally, officers were able to stream and watch interviews in real-time from their workstations, which was beneficial as they work to assist interviewers. Axon’s initial 2022 quote for the five-year Interview Room contract renewal was for \$72,609.20. Through negotiation, they were able to get Axon to agree to a five-year contract for \$60,000, requiring five annual payments of \$12,000.

Councilor Zielinski moved to authorize a five-year Axon interview room contract for \$60,000. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

AIRPORT ARCHITECTURAL, ENGINEERING, PLANNING AND CONSULTING SERVICES – FIVE YEAR CONTRACT AWARD RECOMMENDATION

Ms. Messenger reported that in 2014, the City selected Mead & Hunt to perform Architectural, Engineering, Planning, and Consulting Services for the Roseburg Regional Airport for a period of five years. That contract expired and the City advertised a Request for Qualifications (RFQ) in order to select a consultant to perform all required services at the airport for the next five years. The contract that resulted from this selection process would require separate task orders for each work assignment.

The current FAA approved capital improvement projects for the airport included:

FFY 2022	Extend Taxiway A: Phase I – Environmental & Design
FFY 2023	Carry over
FFY 2024	Extend Taxiway A: Phase II – Construction
FFY 2025	Rehabilitate Runway 16/34: Phase I – Environmental & Design
FFY 2026	Rehabilitate Runway 16/34: Phase II – Construction

In September 2021, staff submitted the required data sheet for FFY 2027 for design and construction of Aviation Reserve 1 to add additional apron space. To date, staff had not received an official response from FAA.

Ms. Messenger continued that an RFQ was advertised in November 2021. The City received one response to the RFQ by the December 16, 2021 deadline. Staff reviewed the proposal received from Mead & Hunt and found that it substantially complied with the requirements in the RFQ. The costs associated with each task order would be negotiated based on the approved scope of work. For each task order over \$100,000, the FAA required an independent fee evaluation. The estimated value of the contract over the five years was just under \$1 million. Airport Improvement Program (AIP) project grants were typically funded at 90 percent from the FAA. The City/airport was responsible for the remaining 10 percent. In the recent past, the City had been successful in securing Oregon Department of Aviation (ODA) grants to cover approximately 90 percent of the airport’s match requirement.

01/24/2022

Ms. Messenger said they had been fortunate that Mead & Hunt had performed well in their previous contracts with the City. Staff recommended that the Council award the five-year contract for architectural, engineering, planning, and consulting services to Mead & Hunt. The Airport Commission held a special meeting on January 6, 2022 to discuss the contract award recommendation and approved for it to proceed to Council.

Councilor Sipos moved to award the five-year contract for architectural, engineering, planning and consulting services at the Roseburg Regional Airport to Mead & Hunt upon expiration of the seven-day notice of intent to award period. The motion was seconded by Councilor Cole and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

Councilor Eggers said she appreciated the City opening the gate at the east side of Granite Ridge off Rocky Drive during the December snowstorm to assist residents with a safer route to and from their homes. Mayor Rich added the Fire Chief was currently working on policies and rules as to when the gate would be opened so it would not be subjective. Once the information was ready, it would be presented to Council.

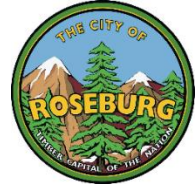
ADJOURNMENT

The meeting adjourned at 7:47 p.m.



Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



SUPPLEMENTAL BUDGET – OFF STREET PARKING FUND - ESTABLISHING APPROPRIATION AUTHORITY TO MANAGE PARKING ENFORCEMENT CONTRACT, FISCAL YEAR 2021-22 RESOLUTION NO. 2022-01

Meeting Date: January 24, 2022
Department: Finance
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Ron Harker, Finance Director
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

The City recently entered into a contract with ACE Parking III, LLC for parking enforcement services. The contract is to be managed through the Off Street Parking Fund. Since the new contract is structured differently than the previous one, the fund lacks sufficient appropriation authority to manage the contract through the remainder of the fiscal year. A supplemental budget is required to establish adequate appropriation authority to manage the new contract.

BACKGROUND

A. Council Action History.

April 27, 2020: authorized cancellation of the Parking Enforcement Services Contract with DRA/Park Smart by mutual consent effective March 31, 2020.

March 22, 2021: received a Downtown Parking Assessment and Plan presentation from Rick Williams Consulting. Accepted the Downtown Parking Assessment and Plan.

December 13, 2021: awarded the contract for parking enforcement services to ACE Parking.

B. Analysis.

An appropriation is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. It is limited to one fiscal year [ORS 294.311(3)]. Appropriations are a legal limitation on the amount of expenditures that can be made during the fiscal year and on the purposes for which expenditures can be made [ORS 294.456(6)]. After the beginning of the fiscal year, when a local government is operating with the adopted budget, changes in appropriated expenditures sometimes become necessary. Appropriations may be increased or decreased, transferred from one appropriation category to another, or new appropriations categories created.

The method used to amend the budget is determined by the budgetary change needed. If the change involves new appropriations and increased revenues, a new fund, or a new appropriation category or the use of reserved for future expenditure funds, a supplemental budget is usually required.

Having executed a contract for parking enforcement services with ACE Parking, the City has begun to incur financial costs for which adequate appropriation authority has not been established. Additionally, with active parking enforcement once again renewed, the City will begin to see additional revenues accrue to the City. In order to manage the contract and to account for the additional expenses and revenues, a supplemental budget needs to be adopted.

Based on projected revenue streams and expenditures for the remainder of the fiscal year, it is proposed to increase revenues and expenditures in the Off Street Parking Fund by \$168,650 respectively.

In order to accommodate these changes, the following adjustments are proposed:

Off Street Parking Fund (Fund 510)

Resources

License, Permit, Fines, Fees	\$ 110,400
Charges for Services	\$ 58,250
Total Resources	\$ 168,650

Expenditures

Enforcement (Materials & Services)	\$ 168,650
(Offsetting allocations to resources and expenditures maintains a balanced budget)	

C. Financial/Resource Considerations.

Since the proposed actions are offsetting, there is no negative budgetary impact. However, should actual revenues be insufficient to cover the newly incurred expenses, then the fund's reserves would be utilized to cover the costs. What the potential impact of the contract to reserves might be is impossible to gauge at this time.

D. Timing Considerations.

Since the City has entered into a contract for parking enforcement services and has begun to incur related expenses, it is imperative that adequate appropriation authority be established so that the City remains in full compliance with Oregon Budget Law.

COUNCIL OPTIONS

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the fund and/or accounts;
or
- 3) Not adopt the attached resolution.

STAFF RECOMMENDATION

Staff recommends the adoption of the attached resolution as written in order to establish adequate appropriation authority for the parking enforcement contract.

SUGGESTED MOTION

“I move to adopt Resolution No. 2022-01 authorizing a supplemental budget – off street parking fund - establishing appropriation authority to manage the parking enforcement contract for fiscal year 2021-2022.”

ATTACHMENTS:

Attachment #1 – Resolution No. 2022-01 entitled “A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET – OFF STREET PARKING FUND - ESTABLISHING APPROPRIATION AUTHORITY TO MANAGE THE PARKING ENFORCEMENT CONTRACT, FISCAL YEAR 2021-22”

RESOLUTION NO. 2022 – 01
**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET – OFF STREET
PARKING FUND - ESTABLISHING APPROPRIATION AUTHORITY TO MANAGE
THE PARKING ENFORCEMENT CONTRACT, FISCAL YEAR 2021-22**

WHEREAS, The City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2021-22 by Resolution 2021-14; and

WHEREAS, An appropriation is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. It is limited to one fiscal year [ORS 294.311(3)]. Appropriations are a legal limitation on the amount of expenditures that can be made during the fiscal year and on the purposes for which expenditures can be made [ORS 294.456(6)]; and

WHEREAS, After the beginning of the fiscal year, when a local government is operating with the adopted budget, changes in appropriated expenditures sometimes become necessary. Appropriations may be increased or decreased, transferred from one appropriation category to another, or new appropriations categories created; and

WHEREAS, The method used to amend the budget is determined by the budgetary change needed. If the change involves new appropriations and increased revenues, a new fund, or a new appropriation category or the use of reserved for future expenditure funds, a supplemental budget is usually required; and

WHEREAS, On December 13, 2021, the City awarded a contract for parking enforcement services which caused the accrual of additional costs for which appropriation authority was not established; and

WHEREAS, With active parking enforcement once again renewed, the City will begin to see additional revenues accrue to the City; and

WHEREAS, Based on projected revenue streams and expenditures for the remainder of the fiscal year, it is proposed to increase revenues and expenditures in the Off Street Parking Fund by \$168,650 respectively; and

WHEREAS, Publication requirements have been met as outlined by ORS 294.473 for a supplemental budget.

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

Section 1 That the Off Street Parking Fund’s resources and expenditures be amended to establish adequate appropriation authority to manage the parking enforcement services contract.

Section 2 Resources and appropriations in the Fiscal Year 2021-22 budget shall be adjusted as follows:

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Off Street Parking Fund (510)			
Resources			
Beginning Fund Balance	38,165	-	38,165
License, Permit, Fines, Fees	150	110,400	110,550
Charges for Services	34,000	58,250	92,250
Other Revenues	21,106	-	21,106
Total Resources:	<u>93,421</u>	<u>168,650</u>	<u>262,071</u>
Appropriations			
Materials & Services	56,479	168,650	225,129
Operating Contingency	36,942	-	36,942
Total Appropriations:	<u>93,421</u>	<u>168,650</u>	<u>262,071</u>

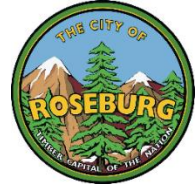
Section 3 The Finance Director is to make the proper adjustments to the budget.

Section 4 This resolution shall become effective immediately upon adoption by the Roseburg City Council on January 24, 2022.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 24TH DAY OF JANUARY, 2022.**

Amy L. Sowa, Assistant City Manager/ Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE NO. 3565 AMENDING RMC SECTION 7.02.140, NOISE DISTURBANCES

Meeting Date: January 24, 2022
Department: Police Department
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff proposes to amend Roseburg Municipal Code Section 7.02.140, titled "Noise Disturbances," because current language is overly broad and needs updating.

BACKGROUND

A. Council Action History.

Council last made amendments to this Chapter in 2015.

B. Analysis.

Staff has identified areas in Section 7.02.140 of the Municipal Code that need to be updated to reflect the needs and challenges our officers are experiencing. These proposed updates will help officers deal with noise disturbances and aid with prosecution of cases that go to court. Staff reviewed the noise ordinances of multiple cities and used applicable language from their ordinances to draft the attached ordinance. Below are the main proposed amendments to Section 7.02.140.

- Defining *plainly audible*
- Separating verbiage for clarity
- Changing the *plainly audible* distance from 50' to 100' in certain circumstances
- Clarifying that the City's noise ordinance is not about content
- Adding language to address yelling, shouting, etc.

C. Financial/Resource Considerations.

There is no financial impact.

D. Timing Considerations.

There is no timing impact.

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 proceed with first reading of Ordinance No. 3565.

SUGGESTED MOTION

No motion is required at this time. First Reading.

ATTACHMENTS:

Attachment #1 - Ordinance No. 3565

ORDINANCE NO. 3565

AN ORDINANCE AMENDING SECTION 7.02.140 OF THE ROSEBURG MUNICIPAL CODE

WHEREAS, Section 7.02.140 of the Roseburg Municipal Code, "Noise Disturbances," is overly broad and needs updating; and

WHEREAS, the proposed amendments will bring Roseburg Municipal Code more in line with other Oregon Cities, provide clarity for officers enforcing noise disturbances, and aid in the prosecution of noise disturbances.

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

SECTION 1. Section 7.02.140, is hereby amended as follows:

7.02.140

A. As used in this Section:

1. "Plainly Audible" means the listener can clearly hear the sound produced by a sound source with unaided hearing faculties. Sounds which may be plainly audible include, but are not limited to, musical rhythms, musical bass, engine noises, spoken words or phrases even though not clearly discernable, and other vocal sounds.

B. No person shall make, continue, cause or permit to be made or continued, any noise disturbance as described herein. It is unlawful to make any excessive, unreasonable or unusually loud sound which disturbs the peace and quiet of any neighborhood or which injures or endangers the comfort, repose, health, peace or safety of any person. The following are declared to be noise disturbances in violation of this Section, but this enumeration is not exclusive:

1. Sound Producing or Reproducing Equipment.
 - a. Use of sound producing or reproducing equipment anywhere within the City between the hours of ten p.m. and seven a.m. that is plainly audible within a dwelling unit that is not the source of the sound. ~~or use of such equipment on public property or on a public right-of-way so as to be plainly audible fifty feet or more from the source of the sound.~~
 - b. Use of sound producing or reproducing equipment anywhere within the City between the hours of seven a.m. and ten p.m. that is plainly audible simultaneously within two separate dwelling units that are not the source of the sound.
 - c. Use of sound producing or reproducing equipment, at any time, on public property or on a public right-of-way so as to be plainly audible ~~fifty~~ 100 feet or more from the source of the sound.
 - d. Use of sound producing or reproducing equipment, at any time on private property that is plainly audible 100 feet from the property's boundary line(s).

- e. Sound producing or reproducing equipment includes but is not limited to: any radio, television set, musical instrument, phonograph, stereo, loudspeaker, amplifier, public address system, horn, bell or chime.
 - f. Disturbances under this section must be the result of the volume, duration, location, timing or other factors, provided the basis in whole or in part is not the content of the communication.
2. Yelling, Shouting and Similar Activities, and Generation of Noise.
- a. Yelling, shouting, hooting, whistling, singing, or similar activities, or generation of noise in residential or public places, between the hours of ten p.m. and seven a.m. that is plainly audible within a dwelling unit that is not the source of the sound.
 - b. Yelling, shouting, hooting, whistling, singing, or similar activities, or generation of noise anywhere within the City between the hours of seven a.m. and ten p.m. that is plainly audible simultaneously within two separate dwelling units that are not the source of the sound.
 - c. Yelling, shouting, hooting, whistling, singing, or similar activities, or generation of noise, at any time, on public property or on a public right-of-way so as to be plainly audible 100 feet or more from the source of the sound.
 - d. Yelling, shouting, hooting, whistling, singing, or similar activities, or generation of noise, at any time on private property that is plainly audible 100 feet from the property's boundary line(s).
 - e. Disturbances under this section must be the result of the volume, duration, location, timing or other factors, provided that the basis in whole or in part is not the content of the communication.
3. Motor Vehicles.
- a. Parking a motor vehicle with the motor or auxiliary equipment in operation on a public right-of-way or on private property between the hours of ten p.m. and seven a.m., if the noise so produced is plainly audible within a dwelling unit.
 - b. Operating upon any highway any motor vehicle so as to cause any greater noise or sound than is reasonably necessary for the proper operation of the vehicle. In lieu of other sufficient evidence of a violation, evidence of an unreasonable noise or sound shall be sufficient if the noise or sound produced is audible simultaneously within two separate dwelling units in the vicinity.
 - c. This Subsection 2 shall not apply to the normal operation of vehicles designed and used for commercial transportation of passengers, or to other commercial vehicles being loaded or unloaded.
4. Commercial Construction Activities. Alteration, demolition, erection or repair of any structure or building, or development of, or improvements to, any real property in a manner so as to produce noise plainly audible

within a dwelling unit in the proximity of such work as outlined herein. The intent of this Subsection 3 is to protect residential neighborhoods from excessive noise generated by commercial construction activities. It is not, however, intended to prohibit individual homeowners or occupants from performing home improvements, maintenance projects or similar activities on privately owned property within a residential neighborhood, except as limited elsewhere in this Code.

- a. Residential zones and commercial zones adjacent thereto: Before seven a.m. and after seven p.m., Monday through Friday, before eight a.m. and after six p.m. on Saturday; or at any time on Sunday or any state or federal holiday;
- b. Commercial zones not adjacent to a residential zone: Before seven a.m. and after nine p.m.

5. Home Equipment and Powered Tools. Use of powered tools and equipment for home maintenance or repair, or as part of a home occupation, or for lawn and garden maintenance, in a residential zone between the hours of ten p.m. and seven a.m., if the noise produced is plainly audible within a dwelling unit that is not the source of the noise. Powered tools and equipment for home use or lawn and garden maintenance include but are not limited to power saws, sanders, grinders, trimmers, vacuums, mowers, blowers, air compressors and similar devices.

C. Exemptions. The following activities are exempt from the regulations set forth in this Section:

1. The use of emergency equipment required to protect life or property;
2. Any construction project or public improvement authorized by a government entity;
3. Reasonable use of public or private property or right-of-way to broadcast music or speech authorized by a loud speaker permit issued by the Police Chief upon payment of a loud speaker permit fee as set by Council resolution; and
4. Construction activity authorized by permit issued by the Community Development Director or their designee when special circumstances beyond a contractor's control requires continuous work or work beyond the times authorized in Subsection AB(34) and the Community Development Director or their designee has approved the work due to such special circumstances.
5. Reasonable sound produced as a result of sporting and other organized or permitted events;
 - a. Complaints will be evaluated by the Police Chief or their designee for reasonableness.

D. Enforcement. The Police Chief or their designee shall have the authority to administer and enforce the regulations set forth in Subsections AB(1), AB(2),

ORDINANCES A
ATTACHMENT #1

AB(3), B(4) and AB(45). The Community Development Director or their designee and/or the Police Chief or their designee shall have the authority to administer and enforce the regulations set forth in Subsection AB(34) and may issue a stop work order demanding that any commercial construction activity found in violation of such regulations shall be stopped immediately upon receipt of such stop work order or citation.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF _____, 2022.

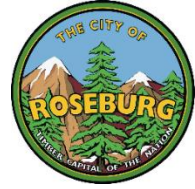
APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2022.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, ASSISTANT CITY MANAGER/ RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PURCHASE OF REAL PROPERTY FOR NAVIGATION CENTER

Meeting Date: January 24, 2022

Agenda Section: Department Items

Department: Administration

Staff Contact: Amy L. Sowa, ACM/City Recorder

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The City of Roseburg received a \$1.5M grant from the state to establish a navigation center no later than June 30, 2022. Council is being asked to purchase the property located at 948 SE Mill Street in Roseburg for use as a navigation center.

BACKGROUND

A. Council Action History.

None

B. Analysis.

In April of 2021, the City of Roseburg was included in a state rebalancing bill to receive a \$1.5M grant to establish a navigation center no later than June 30, 2022. The grant agreement was executed in June of 2021.

Mayor Rich, Councilor Briggs Loosley, City Manager Messenger and Assistant City Manager/Recorder Amy Sowa reached out to community members, worked with local realtors and were approached by property owners regarding a number of properties to consider for this use. Each parcel was reviewed with price, infrastructure needs, location, accessibility to services and environmental issues taken into consideration.

The property at 948 SE Mill Street is currently owned by United Community Action Network (UCAN) and is used to provide services to their clients. The building is 7423 square feet divided into office space, restrooms, conference rooms, and a kitchen area. It is structurally sound and has the potential to be retrofitted to allow for congregate sheltering in part of the building, and office space for service providers in the other part of the building. The property also includes a separate parking lot large enough for placement of pallet shelters for additional living space.

UCAN has offered to sell this property to the City for \$270,000 for use as a navigation center. This price includes the building and property. The City and/or UCAN may be eligible to apply for grant funding to pay for the cost of retrofitting the interior of the building to provide the space needed for congregate sheltering. The City would manage the remodeling project.

The next step in the process is to identify and enter into an agreement with a qualifying agency to operate the center. As part of the public process, once that agency is identified, discussions will be held with neighboring properties and the community regarding the operations of the center.

This proposal was presented to the Homeless Commission this morning for their review. Their recommendation will be presented to Council this evening.

C. Financial/Resource Considerations.

The City was awarded a grant in the amount of \$1.5M to help pay for capital or operational costs to establish a navigation center no later than June 30, 2022. If the center is not operational by that date, the city will be required to return the funds to the state.

D. Timing Considerations.

In order to have a facility ready no later than June 30, 2022, property must be purchased as soon as possible. If the subject property is selected, time will be needed to hire a contractor to design and perform the construction work to make the required improvements to the building to use it as a navigation center.

Staff does not anticipate the remodel work being complete prior to June 30. The first phase of the navigation center will likely be comprised of pallet shelters erected in a portion of the parking lot and a portion of the building being used for the wrap around social services. This will meet the requirements of the grant funding. Once the remodel is complete, congregate sheltering could begin.

COUNCIL OPTIONS

Council has the following options:

1. Authorize the City Manager to execute documents to purchase the property located at 948 SE Mill Street for use as a navigation center; or
2. Request additional information; or
3. Not authorize the City Manager to execute documents to purchase the property located at 948 SE Mill Street for use as a navigation center, and direct staff to continue looking for property.

STAFF RECOMMENDATION

Staff recommends the Council authorize the City Manager to execute the required documents to purchase the property at 948 SE Mill Street for use as a navigation center.

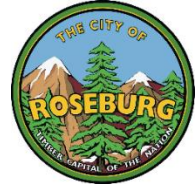
SUGGESTED MOTION

“I MOVE TO AUTHORIZE THE CITY MANAGER TO EXECUTE THE REQUIRED DOCUMENTS TO PURCHASE THE PROPERTY AT 948 SE MILL STREET FOR \$270,000 FOR USE AS A NAVIGATION CENTER.”

ATTACHMENTS

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



COUNCIL PARLIAMENTARY PROCEDURES UPDATE

Meeting Date: January 24, 2022

Department: Administration

www.cityofroseburg.org

Agenda Section: Department Item

Staff Contact: Amy L. Sowa, ACM/City Recorder

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Per Council Rules, “Robert’s Rules of Order” govern the proceedings of the Council; however, Council may also adopt a simple, modified version to use during all Council meetings. Council is being asked to review and consider adoption of amendments to its current modified version of Robert’s Rules.

BACKGROUND

A. Council Action History.

March 13, 2006: Council adopted its own, simple, modified version of “Robert’s Rules of Order” to use during all Council meetings.

B. Analysis.

The modified version of “Robert’s Rules of Order” has provided Council with clear direction on how to conduct their meetings in a simple format. Since adoption of these modified rules, slight adjustments have been made in the actual conduct of the Council meetings. The attached Parliamentary Procedures – Robert’s Rules of Order policy includes amendments to align the policy with current practice.

C. Financial/Resource Considerations.

There are no financial or resource considerations with this action.

D. Timing Considerations.

Adopting the updated Parliamentary Procedures – Robert’s Rules of Order policy now will align the policy with current practices.

COUNCIL OPTIONS

Council has the option to:

- Adopt the amended Parliamentary Procedures – Robert’s Rules of Order policy; or
- Request more information and ask staff to bring it back for discussion; or
- Do nothing and leave the policy as it is currently written.

STAFF RECOMMENDATION

Staff recommends Council adopt the amended Parliamentary Procedures – Robert’s Rules of Order policy.

SUGGESTED MOTION

“I move to adopt the amended Parliamentary Procedures – Robert’s Rules of Order policy.”

ATTACHMENTS:

Attachment #1 – Amended Parliamentary Procedures – Robert’s Rules of Order policy

PARLIAMENTARY PROCEDURES - ROBERT'S RULES OF ORDER
(City Council Policy)

Background: After much discussion regarding the technical aspects of parliamentary procedures, Council decided to adopt its own, simple, modified version to use during all Council meetings. At the Council meeting on March 13, 2006, it was determined that Council would conduct its business as follows:

1. Staff Report

2. Questions

- Council's opportunity to ask questions of Staff
- No discussion/comments at this time
- Raise hand to be recognized

3. Motion

- Any Councilor can make a motion; must be seconded
 - ✓ If an item on the agenda is from a commission, the commission chair should make the motion.

4. Discussion/Debate

- Whoever made the motion may start the discussion if they so desire (can't speak against the motion but can vote against it per Robert's Rules of Order)
- Each Councilor is allowed a maximum of 2 times to speak
- Raise hand to be recognized
- ~~Can't speak a 2nd time until those who want have spoken a 1st time~~

5. Vote on Motion

***** Call for Question *****

- Must be recognized to speak ~~;- can't interrupt the speaker~~
- Must be seconded
- No discussion, vote is taken immediately
- Requires 2/3 approval of those present to pass
- If passed, discussion ends and vote on motion above
- If fails, discussion continues

Quorum

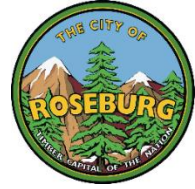
- Is a majority (1 more than half) of the Council (per RMC 2.34.010(A), the quorum requirement for the city is 5 Council members, regardless of how many positions are filled)
- A quorum has to be maintained for the entire meeting. Although there may be a quorum at the outset of the meeting, if some leave, it is no longer a legal meeting if the quorum is lost.
- It is not necessary for a quorum to vote on an issue – only that a quorum be present. In other words, you may have a quorum of 5 but 3 have to excuse themselves from voting on an issue due to conflicts. It is still a legal vote with the remaining 2 Councilors.
- With the exception of the Mayor in his service as Council meeting chair, commission chairs are considered members of the commission and therefore, may make motions, second motions and vote on motions. It is preferred that the Council President, while acting as Mayor Pro-tem, *not* make motions – but they~~he~~ can vote on them; whereas the Mayor votes only in the event of a tie vote.

Motions

There are two ways to change a motion on the floor.

- A motion and second can be made to “amend the original motion by”. That amendment is voted on. If approved, the original motion, as amended, is then voted on.
- A simple version is considered a “friendly amendment” by which the persons making and seconding a motion simply indicate agreement to changes in the motion. This occurs most often after a motion is made and people may jump in with “clarifications.” and everyone pretty much understands the intent of those clarifications.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



SOUTHERN OREGON MEDICAL WORKFORCE DEVELOPMENT CENTER MEMORANDUM OF UNDERSTANDING

Meeting Date: January 24, 2022
Department: Administration
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

For the past several years, the City has worked with community partners to develop a medical college in Roseburg. During the 2019 regular session, the Oregon Legislature funded the project through House Bill 5030, with the City of Roseburg as the grantee. The funding for all of the projects in that bill was rescinded when COVID-19 hit. The project is expected to be discussed during the 2022 legislative short session. The issue for the Council is whether to authorize the City Manager to negotiate and execute an updated Memorandum of Understanding outlining the City's commitment to the project.

BACKGROUND

A. Council Action History.

- On February 11, 2013, the Council authorized an agreement to provide \$30,000 for the medical education facility feasibility study.
- On January 16, 2016, the Council granted up to \$15,000 from the Economic Development Fund to support the next phase of the Medical Education Facility Project.
- On March 11, 2019, the Council authorized an additional \$25,000 to support funding for an Economic Study by ECONorthwest for the Medical Education Facility in Roseburg.
- On April 17, 2019, the Council directed staff to develop a letter related to financial support for the project.
- On May 13, 2019, the Council authorized the City Manager Pro-Tem to enter into a Memorandum of Understanding with Oregonians for Rural Health outlining the City's commitment to helping fund and construct the college contingent upon securing an adequate funding package and an acceptable long-term lease.
- *Not a Council Action – July 2019 – the Legislature approved \$10 million in funding for the Southern Oregon Medical Workforce Development Center with the City of Roseburg as grantee and a \$10 million matching requirement.*
- On November 25, 2019, the Council authorized the City Manager to join the Board of the Umpqua Valley Development Corporation (UVDC), a non-profit corporation formed to deliver the project.

- On February 10, 2020, the Council authorized the City Manager to negotiate an agreement with UVDC to provide \$60,000 from the Economic Development Fund to provide funding for project management services for the project, *and* authorized staff to submit a Declaration of Official Intent to reimburse project costs to the Oregon Department of Administrative Services for the project.
- *Not a Council Action – On July 10, 2020, the City received notification from the State of Oregon that due to projected losses in lottery revenues, the state would not be issuing lottery bonds and that funding would not be available for projects funded via House Bill 5030.*
- On August 24, 2020, the Council received an update from Phil Scheuers from PacWest regarding the project.

B. Analysis.

Work to develop a medical college in the Roseburg area began in 2012 with leadership at CHI Mercy recognizing the severe shortage of healthcare workers, especially in rural areas. Shortly thereafter, the Partnership got involved with the project and solicited funding from the City to fund an initial financial feasibility study. Once the legislature funded the project in 2019, the UVDC formed with the sole purpose of moving this project forward to fruition. Then COVID hit and things slowed significantly when the state made the decision to not sell lottery bonds in 2020. Since that time, UVDC has continued to work on securing academic partners and has updated the financial analysis and need statements for presentation to the 2022 legislature.

The request before Council is to update the MOU previously executed between the City and Oregonians for Rural Health by signing a new MOU between the City and UVDC. The terms of the MOU would be similar and would state that the City is willing to act as the grant recipient/fiscal agent for any funding authorized by the legislature and be willing to provide matching funds of up to \$10 million if certain conditions are met, including:

- State funding of at least \$10 million is committed.
- Academic partner(s) willing to agree to long-term triple-net-lease that ensures the City's annual debt service and other costs are covered.
- An economic analysis demonstrates positive return on investment for the City.
- The actual future appropriation of any funds is at the sole discretion of the City Council.
- Final site selection, land acquisition and development terms are acceptable to all parties.

A draft of the proposed MOU has been attached for your review. It has not been reviewed by the City Attorney, but would be prior to execution.

C. Financial/Resource Considerations.

The intent would be for this proposal to be revenue neutral to slightly positive for the City. Covering the debt service cost and any other costs the City would be expected to incur (insurance, maintenance, etc.) would be part of the long-term lease negotiation with any academic partners in the future.

D. Timing Considerations.

The Legislative session begins February 1, so time is of the essence.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize staff to negotiate and enter into an MOU contingent upon the terms described; or
2. Authorize staff to negotiate and execute an MOU contingent upon additional terms; or
3. Request additional information; or
4. Choose not to move forward with an MOU.

STAFF RECOMMENDATION

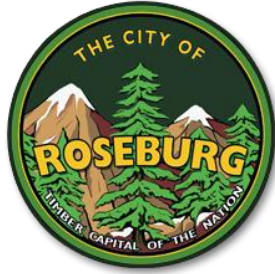
Bringing an expanded medical education facility to Roseburg has been a priority for close to a decade. "Support effort to construct the Allied Health College" is a milestone under City Council Goal #4 – Take a proactive role in community economic development and revitalization. Benefits of the project range from economic development to increasing capacity of the local health care system, a need that has been demonstrated over the past two years. Staff recommends the Council authorize an MOU between the City and UVDC outlining the City's commitment to the project.

SUGGESTED MOTION

"I move to authorize staff to negotiate and execute a Memorandum of Understanding with the Umpqua Valley Development Corporation outlining the City's commitment to the Southern Oregon Workforce Development Center project."

ATTACHMENTS:

Attachment #1 – Draft MOU



Memorandum of Understanding

This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered upon the date of signature by and between the City of Roseburg (hereinafter referred to as "City") and Umpqua Valley Development Corporation (hereinafter referred to as "UVDC").

WHEREAS, the demand for health care in rural communities, especially Southern Oregon and Roseburg, continues to grow steadily; and

WHEREAS, significant current and projected workforce shortages exist in multiple allied health and behavioral health fields that pose serious healthcare access and economic development issues; and

WHEREAS, the City has been working with members of UVDC and other partners in the development of the Southern Oregon Medical Workforce Center to increase training of allied and mental health professionals; and

WHEREAS, the proposed Southern Oregon Medical Workforce Center is projected to reduce the shortage of health professionals and training programs;

WHEREAS, the proposed Southern Oregon Medical Workforce Center is estimated to provide economic benefits and value to the region, while generating a return on investment for the projects; and

WHEREAS, building the proposed Southern Oregon Medical Workforce Center is estimated to cost between \$20 million and \$30 million.

NOW, THEREFORE, IN CONSIDERATION of the following, the City and UVDC agree as follows:

1. The City is willing to act as the owner or joint owner of the building once completed.
2. The Oregon State Legislature allocated \$10 million of funding, of which the City will be willing to serve as the fiscal agent.

3. The City is willing to provide matching funds for the Southern Oregon Workforce Center up to \$10 million through bonding, available loan programs, or a combination. Conditions include the following:
 - a. The Oregon State Legislature must maintain their commitment of \$10 million, or another funding partner/partners must commit to \$10 million;
 - b. The academic partner is willing to agree to a long-term triple-net-lease for the length of time the City enters into and pays back any loan or bond utilized to fund the project, ensuring the City's annual debt service and other costs are covered.
 - c. An economic analysis demonstrates a positive return on investments of public funds invested by the City.
 - d. The parties hereto understand and agree that the City's obligations hereunder are subject to and dependent upon other appropriations, on a year-to-year basis, of sufficient funds for the performance thereof and that the source and amount of all such appropriations are within the sole and unfettered discretion of the City Council at the time each future annual appropriation is considered.
 - e. Final site selection, land acquisition, and development terms are acceptable to all parties.

The term of this MOU shall be effective for 12 months or upon the date in which a final agreement is reached by the City and UVDC, or if both parties mutually agree to extend this MOU.

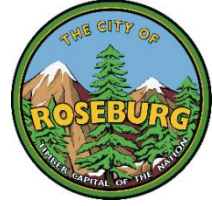
IN WITNESS WHEREOF, by their signatures below, the parties hereto execute this Memorandum of Understanding to be executed and effective as of the Effective Date.

By: _____
Steve Loosely, Board President
Umpqua Valley Development Corporation

Date: _____

By: _____
Nicole Messenger, City Manager
City of Roseburg

Date: _____



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CITY MANAGER ACTIVITY REPORT

Meeting Date: January 24, 2022

Department: Administration

www.cityofroseburg.org

Agenda Section: Informational

Staff Contact: Nikki Messenger, City Manager

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your January 24, 2022, 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
January 11, 2022 - 10:00 a.m.

1. January 10, 2022 City Council Meeting Synopsis
2. January 24, 2022 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
 - A. 2022 Summer Reading Program Grant Checklist
5. Department Items
 - A. COVID Updates (NM/JV)
 - B. KMTR Updates (SH)
 - C. Budget Calendar
 - D. Work Study Session Dates



Agenda
Department Head Meeting
Electronically via Zoom
January 18, 2022 - 10:00 a.m.

1. January 24, 2022 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
4. Department Items
 - A. COVID Updates (NM/JV)
 - B. KMTR Updates (SH)

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- Golf Course Property Tax Appeal
- IAFF Contract
- Umpqua Basin Urban Services Agreement
- Urban Growth Boundary Swap

January 31, 2022

Hold for Possible Work Study – 6:00 p.m.

- A. Vehicle Camping

February 14, 2022

Hold for Possible Work Study – 6:00 p.m.

- A. Charter Amendment Discussion

Special Presentation

- A. Annual Comprehensive Financial Report Review – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2021
- C. 2022-2023 Budget Calendar

Consent Agenda

- A. Minutes of January 24, 2022

Ordinances

- A. Ordinance No. 3565 – Amending RMC Section 7.02.140, Noise Disturbances, Second Reading
- B. Ordinance No. 3566 - Title 12 Amendments – LUDR-22-001 - Mini Retail Businesses in PR Zone, First Reading
- C. Ordinance No. 3567 - Abandoned Vehicle Policy Update, First Reading

Informational

- A. City Manager Activity Report

February 16 or 23, 2022

Hold for Possible Work Study – 6:00 p.m.

- A. ARPA Funding

February 28, 2022

Mayor Reports

- A. American Red Cross Month Proclamation

Commission Reports

- A. Public Works Commission Appointment

Consent Agenda

- A. Minutes of February 14, 2022

Public Hearing

- A. Ordinance No. 3568 - ZC-21-003 – 1802 W Harvard Avenue Zone Change from C2 to C3, First Reading

Ordinances

- A. Ordinance No. 3566– Title 12 Amendments – LUDR-22-001 - Mini Retail Businesses in PR Zone, Second Reading
- B. Ordinance No. 3567 – Abandoned Vehicle Police Update, Second Reading

Department Items

- A. 24-inch Transmission Main Isabell to Newton Creek Design Task Order, Project 22WA11

- B. Airport Standby Power Bid Award, Project 22PW06
- Informational
- A. City Manager Activity Report

March 14, 2022

Consent Agenda

- A. Minutes of February 28, 2022

Resolutions

- A. Resolution No. 2022- -- Parks and Recreation Rules Update
- B. Resolution No. 2022 - -- Authorizing the Dedication of City Owned Real Property for use as Public Right-of-Way

Ordinances

- A. Ordinance No. 3568 - ZC-21-003 – 1802 W Harvard Avenue Zone Change from C2 to C3, Second Reading

Informational

- A. City Manager Activity Report

March 28, 2022

Mayor Reports

- A. Child Abuse Prevention Month Proclamation
- B. National Library Week Proclamation

Consent Agenda

- A. Minutes of March 14, 2022

Department Items

- A. Broccoli Street Storm Drain Improvements Bid Award, Project 21PW16
- B. Stephens Street ADA Ramp Upgrade Bid Award, Project 22PW01
- C. ADA Ramp Improvements Bid Award Recommendation, Project 22PW05
- D. 18-inch Water Main, Diamond Lake Boulevard – Kester to Sunshine Design

Informational

- A. City Manager Activity Report

April 11, 2022

Mayor Reports

- A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
- B. Arbor Day Proclamation

Consent Agenda

- A. Minutes of March 28, 2022
- B. 2022 OLCC Annual License Renewal Endorsement

Informational

- A. City Manager Activity Report

April 25, 2022

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. Bike to School Day Proclamation
- C. Blue Zones Day Proclamation

Consent Agenda

- A. Minutes of April 11, 2022
- B. 2022 OLCC License Renewal Endorsement

Special Presentation

- A. Umpqua Economic Development Partnership Annual Report

Informational

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

May 9, 2022

Mayor Reports

- A. EMS Week Proclamation
- B. National Public Works Week Proclamation

Consent Agenda

- A. Minutes of April 25, 2021

Informational

- A. City Manager Activity Report
-

May 23, 2022

Consent Agenda

- A. Minutes of May 9, 2021

Resolutions

- A. Annual Fee Adjustments
 - Resolution No. 2022- --- General Fees
 - Resolution No. 2022- --- Water Related Fees

Informational

- A. City Manager Activity Report
-

Friday Message
January 14, 2022

- The Economic Development Commission met on Tuesday and approved six tourism grants under \$5,000 each. The grant recipients are the Umpqua Velo Club, Umpqua Valley Quilters Guild, Growing Miracles Lavender Garden, TenDown Bowling, Umpqua Valley Arts Association, and Thrive Umpqua. The Commission also received quarterly reports from the Partnership and Experience Roseburg.
- On Monday, I attended the Roseburg Area Chamber's luncheon featuring the State of the County delivered by Commissioner Kress.
- Throughout the day on Thursday, Councilor Briggs Loosely, Sargent Dan Allen, Brice Perkins, Ron Harker and I presented to the Chamber's Project Leadership cohort on the roles of government.
- Amy Sowa, Shaun Pritchard and I met with representatives of Rogue Retreat and walked through a potential location for the navigation center on Thursday afternoon. We received excellent input and greatly appreciated them sharing their expertise. On Friday, Amy and I had a zoom meeting and had a great discussion regarding the outline of what an operating agreement for the navigation center could consist of.
- The Southwest Area Commission on Transportation (SWACT) met virtually today. This was the first meeting I have chaired for the commission. The commission received updates on the Infrastructure Investment & Jobs Act, the Safe Routes to School grant program, and reviewed and ranked Connect Oregon applications from Region 3.
- I mentioned last week a misunderstanding with FAA that could have delayed this year's grant funding for the design of the taxiway extension. I am happy to report that Mead & Hunt put in an enormous effort to pull together a draft categorical exclusion (Cat Ex) for FAA consideration, and it was approved today just ahead of the January 15 deadline. When I say an enormous effort, the document is 961 pages and while the bulk of the work was completed as part of a previous environmental assessment, this is still a major effort. It was also a significant effort on the FAA's side to get it reviewed and approved. Thank you to all involved!
- Communications Specialist Suzanne Hurt noticed a guest column on the News-Review website this morning and penned an article/guest column in response. It has some good information about steps staff has taken since the comments received Monday at Council and why parking enforcement is an important piece of the puzzle. The article is attached.
- Meetings next week:
 - Library Commission, Tuesday, 1/18 @ 4pm via Zoom

*City offices will be closed on Monday, January 17, in observance of
Martin Luther King Jr. Day*



Cleaned-up, patrolled parking garage should help downtown

The City recognizes that conditions in the downtown public parking garage need to be addressed.

City officials have been striving to find a solution to the lack of parking enforcement that has troubled downtown for almost two years and, last month, awarded a new 5-year contract to ACE Parking of San Diego, which has already started collaborating with the City to begin services Feb. 1. The City's efforts have included working with a parking consultant over the last year to evaluate downtown parking challenges and needs, such as making more on-street parking available to business patrons.

"The garage can be an asset for downtown, and we hope more people will soon begin using it once we've addressed their concerns," Roseburg Community Development Department Director Stuart Cowie said.

The Roseburg Public Works Department has routinely performed periodic cleanups of the garage. City officials hear and understand the concerns about the garage expressed by downtown merchants and their employees, and we are taking immediate steps to address the situation:

1. The Public Works Department will perform a deep-cleaning of the entire garage, including the stairwell and elevator, by Jan. 31.
2. Public Works staff on Wednesday, Jan. 12, inspected the garage, brick alleyway and courtyard surface for graffiti and damage. On the same day, the City began removing and painting over graffiti there and will make regular inspections and repairs.
3. On Thursday, Jan. 13, Public Works staff began repairs to the brick alleyway and courtyard surface, which the City owns. However, the City does not own the buildings that form the courtyard walls, and the exterior walls of those privately owned buildings must be maintained by the property owners.
4. Public Works maintenance staff assessed the elevator's condition Wednesday, Jan. 12, and found the elevator to be in working order and painted the exterior. Maintenance staff will clean and paint the interior.
5. City IT division will analyze the potential for installing surveillance cameras in the garage.
6. Stenciled signs inside the garage clearly prohibit trespassing and any other prohibited use, such as illegal camping and vandalism, aka criminal mischief, which is the intentional and malicious destruction of another person's property. Police regularly drive through downtown and all levels of the garage and will continue to do so. Parking enforcement staff will soon begin patrolling the garage Monday through Saturday in a vehicle with a flashing light, which they say discourages illegal activity. They also will report crimes and other problems they see to Police and City staff.
7. At the Downtown Roseburg Association's request, portable toilets, aka Porta Potties, were generously installed downtown by United Community Action Network.

The funding source for garage maintenance has been parking enforcement revenue, which has been minimal for nearly two years.

"Parking enforcement is the key to improving and maintaining the garage," said Roseburg Finance Director Ron Harker.

Construction of the garage was funded several decades ago by bonds and paid back with property tax revenue generated by a special downtown taxing district set up for that purpose. However, ongoing garage maintenance, capital improvements, utilities, insurance and other needs are continuing costs, Harker said.

The Downtown Roseburg free parking zone will soon contain new signs with two- and three-hour time limits from 9 a.m. to 5 p.m., except for Sundays and holidays.

Downtown parking garage permits for upper-level parking were reduced earlier to \$17 a month on level two and \$13 a month on level three. Permit fees will return to previous levels starting Feb. 1, but remain far lower than other cities, Harker said.

Anyone experiencing or witnessing a non-emergency crime including vandalism or graffiti should call Douglas County non-emergency dispatch at 541-440-4471 or use their online crime tip form. To report graffiti, vandalism or excessive

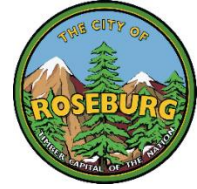
trash that has appeared in or on the garage, brick alleyway or courtyard surface, contact Roseburg Public Works at 541-492-6730 or pwd@cityofroseburg.org. In emergencies, dial 9-1-1.

The more the parking garage is used as intended -- and the more shoppers, restaurant-goers and downtown workers use the garage on a daily basis -- the less appealing that will be to illegal campers, graffiti vandals, loiterers and others who don't belong there.

"Most crimes that are committed at the parking garage occur when no one is around. Increased use of the parking garage means more customers will be circulating, which will equate to less crime," said Roseburg Police Chief Gary Klopfenstein. "The garage is clearly marked with signs prohibiting trespassing and stating that the garage is only to be used for customer parking and permit holders. Laws will be strictly enforced against those who commit crimes or violations at the parking garage."

City officials take these concerns seriously and are taking immediate steps to address them. We look forward to working together as a community to make downtown Roseburg a better place to shop, live and work.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



MUNICIPAL COURT QUARTERLY REPORT

Meeting Date: January 24, 2022

Department: Municipal Court

www.cityofroseburg.org

Agenda Section: Department Reports

Staff Contact: Jason Mahan

Contact Telephone Number: 541-673-0171

ISSUE STATEMENT AND SUMMARY

At the request of City Council, a report on the court's case volume and program revenues has been presented on a quarterly basis since July 2012. This report is the latest of the quarterly reports to have been provided in fulfillment of the Council's desire to receive regular updates on court operations and covers.

FINANCIAL / RESOURCE CONSIDERATIONS:

	1ST QTR	2ND QTR	YTD TOTAL	PRIOR YEAR
<u>COURT CASE TOTALS</u>				
CRIMES	378	317	695	730
TRAFFIC CRIMES	63	33	96	97
TRAFFIC VIOLATIONS	1,433	670	2,103	1,102
NON-TRAFFIC VIOLATIONS	32	13	45	62
TOTAL	1,906	1,033	2,939	1,991

After the second quarter of the 2021-22 fiscal year, total cases were up 47.6% from the prior year. By category, crimes, traffic crimes, and non-traffic violations decreased by 4.8%, 1% and 27.42% while traffic violations increased by 90.8%.

	BUDGET	1ST QTR	2ND QTR	YTD TOTAL	PRIOR YTD
<u>COURT REVENUES</u>	2021-22	2021	2021	TOTAL	TOTAL
FINES	\$ 340,000	\$ 124,314	\$ 89,907	\$ 214,222	\$ 144,877
COURT COSTS	15,000	9,592	3,965	13,557	6,523
CRT APPT ATTORNEY	8,000	2,048	3,045	5,093	3,056
TOTAL	\$ 363,000	\$ 135,954	\$ 96,917	\$ 232,872	\$ 154,456

After the second quarter of the 2021-22 fiscal year, total court revenues were up 51.1% from the prior year. Fines and collections revenue increased by 47.9%, court costs revenues increased by 107.8% and court appointed attorney revenues increased by 66.7%.

On a budgetary basis, revenues are 64.15% of budget after the second quarter of the fiscal year.

CLOSING REMARKS

Failure to appear rates at first appearances continue to remain high. Due to limits on inmates being held at the Douglas County Jail, the jail mostly holds individuals in our court for offenses involving domestic violence and individuals who are presenting with significant mental health issues. The court has days where over fifty percent of our docket is failing to appear at first appearance. While this results in some cases taking a longer time to reach a conclusion, many of these individuals will later be arrested on felony level offenses or probation violations and as a result the jail will hold on these more serious offenses.

The court is continuing to see an increase in revenue. The increase in revenue is primarily related to the increase in traffic violations. It is the court's hope that we will continue to see increases in revenue in the coming year. [Note from Finance: while revenues are up 51.1% from last year, this is largely due to the relaxation of COVID-19 restrictions from the prior year. Total revenues are up a more modest 14% from the quarter ending December, 2019, which represents pre-pandemic revenues.]

If you have any further questions, please feel free to contact me.

Sincerely,

Jason Mahan
Roseburg Municipal Court Judge