

GJK
10-10-24



ROSEBURG CITY COUNCIL AGENDA – OCTOBER 14, 2024
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470

Public Online Access:

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

Facebook Live at www.Facebook.com/CityofRoseburg

Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom. See Audience Participation Information for instructions on how to participate in meetings.

7:00 p.m. Regular Meeting

1. **Call to Order – Mayor Larry Rich**

2. **Pledge of Allegiance**

Roll Call

Tom Michalek

Andrea Zielinski

Kylee Rummel

David Mohr

Ellen Porter

Ruth Smith

Patrice Sipos

Shelley Briggs Loosley

3. **Mayor Reports**

4. **Commission Reports/Council Ward Reports**

5. **Audience Participation – In Person or via Zoom/See Information on the Reverse**

6. **Consent Agenda**

A. September 23, 2024, Regular Meeting Minutes

B. October 2, 2024, Work Study Meeting Minutes

C. OLCC - New Outlet – Delightful Kitchen located at 2521 W Harvard Ave.

7. **Department Items**

A. 2024 Oregon Public Library Statistical Report

B. Urban Growth Boundary (UGB) Swap Update

C. Parking Enforcement and Off-Street Parking Fund

8. **Items from Mayor, City Council and City Manager**

9. **Adjourn**

10. **Executive Session ORS192.660(2)(h)**

Informational

A. City Manager Activity Report

AUDIENCE PARTICIPATION INFORMATION

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

Comments may be provided in one of three ways:

- **IN PERSON during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.**
 - Each speaker must provide their name, address, phone number and topic on the Audience Participation Sign-In Sheet.
 - **VIA EMAIL by sending an email by 12:00 p.m. the day of the meeting to info@roseburgor.gov.**
 - These will be provided to the Council but will not be read out loud during the meeting. Please include your name, address and phone number within the email.
 - **VIRTUALLY during the meeting. Contact the City Recorder by phone (541) 492-6866 or email (info@roseburgor.gov) by 12:00 p.m. the day of the meeting to get a link to the meeting.**
 - Each speaker must provide their name, address, phone number and topic in the email. Speakers will need to log or call in prior to the start of the meeting using the link or phone number provided. When accessing the meeting through the ZOOM link, click “Join Webinar” to join the meeting as an attendee. All attendees will be held in a “waiting room” until called on to speak. It is helpful if the speaker can provide a summary of their comments via email to ensure technology/sound challenges do not limit Council’s understanding.
-
- Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.
 - Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening’s agenda, may do so under “Audience Participation.”
1. Speakers will be called by the Mayor in the order in which they signed up. The Mayor will generally call in-person speakers prior to calling speakers participating via Zoom. Each virtual speaker will be transferred from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” upon completion of their comments.
 2. Persons addressing the Council in person or virtually must state their name and city of residence for the record.

TIME LIMITATIONS - A total of 30 minutes shall be allocated for the “Audience Participation” portion of the meeting. With the exception of public hearings, each speaker will be allotted a total of 6 minutes, unless the number of speakers will exceed the maximum time. In this case, the Mayor may choose to decrease the allotted time for each speaker in order to hear from a wider audience. All testimony given shall be new and not have been previously presented to Council.

Audience Participation is a time for the Mayor and Council to receive input from the public. The Council may respond to audience comments after “Audience Participation” has been closed or during “Items from Mayor, Councilors or City Manager” after completion of the Council’s business agenda. The Council reserves the right to delay any action requested until they are fully informed on the matter.

ORDER AND DECORUM

Councilors and citizens shall maintain order and decorum at Council meetings. Any audience member may be directed to leave the meeting if they use unreasonably loud, disruptive, or threatening language, make loud or disruptive noise, engage in violent or distracting action, willfully damage furnishings, refuse to obey the rules of conduct, or refuse to obey an order of the Mayor or majority of Council. No signs, posters or placards are allowed in the meeting room.

All speakers and audience members should treat everyone with respect and maintain a welcoming environment. Please avoid actions that could be distracting such as cheering, booing, or applause. Please turn cell phones to silent and enter and exit the Council Chambers quietly if the meeting is in progress and take any conversations outside the Chambers.

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

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

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
September 23, 2024**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:01 p.m. on September 23, 2024 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Zielinski led the pledge of allegiance.

2. ROLL CALL

Present: Councilors Shelley Briggs Loosley, Tom Michalek, David Mohr, Ellen Porter (via zoom), Patrice Sipos, Ruth Smith, and Andrea Zielinski

Absent: Councilor Kylee Rummel

Others: City Manager Nikki Messenger, City Attorney Cadence Whiteley, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Human Resources Director John VanWinkle, Library Director Kris Wiley, Community Development Director Stu Cowie, Interim Public Works Director Ryan Herinckx, City Recorder Amy Nytes, Management Assistant Autumn David, Umpqua Community College President Rachel Pokrandt, and Dean of Advanced Medical Program Partnerships Randy Hubbard

3. Mayor Reports

A. Mayor Rich presented a plan for the Urban Campground's next steps, noting that a sub-committee is not functional at the City Council level. The plan includes hiring a real estate agent to identify properties, with specific parameters provided. Once properties are found, an executive session will be scheduled for the Council to review the sites independently. The real estate agent will require a commission, with the seller and buyer each paying their respective shares. The process was explained in detail.

Councilor Sipos raised the concern about whether an agreement would lock the City into using an agent if a property not listed with an agent was located and the seller was approached directly. Mayor Rich was unsure but would check. Councilor Briggs Loosley suggested clarifying that an agent would be selected, not hired, as there would be no payment unless a property was located and purchased. Councilor Sipos suggested defining the length of the contract.

Mayor Rich reiterated the recommendation to issue a request for proposal to locate a real estate agent. Councilor Porter raised the concern of finding an agent willing to assist due to the potential conflicts and suggested it

might be better for the Council to search independently. Mayor Rich stated that opposition was likely regardless of the property location. Discussion ensued. A noted concern was avoiding paying unnecessary commission fees if properties not listed with agents were available. Councilor Porter stated that some City Council members were willing to look for properties themselves, provided they received permission. In response to Councilor Sipos, Mayor Rich stated the Council would review the proposals submitted and make a selection or choose how to proceed.

Council President Mohr sought clarification on past property searches. Mayor Rich explained that staff and a local realtor had previously assisted, but new rules require an agreement before agents can show properties. Councilor Sipos emphasized the importance of understanding all details in advance and suggested negotiating commission tiers based on property prices. Mayor Rich noted that having a real estate agent could be advantageous, allowing for constant property searches and setting specific parameters. Councilor Michalek expressed that having a real estate agent was necessary.

The Council directed staff to schedule a work study to establish criteria for an Urban Campground property and to draft a request for proposal for a real estate agent to aid in the property search.

4. Commission Reports/Council Ward Reports

Councilor Zielinski reported that the Library Commission met on Tuesday, September 17, but did not have a quorum. Library Director Wiley presented the 2024 Annual Report to the State Library, which will be brought back to Council at a later meeting. Additionally, Dolly Parton's Imagination Library 5th Anniversary Celebration was scheduled for Wednesday, October 2 at 10:15 a.m.

Councilor Briggs Loosley reported that the Homeless Commission met today. Partner agencies provided bed counts, which staff will compile and provide to the Commission and Council.

A. Homeless Commission Appointment

Mayor Rich reported a vacancy on the Homeless Commission that may be filled by a city resident. He recommended Michael Fieldman for the vacancy. Discussion ensued.

Councilor Briggs Loosley moved to appoint Michael Fieldman to the Homeless Commission. The motion was seconded by Councilor Porter.

Council President Mohr expressed a desire to hear from others before the motion was made. Councilor Michalek stated that candidate Megan Bentley appeared qualified. Councilor Zielinski shared receiving support for Thomas McGregor and, while supporting Fieldman's appointment, noted that McGregor could be a good fit in the future. Councilor Smith also

received support for McGregor and highlighted his work with teen homelessness, supporting his appointment while appreciating Fieldman's past contributions. Mayor Rich emphasized the importance of funding. Councilor Porter mentioned the need for someone with strong energy and a desire to make an impact and reconsidered her stance.

Councilors Zielinski, Briggs Loosley, Porter voted yes. Councilor Michalek, Mohr, Sipos, and Smith voted no. The motion failed with a vote of 3-4.

Mayor Rich explained that the Commission Chair makes the appointment recommendation. The item would be revisited at a future meeting.

B. Library Commission Appointment

Mayor Rich reported there was a vacancy on the Library Commission.

Councilor Zielinski moved to appoint Paige Bentley to the Library Commission. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Sipos, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

5. Audience Participation

None.

6. Consent Agenda

A. September 9, 2024 Regular Meeting Minutes.

Council President Mohr moved to approve the consent agenda. The motion was seconded by Councilor Michalek and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Sipos, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

7. Department Items

A. Messenger presented the funding request for the Umpqua Community College (UCC)/Southern Oregon Medical Workforce Center (SOMWC). The issue for Council was whether to authorize the requested additional funding needed to support the SOMWC project. In 2022, the City received a \$5 million grant earmarked for this purpose. Council authorized the IGA with UCC in November 2023, and it was executed in January 2024.

UCC President Rachel Pokrandt presented the expansion plans for Medical Careers programming at UCC, highlighting continuous growth opportunities for students. She provided updates on progress and successes, and to request additional funding to support the program. Pokrandt introduced Randy Hubbard, Dean of Advanced Medical Degree Partnerships, who has brought a new outlook to the program. A medical

provider coalition has been formed, including CHI Mercy, ADAPT, Umpqua Health, VA Roseburg Healthcare, Roseburg School District, and Aviva Health. Memorandums of Understanding (MOUs) have been signed with Idaho State University and OHSU for specific degree programs. Additionally, a Surgical Apprenticeship program has been initiated with the State of Oregon, along with new medical careers programs at Roseburg High School, including phlebotomy, EMS, LPN pathway, and CNA. Additional new programs are in development, including doctorate programs.

Pokrandt presented the next phase funding needs, providing a detailed breakdown of the request. Students in the program benefit from UCC rates. Marketing and outreach expenses were uncertain, but examples were provided such as a dedicated webpage for advanced medical programming opportunities, a social media campaign, and billboard marketing. Expenses would be reported once known.

The plan includes introducing medical lab spaces with a simulation hospital lab to serve multiple programmatic needs, creating an integrated learning environment, and adapting to technological changes and innovations. Additionally, plans for a two-story building for a Medical Careers Hub and UCC Welcome Center were presented. The \$19 million project includes an \$8 million matching grant from the State of Oregon, with \$5.5 million currently committed. The new facility will have adequate space to support a wide variety of programs.

Councilor Smith asked if students will be able to transfer credits. Pokrandt confirmed they will and mentioned various ongoing initiatives. She discussed leveraging a new housing program for residents, though finding housing is challenging. In response to Mayor Rich, Pokrandt explained the community fundraising has not yet started, and they plan to fundraise for the additional \$3 million in funding needs. Plans are to break ground in summer 2025. The budget is intended for a two-year program, with students entering at various stages of their college careers. Reports on spending will be provided.

Mayor Rich questioned if this program would change UCC's status from a 2-year school to a 4-year school. Pokrandt clarified that students will earn their bachelor degree from Idaho State while identifying with the UCC campus. In response to Council President Mohr, Pokrandt shared that approximately 38% of students receive federal aid, while community financial aid brings the total closer to 60%. The average student debt at UCC is between \$3,000 and \$4,000.

In response to Council President Mohr, Hubbard discussed the use of a simulation lab, which would have movable walls and portability to allow for

multiple uses within the same space. Mohr asked about providing services to individual without healthcare coverage. Pokrandt stated that while dental labs currently provide such services, medical programs do not at this time; however, students have worked in mobile labs set up by Aviva.

In response to Councilor Smith, Pokrandt stated they hadn't considered medical offices hosting local clinics at this location, but that could be a possibility.

In response to Councilor Michalek, Pokrandt stated the exact building location is undetermined. They are still in the early design and planning stages with an estimated cost of \$19 million.

The program aims to provide opportunities for local youth, preventing talented students from leaving the area to earn their education. The funding request is designed to have a direct community impact.

Council President Mohr moved to authorize the City Manager to negotiate and execute an amendment to the IGA with UCC in the amount of \$2,352,800 to fund scholarships, marketing, and the capital project associated with the SOMWC project. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Sipos, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- B. Messenger presented the ARPA Funding Update, highlighting the need for funds to be spent or obligated by the end of the calendar year. Updates were provided on approved projects, ongoing projects, and obligated funds for projects not yet started. Other projects were outlined, but funds were not yet obligated. The fund contains \$3.22 million, with \$1.2 million allocated to projects. Staff proposed an option to create a supplemental budget, transferring funds into the General Budget for payroll, which would offset the general fund and allow the Council to use the funds for future needs.

Councilor Smith questioned the earmarking of projects if a supplemental budget is done. Messenger explained that funds need to be obligated with a contract, not just earmarked. Mayor Rich clarified the request is to use \$3 million for staff salaries, labeling the offset funds for future use. Councilor Sipos questioned the logic if the general fund is not being fully spent due to staffing shortages. Messenger explained the process. In response to Councilor Sipos, Messenger suggested adding a new budget line item to ensure the funds are earmarked for the Council's use. Councilor Porter proposed putting the entire remaining amount into the general fund and reprioritizing.

Discussion continued about reassessing earmarked projects. Messenger explained the process, noting a signed contract for engineering and Council's indication to move forward with the projects.

Councilor Sipos inquired about a \$600k economic development project that was discussed in executive session, so no further discussion took place.

Council President Mohr reiterated the plan to transfer the \$3 million to the general fund for salaries, with staff presenting a supplemental budget at a later meeting. Mohr questioned the UCC Land Exchange, thinking the offer had been rejected. Messenger confirmed it was initially rejected, but was to be discussed further. Councilor Michalek recapped for clarification.

Council President Mohr moved to direct staff to take the steps necessary to bring back a supplemental budget proposal to transfer a portion of the ARPA funds to the General Fund. The motion was seconded by Councilor Zielinski.

Councilor Porter stated she felt alternative motions or options would be helpful, suggesting transferring all funds to the general fund until an urban campground is found. Mayor Rich clarified the purpose of the suggested motions. Councilor Smith questioned the status of the Economic Development project. Messenger indicated it may not be ready by year-end and would likely be part of the transfer. Council President Mohr clarified that the discussion was about transferring unallocated funds and directing staff to bring back a supplemental budget.

The motion was approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Sipos, Smith, and Zielinski voted yes. Councilor Porter voted no. The motion passed with a 6-1 vote.

8. Items from Mayor, City Council, and City Manager

Councilor Zielinski announced that "Coffee with a Cop" is scheduled for Wednesday, October 2, at My Coffee on Garden Valley, offering residents a chance to meet their law enforcement officers.

Council President Mohr requested an agenda item for firework sales, which Mayor Rich confirmed is scheduled for the November meeting. Mohr also requested an agenda item on the state of Deer Creek Park/Umpqua River Greenway, currently occupied by homeless individuals, and suggested a work study session on ARPA funding, though he noted this might not be necessary after the last motion.

Messenger reported that Parks and Recreation Manager Val Ligon successfully obtained a grant for the Brown Park renovation, which will make it the most accessible park in Roseburg.

Councilor Smith inquired about holding town hall meetings together as elections approach. Nytes responded that staff would investigate and report back, noting potential restrictions. Messenger added that taxpayer funds and staff time cannot be used for election activities.

Councilor Michalek suggested adding a discussion on disc golf course improvements to the agenda.

In response to Councilor Sipos, Messenger stated that the ACE Parking contract is up for renewal and will be brought to the Council on October 14, with representatives available to answer questions.

Messenger requested clarification on agenda items, seeking direction and confirmation of Council priorities.

Mayor Rich noted the suggested items and stated they would be reviewed and prioritized accordingly.

9. Adjourn

Mayor Rich adjourned the regular meeting at 9:10 p.m.

Autumn David

Autumn David

Management Staff Assistant

**MINUTES OF THE WORK STUDY
OF THE CITY COUNCIL
October 2, 2024**

Mayor Rich called the work study of the Roseburg City Council to order at 6:03 p.m. on October 2, 2024 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

2. ROLL CALL

Present: Councilors Shelley Briggs Loosley, Tom Michalek, David Mohr, Ellen Porter (via zoom), Kylee Rummel, Ruth Smith, and Andrea Zielinski

Absent: Shelley Briggs Loosely and Patrice Sipos

Others: City Manager Nikki Messenger, City Recorder Amy Nytes, Community Development Director Stu Cowie, Finance Director Ron Harker, Fire Chief Tyler Christopherson, Human Resources Director John VanWinkle, Library Director Kris Wiley Interim Public Works Director Ryan Herinckx, and Police Chief Gary Klopfenstein, and The News Review Reporter Drew Winklemaier

3. Council Matters

A. Messenger and Mayor Rich presented Urban Campground Criteria. Discussion ensued.

Mayor Rich's comments and questions included that not everyone will want to use the campground, budget includes the cost of the property and infrastructure, being open to less restrictions when looking for a property so there are more options to choose from, property outside city limits is not an option because we do not have authority, refer phone calls about available property to Messenger's office, the plan is to find out about what resources are available for infrastructure and management versus just purchasing property. Next steps include providing the list of criteria to the real estate agent and scheduling another work session to discuss developing the property.

Council President Mohr's comments and questions included asking for clarification of demographics that would be impacted by this decision, accurate accounting of the homeless population, people with major criminal offenses that should not be mixed together with families, support for targeting about 25% of the total number of unhoused with capacity for room to grow up, support for electricity and lighting, support for enough space to allow for portable services, preference for access to transportation, establish a demographic focus for the area to address safety, agreement about managed properties, buildings are optional, whether there is a large population of homeless sleeping in vehicles, low barrier determination, \$600,000 is reasonable, support to keep the location away from schools and sports complexes, and whether there is a classification for parks.

Councilor Rummel's comments and questions included locating a single campground now getting through the learning curve is a priority, there is a concern that families with children have a safe place to go to away from violent criminal or sex offenders, Samaritan Inn does not have enough room to house everyone, we still need a place to house families together, some families have been served by the Navigation Center, support for a managed campground, concern about sustainable funding to continue services, no preference for property with a building, preference for property that will hold at least fifty campers, preference for utilities and fencing, and more information is needed about the budget available.

Councilor Smith's comments and questions included whether fair housing laws will impact the decision on property, agreement with Councilor Porter on many things, support for obtaining property while working to secure sustainable funding for management, the idea is for this to be temporary, prioritizing families and low impact on the environment, adding a building on the property later, support for property size to accommodate a maximum of fifty units, support for bringing utilities in using temporary measures (i.e., shower trailers) and work up to something more permanent, support for electricity and lighting for safety reasons, whether community-in-kind donations are allowable, clarification of the boundary limits and local authority, and whether the Homeless Commission will start talking about a budget.

Councilor Zielinski's comments and questions included support for a managed campground, having a structure on the property would be helpful if can be used for privacy when accessing services, we shouldn't expect that each person will want to be at the campground, support for finding property that is a manageable size for a manageable amount of people in order to be successful, support for access to utilities and other services that would impact hygiene and people with vehicles, Samaritan Inn does not house men or boys over a certain age, and it's good to be mindful of the impact on neighbors.

Councilor Michalek's comments and questions included that there is already housing available for women and children at Samaritan Inn, it seems like we are bending over backwards for people that do not need all of these services, we can have the police direct them to someplace with space available, Hastings Village has water and porta potties available, shower trailers would be a better option, hopefully this a temporary situation, support for offering transportation, whether a conditional use permit would allow us to get away from having to install a sidewalk, whether sidewalks are a requirement for a homeless camp, preference for flat land, support for lighting, no manager or building in the beginning, and whether city code could be changed to address possible exemptions or restrictions on property.

Councilor Porter's comments and questions included agreement with Councilors Rummel and Smith, preference for property large enough to accommodate at least fifty people, being managed should not be a condition, prioritize the most vulnerable, showering facilities should not be a condition, people are already camping without being managed or utilities, finding property for people to go to is better than nothing, we haven't had great success at finding a manager that is

sustainable, whether we can look at both managed and unmanaged properties, support for property that is not near any waterways, and the total number of tents that could've been placed on the Winchester property.

Klopfenstein clarified there are approximately 160 – 200 unhoused and a small number living in their vehicles.

Messenger shared recent experience over law enforcement jurisdiction outside of city limits, managed property opens up exemptions, unmanaged limits the search to C3 or professional office properties, changing the code is possible, parks do have classifications, the Winchester property was expected to accommodate fifty tents, the Dream Center property was in between 40 – 60 spaces, and phone calls about property can come to my office so that we can review them with the real estate agent.

Cowie clarified that a change of use permit is a land decision to determine compatibility with existing uses or surrounding neighborhoods, it is subjective in nature and is appealable, property with an existing building meets the State's requirement for an exemption, sidewalk installation requires a site review, and sidewalk installation depends on the criteria of the site.

There was a consensus for the following property search criteria: no zoning restrictions; budget of \$600,000 and under; locations should not be near schools or bus stops, sports complexes, waterways, parks, or in the middle of a residential neighborhood; children's playgrounds; and .50 acre lot size.

4. Adjourn

Mayor Rich adjourned the work study at 7:08 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC NEW OUTLET DELIGHTFUL KITCHEN 2521 W HARVARD AVENUE

Meeting Date: October 14, 2024

Agenda Section: Consent

Department: Administration

Staff Contact: Autumn David, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

OLCC has received an application from Delightful Kitchen, as a new outlet granted for “New Outlet – Limited On-Premises” sales. Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor and Cannabis Commission (OLCC) for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

BACKGROUND

A. Council Action History.

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

B. Analysis.

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

C. Financial/Resource Considerations.

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

D. Timing Considerations.

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

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR DELIGHTFUL KITCHEN, AT 2521 W HARVARD AVENUE, IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

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



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 – Submission - To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): FuLin, Lin
 Proposed Trade Name: ~~Delightful Kitchen~~ Delightful Kichen
 Premises Address: 2521 W Harvard Ave. Ste:
 City: Roseburg County: Douglas Zip: 97471
 Application Type: New License Application Change of Ownership Change of Location
 License Type: Limited On-premises Sales Additional Location for an Existing License

Application Contact Information

Contact Name: FuLin, Lin Phone: 541-680-2877
 Mailing Address: 2521 W Harvard Ave.
 City: Roseburg State: OR Zip: 97471
 Email Address: ivanxie0754@gmail.com

Business Details

Please check all that apply to your proposed business operations at this location:

- Manufacturing/Production at this location
- Retail Off-Premises Sales at this location
- Retail On-Premises Sales & Consumption at this location

If there will be On-Premises Consumption at this location:

- Indoor Consumption Outdoor Consumption
- Malt Beverage/Wine/Cider Consumption Distilled Spirits Consumption
- Proposing to Allow Minors

Section 1 Continued on next page



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Applicant Name/Legal Entity Name: *Fulin, Lin*

Proposed Trade Name: *Delightful Kitchen.*

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed for this form to be accepted with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

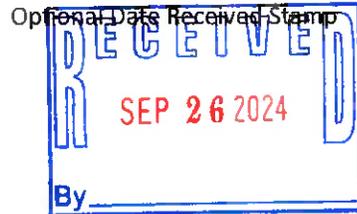
Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Date Application Received:

Received by:



Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

Name of Reviewing Official:

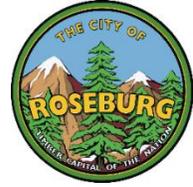
Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2024 OREGON PUBLIC LIBRARY STATISTICAL REPORT

Meeting Date: October 14, 2024

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 is required to submit its annual statistical report to the State Library of Oregon by October 31, 2024. The report includes data 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 statistics gathered in fiscal year 2024 (July 1, 2023, through June 30, 2024).

The [full report](#) is located on the library's webpage.

BACKGROUND

A. Council Action History.

N/A

B. Analysis.

The Oregon Public Library Statistical Report is submitted annually and affords the opportunity to quantify public library services.

C. Financial/Resource Considerations.

N/A

D. Timing Considerations.

The report is due to the State Library of Oregon by October 31, 2024.

COUNCIL OPTIONS

N/A

STAFF RECOMMENDATION

N/A

SUGGESTED MOTION

No motion needed. This is for information purposes only.

ATTACHMENTS:

Attachment #1 – PowerPoint presentation



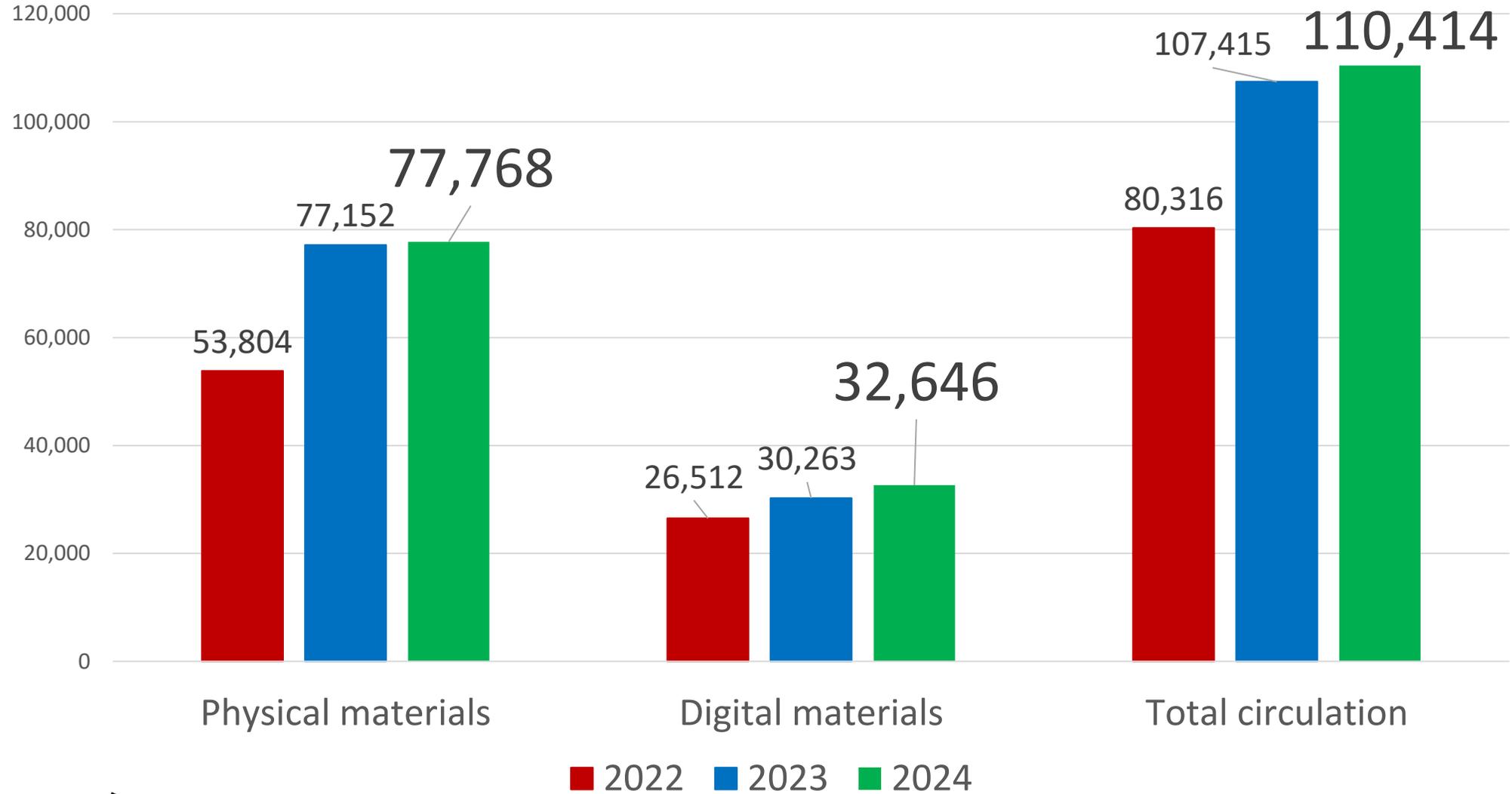
City Council Presentation October 14, 2024



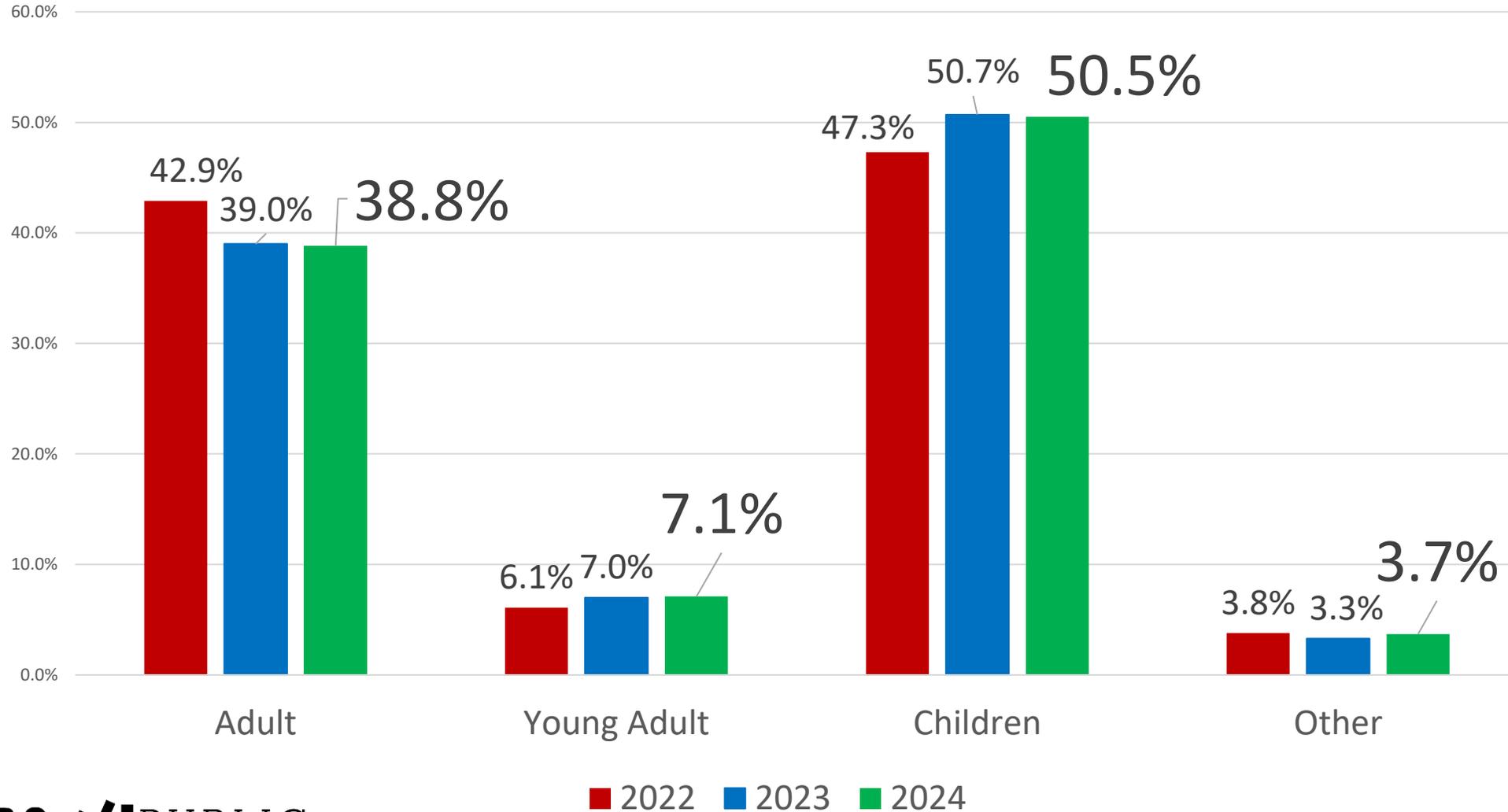
DEPARTMENT ITEMS A
ATTACHMENT NO. 1



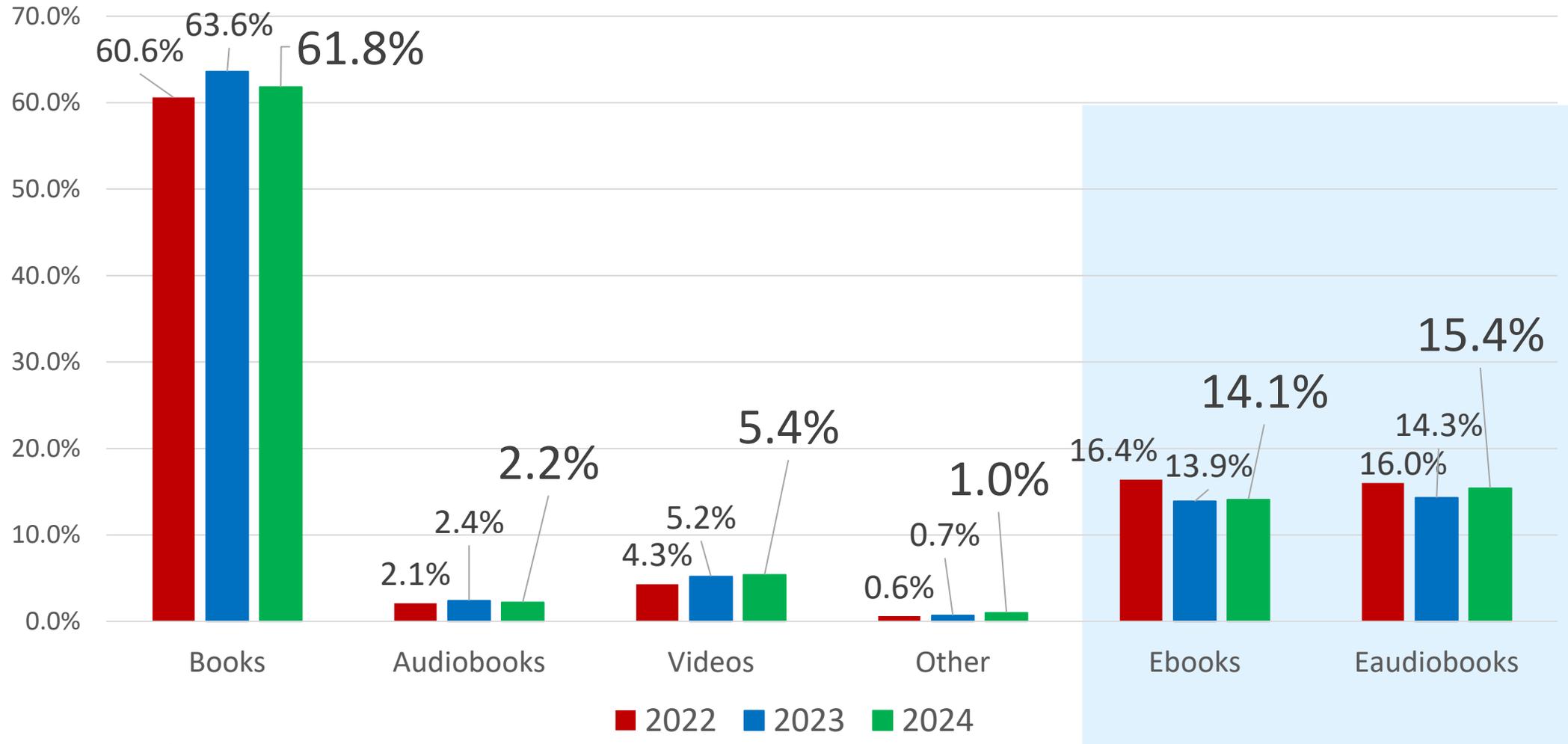
Circulation



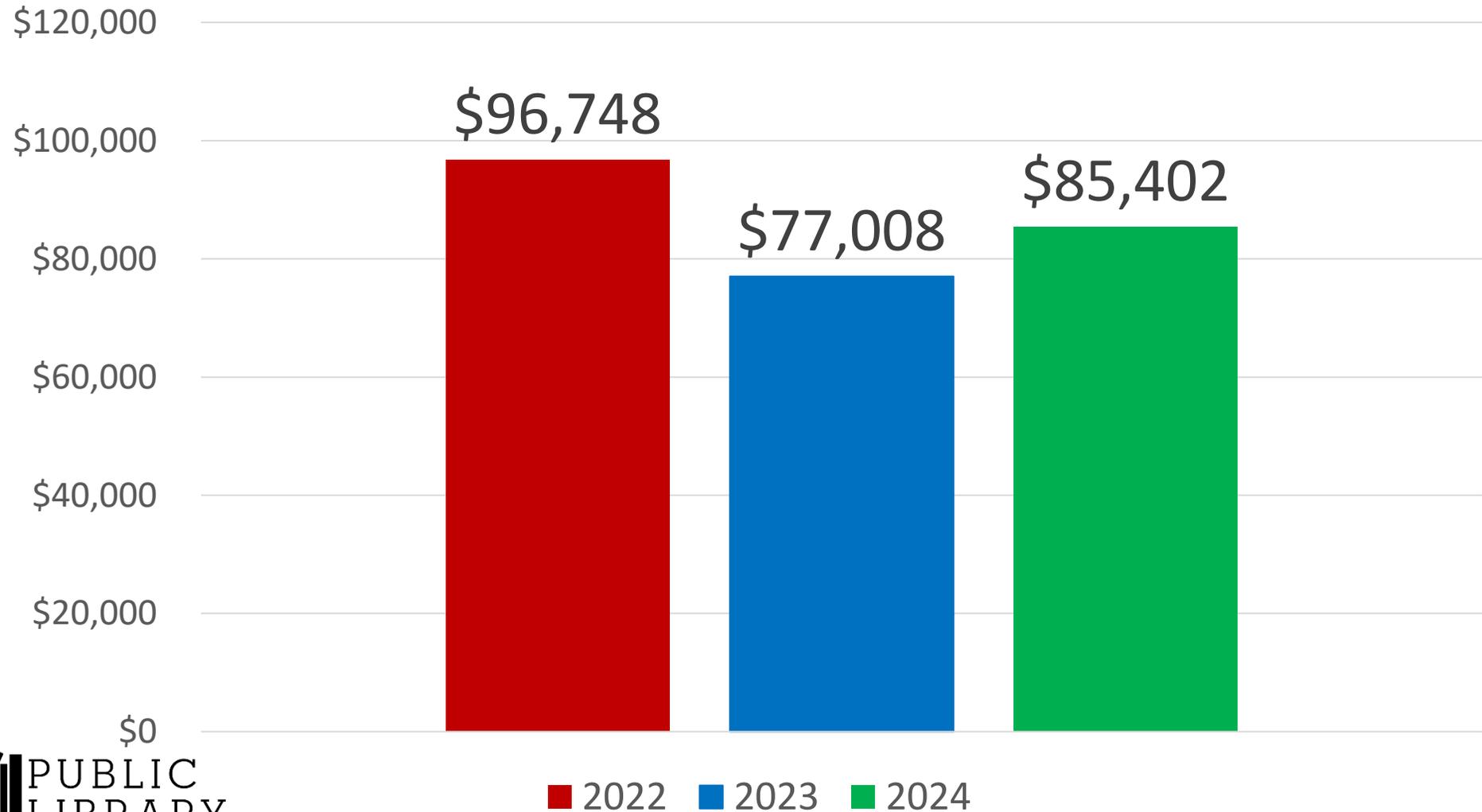
Physical Circulation by Age



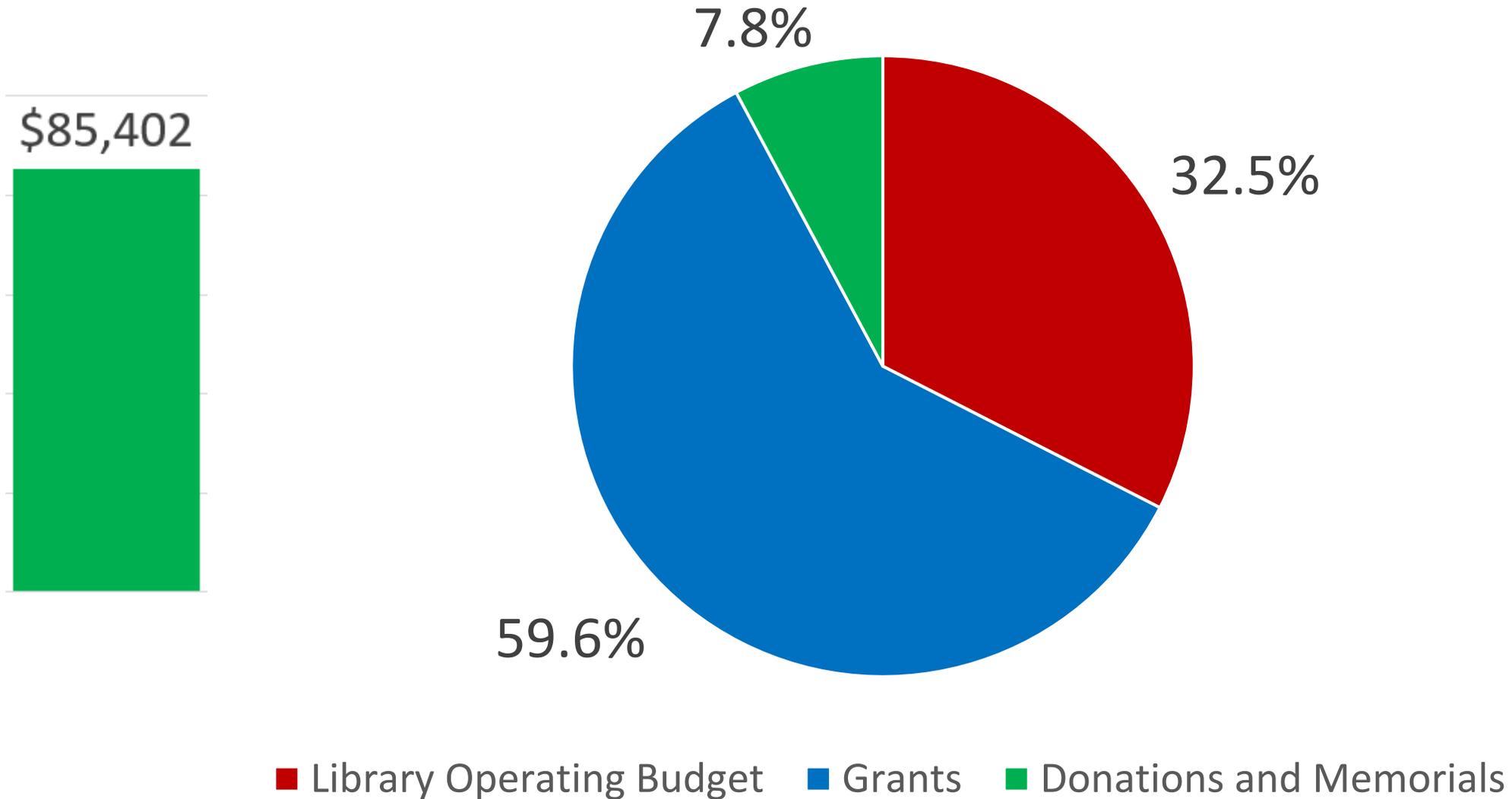
All Circulation by Material Type



Collection Expenditures

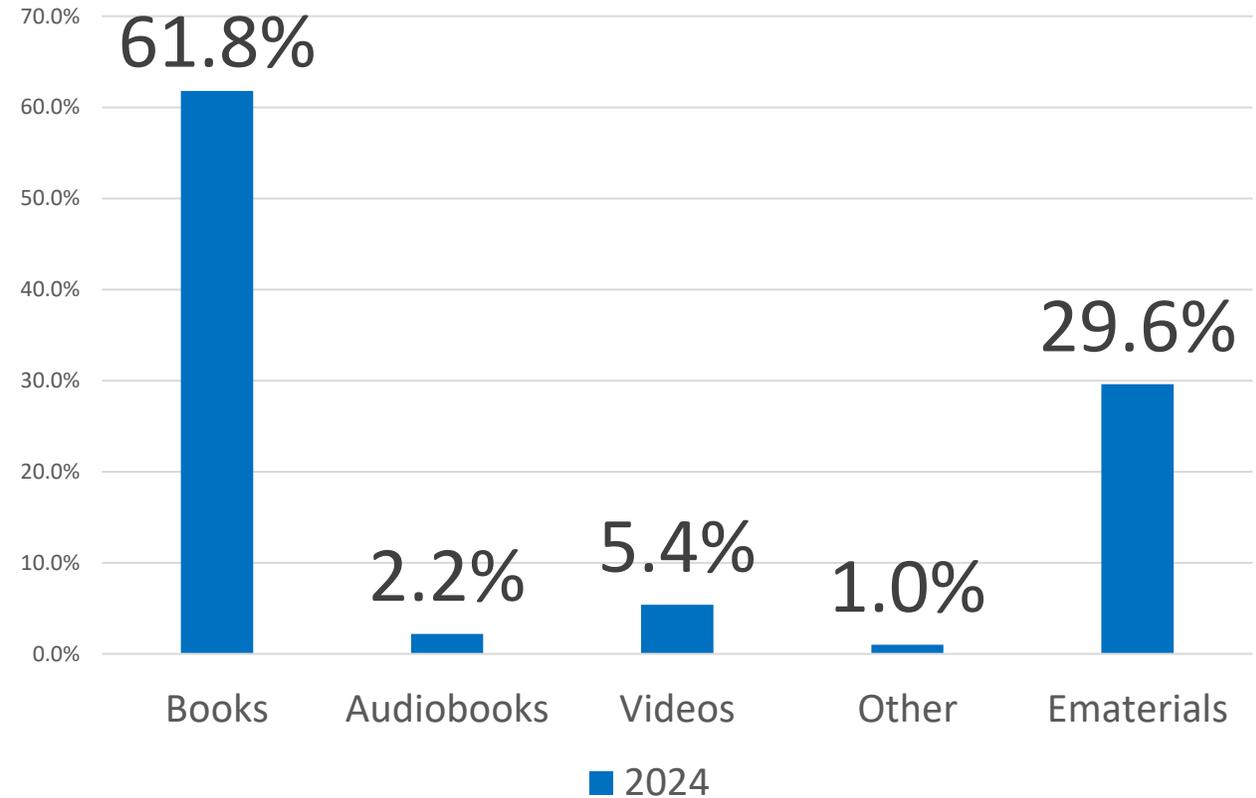
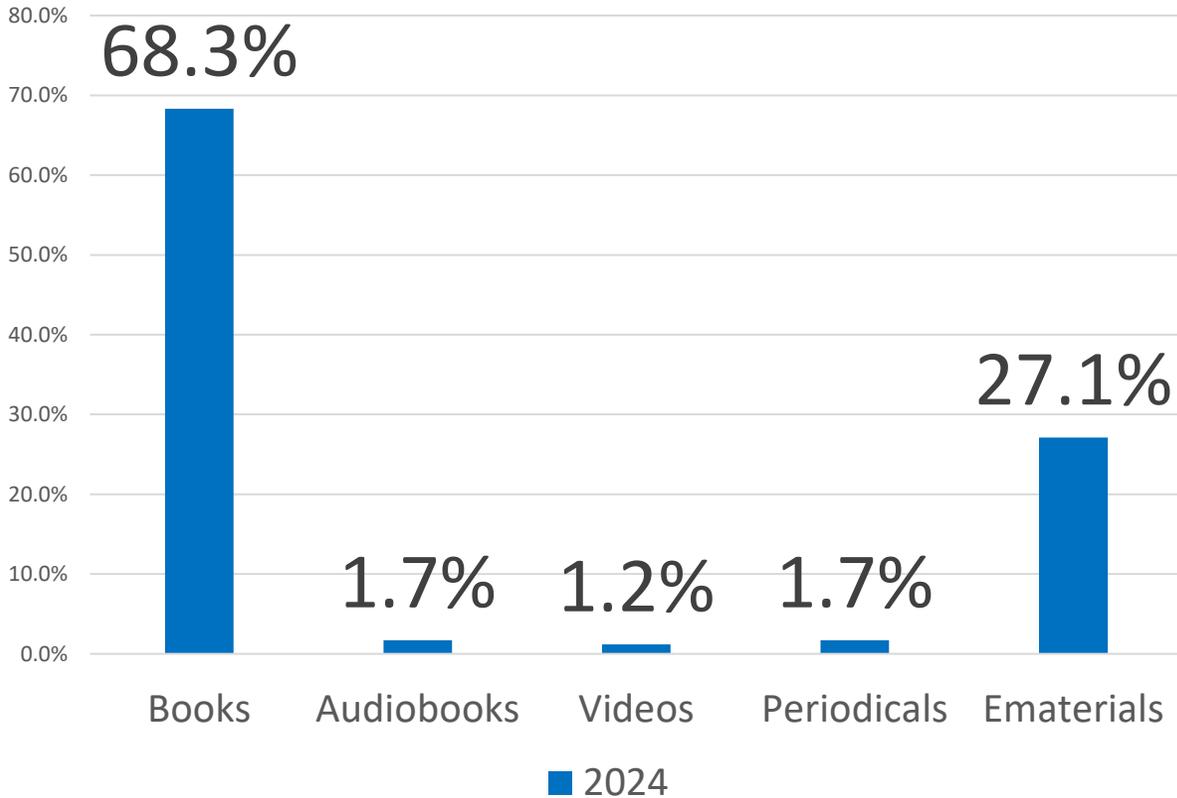


Collection Revenue Sources

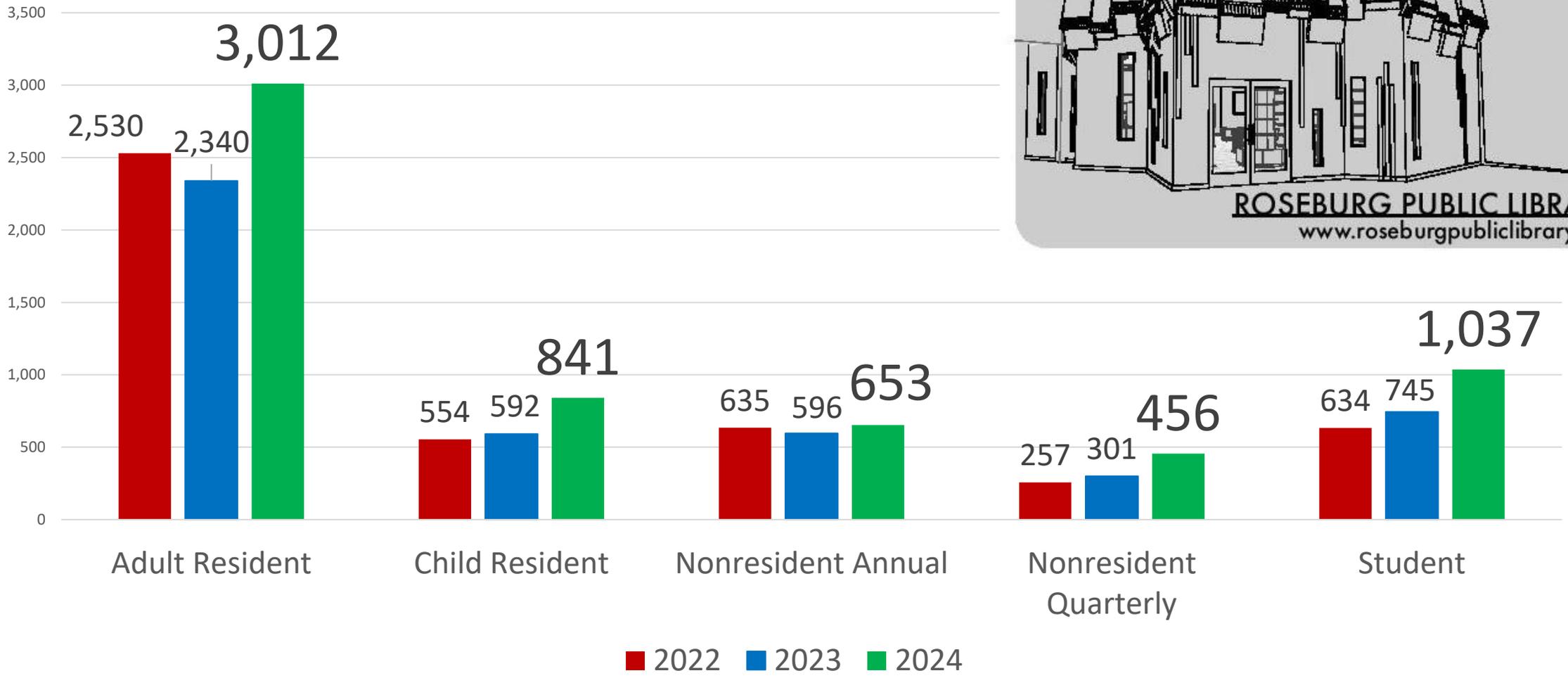


Collection Expenditures Allocation

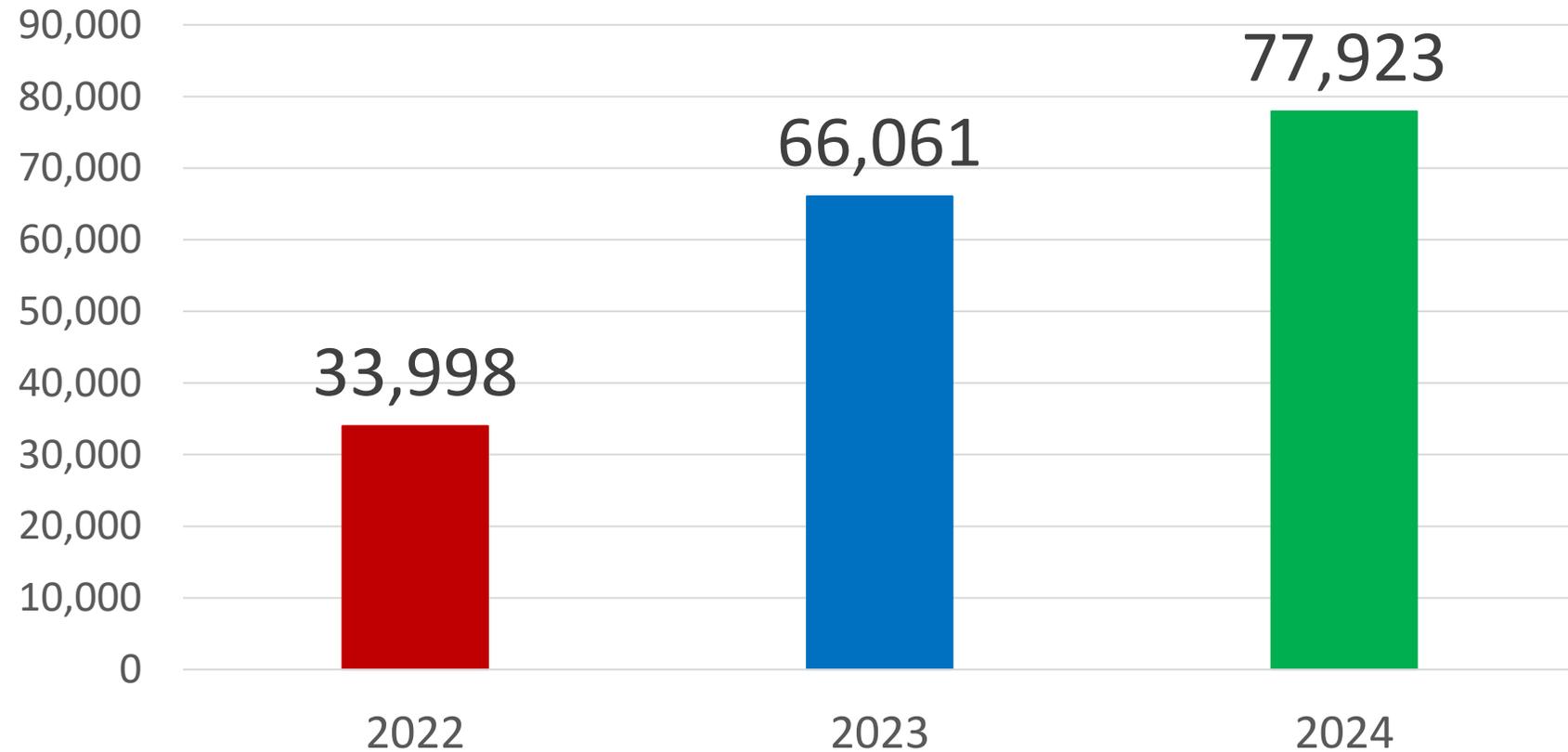
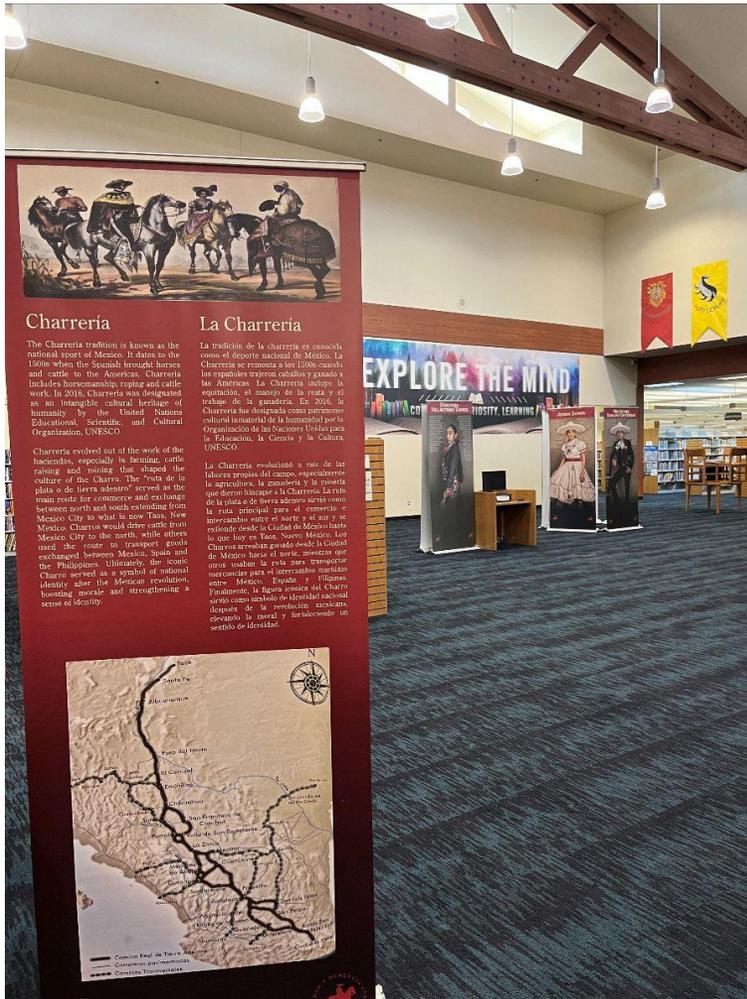
Circulation



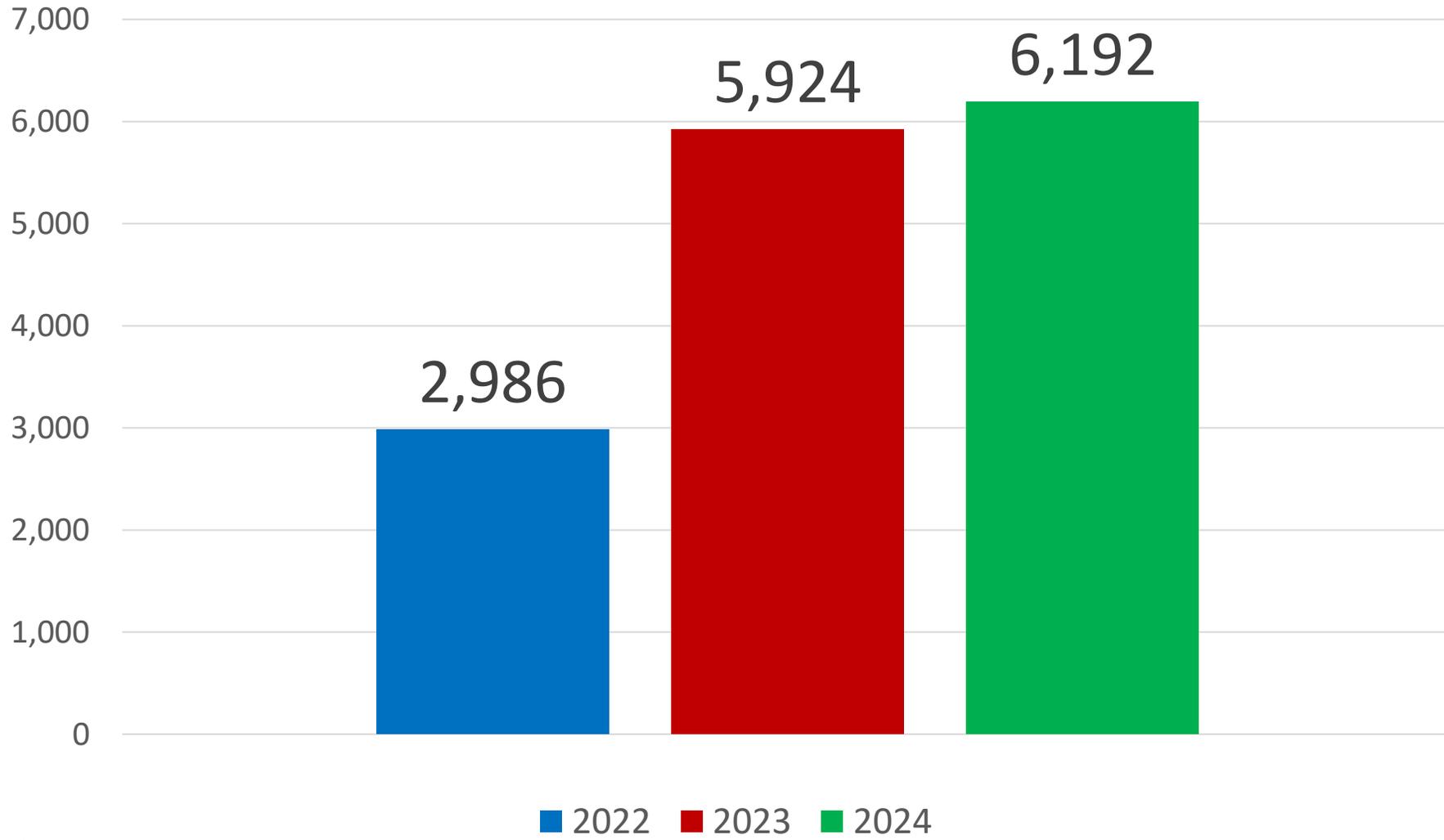
Cardholders



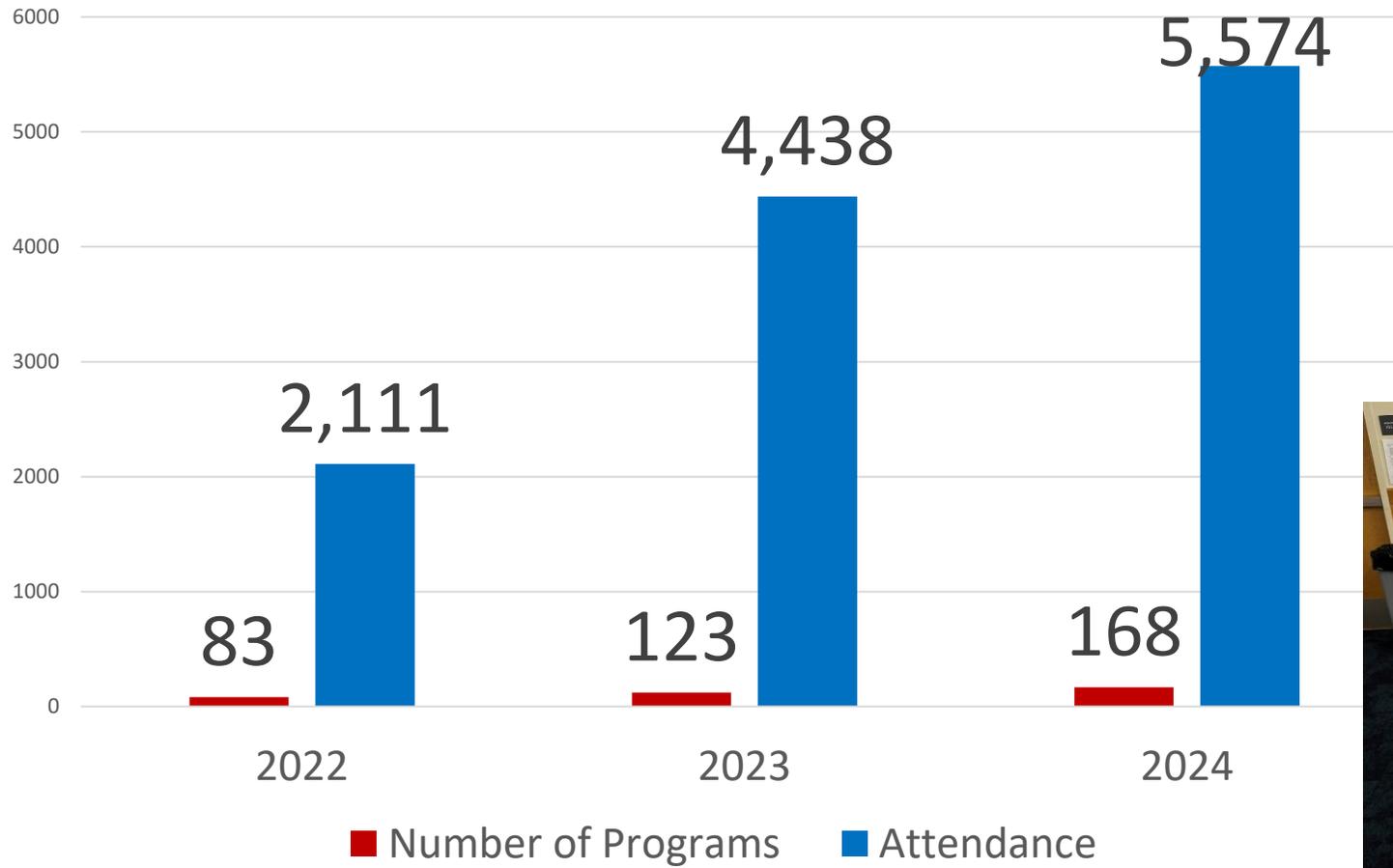
Library Visits



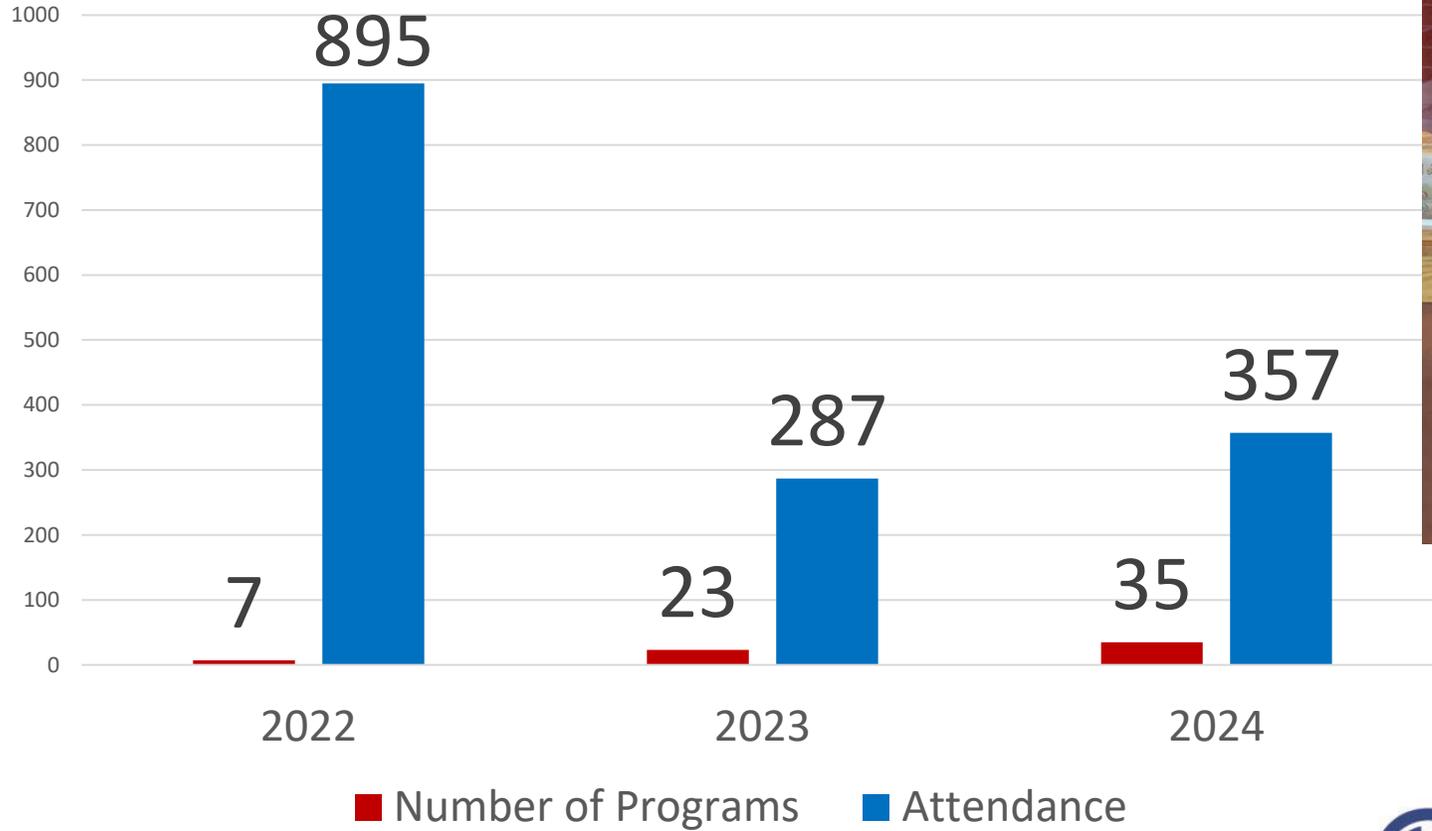
Library Computer Sessions



Programs for Children



Programs for Teens



DEPARTMENT ITEMS A
ATTACHMENT NO. 1

ROSEBURG PUBLIC LIBRARY
COMMUNITY. CURIOSITY. LEARNING
ROSEBURGPUBLICLIBRARY.ORG

Teen SUMMER ACTIVITIES

FOR 6TH -12TH GRADE 1-2:30PM

- ✓ JUNE 13 - MAKE A T-SHIRT TOTE BAG
- ✓ JUNE 20 - ANIME YOUR WAY
- ✓ JUNE 27 - PS4 CRASH TEAM RACING BRACKET
- ✓ JULY 11 - FOUND ITEM PAINTING
- ✓ JULY 18 - TIE DYE SHIRTS (T-SHIRTS PROVIDED)
- ✓ JULY 25 - NATURE WALL HANGINGS
- ✓ AUG 1 - OZOBOT CODING
- ✓ AUG 8 - BEADS & BRACELETS
- ✓ AUG 15 - BATH BOMBS & SOAP
- ✓ AUG 22 - NEWSPAPER BASKET

FOR MORE INFORMATION, CONTACT US :
+541-492-7050
WWW.CITYOFROSEBURG.ORG/DEPARTMENTS/LIBRARY



Programs for Adults

CHARRERÍA PRESENTATION

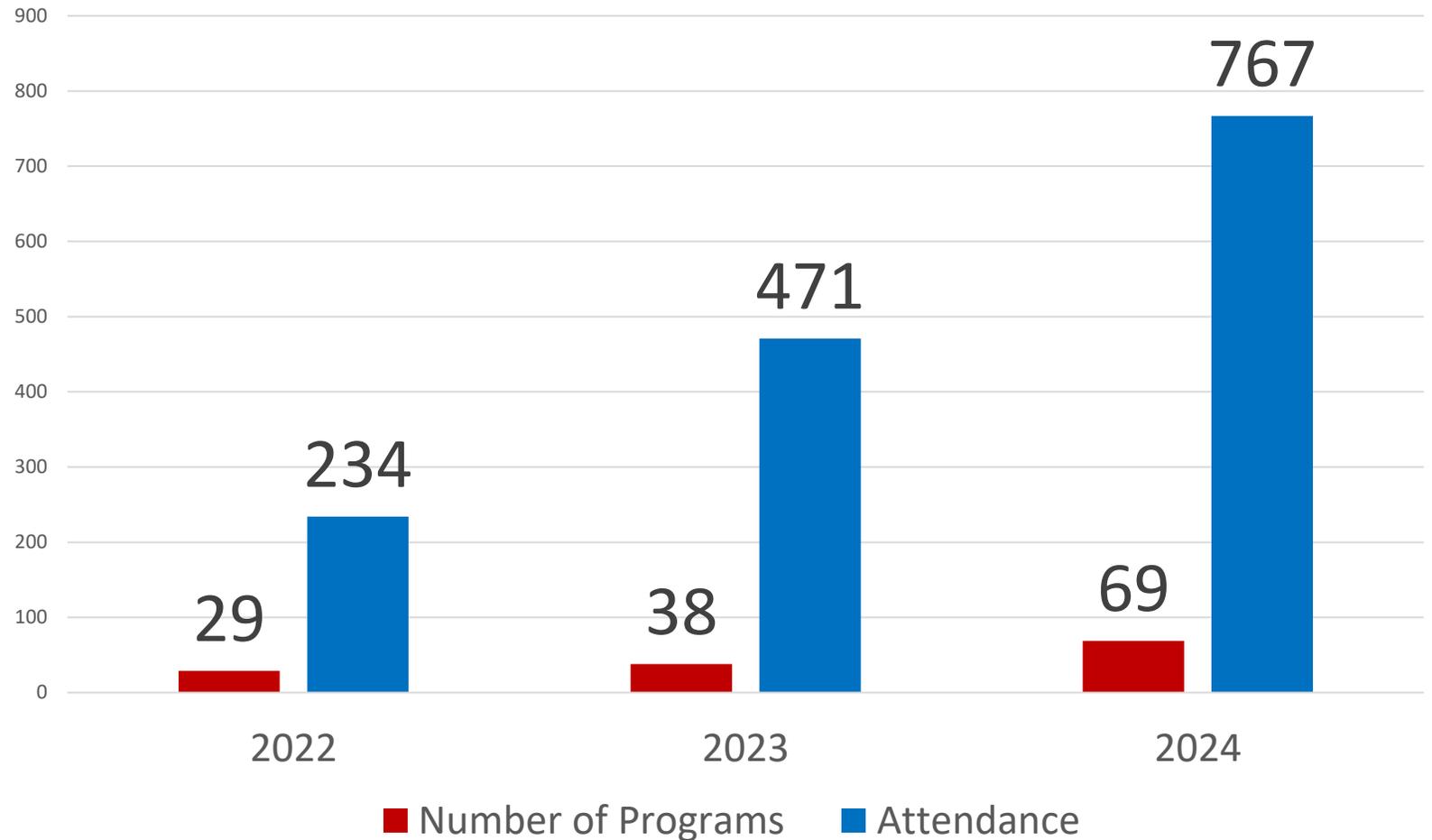
**THUR., FEB. 1
6:30-8:30 P.M.**

Presentation on the history and relevance of the Charrería tradition, Mexico's national sport, dating to the 1500s.

Come watch a demonstration of flore de reata (rope tricks), and a folk dance performance.



COMUNIDAD Y HERENCIA CULTURAL
ROSEBURG PUBLIC LIBRARY
COMMUNITY, CURIOSITY, LEARNING
ROSEBURGPUBLICLIBRARY.ORG



More Programs

32 programs for all ages – 1880 attendance

34 self-directed activities – 4099 participants



Grants

Granting Agency/Name	Purpose	Amount
The Ford Family Foundation	Spanish language collection	\$7,500
State Library of Oregon	Summer Reading Program	\$3,600
Roundhouse Foundation	Anime Your Way drawing class	\$2,500
Douglas County Library Foundation	Collection materials	\$30,000
American Library Association	Americans & the Holocaust exhibition	\$3,000
Douglas County Cultural Coalition	Anime Your Way drawing class	\$2,000
C. Giles Hunt Charitable Trust	Collection materials, book giveaways	\$15,000
TOTAL		\$63,600

Library Volunteers

21 Volunteers

1,205 Total Hours

Friends Volunteers

31 Volunteers

1,767 Total Hours



Friends of the Roseburg Library



Donated \$18,000 in 2023



Imagination Library

1,493 active participants

1,270 graduates

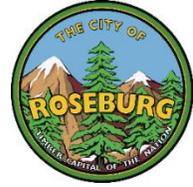
61,000 books mailed







ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



URBAN GROWTH BOUNDARY (UGB) SWAP UPDATE

Meeting Date: October 14, 2024

Department: CDD

www.cityofroseburg.org

Agenda Section: Department Items

Staff Contact: Stuart Cowie

Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

The following information is being provided for update purposes only. No Council action is required at this time.

UPDATE

The Roseburg City Council unanimously adopted Ordinance No. 3604 authorizing the UGB Swap on August 26, 2024. On Wednesday, September 11, 2024, the Douglas County Board of Commissioners unanimously approved the UGB Swap through Ordinance No. 2024-0901. Both the City and County have now made decisions amending the City of Roseburg's UGB.

On Tuesday, October 1, 2024, the City sent the entirety of the record to the Oregon Department of Land Conservation and Development (DLCD) for their review. In conjunction with this official submittal, the City provided a notice of the adopted changes to all parties of the application. Individuals who participated in the UGB Swap proceedings by submitting written comments or providing oral testimony have 21 days from the date of submittal to provide objections to DLCD.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PARKING ENFORCEMENT AND OFF-STREET PARKING FUND

Meeting Date: October 14, 2024

Department: CDD/Finance

www.cityofroseburg.org

Agenda Section: Department Items

Staff Contact: Stuart Cowie/Ron Harker

Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

Staff has been working with ACE Parking to refine three different funding comparison scenarios of 75/25, 70/30, and 65/35 as directed by Council. ACE is prepared to present to Council how they could generate the necessary revenue within each of these scenarios through the implementation of on-street parking fees to customers/visitors, off-street parking permits and citations.

BACKGROUND

A. Council Action History.

April 27, 2020 - Authorized cancellation of the Parking Enforcement Services Contract with DRA/Park Smart by mutual consent.

March 31, 2020. March 22, 2021 - Received a Downtown Parking Assessment and Plan Presentation from Rick Williams Consulting. Accepted the Downtown Parking Assessment and Plan.

December 13, 2021 – Awarded the contract for parking enforcement services to ACE Parking.

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

August 22, 2022 – Council was advised that ACE parking was failing to generate enough revenue to cover the cost of its contract. Council approved converting the free parking spaces in the parking lot behind Downtown Fitness and in the Parking Garage to time-limited parking. Council also authorized the use of ARPA funds to pay for janitorial and security services for a period of one year for the downtown parking garage.

September 26, 2022 – Council was presented a detailed overview of the financial challenges facing the Off-Street Parking Fund and options for closing the funding gap. Council authorized staff to remove meters in appropriate areas and centralize working

meters. Council directed staff to do further research and provide options with financial information to assist the parking program. Council has authorized use of ARPA funds to directly cover the cash flow needs of the Off-Street Parking Fund up to \$50,000 on the following separate occasions: May 9, 2022, September 26, 2022, January 23, 2023, June 12, 2023, November 13, 2023, February 26, 2024 and June 24, 2024.

October 23, 2023 – Council adopted a resolution authorizing an appropriation transfer of \$20,000 from General Fund Contingency to the Off-Street Parking Fund.

November 1, 2023 – Council held a work-study session to discuss downtown parking. Council supported a hybrid model including time limited free parking, fees paid by customers and visitors, and fees paid by property and/or business owners and directed staff to provide more information about options and schedule public comment.

December 6, 2023 – Council held a special meeting and took public comment. There was a consensus of Council to establish a committee to review the previous parking study and discuss solutions.

March 25, 2024 – Council directed staff to review a statement submitted by downtown parking discussion group and bring back an evaluation.

April 22, 2024 – Council discussed a variety of funding options but did not reach a consensus on direction. Council directed staff to schedule a work-study session to discuss funding options.

July 29, 2024 – Council held a work-study session to discuss downtown parking. Council was presented with possible funding scenarios based upon fees paid by customers and visitors and fees paid by property and/or business owners. Direction was given to staff to further refine three different funding comparison ratios of 75/25, 70/30, and 65/35.

B. Analysis.

Council has held several discussions regarding funding implications related to the Off-Street Parking Fund and parking enforcement services in Downtown Roseburg and Laurelwood. The last discussion City Council had regarding this issue was during a work-study session on July 29, 2024. Council was presented with three different funding scenarios involving a 75/25, 70/30, and 65/35 split between money generated by ACE through paid on-street parking by customers/visitors, parking permits, and citations and the other portion being paid through fees by property and/or business owners. Council directed staff to further analyze each scenario and bring it back for discussion. Staff has discussed these scenarios with ACE Parking, and they have provided data concerning how they could generate enough funds to cover 75%, 70%, or 65% of the necessary revenue.

The purpose of this agenda item is to review ACE's findings and what scenario they feel is most achievable. At this point, ACE prefers the 75% scenario. ACE will present details around changes that could be made involving paid on-street parking, off-street parking

permits and citations. If Council agrees with the data and changes ACE provides, staff will then begin to evaluate possible methods in which downtown property and/or business owners could help to cover the remaining 25%, 30%, or 35%. Details concerning the means in which this funding could be collected will be presented at a later date.

The end of ACE's initial three-year contract term will be December 31, 2024. The contract allows for two additional three-year terms. ACE has recently submitted a request to renew as outlined within the existing contract. Staff is prepared to renew the contract, but wants direction from Council prior to doing so. If renewed, the contract will operate under the existing terms and conditions, including the City's right to terminate the agreement with 10 days' written notice.

From a staff perspective, we have been satisfied with ACE. If issues have arisen, we have been able to reach out and get them resolved, and they have been helpful and forthcoming with providing any information we have requested. Parking enforcement is a difficult business, and they have handled it professionally.

C. Financial/Resource Considerations.

The Off-Street Parking Fund continues to operate at a deficit. The City Council has authorized approximately \$350,000 in ARPA funding and \$20,000 in General Fund to cover the deficit and an additional \$100,000 (approx.) in ARPA funding to cover security and cleaning services in the Parking Structure. If the contract is not renewed, the City will owe ACE approximately \$30,000 based on the amortization of startup costs, including the purchase of the parking enforcement vehicle.

D. Timing Considerations.

The initial three-year term of the parking enforcement contract with ACE will end December 31, 2024. ACE submitted their request to renew the contract on September 20, 2024. Based upon the renewal terms within the contract, staff has 45 days to respond to ACE with the City's decision of whether to renew the contract.

COUNCIL OPTIONS

Council has the following options:

1. Direct staff to renew the contract with ACE Parking and begin further evaluating the parameters in which 25% of the Off-Street Parking fund will be paid by downtown property and/or business owners, based upon the proposed adjustments and changes ACE has presented in order to generate 75% of the funds necessary to balance the Off-Street Parking fund; or
2. Direct staff to renew the contract with ACE Parking and evaluate different options for generating parking revenue not presented during the course of the ACE presentation; or
3. Direct staff not to renew the contract with ACE Parking. This would trigger a repayment clause for initial start-up costs; or
4. Request additional information.

STAFF RECOMMENDATION

Staff is seeking direction from Council concerning the methods in which ACE plans to generate the revenue necessary to cover 75% of the Off-Street Parking Fund. If Council approves the concepts of these new adjustments, staff will further evaluate the parameters in which the remaining 25% of the Off-Street Parking Fund will be paid by downtown property and/or business owners.

Once further evaluated, staff will present Council with possible options on how downtown property and/or business owners may be required to pay 25% of the fund. Once presented with both portions of how the 75/25 split will be covered, Council can then make a motion authorizing the City to officially begin making these adjustments.

SUGGESTED MOTION

“I MOVE TO DIRECT STAFF TO RENEW THE CONTRACT WITH ACE PARKING AND FURTHER EVALUATE THE PARAMETERS IN WHICH 25% OF THE OFF-STREET PARKING FUND WILL BE PAID BY DOWNTOWN PROPERTY AND/OR BUSINESS OWNERS, BASED UPON THE PROPOSED ADJUSTMENTS AND CHANGES ACE HAS PRESENTED IN ORDER TO GENERATE 75% OF THE FUNDS NECESSARY TO BALANCE THE OFF-STREET PARKING FUND.”

ATTACHMENTS:

Attachment #1 – ACE Parking Revenue Ratio Projections



Revenue Split

75/25				
Categories	Percentage	Target	Annually	Monthly
Citations	20%	\$325,000	\$66,517	\$5,543
Permits	27%	\$325,000	\$87,524	\$7,294
Paid Street	28%	\$325,000	\$89,735	\$7,478
Base Fee	25%	\$325,000	\$81,250	\$6,771
Total			\$325,026	\$27,086

Paid On-Street

Parking Rate \$1.50	Count	Rate	Revenue by Hour
9 - 10am	1238	\$1.50	\$1,856.89
10 - 11am	1244	\$1.50	\$1,865.30
11 - 12pm	716	\$1.50	\$1,073.48
12 - 1pm	764	\$1.50	\$1,146.23
1 - 2pm	792	\$1.50	\$1,187.31
2 - 3pm	725	\$1.50	\$1,086.88
3 - 4pm	446	\$1.50	\$668.61
4 - 5pm	441	\$1.50	\$661.54
Gross Totals	6,364		\$9,546.23
CC Fees at 5%			-\$477.31
Transaction Fees \$0.25			-\$1,591.04
Total Monthly Revenue Potential			\$7,477.88
Total Annual Revenue Potential			\$89,734.52

- a) Counts are based on a monthly average from January 1st through August 31st and do not include permit lots or the garage
- b) The first detection counts have been reduced by 35% to adjust for the impact of paid parking

Permits

Lot Locations	Stall Count	Rate	Permits Sold	Unsold Stalls	Proj. Permit Sales	Current Permit Rev.	Projected Rev.	Annual Proj.
Garage Level 2	107	\$22.00	85	22	20	\$1,870.00	\$440.00	\$27,720.00
Garage Level 3	126	\$17.00	80	46	20	\$1,360.00	\$340.00	\$20,400.00
Oversize	4	\$25.00	4	0	0	\$100.00	\$0.00	\$1,200.00
Armory Lot	39	\$35.00	38	1	1	\$1,330.00	\$35.00	\$16,380.00
Court St. Lot	28	\$22.00	11	17	5	\$242.00	\$110.00	\$4,224.00
Rose St. Lot	14	\$30.00	14	0	0	\$420.00	\$0.00	\$5,040.00
Laurelwood	60	\$10.00	56	4	0	\$560.00	\$0.00	\$560.00
On Street	154	\$50.00	0	154	20	\$0.00	\$1,000.00	\$12,000.00
Total	532		288	244	66	\$5,882.00	\$1,925.00	\$87,524.00

- a) Projections are based on current rates
- b) Addition of on-street permits
- c) Laurelwood permits billed annually

Citations

Offenses	Total Issued	2024 Avg.	Fine	Citation Rev.
10 Min Over Time	150	13	\$10.00	\$131.25
30 Min Over Time	95	8	\$12.00	\$99.75
1 Hrs Over Time	151	13	\$27.00	\$356.74
2 Hrs Over Time	68	6	\$27.00	\$160.65
3 Hrs Over Time	29	3	\$27.00	\$68.51
4 Hrs Over Time	89	8	\$28.00	\$218.05
5Hrs Over Time	7	1	\$30.00	\$18.38
Expired Meter	461	40	\$28.00	\$1,129.45
Blocking Driveway	1	0	\$17.00	\$1.49
Loading Zone	12	1	\$30.00	\$31.50
Double Parked	3	0	\$15.00	\$3.94
No Permit Assigned	115	10	\$28.00	\$281.75
Handicap Zone	15	1	\$210.00	\$275.63
Improperly Parked	975	85	\$30.00	\$2,559.38
Opposing Traffic	10	1	\$35.00	\$30.63
Over 12 Inches	57	5	\$12.00	\$59.85
Parked in Rest. Area	10	1	\$35.00	\$30.63
Parked in Rest. Zone	6	1	\$28.00	\$14.70
Bus Zone	5	0	\$30.00	\$13.13
Obst. Sidewalk	5	0	\$35.00	\$15.31
Opposing Traffic MV	10	1	\$35.00	\$30.63
Not Enforced	5	0	\$27.00	\$11.81
Total	2279	199		\$5,543.13
Annually				\$66,517.50

- a) Counts are based on January 1st through August 31st 2024 averages
- b) 30% reduction to citations



Revenue Split

70/30				
			Annual	Monthly
Citations	19%	\$325,000	\$61,750	\$5,146
Permits	25%	\$325,000	\$81,250	\$6,771
Paid	26%	\$325,000	\$84,500	\$7,042
Base Fee	30%	\$325,000	\$97,500	\$8,125
Total			\$325,000	\$27,083

Paid On-Street

Parking Rate \$1.50	Count	Rate	Revenue by Hour
9 - 10am	1166	\$1.50	\$1,748.33
10 - 11am	1171	\$1.50	\$1,756.25
11 - 12pm	674	\$1.50	\$1,010.72
12 - 1pm	719	\$1.50	\$1,079.22
1 - 2pm	745	\$1.50	\$1,117.89
2 - 3pm	682	\$1.50	\$1,023.34
3 - 4pm	420	\$1.50	\$629.52
4 - 5pm	415	\$1.50	\$622.86
Gross Totals	5,992		\$8,988.14
CC Fees at 5%			-\$449.41
Transaction Fees \$0.25			-\$1,498.02
Total Monthly Revenue Potential			\$7,040.71
Total Annual Revenue Potential			\$84,488.50

- a) Counts are based on a monthly average from January 1st through August 31st and do not include permit lots or the garage
- b) The first detection counts have been reduced by 39% to adjust for the impact of paid parking

Citations

Offenses	Total Issued	2024 Avg.	Fine	Citation Fee
10 Min Over Time	150	12	\$10.00	\$121.88
30 Min Over Time	95	8	\$12.00	\$92.63
1 Hrs Over Time	151	12	\$27.00	\$331.26
2 Hrs Over Time	68	6	\$27.00	\$149.18
3 Hrs Over Time	29	2	\$27.00	\$63.62
4 Hrs Over Time	89	7	\$28.00	\$202.48
5Hrs Over Time	7	1	\$30.00	\$17.06
Expired Meter	461	37	\$28.00	\$1,048.78
Blocking Driveway	1	0	\$17.00	\$1.38
Loading Zone	12	1	\$30.00	\$29.25
Double Parked	3	0	\$15.00	\$3.66
No Permit Assigned	115	9	\$28.00	\$261.63
Handicap Zone	15	1	\$210.00	\$255.94
Improperly Parked	975	79	\$30.00	\$2,376.56
Opposing Traffic	10	1	\$35.00	\$28.44
Over 12 Inches	57	5	\$12.00	\$55.58
Parked in Rest. Area	10	1	\$35.00	\$28.44
Parked in Rest. Zone	6	0	\$28.00	\$13.65
Bus Zone	5	0	\$30.00	\$12.19
Obst. Sidewalk	5	0	\$35.00	\$14.22
Opposing Traffic MV	10	1	\$35.00	\$28.44
Not Enforced	5	0	\$27.00	\$10.97
Total	2279	185		\$5,147.19
Annually				\$61,766.25

- a) Counts are based on January 1st through August 31st 2024 averages
- b) 35% reduction to citations

Permits

Lot Locations	Stall Count	Rate	Permits Sold	Unsold Stalls	Proj. Permit Sales	Current Permit Rev.	Projected Rev.	Annual Proj.
Garage Level 2	107	\$22.00	85	22	15	\$1,870.00	\$330.00	\$26,400.00
Garage Level 3	126	\$17.00	80	46	11	\$1,360.00	\$187.00	\$18,564.00
Oversize	4	\$25.00	4	0	0	\$100.00	\$0.00	\$1,200.00
Armory Lot	39	\$35.00	38	1	1	\$1,330.00	\$35.00	\$16,380.00
Court St. Lot	28	\$22.00	11	17	5	\$242.00	\$110.00	\$4,224.00
Rose St. Lot	14	\$30.00	14	0	0	\$420.00	\$0.00	\$5,040.00
Laurelwood	60	\$10.00	56	4	0	\$560.00	\$0.00	\$560.00
On Street	154	\$50.00	0	154	15	\$0.00	\$750.00	\$9,000.00
Total	532		288	244	47	\$5,882.00	\$1,412.00	\$81,368.00

- a) Projections are based on current rates
- b) Addition of on-street permits
- c) Laurelwood permits billed annually



Revenue Split

65/35				
			Annual	Monthly
Citations	17%	\$325,000	\$55,250	\$4,604
Permits	23%	\$325,000	\$74,750	\$6,229
Paid	25%	\$325,000	\$81,250	\$6,771
Base Fee	35%	\$325,000	\$113,750	\$9,479
Total			\$325,000	\$27,083

Paid On-Street

Parking Rate \$1.50	Count	Rate	Revenue by Hour
9 - 10am	1086	\$1.50	\$1,628.35
10 - 11am	1090	\$1.50	\$1,635.72
11 - 12pm	661	\$1.50	\$990.90
12 - 1pm	705	\$1.50	\$1,058.06
1 - 2pm	731	\$1.50	\$1,095.98
2 - 3pm	669	\$1.50	\$1,003.28
3 - 4pm	411	\$1.50	\$617.18
4 - 5pm	407	\$1.50	\$610.65
Gross Totals	5,760		\$8,640.11
CC Fees at 5%			-\$432.01
Transaction Fees \$0.25			-\$1,440.02
Total Monthly Revenue Potential			\$6,768.08
Total Annual Revenue Potential			\$81,217.00

a) Counts are based on a monthly average from January 1st through August 31st and do not include permit lots or the garage

b) The first detection counts have been reduced by 40% to adjust for the impact of paid parking

Permits

Lot Locations	Stall Count	Rate	Permits Sold	Unsold Stalls	Proj. Permit Sales	Current Permit Rev.	Projected Rev.	Annual Proj.
Garage Level 2	107	\$22.00	85	22	13	\$1,870.00	\$286.00	\$25,872.00
Garage Level 3	126	\$17.00	80	46	11	\$1,360.00	\$187.00	\$18,564.00
Oversize	4	\$25.00	4	0	0	\$100.00	\$0.00	\$1,200.00
Armory Lot	39	\$35.00	38	1	1	\$1,330.00	\$35.00	\$16,380.00
Court St. Lot	28	\$22.00	11	17	5	\$242.00	\$110.00	\$4,224.00
Rose St. Lot	14	\$30.00	14	0	0	\$420.00	\$0.00	\$5,040.00
Laurelwood	60	\$10.00	56	4	0	\$560.00	\$0.00	\$560.00
On Street	154	\$50.00	0	154	5	\$0.00	\$250.00	\$3,000.00
Total	532		288	244	35	\$5,882.00	\$868.00	\$74,840.00

a) Projections are based on current rates

b) Addition of on-street permits

c) Laurelwood permits billed annually

Citations

DEPARTMENT ITEMS C

Offenses	Total Issued	2024 Avg.	Fine	Citation Rev.
10 Min Over Time	150	11	\$10.00	\$108.75
30 Min Over Time	89	6	\$12.00	\$77.43
1 Hrs Over Time	151	11	\$27.00	\$295.58
2 Hrs Over Time	68	5	\$27.00	\$133.11
3 Hrs Over Time	29	2	\$27.00	\$56.77
4 Hrs Over Time	89	6	\$28.00	\$180.67
5Hrs Over Time	7	1	\$30.00	\$15.23
Expired Meter	444	32	\$28.00	\$901.32
Blocking Driveway	1	0	\$17.00	\$1.23
Loading Zone	12	1	\$30.00	\$26.10
Double Parked	4	0	\$15.00	\$4.35
No Permit Assigned	116	8	\$28.00	\$235.48
Handicap Zone	13	1	\$210.00	\$197.93
Improperly Parked	977	71	\$30.00	\$2,124.98
Opposing Traffic	10	1	\$35.00	\$25.38
Over 12 Inches	57	4	\$12.00	\$49.59
Parked in Rest. Area	10	1	\$35.00	\$25.38
Parked in Rest. Zone	6	0	\$28.00	\$12.18
Bus Zone	5	0	\$30.00	\$10.88
Obst. Sidewalk	5	0	\$35.00	\$12.69
Opposing Traffic MV	10	1	\$35.00	\$25.38
Not Enforced	4	3	\$27.00	\$78.30
Total	2257	166		\$4,598.68
Annually				\$55,184.10

a) Counts are based on January 1st through August 31st 2024 averages

b) 42% reduction to the average due to increased permit use and addition of paid parking



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CITY MANAGER ACTIVITY REPORT

Meeting Date: **October 14, 2024**
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 14, 2024 meeting, the following items are included:

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



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
September 24, 2024 - 10:00 a.m.

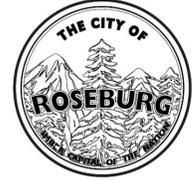
1. September 23, 2024, City Council Meeting Synopsis
2. October 14, 2024, City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign:
5. Discussion Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
October 7, 2024 - 10:00 a.m.

1. October 14, 2024, City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign:
 - A. Community Event – Parade Permit - Neewollah Parade
 - B. Community Event – Loudspeaker Permit – Pine Street Music
 - C. Community Event – Umpqua Valley Farmer’s Market
 - D. Grant Checklist – Extend Taxiway A – Phase II
4. Discussion Items
5. Employee Service Pins
 - A. Ryan Martin – Fire Department – 30 years

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- UTRAN Presentation
 - VA Director Presentation
 - Council Goals Adoption
 - 2024-2029 Capital Improvement Plan Update
 - City Manager Evaluation Process Presentation (Work Study)
 - City Manager Evaluation Process Adoption
 - UCC Land Transfer
-

October 28, 2024

Urban Renewal Meeting (start @ 6 p.m.)

Consent Agenda

- A. June 10, 2024, Meeting Minutes

Department Item

- A. Urban Renewal Boundary Expansion

City Council Meeting (start @ 7 p.m.)

Mayor Reports

- A. Veterans Day and Military Families Month Proclamation

Consent Agenda

- A. October 14, 2024 Meeting Minutes

Public Hearings

- A. Ordinance No. 3608 – Plan Amendment Zone Change, First Reading

Department Items

- A. Assignment of Legion Field Operations and Management Agreement and Turf Construction License Agreement
- B. UACT Expansion Request/Approval
- C. Community Development Software Purchase and Implementation
- D. Budget Appropriation – Sidewalk/Streetlight Fund

Informational

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

Executive Session ORS 192.660(2)

- A. City Manager Evaluation
-

November 11, 2024

Office closed for Veterans Day

November 18, 2024

Consent Agenda

- A. October 28, 2024 Meeting Minutes

Public Hearing

- A. Supplemental Budget – ARPA Fund

Ordinances

- A. Ordinance No. 3608 – Plan Map Amendment Zone Change, Second Reading

Department Items

- A. Fireworks Risk Assessment
- B. Bid Award - Public Safety Center Third Floor
- C. FEMA Option Selection

Informational

- A. City Manager Activity Report
Executive Session ORS 192.660(2)
 - A. Judges Evaluation
-

December 9, 2024

Mayors Reports

- A. 2024 General Election Results and Scheduling Oath of Office

Consent Agenda

- A. November 2024 Meeting Minutes

Resolutions

- A. Resolution Setting a New Council Reimbursement Amount for 2025

Department Items

- A. Library Room Reservation Policy Update
- B. Street Light Maintenance Contract Award

Informational

- A. City Manager Activity Report
-

January 13, 2025

Mayor Reports

- A. State of the City Address
 - B. Commission Chair Appointments
 - C. Commission Appointments
- Commission Reports/Council Ward Reports

- A. Election of Council President

Consent Agenda

- A. December 9, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report
-

January 27, 2025

Consent Agenda

- A. January 13, 2025 Meeting Minutes

Ordinances

- A. FEMA Model Ordinance, First Reading

Informational

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

February 10, 2025

Consent Agenda

- A. January 27, 2025 Meeting Minutes

Ordinances

- A. FEMA Model Ordinance, Second Reading

Informational

- A. City Manager Activity Report
-

February 24, 2025

Mayor Reports

- A. 2023 GFOA Certificate of Achievement for Excellences in Annual Comprehensive Financial Reporting (ACFR) and 2022 GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR)

Special Presentations

- A. Annual Comprehensive Financial Report (ACFR)

- B. Quarterly Report Ending December 31, 2024
- C. 2025 – 2026 Budget Calendar

Consent Agenda

- A. February 10, 2025 Meeting Minutes

Informational

- A. City Manager Activity Report
-

March 10, 2025

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. February 24, 2025 Meeting Minutes

Informational

- A. City Manager Activity Report
-

March 24, 2025

Mayor Reports

- A. National Library Week Proclamation

Consent Agenda

- A. March 10, 2025 Meeting Minutes

Informational

- A. City Manager Activity Report
-

April 14, 2025

Mayor Reports

- A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation

- B. Oregon Arbor Month Proclamation

Consent Agenda

- A. March 24, 2025 Meeting Minutes

Department Items

- A. Inmate Housing Intergovernmental Agreement Extension

- B. Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement

Informational

- A. City Manager Activity Report
-

April 28, 2025

Mayor Reports

- A. Historic Preservation Month Proclamation

- B. Thrive Umpqua Day Proclamation

Consent Agenda

- A. April 14, 2025 Meeting Minutes

Informational

- A. City Manager Activity Report

- B. Finance Quarterly Report

- C. Municipal Court Quarterly Report
-

May 12, 2025

Mayor Reports

- A. EMS Week Proclamation

- B. National Public Works Proclamation

Consent Agenda

- A. April 28, 2025 Meeting Minutes

Resolutions

- A. Annual Fee Adjustment
 - i. Resolution No.: General Fees
 - ii. Resolution No.: Water Related Fees

Informational

- A. City Manager Activity Report
-

City Manager Updates
October 4, 2024

- I will be out of the office beginning the afternoon of Tuesday, October 8, 2024 and returning on Wednesday, October 23, 2024. Per RMC Section 3.08.040(B), I am appointing Police Chief Gary Klopfenstein to serve as Acting City Manager during my absence. Also per code, Amy Nytes, City Recorder, will be designated as City Manager Pro-Tem for the purpose of executing City contracts. Gary, Amy and I met with the Mayor yesterday to go over the next few Council agendas, since I will be gone for the October 14 meeting and the agenda preparation for the October 28 meeting will be well underway before my return.
- Congratulations to Finance Director Ron Harker and his staff for receiving the Certificate of Achievement for Excellence in Financial Reporting for the 2023 Annual Comprehensive Financial Report (ACFR). This is well-deserved recognition of the quality and amount of work that Ron and his staff put into this extensive report.
- The Parks Commission met on Wednesday and recommended two items for Council consideration: the assignment of the lease agreements at Legion Field and preliminary approval of an expansion project at the Betty Long Unruh Theater (UACT). Both items have been scheduled for the October 28 Council meeting.
- Chief Klopfenstein has been communicating with representatives from Greyhound Bus and its parent company, Flix. We became aware that Roseburg is no longer listed as a stop on their website. In other words, you cannot buy tickets and board a Greyhound/Flix bus in Roseburg. We wanted to ensure that the bus stop did not become a drop off only stop. If they want to provide service to Roseburg, it needs to be drop off and pick up both. For now, they are doing neither and we will be removing the bus stop sign from Rose Street. They are hoping to add a Roseburg stop again in spring of 2025, with an agent that can manage the stop and sell tickets.
- Ryan Herinckx has stepped into the role of interim Public Works Director after our contract with retired PW Director Brice Perkins came to an end. Ryan has been with the department for eighteen years and has a wealth of knowledge in all things Public Works!
- The Roseburg Public Library and Friends of the Roseburg Public Library celebrated five years of Dolly Parton's Imagination Library on Wednesday. Congratulations and thank you to all involved with this program to deliver a new book every month to kids age birth through five years. For more information on the program:
<https://imaginationlibrary.com/>
- External meetings last week included the Partnership monthly meeting, a virtual meeting with FAA to review our annual Capital Improvement Plan submittal, Envision Roseburg meeting, and virtual attendance at the OSBEELS symposium to earn professional development hours needed to maintain my professional

engineering license. Meetings this week included UCC's Dr. Pokrandt, a phone call meeting with Oregon Community Foundation, and a meeting with Council candidate Sam Starns. On Thursday, I was able to attend a presentation and tour of UCC's downtown housing initiative, which included a wide variety of local leaders, Business Oregon representatives, and Matthew Tschabold, the Governor's Housing and Homelessness Initiative Director. It was great to meet Matthew in person, as we have been corresponding via email on many of the proposed housing policy updates currently under consideration. I was also able to introduce him to Shaun Pritchard and talk a little about the navigation center.

- Thanks for Council's input/direction at Wednesday's work-study session. I plan to issue the Request for Proposals for the realtor services before I leave next week, with an opening date of November 7. Depending on the number of proposals received, the plan would be to schedule interviews and have Council rank the proposals the week of November 18.
- The next Roseburg Area Chamber membership luncheon is October 21 and will feature a candidate forum for the U.S. 4th Congressional district. The chamber has confirmed the attendance of Pacific Green Party candidate Justin Filip and Republican Party candidate Monique DeSpain. Democrat incumbent Congresswoman Val Hoyle and Libertarian Party candidate Dan Bahlen have been invited, but not confirmed. If you would like to attend, please let Grace know by **Tuesday, October 15**.
- Meetings next week:
 - Planning Commission – Monday, 10/7 @ 7 pm City Hall Council Chambers
- Blocktoberfest is happening in downtown Roseburg tomorrow from 11am – 6pm. More information can be found here: <https://www.roseburgblocktoberfest.com/>

