

ROSEBURG CITY COUNCIL AGENDA – AUGUST 22, 2022
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470
Public Online Access:



Handwritten note: 8-18-2022

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 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 July 25, 2022 Council Meeting
 - B. OLCC New Outlet – MOD Pizza located at 1176 NW Garden Valley Boulevard
 - C. OLCC Change of Ownership – SAP Inc. located at 1147 NE Stephens Street
 - D. OLCC New Outlet – US Market 541 located at 3150 Aviation Drive
- 8. Resolutions**
 - A. Resolution No. 2022-27 – Authorizing the Acceptance of an ODOT Grant Award for Douglas Avenue Bridge Replacement
- 9. Ordinances**
 - A. Ordinance No. 3574 – Concerning the Establishment of Psilocybin Service Centers and the Manufacture of Psilocybin Products, First and Second Reading; and Resolution No. 2022-28 Referring a Ballot Measure for the November 8, 2022 Election
 - B. Ordinance No. 3575 – Granting a Telecommunications Franchise to Skype Communications US Corporation, First and Second Reading
- 10. Department Items**
 - A. Gary Leif Navigation Center Renovation Project Construction Management/General Contractor Contract Award Recommendation – 22GR30
 - B. Storm Pipe Rehabilitation Vine Street and Alameda Avenue Bid Award Recommendation
 - C. ARPA Funding Requests
 - D. Parking Enforcement Services Discussion
- 11. Items from Mayor, City Council and City Manager**
- 12. Adjourn**
- 13. Executive Session ORS 192.660(2)(i) - City Manager Performance Evaluation**

Informational

- A. City Manager Activity Report
- B. Quarterly Financial 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 12:00 p.m. the day of the meeting to info@cityofroseburg.org
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email (info@cityofroseburg.org) by 12:00 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 REGULAR MEETING
OF THE CITY COUNCIL MEETING
July 25, 2022**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on July 25, 2022 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Rummel led the Pledge of Allegiance.

ROLL CALL

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

Absent: None

Others Present: City Manager Nikki Messenger, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Finance Director Ron Harker, Library Director Kris Wiley, Police Chief Gary Klopfenstein, Assistant Fire Chief Tyler Christopherson, Public Works Director Dawn Easley, Management Assistant Koree Tate and Communications Specialist Suzanne Hurt.

COMMISSION REPORTS

Councilor Moothart chaired a Historic Resource Review Commission Meeting on July 20, 2022. They had a public hearing for 526 SE Jackson Street, received a presentation for the Historic Inventory Story Map and approved a mural for downtown.

Councilor Sipos chaired an Airport Commission Meeting on July 21, 2022. They recommended a couple items to Council that were on the agenda and received updates for the 2023-26 Capital Improvement Plan, nighttime approach and recommended to have all of the drive through gates to the airport closed on a 24-hour basis.

Councilor Prawitz chaired an Economic Development Commission Meeting on July 12, 2022 to review and award tourism grants and received presentation updates from the Umpqua Economic Development Partnership and Anvil NW dba Experience Roseburg.

Councilor Cotterell Chaired a Public Works Commission Meeting on July 14, 2022, recommended an item on the current agenda, and received project updates.

Councilor Cotterell, Veterans Administration Liaison, shared information that the VA planned to not supply support services, but would have an urgent care open five days a week. He asked citizens to write handwritten letters to federal representatives asking to keep departments open. As a large employer and fourth largest campus in Oregon, he feared it would deter veterans from moving to the area or have locals leave. One in four people were directly connected to a veteran or were one themselves. He understood they had difficulty bringing in medical staff but they had a contract to take care of veterans and hoped the community would be involved to keep services available.

HOMELESS COMMISSION MEMBER RESIGNATION – MIKE FIELDMAN

Mayor Rich explained Mike Fieldman resigned from the Homeless Commission. In response to Councilor Moothart, Mayor Rich said they did need to accept it and open the recruitment. Councilor Briggs Loosley moved to accept Mike Fieldman's resignation from the Homeless Commission, with regrets. The motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Moothart, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no.

AUDIENCE PARTICIPATION

No one asked to provide a comment.

CONSENT AGENDA

Councilor Cotterell moved to approve the following Consent Agenda items:

- A. Minutes of July 11, 2022 Council Meeting
- B. Resolution No. 2022-24 – FAA Grant Acceptance – Reconfigure Taxiway A – Phase 1 Design

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

RESOLUTION NO. 2022-25 – ODOT LOCAL BRIDGE PROGRAM (LBP) GRANT ACCEPTANCE TO AUTHORIZE THE LBP FUNDING AGREEMENT FOR THE REPLACEMENT OF THE PARKER STREET/NEWTON CREEK BRIDGE

Ms. Easley reported the Oregon Department of Transportation (ODOT) Statewide Transportation Improvement Program (STIP), using Federal Infrastructure Investment and Jobs Act (IIJA) funds, had awarded funding for the City of Roseburg Parker Street/Newton Creek Bridge Replacement Project through the Local Bridge Program (LBP). The Parker Street over Newton Creek Bridge funding was for the design and construction of a replacement bridge. The existing bridge was a single span steel girder superstructure with a concrete-filled steel grid bridge deck and a current Sufficiency Rating of 46.1. The bridge provided the only point of access to the adjacent neighborhood and was currently load restricted and functionally obsolete.

Ms. Easley continued that additional funding was added to the selection process for the 2024-2027 STIP when additional funding became available through the IIJA. Applications for local bridge projects through 2027 were submitted in 2020 and considered for funding by the Local Agency Bridge Selection Committee, consisting of three representatives from counties, cities, and ODOT. On June 16, 2022, the City received notice that the Local Agency Bridge Selection Committee for the LBP approved the grant application for the Parker Street/Newton Creek Bridge Replacement Project with federal funding provided by the IIJA that was available through Federal Fiscal Year (FFY) 2027. In November 2020, the City submitted an LBP funding application to ODOT for the Parker Street/Newton Creek Bridge Replacement Project. The grant award is for a total project cost of \$2,330,000. Federal funds for the project are limited to \$2,090,709, and the required City matching funds are \$239,291. The adopted Five Year Capital Improvement Program included funding in the Transportation Fund to be utilized as a grant match.

Councilor Cotterell moved to adopt Resolution No. 2022-25, entitled, "A Resolution Authorizing the Acceptance of a Grant Award from the Oregon Department of Transportation Through the Local Bridge Program in the Maximum Amount of \$2,090,709 to be used to Design and Replace the Parker Street/Newton Creek Bridge." The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Moothart, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2022-25 as adopted.

RESOLUTION NO. 2022-26 – AMENDING THE ROSEBURG PUBLIC LIBRARY CIRCULATION POLICY

Ms. Wiley reported the library's Circulation Policy included information about the types of library cards issued, loan periods, checkout limits, holds, restrictions, and fees. There were several proposed revisions:

- In the introduction, add that the policy applied to physical and digital materials.
- Add the following language under NON-RESIDENT LIBRARY CARD: Parents or guardians are responsible for any charges incurred as the result of the use of a child's non-resident card. That language already existed in the RESIDENT LIBRARY CARD section.
- Add the following language under STUDENT LIBRARY CARD: Parents or guardians are responsible for any charges incurred as the result of the use of a child's student card.
- Add the following language under TRANSITIONAL LIBRARY CARD: Parents or guardians are responsible for any charges incurred as the result of the use of a child's transitional card.
- Under CHECKOUT LIMITS, add the word "physical" after the number of items that may be borrowed.
- Add the following paragraph under CHECKOUT LIMITS: Monthly borrowing limits are set on electronic materials. Patrons who have resident or non-resident cards may borrow up to 75 digital items per month from each platform available through the library. Patrons who have transitional cards or student cards may borrow up to 25 items per month from each platform available through the library. Patrons who reach their designated limit will have their electronic borrowing privileges suspended until the first business day of the following month.

Staff recommended this addition to ensure the library remained a responsible partner of the consortia/affiliations to which it belongs. Electronic materials were costly, and licenses often allowed only a limited number of uses that must be shared by patrons throughout the state.

- Add the following under RESTRICTIONS AND FEES: Roseburg Public Library will not be responsible for monitoring the content of materials accessed by patrons, including minors. The library reserves the right to revoke or suspend borrowing privileges for violations or abuse of library privileges and/or policies.

A patron shall have the right to appeal the revocation or suspension to the City Manager.

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Staff recommended this addition to provide clarity for cardholders and their parents or guardians; provide staff with the authority to suspend or revoke borrowing privileges for violations not explicitly covered by the policy; and provide an appeal process for cardholders whose borrowing privileges have been suspended or revoked. There were no financial considerations, but Ms. Wiley wanted to implement the changes as soon as possible. In response to Councilor Cotterell, once approved, the Resolution would go into effect immediately.

Councilor Cole moved to adopt Resolution No. 2022-26, entitled, “A Resolution Amending the Roseburg Public Library Circulation Policy.” The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Moothart, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2022-26 as adopted.

ORDINANCE NO. 3573 – AMENDING SUBSECTION 2.34.050(B)(5) OF THE ROSEBURG MUNICIPAL CODE, SECOND READING

Council agreed to a second reading of Ordinance No. 3573. Ms. Tate read Ordinance No. 3573, entitled, “An Ordinance Amending Subsection 2.34.050 – Meeting Agendas and Order of Business – of the Roseburg Municipal Code,” for a second time. Councilor Cotterell moved to adopt Ordinance No. 3573. The motion was seconded by Councilor Prawitz. A Roll call vote was taken: Councilors Briggs Loosley, Cole, Cotterell, Moothart, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3573 as adopted.

ORDINANCE NO. 3574 – DECLARING A BAN ON PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS, AND DECLARING AN EMERGENCY, FIRST AND SECOND READING WITH RESOLUTION NO. 2022-27 – APPROVING REFERRAL TO THE ELECTORS OF THE CITY OF ROSEBURG THE QUESTION OF BANNING PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS

Attorney Forrester explained the new law allowed the manufacture, delivery, and administration of psilocybin at supervised, licensed facilities. It did not allow for the sale or delivery of psilocybin products outside the tightly controlled confines of the program. This measure did not create a consumer market for psilocybin, allow for export or import of psilocybin, or allow licensees to interact with unregulated markets. Staff planned to bring forward an Ordinance and Resolution for approval, but after further research, he discovered the County wrote their ballot title opposite of how the City planned. In order to prevent confusion, he suggested pulling back the process and rewriting the Ordinance and Resolution to match that of the County.

Attorney Forrester also discovered this was not the only chance to ban Psilocybin. Council could begin with putting a two year moratorium out for a vote and then either place a measure on the next General Election in 2024 for another moratorium or ban. In response to Mayor Rich, Ms. Messenger confirmed they could put a two year moratorium on the ballot for voters. Attorney Forrester added they would then have time to see what the rules would be around Psilocybin to better inform them on how to proceed with future options. Ms. Messenger stated that the moratorium had to be on the ballot, too. If Council wanted to bring back an Ordinance

for a moratorium or ban then that is what Staff would prepare. The ban could only be removed by another vote of the people during a General Election.

Councilor Cotterell questioned why Staff recommended a ban instead of moratorium. Ms. Messenger said part of the issue was in reference to the decriminalization of other drugs that had taken place and wanted a reprieve for Police without adding additional federally prohibited drugs approved in the city. This did not prohibit the manufacture or service centers elsewhere, but did make it so it would not happen in the city. Attorney Forrester responded to Councilor Moothart's comments that licensed providers could prescribe it, but patients would only be able to use it in an approved service center under supervision.

After further discussion, Council agreed to have Staff reword the Ordinance and Resolution to complement language from the ballot tile presented by Douglas County and bring it back to the next meeting.

LEAGUE OF OREGON CITIES LEGISLATIVE PRIORITIES

Ms. Messenger stated that based on the input from those who responded, there were four topics that ranked the highest. They were listed with the number of votes for each:

- 4.B. Local Funding to Address Homelessness (6)
- 4.C. Infrastructure Funding to Support Needed Housing (5)
- 5.D. Address Measure 110 Shortcomings (3)
- 9.D. Funding for Recovery of Abandoned Recreational Vehicles (3)

The following priorities received two votes each. Council was asked to choose one of the five to add to the top four priorities listed above:

- 4.D. Economic Development Incentives (2)
- 4.E. Community Resiliency and Wildfire Planning (2)
- 7.A. Property Tax Reform (2)
- 7.E. Alcohol Revenues (2)
- 10.C. Infrastructure Financing and Resilience (2)

Several other topics received one vote, but were not listed. In response to Councilor Cotterell, Ms. Messenger explained the list helped lobbyists know what was important and provided a voice for rural communities. Councilors Cotterell and Cole suggested only sending the top four priorities. Councilor Moothart suggested adding Economic Development Incentives to the list because it was important for future students entering the workforce and to help the local economy. Councilors Rummel, Prawitz and Zielinski supported the suggestion. Mayor Rich confirmed to have Staff add Economic Development Incentives to the top five LOC list.

RECONFIGURE TAXIWAY A – PHASE 1 DESIGN TASK ORDER AWARD RECOMMENDATION – 22GR18

Ms. Messenger reported the runway 16/34 was extended by 400 feet in 2012, for a total length of just over 5,000 feet. That project was completed utilizing a ConnectOregon grant. Due to funding limitations, the taxiway extension was not completed at the same time. In order for the FAA to participate in funding the taxiway extension, the airport needed to justify the runway length, which was accomplished with the 2020 adoption of the Airport Master Plan and Airport Layout Plan. One safety concern was not having adequate space for aircraft to turn around to

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get to the taxiway connector. The airport did not have a controlled airfield and relied on pilots using radio contact. It was best to keep aircraft to a minimum length of time to avoid any issues. In November 2021, the City issued a Request for Qualifications to solicit proposals for a five-year contract for Architectural, Engineering, Planning and Consulting services for the airport. Mead & Hunt was awarded the contract in January 2022. Each task order under the contract would be negotiated individually and be dependent upon the approved scope of work.

The City was programmed to receive an FAA grant this fiscal year for the environmental and design of the taxiway extension. In order to be eligible to receive a grant this fiscal year, the environmental work had to be completed by mid-January. This work was accomplished under the first task order and resulted in a documented categorical exclusion. The following steps had occurred prior to this (second) task order being presented to the Council:

- A draft scope of work was submitted to FAA on April 26, 2022.
- A pre-design conference with the City, FAA and consultant was held virtually on April 29, 2022.
- FAA provided comments on the draft scope on May 3. Changes were made as recommended.
- Consultant submitted their initial fee proposal on June 13.
- City contracted with Century West Engineering for an Independent Fee Estimate (required for contracts over \$100,000). Approved scope was provided to Century West on June 16. The IFE was returned on June 29.
- Staff performed a detailed cost analysis and found one item missing from IFE. Revised IFE was received July 5.
- Negotiation session between City and Mead & Hunt was held virtually on July 6.
- Mead & Hunt submitted revised fee proposal (lower) later in the day on July 6.
- The final fee was agreed to and a Record of Negotiations and related documentation was submitted to the FAA on July 8. (Grant application submitted same day as well).
- FAA required minor changes to submitted information, which were made and re-submitted on July 11.
- Received FAA fee approval on July 11.
- Presented to Airport Commission on July 21.

The negotiated scope of work included services through bidding. The construction grant was scheduled for FY 2024 and would include construction management services.

Councilor Sipos moved to award a task order to Mead & Hunt for the design of Taxiway A Extension – Phase 1 Design for \$172,352. The motion was seconded by Councilor Moothart and approved with the following vote: Councilors Briggs Loosley, Cole, Cotterell, Moothart, Prawitz, Rummel, Sipos and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

Ms. Messenger said as part of her annual evaluation process, Council had the option to meet with her individually and asked them to contact Ms. Tate to schedule an appointment if needed.

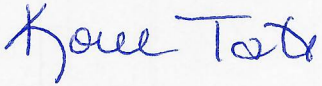
Councilor Zielinski thanked the Roseburg Senior Center for opening a cooling center during excessive temperatures. They were seeking volunteers, water, ice, snacks and other items to

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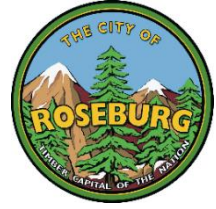
help supplement the Center. A shower trailer would be available to help the unhoused have an opportunity to be refreshed and get a change of clothes.

ADJOURNMENT

The meeting adjourned at 7:40 p.m.

A handwritten signature in blue ink that reads "Koree Tate". The signature is written in a cursive, flowing style.

Koree Tate
Management Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC NEW OUTLET MOD PIZZA LOCATED AT 1176 NW GARDEN VALLEY BOULEVARD

Meeting Date: August 22, 2022

Agenda Section: Consent

Department: Administration

Staff Contact: Koree Tate, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

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

BACKGROUND

OLCC has received an application from Scott Svenson and Joshua Guenser, MOD Pizza owners, as a new outlet granted for "Limited On-premises," sales.

A. Council Action History.

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

B. Analysis.

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

C. Financial/Resource Considerations.

The applicants have paid the appropriate fee for City review of the application.

D. Timing Considerations.

The applicants are requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR MOD PIZZA LOCATED AT 1176 NW GARDEN VALLEY BOULEVARD IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

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

LIQUOR LICENSE APPLICATION

Page 1 of 3

Check the appropriate license request option:

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

Select the license type you are applying for.

More information about all license types is available online.

Full On-Premises

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

Winery

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

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

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

Limited On-Premises

- Off Premises
- Warehouse
- Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Application received:

Minimum documents acquired:

LOCAL GOVERNING BODY USE ONLY

City/County name: *City of Roseburg*

Date application received: *July 25, 2022*

Optional: Date Stamp

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

Printed Name

Date

Return this form to:

Investigator name: TIFFANY MEYER

Email: tiffany.meyer@oregon.gov

LIQUOR LICENSE APPLICATION

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APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: Mod Super Fast Pizza, LLC	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): Mod Pizza		
Business phone number: TBD	Business email: licensing@modpizza.com	
Premises street address (The physical location of the business and where the liquor license will be posted): 1176 NW Garden Valley Blvd.		
City: Roseburg	Zip Code: 97471	County: Douglas
Business mailing address (where we will send any items by mail as described in <u>OAR 845-004-0065(1)</u>): Po Box 6939		
City: Bellevue	State: WA	Zip Code: 98008
Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

APPLICATION CONTACT INFORMATION		
Contact Name: Jill Miller - Paralegal		
Phone number: 206-757-8819	Email: jillmiller@dwt.com	
Mailing address: Davis Wright Tremaine - 920 Fifth Ave, Suite 3300		
City: Seattle	Zip Code: 98104	County: King

Please note: liquor license applications are public records.



OREGON LIQUOR CONTROL COMMISSION BUSINESS INFORMATION

Please Print or Type

Applicant Name: MOD SUPER FAST PIZZA, LLC Phone: 425-256-7625

Trade Name (dba): MOD PIZZA

Business Location Address 1176 NW Garden Valley Blvd.

City: Roseburg, OR ZIP Code: 97471

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>10:30am</u>	to	<u>10pm</u>
Monday	<u>10:30am</u>	to	<u>10pm</u>
Tuesday	<u>10:30am</u>	to	<u>10pm</u>
Wednesday	<u>10:30am</u>	to	<u>10pm</u>
Thursday	<u>10:30am</u>	to	<u>11pm</u>
Friday	<u>10:30am</u>	to	<u>11pm</u>
Saturday	<u>10:30am</u>	to	<u>11pm</u>

Outdoor Area Hours: N/A

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

The outdoor area is used for: N/A

Food service Hours: _____ to _____

Alcohol service Hours: _____ to _____

Enclosed, how _____

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

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain:
N/A

ENTERTAINMENT

Check all that apply:

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

DAYS & HOURS OF LIVE OR DJ MUSIC

N/A

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

SEATING COUNT

Restaurant: _____ Outdoor: N/A

Lounge: _____ Other (explain): Inside 70

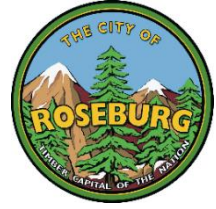
Banquet: _____ Total Seating: 70

OLCC USE ONLY	
Investigator Verified Seating: _____(Y) _____(N)	
Investigator Initials: _____	
Date: _____	

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

Applicant Signature: Date: 5/5/2022

1-800-452-OLCC (6522)
www.oregon.gov/olcc



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC CHANGE OF OWNERSHIP SAP, INC. LOCATED AT 1147 NE STEPHENS STREET

Meeting Date: August 22, 2022

Agenda Section: Consent

Department: Administration

Staff Contact: Koree Tate, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

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

BACKGROUND

OLCC has received an application from Ronald Paul Radon III and Summer Radon, SAP, Inc., doing business as Bob's Deli owners, as a change of ownership granted for "Limited On-premises," sales.

A. Council Action History.

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

B. Analysis.

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

C. Financial/Resource Considerations.

The applicants have paid the appropriate fee for City review of the application.

D. Timing Considerations.

The applicants are requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

"I MOVE TO RECOMMEND APPROVAL OF THE OLCC CHANGE OF OWNER APPLICATION FOR SAP, INC. DOING BUSINESS AS BOB'S DELI LOCATED AT 1147 NE STEPHENS STREET IN ROSEBURG, OREGON."

ATTACHMENTS:

Attachment #1 – Subject Application

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

LIQUOR LICENSE APPLICATION

Page 1 of 3

Check the appropriate license request option:

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

Select the license type you are applying for.

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

Full On-Premises

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

Winery

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

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

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

Limited On-Premises

- Off Premises
- Warehouse
- Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Application received:

5-14-22

Minimum documents acquired:

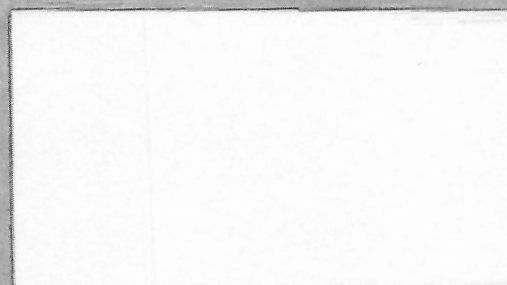
5-14-22

LOCAL GOVERNING BODY USE ONLY

City/County name: *City of Roseburg*

Date application received: *July 26, 2022*

Optional: Date Stamp



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

Printed Name

Date

Return this form to:

Investigator name:
Roslyn Espinosa

Email:

roslyn.espinosa@oregon.gov

LIQUOR LICENSE APPLICATION

Page 2 of 3

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

SAP INC

7-25-22 RE

Name of entity or individual applicant #2:

Ronald Paul Radon III

Name of entity or individual applicant #3:

Summer Anna Radon

Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

Bob's Deli

Business phone number:

541-673-7541

Business email:

bobsdeliroseburg@gmail.com

Premises street address (The physical location of the business and where the liquor license will be posted):

1147 NE Stephens St.

City:

Roseburg

Zip Code:

97470

County:

Douglas

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\(1\)](#)):

PO Box 863

City:

Canyonville

State:

Or

Zip Code:

97417

Does the business address currently have an OLCC liquor license? Yes No

Does the business address currently have an OLCC marijuana license? Yes No

APPLICATION CONTACT INFORMATION

Contact Name:

Ronald Paul Radon III

Phone number:

5413937978

Email:

pradon@umpquatapcleaning.com

Mailing address:

PO Box 863

City:

Canyonville

Zip Code:

97417

County:

Douglas

Please note: liquor license applications are public records.



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

541-673-7541 7-25-22 RE

Applicant Name: SAP INC

Phone: 5413937978

Trade Name (dba): Bob's Deli

Business Location Address: 1147 NE Stephens St.

City: Roseburg

ZIP Code: 97470

DAYS AND HOURS OF OPERATION

Business Hours:

Table with 3 columns: Day, Start Time, End Time. Rows for Sunday through Saturday.

Outdoor Area Hours:

Table with 3 columns: Day, Start Time, End Time. Rows for Sunday through Saturday.

The outdoor area is used for:

- Food service
Alcohol service
Enclosed, how
The exterior area is adequately viewed and/or supervised by Service Permittees.

Seasonal Variations: Yes No If yes, explain:

ENTERTAINMENT

Check all that apply:

- Live Music, Recorded Music, DJ Music, Dancing, Nude Entertainers, Karaoke, Coin-operated Games, Video Lottery Machines, Social Gaming, Pool Tables, Other.

DAYS & HOURS OF LIVE OR DJ MUSIC

Table with 3 columns: Day, Start Time, End Time. Rows for Sunday through Saturday.

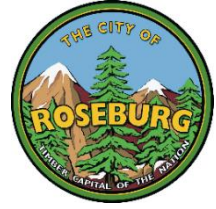
SEATING COUNT

Restaurant: 14 Outdoor: n/a
Lounge: n/a Other (explain): n/a
Banquet: n/a Total Seating: 14

OLCC USE ONLY
Investigator Verified Seating: (Y) X (N)
Investigator Initials: RE
Date: 7-25-22

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

Applicant Signature: [Signature] Date: 5/9/22



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC NEW OUTLET US MARKET 541 LOCATED AT 3150 AVIATION DRIVE

Meeting Date: August 22, 2022

Agenda Section: Consent

Department: Administration

Staff Contact: Koree Tate, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

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

BACKGROUND

OLCC has received an application from Mehar Sidhu, Paramjit Anthwal and Bharwinder Singh, owners for US Market 541, as a new outlet granted for "Limited Off-premises," sales.

A. Council Action History.

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

B. Analysis.

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

C. Financial/Resource Considerations.

The applicants have paid the appropriate fee for City review of the application.

D. Timing Considerations.

The applicants are requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

"I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR US MARKET 541 LOCATED AT 3150 AVIATION DRIVE IN ROSEBURG, OREGON."

ATTACHMENTS:

Attachment #1 – Subject Application

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

LIQUOR LICENSE APPLICATION

Page 1 of 3

Check the appropriate license request option:

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

Select the license type you are applying for.

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

Full On-Premises

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

Winery

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

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

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

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Application received:

6/3/22

Minimum documents acquired:

6/3/22

LOCAL GOVERNING BODY USE ONLY

City/County name:

City of Roseburg

Date application received:

Optional: Date Stamp

August 16, 2022

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

Printed Name

Date

Return this form to:

Investigator name:

Heidi Smothers

Email:

heidi.smothers@oregon.gov

LIQUOR LICENSE APPLICATION

Page 2 of 3

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: US Petroleum LLC	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): US Market 541		
Business phone number: 360-601-5404	Business email: usmktent@gmail.com	
Premises street address (The physical location of the business and where the liquor license will be posted): 3150 Aviation Dr		
City: Roseburg	Zip Code: 97470	County: Douglas County
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[11]): 1038 Broadway St		
City: Salem	State: OR	Zip Code: 97301
Does the business address currently have an OLCC liquor license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

APPLICATION CONTACT INFORMATION		
Contact Name: Jennifer Babine		
Phone number: 503-391-8889 x 101	Email: usmktent@gmail.com	
Mailing address: 1038 Broadway St		
City: Salem	Zip Code: 97301	County: Marion

Please note: liquor license applications are public records.



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: US Petroleum LLC Phone: 360-601-5404

Trade Name (dba): US Market 541

Business Location Address: 3150 Aviation Dr

City: Roseburg ZIP Code: 97470

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	<u>6am</u>	to	<u>12am</u>
Monday	<u>6am</u>	to	<u>12am</u>
Tuesday	<u>6am</u>	to	<u>12am</u>
Wednesday	<u>6am</u>	to	<u>12am</u>
Thursday	<u>6am</u>	to	<u>12am</u>
Friday	<u>6am</u>	to	<u>12am</u>
Saturday	<u>6am</u>	to	<u>12am</u>

Outdoor Area Hours:

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

The outdoor area is used for:

- Food service Hours: _____ to _____
- Alcohol service Hours: _____ to _____
- Enclosed, how _____

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

_____ (Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: _____

ENTERTAINMENT

Check all that apply:

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

DAYS & HOURS OF LIVE OR DJ MUSIC

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

SEATING COUNT

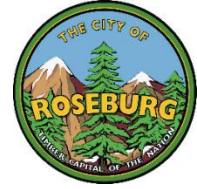
Restaurant: _____	Outdoor: _____
Lounge: _____	Other (explain): _____
Banquet: _____	Total Seating: _____

OLCC USE ONLY
Investigator Verified Seating: ____ (Y) ____ (N)
Investigator Initials: _____
Date: _____

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

Applicant Signature: _____ Date: 6-2-2022

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION AUTHORIZING THE ACCEPTANCE OF AN ODOT GRANT AWARD DOUGLAS AVENUE BRIDGE REPLACEMENT

Meeting Date: August 22, 2022
Department: Public Works
www.cityofroseburg.org

Agenda Section: Resolutions
Staff Contact: Dawn Easley, PW Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The Oregon Department of Transportation (ODOT) Local Bridge Program (LBP) has awarded funding for the replacement of the Douglas Avenue Bridge over Deer Creek. The issue for Council is whether to adopt the attached resolution accepting the grant.

BACKGROUND

A. Council Action History.

On October 26, 2020, the City Council authorized the City Manager to submit three ODOT LBP grant applications for the Douglas Avenue, Parker Road, and the Jackson Street bridges.

B. Analysis.

The proposed funding is for the replacement of the Douglas Avenue bridge over Deer Creek. The existing bridge is load rated and is functionally obsolete due to its width, and has a sufficiency rating of 26.1 on a scale of 100. The City previously received a grant to design the replacement structure. This grant is for the construction of the replacement structure. This will be a federally funded project, led by ODOT, that is scheduled to receive funding in FY 2025-2027.

C. Financial/Resource Considerations.

The grant award is for a total project cost of \$7,354,000. Federal funds for the project are limited to \$ 6,598,744.20, and the required City matching funds are \$755,255.80. The required match may come from a combination of Transportation and/or Urban Renewal Funds.

D. Timing Considerations.

The Oregon Department of Transportation has requested a grant award acceptance by August 15, 2022. The City Manager provided an informal acceptance on August 12 and notified that formal acceptance required Council action via a resolution.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the attached resolution authorizing the City Manager to accept the Oregon Department of Transportation grant award.
2. Request additional information; or
3. Do not adopt the resolution and direct staff to reject the grant award.

STAFF RECOMMENDATION

Staff recommends the Council adopt Resolution No. 2022-27 accepting the grant award.

SUGGESTED MOTION

“I MOVE TO ADOPT RESOLUTION NO. 2022-27, AUTHORIZING THE ACCEPTANCE OF A GRANT AWARD WITH THE OREGON DEPARTMENT OF TRANSPORTATION THROUGH THE LOCAL BRIDGE PROGRAM IN THE MAXIMUM AMOUNT OF \$6,598,744.20 TO BE USED TO REPLACE THE DEER CREEK, DOUGLAS AVENUE BRIDGE.”

ATTACHMENTS:

Attachment #1 – Resolution No. 2022-27

RESOLUTION NO. 2022-27

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT AWARD FROM THE OREGON DEPARTMENT OF TRANSPORTATION THROUGH THE LOCAL BRIDGE PROGRAM IN THE MAXIMUM AMOUNT OF \$6,598,744.20 TO BE USED TO REPLACE THE DEER CREEK, DOUGLAS AVENUE BRIDGE,

WHEREAS, the City of Roseburg has recognized the role bridges play in the transportation system; and

WHEREAS, the City Council authorized the City Manager to submit grant applications for three ODOT Local Bridge Program projects for the Douglas Avenue, Parker Road, and the Jackson Street bridges in October 26, 2020; and

WHEREAS, the bridge is scour critical with exposed footing, is functionally obsolete, has substandard sidewalks and bicycle facilities, and has a current sufficiency rating of 26.1; and

WHEREAS, the City has previously received an ODOT grant to design the replacement bridge structure; and

WHEREAS, the Local Agency Bridge Selection committee has approved the grant application for the construction of the Douglas Avenue Bridge over Deer Creek replacement; and

WHEREAS, the City of Roseburg desires to authorize the Oregon Department of Transportation to replace the Deer Creek, Douglas Avenue Bridge.

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

Section 1. That Roseburg City Manager is authorized to accept the Grant Award from the Oregon Department of Transportation in the amount not to exceed \$6,598,744.20 for the replacement of the Deer Creek, Douglas Avenue Bridge and execute any required grant agreements.

Section 2. This Resolution shall become effective immediately upon its adoption by the City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 22 DAY OF AUGUST, 2022.**

Amy L. Sowa, Assistant City Manager/Recorder



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

ORDINANCE CONCERNING THE ESTABLISHMENT OF PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS; AND RESOLUTION REFERRING A BALLOT MEASURE FOR THE NOVEMBER 8, 2022, ELECTION

Meeting Date: August 22, 2022
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Measure 109, the Psilocybin Program Initiative, was approved by 56% of Oregon voters on November 3, 2020, and goes into effect January 1, 2023. Council will be asked to consider adopting an ordinance concerning the establishment of psilocybin facilities in Roseburg, and adopting a resolution to refer it to the voters in the November 8, 2022, general election.

BACKGROUND

A. Council Action History.

July 11, 2022: Council directed staff to draft an ordinance and resolution referring a ballot measure for the November 8, 2022, General Election prohibiting psilocybin manufacturers and service centers in the city limits of Roseburg.

July 25, 2022: Council directed staff to draft the ordinance and resolution referring a ballot measure for the November 8, 2022, General Election concerning establishment of psilocybin manufacturers and service centers in the city limits of Roseburg, to be stated in a way that a "yes" vote would mean psilocybin manufacturers and service centers could operate in Roseburg, and a "no" vote would mean they could not, to match the County's ballot measure.

B. Analysis.

Psilocybin is the active psychedelic chemical in some mushroom varieties. It is illegal under federal law in the United States and classified as a Schedule I Controlled Substance. There's increased interest in using psilocybin for treatment of addictions, depression and other mental psychological disorders; however, it currently has no federally accepted medical use for treatment in the United States.

Measure 109 created a license and regulatory framework in Oregon for production and facilitation of psilocybin services for adults 21 years of age and older. The new law allows the manufacture, delivery, and administration of psilocybin at supervised, licensed facilities. It does not allow for the sale or delivery of psilocybin products outside the tightly

controlled confines of the program. It creates a state enforcement/taxation system, advisory board, and administration fund. This measure does not create a consumer market for psilocybin, allow for export or import of psilocybin, or allow licensees to interact with unregulated markets.

Local governments have several options per Section 128 of the Oregon Psilocybin Services Act related to manufacturers and service centers:

1. Adopt an ordinance prohibiting psilocybin manufacturers and service centers in Roseburg, and adopt a resolution referring a ballot measure for the November 8, 2022, General Election prohibiting psilocybin manufacturers and service centers in the City; or
2. Adopt an ordinance placing a two-year moratorium on psilocybin manufacturers and service centers in Roseburg, and adopt a resolution referring a ballot measure for the November 8, 2022, General Election placing a two-year moratorium on psilocybin manufacturers and service centers in Roseburg; or
3. Adopt time, manner, and place regulations for Manufacturers and Service Centers similar to those in place for marijuana facilities.

The Oregon Psilocybin Services Act does not give cities and counties authority to prohibit or place a two-year moratorium on licensed laboratories/testing facilities.

During the July 11, 2022, regular Council meeting, Council discussed the options available and directed staff to draft an ordinance and resolution referring a ballot measure for the November 8, 2022, General Election prohibiting manufacturers and service centers in city limits of Roseburg. After getting a copy of the County's measure concerning establishment of psilocybin manufacturers and service centers, Council directed staff to re-draft the ordinance and ballot title to be stated in a way that a "yes" vote would mean psilocybin manufacturers and service centers could operate in Roseburg, and a "no" vote would mean they could not, to match the County's ballot measure.

C. Financial/Resource Considerations.

There are no known financial or resource considerations in adopting an ordinance and resolution referring a ballot measure concerning the establishment of these facilities in the City of Roseburg. Psilocybin is not taxable by cities, and there is no anticipated revenue to cities from these facilities.

D. Timing Considerations.

If Council wishes to refer a ballot measure for the November 8, 2022, General Election concerning establishment of manufacturers and service centers in Roseburg city limits, they need to adopt an ordinance with an emergency clause and adopt a resolution and ballot title to refer the matter to the voters no later than August 22, 2022, during their regular meeting. The last day for the City to file a final ballot measure to the County, following the ballot review period, is September 8, 2022.

COUNCIL OPTIONS

Council has the following options:

1. Move forward with first reading of the proposed ordinance, suspend the rules and proceed with second reading of Ordinance No. 3574, and adopt Ordinance No. 3574; and adopt a resolution referring a ballot measure concerning the establishment of psilocybin facilities in the City of Roseburg for the November 8, 2022, General Election; or
2. Modify the proposed action; or
3. Do nothing.

STAFF RECOMMENDATION

Staff recommends Council proceed with first reading, suspend the rules and proceed with second reading and adoption of Ordinance No. 3574, and adopt a resolution referring a ballot measure concerning establishment of psilocybin facilities in the City of Roseburg for the November 8, 2022, General Election.

SUGGESTED MOTION

If Council concurs with Staff's recommendation, Council will need to request first reading of the ordinance, after which the following motions would be appropriate:

"I MOVE TO SUSPEND THE RULES AND PROCEED WITH SECOND READING OF ORDINANCE NO. 3574, CONCERNING THE ESTABLISHMENT OF PSILOCYBIN SERVICE CENTERS AND MANUFACTURERS OF PSILOCYBIN PRODUCTS."

"I MOVE TO ADOPT ORDINANCE NO. 3574."

"I MOVE TO ADOPT RESOLUTION NO. 2022-28."

ATTACHMENTS:

Attachment #1 - Ordinance No. 3574

Attachment #2 – Resolution No. 2022-28 with Ballot Title

ORDINANCE NO. 3574

AN ORDINANCE CONCERNING THE ESTABLISHMENT OF PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS, AND DECLARING AN EMERGENCY

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified in ORS 475A), which allows for the manufacture, delivery and administration of psilocybin at licensed facilities; and

WHEREAS, ORS 475A.235 provides that the Oregon Health Authority will regulate the manufacturing, transportation, delivery, sale and purchase of psilocybin products and the provision of psilocybin services in the State; and

WHEREAS, the Oregon Health Authority has initiated a rulemaking process to implement the State's psilocybin regulatory program and intends to begin accepting applications for psilocybin-related licenses on January 2, 2023; and

WHEREAS, as of July 25, 2022, the Oregon Health Authority has not completed the rulemaking process for implementing the State's psilocybin regulatory program, and the City of Roseburg is uncertain how the manufacture, delivery and administration of psilocybin at licensed psilocybin facilities would operate within the city; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the City concerning the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers within that city; and

WHEREAS, the City Council seeks to refer to the voters of Roseburg the question of whether to allow state-licensed psilocybin product manufacturers and psilocybin service centers within the City of Roseburg.

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

SECTION 1. The establishment of psilocybin product manufacturers licensed under ORS 275A.290 and psilocybin service centers licensed under ORS 475A.305 will be allowed in the City of Roseburg if Roseburg voters vote "yes." The establishment of psilocybin product manufacturers licensed under ORS 275A.290 and psilocybin service centers licensed under ORS 475A.305 will be prohibited in the City of Roseburg if Roseburg voters vote "no."

SECTION 2. This ordinance is referred to the electors of the City of Roseburg for vote at the next statewide general election on November 8, 2022.

SECTION 3. If any section, paragraph, subdivision, clause, sentence or provision of this ordinance is declared by a court or administrative agency to be invalid, such declaration shall not affect, impair, invalidate, or nullify the remainder of this ordinance.

SECTION 4. This ordinance takes effect and becomes operative 30 days after the day on which it is approved or denied by a majority of voters.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 22nd DAY OF AUGUST, 2022.

APPROVED BY THE MAYOR THIS 22nd DAY OF AUGUST, 2022.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, ASSISTANT CITY MANAGER/RECORDER

RESOLUTION NO. 2022-28

A RESOLUTION APPROVING REFERRAL TO THE ELECTORS OF THE CITY OF ROSEBURG THE QUESTION OF ALLOWING PSILOCYBIN SERVICE CENTERS AND THE MANUFACTURE OF PSILOCYBIN PRODUCTS.

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance to be referred to the electors of the city concerning the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

WHEREAS, the Roseburg City Council adopted Ordinance No. 3574, concerning the establishment of psilocybin service centers and the manufacture of psilocybin products in the jurisdiction of the City of Roseburg.

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

Section 1. MEASURE. A measure election is hereby called for the purpose of submitting to the electors of the City of Roseburg a measure concerning the establishment of psilocybin service centers and the manufacture of psilocybin products in the jurisdiction of the City of Roseburg.

Section 2. ELECTION CONDUCTED BY MAIL. The measure election shall be held in the City of Roseburg on November 8, 2022, for the next general election. As required by ORS 254.465, the measure election shall be conducted by mail by the County Clerk of Douglas County, according to the procedures adopted by the Oregon Secretary of State.

Section 3. DELEGATION. The City of Roseburg authorizes the City Manager, or City Manager's designee, to act on behalf of the City and to take such further action as is necessary to carry out the intent and purpose set forth herein, in compliance with the applicable provisions of law.

Section 4. PREPARATION OF BALLOT TITLE. The City Attorney has prepared a ballot title for this measure (Exhibit A) and upon adoption of this resolution, shall file the ballot title with the City Recorder.

Section 5. NOTICE OF BALLOT TITLE AND RIGHT TO APPEAL. Upon receiving the ballot title for this measure, the City Recorder shall publish in the next available edition of a newspaper of general circulation in the City a notice of receipt of ballot title, including notice that an elector may file a petition for review of the ballot title.

Section 6. FILING WITH COUNTY ELECTIONS OFFICE. Following the review period, the City Recorder shall deliver the Notice of Measure Election to the County Clerk for Douglas County for inclusion on the ballot for the November 8, 2022, election.

Section 7. EFFECT ON RESOLUTION IF DECLARED INVALID. If any section, paragraph, subdivision, clause, sentence, or provision of this ordinance is declared by a court or

administrative agency to be invalid, such declaration shall not affect, impair, invalidate, or nullify the remainder of this resolution.

Section 8. This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 22nd DAY OF AUGUST, 2022.**

Amy L. Sowa, Assistant City Manager/Recorder

BALLOT TITLE

CAPTION: CONCERNING PSILOCYBIN-RELATED BUSINESSES WITHIN THE CITY OF ROSEBURG, OREGON

QUESTION: Shall the City of Roseburg allow psilocybin-related businesses in Roseburg?

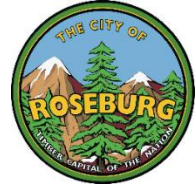
SUMMARY STATEMENT: State law allows for the manufacture, distribution and possession of psilocybin and psilocin. State law provides that a city council can refer the question of prohibiting/allowing psilocybin to the voters. If adopted by the voters, this measure would allow the establishment of psilocybin product manufactures and/or psilocybin service center operators within the City of Roseburg. If not adopted by the voters, the establishment of psilocybin product manufactures and/or psilocybin service center operators will be prohibited within the City of Roseburg.

Mark an (X) in the square [] before the answer of your choice.

[] Yes, I vote for the measure.

[] No, I vote against the measure.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE GRANTING A TELECOMMUNICATIONS FRANCHISE TO SKYPE COMMUNICATIONS US CORPORATION

Meeting Date: August 22, 2022
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City has received an application for a telecommunications franchise from Skype Communications US Corporation located in Reno, NV.

BACKGROUND

A. Council Action History.

Council has not acted on this particular application.

B. Analysis.

The subject application and application processing fee were received on August 15, 2022. Service to Roseburg customers began on January 1, 2020. Therefore, the provider has requested that the franchise agreement be granted effective retroactively to January 1, 2020.

C. Financial/Resource Considerations.

Under our definitions of telecommunications “provider” and telecommunication “service,” Skype Communications US Corporation is required to pay a franchise fee of 5% of the gross revenues derived from customers within the City. Skype Communications US Corporation has been making payments since January 2020.

D. Timing Considerations.

As noted above, Skype Communications US Corporation began serving Roseburg in January of 2020; therefore, the franchise needs to be made effective retroactively to that date. Such effective date will make the initial term of the franchise 3 years, with an expiration date of December 31, 2022. The ordinance will also allow renewal options of three years each, for a total of five terms.

COUNCIL OPTIONS

Council has the following options:

- Proceed with first reading of the ordinance, followed by second reading and adoption; or
- Request additional information; or
- Do nothing.

STAFF RECOMMENDATION

Staff recommends that Council proceed with first reading of the ordinance, followed by suspension of the rules, second reading and adoption at the August 22, 2022, meeting in order to avoid further delay in granting the franchise.

SUGGESTED MOTION

If Council concurs with Staff's recommendation, Council will need to request first reading of the ordinance granting a telecommunications franchise to Skype Communications US Corporation effective January 1, 2020, after which the following motions would be appropriate:

"I MOVE TO SUSPEND THE RULES AND PROCEED WITH SECOND READING OF ORDINANCE NO. 3575, GRANTING A TELECOMMUNICATIONS FRANCHISE TO SKYPE COMMUNICATIONS US CORPORATION, EFFECTIVE RETROACTIVELY TO JANUARY 1, 2020."

"I MOVE TO ADOPT ORDINANCE NO. 3575."

ATTACHMENTS:

Attachment #1 – Proposed Ordinance

Cc: Skype Communications US Corporation, 6880 Sierra Center Pkwy, Reno, NV 89511
Subject Franchise File

ORDINANCE NO. 3575

**AN ORDINANCE GRANTING A TELECOMMUNICATION FRANCHISE
TO SKYPE COMMUNICATIONS US CORPORATION EFFECTIVE
RETROACTIVELY ON JANUARY 1, 2020**

SECTION 1. Grant of Franchise. The City of Roseburg, hereinafter called “City,” hereby grants Skype Communications US Corporation, hereinafter called “Franchisee,” the non-exclusive right to use and occupy all public ways within the Franchise Territory, solely for the purposes described herein, for a period of three years, retroactively beginning January 1, 2020 and ending December 31, 2022, following Franchisee’s acceptance of the Franchise as provided in Section 11 of this Ordinance.

SECTION 2. Incorporation of Roseburg Municipal Code. This Franchise is granted pursuant to Chapter 9.25 of the Roseburg Municipal Code (“RMC”), entitled “Telecommunications Providers,” and shall be interpreted to include all provisions of Chapter 9.25, as it now exists and as it may be amended during the term of the Franchise, and all other provisions of the Roseburg Municipal Code and City regulations with which Chapter 9.25 requires compliance, as if set forth in writing herein. A copy of Chapter 9.25, as it exists and is in effect on the effective date of this Franchise, is attached to this Franchise as Exhibit “A”. It shall be the responsibility of the Franchisee to keep itself informed of any amendments to applicable provisions of the Roseburg Municipal Code and all related regulations.

SECTION 3. Amendment and Renewal. The Franchise granted by this Ordinance may be amended in accordance with RMC 9.25.120 and may be renewed in accordance with RMC 9.25.100.

SECTION 4. Franchise Territory. The “Franchise Territory” is all territory within the boundaries of the City of Roseburg, as currently existing or as the boundaries may be adjusted during the term of this Franchise.

SECTION 5. Services to be Provided. Franchisee shall provide telecommunications services as authorized by law to residents, businesses and other entities within the City of Roseburg.

SECTION 6. Franchise Fees. Franchise fees shall be based on Franchisee’s annual use of the City’s public ways, as provided below:

A. Fee Base. For the privileges granted by this Franchise, Franchisee shall pay five percent (5%) of its gross revenue derived from services provided to customers within the City limits of Roseburg.

B. Payment. All payments due hereunder shall be paid to the City of Roseburg by check or money order delivered to the address of the City for notices as set forth herein.

C. Due Date. Franchise fees shall be paid to the City on a quarterly basis, based on the revenues derived from the quarter just passed, not more than 30 days following the end of each quarter.

D. Late Fee. If Franchisee fails to pay the Franchise fee when due, Franchisee shall be charged a penalty of ten percent (10%), and the legal rate of interest established by state statute on the unpaid balance.

SECTION 7. Notices and Authorized Representatives.

A. Except for emergency notification of Franchisee, all notices or other communications between the parties shall be deemed delivered when made by certified United States mail or confirmed express courier delivery to the following persons and locations:

If to City:

City of Roseburg
ATTN: Amy L. Sowa, City Recorder
900 SE Douglas
Roseburg, OR 97470
E-mail: asowa@cityofroseburg.org
Phone: 541-492-6866

If to Franchisee:

Skype Communications US Corp.
ATTN: Erin Villalobos
6880 Sierra Center Pkwy.
Reno, NV 89511
E-mail: ervillal@microsoft.com
Phone: 775-335-4338

Either party may change the identity of its authorized representative(s) or its address or phone number for notice purposes by delivering written notice of the change to the other party.

B. In case of an emergency that causes or requires interruption of service, City shall give Franchisee emergency notification by hand delivery or telephone, as appropriate to the nature of the emergency, to the following:

Contact Person's Name: Erin Villalobos, Tax Analyst

Mailing Address: 6880 Sierra Center Pkwy., Reno, NV 89511

Telephone: 775-335-4338

SECTION 8. Location, Relocation and/or Removal of Facilities. RMC Chapter 4.02, along with RMC Sections 9.25.290 – 9.25.320, sets forth the conditions for the construction, installation, location, relocation and removal of Franchisee's facilities. There are no exceptions or additions to these regulations unless Franchisee is exempted by statute.

SECTION 9. Representation and Warranty of Franchisee. By executing this document, Franchisee represents and warrants that it is familiar with all provisions of this Franchise, including those contained in this Ordinance, and that it accepts and agrees to be bound by all terms, conditions and provisions set forth herein.

SECTION 10. Franchise Effective Date. Franchisee submitted an application requesting a telecommunications franchise and paid the application processing fee on August 15, 2022 and began serving Roseburg customers on January 1, 2020. The Roseburg City Council approved such request at its meeting on August 22, 2022; and hereby authorizes this Franchise to take effect retroactively on January 1, 2020, and expire on December 31, 2022, provided Franchisee satisfies the acceptance requirements of Section 11 of this Ordinance.

SECTION 11. Acceptance of Franchise. Upon receipt of this Ordinance, Franchisee shall sign in the space below to indicate its unconditional acceptance of the terms and conditions upon which City has offered the Franchise described herein, and immediately return such acceptance to the City. If Franchisee fails to accept the Franchise and return acceptance to City within 30 days of the adoption of this Ordinance, this Ordinance and the Franchise granted herein shall become void and have no force or effect.

ADOPTED BY THE CITY COUNCIL ON THIS 22ND DAY OF AUGUST, 2022.

APPROVED BY THE MAYOR ON THIS 22ND DAY OF AUGUST, 2022.

MAYOR

Larry Rich

ATTEST:

Amy L. Sowa, Assistant City Manager/Recorder

(Franchisee's Acceptance on Following Page)

ORDINANCES B
ATTACHMENT #1

FRANCHISEE'S ACCEPTANCE OF ORDINANCE NO._____. This Ordinance is hereby accepted by Skype Communications US Corporation on this ____ day of _____, 2022.

By: _____
(Signature)

Name: _____
(Printed)

Title: _____

Date: _____

State of _____)

) ss.

County of _____)

This acceptance was signed before me on _____, 2022 by, _____ as _____ of Skype Communications US Corporation.

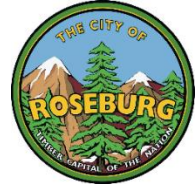
Notary Public for _____
Name: _____
My commission expires on: _____



Acceptance received by City Recorder on _____, 2022.

Amy L. Sowa, Assistant City Manager/Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



GARY LEIF NAVIGATION CENTER RENOVATION PROJECT CONSTRUCTION MANAGEMENT/GENERAL CONTRACTOR CONTRACT AWARD RECOMMENDATION - 22GR30

Meeting Date: August 22, 2022
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff has completed a proposal-based selection process for Construction Management/General Contractor (CM/GC) services for the renovation of the Gary Leif Navigation Center. The issue for the Council is whether to award the Master CM/GC contract to the highest ranked proposer.

BACKGROUND

A. Council Action History.

June 14, 2021: Council authorized the City Manager to execute an agreement with the State of Oregon, accepting a \$1.5 million dollar grant to establish and operate a navigation center.

January 24, 2022: Council approved the purchase of property at 948 SE Mill Street for use as the navigation center – the purchase closed on February 25, 2022.

March 14, 2022: Council approved entering into an agreement with UCAN to provide operating services for the navigation center.

March 28, 2022: Council authorized the City Manager to enter into two master agreements with Umpqua Health Alliance to receive a total of \$300,000 in funding for the navigation center.

June 13, 2022: Council authorized the City Manager to enter into an agreement with Oregon Housing and Community Services (OHCS) to accept grant funding in the amount of \$1 million to assist with the cost of operations of the navigation center.

June 27, 2022. Council adopted Resolution No. 2022-19, approving an alternate competitive bidding process of CM/GC for the renovation of the Gary Leif Navigation Center.

B. Analysis.

The renovation goal is to provide a place to assist those experiencing homelessness with a temporary place to live and access services. The renovation includes installing a new fire sprinkler and alarm system, upgrades to existing HVAC, electrical and lighting, structural improvements, interior demolition and renovation as required, new flooring, and remodeling of existing restrooms.

A request for proposals was issued for CM/GC services for this project. Two proposals were received on July 21, 2022. Both proposers were invited to interview with a team of city staff and the project architect. Each firm was ranked, and those rankings are shown below.

<u>Proposer</u>	<u>Score</u>
S & B James Company	83.00
Vitus Construction	76.70

Staff's intent is to execute a master contract with the highest ranked proposer. Each task order under the master contract would be individually negotiated based on an agreed upon scope of work. Work that may be accomplished under this contract is as follows:

- Construction Management Services before and during construction.
- Prepare scheduling, cost estimates and value-engineering recommendations, review Design Team's documents for constructability, and provide options for sequencing the work.
- Provide estimating and cost control services. Develop a project budget and reporting system and provide monthly cost status reporting, including cash flow projections.
- Implement all long-lead procurement items and recommend and implement early purchase phase project approach.
- Attend regular meetings with the design team to provide input regarding selection of materials, building systems and equipment.
- Construction of a fully operational Navigation Center on schedule and within budget, at or before the end of the contract term.

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

C. Financial/Resource Considerations.

The current estimate for renovation is \$836,134.64.

D. Timing Considerations.

The intent is to deliver this project as quickly as practical. In order to meet this expectation, staff requests that Council award the CM/GC contract to S & B James Company.

COUNCIL OPTIONS

The Council has the following options:

1. Award the Master CM/GC contract to the highest ranked proposer, S & B James Company; or
2. Request additional information; or
3. Recommend not awarding the master CM/GC contract to either proposer.

STAFF RECOMMENDATION

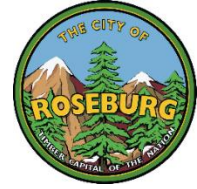
Staff recommends awarding a Master CM/GC contract to S & B James Company for the renovation of the Gary Leif Navigation Center.

SUGGESTED MOTION

“I move to award a Master CM/GC contract for the renovation of the Gary Leif Navigation Center to S & B James Company.”

ATTACHMENTS: None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



STORM PIPE REHABILITATION VINE STREET AND ALAMEDA AVENUE BID AWARD RECOMMENDATION – 23PW05

Meeting Date: August 22, 2022
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City received construction bids for the Storm Pipe Rehabilitation Vine Street and Alameda Avenue Project. The issue for the City Council is whether to award the construction contract.

A. Council Action History.

None.

B. Analysis.

In December 2015, staff identified a failing storm drainage pipe on Harvard Avenue. The pipe was aluminum spiral Ultra Flo piping, and the bottom had corroded out of it prematurely. As a result of that failure, staff began investigating all of the Ultra Flo that had been previously installed within the City and found similar issues with pipes installed in the late 1980s and early 1990s. To address this issue, the City has been installing Cured-In-Place-Piping (CIPP) within the existing pipes to restore the pipe's structural integrity and extend its useful life.

This project includes rehabilitating approximately 904 feet of 42-inch diameter and 483 feet of 48-inch diameter storm drain pipe utilizing CIPP. This project is located in Vine Street between Church and Alameda avenues and in Alameda Avenue between Vine and Sunset streets.

The project was advertised on July 5, 2022. Bids were opened on August 2, 2022. Five bids were received and are outlined below.

No.	Bidder	Total Bid Amount
1	Allied Trenchless	\$ 540,750.00
2	Michels Corp.	\$ 553,863.00
3	Iron Horse	\$ 638,676.00
4	Whitaker Construction	\$ 689,279.00
5	Insituform Technologies	\$ 958,000.00
	<i>Engineer's Estimate</i>	<i>\$617,048.00</i>

C. Financial/Resource Considerations.

The FY 22-23 Storm Fund budget includes \$625,000 for this storm drainage capital improvement project. The project was designed in-house, and staff will be providing construction management. Total project costs are estimated below.

Construction	\$ 540,750.00
Contingency (10% of const.)	\$ 54,075.00
<i>Total Estimated Costs</i>	\$ 594,825.00

D. Timing Considerations.

The project is budgeted in FY 22-23. The Notice to Proceed will be issued after September 2022. The contractor is allowed 275 calendar days to complete the work.

COUNCIL OPTIONS

The Council has the following options:

1. Award the contract to the lowest responsible bidder, Allied Trenchless for \$540,750.00; or
2. Request additional information; or
3. Reject all bids

STAFF RECOMMENDATION

Funds have been budgeted and are available to construct the project. The bid appears to be both responsive and responsible. The Public Works Commission discussed this project at their August 8, 2022, meeting and recommended awarding the project to the lowest responsible bidder, Allied Trenchless, for \$540,750.00. Staff concurs with this recommendation.

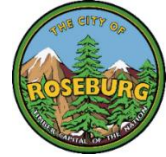
SUGGESTED MOTION

"I move to award the Storm Pipe Rehabilitation Vine Street and Alameda Avenue Project to the lowest responsible bidder, Allied Trenchless, for \$540,750.00."

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ARPA FUNDING REQUESTS

Meeting Date: August 22, 2022
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City of Roseburg will receive over \$5.2 million in American Rescue Plan Act (ARPA) funding. This memo is meant to serve as both an update for the Council and a request to utilize funding for the replacement of air conditioning units at the Umpqua Valley Arts Center and a boiler at the library.

BACKGROUND

A. Council Action History.

- On July 12, 2021, Council adopted a supplemental budget establishing the American Rescue Plan Act Special Revenue Fund and making appropriation revisions.
- On July 26, 2021, Council authorized staff to submit necessary documentation to accept the ARPA funds.
- On August 23, 2021, Council held preliminary discussions regarding use of ARPA funds.
- On November 8, 2021, Council adopted a supplemental budget to transfer ARPA funds to the Bike Trail Fund, Transportation Fund, Park Improvement Fund, Off Street Parking Fund and General Fund.
- On February 23, 2022, Council held a work-study session to discuss possible uses for ARPA funding.
- On March 28, 2022, the Council gave a “nodding of the heads” to utilize ARPA funding to purchase the police department robot previously discussed.
- On May 9, 2022, Council authorized a \$50,000 line-of-credit to assist with the cash flow needs of the Off Street Parking Fund in support of downtown parking enforcement.
- On June 13, 2022, Council authorized the use of ARPA funding to replace the City’s firewall, threat defense and malware services.
- On July 11, 2022, Council authorized the use of ARPA funding to purchase a 0.75-acre property on Troost Street.

B. Analysis.

The City is scheduled to receive slightly over \$5.2 million in ARPA funding. To date, just under \$786,000 has been spent or committed on the following:

<i>Police robot</i>	\$	39,995
<i>Troost property</i>	\$	121,118
<i>Transfers</i>	\$	433,350
<i>USEDA grant preparation</i>	\$	39,018
<i>Homeless services – Cooling/Warming, porta potties, etc.</i>	\$	53,093
<i>Parking contract</i>	\$	50,000
<i>IT Firewall Replacement</i>	\$	49,222
Total	\$	785,796

In addition to these expenditures, the City may have additional expenses related to the navigation center that would require the use of these funds. The City has entered into a contract with UCAN for the operation of the center through June 30, 2024, with a not to exceed amount of \$3.25 million. This expense, combined with purchase and construction costs, may total in excess of \$4.55 million. So far, \$2.8 million is expected in funding, leaving a balance of \$1.75 million. If additional funding is not realized, this gap will require the use of ARPA funding. Reserving this amount would mean \$2.536 million has been “committed.”

The Umpqua Valley Arts Association (UVAA) leases the building at 1624 W. Harvard from the City. Under the lease agreement, UVAA is required to maintain the heating, ventilation and cooling systems, which they have done. The air conditioning units have reached the end of their useful life. One or more units have started leaking, which may cause damage to the building if not addressed. Emily Brandt, UVAA Executive Director, contacted staff regarding the potential replacement of the units given the non-profit association has been spending thousands each year to repair them, only to have them break down again. The initial quote for the replacement of the units and related work was just under \$36,000. Staff has verbally authorized the replacement of the units, with the understanding that the City will reimburse UVAA. If ARPA funding is not authorized, staff will utilize Facilities Funds, which may require a budget adjustment.

In addition to replacing the existing units, UVAA has requested consideration for adding units to heat and cool the upstairs. In the past, the upstairs has been used for storage, but more recently, UVAA began using the space for staff offices. The request includes two outdoor ductless heat pumps and five indoor wall mounted ductless heat pumps to heat and cool the upstairs spaces. The initial quote for the upstairs systems was just under \$20,500. Combined, the two quotes are approximately \$56,500. Given that prices may have risen, a conservative estimate for both with a small contingency would be \$65,000.

As previously discussed, the boiler at the Library is at the end of its useful life. The estimate received in February was for \$66,000. Prices have likely risen since that time, so staff is estimating \$75,000 to be safe. Maintenance staff is recommending replacement of the boiler as soon as possible to ensure the system is functioning properly heading into winter. The Douglas ESD would share in the cost of the boiler replacement.

C. Financial/Resource Considerations.

The City will be receiving over \$5.2 million in ARPA funding. The first half has been received and the second half is expected in the near future. To date, just under \$786,000 has been expended or firmly committed. An additional \$1.75 million *may* be required for the navigation center. If both the Arts Center and Library projects were funded at \$65,000 and \$75,000 respectively, there would be over \$2.5 million in ARPA funding available.

D. Timing Considerations.

In order to avoid damage at the arts center due to the leaking air conditioning units, the City Manager has authorized reimbursement for replacement of the existing units and is recommending the use of ARPA funds for this expenditure. It would make sense to make the improvements to the upstairs at the arts center at the same time, if Council supports this additional expenditure.

The Library boiler has failed multiple times this summer and the maintenance staff has kept it limping along. Replacement prior to winter makes sense and would require funding either from the Facilities Fund via a budget adjustment or from the ARPA fund.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the heating and cooling projects at the Arts Center and Library utilizing ARPA funding in the amounts of \$65,000 and \$75,000 respectively; or
2. Authorize the use of ARPA funds for just the air conditioning portion (\$40,000) of the arts center project and the library boiler replacement (\$75,000); or
3. Recommend the use of Facilities Funds for one or both of these projects, which will require a budget adjustment; or
4. Request additional information; or
5. Not authorize the use of ARPA funding for the Arts Center or Library projects.

STAFF RECOMMENDATION

Staff recommends allocating \$65,000 in ARPA funding for improvements at the Arts Center and \$75,000 in ARPA funding for the replacement of the boiler at the Library.

SUGGESTED MOTION

“I move to authorize ARPA funding up to \$65,000 for improvements at the Arts Center and \$75,000 for the boiler replacement at the Library.”

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PARKING ENFORCEMENT SERVICES DISCUSSION

Meeting Date: August 22, 2022
Department: Community Development
www.cityofroseburg.org

Agenda Section: Department Item
Staff Contact: Stuart Cowie
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

The City entered into a contract for parking enforcement services with ACE Parking at the beginning of 2022 for the downtown area and Laurelwood neighborhood. City Council authorized a supplemental budget shortly thereafter in order to establish additional funding for the Off-Street Parking Fund. This action was done in order to help cover the cost of the new contract while ACE began establishing the new parking program.

Unfortunately, after several months of monitoring, ACE has been unable to generate the revenue necessary in order to cover the cost of the contract. In order to continue, changes to the parking program requiring Council action must occur. However, these recommended changes will cover only the cost of the contract with ACE. Additional funding will be necessary in order to help cover costs associated with maintenance of the parking garage and other surface parking lots. These costs include general maintenance, insurance, utilities, and the need for future upgrades.

The purpose of this memo is to make Council aware of the situation and discuss possible changes and/or options in order to address the problem.

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.

January 24, 2022 – Authorized a supplemental budget to the Off-Street Parking Fund establishing appropriation authority to manage the parking enforcement contract for fiscal year 2021-2022.

May 9, 2022 – Authorized staff to utilize ARPA funds to directly cover the cash flow needs of the Off Street Parking Fund up to \$50,000.

B. Analysis.

In order to address the long-term viability of the new parking program, the issue has been divided into three categories to help ease discussion.

1. *ACE Parking Contract* – Although the parking enforcement contract with ACE was authorized December 13, 2021, the remaining month of December and all of January 2022, was spent by ACE getting up and running and helping to educate the public and downtown individuals concerning the new parking program. As a result, no revenue was generated during this time. However, revenue generated from the month of February to July shows an average net income loss of \$10,730 a month. Although it was anticipated that it would take several months and future changes to different aspects of the parking program in order to generate a consistent revenue necessary to sustain the program, it was not anticipated that there would be this significant of a shortfall in the monthly revenue. In order to address this situation staff has met with ACE Parking, and they have recommended four different changes that could assist in increasing parking revenue in order to cover the cost of their contract. These four recommendations are as follows:

A. Meters – The City has 268 meters, but only 60-85 meters are working properly at any given time. ACE recommends that we pull these meter spaces and turn them into time limit and permit on-street parking spaces. The breakdown of parking spaces would then become:

Total Spaces = 731

- Meter = 89
- Time Limit = 533
- Time Limit/Permit Only = 109

B. Free Spaces – The free parking spaces in the parking lot behind Downtown Fitness and in the Parking Garage need to be converted to time limited parking. Currently they are being used by downtown employees and residents.

Parking Garage: First floor of garage needs to be identified as 4-hr parking with one-day parking permit options online or for purchase at the parking office.

Free Parking Lot behind Downtown Fitness:

Total Spaces = 56

- 4-hr Time Limit or one-day parking permit = 42
- Permit Only = 14

C. Parking Permit Rate Increase – The parking rates throughout the city are lower than the rates in comparable cities and need to be adjusted to reflect current conditions. ACE recommends making the following adjustments to the monthly

parking permit rates while also simplifying the permit rate structure from 8 rates to 4 rates.

Parking Lot/Permit	Current Rate	Proposed Rate
Armory	\$35	\$50
Court	\$22	\$30
Phillips	\$28	\$30
Garage 2	\$22	\$30
Garage 3	\$17	\$30
Oversize	\$25	\$30
Shalimar	\$32	\$30
Resident	\$10	\$20
One Day	\$5	\$10

D. Parking Code Amendments – ACE has suggested specific code amendments that would help to facilitate easier enforcement and future changes. Staff has begun working on drafting these possible code amendments based on recommendations provided by ACE. This includes (1) a new section 8.08.015 surrounding parking citations; (2) limits on moving your vehicle after two hours to another parking space in the area to avoid a ticket; (3) providing the City Manager with the authority to establish parking meter zones.

2. Additional Revenue for Ongoing Maintenance, Insurance Coverage, Utilities, and Future Upgrades – As indicated previously, regardless of the changes identified above, revenue from these modifications are forecasted to produce enough revenue only to cover the cost of our contract with ACE Parking for enforcement services. The ongoing maintenance, insurance coverage, utilities, and future upgrades to the parking garage and the other five surface lots do not have any source of current funding.

In order to be successful, it will be necessary to identify additional sources of revenue to cover these costs and ensure the entirety of the parking program becomes financially self-sustaining.

The need to explore and implement additional funding options was a recommendation provided within the Downtown Parking Assessment and Plan completed in 2021. Additional forms of obtaining off-street parking revenue, beyond enforcement, have occurred throughout downtown's history. This additional revenue has come typically through the use of two different methods; (1) parking meters, in which patrons to the downtown area covered the costs of off-street parking, or (2) businesses/professionals within the downtown area through the use of a tax to cover the costs, with free parking established for patrons.

Based upon our current financial situation, staff is advising Council to consider similar types of options for the downtown area again, in order to generate the necessary revenue to maintain the City parking garage and surface lots for downtown patrons, businesses, and professionals.

Below are several options broken into categories for Council to consider and discuss:

A. (Options Affecting Customers)

Centralized Parking Meters in the Central Business District

Many cities collect revenue through parking meters and direct it to parking funds. This would require the off-street parking fund to borrow money necessary to purchase and install new multi-space pay-stations in the Central Business District and set meter rates at a cost that would help to cover the purchase and installation of new meters as well as operation, maintenance and future improvements to the parking garage and surface lots.

B. (Options Affecting Businesses)

Parking and Business Improvement Area or District (BIA or BID)

An assessment on businesses rather than property owners, these can be based on assessed value, gross sales, square footage, customer parking demand, number of employees, business type or other factors established by City Council. As an example, Salem, OR, assesses a tax on businesses in its downtown Parking District to support parking services and future supply similar to a BIA or BID.

Parking Deficiency Fees

Parking deficiency fees are spent exclusively on developing and operating downtown public parking, which serves downtown customers, employees, and residents. Businesses and residents within the downtown parking district that do not have adequate parking spaces as required by Roseburg Municipal Code Title 12 are required to pay a fee for the number of spaces they are deficient. Parking deficiency fees are based on the following formula:

- Business Area/Parking Standard = Required Spaces
- Required Spaces - On-site spaces = Deficient Spaces
- Deficient Spaces x Quarterly rate (\$/space) = Fee

Businesses or residents operating in the downtown parking district are required to pay the fee on a quarterly basis. Penalties are charged for bills not paid. The City of Santa Cruz, CA, currently operates a successful parking deficiency fee program. All public parking lots and garages in Santa Cruz have been purchased and developed using these funds. Currently the downtown parking programs provide over 1,800 parking spaces.

C. (Options affecting the General Public)

Divestment of Public Property

This would entail divesting ownership of one or more existing public lots (most underutilized) through sale to a private owner. Surplus revenue derived from such sales would then be allocated to the off-street parking fund to support more efficient parking operations. Vancouver, WA, divested itself of two parking garages in its downtown to buy down debt service on other parking assets being carried in its general fund. The City of Bozeman, MT, has considered the sale of public surface lots to generate funds for the possible construction of a new parking garage that would allow new private land use(s), consolidate current supply, and anticipate future demand.

Please recognize that although divestment of an existing parking lot may be an option to consider, this will provide only one-time funding and will not be an ongoing source to cover recurring expenses. This option could serve as a good short-term solution to obtaining additional funding in order to cover existing costs or to invest in new parking improvements such as centralized meters.

3. *Current state of the Parking Garage* – Implementing plans around any of the options identified above will take a considerable amount of time and effort. In the meanwhile, if we are to continue to contract with ACE Parking, Council must take action quickly surrounding their recommendations. If an increase to the cost of parking permits occurs, staff recommends that over the course of the next year the City utilize ARPA funding to help cover the costs of both maintenance/janitorial and security services at the parking garage, while long-term solutions identified above are determined and set up. Although only temporary for a one-year period, this service will help to provide necessary maintenance and security to the parking garage, an issue that the City receives complaints about from current individuals parking in the garage and other downtown businesses and residents. Bids for both janitorial services and security services have been obtained by staff.

C. Financial/Resource Considerations.

In May, the City Council authorized a \$50,000 line-of-credit from ARPA funds to help cover the costs of the Off Street Parking program while the parking enforcement program became fully established and functioning. With the latest payment, which was just issued to cover the expenses incurred for the month of July, the full \$50,000 has been utilized. The Off Street Parking Fund currently maintains a small balance, and with revenues generated for the month of August, it is projected that the City will be able to cover its August expenses (which become due in September). However, staff projects that the Off Street Parking Fund will have insufficient funds available to cover the September invoice unless modifications are made to the parking program. Decisions must be made to determine how we can make the parking program financially sustainable before this money is gone or a new appropriation will need to occur.

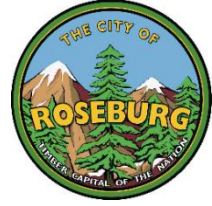
D. Timing Considerations.

Staff is bringing this to Council's attention in order to generate a discussion on the best ways to proceed with this issue. Resolving the entirety of the financial situation involving the parking program will take multiple Council actions.

STAFF RECOMMENDATION

Staff recommends Council direct staff to bring back the recommended changes by ACE Parking in order to make these adjustments and generate the revenue necessary to cover the costs of the contract. Staff also recommends that Council direct staff to authorize the use of ARPA funds to pay for janitorial and security services for a period of one year. Staff recommends Council direct staff to bring back to Council more details surrounding a possible Parking Deficiency Fee program and how this program may affect the downtown businesses and residents.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

Meeting Date: August 22, 2022

Department: Administration

www.cityofroseburg.org

Agenda Section: Informational

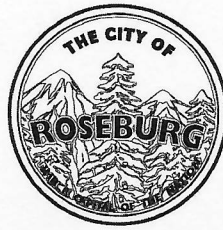
Staff Contact: Nikki Messenger, City Manager

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

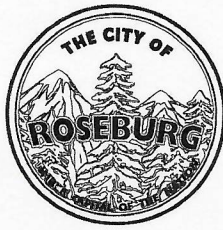
At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's 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 August 22, 2022, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items



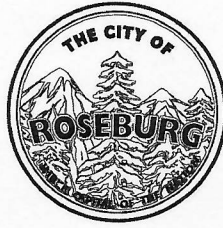
Agenda
Department Head Meeting
PSC Umpqua Conference Room
July 26, 2022 - 10:00 a.m.

1. July 25, 2022 City Council Meeting Synopsis
2. August 8, 2022 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
 - A. Outdoor Permit – August 20, 2022
 - B. Loudspeaker Permit – August 7, 2022
 - C. Grant Checklist – Reconfigure Taxiway A – Phase 1 Design
 - D. Grant Checklist – Reconfigure Taxiway A – Phase 1 Design Match
 - E. Grant Checklist – Southern Oregon Medical Workforce Center
5. Department Items



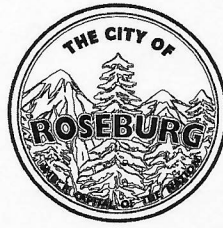
Agenda
Department Head Meeting
PSC Umpqua Conference Room
August 1, 2022 - 10:00 a.m.

1. August 8, 2022 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
 - A. Outdoor Event Permit – August 18, 2022
 - B. Grant Checklist – Library
4. Department Items
5. Employee Service Pins
 - 5 years: Joshua Rhea, Police Department
 - 10 years: Scott Cooper, Fire Department
 - 15 years: Koree Tate, Administration
 - 20 years: Dylan Wright, Fire Department



Agenda
Department Head Meeting
PSC Umpqua Conference Room
August 9, 2022 - 10:00 a.m.

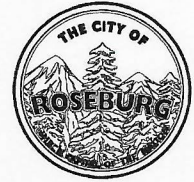
1. August 22, 2022 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
 - A. Grant Checklist – Stewart Park Drive Bridge Rehabilitation
4. Department Items



Agenda
Department Head Meeting
PSC Umpqua Conference Room
August 15, 2022 - 10:00 a.m.

1. August 22, 2022 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
A.
4. Department Items

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

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

September 12, 2022

Commission Reports

- A. Roseburg Charter Review Committee Update

Mayor Reports

- A. Constitution Day and Week Proclamation
- B. City Manager Compensation

Consent Agenda

- A. Minutes of August 22, 2022

Informational

- A. City Manager Activity Report

September 26, 2022

Mayor Reports

- A. City of Roseburg's Sesquicentennial Proclamation

Consent Agenda

- A. Minutes of September 12, 2022

Department Items

- A. 2022 Oregon Public Library Statistical Report

Informational

- A. City Manager Activity Report

October 10, 2022

Consent Agenda

- A. Minutes of September 26, 2022

Public Hearing

- A. Ordinance No. --- - Proposed Annexation, Zone Change, adopted Findings and First Reading for Housley Avenue

Informational

- A. City Manager Activity Report

October 24, 2022

Mayor Reports

- A. Veterans Day Proclamation

Consent Agenda

- A. Minutes of October 10, 2022

Ordinances

- A. Ordinance No. --- - Annexation, Zone Change and Second Reading for Housley Avenue

Informational

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

November 14, 2022

Consent Agenda

- A. Minutes of October 24, 2022

Resolutions

- A. Resolution No. 2022- -- Bulk Water Fee Update

Informational

- A. City Manager Activity Report

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

December 12, 2022

Mayor Reports

- A. Municipal Court Judge Compensation

Consent Agenda

- A. Minutes of November 14, 2022

Informational

- A. City Manager Activity Report
-

January 9, 2023

Mayor Reports

- A. State of the City Address
- B. Commission Chair Appointments
- C. Commission Appointments

Commission Reports/Council Ward Reports

- A. Election of Council President

Consent Agenda

- A. December 12, 2022 Meeting Minutes

Informational

- City Manager Activity Report
-

January 23, 2023

Consent Agenda

- A. January 9, 2023 Meeting Minutes

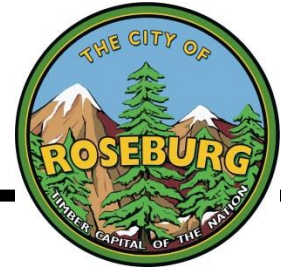
Informational

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

City of Roseburg, Oregon

Quarterly Financial Report

4th Quarter, Fiscal-Year 2021-2022



June 2022

The *Quarterly Financial Report* summarizes the City of Roseburg's financial position for the General Fund, major operating funds, proprietary funds, and Urban Renewal funds through the 4th quarter of fiscal year 2021-2022.

All funds are presented on a budgetary basis. Although this is a quarterly financial report, the focus is on year-to-date activity.

Budgeted Fund Balance is comprised of Contingency, Reserves, and Ending Fund Balance.

Report Note: When reading these quarterly financial reports it is important to keep in mind the cyclical activity in revenues and expenditures. Examples would include property taxes, grants, capital projects, and charges for services. This report is unaudited and precedes final year-end accruals.

This financial report includes the quarter ending June 2021 for comparison purposes.

OVERVIEW:

- \$10 million General Fund balance.
- 4.4% Douglas County seasonally adjusted unemployment rate.
- 0.93% state investment pool interest rate.
- 8.8% Year-over-Year CPI-U West Region for June, 2022.
- Award 2022 Pavement Management Phase 1 to Freedom Builders LLC for \$337,092.
- Award Fulton Shop Reroof to Roseburg Roofing for \$356,017.
- Authorize use of ARPA funds for cash flow needs of Off Street Parking up to \$50,000.
- Award Stephens Street Pavement Improvement to Knife River for \$1,033,788.

GENERAL FUND

General Fund	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 26,443,125	\$26,224,520	99%	\$25,990,209
Expenditures	28,288,938	25,803,489	91%	24,896,602
Balance-July 1	8,716,469	9,988,809	115%	8,467,378
Balance YTD	\$ 6,870,656	\$10,409,840		\$ 9,560,985

GENERAL FUND REVENUE

General Fund Revenue	Budget	YTD Actual	%	Prior Year Actual
Property Taxes	\$17,232,000	\$ 17,133,636	99%	\$16,968,791
Other Taxes	450,000	482,392	107%	424,354
Licenses, Permits, Fees	3,140,320	3,146,804	100%	3,001,910
Charges for Services	4,209,184	4,160,239	99%	4,063,563
Intergovernmental	1,102,621	1,120,156	102%	1,281,324
Interest	90,000	65,707	73%	78,561
Miscellaneous	219,000	115,586	53%	171,706
Total Revenues	\$26,443,125	\$ 26,224,520	99%	\$25,990,209

Property Taxes — The majority of property tax revenue is collected in November and December. At the end of June 99% of the 17.2 million budgeted has been collected.

Property taxes are based upon assessed values (AV). With passage of Measure 50 in 1996 assessed values are limited to 3% annual increases unless the Real Market Value is less.

Other Taxes – Includes all other City imposed taxes. Currently, only the City’s 3% marijuana tax is reported here.

Licenses, Permits, and Fees—Includes utility franchise fees, planning fees, park fees, and various other fees. At the end of the quarter, 100% of the \$3 million budgeted annual revenue from licenses, permits and fees has been collected.

Charges for Services—Besides interdepartmental charges, charges for services includes: fines, service area fees, fire suppression and prevention fees, administrative and lien search fees. Year to date court fines total \$351,374, service area fees total \$324,687 and interdepartmental charges total \$3,378,043.

Intergovernmental Revenues are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor, 102% of the \$1,102,621 budgeted for intergovernmental revenue has been collected during the current fiscal year.

Interest Revenue—Interest revenue of \$65,707 is \$12,854 less than the same period a year ago. The average portfolio rate is .93%.

GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$25,803,489 represent 91% of budgeted annual expenditures.

Year to date expenditures are \$906,887 more than the same period a year ago. The General Fund ending fund balance is \$10,409,840.

By Organizational Unit	Budget	YTD Actual	%	Prior Year Actual
City Manager	\$ 1,262,405	\$ 1,127,180	89%	\$ 1,091,824
Finance & Mgmt	1,588,615	1,494,192	94%	1,418,958
Community Develop.	920,277	883,465	96%	836,825
Library	534,502	500,365	94%	463,541
Public Works	3,939,869	3,136,568	80%	3,013,048
Parks & Recreation	1,966,949	1,743,477	89%	1,797,797
Municipal Court	555,122	534,981	96%	505,856
Police	8,389,148	7,410,291	88%	7,388,820
Fire	7,941,051	7,862,627	99%	7,358,358
Capital & Other	1,191,000	1,110,343	93%	1,021,575
Total	\$28,288,938	\$25,803,489	91%	24,896,602

By Major Category	Budget	YTD Actual	%	Prior Year Actual
Personnel Services	\$ 22,450,669	\$ 20,830,296	93%	\$20,020,597
Materials & Service	4,647,269	3,862,850	83%	3,854,430
Capital & Other	1,191,000	1,110,343	93%	1,021,575
Total	\$ 28,288,938	\$ 25,803,489	91%	\$24,896,602

MAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

URBAN RENEWAL GENERAL FUND

Urban Renewal - General	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 420,650	\$ 519,297	123%	\$ 395,349
Expenditures:				
Operations	-	-	0%	-
Transfers	400,000	400,000	100%	200,000
Balance-July 1	320,520	318,370	99%	119,884
Balance YTD	\$ 341,170	\$ 437,667		\$ 315,233

The Urban Renewal-General Fund accounts for the Agency's property tax revenues. Expenditures are primarily for qualified capital improvement projects.

CAPITAL PROJECTS FUNDS

EQUIPMENT REPLACEMENT FUND

Equipment	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 825,000	\$ 866,394	105%	\$ 833,095
Expenditures:				
Operations	35,000	21,084	60%	300,346
Capital	273,500	72,904	27%	1,201,793
Balance-July 1	989,369	983,474	99%	1,643,638
Balance YTD	\$ 1,505,869	\$ 1,755,880		\$ 974,594

The Equipment Replacement Fund provides resources for major vehicle and equipment purchases. An annual funding level is established based upon equipment needs over a five-year period. Resources are transferred from the General Fund to minimize budget fluctuations in tax supported funds.

Year to date purchases include \$37,489 for police motorcycle, and \$35,415 for police unmarked vehicle.

FACILITIES REPLACEMENT FUND

Facilities	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 102,500	\$ 101,525	99%	\$ 147,668
Expenditures:				
Operations	35,829	17,123	48%	16,223
Capital	40,000	37,679	94%	134,645
Balance-July 1	246,605	243,869	99%	235,157
Balance YTD	\$ 273,276	\$ 290,592		\$ 231,957

The Facilities Replacement Fund ending fund balance at June 30, 2022 is \$290,592.

TRANSPORTATION FUND

Transportation	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,768,884	\$ 4,575,356	165%	\$ 2,614,686
Expenditures:				
Operations	1,392,393	1,258,424	90%	1,259,716
Capital	1,480,000	945,097	64%	1,513,066
Transfers	10,000	10,000	100%	10,000
Balance-July 1	2,166,039	2,301,732	106%	2,454,911
Balance YTD	\$ 2,052,530	\$ 4,663,567		\$ 2,286,815

Transportation Fund revenues are from state gas taxes, transportation SDC's, federal STP funds and franchise fees. Beginning in 2011, 15% of utility franchise fees are directed to the Transportation Fund for the City's pavement management program. \$516,144 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of \$797,804 is attributed to the Pavement Management for Overlays, \$136,120 for the Stewart Parkway Rehabilitation, \$1,775 for Douglas Avenue Roadway Improvements, \$8,510 for Mosher Avenue Railroad Crossing and \$888 for the Stewart Parkway End Panel Repair.

URBAN RENEWAL CAPITAL FUND

Urban Renewal - Capital	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 401,200	\$ 404,201	101%	\$ 412,081
Expenditures:				
Operation	182,616	166,137	91%	200,540
Capital	100,000	-	0%	-
Balance-July 1	315,466	366,347	116%	154,806
Balance YTD	\$ 434,050	\$ 604,411		\$ 366,347

The Urban Renewal Capital Fund accounts for the agency's major construction and improvements.

ENTERPRISE FUNDS

STORM DRAINAGE FUND

Storm Drain	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,458,815	\$ 2,472,086	101%	\$ 2,573,619
Expenditures:				
Operations	951,039	903,820	95%	850,430
Capital	1,480,000	553,201	37%	868,947
Balance-July 1	4,497,441	4,777,985	106%	3,922,692
Balance YTD	\$ 4,525,217	\$ 5,793,050		\$ 4,776,934

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of \$2,324,266 are the principal source of revenues.

Year to date Storm Drain Fund capital expenditures include \$428,670 for the Brooklyn Ave Storm Rehabilitation project, \$2,519 for the Harrison Harvard Street Storm Drain Improvement, \$101,497 for Broccoli Storm Improvement, \$16,144 for the Calkins Troost-Harvard Storm Replacement, and \$4,193 for the 2022 Storm TMDL Improvement.

WATER SERVICE FUND

Water	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 7,481,500	\$ 7,229,726	97%	\$ 7,470,052
Expenditures:				
Operations	4,826,677	4,438,976	92%	4,378,240
Capital	7,142,500	4,447,645	62%	1,118,137
Balance-July 1	12,038,812	12,312,047	102%	10,284,504
Balance YTD	\$ 7,551,135	\$10,655,152		\$ 12,258,179

The Water Fund accounts for the City's domestic drinking water utility. Activities are totally supported by charges for services.

Year to date Water Fund revenues of \$7,229,726 is primarily from charges for services. Revenues are \$240,326 less than the prior year.

The ending fund balance at June 30th is \$10,655,152.

OFF STREET PARKING FUND

Off Street Parking	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 223,906	\$ 57,505	26%	\$ 40,239
Expenditures:				
Operations	225,129	92,273	41%	34,274
Balance-July 1	36,942	45,238	122%	39,273
Balance YTD	\$ 35,719	\$ 10,470		\$ 45,238

Off Street Parking enforcement services were restored under a new third-party contract beginning January 1, 2022. After a community educational outreach period, active enforcement that includes ticket writing began in full force April 1, 2022.

The ending fund balance at June 30th is \$10,470.

AIRPORT FUND

Airport	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 558,500	\$ 498,154	89%	\$ 508,139
Expenditures:				
Operations	242,785	225,190	93%	218,657
Capital	150,000	63,323	42%	153,398
Debt Service	112,055	112,043	100%	109,991
Balance-July 1	730,399	758,987	104%	739,095
Balance YTD	\$ 784,059	\$ 856,585		\$ 765,188

Current year Airport revenues include user charges of \$398,575.

INTERNAL SERVICE FUND

WORKERS' COMPENSATION FUND

The worker's compensation fund was established in 1987 to provide financing for the City's self-insured worker's compensation program. Internal charges to other departments provide resources to administer claims management.

Worker's Comp.	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 208,000	\$ 229,575	110%	\$ 291,632
Expenditures:				
Operations	421,288	259,751	62%	232,704
Balance-July 1	951,645	968,069	102%	909,140
Balance YTD	\$ 738,357	\$ 937,893		\$ 968,068

An employee safety committee oversees safety and wellness programs for employees. The goal is to promote wellness and reduce work related accidents and injuries.

An actuarial review is completed every two years to ensure the program maintains reasonable reserves and funding levels.

ECONOMIC OUTLOOK

The June 2022 *Oregon Economic and Revenue Forecast* issued by the Office of Economic Analysis (OEA) states that “The economy continues to boom. Jobs, income, spending, and production are all rising quickly. However, pessimism about the expansion is growing. First quarter GDP was negative. Inflation is at multi-decade highs, eroding household budgets. Russia’s invasion of Ukraine created an oil shock and raised fears of increased conflict. A new round of pandemic-related shutdowns in China is set to exacerbate global supply chain struggles.”

“And yet, the U.S. economy is expected to push through. This peak in pessimism based on temporary issues will fade. It is unlikely these issues will perfectly resolve themselves overnight, but they should improve in the coming months. Jobs and income will continue to grow. Inflation will slow as goods prices decline and the oil shock fades. Higher interest rates will cool some of the excess demand. And despite the negative GDP number the underlying strength in consumer spending and business investment – the most predictive components for future growth – has accelerated in recent quarters.”

“The negative GDP print was not that the economy actually contracted, but rather due to large increases in imported goods and a decline in business inventories. Both are subtractions from the GDP accounting but do not represent outright declines. Both subtractions increased last quarter due to the strong consumer spending numbers. The U.S. imported more goods to buy, and inventories were drawn down as firms were not able to produce enough to keep up with demand.”

“The baseline outlook is for so-called soft landing. However, the risks of a boom/bust cycle are uncomfortably high. Recessions are in part psychological events, driven by what John Maynard Keynes called “animal spirits.” If firms and households believe there will be a recession and start pulling back on spending and investment, it can create a self-fulfilling event.”

“Regardless, it is clear the economy has moved into a new phase of the cycle. The dynamics are shifting. No longer is the U.S. or Oregon in recovery mode, but in net expansion territory. The challenges, risks, and trends associated with a mid-cycle expansion are different than those faced during the initial recovery.”

Inflation Remains the Key Risk

“With inflation running at 40-year highs, the impact on households and risks to the economy are the key macroeconomic issues. It is important to keep in mind that inflation is set to slow. The outlook is not for double-digit inflation or a wage-price spiral. That said, the risks of moderately higher inflation are real. The Federal Reserve is tightening monetary policy, but this impacts the economy with a lag. Today’s interest rate hikes have their maximum a year or two down the road. In the meantime, we know that inflation is not costless. Fast-rising prices are the primary reason consumer sentiment is down and Americans sour on the economy.”

Inflation is Not Costless

“Higher prices eat into household budgets. A faster increase in the cost of living impacts lower-income households, and those on fixed-incomes to a greater degree as they live paycheck to paycheck.” . . . “Inflation also eats into the strong wage gains workers are experiencing. The average wage in Oregon is up 17 percent since the

start of the pandemic. However, the real, or inflation-adjusted average wage is up just 5 percent over the two years. It is clear that inflation is eroding much of the strong wage gains, meaning household's standard of living is increasing slowly. And over the past year alone, Oregon's average real wage has fallen 3 percent. Based on [OEA's] forecast for wages, and inflation, real wages are likely to decline a bit further. As inflation slows, and wage growth holds strong in a tight labor market, real wages are expected to pick up modestly by the end of the year."



"Wages have risen the fastest among low-wage workers throughout the pandemic. The latest national research indicates that the lowest-paid 20 percent of workers have seen wage growth faster than inflation. This is good news, and some wage compression that reduces overall wage inequality can have some social and economic benefits. However, the bad news is this means 80 percent of workers have seen their inflation-adjusted wages decline."

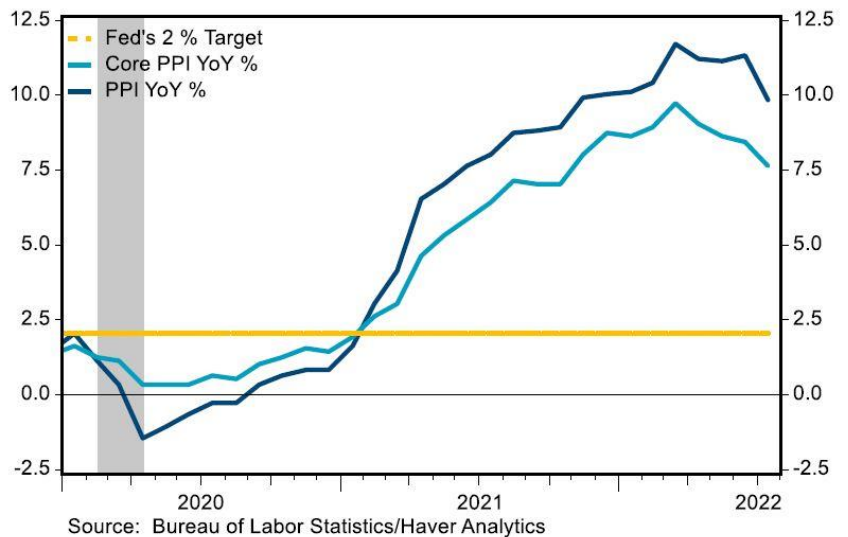
"Another impact from high inflation is it could eventually lead to what economists call demand destruction. When prices get too high, people stop buying or at least stop buying as much. This feeds back into the production side of the economy which is currently a source of strength. If sales slow, then firms do not need to produce as much, or employ as many workers. The good news is demand destruction is not currently an issue in the economy but does remain a risk should inflation not moderate as expected."

Three Main Forces Will Slow Inflation

"Inflation is set to improve for three, interrelated reasons. First, the Federal Reserve is raising interest rates and tightening monetary policy. This will help cool some of the excess demand in the economy. Second, goods prices will slow and the impact of the oil shock will fade. As such, headline inflation should begin to improve in the months ahead. Third, labor income and overall household finances will moderate. This will slow overall demand to be in better alignment with the economy's productive capacity in the years ahead."

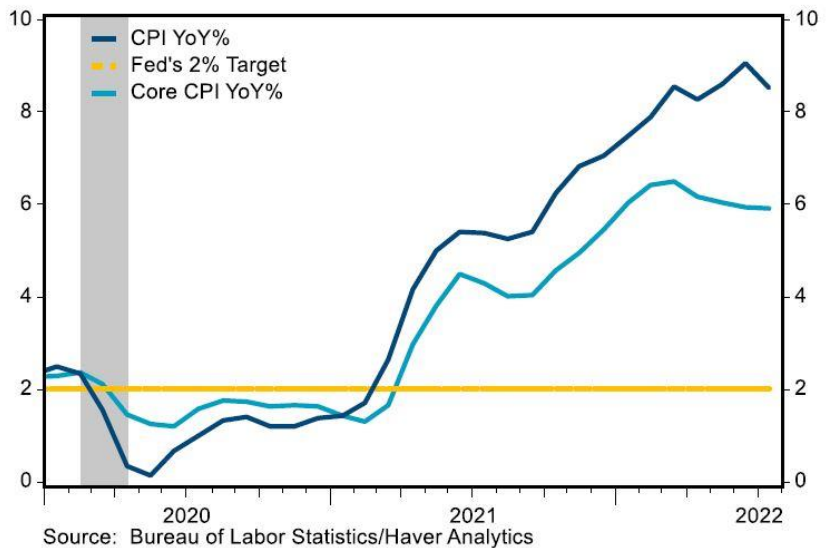
Latest Readings on Inflation

On August 11, 2022, the latest Producer Price Index (PPI) figures were released and in Stifel's Economic Daily report the following assessment was provided. "... the PPI unexpectedly fell 0.5% in July, the first monthly decline in more than two years and following a 1.0% gain in June. The PPI was expected to rise 0.2% in July, according to *Bloomberg*. Year-over-year, producer prices rose 9.8% in July, less than the 10.4% gain expected and down from an 11.3% gain in June."



"Food prices rose 1.0%, while energy prices declined 9.0% in July. Excluding food and energy costs, the core PPI rose 0.2%, less than the 0.4% increase expected, and following a 0.4% gain in June. Year-over-year, the core PPI increased 7.6% in July, a nine-month low."

Furthermore, on August 10, 2022 the latest Consumer Price Index (CPI) figures were released. "... the CPI was unchanged (0.0%) in July, following a 1.3% increase the month prior. The CPI was expected to rise 0.2% in July, according to the median estimate on *Bloomberg*. Year-over-year, consumer prices rose 8.5%, down from the 9.01% pace reported the month prior, albeit still near a four-decade high."



"Food prices rose 1.1%, while energy prices fell 4.6% in July, following a 7.5% increase in June. Year-over-year, the core CPI increased 5.9% for the second consecutive month, down from the near-term peak of 6.5% in March."

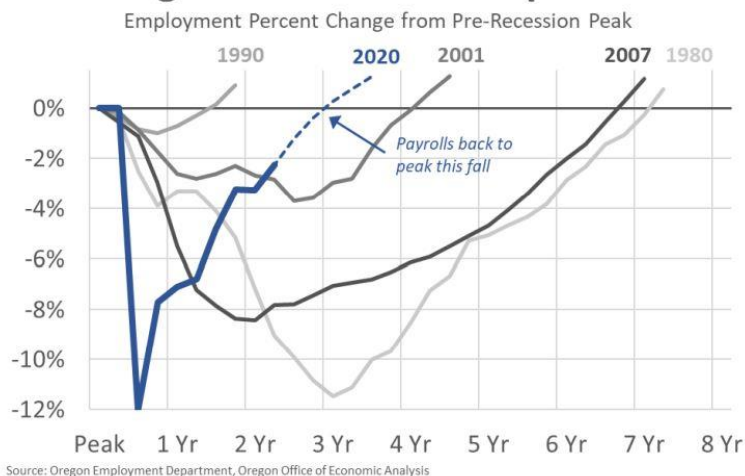
"In the details, housing prices increased 0.4%, thanks to a 0.6% rise in the OER, medical care prices rose 0.4%, other goods and services costs also gained 0.4%, and recreation prices rose 0.3% in July. Additionally, education and communication prices fell 0.2%, and airline fares dropped 7.8% in July, the second consecutive month of decline."

The bottom line: "Coupled with yesterday's decline in the CPI, this morning's cooling PPI reinforces the notion that energy prices tamped down in July, offering welcome reprieve to headline costs last month. That being said, while market participants are hailing the latest inflation data as evidence price pressures have peaked and the Fed should take a more benign approach to policy, other categories of prices or measures of inflation do not offer the

same conclusion. After all, housing costs and food costs, for example continue to push higher, a relentless upward trend that will continue to put pressure on consumers and businesses despite relatively lower pump prices. In other words, the Fed’s work is not yet complete in its fight against inflation.”

Regarding Oregon’s labor market, OEA’s June forecast indicates that, “As the economy transitions to mid-cycle dynamics, nowhere is this more apparent than in the labor market. Today here in Oregon and across the country, there are more individuals employed than before the pandemic began. However, due to some shifts during the pandemic like more self-employment and fewer people working more than one job, the actual number of payroll jobs filled at businesses is not quite fully recovered. Such payroll jobs will fully regain their pre-pandemic levels this fall.”

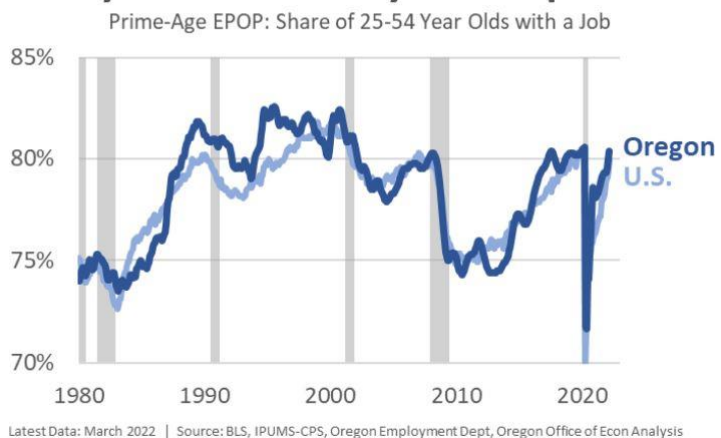
Oregon Recession Comparison



“Today’s labor market recovery is more than twice as fast as the one following the Great Recession. That recovery was really just starting a couple of years into the cycle. Today’s recovery is now transitioning into net expansion territory, which means shifting dynamics. Businesses will still find it difficult to fill positions given structural changes in the labor market and the fact that everyone who wants a job has a job. However, once pre-pandemic staffing levels are regained, businesses will be less desperate to fill the remaining openings. Per worker wage growth will remain strong, but will slow this year and next year as a result. The coming slowdown in job growth and moderating of wages will be a key disinflationary force in the economy moving forward.”

“The good news is the cyclical recovery in the labor market is essentially complete. The share of prime working-age Oregonians that have a job today is back to where it was in late 2019. This is as strong of a labor market the economy has experienced since the late 1990s. Any issues related to the pandemic, recession, lack of in-person schooling, enhanced unemployment insurance benefits and the like can be laid to rest. . . . it is clear that the workers have returned. Employment is up and the prime-age labor force participation rate is nearly all the way back as well.”

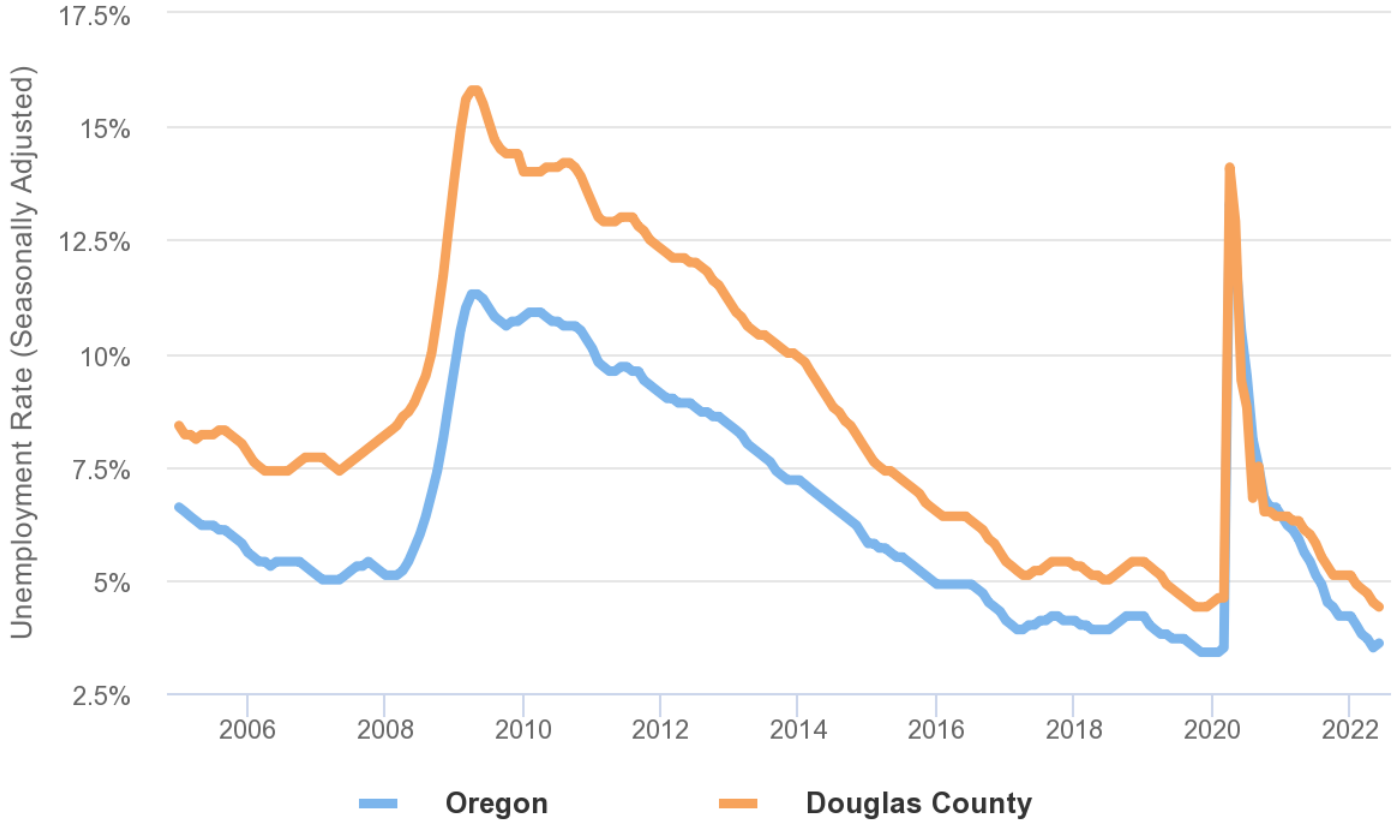
Cyclical Recovery is Complete



Douglas County

The State of Oregon Employment Department reported, “Douglas County’s seasonally adjusted unemployment rate edged down to 4.4% in June compared with a revised 4.5% in May. June’s unemployment rate matches the record low set in October 2019. The rate is down from 6.0% in June 2021. The Oregon seasonally adjusted June rate was 3.6% and the U.S. rate was 3.6%.”

Unemployment Rate



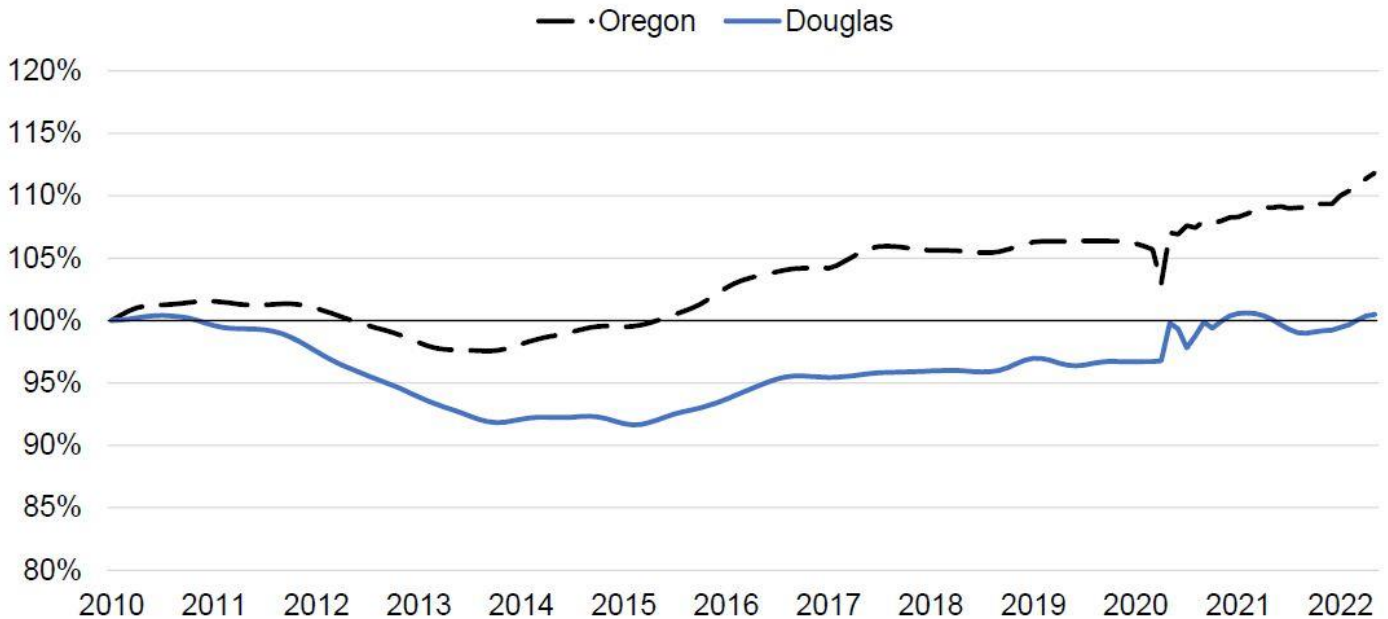
Source: Oregon Employment Department Qualityinfo.org

A review of the underlying figures to June's seasonally adjusted unemployment rate dropping year-over-year from 6.0% to 4.4% indicate a solid basis for growth. However, when comparing to the previous month, the underlying data may indicate an emergence of economic slowing. The drop in the unemployment rate from the prior month was not due to increased employment but rather a reduction in the labor force.

- The civilian labor force decreased by -430 year-over-year or -0.89%. The labor force also declined by -116 from May of this year;
- The number of employed (or jobs) increased by 530 year-over-year or 1.17%, however, they decreased by -487 from May of this year; and
- The number of unemployed decreased by -960 year-over-year or -30.39%, however, they increased 371 from May of this year.

Furthermore, the Oregon Employment Department recently reported that, "Despite the ongoing difficulty businesses have finding workers, the labor force in most parts of Oregon is larger than before the COVID pandemic. Douglas's labor force has actually grown since 2020, although the number of workers in Douglas is essentially the same as in 2010.

Civilian Labor Force
Seasonally Adjusted, January 2010 baseline



Source: Oregon Employment Department, Local Area Unemployment Statistics

A FINAL NOTE

This quarterly report has been prepared to summarize and review the City's operations and financial position for the fourth quarter of the 2021-22 fiscal year as of the month ending June 30, 2022, provide management with a financial planning tool, and monitor compliance with budget policy and Oregon budget law.

If you have questions about the report or would like additional information please contact Ron Harker, Finance Director, at (541) 492-6710 or via email at finance@cityofroseburg.org. We encourage you to visit our website at cityofroseburg.org. The site is user friendly and contains information about the services we provide.

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