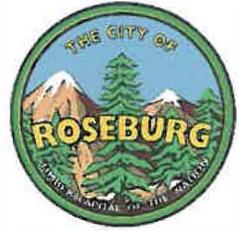


ROSEBURG CITY COUNCIL AGENDA – OCTOBER 14, 2019
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470



7:00 p.m. Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**
Beverly Cole Bob Cotterell Alison Eggers Linda Fisher-Fowler
Ashley Hicks Brian Prawitz Tom Ryan Andrea Zielinski
4. **Mayor Reports**
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**
 - A. Minutes of September 23, 2019 Regular Meeting
 - B. OLCC Address Change – Trella Vineyards, LLC at 646 SE Jackson Street
 - C. OLCC New Outlet – Umpqua Actors Community Theatre, Inc. at 1614 W Harvard
8. **Resolutions**
 - A. Resolution No. 2019-19 – Library Policy Update
9. **Department Items**
 - A. 2019 Oregon Public Library Statistical Report
10. **Items from Mayor, City Council and City Manager**
11. **Adjourn**
12. **Executive Session ORS 192.660(2)**

Informational

- A. City Manager Activity Report

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation. TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

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 addressing the Council must state their name and address for the record, including whether or not they are a resident of the City of Roseburg. All remarks shall be directed to the entire City Council. The Council reserves the right to delay any action requested until they are fully informed on the matter.

TIME LIMITATIONS

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

CITIZEN PARTICIPATION – AGENDA ITEMS

Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item. If you wish to address an item on the Consent Agenda, please do so under “Audience Participation.” For other items on the agenda, discussion typically begins with a staff report, followed by questions from Council. If you would like to comment on a particular item, please raise your hand after the Council question period on that item.

CITIZEN PARTICIPATION – NON-AGENDA ITEMS

We also allow the opportunity for citizens to speak to the Council on matters not on this evening’s agenda on items of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting.

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.

Thank you for attending our meeting – Please come again.

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.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
September 23, 2019**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on September 23, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Cotterell led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Beverly Cole, Bob Cotterell, Linda Fisher-Fowler, Ashley Hicks (arrived at 7:06 p.m.), Brian Prawitz and Andrea Zielinski.

Absent: Councilors Alison Eggers and Tom Ryan

Others Present: City Manager Nikki Messenger, City Recorder Amy Sowa, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Police Chief Gary Klopfenstein, Fire Chief Gary Garrisi, Finance Director Ron Harker, Community Development Director Stuart Cowie, Library Director Kris Wiley, Management Assistant Koree, Library RARE Participant Katie Fischer and Scott Carroll of the News Review.

WALK & BIKE TO SCHOOL DAY PROCLAMATION

Mayor Rich proclaimed October 2, 2019 as Walk & Bike to School Day. Janelle Polcyn, Safe Routes to Schools Facilitator, accepted the proclamation and thanked Council for their support. As part of Blue Zones Umpqua, she was excited about the event and invited those interested to volunteer.

WORLD FOOD WEEK PROCLAMATION

Mayor Rich proclaimed the week of October 13, 2019 as World Food Week. Sarah McGregor, UCAN Food Bank Manager, accepted the proclamation and thanked Council for their support of this event and stated October 16, 2019 was World Food Day to help end world hunger.

MAYOR REPORT

Mayor Rich reported he attended the annual City Staff barbecue hosted by the Wellness Committee and enjoyed the healthy options that were provided. On Thursday, September 19, 2019, he participated with the City Hall Blue Zones Approval celebration and ribbon cutting ceremony.

COMMISSION/COUNCIL REPORTS

Councilor Prawitz attended a MedCom meeting and had a Library Commission meeting. He was happy with the programs offered by the Library and said Director Wiley would be providing statistics at a future meeting.

Councilor Cotterell said the Public Works Commission met and discussed items that were on the Council agenda.

CONSENT AGENDA

Councilor Prawitz moved to approve the following Consent Agenda Items:

- A. Minutes of September 9, 2019 Regular Meeting

B. November 11, 2019 Meeting Cancellation

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

PUBLIC HEARING – SUPPLEMENTAL BUDGET AND APPROPRIATION REVISIONS FOR THE GENERAL, HOTEL/MOTEL TAX AND FACILITY REPLACEMENT FUNDS, FISCAL YEAR 2019-20

Mayor Rich opened the public hearing at 7:08 p.m. Mr. Harker explained an appropriation is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. 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 was 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 was allowed.

The recent ratification of a new labor contract with IAFF represented fire personnel required an increase of appropriation authority in order to meet contractual obligations that were unanticipated but were mandated by recent binding arbitration proceedings. The City had been in negotiations for more than a year; consequently, increased appropriations are needed to cover retro-pay for the 2018-19 fiscal year as well as the additional personnel costs for the current fiscal year; total additional authority requirements are \$287,767. The funds were available from a transfer of appropriation authority from the General Fund's contingency to the Fire Department by a resolution transfer.

Additionally, a grant-funded project to install electric charging stations within the City required a couple of actions, one that affects the Hotel/Motel Tax Fund and the second that affects the Facilities Replacement Fund. First, a transfer of authority from the Hotel/Motel Tax Fund's Reserve for Future Expenditure to the Fund's Transfers Out will set up the transfer of \$27,000 of funds that was authorized by Council on September 9, 2019 for use as matching funds to facilitate the installation of electric charging stations. This action required a supplemental budget because it is accessing Reserve for Future Expenditure funds.

Second, the PP&L grant and the Transfer In of funds from the Hotel/Motel Tax Fund needed to be recognized as new revenue in the Facilities Replacement Fund. Capital Outlay appropriation authority needed increased by a matching amount. Revenues needed to increase by \$52,000 and capital outlay increased by the same amount. This action required a supplemental budget because it increased the funds appropriations by more than 10 percent.

The unexpected carryover of the seismic rehabilitation work on Fire Stations #2 and #3 required three separate actions: 1) recognition of remaining grant funds totaling \$222,710, 2) increase capital outlay by \$284,099 to cover the remaining costs that still need to be paid in the current fiscal year, and 3) release of \$61,389 in funds from the Reserve for Future Expenditure. These actions require a supplemental budget because they increase the Fund's total appropriations by more than 10% and because they access the Reserve for Future Expenditures as well. It was important to note that due to the carryover of the seismic rehabilitation projects the actual beginning fund balance was \$270,000 more than budgeted and the ending fund balance is projected to be higher than budgeted as well.

In order to accommodate these unforeseen circumstances, the following adjustments were proposed:

General Fund (100)

Appropriations

Fire Department.....	\$ 287,767
Contingency	(287,767)
Total Appropriations Increase	\$ 0

(Changes in Appropriations are offsetting, thereby maintaining a balanced budget)

Hotel/Motel Tax Fund (240)

Appropriations

Transfers	\$ 27,000
Reserve for Future Expenditure	\$(27,000)
Total Appropriations Increase	\$ 0

(Changes in Appropriations are offsetting, thereby maintaining a balanced budget)

Facilities Replacement Fund (360)

Revenues

Grants	\$247,710
Transfers In	\$ 27,000
Total Revenues.....	\$274,710

Appropriations

Capital Outlay.....	\$336,099
Reserved for Future Expenditures.....	(61,389)
Total Appropriations.....	\$274,710

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

The financial impacts to the City from these adjustments varied and were summarized by fund as follows:

- The General Fund (Fund 100): the transfer of contingency funds to cover the contractual obligations represents a 4.25% decrease in the projected ending fund balance.
- The Hotel/Motel Tax Fund (Fund 240): the use of Reserve for Future Expenditure funds represents a onetime reduction of projected fund balance of 9.3%.
- The Facilities Replacement Fund: the combined net effect of the actions to the budgeted fund balance is a 51.65% decrease. However, due to the carryover of the seismic projects and as the projects are finally closed out the projected fund balance will be larger than budgeted.

In response to Councilor Hicks, Mr. Harker confirmed any repairs for the electric charging stations would come from the facilities replacement fund.

As no one else wished to speak, Mayor Rich closed the Public Hearing at 7:14 p.m. Councilor Cotterell moved to adopt Resolution No. 2019-17 authorizing supplemental budget revisions for fiscal year 2019-20. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

PUBLIC HEARING – EXEMPTION FROM COMPETITION IN PUBLIC CONTRACTING FOR PURCHASE OF A TYPE 6 WILDLAND FIRE UNIT

Mayor Rich opened the Public Hearing at 7:16 p.m. Mr. Garrisi reported that following two unsuccessful Requests for Proposals, Staff re-evaluated the criteria and specifications for the Type 6 Wildland Fire Unit. Staff also conferred with the City Attorney to determine the most efficient and cost-effective means to procure a contract for this type of equipment. Pursuant to Roseburg Municipal Code Section 3.06.010(B)(1), the Council has the authority to select an exemption process for a contract if certain findings are determined, and a public hearing is conducted for public comment on the proposed exemption. The findings are outlined in the attached Resolution.

The Douglas Forest Protective Association (DFPA) has built this type of vehicle with the specifications identified by the Roseburg Fire Department for the Oregon Department of Forestry (ODF), Glide Rural Fire District, South Umpqua Fire District and other public agencies in Oregon with favorable outcomes. Considering their experience, their cost, which is lower or equal to any other proposal received in the past, and the fact that they are located locally, Staff negotiated directly with DFPA for the build of the Type 6 Wildland Unit for a price of \$83,837.51. In addition, a quote in the amount of \$2,879.07 was received from Day Wireless to purchase a dash mount mobile radio that will be installed into the Wildland Unit once it is fully built.

Since the cost of the vehicle exceeds \$50,000, Council action was required to authorize the exemption process prior to the contract award. The Fire Department budgeted \$85,000 for this vehicle in the FY2019/2020 budget. The total purchase price with radio is \$86,716.58. The recent purchase of a department staff vehicle realized a budgetary savings of \$3,893, which is more than adequate to cover the additional \$1,716.58 required for this acquisition. The process would take eight to nine months to build.

In response to Councilor Cotterell, Mr. Garrisi confirmed the radio purchase was separate from the vehicle and would be installed. Councilor Hicks wanted to know the benefit of exempting the purchase. Mr. Garrisi explained that because this type of vehicle was out to bid twice unsuccessfully, it was necessary to work with someone that could make something that was usable, functionally and in the City's best interest for pricing. Attorney Coalwell added the Municipal Code had a provision that allowed for a non-profit to provide the item. The two companies who previously submitted bids were notified of the process and public hearing. Neither raised a question against the exemption, therefore due process was provided. In response to Mayor Rich, Mr. Garrisi stated they would take a new vehicle under warranty and add water carts, build the flat bed and all compartments needed.

As no one else wished to speak, Mayor Rich closed the Public Hearing at 7:22 p.m. Councilor Hicks moved to adopt Resolution No. 2019-18, exempting the purchase from competitive bidding and to award the purchase of a Type 6 Wildland Fire Unit to Douglas Forest Protective Association for \$83,837.51 and authorize the City Manager to negotiate and execute a contract for the purchase. The motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

FIVE-YEAR PAVEMENT MANAGEMENT ENGINEERING SERVICES CONTRACT

Ms. Messenger stated that per Oregon Revised Statutes, engineering services contracts that are valued at over \$100,000 are required to use a qualifications based selection process. Under this process, proposers are ranked on criteria outlined in a Request for Qualifications (RFQ). Under current law, cost cannot be considered when ranking proposers.

On June 20, 2019, the City issued an RFQ for engineering services related to the City's Five-Year Pavement Management Program (PMP). The intent of the RFQ was to solicit qualified engineering and related professional services. The intent was to enter into a master contract with the highest ranked consultant. Work would be authorized by individual task orders over the life of the contract.

Two Statements of Qualifications (SOQ) were received on July 16, 2019. Interviews were conducted and three Public Works staff ranked the SOQ's. The scoring was based on the criteria outlined in the RFQ with a maximum of 125 points. The SOQ's were scored on the content of the submittal and the information provided during the interviews. The City has historically budgeted \$1.2 million annually for the pavement management program and included engineering and construction. In FY 2019-20, the Transportation Fund included \$1.55 million for pavement management. The fee associated with each task order under the master contract will be negotiated individually. Each task order over \$50,000 will be presented to the Public Works Commission and City Council for authorization.

Councilor Cotterell moved to award the Engineering Services contract for the five-year pavement management program to Century West Engineering. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

EQUIPMENT PURCHASE – STORM DRAINAGE SERVICE TRUCK

Ms. Messenger explained the Street Division utilizes the storm drainage service truck as the primary support vehicle for storm maintenance operations. It carries repair bands and nozzles for cleaning storm lines, a portable mini camera, and various hand tools. It also provides traffic control with an on-board reader board. The existing storm drainage service truck is thirteen years old, and there are significant wear and tear and maintenance issues that reflect its age and level of usage.

Staff utilized the Oregon Procurement Information Network (ORPIN) system to compare capabilities and pricing of various models. The existing truck was thirteen years old and Staff recommended purchasing a 2020 Dodge 3500 Tradesman regular cab with a gas engine.

Withnell Auto Group is the ORPIN vendor and the purchase through them will include the installation of the service body and dump bed.

The FY 19-20 Storm Drainage Fund budget includes \$65,000 to replace the truck and reader board. Utilizing ORPIN pricing, the total cost for the truck, service body and reader board is \$51,416.61. The purchase of the reader board is separate from the purchase of the vehicle and is within the City Manager's purchasing authority but is included below to demonstrate the total cost of the vehicle. In response to Councilor Cole, Ms. Messenger explained Staff would install the reader board to the vehicle.

Councilor Cotterell moved to authorize the purchase of a 2020 Dodge Ram 3500 with service body and dump bed from Withnell Auto Group for \$51,416.61. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

NORTH DOUGLAS LIBRARY DISTRICT RECIPROCAL BORROWING AGREEMENT

Ms. Wiley reported the Roseburg Public Library currently provided materials only to those who have a Roseburg Public Library card, which is available at no cost to City residents as well as students living or attending school within the Roseburg Public School District's geographic boundary. In an effort to offer additional materials to patrons, it is proposed that a reciprocal borrowing agreement be executed with North Douglas Library District (NDLD), which operates the Mildred Whipple Library in Drain.

It was appropriate for the Library to consider this arrangement for a number of reasons: 1) NDLD operates as a special taxing district, thereby ensuring a stable source of funding; 2) NDLD has a dedicated budget for the purchase of new materials; and 3) NDLD has paid staff to manage collection development and the sharing of materials. Each library would bear its own cost of performing under the agreement, which would primarily involve staff time. The Douglas Education Service District would provide weekly courier service between the libraries at no cost. This agreement would be for physical materials, not electronic.

In response to Mayor Rich, Ms. Wiley explained the benefit to Roseburg was the collaboration of materials and working together to not duplicate materials, but strengthen options available in both areas. Per capita, the North Douglas Library spends more money for new materials and was pleased with their staff and work on their collections. Councilor Cotterell said he liked the idea of governments sharing resources and not duplicating efforts.

Councilor Prawitz moved to authorize the agreement between City of Roseburg and North Douglas Library District for reciprocal borrowing of library materials. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

MARKED PATROL VEHICLE PURCHASE

Mr. Klopfenstein stated that in the summer of 2018 Ford advised they were going to cease manufacturing 2019 Ford Explorers by the end of the year; furthermore, the 2020 model of the Ford Explorer was going to be different in size from the 2019 version, specifically with different overall length and width dimensions.

Upon learning this, staff submitted an order for the 2019 Ford Explorers as soon as Council provided authorization. However, Ford ceased manufacturing the 2019 version before our order was processed. Ford is just now manufacturing the first batch of 2020 Explorers, including the three we ordered.

The 2020 Explorers cost more than the 2019 Explorers. Additionally, in LEHR's 2018 bid, they planned to swap several costly pieces of equipment from the old patrol vehicles to the new ones. Due to the 2020 Explorers' physical dimensions being different from the 2019 Explorers, reusing equipment, such as prisoner cages, center consoles, etc., is no longer possible. Because of all these factors, the total purchase cost for the vehicles and up-fitting has increased. Because of the uncertainty of up-fitting equipment costs, a \$5,000.00 contingency spread out among the three patrol vehicles has been included in the total estimated cost.

A few years ago, a VIPs' car was decommissioned due to transmission issues; it was replaced with a car from the patrol fleet. The department later installed Axon vehicle camera systems in patrol vehicles, but did not add a camera system to the VIPs car. Now, one patrol vehicle will be brought back to the fleet and needs to be equipped with an Axon vehicle camera system.

Patrol vehicle 1 with up-fit	\$49,959.51
Patrol vehicle 2 with up-fit	\$50,123.01
Patrol vehicle 2 with up-fit	\$51,295.16
Axon vehicle camera	\$989.00
Contingency	\$5,000.00
Total	\$157,366.68

Council adopted the FY 19-20 budget allowing for the purchase of the three police vehicles that were not purchased in FY 18-19. Money is available in the police department's equipment replacement fund to accomplish this purchase. In response to Mayor Rich, Mr. Klopfenstein explained the pricing was not the same for all vehicles because they were able to reuse previous equipment where available. In response to Councilors Fisher-Fowler and Cole, Mr. Klopfenstein confirmed the new vehicles would replace older cars. One of the older cars would transfer to the IT Department and others would be auctioned. In response to Councilor Cotterell, Mr. Klopfenstein explained he ordered the vehicles in plenty of time, but the production seized and was on hold while the manufacturer reconfigured their machines to begin building the 2020 models. In response to Mayor Rich, Mr. Klopfenstein advised that those who are arrested and damage a vehicle or kick out a window are charged. Unfortunately, the Department does not consistently receive restitution for damages.

Councilor Cotterell moved to approve the bid award of an Axon vehicle camera system and three 2020, fully equipped and up-fitted police utility vehicles to Lehr in the amount of \$157,366.68. The motion was seconded by Councilor Cole and approved with the following vote: Councilors Cole, Cotterell, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR, COUNCIL AND CITY MANAGER

Councilor Hicks reported she would attend the League of Oregon Cities conference at the end of the week and would provide a report at the next meeting. On September 28, 2019, the 7th Annual South Umpqua River cleanup was scheduled to take place at Micelli Park. A dumpster would be placed at the end of Mill Street. Councilor Hicks shared Peter Nichols was going to lead the cleanup effort to earn his badge for the Eagle Scouts of America. She would also like to clean up the Parrott Creek tributary area if time allows.

Councilor Hicks received a citizen request to see if the City could focus on fixing up the south entrance of town. In response to Councilor Hicks, Ms. Messenger explained the excessive signage on Mill Street stemmed from neighborhood requests to alert trucks where to travel when going to and from Umpqua Dairy.

Councilor Cotterell reported he met with Staff for the Vietnam Veterans of America and learned they were willing to help veterans by providing bus tickets and hotel accommodations if someone needed to get home or to the Portland Veterans Center.

Councilor Prawitz stated that Operation Tiny Home had joined Tiny House Nation co-host Zack Griffin. Through the Building a Better Future for Veterans program, they were hosting a Tiny Home Finish Carpentry and Furniture Workshop. Veterans and Active Duty Military were invited to join the workshop for a basic introduction. Three tiny homes will be completed and given to UCAN to operate. Three female veterans who have suffered abuse will occupy the homes. Councilor Prawitz thought this was a good start for worthy people to have a place they can call home, and could be a template for future projects to add to the housing inventory and help people get off the street. For more information, he asked others to search Valiant Seed on Facebook.

Councilor Cole thanked Ms. Messenger for her well-written letter to the Chamber of Commerce. Ms. Messenger explained she had been reaching out to the Chamber and having positive follow-up conversations.

ADJOURNMENT

The meeting adjourned at 7:52 p.m.



Koree Tate
Management Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC SECOND WINERY LOCATION Zaleca, LLC dba Trella Vineyards – 646 SE Jackson Street

Meeting Date: October 14, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Koree Tate, Management Asst
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

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

BACKGROUND

OLCC has received an application from Stephen Williams and Susan Williams, owners of Zaleca, LLC dba Trella Vineyards, for a second winery location located at 646 SE Jackson Street.

A. Council Action History.

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

B. Analysis.

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

C. Financial/Resource Considerations.

The 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 SECOND WINERY LOCATION APPLICATION FOR ZALECA, LLC DBA TRELLA VINEYARDS LOCATED AT 646 SE JACKSON STREET IN ROSEBURG, OREGON."

ATTACHMENTS:

Attachment #1 – Subject Application

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



LIQUOR LICENSE APPLICATION

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: Name of City or County: _____ Recommends this license be: <input type="checkbox"/> Granted <input type="checkbox"/> Denied By: _____ Date: _____	
<input type="checkbox"/> Brewery 2 nd Location		
<input type="checkbox"/> Brewery 3 rd Location		
<input type="checkbox"/> Brewery-Public House 1 st location		
<input type="checkbox"/> Brewery-Public House 2 nd location		
<input type="checkbox"/> Brewery-Public House 3 rd location		
<input type="checkbox"/> Distillery		
<input type="checkbox"/> Full On-Premises, Commercial		
<input type="checkbox"/> Full On-Premises, Caterer		
<input type="checkbox"/> Full On-Premises, Passenger Carrier		
<input type="checkbox"/> Full On-Premises, Other Public Location		
<input type="checkbox"/> Full On-Premises, For Profit Private Club		
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club		
<input type="checkbox"/> Grower Sales Privilege 1 st location		
<input type="checkbox"/> Grower Sales Privilege 2 nd location		
<input type="checkbox"/> Grower Sales Privilege 3 rd location		
<input type="checkbox"/> Limited On-Premises		OLCC USE ONLY Date application received: _____ By: _____ License Action(s):
<input type="checkbox"/> Off-Premises		
<input type="checkbox"/> Off-Premises with Fuel Pumps		
<input type="checkbox"/> Warehouse		
<input type="checkbox"/> Wholesale Malt Beverage & Wine		
<input type="checkbox"/> Winery 1 st Location		
<input checked="" type="checkbox"/> Winery 2 nd Location		
<input type="checkbox"/> Winery 3 rd Location		

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

Zaleca, LLC _____
 (Applicant #1) (Applicant #2)

 (Applicant #3) (Applicant #4)

3. Trade Name of the Business (Name Customers Will See)		
Trella Vineyards		
4. Business Address (Number and Street Address of the Location that will have the liquor license)		
646 SE Jackson St		
City	County	Zip Code
Roseburg	Douglas	97470



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC NEW OUTLET Umpqua Actors Community Theatre, Inc. – 1614 West Harvard Avenue

Meeting Date: October 14, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Koree Tate, Management Asst
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

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

BACKGROUND

OLCC has received an application from Martin Follose, President of Umpqua Actors Community Theatre, Inc. (UACT), as a new outlet granted for "Limited On-Premises" sales. In the past, the UACT has applied for OLCC licensing for their individual events. In an effort to create a more efficient process for the many events they host, an annual OLCC "Limited On Premises" license is being proposed.

A. Council Action History.

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

B. Analysis.

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

C. Financial/Resource Considerations.

The 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 UMPQUA ACTORS COMMUNITY THEATRE, INC. LOCATED AT 1614 WEST HARVARD AVENUE IN ROSEBURG, OREGON."

ATTACHMENTS:

Attachment #1 – Subject Application

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



LIQUOR LICENSE APPLICATION

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:
<input type="checkbox"/> Brewery 2 nd Location	
<input type="checkbox"/> Brewery 3 rd Location	Name of City or County:
<input type="checkbox"/> Brewery-Public House 1 st location	
<input type="checkbox"/> Brewery-Public House 2 nd location	Recommends this license be:
<input type="checkbox"/> Brewery-Public House 3 rd location	
<input type="checkbox"/> Distillery	<input type="checkbox"/> Granted <input type="checkbox"/> Denied
<input type="checkbox"/> Full On-Premises, Commercial	By: _____
<input type="checkbox"/> Full On-Premises, Caterer	
<input type="checkbox"/> Full On-Premises, Passenger Carrier	Date: _____
<input type="checkbox"/> Full On-Premises, Other Public Location	<p style="text-align: center;">OLCC USE ONLY</p> Date application received: _____
<input type="checkbox"/> Full On-Premises, For Profit Private Club	
<input type="checkbox"/> Full On-Premises, Nonprofit Private Club	By: _____
<input type="checkbox"/> Grower Sales Privilege 1 st location	
<input type="checkbox"/> Grower Sales Privilege 2 nd location	License Action(s): _____
<input type="checkbox"/> Grower Sales Privilege 3 rd location	
<input checked="" type="checkbox"/> Limited On-Premises	
<input type="checkbox"/> Off-Premises	
<input type="checkbox"/> Off-Premises with Fuel Pumps	
<input type="checkbox"/> Warehouse	
<input type="checkbox"/> Wholesale Malt Beverage & Wine	
<input type="checkbox"/> Winery 1 st Location	
<input type="checkbox"/> Winery 2 nd Location	
<input type="checkbox"/> Winery 3 rd Location	

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

Umpqua Actors Community Theatre Inc. _____
 (Applicant #1) (Applicant #2)

 (Applicant #3) (Applicant #4)

3. Trade Name of the Business (Name Customers Will See)
Umpqua Actors Community Theatre

4. Business Address (Number and Street Address of the Location that will have the liquor license)
1614 West Harvard Ave.

City	County	Zip Code
<u>Roseburg</u>	<u>Douglas</u>	<u>97471</u>

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PROPOSED ROSEBURG PUBLIC LIBRARY POLICY UPDATE

Meeting Date: October 14, 2019

Department: Library

www.cityofroseburg.org

Agenda Section: Resolutions

Staff Contact: Kris Wiley, Director

Contact Telephone Number: 541-492-7051

ISSUE STATEMENT AND SUMMARY

Roseburg Public Library's policies were adopted by City Council one year ago to provide a framework for the Library to offer services. It is prudent to review policies regularly and modify them as needed. Changes to the Circulation Policy require adoption by the City Council.

BACKGROUND

A. Council Action History.

On September 24, 2018, the City Council adopted Resolution No. 2018-22, A Resolution Implementing City of Roseburg Public Library Policies. These policies have guided operations at Roseburg Public Library over the past year.

B. Analysis.

There are two proposed changes to the Circulation Policy. The first is the addition of a Teacher Library Card, which would be issued at no charge to full-time Kindergarten through grade 12 classroom teachers and school media staff who are employed by public or private schools within the Roseburg Public School District geographic boundary but who reside outside the Roseburg city limits. The Library currently offers a student card to youth ages 0 through high school graduation who live or attend public or private school within the Roseburg Public School District geographic boundary. Extending this service to these students' teachers is reasonable. The Teacher Library Card would provide the same benefits as an annual nonresident card (50 checkouts at once; 25 holds at once).

The second change would allow student cardholders to place a maximum of 10 items on hold simultaneously regardless of material type and format. Student cardholders currently cannot place holds on items. Making this change would facilitate their learning needs.

C. Financial/Resource Considerations.

If this resolution is not adopted, these teachers and school media staff would pay \$15 per quarter or \$60 per year to obtain a Roseburg Public Library card.

D. Timing Considerations.

Because the new school year has started, it would be beneficial to promote this option now.

COUNCIL OPTIONS

Council has the following options:

- Adopt the resolution as presented;
- Direct staff to amend the resolution or provide more information to the Council at a future meeting; or
- Decline to adopt the resolution.

STAFF RECOMMENDATION

The Library Commission discussed this item at its September 17, 2019, meeting and recommended the City Council authorize the policy update. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to adopt Resolution No. 2019-19, A Resolution Repealing and Replacing Resolution No. 2018-22 Regarding the Roseburg Public Library Circulation Policy.

ATTACHMENTS:

Attachment #1 – Resolution No. 2019-19 with attached Circulation Policy

RESOLUTION NO. 2019-19

**A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 2018-22
REGARDING THE ROSEBURG PUBLIC LIBRARY CIRCULATION POLICY**

WHEREAS, the Roseburg Public Library Circulation Policy was approved by the Roseburg City Council through adoption of Resolution No. 2018-22 on September 24, 2018; and

WHEREAS, the current policy does not include providing a library card for full-time Kindergarten through grade 12 classroom teachers and school media who are employed by public or private schools within the Roseburg Public School District geographic boundary but who reside outside the Roseburg city limits; and

WHEREAS, the current policy does not allow a student cardholder to place a hold on library material; and

WHEREAS, Library staff believe extending the service of issuing a free library card to full-time Kindergarten through grade 12 classroom teachers and school media staff who are employed by public or private schools within the Roseburg Public School District geographic boundary but who reside outside the Roseburg city limits, and allowing student cardholders to place a maximum of 10 items on hold regardless of material type or format, is reasonable and facilitates the learning needs of Roseburg students; and

WHEREAS, the Roseburg Library Commission, on September 17, 2019, recommended updating the Roseburg Public Library Circulation Policy by adding a free library card to full-time Kindergarten through grade 12 classroom teachers and school media center staff who are employed by public or private schools within the Roseburg Public School District geographic boundary but who reside outside the Roseburg city limits, and allowing student cardholders to place a maximum of 10 items on hold regardless of material type or format; and

WHEREAS, it has been determined to be most advantageous to have all rules and regulations relating to the Roseburg Public Library Circulation Policy incorporated into one document.

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

Section 1. Resolution No. 2018-22 as adopted on September 24, 2018, is hereby repealed.

Section 2. The City of Roseburg Public Library Circulation Policy, attached hereto as Exhibit "A", is hereby adopted.

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 14TH DAY OF OCTOBER, 2019.**

Amy L. Sowa, City Recorder

CIRCULATION POLICY

Roseburg Public Library welcomes all individuals to use collections and services within the library. Individuals who wish to borrow materials may register for a library card according to the following rules:

RESIDENT LIBRARY CARD

Resident library cards are free to all residents of the City of Roseburg. These cards are renewable annually.

Residents ages 18 and older may register for a card by presenting a completed library card application with photo identification and proof of residence.

Residents ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification and proof of residency. Parents or guardians are responsible for any charges incurred as the result of the use of a child's card. Residents of group homes who are under the age of 18 must have a supervisor present in order to obtain a library card; the supervisor must sign the application form as the responsible adult for a card to be issued.

Acceptable forms of proof of identification and residency include but are not limited to the following:

- Driver's license or other valid government issued photo identification
- Passport
- County tax bill
- Student ID card with photo
- Mortgage agreement, lease or rent receipt
- Voter registration card
- Piece of mail with current postmark that includes name and address
- Utility bill with address

There is a fee for replacing any library card that has been lost or damaged beyond use.

NON-RESIDENT LIBRARY CARD

Non-resident library cards are available to persons living outside of the City of Roseburg. Non-residents ages 18 and older must provide photo identification and proof of residence; non-residents ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification and proof of residence.

There is an annual fee to obtain a non-resident card. Every person in one household may share one library card for the single fee. "Household" means a group of individuals who comprise a housekeeping unit using one (1) kitchen and who live together under the same roof. There is no reduction in the fee for small households. The fee is not refundable and not prorated.

TRANSITIONAL LIBRARY CARD

Residents of the City of Roseburg without a permanent address may obtain a transitional library card. These cards are renewable every 90 days. Residents ages 18 and older may register for a transitional library card by presenting a completed library card application with photo identification. Residents ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification to obtain a transitional library card.

STUDENT LIBRARY CARD

Student library cards are free to youth age 0 through high school graduation who reside or attend school within the geographical boundaries of the Roseburg Public School District. These cards are renewable every year. Students ages 18 and older may register for a card by presenting a completed library card application with photo identification and proof of residence. Youth ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification and proof of residence to obtain a library card.

TEACHER LIBRARY CARD

Teacher library cards are free to full-time Kindergarten through grade 12 classroom teachers and school media center staff who are employed by public or private schools within the Roseburg Public School District geographic boundary but who reside outside the Roseburg city limits. Eligible recipients must show a school badge or ID and proof of residence to receive a card that is renewable annually.

RIGHTS AND RESPONSIBILITIES

Roseburg Public Library patrons are responsible for all materials checked out on their library card. Parents are responsible for all materials checked out on their minor child's card. Patrons are responsible for ensuring that materials borrowed on their card are returned on time and in good condition.

If a card is lost or stolen, the patron is responsible for all items checked out before the date the theft or loss is reported directly to a library staff person.

LOAN PERIODS AND RENEWALS

All Roseburg Public Library materials circulate for 21 days, except for DVDs, which circulate for seven days. Materials obtained through interlibrary loan (ILL) circulate according to the lending library's policy.

Materials may be renewed at the library, over the phone, or by logging into the patron's account online. Most materials are renewable for two additional borrowing periods. Exceptions include items that are on hold for another patron.

CHECKOUT LIMITS

A valid library card is required to check out items from the library. Patrons who have resident, non-resident, or teacher cards may borrow up to 50 items simultaneously on one card with the exception of DVDs, which are limited to five items simultaneously. Patrons who have transitional cards may borrow up to five items, including one DVD,

RESOLUTIONS A
ATTACHMENT #1

simultaneously. Patrons who have student cards may borrow up to 10 items, including one DVD, simultaneously.

A parent or legal guardian may limit the number of items his/her minor child may have checked out at one time. These limits shall apply to local holdings as well as those requested via ILL. Library staff will attempt to honor those restrictions when technologically feasible.

HOLDS

Patrons may place a hold request on items that circulate; exceptions include reference materials such as rare or historically significant items. Patrons may place hold requests by logging into their online account or in person at the library. Patrons who have resident, non-resident, or teacher cards may have a maximum of 25 items on hold simultaneously regardless of material type or format. Patrons who have student cards may have a maximum of 10 items on hold simultaneously regardless of material type or format.

Patrons will be notified that a hold is awaiting pickup, and they will have one week to check out the item before it is returned to circulation.

Patrons who have transitional cards may not place items on hold.

RESTRICTIONS AND FEES

Patrons with an item overdue at least 14 days, or with fees of more than \$25, will be blocked from checking out additional materials. The library will send patrons a bill for the replacement cost of an item plus a processing fee after 30 days. There are no refunds if the material is returned after the bill has been paid.

Patrons will be charged for damaged materials that no longer can be circulated; a processing fee will be included.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2019 OREGON PUBLIC LIBRARY STATISTICAL REPORT

Meeting Date: October 14, 2019
Department: Library
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Kris Wiley, Director
Contact Telephone Number: 541-492-7051

ISSUE STATEMENT AND SUMMARY

As a legally established public library per ORS 357.417, Roseburg Public Library was required to submit its annual statistical report to the State Library of Oregon by October 1, 2019. The report included information regarding staff, revenue and expenditures, collections, services, technology, facilities, and other information.

The Library Director will present some of the information from the report, which included data gathered between the library's opening on December 27, 2018, and the end of the fiscal year on June 30, 2019.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

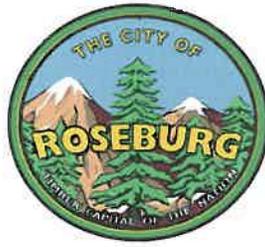
Meeting Date: October 14, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: City Manager Report
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 14, 2019, meeting, the following items are included:

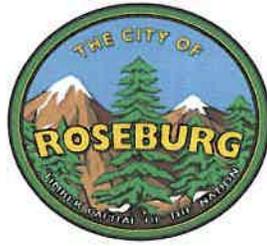
- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Weekly Messages



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
October 7, 2019 - 10:00 a.m.

1. Review October 14, 2019 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing
 - a. Umpqua Economic Development Partnership Quarterly Invoice
 - b. Loudspeaker Permit – Honoring Vets and their Pets, Nov. 8
 - c. Downtown Street Faire Question for early setup (KT)
 - d. Pinnacle Data Systems Contract – UB Outsourcing
4. Employee Anniversaries
 - a. Ryan Martin, Fire Department – 25 years
5. Department Items
 - a. Digital Grant Checklist Process (AS)
 - b. Census Outreach (AS)

Reminder: Goals/Suggested Action Items due by October 17, 2019 to City Recorder



Agenda
Department Head Meeting
City Hall Third Floor Conference Room
September 24, 2019 - 10:00 a.m.

1. Review September 23, 2019 City Council Meeting Synopsis
2. Review October 14, 2019 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
 - a. Bibliotheca Service and Maintenance/Extended Warranty – Library
 - b. North Douglas Reciprocal Agreement – Library
 - c. Withnell Auto Group Purchase Order
 - d. Lite Sys Inc Purchase Order
 - e. Business Oregon OBDD Disbursement Request
5. Department Items
 - a. UACT liquor license application
 - b. Goal Setting
 - c. Review of Grant Management Policy

Reminders: Canned Food Drive extended to September 30, 2019
Flu Shot Clinic on October 3, 2019, Sign up in Administration

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Airport Fees for Fire Agency Services
- RMC 5.04 Amendment - Water Rules and Regulations
- Umpqua Basin Urban Services Agreement

October 28, 2019

Mayor Reports

- A. Centennial Anniversary of Zonta International Day Proclamation

Consent Agenda

- A. Minutes of October 14, 2019
- B. December 23, 2019 Meeting Cancellation

Ordinances

- A. Ordinance No. 3530 - Municipal Code Update Regarding Oregon Fire Code, First Reading
- B. Ordinance No. 3531 - Municipal Code Amendment Regarding Parking Meter Regulations, First Reading

Resolution

- A. Resolution No. 2019-20 - Fee Schedule

Department Items

- A. Equipment Purchase – Paint Machine for Street Division
- B. Water Treatment Plant Chlorination Project, 19WA03 Bid Recommendation
- C. Task Order Authorization – Construction Management Services for Water Treatment Plant Chlorination Project

Informational

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

November 12, 2019 – Special Goal Setting Meeting

4:00 p.m. – Public Safety Center, Umpqua Conference Room

November 25, 2019

Consent Agenda

- A. Minutes of October 28, 2019

Ordinances

- A. Ordinance No. 3530 - Municipal Code Update Regarding Oregon Fire Code, Second Reading
- B. Ordinance No. 3531 - Municipal Code Amendment Regarding Parking Meter Regulations, Second Reading

Department Items

- A. Airport Master Plan Adoption

Informational

- A. City Manager Activity Report

Executive Session

- A. Municipal Court Judge Annual Performance Evaluation

December 9, 2019

Mayor Reports

- A. Municipal Judge Compensation

Consent Agenda

- A. Minutes of November 25, 2019

Informational

- A. City Manager Activity Report

December 23, 2019

Consent Agenda

- A. Minutes of December 9, 2019

Informational

- A. City Manager Activity Report

January 13, 2020

Mayor Reports

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

Commission Reports/Council Ward Reports

- A. Election of Council President
- B. Planning Commission Appointments

Consent

- A. Minutes of December 23, 2019

Informational

- A. City Manager Activity Report

January 27, 2020

Consent

- A. Minutes of January 13, 2020

Informational

- A. City Manager Activity Report

February 10, 2020

Special Presentation

- A. CAFR Review – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2019
- C. 2020-2021 Budget Calendar

Consent

- A. Minutes of January 27, 2020

Informational

- A. City Manager Activity Report

February 24, 2020

Consent

- A. Minutes of February 10, 2020

Informational

- A. City Manager Activity Report

March 9, 2020

Consent

- A. Minutes of February 24, 2020

Informational

- A. City Manager Activity Report

March 23, 2020

Consent

- A. Minutes of March 9, 2020

Informational

- A. City Manager Activity Report

April 13, 2020

Mayor Report

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

Consent

- A. Minutes of March 23, 2020 Meeting
- B. Cancellation of May 25, 2020 Regular Meeting
- C. 2020 OLCC License Renewal Endorsement

Informational

- A. City Manager Activity Report

April 27, 2020

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. National Bike Month Proclamation

Consent Agenda

- A. Minutes of April 13, 2020

Informational

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

May 11, 2020

Mayor Reports

- A. EMS Week Proclamation

Consent Agenda

- A. Minutes of April 27, 2020

Resolutions

- A. Annual Fee Adjustments:
 - Resolution No. 2020- - General Fees
 - Resolution No. 2020 - Water Related Fees

Informational

- A. City Manager Activity Report

Executive Session

- A. City Manager Semi-Annual Evaluation

June 8, 2020

Mayor Reports

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 11, 2020

Public Hearing

- A. Resolution No. 2020- - 2020-2021 Budget Adoption
- B. Resolution No. 2020- - Supplemental Budget Appropriation

Informational

- A. City Manager Activity Report

Urban Renewal Agency Board

Consent Agenda

- A. Minutes of previous meeting

Public Hearing

- A. Resolution No. UR-2020- - 2020-2021 Budget Adoption

June 22, 2020

Consent Agenda

- A. Minutes of June 8, 2020

Informational

- A. City Manager Activity Report

July 13, 2020

Consent Agenda

- A. Minutes of June 22, 2020

Informational

- A. City Manager Activity Report

July 27, 2020

Consent Agenda

- A. Minutes of July 13, 2020

Informational

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

August 10, 2020

Consent Agenda

- A. Minutes of July 27, 2020

Informational

- A. City Manager Activity Report

August 24, 2020

Consent Agenda

- A. Minutes of August 10, 2020

Informational

- A. City Manager Activity Report

September 14, 2020

Consent Agenda

- A. Minutes of August 24, 2020

Informational

- A. City Manager Activity Report

Executive Session

- A. City Manager Annual Evaluation

September 28, 2020

Consent Agenda

- A. Minutes of September 14, 2020

Informational

- A. City Manager Activity Report

October 12, 2020

Consent Agenda

- A. Minutes of September 28, 2020

Informational

- A. City Manager Activity Report

October 26, 2020

Consent Agenda

- A. Minutes of October 12, 2020

Informational

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

Friday Message September 20, 2019

- City Hall is officially recognized as a Blue Zones approved work site. The Wellness Committee, Blue Zones representatives, Mayor Rich, and City Manager held a brief ribbon cutting ceremony on Thursday to celebrate this accomplishment. The Wellness Committee is comprised of employees from various City departments with the goal of increasing the well-being and productivity of employees. Thanks to the Wellness Committee for taking this on and making it a success!



- The City launched a new website earlier this week. It can be found at the same address – www.cityofroseburg.org.
- The Roseburg Police and Fire Departments participated in the Challenge of the Heroes event last night, serving food and drinks at Brix restaurant in downtown. The event is a fundraiser to help prevent child abuse in Douglas County. Officer Daniel Allen won the “water tray race” and K-9 officers Nike and Axel made appearances. A good time was had by all!



- The Medcom Board met on Thursday and reviewed statistics on the Ambulance Service Area compliance report. For urban service areas (including Roseburg), the provider exceeded the standard by being on scene and providing patient care within 8 minutes 92% of the time.
- Former Engineering Division Manager Jim Maciariello started today as the Interim Public Works Director. Jim was with the Public Works Department for twelve years before retiring earlier this year. The job announcement for a permanent director has been out for about three weeks and closes October 4th.
- Speaking of hiring, the HR department has been busy. In addition to the Public Works Director position, we are currently recruiting for a Parks Maintenance 1, Street Maintenance 1, and Police Officer positions. The Communications Specialist position has closed and staff is scheduling the first round of interviews.

- The Wellness Committee is hosting a food drive through September 30th. Three barrels are located on the third floor of City Hall – one for the UO Ducks, one for the OSU Beavers and one for the other Pac-12 teams. Please contribute and support your favorite team!



- I will be out of the office attending the League of Oregon Cities Manager's day next Thursday and then begin vacation on Friday. I will be out of the office 9/26 – 10/7.
- Meetings Next Week:
 - City Council – Monday, September 23rd at 7:00 pm