

ROSEBURG CITY COUNCIL AGENDA – APRIL 27, 2015
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 Brandt Alison Eggers Ken Fazio Victoria Hawks
Steve Kaser Lew Marks John McDonald Tom Ryan
4. **Mayor Report**
 - A. Historic Preservation Month Proclamation
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – See Information on the Reverse**
7. **Special Presentation**
 - A. Douglas County Commission – County Budget Impacts
8. **Consent Agenda**
 - A. Minutes of April 13, 2015 Regular Meeting
 - B. Minutes of April 13, 2015 Special Meeting
 - C. Cancel May 25, 2015 Meeting – Memorial Day Holiday
9. **Public Hearing**
 - A. Resolution No. 2015-05 - Supplemental Budget
10. **Ordinances**
 - A. 2nd Reading, Ordinance No. 3445, Amending Noise Ordinance
11. **Items From Departments**
 - A. Universal Field Services Contract
 - B. Rocky Ridge PUD Amendment Findings of Fact and Decision
 - C. State Veterans Home Update (Oral Report)
12. **Items From Mayor, Council or City Manager**
13. **Informational**
 - A. Activity Report
14. **Executive Session ORS 192.660(2)**
14. **Adjournment**

***** 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.

Proclamation

CITY OF ROSEBURG, OREGON

HISTORIC PRESERVATION MONTH

WHEREAS: Historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS: Historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

WHEREAS: The City of Roseburg has three National Register Districts recognized for their individual unique historical characteristics - Mill-Pine, Downtown and Laurelwood; and

WHEREAS: The City of Roseburg has a number of historic properties, outside of the three National Register Districts, also recognized for their individual unique historical and cultural characteristics, and

WHEREAS: It is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us; and

WHEREAS: May is National Preservation Month 2015, co-sponsored by the City of Roseburg and the National Trust for Historic Preservation.

NOW, THEREFORE, I Larry Rich, Mayor of the City of Roseburg, do hereby proclaim May 2015

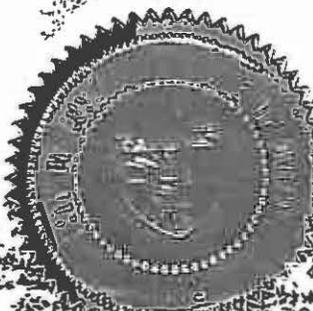
HISTORIC PRESERVATION MONTH

and call upon the people of Roseburg to join their fellow citizens across the United States in recognizing and participating in this special observance.

DATED this 27th day of April 2015.

Larry Rich

THE HONORABLE MAYOR



**MINUTES OF THE REGULAR MEETING
OF THE ROSEBURG CITY COUNCIL**

APRIL 13, 2015

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on Monday, April 13, 2015, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor Ryan led the Pledge of Allegiance.

ROLL CALL

Present: Councilors John McDonald, Alison Eggers, Lew Marks, Victoria Hawks, Tom Ryan and Steve Kaser.

Absent: Councilor Ken Fazio.

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, Police Chief Jim Burge, Community Development Director Brian Davis, Human Resources Director John VanWinkle, Management Technician Debi Davidson, Troy Brynelson of the News Review and Kyle Bailey of KQEN Radio.

CITY COUNCILOR WARD 2 APPOINTMENT

Hawks moved to appoint Beverly Brandt to City Council Ward 2 Position 2. Motion was seconded by Marks and carried unanimously. Davidson administered the Oath of Office with Brandt who then took her seat with the Council.

COUNCIL WARD/COMMISSION REPORTS

Marks reported that SERVICE will be seeking a grant to install a speed hump in their neighborhood. The group is meeting at the new Senior Center so the two organizations are working together.

Kaser reported the Public Works Commission will begin discussions regarding the water system and rates to formulate a recommendation for Council. He attended the Oregon Transportation Summit in Portland recently and will share information from that summit at a future meeting.

Hawks reported the Historic Resource Review Commission approved a facade improvement for a property in the 300 block of Jackson Street.

McDonald reported that the Charlie Company and 186th Battalion will return home in June. A "welcome home" is being arranged.

Rich recognized members from Boy Scout Troop 282 that were present to earn a merit badge.

VOLUNTEER RECOGNITION MONTH PROCLAMATION

Rich proclaimed April as "Volunteer Recognition Month" and lauded the 610 people that volunteered approximately 5,223 hours to the City of Roseburg. Colley noted an advertisement ran in the News Review thanking the volunteers.

GFOA CERTIFICATION OF ACHIEVEMENT

Colley announced the City earned its 21st GFOA Certificate of Achievement for Excellence in Financial Reporting for the 2014 Comprehensive Annual Financial Report which is the highest form of recognition in governmental accounting. He congratulated and thanked Harker and Accountants Debbie Keller and Della Mock for their work on the CAFR. Council was reminded of the budget orientation session scheduled for April 20th at 4:30 p.m.

CONSENT AGENDA

Ryan moved to approve the following Consent Agenda item:

- A. Minutes of March 23, 2015 regular meeting.
- B. Minutes of the April 7, 2015 special meeting.
- C. 2015 OLCC license renewal endorsement.

Motion was seconded by Hawks and carried unanimously.

APPEAL OF ROCKY RIDGE PLANNED UNIT DEVELOPMENT (PUD) AMENDMENT

Rich read into the record the procedures for the quasi-judicial appeal hearing. At 7:19 p.m., he opened the hearing on the appeal of the Planning Commission's decision to approve an amendment to Rocky Ridge PUD 1, which changes a previously-designated common area (Common Area #4) into a buildable lot. The Code does allow for PUD amendments if certain criteria are met. Davis provided an orientation of the subject area and reported the same proposal was brought forth in 2002 with proposed access from Beulah Drive but had no information about screening from neighbors and no true access. That proposal was rejected. The current proposal differs in that information was provided for access from Cambrian Court and provision of screening through the planting of trees. The Planning Commission adopted findings requiring screening provisions be met before issuance of any building permits. He presented a map showing the original PUD provided for much more open space than required by Code. By R-10 zoning standards, the PUD is underdeveloped. Therefore, if Common Area 4 is built upon, the PUD would still meet open space requirements. The proposed driveway was a designated buildable lot.

Davis read a list of the parties into the record and noted the Council may only consider the existing record. Discussion was held on the quality of geotechnical reports which would be required. Davis indicated that site plan review is appealable to the Planning Commission. Therefore, parties could appeal if they believed conditions were not appropriately met. Geotech reports are not necessarily distributed to the neighborhood, but the Commission included conditions regarding drainage concerns. If those are not met, City Staff would pursue correction through the Municipal Code abatement process.

Hawks questioned whether Common Area #4 had been a part of the Home Owners Association (HOA) fees. Davis indicated that Staff was not aware of the HOA organization structure and that the rules/bylaws of the organization were not part of the City's consideration.

Councilors were asked to identify any ex-parte contacts or conflicts of interest. Hawks indicated her real estate clients express interest in the Rocky Ridge common areas, but Coalwell indicated that would not be a conflict under the law. Kaser noted that one of the

appellants addressed Council during audience participation but the discussion was stopped before any substantive information was shared. Rich stated he served on the Planning Commission in 1996 when the first Rocky Ridge plat was considered. Since it was not approved, there was no conflict for Rich. No other potential conflicts or contacts were disclosed. Recess was called from 7:55 p.m. to 8:01 p.m.

Jillanne Michell, 1231 NE Steele Court, cited language from the 1998 PUD approval document which she believed indicates Common Area 4 was intended to remain undeveloped and natural. A copy of those citations and her written testimony is included in the City Council agenda record. She asked that if the Council had not yet had opportunity to read the 1998 document, that their consideration of the appeal be postponed until they may do so. She understood that Rocky Ridge has more open space than technically required by law, but whether they could have agreed to less is beside the point as the developers agreed to the plat.

She stressed the importance of maintaining the character of existing adjoining neighborhoods and the time limits placed on construction. Michell stated the City allowed the developers to build substandard sidewalks and streets in exchange for the open space amenities. Her final point was to emphasize that the 2002 amendment application was denied based upon access and frontage issues, but screening was not sufficient as well and would have a detrimental impact to neighboring properties.

Scott Fray, 1223 NE Steele, stated he purchased his property which is located west of the subject in 1992, in 2002, the owners began falling trees prior to any amendment approvals. As a result, he lost privacy as no trees have grown on the property since that time. The criteria used to deny that amendment was not only screening and privacy, drainage, water and soil erosion and access issues. He understood that the current application addresses access and there is an abatement process if drainage or erosion issues arise, but he did not believe the screening was adequate as it would take years for the trees to serve as a buffer. He referred to photographs in the record which demonstrated the visual impact of a potential two story home above his property which would leave a view into his pool and living room. In the current petition the access is taken care of and understand there is an abatement process if those problems arise. Fray recounted responses from four Planning Commissioners who believed there were issues with the current proposals.

Don Kitzman, 1780 NE Beulah, stated the initial developer met with him and neighbors and provided assurance that the common area would stay an open space. He had faith and trust that the Council would review the record and find documents that outline the problems that Steele Court had in developing water and sewer, as well as promises that were made regarding the common area.

HOA representative David Littlejohn, 1793 NE Rocky Drive, stated that the common area does not pay HOA fees. The Rocky Ridge property owners have been collectively paying costs for that lot which has been treated as a common area even though it is under individual ownership. The HOA has no opinion regarding the proposal, but personally he did not believe it would be cost effective to develop the lot.

Applicant representative Steve Lovemark of i.e. Engineering, 809 SE Pine, summarized that the primary concerns were regarding the screening and the perception that the lot would remain open space forever. The original plat doesn't refer to the area as open space; it is called a common area. All the areas that were undeveloped and not platted as a subdivision lot were listed as common areas. Only a portion of two common areas have been deeded to the HOA. Common Area 5 has a trail around it but the whole area has not been deeded to the HOA. In the future, portions of these areas will likely serve as access to abutting undeveloped land. There is a developed open space in Phase 2 which has play equipment which has been deeded to the HOA. The rest of the common areas are privately owned by individuals. The actual owners within the PUD are neutral on the application as development of the lot would not impact them. He reviewed the screening profiles included in the record and agreed it may take some time for the trees to adequately screen the property. There were no specific provisions for acoustic screening. Lovemark had reviewed adjoining areas and believed the area is primarily shale material. The original geotech reports indicate the ground is stable, but another report would be done specific for the subject lot. Drainage will be dispersed downhill with natural drainages along the driveway. He believed this would result in less water heading toward properties on Steele Court.

David Kitzman, 1780 NE Beulah, reiterated statements regarding assurances that the property would remain undeveloped and expressed concerns about drainage problems for Cambrian Court which already experiences problems with flooding.

Jillanne Michelle stated the Cumpstons on Cambrian Court are opposed to the development and have water concerns and noted concerns about whether trees could adequately grow and provide proper screening.

Scott Fray pointed out that the applicant's representative stated it would take too many years for 6 foot trees to reach 15 feet and provide screening.

David Littlejohn explained the history of the property ownership. The LLC which initially developed the property is in the process of dissolution and the developers distributed buildable lots amongst themselves. The subject property is owned by one of those original developers. The HOA is in negotiations regarding the roads which the HOA will need to maintain. It is unlikely the current developers will build out phases 2 or 3 as they suffered financial loss with the housing collapse.

The public hearing was closed at 9:07 p.m.

Discussion ensued on whether the Council was involved in prior decisions regarding the PUD in 1998. Ryan believed in the original plat, the developers agreed to many amenities just to get the project approved and the proposed amendment is contrary to promises that were made. He did not believe the screening was adequate and thus would not support the approval. Staff noted that an extensive review was made of the record which does not contain any promises regarding the Common Area remaining open space in perpetuity. Coalwell stressed that the criteria for the Planning Commission consideration was 1) whether the application could have been approved in the original application with adequate screening; and 2) whether there is adequate screening.

Kaser pointed out that the 1998 PUD approval does not state the common areas are to remain forever, but he believed that people were told that would be the case. However, in 2002 the developers were denied approval for the same action. Kaser was not convinced the screening is sufficient visually or acoustically. Hawks agreed with the foregoing comments and believed the project would impact residents' quiet enjoyment of their properties.

Ryan moved to reverse the Planning Commission decision regarding the Rocky Ridge PUD amendment, File No. AMD-14-2. Motion was seconded by Marks and carried with Brandt abstaining. Davis indicated Staff would prepare findings for the Council's adoption.

ORDINANCE NO. 3444 – RING CENTRAL INC TELECOMMUNICATIONS FRANCHISE

Davidson reported on a telecommunications company that began service in Roseburg in January 2014 and has paid the appropriate application and fees back to that date. Davidson then read Ordinance No. 3444 for the first time, entitled: An Ordinance Granting a Telecommunication Franchise to RingCentral, Inc. Effective Retroactively to January 1, 2014. Kaser moved to suspend the rules and proceed with second reading. Motion was seconded by Eggers and carried unanimously. Davidson read Ordinance No. 3444 for the second time. Kaser moved to adopt the ordinance, seconded by Marks. Roll call vote was taken and motion carried unanimously. Rich proclaimed the adoption of Ordinance No. 3444.

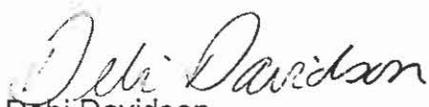
ORDINANCE NO. 3445 – AMENDING NOISE ORDINANCE

Colley reminded Council of an earlier discussion regarding noise complaints which occurred during daytime hours. The Municipal Code does not address issues such as amplified music, so no enforcement action could be taken. A proposed ordinance was presented to declare those instances as noise disturbances as well as adding clarification regarding use of home maintenance equipment between 10:00 p.m. and 7:00 a.m. Another change was made to provide for loudspeaker permit issuance for private property. Davidson read Ordinance No. 3445 for the first time, entitled: An Ordinance Amending Roseburg Municipal Code Section 7.02.140 Regarding Noise Disturbances.

ITEMS FROM MAYOR, COUNCIL OR CITY MANAGER

Discussion was held on the issue of the State Veterans Home. Previously, the State had determined that Roseburg would be the location for the next home. In 2011 the Legislature directed the State Department of Veterans Affairs to begin the process of getting funding for that home and to conduct a study to identify future skilled care needs for veterans over the next 20 years. It appears that as a result of that the current DVA Director has reported that Roseburg may not be the best site for the next home. Colley indicated Staff would research the status of this situation and report back to Council at the next meeting.

Council recessed at 9:35 p.m. in order to convene in executive session under authority of ORS 192.660(2)(f). Council reconvened in regular session at 9:56 p.m. at which time the meeting was adjourned.



Debi Davidson
Management Technician

**MINUTES OF THE SPECIAL MEETING
OF THE ROSEBURG CITY COUNCIL**

APRIL 13, 2015

Mayor Larry Rich called the special meeting of the Roseburg City Council to order at 6:30 p.m. on Monday, April 13, 2015, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon.

ROLL CALL

Present: Councilors John McDonald, Alison Eggers, Lew Marks, Victoria Hawks, Tom Ryan and Steve Kaser.

Absent: Councilor Ken Fazio

Others present: City Manager Lance Colley, Police Chief Jim Burge, Human Resources Director John VanWinkle, Finance Director Ron Harker, Management Technician Debi Davidson and Kyle Bailey of KQEN Radio.

CITY COUNCILOR WARD 2 INTERVIEWS

Council interviewed Beverly Brandt for City Council Ward 2 Position 2. Recess was taken from 7:43 p.m. to 7:00 p.m. The second candidate, Dennis Rogers, did not appear for his interview.

Meeting adjourned at 7:00 p.m.



Debi Davidson
Management Technician

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



MAY 25, 2015 - MEETING CANCELLATION

Meeting Date: April 27, 2015
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent Agenda
Staff Contact: Debi Davidson
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

Inasmuch as the May 25, 2015, City Council meeting falls on the Memorial Day holiday, Council is asked to consider canceling that meeting.

BACKGROUND

A. Council Action History. Although the City Council has not discussed meeting cancellation this year, historically the City Council has cancelled meetings which occur either on, directly prior to or immediately after a national holiday.

B. Analysis. Inasmuch as Councilors and Staff Members oftentimes travel during holiday periods, it may be difficult to attain a quorum for meetings within that time frame. Therefore, any meetings regularly scheduled during holiday periods have been cancelled. At this time, Staff does not anticipate any pressing issues which would require two meetings in May. The option can always be held open to call a special meeting if the need arises.

C. Financial and/or Resource Considerations. n/a

D. Timing Issues. In the event the City Council wishes to cancel the meeting, action should be taken at this time in order to properly schedule agenda matters for Council attention and to notify the news media and interested parties of the cancellation.

COUNCIL OPTIONS

1. Cancel the second meeting in May with the option of calling for a special meeting should the need arise.
2. Reschedule the meeting for another date certain.

STAFF RECOMMENDATION

Staff recommends the City Council cancel the May 25, 2015, City Council meeting.

SUGGESTED MOTION

I MOVE TO CANCEL THE MAY 25, 2015 COUNCIL MEETING, RESERVING THE OPTION TO CALL A SPECIAL MEETING SHOULD THE NEED ARISE.



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

REVISED - Supplemental Budget and Appropriation Revisions for Fiscal Year 2014-15

Meeting Date: April 27, 2015
Department: Finance
www.cityofroseburg.com

Agenda Section: Department Action Items
Staff Contact: Ron Harker
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

Staff seeks to make four mid-year corrections to the 2014-15 budget. Two of the corrections will increase their respective fund's appropriations by more than 10% thereby requiring a supplemental budget. For simplicity and in an effort to reduce the number of Council Actions, all four mid-year corrections are being combined into one supplemental budget. Supplemental budgets require a public hearing to take comments from interested citizens prior to Council action.

BACKGROUND

A. Council Action History. None.

B. Analysis. Currently there are four funds which require mid-year adjustments so that the intent and purposes of the budget can be accomplished, the funds and the proposed corrections are detailed below:

Hotel/Motel Tax Fund (024): Hotel/Motel Tax remittances are up 19% over the same time the previous year which is much greater than anticipated when the 2014-15 budget was adopted. RMC 9.16.170 imposes a formula that establishes the disposition and use of the funds and in order to comply with this section of the City code appropriations need to be increased. The funds are to be used to fund tourism promotion, economic development, street lights and sidewalks. The tourism promotion is accomplished through a contract with the Chamber of Commerce. The funding of economic development, street lights and sidewalks are accomplished through transfers to the Economic Development and the Street Lights and Sidewalk Funds.

In addition to the unanticipated increase in remittances in this fiscal year, Hotel/Motel Tax collections also exceeded budgetary calculations at the close of the previous fiscal year. Final collections for the fiscal year were received after June 30 which meant that the City could not transfer the funds within the constraints of the 2013-14 budget but was required to comply with the requirements of RMC 9.16.170 under the budgetary authority of the current fiscal year. These transactions further limit the City's ability to comply with current disposition requirements without additional appropriation authority.

In order to comply with the requirements of RMC 9.16.170 within the current budget year a supplemental budget needs to be adopted that: 1) increases Hotel/Motel Tax revenues by \$170,850 to \$1,050,000, 2) increases Materials and Services appropriations by \$86,251 to

\$631,962, 3) increases Transfers to other funds by \$105,411 to \$470,850, and 3) reduce the Reserve for Future Expenditures by \$(20,812) to \$150,107.

Since the proposed adjustments will increase the fund's appropriations by more than 10% a public hearing is required to receive public comment on this matter.

Bike Trail Fund (025): The City is to receive an \$118,000 grant to facilitate bike trail improvements in Stewart Park. Since the City's 2014-15 budget only appropriates \$50,000 for capital improvements in this fund, appropriations must be increased in order to facilitate the project that is to be funded by the grant.

In order to comply with Oregon Budget Law and facilitate the project in the current fiscal year a supplemental budget needs to be adopted that: 1) recognizes \$118,000 in grant revenue, and 2) increase capital outlay by \$118,000 to \$168,000.

Even though the proposed adjustments will increase the fund's appropriations by more than 10% a public hearing is not necessarily required to receive public comment on this matter since the grant to be received is a specific purpose grant; specific purpose grants are an exception to the supplemental budget requirements of Oregon Budget Law.

Workers Compensation Fund (061): The City maintains a self-funded Workers Compensation program and the City is liable for direct payment of individual claims and time loss not to exceed \$500,000 per occurrence. The City pays the costs associated with any employee on-job injuries or illnesses. At times, it is in the City's interests to settle claims for a lump sum rather than let the claim continue to run and incur costs over an unknown period of time. In these cases settlement amounts are usually significantly lower than expected long-term claim costs.

Pursuant to State rules covering the program, all records regarding Workers Compensation claims are confidential, and information regarding individual settlements cannot be publicly discussed in open meetings.

Workers Compensation payments are projected to be \$225,000 greater than budgeted this fiscal year thereby requiring an increase of \$225,000 in appropriation authority to satisfy contractual obligations. A portion of the increase in appropriations is earmarked for a negotiated settlement of a long term workers compensation claim that the Council was briefed on previously. A release of funds from the Reserved for Future Expenditures is required to provide the increased appropriation authority. This action will require a second motion which is provided later in the staff report.

Since the initial intent when the budget was adopted was not to spend the amount reserved for future expenditure, it was not appropriated when the budget was adopted. Oregon Budget Law requires that a supplemental budget be adopted to appropriate the expenditure. Additionally, since the appropriations will be increased by more than 10% by this action a public hearing must be held to consider this action.

General Fund (010): Due to an early spring the City will be hiring seasonal park maintenance staff earlier than anticipated. The early hires require an additional \$15,000 in appropriation authority which will need to come from contingency funds.

Since the General Fund's appropriations will not be increased by more than 10% this action is not subject to the public hearing requirements. This action is simply an appropriation transfer authorized by Council since contingency monies are being utilized.

C. Financial and/or Resource Considerations. The financial impact to the City from these four corrections is varied and so they are discussed separately below:

Hotel/Motel Tax Fund (024): While appropriations will increase \$170,850, these expenses are offset by an increase in revenues. As the disposition of these funds are set by the Roseburg Municipal Code there is no detrimental financial impact to the City as the funds cannot be diverted for any other public interest.

Bike Trail Fund (025): While the fund's appropriations will increase by \$118,000 the increase is offset completely by a grant the City will receive, consequently, there is no detrimental financial impact to the City.

Workers Compensation (061): The increase of appropriations by \$225,000 will reduce the fund's ending fund balance by the same amount to an estimated \$392,000. The most recent actuarial analysis determined that the required reserves for the fund to be \$240,000. Despite the significant reduction to the fund balance, the City will be able to maintain a reserve balance much greater than the actuarial determined reserve requirement. In its 2015-16 budget, the City will be increasing its self-imposed workers compensation rate to restore the fund balance to a higher amount so as to be able to meet future claims costs with a higher degree of confidence.

General Fund (010): The appropriation transfer of \$15,000 from General Fund Contingency to General Fund Parks constitutes a 0.2% decrease to the projected ending fund balance. The small reduction to the General Fund's fund balance is immaterial and has no impact on the City's ability to meet its Fund Balance Policy requirements.

D. Timing Issues. One of the main tenets of Oregon budget law is the restriction of spending more than adopted appropriation levels. While none of the budgets in question are currently over budget there are some expenses which will need to be satisfied in the very near future, consequently, it is important to act promptly when conditions are known to ensure compliance with this tenet of Oregon budget law.

COUNCIL OPTIONS

- 1) Make two motions – one adopting the resolution and one granting the City Manager authority to expend portions of the Workers Compensation Fund as outlined;
- 2) Make one motion - Adopt the attached resolution as written; or
- 3) Adopt the attached resolution with modifications to the proposed figures; or
- 4) Request additional information.

STAFF RECOMMENDATION

Given the need to comply with Oregon budget law and to proceed with a negotiated workers compensation claim settlement, it is staff's recommendation to adopt the attached resolution as written and to make the two motions provided.

SUGGESTED MOTION

Motion 1:

I move to adopt Resolution No. 2015-_____ authorizing a supplemental budget and budget appropriation revisions for fiscal year 2014-15.

Motion 2:

I move to direct and authorize the City Manager to expend any portions of the Workers Compensation Fund (061) up to and including the full amount of the Fund in current and future budgets, for payments of claims and expenses as well as for lump sum settlements of Workers Compensation claims, as he determines are in the City's best interests, without further Council approval being required for such payments and settlements, and this direction by Council to perform such duties shall continue hereafter until further notice.

ATTACHMENTS

Attachment 1 Resolution entitled "A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET AND BUDGET APPROPRIATION REVISIONS FOR FISCAL YEAR 2014-15"

RESOLUTION NO. 2015-05

A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET AND BUDGET APPROPRIATION REVISIONS FOR FISCAL YEAR 2014-15

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2014-15 by Resolution 2014-8; and

WHEREAS, unanticipated revenues and expenditures are expected to exceed the original adopted budget and budgetary changes are necessary to provide increased appropriation levels to expend the unforeseen revenues; and

WHEREAS, ORS 294.471 provides a city may amend the current year adopted budget through the supplemental process; and

WHEREAS, publication requirements have been met as outlined by ORS 294.473 for a supplemental budget that amends a fund by more than 10 percent; and

WHEREAS, certain expenditures are projected to exceed the original adopted budget and budgetary revisions are necessary to provide adequate appropriation levels to expend the unforeseen costs; and

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

WHEREAS, the City's 2014-15 adopted budget appropriated operating contingencies within the various funds and such budgeted contingencies shall be used for unanticipated expenditures.

WHEREAS, the Hotel/Motel Tax and City's Workers Compensation Funds maintain a 'Reserve for Future Expenditures' and under Oregon Local Budget Law, a supplemental budget may be adopted to appropriate a portion of the reserves should the need arise.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ROSEBURG, OREGON, HEREBY RESOLVES that:

Section 1 Resources and appropriations in the Fiscal Year 2014-15 budget shall be adjusted as follows:

| | <u>Current</u> | <u>Amount</u> | <u>Amended</u> |
|----------------------------|-------------------|---------------|-------------------|
| Hotel/Motel Tax Fund (024) | | | |
| Resources | | | |
| Hotel/Motel Tax | \$ 879,150 | \$170,850 | \$1,050,000 |
| Other Resources | <u>\$ 202,919</u> | <u>\$ 0</u> | <u>\$ 202,919</u> |
| Total Resources: | \$1,082,069 | \$170,850 | \$1,252,919 |
| Appropriations | | | |
| Materials and Services | \$ 545,711 | \$ 86,251 | \$ 631,962 |

| | | | |
|-----------------------------|-------------|-------------|-------------|
| Transfers | \$ 365,439 | \$105,411 | \$ 470,850 |
| Reserved for Future Expend. | \$ 170,919 | \$ (20,812) | \$ 150,107 |
| Total Appropriations: | \$1,082,069 | \$170,850 | \$1,252,919 |

Hotel/Motel Tax collections are projected to be \$170,850 greater than budgeted. Hotel/Motel taxes are allocated by formula to pay for contracted services promoting tourism as well as contributing funding for the Street/Sidewalk Fund and the Economic Development Fund through transfers to other funds. Additional transfers are required this year to manage the completion of transfers to the other funds which could not be completed last year.

| | <u>Current</u> | <u>Amount</u> | <u>Amended</u> |
|-----------------------|----------------|---------------|----------------|
| Bike Trail Fund (025) | | | |
| Resources | | | |
| Grants | \$ 0 | \$118,000 | \$118,000 |
| Other Resources | \$115,825 | \$ 0 | \$115,825 |
| Total Resources: | \$115,825 | \$118,000 | \$233,825 |
| Appropriations | | | |
| Capital Outlay | \$ 50,000 | \$118,000 | \$168,000 |
| Other Requirements | \$ 65,825 | \$ 0 | \$ 65,825 |
| Total Appropriations: | \$115,825 | \$118,000 | \$233,825 |

The City is to receive an \$118,000 grant to facilitate bike trail improvements in Stewart Park. Budgeted Capital improvements need to increase by an offsetting \$118,000 to facilitate the project.

| | <u>Current</u> | <u>Amount</u> | <u>Amended</u> |
|---------------------------------|----------------|---------------|----------------|
| Workers Compensation Fund (061) | | | |
| Resources | | | |
| Total Resources | \$831,958 | \$ 0 | \$831,958 |
| Appropriations | | | |
| Materials and Services | \$353,629 | \$ 225,000 | \$578,629 |
| Reserved for Future Expend. | \$478,329 | \$(225,000) | \$253,329 |
| Total Appropriations: | \$831,958 | \$ 0 | \$831,958 |

Workers Compensation payments are projected to be \$225,000 greater than budgeted. An increase of \$225,000 in appropriation authority is required to satisfy contractual obligations. A release of funds from the Reserved for Future Expenditures is required to provide the increased appropriation authority.

| | <u>Current</u> | <u>Amount</u> | <u>Amended</u> |
|--------------------|----------------|---------------|----------------|
| General Fund (010) | | | |
| Resources | | | |
| Total Resources | \$26,654,637 | \$ 0 | \$26,654,637 |

| | | | |
|-----------------------|---------------------|-------------|---------------------|
| Appropriations | | | |
| Parks | \$ 1,395,732 | \$ 15,000 | \$ 1,410,732 |
| Contingency | \$ 995,000 | \$(15,000) | \$ 980,000 |
| Other Requirements | <u>\$24,263,905</u> | <u>\$ 0</u> | <u>\$24,263,905</u> |
| Total Appropriations: | \$26,654,637 | \$ 0 | \$26,654,637 |

Due to an early spring the City will be hiring seasonal park maintenance staff earlier than anticipated. The early hires require an additional \$15,000 in appropriation authority which will need to come from contingency funds.

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

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

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS
REGULAR MEETING ON THE 27TH DAY OF APRIL 2015.**

Sheila R. Cox, City Recorder

ORDINANCE NO. 3445

**AN ORDINANCE AMENDING ROSEBURG MUNICIPAL CODE SECTION 7.02.140
REGARDING NOISE DISTURBANCES**

SECTION 1. Roseburg Municipal Code Section 7.02.140 shall be amended to read as follows:

7.02.140 Noise disturbances.

A. No person shall make, continue, cause or permit to be made or continued, any noise disturbance as described herein. It is unlawful to make any excessive, unreasonable or unusually loud sound which disturbs the peace and quiet of any neighborhood or which injures or endangers the comfort, repose, health, peace or safety of any person. The following are declared to be noise disturbances in violation of this Section, but this enumeration is not exclusive:

1. Sound Producing or Reproducing Equipment.

a. Use of sound producing or reproducing equipment anywhere within the City between the hours of ten p.m. and seven a.m. that is plainly audible within a dwelling unit that is not the source of the sound, or use of such equipment on public property or on a public right-of-way so as to be plainly audible fifty feet or more from the source of the sound.

b. Use of sound producing or reproducing equipment anywhere within the City between the hours of seven a.m. and ten p.m. that is plainly audible simultaneously within two separate dwelling units that are not the source of the sound.

c. Sound producing or reproducing equipment includes but is not limited to: any radio, television set, musical instrument, phonograph, stereo, loudspeaker, horn, bell or chime.

2. Motor Vehicles.

a. Parking a motor vehicle with the motor or auxiliary equipment in operation on a public right-of-way or on private property between the hours of ten p.m. and seven a.m., if the noise so produced is plainly audible within a dwelling unit.

b. Operating upon any highway any motor vehicle so as to cause any greater noise or sound than is reasonably necessary for the proper operation of the vehicle. In lieu of other sufficient evidence of a violation, evidence of an unreasonable noise or sound shall be sufficient if the noise

or sound produced is audible simultaneously within two separate dwelling units in the vicinity.

c. This Subsection 2 shall not apply to the normal operation of vehicles designed and used for commercial transportation of passengers, or to other commercial vehicles being loaded or unloaded.

3. Commercial Construction Activities. Alteration, demolition, erection or repair of any structure or building, or development of, or improvements to, any real property in a manner so as to produce noise plainly audible within a dwelling unit in the proximity of such work as outlined herein. The intent of this Subsection 3 is to protect residential neighborhoods from excessive noise generated by commercial construction activities. It is not, however, intended to prohibit individual homeowners or occupants from performing home improvements, maintenance projects or similar activities on privately owned property within a residential neighborhood, except as limited elsewhere in this Code.

a. **Residential zones and commercial zones adjacent thereto:** Before seven a.m. and after seven p.m., Monday through Friday, before eight a.m. and after six p.m. on Saturday; or at any time on Sunday or any state or federal holiday;

b. **Commercial zones not adjacent to a residential zone:** Before seven a.m. and after nine p.m.

4. Home Equipment and Powered Tools. Use of powered tools and equipment for home maintenance or repair, or as part of a home occupation, or for lawn and garden maintenance, in a residential zone between the hours of ten p.m. and seven a.m., if the noise produced is plainly audible within a dwelling unit that is not the source of the noise. Powered tools and equipment for home use or lawn and garden maintenance include but are not limited to power saws, sanders, grinders, trimmers, vacuums, mowers, blowers, air compressors and similar devices.

B. Exemptions. The following activities are exempt from the regulations set forth in this Section:

1. The use of emergency equipment required to protect life or property;
2. Any construction project or public improvement authorized by a government entity;
3. Reasonable use of public or private property or right-of-way to broadcast music or speech authorized by a loud speaker permit issued by the Police Chief upon payment of a loud speaker permit fee as set by Council resolution; and

4. Construction activity authorized by permit issued by the Community Development Director when special circumstances beyond a contractor's control requires continuous work or work beyond the times authorized in Subsection A(3) and the Community Development Director has approved the work due to such special circumstances.

C. **Enforcement.** The Police Chief shall have the authority to administer and enforce the regulations set forth in Subsections A(1), A(2), and A(4). The Community Development Director and/or the Police Chief shall have the authority to administer and enforce the regulations set forth in Subsection A(3) and may issue a stop work order demanding that any commercial construction activity found in violation of such regulations shall be stopped immediately upon receipt of such stop work order or citation.

SECTION 2. All other Sections and Subsections of Roseburg Municipal Code Chapter 7.02 shall remain in full force and effect as written.

ADOPTED BY THE CITY COUNCIL ON THIS 27TH DAY OF APRIL 2015.

APPROVED BY THE MAYOR ON THIS 27TH DAY OF APRIL 2015.

LARRY RICH, MAYOR

ATTEST:

SHEILA R. COX, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

LC
4/20/15



Property Acquisition Contract/Task Orders

Meeting Date: April 27, 2015
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Lance Colley/Nikki Messenger
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a contract with Universal Field Services to provide property acquisition services for upcoming projects. Various task orders to make these acquisitions may exceed a total of \$50,000 in the future, which will require Council action at that time. This item is informational only at this time and does not require Council action.

BACKGROUND

- A. Council Action History** On November 10, 2014 the Council, acting as the Urban Renewal Board, adopted an updated Urban Renewal component for the City's Five Year Capital Improvement Plan. In executive session, Council has previously informally authorized the City Manager to investigate the purchase of two properties within the Urban Renewal District. Other than the adoption of the CIP, no formal Council action has occurred regarding this contract or the potential property acquisitions. Current authorization does not require formal Council action.
- B. Analysis.** The City has upcoming infrastructure projects that may require property acquisition, including several Urban Renewal Projects. Staff's intent is to begin property acquisitions as early as possible to ensure that this process does not hold up infrastructure projects scheduled to occur in the next few years. Staff has worked with various property acquisition firms over the past several years. Based on these experiences, staff elected to contract with Universal Field Services directly and entered into a master contract. Each project will be negotiated separately as a task order under the master contract. To date, staff has negotiated three task orders, which add up to \$44,690 which is within the City Manager's spending authority of \$50,000.
- Any additional task orders will likely bring the total cost of the master contract to over the City Manager's authority, at which time Council authorization will be required. We are not sure when the next property acquisition will begin.
- C. Financial and/or Resource Considerations.** The projects currently underway are all included in the Urban Renewal Capital Improvements Plan. It is likely our next task order will relate to the Stewart Parkway, Harvey to Valley View Project.
- D. Timing Issues.** None.

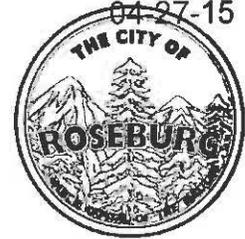
COUNCIL OPTIONS

This item is informational only. No Council action is required at this time.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

DEPARTMENT ITEMS B

OK
4/21/15



Rocky Ridge PUD 1 Amendment Findings of Fact and Decision

Meeting Date: April 27, 2015
Department: Community Development
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Brian Davis *Bm*
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

The City Council must adopt Findings of Fact that reflect the unanimous vote at its April 13, 2015 meeting that denied a common area lot in Rocky Ridge PUD from becoming a buildable lot.

BACKGROUND

A. Council Action History.

On April 13, 2015, the City Council held a public hearing and voted to reverse the Planning Commission's decision to approve the subject property as a buildable lot.

The Planning Commission's history is as follows:

On December 1, 2014, February 2, 2015, and March 2, 2015, the Planning Commission held public hearings and approved the amendment (AMD-14-2), finding that it adequately addressed the deficiencies of the 2002 proposal, which was denied.

On May 6, 2002, the Planning Commission denied a similar request on the grounds that it did not meet requirements of 1) access, 2) frontage, and 3) screening.

On December 7, 1998, January 2, 1999, and February 1, 1999, the Planning Commission held public hearings and approved Rocky Ridge PUD 1.

B. Analysis.

The revised Findings of Fact and Order document (attached) provides the analysis by which the proposal was denied, based on City Council deliberations at the April 13 meeting.

B. Financial and/or Resource Considerations.

No additional considerations at this time.

D. Timing Issues.

The City must render a final decision no later than June 30, 2015.

COUNCIL OPTIONS

1. Adopt Findings of Fact denying the proposal
2. Do not adopted Findings of Fact denying the proposal

STAFF RECOMMENDATION

Based on the unanimous vote by the City Council on April 13 to deny the application, Staff recommends the City Council adopt the revised Findings accordingly.

SUGGESTED MOTION

"I move to adopt Findings of Fact and Order for File No. AMD-14-2, denying the application."

ATTACHMENTS

Findings of Fact and Order for File No. AMD-14-2

In the matter of the application) Major Amendment
by i.e. Engineering) File No. AMD-14-2

BEFORE THE ROSEBURG CITY COUNCIL

FINDINGS OF FACT AND ORDER

I. NATURE OF APPLICATION

The applicant is requesting approval of a Major Amendment (AMD) to Rocky Ridge PUD Phase 1. The requested action is to amend the final plat of Rocky Ridge PUD Phase 1 by converting Common Area IV (0.77 acres) to a buildable lot and consolidating with Parcel 2 of PP No. 2003-19 (formerly part of Lot 2 of Rocky Ridge PUD Phase 1 (0.46 acres) together to become Lot 40 of Rocky Ridge PUD Phase 1 (1.23 acres) for the future construction of a single family dwelling. Both lots are zoned Low Density Residential (R10) and designated Low Density Residential (LDR) by the Comprehensive Plan. The reconfiguration will give "Lot 40" frontage and access to NE Cambrian Court (a private road), identified in the map below. The applicant is proposing the Major Amendment in order to permit a dwelling to be constructed on Common Area IV.



Map is for informational purposes only and is not suitable for legal, engineering or surveying purposes. The City of Roseburg is not responsible for map errors, omissions, misuse, or misinterpretation. Not for determining legal description or identification of property boundaries.

II. PUBLIC HEARING

Public hearings were held on the application before the Roseburg Planning Commission on December 1, 2014, February 2, 2015 and March 2, 2015. At that hearing the Planning Commission reviewed Land Use File AMD-14-2 application for a Major Amendment and it was made part of the record. The Planning Commission's decision to approve the Amendment was appealed, and an additional public hearing was held by the City Council on April 13, 2015.

III. FINDINGS OF FACT

A. EXISTING CONDITIONS

1. The City Council takes official notice of the Roseburg Urban Area Comprehensive Plan adopted by City Council Ordinance No. 2980 on December 9, 1996 and of the Roseburg Land Use and Development Ordinance (LUDO) No. 2363, as originally adopted July 1, 1984, and re-adopted in Ordinance No. 3408 on March 11, 2013, as both may have been amended from time-to-time.
2. Notice of the public hearing was given by publication in The News Review, a newspaper of general circulation, at least 20 days prior to the hearing. Notice of the public hearing was mailed to all owners of property within 300 feet of the property in addition to all residents of Rocky Ridge PUD Phase 1, 20 days prior to the hearing.
3. The application consists of a request to a Major Amendment to Rocky Ridge PUD Phase 1 as it applies to two lots within the City of Roseburg.
4. The lots may be described as Tax Lots 1301, Section 18BA and Tax Lot 5600, Section 18BD in Township 27 South, Range 05 West; Willamette Meridian. Property ID Numbers R119207 & R122955.
5. The lots are designated Low Density Residential (LDR), zoned Low Density Residential (R10) and surrounded by properties with a Comprehensive Plan Land-Use Designation of Low-Density Residential (LDR) and Medium-Density Residential (MDR) as well as zoning consisting of Single Family Residential (R7.5) and Limited Multiple-Family Residential (MR14).
6. Both of the lots that are subject to the Major Amendment (1.23 acres) are vacant and undeveloped. Common Area IV is currently designated as open space (0.77 acres). Parcel 2 of PP No. 2003-19 (0.46 acres) is a narrow lot for access which is a part of the former Lot 2 of Rocky Ridge PUD Phase 1.

B. PROPOSAL

The proposal is to convert Common Area IV from open space and consolidate Parcel 2 of PP No. 2003-19 to become Lot 40 of Rocky Ridge PUD Phase 1. The current subject properties are not developable in their current configuration. The proposed amendment will allow the applicant to develop the property residentially, subject to LUDO Chapter 3 Site Review standards.

C. AGENCY COMMENTS

No agency comments were received

D. PUBLIC COMMENTS

The Community Development Department notified all owners of subject properties per ORS 227.186 and LUDO 5.1.190 and received letters of remonstrance from Jillanne Michell for 1231 NE Steele Court, Scott Fray for 1223 Steele Court, Donald Kitzman for 1780 NE Beulah Drive, Todd Boyd for 1760 Beulah Drive, Rita Fleck for 1212 NE Steele Court, and Denny and Beverly Cumpston for 1251 NE Cambrian Court, Ibbi Brosi for 885 NE Sunset, Shelley Berberger for 1151 NE Garden Valley Blvd., Michelle Mousseau for 1451 NE Lincoln Street, Mary A. Kozial for 1214 NE Steele Court, Dori John for 1222 NE Steele Court, Tiffany and Levi Fouse for 1288 NE Lincoln Street, Judy A Chase for 1227 NE Lincoln Street, Jason Strickland for 1187 NE Lincoln Street, Laura Hampton for 1066 NE Lincoln Street, Wendy Grinstead for 1064 NE Lincoln Street, Joann M Denn for 1057 NE Lincoln Street, Marty Benton for 1037 NE Lincoln Street, and Kathleen Shayler for 1016 NE Lincoln Street as of the writing of this second supplemental staff report.

E. ANALYSIS

Major Amendment applications are required to be processed in accordance with Chapter 5 and satisfy approval criteria contained within Roseburg Land Use and Development Ordinance (LUDO) Sections 6.2.120 and 6.2.060, respectively.

F. REVIEW CRITERIA

Pursuant to LUDO Section 6.2.120, the following criteria must be demonstrated as being satisfied by the application for approval of the Major Amendment:

- a) A "major amendment" is any change which does not meet the definition of a "minor amendment".

Finding: The proposal changes the general location or amount of land within the PUD that is devoted to open space, which does not meet the definition of a "minor amendment". The proposal will change Common Area IV, a lot designated as open space on the Final Plat of Rocky Ridge PUD Phase 1, to Lot 40 of Rocky Ridge PUD Phase 1.

G. PUD CRITERIA

The applicant proposes to amend standards applied to a platted PUD, therefore, the appropriate standards found in LUDO Section 6.2.060 shall be evaluated as being satisfied by the application for approval of the Major Amendment:

- 1) Density Criteria. The number of dwelling units in a PUD shall not exceed the number that would be allowed on the gross acreage of the site by the Comprehensive Plan Land Use Designation.

Finding: The subject properties are both designated Low Density Residential which allows a density of 10,000 sq. ft. per dwelling. The original proposal of Rocky Ridge

PUD Phase 1 was for 39 lots on 45.1 acres, establishing a density of one dwelling per 1.15 acres. The proposal will increase the density to one dwelling per 1.12 acres. Therefore, the increase in one dwelling will not exceed the gross acreage by site allowed by the plan designation.

2) Lot Sizes. Where lots are proposed, size and shape shall be determined with consideration given to the types of structures contemplated and the privacy and safety needs of the residents. Appropriateness shall be demonstrated.

Finding: The proposed lot consolidation would establish a new lot shape which combines Common Area IV with Parcel 2 of PP 2003-19. The portion of the newly consolidated Lot 40 that is Common Area IV would serve as the site for a future dwelling, whereas, the narrow Parcel 2 would serve and be appropriate for access and frontage to NE Cambrian Court. The applicant would be subject to providing a geotechnical report prior to development of proposed Lot 40 and would be subject to Site Plan review standards.

3) Building Spacing and Yard Requirements

a) General Requirements. A preliminary development plan shall provide for reasonable light, ventilation, safety separation and visual and acoustic privacy for residences and other structures. Fences, insulation, walks, barriers, and landscaping shall be used, as appropriate, for the protection and aesthetic enhancement of property and the privacy of its occupants, screening of objectionable views, and reduction of noise. High-rise buildings shall be located within a PUD in such a way as to avoid adverse impact on neighboring low-rise buildings and shall not invade the privacy of the occupants of such low-rise buildings.

b) Yard Requirements - Detached Dwellings. Yard requirements (setbacks) for detached dwellings in a PUD shall be as established by the applicable zoning district, except that one side yard may be reduced or eliminated, providing the adjoining side yard of the abutting lot shall be increased by an amount equal to the reduction, or by 50% over the minimum side yard requirement of the applicable zoning district, whichever is less.

Finding: There is no reduction of setback proposed. Despite the proposed landscape plan in which six-foot trees would be planted along the west property line, the proposal does not adequately provide for visual and acoustic privacy for residences and other structures on Steele Court. The plan would take at least five years for the trees to grow tall enough to provide visual privacy for the Steele Court neighbors, and the plan does not provide any evidence it would adequately provide acoustic privacy and reduction of noise from the proposed residential lot. The proposal does not meet these criteria.

4) Open Space. Open space must be provided to an extent at least equal to that which would be provided in standard development in conformance with the underlying zone.

Finding: The existing average density of the Rocky Ridge PUD Phase 1 development is more than 10,000 sq. ft. per lot which exceeds the minimum density permitted in the underlying zone. In addition, the development currently provides a surplus of 17.34 acres of open space or "common area". The minimum requirement for open space for the original development was zero (0) acres of open space. Therefore, the conversion of Common Area IV would reduce the amount of open space to 16.60 acres which exceeds the minimum requirement of zero (0) acres.

5) Perimeter Design.

- a) The preliminary development plan shall minimize adverse impacts of proposed uses and structures in the PUD on existing and anticipated uses and structures in the adjacent area.
- b) If topographical or other barriers do not provide reasonable privacy and the mitigation of potential adverse impacts on existing uses adjacent to the development, the approving authority shall require one (1) or more of the following:
 - i) A special setback or setbacks of residential and nonresidential structures located on the perimeter.
 - ii) Residential and nonresidential structures located on the perimeter of the development shall be screened by fencing, landscaping, or other natural or manmade materials.

Finding: The proposed development area of Lot 40 would be within former Common Area IV, which is adjacent to single family homes developed within an area with steep slopes. There are no topographical or other barriers nor that provide reasonable privacy; the mitigation of potential adverse impacts on existing uses adjacent to the proposed development is inadequate as noted in Finding G(3) above; the special landscaping requirement was found to be infeasible for this lot given the slope and visual proximity of neighboring residences.

H. **PUBLIC HEARING COMMENTS**

The following issues were raised by the parties speaking in opposition to the proposal and Staff has made findings addressing each issue as it pertains to the approval criteria:

- 1) Water runoff from development of the lot and storm water collection on Cambrian and/or Steele Court negatively affects adjacent properties downstream.

Finding: There are no proposed alterations that affect the natural drainage of the site. However, if the site were ever developed with a residence, adequate provisions would be installed as a condition of approval in accordance with the Site Development Standards of LUDO. LUDO requires adequate provisions to be made to ensure proper drainage of surface waters, and to prevent soil erosion and

flooding. Site drainage provisions shall provide for acceptance of off-site drainage waters, and conveyance of all drainage waters, including crawlspace and roof drainage, such that they are discharged offsite at a location and in such a manner that they do not damage off-site properties, do not violate drainage Ordinances or laws, and are not increased in volume over natural or pre-project flows without said increase being in conformance with drainage law or first having obtained the approval of the downstream owner(s).

- 2) When the property is developed, erosion, soil stability and geologic hazards will be potential hazards to the development itself, as well as properties below the development.

Finding: The applicant did not submit a development proposal as a supplement to this application. However, if the site were ever developed with a residence, the conditions of approval in accordance with the Site Development Standards of LUDO would require the applicant to submit a Geotechnical Report for lots within the Hillside Development/Geologic Review Overlay prior to any development, which includes excavation, cuts, fills, and the removal of trees.

- 3) Visual, acoustic privacy are desired by abutting landowners and screening would be necessary due to objectionable views being created due to the development of the lot.

Finding: As noted in Finding G(3), the proposal does not adequately address this concern.

- 4) Common Area IV currently serves as a wildlife refuge and should remain common area. The property should have been commonly owned by the Homeowners Association if planned as Common Area by the developer. Furthermore, if the developer would have proposed the lot during the original platting of the Rocky Ridge PUD Phase 1, adjacent owners on Steele Ct. would have objected.

Finding: The City of Roseburg comprehensive plan does not identify the subject property, which is designated for urban use, as a protected wildlife habitat area. While Common Area IV may have been recognized as an open space as identified on the final plat, that area remained privately owned. As proposed in the application, the current owner proposes to remove the Common Area designation from the subject property and develop the property residentially. Furthermore, the developer of Rocky Ridge PUD Phase 1 could have originally proposed Common Area IV to be developed as residential lot as they exceeded the open space requirement. Staff cannot speculate as to the concerns, if any, the Steele Court residents would have raised at the time of the original Rocky Ridge PUD Phase 1 plat. However, staff provided notice on November 6, 2014 to owners of record with the required notice area and received several comments in opposition.

- 5) Site Development issues such as setbacks and spacing, perimeter design standard, site clearing before construction, installation of driveway, water and sewer lines.

Finding: Future residential site development standards and the associated Geotechnical Report would address these issues as part of LUDO Chapter 2, Article 10 (Hillside Development) and Chapter 3 Article 1 (Site Plan Review). The developer would be responsible for installing and financing their own improvements to be consistent with residential zoning district standards and hillside development overlays or more restrictive standards as recommended in an approved Geotechnical Report.

- 6) Does the site have access? Fire access?

Finding: The site has access via NE Rocky Drive, thence via NE Cambrian Court, thence via a future private driveway through Parcel 2 of PP2003-19. Fire access standards would be a condition of approval for the development of the parcel and meet the minimum standards as applied in the Hillside Development/Geologic Review Overlay. Monte J. Bryan, Deputy Fire Marshal, stated that Roseburg Fire Department has *"No objections to the submitted Major Amendment. However, when the site is submitted for review and prior to construction, the applicant must submit plans and information to satisfy the Oregon Fire Code requirements for adequate Fire Department Access and water supply for fire suppression. This may include, but shall not be limited to, requirements for Fire Department turnarounds and a residential sprinkler system."* The applicant, would be required to satisfy Oregon Fire Code requirements, meet local fire access standards and supplemental fire suppression requirements.

- 7) NE Beulah Drive, in its current condition, does not meet access improvement standards. If the owner is accessing his property from NE Beulah Drive, than Beulah would need to be improved, as it was never finished by the city as promised.

Finding: NE Beulah Drive is not proposed as an access to the subject property. The improvement of Beulah Drive is not subject to the approval criteria.

- 8) Doug John claimed he did not receive notice of the proposal.

Finding: LUDO Section 5.1.070 states that the records of the Douglas County Assessor's Office shall be used for notice required by this Ordinance...*The failure of a person to receive notice shall not impair or invalidate the action if the City can demonstrate by affidavit that the prescribed notice was sent to the persons entitled thereto as shown by the Assessor's records.* A copy of the notice to adjacent property owners, which includes Mr. John, as well as an affidavit of mailing, is made part of the record.

- 9) Rocky Ridge Developer promised this would remain as open space. City Documents should prove that.

Finding: Staff and City attorney reviewed the records of previous hearings and decisions and did not find anything directly related to the subject to remain and serve as a buffer area in perpetuity.

10)The lack of response from the HOA is not an indication of their neutrality.

Finding: Staff provided notice to the Granite Ridge and Rocky Ridge Homeowners Association. Staff did not receive any written response from either homeowners association prior to the hearing. David Littlejohn, President of Rocky Ridge Homeowners Association provided testimony that the HOA took no position.

IV. CONCLUSION

Based on the above findings, the City Council concludes that the application does not meet the criteria for approval in LUDO 6.2.120 and 6.2.060.

V. ORDER

Based on the Findings and Conclusions above, the City Council **DENIES** this application.

Larry Rich, Mayor

Date

Sheila Cox, City Recorder

Date

City Council Members:
Beverly Brandt - abstain
Alison Eggers
Ken Fazio
Victoria Hawks
Steve Kaser
Lew Marks
John McDonald
Tom Ryan

colley
4/21/15

INFORMATIONAL A
04-27-15

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

Meeting Date: April 27, 2015
Department: City Manager
www.cityofroseburg.org

Agenda Section: City Manager Reports
Staff Contact: C. Lance Colley
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting I will provide 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 April 27, 2015, meeting, I provide the following items:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Weekly Messages
- ARTS Grant Application
- Municipal Court Quarterly Report
- Quarterly Financial Report - Quarter Ending March 31, 2015
- Long Range Financial Forecast



Agenda
Department Heads Meeting
April 14, 2015 – 10:00 a.m.

1. Review April 13, 2015 Council Agenda
2. Review Tentative April 27, 2015 Council Agenda
3. Tentative Future Agenda
4. Document Signing/Grants
 - Fire Rescue Tool Contract
 - Loudspeaker Permit – Power Pit Pro Wrestling Event
5. LaserFiche Access
6. Budget Reappropriations
7. Department Organizational Charts
8. Councilor Orientation – May 4th at 4:00 p.m.
9. Goals and Action Items
10. Employee Recognition
 - January Teresa Bartlett – 5 years
 - February Ray Hall, Street Maintenance – 25 years
 - March Jim Davidson, Park Maintenance – 10 years
 - Lori Phillips, Court Clerk – 10 years
 - April Monte Bryan, Deputy Fire Marshal – 20 years
 - Mike Butler, Street Maintenance – 10 years
11. Department Items



Agenda
Department Heads Meeting
April 20, 2015 – 10:00 a.m.

1. Review Tentative April 27, 2015 Council Agenda
2. Tentative Future Agenda
3. Document Signing/Grants
Graffiti Event Permits
4. Travel Reimbursement Forms
5. Employees Using Personal Credit Cards for Travel
6. Department Items

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- City Hall Entry/Finance Department Remodel
- IAFF Collective Bargaining Contract Ratification
- Parking Enforcement Agreement
- Roadside Memorial Policy
- Tree Ordinance
- Urban Services Agreement
- Amending RMC 5.04 Water Rules and Regulations

May 11, 2015

Mayor Reports

- A. Bike to Work Proclamation

Consent Agenda

- A. Minutes of April 27, 2015 Meeting
- B. U-TRANS Services Contract
- C. Fee Amendment Resolutions No. 2015-___ and 2015-___
- D. Galveston Houston Area Consortium Membership Authorization
- E. Airport Lease Amendment – Tom Thumb

Department Items

- A. Washington/Oak Improvement Bid Award

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Washington/Oak Improvement Bid Award
- B. Washington/Oak Construction Management Contract
- C. Parking Structure Improvement Design/Construction Management Contract

Executive Session

- A. City Manager Quarterly Evaluation

June 8, 2015

Mayor Reports

- A. Camp Millennium Week Proclamation
- B. Ride to Work Day Proclamation

Consent Agenda

- A. Minutes of May 11, 2015 Meeting

Public Hearing

- A. Resolution No. 2015-___, 2015/16 Budget Adoption

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Approval of Minutes
- B. Public Hearing – 2015/16 Budget Adoption, Resolution No. UR-15-01



June 22, 2015

Consent Agenda

- A. Minutes of June 22, 2015 Meeting

Public Hearing

- A. Fire Truck Purchase
- B. LUDO Phase 2, Ordinance No. _____

Informational

- A. Activity Report

Executive Session – Municipal Judge Evaluation

July 13, 2015

Consent Agenda

- A. Minutes of June 22, 2015 Meeting

Public Hearing

- A. Community Development Block Grant

Ordinance

- A. 2nd Reading, Ordinance No. _____, LUDO Phase 2

Informational

- A. Activity Report

July 27, 2015

Consent Agenda

- A. Minutes of July 13, 2015 Meeting

Informational

- A. Activity Report (Court & Quarterly Financial Report – Quarter Ended June 30)

August 10, 2015

Consent Agenda

- A. Minutes of July 27, 2015 Meeting

Informational

- A. Activity Report

August 24, 2015

Consent Agenda

- A. Minutes of August 10, 2015 Meeting

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation



September 14, 2015

Council Reports

- A. Implementation of Annual City Manager Performance Evaluation

Consent Agenda

- a. Minutes of August 24, 2015 Meeting

Department Items

- A. Downtown Roseburg Association Annual Report

Informational

- A. Activity Report

September 28, 2015

Mayor Reports

- A. Walk and Bike to School Day Proclamation

Consent Agenda

- A. Minutes of September 14, 2015 Meeting

Informational

- A. Activity Report

October 12, 2015

Consent Agenda

- A. Minutes of September 28, 2015

Informational

- A. Activity Report

October 26, 2015

Consent Agenda

- A. Minutes of October 12, 2015

Public Hearing

- A. LUDO Phase 3, Ordinance No. ____

Informational

- A. Activity Report (Court & Quarterly Financial Report – Quarter Ended Sept 30)

November 9, 2015

Consent Agenda

- A. Minutes of October 26, 2015

Ordinances

- A. 2nd Reading, Ordinance No. ____, LUDO Phase e

Department Items

- A. Resolution No. 2015-__ - Water Fee Schedule Amendment

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Review
-

November 23, 2015

Council Report

- A. Manager's Contract

Consent Agenda

- A. Minutes of November 9, 2015

Informational

- A. Activity Report

December 14, 2015

Consent Agenda

- A. Minutes of November 23, 2015

Informational

- A. Activity Report

December 28, 2015

Consent Agenda

- A. Minutes of December 14, 2015

Informational

- A. Activity Report

Friday April 10, 2015

Good Friday afternoon everyone! I hope you had a great week. It has certainly been busy around here. Just a note to start off the message; Sheila is off for almost the next two weeks visiting her family in Missouri so if you need things from our office that you would normally go to her for, please contact Debi Davidson or Koree Tate. Thank you all for attending the goal review work session on Tuesday. It provided us with some very useful direction about the activities and your priorities. We will put together an updated activity list with time frames for activity completion over the next two years. We will certainly add to our list of activities over time, but this initial list will provide the framework for budgeting and human resource allocation for the next few years.

On Thursday I had an opportunity, along with a number of our local partners, to meet the new CEO for NeighborWorks Umpqua, Merten Bangemann-Johnson. Representatives from Business Oregon, UCAN, the Partnership, UT&E, The Ford Family Foundation, NeighborWorks and I had a chance to get acquainted and talk about our history of working together and some the projects that we are currently working on. Betty Tamm will finish her role as CEO and officially retire around May 1. Betty has led NeighborWorks through some challenging times and has been an advocate for community change and improvement in our area for the last twenty years and will be greatly missed. As she said though, she's not really going anywhere and will continue to be involved in the community.

We welcomed two new staff members this month as well as an engineering intern. Jeremy Barron has joined Street Maintenance as a result of a recent promotion. He is a graduate of Douglas High School and worked as Foreman/Equipment Operator for Henkels and McCoy since 2000, bringing lots of experience to the crew. Bill Spielman comes on as part-time Court Bailiff replacing Dale Rogers who recently resigned. His past work experience includes WW Grainger, UARCO, Umpqua Dairy Products and administrative work with the VA Healthcare System. Kyle Morris, an engineering student finishing up his junior year at OSU has joined Public Works as an engineering intern. He will take on some project work with our senior engineering staff that will allow us to move forward in a more timely manner. Welcome to Jeremy, Bill and Kyle.

For those of you who were not aware, Chief Jim Burge is a bit of an Apple products geek, so he did let me know that today is "pre-order day" for those of you wishing to order your brand new Apple Watch! This tech minute, brought to you mostly by the Chief, indicates that your order could cost you as little as \$399.00 or as much as \$17,000! I think I will stay with the Fitbit, but I am sure Jim would tell me that the watch can do everything a Fitbit can do and cook my dinner for me. OK, it could provide the recipe for me but probably not cook the meal.

On the project front, our contractor continues to progress nicely on the water line work that is a precursor to the 138 corridor project. Our Washington/Oak project is out to bid and an optional "pre-bid" meeting was held yesterday. A water line "Cathodic protection" project will go out to bid next week. I think Nikki outlined Cathodic protection

for you all at a recent meeting. Investing annually in the protection of water lines is essential as the cost of replacement and upgrading existing lines becomes more expensive and more inconvenient. In addition, ODOT has scheduled the Highway 138 Corridor project bid opening for May 21. We are eagerly awaiting the bid opening and selection of a contractor so we can begin informing the community about timing and impacts in the different phases of the project.

This week Nikki attended the FAA's NW Mountain Region Conference in Seattle. The NW Mountain Region is comprised of seven states – Oregon, Idaho, Washington, Montana, Wyoming, Utah and Colorado. The conference highlights upcoming changes in the Airport Improvement Program, which is the funding mechanism for the bulk of the City's airport projects and allows airport sponsors time to interact with their counterparts from other airports as well as FAA and Oregon Department of Aviation key employees. The last day of the conference included an awards presentation. Roseburg was one of eight airports to be honored with an award. The City received recognition for "Successfully completing the environmental mitigation and construction of relocating Taxiway "A" at the Roseburg Regional Airport". The award recognized the fact that the City and its consultants really went above and beyond to make this project and the accompanying "fish ladder" in Newton Creek a success. The challenge of completing the permitting and construction of a project in an area with a listed species can be quite daunting and the City and its consultants accomplished this in a relatively short time period. Being recognized in this way is quite an accomplishment given the number of airports located within the seven states that make up the FAA's NW Mountain Region. This was the second "award" that the project has received as the project had previously received an award for excellence in engineering from the American Council of Engineering Companies of Oregon.



The Fire Department recently issued press releases announcing the availability of residential burn permits and the beginning of hydrant flushing season. Residential burn permits are only issued for burning beginning April 15 and ending May 15 each year when conditions are appropriate. Permits are issued for seven days and cost \$66.00. Only residential yard waste may be burned and there are a number of restrictions. Permit information is available through the Fire Department and on our website. Hydrant flushing started April 1st and will run through about June 30th. While hydrant flushing does create a bit of inconvenience, it is an essential function to insure proper hydrant function and the delivery of adequate water supply during a fire suppression activity. To view

either press release you can go to our city website at www.cityofroseburg.org and find each under the "Recent City News" title.

At Monday evening's Council meeting Mayor Rich will read a proclamation recognizing many volunteers from our community who sit on commissions or work directly with City staff on City projects. Our volunteers play a critical role in the success of our community. In the past, we have invited our volunteers to attend your Council meeting to be individually recognized. Attendance at the evenings meeting has declined in the last few years, so this year we will have the Mayor read the proclamation and we have taken out an ad in the News Review (copy attached) to honor and thank our volunteers. We will include this notice on our website. In addition to the resolution, Council will be holding an "appeal of Rocky Ridge PUD Amendment" as well as consider first reading of an Ordinance to amend the section of the RMC relating to noise. City Attorney Bruce Coalwell and staff from the Police Department, Community Development and our office were involved in the development of the proposed changes and we believe we have achieved a balance relating to people's ability to enjoy peace and quiet with the necessary day to day functions that must take place in our community.

Have a great weekend everyone. See you Monday night. Oh, and don't forget, we have interviews that will begin at 6:30 p.m. Monday evening to seat a new Councilor for Ward 2!

Thank You



In conjunction with "Volunteer Recognition Month", the City of Roseburg wishes to publicly honor those volunteers who have devoted their time and efforts for the betterment of the Roseburg community.

These efforts range from commission service to Volunteers in Police Service to individuals/groups that plant flowers in our parks or helped with the airport fly-in - all providing invaluable and greatly appreciated contributions.

Airport Commission

David Morrison
Gary Crowe
Daniel Sprague
Frank Inman
Clint Newell
Robb Paul

Parks & Recreation Commission

Kyle Bailey
Robert Grubbs
Leila Heislein
Robert Walker
Diana Wales
Bob Cotterell
Marty Verberkmoes

Budget Committee

Knut Torvik
Sam Hollenbeck
Richard Weckerle
Mike Baker
Ashley Hicks
Elias Minaise
Nick Marshall
Bob Scott
Quentin Clark

Historic Resources Commission

Bentley Gilbert
Nicholas Lehrbach
Janice Franklin
Lisa Gogal
Roger Helliwell
James Peterson
Marilyn Aller

Planning Commission

Ron Hughes
Matthew Powell
Patrick Parson
Jesse McLean
Scotty Ingeman
Daniel Onchuck
Brook Reinhard

Public Works Commission

Fred Dayton Jr
Noel Groshong
Ryan Forsloff
Stuart Liebowitz
Nathan Reed
Vernon Munion
Richard Weckerle
John Seward

City Council

Larry Rich
Victoria Hawks
Lew Marks
Bob Cotterell
Tom Ryan
Mike Hilton
Steve Kaser
Ken Fazio
Alison Eggers
John McDonald
Marty Katz

Economic Development Commission

Tim Allen
Don Baglien
Mickey Beach
Misty Ross
Alex Palm
Angela Brown
Michael Widmer
Gary Leif
Paul Zegers
Art Swanson

Airport Events

Paul Schafer
Joe Messenger
Mike Danielle

Volunteers In Police Service

Harl Clark
Ralph Clark
Suzanne Conner
Dwight Garls
Mary Russell
Doug Burbidge
Ron Hampton
Vibeke Laughlin

Organization Volunteers

Roseburg BLM
Umpqua Valley Christian School
Roseburg Hometown 4th of July
Umpqua Valley Republican Women
Umpqua Community College Upward Bound
Umpqua Community College students
Roseburg High School Pathways program
Umpqua Valley Audubon Society
Freemont Middle School Nat'l Honor Society
Ford Institute Leadership Program
Umpqua Bank
Wolf Creek Job Corps

Movies In The Park

Mike Baker
Kyle Bailey
Kermit Reich
Randy Ligon

Individual Volunteers

Stacey Crowe
Glenn Higgs
Derek Simmons
Julie Knurowski
Leila Heislein
Michael Gray

Church on the Rise
Downtown Roseburg Association
ADAPT
Phoenix Charter School
SERVICE
Zonta Club
Rotary Interact Club
Roseburg Chamber of Commerce Project Leadership Class
Church of Jesus Christ of Latter-day Saints (Melrose Ward)
Roseburg First United Methodist Church
(Southern Oregon Youth Gathering)



Friday April 17, 2015

Good Friday afternoon everyone! It's a beautiful day today and it looks like the weather will hold through the weekend. Maybe this will be our first sunburn weekend out in the yard. We would all like to congratulate Beverly Brandt on her appointment to City Council representing Ward II. As you all heard during her interview, Bev brings a wealth of knowledge with her from experience as a non-profit board member and over 30 years as a college administrator. I was particularly interested to hear about her commitment to the community and her passion for economic development. Her emphasis is right in line with Council's goals and we are all looking forward to working with her. Welcome Bev!

Thank you all for your attendance at Monday evening's meeting. I know it was a very long meeting as our standards go, but the public hearing process seemed to work, even if it was a little time consuming. We will be bringing you back amended findings of fact to adopt in the near future and will await a decision by the applicant if they will pursue an appeal to LUBA or accept the decision of Council.

And speaking of planning, phase 2 of the LUDO project will soon come to the City Council. These changes are more substantive than what you saw for Phase 1 last year, which was mostly a reformatting, but they will not require a notice to every property owner in the city like Phase 3 will. The Planning Commission is scheduled to hold a work session to review the Phase 2 changes at their May 4th meeting. They will hold a public hearing on June 1st and hope to have a recommendation for City Council at your June 22nd meeting for final adoption. The Land Use and Development Ordinance is the guiding policy document for land use planning in the City and is reflective of the standards and processes that individuals and developers must follow to develop here. Almost two years of preparation have gone into the second and third phases of this process. I would like to thank Brian Davis, his CDD staff and the Planning Commission for their diligent work on this essential piece of policy legislation.

Public Works is out to bid on a number of projects right now. I mentioned before that we had proposals out for water line Cathodic protection and the Washington/Oak downtown project. We are also out to bid on a bike path reconstruction project that will run from about the Golf Course pro shop to the Park Maintenance shop. This is a grant funded project with a local match. You will see a budget resolution in a few weeks that will include this project as we hope to complete or substantially complete the project during this fiscal year. The RFQ for professional engineering services for Spruce/Parrott Street improvements is also back out on the street. As you may recall, this engineering services contract is right around the \$100,000 threshold so we need to utilize the appropriate process to select the engineering firm.

Today we will be submitting three applications for the "All Roads Transportation Safety" (ARTS) program. This FHWA program is administered by ODOT with the goal of reducing fatal and injury accidents on state and local roads. Projects include signal upgrades on Stewart Parkway, additional pedestrian crossing on NE Stephens and pedestrian signal improvements on Harvard from Stewart Park Drive to Stewart parkway (countdown ped heads). The program is 92.22% funded by FHWA, with a 7.78% match requirement.

We think Project Leadership should be finishing the landscaping at Fir Grove West (Guardians) parking lot in the next few weeks, prior to their class graduation on May 18th. We are planning for the Umpqua River Run half marathon, 5K and 10K which is scheduled for August 15th this year. As always, we are looking for volunteers. Contact Barbara Taylor if interested in helping out. In addition our K-9 Unleashed event scheduled for April 25th will now be held at 4:00 p.m. due to a conflict with make-up games for Roseburg High School. It was originally scheduled for earlier in the day, but hopefully some of the baseball fans will stick around and watch the K-9 program which will include the Sherriff's office and Roseburg Police Department.



Staff from all of our development departments had a "pre-application" meeting with representatives from the project at the former hospital site on Harvard and included representatives from ODOT and RUSA. I understand things went very well and all parties have a good idea what needs to be done to take the next steps. The developers are excited to see the transition of this property and we look forward to working with them on the project.

And just a reminder that next Monday at 4:30 p.m. Ron Harker will provide a budget 101 and new member orientation for the Budget Committee which includes City Council. You are all invited and I hope that those of you who have not been through a local government budget process will be able to attend. We look forward to seeing those of you who plan to attend.

Have a great Friday afternoon and weekend everyone!

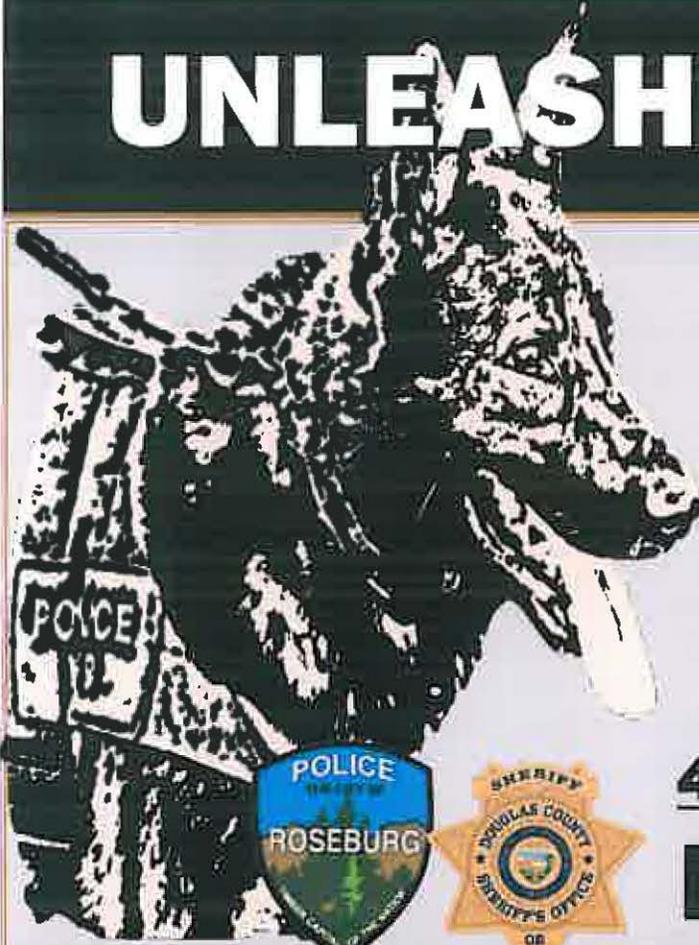
2015 Roseburg/Douglas County

Friends of Umpqua Valley Police

POLICE K9s UNLEASHED



Programs



SATURDAY APRIL 25, 2015

Legion Field

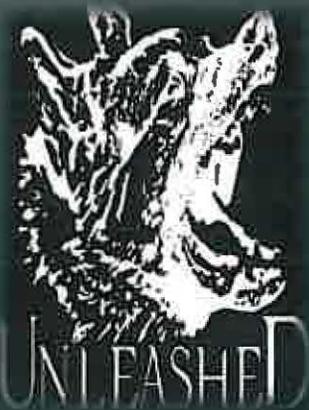
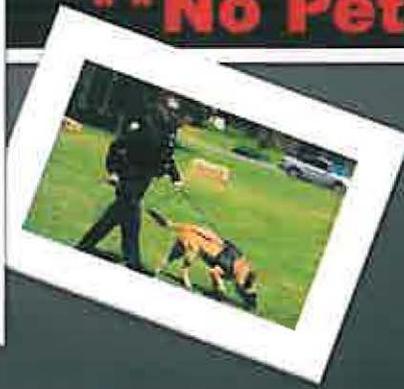
(across from Stewart Park)
2050 Stewart Park Drive

4:00 PM (NEW Start Time)

FREE ADMISSION

- ★ K9 DEMO LIKE NO OTHER ★
- ★ MEET K9 TEAMS ★
- ★ SHIRTS FOR SALE ★
- ★ PROGRAM INFORMATION ★
- ★ RAIN OR SHINE ★

****No Pets Allowed**



Like us on Facebook or go to www.uvk9.org or email UVPoliceK9@yahoo.com or call 541-492-6838

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



All Roads Transportation Safety Program – Grant Applications

Meeting Date: April 27, 2015
Department: Public Works
www.cityofroseburg.org

Agenda Section: Informational
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The Oregon Department of Transportation (ODOT) has recently implemented a new program called All Roads Transportation Safety (ARTS). Staff recently applied for funding under this new program. This item is informational only. No Council action is required at this time.

BACKGROUND

A. Council Action History. None.

B. Analysis. The ARTS program is federally funded through the Federal Highway Administration and administered by ODOT. The intent of the program is to identify areas or locations that are subject to fatal or serious injury accidents and to try and address these locales using a various previously identified crash reduction techniques. ODOT has indicated that fifty percent of the money will go to state facilities and fifty percent will go to counties and cities. The program includes two separate divisions. The first is called "systemic" improvements and the second is called "hotspot" improvements.

ODOT has done the preliminary analysis for both state facilities and local roadways for the hotspot improvements. They have identified three projects within the City as candidates for hotspot improvements. They are as follows:

1. Upgrades to the traffic signal at the intersection of Stewart Parkway and Mercy Drive.
2. Installation of a right turn lane on northbound Stewart Parkway to eastbound Garden Valley Boulevard.
3. Various intersection improvements to the intersection of Stephens and Garden Valley including raised medians and right turn lanes.

The City was responsible for identifying and applying for any proposed systemic projects. The process involved researching and analyzing crash data throughout the City to identify projects that would provide the highest cost to benefit ratio. City staff did not have the expertise or capacity to take on this analysis, so instead entered into a small contract with Kittelson & Associates, Inc. (KAI) to perform this work. Working with staff, KAI prepared two systemic applications.

1. Pedestrian crossing on NE Stephens near Roseland Street and installing pedestrian countdown heads on NE Stephens at Stewart Parkway and Newton Creek. This application also includes countdown pedestrian heads on Harvard between Umpqua Street and Stewart Parkway.

2. Upgrades to signalized on intersections on Stewart Parkway between Airport Road and Walmart. Improvements include upgrading permissive left turns to flashing yellow arrows or protected left turns, and installing reflectorized back plates on the signal heads for better visibility.

3.

C. Financial and/or Resource Considerations. The contract with KAI was for an amount not to exceed \$8,000. The preliminary estimate for each project is shown below.

| | Total Project | City match |
|---------------------------------|---------------------|------------------|
| Stewart Parkway/ Mercy Drive | \$ 322,000 | \$ 25,052 |
| Stewart Parkway/Garden Valley | \$ 399,000 | \$ 31,042 |
| Stephens/Garden Valley | <u>\$5,241,000*</u> | <u>\$407,750</u> |
| <i>Hotspot Total</i> | <u>\$5,962,000</u> | <u>\$463,844</u> |
| | | |
| Stephen/Harvard Pedestrian Imp. | \$ 132,300 | \$ 10,293 |
| Stewart Parkway Intersections | <u>\$ 172,480</u> | <u>\$ 13,418</u> |
| <i>Systemic Total</i> | <u>\$ 304,780</u> | <u>\$ 23,711</u> |

**Total project with all countermeasures. Actual project may be smaller as one countermeasure did not appear cost effective.*

D. Timing Issues. Applications were due April 17th for the systemic projects. ODOT will now prepare a draft list of projects equal to 150 percent of the available funding. Those projects will then be evaluated and “scoped” to ensure that the project and associated cost estimates are viable. ODOT has not indicated when final project approval will occur. At that time, staff will need Council authorization to commit funding to the approved projects.

COUNCIL OPTIONS

No Council action is required at this time.

STAFF RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

ATTACHMENTS

None.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



MUNICIPAL COURT QUARTERLY REPORT

Meeting Date: April 27, 2015
 Department: Municipal Court
www.cityofroseburg.org

Agenda Section: Department Reports
 Staff Contact: Judge Kenneth Madison
 Contact Telephone Number: 492-6710

ISSUE STATEMENT AND SUMMARY

In accordance with the terms of Judge Madison's contract with the City, a report on the court's case volume and program revenues is to be presented to Council on a quarterly basis by Judge Madison.

BACKGROUND

A. Council Action History.

On July 23, 2012, the Council approved an amendment to the Judge's contract to include the presentation of a quarterly financial report to Council. This report is the latest of the quarterly reports to have been provided in fulfillment of the contract amendment and covers the quarter ending March 31, 2015.

B. Financial and/or Resource Considerations.

| | 1ST | 2ND | 3RD | YTD | YTD |
|--------------------------|-------|-------|-------|-------|-------|
| | QTR | QTR | QTR | TOTAL | PRIOR |
| | | | | | YEAR |
| <u>COURT CASE TOTALS</u> | | | | | |
| CRIMES | 318 | 249 | 257 | 824 | 807 |
| TRAFFIC CRIMES | 71 | 66 | 75 | 212 | 262 |
| TRAFFIC VIOLATIONS | 628 | 562 | 1,003 | 2,193 | 2,036 |
| NON-TRAFFIC VIOLATIONS | 183 | 147 | 145 | 475 | 340 |
| TOTAL | 1,200 | 1,024 | 1,480 | 3,704 | 3,445 |

After the third quarter of the 2014-15 fiscal year has elapsed, total cases were up 7.5% from the same period from the prior year. By category, crimes, traffic violations, and non-traffic violations, increased by 2.1%, 7.7% and 39.7%, while traffic crimes decreased by 19.1%.

| | BUDGET | 1ST | 2ND | 3RD | YTD | PRIOR |
|-----------------------|------------|------------|-----------|------------|------------|------------|
| | 2014-15 | QTR | QTR | QTR | TOTAL | YTD |
| | | 2015 | 2015 | 2015 | | TOTAL |
| <u>COURT REVENUES</u> | | | | | | |
| FINES | \$ 481,700 | \$ 99,542 | \$ 88,413 | \$ 124,928 | \$ 312,883 | \$ 337,299 |
| COURT COSTS | 25,000 | 3,718 | 2,932 | 6,845 | 13,495 | 17,494 |
| CRT APPT ATTORNEY | 4,000 | 702 | 1,079 | 1,455 | 3,236 | 2,863 |
| TOTAL | \$ 510,700 | \$ 103,962 | \$ 92,424 | \$ 133,228 | \$ 329,614 | \$ 357,656 |

After the third quarter 2014-15 fiscal year, total court revenues were down 7.8% from the same period from the prior year. Fines and collections revenue decreased by 7.2%, and court costs revenues decreased 22.9%. Revenues for court appointed attorney increased by 13.0%.

On a budgetary basis, revenues are 64.5% of budget after three quarters of the year. Adjusted for budgetary time lapse, revenues are 86% of budget which is a marked improvement over the second quarter results which were 77% of budget.

As reported in the last quarterly report, revenues are closely tied to court cases. It is important to note that cases jumped 45% between the second and third quarters of this year and that the number of cases this quarter is the highest since the 2012 third quarter. While court revenue has not made the same turnaround as of yet due to collection 'lag time', revenue collections are increasing as budgetary performance has improved for the year as noted previously. Should court cases continue to increase we anticipate that revenues will exhibit a stronger turn around.

C. Timing Issues.

Quarterly reports are due to the City Manager on or before the last day of the month following the end of each calendar quarter. The report is to be received by Council by the following meeting.

COUNCIL OPTIONS

No Action is requested

STAFF RECOMMENDATION

n/a

SUGGESTED MOTION

n/a

ATTACHMENTS

n/a

City of Roseburg, Oregon

Quarterly Financial Report

3rd Quarter, Fiscal-Year 2014-2015



March 2015

The *Quarterly Financial Report* summarizes the City of Roseburg's financial position for the General Fund, major operating funds, proprietary funds, and Urban Renewal funds through the 3rd quarter of fiscal year 2014-2015.

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

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

Report Note: When reading these quarterly financial reports it is important to keep in mind the cyclical activity in revenues and expenditures. Examples would include property taxes, grants, capital projects, and charges for services. Starting with this fiscal year's quarterly reports, certain revenues and expenditures that were reported throughout the year on a cash basis previously are now being reported on a modified accrual basis which will cause difficulties in year over year comparisons in some instances; these instances will be highlighted in the report. This report is unaudited and precedes final year end accruals.

This financial report includes the quarter ending March 2014 for comparison purposes.

OVERVIEW:

- \$9.7 million General Fund balance.
- 7.9% Douglas County unemployment rate.
- .50% state investment pool interest rate.
- 2.3% CPI Portland-Salem MSA
- Approve Murray Smith & Associates task order for NE Stephens pavement rehab for \$94,965.
- Award Highway 138 Waterline Project to Cradar Enterprises for \$983,362.
- Award Highway 138 Construction Management Services contract to Integrated Consulting for an amount not to exceed \$84,982.

GENERAL FUND

| General Fund | Budget | YTD Actual | % | Prior Year Actual |
|--------------------|---------------------|---------------------|------|---------------------|
| Revenues | \$ 19,666,426 | \$ 16,486,144 | 84% | \$ 17,101,523 |
| Expenditures | 20,239,484 | 14,284,798 | 71% | 14,246,581 |
| Balance-July 1 | 6,988,211 | 7,593,152 | 109% | 6,978,761 |
| Balance YTD | \$ 6,415,153 | \$ 9,794,498 | | \$ 9,833,703 |

GENERAL FUND REVENUE

| General Fund Revenue | Budget | YTD Actual | % | Prior Year Actual |
|-------------------------|----------------------|----------------------|------------|----------------------|
| Property Taxes | \$ 12,552,000 | \$ 11,674,329 | 93% | \$ 11,363,054 |
| Licenses, Permits, Fees | 2,700,750 | 1,603,013 | 59% | 1,875,195 |
| Charges for Services | 3,586,536 | 2,543,384 | 71% | 2,562,161 |
| Intergovernmental | 784,140 | 545,222 | 70% | 671,239 |
| Interest | 43,000 | 31,808 | 74% | 33,449 |
| Miscellaneous | - | 88,388 | 0% | 596,425 |
| Total Revenues | \$ 19,666,426 | \$ 16,486,144 | 84% | \$ 17,101,523 |

Property Taxes—The majority of property tax revenue is collected in November and December. At the end of March 93% of the 12.5 million budgeted has been collected.

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

Licenses, Permits, and Fees—Includes utility franchise fees, planning fees, park fees, and various other fees. At the end of the quarter, 59% of the \$2.7 million budgeted annual revenue from licenses, permits and fees has been collected. Franchise fees are a revenue source that is now being reported on a modified accrual basis which is the primary cause of the large year-over-year comparison discrepancy.

Charges for Services—Besides interdepartmental charges, charges for services includes: fines, service area fees, fire suppression and prevention fees, administrative and lien search fees. Year to date court fines total \$253,222, service area fees total \$259,980 and interdepartmental charges total \$2,000,813.

Intergovernmental Revenues are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, and liquor, 70% of the \$784,140 budgeted for intergovernmental revenue has been collected during the current fiscal year. State collected taxes are a revenue source that are now being reported on a modified accrual basis which normally would have created a large year-over-year comparison discrepancy if it were not for additional revenue being received from the School District for the additional School Resource Officer; the discrepancy which is now materializing will manifest itself later in the year.

Interest Revenue—Interest revenue of \$31,808 is comparable to the same period a year ago. The average portfolio rate is .50%.

GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$14,284,798 represent 71% of budgeted annual expenditures.

Year to date expenditures are \$38,217 more than the same period a year ago. The General Fund ending fund balance is \$9,794,498.

| By Organizational Unit | Budget | YTD Actual | % | Prior Year Actual |
|------------------------|----------------------|----------------------|------------|-------------------|
| City Manager | \$ 916,407 | \$ 600,675 | 66% | \$ 648,607 |
| Finance & Mgmt | 1,161,630 | 782,461 | 67% | 723,004 |
| Community Develop | 471,527 | 306,725 | 65% | 294,014 |
| Public Works | 3,147,573 | 2,164,543 | 69% | 2,305,650 |
| Parks & Recreation | 1,395,732 | 979,433 | 70% | 932,449 |
| Municipal Court | 496,671 | 286,032 | 58% | 303,057 |
| Police | 6,163,560 | 4,403,313 | 71% | 4,321,506 |
| Fire | 5,706,384 | 4,052,447 | 71% | 4,083,961 |
| Capital & Other | 780,000 | 709,169 | 91% | 634,333 |
| Total | \$ 20,239,484 | \$ 14,284,798 | 71% | 14,246,581 |

| By Major Category | Budget | YTD Actual | % | Prior Year Actual |
|---------------------|----------------------|----------------------|------------|----------------------|
| Personnel Services | \$ 15,849,502 | \$ 11,470,288 | 72% | \$ 11,410,903 |
| Materials & Service | 3,609,982 | 2,105,341 | 58% | 2,201,345 |
| Capital & Other | 780,000 | 709,169 | 91% | 634,333 |
| Total | \$ 20,239,484 | \$ 14,284,798 | 71% | \$ 14,246,581 |

MAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

URBAN RENEWAL GENERAL FUND

| Urban Renewal - General | Budget | YTD Actual | % | Prior Year Actual |
|-------------------------|--------------|--------------|------|-------------------|
| Revenues | \$ 3,413,000 | \$ 3,281,506 | 96% | \$ 3,166,856 |
| Expenditures: | | | | |
| Operations | 2,769,500 | 144,400 | 5% | 189,100 |
| Transfers | 800,000 | 800,000 | 100% | 700,000 |
| Balance-July 1 | 473,207 | 434,542 | 92% | 365,207 |
| Balance YTD | \$ 316,707 | \$ 2,771,648 | | \$ 2,642,963 |

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

CAPITAL PROJECTS FUNDS

EQUIPMENT REPLACEMENT FUND

| Equipment | Budget | YTD Actual | % | Prior Year Actual |
|----------------|------------|--------------|------|-------------------|
| Revenues | \$ 639,000 | \$ 629,040 | 98% | \$ 629,230 |
| Expenditures: | | | | |
| Capital | 699,000 | 403,752 | 58% | 230,744 |
| Balance-July 1 | 871,497 | 889,966 | 102% | 849,283 |
| Balance YTD | \$ 811,497 | \$ 1,115,254 | | \$ 1,247,769 |

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

Year to date purchases include \$73,679 for the financial system, \$29,823 for a public works pickup, \$28,032 for a parks pickup, \$52,946 for two mowers for parks, \$34,558 for fire staff vehicle, \$158,185 for four police patrol vehicles, and \$26,529 for the police unmarked vehicle.

FACILITIES REPLACEMENT FUND

| Facilities | Budget | YTD Actual | % | Prior Year Actual |
|----------------|------------|------------|------|-------------------|
| Revenues | \$ 195,000 | \$ 13,426 | 7% | \$ 3,930 |
| Expenditures: | | | | |
| Operations | 69,070 | 40,808 | 59% | 33,448 |
| Capital | 383,600 | 40,306 | 11% | 26,991 |
| Balance-July 1 | 852,071 | 912,346 | 107% | 1,005,623 |
| Balance YTD | \$ 594,401 | \$ 844,658 | | \$ 949,114 |

The Facilities Replacement Fund ending fund balance at March 31, 2015 is \$844,658.

TRANSPORTATION FUND

| Transportation | Budget | YTD Actual | % | Prior Year Actual |
|----------------|--------------|--------------|------|-------------------|
| Revenues | \$ 1,997,526 | \$ 1,173,806 | 59% | \$ 1,313,674 |
| Expenditures: | | | | |
| Operations | 1,290,699 | 717,602 | 56% | 1,283,903 |
| Capital | 2,255,000 | 7,580 | 0% | 23,015 |
| Transfers | 10,000 | 10,000 | 100% | 10,000 |
| Balance-July 1 | 2,420,442 | 2,694,228 | 111% | 2,192,933 |
| Balance YTD | \$ 862,269 | \$ 3,132,852 | | \$ 2,189,689 |

Year to date Transportation Fund capital expenditures include \$7,580 for the Stewart Parkway Realignment project.

Transportation Fund revenues are from state gas taxes, transportation SDC's, federal STP funds and franchise fees. Resolution #2011-04 adopted in 2011 directs 15% of utility franchise fees to the Transportation Fund for the City's pavement management program. \$450,728 is budgeted in the current year for franchise fee revenue. State gas taxes and franchise fees are revenue sources that are now being reported on a modified accrual basis which is the primary cause of the large year-over-year comparison discrepancy.

URBAN RENEWAL CAPITAL FUND

| Urban Renewal - Capital | Budget | YTD Actual | % | Prior Year Actual |
|-------------------------|--------------|--------------|------|-------------------|
| Revenues | \$ 1,828,175 | \$ 1,727,647 | 95% | \$ 821,350 |
| Expenditures: | | | | |
| Operation | 215,889 | 150,345 | 70% | 109,259 |
| Capital | 3,335,500 | 366,253 | 11% | 374,395 |
| Balance-July 1 | 1,879,726 | 2,224,032 | 118% | 1,718,712 |
| Balance YTD | \$ 156,512 | \$ 3,435,081 | | \$ 2,056,408 |

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

Capital expenditures totaling \$366,253 include \$8,033 for the Micelli Playground, \$57,752 for the Washington/Oak/Kane Improvements, \$53,729 for the Jackson Street Retaining Wall, and \$239,095 for the Stephens/Chestnut Traffic Signal.

ENTERPRISE FUNDS

STORM DRAINAGE FUND

| Storm Drain | Budget | YTD Actual | % | Prior Year Actual |
|----------------|--------------|--------------|-----|-------------------|
| Revenues | \$ 1,414,021 | \$ 1,115,210 | 79% | \$ 975,972 |
| Expenditures: | | | | |
| Operations | 600,212 | 434,046 | 72% | 415,733 |
| Capital | 1,840,000 | 451,904 | 25% | 68,744 |
| Balance-July 1 | 1,189,907 | 1,099,947 | 92% | 895,406 |
| Balance YTD | \$ 163,716 | \$ 1,329,207 | | \$ 1,386,901 |

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of \$1,081,229 are the principal source of revenues.

Year to date Storm Drain Fund capital expenditures include \$413,674 for the Harvard, Ballf Storm Water Project, \$6,680 for the Cascade Ct Storm Line, and \$31,030 for the Harris Hills Storm Line.

WATER SERVICE FUND

| Water | Budget | YTD Actual | % | Prior Year Actual |
|----------------|--------------|--------------|------|-------------------|
| Revenues | \$ 5,028,652 | \$ 3,932,095 | 78% | \$ 4,223,200 |
| Expenditures: | | | | |
| Operations | 3,718,890 | 2,668,628 | 72% | 2,605,833 |
| Capital | 2,171,500 | 850,006 | 39% | 1,727,658 |
| Balance-July 1 | 4,383,690 | 4,603,995 | 105% | 4,909,309 |
| Balance YTD | \$ 3,521,952 | \$ 5,017,456 | | \$ 4,799,018 |

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

Year to date Water Fund revenues of \$3,932,095 is primarily from charges for services. Revenues are \$291,105 less than the prior year due to FEMA reimbursement payments received in 2014 totaling \$318,750.

The ending fund balance at March 31st is \$5,017,456.

OFF STREET PARKING FUND

| Off Street Parking | Budget | YTD Actual | % | Prior Year Actual |
|--------------------|------------|------------|------|-------------------|
| Revenues | \$ 112,400 | \$ 97,974 | 87% | \$ 86,324 |
| Expenditures: | | | | |
| Operations | 140,784 | 90,149 | 64% | 86,125 |
| Balance-July 1 | 74,257 | 86,926 | 117% | 84,968 |
| Balance YTD | \$ 45,873 | \$ 94,751 | | \$ 85,167 |

Off Street Parking revenues are from parking fines, meters, and parking rental fees in City owned lots.

The ending fund balance at March 31st is \$94,751.

Effective November 1, 2012 the Downtown Roseburg Association, DBA Park-Smart, began providing parking enforcement services.

AIRPORT FUND

| Airport | Budget | YTD Actual | % | Prior Year Actual |
|----------------|--------------|------------|-----|-------------------|
| Revenues | \$ 1,907,263 | \$ 952,769 | 50% | \$ 3,487,820 |
| Expenditures: | | | | |
| Operations | 275,075 | 155,316 | 56% | 173,667 |
| Capital | 1,534,500 | 607,365 | 40% | 3,776,382 |
| Debt Service | 122,688 | 31,343 | 26% | 32,544 |
| Balance-July 1 | 165,615 | 153,853 | 93% | 600,925 |
| Balance YTD | \$ 140,615 | \$ 312,598 | | \$ 106,152 |

Current year Airport revenues include user charges of \$261,436 and a FAA grant of \$689,644. Capital expenditures in the Airport Fund are for the apron rehabilitation.

INTERNAL SERVICE FUND

WORKERS' COMPENSATION FUND

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

| Worker's Comp. | Budget | YTD Actual | % | Prior Year Actual |
|----------------|------------|------------|------|-------------------|
| Revenues | \$ 242,661 | \$ 209,865 | 86% | \$ 264,128 |
| Expenditures: | | | | |
| Operations | 353,629 | 314,302 | 89% | 249,387 |
| Balance-July 1 | 589,297 | 683,970 | 116% | 658,811 |
| Balance YTD | \$ 478,329 | \$ 579,533 | | \$ 673,552 |

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

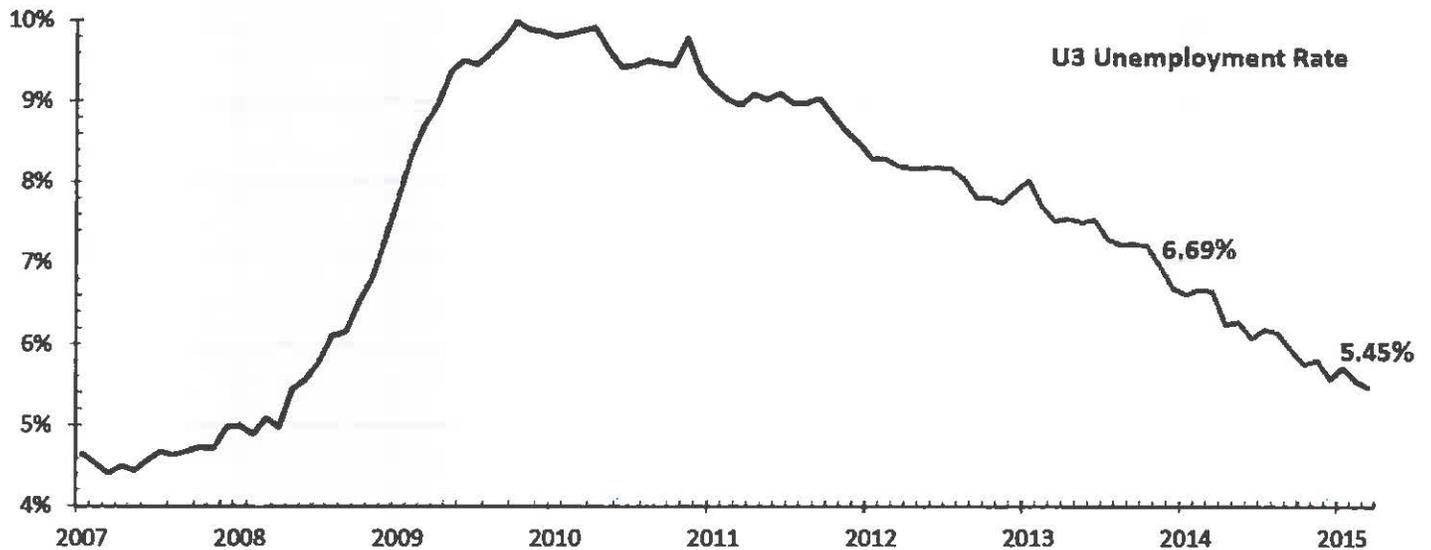
An actuarial review is completed every two years to ensure the program maintains reasonable reserves and funding levels.

ECONOMIC OUTLOOK

The March 2015 *Oregon Economic And Revenue Forecast* issued by the Office of Economic Analysis (OEA) is very positive as to current economic and labor trends for the State and includes very positive projections which are beginning to impact our local economy. In this review we focus on the labor market and job growth.

National Labor Market Projections:

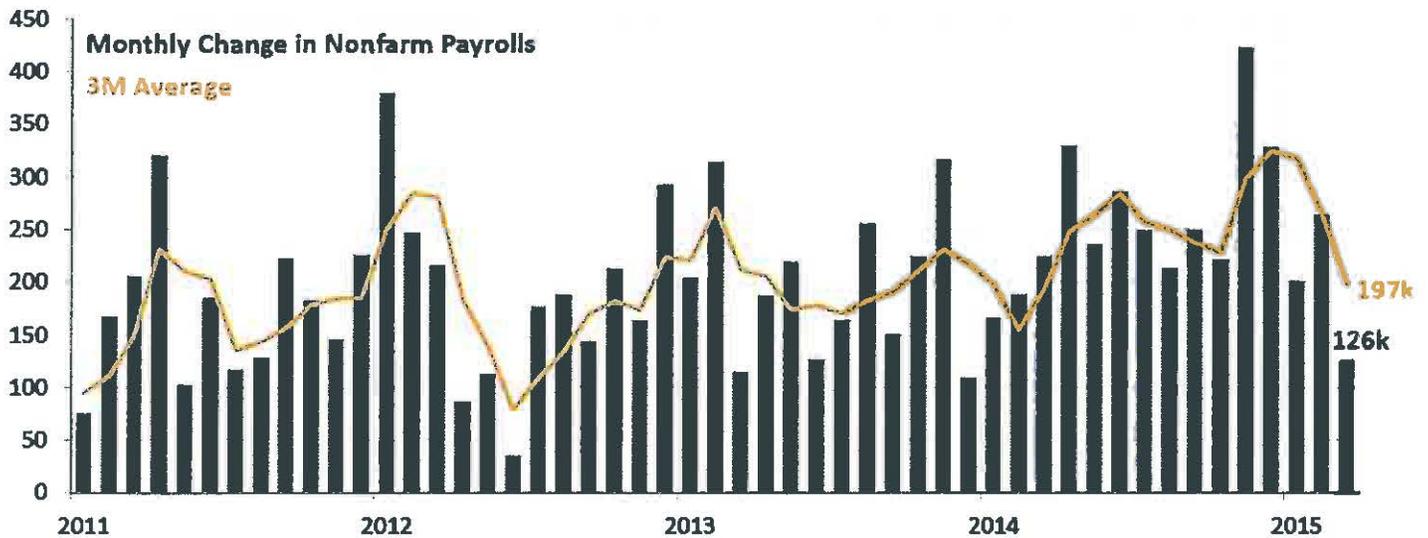
The national labor market is continuing to improve as the unemployment continues to fall and is now at 5.45% as the following graph illustrates:



Sources: Bureau of Labor Statistics, Vining Sparks



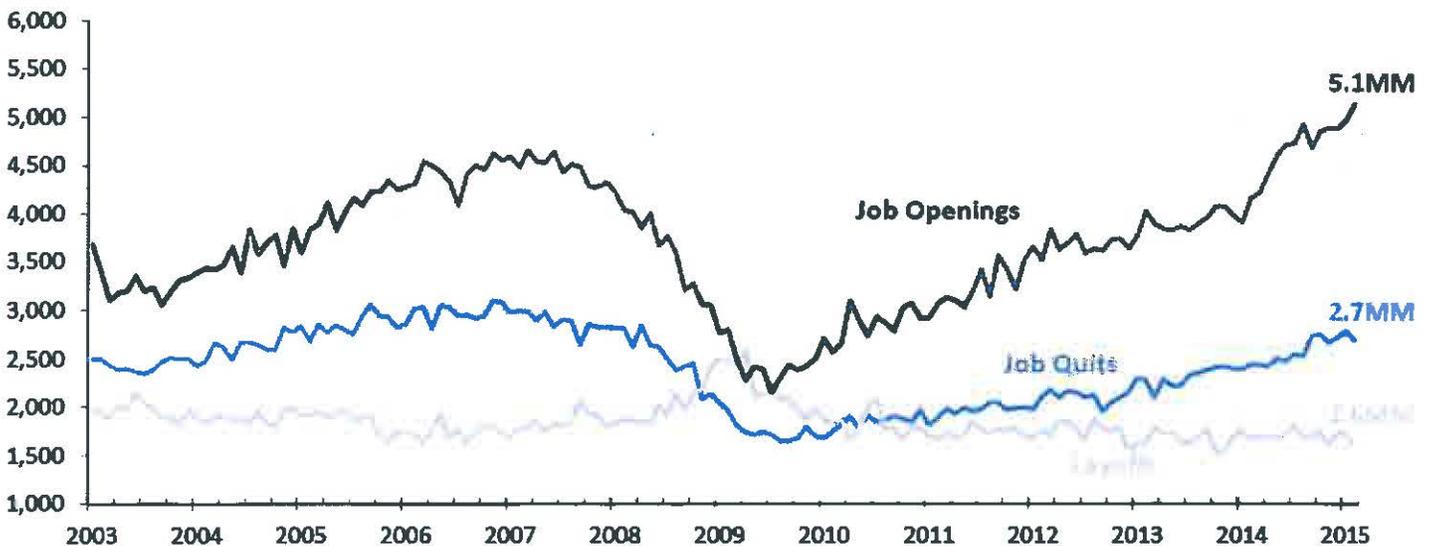
While the unemployment rate can be biased by the size of the labor force, those that are employed or that are looking for employment, the number of actual jobs that have been added to the economy on a monthly basis has been very strong for the past year as seen here:



Sources: Bureau of Labor Statistics, Vinng Sparks



While last month's jobs report was disappointing at only 126,000 new jobs being added, all indications are that the job market is going to continue to strengthen as shown by the following JOLT's report:



Sources: Bureau of Labor Statistics, Vinng Sparks



The JOLT's report is a very good leading indicator of the labor market and wage pressures. Currently, we see:

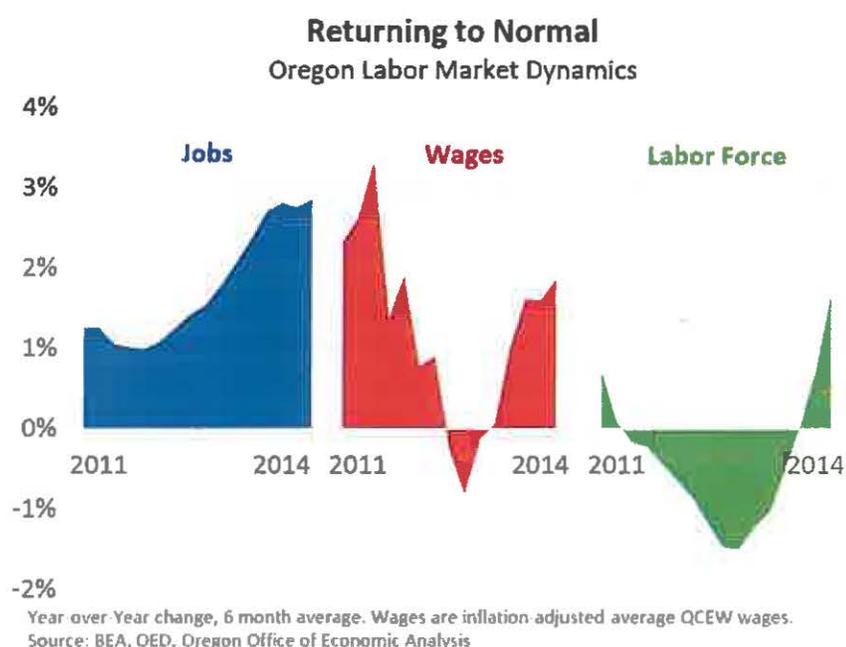
- Layoffs are at a very low rate, even much lower than pre-recessionary,
- The rate of Quits continues its upward trend and is approaching rates not seen since prior to the recession which illustrates the willingness of workers to leave a job in search of another with confidence of securing other employment, and
- Openings are at their highest level on record save one month in 2001.

Considering the JOLT's report's data together, all indications point to a strengthening labor market which ultimately should translate into continued job growth and more significant wage growth. Up until now, despite the strengthening labor market, wage growth has not materialized in any significant way on the national level.

Oregon Labor Market Projections:

The Oregon OEA reported in its March 2015 *Oregon Economic And Revenue Forecast* that “While the nation’s labor market began only recently, Oregon’s recovery picked up in 2013. The stronger pace of growth was maintained throughout 2014 and is expected to continue this year and next before demographics weigh on longer-run growth. Today, Oregon still lags the typical state relative to pre-Great Recession levels. However, Oregon has regained its traditional growth advantage in expansion and is making up lost ground. More importantly, signs of a deeper labor market recovery are evident in the state. Unlike in the nation as a whole, strong job growth is bringing real wage gains to Oregon. Not only is the labor force growing with more Oregonians looking for work, but the labor force participation rate itself increased throughout 2014.”

In contrast to the nation, since 2013 Oregon’s economy has exhibited signs of normal market dynamics. With increased jobs the ranks of the unemployed have been reduced and the labor market tightens, providing workers with more bargaining power as firms have to compete more on price (wages) to attract and retain the best workers. Improved wage growth encourages even more Oregonians to search for one of the more-plentiful and better-paying jobs. These dynamics of the Oregon labor market are illustrated by the following graph:



All four main sources of job data: the monthly payroll employment survey, the monthly household survey, monthly withholding tax receipts and the quarterly census of employment and wages, “. . . are showing relatively strong improvements with jobs being added, wages increasing and the unemployment rate declining slowly . . .” On par with the mid-2000s expansion, wages are increasing annually by 7 percent.

Arizona State University’s W.P. Carey School of Business places Oregon 6th in the nation for job growth in December. Oregon has added 47,400 jobs over the past year or an increase of 2.8 percent.

New business filings, an Oregon leading indicator of job growth, points towards continued job growth. New business filings in Oregon continue the recent trend of continued growth. “Historically, innovation and new technologies have largely been driven by entrepreneurs and start-ups . . . having more new businesses in the state is a positive sign and seeing the . . . new business formation . . . improve is a welcomed development.”

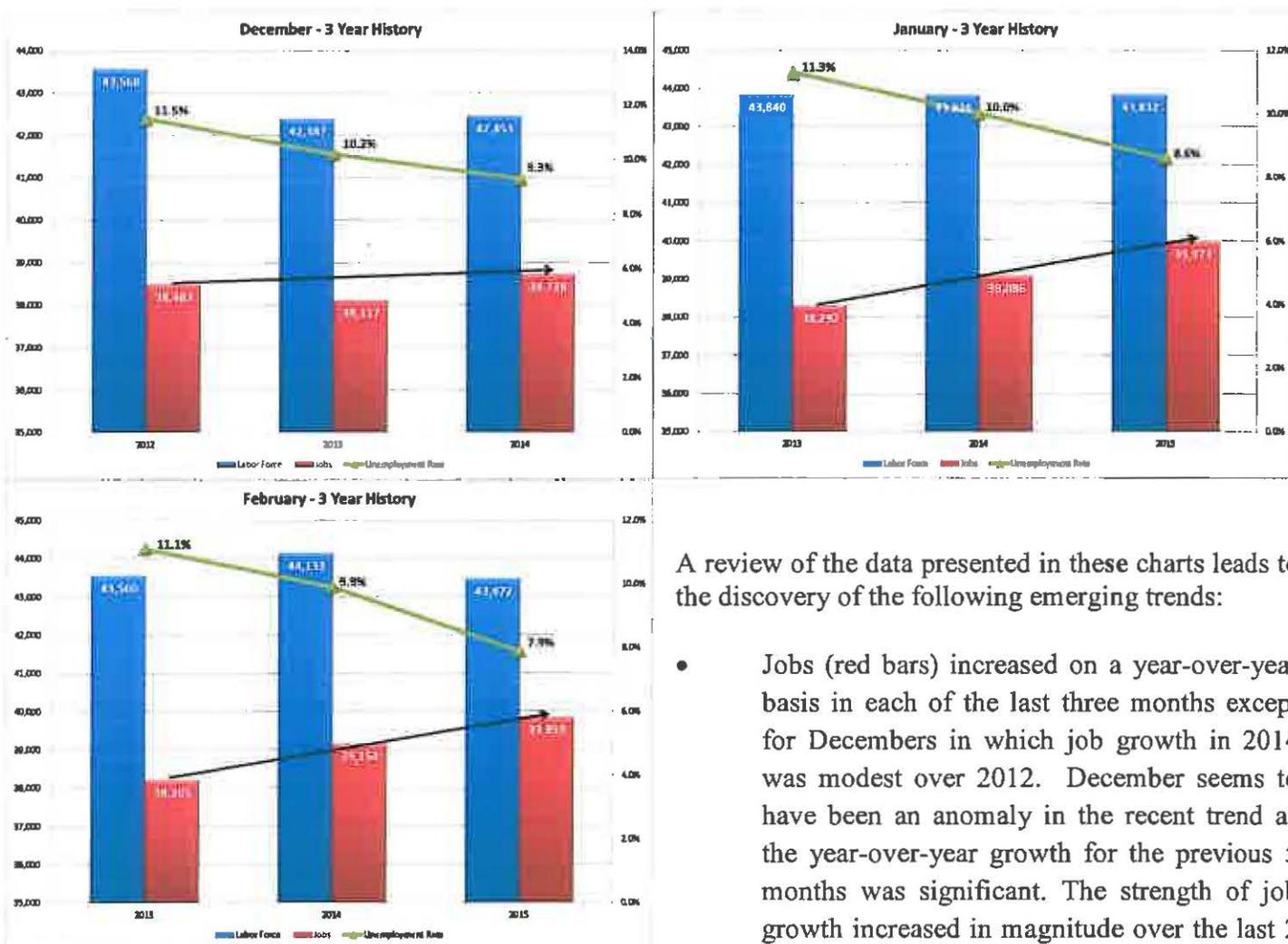
The OEA’s short-term outlook calls for continued job growth for two to three years prior to longer-run demographics affecting growth; however, its employment outlook has been raised for 2015 and 2016. The basis for the upward revision resides in the actual demonstration of strong growth as well as lower energy prices which when considered together are expected to boost consumer spending locally and help reinforce the expansion.

Douglas County

Recent economic data and leading indicators suggest that the growth of the economy is stabilizing and will continue to grow into the future. As reported in the last quarterly financial report, 2014 marked a turning point

in the job market for Douglas County as the labor market began to add jobs, and workers began to return to the job market which meant that the County's unemployment rate began to decline for all of the right reasons. Over the last quarter, the unemployment rate in Douglas County has declined from 9.7% in November to 7.9% February while adding 760 jobs. Job growth has been centered in the private sector with professional and business services, manufacturing, retail trade, and private educational and health services leading the way. Local government and federal government saw declines in employment along with a small number of construction jobs.

While assessing economic trends based on month-over-month data can hide longer term growth trends due to seasonal and cyclical forces that manifests itself in the data, analyzing year-over-year growth trends may provide a clearer picture of the overall health of the economic recovery. That being said an individual analysis of year-over-year labor data for the past three years for each of the last three months may be enlightening and encouraging as certain labor market trends begin to emerge; this builds on the same six month analysis which was presented in the last quarterly report.



A review of the data presented in these charts leads to the discovery of the following emerging trends:

- Jobs (red bars) increased on a year-over-year basis in each of the last three months except for Decembers in which job growth in 2014 was modest over 2012. December seems to have been an anomaly in the recent trend as the year-over-year growth for the previous 5 months was significant. The strength of job growth increased in magnitude over the last 2 months with 2015 jobs exceeding the job count over the past two years; additionally the magnitude of the number of jobs added increased from the final months of 2014.

-
- In a little of a reversal of the previous 6 months, the number of workers returning to the work force has not increased significantly on a year-over-year basis.
 - The unemployment rate which measures the difference between workers in the labor force and the number of workers employed has continued its annual decline but now for all of the right reasons; increasing number of jobs for those actively participating in the labor market.

As a final note to this economic outlook

The stagnation of the housing market from its brisk growth in terms of home sales and new construction in 2012 and 2013 acted as a drag on our local economy; however, recent economic trends suggest that forces working against the housing market are being resolved and a rebound in the housing market is reasonable. Plusses for a rebounding housing market are:

- *Population Growth* – Once again, since Oregon is a top performing state that is outpacing the nation in terms of job growth, population growth is picking up. The OEA reports that “. . . the total number of new residents in the state is nearly back to pre-recession levels. The recent acceleration in population growth is due to strong in-migration from other states.”
- *Household Formation* – The OEA reports that “The combination of more jobs and more residents has resulted in stronger household formation.” Also contributing to household formation is the reversal of the “kids in the basement” trend that peaked in 2012 and 2013; fewer young adults are living at home in 2014. In Oregon, household formation is accelerating.
- *Low Inventory* – Due to population growth and household formation, existing inventory is not keeping up with demand; even locations like Bend which suffered a massive housing bubble has seen population growth in subsequent years eliminate housing surplus.
- *Foreclosures Declining* – While foreclosures remain high when compared to pre-recession levels, “. . . the market has passed the peak of foreclosures and is working through the backlog of distressed properties.”
- *Mortgage Rate Decline* – One of the driving factors of the brisk housing market in 2012 and much of 2013 were record low interest rates and when the rates increased in the later part of 2013 and 2014 the brakes were applied to the market. Recent developments in the global and national economies have combined to drive rates down again and as of this writing, mortgage rates are once again at 19 month lows with a 30 year fixed mortgage rate set at 3.57 percent.

Considering these factors, the OEA forecasts that we “. . . will see sizeable improvements of construction activity in 2014, 2015, and 2016.”

A FINAL NOTE

This quarterly report has been prepared to summarize and review the City’s operations and financial position for the third quarter of the 2014-15 fiscal year as of the month ending March 31, 2015, provide management with a financial planning tool, and monitor compliance with budget policy and Oregon budget law.

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

City of Roseburg, 900 SE Douglas Avenue, Roseburg, OR 97470
Phone: (541) 492-6710
Website: CityofRoseburg.org

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Current Six Year General Fund Balance Projections

Meeting Date: April 27, 2015
Department: Finance
www.cityofroseburg.com

Agenda Section: Informational
Staff Contact: Ron Harker
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

In compliance with the City's Fund Balance Policies the City Manager reviews the City's financial status each year and develops a budget process that is designed to meet Oregon Local Budget Law requirements, taking into account the City's projected financial status for the budget year. As part of the City Manager's annual review the City prepares a six year forecast that projects the General Fund's anticipated Revenues, Expenditures, and Cash Flows to ensure adequate reserves to satisfy the City's General Fund balance reserve target of 20% of expenditures. This report is intended to provide a summary of the six year forecast for Council's review in anticipation of receiving the proposed budget.

BACKGROUND

A. Council Action History. On September 22, 2014, the City Council adopted a Fund Balance Policy that set a fund balance reserve target for the General Fund as 20% of the General Fund Expenditures. The Policy also establishes budgetary guidelines for the City Manager to follow in preparing the annual budget that are designed to promote long term sustainability of City services.

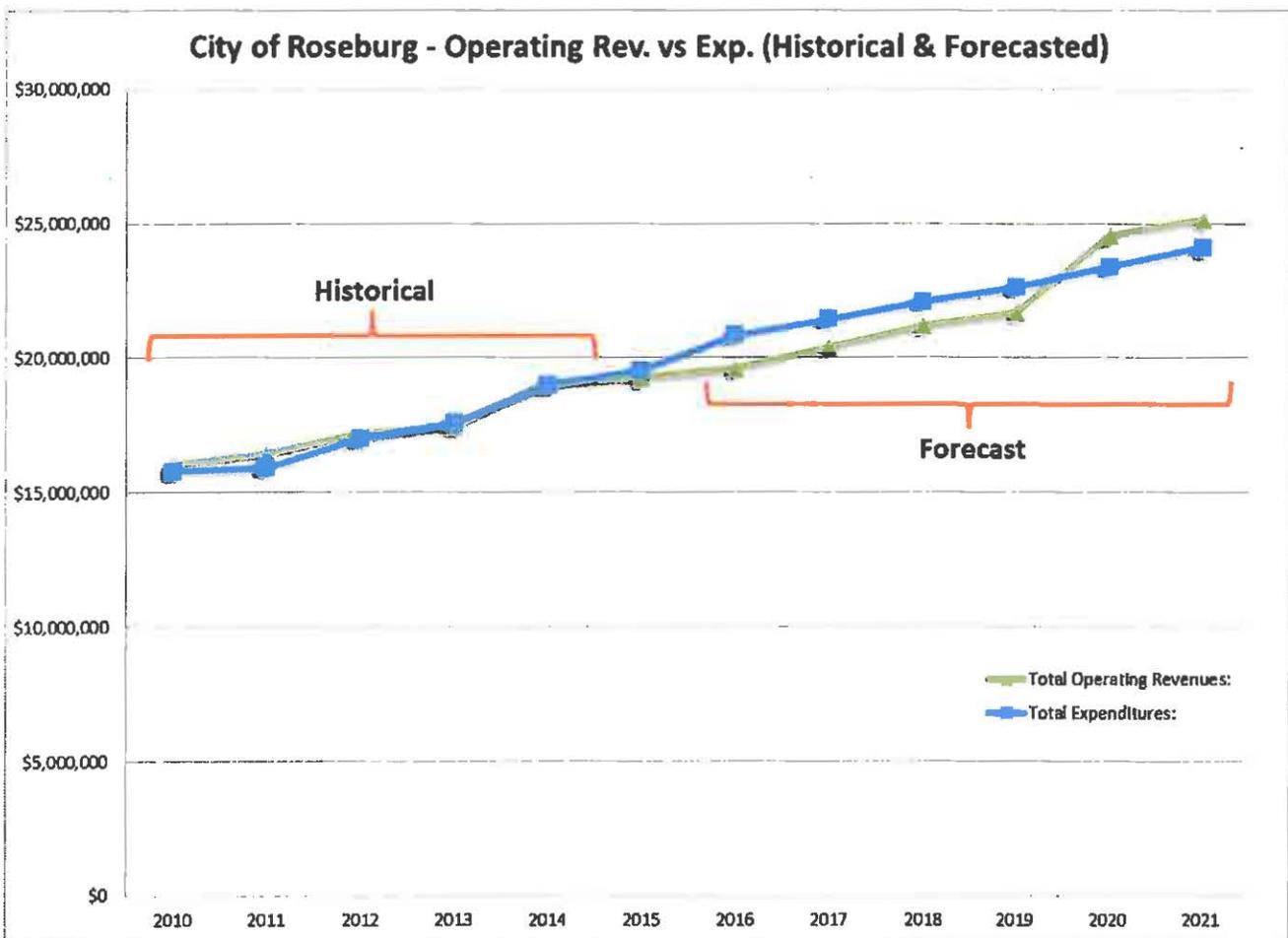
B. Analysis. As part of the annual budget preparation process, the Fund Balance Policy requires the City Manager to annually assess the financial condition of the City by taking into account the long-term sustainability of service levels by examining:

1. The current budgetary balance;
2. Cash flow requirements within the fund to support 20% of General Fund expenditures;
3. Future capital needs;
4. Significant revenue and expenditure trends;
5. Susceptibility of the fund's operations to emergency or unanticipated expenditures;
6. Credit worthiness and capacity to support debt service requirements and covenants;
7. Legal or regulatory requirements affecting revenues, expenditures, and fund balances;
8. Reliability of outside revenues; and
9. Any other factors pertinent to the fund's operations.

The City updated its six year forecast to include audited figures for 2013-2014, projected revenue and expenditure forecasts for 2014-2015, and proposed budgetary service levels for 2015-2016. The revised service levels that include personnel expenses, materials and services, capital outlay, and debt service were then projected forward using historical trends and/or known future adjustments to derive the six year forecast. Based on the forecast update, cash flow projections were then determined.

One of the main focuses of the financial forecast is the determination of whether proposed service levels are sustainable through the six year forecast horizon. Of critical importance is the five years out when the General Fund will begin to receive increased property taxes from the Urban Renewal District which will sunset in 2019. The question becomes, during the interim period of time can the City spend down its substantial reserves to deliver an enhanced service level and still be in compliance with the Fund Balance Policy's target knowing that in 2019-20 revenues will once again exceed expenditures? Is such a strategy sustainable?

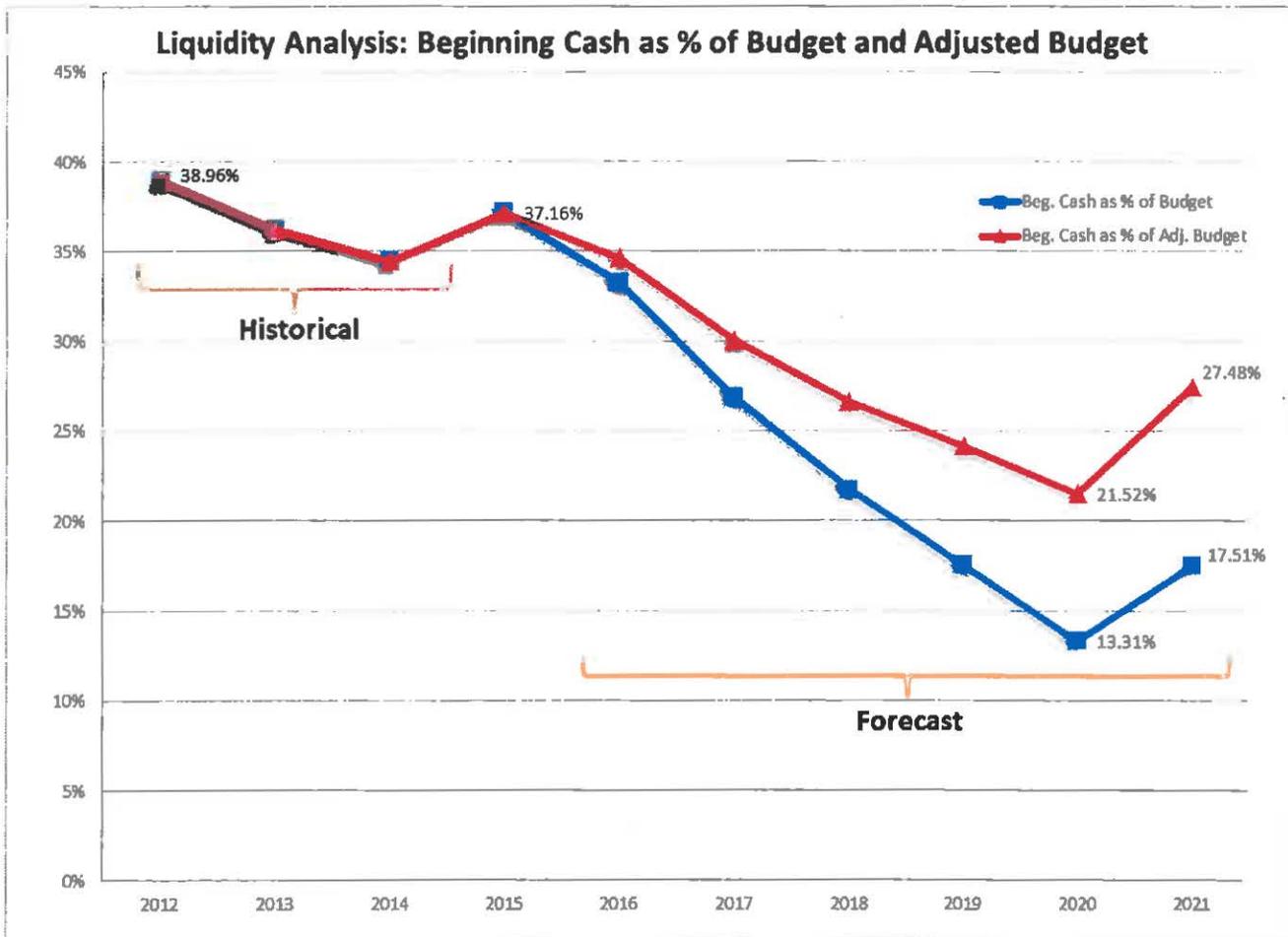
Historical analysis has demonstrated that General Fund Revenues are not volatile and their growth is fairly predictable. Historically, operating revenues and expenditures have been fairly aligned while the 2014-15 fiscal year is projected to result in expenditures exceeding revenues modestly. The six year forecast horizon indicates that for the first four years expenditures will exceed revenues which means reserves will be used to provide an enhanced level of services but starting with the 2019-2020 fiscal year there will be a fundamental shift as the Urban Renewal sunsets and the General Fund's receipt of property taxes will dramatically increase; from that point forward revenues will exceed expenditures and reserves will be rebuilt. It is very important to understand that this analysis does not reflect budgetary performance corrections which will be explained next.



The financial forecast incorporates two forecasts: 1) a Non-Adjusted forecast and 2) an Adjusted for Budget performance. The Non-Adjusted forecast assumes that both revenues and expenditures will come in at 100% of budget. However, a historical review of revenue and expenditure budget performance provides a different reality; over the past five years

revenue collections averaged 99.82% of budget and the last two years revenues have been 97.5% of budget, expenditures averaged 94.88% of budget over the past five years and 95.33% over the last two years. Consequently, the Non-Adjusted scenario presents a forecast that presents what may be considered a 'worst case scenario' while the Adjusted for Budget performance scenario presents a more 'realistic' forecast. In determining the Adjusted for Budget forecast, revenues were adjusted to reflect a 98% collection rate and expenditures were adjusted to reflect a 96% consumption rate; based on the historical analysis these adjustments should produce a much more realistic forecast that is still conservative.

An additional step or measure that was incorporated into the forecast to ensure the outcome is more conservative and thereby providing a greater level of confidence of sustainability is that the 20% fund balance target is measured not against the fund balance as required by the policy but by the projected cash balance which is 94.43% of the fund balance. The following graph presents the contrasting forecasts based on projected cash balances.



A liquidity analysis that forecasts beginning cash reserves against a non-adjusted budget forecast (Budget) and an adjusted budget forecast (Adjusted Budget) as previously defined is presented in the graph above.

The analysis illustrates that in a five year fully realized budget scenario (the blue line) cash reserves would decline to 13.31% of expenditures at the start of the 2019-20 fiscal year. This is a 'worst case scenario' as the City expenditures averages 94.88% of budget and so the 13.31% is the result of compounding over-estimate forecasts which would greatly under-

forecast the beginning cash balance reserve in 2019-20. The confidence level of this forecast being realized is extremely small and as such presents a 'worst case scenario'.

The analysis also illustrates that in a five year adjusted for budget performance scenario (the red line) cash reserves would decline to 21.52% of budget at the start of the 2019-20 fiscal year. This is a 'likely case scenario' as City revenues and expenditures are adjusted to conservatively track historical budget performance, by so doing the compounding effect of over-estimates is minimized. It is important to remember that cash reserves are estimated at 94.43% of fund balance and so the forecast remains conservative. The confidence level of this forecast being realized is high and as such presents a 'most likely case scenario'.

Given that the conservative 'most likely case scenario' projects cash reserves to be 21.52% of budget at its lowest point during a six year financial forecast, and that cash reserves would again be tracking upwards at the close of the forecast horizon, the City will be well within compliance of its fund balance policy's reserve target of 20% of expenditures. As such the proposed service levels that will be presented in the 2015-16 budget are sustainable.

C. Financial and/or Resource Considerations. None at this time.

D. Timing Issues. The first of the City's budget hearings begin April 28, 2015, and this information may be very useful to Council as it considers the proposed budget.

COUNCIL OPTIONS. This is an informational item only and so there are no options.

STAFF RECOMMENDATION. This is an informational item only and so there are no staff recommendations.

SUGGESTED MOTION. None

ATTACHMENTS. None