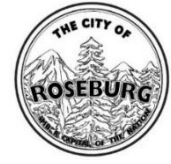


ROSEBURG CITY COUNCIL AGENDA – MARCH 27, 2023
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470
Public Online Access:



Handwritten note:
3-23-2023

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	David Mohr	Ellen Porter	Brian Prawitz
Kylee Rummel	Patrice Sipos	Ruth Smith	Andrea Zielinski
- 4. Mayor Reports**
 - A. Child Abuse Prevention Month Proclamation
 - B. Assistant City Manager/City Recorder Retirement
- 5. Commission Reports/Council Ward Reports**
- 6. Audience Participation – In Person or via Zoom/See Information on the Reverse**
- 7. Consent Agenda**
 - A. March 13, 2023 Work Study Session Minutes
 - B. March 13, 2023 Meeting Minutes
 - C. OLCC New Outlet – Grapevine Land Management, LLC located at 1638 NW Garden Valley Blvd.
 - D. Resolution No. 2023-09: A Resolution Designating Signatures for Bank Accounts
- 8. Resolutions**
 - A. Resolution No. 2023-10: Approving Budget Appropriation Transfer
- 9. Ordinances**
 - A. Ordinance No. 3582: An Ordinance Granting Renewal of a Telecommunication Franchise to Quantum Shift Communications, Effective January 1, 2024.
- 10. Department Items**
 - A. ARPA Funding Discussion
- 11. Items from Mayor, City Council and City Manager**
- 12. Adjourn**
- 13. Executive Session ORS 192.660(2)**

Informational

- A. City Manager Activity Report

AUDIENCE PARTICIPATION INFORMATION

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

Comments may be provided in one of three ways:

- In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
- Email by sending an email by 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.

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

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

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

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

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

TIME LIMITATIONS

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

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

CITIZEN PARTICIPATION

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

PROVIDING COMMENTS

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

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

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

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

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

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

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

PROCLAMATION

CITY OF ROSEBURG, OREGON

CHILD ABUSE PREVENTION MONTH

WHEREAS: Children are vital to our city's future success, prosperity and quality of life as well as being our most vulnerable assets; and

WHEREAS: All children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

WHEREAS: Child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; and

WHEREAS: Communities that provide parents with the social support, knowledge of parenting and child development and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential; and

WHEREAS: Effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim April 2023 as

CHILD ABUSE PREVENTION MONTH

and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

DATED this 27th day of March, 2023.

THE HONORABLE MAYOR LARRY RICH

**MINUTES OF THE WORK STUDY SESSION
OF THE CITY COUNCIL
March 13, 2023**

Mayor Larry Rich called the work study session of the Roseburg City Council to order at 6:00 p.m. on March 13, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

ROLL CALL

Present: Councilors Shelley Briggs Loosley, Ellen Porter, Brian Prawitz, Kylee Rummel, Ruth Smith and Andrea Zielinski.

Absent: Councilor Patrice Sipos and David Mohr

Others Present: City Manager Nikki Messenger, Assistant City Manager/ Recorder Amy Sowa, City Recorder Patty Hitt, Community Development Director Stuart Cowie, Human Resources Director John VanWinkle, Finance Director Ron Harker, Public Works Director Dawn Easley, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Communications Specialist Suzanne Hurt and Management Assistant Autumn David.

HOMELESS COMMISSION UPDATE

Sowa provided an update on the progress of the Homeless Commission since it began meeting in January of 2021. The original membership included (7) members: representatives from Adapt, United Community Action Network (UCAN), Aviva Health and Umpqua Health Alliance; and two at-large positions. The Mayor serves as Chair of this commission. In December of 2022, Council adopted an ordinance to add a representative from the Cow Creek Band of Umpqua Tribe of Indians to the Homeless Commission.

The purpose of the Homeless Commission is to research and make recommendations to the City Council on addressing the needs of the unhoused population. The commission has focused on two major projects: establishing a navigation center after the city received \$1.5M from the state for that purpose; and establishing an urban campground.

Navigation Center: In February 2022, after an extensive search by a subcommittee of Homeless Commission members and staff, the City purchased property located at 948 SE Mill Street for use as a navigation center. After a request for proposals was unsuccessful in finding an operator, UCAN stepped up to offer their services. In March of 2022, the City entered into an agreement with UCAN to operate the center. Ten (10) pallet shelters were placed on the property and began serving as shelters in June of 2022. Since that time, the center has provided temporary shelter, along with wrap around services, to nearly 30 people. Nearly half have moved on to permanent housing or other stable accommodations. In addition, the site provides walk-in support services for low-income and homeless residents.

Renovation of the building to provide congregate shelter for an additional 30 people has begun and is expected to be complete by the summer.

Urban Campground: In November of 2022, the Homeless Commission agreed to move forward in looking for property for an urban campground. It was agreed that this type of urban campground would need to have an operator providing 24-hour supervision and oversight. At

this time, funding for purchase of a site or cost of an operator has not been identified. Staff has researched vacant properties owned by the City and County, and under private ownership. A subcommittee consisting of Homeless Commission Chair Larry Rich, Homeless Commission member Shelley Briggs Loosley, City Manager Nikki Messenger and Assistant City Manager/Recorder Amy Sowa has done further research and visited several sites for consideration. Homeless Commission members have been asked to continue to explore possible sites and provide information to staff. At this time, research is being done on a possible site.

Some things taken into consideration when looking at properties include:

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

Councilor Porter asked if the Homeless Commission would consider a recommendation to the Council that 24/7 supervision of an urban campground was not needed in the event no agency came forward to provide supervision. Mayor Rich responded it may be something they would need to address at that time.

Councilor Smith asked about programs for RV and tent camping on private property and if there was a fee. Messenger provided information regarding the City's Vehicle Camping Program and the Tent Camping Program, including zoning where allowed. There was no fee associated, but there were sanitation requirements. Messenger offered to send the requirements and application forms for the two programs to the Council.

TIME, PLACE AND MANNER

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

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

preserve the ability of cities to manage public spaces effectively for the benefit of an entire community.

The City has published a survey and is seeking input from all stakeholders in the community regarding time, place and manner. The deadline for the survey was March 10; 5391 people completed the survey. Results from the survey will be used to help determine which time, place and manner restrictions might work best for the City of Roseburg. Staff planned to bring their recommendations to the Homeless Commission for review, and then to City Council during a regular meeting in May. Messenger noted that changes made to the code may also affect other City policies and rules. In response to Councilor Porter, Messenger said the results of the survey could be shared with the Council.

City Attorney Forrester discussed the work done by CityCounty Insurance Services (CIS) and the League of Oregon Cities (LOC) and their advice to be cautious in drafting an ordinance regarding time, place and manner. A City risked being sued if someone felt the ordinance was not reasonable.

In response to Councilor Prawitz, Mayor Rich noted that in the past, the City was the forerunner on an ordinance that became a model for other cities. If they believed they were right and had a good solid ordinance, they should go forward. Councilor Porter understood that the LOC and CIS were being conservative, but also felt the City needed to do what was right for the community.

Messenger stated the City needed to be careful in not allowing camping in any of the parks and to be cognizant that changes could be made as we learn more. This is uncharted territory. Forrester reminded Council that not allowing camping in all public spaces could also create a state created danger by forcing everyone to one location.

Councilor Porter clarified that the ordinance would provide time, place and manner when camping was not allowed; it did not provide locations it was allowed. She was hoping they could hold another work study session that would be more of a brainstorming session where they shared ideas. She would also like to see copies of other cities' ordinances related to time, place and manner.

Mayor Rich said they could consider holding another work study session after the ordinance was drafted, sometime in June.

ADJOURNMENT

Mayor Rich adjourned the meeting at 6:49 p.m.

Amy L. Sowa
Assistant City Manager/Recorder

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
March 13, 2023**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on March 13, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Porter led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Shelley Briggs Loosley, Ellen Porter, Brian Prawitz, Kylee Rummel, Ruth Smith and Andrea Zielinski

Absent: Councilors Patrice Sipos and David Mohr

Others Present: City Manager Nikki Messenger, Assistant City Manager/ Recorder Amy Sowa, City Recorder Patty Hitt, City Attorney Jim Forrester, Fire Chief Tyler Christopherson, Police Chief Gary Klopfenstein, Public Works Director Dawn Easley, Community and Development Director Stuart Cowie, Human Resource Director John VanWinkle, Finance Director Ron Harker, Communications Specialist Suzanne Hurt and Management Assistant Autumn David.

MAYOR REPORTS

Mayor Rich reminded everyone of the Chamber Awards Dinner scheduled for Thursday, March 23. If anyone is interested in attending, contact Autumn David.

Mayor Rich proclaimed March as American Red Cross month and encouraged all citizens of Roseburg to reach out and support the Red Cross's humanitarian mission. Merrill Gonterman, American Red Cross Board Member accepted the proclamation on behalf of the American Red Cross.

AUDIENCE PARTICIPATION

David Price, Roseburg, Oregon, expressed concerns with the increase in the bulk water rates and the closure of the water station at the airport. The location at the Fulton Shop was dangerous to exit due to traffic and limited visibility. He noted how the additional cost and the need to go to the Fulton Shop location impacted his overall costs and time. He felt the users should have been allowed to provide input before the rates were increased.

Elaine Brady, Roseburg, Oregon, referred to a petition that was being circulated by herself and a group of concerned citizens asking the City to find a fenced area for camping to help reduce the trash and damage being done to the parks. They are hopeful the City can find a place for this type of campground.

Sara Landeros, Roseburg, Oregon, discussed concerns regarding alleged illegal activity and chronic nuisance at a couple of neighboring properties. She has been working with City staff, who have been compassionate and understanding, but the activity has continued. Much of the illegal activity occurs near the school bus stop and she is concerned for the safety and well-being of the children. She provided a petition signed by a number of other concerned neighbors.

CONSENT AGENDA

Councilor Zielinski moved to approve the following consent agenda items:

- A. February 27, 2023 Meeting Minutes
- B. OLCC New Outlet – Parrott Hospitality LLC dba F n B located at 622 SE Jackson Street.

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

RESOLUTION NO. 2023-08 – APPROVING A PROPERTY TAX EXEMPTION FOR OPPORTUNITY COUNCIL PROPERTY LOCATED AT 152 SUNSHINE ROAD IN ROSEBURG, OREGON.

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

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

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

Staff finds the applicant qualifies under ORS 307.540 to 307.547 for the requested tax exemption for non-profit low-income housing. Per statute, the governing body must make a determination on whether the applicant qualifies for the exemption within 30 days of receipt of the application – March 26, 2023.

Bret George from Wishcampers, was present via Zoom to answer questions.

Mayor Rich asked for specific examples of how they connect residents to community-based services. George said through an agreement with Cornerstone Community Housing, someone is on site 25 hours per week to meet with residents and connect them to resources. They also organize events and gatherings among residents to build a sense of community.

In response to Mayor Rich, George said the rent amounts were: \$759/one-bedroom; \$910/two-bedroom; and \$1045/three-bedroom. The average income levels were based on the Average Medium Income as listed on their website:

1 Person	2 People	3 People	4 People	5 People	6 People	7 People
\$30,180	\$34,500	\$38,820	\$43,080	\$46,560	\$49,980	\$53,460

Rent is set at 30% of the AMI and is adjusted annually as appropriate.

Councilor Smith asked if Opportunity Council had any memorandums of understanding (MOU) with other local service providers. George said he believed they worked closely with the local housing authority, but did not know if Cornerstone Community Housing had agreements with other local providers.

Councilor Smith said this project and others were important to fill the need for affordable housing in the community.

Councilor Zielinski moved to adopt Resolution No. 2023-08, approving a property tax exemption for Opportunity Council property located at 152 Sunshine Road in Roseburg, Oregon. The motion was seconded by Councilor Smith and approved with the following vote: Councilors Briggs Loosley, Porter, Prawitz, Rummel, Smith and Zielinski voted yes. No one voted no. Mayor Rich declared Resolution No. 2023-08 as adopted.

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

DEPARTMENT ITEMS – CONTRACT RATIFICATION-ROSEBURG POLICE EMPLOYEES ASSOCIATION (RPEA)

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

Wage increases have been included for each year of a two-year agreement. A new Homeless Liaison Officer assignment has been added, with an 8% pay incentive. Operational changes were made, including redefining just cause standards and arbitrator selection procedures as required by Oregon law. The tentative two-year agreement reached by the parties is expected to be ratified by union membership at their next meeting and is within the financial parameters set by Council on September 26, 2022.

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

- 2022-2023
 - 5% wage increase across the board, effective July 1, 2022
 - Homeless Liaison Officer temporary duty assignment added, with 8% pay incentive
- 2023-2024
 - 5% wage increase across the board, effective July 1, 2023.

The two-year agreement has been incorporated into the six-year financial forecast and is sustainable. The bargaining unit ratified the agreement at its March 10 meeting.

Councilor Zielinski moved to approve the tentative two-year agreement between the City of Roseburg and the Roseburg Police Employees Association. The motion was seconded by Councilor Rummel and approved with the following vote: Councilors Briggs Loosley, Porter, Prawitz, Rummel, Smith and Zielinski voted yes. No one voted no.

DEPARTMENT ITEMS – AXON FLEET CAMERA CONTRACT

Klopfenstein reported that the Police Department currently utilizes AXON body worn cameras, AXON Tasers, AXON Interview Room surveillance systems, AXON Fleet, AXON Citizen, and AXON sharing software for the courts. All of AXON's systems function seamlessly together utilizing the website evidence.com, and storage is cloud based and unlimited. AXON requires all contracts to be five years in duration. In-vehicle cameras have long been utilized in patrol vehicles for evidentiary purposes, and to mitigate liability. Chief Burge pre-purchased Axon Fleet cameras while Axon was putting their Fleet program together. Because he purchased this product in the development stage, he was able to obtain an exceptionally good price for the initial five-year contract. Axon installed their first generation Fleet cameras in Roseburg patrol cars in March of 2018. Each patrol vehicle has a forward facing and rear prisoner cage camera that activates automatically when police lights are turned on, when a specific speed is reached, or when a rear prisoner door is opened. When these Fleet cameras activate, they also turn on all nearby AXON body worn cameras.

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

AXON provided the following three options:

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

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

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

Police search of a license plate or vehicle type will automatically include all the agencies who utilize Flock cameras. Staff is currently evaluating the possibility of adding Flock fixed ALPR cameras at entry and exit points to the City. AXON has advised that installation will be approximately one year from execution of a new contract, and that they will extend our existing contract until installation occurs.

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

In response to Mayor Rich, Klopfenstein confirmed the cameras were in police vehicles and not at stoplights.

Councilor Zielinski moved to authorize the City Manager to enter into a five-year contract with AXON for Fleet 3 Advanced upon completion of the required steps to utilize the Sourcwell Cooperative Purchasing Agreement. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Porter, Prawitz, Rummel, Smith and Zielinski voted yes. No one voted no.

DEPARTMENT ITEMS – USE OF ARPA FUNDS FOR CLOCK CAMERAS

Klopfenstein said Staff is proposing the use of ARPA funds to enter into a two-year contract with Flock Safety for fifteen ALPR cameras. Flock cameras are infrastructure free with solar power and LTE connectivity, and are simple to install. ALPRs take photographs of the rear of vehicles as they pass, capturing clear images of vehicle license plates. Photos are of the back side/rear of vehicles, and therefore do not capture images of occupants. Flock Safety works with AXON Fleet Advance ALPRs, and search information flows between their platforms. Additionally, information sharing occurs between all Flock users, which regionally includes the Douglas County Sheriff's Office, Myrtle Creek Police, Grants Pass Police, Medford Police, Central Point Police, Jackson County Sheriff's Office, and Josephine County Sheriff's Office. Flock ALPRs are in over 1,000 law enforcement agencies in over 2,000 cities.

Through the use of the system, Roseburg Police could flag the license plate of an endangered domestic violence victim, and it would alert law enforcement if that vehicle had passed any Flock camera in any community, to include out of state cameras. Alerts can be set up so law enforcement can be made aware of stolen vehicles, missing and endangered persons, suspected terrorists, amber alerts, etc. All Flock Safety data is stored using AES256 encryption within Amazon Web Services, and is deleted after 30 days on a rolling basis. Flock Safety cameras currently cost \$2,500 per camera annually, with a \$350 one-time per camera installation fee. On April 1, the annual cost per camera increases to \$3,000.

License plates in the Flock system are automatically checked in the FBI's National Crime Information Center (NCIC) database, which houses information on stolen vehicles, missing and endangered persons, wanted fugitives, etc. The Myrtle Creek Police Chief advised their Flock cameras have helped solve burglaries, vehicle thefts, fraud cases, hit and run cases, etc. Staff has identified fifteen ingress/egress areas in the City where it would be useful to have Flock cameras.

15 (cameras) X \$350 (one-time installation fee) = \$5,250
15 (cameras) X \$2,500 (annual fee for camera) = \$37,500
\$37,500 X 2 (years) = \$75,000 + \$5,250 = \$80,250

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

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

In response to Councilor Porter, Klopfenstein stated that after two years the City could either renew the contract, or the cameras would be removed.

Councilor Zielinski asked if these cameras were stationery. Messenger confirmed they were and added that the locations of the 15 cameras were selected to capture all exit areas of the City. The cameras could scan for vehicles from other areas outside of Roseburg and worked at night. Klopfenstein noted that the automatic retention through the software was 30 days and that could not be extended by request.

Councilor Zielinski moved that \$80,250 of ARPA funds be authorized for installation of fifteen Flock safety cameras over two years under the sole source exemption, following the seven-day protest period. The motion was seconded by Councilor Smith and approved with the following vote: Councilors Briggs Loosley, Porter, Prawitz, Rummel, Smith and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

The Mayor recessed the meeting at 8:01 p.m. for the Urban Renewal Agency Meeting.

ADJOURNMENT

Following the Urban Renewal Agency Meeting, Council reconvened. Mayor Rich adjourned the regular meeting at 8:03 p.m. and announced an Executive Session would follow.


Amy L. Sowa
Assistant City Manager/Recorder



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC NEW OUTLET GRAPEVINE LAND MANAGEMENT, LLC LOCATED AT 1638 NW GARDEN VALLEY BLVD

Meeting Date: March 27, 2023

Agenda Section: Consent

Department: Administration

Staff Contact: Autumn David, 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 and Cannabis Commission (OLCC) for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

BACKGROUND

OLCC has received an application from Matthew Turrentine, Grapevine Land Management, LLC as a new outlet granted for "Grower Sales Privilege". Grapevine Land Management negotiates the sale of bulk wine from one Oregon producer to another. The proposed premises is one of their vineyard offices. It is not open to the public. The office will be used for related vineyard management/grape contracts/bulk wine negotiant business administration purposes.

A. Council Action History.

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

B. Analysis.

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

C. Financial/Resource Considerations.

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

D. Timing Considerations.

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

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR GRAPEVINE LAND MANAGEMENT LOCATED AT 1638 NW GARDEN VALLEY BLVD., IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

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



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

PRINT FORM
RESET FORM

1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

License Applied For:	CITY AND COUNTY USE ONLY
<input type="checkbox"/> Brewery 1 st Location	Date application received and/or date stamp:
Brewery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Brewery-Public House (BPH) 1 st location	Name of City or County:
BPH Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	
<input type="checkbox"/> Distillery	Recommends this license be:
<input type="checkbox"/> Full On-Premises, Commercial	
<input type="checkbox"/> Full On-Premises, Caterer	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Full On-Premises, Passenger Carrier	By: _____
<input type="checkbox"/> Full On-Premises, Other Public Location	Date: _____
<input type="checkbox"/> Full On-Premises, For Profit Private Club	OLCC USE ONLY
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	
<input checked="" type="checkbox"/> Grower Sales Privilege (GSP) 1 st location <i>N/C</i>	Date application received: <u>6/24/22</u>
GSP Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/>	Date application accepted: <u>6/24/22</u>
<input type="checkbox"/> Limited On-Premises	License Action(s): <i>N/O</i>
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
Winery Additional location (2 nd) <input type="checkbox"/> (3 rd) <input type="checkbox"/> (4 th) <input type="checkbox"/> (5 th) <input type="checkbox"/>	

2. Identify the applicant(s) applying for the license(s). **ENTITY (example: corporation or LLC) or INDIVIDUAL(S)¹** applying for the license(s):

Grapevine Land Management, LLC

App #1: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #2: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #3: NAME OF ENTITY OR INDIVIDUAL APPLICANT

App #4: NAME OF ENTITY OR INDIVIDUAL APPLICANT

3. Trade Name of the Business (Name Customers Will See) Grapevine Land Management		
4. Business Address (Number and Street Address of the Location that will have the liquor license) 1638 Garden Valley Blvd		
City Roseburg	County Douglas	Zip Code 97471

¹ Read the instructions on page 1 **carefully**. If an **entity** is applying for the license, list the name of the **entity** as an applicant. If an **individual** is applying as a sole proprietor (no entity), list the **individual** as an applicant.



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Grapevine Land Management			
6. Does the business address currently have an OLCC liquor license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your license certificate, renewal application and other mailings as described in OAR 845-004-0065[1] .) 444 Higuera St., Ste 202			
City San Luis Obispo		State CA	Zip Code 93401
9. Phone Number of the Business Location		10. Email Contact for this Application and for the Business lea@fainerconsulting.com	
11. Contact Person for this Application Lea Fainer / Fainer Consulting			Phone Number 805 964 8000
Contact Person's Mailing Address (if different) 5662 Calle Real #253	City Goleta	State CA	Zip Code 93117

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

ATTESTATION: **READ CAREFULLY AND MAKE SURE YOU UNDERSTAND BEFORE SIGNING THIS FORM**

I understand that marijuana is prohibited on the licensed premises. This includes marijuana use, consumption, ingestion, inhalation, samples, give-away, sale, etc. I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application are true and complete.

I affirm that I have read [OAR 845-005-0311](#) and all individuals (sole proprietors) or entities with an ownership interest (other than waivable ownership interest per OAR 845-005-0311[6]) are listed as license applicants in #2 above. I understand that failure to list an individual or entity who has an unwaivable ownership interest in the business may result in denial of my license or the OLCC taking action against my license in the event that an undisclosed ownership interest is discovered after license issuance.

Applicant(s) Signature

- Each individual (sole proprietor) listed as an applicant must sign the application below.
- If an applicant is an entity, such as a corporation or LLC, at least one **INDIVIDUAL who is authorized to sign for the entity** must sign the application.
- An individual with the authority to sign on behalf of the applicant (such as the applicant's attorney or an individual with power of attorney) may sign the application. If an individual other than an applicant signs the application, please provide written proof of signature authority. Attorneys signing on behalf of applicants may list the state of bar licensure and bar number in lieu of written proof of authority from an applicant. **Applicants are still responsible for all information on this form.**

Matthew Turrentine		4/13/22	
App. #1: (PRINT NAME)	App #1: (SIGNATURE)	App #1: Signature Date	Atty. Bar Information (if applicable)
App. #2: (PRINT NAME)	App #2: (SIGNATURE)	App #2: Signature Date	Atty. Bar Information (if applicable)
App. #3: (PRINT NAME)	App #3: (SIGNATURE)	App #3: Signature Date	Atty. Bar Information (if applicable)
App. #4: (PRINT NAME)	App #4: (SIGNATURE)	App #4: Signature Date	Atty. Bar Information (if applicable)



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Grapevine Land Management, LLC Phone: 805 312 1828

Trade Name (dba): Grapevine Land Management, LLC

Business Location Address: 1638 Garden Valley Blvd

City: Roseburg ZIP Code: 97471

DAYS AND HOURS OF OPERATION

Business Hours:

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

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)

NO CONSUMPTION

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

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: N/A

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

Applicant Signature: [Signature] Date: 6/21/22

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION – BANK SIGNATORIES

Meeting Date: March 27, 2023
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent Agenda
Staff Contact: Patty Hitt
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

With the retirement of Assistant Manager/City Recorder Amy Sowa, her name needs to be removed as authorized signatory on the City's bank accounts, and replaced with City Recorder Patty Hitt.

BACKGROUND

A. Council Action History.

Council must take action on bank signatories whenever the designated appointed official changes.

B. Analysis.

The City's current administrative policy states, "All checks, drafts or other orders for the payment of money drawn in the name of the City shall be signed by two or more of the following officials: City Manager, Finance Director and City Recorder." In order to implement the policy, the City Council must authorize by resolution, those individuals. When a facsimile signature is used, one signature is required; when true signatures are used, two signatures are required.

C. Financial/Resource Considerations.

None.

D. Timing Considerations.

Amy Sowa's last day is March 31, 2023. To have appropriate designees with full authorization on the City's bank accounts, the signatories should be amended by that date.

COUNCIL OPTIONS

Council has the following options:

1. Adopt the attached resolution updating the City's authorized signatories; or
2. Request changes to the City's administrative signatory policy. This will delay the updates to the resolution and leave the City with only two authorized signatures in the meantime; or

3. Request additional information.

STAFF RECOMMENDATION

Staff recommends the City Council adopt the attached resolution, which adds newly appointed City Recorder Patty Hitt to the authorized bank signatories.

SUGGESTED MOTION

“I MOVE TO ADOPT RESOLUTION NO. 2023-09, DESIGNATING SIGNATORIES FOR BANK ACCOUNTS.”

ATTACHMENTS:

Attachment #1 – Resolution No. 2023-09

RESOLUTION 2023-09

A RESOLUTION DESIGNATING SIGNATURES FOR BANK ACCOUNTS

BE IT RESOLVED by the City Council of the City of Roseburg, Oregon, a municipal corporation of the State of Oregon, as follows:

Section 1. All banks in which the City maintains accounts are hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in the name of the City of Roseburg, including those drawn to the individual order of any person or persons whose name or names appear thereon when bearing or purporting to bear facsimile signatures of one or more or the true signatures of two or more of the following officials: City Manager, City Recorder and Finance Director:

<u>Title</u>	<u>Name</u>	<u>Facsimile</u>
City Manager	Nicole A. Messenger	_____
Finance Director	David R. Harker	_____
City Recorder	Patty Hitt	_____

and such banks shall be entitled to honor and to charge the City of Roseburg for all such checks, drafts or other such orders, regardless of by whom or by what names the facsimile signature or signatures thereon may have been affixed thereto, if such facsimile signature or signatures resemble the facsimile specimen duly certified to or filed with the above bank by the Recorder of the City of Roseburg.

Section 2. That the City of Roseburg does hereby adopt the facsimile signatures set forth as true and valid signatures by and of the City and agrees to save and keep the banks free and harmless from any and all claims or losses of any kind or character resulting from the payment of the checks, drafts or other orders bearing or purporting to bear such facsimile signatures made by stamp, machine or other mechanical device.

Section 3. The City Manager or the Manager's designee is authorized to direct inter-account and inter-bank transfers of City funds between established City accounts and to lawfully invest City funds in the name of the City through any depository of City funds or through any government official within the State.

Section 4. The City Manager is further authorized, pursuant to the City Charter, to sign and execute on behalf of the City of Roseburg, grant applications, bonds, contracts and other documents as may be required from time to time.

Section 5. That any other resolution in conflict herewith, is hereby repealed.

Section 6. The City Recorder is directed to deliver a certified copy of this resolution to each bank in which the City maintains any account.

Section 7. This resolution shall be effective on March 27, 2023, and remain in full force and effect until amended or repealed by action of the City Council.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, OREGON
AT ITS REGULAR MEETING ON THE 27TH DAY OF MARCH, 2023.**

Patty Hitt, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION 2023-10 APPROPRIATION TRANSFER FOR FISCAL YEAR 2022-23 AUGMENTING CAPITAL APPROPRIATIONS FOR PARKS EQUIPMENT REPLACEMENT

Meeting Date: March 27, 2023
Department: Finance
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Parks capital equipment replacement items that were budgeted in the 2021-22 fiscal year were not delivered until after the close-out of the fiscal year, which caused the items to be charged against the appropriations of the 2022-23 fiscal year. Consequently, current appropriation levels are not sufficient to manage the parks capital equipment items which were budgeted in the current fiscal year. In order to acquire the budgeted capital items for the Parks Department, an appropriation transfer from the Equipment Replacement Fund's Reserve for Future Expenditure to the Capital Outlay is required.

BACKGROUND

A. Council Action History.

There is no prior Council action on this item.

B. Analysis.

Due to the COVID-19 pandemic induced supply chain issues, the delivery of capital equipment for the Parks Department that were planned for during the 2021-22 fiscal year were not delivered prior to the fiscal year close-out. Consequently, the expenses for these purchases were pushed into the current 2022-23 fiscal year resulting in insufficient budget appropriations for the budgeted capital replacement items for the Parks Department in the current fiscal period. Additionally, during this period of time the cost of equipment greatly increased, which further eroded the capacity of appropriations to deliver the needed capital equipment.

Budgeted equipment still outstanding for acquisition is a three yard dump truck. In order to facilitate the purchase of this truck, it is projected that an additional \$102,900 in appropriation authority is required in the Equipment Replacement Fund's capital outlay budget.

In order to comply with Oregon budget law and to provide the necessary appropriation authority for the acquisition, an appropriation transfer of \$102,900 from the Equipment

Replacement Fund’s Reserve for Future Expenditures to the Fund’s Capital Outlay is required.

In order to accommodate these changes, the following adjustment is proposed:

Equipment Replacement Fund (330)

Expenditures

Reserved for Future Expenditure	\$ -102,900
Capital Outlay	\$ 102,900

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

C. Financial/Resource Considerations.

Since the 2021-22 capital acquisitions were pushed into the 2022-23 fiscal year, the Equipment Replacement Fund’s beginning fund balance was \$166,866 greater than budgeted. Additionally, since all of the capital items being acquired were budgeted for and authorized, there is no detrimental financial impact.

D. Timing Considerations.

As the City nears the conclusion of its fiscal year, it is important that appropriation authority be provided to acquire all capital items and that orders are placed early enough to ensure their delivery prior to the fiscal year’s close-out. Consequently, it is important that appropriation authority be adjusted sooner rather than later.

COUNCIL OPTIONS

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the adjustment amounts;
or
- 3) Not adopt the attached resolution.

STAFF RECOMMENDATION

Given the need to comply with Oregon budget law and to provide adequate appropriation authority for the acquisition of park capital equipment, it is staff’s recommendation to adopt the attached resolution as written.

SUGGESTED MOTION

“I MOVE TO ADOPT RESOLUTION NO. 2023-10 AUTHORIZING AN APPROPRIATION TRANSFER FOR FISCAL YEAR 2022-23.”

ATTACHMENTS:

Attachment #1 – Resolution No. 2023-10 entitled “A RESOLUTION AUTHORIZING AN APPROPRIATION TRANSFER FOR FISCAL YEAR 2022-23”

RESOLUTION NO. 2023 – 10

**A RESOLUTION AUTHORIZING AN APPROPRIATION TRANSFER FOR
FISCAL YEAR 2022-23**

WHEREAS, the City of Roseburg, Oregon, adopted a budget and appropriated funds for fiscal year 2022-23 by Resolution 2022-17; and

WHEREAS, due to the COVID-19 pandemic-induced supply chain issues, the delivery of capital equipment for the Parks Department that were planned for during the 2021-22 fiscal year were not delivered prior to the fiscal year close-out. Consequently, the expenses for these purchases were pushed into the current 2022-23 fiscal year resulting in the budgeted appropriations being insufficient to cover the acquisition of the budgeted capital replacement items for the Parks Department in the current fiscal period; and

WHEREAS, during this period of time the cost of equipment greatly increased, which further eroded the capacity of appropriations to deliver the needed capital equipment; and

WHEREAS, budgeted equipment still outstanding for acquisition is a three yard dump truck. In order to facilitate the acquisition of this item it is projected that an additional \$102,900 in appropriation authority is required in the Equipment Replacement Fund's capital outlay budget; and

WHEREAS, sufficient appropriation authority can be transferred from the Equipment Replacement Fund's Reserve for Future Expenditure to the fund's capital outlay; and

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

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

Section 1. Appropriations in the Fiscal Year 2022-23 budget shall be adjusted as follows:

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Equipment Replacement Fund (330)			
Appropriations			
Capital Outlay	\$ 390,000	\$ 102,900	\$ 492,900
Reserve for Future Expenditure	\$ 1,859,474	\$ (102,900)	\$ 1,756,574
Total Appropriations:	\$ 2,249,474	\$ -	\$ 2,249,474

To provide required appropriation authority for the acquisition of capital equipment for the Parks Department.

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

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 27th DAY OF MARCH, 2023.**

Patty Hitt, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE GRANTING RENEWAL OF A TELECOMMUNICATIONS FRANCHISE TO QUANTUMSHIFT COMMUNICATIONS, INC.

Meeting Date: March 27, 2023
Department: Administration
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Patty Hitt
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The City has received an application for renewal of a telecommunications franchise from QuantumShift Communications, Inc. located in San Ramon, CA.

BACKGROUND

A. Council Action History.

May 25, 2010: Council adopted Ordinance No. 3348 granting a telecommunications franchise agreement with QuantumShift Communications, Inc.

B. Analysis.

The subject application and application processing fee were received on March 20, 2023. The provider has requested renewal of franchise agreement effective January 1, 2024.

C. Financial/Resource Considerations.

Under our definitions of telecommunications "provider" and telecommunication "service," QuantumShift Communications, Inc. is a Non-Carrier with City Customers and is required to pay a franchise fee of 5% of the gross revenues derived from customers within the City.

D. Timing Considerations.

QuantumShift Communications, Inc. began serving Roseburg on January 1, 2010, under their original franchise agreement. The fifth and final term of the original agreement expires December 31, 2023. Per Roseburg Municipal Code 9.25.100(D), after the term of the initial franchise and maximum renewals, a grantee must apply for a new franchise under the same terms and conditions as are currently in place. The application must be received not less than 180 days prior to expiration of the existing franchise. The final term of the franchise agreement with QuantumShift Communications, Inc. expires December 31, 2023; therefore, the deadline for the application is June 30, 2023. The effective date of the new franchise agreement will be January 1, 2024, and the initial term of the franchise 3 years, with an expiration date of December 31, 2026. 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; or
- Request additional information; or
- Do nothing.

STAFF RECOMMENDATION

Staff recommends that Council proceed with first reading of the ordinance.

SUGGESTED MOTION

No action required, just first reading of the ordinance.

ATTACHMENTS:

Attachment #1 – Ordinance #3582

cc: QuantumShift Communications Inc., 12657 Alcosta Blvd, Suite 418, San Ramon, CA 94583
Subject Franchise File

ORDINANCE NO. 3582

**AN ORDINANCE GRANTING RENEWAL OF A TELECOMMUNICATION
FRANCHISE TO QUANTUMSHIFT COMMUNICATIONS, INC. dba
vCOM SOLUTIONS EFFECTIVE
JANUARY 1, 2024**

SECTION 1. Grant of Franchise. The City of Roseburg, hereinafter called “City,” hereby grants QuantumShift Communications, Inc., a corporation dba vCom Solutions, 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, beginning January 1, 2024, and ending December 31, 2026, 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: Patty Hitt, City Recorder
900 SE Douglas
Roseburg, OR 97470
E-mail: PHitt@cityofroseburg.org
Phone: 541-492-6866

If to Franchisee:

QuantumShift Communications, Inc.
ATTN: Jenna Brown
12657 Alcosta Blvd, Suite 418
San Ramon, CA 94583
E-mail: jbrown@vcomsolutions.com
Phone: 415-209-7044

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: Jenna Brown

Mailing Address: 12657 Alcosta Blvd, Suite 418, San Ramon, CA 94583

Telephone: 415-209-7044

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 renewal of their existing telecommunications franchise and paid the application processing fee on March 20, 2023. The original franchise agreement began January 1, 2009, and will terminate December 31, 2023. The Roseburg City Council approved such request at its meeting on March 27, 2023, and hereby authorizes this Franchise to take effect January 1, 2024, and expire on December 31, 2026, 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 ____ DAY OF _____, 2023.

APPROVED BY THE MAYOR ON THIS ____ DAY OF _____, 2023.

MAYOR

Larry Rich

ATTEST:

Patty Hitt, City Recorder

(Franchisee's Acceptance on Following Page)

FRANCHISEE'S ACCEPTANCE OF ORDINANCE NO. ____. This Ordinance is hereby accepted by QuantumShift Communications, Inc. dba vCom Solutions on this ____ day of _____, 2023.

By: _____
(Signature)

Name: _____
(Printed)

Title: _____

Date: _____

State of _____)

) **ss.**

County of _____)

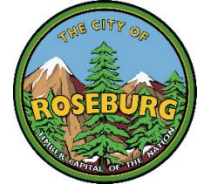
This acceptance was signed before me on _____, 2023 by, _____ as _____ of QuantumShift Communications, Inc. dba vCom Solutions.

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

Acceptance received by City Recorder on _____, 2023.

Patty Hitt, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ARPA FUND DISCUSSION

Meeting Date: March 27, 2023
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Council is asked to provide direction regarding the potential use of ARPA funds.

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.
- On August 22, 2022, Council authorized the use of up to \$65,000 in ARPA funding for heating and cooling upgrades at the Umpqua Valley Arts Center and \$75,000 for replacement of the boiler at the Roseburg Public Library.
- On March 13, 2023, Council authorized the use of \$80,250 for a two-year contract with Flock Safety for stationary automated license plate reader cameras.

B. Analysis.

The City has received \$5.215 million in American Rescue Plan Act funding. The following includes information on what has been spent to date.

	<i>Spent to date</i>
<i>Committed</i>	\$1,191,928
<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</i>	\$ 64,074
<i>Parking contract</i>	\$ 150,000
<i>Parking garbage/graffiti</i>	\$ 24,000
<i>Parking security</i>	\$ 21,771
<i>Firewall/Servers</i>	\$ 49,222
<i>Arts Center Heating/Cooling</i>	\$ 65,000
<i>Library Boiler</i>	\$ 68,460
<i>Arch services PSC, City Hall</i>	\$ 19,500
<i>Bandshell Replacement</i>	\$ 13,500
<i>Drinking fountain</i>	\$ 2,670
<i>Flock Cameras</i>	\$ 80,250
<i>Total</i>	\$ 1,191,928

Staff has been bringing nearly all ARPA expenditures to the Council for consideration, regardless of whether or not they are within the City Manager’s spending authority (\$100,000). Moving forward, staff is requesting flexibility to spend ARPA funds more efficiently. Several smaller purchases are under consideration, including upgrades to the Council Chamber’s failing audio/video systems, replacement of IT components past their useful life, and similar items that would otherwise require the use of General Fund to accomplish.

For these items, there would be three ways the City could proceed. One, utilize ARPA funding in the current fiscal year. There is adequate appropriation authority within the current adopted budget. Two, bring back a supplemental budget resolution re-appropriating funds within the General Fund to cover the purchases. Three, budget the purchases in the FY 23-24 budget and proceed with purchases after July 1, 2023 from the General Fund.

Specific items staff would like to proceed with as soon as practical include upgrades to the audio/video equipment in the Council Chambers and IT Hardware upgrades to replace components at the end of their useful life. The Council Chambers

A/V equipment is of varying age (5-12 years) and has been failing intermittently, causing issues with how the City Council meetings are broadcast on Facebook Live. The estimated cost is \$30,000 and staff recommends proceeding as soon as practical.

The IT infrastructure purchase is one of a number of recommendations included in the consultant's assessment and is considered a very high priority. It includes the replacement of two network switches and related ports and modules, with an estimated cost of \$86,000. The next highest priority, the replacement of at least three servers and related hard drives will be budgeted in the upcoming fiscal year. This is approximately \$100,000 and staff would appreciate direction from Council on use of ARPA funds versus General Fund.

Other needed purchases include the replacement of the City's radio system to become narrowband compliant. The estimated cost is \$165,000. Staff would like to implement the project as soon as practical, but needs direction on Council's desire to utilize ARPA funding versus General Fund funding.

Moving forward, staff anticipates the Council may want to continue with the security and garbage/vandalism contracts at the Downtown Parking Structure. The current contracts expire in the fall of 2023. If the City were to continue the contracts, staff would recommend the approximate annual cost of \$46,000 continue to come from the ARPA fund. Other ongoing costs include costs associated with homeless support (porta potties, etc.), financial support for the Off-Street Parking Fund, filling any funding gaps for the Gary Leif Navigation Center, any future land purchases Council may want to pursue, and any future project costs associated with the establishment and operation of an urban campground, for which no funding source has been identified.

C. Financial/Resource Considerations.

The City received a total of \$5.215 million in ARPA funding. To date, the funding has accumulated \$79,429 in interest. Approximately \$1.2 million has been committed. If the Council Chamber's A/V, both IT projects and the radio system project were funded via ARPA, those projects would total an estimated additional \$381,000.

D. Timing Considerations.

Staff is seeking direction in order to make timely decisions regarding the Council Chambers and the IT network infrastructure needs.

COUNCIL OPTIONS

Council can provide direction on the use of ARPA funding for one, none, or all of the purchases listed above. Council can provide direction regarding flexibility for the City Manager to make decisions regarding ARPA funding that fall within the codified City Manager spending authority.

STAFF RECOMMENDATION

Staff is seeking direction on Council's preference for moving forward with specific purchases – Council Chambers A/V system repairs, IT network upgrades, and the radio system upgrades and how to fund these purchases. Staff is seeking further direction on the City Manager's authority/flexibility to utilize ARPA funds moving forward.

SUGGESTED MOTION

"I MOVE TO AUTHORIZE THE USE OF ARPA FUNDING FOR THE COUNCIL CHAMBERS A/V UPGRADES, IT NETWORK UPGRADES AND CITY RADIO SYSTEM UPGRADES."

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

Meeting Date: March 27, 2023

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 March 27, 2023, meeting, the following items are included:

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



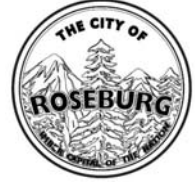
Agenda
Department Head Meeting
Public Safety Center Umpqua Room
March 14, 2023 - 10:00 a.m.

1. March 13, 2023 City Council Meeting Synopsis
2. March 13, 2023 Urban Renewal Agency Board Meeting Synopsis
3. March 27, 2023 City Council Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign
 - A. Reality Kitchen CDBG Grant Checklist
 - B. Flock Safety Cameras Contract (GK)
 - C. AXON Fleet 3 Advanced Five-Year Contract (GK)
6. Discussion Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
March 20, 2023 - 10:00 a.m.

1. March 27, 2023 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
4. Discussion Items



TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

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

April 10, 2023

Mayor Reports

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

Consent Agenda

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

Informational

- A. City Manager Activity Report

April 24, 2023

Mayor Reports

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

Consent Agenda

- A. April 10, 2023 Meeting Minutes

Department Items

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

Informational

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

May 8, 2023

Mayor Reports

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

Consent Agenda

- A. April 24, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report

May 22, 2023

Mayor Reports

- A. Pride Month Proclamation

Consent Agenda

A. May 8, 2023 Meeting Minutes

Department Items

A. Highway 138 Water Line Replacement, Project No. 22WA16

Resolutions

A. Annual Fee Adjustment

B. Resolution No. 2023- -- - General Fees

C. Resolution No. 2023- -- - Water Related Fees

Informational

A. City Manager Activity Report

June 12, 2023

Mayor Reports

A. Camp Millennium Week Proclamation

B. Juneteenth Independence Day Proclamation

Consent Agenda

A. May 22, 2023 Meeting Minutes

Public Hearing

A. Resolution No. 2023- -- - 2023-2024 Budget Adoption

Informational

A. City Manager Activity Report

Roseburg Urban Renewal Agency Board Meeting

Consent Agenda

A. Minutes of previous meeting

Public Hearing

A. Resolution No. UR2023--- - 2023-2024 Budget Adoption

June 26, 2023

Mayor Reports

A. 2022 Roseburg Optimist Club Officer of the Year - ---

Special Presentation

A. Anvil NW, Experience Roseburg, Destination Marketing Annual Report

Consent Agenda

A. June 12, 2023 Meeting Minutes

Informational

A. City Manager Activity Report

July 10, 2023

Mayor Reports

A. Parks and Recreation Month Proclamation

Special Presentation

A. Gary Leif Navigation Center One-Year Report

Consent Agenda

A. June 26, 2023 Meeting Minutes

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

Informational

A. City Manager Activity Report

July 24, 2023

Consent Agenda

A. July 10, 2023 Meeting Minutes

Informational

A. City Manager Activity Report

August 14, 2023

Consent Agenda

- A. July 24, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
 - B. Quarterly Financial Report
-

August 28, 2023

Consent Agenda

- A. August 14, 2023 Meeting Minutes

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

Informational

- A. City Manager Activity Report
-

September 11, 2023

Consent Agenda

- A. August 28, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

September 25, 2023

Consent Agenda

- A. September 11, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report

Friday Message*March 17, 2023*

- Staff has been working on preparing the draft FY 23-24 budget. This is a time intensive process for all departments. At this point, all departments have submitted their preliminary budget to the Finance Director and City Manager. Some initial tweaks have already been made and now the department budgets are being collated into the larger budget document. In the next six weeks, staff will continue to refine the draft budget through meetings and discussions with department heads to ensure the draft budget is ready for distribution by May 2nd.
- At Monday night's work-study session, Council requested I send links to the vehicle camping and tent camping programs. Those can both be found here:
<https://www.cityofroseburg.org/departments/community-development/vehicle-tent-camping-program>
- On Thursday, I attended a lunch with other Douglas County City Managers. Much of the discussion was (again) about homelessness and the state regulations, but we did discuss other topics as well.
- The City received a grant of up to \$1.49 million from OHCS to support the operation of the Gary Leif Navigation center. It is unlikely that operational costs will meet this amount prior to the June 30, 2023 deadline to expend the funds. Amy Sowa and I have been working with OHCS on creative ways to potentially extend that deadline. We have also been working on other grant opportunities to support the center.
- At the airport, we are in the process of updating our Disadvantaged Business Enterprise (DBE) goal. A virtual consultation meeting was held last week as part of this process. Also last week, the Oregon Department of Aviation visited the airport to finalize previous grant projects related to the runway lighting and the installation of the PAPI.
- Staff and the City Attorney continues to work on potential time, place, and manner regulations for camping on public property. The intent is to have an outline of the regulations for the March 27 Homeless Commission meeting.
- At today's LOC legislative update (via Zoom), Councilor Porter gave an update on all of her hard work on the bill limiting liability for small communities hosting urban campgrounds. The bill has been introduced on the house side (HB 3591) and is a dash-5 amendment on SB 847. Thank you Councilor Porter for all of your hard work and dedication!
- Last week included two meetings related to the Southern Oregon Medical Workforce Center. The Umpqua Valley Development Corporation met on Monday (3/6) and received updates. The Oregon Solutions Team supporting the project met on Wednesday (3/8).
- The CDBG grant for Reality Kitchen is moving forward. Business Oregon awarded the grant on February 17. We are awaiting contracts from Business Oregon. Multiple meetings have been held to ensure the project is moving forward correctly. Thank you to Brandi at CCD for all of her work keeping this project on track.
- The Winter 2023 City Connection newsletter is now available here:
<https://www.cityofroseburg.org/news/default/winter-2023-city-connection-now-available/>
- (Re)Discover Downtown is having a sip and shop **tonight** March 17, 4-7 pm.
- Hops for K9 Cops is happening on Sunday, March 19 @ 2pm at Backside Brewing.
- Meetings next week: Library Commission, Tuesday, March 21 @ 4 pm

