

# ROSEBURG CITY COUNCIL AGENDA – MAY 23, 2022

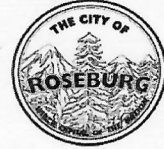
City Council Chambers, City Hall

900 SE Douglas Avenue, Roseburg, Oregon 97470

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



5-19-2022

*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.*

## **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	Sheri Moothart
Brian Prawitz	Kylee Rummel	Patrice Sipos	Andrea Zielinski
4. **Mayor Reports**
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – In Person or via Zoom/See Information on the Reverse**
7. **Consent Agenda**
  - A. Minutes of May 9, 2022 Council Special Meeting
  - B. Minutes of May 9, 2022 Council Meeting
  - C. Audience Participation Instructions Update
8. **Special Presentation**
  - A. Developable Business Lands Map Presentation
9. **Resolutions**

Annual Fee Adjustment

  - A. Resolution No. 2022-15 – General Fees
  - B. Resolution No. 2022-16 – Water Related Fees
10. **Items from Mayor, City Council and City Manager**
11. **Adjourn**
12. **Executive Session ORS 192.660(2)**

## **Informational**

- A. City Manager Activity Report

## **AUDIENCE PARTICIPATION INFORMATION**

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

**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 4:00 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 4:00 p.m. the day of the meeting to get a link to the meeting.**

**Provide your name, address, phone number and which item on the agenda you wish to speak.**

**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 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**

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>**

**MINUTES OF THE SPECIAL MEETING  
OF THE CITY COUNCIL  
May 9, 2022**



Mayor Larry Rich called the special meeting of the Roseburg City Council to order at 6:45 p.m. on May 9, 2022 in the City Hall Council Chambers, 900 SE Douglas Avenue in Roseburg, Oregon.

**ROLL CALL**

**Present:** Councilors Shelley Briggs Loosley, Beverly Cole, Sheri Moothart, Brian Prawitz, Patrice Sipos and Andrea Zielinski.

**Absent:** Councilor Bob Cotterell

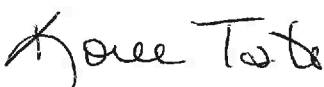
**Others Present:** City Manager Nikki Messenger, Assistant City Manager/ Recorder Amy Sowa, Community Development Director Stuart Cowie, Finance Director Ron Harker, Fire Chief Monte Bryan, Library Director Kris Wiley, Police Chief Gary Klopfenstein, Public Works Director Brice Perkins, Management Assistant Koree Tate, Communications Specialist Suzanne Hurt and Kyle Bailey of the KQEN.

**CITY COUNCILOR INTERVIEW FOR WARD I, POSITION I**

City Council interviewed Kylee Rummel for the City Councilor, Ward I, Position I, vacancy. Ms. Rummel said she had an accounting background and was currently a controller for UCAN. She had spent many years volunteering in Glide, Oregon as a way to give back to the teachers who provided her with direction, and was also on the coalition for homeless youth. Throughout her fourteen years of work experience, she had been able to hone her skills and ability to make strategic financial decisions in stressful situations without bringing emotion into play. She chose to apply for the City Councilor position to be involved in the community and public service. Ms. Rummel wanted to ensure the city was a safe place to live where citizens and businesses could thrive in the present and for future generations. She viewed the position as a more indirect management style to assist with checks and balances for the administrative role of the City Manager. To handle conflict, she explained it was better to talk through things to bridge the gap and see the perspective of others. Ms. Rummel closed with her idea of three priorities for which Council could focus. 1) Wholeness, where the City could make even greater strides and continue working together. 2) Attract younger skilled professionals to the area. The area was not as diverse as it needed to be and employers were struggling to fill positions. 3) Community Development to focus on bringing in strong businesses while nurturing and supporting local ones.

**ADJOURNMENT**

Mayor Rich explained the Council would vote during the regular Council Meeting and invited the applicant to stay for the results. Mayor Rich adjourned the meeting at 6:54 p.m.



Koree Tate  
Management Assistant

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
May 9, 2022**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on May 9, 2022 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Briggs Loosley led the Pledge of Allegiance.

ROLL CALL

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

Absent: Councilor Bob Cotterell

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, Fire Chief Monte Bryan, Library Director Kris Wiley, Police Chief Gary Klopfenstein, Public Works Director Brice Perkins, Communications Specialist Suzanne Hurt, Management Assistant Koree Tate and Kyle Bailey of KQEN.

EMERGENCY MEDICAL SERVICES WEEK PROCLAMATION

Mayor Rich proclaimed the week of May 15-21, 2022 as Emergency Medical Services Week with the theme, "Rising to the Challenge," and encouraged citizens to observe the week with appropriate programs ceremonies and activities. Umpqua Valley Ambulance's Carlee Haymes, Public Relations, and Tom Krokoski, Operations Manager, accepted the proclamation and thanked the Mayor and Council. Mr. Krokoski said it had been a pleasure serving Roseburg since 2016. He appreciated Council presence on the MedCom Board and working with the City Fire Department, proving they were all committed to continuous quality customer service.

NATIONAL PUBLIC WORKS WEEK PROCLAMATION

Mayor Rich proclaimed the week of May 15-21, 2022 as National Public Works Week and urged citizens to join in activities, events and ceremonies designed to pay tribute to public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protect national health, safety and quality of life. Brice Perkins, City Public Works Director, thanked the Mayor and Council and said on behalf of all public works professionals, they did not get to tell their story often or be recognized because they were typically away from the limelight. To imagine a world without public works, one would need to note there would be no road, bridges, clean water to drink, sewage treatment, electricity, flood control and more. Roseburg was a great place to live. He quoted City Street Superintendent, Jim Johnson, "It's not just a job, it's an honor to serve here."

WARD ONE CITY COUNCILOR INTERVIEW/APPOINTMENT

Roseburg Municipal Code Chapter 2.10 required the City Council to interview a City Council candidate at a public meeting. To the extent possible, the Council was to act to fill the vacancy at the same meeting in which the candidate was interviewed. Following the interview, the Council may make the appointment or solicit additional candidates for consideration at a later meeting before making an appointment. Council interviewed Kylee Rummel during a special

meeting. Councilor Zielinski said she was impressed with her answers to their questions and seemed to have a good understanding of a councilor's role. Councilors Briggs Loosley and Prawitz noted her experience in the profit sector was impressive and her work with UCAN provided her with a good insight to the reality of situations Council handles.

Councilor Prawitz moved to appoint Kylee Rummel to fill the Ward I, Position I vacancy, through December 31, 2022. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no. Mayor Rich congratulated Ms. Rummel as the new City Councilor for Ward I, Position I.

Ms. Sowa provided the oath of office for Ms. Rummel who then took her seat with Council. The Mayor said she could participate in discussions but would not vote due to the immediate appointment.

### ROSEBURG CITY CHARTER REVIEW COMMITTEE APPOINTMENTS

Ms. Sowa reported that on February 14, 2022, Council directed staff to form a City Charter Committee made up of herself, the City Attorney, Councilors and city residents. Councilors Sheri Moothart, Andrea Zielinski and Bob Cotterell were approved by the Mayor to serve on the committee. Recruitment for three citizen positions was posted on the City's website, social media and sent to the local news media starting April 12, 2022. Two applications were received by the deadline of 5:00 p.m. April 29, 2022, and are attached to this memo. A third application was received shortly after the deadline. This committee would meet monthly for a period of approximately six months. The Roseburg City Charter Review Committee would work with staff and the City Attorney to review the current Charter for sections and/or language that may be outdated, and propose amendments for an updated Charter to the Council. This committee would report to the Roseburg City Council. Any amendments to the Charter required a vote of the people. Staff estimated review of the Charter by the committee and review of proposed amendments by the Council would take approximately seven months to complete. To meet the March 16, 2023 deadline to submit a measure for the May 16, 2023 election, Council would need to take action to place a measure on the ballot during a regular Council meeting no later than February 20, 2023.

Councilor Zielinski explained she, Councilors Cotterell, and Moothart discussed the options on how to proceed. She stressed the importance to have people in the community involved and how the Charter was not about recreating laws, but was an oversight of the city as a whole. After consulting with Councilors Cotterell and Moothart, they chose to extend the recruitment to solicit more applications. Councilor Moothart suggested working with the high school seniors who were interested in government or present to their class to suggest interest. Councilor Zielinski moved to direct staff to solicit applications for the Roseburg City Charter Review Committee to add to those already submitted, and bring all of them back for consideration at a future meeting. The motion was seconded by Councilor Moothart and approved with the following vote: Councilors Briggs Loosley, Cole, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

### COMMISSION REPORTS

Councilor Prawitz chaired an Economic Development Commission Meeting on April 12, 2022 where they received a presentation regarding a Community Development Block Grant, received a Partnership and Experience Roseburg report, and were opening the tourism grant application process.

Councilor Moothart chaired a Historic Resource Review Commission meeting on April 20, 2022 where they reviewed a home undergoing remodeling to add a detached dwelling, and discussed a tour for the next meeting at the renovated Rast House on Stephens Street. This was her first meeting as Chair and enjoyed the historical component of the meeting.

### AUDIENCE PARTICIPATION

No one asked to participate.

### CONSENT AGENDA

Councilor Prawitz moved to approve the following Consent Agenda items:

- A. Meeting Minutes of April 25, 2022
- B. Oregon Department of Aviation Pavement Management Program Agreement Authorization

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

### ANNUAL FEE ADJUSTMENT DISCUSSION

Ms. Sowa reported the City normally adjusted service fees annually based on either the CPI-U West index (currently 4.5%) or the March Construction Cost Index (CCI) (currently 8.87%, but capped at 5% for city fee adjustments). In 2020, fees were not increased during the pandemic. In 2021, fees were increased for the majority of the items except water and storm. Those adjustments ensure the City was able to continue to provide needed services to citizens, and maintain, repair and construct important infrastructure throughout the City, while remaining financially stable. Following was information on some of the fees for Council to consider adjusting.

1. Airport Facilities: Annual adjustments to certain airport fees were tied to the CPI-U West index and rounded to the nearest dollar, with a maximum increase of 3%. The CPI-U West increase was 4.5%; therefore, the proposed increase would be 3%. The airport was operated as an enterprise fund, and it was important that it continued to generate the necessary revenue to cover expenses and future grant matches in the absence of the urban renewal funding that was previously available for grant match.
2. Business Permits-Licenses – Telecommunications Providers: Annual adjustments to the non-carrier w/facilities in right-of-way but not City customers fees were tied to the CPI-U West index and charged at a per linear foot rate.
3. Community Development - Planning: Annual adjustments to the planning fees were tied to the CPI-U West index. An increase of 4.5% this year would continue to keep fees considerably lower than fees for comparable services charged by the County. Over the

past year, building in the community had remained strong and had not been adversely affected by the pandemic.

4. Fire: Annual adjustments to fees in the Fire Department were tied to the CPI-U West index. These fees include False Alarm Response Fee, False Alarm Appeal Fee, Inspections, Permits, Plan Review, and Hazardous Materials Response.

The Fire Department responded to numerous false alarms during the year, taking personnel out of service to investigate the calls. Charging fees for false alarms also served as an incentive for business owners to maintain their systems in working order and reduce the number of false alarms. The Fire Marshal reviewed plans for new construction projects in the City and conducted inspections of those projects to ensure safety standards were met. Nominal fees were charged to developers for those services. The Fire Marshal also conducted inspections of mobile food vendors, fireworks sales outlets, and backyard burning locations, charging a fee for the issuance of permits for those activities.

The Roseburg Fire Department housed one of thirteen regional Hazardous Materials Teams, in conjunction with the Oregon State Fire Marshal's Office. In the event of a hazardous materials incident, the team would mobilize and take steps to mitigate the impact of the incident on the citizens and environment. In the event of a non-state team response, fees were sometimes assessed against the party or parties responsible for the incident.

5. System Development Charges (SDCs) for Parks, Transportation, Storm Drainage and Water: Annual adjustments to SDCs were tied to the March Construction Cost Index (CCI) up to a maximum of 5% (current rate 8.87%). Capped at 5%.

The City of Roseburg, like all cities, was largely built by developers. As the City continues to grow, there was an increasing demand on City infrastructure such as the street system, the water system, the storm drainage system, etc. SDCs were fees that were assessed when a property was developed. Funds collected could only be used as outlined in the adopted SDC methodology for each charge. SDCs in the City of Roseburg were typically adjusted annually. This indexing of SDCs ensured that the charges assessed kept up with changes in the cost of construction of new infrastructure. Roseburg continued to see significant growth, and it was appropriate to adjust SDCs at this time.

6. Storm Drainage Service Fees: Beginning July 1, 2019, annual adjustments to monthly storm drainage service fees were to be tied to the CPI-U West index. Those fees had not been increased for the past two years and was asking to consider getting those back on track.
7. Water Fees: Monthly water service rates were formerly increased based on a schedule set by Resolution No. 2015-16. The rates expired December 31, 2020, and were not increased in 2021. Moving forward, it would be appropriate to tie annual water fee

adjustments to the CPI-U West index effective July 1 each year to match other similar fees.

Other proposed amendments to the fee schedule not tied to specific indexes included the following:

1. Public Information Requests – Police/Court Records: Increase the fee for “Partial blur” of video camera footage to better reflect staff costs. That fee had not been increased for a number of years. Increase to 12 a minute from 8.50
2. Administration: Change the exemption for the right-of-way permit fee from the Downtown Roseburg Association to sponsored by the city or a city-funded downtown association.
3. Business Permits-Licenses – Taxicab: Propose adding “Limousine,” charging the same fee as Taxis. We recently received a request from a limousine company and realized we had not specified limousines on our application forms, although they were listed under the Vehicle for Hire ordinance. In researching other cities, it is common to charge the same for Taxis and Limousines.
4. Finance: Propose the following changes:
  - Adding a “Credit Card Processing Fee” for payments over \$1,000 made using a credit card. The City was charged a fee from the credit card companies when processing payments by credit card. This fee would pass those costs on to the customer. This fee would not apply to utility payments.
  - Removing “Free Parking Zone Reporting Requirement Penalty” as this was removed when changes were made to the code regarding parking.
  - Removing “Unlawful Parking in a Space Reserved for Disabled Persons Penalty” as this was set in the Judge’s Order setting all traffic fines.
  - Removing the \$25.00 deposit that had been in place when parking hoods were issued to recoup the cost of the hood if lost. A permit was now issued in place of a hood so no deposit is required.
  - Move Service and Delivery Permits from the Police section to Finance as these fit with the other parking service fees.
5. Library: Add “12” x 12” scrapbook paper” under the Maker Space Materials.
6. Parks: Add language stating that recognized veteran organizations shall be exempt from paying park usage fees under certain circumstances, which is our current practice. This language was to be added to the fee schedule pursuant to Resolution No. 2015-11.
7. Police: Add language under Firearms Discharge Permit that military and funerals are exempt from the fee.

Water: Increase the after-hours call out fee from \$40 to \$100 to better reflect actual costs. In the near future, due to legislative changes, staff will be looking at alternative ways to handle the Central Dispensing Station water sales.



In response to Mayor Rich, Ms. Sowa confirmed not all fees were tied to a certain index increase, some were task related or by resolution. Mayor Rich noted the importance of making sure the increase was needed and not having the City get behind and then having to catch up later. Ms. Messenger added that did happen in the past with the water fund and they then had to increase charges 5% a year for five years to catch up. The City was not getting behind again in charges. During COVID-19, Council chose to waive fee adjustments, and now that things were moving back towards normal, costs were rising. Both the storm and water funds were in good shape financially, but wanted to be careful as they proceeded to the future. Most of the services were through the General Fund and were funded by property taxes. The water and storm funds had to stand on their own. Each department looks at their fees to best determine anticipated changes.

Council agreed to direct Staff to bring back resolutions with fee adjustments as outlined.

#### PROVIDING INTERIM CASH FLOW FINANCING FOR OFF STREET PARKING FUND

Mr. Harker stated the City entered into a contract for downtown parking enforcement services. The parking enforcement program had been ramping up since January 2022 with full enforcement implemented in April. Due to the implementation phase of the program, the City had not experienced a month of full revenue generation and had to use reserves in the Off Street Parking Fund to cover the costs of the enforcement program. It was projected that existing reserves would be insufficient to cover costs until full revenue generation was established thereby requiring a revenue source to provide the needed cash flow to cover expenses of the program. It was too soon to see revenue from parking citations, but funds were received from permits and meters.

Mr. Harker continued that two funding options had been identified that could provide the funds to meet the cash flow needs of the Off Street Parking Fund. The first was an interfund loan from the ARPA Fund, and the second was a direct expenditure of ARPA funds to cover cash flow needs. The City's current cash balance in the Off-Street Parking Fund was \$11,552.83. The net change in fund balance for April was \$-12,352.99. May would be the first time that the City would receive revenues for citations that were issued in April. What was still unknown was what monthly revenues would be from permits, citations, and meters. Consequently, the City should be able to cover the contract cost this month, but it would be very tight. Staff currently had no basis to estimate citation revenue and no basis to know what the collection and aging rate might be on those accounts. Additionally, staff was not sure how many permits were been issued for multiple months which would present monthly fluctuations in revenue collections from parking permits. The City would likely not be able to meet current contract requirements for some months to come until the program was fully established.

The pros/cons of the two identified options were presented:

- An Interfund Loan from the ARPA Fund
  - Pros:
    - Funds could be transferred from the ARPA Fund to the Off Street Parking Fund to cover the cash flow requirements until the parking enforcement contract was fully implemented and established.

- Cons:
  - It would take Council Action to set up the interfund loan and would need to be established no later than June 13, 2022.
  - As the interfund loan would be an operational loan it would need to be paid back in the current fiscal year (which staff did not foresee being possible) or it must be budgeted for repayment in the next fiscal year. Given the timing of the budget hearings and the end of the current fiscal year, additional Council action on June 13, 2022 would be required to adjust the approved budget prior to its adoption to budget for the loan repayment in next year's budget.
  - The Off Street Parking fund would be required to repay the loan by June 30, 2023. Not knowing how much would be required until the program begins turning a profit and not knowing how much a profit could be generated during the FY 22-23, there was a risk that any profit earned next year would not be sufficient to repay the debt in the fiscal year as required.
- Use of ARPA funds:
  - Pros:
    - Use of ARPA funds in providing the needed cash flow to support the Off Street Parking Fund could be used with no enhanced reporting requirements.
    - ARPA funds did not need to be repaid and so the fiscal stability of the Off Street Parking Fund was certain. There would not be that risk.
    - Staff would only need Council consensus to utilize ARPA funds for the Off Street Parking Fund; no other Council action would be required as there was ample appropriation authority established for both this year and next.
  - Cons:
    - Would result in a reduction of ARPA funds that could be used for other high priority items that the council might want to address.

Mr. Harker explained that regardless of which solution was ultimately chosen to address the cash flow needs of the Off Street Parking Fund, staff recommended that the interim financing act as a line-of-credit up to \$50,000. The Funds would be drawn only as needed to ensure that the Off Street Parking Fund remained in a positive cash balance position. In response to Mayor Rich, Mr. Harker explained the \$50,000 could hold them for approximately three months. Councilor Prawitz noted it felt like a surprise and wondered if this was something Ace Parking could have projected. Ms. Messenger reported that this situation had been presented to Council previously since working towards contracting with a new company. Part of their issue was a supply and demand issue of not receiving their tickets until late in April, which meant they lost a month of ticket revenue in the beginning. Ms. Messenger noted the City recently signed an agreement with U-Haul for a month-to-month rental of the Stephens Street parking lot that will help with parking funds.

In response to Councilor Prawitz, Mr. Harker explained one option was a loan and the other was not. ARPA funds did not require a repayment. A loan from a different fund would not help obtain funds any quicker. Councilor Prawitz understood the situation, but was hesitant to

prolong the program if it was not going to work. It was important for the process to work and did not want a continual situation of providing extra funds to keep them working. In response to Councilor Cole, Mr. Harker said the City had a contract with Ace Parking. There was an incentive for them to do well because they would receive a percentage of the profits. They were still in the phase of implementing their program and knew it would take a little time to see revenues exceeding expenditures. The City could terminate the contract with them if needed, and would take a look in the new few months to better determine how the program worked and if modifications to service levels were needed. Councilor Rummel questioned where the money came from for the loan. Mr. Harker said the off street parking funds and Ace Parking wanted to bring in more revenue. Mayor Rich suggested the use of ARPA funds and hoped Ace Parking could do their job and create revenue. Mr. Harker added Ace Parking wanted to do a good job and to have an ongoing business established. Ms. Messenger shared that they had been able to repair almost all of the parking meters, which she thought was impossible due to obsolete part availability.

Councilor Cole questioned regardless of the fund choice, if the amount was open ended. Mr. Harker explained \$50,000 was the top amount at this time. In response to Councilor Sipos, Mr. Harker said based on the last month, he did not have a good estimate for the future costs as they were trying to get the program established. In response to Mayor Rich, Mr. Harker confirmed the City would receive \$5.2 million over two years for ARPA funding. The money needed to be fully committed by 2024 and expended by the end of 2026. In his opinion, it was a small percentage for this request and would benefit to get them established at a lower risk. Ms. Messenger noted \$50,000 was a conservative number and staff would have a different conversation with Council if that number were met. She was happy to bring back information on a more regular basis regarding the parking program. Councilor Rummel questioned how the funds would be expended and where it came from. Mr. Harker explained the City had used some of the ARPA funds for COVID-19 related expenditures and most recently a robot for the Police Department. Council would have more opportunity to make final decisions for ARPA fund expenditures.

Councilor Sipos agreed ARPA funds should be used and it was not enough time to see how the program would proceed in the future. Ms. Messenger added that the full \$50,000 would not be transferred and only use up to that amount as needed. Councilor Zielinski agreed ARPA funds was the appropriate use, wanted periodic updates on the parking program and shared a positive comment from a business that appreciated the presence of Ace Parking and how the program was working well.

Council directed Staff to utilize ARPA funds directly to cover the cash flow needs of the Off Street Parking Fund up to \$50,000.

#### GROUND LEASE ASSIGNMENT REQUEST – CORPORATE HANGAR 12

Ms. Messenger discussed that on March 17, 2022, staff received a written request from Derek Simmons on behalf of REIS, LLC to transfer its interest in the ground lease for Corporate Hangar Space 12 to Aerostate, LLC, owned by Jody Tatone and Ben Tatone. The ground lease for Hangar 12 had an effective date of December 1, 2006. The initial term would end June 20, 2027. Since there was more than five years remaining on the lease, the Roseburg Municipal Code required City Council approval of the assignment after recommendation from

the Airport Commission. According to the lease language, the City had sixty (60) days to act on the assignment request. If the City did not act in that time, "then the request shall be deemed granted."

Hangar 12 currently had a combination of aviation and non-aviation uses allowed under the "First Amendment to Ground Lease and Settlement Agreement" dated February 2011. The portion of Hangar 12 used for non-aeronautical purposes totaled 4,894 square feet (office space in the front) and was charged at a higher lease rate than the remaining 7,218 square feet. The non-aeronautical use was considered "interim" by the FAA and required the City to submit a written request for extension of the interim non-aeronautical use every five years. The FAA's last approval for the non-aeronautical use was issued via email on April 16, 2021. The use of a portion of the hangar for non-aeronautical uses was not popular with adjacent corporate hangar owners. One issue that came up was security. The north apron had two gates. One gate provided access to the parking area and west side (street side) of the west corporate hangar row. The second gate provided access to the airside of those hangars and the north apron area. The west gate had historically remained open during "business hours" so that employees working in Hangar 12 could have access during the workday. The second gate remained closed 24/7 and requires a code for airport users to open the gate. There was extensive conversation among the Airport Commissioners regarding the security issues related to the two-gate situation.

Ms. Messenger said the Airport Commission discussed if the gate should be closed. She suggested possible camera installation and key cards for the gate. The current gate code was a set of numbers that were only changed every six months or a yearly. Regardless of the hangar situation, they needed to talk more about security. The request was to include a few conditions:

1. The new lessee acknowledges and agrees to any future security upgrades the City/Airport may consider, including the west gate remaining closed during business hours and requiring an access code or other mechanism (key card) for access. Lessee shall be responsible for maintaining privacy of any access codes.
2. Lessee and/or any tenants shall obtain any required land use action approvals including a conditional use permit if required.
3. Lessee and/or any tenants shall agree to rent the number of parking spaces required for the non-aeronautical use beyond two spaces.

Staff looked at solutions that would allow both gates to be closed full time and operated by a card lock or other similar system that could provide better security than the current system. The FY 2022-23 Airport Fund budget request included funding for security upgrades. The other item that changed since the execution of the original lease and settlement agreement was the zoning code. At the time of the original lease, the area was zoned M-2 Medium Commercial. It had since been rezoned to Airport District. In the Airport District, offices were allowed conditionally, and required a Conditional Use Permit (CUP).

Ms. Messenger stated the Airport Commission discussed this lease assignment at length at their April 21 meeting. Ultimately, the Commission voted 3-2 to forward the lease assignment request to the Council without a recommendation. The current lease rate for the non-aviation portion of the hangar is \$0.73/SF and totaled \$3,572.62 annually. The aviation lease rate was

\$0.3115/SF and totaled \$2,248.56. Previously, the hangar owner had also rented additional parking spaces at \$24/month per space. Section 20 of the lease agreement gave the City 60 days from receiving the written request for assignment to consent or object to the assignment (which shall not be unreasonably withheld). The written request was received on March 17, which gives the City until May 16, 2022.

In response to Mayor Rich, Councilor Sipos explained that because there was a certain date before it rolled into a renewal, the Commission felt the assignment was a moot point and wanted to focus more on the issue around security. Attorney Forrester noted the Hangar 12 litigation and settlement agreement affected the underlying lease. It was an allowed use of the hangar as long as the City did not prove it was needed for aviation use only. In response to Mayor Rich, Ms. Messenger confirmed that if the airport had a need for aviation use, the City had the right to terminate the agreement. It was tied back to the grant assurances if not used for aviation demand and would need approved and justified to the FAA. Attorney Forester added that the City had to go through the FAA every five years to prove the use for the hangar. Councilor Cole questioned if the new owners were not happy about the security. Ms. Messenger noted it was about the assignment, if the conditions were included, and the Tatone's had not purchased it yet.

Councilor Moothart saw this as two different issues regarding a lease and then security. If the airport decided there needed to be more security then that whole group needed to agree to it. Ms. Messenger said she wanted to know if there would be a cost now rather than later because the situation was different compared to fifteen years ago. Mayor Rich questioned why this hangar could have an office and what would happen if others wanted the same. Ms. Messenger said it was about being able to certify with the FAA. Attorney Forrester noted the discussion before them was about the lease and how to proceed. In response to Mayor Rich, Ms. Messenger confirmed security seemed to be a concern if there were numerous visitors and cars at the airport hangar, but the new owners would also need to comply with the zoning code and make sure it did not conflict with the Airport Master Plan. There was nothing in the settlement agreement limiting traffic flow. The street side was fenced, but they had experienced homeless camps in that area and had seen people there after hours who should not be in that area.

Derek Simmons, attorney representing REIS, LLC, appreciated Attorney Forrester's presence and assistance with the process. The City could consent or withhold the decision, but he did not see the importance of adding the conditions. He agreed with Councilor Moothart that it appeared to be two separate discussions and REIS, LLC was only talking about a new party going into the space. They planned to have low impact traffic and noted the previous tenant was very busy in 2007. He asked Council for consent without conditions.

Jody Tatone, 119 Birdie Lane, said he used to own Remax Reality, but sold it. He was excited to work with his son, Ben Tatone, who had three employees and worked with a local builder. He had been a pilot for fifty years and his son was in process of obtaining his license. He explained why he preferred to have the gate open for ease of access to the business. They were both low traffic with some deliveries to the office. There were many empty hangars at the airport. Owner value would be reduced substantially with a closure of the west gate and would ultimately terminate the transaction and make it difficult to sell. Non-aviation use was a higher

lease rate that would go to the City. It was an increased asset, but by closing the parking lot during business hours, it stopped the process from moving forward. He visited the Medford and Eugene airports and neither had two gates or a separate one for parking. He provided photos to Council showing the public street and access at both airports. Roseburg appeared to have better protection for corporate hangars and seemed more secure. Medford had a line of businesses at the airport and some had roll up doors on either side to drive up and out. He asked Council for an alternative motion regarding Hangar 12.

In response to Mayor Rich, Mr. Tatone said if he did not put his own airplane in the hangar, he could lease it to someone else. They could have a shared break room and restroom, but the office would be a separate area. Councilor Zielinski asked about the location of Hangar 12 at the airport. Mr. Ben Tatone provided a drawing on the room's whiteboard to better show the location and explained the gate only served a small row of hangars. There was only access to the frontages of the buildings and not the airport. Mr. Jody Tatone added the fact the gate could be closed at night offered extra protection, but it needed to be open during business hours. Council Sipos agreed the Airport Commission was concerned about security. After seeing the drawing and photos, she felt the airport was more secure than other locations and the additional conditions may not be needed.

Mr. Ben Tatone explained the office would be a normal working space and the hangar would not be impacted by it. They wanted the option for someone to build something custom to their own liking. The building could be the aeronautical use and office space he and his father were excited to have. For his business, he might have 2-3 people a day with a delivery. In response to Mayor Rich, Mr. Tatone said there could be a separate keyed access for customers so they are not going to the hangar portion. Mr. Jody Tatone added that when visiting the Fixed Base Operator (FBO), a person could walk through to the airport. The older hangars were separated from Aviation Drive by a cyclone fence that was not very tall. There would be no reason for employees or visitors to go in the hangar and therefore, could be locked. If the hangar portion was leased then that person would have their own key and access. Ms. Messenger added the City had to provide consent to sublet spaces as well.

Councilor Moothart suggested using the motion presented by Mr. Jody Tatone. Attorney Forrester warned it could be argued once decided and then you would not have options at a later point. The lease did not include information about the gate and if Council said it was going to remain open during business hours then that is how it would proceed. Ms. Messenger added that Council could proceed without including the provisions. Mr. Simmons said adding to the lease complicates it for the future; he recommended a straight lease assignment. In response to Mayor Rich's suggestion of just opening the gate for customers, Mr. Ben Tatone said it was difficult during inclement weather.

Councilor Prawitz noted this was a quasi-judicial case and there was a previous settlement. He was not prepared to be in the position to make a decision, declared a conflict of interest and asked to abstain from voting due to business with some of the parties seeking the gate closure. Attorney Forrester reminded Council there was language in the lease that if Council did not make a decision by the 60 days, the assignment would proceed. The current lessor could agree to an extended time period, but was not sure they would want to agree to that.

05/23/2022

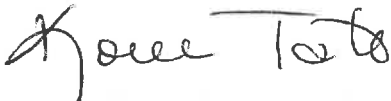
Councilor Moothart moved to approve the ground lease assignment for Corporate Hangar Space 12 from REIS, LLC to Aerostate, LLC. The motion was seconded by Councilor Cole. Councilor Zielinski explained there was a lot of information and was not sure they had all that was needed. Ms. Messenger noted Council could direct staff to operate the gate as it currently runs as a separate motion. Staff was looking into security no matter the decision. Attorney Forrester added that by all agreeing now to extend and allow the lease to be assigned was not a decision to take specific actions on security. Councilor Prawitz felt they did not have closure on future security requirements that might be put in place. Councilor Zielinski said she hoped to have more information, photos and people coming forward in the future, but it was a good opportunity to hear the other side that was equally important. The motion was approved with the following vote: Councilors Briggs Loosley, Cole, Moothart, Sipos and Zielinski voted yes. No one voted no. Councilor Prawitz abstained.

#### ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

Ms. Messenger announced a successful recruitment process took place for the next Public Works Director. She planned to bring Ms. Dawn Easley, to the June 13, 2022 Council Meeting for an introduction.

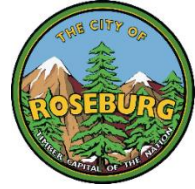
#### ADJOURNMENT

The meeting adjourned at 9:20 p.m.



Koree Tate  
Management Assistant

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## AUDIENCE PARTICIPATION INSTRUCTIONS UPDATE

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**Meeting Date: May 23, 2022**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

Council is being asked to formally approve the Audience Participation instructions published on the Council agenda, allowing the public to comment in person or virtually.

### BACKGROUND

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

2005: As part of the establishment of City Council Rules and Procedures, the City Council increased the time allocation for audience participation from 3 minutes per person to 6 minutes per person with a total of 30 minutes for all speakers.

October 10, 2011: Council formally adopted guidelines for citizen participation on agenda items.

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

HB2560 was adopted during the 2021 legislative session and requires that any meeting of a governing body, excluding executive sessions, must provide an opportunity for the public to access and attend the meeting by telephone, video or other electronic or virtual means.

For the past two years during the COVID-19 pandemic, the City has held the majority of their Council and commission meetings virtually through Zoom. This new format required staff to amend the instructions for audience participation during virtual meetings. As meetings begin to go back to in-person, those instructions have again been amended to allow the public to participate in person or through virtual means to comply with HB2560.

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

There are no financial or resource considerations with this action.

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

Staff has already updated the audience participation instructions in order to comply with HB2560. Council adoption will formalize the amendments.



**COUNCIL OPTIONS**

Council has the following options:

- Approve the amended Audience Participation Information that is included on the Council Agenda; or
- Approve the amended Audience Participation Information with additional changes; or
- Request more information.

**STAFF RECOMMENDATION**

Staff recommends Council approved the amended Audience Participation Information as presented.

**SUGGESTED MOTION**

***“I MOVE TO APPROVE THE AMENDED AUDIENCE PARTICIPATION INFORMATION AS PRESENTED”***

**ATTACHMENTS:**

Attachment #1 – Amended Audience Participation Information

## **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 4:00 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 4:00 p.m. the day of the meeting to get a link to the meeting.**

**Provide your name, address, phone number and which item on the agenda you wish to speak.**

**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 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**

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:

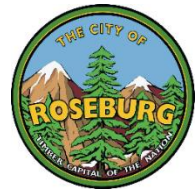
1. Postpone the public comments to “Items from Mayor, Councilors or City Manager” after completion of the Council’s business agenda, or
2. Schedule the matter for continued discussion at a future Council meeting.

*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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## ANNUAL FEE ADJUSTMENTS

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Meeting Date: May 23, 2022  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

Pursuant to previously adopted City Council resolutions, service fees are to be adjusted annually based on either the CPI-U West index or the March Construction Cost Index (CCI) to account for the increased cost to provide those services.

### BACKGROUND

**A. Council Action History.** Unless special circumstances arise in the course of the fiscal year, the City Council generally takes action each May or June to adjust fees effective July 1<sup>st</sup>.

May 9, 2022: Council directed staff to bring back fee adjustments per the appropriate index and fee adjustment resolutions for Council consideration.

**B. Analysis.** The attached Resolutions incorporate all of the adjustments described in this section.

**1. Public Information Requests:**

Staff is requesting an increase in the fee for **Video Cam Footage, Partial blur** from \$8.50/minute to \$12.00/minute to better reflect actual staff costs.

**2. Administration:** Resolution No. 2020-08 was adopted by Council on May 11, 2020, updating the Roseburg Public Library Room Rental fee for the Ford Family Room, when Douglas ESD and Library closed to public from \$50 to \$75. This increased fee was not reflected in the fee schedule and is now being added.

Changing the exemption for right-of-way permit fee from the Downtown Roseburg Association to "Events sponsored by the city or a city-funded downtown association exempted."

**3. Airport:** Rent/Lease Rates for the Airport are adjusted annually using the CPI (CPI-U West index) and rounded to the nearest dollar, with a maximum increase of 3%. The CPI-U West increase is 4.5%; therefore, the proposed increase would be 3%.

4. **Business Permits/Licenses:** Propose adding “Limousine,” under **Taxicab**, charging the same fee as Taxis as is common practice.

The linear foot fee for non-carrier telecommunication providers that occupy the public way, but have no customers in the City, shall be adjusted annually in accordance with the current CPI (CPI-U West index) rate, which is currently 4.5%.

5. **Community Development – Planning:** In compliance with Resolution No. 2008-10, all Department fees are to be adjusted by the current CPI (CPI-U West index) rate, which is currently 4.5%.
6. **Finance Department:** Add a **Credit Card Processing Fee** of 3% for credit card payments over \$1,000. This fee would not apply to utility payments.

Remove **Free Parking Zone Reporting Requirement Penalty**, as this was removed when changes were made to the parking code.

Remove “**Unlawful Parking in a Space Reserved for Disabled Persons Penalty**” as this is set in the Judge’s Order setting all traffic fines.

Remove the \$25.00 deposit that had been in place when parking hoods were issued to recoup the cost of the hood if lost. A permit is now issued in place of a hood so no deposit is required.

Move **Service and Delivery Permits** from the Police section to Finance, as these fit with the other parking service fees.

7. **Fire Department:** Pursuant to Resolution 2006-02, Fire Department service fees are to be adjusted annually based on the current CPI (CPI-U West index) rate, which is currently 4.5%.
8. **Library:** Add “12” x 12” scrapbook paper” under the **Maker Space Materials** for a fee of \$0.75/sheet.
9. **Parks:** Add language stating that recognized veteran organizations shall be exempt from paying park usage fees under certain circumstances, which is our current practice. This language was to be added to the fee schedule pursuant to Resolution No. 2015-11.
10. **Police Department:** Under **Firearms Discharge Permit**, add “Military and Funerals Exempted.” A permit is still required.
11. **Storm Drainage:** Beginning July 1, 2019, Storm Drainage fees are to be adjusted annually based on the current CPI (CPI-U West index) rate, which is currently 4.5%. In light of the ongoing impacts of the pandemic and because these fees impact all of our residents, not just those seeking additional services, an increase of 2% is being proposed. These fees have not been increased for the past two years.

**12. System Development Charges:** System Development Charges are to be adjusted annually based upon the March Construction Cost Index (CCI) as reported in the Engineering News Record twenty-city average with an inflation factor cap of 5% per year. This year's CCI is 8.87%; the proposed increase is set at the cap of 5%.

**13. Water:** Water Service (monthly) fees were set by Resolution No. 2015-16 to cover a five-year period, which expired December 31, 2020. Staff is requesting Council adjust these fees annually based on the current CPI (CPI-U West index) moving forward starting July 1, 2022; the current CPI-U West rate is 4.5% but in light of the ongoing impacts of the pandemic and because these fees impact all of our residents, not just those seeking additional services, an increase of 2% is being proposed. These fees have not been increased for the past two years.

Increase **After hours call out** fee from \$40.00 to \$100.00 to better reflect actual costs.

**C. Financial/Resource Considerations.** The proposed fee increases will help the City to offset the cost of special services.

**D. Timing Considerations.** In order to implement the fees on a fiscal year basis, the fee amendment resolutions should be adopted as soon as possible to allow Staff sufficient opportunity to prepare for implementation.

### **COUNCIL OPTIONS**

Council has the option to:

- Adopt the fee resolutions as presented; or
- Make amendments to fees and adopt the resolutions as amended; or
- Request additional information; or
- Take no action.

### **STAFF RECOMMENDATION**

City of Roseburg fees were originally adopted through two resolutions: Resolution No. 91-18 applied to water service related fees; and Resolution No. 92-13 applied to all other fees. Therefore, there are two resolution attached for your consideration. Staff recommends Council adopt the resolutions as presented.

### **SUGGESTED MOTION**

1. ***"I MOVE TO ADOPT RESOLUTION NO. 2022-15 AMENDING RESOLUTION NO. 92-13 REGARDING FEES."***
2. ***"I MOVE TO ADOPT RESOLUTION NO. 2022-16 AMENDING RESOLUTION NO. 91-18 REGARDING WATER FEES."***

### **ATTACHMENTS:**

Attachment #1 – Resolution No. 2022-15 Amending Fees

Attachment #2 – Resolution No. 2022-16 Amending Water Fees

**RESOLUTION NO. 2022-15**

**A RESOLUTION AMENDING RESOLUTION NO. 92-13 REGARDING FEES**

**WHEREAS**, Resolution No. 2006-02 and Resolution No. 2008-10 require annual adjustments to Fire Department and Community Development Department fees be made based upon the CPI (CPI-U West) index. That adjustment is 4.5% for calendar year 2021; and

**WHEREAS**, Resolution No. 2006-12 requires annual adjustments to certain Airport fees be made based upon the CPI (CPI-U West) index for the preceding calendar year up to a maximum of 3%. The current CPI index is 4.5%; the adjustment will be capped for an increase of 3%; and

**WHEREAS**, Systems Development Charges are to be adjusted annually based upon the March Construction Cost Index up to a maximum of 5%. The current March Construction Cost index is 8.87%; the adjustment will be capped at 5%; and

**WHEREAS**, The monthly storm drainage rates are to be adjusted annually based on the CPI-U West index, December to December and become effective July of each year. The current CPI-U West index is 4.5%, but In light of the ongoing impacts of the pandemic and because these fees impact all of our residents, not just those seeking additional services, an increase of 2% is being proposed; and

**WHEREAS**, Roseburg Municipal Code Section 9.25.110(B) establishes that the linear foot fee for non-carrier telecommunication providers that occupy the public way but have no customers in the City shall be adjusted annually in accordance with the CPI (CPI-U West) index. That adjustment is 4.5%; and

**WHEREAS**, The fee for Video Cam Footage, Partial blur is being increased from \$8.50/minute to \$12.00 to better reflect actual staff costs; and

**WHEREAS**, Per Resolution No. 2020-08, the rental fee for the Library's Ford Family Room/When Douglas ESD and Library closed to public was changed from \$50 to \$75 and is now being added to the full fee schedule; and

**WHEREAS**, A Credit Card Processing fee of 3% for credit card payments over \$1,000 is being added; this fee does not apply to utility payments; and

**WHEREAS**, With the dissolution of the Downtown Roseburg Association, language under the exemption for right-of-way permit fee is being changed to "Events sponsored by the city or a city-funded downtown association exempted;" and

**WHEREAS**, To allow limousine operators to obtain a business permit, "Limousine" has been added to the section for Taxicab, charging the same fee; and

**WHEREAS**, Under Finance, the following changes are included: Remove "Free Parking Zone Reporting Requirement Penalty" (no longer applicable); Remove "Unlawful Parking in a Space Reserved for Disabled Persons Penalty" (fine set by Judge's Order); Remove "\$25

deposit for parking hoods” (no longer applicable); Move “Service and Delivery Permits” from Police to Finance with the rest of the parking service fees; and

**WHEREAS**, The Library Department is adding 12” x 12” scrapbook paper under Maker Space Materials for a fee of \$0.75/sheet; and

**WHEREAS**, Under Parks, language stating that recognized veteran organizations shall be exempt from paying park usage fees under certain circumstances pursuant to Resolution No. 2015-11 is being added; and

**WHEREAS**, Under Police Department, Firearms Discharge Permit, “Military and Funerals Exempted” is being added; a permit is still required.

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

**Section 1. PUBLIC INFORMATION REQUESTS – Effective July 1, 2022, the below-listed Public Information Request fee will be adjusted as follows:**

**POLICE/COURT RECORDS**

Video Cam Footage		
Partial blur	\$8.50/min + \$5.00/DVD	<u>\$12.00/min + \$5.00/DVD</u>

**Section 2. ADMINISTRATION – Effective July 1, 2022, update the language as follows:**  
**Right-of-Way Permit**

- Sidewalk Sales, Sign/Obstruction (*see Public Works for construction*)
- ~~(Events sponsored by Downtown Roseburg Association (DRA) exempted)~~
- (Events sponsored by the city or city-funded downtown association exempted)

**Section 3. AIRPORT FACILITIES – Effective July 1, 2022, the below-listed Airport Facilities fees will be adjusted as follows:**

**Rent/Lease Rates (Annual):**

Non-Aviation Related Use of Corporate Hangar Space	0.73 per s.f.	<u>0.75 per s.f.</u>
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**Rent/Lease Rates (Monthly):**

Commercial “Lear”	796.00	<u>820.00</u>
Corporate Hangar Space & Aviation Suites (annual per square foot)	0.3115 per s.f.	<u>0.3208 per s.f.</u>
Storage Units B, G, H, I	81.00	<u>83.00</u>
Storage Unit F	59.00	<u>61.00</u>
T-Hangar single (except I-5, I-9, I-14)	246.00	<u>253.00</u>
T-Hangar single (North end I-5, I-9, I-14)	180.00	<u>185.00</u>
T-Hangar twin	452.00	<u>466.00</u>
T-Hangar Single Daily Rate	22.00	<u>23.00</u>
T-Hangar Twin Daily Rate	33.00	<u>34.00</u>

RESOLUTIONS A & B  
ATTACHMENT #1

T-Hangars Row "C"	210.00	<u>216.00</u>
Tie-Downs single (per space)	40.00	<u>41.00</u>
Tie-Downs twin ( <i>per space</i> )	67.00	<u>69.00</u>



**Section 4. BUSINESS PERMITS/LICENSES – Effective July 1, 2022, the below-listed Business Permits/Licenses language is amended as follows:**

**Taxicab/Limousine**

Operator’s License 150.00 per ~~cab~~-vehicle

**Telecommunication Providers:**

\*Non Carrier w/facilities in right-of-way but No City Customers (annual per linear foot of public way occupied) ~~2.4395 per linear foot~~ 2.5493 per linear foot

**Section 5. COMMUNITY DEVELOPMENT – PLANNING – Effective July 1, 2022, the below-listed Community Development – Planning fees will be adjusted as follows:**

**Administrative Function (i.e. address, land use compatibility statement LUCS, DMV)**

~~33.00~~ 34.00

**Amendment (Conditions, Findings and Plat)**

~~313.00~~ 327.00

**Annexation:**

Petition Initiated ~~752.00~~ 786.00

**Appeals:**

Dangerous Building Abatement (to City Manager then Council) ~~313.00~~ 327.00

Nuisance Abatement (to City Manager then Council) ~~270.00~~ 282.00

**Boundary Line Adjustment**

~~250.00~~ 261.00

**Comprehensive Plan Amendment (Map/Text)**

~~1506.00~~ 1574.00

Urban Growth Boundary ~~1878.00~~ 1963.00

**Conditional Use Permit**

~~626.00~~ 654.00

Day Care ~~313.00~~ 327.00

**Demolition Permit**

~~35.00~~ 37.00

**Derelict Building Registration:**

Residential Application ~~317.00~~ 331.00

Commercial Application ~~573.00~~ 599.00

Monthly Registration for each month or portion thereof building is registered for the first six months

Residential ~~125.00~~ 131.00

Commercial ~~573.00~~ 599.00

Extension – Monthly Registration for each month or portion thereof building is registered after six months

Residential ~~249.00~~ 260.00

RESOLUTIONS A & B  
ATTACHMENT #1

Commercial	1165.00	<u>1217.00</u>
Delinquent Payment Penalty (for each monthly payment more than 30 days past due) .....		
Residential	125.00	<u>131.00</u>
Commercial	573.00	<u>599.00</u>
<b>Expedited Land Use Action</b> (plus \$100 postage)	2002.00	<u>2092.00</u>
<b>Grading Plan:</b>		
Single Family Unit/Duplex	62.00	<u>65.00</u>
Other	313.00	<u>327.00</u>
<b>Historic Structure</b> – Alteration/Construction/Demolition with HRRC public hearing (plus corresponding Site Review Fee)	62.00	<u>65.00</u>
<b>Non-Conforming Use</b> Alteration	188.00	<u>196.00</u>
<b>Partition:</b>	502.00	<u>525.00</u>
<b>Planned Development:</b>		
Preliminary (plus \$10.00 per lot)	1126.00	<u>1177.00</u>
Final	125.00	<u>131.00</u>
Resubmittal Fee	125.00	<u>131.00</u>
Construction Review	125.00	<u>131.00</u>
<b>Preliminary Application</b> Conference	125.00	<u>131.00</u>
<b>Site Plan Review:</b>		
Above Ground Storage Tank	250.00	<u>261.00</u>
Alteration/Remodel Single Family Unit/Duplex	43.00	<u>45.00</u>
Alteration/Remodel Commercial/Industrial	62.00	<u>65.00</u>
Floodplain Review	184.00	<u>192.00</u>
New Construction Single Family Unit/Duplex	125.00	<u>131.00</u>
Commercial/Industrial/Other	436.00	<u>456.00</u>
Mobile Home Park	436.00	<u>456.00</u>
<b>Site Plan Review – Signs:</b>		
Area – 0 to 32 square feet	26.00	<u>27.00</u>
Area – 33 to 60 square feet	38.00	<u>40.00</u>
Area – 61 to 99 square feet	43.00	<u>45.00</u>
Area – 100 to 250 square feet	62.00	<u>65.00</u>
Freestanding (in addition to above)	26.00	<u>27.00</u>
Temporary (30 days or less)	22.00	<u>23.00</u>
Temporary Sign Refundable Deposit	54.00	<u>56.00</u>
<b>Subdivision:</b>		
Preliminary (plus \$10.00 per lot)	1126.00	<u>1177.00</u>
Construction Plan Review	125.00	<u>131.00</u>
Final Plat	125.00	<u>131.00</u>

RESOLUTIONS A & B  
ATTACHMENT #1

Replat	436.00	<u>456.00</u>
Resubmittal Fee	125.00	<u>131.00</u>
<b>Temporary Use Permit:</b>		
Family Hardship/Structure [ <i>City Manager and/or Community Development Director can waive fee based on financial hardship</i> ]	125.00	<u>131.00</u>
Use/Zoning, Etc.	125.00	<u>131.00</u>
<b>Vacation</b> ( <i>Street, Alley, Easements</i> ) (plus deposit for costs as determined by the City Recorder)		
	436.00	<u>456.00</u>
<b>Variance:</b>		
Administrative	250.00	<u>261.00</u>
Public Hearing before Planning Commission	502.00	<u>525.00</u>
Riparian Setback	188.00	<u>196.00</u>
<b>Water Service Request for Outside City Limits:</b>		
Residential – Single Family	125.00	<u>131.00</u>
Residential – Other	313.00	<u>327.00</u>
Commercial	436.00	<u>456.00</u>
<b>Zone Change</b>	938.00	<u>980.00</u>

**Section 6. FINANCE DEPARTMENT – Effective July 1, 2022, the below listed fee is added to the Finance Department:**

**Credit Card Processing Fee** 3% for payments over \$1000  
*(Does not apply to utility payments)*

~~**Free Parking Zone Reporting Requirements Penalty** 100.00~~  
~~*(Pursuant to Roseburg Municipal Code Section 8.04.030)*~~

~~**Unlawful Parking in a Space Reserved for Disabled Persons Penalty**~~  
~~210.00~~  
~~*(Pursuant to Roseburg Municipal Code Section 8.02.110(2)(d))*~~

~~**Parking Meter Exemption Permits** *(with \$25.00 deposit)*~~

**Service and Delivery Permit**  
*(Pursuant to Roseburg Municipal Code 8.02.100(F))*

<u>Monthly</u>	<u>5.00</u>
<u>Annually</u>	<u>50.00</u>

**Section 7. FIRE DEPARTMENT – Effective July 1, 2022, the below-listed Fire Department fees will be adjusted as follows:**

RESOLUTIONS A & B  
ATTACHMENT #1

**False Alarm Response Fee** to be assessed for the 3<sup>rd</sup> through 6<sup>th</sup> false alarm for the same location within any calendar year (partial reimbursement) ~~344.00 each~~ 359.00 each  
7<sup>th</sup> and each subsequent false alarm (full reimbursement) ~~798.00 each~~ 834.00 each

**False Alarm Appeal Fee** ~~133.00~~ 139.00

**Inspections**

Illegal Occupancy ~~378.00~~ 395.00  
Exceeding maximum occupant load ~~174.00~~ 182.00  
"A" Occupancy Inspections (after hours) ~~406.00~~ 111.00

**Business Inspections**

Unmitigated violations - Subsequent re-inspections  
1st re-inspection visit ~~474.00/182.00~~ per facility plus 33.00 per violation class  
2nd re-inspection visit ~~309.00/323.00~~ per facility plus 33.00 per violation class  
3rd & subsequent re-inspection visits ~~584.00/610.00~~ per facility plus 33.00 per violation class

**Permits**

Blasting ~~172.00~~ 180.00  
  
Fire works including retail sales inspection  
Booth ~~138.00~~ 144.00  
Tent ~~172.00~~ 180.00  
Display ~~344.00~~ 359.00  
Storage Tanks  
Installation ~~172.00~~ 180.00  
Removal ~~404.00~~ 109.00

**On-Site Inspections**

Underground piping  
Flushing ~~403.00~~ 108.00  
Hydrostatic test ~~403.00~~ 108.00  
Aboveground Piping  
Modifications/Remodels ~~403.00~~ 108.00  
Sprinkler System Pre-Cover (\$50.00 minimum) ~~403.00/hr~~ 108.00/hr  
Hydrostatic Test ~~403.00~~ 108.00  
Pneumatic Test ~~403.00~~ 108.00  
Dry Piping Trip Test ~~403.00~~ 108.00  
Standpipes ~~403.00~~ 108.00  
Fire Alarm Systems ~~403.00/hr~~ 108.00/hr  
Missed Appointment Fee ~~403.00~~ 108.00  
Smoke Removal Systems ~~403.00~~ 108.00  
Final Inspection (\$100.00 minimum) ~~403.00/hr~~ 108.00/hr  
New Hydrant Installation Inspection and flushing per Hydrant ~~472.00~~ 180.00

**Additional Inspections**

Clean Agent System (site inspection/room integrity flow & alarm test) ~~472.00~~ 180.00  
Commercial Cooking Suppression System (site inspection/trip test) ~~438.00~~ 144.00

Special Inspection (typically business insurance purposes)	<del>128.00/hr</del>	<u>134.00/hr</u>
Spray Booth (site inspection/trip test)	<del>172.00</del>	<u>180.00</u>
Temporary Membrane Structures, Tents and Canopies	<del>103.00</del>	<u>108.00</u>

**Plan Review**

Including Deferred Submittals (\$50.00 minimum if less than 1 hour)	<del>403.00/hr</del>	<u>108.00/hr</u>
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**Mechanical Inspection**

Fire Smoke Damper (per damper)	<del>21.00</del>	<u>22.00</u>
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**Site Review/Consultation**

First hour free - Each additional hour per project	<del>103.00</del>	<u>108.00</u>
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**Hazardous**

One hour minimum – Non-State Team Response	<del>344.00</del>	<u>359.00</u>
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**Section 8. LIBRARY – Effective July 1, 2022, the below listed Maker Space fee is added to the Library:**

**Maker Space Materials**

<u>12" x 12" scrapbook paper</u>	<u>0.75/sheet</u>
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**Section 9. PARK DIVISION – Effective July 1, 2022, the below-listed Park Division fees will be adjusted as follows:**

**Recognized Veteran organizations shall be exempt from paying park usage fees under the following circumstances:**

- Exemption applies only to Memorial Day and Veteran’s Day
- Exemption applies only to reservations for events sponsored by a recognized Veteran organization that will be open to the general public.
- No exemption shall be granted for events that are exclusive to Veteran organizations and preclude the general public from utilizing the reserved park facility.

**System Development Charge:**

Per Equivalent Residential Unit [ERU] for new development	<del>662.00</del>	<u>695.00</u>
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**Section 10. POLICE DEPARTMENT – Effective July 1, 2022, the language below is added to the Police Department fees:**

<b>Firearms Discharge Permit</b> <i>(Military and Funerals exempted)</i>	10.00
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~~**Service and Delivery Permit**  
*(Pursuant to Roseburg Municipal Code 8.02.100(F))*~~

RESOLUTIONS A & B  
ATTACHMENT #1

— Monthly	5.00
— Annually	50.00

**Section 11. PUBLIC WORKS DEPARTMENT – Effective July 1, 2022, the below-listed Public Works Department fees will be adjusted as follows:**

**Transportation System Development Charge:** *(for new development)*  
 Methodology Resolution #2014-1 *(per Trip-End)*                      ~~3174.00~~ ..... 3333.00

***Pursuant to Resolution #2014-2, Transportation SDC's are imposed at 25% or ~~\$793.50~~\$833.25 per trip end.***

**Section 12. STORM DRAINAGE – Effective July 1, 2022, the below-listed Storm Drainage fees will be adjusted as follows:**

**Storm Drainage System Development Charge - Connection Charge:**

For a single family unit	1131.00	<u>1188.00</u>
For all other development per square ft of impervious surface	<del>0.377</del>	<u>0.396</u>
Minimum	1131.00	<u>1188.00</u>

Storm Drainage Service  
*Effective July 1, 2019, Storm Drainage Service (monthly) shall be adjusted annually based on the CPI-U West index, December to December, and become effective July of each year.*

For a single family unit	<del>8.32</del>	<u>8.49</u>
For other residential use property, per dwelling unit or per space	<del>8.32</del>	<u>8.49</u>
For all non-residential property receiving storm drainage service per ERU	<del>8.32</del>	<u>8.49</u>

**Section 13. This resolution shall become effective immediately upon adoption by the Roseburg City Council May 23, 2022.**

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 23<sup>RD</sup> DAY OF MAY, 2022.**

\_\_\_\_\_  
 Amy L. Sowa, Assistant City Manager/Recorder

**RESOLUTION NO. 2022-16**

**A RESOLUTION AMENDING RESOLUTION NO. 91-18 REGARDING WATER FEES**

**WHEREAS**, Certain Water System Development Charges are to be adjusted annually based upon the March Construction Cost Index up to a maximum of 5%. The current March Construction Cost index is 8.87%; the adjustment will be capped at 5%; and

**WHEREAS**, The monthly water service rates are to be adjusted annually based on the CPI-U West index, December to December and become effective July of each year. The current CPI-U West index is 4.5%, but In light of the ongoing impacts of the pandemic and because these fees impact all of our residents, not just those seeking additional services, an increase of 2% is being proposed, an increase of 2% is being proposed; and

**WHEREAS**, The After hours call out fee under Discontinuance of Service will be increased from \$40 to \$100 to better reflect actual staff costs.

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

**Section 1. Effective July 1, 2022, the below-listed Water fees will be adjusted as follows:**

**System Development Charge**

All service connections, except one- and two-family residential combined domestic/fire, shall pay the following Water System Development Charge.

Meter Size		
5/8" x 3/4"	2469.00	<u>2592.00</u>
3/4" x 3/4"	3701.00	<u>3886.00</u>
1"	6171.00	<u>6480.00</u>
1 1/2"	12,341.00	<u>12,958.00</u>
2"	19,749.00	<u>20,736.00</u>
3"	43,199.00	<u>45,359.00</u>
4"	74,052.00	<u>77,755.00</u>
6"	166,620.00	<u>174,951.00</u>
8"	197,473.00	<u>207,347.00</u>
 Meter Size – All	 2469.00	 <u>2592.00</u>

**Section 2. Effective July 1, 2022, the below listed Water fees will be adjusted as follows:**

**Monthly Water Service Rates** including Temporary Service *(may be billed bi-monthly):*

Commodity Charge per Unit (748-Gallons)	2.02	<u>2.06 per 100 cubic feet</u>
<i>(Commodity Charge unit = 748 gallons or 100 cubic feet)</i>		

Monthly demand charge on open accounts *(charge indicated does not include an allowance for water-consumed – Consumption is charged at a rate in Commodity Charge above):*

3/4" Level 1	16.68	<u>17.01</u>
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3/4" Level 2	22.49	<u>22.94</u>
3/4" Level 3	28.30	<u>28.87</u>
3/4" Level 4	34.11	<u>34.79</u>
1" Level 1	41.87	<u>42.71</u>
1" Level 2	47.68	<u>48.63</u>
1" Level 3	53.50	<u>54.57</u>
1 1/2" Level 1	64.75	<u>66.03</u>
1 1/2" Level 2	70.57	<u>71.98</u>
1 1/2" Level 3	76.15	<u>77.67</u>
2" Level 1	92.15	<u>93.99</u>
2" Level 2	97.96	<u>99.92</u>
3" Level 1	142.59	<u>145.44</u>
4" Level 1	188.91	<u>192.69</u>
6" Level 1	356.14	<u>363.26</u>
8" Level 1	532.98	<u>543.64</u>
10" Level 1	714.75	<u>729.05</u>

**Section 3. Effective July 1, 2022, the Commodity Charge under Public Agency Fire Hydrant Use, Hydrant Meter and Double Check Assembly, and Central Dispensing Station will be adjusted as follows:**

<b>Public Agency Fire Hydrant Use</b>		
Bulk Water <i>(per 100 cubic foot)</i>	<del>2.02</del>	<u>2.06 per 100 cubic feet</u>
<b>Hydrant Meter and Double Check Assembly</b>		
Bulk Rate <i>(per 100 cubic feet)</i>		<u>2.06 per 100 cubic feet</u>
<b>Central Dispensing Station</b>		
Commercial Customers (Fill Water Tank)		
Bulk Rate <i>(per 100 cubic feet)</i>		<u>2.06 per 100 cubic feet</u>

**Section 4. Effective July 1, 2022, the After hours call out fee under Discontinuance of Service, will be adjusted as follows:**

<b>Discontinuance of Service:</b>		
Temporary at Customer's Request		
After hours call out	<del>40.00</del>	<u>100.00</u>

**Section 5. This resolution shall become effective immediately upon adoption by the Roseburg City Council May 23, 2022.**

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 23<sup>RD</sup> DAY OF MAY, 2022.**

\_\_\_\_\_  
Amy L. Sowa, Assistant City Manager/Recorder

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date: May 23, 2022**

**Department: Administration**

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

**Agenda Section: Informational**

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

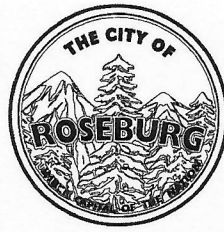
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

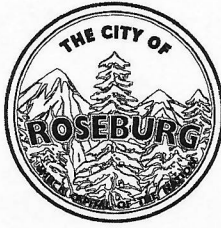
At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's 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 May 23, 2022, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
May 16, 2022 - 10:00 a.m.

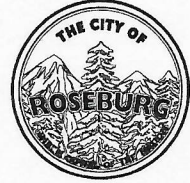
1. May 23, 2022 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
  - A. Graffiti Cruise Permits
    - Vendor inquiry
4. Department Items
  - A. KMTR Update



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
May 10, 2022 - 10:00 a.m.

1. May 9, 2022 City Council Meeting Synopsis
2. May 23, 2022 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
5. Department Items
  - A. KMTR Update

## TENTATIVE FUTURE COUNCIL AGENDA



### Unscheduled

- ARPA Funds Discussion
- RPEA Contract
- Umpqua Basin Urban Services Agreement
- Urban Growth Boundary Swap

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### **June 13, 2022**

#### Mayor Reports

- A. Camp Millennium Week Proclamation
- B. Roseburg Charter Committee Appointments

#### Consent Agenda

- A. Minutes of May 23, 2022

#### Public Hearing

- A. Resolution No. 2022 - 17 - 2022-2023 Budget Adoption

#### Resolutions

- A. Resolution No. 2022- 18 - Appropriation Transfer

#### Department Items

- A. Pavement Management Program Slurry Seals Bid Award Recommendation, Project No. 22PW02
- B. Police Vehicle Purchase Authorization
- C. Police Taser Contract Authorization
- D. Urban Growth Boundary Swap Status Update

#### Informational

- A. City Manager Activity Report

### **Urban Renewal Agency Board Meeting**

#### Consent Agenda

- A. Minutes of March 14, 2022

#### Public Hearing

- A. Resolution No. UR-2022-02 – 2022-2023 Budget Adoption

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### **June 27, 2022**

### **Special Meeting – Planning Commission Interviews**

#### Consent Agenda

- A. Minutes of June 13, 2022
- B. Oregon Housing Community Service (OHCS) Grant Acceptance

#### Public Hearing

#### Department Items

- A. Stephens Street Grind Inlay Bid Award, Project No. 22PW01 Phase 2
- B. 2022 CIPP Vine Street and Brooklyn Avenue
- C. Water/Storm Equipment Purchase – Mini Excavator
- D. Destination Marketing Organization Contract Renewal

#### Informational

- A. City Manager Activity Report

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### **July 11, 2022**

#### Mayor Reports

- A. Parks and Recreation Month Proclamation

#### Special Presentation

- A. Roseburg Public Library UCAN AmeriCorps Member Presentation by Lydia Rathe

Consent Agenda

- A. Minutes of June 27, 2022

Executive Session ORS 192.660(2)(i) – City Manager Report/Evaluation  
Informational

- A. City Manager Activity Report
- 

**July 25, 2022**

Consent Agenda

- A. Minutes of July 11, 2022

Informational A

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

**August 8, 2022**

Consent Agenda

- A. Minutes of July 25, 2022

Informational

- A. City Manager Activity Report
- 

**August 22, 2022**

Consent Agenda

- A. Minutes of August 8, 2022

Informational

- A. City Manager Activity Report

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

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**September 12, 2022**

Mayor Reports

- A. Constitution Day and Week Proclamation

Consent Agenda

- A. Minutes of August 22, 2022

Informational

- A. City Manager Activity Report
- 

**September 26, 2022**

Consent Agenda

- A. Minutes of September 12, 2022

Informational

- A. City Manager Activity Report
- 

**October 10, 2022**

Consent Agenda

- A. Minutes of September 26, 2022

Informational

- A. City Manager Activity Report
- 

**October 24, 2022**

Mayor Reports

- A. Veterans Day Proclamation

Consent Agenda

- A. Minutes of October 10, 2022

Informational

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

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**November 14, 2022**

Mayor Reports

- A. City Manager Compensation

Consent Agenda

- A. Minutes of October 24, 2022

Informational

- A. City Manager Activity Report

Executive Session ORS 192-660(2)(i) – Municipal Court Judge Annual Evaluation

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**December 12, 2022**

Mayor Reports

- A. Municipal Court Judge Compensation

Consent Agenda

- A. Minutes of November 14, 2022

Informational

- A. City Manager Activity Report
-