

ROSEBURG CITY COUNCIL AGENDA – OCTOBER 12, 2020



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10-8-2020

Electronic Meeting

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Comments on Agenda Items Only can be provided via email to the City Recorder at info@cityofroseburg.org prior to 4:00 p.m. on Monday, October 12, 2020.

7:00 p.m. Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**

Beverly Cole	Sheila Cox	Bob Cotterell	Alison Eggers
Linda Fisher-Fowler	Ashley Hicks	Brian Prawitz	Andrea Zielinski
4. **Mayor Reports**
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – Email Submittals/See Information on the Reverse**
7. **Consent Agenda**
 - A. Minutes of September 28, Meeting
8. **Public Hearing**
 - A. Resolution No. 2020-19 – Supplemental Budget and Appropriation Revisions for the General and Grant Funds, Fiscal Year 2020-21
9. **Ordinance**
 - A. Ordinance No. 3542 – Amending RMC 7.02.170(B) – Prohibit Smoking at Community Events in Downtown and on Roseburg Public Park Property, Second Reading
10. **Department Items**
 - A. Council Goal #6 Homeless Strategy: Homeless/Housing Commission
 - B. Council Goal #6 Homeless Strategy: Rogue Retreat Model
 - C. Council Goal #6 Homeless Strategy: Navigation Center
 - D. Council Goal #6 Homeless Strategy: Code Updates
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:

Persons providing comments via email to the Council must include their name and address for the record, including whether or not they are a resident of the City of Roseburg. The Council reserves the right to delay any action requested until they are fully informed on the matter.

CITIZEN PARTICIPATION

Anyone wishing to provide comments may do so by emailing the City Recorder at info@cityofroseburg.org by 4:00 p.m. Monday, October 12, 2020. For items on the agenda, discussion typically begins with a staff report, followed by questions from Council. The City Recorder will provide any comments received prior to the meeting to the Council.

The City Council meetings are aired live on Charter Communications Cable Channel 191 and rebroadcast on the following Tuesday evening at 7:00 p.m. Video replays and the full agenda packet are also available on the City's website: www.cityofroseburg.org. This meeting is also available to view on Facebook live.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
September 28, 2020**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on September 28, 2020 electronically via Zoom in Roseburg, Oregon. Councilor Hicks led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Beverly Cole, Bob Cotterell, Sheila Cox, Alison Eggers, Linda Fisher-Fowler, Ashley Hicks, Brian Prawitz and Andrea Zielinski.

Absent: None

Others Present: City Manager Nikki Messenger, City Recorder Amy Sowa, City Attorney Jim Forrester, Public Works Director Brice Perkins, and Management Assistant Koree Tate.

Mayor Rich explained the meeting was conducted remotely to address the increase in the number of COVID-19 cases reported throughout the County and State, and as permitted by HB4212 adopted by the State legislature. The public could watch the meeting live on YouTube, the City's Facebook page and on Charter Cable channel 191. Comments were submitted via email to the City Recorder prior to 4:00 p.m.

HOMELESS UPDATE AND NEXT STEPS

Mayor Rich reported, in reference to Council Goal #6, Council determined three top priorities 1) City Homeless/Housing Commission with 9 votes; 2) Rogue Retreat Model (campground, shelter, tiny homes/Conestoga huts) with 7 votes; and 3) Navigation/Resource Center with 5 votes. During the October 12, 2020 Council Meeting, City Staff would provide a report regarding each top priority with pros, cons and potential expense. Council would then discuss each priority, review logistics for determinants, and vote yes or no. Mayor Rich added this was the time to set policy for staff to implement. It was also important to remember that if a new Commission was established, Council would need to take a step back and let the Commission run like others and report to Council.

Councilor Hicks said she was encouraged to see how a new Commission would address housing, unhoused crisis, and would like to see the Commission mirror other current City Commissions with Council representation, community members and other organization representatives. Mayor Rich added the Commission would not have money to work with and was curious to hear options from Staff to determine if this type of Commission could work. Councilor Prawitz was pleased to hear there was clear direction from Council on top priorities, and would like to continue to receive public input. Councilor Hicks questioned if COVID-19 relief funds would be available for an emergency shelter option. Mayor Rich explained those funds would be discussed later in the meeting and her questions could be answered at that time.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Councilor Prawitz attended a MedCom meeting where they discussed the recent wildfires. Even though 109 homes were lost from the Archie Creek Fire, there had been incredible help locally to save lives, save additional structures and help those in need. Local emergency services were not interrupted by the fire assistance, but many people spent numerous hours

fighting fires. In response to Councilor Hicks, local services did not decrease, he did not have information for the number of new fire services, but there were fire vehicles and ambulances stationed near fire zones to help those who needed it.

CONSENT AGENDA

Councilor Cotterell moved to approve the following Consent Agenda Items:

- A. Minutes of September 14, 2020 Meeting
- B. Minutes of September 28, 2020 Special Meeting

The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

ORDINANCE NO. 3542 – AMENDING RMC 7.02.170(B) – PROHIBIT SMOKING AT EVENTS IN DOWNTOWN AND ON ROSEBURG PUBLIC PARK PROPERTY, FIRST READING

Ms. Sowa explained that during Dr. Dannenhoffer and Ms. Panches' presentation, it was noted that a Smoke-Free Policy could positively impact 95% of Roseburg residents who did not smoke by reducing their exposure to secondhand smoke, reducing chronic disease and its impact on health care costs. Oregon had strong laws that protected people from secondhand smoke at work and in public places, yet many people in Oregon, including children, were still exposed to secondhand smoke in other settings. The Downtown Roseburg Association Board of Directors unanimously voted to support a smoke free event policy at their August 2020 Board Meeting. In addition, 49 downtown patrons participated in a sidewalk poll on Jackson Street in August. Of those, 42 patrons indicated they would be supportive of a smoke-free event policy and 7 indicated no or no comment. Smoke-free policies often have a positive economic impact on businesses. Besides downtown events, Ms. Sowa explained that although there was a current no smoking policy for City parks, it was not referenced in the Municipal Code. If this Ordinance was approved to proceed, it would include the reference to the no smoking policy in the Park Rules and Regulations. Mayor Rich added the Ordinance was updated to include additional sections or streets for the parade long route and tree lighting ceremony. The area included the front of the Courthouse, Fowler Street, a portion of Diamond Lake Boulevard in front of the Library and back up Jackson Street. Ms. Sowa explained the City did not have jurisdiction over the County Courthouse lawn, but the ordinance would be enforced on the street or sidewalk during events.

In response to Councilor Prawitz, Ms. Sowa stated a smoking violation would be treated the same as other Municipal Code violations and was subject to a fine up to \$1,500.00. The Municipal Judge would determine a reasonable amount for any offenses. Attorney Forrester confirmed that was the correct process for handling a fine. In response to Councilor Fisher-Fowler, Ms. Sowa explained citizens would be informed about the smoke free ordinance from social media, news, and during the event application process. Ms. Messenger added signs would be placed on barricades or cones during events providing information and direction on where smoking would be allowed. Blue Zones had previously placed cigarette butt receptacles in downtown locations for use to control litter on the streets, and suggested using signs during events to put out cigarettes in the receptacles before entering the smoke free zone. Councilor Zielinski suggested providing more education around the dangers of smoking rather than handing out fines. Ms. Sowa explained it was Blue Zone's intent to educate. Violators would

be provided information that the event was smoke free and directed to an area where it was allowed before Police would issue citations.

Councilor Hicks said she was still concerned about residents living in the downtown area and not being allowed to smoke near their home. Many residents downtown were in apartments that did not allow smoking indoors. It would be an inconvenience to those with mobility issues and health concerns to travel further away. Downtown residents were part of her constituents and it was important their voices were heard. In response to Councilor Hicks, Attorney Forrester confirmed it was not a perceived conflict of interest that Blue Zones presented an idea to Council and was asked to vote on it.

Mayor Rich read aloud comments sent via email prior to the meeting:

Mike Henderson suggested concentrating on homelessness problems in the area rather than a smoke free ordinance.

Sharol Tilgner supported the smoke free ordinance and provided a copy of an article regarding further smoke concerns.

Tim Noe, Oregon Health Authority, supported a smoke free ordinance. The opportunity to establish smoke-free downtown served as an important model of health for families and youth. Committees across the nation had extended protections to youth, vulnerable adults, seniors and others, by adopting smoke-free policies where people live, work, play and learn. The growing expectation of the public that events and dining spaces be smoke-free leads to a considerable business advantage for the City of Roseburg. In working for cleaning air, this would protect more than 80% of Oregonians who did not smoke. Reducing youth exposure was a strong step toward ensuring that kids never pick up nicotine products.

Councilor Cotterell supported the proposed ordinance to include the additional section for the long parade route. In response to Councilor Cole, Mayor Rich explained the Police Department were present throughout the parade route and would be able to adequately enforce the areas. Councilor Hicks reiterated her concern that the downtown residents had not voiced their opinion on the matter. Councilor Prawitz noted there had been time for public input and they did not receive further responses. Councilor Cox recommended approval of the Ordinance to include the long parade route. Councilor Eggers said the topic was important, many people supported it, they were trying to promote health, the longer parade route was preferred and if there was an uprising of people coming forward, Council would listen. Councilor Zielinski supported the long parade route and said the downtown residents would not be impacted other than the short period of time during an event. There needed to be a safe place for families to participate in events and she did not think downtown residents would be negatively impacted. Councilor's Fisher-Fowler and Cole agreed to include the longer parade route with the Ordinance.

Council directed Ms. Sowa to proceed with a first reading of the ordinance and include the long parade route. Ms. Sowa read Ordinance No. 3542, entitled, "An Ordinance Amending Subsection 7.02.170(B) of the Roseburg Municipal Code to Prohibit Smoking at Community Events in Downtown Roseburg and on Roseburg public Park Property," for the first time.

24-INCH TRANSMISSION MAIN, PROJECT 20WA17 – CONSULTING SERVICES CONTRACT RECOMMENDATION

Mr. Perkins discussed how the City utilized two major water transmission mains that were located along Stephens Street between the Water Treatment Plant in Winchester and the Main Reservoir Complex on Bellview Court. The older of the two original transmission mains were installed in 1934. In 2010, the City adopted the current Water System Master Plan, which recommended replacement of the 1934 20-inch diameter transmission main in phases. The first phase of the project, from the Water Treatment Plant to Hooker Road, was completed in 2013. The second phase scheduled for replacement was from Hooker Road to Isabell Avenue. The third phase scheduled was from Isabell Avenue to Newton Creek Drive. On June 16, 2020, staff issued a Request for Qualifications for engineering services, and two statements of qualifications (SOQs) were received on July 9, 2020. Staff intended to execute a master engineering contract with the highest ranked proposer to provide design, bidding, and construction management services for Phase II and Phase III of the transmission main replacement project. Each task order under the master contract would be individually negotiated, based on an agreed upon scope of work. The first anticipated task order would include design and bidding services for Phase II of the transmission main installation from Hooker Road to Isabell Avenue. The second anticipated task order would be construction management services for Phase II. The Public Works Commission met on September 10, 2020 and unanimously voted in favor of the contract.

Councilor Hicks was concerned and questioned if the old pipe would be left in place. Mr. Perkins advised it would be cost prohibitive to remove the piping, would not create environmental damage, was standard procedure, and the life expectancy of the new piping would be sufficient beyond one hundred years. Councilor Cotterell moved to award the master engineering services contract for phases II and III of the 24-inch transmission main replacement project to Murraysmith. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

24-INCH TRANSMISSION MAIN, PROJECT 20WA17 – CONSULTING SERVICES TASK ORDER NO. 1 AUTHORIZATION

Mr. Perkins reported this was part of the project just discussed and the first task order under a master engineering contract with Murraysmith to provide design, bidding and construction management services for Phase II and Phase III of the transmission main replacement project. Task Order No. 1 would include design and bidding services for Phase II of the transmission main installation from Hooker Road to Isabell Avenue and was negotiated with Murraysmith at a cost not to exceed \$203,267.00 and was budgeted in the Water Fund. In response to Councilor Cotterell, Mr. Perkins explained Phase II piping consisted of 2,200 feet and Phase III was a little more than 4,000 feet in length.

Councilor Cotterell moved to authorize Task Order No. 1 with Murraysmith for design and bidding services for Phase II of the 24-inch transmission main from Hooker Road to Isabell Avenue at a cost not to exceed \$203,267.00. The motion was seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz, and Zielinski voted yes. No one voted no.

CORONAVIRUS RELIEF FUND EXPENDITURE AUTHORIZATION

Ms. Messenger explained the City had entered into a grant agreement with the State of Oregon to receive Coronavirus Relief Funding (CRF) funding. The grant would reimburse the City for eligible expenses related to COVID-19. Eligible expenses were outlined in the grant agreement and based on the federal guidelines for the CARES Act. There were several different organizations in the city that provided COVID-related relief to citizens and businesses. As such, it was difficult to determine the exact level of additional need in the community. For instance, CCD Development Corporation had received state funds to provide small business grant programs. UCAN received funds and had provided rental and utility payment relief. Both organizations indicated additional funds would be helpful, and the City was in the position to supplement that funding, but needed to ensure that all funding would be delivered to those in need prior to December 30, 2020. Another non-profit was Peace at Home who had experienced a 140% increase for helping people in need with hotel vouchers and as a result, their funds were depleting.

Ms. Messenger discussed that the emergency declaration allowed her, as City Manager, broad authority for spending. Given the significant amount of funding available, it was important to ensure that the Council's vision for the funding was being implemented, regardless of her spending authority. Staff proposed dedicating the funding to the following broad categories.

1. Eligible City of Roseburg expenses related to the pandemic.
 - The pandemic had and would continue to impact City revenues. The CRF funds could not be used as revenue replacement, so it was vital that the City cover all eligible costs associated with the pandemic. Examples included:
 - Employee costs (leave related to COVID)
 - Personal protective equipment (PPE)
 - Cleaning supplies
 - Plexiglas dividers, medical equipment
 - Contracted services – portable toilets, handwashing stations, etc.
2. Support for local small businesses within the City of Roseburg
 - a. Partnering with CCD to deliver grant program(s)
3. Support for local citizens within the City
 - a. Mortgage and/or rent assistance (partner with UCAN)
 - b. Utility assistance (partner with UCAN)
 - c. Food assistance (partner with UCAN/others)
 - d. Child care/distance learning (partner with ESD)
4. Support for eligible non-profits delivering social services impacted by COVID. Examples include:
 - a. Peace at Home
 - b. Salvation Army
 - c. United Way
 - d. Meals on Wheels
 - e. Homeless services
5. Economic recovery planning
6. Tourism promotion

Ms. Messenger noted that approximately \$625,000 was budgeted in the Grant Fund with \$50,000 of that already provided to CCD Business Corporation for small business grants. Staff recommended the following allocations with the expectation of using prior to December 30, 2020:

Category	Maximum Amount
City COVID Expenses	Actual
Support for Local Businesses	\$250,000
Support for Local Citizens	\$250,000
Support for Non-Profits	\$200,000
Economic Recovery Planning	\$50,000
Tourism Recovery	\$50,000

Ms. Messenger was trying to obtain broad discretion and Council buy-in to determine where the money should go. Councilor Hicks asked if the full amount could be used for an emergency shelter to get the unhoused off streets, riverbanks and green space. Ms. Messenger explained the funds could be used for a shelter, but she needed to know it would require staffing and take time to open. Funds had to be used before December 30, 2020 and without a continued revenue source, the shelter would most likely close shortly after opening. Another option would be assistance for hotel vouchers. Councilor Hicks was not opposed to the idea of hotel vouchers but wanted to know if FEMA funds could be used to help with shelter costs. Ms. Messenger advised FEMA funding was not available for that type of use in conjunction with the money received from the State. In response to Mayor Rich, Ms. Messenger confirmed money needed spent sooner and not held until the end of the year. Waiting too long could prove difficult for necessary deployment of funds to help those in need. Funds for the City were set aside for personnel, portable toilets, protective equipment, cleaning supplies, etc. Councilor Cole wanted to know how someone unable to go back to work because of childcare issues could apply for assistance. Ms. Messenger explained the agencies that provided that type of assistance would disseminate the information. The City also shared information in a flyer included with recent water bills to inform citizens on what was available.

In response to Councilor Prawitz, Ms. Messenger offered to provide a final report to explain fund usage. It was important to help with housing needs and to keep people in their homes. She felt the process of giving funds to agencies already providing assistance was the best path to take. Councilor Prawitz appreciated the consistent updates and asked if additional information could be shared during Council Meetings for citizens to view or watch later. Councilor Eggers shared St. Vincent DePaul planned to obtain a shower trailer and would direct them to Ms. Messenger if they were in need of additional financial support. Councilor Hicks said she did not support compensation to other large non-profit organizations in the community without accountability or a report of how funds were used. With weather changing soon, she wanted Council to take a serious look at how to approach the unhoused.

Councilor Cotterell moved to authorize the City Manager to execute agreements as necessary to provide up to \$625,000 in CRF funding to qualified community partners to deliver COVID-related programs within the City of Roseburg according to the maximum amounts outlined in Table 1. The motion was seconded by Councilor Prawitz. Councilor Hicks expressed discontent of passing funds through the City to non-profit organizations and hoped the funds would be used to help those at risk with COVID-19 in the rising unhoused population. She had

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noticed more unhoused individuals along riverbanks and green space with tents, mattresses, trash, and pointed out they had no place to go. Councilor Prawitz said it was irresponsible as a COVID response to have a sudden solution to housing, and he trusted the City Manager to do her job. Councilor Cotterell added the City did not have a budget or time to maintain a shelter so it made sense to disburse funds to non-profit organizations already established to help others.

Councilor Zielinski discussed how non-profit organizations had been providing funds to people affected by COVID. Many people were struggling and it would be nice to have the option to help with mortgage assistance. She had confidence in the City Manager and would like to hear reports in the future during Council meetings regarding the process. Councilor Cox commended Ms. Messenger and Staff for their work with the funds, providing support and being transparent. Councilor Fisher-Fowler said the City was fortunate to have the funds received and trusted organizations that have partnered with the City, and would appreciate updates in the future regarding the expenditures to help citizens. Councilor Cole said the City was lucky to have funds at this time and felt confident Ms. Messenger would distribute appropriately.

Mayor Rich said he looked forward to a final report after December and appreciated Ms. Messenger coming forward to share information with Council. The motion was approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Prawitz and Zielinski votes yes. Councilor Hicks voted no.

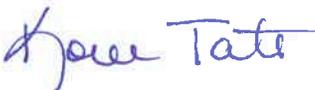
ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

Councilor Eggers attended the UCC Strong Run/Walk event over the weekend, completed the 9k route and thanked Councilor Prawitz for his tribute. She reminded everyone that October 1, 2020 was the five-year anniversary of the Umpqua Community College shooting.

Councilor Cotterell noted that many City employees were displaced from recent wildfires and he wanted to provide assistance to any in need. He thanked everyone for continuing to go to work while their homes were in jeopardy. Ms. Messenger explained all employees who were displaced had been allowed to go back to their homes. Some employees lost outbuildings or other items, but fortunately, no one lost their home. Councilor Hicks witnessed a conflict between a group who rented the Stewart Park pavilion and other patrons not leaving the space when asked. She had received ongoing complaints of unhoused individuals using the park at night to charge their phones. Councilor Hicks received notification the TGM grant was awarded and thanked City Planner John Lazur for his work on the project to help with wayfinding and more bike paths. She also thanked Governor Brown for touring the Archie Creek Fire Area and seeking information on where to provide donations for evacuees.

ADJOURNMENT

The meeting adjourned at 8:22 p.m.



Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



SUPPLEMENTAL BUDGET AND APPROPRIATION REVISIONS FOR THE GENERAL AND GRANT FUNDS, FISCAL YEAR 2020-21 RESOLUTION NO. 2020-19

Meeting Date: October 12, 2020
Department: Finance
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City was recently awarded a Community Development Block Grant (CDBG) to fund a Small Business Microenterprise Program. In order to comply with Oregon Budget Law and to properly account for the receipt and expenditure of the CDBG funds, the City needs to adopt a resolution which recognizes the revenues and offsets them with a corresponding increase in appropriations. It is proposed that the funds be managed by the City's Grant Fund. Since the required increase to appropriations will increase by more than ten percent, a public hearing is required.

BACKGROUND

A. Council Action History.

On June 8, 2020, the City Council adopted Resolution 2020-10, which authorized the City to apply for a CDBG grant to fund a Small Business Microenterprise Program in an effort to mitigate detrimental impacts experienced by small businesses from the COVID-19 pandemic.

B. Analysis.

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

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

corresponding resources) from one fund to another, or within the same fund, then a resolution transfer is allowed.

Grant Provisions

The City is the recipient of a CDBG grant that will provide \$150,000 to fund a Small Business Microenterprise Program that will be managed by the CCD Business Development Corporation (CCD). The program will provide grants to eligible small businesses of up to \$2,500 per qualifying job created or retained, or \$10,000 per qualifying microenterprise. All assisted businesses shall be located in the City of Roseburg.

The objective of the grant funding is to assist small businesses and microenterprises within the City of Roseburg with the following:

- Avoid job loss caused by business closure related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
- Help businesses remain solvent through the crisis and be ready/able to rebuild and/or reopen.
- Fill specific cash flow gaps in businesses' larger efforts to scale down, reduce expenses, and take any additional defensive measures to survive the crisis.
- Provide technical assistance, grants, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine.

Proposed Adjustments

As this is a pass-through grant, the required budget adjustments are simple. The City needs to recognize the grant revenues by increasing the Grant Fund's revenues by \$150,000 and appropriations by the same amount.

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

Grant Fund (220)

Revenues	
Intergovernmental	\$150,000
Appropriations	
Materials & Services	\$150,000
(Changes in revenues and appropriations are offsetting thereby maintaining a balanced budget.)	

C. Financial/Resource Considerations.

This program has no matching fund requirements. Other than staff time needed to monitor the grant, there are no direct budgetary impacts.

D. Timing Considerations.

Oregon Budget Law requires that appropriation authority be granted prior to the use of appropriation authority, and as the grant has been awarded the use of these funds can be pursued in short order, thereby requiring the adoption of this supplemental budget.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Given the need to comply with Oregon Budget Law, it is staff's recommendation to adopt the attached resolution as written.

SUGGESTED MOTION

"I move to adopt Resolution No. 2020-19, authorizing supplemental budget revisions for fiscal year 2020-21."

ATTACHMENTS:

Attachment #1 – Resolution No. 2020-19 entitled "A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET AND BUDGET APPROPRIATION REVISIONS FOR FISCAL YEAR 2020-21"

RESOLUTION NO. 2020-19

A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET AND BUDGET APPROPRIATION REVISIONS FOR FISCAL YEAR 2020-21

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2020-21 by Resolution 2020-11; and

WHEREAS, on June 8, 2020, the City Council adopted Resolution 2020-10 which authorized the City to apply for a CDBG grant to fund a Small Business Microenterprise Program in an effort to mitigate detrimental impacts experienced by small businesses from the COVID-19 pandemic; and

WHEREAS, the City was awarded a CDBG grant that will provide \$150,000 to fund a Small Business Microenterprise Program that will be managed by the Coos, Curry, Douglas Business Development Corporation (CCD). The program will provide grants to eligible small business of up to \$2,500 per qualifying job created or retained, or \$10,000 per qualifying microenterprise; and

WHEREAS, ORS 294.471 provides a city may amend the current year adopted budget through the supplemental process when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning; and

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

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

Section 1 Resources and appropriations in the Fiscal Year 2020-21 budget shall be adjusted as follows:

Grant Fund (220)			
Resources			
Beginning Fund Balance	88,159	-	88,159
Intergovernmental	1,374,000	150,000	1,524,000
Other Revenues	28,000	-	28,000
Total Resources:	1,490,159	150,000	1,640,159
Appropriations			
Materials and Services	1,380,500	150,000	1,530,500
Capital Outlay	25,000	-	25,000
Reserved for Future Expenditures	84,659	-	84,659
Total Appropriations:	1,490,159	150,000	1,640,159

To account for the receipt and use of CDBG Small Business Microenterprise Program funds.

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 on October 12, 2020.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 12th DAY OF OCTOBER, 2020.**

Amy L. Sowa, City Recorder

ORDINANCE NO. 3542

AN ORDINANCE AMENDING SUBSECTION 7.02.170(B) OF THE ROSEBURG MUNICIPAL CODE TO PROHIBIT SMOKING AT COMMUNITY EVENTS IN DOWNTOWN ROSEBURG AND ON ROSEBURG PUBLIC PARK PROPERTY

WHEREAS, the United States Surgeon General concluded that there is no safe level of exposure to secondhand smoke and that regulating smoking through smoke-free ordinances is the most effective way to protect individuals from exposure; and

WHEREAS, secondhand smoke contains more than 7,000 chemicals, including approximately 70 known human cancer-causing agents; and

WHEREAS, tobacco use causes 8,000 deaths due to tobacco-related illness each year in Oregon; and secondhand smoke is responsible for almost 10 percent of those deaths.

WHEREAS, each year in Douglas County 12,540 people suffer from a serious illness caused by tobacco use and 27 percent of all deaths in Douglas County can be attributed to tobacco use; and

WHEREAS, each year in Douglas County, \$42.2 million is spent on medical care for tobacco-related illnesses and it is estimated that \$37.6 million is lost in productivity due to tobacco-related deaths; and

WHEREAS, cigarette butts are a major and persistent source of litter that are often cast onto sidewalks, streets and park property in Douglas County. Nationally 65 percent of all cigarette butts are littered; and

WHEREAS, "Smoking" is defined in Roseburg Municipal Code Subsection 7.02.170(A) and in the Parks Rules and Regulations.

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

SECTION 1. Roseburg Municipal Code Subsection 7.02.170 (B), titled "Unlawful Smoking" is hereby amended to read as follows:

- B. A person commits the offense of unlawful smoking if the person does any of the following:
 - 1. Smokes within the boundaries of any of the following City of Roseburg-owned public parking lots or on any public sidewalk adjacent thereto:
 - a. The "Phillips" lot at 840 SE Stephens;
 - b. The old "Shalimar" lot at 734 SE Stephens;
 - c. The "Rose/Cass" lot at 727 SE Rose;
 - d. The "Flegel" lot at 1071 SE Washington;
 - e. The parking structure at 551 SE Rose;
 - f. The "Library" parking lot at 1409 NE Diamond Lake Blvd
 - g. The "Employee" parking lot at Court Street

2. Smokes on public park property as outlined in the Parks Rules and Regulations, except for Stewart Park Golf Course.
3. Smokes on any sidewalk, street, driveway, parking area or alley adjacent to any City park except for Stewart Park Golf Course.
4. Smokes during community events in downtown Roseburg in the area outlined by the Long Parade Route, having boundaries on the north by Diamond Lake Boulevard, on the south by Lane Avenue, on the west by Jackson Street, and on the east by Main Street, then along Douglas Avenue to Fowler Street, and Fowler Street to Diamond Lake Boulevard.
 - a. Unless otherwise prohibited by City Code, this section shall not apply to any persons lawfully smoking in a privately owned residence or entirely within an enclosed privately owned motor vehicle.
 - b. Smoking of noncommercial tobacco products for ceremonial purposes is permitted in spaces designated for traditional ceremonies in accordance with the American Indian Religious Freedom Act, U.S.C. 1996.

SECTION 3. All other sections and subsections of Section 7.02.170 of the Roseburg Municipal Code shall remain in full force and effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 12th DAY OF OCTOBER, 2020.

APPROVED BY THE MAYOR THIS 12th DAY OF OCTOBER, 2020.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



COUNCIL GOAL #6 HOMELESS STRATEGY: HOMELESS/HOUSING COMMISSION

Meeting Date: October 12, 2020
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Council has requested additional information about their top three ranked action items related to Council Goal #6 in order to make a decision regarding whether to proceed with the identified strategy.

BACKGROUND

A. Council Action History.

During the August 31, 2020, Work Study Session, the Mayor and each councilor identified their top three strategies for addressing homelessness in the community.

B. Analysis.

Following the August 31 Work Study Session, Staff compiled the Council's top priority strategies into rank order. The strategy that received the most votes was the development of a City Homeless/Housing Commission or Committee. There are two options for formation of such a group – Commission or Citizen Advisory Committee:

- Commissions are identified and described in the Roseburg Municipal Code. Each commission includes a Chair appointed by the Mayor, and a set number of members as confirmed by the Council. If the Council chooses to develop a Homeless/Housing Commission, they would need to decide on a name for the commission, identify the purpose and duties/responsibilities, determine the number of members and the member qualifiers, and allocate funds for the commission. The make-up of the commission may include a certain number of representatives from non-profit agencies that address housing or homelessness, representatives from the medical community, representatives from mortgage companies, citizens at-large, etc. Per Roseburg Municipal Code Section 2.32.020(E), unless otherwise stated in the Code, commissions shall meet at least once a month each month, unless formally cancelled.

Once the specifics of the commission are identified by Council, an ordinance would be drafted and presented to Council adding the commission to the code. After

adoption, Staff would advertise for the positions. Applicants would be appointed by the Mayor subject to confirmation from the Council, and a Chair appointed.

- Citizen Advisory Committee is generally a committee with the purpose and membership determined by one of the commissions or City Manager. The makeup of the committee could, however, be determined by the Council and include membership similar to that outlined above for a commission. The committee could also report to the Council. The committee could be set for a specific time period as a pilot rather than amending the Code to add a permanent commission.

Once the specifics of the committee are identified by Council, Staff would advertise for the positions. Applicants could be appointed by the City Manager or the Council, and a Chair appointed.

There are also options regarding the purpose and make-up of a commission/committee.

- Housing Advisory Commission/Committee: Several council members requested that the commission/committee have an emphasis on housing. Other cities in Oregon have similar commissions/committees that focus and explore opportunities to facilitate housing for all income levels. Both Grants Pass and Medford have a Housing Advisory Committee whose purpose is to explore opportunities to facilitate provision of housing for all income levels. They promote public awareness of housing resources and promote public participation in identifying and addressing housing issues and needs. Membership includes representatives from shelter and transitional housing organizations, mortgage/financial institutions, health organizations, residential development companies, owners of rental properties, and several community members. The City of Redmond has a Housing and Community Development Committee whose purpose includes recommending to the Council housing, neighborhood revitalization and programs to address the continuum of housing and human services needs of the community. Membership includes representatives from the housing construction industry, the human services industry, recipients of housing assistance, recipients of human services, and several other community members. This type of commission/committee could assist with Council Goal #1 as well.
- Homeless Commission/Committee: If the Council chooses to keep the focus of the commission/committee on homelessness, the commission/committee's purpose could include providing policy recommendations to the Council on issues related to homelessness, and review and evaluation of potential grants related to addressing homelessness. Membership could include representatives from agencies that provide homeless services, health services, and mental health services, faith based organizations, veteran administration, school district, public safety and other community members.

Either option provides an opportunity for collaboration with local agencies to address the purpose of the commission/committee, and would be subject to the Open Public Meetings Law.

C. Financial/Resource Considerations.

Formation and administration of a new commission or committee would involve Staff time preparing and researching information, answering member questions, and staffing meetings. This could affect Staff time spent on other services. Financial considerations are unknown at this time, but could include funding based on recommendations by the commission/committee.

D. Timing Considerations.

If Council directs Staff to move forward with creating a new City Commission or Citizen Advisory Committee, it would take approximately three months to complete the process and prepare for a first meeting by early 2021.

COUNCIL OPTIONS

Council could do any of the following:

- Direct staff to bring back a draft ordinance establishing a Commission; or
- Direct Staff to form a Citizen Advisory Committee; or
- Request more information; or
- Not move forward.

STAFF RECOMMENDATION

Staff is seeking direction from the Council.

SUGGESTED MOTION

No motion required, just direction to staff regarding formation of a commission or committee.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



COUNCIL GOAL #6 ROGUE RETREAT MODEL

Meeting Date: October 12, 2020
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Council has requested additional information about their top three ranked action items related to Council Goal #6 in order to make a decision regarding whether to proceed with the identified strategy.

BACKGROUND

A. Council Action History.

During the August 31, 2020 Work Study Session, the Mayor and each councilor identified their top three strategies for addressing homelessness in the community.

B. Analysis.

Council's second highest "ranked" possible action item was termed the "Rogue Retreat Model". Rogue Retreat, as an organization, has been around for more than 20 years. The current iteration started in 2006 when the organization revised its mission to primarily address homelessness. Today, Rogue Retreat has a robust program that includes supportive housing on almost every level. This includes everything from apartment complexes that serve as permanent supportive housing to the latest addition, an urban campground.

In August, the Mayor and Councilors Cole and Eggers, and five staff toured three of Rogue Retreat's (RR) facilities: Hope Village, the Kelly Shelter, and the urban campground.

While there is an application process to get into these facilities, RR staff indicated that they are all considered low barrier. While there are rules, there is no religious requirement/affiliation, and sobriety is encouraged but not required. Drugs and alcohol are not allowed on the premises. RR has developed extensive relationships with social service providers that allows them to cooperate and deliver the "wraparound" services required to help those who want a hand up.

RR currently has a staff of 60 employees, most of whom are full time, and an annual budget in excess of \$2 million. RR is a 501c(3) non-profit, and there is a significant amount of fundraising that supports their operation.

The City of Medford has helped RR operations with limited financial support and by providing a portion of the land where Hope Village is located. The remainder of the land, which includes the office building and clubhouse, is currently being leased from a private property owner.

The RR model has a proven track record. It is an ambitious undertaking and not one the City could immediately replicate. In order for this strategy to move forward, staff would be tasked with finding a non-profit willing to take the lead and work toward this goal.

C. Financial/Resource Considerations.

The financial and/or resource considerations for facilitating this model have not yet been identified. Start up and monthly costs associated with each component of the RR model vary. Since the City does not have dedicated funding sources to support various programs similar to the RR model, the General Fund would be relied upon to support the enhanced level of services that would be required. Currently, the City's General Fund's long-range forecast indicates that the General Fund is at capacity for the current level of services. Requiring the General Fund to support one or more programs from the RR model would cause the General Fund's reserves to fall below the 20% fund balance reserves requirement in short order. In order to ensure fund sustainability, absent identifying a new funding source, offsetting reduction of services in one or more of the following service areas would be required: police, fire, parks, municipal court, community development, library, finance, IT, public works/engineering, facility maintenance, and/or administration.

D. Timing Considerations.

None.

COUNCIL OPTIONS

Council's decision on this item is whether to direct staff to pursue trying to identify a non-profit to deliver services to the unhoused using the Rogue Retreat model.

STAFF RECOMMENDATION

Staff is seeking direction from the Council.

SUGGESTED MOTION

No motion required, just direction to staff regarding implementing this strategy.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



COUNCIL GOAL #6 NAVIGATION CENTER

Meeting Date: October 12, 2020
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Council has requested additional information about their top three ranked action items related to Council Goal #6 in order to make a decision regarding whether to proceed with the identified strategy.

BACKGROUND

A. Council Action History.

During the August 31, 2020 Work Study Session, the Mayor and each councilor identified their top three strategies for addressing homelessness in the community.

B. Analysis.

Council's third highest "ranked" item of possible action items is the formation of a navigation center. Mike Fieldman and Representative Leif spoke about the potential for future funding via the state for navigation centers. In that legislation (which was not voted on), the definition of a navigation center is a low-barrier emergency shelter that is open seven days per week and connects individuals and families with health services, permanent housing and public benefits.

Currently, there is a group of social service providers that are offering a limited version of this service. Connecting Point is a program that operates one day per week (Monday) for two hours to try and connect people to services. They are currently operating out of the Dream Center's new location on Diamond Lake Boulevard.

The following is a brief list of items that would need to be addressed for any future navigation center:

- Facility Location / Maintenance – identify potential locations, ownership, monthly overhead costs, etc.
- Service providers – identify which service providers are willing and able to staff the location.

- Lead provider – identify and secure a lead agency responsible for operating a navigation center.
- Funding – identify and secure sustainable funding for start-up and operations
- Operational characteristics – operating hours, staffing requirements, program parameters and rules, etc.

C. Financial/Resource Considerations.

The extent of the financial/resource considerations that would be required are unknown at this time; however, dedicated funding sources should be identified and secured prior to proceeding, otherwise, the City's General Fund assets would be required.

D. Timing Considerations.

None.

COUNCIL OPTIONS

Council's decision on this item is whether to direct staff to pursue trying to identify partners interested in opening and operating a navigation center.

STAFF RECOMMENDATION

Staff is seeking direction from the Council

SUGGESTED MOTION

No motion required, just direction to staff regarding implementing this strategy.

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



COUNCIL GOAL #6 HOMELESS STRATEGY: CODE UPDATES

Meeting Date: October 12, 2020
Department: CDD/Admin
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff has been working on policy updates to allow Severe Event Shelters and Vehicle Camping under certain conditions within the City. The purpose of this report is to provide an update and seek additional direction from Council.

BACKGROUND

A. Council Action History.

At the August 31, 2020, work-study session, Council directed staff to begin working on code updates related to severe event shelters and car camping. The following is an update on that process.

B. Analysis.

Severe Event Shelter

Staff conducted significant research on potential code language for a Severe Event Shelter. There are two pieces to this potential change. The first is a change to the Roseburg Municipal Code to add Severe Event Shelter language to the Land Use and Development Regulations (Chapter 12). The second is the adoption of a Severe Event Shelter Policy to better define operational requirements associated with opening a Severe Event Shelter.

The following are the highlights of what will be presented to the Planning Commission on Monday, October 19:

- Severe Event Shelters (SES) are temporary in nature and cannot operate for more than 90 days in any 12-month period.
- SES will be permitted outright (in accordance with the SES Policy) in the following zones: Public Reserve and Residential Open Space Districts, Residential Districts, Commercial Districts, Industrial Districts, and the Central Business District.
 - SES shall be within an existing institutional building or other building, typically not intended for residential uses and not currently classified as Residential Occupancy per Building or Fire Code.
- In order to open an SES, a site plan review is required. If approved, the permit will be good for 12 months. The operational requirements are outlined in the attached draft SES Policy.

Vehicle Camping

Staff has been researching what other cities have done to allow vehicle camping. Staff is modeling the draft policy after the City of Salem's program. Salem's vehicle camping pilot project was accomplished by an emergency declaration related to unhoused residents in the city.

Staff seeks direction from Council on the following related to drafting a policy allowing vehicle camping for Council's future consideration:

1. Should this be run as a pilot program or should the municipal code be modified to allow it on a more permanent basis?
2. Should the City require that staff be present overnight? (Salem does not.)
3. Should we require the area to be paved or other durable non-flammable surface? We do not want to create any fire hazards.
4. Should the area provided for vehicle camping be screened? This is not required in Salem and would be an additional expense to the property owner.
5. Salem's policy does not allow this use within or adjacent to a residential zone or property used for a residential use. Many of the churches within Roseburg are located in or adjacent to residential uses.
6. Should there be a limit to the number of sites allowed within the City? Salem allows up to eight (8) sites, with a limit of six (6) vehicles per site.

C. Financial/Resource Considerations.

There are no known resource considerations beyond staff time.

D. Timing Considerations.

The Severe Event Shelter code revisions are scheduled to go to the Planning Commission on October 19. If the Planning Commission recommends approval, the code revisions would be presented to the Council on November 9. The Roseburg Municipal Code (RMC) currently prohibits camping with limited exceptions. This section of code is not under the purview of the Planning Commission, so any proposed changes would come directly to Council.

COUNCIL OPTIONS

This report is meant to be informational and seek direction from Council. Council can provide input/direction on one or both of these policy items.

STAFF RECOMMENDATION

Staff is seeking input and direction regarding these two items.

SUGGESTED MOTION

No motion is required at this time.

ATTACHMENTS:

Attachment #1 – Draft Severe Event Shelter Policy

Attachment #2 – City of Salem Vehicle Camping Program

SEVERE EVENT SHELTER POLICY

BACKGROUND INFORMATION:

This policy has been established in coordination with the City of Roseburg Community Development Department, Fire Department and Administration Department to provide a safe solution for providing temporary shelters for sleeping purposes. This policy provides minimal guidelines to allow a building not normally designated as an R (Residential) Occupancy (use of a building, or a portion thereof, for sleeping purposes) to be used as a temporary shelter following a Fire Department inspection and approval from the Fire Marshal or designee.

OPERATIONAL REQUIREMENTS:

Notification, Application and Operational Permit:

Contact the Roseburg Fire Department and City of Roseburg Community Development Department to request information prior to opening a Severe Event Shelter. Community Development will process the request through a Site Review permit application process, and provide the applicant with a copy of this policy and applicable Fire Department forms. The Community Development Department will authorize the Site Review permit upon review and approval by the Fire Department. Occupancy shall be granted by the Fire Department upon inspection of the shelter. It is encouraged, when possible, that a Site Review application for a Severe Event Shelter be submitted a minimum of two months prior to anticipated use. The Fire Department shall be notified a minimum of 48 hours before the shelter opens to schedule a fire inspection to be completed by the Fire Marshal prior to receiving final approval and the shelter being opened.

In the event of subsequent openings, an additional 48 hours will need to be provided prior to each non-consecutive use of the Severe Event Shelter. Notification shall include confirmation that the shelter is operating under the same parameters as approved within the original Site Review permit, including the number of occupants being temporarily sheltered and the expected days and times the Severe Event Shelter will be used. The Fire Marshal may require an additional fire inspection prior to the shelter being used for each non-consecutive event. For example, if the shelter opens one week, closes the next, but needs to open back up the following week.

Time limits:

An approved Site Review permit for a Severe Event Shelter is valid for a twelve (12) month period. However, a building may be used as a Severe Event Shelter only for a maximum of ninety (90) days within the twelve (12) month period of time beginning on the first day of occupancy or as approved by the Fire Marshal. During the (12) month period shelters may operate for different severe events as long as the shelter is operating under the same parameters as approved within the original Site Review permit and subsequent inspections have occurred by the Fire Marshal authorizing occupancy.

Severe event declarations:

Severe Event Shelters may be allowed based on factors and criteria listed below. If a Severe Event Shelter is necessary during an incident outside of these criteria, the Mayor or City Manager, or their designee, may consider declaring a severe event in order to allow for the operation of a Severe Event Shelter. Severe event qualifying conditions include:

- 1) Cold Weather
 - a) Forecasted low temperatures of 30 degrees Fahrenheit or less.
 - b) Forecasted temperatures at 32 degrees Fahrenheit or less, and additional factors and considerations that would reasonably cause a person to be at increased risk of exposure to cold, including:
 - i) Precipitation
 - ii) Wind
 - iii) Humidity, including dense fog
 - iv) Sustained temperature, including during the day
 - v) Consecutive days (cumulative effects)
 - vi) Overall weather patterns (e.g. precipitation, then drop in temperature)

- 2) Hot Weather
 - a) Forecasted high temperature of 102 degrees Fahrenheit or more
 - b) Forecasted temperatures of 95 degrees Fahrenheit or more, and additional factors and considerations that would reasonably cause a person to be at increased risk of exposure to heat, including:
 - i) Precipitation
 - ii) Humidity
 - iii) Wind
 - iv) Duration and potential for cumulative effects (hours per day, consecutive days)
 - v) Overall weather patterns

- 3) Air Quality
 - a) Air Quality index value of 201 or higher (very unhealthy)

Fire Watch:

During sleeping hours, a fire watch (see attached Fire Watch packet) shall be maintained continuously if the building is not equipped with automatic fire sprinklers. This means at least one responsible person shall be awake and assigned this responsibility. This duty may be rotated among a number of responsible adults during the sleeping hours. The fire watch person shall be equipped with a working flashlight and have access to a phone or carry a cell phone on their person. They shall be familiar with the building, the emergency plan, and shall be trained on procedures during an emergency.

Emergency Evacuation Plan:

All Severe Event Shelters shall create and maintain an approved emergency evacuation plan addressing the evacuation of all occupants in an emergency event. At a minimum, the emergency evacuation plan shall contain the following:

- 1) Emergency Response Plan: Complete and review with the Fire Marshal or designees, as required.
- 2) Occupant list: A list of all occupants each night must be maintained and made available to the emergency personnel in the event of a fire or incident.
- 3) Building floor plans: Building floor plans for each floor of the Severe Event Shelter shall be posted throughout the shelter, and shall include:
 - a) Sleeping areas clearly identified.
 - b) Room size: the square footage of all rooms of the Severe Event Shelter
 - c) Evacuation routes: the primary and secondary egress (exit) paths from all areas of the Severe Event Shelter
 - d) Accessible egress routes: locations shall be shown on the building floor plans
 - e) Life-safety systems: include locations for fire sprinkler system, including riser room, fire alarm panel and controls, etc.
 - f) Fire alarm pull station locations
 - g) Portable fire extinguisher locations

- h) AED (Automated External Defibrillator), if provided

Operations Plan:

All Severe Event Shelters shall create an approved operations plan. Some of these items may be shown on the building floor plan required as part of the Emergency Evacuation Plan as long as all items required are identified and the plan is legible. At a minimum, the operations plan shall contain the following:

- 1) Sleeping areas clearly defined. This includes individual space or area provided per person (occupant) for sleeping purposes. Individual areas shall meet the following dimensions, unless other prescribed state guidelines are in place:
 - a) 4 ft. x 7 ft. if no storage area is provided. This area does not include area required for means of egress.
 - b) 3 ft. x 7 ft. if a separate storage area is provided. This area does not include area required for means of egress. This is the minimum individual area to be provided when adequate storage space is provided for storage of personal belongings. The occupants may have small items within their individual space, such as a purse or small bag.
 - c) The operators shall be responsible for maintaining egress paths free of obstructions. Markings, such as tape or another approved method, shall be provided to designate and define the exit access including aisles and exits. Markings may also be used, and are encouraged, for individual areas.
- 2) Location of storage areas. Provisions for storage shall be provided in order to maintain egress and allow storage of items that are not permitted within the shelter.
- 3) Location of restroom facilities and trash disposal. Toilets, handwashing and trash disposal shall be provided.
- 4) Standards involving how a list of the names of occupants staying for the night will be created as part of the Emergency Evacuation Plan.
- 5) Standards for client interaction and overall shelter use.
- 6) Standards surrounding the times in which the shelter will open and close.
- 7) Standards involving overall shelter operations and maintenance.
- 8) Safety and security provisions, including the following requirements:
 - a) Alcohol and drugs shall not be in possession or used.
 - b) No smoking inside. Outside smoking, if allowed, shall be in designated locations, and non-combustible receptacles shall be provided. Smoking shall be a minimum of 10 ft. away from entrances, exits, windows, ventilation intakes, etc.
 - c) Potential fire ignition sources such as lighters and candles shall not be allowed in shelters, unless stored in supervised or locked storage areas.
 - d) Use of portable heaters or unvented fuel-fired heaters shall be prohibited inside. Outside use may be approved.
 - e) Separate locations or areas for different populations, including families, single men, etc., shall be required, unless approved otherwise.

Documentation:

Documentation of all fire safety requirements, including copies of the shelter evacuation plan and Fire Watch log, shall be maintained on site and shall be immediately available for review if requested by the Fire Marshal.

Life-Safety Requirements:

The following life-safety requirements apply to buildings used as a Severe Event Shelter:

- 1) Fire sprinklers. Buildings used as Severe Event Shelters shall be protected throughout with a fire sprinkler system, with the following exception:
 - a) Approval through the Roseburg Fire Department is required in order to locate a Severe Event Shelter in a building not protected throughout with a fire sprinkler system; the location may only

be on the first floor (with exits directly to the outside at ground level). If this exception is approved, the applicant must maintain a Fire Watch during occupancy.

Means of Egress (Exits):

- 1) All floor levels with shelter areas shall have a minimum of two means of egress (exits) from each floor level, and shall have exit signs and emergency lighting. All means of egress paths shall be maintained free of obstructions at all times. Exits from sleeping areas shall be as follows;
- 2) Sleeping areas located on the ground floor of a Severe Event Shelter with an occupant load of 49 or fewer persons shall have at least one exit and at least one window qualifying as an escape or rescue window as defined by the building code.
- 3) All other floor levels used as shelter sleeping areas that have an occupant load of 10 or more persons shall have two exits from the area. The exits serving the areas shall be separated by a distance equal to at least 1/3 of the longest diagonal distance of the area.

Maximum Number of Occupants Allowed:

The maximum number of allowable Severe Event Shelter occupants shall be calculated using an occupant load factor of one individual for every thirty-five square feet of room area. For example, a room with 980 square feet would be allowed to provide shelter for up to 28 occupants. $980 \div 35 = 28$. The occupant load shall be approved by the Fire Code Official.

NOTE: Additional requirements will apply when the occupant load exceeds 49 people.

Smoke Alarms and Detection:

- 1) All Severe Event Shelter sleeping areas shall be provided with approved smoke alarms or a complete approved smoke detection system.
- 2) All other areas of the building used for shelter operations shall be equipped with smoke alarms or a smoke detection system as required by the local Fire Code Official.
- 3) Smoke alarms may be battery operated.

Carbon Monoxide (CO) Alarms and Detection:

- 1) All Severe Event Shelter sleeping areas shall be provided with approved carbon monoxide alarms or a complete approved detection system in buildings that have a carbon monoxide source such as a heater, fireplace, furnace, appliance or cooking source that uses coal, wood, petroleum products and other fuels that emit carbon monoxide as a by-product of combustion. This would include buildings with an attached garage with a door, ductwork or ventilation shaft that communicates with the rooms intended for sleeping.
- 2) Carbon monoxide alarms may be battery powered.

Responsibilities:

The City of Roseburg will not be responsible for providing locations or staffing for Severe Event Shelters.

Severe Event Shelter Applicant/Responsible Party Contact Information:

NOTE: Please fill out this form and provide to Roseburg Fire Department.

Name: _____

Telephone Number: (Personal) _____ (Work) _____

E-mail: _____

Applicant: _____ Date: _____
(Signature)

Confidential Fire/Police Dispatch Center Information (please print):

Commercial Business Name: _____

Site Address: _____

Business Phone: _____

Names and Phone Numbers for after business hours Emergency Contact(s):

1. _____

2. _____

3. _____

Additional Information and Special Requirements:



**ROSEBURG FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

fireprevention@cityofroseburg.org

700 SE Douglas Avenue
Roseburg, OR 97470
Phone (541) 492-6770

**SEVERE EVENT SHELTERS WITHOUT ADEQUATE FIRE PROTECTION SYSTEMS
FIRE WATCH PROCEDURES AND DOCUMENTATION**

Date: _____ Time: _____

Business Name: _____

Address: _____

Person Responsible for Property: _____

Telephone Number: _____

If the building being used as a Severe Event Shelter does not have an automatic fire sprinkler or automatic fire alarm system, as required in such an occupancy by the Oregon Fire Code, the Fire Code Official may require a Fire Watch be conducted while the building is being used as a Temporary Shelter. In such case, a competent adult will make regular tours of the facility in order to provide early notification of a fire or other emergency condition. This person shall have access to the 9-1-1 system at all times. (OFC Section 901.7)

If a Fire Watch is required, the person conducting such watch shall maintain a log (see below), and have that log available for review by the Fire Code Official at all times. The log shall be submitted to the Fire Code Official at the conclusion of this temporary use.

I certify that I represent the building owner and will perform the Fire Watch duties as outlined above.

Print name: _____

Signature: _____

On next page, indicate regular tours completed at least once each hour (example):

Date	6/12	6/12	6/12	6/13	6/13	6/13						
------	------	------	------	------	------	------	--	--	--	--	--	--

Time	9 PM	10 PM	11 PM	12 AM	1 AM	2 AM						
Initial	MG	JT	MG	RE	JT	MG						

FIRE WATCH LOG

Date												
Time												
Initial												

Date												
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DEPARTMENT ITEMS D
ATTACHMENT #1

For any questions or more information, call the Roseburg Fire Department, at (541) 492-6770 (during business hours) or after hours 541-580-8003.

SCAN THE COMPLETED FORM AND FORWARD IT TO THE FIRE MARSHAL – fireprevention@cityofroseburg.org



555 Liberty St. SE / Room 305 • Salem, Oregon 97301-3513 • (503) 588-6421 • TTY (503) 588-6353 • FAX (503) 315-2571

Vehicle Camping Registration Form City of Salem, Oregon

1. Person registering the Vehicle Campsite: _____
Phone number: _____ Email Address: _____
2. Location of the Vehicle Campsite: _____

3. This location is inside Salem City Limits? (y/n) _____
4. This location is not located in or next to a residential zone, or property currently used as a residence? (y/n) _____
5. Is the person registering the campsite the owner of the property? (y/n) _____
If not, you need to provide a copy of the written permission from the owner.
6. Is this location the parking lot for a non-profit, public, or commercial entity? (y/n) _____
7. Have you read and do you understand the attached rules and vehicle camping notice that are attached? (y/n) _____

Emergency contact if City Responders have to contact you:

I certify that I have answered the above questions correctly and honestly.

Signature

Date

**Submit this completed form to City of Salem, Community Development Department, care of Neighborhood Enhancement Division – Brady Rogers jbrogers@cityofsalem.net (503) 588-6421 x2408, or Suzanne Reynolds sreynolds@cityofsalem.net (503) 588-5421 x2026.
555 Liberty St SE, Salem Oregon, 97301. Room #305.**

City of Salem Vehicle Camping Rules:

- a) Vehicle-camping is limited to properties operated by a non-profit, public, or commercial entity, and not located within or adjacent to a residential zone, or property currently used for a residential use;
- b) Daily hours of operation are limited to 9:00 p.m. to 7:00 a.m.;
- c) The property owner must register the location with the City, Community Development Department;
- d) No more than eight locations may be registered with the City at any time;
- e) The property owner shall provide on-premises access to a minimum of two restrooms per location;
- f) The property owner shall provide the equivalent of one 32 cubic foot garbage receptacle for each vehicle on the premises in addition to any garbage receptacles otherwise required for the property;
- g) Camping is limited to vehicles, and not tents or other improvised camps;
- h) Vehicles possessing septic systems (e.g., recreational vehicles) must be emptied and free of leaks prior to admittance to a site;
- i) No more than six vehicles are allowed per location;
- j) All vehicles used for camping must be licensed and registered;
- k) All personal property must be managed and stored in compliance with SRC chapter 50 – property maintenance;
- l) All activities shall comply with SRC chapter 93 – noise;
- m) No open flames will be allowed at the location, including within the vehicles;
- n) The owner-operator of a location may not charge a fee for the use of the property for camping;
- o) The owner-operator has the right to refuse entry or discontinue use for any individual, subject to SRC chapter 97 - human rights;
- p) No person may camp at a registered location for more than 29 consecutive days, and;
- q) The pilot program will terminate on March 31, 2020.

VEHICLE CAMPING

The City of Salem has authorized a vehicle camping Pilot Program at registered locations, subject to standards as outlined in the City Manager's Emergency Order, dated January 23, 2020.

To host vehicle camping, the City is requiring that the property owner register their location with the City and comply with the standards outlined in the Emergency Order.

Property owners interested in hosting vehicle camping should carefully consider whether hosting vehicle camping is appropriate for themselves and their property, and whether they have the necessary resources to successfully host individuals, groups, or families in a vehicle camping environment.

The organization, supervision, and maintenance of a vehicle camping location is solely the responsibility of the property owner, and not the City of Salem. Property owners deciding to host vehicle camping do so at their own risk and expense.

The vehicle camping Pilot Program is not funded or sponsored by the City of Salem. All costs associated with hosting vehicle camping are the responsibility of the property owner. These costs may include providing toilet facilities, trash receptacles, supervision of the guests, and clean-up of the area.

The City may only explain the minimum requirements for a registered vehicle camping location, and cannot offer any advice for property owners interested in hosting vehicle camping, and strongly recommends that anyone interested in hosting vehicle camping undertake their own research on the subject, and obtain the advice of their own attorney before deciding to host vehicle camping. The Oregon State Bar referral service phone number is: 1-800-452-7632.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

Meeting Date: October 12, 2020

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 October 12, 2020, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Weekly Messages



Agenda
Department Head Meeting
Public Safety Center Umpqua Conference Room
September 29, 2020 - 10:00 a.m.

1. Review September 28, 2020 City Council Meeting Synopsis
2. Review October 12, 2020 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents and/or Grants to review and/or sign
 - a. Coronavirus Relief Fund Cultural Support Program Grant Agreement (Library)
 - b. Roseburg Alliance Church Noise Permit (multiple October Dates)
5. Department Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Conference Room
October 5, 2020 - 10:00 a.m.

1. IT Department Updates/Information (West)
2. Review October 12, 2020 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents and/or Grants to review and/or sign
5. Department Items
6. Employee Service Pins
 - a. Captain Jeremy Sanders – 15 years, Police Department
 - b. Sergeant Doug Walton – 20 years, Police Department

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- Airport Fees for Fire Agency Services
- City Manager Annual Evaluation
- Parklet Update
- PEG Channel Discussion
- RMC 5.04 Amendment - Water Rules and Regulations
- Solid Waste Flow Control Ordinance
- Umpqua Basin Urban Services Agreement

October 26, 2020

Mayor Report

- A. Service Recognition

Special Presentation

- A. Downtown Roseburg Association Annual Report

Consent Agenda

- A. Minutes of October 12, 2020
- B. Cancellation of November 23, 2020 Regular Meeting

Ordinances

- A. Ordinance No. 3543 – Amending Sections of Chapter 3.06 – Contracts of the Roseburg Municipal Code, First Reading

Department Items

- A. 2020 Oregon Public Library Statistical Report

Informational

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

November 9, 2020

Mayor Report

- A. Proclamation – Recognition of 100th Birthday

Consent Agenda

- A. Minutes of October 26, 2020
- B. Cancellation of December 28, 2020 Regular Meeting

Ordinance

- A. Ordinance No. 3543 – Amending Sections of Chapter 3.06 – Contracts of the Roseburg Municipal Code, Second Reading
- B. Ordinance No. 3544 – Amending Municipal Code Chapter 12 – Severe Event Shelter, First and Second Reading

Informational

- A. City Manager Activity Report

Executive Session – Municipal Court Judge Annual Performance Evaluation

December 14, 2020

Mayor Report

- A. Municipal Court Judge Compensation

Consent Agenda

- A. Minutes of November 23, 2020

Department Items

- A. Drought Water Rates

Informational

A. City Manager Activity Report

January 11, 2021

Mayor Reports

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

Commission/Council Reports

- A. Election of Council President

Consent Agenda

- A. Minutes of December 28, 2020

Informational

- A. City Manager Activity Report

January 25, 2021

Special Meeting (Time – TBA) – Airport Commission Interviews

Consent Agenda

- A. Minutes of January 11, 2021

Informational

- A. City Manager Activity Report

February 8, 2021

Special Presentation

- A. CAFR Review – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2020
- C. 2021-2022 Budget Calendar

Consent Agenda

- A. Minutes of January 25, 2021

Informational

- A. City Manager Activity Report

February 22, 2021

Consent Agenda

- A. Minutes of February 8, 2021

Informational

- A. City Manager Activity Report

March 8, 2021

Consent Agenda

- A. Minutes of February 22, 2021

Informational

- A. City Manager Activity Report

March 22, 2021

Mayor Reports

- A. Child Abuse Prevention Month Proclamation

Consent Agenda

- A. Minutes of March 8, 2021

Informational

- A. City Manager Activity Report
 - B. Vehicle for Hire Annual Update
-

April 12, 2021

Mayor Reports

- A. Volunteer Recognition Month and Proclamation
- B. Arbor Day Proclamation

Consent Agenda

- A. Minutes of March 22, 2021
- B. 2021 OLCC License Renewal Endorsement

Informational

- A. City Manager Activity Report
-

April 26, 2021

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. EMS Week Proclamation
- C. Bike to School Day Proclamation

Consent Agenda

- A. Minutes of April 12, 2021

Department Items

- A. Annual Fee Update

Informational

- A. City Manager Activity Report
-

May 10, 2021

Consent Agenda

- A. Minutes of April 26, 2021

Resolutions

- A. Resolution No. 2021- -- - Annual Fee Updates

Informational

- A. City Manager Activity Report
-

May 24, 2021

Consent Agenda

- A. Minutes of May 10, 2021

Informational

- A. City Manager Activity Report
-

June 14, 2021

Consent Agenda

- A. Minutes of May 24, 2021

Public Hearing

- A. Resolution No. 2021- -- - 2021-22 Budget Adoption

Informational

- A. City Manager Activity Report

Urban Renewal Agency Board Meeting

Consent Agenda

- A. Minutes of previous meeting

Public Hearing

- A. Resolution No. UR-2021- -- - 2021-22 Budget Adoption
-

June 21, 2021

Consent Agenda

- A. Minutes of June 14, 2021

Informational

- A. City Manager Activity Report
-

July 12, 2021

Mayor Reports

- A. Parks and Recreation Month Proclamation

Special Presentation

- A. Roseburg Public Library RARE Participant Presentation by Katie Fischer

Consent Agenda

- A. Minutes of June 21, 2021

Informational

- A. City Manager Activity Report
-

July 26, 2021

Consent Agenda

- A. Minutes of July 12, 2021

Informational

- A. City Manager Activity Report
-

August 9, 2021

Consent Agenda

- A. Minutes of July 26, 2021

Informational

- A. City Manager Activity Report
-

August 23 2021

Consent Agenda

- A. Minutes of August 9, 2021

Informational

- A. City Manager Activity Report
-

September 13, 2021

Consent Agenda

- A. Minutes of August 23, 2021

Informational

- A. City Manager Activity Report
-

September 27, 2021

Consent Agenda

- A. Minutes of September 13, 2021

Informational

- A. City Manager Activity Report
-

Friday Message October 2, 2020

- Yesterday marked the five-year anniversary of the tragedy at UCC. Our hearts go out to the victims and their families. A modified Umpqua Strong event was held at Stewart Park this past Saturday to remember the victims and raise money for scholarships in their honor. The Roseburg Police Department is wearing commemorative badges during October in remembrance of the victims.



- The Roseburg Fire Department is again recognizing October as Breast Cancer Awareness month by wearing pink t-shirts as part of their uniforms.
- The Finance Department has recently added court fees and fines to the list of items customers can pay online. The new system allows court customers to look up and pay fines associated with adjudicated cases.
- The Oregon Solutions process for the Southern Oregon Medical project is officially underway. Stu and I both attended the virtual kickoff meeting on Wednesday, which included representatives from all over the state with the goal of moving the project forward and ensuring it is set up for success.
- The DC Childcare Coalition met again on Thursday. Douglas County has purchased PPE, cleaning supplies and other materials that childcare providers need to be compliant with Covid guidelines. Douglas ESD will be distributing these supplies shortly. City staff is working with the ESD on an agreement to provide funding (from CRF funding) to help address additional technology and staffing needs directly related to the pandemic and distance learning.
- Last week, the stakeholder advisory committee met virtually to kick off the downtown parking study process and shared insights on their experiences and ideas related to parking.
- Staff met with representatives of Anvil Northwest last week to discuss the tourism contract and preparations for presentations to the Economic Development Commission and Council. More to come.
- As a reminder, the League of Oregon Cities annual conference has gone virtual this year. Please let Koree know if you would like to “attend” part or all of the October 14-15 event. The registration rate is significantly reduced, so this is a great opportunity even if you cannot attend all of the sessions. More info here:
<https://www.oregocity.org/education/conferences/annual-conference?id=bulletin9-4-20>
- The final StoryWalk for the year is currently located in Thompson Park. *Who Hops* by Katie Davis will be there until 6:30 pm on Saturday.
- No meetings are scheduled next week.

