

2011 RESOLUTIONS INDEX

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RESOLUTION NO. 2011- 1

**A RESOLUTION ENACTING THE CITY OF ROSEBURG PARK POLICY FOR
SIGNAGE/BANNERS AT SOFTBALL AND BASEBALL FIELDS**

WHEREAS, the City of Roseburg periodically receives requests for installation of signage and/or banners at park softball and baseball fields; and

WHEREAS, the City of Roseburg supports youth recreation organizations in their effort to provide affordable access to all; and

WHEREAS, the City of Roseburg Parks & Recreation Commission developed a policy outlining requirements for permitting signage/banners at softball and baseball fields in City parks or sections therein; and

NOW THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Roseburg, Oregon that the "City of Roseburg Park Policy For Signage/Banners At Softball And Baseball Fields" attached hereto as "Exhibit A" is hereby adopted and is effective immediately upon adoption.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS
REGULAR MEETING ON THE 15TH DAY OF FEBRUARY 2011.**


Sheila R. Cox, City Recorder



**CITY OF ROSEBURG
PARKS AND RECREATION**

POLICY FOR SIGNAGE/BANNERS AT SOFTBALL AND BASEBALL FIELDS

1. **Applicability.** Only organized youth sports programs may apply for a permit to install banners on the outfield fences of the facility for which they have a use permit issued by the City. This policy does not apply to the American Legion facility in Stewart Park.
2. **Permit Required.** Banners may be placed on public youth baseball and/or softball fields after obtaining the necessary permit from the Parks Division.
3. **Advertising Revenue.** The Permittee shall pay 25% of advertising profit received to City, and retain 75% for their organization's youth program. Organizations shall prepare an accounting of all advertising revenue and expenses, and submit the accounting report and funds owed to the City within five days of the completion of their permitted season or event.
4. **Standards.** Banners displayed in public parks should not be located where they could potentially create a negative visual impact. They should neither distract nor interfere with the overall park experience for the general public. Banners must be confined and oriented to the area of use by the organization (Permittee). Banners are not allowed to be displayed at school fields. Additional requirements include:
 - a. **Acceptable Banner Location:** Banners shall only be displayed on outfield fences and shall only face the field's interior.
 - b. **Banner Composition:** Banner copy and/or logos shall be limited to one side of the banner. Messages and graphics must be professional. No inappropriate language or messages may be displayed.
 - c. **Maximum Size:** Individual banners shall not exceed 30 square feet in size; and banners shall not reach above the top of the fence.
 - d. **Maintenance Required:** The Permittee shall maintain all banners in good condition, and shall remove or replace any banner that is torn, faded, dirty or defaced, including by graffiti.
 - e. **Installation Period:** Banners may be displayed only during the approved dates of use indicated on the field use permit.
 - f. **Installation:** The banner's surface must be tautly and securely fastened to the outfield fence by a minimum of four contact points with zip ties.

- g. **Banner Removal:** Permittee shall remove all banners by the final day of the field use permit. All banners that are not removed by Permittee by the required removal date shall constitute a public nuisance subject to removal by the City per Municipal Code 7.06.070.

- h. **Damages:** Damage to public property, fences, etc., caused by banner installation, display or removal is the sole responsibility of the Permittee. Any and all damage resulting from banner placement or removal shall be repaired immediately by Permittee. If damage is not repaired by Permittee, City may make repairs and bill Permittee per Roseburg Municipal Code.

The City of Roseburg reserves the right to make additional stipulations (not mentioned in the sign/banner policy), if in the best interest of the City.

RESOLUTION NO. 2011-2

A RESOLUTION ADOPTING THE 2011-2016 STRATEGIC PLAN FOR THE CITY OF ROSEBURG

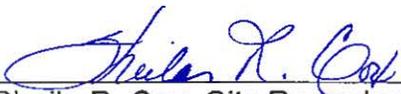
WHEREAS, the City Council of the City of Roseburg has conducted work sessions to consider a Strategic Plan; and

WHEREAS, the Five-Year Strategic Plan sets forth the City's vision, goals and objectives and strategic decisions; and

WHEREAS, the Plan incorporates the themes of "A Safe City," "Great Neighborhoods," "A Healthy Economy" and "An Effective Government;"

NOW, THEREFORE, BE IT RESOLVED by the City Council of Roseburg, Oregon, that the 2011-2016 Strategic Plan is hereby adopted. This Resolution shall become effective immediately upon its adoption.

APPROVED BY THE CITY COUNCIL OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 15TH DAY OF FEBRUARY 2011.



Sheila R. Cox, City Recorder

City of Roseburg Strategic Plan 2011-2016

A Safe City

1. Ensure a safe community by protecting people, property and the environment
2. Provide safe, sufficient and reliable drinking water and drainage systems within the UGB
3. Provide a safe and efficient transportation network
4. Provide a safe working environment for city employees

Great Neighborhoods

5. Preserve and enhance neighborhood characteristics unique to the city
6. Provide growth opportunities that benefit the community
7. Provide an efficient transportation system with safe streets and alternative modes of transportation
8. Protect and promote natural resources and common areas
9. Support recreational, educational and cultural opportunities that enrich the lives of citizens

A Healthy Economy

10. Enhance Roseburg's economy by building on the regional services within the City
11. Create a readily identifiable downtown
12. Achieve a diversity of employment opportunities

An Effective Government

13. Effectively deliver the services that Roseburg's citizens need, want and are willing to support in an open, transparent manner
14. Ensure adequate long-term municipal financing for City services, assets and facilities
15. Utilize and enhance information systems to improve efficiency of operations
16. Enhance beneficial partnerships
17. Ensure employees provide quality service to the citizens
18. Improve internal operations and reduce incidents of risk

A SAFE CITY

Goals:

1. *Ensure a safe community by protecting people, property, and the environment*
2. *Provide safe, sufficient and reliable drinking water and drainage systems within the UGB*
3. *Provide a safe and efficient transportation network*
4. *Provide a safe working environment for city employees*

Objective 1.4: Meet or exceed Roseburg's deployment standards and work towards meeting national benchmarks for comparably sized fire and emergency medical services and disaster preparedness *[Fire]*

| Action | Complete |
|---|----------|
| 1.4A Update Deployment Plan to re-establish standards for response times | 2011 |
| 1.4B Evaluate provisions of ambulance service plan within the city limits | 2011 |

Objective 1.5: Assist with community preparedness for catastrophic events *[Fire]*

| Action | Complete |
|--|----------|
| 1.5A Complete training on Emergency Operations Plan, compliant with the National Incident Management System ⁵ | 2011 |
| 1.5B Participate in the planning and implementation of City and Countywide disaster drills | 2011 |

Objective 1.6: Ensure safety of park users *[Public Works]*

| Action | Complete |
|--|----------|
| 1.6A Refine franchise fee allotment to include maintenance and construction of paths | 2012 |
| 1.6B Evaluate safety needs in parks and on multi-use paths | 2012 |

⁵ An **Emergency Operations Plan** under the National Incident Management System is a framework which can be used by communities to prepare for natural disasters or terrorist attacks. A trained city staff under NIMS also increases opportunities for emergency funding from the federal government to the city.

A SAFE CITY

GOAL 3: Provide a safe and efficient transportation network

Objective 3.1: Ensure safety of streets and intersections [*Police, Public Works*]

| Action | Complete |
|---|----------|
| 3.1A Increase the number of traffic officers | 2011 |
| 3.1B Evaluate implementation of photo red light technology | 2012 |
| 3.1C Provide education to public on negotiating the Edenbower/Aviation roundabout | 2011 |

Objective 3.2: Evaluate alternatives for improving access, safety and capacity [*Public Works, Community Development*]

| Action | Complete |
|---|----------|
| 3.2A Take lead on and complete Highway 138 NEPA process ⁷ | 2012 |
| 3.2B Finish roundabout construction at Edenbower/Aviation | 2012 |
| 3.2C Complete update of Transportation System Plan | 2016 |
| 3.2D Support ODOT in the redesign and construction of the Exit 129 interchange ⁸ | 2012 |

⁷ NEPA is the National Environmental Policy Act, which governs the environmental review process of projects that receive federal funding. The Highway 138 improvements from I-5 Exit 124 (Harvard) to Fulton Street (on Diamond Lake Blvd.) will receive federal funding.

⁸ I-5 Exit 129 is the interchange at Del Rio Road, College Road (UCC), and Stephens Street.

A SAFE CITY

GOAL 4: Provide a safe working environment for city employees

Objective 4.1: Initiate workplace security recommendations as budgeted funds are available
[Administration]

| Action | | Complete |
|--------|---|----------|
| 4.1A | Install computer pass card system for City Hall employees with new exterior doors | 2011 |
| 4.1B | Disconnect current City "panic button" system ⁹ and find alternative program for response assistance | 2011 |
| 4.1C | Determine needed security changes for Public Works Shop | 2011 |
| 4.1D | Determine if computer card system is appropriate for other city locations and employees | 2011 |
| 4.1E | Evaluate check-in system for visitors to City Hall at main door entrance | 2012 |

⁹ The panic button system was a way to discretely call for a police officer to come to city hall. The system was not effective.

GREAT NEIGHBORHOODS

Goals:

5. *Preserve and enhance neighborhood characteristics unique to the city*
6. *Provide growth opportunities that benefit the community*
7. *Provide an efficient transportation system with safe streets and alternative modes of transportation*
8. *Protect and promote natural resources and common areas*
9. *Support recreational, educational and cultural opportunities that enrich the lives of citizens*

GREAT NEIGHBORHOODS

GOAL 5: Preserve and enhance neighborhood characteristics unique to the city

Objective 5.1: Enhance physical environment of neighborhoods [*Community Development*]

| <u>Action</u> | <u>Complete</u> |
|---|-----------------|
| 5.1A Determine necessary rezoning to plan for revised housing mix ¹⁰ | 2012 |

Objective 5.2: Continue the development and maintenance of accessible parks [*Public Works*]

| <u>Action</u> | <u>Complete</u> |
|---|-----------------|
| 5.2A Partner with the School District for purpose of using school areas for public recreation | 2012 |

¹⁰ **Housing mix** refers to a planned mix of housing types (single-family, apartments, etc.) based on projected needs. If a revised housing mix determines not enough land is zoned to accommodate a certain housing type, the city should rezone accordingly.

GREAT NEIGHBORHOODS

GOAL 6: Provide growth opportunities that benefit the community

Objective 6.1: Provide well-balanced community growth [*Community Development*]

| <u>Action</u> | <u>Complete</u> |
|---|-----------------|
| 6.1A Adopt Douglas County's coordinated population forecast for 2030 | 2011 |
| 6.1B Complete UGB expansion for employment lands ¹¹ | 2011 |
| 6.1C Complete UGB expansion for residential lands ¹² | 2011 |
| 6.1D Revise Comprehensive Plan as needed | 2013 |
| 6.1E Develop parks/open space requirement in LUDO for residential development | 2013 |

¹¹ The **UGB** is the urban growth boundary, which is the planning area for the city. Expansion of the UGB is necessary when it cannot meet 20-year needs.

¹² See previous.

GOAL 7: Provide an efficient transportation system with safe streets and alternative modes of transportation

Objective 7.1: Facilitate multi-modal transportation and neighborhood connectivity
[Community Development]

| <u>Action</u> | <u>Complete</u> |
|--|-----------------|
| 7.1A Determine preferred alternative for Highway 138 realignment through downtown | 2011 |
| 7.1B Pursue Bicycle Friendly Community designation ¹³ | 2013 |
| 7.1C Renew contract with Umpqua Transit and promote increased ridership | 2011 |
| 7.1D In coordination with ODOT, review interchange area management plans for Exits 124 and 125 ¹⁴ | 2014 |

¹³ **Bicycle Friendly Community** is a special designation given to eligible communities and provides them with assistance and recognition. Eligible communities must have a certain amount of bicycle facilities and educational opportunities in place.

¹⁴ **I-5 Exit 124** is the interchange at Harvard Avenue. **Exit 125** is the interchange at Garden Valley Blvd.
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GREAT NEIGHBORHOODS

GOAL 8: Protect and promote our natural resources and common areas

Objective 8.1: Enhance the natural beauty of Roseburg [*Community Development, Public Works*]

| Action | Complete |
|---|----------|
| 8.1A Upgrade City landscape development standards | 2011 |
| 8.1B Become a Tree City USA ¹⁵ | 2012 |
| 8.1C Update sign ordinance | 2012 |

Objective 8.2: Enhance waterfront areas [*Community Development*]

| Action | Complete |
|--|----------|
| 8.2A Implement first phases of Waterfront Plan | 2011 |
| 8.2B Continue partnerships (e.g., Phoenix School) to clear overgrowth and improve views on waterfront | 2011 |
| 8.2C Incorporate pollutant reduction measures (TMDL) ¹⁶ into development standards | 2011 |
| 8.2D Update natural resource inventory and protection measures through Statewide Planning Goal 5 ¹⁷ | 2013 |

Objective 8.3: Preserve and protect park wetlands [*Public Works*]

| Action | Complete |
|---|----------|
| 8.3A Meet or exceed criteria set for successful wetland mitigation at Sunshine Park ¹⁸ | 2011 |

GREAT NEIGHBORHOODS

¹⁵ **Tree City USA** is a designation given to eligible communities and provides them with assistance and recognition. Eligible communities must have a tree ordinance, a commission responsible for the tree ordinance, and a budget.

¹⁶ **TMDL** is Total Maximum Daily Load and refers to the limits a development can create with runoff to the drainage system.

¹⁷ There are 19 **Statewide Planning Goals** that local jurisdictions must follow. Goal 5 deals with natural resources, among other things.

¹⁸ **Wetland mitigation** refers in part to creating new wetlands when existing ones have been developed
Resolution No. 2011-2 Strategic Plan 2011-2016

GOAL 9: Support recreational, educational and cultural opportunities that enrich the lives of citizens

Objective 9.1: Encourage healthy neighborhoods [*Community Development, Public Works*]

| Action | Complete |
|---|----------|
| 9.1A Assess effectiveness of crosswalks linking neighborhoods to schools | 2011 |
| 9.1B Continue implementation of Mill-Pine, West Avenue neighborhood plans | 2011 |
| 9.1C Develop policies into Comprehensive Plan that encourage healthy lifestyles | 2013 |

Objective 9.2: Promote collaborative programs with recreation service providers [*Public Works*]

| Action | Complete |
|---|----------|
| 9.2A Provide year-round recreational activities in city parks | 2011 |
| 9.2B Work with Umpqua Valley Tennis Center on expansion plans | 2012 |
| 9.2C Determine if there are community recreation needs not covered by YMCA or Boys & Girls Club | 2012 |
| 9.2D Continue to distribute and evaluate effectiveness of annual Parks and Recreation Guide | 2011 |

A HEALTHY ECONOMY

Goals:

10. *Enhance Roseburg's economy by building on the regional services within the City*
11. *Create a readily identifiable downtown*
12. *Achieve a diversity of employment opportunities*

A HEALTHY ECONOMY

GOAL 10: Enhance Roseburg's economy by building on the regional services within the City

Objective 10.1: Sustain a balanced economy that supports the expansion and retention of family-wage jobs *[Community Development]*

| Action | Complete |
|--|----------|
| 10.1A Review and update agreement with The Partnership ¹⁹ | 2011 |
| 10.1B Inventory existing supply of industrial and commercial zoned properties and make adjustments according to 2030 needs | 2011 |
| 10.1C Extend airport runway to 5000 feet to bring in new class of flights into Roseburg | 2012 |
| 10.1D Work with The Partnership to revise Roberts Creek Enterprise Zone ²⁰ to include more properties within the City | 2011 |

Objective 10.2: Expand Roseburg's role for attracting special events and visitors *[Community Development]*

| Action | Complete |
|---|----------|
| 10.2A Update contract with Visitors and Convention Bureau | 2011 |
| 10.2B Finalize grant agreement with Downtown Roseburg Association in conjunction with the Main Street Program ²¹ | 2010 |
| 10.2C Work with Cow Creek Tribe in developing core retail/open space of Waterfront Plan | 2011 |
| 10.2D Continue sponsorship of Music on the Half Shell, 4th of July festivities, and Movies in the Park | 2011 |

¹⁹ **The Partnership** is the joint economic development arm of Douglas County, the City of Roseburg, and others.

²⁰ The **Roberts Creek Enterprise Zone** is an area sanctioned by the state that provides tax incentives to new businesses. It extends from Winston to Roseburg.

²¹ **Main Street** is a national program designed to increase downtown vitality. As a community recognized by the Main Street Program, Roseburg receives assistance to continue efforts to improve the downtown.

Objective 10.3: Implement improvements to the City's street network to increase level of service and capacity and encourage commerce *[Public Works]*

| <u>Action</u> | <u>Complete</u> |
|--|-----------------|
| 10.3A Adopt five-year Capital Improvement Plan | 2011 |

Objective 10.4: Support and encourage an energy efficient community *[Administration]*

| <u>Action</u> | <u>Complete</u> |
|---|-----------------|
| 10.4A Evaluate location and cost of promoting recycling and reuse of eligible materials in all City functions | 2011 |
| 10.4B Evaluate paperless meeting agendas | 2011 |
| 10.5C Revise Sustainability Plan | 2013 |
| 10.5D Implement revised Sustainability Plan | 2013 |

A HEALTHY ECONOMY

GOAL 11: Create a readily identifiable downtown

Objective 11.1: Enhance physical environment of downtown [Community Development]

| <u>Action</u> | <u>Complete</u> |
|--|-----------------|
| 11.1A Update Downtown Master Plan | 2012 |
| 11.1B Complete Main St. underground utility feasibility study | 2011 |
| 11.1C Provide second façade improvements grant | 2013 |
| 11.1D Work with Downtown Roseburg Association to hire full-time manager | 2011 |
| 11.1E Update sidewalk café regulations | 2012 |
| 11.1F Update retail/office requirements for Jackson St. | 2012 |
| 11.1G Complete grocery market feasibility study and recruit appropriate provider | 2011 |

Objective 11.2: Provide a coordinated/connected downtown [Community Development, Public Works]

| <u>Action</u> | <u>Complete</u> |
|--|-----------------|
| 11.2A Develop way finding sign system | 2012 |
| 11.2B Implement streetscape improvements between Exit 124 and downtown per Waterfront Plan | 2014 |
| 11.2C Complete streetscape improvements on Jackson St. | 2012 |
| 11.2D Complete streetscape improvements on Main St. | 2014 |

A HEALTHY ECONOMY

GOAL 12: Achieve a diversity of employment opportunities

Objective 12.1: Strengthen and attract primary sector firms that use natural resources of the community to generate products valued by customers beyond Douglas County
[Administration, Community Development]

| Action | | Complete |
|--------|---|----------|
| 12.1A | Complete Economic Opportunities Analysis ²² | 2011 |
| 12.1B | Inventory all vacant industrial sites with 5 or more contiguous acres in the urban growth boundary and determine if state certification is possible ²³ | 2011 |
| 12.1C | Assist Cow Creek Tribe in completing the business incubator | 2011 |
| 12.1D | Explore possible uses of downtown CORP switchyard | 2011 |

²² An **Economic Opportunities Analysis** forecasts future employment types and resulting land needs

²³ **Industrial Site Certification** is a way to show that a property is ready for construction within six months and can be certified as "project-ready" for a specific industry profile.

AN EFFECTIVE GOVERNMENT

Goals:

13. *Effectively deliver the services that Roseburg's citizens need, want and are willing to support in an open, transparent manner*
14. *Ensure adequate long-term municipal financing for City services, assets and facilities*
15. *Utilize and enhance information systems to improve efficiency of operations*
16. *Enhance beneficial partnerships*
17. *Ensure employees provide quality service to the citizens*
18. *Improve internal operations and reduce incidents of risk*

AN EFFECTIVE GOVERNMENT

GOAL 13: Effectively deliver the services that Roseburg’s citizens need, want and are willing to support in an open, transparent manner

Objective 13.1: Support and encourage citizen involvement *[Administration]*

| <u>Action</u> | <u>Complete</u> |
|---|-----------------|
| 13.1A Utilize communications plan, including the City Connection, City website, government television and technological opportunities | 2012 |
| 13.1B Explore use of social networks and mobile applications | 2012 |
| 13.1C Support the Citizen Policy Academy in conjunction with Douglas County | 2011 |
| 13.1D Expand the volunteer program including Community Emergency Response Teams and Volunteer in Police Services | 2012 |
| 13.1E Evaluate installation of a computer kiosk at City Hall ²⁴ | 2012 |

²⁴ A computer kiosk at City Hall would allow visitors and customers to access city services on a computer terminal in the lobby.

AN EFFECTIVE GOVERNMENT

GOAL 14: Ensure adequate long-term municipal financing for City services, assets and facilities

Objective 14.1: Effectively manage City budget [*Finance*]

| Action | Complete |
|---|----------|
| 14.1A Review major revenue and expenditure assumptions for six-year financial forecast | 2011 |
| 14.1B Increase non-carrier telecommunication provider fee ²⁵ | 2011 |
| 14.1C Complete and adopt fee schedule | 2011 |
| 14.1D Review cost allocation plan to refine General Fund reimbursements from Special Revenue and Enterprise funds | 2012 |

Objective 14.2: Ensure protection of current City assets and plan for future needs [*Public Works*]

| Action | Complete |
|---|----------|
| 14.2A Develop facility maintenance plan for all City facilities | 2014 |
| 14.2B Review effectiveness of leased assets | 2011 |
| 14.2C Develop inventory control for City assets | 2011 |

GOAL 15: Utilize and enhance information systems to improve efficiency of operations

²⁵ Almost all telecommunication providers in the city limits are assessed a standardized franchise fee. Those that do not actually provide service in the city would be charged by the lineal foot.
Resolution No. 2011-2 Strategic Plan 2011-2016

Objective 15.1: Inventory and update systems [*Finance*]

| Action | Complete |
|---|----------|
| 15.1A Achieve one-hour data redundancy ²⁶ | 2012 |
| 15.1B Research golf pass scanning system that will interface with golf course point of sale ²⁷ | 2011 |
| 15.1C Implement E-Ticketing for efficient data entry into municipal court software | 2012 |
| 15.1D Replace police and fire department aircards with radio network for LAN technologies ²⁸ | 2013 |
| 15.1E Assess Maxicom watering system ²⁹ | 2013 |
| 15.1F Review telemetry lines with potential to remove and convert to radio technology ³⁰ | 2013 |
| 15.1G Research radio technology for water meter reading | 2015 |
| 15.1H Unify enterprise system ³¹ | 2015 |
| 15.1(I) Research electronic utility billing | 2011 |
| 15.1J Develop document management system | 2014 |
| 15.1K Work with financial institutions to expand opportunities for on-line transactions | 2012 |
| 15.1L Continue to develop the new GIS system ³² and expand its use to benefit all City departments | 2012 |

GOAL 16 Enhance beneficial partnerships

²⁶ **Data redundancy** refers to the ability to have all city data replicated to the Disaster Recovery Datacenter every hour.

²⁷ The **scanning system** referred to would provide a monthly pass system that more effectively tracks usage.

²⁸ **LAN technologies** would provide more data throughput and would cost less and aircards.

²⁹ **Maxicom** watering system is used to automate the water cycle at different city parks and locations.

³⁰ **Telemetry** lines connect sensors from water valves and water towers to the Water Treatment Plant so that it can efficiently distribute and monitor water activity.

³¹ An **enterprise system** refers to an information system in which different application across different departments are more integrated.

³² **GIS** stands for geographic information system, or mapping software programs.

Objective 16.1: Sustain positive intergovernmental relationships [*Community Development*]

| Action | Complete |
|---|----------|
| 16.1A Update Urban Growth Management Agreement with Douglas County ³³ | 2011 |
| 16.1B Evaluate urban service agreement with Umpqua Basin Water Association ³⁴ | 2012 |
| 16.1C Complete urban service agreement with Douglas County Fire District #2 ³⁵ | 2011 |
| 16.1D Complete urban service agreement with Roseburg Urban Sanitary District ³⁶ | 2013 |
| 16.1E Work in coordination with local, state, and federal agencies on the Veterans Home infrastructure | 2011 |
| 16.1F Continue planning coordination meetings with ODOT | 2011 |
| 16.1G Work with Cow Creek Tribe and Downtown Roseburg Association Board on Waterfront Plan implementation | 2011 |
| 16.1H Partner with VA and other veteran groups to retain and expand job opportunities at VA Hospital | 2011 |

³³ The Urban Growth Management Agreement between the City and Douglas County governs land use in the urban growth boundary outside city limits.

³⁴ See Footnote #1 under 1.1C

³⁵ See Footnote #1 under 1.1C

³⁶ See Footnote #1 under 1.1C

GOAL 17: Ensure employees provide quality service to the citizens

Objective 17.1: Support a trained, qualified, productive City workforce. *[Administration]*

| <u>Action</u> | <u>Complete</u> |
|---|-----------------|
| 17.1A Support staff development and promote succession planning ³⁷ | 2011 |
| 17.1B Continue to evaluate organizational structure of City workforce for efficiency and possibilities for streamlining | 2011 |
| 17.1C Investigate and implement activities designed to further staff excellence as well as retention of high performing employees | 2013 |
| 17.1D Continue successful workers compensation program | 2011 |

³⁷ Staff **succession planning** refers a system of maintaining operational continuity by promoting within the organization.

GOAL 18: Improve internal operations and reduce incidents of risk

Objective 18.1: Provide effective, up-to-date policies. *[Administration]*

| Action | | Complete |
|--------|--|----------|
| 18.1A | Update Administrative Policies and Procedures. | 2012 |

RESOLUTION NO. 2011-03

**A RESOLUTION SUPPORTING RESTORATION OF THE VA MEDICAL CENTER TO
A FULL LEVEL II HOSPITAL**

WHEREAS, the Veterans Affairs Office is studying options to change the course of veterans' health care provided by the VA Medical Center; and

WHEREAS, these options include the possible downsizing and/or outsourcing of medical services that are very vital to our veterans; and

WHEREAS, such changes will strain already overloaded local medical service providers or require rural veterans to travel a significant distance to receive care in an already overburdened Portland VAMC; and

WHEREAS, the Roseburg VA Medical Center, which is the fourth largest employer in Douglas County, is the only such facility between Portland, Oregon and San Francisco, California; and

WHEREAS, the entire Roseburg community has been working to provide an Oregon State Veterans Home on the Veterans Affairs property; and

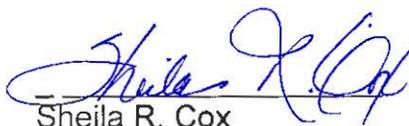
WHEREAS, this location of the Veterans Home was approved by the State, in part, due to the proximity to the available medical services at the VA Medical Center; and

WHEREAS, the changes being considered are a great source of concern to our local community, particularly veterans who are already disenfranchised by VA services;

NOW, THEREFORE, BE IT RESOLVED, that the Roseburg City Council urges Secretary of Veteran's Affairs Eric K. Shinseki to ensure that all veteran and community health needs and concerns are appropriately met through the Roseburg Veterans Affairs Medical Center.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its adoption by the City Council.

**APPROVED BY THE CITY COUNCIL OF ROSEBURG, OREGON, AT ITS REGULAR
MEETING ON THE 28TH DAY OF FEBRUARY 2011.**


Sheila R. Cox
City Recorder

RESOLUTION NO. 2011- 04

A RESOLUTION DEDICATING 15% (FIFTEEN PERCENT) OF ALL FRANCHISE FEES COLLECTED TO THE TRANSPORTATION FUND FOR PAVEMENT MAINTENANCE

WHEREAS, on June 8, 2009 a report entitled "City of Roseburg Public Works Department Pavement Management Program Budget Options Report" was presented to the City Council; and

WHEREAS, the aforementioned study valued the City's existing pavement infrastructure at \$65 million; and

WHEREAS, the study outlined strategies for preserving the City's street system and indicated a need to spend a minimum of \$800,000 annually to preserve the street system at its current level; and

WHEREAS, there is a direct correlation between pavement life and utility cuts within the paved section; and

WHEREAS, franchise fees are collected from utilities that occupy the City's rights-of-way; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Roseburg, Oregon, that 15% (fifteen percent) of all franchise fees collected shall be dedicated to the Transportation Fund for purposes of pavement preservation and maintenance beginning July 1, 2011.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 28th DAY OF FEBRUARY, 2011.



Sheila R. Cox, City Recorder

**A RESOLUTION AUTHORIZING AND SUPPORTING APPLICATION FOR AN OREGON
PARKS AND RECREATION DEPARTMENT LOCAL GOVERNMENT GRANT**

WHEREAS, the City of Roseburg Parks and Recreation Commission has recognized the improvement of the parking area at Fir Grove Park as a high priority for the Parks Division's capital improvement projects; and

WHEREAS, the existing parking area of unimproved gravel and dirt creates hazardous conditions for pedestrians; and

WHEREAS, the City of Roseburg supports youth recreation organizations in their effort to provide safe access to all; and

WHEREAS, the improvement of the parking area will include design and paving of the area that eliminates the deficiencies noted above and improves pedestrian safety; and

WHEREAS, the Oregon State Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

WHEREAS, the City of Roseburg desires to participate in this grant program to the greatest extent possible; and

WHEREAS, on March 2, 2011, the Parks and Recreation Commission recommended proceeding with a grant application for funding to improve the Fir Grove parking area; and

WHEREAS, the City hereby certifies that the matching share for this application is available at this time;

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

Section 1. Authorization is granted to apply for a Local Government Grant for the parking area improvements at Fir Grove Park.

Section 2. 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 14th DAY OF MARCH 2011.**



Sheila R. Cox, City Recorder

RESOLUTION NO. 2011-6

A RESOLUTION AMENDING RESOLUTION NO. 92-13 TO AMEND GOLF COURSE FEES

IT IS HEREBY RESOLVED by the City Council of the City of Roseburg, that Resolution No. 92-13 adopted by the City Council on August 24, 1992, is amended as follows:

Section 1: Golf Course related fees shall be adjusted as follows:

Golf Course – Cart Usage:

Cart Rental:

| | | |
|---------------|------------------|--------------|
| 9 Holes | 13.25 | <u>12.00</u> |
| 18 holes..... | 23.00 | <u>20.00</u> |

Golf Course – Greens Fees:

Daily:

| | | |
|---|------------------|--------------|
| 9 Holes (<i>weekdays</i>)..... | 13.50 | <u>10.00</u> |
| 18 Holes (<i>weekdays</i>)..... | 22.50 | <u>18.00</u> |
| 9 Holes (<i>weekends and holidays</i>)..... | 16.25 | <u>12.00</u> |
| 18 Holes (<i>weekends and holidays</i>)..... | 25.75 | <u>20.00</u> |
| 9 Holes – Juniors (<i>ages 8 to 18</i>)..... | 7.75 | <u>8.00</u> |
| 18 Holes – Juniors (<i>ages 8 to 18</i>)..... | 45.50 | <u>14.00</u> |
| <i>(1 to 4 pm weekdays/noon-closing weekends)</i> | | |
| 9 Holes – Seniors (<i>weekdays only</i>) | 12.25 | <u>10.00</u> |
| 18 Holes - Seniors (<i>weekdays only</i>) | 20.50 | <u>18.00</u> |

Summer Season: June 1 to August 31:

| | | |
|---|------------------|--------------|
| Juniors (<i>ages 8 to 18 with golf training</i>)..... | 86.50 | <u>90.00</u> |
| <i>(1 to 4 pm weekdays/noon-closing weekends)</i> | | |

Annual:

| | | |
|---|--------------------|----------------|
| Family..... | 1210.00 | <u>1225.00</u> |
| Seniors – Single (<i>weekdays only</i>) | 535.00 | <u>650.00</u> |
| Seniors –Family (<i>weekdays only</i>)..... | 755.00 | <u>875.00</u> |
| Single | 860.25 | <u>875.00</u> |

Section 2: The following new rates shall be implemented:

Multi-Day Passes

| | |
|--------------------------|----------|
| Couple 5-day | 975.00 |
| Single 5-day | 725.00 |
| Senior 7-day | 785.00 |
| Senior Couple 7-day..... | 1,100.00 |

Section 3: The following fees shall be eliminated:

Monthly:

| | |
|--|--------|
| Family | 194.25 |
| Juniors (<i>ages 8 to 18 with golf training</i>) | 37.50 |
| (<i>1 to 4 pm weekdays/noon-closing weekends</i>) | |
| Seniors (<i>weekdays only</i>) | 70.00 |
| Single | 111.00 |

Section 4: The City Manager is hereby granted authority to approve temporary special promotional rates.

Section 5: The Resolution shall become effective April 1, 2011.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS
REGULAR MEETING ON THE 28TH DAY OF MARCH 2011.



Sheila R. Cox
City Recorder

RESOLUTION NO. 2011-07

A RESOLUTION AMENDING RESOLUTION NO. 92-13 REGARDING FEES

WHEREAS, Resolution No. 2006-12 requires annual adjustments to certain Airport fees be made based upon the December to December Salem-Portland CPI-U up to a maximum of 3%. That adjustment is 1.25% for December 2009 through December 2010; and

WHEREAS, Resolution No. 2006-02 and Resolution No. 2008-10 require annual adjustments to Fire Department and Community Development Planning Division fees be made based upon the December to December Salem-Portland CPI-U. That adjustment is 1.25% for December 2009 through December 2010; and

WHEREAS, certain Systems Development Charges are to be adjusted annually based upon the March Construction Cost Index; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Roseburg, that Resolution No. 92-13 adopted by the City Council on August 24, 1992, is amended as follows:

Section 1: Effective July 1, 2011, the below-listed Fire Department fees shall be adjusted as follows:

False Alarm Response Fee to be assessed for the third through sixth false alarm for the same location within any calendar year 275.00 278.00 subsequent alarms will be cited into Municipal Court

False Alarm Appeal Fee 107.00 108.00

Inspections

Illegal Occupancy 302.00 306.00

Exceeding maximum occupant load 137.00 139.00

"A" Occupancy Inspections (after hours) 83.00 84.00

Business Inspections

Unmitigated violations - Subsequent re-inspections

1st re-inspection visit 138.00 140.00 per facility plus 28.00 per violation class

2nd re-inspection visit 247.00 250.00 per facility plus 28.00 per violation class

3rd & subsequent re-inspection 467.00 473.00 per facility plus 28.00 per violation class

Permits

Blasting 137.00 139.00

Burn permits

Residential 60.00 61.00

Commercial 302.00 306.00

Exempt From Seasonal Restriction 83.00 84.00

| | | |
|--|----------|------------------|
| Fireworks including retail sales inspection | | |
| Booth..... | 111.00 | <u>112.00</u> |
| Tent..... | 137.00 | <u>139.00</u> |
| Display..... | 275.00 | <u>278.00</u> |
| Storage Tanks | | |
| Installation..... | 137.00 | <u>139.00</u> |
| Removal..... | 83.00 | <u>84.00</u> |
| On-Site Inspections | | |
| Underground piping | | |
| Flushing..... | 83.00 | <u>84.00</u> |
| Hydrostatic test..... | 83.00 | <u>84.00</u> |
| Aboveground Piping | | |
| Modifications/Remodels..... | 83.00 | <u>84.00</u> |
| Sprinkler System Pre-Cover (\$50.00 minimum)..... | 83.00 | <u>84.00/hr</u> |
| Hydrostatic Test..... | 83.00 | <u>84.00</u> |
| Pneumatic Test..... | 83.00 | <u>84.00</u> |
| Dry Piping Trip Test..... | 83.00 | <u>84.00</u> |
| Standpipes..... | 83.00 | <u>84.00</u> |
| Fire Alarm Systems..... | 83.00 | <u>84.00/hr</u> |
| Missed Appointment Fee..... | 83.00 | <u>84.00</u> |
| Smoke Removal Systems..... | 83.00 | <u>84.00</u> |
| Final Inspection (\$100.00 minimum)..... | 83.00 | <u>84.00/hr</u> |
| New Hydrant Installation Inspection and flushing per Hydrant..... | 137.00 | <u>139.00</u> |
| Additional Inspections | | |
| Clean Agent System (site inspection/room integrity flow & alarm test).... | 137.00 | <u>139.00</u> |
| Commercial Cooking Hoods (site inspection / trip test)..... | 111.00 | <u>112.00</u> |
| Special Events (per vendor, per year)..... | 52.00 | <u>53.00</u> |
| Special Requested Inspection (typically business insurance purposes)..... | 103.00 | <u>104.00/hr</u> |
| Spray Booths (site inspection/trip test)..... | 137.00 | <u>139.00</u> |
| Temporary Membrane Structures, Tents and Canopies..... | 83.00 | <u>84.00</u> |
| Plan Review | | |
| Including Deferred Submittals (\$50.00 minimum if less than 1 hour) .. | 83.00 | <u>84.00/hr</u> |
| Site Review/Consultation | | |
| First hour free - Each additional hour per project..... | 83.00 | <u>84.00/hr</u> |
| Emergency Rescue/Fire Responses on Transportation Routes (Non-City Residents) | | |
| One hour minimum..... | 275.00 | <u>278.00</u> |
| Use of Extrication Equipment..... | 219.00 | <u>222.00</u> |
| Hazardous Materials | | |
| One hour minimum - Non-State Team Response..... | 275.00 | <u>278.00</u> |
| Opticom Traffic Control Device - non City owned vehicles | | |
| Annual permit per agency..... | 1,648.00 | <u>1669.00</u> |

Section 2: Effective July 1, 2011, the below-listed Airport related fees shall be adjusted as follows:

Monthly Rent/Lease Rates:

(Government Operations exempted)

| | | |
|--|--------|---------------|
| Commercial "Lear" | 637.00 | <u>645.00</u> |
| Storage Units B, G and H..... | 64.00 | <u>65.00</u> |
| Storage Unit F | 47.00 | <u>48.00</u> |
| T-Hangar single (South end) | 197.00 | <u>199.00</u> |
| T-Hangar twin (South end) | 360.00 | <u>365.00</u> |
| Tie-Downs twin (<i>per space</i>)..... | 54.00 | <u>55.00</u> |

Section 3: Effective July 1, 2011, the below-listed Community Development Planning Division fees shall be adjusted as follows:

Above Ground Storage Tank:

| | | |
|---|--------|---------------|
| Plan Review (<i>65% of total fee</i>) | 130.00 | <u>132.00</u> |
| Permit..... | 70.00 | <u>71.00</u> |

Amendment (*Conditions, Findings and Plat*) 250.00 253.00

Annexation:

| | | |
|-------------------------|--------|---------------|
| Petition Initiated..... | 600.00 | <u>608.00</u> |
|-------------------------|--------|---------------|

Appeals:

Dangerous Building Abatement (*to City Manager then Council*) 250.00 253.00

Boundary Line Adjustment..... 200.00 203.00

Comprehensive Plan Amendment (*Map/Text*) 1,000.00 1,013.00

Urban Growth Boundary..... 1,500.00 1,519.00

Conditional Use Permit..... 500.00 506.00

Day Care

| | |
|--------|---------------|
| 250.00 | <u>253.00</u> |
|--------|---------------|

Derelict Building Registration:

Application..... 100.00 101.00

Monthly Registration (*for each month or portion thereof building is registered*) 100.00 101.00

Delinquent Payment Penalty (*per mo payment more than 30 days past due*) 100.00 101.00

Expedited Land Use Action (*plus \$100 postage*) 1,600.00 1,620.00

Grading Plan:

Single Family Unit/Duplex

| | |
|-------|--------------|
| 50.00 | <u>51.00</u> |
|-------|--------------|

Other

| | |
|--------|---------------|
| 250.00 | <u>253.00</u> |
|--------|---------------|

Historic Structure – Alteration/Construction/Demolition 50.00 51.00

| | | |
|---|--------|---------------|
| Non-Conforming Use Alteration | 150.00 | <u>152.00</u> |
| Partition | 400.00 | <u>405.00</u> |
| Planned Development: | | |
| Preliminary (<i>plus \$10.00 per lot</i>)..... | 900.00 | <u>911.00</u> |
| Final | 100.00 | <u>101.00</u> |
| Second Resubmittal | 100.00 | <u>101.00</u> |
| Construction Review | 100.00 | <u>101.00</u> |
| Riparian Setback | 150.00 | <u>152.00</u> |
| Site Plan Review: | | |
| New Construction Single Family Unit/Duplex | 100.00 | <u>101.00</u> |
| Other (plus 15% of building permit) | 350.00 | <u>354.00</u> |
| Preliminary | 100.00 | <u>101.00</u> |
| Mobile Home Park..... | 300.00 | <u>304.00</u> |
| Site Plan Review – Signs: | | |
| Area – 100 to 250 square feet..... | 50.00 | <u>51.00</u> |
| Subdivision: | | |
| One to 3 lots..... | 350.00 | <u>354.00</u> |
| Preliminary (plus \$10.00 per lot)..... | 900.00 | <u>911.00</u> |
| Construction Plan Review | 100.00 | <u>101.00</u> |
| Final Plat | 100.00 | <u>101.00</u> |
| Replat..... | 350.00 | <u>354.00</u> |
| Second Resubmittal | 100.00 | <u>101.00</u> |
| Technical Review: | | |
| Other (tenant improvements or interior alterations/improvements) (plus 5% of building permit | 50.00 | <u>51.00</u> |
| Temporary Permit: | | |
| Family Hardship/Structure [<i>City Manager and/or Community Development Director can waive fee based on financial hardship</i>] | 400.00 | <u>101.00</u> |
| Use/Zoning, Etc..... | 400.00 | <u>101.00</u> |
| Vacation (plus deposit for costs as determined by City Recorder) | 350.00 | <u>354.00</u> |
| Variance: | | |
| Administrative..... | 200.00 | <u>203.00</u> |
| Public Hearing before Planning Commission | 400.00 | <u>405.00</u> |
| Water Service Request for Outside City Limits: | | |
| Residential – Single Family | 100.00 | <u>101.00</u> |
| Residential – Other..... | 250.00 | <u>253.00</u> |
| Commercial | 300.00 | <u>304.00</u> |

Zone Change..... 750.00 759.00

Section 4: Effective July 1, 2011, the following system development charges shall be increased by 3.92% pursuant to the March Construction Cost Index as reported in the Engineering News twenty city average.

| | | |
|--|--------|---------------|
| Parks (per Equivalent Residential Unit) | 545.00 | <u>535.00</u> |
| Storm Drainage (for a single family unit)..... | 880.00 | <u>914.00</u> |
| Minimum..... | 880.00 | <u>914.00</u> |
| Transportation (Per Trip-End) | 270.00 | <u>280.00</u> |

Pursuant to previous Council action, Transportation SDC's are temporarily reduced by 75% to \$70.00 until December 31, 2011 or until further City Council action, whichever comes first.

Section 5: Effective July 1, 2011, storm drainage fees shall be adjusted as follows:

Storm Drainage Service (Monthly):

| | | |
|--|------|-------------|
| For a single family unit..... | 3.55 | <u>3.66</u> |
| For other residentially used property, per dwelling unit or per space | 3.55 | <u>3.66</u> |
| For all non-residential property receiving storm drainage service per ERU | 3.55 | <u>3.66</u> |

Section 6: Effective July 1, 2012, storm drainage fees shall be adjusted as follows:

Storm Drainage Service (Monthly):

| | | |
|--|------|-------------|
| For a single family unit..... | 3.66 | <u>3.77</u> |
| For other residentially used property, per dwelling unit or per space | 3.66 | <u>3.77</u> |
| For all non-residential property receiving storm drainage service per ERU | 3.55 | <u>3.77</u> |

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG,
OREGON, AT ITS SPECIAL MEETING ON THE 26TH DAY OF MAY
2011.**



Debi Davidson, Acting City Recorder

RESOLUTION NO. 2011-08

A RESOLUTION AMENDING RESOLUTION NO. 91-18 REGARDING WATER FEES

WHEREAS, certain Water Development Charges are to be adjusted annually based upon the March Construction Cost Index; and

WHEREAS, the City Council has determined the need to adjust existing water service fees to more appropriately cover the cost of time and materials required to provide such services;

IT IS HEREBY RESOLVED by the City Council of the City of Roseburg, that Resolution No. 91-18 adopted by the City Council on June 24, 1991, is amended as follows:

Section 1: Effective July 1, 2011, all service connections, except one- and two-family residential combined domestic/fire shall pay the following water system development charge:

| <u>Meter Size</u> | | |
|--------------------|----------|-----------------|
| 5/8" x 3/4"* | 1,920.00 | <u>1,995.00</u> |
| 3/4" x 3/4"* | 2,880.00 | <u>2,993.00</u> |
| 1"* | 4,800.00 | <u>4,987.00</u> |
| 1-1/2"* | 9,600.00 | <u>9,975.00</u> |

Section 2: Effective July 1, 2011, all service connections for one- and two-family residential combined domestic/fire service shall pay the following water system development charge:

| <u>Meter Size</u> | | |
|--------------------|----------|-----------------|
| 5/8" x 3/4"* | 1,920.00 | <u>1,995.00</u> |
| 3/4" x 3/4"* | 1,920.00 | <u>1,995.00</u> |
| 1"* | 1,920.00 | <u>1,995.00</u> |

Section 3: Effective July 1, 2011, water service usage fees shall be as follows:

Monthly Water Services Rates including Temporary Service (may be billed bi-monthly):

Meter Water Service Rates:

| | | |
|--|--------|---------------|
| Commodity Charge: per 100 cubic feet | 1.43 | <u>1.47</u> |
| Monthly demand or open account charge: | | |
| Meter Size – 5/8" x 3/4"* | 9.00 | <u>9.27</u> |
| Meter Size – 3/4" x 3/4"* | 13.55 | <u>13.96</u> |
| Meter Size – 1"* | 22.60 | <u>23.28</u> |
| Meter Size – 1-1/2"* | 34.96 | <u>36.01</u> |
| Meter Size – 2"* | 49.75 | <u>51.24</u> |
| Meter Size – 3"* | 76.99 | <u>79.30</u> |
| Meter Size – 4"* | 102.20 | <u>105.27</u> |
| Meter Size – 6"* | 192.29 | <u>198.06</u> |

| | | |
|------------------------|--------|--------|
| Meter Size – 8" | 287.77 | 296.40 |
| Meter Size – 10" | 385.92 | 397.50 |

* Or multiples of same capacity.

In addition to Monthly demand or open account charge:

| | | |
|---|------|------|
| Second level customers shall pay per month: | 3.14 | 3.23 |
| Third level customers shall pay per month | 6.28 | 6.47 |
| Fourth level customers shall pay per month..... | 9.42 | 9.70 |

Fire Protection Service:

Monthly standby charges for automatic fire service:

| | | |
|--|--------|--------|
| Size of Service – 1-1/2" or smaller connection to main | 7.87 | 8.11 |
| Size of Service – 2" connection to main | 9.53 | 9.82 |
| Size of Service – 3" connection to main | 17.88 | 18.42 |
| Size of Service – 4" connection to main | 23.83 | 24.54 |
| Size of Service – 6" connection to main | 47.68 | 49.11 |
| Size of Service – 8" connection to main | 71.52 | 73.67 |
| Size of Service – 10" connection to main | 95.35 | 98.21 |
| Size of Service - 12" connection to main..... | 119.07 | 122.64 |

Public Agency Fire Hydrant Use

| | | |
|---------------------------------------|------|------|
| Bulk Water (per 100 cubic foot) | 1.43 | 1.47 |
|---------------------------------------|------|------|

Hydrant Meter and Double Check Assembly

| | | |
|--------------------------------------|------|------|
| Bulk rate (per 100 cubic feet) | 1.43 | 1.47 |
|--------------------------------------|------|------|

Central Dispensing Station

| | | |
|--------------------------------------|------|------|
| Bulk rate (per 100 cubic feet) | 1.43 | 1.47 |
|--------------------------------------|------|------|

Section 4: Effective July 1, 2012, water service usage fees shall be as follows:

Monthly Water Services Rates including Temporary Service (may be billed bi-monthly):

Meter Water Service Rates:

| | | |
|--|--------|--------|
| Commodity Charge: per 100 cubic feet | 1.47 | 1.52 |
| Monthly demand or open account charge: | | |
| Meter Size – 5/8" x 3/4"* | 9.27 | 9.55 |
| Meter Size – 3/4" x 3/4"* | 13.96 | 14.38 |
| Meter Size – 1"* | 23.28 | 23.98 |
| Meter Size – 1-1/2"* | 36.01 | 37.09 |
| Meter Size – 2"* | 51.24 | 52.78 |
| Meter Size – 3"* | 79.30 | 81.68 |
| Meter Size – 4"* | 105.27 | 108.42 |
| Meter Size – 6"* | 198.06 | 204.00 |
| Meter Size – 8" | 296.40 | 305.30 |
| Meter Size – 10" | 397.50 | 409.42 |

* Or multiples of same capacity.

In addition to Monthly demand or open account charge:

| | | |
|---|------|------|
| Second level customers shall pay per month: | 3.23 | 3.33 |
| Third level customers shall pay per month..... | 6.47 | 6.66 |

Fourth level customers shall pay per month..... 9.70 9.99

Fire Protection Service:

Monthly standby charges for automatic fire service:

| | | |
|--|--------|---------------|
| Size of Service – 1-1/2" or smaller connection to main | 8.11 | <u>8.35</u> |
| Size of Service – 2" connection to main | 9.82 | <u>10.11</u> |
| Size of Service – 3" connection to main | 18.42 | <u>18.97</u> |
| Size of Service – 4" connection to main | 24.54 | <u>25.28</u> |
| Size of Service – 6" connection to main | 49.11 | <u>50.58</u> |
| Size of Service – 8" connection to main | 73.67 | <u>75.88</u> |
| Size of Service – 10" connection to main | 98.21 | <u>101.16</u> |
| Size of Service - 12" connection to main..... | 122.64 | <u>126.32</u> |

Public Agency Fire Hydrant Use

Bulk Water (per 100 cubic foot)..... 1.47 1.52

Hydrant Meter and Double Check Assembly

Bulk rate (per 100 cubic feet) 1.47 1.52

Central Dispensing Station

Bulk rate (per 100 cubic feet) 1.47 1.52

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS
SPECIAL MEETING ON THE 26TH DAY OF MAY 2011.



Debi Davidson, Acting City Recorder

RESOLUTION NO. 2011-09

**A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 97-3 REGARDING
THE ROSEBURG REGIONAL AIRPORT RULES AND REGULATIONS**

WHEREAS, rules and regulations for the Roseburg Regional Airport were approved by the Roseburg City Council through the adoption of Resolution 97-3; and

WHEREAS, the City of Roseburg Airport Commission has determined it to be advantageous to update those rules;

NOW THEREFORE, IT IS HEREBY RESOLVED, by the Roseburg City Council as follows:

Section 1: Resolution No. 97-3 is hereby repealed.

Section 2: The Roseburg Regional Airport Rules and Regulations, attached hereto as Exhibit "A", are hereby adopted and enforceable under Roseburg Municipal Code Chapter 3.22.

Section 3: This Resolution shall take effect immediately upon its adoption.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS
SPECIAL MEETING ON THE 26TH DAY OF MAY, 2011.**



Debi Davidson, Acting City Recorder

ROSEBURG

REGIONAL AIRPORT

RULES AND REGULATIONS

Originally Adopted by the Roseburg City Council

on March 10, 1997, via Resolution No. 97-3;

Amended by Resolution No. 2011-____,

As adopted by the City Council on _____, 2011

ROSEBURG REGIONAL AIRPORT RULES & REGULATIONS
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ROSEBURG REGIONAL AIRPORT RULES AND REGULATIONS

1. SCOPE.

1.1 Coverage. These rules govern all persons on the Airport and users of the Airport. Any direct or indirect permission given to a person to enter upon or use the Airport is conditioned, unless otherwise agreed, upon compliance with these rules.

1.2 Relation to Other Laws. These rules do not amend, modify or supersede any provision of federal, state or local law. Insofar as possible, these rules shall be interpreted not to conflict with, but to supplement, federal, state or local law or any contract between the City of Roseburg and an Airport user. Other than to the extent that these rules have been incorporated into the terms of existing leases or contracts, these rules are not intended to modify other agreements.

1.3 Authority. These rules are adopted and can be amended under the authority of Section 3.22.080 of the Roseburg Municipal Code.

1.4 Posting of Rules. These rules shall be posted in the Airport lounge, in the office of the Airport director and on file in the office of the City Recorder. All Airport tenants shall be provided a copy of these rules. Nevertheless, these rules will be fully effective even if not posted or distributed.

1.5 Adoption of Rules Not Grant of Right. The adoption of these rules is not intended to, and shall not be construed to, grant any property right or expectation to any person. The City reserves the right to amend these rules and to limit or deny any person's use of the Airport as may be in the public's interest.

1.6 Severability. These rules are severable. If any part of these rules is invalidated by a court or agency, that invalidation shall not affect the validity of the remaining rules.

2. DEFINITIONS. As used herein, the following words and phrases mean:

2.1 Aviation or Aeronautical Activity: Any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations.

2.2 Aircraft: Any device used, or intended to be used, for flight in the air, including, as designated by the FAA, ultralights, gliders and lighter than air vehicles.

2.3 Airfield Area: The areas at the Airport for taxiing, landing, taking off, handling, servicing, loading and unloading of aircraft, including clear zones, runways,

taxiways, ramps, aprons, roadways and all areas incident thereto.

2.4 Airport: The land and facilities known as Roseburg Regional Airport as defined by the March 1983 City of Roseburg Airport Park Survey recorded in the Douglas County Surveyor's Office, Map File #M95-68, A through G, on January 4, 1984.

2.5 Airport Director: The person appointed by or under the authority of the Roseburg City Manager to exercise the functions and authority described in Rule 3.1.

2.6 Applicant: A person applying for a permit or lease to conduct operations at the Airport, including any shareholder, partner, part owner or manager of such a person.

2.7 Apron or Apron Area: The area that is used for loading and unloading persons and cargo to and from an aircraft.

2.8 City: The City of Roseburg, Oregon.

2.9 City Manager: The City Manager for the City of Roseburg or the City Manager's designee.

2.10 Commercial Operation: Operation or service performed for compensation that is conducted on or based at the Airport, including, but not limited to, ground transportation activity. "Commercial Operation" does not include activities of any local, state or federal agency, including the military, or an isolated use of the airfield by an aircraft.

2.11 Commercial Operator: Any person engaged in a Commercial Operation.

2.12 FAA: The Federal Aviation Administration of the United States, or its successor agency.

2.13 FAR: The Federal Aviation Regulations.

2.14 Fire Chief: The Chief of the City of Roseburg Fire Department or the Fire Chief's designee.

2.15 Fueling: Fueling or refueling.

2.16 Ground Transportation Activity: The provision of transportation of persons or property on the Airport or based at the Airport to the general public, either as a courtesy to a patron by a hotel, a motel, off-Airport car rental agency or off-Airport parking lot operator, or for hire. "Ground Transportation Activity" does not include dropping off persons or property at the Airport.

2.17 Hazardous Materials: Materials that, because of their quantity,
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concentration or physical, chemical or infectious characteristics, may cause or pose a present or potential hazard to human health or the environment when improperly used, stored, disposed of, transported or otherwise handled. The term includes, but is not limited to, petroleum products, including crude oil or any fraction thereof that is a liquid at standard conditions of temperature and pressure (60 degrees Fahrenheit and 14.7 pounds per square inch absolute) and any hazardous or toxic substance regulated under the Resource Conservation and Recovery Act, the Comprehensive Environmental Response, Compensation and Liability Act or any other of the state, federal, or local laws relating to the protection of human health or the environment.

2.18 Lessee: Any person who is leasing property or space at the Airport from the City.

2.19 Motor Vehicle: Any non-aircraft device that carries persons or property and is self-propelled or designed for self-propulsion.

2.20 Movement Area: The runways, taxiways and other areas of the Airport which are utilized for taxiing, air taxiing, takeoff and landing of aircraft, exclusive of loading ramps and parking areas.

2.21 Owner: As used in connection with an aircraft, owner means a person who holds legal title to an aircraft. If the aircraft is the subject of a conditional sale or lease/option or if the mortgagor of the aircraft is entitled to possession, then the conditional vendor, lessor or mortgagor shall be deemed the owner for the purpose of these rules.

2.22 Permit: A written agreement or license issued by the City of Roseburg authorizing the holder to perform certain activities or operations at the Airport, including but not limited to, operating agreements.

2.23 Permittee: Any person holding a valid permit under these rules.

2.24 Person: Any individual, firm, partnership, corporation, company, association or political body.

2.25 Public Area: The area open to the public includes the public roads and sidewalks, the terminal lobby, lounge area, restrooms and places for public gathering, waiting and viewing.

2.26 Roseburg UNICOM: VHF 122.8 MC.

2.27 Rules: The Roseburg Regional Airport Rules and Regulations.

2.28 Terminal Building or Airport Terminal: The terminal building, when constructed or thereafter expanded or improved, including the sidewalks, roads and parking areas near the terminal building.

3. **AUTHORITY.**

3.1 **Airport director.** The Airport director is responsible for the operation of the Airport. Subject to direction by the City Manager, the Airport director is empowered to:

3.1.1 Oversee all operations at the Airport;

3.1.2 Take any action at the Airport necessary to protect and safeguard the public;

3.1.3 Regulate traffic and parking at the Airport and install and remove traffic control devices;

3.1.4 Cause the removal from the Airport of any person who violates any of these rules or an Airport director written directive, when that removal is necessary to insure the safe or orderly operation of the Airport;

3.1.5 Deny any future use of the Airport, except for air travel, to any person who violates any of these rules or an Airport director directive;

3.1.6 Initiate a NOTAM closing of the Airport or any part thereof through the FAA when unsafe conditions exist;

3.1.7 Administer and enforce these rules;

3.1.8 Perform any other duty that may be assigned by the City Manager.

3.2 **Airport Commission.** The composition and authority of the Airport Commission is governed by Chapter 2.14 of the Roseburg Municipal Code.

4. **RULES OF GENERAL APPLICABILITY.**

4.1 **Compliance with Federal Law.** All aviation activity and commercial operations at the Airport shall comply with the regulations and directives of the FAA and any other federal agency with jurisdiction over airports.

4.2 **Permit or Lease Required.** No person shall conduct commercial operations at the Airport, use the Airport as a base for the conduct of business or otherwise provide services or goods to travelers, customers, a permittee or a lessee at the Airport, without first obtaining the proper permit or lease from the City Manager. The duty to obtain a permit or lease for supplying services or goods to a single permittee or lessee may be waived by the City Manager if the extent of the activity is not substantial. Subject permits and leases shall be issued and revoked under the procedures set out in Rules 9, 10 and

11.

4.3 Operation of Motor Vehicles. The operation of all motor vehicles at the Airport shall comply with:

4.3.1 State laws regarding motor vehicle operation, including the Oregon Vehicle Code, ORS Chapters 801 to 822;

4.3.2 City ordinances regarding motor vehicle operation (including the provisions of Title 8 of the Roseburg Municipal Code);

4.3.3 Orders, signals and directives of the Airport director;

4.3.4 Traffic control devices;

4.3.5 The following restrictions:

4.3.5.1 All motor vehicles except emergency vehicles responding to an alarm shall yield the right-of-way to an aircraft in motion;

4.3.5.2 When possible, aircraft should yield the right-of-way to emergency vehicles. Operators of emergency vehicles should use caution when approaching moving aircraft.

4.3.5.3 No motor vehicle used for hauling trash, dirt or any other wastes shall be operated unless the vehicle is constructed to prevent the contents from dropping, leaking or otherwise escaping.

4.4 Parking. All motor vehicles shall be parked in compliance with state law, local law (including the provisions of Title 8 of the Roseburg Municipal Code), restrictions posted on authorized signs, and the following:

4.4.1 No person shall park a motor vehicle in excess of the prescribed time limit for a particular parking area.

4.4.2 No person shall park a motor vehicle other than in areas established for parking or in a manner that obstructs or interferes with vehicular traffic.

4.4.3 Lessee's shall be allowed to park a motor vehicle in their leased hangar while tenant is flying the aircraft normally housed in the hangar.

4.5 Removal of Motor Vehicles. The Airport director may remove from any area of the Airport any motor vehicle that is disabled, abandoned or parked in violation of these rules, at the operator's expense and without liability for damage to the motor vehicle or its contents, which may result from the removal.

4.6 Limited Access Areas. No person shall use any part of the Airport in a manner contrary to posted official directives applicable to that area.

4.7 Animals. No person shall enter the Airport with a dog or other animal unless it is an on-duty dog or other animal trained to assist handicapped persons, is being used by a law enforcement agency, is leashed or properly confined or is confined to property leased to the person responsible for that dog or other animal.

4.8 Offensive Conduct. No person shall commit at the Airport any act made unlawful by Title 7 of the Roseburg Municipal Code.

4.9 Sanitation. No person shall dispose of refuse or waste material on the Airport except in receptacles provided for that purpose. No person shall bring refuse or waste material to the Airport for purposes of disposal at the Airport, except with written permission of the Airport director.

4.10 Firearms and Explosives. No person, except for duly appointed peace officers, members of the United States armed forces while on duty, persons licensed under state law to carry a concealed weapon or corrections officers, shall carry any firearms or explosives into the Airport terminal or airfield area without the written permission of the Airport director, except for properly packaged firearms or explosives for shipment onto or from an aircraft, or as expressly allowed by state law.

4.11 Picketing, Demonstrations, Solicitations and Handbills.

4.11.1 General Policies. The exercise of constitutional rights of expression and communication in public areas of the Airport shall not be restricted or infringed upon because of the content of the communication or identity of the speakers. No prior restraint of speech is permissible. It is necessary, however, to generally regulate speech activity on Airport property and articulate standards on permissible conduct in advance in order to deal with overcrowding. At all times when a restriction is imposed, the least restrictive alternative shall be required.

4.11.2 Prohibited Conduct. Any person may engage in speech-related activities on public areas of Airport property so long as the following restrictions are obeyed:

4.11.2.1 No violation of state or municipal criminal laws;

4.11.2.2 No intentional touching or making physical contact with another person unless that person consents to such physical contact;

4.11.2.3 No use of placards, banners or signs made of wood, metal or other hard substances within the Airport;

4.11.2.4 No use of a table, counter or stand within the Airport

without written authorization of the Airport director;

4.11.2.5 No impeding of pedestrian or vehicle access to any Airport facility.

4.11.3 Authorization of Airport director. The Airport director may request that persons engaging in speech activity within the Airport confine themselves to designated areas if the unrestricted presence of such persons causes serious public inconvenience in the operation of the Airport. Such determination shall be made after initially allowing the activity, but then finding that the activity's continuance causes blockage of or interference with any of the following: Airport entrances; car rental or other commercial activities; aircraft, automobile, limousine or bus boarding or unloading; aviation activity or the transaction of business at the Airport. The persons engaging in the interfering activity shall be requested to conduct such activities outside the Airport. Priority of use of the designated areas for speech-related activities shall be given to the person or group first requesting permission for such use in writing.

4.11.4 Limitations on Use of Sidewalk Area. No group of persons who are exercising free speech rights shall block the entrances to the Airport or to any buildings thereon.

4.11.5 Removal from Airport Property. Persons or organizations engaging in free speech activities shall be subject to arrest for trespass in the event they continue to violate these rules after the Airport director gives notice to cease and desist to any person engaging in the activity. Failure of the person receiving the notice to communicate the notice to other persons in that group shall not be a basis to set aside the notice.

4.11.6 Advance Notification. Advance notification to the Airport director of intent to picket, demonstrate, solicit or distribute printed material at the Airport is encouraged, but not required. Interested groups may wish to give advance notice where possible so that problems with interference with Airport activities can be resolved in advance.

4.12 Amplified Sound. No person may use voice amplification equipment without written authorization of the Airport director. Permission shall be granted if the Airport director receives a timely completed request for permission and finds that the activity can be done safely and without interfering with aviation activity at the Airport. Requests for permission to use amplified sound shall be on a form provided by the Airport director and shall be filed at least 48 hours (excluding weekends and holidays) prior to the time for which amplified sound is requested. Notwithstanding the preceding sentences, if the Airport director finds the actual use of amplified sound is an unreasonable safety risk or if the actual use is not consistent with the application, the Airport director may withdraw permission to use amplified sound.

4.13 Interference with Operation of Aircraft. No person shall interfere with the operation of aircraft or start the engine of an aircraft without the consent of the aircraft's operator.

4.14 Lost Articles. Persons finding lost or mislaid articles shall turn such items in to the Airport director's office. Such property shall be disposed of as provided by Roseburg Municipal Code Chapter 3.16.

4.15 Use of Hazardous Materials and Environmental Law Compliance.

4.15.1 Except for material in the quantities listed in 4.16.1.9, any hazardous materials brought onto the Airport must be immediately reported to the Airport director. The report shall be made by delivering to the Airport director's office either a completed hazardous materials report form (available from the Airport director) or by delivering a copy of the cargo manifest (shipping paper). When requested, a person bringing hazardous materials onto the Airport shall provide the Airport director or the City Manager with the Material Safety Data Sheet for the hazardous material that person is bringing onto the Airport.

4.15.2 All persons shall comply with federal, state and City of Roseburg laws relating to the protection of human health and the environment, including laws and regulations pertaining to the use, storage and transportation of hazardous materials.

4.15.3 All persons shall exercise extreme care in handling hazardous materials. Each person using hazardous materials shall undertake any and all preventative, investigatory or remedial action as required by law, by order of a governmental agency with jurisdiction under the law, or which is necessary to prevent or minimize property damage or personal injury by release or exposure to hazardous materials. Any person causing or having knowledge of any release or spill of hazardous materials must immediately report such release or spill to the Airport director. In the event a person fails to perform any of these obligations, the City may, but is not required to, perform these obligations at the person's expense.

4.15.4 No person shall place any solid or pour any liquid other than water down floor drains, manholes or other sewer connections.

4.15.5 City reserves the right to prohibit any hazardous material from being brought onto the Airport. In the event City prohibits a material from being brought onto the Airport, City will post a notice at the Airport director's office that the material is prohibited and will attempt to notify persons having such material on the Airport.

4.16 Fire Regulations (Oregon Fire Code).

4.16.1 The following actions are prohibited inside aircraft storage hangars per the Oregon Fire Code

- 4.16.1.1 Refueling of any aircraft (OFC 1104.1)
- 4.16.1.2 Welding or any other work involving open flames (OFC 1103.1)
- 4.16.1.3 Painting of aircraft other than self-service touch-up painting (OFC 1104.2)
- 4.16.1.4 Storage of combustible debris (OFC 1103.3)
- 4.16.1.5 Smoking, except in designated and approved smoking areas (OFC 1103.2)
- 4.16.1.6 Continued work or aircraft movement if a spill of a flammable or combustible liquid occurs (OFC 1104.4)
- 4.16.1.7 Cleaning aircraft or parts with Class 1A flammable liquids (OFC 1104.3)
- 4.16.1.8 Storage of flammable and combustible materials without proper containers (OFC 1103.6)
 - 4.16.1.8.1 Limited amounts of flammable materials such as small spray paint cans that may be needed to support self-service maintenance requirements must be stored in Flammable Storage Cabinets meeting the requirements of OFC 3404.3.2
 - 4.16.1.8.2 Oily rags and other waste products susceptible to spontaneous combustion must be disposed of in a metal, airtight, listed disposal container with an automatically closing lid. This container must be emptied daily (OFC 304.3.1)
- 4.16.1.9 Storage of *more than* 10 gallons of flammable or combustible liquids used for maintenance purposes or operation of equipment (OFC 3803.2)
 - NOTE: See Attachment A for classification and examples of flammable and combustible liquids
- 4.16.1.10 Use of unvented heaters which utilize portable LPG tanks (OFC 3803.2)
- 4.16.1.11 The transferring or dispensing of flammable liquids from one container to another inside any hangar.

4.17 Fire Extinguishers. All hangars and repair areas shall have at least one currently tested 2A20BC fire extinguisher in a visible and accessible location for each 3000 square feet of floor area or portion thereof. Every towing vehicle, welding apparatus and fueling station will have a minimum of one currently tested 3A40BC extinguisher at all times. Every aircraft refueler shall have a minimum of two 2A20BC fire extinguishers, one mounted on each side of the refueler. Use of any fire extinguisher equipment under any circumstances shall be reported to the Airport Director and Fire Chief immediately after use.

NOTE: During scheduled inspections, the Roseburg Fire Department will only enforce Fire Code violations. If a Fire Department inspector notes anything other than a violation of the Oregon Fire Code, it may be reported to the Airport Director for follow-up.

4.18 Smoking. No person shall smoke or carry lighted cigarettes, cigars, pipes or any flame in or about any fuel storage area, stationary refueling vehicle, public landing area, public aircraft parking and storage area or any other area where smoking is prohibited by sign.

4.19 Vending Machines and News Racks. Vending machines and news racks that are to be placed outside of leaseholds may be located only in areas designated by the City Manager. In determining where to designate vending machine or news rack areas, the City Manager shall consider whether vending machines or news rack placement would interfere with pedestrian movement, compete with another permitted activity, foster political speech and any other factor the City Manager deems relevant. The City Manager may grant an exclusive concession to operate news racks outside of leaseholds. A permit is required to operate more than three vending machines within any leasehold. The operation of any vending machine or news rack, which requires money to operate, outside a leasehold is deemed a commercial activity and requires a permit under these rules. The Airport director may order removal of noncommercial vending machines or news racks if the operation of these machines creates excessive litter.

5. RULES OF LIMITED APPLICABILITY.

5.1 Repair of Motor Vehicles. No person shall repair motor vehicles at the Airport except for minor repairs necessary to remove the motor vehicle from the Airport or repairs made to motor vehicles within a hangar leased by the motor vehicle owner.

5.2 Repair of Aircraft.

5.2.1 Location for Repairs. No person shall repair aircraft at the Airport in areas not approved by the Airport director, except for minor repairs necessary to remove the aircraft from the Airport or to an approved area. Approved areas include

hangars, leasehold areas (unless the lease provides otherwise) and tie-down areas. However, persons making repairs in tie-down spaces may not infringe on adjacent spaces. Use of tie-down space for major repairs is discouraged.

5.2.2 Permit Required. Only those persons working under a City of Roseburg permit will be authorized to perform aircraft maintenance for compensation at the Roseburg Regional Airport. This rule does not apply to mechanics who are full-time employees of an aircraft owner and who work only on aircraft owned by their employer, or to employees of the Fixed Based Operator.

5.3 Use of Airfield Area.

5.3.1 Motor Vehicles Prohibited from Runway and Taxiway. No motor vehicles shall be operated on the runway or taxiway without the prior approval of the Airport director.

5.3.2 Parking of Motor Vehicles . No motor vehicle shall be parked within ten feet from any fire hydrant.

5.4 Operation of Aircraft.

5.4.1 Permission Required for Certain Activities. No person, without prior written permission of the Airport director, shall at the Airport:

5.4.1.1 Engage in special aviation events or demonstrations;

5.4.1.2 Land, taxi or take off an aircraft having an actual gross weight over that indicated for the Airport in the FAA Airport Facility Directory.

5.4.2 Taxiing of Aircraft.

5.4.2.1 Aircraft shall use taxiways and paved areas when taxiing.

5.4.2.2 No aircraft shall move into or out of any hangar under its own power.

5.4.3 Aircraft Parking.

5.4.3.1 Except for in designated tie-down areas, no person shall park or leave standing an aircraft at the Airport other than inside a hangar, unless it is firmly tied to the ground or chocked with wheel blocks or other approved devices.

5.4.3.2 Upon direction from the Airport director, the owner or

person operating any aircraft shall move the aircraft from the place where it is parked or stored to a designated place; if the direction is not obeyed, the Airport director may tow said aircraft to the designated place at the owner's expense, or at the expense of the person operating the aircraft, without liability for damage to the aircraft or its contents which may result in the course of such moving.

5.4.3.3 All persons leasing space for aircraft storage, parking or tie-down shall furnish a list of such aircraft to the Airport director on request and shall notify the Airport director of any change to that list.

5.4.4 Disabled Aircraft. Aircraft owners, pilots or their agents shall be responsible for the prompt disposal of disabled aircraft and parts, unless required to delay that action pending an investigation of an accident. If any person abandons or otherwise neglects or refuses to move an aircraft, or any parts thereof, when directed by the Airport director, the aircraft or parts may be removed by the Airport director at the owner's or operator's expense without liability for damage which may result in the course of such removal.

5.4.5 Accident Reports. Persons involved in aircraft accidents occurring at the Airport shall immediately file an accident report which conforms with FAA regulations and requirements and shall provide a copy of the report to the Airport director. The report shall include: person's name; the names of all other persons involved (if known); addresses of all involved persons (if known); the identification number for any aircraft involved or, if the identification number is not available, any other information helpful to identifying the aircraft; where on the Airport the accident occurred; and the time and date of the accident. Reports may be made by placing a completed accident report form in the box provided next to the Airport director's office. As used herein, accident means any contact between an aircraft or part thereof with some other object (including people and animals) that results in damage to property of another, injury to another, causes the release of hazardous materials or leaves debris on City property. This does not eliminate any obligation a person may have to report accidents or incidents to any other agency.

5.4.6 Liability for Damage to Airport Property. Any and all Airport property destroyed, injured or damaged by accident or otherwise shall be paid for by the party or parties responsible for such destruction, injury or damage thereto.

5.4.7 Engine Testing. No person shall run the engine or engines of any aircraft at any location on the Airport in such a manner as to cause damage to other aircraft or property or in such a manner as to endanger the safety and operations of the Airport.

5.4.8 Use of Hard Surfaces. All fixed wing operations shall be confined to hard surfaces.

5.4.9 Recommended Procedures. All procedures must conform with FAA regulations and procedures, and it is recommended that:

5.4.9.1 Aircraft take-off from the end of the runway;

5.4.9.2 No turn after take-offs be made until the aircraft has reached 1350 MSL;

5.4.9.3 The standard patterns be left-hand for all runways;

5.4.9.4 Normal traffic patterns be at 1,000 feet above the airport.

5.4.9.5 All aircraft enter the traffic pattern at a 45 degree angle at the center of the downwind leg or on a crosswind or upwind entry; and

5.4.9.6 All aircraft should make at least two 90 degree turns of a traffic rectangle. The final approach leg should be at least one-quarter mile before landing.

5.4.10 Helicopter Ground Operation. The operation of helicopters shall be conducted in such a manner as to preclude any damage by the downwash to other aircraft on the Airport. When other aircraft are running up or taxiing in the immediate vicinity of helicopters which are on the ground with blades turning, the helicopter shall remain on the ground and the pilot shall keep the rotors in a flat pitch until the other aircraft has cleared the area.

5.5 Fueling Aircraft.

5.5.1 General Rules.

5.5.1.1 During the fueling of an aircraft a person shall not smoke on any apron or within 50 feet of an aircraft.

5.5.1.2 Persons engaged in the fueling of aircraft shall exercise extreme caution to prevent spills. When a spill occurs, servicing will cease and spills will be removed or absorbed with suitable material. Any person causing or having knowledge of any release or spill of fuel in excess of one gallon must immediately report such release or spill to the Airport director.

5.5.1.3 No person shall start the engine or engines of any aircraft at the Airport when there is gasoline or any type of fuel on the ground under the aircraft. In the event of any fuel spill, no person shall start an aircraft engine in the area of the spillage until the spillage is cleaned up.

5.5.1.4 The City assumes no liability for improper fueling or use of wrong fuel by any private fuel provider at the Airport.

5.5.1.5 No person shall use any material or equipment during fueling operations which is likely to cause a spark or ignition.

5.5.1.6 Any person fueling an aircraft with gasoline from approved metal cans having a capacity of five gallons or less shall have one 10BC rated, U.L. approved, dry chemical fire extinguisher immediately available for use. Except as otherwise approved by the Fire Chief, during all other fueling operations in connection with any aircraft, there shall be not less than two 20BC rated, U.L. approved, dry chemical fire extinguishers immediately available for use.

5.5.1.7 No person shall perform or allow performance of any fueling activity when lightning is observed in the immediate vicinity of the Airport.

5.5.1.8 All fueling activities shall be conducted on hard surface areas only outside of hangars.

5.5.1.9 All hoses, funnels and appurtenances used in fueling operations shall be equipped with a grounding device to prevent ignition of volatile liquids. Furthermore, funnels shall be metal.

5.5.1.10 No person shall engage in fueling:

(a) When an aircraft is being warmed by an external engine heater;

(b) Inside a hangar or an enclosed area;

(c) While an aircraft radio transmitter or receiver is being operated or other electrical appliances are switched on;

(d) When there are people aboard the aircraft;

(e) From drums, small containers or similar items unless authorized by the Fire Chief.

5.5.2 Additional Rules Applicable to Fueling Operations Other Than From Five Gallon Cans and Bulk Plants.

5.5.2.1 Fuel storage and servicing equipment, including fuel servicing vehicles, fueling pumps, meters, hoses, nozzles, fire extinguishers

and grounding devices shall be U.L. approved where applicable, shall comply with state laws and regulations and shall be maintained in a non-leaking condition at all times.

5.5.2.2 A fuel servicing vehicle, including tank trucks and tank semi-trailers, when servicing an aircraft must be positioned so that it can be readily driven forward to an open area during an emergency.

5.5.2.3 Fuel servicing vehicles will proceed with caution on the apron.

5.5.2.4 Commercial fueling operation attendants shall be fully trained and competent to operate the emergency pump controls.

5.5.2.5 Prior to fueling an aircraft, the fuel dispensing equipment shall be bonded to the aircraft by use of a cable. The bond shall be maintained until the fuel connections have been removed. Notwithstanding the preceding sentences, when a funnel is used in aircraft refueling, it shall be kept in contact with the filler neck as well as the fueling nozzle spout or the supply container.

5.5.2.6 Fuel transfer or filler nozzles must be of a self-closing type, designed to be actuated by hand pressure only.

5.5.2.7 Tanks shall have a valve mechanism such that water or other contaminants can be removed from the lowest portion of the tank.

5.5.2.8 An in-line filtration system utilizing a 5 micron or less fuel filter element shall be included in any commercial fuel dispensing system.

5.5.2.9 When a malfunction of the fueling equipment is detected, all fueling operations shall cease immediately.

5.5.2.10 No airborne radar equipment shall be operated or ground tested on any area wherein the directional beam of high intensity radar is within 300 feet or low intensity radar (less than 50 KW output) is within 100 feet of another operation or aircraft refueling truck.

5.5.2.11 Fuel servicing vehicles shall be maintained and operated in accordance with Environmental Protection Agency (EPA), federal, state and local codes covering fuel dispensing on airports and NFPA Standard 407, latest edition, (Aircraft Fuel Servicing), or as hereafter amended. The applicable sections of FAA Advisory Circular 150/5230-4A (with revisions) shall also be followed.

5.5.2.12 Each fuel servicing vehicle shall be conspicuously marked in letters at least six inches high of a contrasting color, with the word "flammable" on both sides and rear of the cargo tank. The wording "emergency shut off" and other appropriate operating instructions required at the emergency operating devices shall be marked in letters at least two inches high. Each fuel servicing vehicle will also be conspicuously marked on both sides and rear with the type and grade of fuel it contains in appropriate color schemes.

5.5.2.13 Unless allowed by a permit or lease, fuel servicing vehicles shall not be stored or parked at the Airport. A person, firm or corporation may park or position a fuel servicing vehicle on the Airport premises only when actually dispensing fuel. Except for operators engaged in fueling, oil sales and transient aircraft services under Chapter 7.1 of these rules, permission to park fuel servicing vehicles shall be granted by a permit or lease only for extraordinary circumstances and for a limited period of time.

5.5.2.14 Fuel servicing vehicles shall use only the entrance, exit and route designated by the Airport director.

5.5.2.15 A fuel servicing vehicle cargo tank shall be supported by and attached to, or be a part of, the vehicle upon which it is carried.

5.5.2.16 Fuel will not be transferred from one fuel servicing vehicle to another within 100 feet of any building, open flame, sparking device, source of ignition or group of people.

5.5.3 Bulk Plants.

5.5.3.1 Under no circumstances will a tank motor vehicle be left unattended at a bulk plant during the loading or unloading process. Loading and unloading shall not be considered complete until the delivery hose is detached from vehicle and tanks.

5.5.3.2 Every tank motor vehicle must have the tank grounded and the nozzle grounded before loading and unloading.

5.5.3.3 Persons or companies using any bulk plant are responsible for keeping the yards and the area three feet outside the yard fences free of weeds, trash and other debris.

5.5.3.4 Tanks at bulk plants shall not be filled to the point where they will overflow from heat expansion. Tanks must be equipped with an overflow warning device or other system designed to prevent overflow.

5.5.3.5 All loading platforms and fill nozzles will be equipped with proper grounding devices and flexible cables.

5.5.3.6 Strict controls to detect fuel leakage or losses shall be used. Owners of underground storage tanks shall comply with State of Oregon DEQ Underground Storage Tank monitoring and recording requirements. Records of controls and readings shall be available for inspection by the Airport director.

6. PERMITS - GENERAL RULES.

6.1 Relationship of Permit or Lease to Rules. Unless otherwise agreed, all permits and leases shall be subject to compliance with the requirements of these rules, the rules regarding issuance and revocation of leases and permits, the Airport Master Plan and the Airport Layout Plan. The City Manager may waive in writing all or any portion of the general or minimum standards set forth below when the City Manager deems such waiver to be in the best interest of the Airport's operation. The length of the waiver period shall be specified in a written agreement.

6.2 General Standards for all Permittees and Lessees. All permits and leases shall be subject to the following:

6.2.1 Required Licenses and Permits. Commercial operators and their employees shall hold all current valid certificates, permits, licenses or other authorizations required by the FAA and state law.

6.2.2 Permit or Lease Not Transferable. No permit or lease shall be conveyed or transferred without the prior written consent of the City, which consent shall not be unreasonably withheld. Any sublessee or transferee must meet all of the requirements of the permit or lease and these rules.

6.2.3 Construction of Improvements. No structure or improvements at the Airport shall be constructed, altered or removed without the prior written approval of the City Manager. The City may require a performance bond to guarantee the satisfactory completion of any construction. The plans for any building constructed at the Airport shall be approved by the City Manager and shall comply with state and local laws, codes and regulations pertaining to their construction.

6.2.4 Limit to Assigned Area. A commercial operator shall carry on operations within the area leased by the commercial operator and the operations shall not interfere with the lawful activities of other persons using the Airport.

6.2.5 Required Space. Unless otherwise agreed, all operations shall be conducted in one area of sufficient size to accommodate all services for which the

commercial operator is licensed, allowing for future growth. The location and minimum size of leased areas of operations shall be set by the City Manager, consistent with these rules and the Airport Master Plan.

6.2.6 Right of Entry. The Airport director shall have the right to inspect at reasonable times all Airport premises, together with all structures or improvements.

6.2.7 Payment of Fees and Charges. A commercial operator or lessee shall pay promptly when due, all utility charges incurred at the leased premises, any fees or rents imposed by the City and any taxes and assessments levied against any property constructed, used or leased at the Airport. The commercial operator or lessee agrees to hold the City harmless from all liens that may be placed against the facilities on the leased premises.

6.2.8 Repair and Maintenance. Each commercial operator or lessee shall keep the leased area facilities and structures in an acceptable state of repair and maintained in a clean and orderly condition at all times. All leased property shall be free from fire hazards as may be determined by the Fire Chief or his designee. The City may make repairs to any leased area when the commercial operator or lessee is obliged to make the repairs pursuant to the lease and has failed after due notice to do so, or in any other case where the City, in its reasonable judgment, determines that repairs are necessary to correct any condition likely to cause injury or damage to persons or property. In either event, the commercial operator or lessee shall reimburse the City for the reasonable costs of these repairs promptly upon demand.

6.2.9 Snow, Ice, Weed and Debris Removal. Each commercial operator or lessee shall promptly remove snow, ice, debris and weeds from the leased area and all passageways, sidewalks, paths or other pedestrian walkways immediately adjoining the leased property. Passageways, halls, doors and exits from buildings occupied by a commercial operator or lessee shall be kept clear of stored material and debris. The requirements of the preceding two sentences do not apply to tie-down space leases. The City may, at the request of the commercial operator or lessee, and at the discretion of the Airport director, assist the commercial operator or lessee in snow, ice, debris and weed removal. Each commercial operator or lessee shall indemnify and hold the City and its officials, agents and employees harmless from all liability in connection with such snow, ice, debris and weed removal.

6.2.10 Insurance. Unless otherwise agreed, each commercial operator shall maintain in force during the time operations are conducted at the Airport the insurance coverage's specified below. The City may require other types of insurance policies (e.g. comprehensive automobile, hangar keepers, product liability, aircraft liability, premises liability) when the maintenance of such insurance is in the public interest. Each policy required by these provisions shall be written as a primary policy, not contributing with or in excess of any coverage which the City

may carry. Each liability policy shall be written on an "occurrence" form with an insurance carrier licensed to do business in the State of Oregon (preferably an admitted carrier) and shall contain an endorsement entitling the City to not less than 30 days prior written notice of any material change, non-renewal or cancellation.

6.2.10.1 General Liability. Any commercial operator who leases property at the Airport for use in his or her operation shall maintain a broad form commercial general liability insurance policy with coverage of not less than \$500,000 combined single-limit per occurrence for bodily injury, personal injury or property damage. Such policy shall contain a contractual liability endorsement to cover the commercial operator's indemnification obligations under these rules. The policy shall also contain an endorsement naming the City as an additional insured, in a form satisfactory to the City, and expressly providing that the interest of the City shall not be affected by the commercial operator's breach of the policy provisions.

6.2.10.2 Aviation Insurance. Any commercial operator who uses aircraft as part of his or her operation must maintain aviation insurance adequate to cover the planned use of the aircraft. The commercial operator shall maintain aviation liability coverage of not less than \$500,000 combined single-limit per occurrence for claims of bodily injury, personal injury or property damage, including claims by passengers and crew. Notwithstanding the preceding, a flight instructor is not required to make sure that a student has proper aviation insurance when the flight instructor is offering the instruction using the student's aircraft.

6.2.10.3 Worker's Compensation Insurance. The commercial operator, its subcontractors, if any, and all employers working for the commercial operator are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers. The commercial operator shall comply with the Oregon worker's compensation law by qualifying as a carrier-insured employer or as a self-insured employer and shall strictly comply with all other applicable provisions of such law. The commercial operator shall provide the City with the assurances that the City may require that the commercial operator is in compliance with the worker's compensation law. This rule is not intended to require worker's compensation by a commercial operator for agents, when that coverage is not required by state law.

6.2.11 Indemnification. A commercial operator shall indemnify and hold the City of Roseburg and its officers, agents and employees harmless from and against all claims, actions, liabilities, costs, including costs of defense, arising out of or in any way related to the commercial operator's activities at the Airport, the commercial operator's failure to comply with any provision of these rules or of the commercial

operator's lease or permit with the City, or of any other actions or failure to act by the commercial operator and the commercial operator's employees, agents, officers and contractors. In the event any such action or claim is brought against the City, the commercial operator shall, if the City so elects and upon tender by the City, defend the same at the commercial operator's sole expense and cost, promptly satisfy any judgment adverse to the City or to the City and the commercial operator jointly, and reimburse the City for any loss, cost, damage or expense suffered or incurred by the City, including any legal fees or fines paid to the FAA or any other governmental agency arising from the commercial operator's activities.

6.2.12 Airport Layout Plan/Airport Master Plan. The City reserves the right to make changes in the Airport Layout Plan and Airport Master Plan. The City reserves the power to designate as common use areas any areas which have not been specifically leased or reserved to any person or party by a written agreement.

6.2.13 Discrimination. Each commercial operator shall furnish all services authorized or licensed by the City of Roseburg by charging fair, reasonable and not unjustly discriminatory prices for each unit of service; provided, however, that the commercial operator may make reasonable and non-discriminatory discounts, rebates or other similar types of price reductions to volume purchasers, if permitted by law. No person shall, in the use of the Airport or any of its facilities, discriminate or permit discrimination against any person on the grounds of race, color, creed, national origin, sex or age, or otherwise discriminate in violation of federal, state or local law.

6.2.14 Bonds. If any activity for which a permit has been requested creates a risk that the City may incur liability or costs and the commercial operator cannot provide proof of adequate insurance against that risk, the City may, as a condition of any permit, require the commercial operator to post a surety bond against such risk. The amount and adequacy of the insurance or bond shall be determined by the City Manager.

7. PERFORMANCE STANDARDS FOR PARTICULAR ACTIVITIES.

If a commercial operator provides two or more of the services set forth below, the commercial operator shall have a permit for each service. In addition to the general standards set out above, each permit or lease for the following described operations shall conform to the following requirements.

7.1 Fueling and Oil Sales.

7.1.1 Fueling Facilities. The commercial operator shall have:

7.1.1.1 Adequate fuel storage facilities of sufficient capacity to

accommodate fully loaded interstate fuel transport trucks (10,000 gallons) and suitable pumping equipment for each type of fuel offered. Such fueling facilities shall be located in the Airport fuel farm area unless otherwise authorized by the City Manager;

7.1.1.2 Two fuel-dispensing trucks, a jet fuel truck having a minimum capacity of 1,000 gallons and an aviation gasoline truck having a minimum capacity of 750 gallons. Each truck will be equipped with adequate and appropriate filtering devices and meters. Fuel shall be available in such types and quantities to meet all reasonable demands of the aircraft normally frequenting the Airport. Both jet fuel and aviation gasoline shall be offered.

7.1.2 Hours of Operation. As a minimum, the facility shall be open for business during normal operating hours and periods of increased activity, seven days a week, 52 weeks per year, except Thanksgiving and Christmas.

7.1.3 Required Sign. The commercial operator shall provide the Airport director with a sign meeting specifications set by the Airport director. In addition to any other information that the Airport director may request, the sign shall contain the name of the business and a phone number where potential patrons can contact the business.

7.1.4 Required Telephone. The commercial operator shall maintain a published telephone number that is answered 24 hours a day, seven days a week.

7.2 Aircraft Engine and Accessory Maintenance and Repair. The commercial operator must offer air frame power plant and accessory repair for small aircraft (12,500 pounds and under) and must meet all requirements as specified under FAR Parts 43 and 65.

7.2.1 Required Personnel. The commercial operator shall have one qualified full-time mechanic and as many other properly trained personnel as may be required to perform the various maintenance repairs in an efficient manner.

7.2.2 Required Sign. The commercial operator shall provide the Airport director with a sign meeting specifications set by the Airport director. In addition to any other information that the Airport director may request, the sign shall contain the name of the business and a phone number where potential patrons can contact the business.

7.2.3 Required Telephone. The commercial operator shall maintain a published telephone number that is answered 24 hours a day, seven days a week.

7.3 Aircraft Charter and Air Taxi. The commercial operator must be certificated by the FAA under FAR Part 135 with appropriate ratings and certificates.

7.3.1 Required Lot Size. The leasehold shall contain sufficient tie-down or hangar space to accommodate the projected inventory of aircraft.

7.3.2 Required Personnel. The commercial operator must have one person having a current commercial pilot's certificate, who is appropriately rated to conduct the service offered.

7.3.3 Equipment Requirements. The commercial operator must own or lease in writing a minimum of one aircraft with a seating capacity of not less than two persons or one helicopter with a seating capacity of not less than two persons meeting the requirements of the air taxi/air charter certificate held by the commercial operator.

7.3.4 Required Sign. The commercial operator shall provide the Airport director with a sign meeting specifications set by the Airport director. In addition to any other information that the Airport director may request, the sign shall contain the name of the business and a phone number where potential patrons can contact the business.

7.3.5 Required Telephone. The commercial operator shall maintain a published telephone number that is answered 24 hours a day, seven days a week.

7.4 Aircraft Rental.

7.4.1 Required Lot Size. The leasehold shall contain sufficient tie-down or hangar space to accommodate the projected inventory of aircraft.

7.4.2 Required Equipment. The commercial operator must own or lease in writing a minimum of one currently certified aircraft or one currently certified helicopter.

7.4.3 Required Sign. The commercial operator shall provide the Airport director with a sign meeting specifications set by the Airport director. In addition to any other information that the Airport director may request, the sign shall contain the name of the business and a phone number where potential patrons can contact the business.

7.4.4 Required Telephone. The commercial operator shall maintain a published telephone number that is answered 24 hours a day, seven days a week.

7.5 Flight Instruction.

7.5.1 Required Sign. The commercial operator shall provide the Airport director with a sign meeting specifications set by the Airport director. In addition to

any other information that the Airport director may request, the sign shall contain the name of the business and a phone number where potential patrons can contact the business.

7.5.2 Required Telephone. The commercial operator shall maintain a published telephone number that is answered 24 hours a day, seven days a week.

8. GROUND TRANSPORTATION SERVICES.

8.1 Authorized Activities. Except for persons licensed under the Roseburg taxi ordinance, any person engaging in a ground transportation activity, including off-Airport car rental agencies, shall obtain a permit to do so from the City Manager.

8.2 Permit Conditions. The City Manager may impose such conditions and requirements on a ground transportation activity permit as the City Manager deems necessary to protect the public interest. Such conditions shall include at a minimum: identification of the vehicles to be used, necessary insurance and required indemnification to the City.

9. APPLICATION FOR PERMIT.

9.1 Application. Applications for Airport permits shall be made on a form prescribed by the City Manager and shall contain such information as the City Manager requires.

9.2 Permit Fee. The application shall be accompanied by a fee set by resolution of the City Council.

9.3 Review of Applications. An application shall be allowed or denied within 45 days after receipt of a complete application. The application may be approved if:

9.3.1 The requested operation is consistent with the Airport Master Plan and relevant provisions of federal, state and local laws and rules.

9.3.2 The requested operation would enhance the health, welfare and safety of users of the Airport. In reviewing an application, the City Manager may consider whether:

9.3.3 The applicant's past or present violation of laws or regulations presents a reasonable doubt about the applicant's ability to conduct activities at the Airport without endangering property or the public's health or safety;

9.3.4 The applicant possesses insufficient skill or expertise to conduct the

desired activity;

9.3.5 Allowance of the application will require the expenditure of public funds in connection with the proposed operation;

9.3.6 There is no appropriate, adequate or available space or building on the Airport to accommodate the entire activity of the applicant at the time of application;

9.3.7 Development or use of the area requested by the applicant will unduly interfere physically with existing operations at the Airport;

9.3.8 The applicant has supplied the City with false information or has misrepresented a material fact in the application;

9.3.9 The applicant has defaulted in the performance of any lease, permit or other agreement with the City;

9.3.10 The applicant does not appear to have or have access to the finances necessary to conduct the proposed operation for a minimum period of six months;

9.3.11 The applicant has a history of not paying debts when due;

9.3.12 The applicant is unwilling to execute a permit or lease in the form and containing the provisions required by the City.

Nothing contained herein shall be construed to prohibit the City from granting or denying, for any reason it deems sufficient, an application to do business on the Airport or to use any area of the Airport.

9.4 Action on Application. The City Manager shall issue a written decision approving or denying each application. Approval will be conferred by issuance of a permit. Denial will be by written communication, identifying the reasons for the decision of the City Manager denying the application.

9.5 Charges. The permit shall provide for the periodic payment to the City of a sum based on the following:

9.5.1 The amount charged for such use in the past;

9.5.2 Comparable amounts or rates, if any, charged by other airports;

9.5.3 The amounts paid or benefits given by comparable users of the Airport;

9.5.4 The revenue needs of the Airport and City.

9.6 Operating Agreements. The provisions of Rules 9.1 to 9.5 do not apply to operating agreements for the following commercial operators; use of the airfield shall be allowed for such entities subject to federal and state law and to reasonable conditions for such use imposed in an operating agreement:

9.6.1 Certificated Route Air Carriers, i.e. an air carrier holding a certificate of public convenience and necessity issued by the Oregon Department of Transportation to conduct scheduled services;

9.6.2 Supplemental Air Carriers, i.e., an air carrier holding a certificate of public convenience and necessity issued by the Oregon Department of Transportation authorizing the carrier to perform passenger and cargo charter services supplementing the scheduled service of the Certificated Route Air Carriers;

9.6.3 Aircraft Charter, i.e., the provision of aircraft for hire, with pilot, on an irregular or unscheduled basis in accordance with FAR Part 121, which aircraft has a minimum seating capacity of 60 or more passengers;

9.6.4 Air Commuter Service, i.e., operation of aircraft in accordance with FAR Part 135, providing carriage for persons or property for hire in an aircraft having a maximum seating capacity of less than 20 passengers or a maximum payload capacity of 6,000 pounds (for interstate transport) or an aircraft having a maximum seating capacity of less than 309 passengers or a maximum payload capacity of less than 7,500 pounds (for intrastate transport), which operation performs at least five round trips per week between two or more points and publishes flight schedules which specify the times, days of the week, and points between which flights are performed.

10. REVOCATION OF PERMIT.

10.1 Grounds for Revocation. Unless otherwise provided in any permit or lease, the City Manager may terminate any lease or revoke any permit upon the happening of any of the following:

10.1.1 Failure of the commercial operator to pay any fee or other charge when due and within seven (7) days after notice from the City of such nonpayment;

10.1.2 Failure of the commercial operator to comply with any provision of these rules or with any provision of the permit within thirty (30) days after notice from the City specifying the nature of the deficiency with reasonable particularity and the corrective action that is to be taken within such period to cure the deficiency;

10.1.3 The filing by the commercial operator of a voluntary petition in bankruptcy or the filing of an involuntary petition in bankruptcy against the commercial operator and the failure of the commercial operator to dismiss such proceeding within ninety (90) days after the filing;

10.1.4 The taking of possession of all or substantially all of the commercial operator's assets pursuant to proceedings brought under the provisions of any federal reorganization act and the failure of the commercial operator to secure the return of such assets and the dismissal of such proceedings within ninety (90) days from the date of the taking of such possession;

10.1.5 The appointment of a receiver of all or substantially all of the commercial operator's assets and the failure of the commercial operator to secure the return of its assets and the dismissal of such receivership proceeding within ninety (90) days from the date of such appointment.

10.1.6 The taking of possession of substantially all of the assets of the commercial operator by virtue of any attachment, execution or levy of any judicial process in any action instituted against the commercial operator in any court of competent jurisdiction and the failure of the commercial operator to secure the release of such attachment, execution or levy within ninety (90) days from the date of the taking of such possession;

10.1.7 The assignment by the commercial operator of its assets for the benefit of creditors;

10.1.8 The abandonment or discontinuance of any permitted operation for a period of thirty (30) days unless the discontinuance is approved by the Airport director. Suspension of operation caused by strike or work stoppage shall not be construed as abandonment;

10.1.9 The commercial operator or its agents have intentionally supplied the City with false or misleading information or misrepresentation of any material fact on the application or documents, or in statements to or before the City, or have intentionally failed to make full disclosure on the financial statement or other required documents.

10.2 Notice of Revocation. Upon determining that a ground for revocation of a permit exists, the City Manager shall provide written notice of revocation to the commercial operator. Normally, notice of revocation shall be effective after 15 days. However, if continuance of the lease or permit affords an immediate risk to the public health, welfare or safety, or interferes with another permitted activity at the Airport, the revocation shall be effective when issued.

11. LEASES.

11.1 Application. Application for Airport leases shall be made to the City Manager as provided in Section 3.22.140 of the Roseburg Municipal Code.

11.2 Application Fee. The application shall be accompanied by a fee set by resolution of the City Council.

11.3 Processing Applications. Applications for leases will be processed as required by Section 3.22.160 et. seq., of the Roseburg Municipal Code.

11.4 Rents. Rents shall be set and periodically adjusted by resolution of the City Council as provided in Section 3.22.150 of the Roseburg Municipal Code.

12. PENALTIES.

12.1 Right to Remove.

12.1.1 Ejection From Airport. In addition to any other penalty provided by law, any person who violates these rules or fails to comply with a lawful directive of the City Manager or the Airport director, may be promptly removed or ejected from the Airport by or under the authority of the Airport director.

12.1.2 Ban From Use of Airport. Any person who violates these rules and whose continued presence at the Airport endangers persons or property at the Airport or interferes with public use of the Airport or its efficient operation, may be banned from the Airport by order of the Airport director. Such an order shall be in writing and be immediately effective upon service upon the person. The order shall state the reasons for the ban and the length of time for the deprivation. The affected person may appeal the order to the City Manager by submitting a written appeal within 10 days of the date of the order. The order of the Airport director shall remain in effect during the pendency of any appeal. The decision of the City Manager on the appeal shall be final.

12.1.3 Aircraft Operation Prohibited. In addition to any other penalty provided by law, in the event any person is found by the Airport director to have willfully violated these rules, the Airport director may prohibit the operation at the Airport of the aircraft used in such willful violation for a period of up to six months. As used in this rule, 'willful' means engaging in the same prohibited conduct after receipt of a written notice of either a violation or a conviction for a violation of the same rule. Such a ban shall be by written order and shall be immediately effective upon service to the owner of

the aircraft. The aircraft owner may appeal the order to the City Manager by submitting a written appeal within ten days of the date of the order. The order of the Airport director shall remain in effect during the pendency of any appeal. The decision of the City Manager on the appeal shall be final.

12.2 Penalty For Violations. Violation of these rules is made unlawful under Section 3.22.090 of the Roseburg Municipal Code.

12.3 Complaints. Any complaint against any person for violation of these rules shall be submitted to the Airport director in writing and signed by the person submitting the complaint. The complaint shall specify dates, times, and witnesses, if any.

EXHIBIT "A"

CLASSIFICATION AND EXAMPLES OF FLAMMABLE AND COMBUSTIBLE LIQUIDS AS REGULATED BY RULE 4.16.1.9

Classifications of flammable and combustible liquids:

- Class IA – Flash Point less than 73 degrees F; Boiling point less than 100 degrees F.
- Class IB – Flash Point less than 73 degrees F; Boiling Point equal to or greater than 100 degrees F.
- Class IC – Flash Point equal to or greater than 73 degrees F, but less than 100 degrees F.
- Class II – Flash Point equal to or greater than 100 degrees F, but less than 140 degrees F.
- Class IIIA – Flash Point equal to or greater than 140 degrees F, but less than 200 degrees F.
- Class IIIB – Flash Point equal to or greater than 200 degrees F.

Common examples of flammable and combustible liquids:

- Class I – Diethyl Ether, Ethylene Oxide, some light crude oils
- Class IB – Motor and Aviation Gasoline, Toluene, Lacquers, Lacquer Thinner
- Class II – Diesel Fuel, Paint Thinner
- Class IIIA – Home Heating Oil
- Class IIIB – Cooking Oils, Lubricating Oils, Motor Oil

RESOLUTION NO. 2011-10

A RESOLUTION ADOPTING THE 2011-2012 BUDGET; LEVYING AND CATEGORIZING TAXES FOR SAID TAX YEAR; ELECTING TO RECEIVE STATE REVENUE SHARING; AND MAKING APPROPRIATIONS

WHEREAS, the Budget Committee of the City of Roseburg, Oregon, has approved a proposed budget for the fiscal year commencing July 1, 2011; and

WHEREAS, at a regular meeting of the City Council held on June 13, 2011, a public hearing on said proposed budget was duly held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City; and

WHEREAS, ORS 294.435 requires the adopted budget to be appropriated by fund and requirement category; and

WHEREAS, 294.435(1) requires local governments to take formal action to declare the ad valorem tax rate or amount to be certified to the assessor and to itemize and categorize the ad valorem property tax amount or rate; and

WHEREAS, the officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following service(s): (1) police protection; (2) fire protection; (3) street construction, maintenance and lighting; (4) sanitary sewer; (5) storm sewers; (6) planning, zoning and subdivision control; and (7) one or more utility services; and city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760; and

WHEREAS, the City of Roseburg certifies that it provides police protection, fire protection, street construction, maintenance and lighting, and storm sewers;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. After public hearing held on June 13, 2011, the Roseburg City Council hereby adopts the budget for the fiscal year 2011-2012 in the sum of \$53,854,456 as approved by the Budget Committee, a copy of which is now on file at City Hall.

Section 2. The City hereby levies the taxes for each fund provided for in the aggregate amount of \$8.4774 per \$1,000.00, be assessed pro rata upon all taxable property within the City of Roseburg, Oregon.

Section 3. The City hereby declares the following allocation and categorization, subject to the limits of Section 11b, Article XI of the Oregon Constitution, constitute the preceding aggregate levy:

Subject To General Government Limitation
Permanent Rate per Thousand \$8.4774

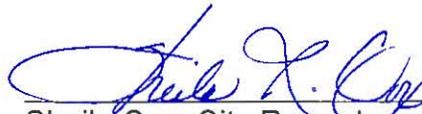
Section 4. The City hereby elects to receive state revenues for fiscal year 2011-2012 pursuant to ORS 221.770.

Section 5. The amounts designated for the purposes set forth in Exhibit "A" are appropriated for the purposes and in the amount set forth in that Exhibit.

Section 6. The Recorder of said City shall certify to the County Clerk and County Assessor of Douglas County, Oregon, the tax levies provided for in this Resolution on or before July 15, 2011, and shall file required documents with the County Assessor in accordance with ORS 294.555.

Section 7. This Resolution shall become effective immediately upon adoption by the; Roseburg City Council.

APPROVED BY THE CITY COUNCIL OF ROSEBURG, OREGON, AT ITS
REGULAR MEETING ON THE 13TH DAY OF JUNE, 2011.



Sheila Cox, City Recorder

EXHIBIT "A"
2011-2012 BUDGET APPROPRIATIONS

GENERAL FUND

Departments

| | | |
|-------------------------|-------------------|---------------|
| ◆ Administration | \$ 2,090,847 | |
| ◆ Community Development | 663,794 | |
| ◆ Public Works | 718,841 | |
| ◆ Parks and Recreation | 1,253,937 | |
| ◆ Municipal Court | 503,968 | |
| ◆ Police Department | 5,927,606 | |
| ◆ Fire Department | 5,244,072 | |
| ◆ Capital Outlay | 77,600 | |
| ◆ Debt Service | - | |
| ◆ Transfers | 1,391,128 | |
| ◆ Operating Contingency | 300,000 | |
| ◆ Library | 50,000 | |
| | <u>18,221,793</u> | \$ 18,221,793 |

SPECIAL REVENUE FUNDS

Public Works

Departments

| | | |
|-------------------------|------------------|-----------|
| ◆ Administration | 740,868 | |
| ◆ Engineering | 745,383 | |
| ◆ Streets | 1,349,896 | |
| ◆ Capital Outlay | - | |
| ◆ Operating Contingency | 209,539 | |
| | <u>3,045,686</u> | 3,045,686 |

Grant Special Revenue

| | | |
|--------------------------|----------------|---------|
| ◆ Personal Services | - | |
| ◆ Materials and Services | 59,338 | |
| ◆ Capital Outlay | 41,466 | |
| ◆ Operating Contingency | 66,371 | |
| | <u>167,175</u> | 167,175 |

Hotel/Motel Tax

| | | |
|--------------------------|----------------|---------|
| ◆ Materials and Services | 532,649 | |
| ◆ Capital Outlay | - | |
| ◆ Transfers | 342,350 | |
| ◆ Operating Contingency | 54,379 | |
| | <u>929,378</u> | 929,378 |

Streetlight/Sidewalk

| | | |
|--------------------------|----------------|---------|
| ◆ Materials and Services | 60,668 | |
| ◆ Capital Outlay | 185,000 | |
| ◆ Operating Contingency | 579,826 | |
| | <u>825,494</u> | 825,494 |

Bike Trail

| | | |
|-------------------------|---------------|--------|
| ◆ Capital Outlay | 60,000 | |
| ◆ Operating Contingency | 13,004 | |
| | <u>73,004</u> | 73,004 |

Housing Rehabilitation Loan Fund

| | | |
|--------------------------|----------------|---------|
| ◆ Materials and Services | 23,045 | |
| ◆ Capital Outlay | 175,000 | |
| ◆ Housing Loans | 50,000 | |
| ◆ Operating Contingency | 43,931 | |
| | <u>291,976</u> | 291,976 |

EXHIBIT "A"
2011-2012 BUDGET APPROPRIATIONS

| | | | |
|---------------------------|----|-------------------|------------|
| Economic Development Fund | | | |
| ◆ Materials and Services | \$ | 157,450 | |
| ◆ Capital Outlay | | - | |
| ◆ Operating Contingency | | 72,845 | |
| ◆ Transfers | | - | |
| ◆ Revolving Loans | | - | |
| | | <u> </u> | \$ 230,295 |

| | | | |
|-------------------------------------|--|-------------------|--------|
| Stewart Trust- Special Revenue Fund | | | |
| ◆ Capital outlay | | 45,000 | |
| ◆ Operating Contingency | | 39,610 | |
| | | <u> </u> | 84,610 |

DEBT SERVICE FUNDS

| | | | |
|----------------------|--|-------------------|---------|
| Debt Retirement Fund | | | |
| ◆ Transfers | | - | |
| ◆ Debt Service | | 411,000 | |
| | | <u> </u> | 411,000 |

CAPITAL PROJECTS FUNDS

| | | | |
|--------------------------|--|-------------------|-----------|
| Transportation | | | |
| ◆ Materials and Services | | 1,660,318 | |
| ◆ Capital Outlay | | 1,081,500 | |
| ◆ Operating Contingency | | 350,000 | |
| | | <u> </u> | 3,091,818 |

| | | | |
|--------------------------|--|-------------------|---------|
| Park Improvement | | | |
| ◆ Materials and Services | | 9,745 | |
| ◆ Capital Outlay | | 140,000 | |
| ◆ Operating Contingency | | 146,166 | |
| | | <u> </u> | 295,911 |

| | | | |
|--------------------------|--|-------------------|---------|
| Equipment Replacement | | | |
| ◆ Materials and Services | | - | |
| ◆ Capital Outlay | | 432,000 | |
| | | <u> </u> | 432,000 |

| | | | |
|--------------------------|--|-------------------|---------|
| Assessment | | | |
| ◆ Materials and Services | | - | |
| ◆ Capital Outlay | | - | |
| ◆ Operating Contingency | | 300,000 | |
| | | <u> </u> | 300,000 |

| | | | |
|-----------------------------|--|-------------------|---------|
| Facilities Replacement Fund | | | |
| ◆ Materials and Services | | 50,000 | |
| ◆ Capital outlay | | 586,000 | |
| ◆ Operating Contingency | | 100,000 | |
| | | <u> </u> | 736,000 |

ENTERPRISE FUNDS

| | | | |
|--------------------------|--|-------------------|-----------|
| Storm Drainage | | | |
| ◆ Materials and Services | | 575,217 | |
| ◆ Capital Outlay | | 906,500 | |
| ◆ Operating Contingency | | 621,391 | |
| | | <u> </u> | 2,103,108 |

| | | | |
|-------------------------|--|-------------------|---------|
| Off Street Parking | | | |
| Departments | | | |
| ◆ Enforcement | | 114,750 | |
| ◆ Administration | | 48,890 | |
| ◆ Capital Outlay | | - | |
| ◆ Operating Contingency | | 104,122 | |
| | | <u> </u> | 267,762 |

EXHIBIT "A"
2011-2012 BUDGET APPROPRIATIONS

| | | | |
|---------------------------------|----|----------------|--------------|
| Airport Fund | | | |
| Departments | | | |
| ◆ Airport Operations | \$ | 304,364 | |
| ◆ Capital Outlay | | 2,195,502 | |
| ◆ Debt Service | | 124,487 | |
| ◆ Transfers | | - | |
| ◆ Operating Contingency | | <u>114,208</u> | \$ 2,738,561 |
| | | | |
| Water Service Fund | | | |
| Departments | | | |
| ◆ Production | | 1,044,972 | |
| ◆ Transmission and Distribution | | 1,290,231 | |
| ◆ General Overhead | | 1,259,031 | |
| ◆ Capital Outlay | | 2,997,000 | |
| ◆ Transfers | | - | |
| ◆ Operating Contingency | | <u>300,000</u> | 6,891,234 |
| | | | |
| Golf | | | |
| Departments | | | |
| ◆ Maintenance | | 361,829 | |
| ◆ Capital Outlay | | 5,000 | |
| ◆ Debt Service | | 10,253 | |
| ◆ Operating Contingency | | <u>7,254</u> | 384,336 |

INTERNAL SERVICE FUND

| | | | |
|-----------------------------|--|----------------|---------|
| Workers Compensation | | | |
| ◆ Materials and Services | | 205,014 | |
| ◆ Capital outlay | | - | |
| ◆ Operating Contingency | | <u>300,000</u> | 505,014 |

TOTAL BUDGET APPROPRIATIONS **\$ 42,026,155**

This budget also includes unappropriated ending fund balances and reserves for future expenditures. A supplemental budget must be prepared to spend amounts reserved for future expenditure.

| | <u>Reserve</u> | <u>Unappropriated Fund Balance</u> | <u>Total</u> | |
|------------------------|---------------------|--|----------------------|-------------------|
| General | \$ 5,084,187 | \$ - | \$ 5,084,187 | |
| Streetlight/Sidewalk | - | - | - | |
| Transportation | - | 1,665,969 | 1,665,969 | |
| Equipment Replacement | 334,840 | - | 334,840 | |
| Assessment Improvement | 1,035,359 | - | 1,035,359 | |
| Facilities Replacement | 529,833 | - | 529,833 | |
| Storm Drain | - | - | - | |
| Water | 1,000,000 | 1,798,394 | 2,798,394 | |
| Workers Compensation | - | 379,719 | 379,719 | |
| | <u>\$ 7,984,219</u> | <u>\$ 3,844,082</u> | <u>\$ 11,828,301</u> | <u>11,828,301</u> |

TOTAL BUDGET **\$ 53,854,456**

RESOLUTION NO. 2011-11

**A RESOLUTION AUTHORIZING A TRANSFER OF BUDGET APPROPRIATIONS
WITHIN VARIOUS FUNDS FOR FISCAL YEAR 2010-11**

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2010-11 by Resolution 2010-09; and

WHEREAS, certain expenditures are expected to exceed the original adopted budget in some of the City's funds and budgetary transfers are necessary within these funds to provide adequate appropriation levels to expend the unforeseen costs; and,

WHEREAS, ORS 294.450 allows appropriations to be transferred within a fund after the budget has been adopted;

WHEREAS, the City's 2010-11 adopted budget appropriated operating contingencies within the various funds and such budgeted contingencies shall be used for unanticipated expenditures.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Roseburg, Oregon, that appropriations in the budget for the fiscal year beginning July 1, 2010 and ending June 30, 2011 be transferred as shown below:

| | <u>Current Appropriations</u> | <u>Change in Appropriations</u> | <u>Amended Appropriations</u> |
|-------------------------|-----------------------------------|-------------------------------------|-----------------------------------|
| <u>Hotel/Motel Fund</u> | | | |
| Materials and Services | \$456,550 | \$13,450 | \$470,000 |
| Transfers | 333,450 | 11,550 | 345,000 |
| Operating Contingency | <u>51,548</u> | <u>(25,000)</u> | <u>26,548</u> |
| Total Requirements | \$841,548 | - | \$841,548 |

Transfer from contingency to provide spending authority for Motel lodging tax allocations.

| | | | |
|--------------------------|----------------|-----------------|----------------|
| <u>Public Works Fund</u> | | | |
| Administration | \$709,784 | \$ 50,000 | \$759,784 |
| Operating Contingency | <u>278,290</u> | <u>(50,000)</u> | <u>228,290</u> |
| Total Requirements | \$988,074 | - | \$988,074 |

Transfer from contingency to cover unanticipated legal costs.

| | | | |
|----------------------------|----------------|-----------------|---------------|
| <u>Storm Drainage Fund</u> | | | |
| Materials and Services | \$416,083 | \$73,000 | \$489,083 |
| Operating Contingency | <u>100,000</u> | <u>(73,000)</u> | <u>27,000</u> |
| Total Requirements | \$516,083 | - | \$516,083 |

Transfer from contingency to cover unanticipated legal costs.

Park Improvement Fund

| | | | |
|-----------------------|---------------|-----------------|---------------|
| Capital Outlay | \$ 60,000 | \$20,000 | \$ 80,000 |
| Operating Contingency | <u>89,734</u> | <u>(20,000)</u> | <u>69,734</u> |
| Total Requirements | \$149,734 | - | \$149,734 |

Transfer from contingency to cover capital costs for the Stewart Park Irrigation Project.

This resolution shall become effective upon adoption by the City of Roseburg.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON,
AT ITS REGULAR MEETING ON THE 27th DAY OF JUNE, 2011.**



Sheila R. Cox, City Recorder

RESOLUTION NO. 2011- 12

A RESOLUTION AUTHORIZING ACCEPTANCE OF A FUTURE GRANT OFFER OF THE FEDERAL AVIATION ADMINISTRATION IN THE MAXIMUM AMOUNT OF \$237,324 TO BE USED TOWARDS COMPLETION OF ENVIRONMENTAL WORK AND PHASE 1 OF ENGINEERING DESIGN WORK FOR THE TAXIWAY RELOCATION, AIP #3-41-0054-018, IN THE DEVELOPMENT OF THE ROSEBURG REGIONAL AIRPORT

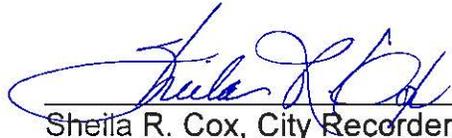
IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG as follows:

Section 1: That the City of Roseburg shall accept a Grant Offer of the Federal Aviation Administration in the amount of \$237,324 for an Airport Improvement Project for completion of environmental work and phase 1 of the design work for the taxiway relocation for the development of the Roseburg Regional Airport; and

Section 2: That the City Manager of the City of Roseburg is hereby authorized and directed to sign the statement of Acceptance of said Grant Offer, once received, on behalf of the City of Roseburg, and the City Recorder is hereby authorized and directed to attest the signature of the City Manager and to impress the official seal of the City of Roseburg on the aforesaid statement of Acceptance; and

Section 3: A true copy of the Grant Offer referred to herein shall be attached hereto and made a part hereof, once received.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 22ND DAY OF AUGUST 2011.



Sheila R. Cox, City Recorder

RESOLUTION NO. 2011-13

A RESOLUTION EXEMPTING THE PURCHASE OF E-TICKETING HARDWARE AND SOFTWARE FROM ADVANCED PUBLIC SAFETY, INC. FROM THE COMPETITIVE BIDDING PROCESS

WHEREAS, the City of Roseburg has the opportunity to purchase e-ticketing hardware and related software with the assistance of a grant from the Safety Division of the Oregon Department of Transportation that will maximize the City's limited budget funds; and

WHEREAS, the grant requires that the software integrate with an application used by the Oregon State Police which allows ticket data transmitted via an e-ticketing system which uses a single server to analyze and transfer data across the state; and such equipment may be acquired exclusively through a contract with Advanced Public Safety, Inc. ("APS") in Deerfield Beach, Florida; and

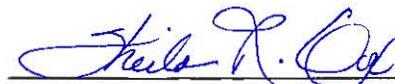
WHEREAS, the equipment is tailored to meet the unique needs of the City of Roseburg Police Department, and using a different vendor/system would require new software implementation which would be cost prohibitive;

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON AS FOLLOWS:

Section 1. Based on the above findings, which are incorporated herein by this reference, and under the authority of ORS 279B.075, the Council hereby determines that entering into a contract with Advanced Public Safety, Inc. for the acquisition APS e-ticketing hardware and related software will result in substantial cost savings to the City as equipment from a different vendor would be unsatisfactory to the City and require new software implementation which would be cost prohibitive.

Section 2. The Council hereby exempts the acquisition contract between the City and Advanced Public Safety, Inc. for the purchase of e-ticketing hardware and related software from the competitive bidding process. The exemption granted in this resolution shall in no way impair the City's ability to elect, in the future, to award related contracts to other qualified contractors.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 12TH DAY OF SEPTEMBER, 2011.



Sheila R. Cox, City Recorder

**CITY OF ROSEBURG
NOTICE OF DETERMINATION ALLOWING AWARD OF A CONTRACT
WITHOUT COMPETITION AS A SOLE-SOURCE PROCUREMENT**

NOTICE IS HEREBY GIVEN, under the authority of ORS 279B.075, the City of Roseburg has determined that it may award a contract without competition as a sole source procurement to purchase e-ticketing hardware and related software from Advanced Public Safety, Inc. The total amount of the contract is \$69,426.37. The City has made this determination that said goods and services are available from Advance Public Safety, Inc. and that alternative goods would be unsatisfactory for the City's needs, for the following reasons:

1. Equipment from a different vendor would require new software implementation, which would be cost prohibitive; and
2. The State of Oregon uses the Advance Public Safety ("APS") on a state-wide basis. All ticket data transmitted via e-ticketing comes from the APS equipment and software. Using a different vendor/system would mean changing the state system to read and transmit data to accommodate any new equipment, which would again, be cost prohibitive.

Any vendors who would otherwise be prospective bidders for the equipment to be provided by the above described contract may protest the City's determination allowing a sole-source procurement for said contract by submitting a written protest to City Recorder Sheila R. Cox, 900 SE Douglas, Roseburg, OR 97470 until 5:00 p.m. on Friday, September 9, 2011. Anyone desiring further information regarding the City's intent to use the described procurement process may contact the City Recorder's Office by calling 541/492-6866.



Sheila R. Cox, City Recorder

Dated and posted on the City's website this 1st day of September, 2011.



ADVANCED PUBLIC SAFETY
A Trimble Company

500 Fairway Drive, Suite 204
Deerfield Beach, Florida 33441
954-354-3000 (Main)
954-354-3001 (Fax)
www.aps.us

Proposal

Date: 4/20/2011

| Agency |
|---|
| Contact: Mr. Brian West |
| Agency Name: Roseburg Police Department |
| Address: 900 SE Jackson St |
| City, State & Zip: Roseburg, OR 97470-3341 |

| Details |
|--|
| Order No: 0067000000LCSWt |
| Contact Name: Diane Burgess (954) 354-3000 xt 266 dburgess@aps.us |

| QTY | PRODUCT NAME | PRODUCT DESCRIPTION | MISCELLANEOUS | UNIT PRICE | TOTAL PRICE |
|-----|---|--|---|------------|-------------|
| 1 | Virtual Partner Engine | Interface to mobile data system | Site License Backend Engine Populates Form from Webleds | \$5,000.00 | \$5,000.00 |
| 1 | ReportBeam Engine | Initial set-up and indexing of forms within the ReportBeam solution | _____ | \$7,500.00 | \$7,500.00 |
| 2 | Oregon Bundle - PocketCitation, PocketCrash, PocketQuery, QuickCrash & SmartRoads with ReportBeam | Electronic traffic citation for handheld device w/ ReportBeam Workflow, Reporting, Geo-spatial functionalities, LEDS Queries, and Crash Diagramming. | _____ | \$3,999.00 | \$7,998.00 |
| 9 | Oregon Bundle - QuickTicket, QuickVoice, QuickCrash with ReportBeam & SmartRoads | Auto-population of state citation, crash/accident form using existing mobile software w/ ReportBeam Workflow, Reporting, and Geo-spatial functionalities, and electronic diagramming. Verbal response of data from national, state & local mobile queries. | _____ | \$899.00 | \$8,091.00 |
| 2 | Zebra RW420 Printer w/ Bluetooth (110-volt Power Supply) | Zebra RW420 thermal printer w/ bluetooth. (Requires APS SmartConnect application to operate properly with APS software.) | _____ | \$785.00 | \$1,570.00 |
| 9 | Zebra RW420 Printer w/ Bluetooth (12-volt Power Supply - Cigarette Lighter Cable) | Zebra RW420 thermal printer w/ bluetooth w/ 12-volt Charger (Cigarette Lighter Cable). (Requires APS SmartConnect application to operate properly with APS software.) | _____ | \$825.00 | \$7,425.00 |
| 1 | SmartExport - Standard | Customized export of data fields from an APS form for import into back-end database systems (RMS, Court, etc.). May require upload script from the back-end vendor. | export to court software | \$7,500.00 | \$7,500.00 |
| 1 | SmartExport - Standard | Customized export of data fields from an APS form for import into back-end database | Export to RMS software | \$7,500.00 | \$7,500.00 |

| | | | | | |
|----|--|---|-------|------------|------------|
| | | systems (RMS, Court, etc.). May require upload script from the back-end vendor. | | | |
| 11 | SmartConnect | Printer connectivity module providing bi-directional communication for redundant, error-free connections, remote printer control, and font and template downloads. | _____ | \$149.00 | \$1,639.00 |
| 1 | Zebra RW420 Cable (Serial, 6-Ft.) | Zebra RW220/420 Cable (Serial, 6-Ft.) | _____ | \$29.00 | \$29.00 |
| 1 | Annual Maintenance | Annual Maintenance | _____ | \$8,141.04 | \$8,141.04 |
| 1 | Project Management | Dedicated Project Manager assigned from PO through Software Acceptance. Provides single point of contact. | _____ | \$2,261.40 | \$2,261.40 |
| 1 | Shipping & Handling | Shipping & Handling | _____ | \$247.93 | \$247.93 |
| 2 | Motorola MC70/75 Cradle Kit - Single Slot USB Cradle, Line Cord, 110 volt Power Supply, USB-USB Mini | Motorola MC70/75 Single Slot USB Cradle, Line Cord, 110 volt Power Supply, and USB-USB Mini | _____ | \$190.00 | \$380.00 |
| 2 | Motorola MC75 Extended Warranty - 3 Year Bronze w/ Comprehensive | No Hassle Warranty with 3-day turnaround time – all materials, parts and labor. Expert repair of product to original manufacturing specifications, by the manufacturer. | _____ | \$387.00 | \$774.00 |
| 2 | Motorola MC75A Handheld 802.11 & BT, Verizon, 2D D/L Imager, Camera, 256MB/1GB, Ext Battery, QWERTY, & GPS | MC75A BT, WWAN EVDO REVA CDMA Verizon, 802.11 A/B/G, 2D D/L Imager, Camera, 256MB/1GB, 1.5 Ext Battery, QWERTY, & GPS, WM 6.5 | _____ | \$1,685.00 | \$3,370.00 |

NET TOTAL (USD) \$69,426.37

**You have received a discount of (USD) \$1860
Pricing is guaranteed 90 days from date of proposal**

Notes

Return on investment:

Oregon Agencies that are fully implemented and automated are experiencing a 30% increase in the number of citations issued over the handwritten method.

This does not take into consideration many other cost savings factors such as:

- Significant Reduction / Elimination of all Citation data entry (4000 cites x 8 minutes per cite= 32,000 data entry minutes saved which is 533 Hours or over 3 months of full time work).

Conservatively reported above for return on investment, an agency can multiply times 2 as Court and Police Agency in most jurisdictions redundantly enter data into two different records management systems.

Medford Police Department has reported reallocation of one full time staff member since implementing the electronic export of data. Keizer Police Department has also reported since implementing electronic ticketing in the Fall of 2008, the reallocation of a full time records clerk to another area in the City. .

Additionally, Jackson County is reporting higher collection rates, in smaller amounts of time, from electronic citations issued. The public perception is that the electronic citation is more official, and people are paying more quickly and readily.

Albany PD reported in the Democrat Herald this weekend: "The judge also said electronic ticketing and the transfer of information electronically from officers to the court was helping reduce costs."

Example:

If Roseburg PD writes 4,000 citations per year and receives \$300,000 in assessed fines annually, an additional 1200 citations could be issued after Electronic Ticketing implementation. At an estimated \$75 per citation coming back to the city in assessed fines (based on lowest fine amounts) , an additional 1200 citations issued in one year means an \$90,000 additional revenue per year could be realized. This is in addition to the salary and benefits of at least one full time records clerk and / or court clerk.

Terms and Conditions

All Customer purchase orders for APS products and services are subject to APS' End User License Agreement and Terms and Conditions of Sale, which can be viewed at <http://www.aps.us/downloads/agreement.pdf>. Such terms, along with any additional terms and conditions agreed to and accepted by APS in Customer's purchase order or otherwise stipulated in writing, shall prevail over any differing or conflicting terms in this Proposal. Payment Terms:

50% due upon receipt of Customer's purchase order
40% due upon initial software delivery (excluding SmartExport)
10% or remainder due upon completion and final hardware delivery



ADVANCED PUBLIC SAFETY
A Trimble Company



VOICE SOLUTIONS



eTICKETING & FORMS



FIELD-BASED REPORTING



AVL/GPS SOLUTIONS

ABOUT APS

Advanced Public Safety, Inc. (APS) develops innovative technology solutions that improve the safety and effectiveness of law enforcement officers. As the market leader in voice solutions, electronic ticketing applications, reporting and data transfer to court/RMS systems, we have deployed our technologies to over 750 law enforcement agencies throughout the U.S. and Canada.

The solutions created by APS are unique because all of the company's applications are designed, developed and tested by and for police and sheriffs' officers, men and women uniquely qualified to understand today's public safety needs.

Founded in 1998 by Officer Jeff Rubenstein of the Delray Beach, FL, Police Department, APS began developing customized solutions for mobile computers, earning patents for our innovative mobile query voice response, voice input, auto-population and electronic data transfer technologies. When approached by many of the handheld/PDA device manufacturers, APS developed a user-friendly, electronic ticketing system for handhelds that incorporates the most advanced PocketPC, Windows Mobile, and Windows CE technologies. Now, after multiple requests from customers, APS has a state-of-the-art field based reporting back-end to help manage and analyze the data within the citations.



APS PRESIDENT

Jeffrey D. Rubenstein is an accomplished technology executive, entrepreneur, attorney and public safety officer. Mr. Rubenstein is the President and CEO of Advanced Public Safety, Inc., and an auxiliary law enforcement officer with the Delray Beach Police Department.

Prior to founding Advanced Public Safety, Mr. Rubenstein was Chief Operating Officer of Cenetec L.L.C., a technology accelerator company in South Florida.

[LEARN MORE](#)

APS also offers products through our sister company Visual Statement. Visual Statement provides state-of-the-art desktop software tools for crime and collision incident investigation, analysis and reconstruction, as well as state-wide enterprise solutions for reporting and analysis used by public safety agencies. Visual Statements software provides real-time mapping and diagramming of traffic accidents and crime scenes through direct communications with all types of electronic measuring tools used by law enforcement specialists. The software applications, loaded onto a handheld, notebook or desktop computer, allow officers to collect data at the scene in electronic form, which significantly reduces paperwork and facilitates the reporting and review process. Visual Statements desktop software, Vista FX3, is an innovative 3-D incident diagramming and reconstruction software product developed in Microsoft's .Net environment. Vista FX can be used with a total station to add accurate positioning information. With the addition of its Smart Roads module, the software provides animations to recreate incidents, which may be used in reports and court room proceedings. Visual Statements enterprise software, ReportBeam, links state agencies via the Internet to one report management system making information easily accessible to multiple organizations. For more information, go to the [Visual Statement](#) website.

Visual Statement
A Trimble Company

APS is a wholly-owned subsidiary of Trimble Navigation, LTD. (NASDAQ: TRMB), and operates as the Trimble Public Safety Division. Trimble is a world leader in public safety technologies, which are used in over 100 countries around the world. Trimble is also a leading Innovator of Global Positioning System (GPS) technology. In addition to providing advanced GPS components, Trimble augments GPS with other positioning technologies as well as wireless communications and software to create complete customer solutions. Founded in 1978 and headquartered in Sunnyvale, Calif., Trimble has more than 2,000 employees in more than 20 countries worldwide. For more information, go to the [Trimble](#) website.

Trimble

Advanced Public Safety | 500 Fairway Drive, Suite 204 | Deerfield Beach, FL 33441 | 954.354.3000

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[Using this site means you accept its terms.](#)

RESOLUTION NO. 2011-14

A RESOLUTION AUTHORIZING ACCEPTANCE OF A FUTURE GRANT OFFER FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY, U.S. DEPARTMENT OF HOMELAND SECURITY

WHEREAS, the City of Roseburg submitted a "Staffing for Adequate Fire and Emergency Response" (SAFER) grant application to the Federal Emergency Management Agency, U.S. Department of Homeland Security; and

WHEREAS, the City has been notified that approximately \$648,324 shall be available for award for the hiring and employment of four firefighters for the City's Fire Department for a twenty-four month period; and

WHEREAS, in acceptance of such grant award, the City commits to fully fund the firefighters for an additional twelve month period;

WHEREAS, upon award, the City has 90 days to recruit and hire four firefighters;

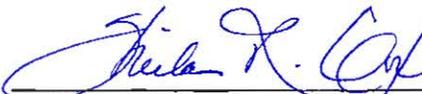
IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG as follows:

Section 1: That the City of Roseburg shall accept the SAFER Grant Offer from the Federal Emergency Management Agency, U.S. Department of Homeland Security; and

Section 2: That the City Manager of the City of Roseburg is hereby authorized and directed to sign the statement of Acceptance of said Grant Offer on behalf of the City of Roseburg, and the City Recorder is hereby authorized and directed to attest the signature of the City Manager and to impress the official seal of the City of Roseburg on the aforesaid statement of Acceptance; and

Section 3: A true copy of the Grant Offer referred to herein will be attached hereto and made a part hereof once received.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 12th DAY OF SEPTEMBER 2011.



Sheila R. Cox, City Recorder

RESOLUTION NO. 2011-15

A RESOLUTION AUTHORIZING ACCEPTANCE OF A FUTURE GRANT OFFER OF THE FEDERAL AVIATION ADMINISTRATION IN THE MAXIMUM AMOUNT OF \$704,325 TO BE USED TOWARDS THE RWY 16 OBJECT FREE AREA OBSTRUCTION REMOVAL, AIP #3-41-0054-019, IN THE DEVELOPMENT OF THE ROSEBURG REGIONAL AIRPORT

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG as follows:

Section 1: That the City of Roseburg shall accept a Grant Offer of the Federal Aviation Administration in an amount not to exceed \$704,325 for an Airport Improvement Project for removal of the obstruction from the Runway 16 Object Free Area for the development of the Roseburg Regional Airport; and

Section 2: That the City Manager of the City of Roseburg is hereby authorized and directed to sign the statement of Acceptance of said Grant Offer, once received, on behalf of the City of Roseburg, and the City Recorder is hereby authorized and directed to attest the signature of the City Manager and to impress the official seal of the City of Roseburg on the aforesaid statement of Acceptance; and

Section 3: A true copy of the Grant Offer referred to herein shall be attached hereto and made a part hereof, once received.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 12TH DAY OF SEPTEMBER 2011.



Sheila R. Cox, City Recorder

RESOLUTION NO. 2011-15

RESOLUTION NO. 2011-16

**A RESOLUTION AUTHORIZING BUDGET APPROPRIATION
REVISIONS FOR FISCAL YEAR 2011-12**

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2011-12 by Resolution 2011-10; and

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

WHEREAS, ORS 294.326 (3) allows expenditures for specific purpose grants after enactment of a resolution authorizing the expenditure; and

WHEREAS ORS 294.450 allows appropriations to be transferred within a fund after the budget has been adopted;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Roseburg, Oregon, that appropriations in the budget for the fiscal year beginning July 1, 2011 and ending June 30, 2012 be adjusted as shown below:

| | <u>Current Appropriations</u> | <u>Amount</u> | <u>Amended Appropriations</u> |
|---------------------|-----------------------------------|-----------------|-----------------------------------|
| <u>General Fund</u> | | | |
| Resources | n/a | \$ 17,000 | n/a |
| Police Department | \$5,927,606 | \$ 19,500 | \$5,947,106 |
| Capital Outlay | 77,600 | 47,500 | 125,100 |
| Transfers | <u>1,391,128</u> | <u>(50,000)</u> | <u>1,341,128</u> |
| Total Requirements | \$7,396,334 | \$ 17,000 | \$7,413,334 |

Transfer appropriation to Police Department to purchase electronic ticketing program.
\$17,000 ODOT special purpose grant revenue towards program cost.

This resolution shall become effective upon adoption by the City of Roseburg.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR
MEETING ON THE 12th DAY OF SEPTEMBER, 2011.**



Sheila R. Cox, City Recorder

RESOLUTION NO. 2011- 17

A RESOLUTION SUPPORTING A *CONNECT*OREGON GRANT APPLICATION FOR COMPLETION OF THE RUNWAY EXTENSION PROJECT AT THE ROSEBURG REGIONAL AIRPORT.

WHEREAS, the City of Roseburg owns and operates the Roseburg Regional Airport which offers a range of general aviation services including charter, business, rental, freight, hobby and training flights; and

WHEREAS, the current taxiway is 400 feet shorter than the extended runway; and

WHEREAS, the extension of the taxiway will significantly enhance safety of aircraft operations by allowing aircraft to taxi directly to the runway end. Without this extension, aircraft will have to back taxi on the runway to utilize the full runway length. This leads to aircraft being on the active runway for longer periods of time and increases the potential for an aircraft incident; and

WHEREAS, the Roseburg area depends on efficient and modern air travel to stay competitive with other rural communities that are diversifying their economies; and

WHEREAS, the *ConnectOregon* 4 Program is a lottery bond-based initiative providing \$40 million to improve Oregon's transportation system through multimodal investments; and

WHEREAS, the City received a *ConnectOregon* 3 grant to extend the runway; and

WHEREAS, the extension of the taxiway was originally scheduled for completion with the runway extension as part of the *ConnectOregon* grant; and

WHEREAS, the Federal Aviation Administration required unexpected and additional components to the runway extension which require additional funding for completion of the taxiway extension;

WHEREAS, the additional work qualifies for grant monies under the *ConnectOregon* 4 Program;

NOW, THEREFORE, BE IT RESOLVED, that the Roseburg City Council supports the submission of a *ConnectOregon* grant application for completion of the Roseburg Regional Airport Runway Extension Project.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its adoption by the City Council.

APPROVED BY THE CITY COUNCIL OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 24TH DAY OF OCTOBER 2011.



Sheila R. Cox
City Recorder

RESOLUTION NO. 2011-18

**A RESOLUTION AMENDING RESOLUTION NO. 92-13 TO AMEND FALSE
FIRE ALARM RESPONSE FEES**

IT IS HEREBY RESOLVED by the City Council of the City of Roseburg, that Resolution No. 92-13 adopted by the City Council on August 24, 1992, is amended as follows:

Section 1: The following Fire Department False Alarm Response Fee shall be amended as follows:

False Alarm Response Fee to be assessed for the third through sixth false alarm for the same location within any calendar year (partial reimbursement).~~278.00~~ 300.00 each
Seventh and each subsequent false alarm (full reimbursement)..... 645.00 each

~~Subsequent alarms will be cited into Municipal Court.~~

Section 2: This Resolution shall become effective January 1, 2012.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON,
AT ITS REGULAR MEETING ON THE 14TH DAY OF NOVEMBER 2011.**



Debi Davidson, Acting City Recorder

RESOLUTION NO. 2011- 19

**A RESOLUTION EXTENDING THE TEMPORARY REDUCTION OF THE
TRANSPORTATION SYSTEMS DEVELOPMENT CHARGES**

WHEREAS, on May 10, 2004, the Roseburg City Council adopted Ordinance No. 3155 which authorized implementation of a transportation systems development charge to equitably spread the cost of essential transportation system improvements to new development; and

WHEREAS, on October 25, 2004, the Roseburg City Council adopted Resolution 2004-35 adopting the "Transportation System, System Development Charge Methodology" report dated July 2004; and

WHEREAS, on August 11, 2008, the Roseburg City Council adopted Resolution 2008-13, rescinding Resolution 2004-25 and adopting a revised "Transportation System, Transportation System Development Charge Methodology" report dated August 2008; and

WHEREAS, on July 27, 2009 the Roseburg City Council adopted Resolution 2009-19 temporarily reducing the Transportation System Development Charge due to economic conditions; and

WHEREAS, on December 13, 2010 the Roseburg City Council adopted Resolution 2010-18 extending the temporary reduction of the Transportation System Development Charge for one additional calendar year; and

WHEREAS, the Public Works Commission has recommended extending the temporary reduction of Transportation System Development Charge for one additional year due to ongoing economic difficulties within the community;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Roseburg, Oregon, that the temporary reduction of Transportation System Development Charges described in the first paragraph of page 2 of 6 in the "Transportation System, System Development Charge Methodology" adopted July 27, 2009 is hereby extended until December 31, 2012 or until the City Council takes further action, whichever occurs first. This resolution shall become effective January 1, 2012.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS
REGULAR MEETING ON THE 28th DAY OF NOVEMBER 2011.**



Sheila R. Cox, City Recorder

RESOLUTION NO. 2011-20

**RESOLUTION APPROVING DOUGLAS COUNTY ORDER TO INITIATE FORMATION
OF COUNTY LIBRARY SYSTEM SERVICE DISTRICT**

WHEREAS, the City Council of the City of Roseburg, Oregon, finds:

- A. The Save our Libraries PAC intends to seek the approval of the Douglas County Commissioners to place on the ballot a measure to form a county Library System Service District under the authority of ORS 451.010(1)(k). A county Library System Service District would have authority to fund a Library System for all county residents.
- B. The Douglas County Board of Commissioners may initiate the formation of a Library System Service District by adopting an order under authority of ORS 198.835. To assist the County Commissioners in determining the boundaries of such a District, Save Our Libraries would like to include all county territory within the boundaries of the county Library System Service District.
- C. The territory of the City may only be included within the boundaries of the Library System Service District if the City Council adopts a resolution approving the County order initiating the formation of the Library System Service District.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Roseburg as follows:

Section 1. The City of Roseburg, Oregon, consents to the inclusion of all the territory of the City within the boundaries of the proposed Douglas County Library System Service District, and approves the Douglas County order initiating the formation of that district.

Section 2: This Resolution shall take effect immediately upon its adoption.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON,
AT ITS MEETING ON THE 28TH DAY OF NOVEMBER 2011.**



Sheila Cox, City Recorder

RESOLUTION NO. 2011-21

**A RESOLUTION ESTABLISHING FUND BALANCE AUTHORITY
IN ACCORDANCE WITH GASB 54**

WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, regarding fund balances in governmental funds; and

WHEREAS, GASB 54 requirements are effective for financial periods beginning after June 15, 2010; and,

WHEREAS, the City of Roseburg has the authority to develop guidelines for compliance with the new pronouncement; and

WHEREAS, the Council of the City of Roseburg reserves the right to establish and modify commitments of ending fund balance; and

WHEREAS, the Council of the City of Roseburg reserves the right to designate administrative staff to assign fund balances not committed or restricted by outside agencies; and

WHEREAS, the City of Roseburg may have different fund types and different accounting requirements for budgetary purposes than it has for financial statement reporting purposes; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Roseburg, Oregon:

1. Amounts in the Hotel/Motel Fund are committed to tourist promotion, streetlights, signals and sidewalks, and economic development.
2. Amounts in the Street Light Sidewalk Fund are committed to street lights, signals and sidewalks.
3. Amounts in the Economic Development Fund are committed to economic development activities.
4. Amounts in the Urban Renewal General Fund are committed to urban development.
5. All special revenue funds of the City have a restricted or committed revenue source as the foundation for the existence of the fund.
6. The authority to assign ending fund balance amounts to a specific purpose is hereby delegated to the Finance Director or designee.

This resolution shall become effective upon adoption by the City of Roseburg.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR
MEETING ON THE 28th DAY OF NOVEMBER 2011.**



Sheila R. Cox, City Recorder

RESOLUTION NO. 2011-22

A RESOLUTION AUTHORIZING SETTLEMENT OF THE C2S GROUP, LLC, LITIGATION AND AUTHORIZING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2011-12

WHEREAS, in 2009 C2S Group, LLC, filed a Complaint in the Circuit Court of the State of Oregon for Douglas County against the City of Roseburg, David A. Lee, Pace Engineers, Inc., Roseburg Urban Sanitary Authority, Nikki Messenger and Does 1-5; and

WHEREAS, said claim alleged negligence, negligent misrepresentation, misrepresentation, breach of contract, breach of warranty, contribution and quantum meruit as pertains to the Calkins Area Storm Sewer Project No. 07PW20; and sought damages in excess of \$3,500,000 against the City of Roseburg; and

WHEREAS, the parties have reached negotiated settlement for all damages and budgetary appropriations must be made to implement that settlement; and

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2011-12 by Resolution 2011-10; and

WHEREAS, ORS 294.326(4) allows an exception to Local Budget Law due to an unforeseen occurrence, to the extent non property tax funds are available for the expenditure, and after enactment of a resolution authorizing the expenditure; and

WHEREAS, the City's 2011-12 adopted budget appropriated a contingency within the Storm Drainage Fund of \$621,391 which shall be used for unanticipated expenditures; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Roseburg, Oregon, that

Section 1: Settlement of the C2S Group, LLC, litigation in the amount of \$450,000, which includes project retainage, is approved.

Section 2: Appropriations in the adopted budget for the fiscal year beginning July 1, 2011 and ending June 30, 2012 are adjusted as follows:

| | Current Appropriations | Change in Appropriations | Amended Appropriations |
|----------------------------|---------------------------|-----------------------------|---------------------------|
| <u>Storm Drainage Fund</u> | | | |
| Materials and Services | \$ 575,217 | \$ 650,000 | \$1,225,217 |
| Operating Contingency | 621,391 | (620,000) | 1,391 |
| Capital Outlay | <u>906,500</u> | <u>(30,000)</u> | <u>876,500</u> |
| | \$2,103,108 | - | \$2,103,108 |

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

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS
SPECIAL MEETING ON THE 7th DAY OF DECEMBER 2011.



Debi Davidson
Acting City Recorder

RESOLUTION NO. 2011-23

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL
BUDGET FOR FISCAL YEAR 2011-12**

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2011-12 by Resolution 2011-10; and

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

WHEREAS, ORS 294.480 provides a city may amend the current year adopted budget through the supplemental budget process; and

WHEREAS, publication requirements have been met as outlined by ORS 294.480(3) for a supplemental budget that amends a fund by less than 10 percent; and

WHEREAS, ORS 294.326(3) allows expenditures for specific purpose grants after enactment of a resolution authorizing the expenditure;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Roseburg, Oregon, that appropriations in the budget for the fiscal year beginning July 1, 2011 and ending June 30, 2012 be adjusted as shown below:

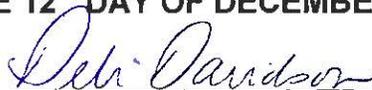
| | <u>Amount</u> |
|--|---------------|
| <u>General Fund</u> | |
| Resources-Federal Grants | \$ 195,000 |
| Fire Department | 195,000 |
| Fire Department appropriation increase to spend proceeds of Federal Emergency Management Agency (FEMA) special purpose grant for firefighters. | |

| | |
|---|------------|
| <u>Airport Fund</u> | |
| Resources-Federal Grants | \$ 511,215 |
| Capital Outlay | 511,215 |
| FAA Grant for airport runway obstruction removal. | |

| | |
|---|------------|
| <u>Airport Fund</u> | |
| Resources-Fuel Sales | \$ 100,000 |
| Materials & Services-Fuel | 100,000 |
| To provide fueling services at the airport. | |

This resolution shall become effective upon adoption by the City or Roseburg.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR
MEETING ON THE 12th DAY OF DECEMBER, 2011.**



Debi Davidson, Acting City Recorder

RESOLUTION NO. 2011-24

A RESOLUTION AMENDING RESOLUTION NO. 92-13 REGARDING FEES BY ADDING A RETAIL PROFIT MARGIN FOR THE SALE OF AVIATION FUELS

WHEREAS, the Airport is an enterprise fund and has received notice the Airport Fixed Base Operator is vacating the FBO and aircraft fueling facility lease; and

WHEREAS, the aircraft fueling facility is a self-service facility allowing aircraft owners to fuel their own aircraft; and

WHEREAS, it would be in the public interest to continue to provide fuel for both local and transient aircraft; and

WHEREAS, it is anticipated the City of Roseburg will assume operation of the airport fueling facility in the absence of a new FBO tenant; and

WHEREAS, the City of Roseburg has not previously established a profit margin for the retail sale of aviation fuels;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, that resolution No. 92-13 adopted by the City Council of the City of Roseburg on August 24, 1992, is amended as follows:

Airport Fees:

Profit margin on retail sales of aviation fuels.....\$0.50 per gallon over wholesale cost.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 12TH DAY OF DECEMBER 2011



Debi Davidson, Acting City Recorder

RESOLUTION NO. 2011-25

A RESOLUTION AUTHORIZING APPLICATION FOR OREGON PARKS AND RECREATION DEPARTMENT RECREATIONAL TRAILS PROGRAM GRANT

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for grants through the Recreational Trails Program for projects that enhance recreational trail opportunities ; and

WHEREAS, the City of Roseburg Parks Master Plan and the Waterfront Master Plan indicate the need for improvements to the City's bicycle/pedestrian paths; and

WHEREAS, the Plans encourage development of an asphalt trail connecting Templin Beach Park and Micelli Park along the east side of the South Umpqua River; and

WHEREAS, the City of Roseburg desires to participate in this grant program to the greatest extent possible as a means of providing these needed trail enhancements; and

WHEREAS, total anticipated project cost is \$85,000 with 20% matching funds. The City hereby certifies that the matching share for this application is readily available at this time through in-house labor and the City's Bike Trail Fund;

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, that authorization is granted to apply for an Oregon Parks and Recreation Department Recreational Trails Program Grant for the construction of the Templin Beach/Micelli Park trail.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its adoption by the City Council.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 12TH DAY OF DECEMBER 2011.



Debi Davidson, Acting City Recorder

RESOLUTION NO. 2011-26

**A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 2010-15
REGARDING THE CITY OF ROSEBURG PARKS RULES AND REGULATIONS**

WHEREAS, general rules and regulations for the City of Roseburg's parks system were approved by the Roseburg City Council through the adoption of Resolution 2010-15 on November 8, 2010; and

WHEREAS, the City of Roseburg Parks & Recreation Commission determined that requiring recycling at large events held in Stewart Park serves to protect the health, safety and welfare of the citizens and residents of the City; and

WHEREAS, the City of Roseburg Parks & Recreation Commission, on August 3, 2011, developed and recommended a rule specific to recycling at events in Stewart Park that anticipate a large attendance, and such rule should be incorporated into the aforementioned general park rules and regulations; and

WHEREAS, it has been determined to be most advantageous to have all rules and regulations relating to the general use of all City parks incorporated into one document;

NOW THEREFORE, IT IS HEREBY RESOLVED, by the Roseburg City Council as follows:

Section 1: Resolution No. 2010-15 as adopted on November 8, 2010, is hereby repealed.

Section 2: The City of Roseburg Parks Rules and Regulations, attached hereto as Exhibit "A", are hereby adopted and enforceable under Roseburg Municipal Code Chapter 1.06.

Section 3: This Resolution shall take effect January 1, 2012.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON,
AT ITS REGULAR MEETING ON THE 12TH DAY OF DECEMBER 2011.**



Debi Davidson, Acting City Recorder

**CITY OF ROSEBURG PARKS
RULES AND REGULATIONS**

The following City of Roseburg Parks Rules and Regulations, adopted by the Roseburg City Council on December 12, 2011, via Resolution No. 2011-26, shall be observed within the public parks of the City of Roseburg, Oregon. As used herein, the words "public park" shall mean and include all property now or hereafter owned and/or controlled by the City of Roseburg, Oregon, and operated as a park or an area of City beautification available for the use of the public.

GENERAL RULES OF CONDUCT IN CITY PARKS. The following rules and regulations for the conduct of persons using the public parks of the City of Roseburg, Oregon are hereby established and shall be observed and enforced within said public parks:

1. No person shall build any fire within any public park except as permitted in a stove or fireplace designed and provided therefore.
2. No overnight camping will be permitted in any park or part thereof without prior approval of the City.
3. No person may erect signs, markers or inscriptions of any type within a public park, except in a specifically designated area, without permission from the Public Works Director. The following activities are prohibited in all public parks unless specifically authorized by the Public Works Director:
 - 3.1 The distribution of any circular, notice, leaflet, pamphlet or written or printed information of any kind.
 - 3.2 The solicitation of, or engagement in, the sale of any merchandise or service, or the operation of any concessions, within any public park without a permit from the Public Works Director.
4. Smoking or other use of tobacco products is prohibited on all public park property. "Tobacco products" include any tobacco cigarette, cigar, pipe tobacco, smokeless tobacco, chewing tobacco, or any other form of tobacco that may be used for smoking, chewing, inhalation, or other means of ingestion. City-owned Stewart Park Golf Course is excluded.
5. No person shall permit any domestic animal owned by, or in the custody of the person, to run at large within any park or enter any pond, fountain or stream thereof, and all domestic animals within any public park shall be kept in control at all times on a leash not more than eight (8) feet in length (Happy Tails Dog Park excluded). Also, no person shall tease, annoy or injure any animal within any park facility including ponds, streams or fountains. No person shall ride or drive any horse or other

livestock, or permit any horse or other livestock, to go upon any portion of a public park at any time except as authorized by City.

6. No person shall be permitted within a public park between dusk and dawn with the following exceptions:
 - 6.1 As permitted for special occasion upon application and approval by the Public Works Director.
 - 6.2 Stewart Park Tennis Courts as posted at each entrance by the Public Works Director.
 - 6.3 Organized events that the City has approved such as Music on the Half Shell, Legion Baseball, Little League activities at Gaddis Park, scheduled softball leagues and tournaments.
 - 6.4 Events sponsored by Umpqua Valley Art Association and Umpqua Actors Community Theater, held at the Arts Center and the Betty Long Unruh Theater.
7. No person shall swim, wade, bathe or operate a boat in any area of a public park except in those areas so designated.
8. No person shall operate any public address or loudspeaker system, or operate a radio or other electronic audio device, in any public park in a manner that constitutes a noise disturbance. For purposes of this section, a "noise disturbance" means any sound which annoys or disturbs a reasonable person of normal sensitivities, but does not include sounds arising from and consistent with any activity approved by City sponsorship or for which a permit has been issued by the Public Works Director.
9. Car washes and garage/yard sales are prohibited on public park property.
10. No person shall interfere with or disrupt any activity in a public park which has been authorized by City permit.
11. Except for park maintenance, public utility and other vehicles judged necessary by the Public Works Director for the construction and maintenance of City parks and utilities therein, no motorized vehicle, of any type, shall be operated, stopped, parked or left standing in a public park, other than on roads, designated trails and parking areas, specified for that type of vehicle use. The Public Works Director may impose reasonable conditions on park use when exempt vehicles are required within a park.
12. No person shall operate a motorized vehicle, or a bicycle, skateboard, roller-skates, roller blades, or any other type of vehicle, in any public park in a manner that endangers, or would be likely to endanger any person or damage any property.

13. Persons desiring to use park property to picket or protest activities authorized by City permit shall be allowed to occupy the sidewalks and bicycle / pedestrian pathway abutting Stewart Parkway only. If the number of people using the designated area is ten (10) or more, the activity must also comply with City parade regulations.
14. The playing or practicing of golf is prohibited in any City park other than Stewart Park Golf Course, unless authorized by the Public Works Director.
15. Any activity that is not authorized by a City permit which is incompatible with or disrupts the general public use of park property is prohibited.

RULES SPECIFIC TO USE OF THE STEWART PARK BAND SHELL FOR EVENTS NOT UNDER CONTRACT WITH THE CITY. Persons issued a permit for use of the Stewart Park Band Shell for events other than those sponsored by the City of Roseburg shall be responsible for seeing that the following rules and/or requirements are followed, met and adhered to:

1. At least one week prior to the event, Permittee shall provide the City with proof of liability insurance in the amount of \$1,000,000 and a rider naming the City as an additional insured.
2. The sales, dispensing and/or consumption of alcoholic beverages during events held at the band shell is prohibited without a special occasion liquor license obtained from the Oregon Liquor Control Commission and approved by the City Manager. The license must be presented to the City a minimum of three days prior to the event.
3. Permittee must pay a permit deposit at least two weeks prior to the date of the event to cover the cost of City services such as police, parks and public works crews if these services are required. The amount of the deposit will be determined on an event by event basis. A final accounting for these services will be done by the City within 10 days following the event, at which time the Permittee will be reimbursed for any over payment or billed for costs in excess of the amount deposited.
4. Permittee must provide, at its own expense, all traffic control and security needed throughout the duration of the event. The minimum traffic control and security will be determined by the City on an event by event basis. Vehicles parked in the Legion Field area when games are in progress must be kept out of the fire lanes and not be double parked.
5. Permittee must provide an adequate number of portable toilets to meet crowd demands.
6. For crowds over 1,500, Permittee must provide additional trash containers at a general rate of one trash can per every 50 people. For crowds over 1,000, Permittee must utilize recycling stations.

7. The decibel level of any sound produced as part of or as a result of the event shall be limited to 95 – 100 decibels.
8. Permittee shall be held liable and responsible for any damage beyond normal wear and tear upon the facilities used during the event. Climbing on the band shell structure for any reason is strictly prohibited.
9. Due to limited availability of parking space, if Permittee anticipates an extra-large crowd, Permittee is encouraged to provide shuttle bus service to the park.
10. Each concessionaire who wishes to sell food or products in conjunction with use of the band shell must enter into a separate agreement with the City. Performer's promotional materials are excepted.
11. All events held at the band shell must conclude no later than 9:30 p.m.

RULES SPECIFIC TO CITY SKATEBOARD PARK FACILITY. In addition to the Park Rules & Regulations, the following rules apply to the City Skateboard Park:

1. No motorized vehicles shall be operated in the skateboard park.
2. No pets shall be allowed in the skateboard park.
3. Bicycles are allowed from dawn until noon on Sunday, Tuesday, and Thursday only. This time is for bicycles exclusively. Skateboards shall not be used in the park during the bicycle time.

PENALTY FOR VIOLATION. A violation of these rules and regulations constitutes a violation under Roseburg Municipal Code Chapter 1.06 and may also constitute an offense under Roseburg Municipal Code Chapter 7.02. Penalties for such violations are set forth in Roseburg Municipal Code Chapter 1.06. The City reserves the right to exclude and/or ban, from any and all park facilities, any person who has been found guilty of violating any of these rules and regulations or who has vandalized, damaged or taken park property or facilities, or attempted to do so.

RESOLUTION NO. 2011-27

**A RESOLUTION DECLARING SUPPORT FOR ROSE ELEMENTARY
SCHOOL TO REMAIN OPEN**

WHEREAS, the Roseburg School District is considering the closure of Rose Elementary School; and

WHEREAS, the closure would detract from the intent of completed projects for which significant funds were expended; and

WHEREAS, numerous community partners, including the Mill-Pine Neighborhood Association, the Downtown Roseburg Association, downtown businesses and property owners support Rose Elementary; and

WHEREAS, closing Rose Elementary would diminish the historic and cultural value of adjacent neighborhoods; and

WHEREAS, the City Council recognizes the decision whether or not to close a school lies solely with the Roseburg School District Board;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, that the Roseburg City Council recommends Rose Elementary remain open.

**ADOPTED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS
REGULAR MEETING ON THE 12th DAY OF DECEMBER 2011.**



Debi Davidson
Acting City Recorder