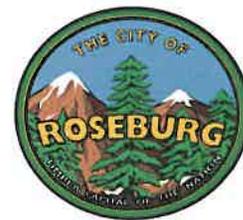


**ROSEBURG CITY COUNCIL AGENDA – OCTOBER 22, 2018**  
City Council Chambers, City Hall  
900 S. E. Douglas Avenue, Roseburg, OR 97470



**7:00 p.m. - Regular Meeting**

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**  
Alison Eggers            Linda Fisher-Fowler            Ashley Hicks            Steve Kaser  
John McDonald        Brian Prawitz                    Tom Ryan                Andrea Zielinski
4. **Mayor Reports**
5. **Commission Reports/Council Ward Reports**  
A. Parks Commission Resignation Effective December 31, 2018 – Bob Cotterell
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**  
A. Minutes of Regular Meeting of October 10, 2018
8. **Special Presentation**  
A. Downtown Roseburg Association Annual Report
9. **Public Hearing**  
A. Land Use Development Regulations Text Amendments, File No. LUDO 18-002  
Ordinance No. 3514, First Reading
10. **Ordinances**  
A. Ordinance No. 3515 – Proposed Code Amendment Regarding Outdoor Burning,  
First Reading
11. **Resolutions**  
A. Resolution No. 2018-24 – Authorizing Easement Acquisition
12. **Department Items**  
A. Runway Lighting and Miscellaneous Electrical Upgrades Engineering Task Order  
Authorization, 19GR01  
B. Umpqua Valley Tennis Center Expansion Proposal  
C. Funding Request – Salary Match Request for Grant Partners Coordinator
13. **Informational**  
A. Activity Report  
B. Municipal Court Quarterly Report  
C. Financial Quarterly Report
14. **Items from Mayor, City Council**
15. **Adjournment**
16. **Executive Session ORS 192.660(2)**

**Urban Renewal Agency Board Meeting Immediately Following**

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

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

## AUDIENCE PARTICIPATION INFORMATION

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

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

### **TIME LIMITATIONS**

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

### **CITIZEN PARTICIPATION – AGENDA ITEMS**

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

### **CITIZEN PARTICIPATION – NON-AGENDA ITEMS**

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

If a matter presented to Council is of a complex nature, the Mayor or a majority of Council may:

1. Postpone the public comments to “Items From Mayor, Councilors or City Manager” after completion of the Council’s business agenda, or
2. Schedule the matter for continued discussion at a future Council meeting.

*The Mayor and City Council reserve the right to respond to audience comments after the audience participation portion of the meeting has been closed.*

***Thank you for attending our meeting – Please come again.***

***The City Council meetings are aired live on Charter Communications Cable Channel 191 and rebroadcast on the following Tuesday evening at 7:00 p.m. Video replays and the full agenda packet are also available on the City’s website: [www.cityofroseburg.org](http://www.cityofroseburg.org).***

*ete*  
*10/17/18*  
*WTS*

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## PARKS COMMISSION RESIGNATION

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**Meeting Date:** October 22, 2018  
**Department:** Administration  
**www.cityofroseburg.org**

**Agenda Section:** Council Reports  
**Staff Contact:** Koree Tate  
**Contact Telephone Number:** 492-6866

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### ISSUE STATEMENT AND SUMMARY

Parks Commission Member Bob Cotterell has resigned his position on the Commission effective December 31, 2018.

### BACKGROUND

**A. Council Action History.** n/a

**B. Analysis.**

Mr. Cotterell informed Staff of his resignation effective December 31, 2018. He will begin his position as City Councilor in Ward III in January 2019. An appointee to this position must reside in the City. Upon Council's acceptance of the resignation, Staff will begin soliciting applications from interested parties through the local news media and the City's website.

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

**D. Timing Issues.** It is recommended action be taken as soon as practical to accept Mr. Cotterell's resignation and take steps to fill the position.

### STAFF RECOMMENDATION

Staff recommends the City Council accept Mr. Cotterell's resignation.

### SUGGESTED MOTION

I MOVE TO ACCEPT BOB COTTERELL'S RESIGNATION FROM THE PARKS COMMISSION, WITH REGRETS.

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**From:** Bob Cotterell  
**To:** Koree Tate  
**Cc:** Lance Colley  
**Subject:** Resignation from Parks Commission

This email is to tender my resignation as a citizen member from the Parks Commission, effective December 31, 2018. My resignation comes from my being elected to Roseburg City Council in January of 2019. I advised the Parks Commission and Chair of the needed resignation at this morning's Parks Commission Meeting.

Bob Cotterell

*"No problem is so small that vast sums of money (or explosives) can't fix it"*

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
October 8, 2018**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on October 8, 2018 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Hicks led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Alison Eggers, Linda Fisher-Fowler, Ashley Hicks, John McDonald, Brian Prawitz, Steve Kaser, Tom Ryan and Andrea Zielinski.

Others Present: City Manager Lance Colley, City Recorder Amy Sowa, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Fire Chief Gary Garrisi, Community Development Director Stuart Cowie, Police Chief Gary Klopfenstein, Public Works Director Nikki Messenger, Library Director Kris Wiley, Management Assistant Koree Tate, Max Egener of the News Review and Kyle Bailey of KQEN.

MAYOR REPORTS

Mayor Rich thanked Councilors who recently attended the annual League of Oregon Cities Conference. He also thanked Council for meeting with the Protham recruiter to discuss the City Manager position that closes November 11, 2018. He provided information for the October 15, 2018 Chamber luncheon that will feature Council candidates.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Councilor Fisher-Fowler reported the Airport Commission held a special meeting, immediately followed by an Airport Master Plan Advisory Committee meeting. Councilor Eggers shared the Parks Commission met at the Tennis Center and will have items coming to Council in the near future.

AUDIENCE PARTICIPATION

Sid Toleno, 3880 Hitchman Lane, thanked Mr. Colley for his years of service and the improvements that have occurred during his tenure. He expressed concern about the proposed Urban Growth Boundary swap for Charter Oaks and opposed annexation. He asked for further review of the area to keep the peace and prosperity of Charter Oaks.

Marty Katz, 1668 NW LeMans Street, provided information regarding a re-paved area of the multi-use path between the duck pond and golf course driving range that is cracking. He asked for increased enforcement in Stewart Park and adjacent paths for leash law violations.

Ruth Smith, 1507 SE Pine Street, shared a noise concern in her neighborhood regarding increased motorcycle activity at all times of the night. She requested Council to review the current noise ordinance and consider modifications to address the issue.

Rene Clavell, 996 S Water Drive, explained that her experience while visiting the Opportunity Village in Eugene was not as pleasant as what Councilor Hicks viewed during a recent League of Oregon Cities tour. She provided photos of her trip and expressed concerns about the possibility of similar camps trying to start in Roseburg.

CONSENT AGENDA

Councilor Ryan moved to approve the following Consent Agenda items:

- A. Minutes of Work Study Meeting of September 24, 2018
- B. Minutes of Regular Meeting of September 24, 2018
- C. November 12, 2018 Meeting Cancellation
- D. December 24, 2018 Meeting Cancellation
- E. OLCC New Outlet – Aroy, LLC located at 1350 NE Stephens Street, Suite 24

Motion was seconded by Councilor Hicks and unanimously approved.

ORDINANCE NO. 3512 – TELECOMMUNICATION FRANCHISE TO STAR2STAR COMMUNICATIONS LLC, FIRST AND SECOND READING

Ms. Sowa explained the subject application and processing fee was received on September 24, 2018. Service to Roseburg customers began on July 1, 2018. The provider requested the franchise agreement be granted effective retroactively to July 1, 2018. Ms. Sowa read Ordinance No. 3512, entitled, “An Ordinance Granting a Telecommunication Franchise to Star2Star Communications, LLC Effective Retroactively on July 1, 2018” for the first time. Councilor Ryan moved to suspend the rules and proceed with second reading of Ordinance No. 3512, granting a telecommunications franchise to Star2Star Communications LLC, effective retroactively to July 1, 2018. Motion was seconded by Councilor Kaser and carried unanimously to proceed with a second reading.

Ms. Sowa read Ordinance No. 3512, entitled, “An Ordinance Granting a Telecommunication Franchise to Star2Star Communications, LLC Effective Retroactively on July 1, 2018” for the second time. Councilor Ryan moved to adopt Ordinance No. 3512. Motion was seconded by Councilor Hicks. Roll call vote was taken and motion carried unanimously.

ORDINANCE NO. 3513 – PROPOSED CODE AMENDMENT REGARDING PROHIBITED CAMPING, FIRST AND SECOND READING

Mr. Klopfenstein reported that recently, the 9<sup>th</sup> U.S. Circuit Court of Appeals ruled that criminally prosecuting individuals for sleeping in public places is a violation of the U.S. Constitution’s Eighth Amendment if there is not adequate space available; additionally, that shelter space cannot have religious requirements as a condition to stay there. The City’s current practice is to cite and release individuals sleeping on public property and treat the citations as a violation only rather than pursue criminal charges. This is not clearly outlined in the Roseburg Municipal Code (RMC).

Staff had prepared an ordinance that would incorporate language needed to clarify that prohibited camping would be a violation and not a criminal offense. The ordinance addresses the concern of the recent 9<sup>th</sup> U.S. Circuit Court of Appeals ruling. Staff has also made some housekeeping updates regarding definitions and the reference to the Land Use Regulations. In response to Mayor Rich, Mr. Coalwell explained the Chapter in the Municipal Code is a general provision that if there was a violation, a fine is provided and any other offense is treated criminally and punishable by jail. The language added is to clearly state that prohibited camping would be treated as a violation only, which addresses the 9<sup>th</sup> Circuit ruling.

In response to Councilor Hicks, Mr. Klopfenstein confirmed that officers are looking at other violations rather than just prohibited camping. The change is mandated and case law does not provide an option other than to change the language. Mr. Coalwell added the shelter at the Roseburg Rescue Mission was an alternative, but the religious requirement makes it unconstitutional and no longer qualifies. Many cities are changing their code to address this concern. Fines will be modified to a realistic standard for violations. Councilor Hicks stated she was concerned people would start setting up camps in public areas. Mr. Coalwell advised this change does not deal with public structures or campsites. The change does not affect the procedure currently in place by Police. Mr. Colley added that if criminal activity were present, that person would be cited and go to criminal court. The 9<sup>th</sup> Circuit was very clear and the changes had been reviewed by the City Attorney, Police Chief and staff. If the City criminalizes prohibited camping, we would be in violation of the constitution.

Council McDonald called for the question. Motion was seconded by Councilor Kaser and carried 7 to 1 with Councilor Hicks voting no. Ms. Sowa read Ordinance No. 3513, entitled, "An Ordinance Amending Sections 7.02.100 of the Roseburg Municipal Code Regarding Prohibited Camping and Declaring an Emergency" for the first time.

Councilor Ryan stated he was not happy with making a change, but knew it had to be done. Councilor Hicks added communities need to stand together and decide for themselves how rules should be in the community and to not give transient activity any leeway. Mr. Coalwell advised the action was in line with many other cities in Oregon. No city was taking a contrary position against this ruling. Councilor Kaser said he supported the constitution and knew we had to abide. Councilor Hicks stated she too supported the constitution, but understood multiple 9<sup>th</sup> Circuit Court cases had been appealed.

Ryan moved to suspend the rules and proceed with second reading. Motion was seconded by Councilor Kaser and was approved 7 to 1 with Councilor Hicks voting no. Ms. Sowa read Ordinance No. 3513, entitled, "An Ordinance Amending Sections 7.02.100 of the Roseburg Municipal Code Regarding Prohibited Camping and Declaring an Emergency" for the second time. Councilor Ryan moved to adopt Ordinance No. 3513, declaring an emergency. Motion was seconded by Councilor Kaser. Roll call vote was taken and motion carried 7 to 1 with Councilor Hicks voting no.

#### AUTHORIZATION TO APPLY FOR CRITICAL OREGON AIRPORT RELIEF GRANTS ITEMS FROM MAYOR, COUNCIL AND CITY MANAGER

Ms. Messenger stated the Oregon Department of Aviation has issued a request for applications for the FY2019 COAR grant program. This program allows airports to seek assistance in meeting their ten percent match requirements for FAA grants. The COAR program can be utilized for up to ninety percent of the local match requirement.

The City recently received an FAA grant for \$200,000.00 to complete the obstruction mitigation project. This grant has a match requirement of \$22,222.00. Staff anticipates receiving a grant in FY19 to replace the runway lighting and related items. The preliminary programmed grant amount for the electrical project is \$660,000.00, which requires a City match of \$73,333.00. Staff proposed to apply for two grants. The COAR Program requires a ten percent match.

10/22/2018

Without the COAR grants, the Airport and/or Urban Renewal would be responsible for \$95,555.00. If successful with the grant, the final cost would be close to \$9,600.00.

Councilor Fisher-Fowler moved to authorize the submission of two grant applications to the Oregon Department of Aviation's COAR Program. Motion was seconded by Councilor Hicks and unanimously approved.

#### ITEMS FROM MAYOR, CITY COUNCIL

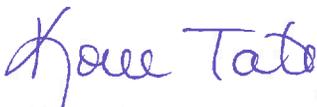
Councilor McDonald stated he appreciated the information from Ms. Smith during audience participation and thought it was a good time to review the noise ordinance. Mr. Colley invited Ms. Smith to come to his office for a meeting to further discuss the issue.

Councilor Hicks shared her experience at the League of Oregon Cities conference and thanked Mayor Rich and Councilor Kaser for attending. She attended a tour of the Opportunity Village and learned there were rules for residency that included program participation and seeking employment. She participated in a Community Justice tour and reviewed their program that consisted of court proceedings, open room judge meetings and resource assistance. She discussed the CAHOOTS (Crisis Assistance Helping Out on the Streets) program that provides a broad range of services. They share a central dispatch with the police department and respond to assist the police with certain types of behavioral emergencies. In her opinion, the community was thinking outside the box for the unhoused.

Councilor Kaser reported he attended a Board Meeting during the League of Oregon Cities conference. The main topic was regarding franchise fees for utilities. The City has right-of-way and certain utilities want to place lines in the right-of-way. The Federal Communications Commission has an order that restricts the ability of cities to charge franchise fees for wireless communication services. If that type of franchise fee were to be eliminated, it would remove a large amount of revenue to the city. He attended a number of sessions at the conference, and especially enjoyed the value mapping session. One idea he wanted to share was to have information for the homeless at the local Bottle Drop. It can be a challenge to reach everyone and adding information in this type of setting proved helpful. One final topic was research provided by a Lake Oswego City Manager that showed evidence the employee evaluation process did not prove helpful. He suggested conducting a pre-evaluation, where goals for the coming year and other issues could be discussed, as it was proven to lead to better productivity.

#### ADJOURNMENT

The meeting adjourned at 7:54 p.m.



Koree Tate  
Management Assistant

*OK*  
*10/17/18*

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## RMC Title 12 Land Use Development Regulations Text Amendments File No. LUDO-18-002

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**Meeting Date:** October 22, 2018  
**Department:** Community Development  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section:** Public Hearing  
**Staff Contact:** Stuart Cowie  
**Contact Telephone Number:** 541-492-6750

### ISSUE STATEMENT AND SUMMARY

Staff is seeking to amend the Roseburg Municipal Code to deregulate aspects of the land use permitting process relating to food trucks and revise the definition of Mini Retail Businesses (MRB's) to include temporary mobile vendors (Food Trucks). In addition, staff is recommending that the City remove the section of code dealing with federally funded projects within the Floodplain Overlay in order to deregulate this process and be consistent with federal floodplain requirements. Finally, staff is seeking to correct an oversight which allowed residential facilities and nursing homes to be changed from a use permitted outright within commercial zones to a conditional use within these zones by changing it back to a use permitted outright.

In an effort to improve and correct these issues Staff presented the following changes to Title 12 as outlined in the Planning Commission's attached Findings of Fact and Order and as contained within proposed Ordinance #3514. The Planning Commission voted unanimously to recommend that City Council adopt the following text amendments in order to improve the effectiveness of the Land Use Development Regulations.

### BACKGROUND

**A. Council Action History:**

The last changes made to the Land Use Development Regulations were adopted by City Council on March 12, 2018 through Ordinance #3497. This ordinance was adopted in order to include the LUDO as its own section within the Roseburg Municipal Code (RMC). Previously, LUDO had served as an appendix to the RMC. It is now incorporated into the RMC as Title 12.

Council has not been presented anything regarding the following proposed text amendments.

**B. Proposal:**

The proposed text amendments are as follows:

1. Amending the definition of "mini-retail business" to include mobile vehicles and carts, commonly referred to as "food trucks". The code amendment also proposes to allow mini-retail businesses to be permitted outright in any commercial or industrial zone. Mobile vendors have become increasingly popular over the last decade, specifically Food Trucks. Food Trucks are currently regulated by our code as a Temporary Use, which is processed as an administrative action in which we provide notice to

surrounding property owners within 100 feet, potentially subjecting the proposal to a public hearing. On average the entire process takes approximately 45 days to complete. Furthermore, each Temporary Use Permit that is applied for only lasts a year which requires the applicant to process the same permit again 10 months later. According to city business registration records, there were 11 new food trucks registered in the last year. The regulatory process coupled with the number of applications we receive creates a strain on staff and the businesses themselves. Therefore, the intent of this code revision is to streamline the permitting process while ensuring that basic health and safety regulations are met to allow staff to focus on outreach and customer service rather than processing of applications.

2. Removing “federally funded projects” from the Floodplain Overlay regulations. This regulation was removed at the federal level by executive order and therefore, renders itself impractical when a local jurisdiction regulates development based on where it gets its funding.
3. Amending Residential Care Facilities and Nursing Homes to be permitted outright versus conditionally permitted in commercial zones. The aforementioned uses were reviewed regarding their development patterns and possible locations throughout the City and it was found that the types of development fit within allowed uses of the commercial zones.

**C. Financial and/or Resource Considerations:**

None

**D. Timing Issues:**

The Community Development Department has seen a recent influx in the number of food trucks looking to operate within the City limits. The proposed changes to the code will help to better facilitate those looking to establish this type of business as well as better help staff administer appropriate code requirements regulating this type of use.

Federal floodplain code has recently been changed allowing federally funded projects to adhere to typical 100 year floodplain requirements, rather than having to satisfy more restrictive 500 year elevation requirements. Changes to the code will make us consistent with these federal regulations.

Staff was surprised to determine through the review of a recent residential care facility application that the code had inadvertently been changed to require approval of this type of use through a conditional use permit rather than as permitted use outright. Changing this code will help to facilitate those looking to establish this type of use in commercial areas.

**COUNCIL OPTIONS**

1. Adopt the Planning Commission’s findings of fact for File No. LUDO 18-002 and proceed with first reading of the ordinance.
2. Modify the proposed action or continue the matter for further consideration.
3. Decline to proceed with the proposed action.

**STAFF RECOMMENDATION**

Staff recommends the Council adopt the Planning Commission’s Findings of Fact and Order.

**SUGGESTED MOTION**

*"I MOVE TO ADOPT THE FINDINGS OF FACT AND ORDER APPROVED BY THE PLANNING COMMISSION FOR FILE NO. LUDO-18-002."*

Proceed with first reading of Ordinance No. 3514. No motion is needed, only consensus to proceed by the Council.

**ATTACHMENTS**

Attachment #1 - Planning Commission Findings of Fact and Order

Attachment #1 - Draft Ordinance No. 3514

**ORDINANCE NO. 3514**

**AN ORDINANCE AMENDING CERTAIN SECTIONS OF TITLE 12 OF THE  
ROSEBURG MUNICIPAL CODE REGARDING LAND USE AND DEVELOPMENT  
REGULATIONS AS SET FORTH HEREIN.**

**WHEREAS**, after reviewing the recommendation of the Planning Commission and conducting a public hearing on September 17, 2018.

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

**SECTION 1:** Section 12.02.090 entitled "Definitions" is hereby amended to read as follows:

"MINI-RETAIL BUSINESS (MRB)" A commercial operation from a small permanent or temporary structure, mobile vehicle or cart (e.g. Food truck, coffee stand, vendor cart) within the parking lot of an existing business location or a vacant parcel within the C3, M1, or MU commercial or industrial zones. ~~subject to requirements of the International Building Code and development standards of the zone in which it is located.~~ A certificate of occupancy and/or a business registration shall not be issued until all conditions of approval from various departments are satisfactorily met.

**SECTION 2:** Section 12.04.040 entitled "Commercial Districts" Table 2-7: Commercial – Allowed Uses is hereby amended to read as follows:

USE CATEGORY		PO	C1	C2	C3	STANDARDS
Specific Use						
6)	Residential Facility	-	<u>PE</u>	<u>PE</u>	<u>PE</u>	-
8)	Nursing Home	-	-	-	<u>PE</u>	-
51)	<del>Mini-Retail Business (no more than two at any host business location and no larger than 250 sq. ft.)</del>	<u>P-</u>	<u>P-</u>	<u>P-</u>	P	<u>12.08.040(M)-</u>

**SECTION 3:** Section 12.04.050 entitled "Central business district (CBD)" Table 2-9: CBD – Allowed Uses is hereby amended to read as follows:

USE CATEGORY		CBD	STANDARDS
Specific Use			
18)	<del>Mini-Retail Business (no more than two (2) at any host business location and no larger than 250 sq. ft.)</del>	<u>PE</u>	- <u>12.08.040(M)</u>

In the Matter of the Legislative Action  
by the City of Roseburg

) Text Amendment  
) File # LUDO-18-002

**BEFORE THE ROSEBURG PLANNING COMMISSION  
ORDER OF APPROVAL**

**I. NATURE OF AMENDMENTS**

The Community Development Director proposes changes to the Land Use Regulations of the Roseburg Municipal Code (RMC) in an effort to address problematic development standards, and improve the effectiveness of the Code.

**II. PUBLIC HEARING**

A public hearing was held on the proposed amendments before the Roseburg Planning Commission on September 17, 2018. At that hearing the Planning Commission reviewed Land Use File LUDO-18-002 for legislative text amendments and it was made part of the record.

**III. FINDINGS OF FACT**

A. EXISTING CONDITIONS

1. The Planning Commission takes official notice of the Roseburg Urban Area Comprehensive Plan adopted by City Council Ordinance # 2980 on December 9, 1996 and of the Roseburg Land Use and Development Ordinance # 2363, as originally adopted July 1, 1982, and most recently updated in Ordinance #3497 on May 1, 2018, as both may have been amended from time-to-time.
2. Notice of the public hearing was given by publication in the News-Review, a newspaper of general circulation, at least 20 days prior to the hearing. Opportunities were provided for all interested parties to be involved in the planning process through the public hearing.
3. The proposal is to legislatively amend text within the Land Use Development Regulations in the Roseburg Municipal Code.

B. PROPOSAL

The full text of the changes made in this amendment are attached to the implementing Ordinance, a summary of which is below.

Summary of 2018 LUDO-18-002 Proposed Amendments		
Amendment	Summary	Effect
Definitions	"Mini-retail businesses" – allows placement or construction in Commercial and Industrial, allows for temporary placement of structures for mobile businesses (food trucks)	Deregulation
Commercial/Industrial Zone	Allows for placement or construction of "mini-retail businesses" outright in any Commercial or Industrial zone subject to the standards of 12.08.040(M)	Deregulation
Floodplain	Removing construction standards for "federally funded projects" within the Floodplain Overlay	Deregulation
Scrivener's errors	Miscellaneous scrivener's errors within the RMC Land Use Regulations	Clarification

C. AGENCY COMMENTS

No agency comments were received prior to the hearing.

D. PUBLIC COMMENTS

No public comments were received prior to the hearing.

E. ANALYSIS

Text Amendments are required to satisfy approval criteria contained within RMC Section 12.10.020.

F. REVIEW CRITERIA

Pursuant to RMC Section 12.10.020(F)(2) all legislative action proposals shall be analyzed for consistency with the policies of the Comprehensive Plan, Statewide Planning Goals, and other provisions of the Code.

Comprehensive Plan

Pertinent policies that apply to the proposal have been evaluated as follows:

**Economic Growth Policy No. 3**

*The City shall encourage economic activities which strengthen the urban area's position as a regional distribution, trade, and service center.*

Finding:

As Roseburg currently serves as the regional trade center in the region, adding opportunities for economic activity such as mobile businesses to the list of allowed uses in Roseburg Municipal Code should strengthen its position as such.

**Statewide Planning Goals**

Pertinent Statewide Planning Goals that apply to the proposal have been evaluated as follows:

***Statewide Planning Goal # 1 - Citizen Involvement***

*To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.*

The City of Roseburg and Douglas County have an adopted and acknowledged Comprehensive Plan for the Roseburg Urban Area. The Comprehensive Plan is implemented via the adopted Code, in which the City identifies procedural requirements for processing land use actions, including notification and hearing procedures. The notice procedures guide the general public through the land use process within the City as well as through provisions that meet Oregon Revised Statutes (ORS).

Roseburg also has an established Planning Commission that has the responsibility to act as the conduit to the City Council on land use matters. The Planning Commission is selected through an open, well-publicized public process and the Commission may include one member who resides outside the city limits. All meetings were advertised to local media. The proposed amendments were the result of input from planning commission work sessions.

The City of Roseburg provided notice of this proposal as mandated through ORS and LUDO requirements, as well as publishing the notice in the News-Review, a newspaper of general circulation. A public hearing(s) is held in order to provide an opportunity for interested citizens to be involved, provide comments and present issues, influence the Commission and eventually the Council, provide technical information, and/or provide information regarding conditional approval.

***Statewide Planning Goal # 2 - Land Use Planning***

*To establish a land use planning process and policy framework as a basis for all decisions and actions related to the use of land and to assure an adequate factual base for such decisions and actions.*

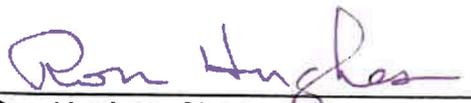
As noted above the City of Roseburg has adopted a Comprehensive Plan, which is "acknowledged" by the State of Oregon. This Plan was again acknowledged through Periodic Review in 1992 and is coordinated and adopted by Douglas County for the unincorporated area located within the City UGB. (Roseburg Urban Area Comprehensive Plan adopted by the City Council in Ordinance No. 2345, effective on July 1, 1982, and re-adopted in Ordinance No. 2980 on December 9, 1996.) Implementation of the Comprehensive Plan is accomplished through the adopted Code. The Land Use and Development Regulations Chapter of Roseburg Municipal Code has been acknowledged by the State of Oregon and has been amended from time-to-time in order to comply with ORS. (Roseburg Land Use and Development Ordinance No. 2363, as originally adopted July 1, 1984, and most recently updated in Ordinance No. 3497 on May 1, 2018.) Both the Comprehensive Plan and LUDO have been amended from time-to-time.

#### IV. CONCLUSION

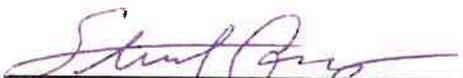
Based on the above findings, the Planning Commissions concludes that the application meets the criteria for approval in RMC 12.10.020(F)(2).

#### V. ORDER

Based on the Findings and Conclusions above, the Planning Commission recommends approval of this application to the City Council.

  
\_\_\_\_\_  
Ron Hughes, Chair

9/19/18  
Date

  
\_\_\_\_\_  
Stuart Cowie, Community Development Director

9/17/18  
Date

Planning Commission Members:  
Ron Hughes, Chair  
Dan Onchuck, Vice Chair  
Charlie Allen  
Kerry Atherton  
Ronald Sperry  
Victoria Hawks  
Shelby Osborn

**Text Amendment Summary**

*Mini-Retail Business (MRB) Definition and Uses*

**"MINI-RETAIL BUSINESS (MRB)"** A commercial operation from a small structure or mobile vehicle or cart within the parking lot or a vacant parcel of an existing business location within the C3, M1 or MU commercial or industrial zones, subject to requirements of the International Building Code and development standards of the zone in which it is located. A certificate of occupancy and/or a business registration shall not be issued until all conditions of approval from various departments are satisfactorily met.

2) Two-Family Dwelling <sup>(2)</sup>	P, C	P, C	P, C	P	P	P	-	12.04.030(F)(2)
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USE CATEGORY		PO	C1	C2	C3	STANDARDS
Specific Use						

51)	<del>Mini-Retail Business (no more than two at any host business location and no larger than 250 sq. ft.)</del>	<del>P-</del>	<del>P-</del>	<del>P-</del>	<del>P</del>	<del>12.08.040(M)-</del>
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USE CATEGORY		CBD		STANDARDS
Specific Use				

18)	<del>Mini-Retail Business (no more than two (2) at any host business location and no larger than 250 sq. ft.)</del>	<del>PG</del>	<del>-</del>	<del>12.08.040(M)</del>
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USE CATEGORY		MU	M1	M2	M3	STANDARDS
Specific Use						

56)	<del>Mini-Retail Business (no more than two (2) at any host business location and no larger than 250 sq. ft.)</del>	<del>P</del>	<del>P</del>	<del>P</del>	<del>P-</del>	<del>12.08.040(M)-</del>
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*Mini-Retail Businesses: RMC 12.08.040*

M. Mini-Retail Businesses.

1. Definition: A commercial operation from a small (less than 250 sq. ft.) permanent or temporary structure, vehicle or cart (ie. Food truck, coffee stand, vendor cart) within the parking lot of an existing business location or a vacant parcel within the commercial or industrial zones. A certificate of occupancy and/or a business registration shall not be issued until all conditions of approval from various departments are satisfactorily met.
2. The following standards shall apply to all mini-retail businesses:
  - a. Shall not obstruct or be located in the public right-of-way, fire lane, private access way (e.g. driveway, parking aisle, pedestrian walkway, bike lane) or restrict access to any parking facilities (auto, motorcycle, or bicycle) or loading zones.
  - b. Shall allow for unobstructed access from the nearest active driveway by locating further than 20 feet from any local or collector driveway entrance or 40 feet from any arterial driveway entrance, respectively.
  - c. Drive-up windows for temporary businesses that require the stacking and idling of vehicles awaiting service are prohibited.
  - d. Shall provide documented property owner permission to operate the business
  - e. Any appurtenances associated with the business (ie. Tables, chairs, trash bins, wash stations) shall be removed from the site when the vendor vacates the site.
3. A site which allows the placement of mini-retail businesses to be placed permanently for more than 7 days or the placement of more than two (2) vendors at a time:
  - a. Shall meet the applicable standards of the base zone, including conformance with the site review standards of RMC 12.06.010
4. All food service vendors shall follow local fire, health and sanitation standards including:
  - a. Obtain a Roseburg Fire Department annual vendor permit.
  - b. Provide documentation from RUSA indicating an approved wastewater/graywater disposal method to ensure fats, oils and grease (FOG) do not enter the RUSA sanitary system.
  - c. Vendors requiring the provision of restroom facilities shall utilize permanently constructed facilities or have documented permission to access restroom facilities from an adjacent business. The use of temporary restroom facilities is prohibited.
  - d. Shall comply with Douglas County Health standards and obtain appropriate licenses prior to operation.

*Floodplain Overlay: RMC 12.04.090*

~~HH. Federally funded projects. When Federal funds are used to build, or significantly retrofit or repair, structures and facilities in and around floodplains design or construction shall apply "500-year" Elevation Approach to ensure that those structures are resilient, safer, and long-lasting. The following standards shall apply:~~

- ~~1. Impacts of floodplains on Federally financed improvements shall be evaluated in terms (1) potential (or residuals) for monetary loss; (2) human safety, health, and welfare; (3) shifting of costs or damage to others; and (4) potential for affecting the natural and beneficial floodplain values;~~
- ~~2. Build at or above the 500-year (0.2% annual chance) flood elevation;~~

*Residential Facilities: RMC 12.04.040*

USE CATEGORY		PO	C1	C2	C3	STANDARDS
Specific Use						
6)	Residential Facility	-	PG	PG	PG	-
8)	Nursing Home	-	-	-	PG	-

**ORDINANCE NO. 3514**

**AN ORDINANCE AMENDING CERTAIN SECTIONS OF TITLE 12 OF THE  
ROSEBURG MUNICIPAL CODE REGARDING LAND USE AND DEVELOPMENT  
REGULATIONS AS SET FORTH HEREIN.**

**WHEREAS**, after reviewing the recommendation of the Planning Commission and conducting a public hearing on September 17, 2018.

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

**SECTION 1:** Section 12.02.090 entitled “Definitions” is hereby amended to read as follows:

“MINI-RETAIL BUSINESS (MRB)” A commercial operation from a small permanent or temporary structure, mobile vehicle or cart (e.g. Food truck, coffee stand, vendor cart) within the parking lot of an existing business location or a vacant parcel within the G3, M1, or MU commercial or industrial zones. ~~subject to requirements of the International Building Code and development standards of the zone in which it is located.~~ A certificate of occupancy and/or a business registration shall not be issued until all conditions of approval from various departments are satisfactorily met.

**SECTION 2:** Section 12.04.040 entitled “Commercial Districts” Table 2-7: Commercial – Allowed Uses is hereby amended to read as follows:

USE CATEGORY	PO	C1	C2	C3	STANDARDS
Specific Use					
6) Residential Facility	-	<u>PE</u>	<u>PE</u>	<u>PE</u>	-
8) Nursing Home	-	-	-	<u>PE</u>	-
51) Mini-Retail Business <del>(no more than two at any host business location and no larger than 250 sq. ft.)</del>	<u>P-</u>	<u>P-</u>	<u>P-</u>	P	<u>12.08.040(M)-</u>

**SECTION 3:** Section 12.04.050 entitled “Central business district (CBD)” Table 2-9: CBD – Allowed Uses is hereby amended to read as follows:

USE CATEGORY	CBD	STANDARDS
Specific Use		
18) Mini-Retail Business <del>(no more than two (2) at any host business location and no larger than 250 sq. ft.)</del>	<u>PE</u>	- <u>12.08.040(M)</u>

**SECTION 4:** Section 12.04.070 entitled “Industrial districts” Table 2-13: Industrial – Allowed Uses is hereby amended to read as follows:

USE CATEGORY	MU	M1	M2	M3	STANDARDS
Specific Use					
56) Mini-Retail Business (no more than two (2) at any host business location and no larger than 250 sq. ft.)	P	P	P	P-	12.08.040(M)-

**SECTION 5:** Section 12.04.090 entitled “Floodplain overlay” is hereby amended to remove the following:

~~HH. Federally funded projects. When Federal funds are used to build, or significantly retrofit or repair, structures and facilities in and around floodplains design or construction shall apply "500 year" Elevation Approach to ensure that those structures are resilient, safer, and long lasting. The following standards shall apply:~~

- ~~1. Impacts of floodplains on Federally financed improvements shall be evaluated in terms (1) potential (or residuals) for monetary loss; (2) human safety, health, and welfare; (3) shifting of costs or damage to others; and (4) potential for affecting the natural and beneficial floodplain values;~~
- ~~2. Build at or above the 500 year (0.2% annual chance) flood elevation;~~

**SECTION 6:** Section 12.08.040 entitled “Supplemental provisions” is hereby amended to read as follows:

M. Mini-Retail Businesses.

1. Definition: A commercial operation from a small permanent or temporary structure, vehicle or cart (e.g. Food truck, coffee stand, vendor cart) within the parking lot of an existing business location or a vacant parcel within the commercial or industrial zones. A certificate of occupancy and/or a business registration shall not be issued until all conditions of approval from various departments are satisfactorily met.
2. The following standards shall apply to all mini-retail businesses:
  - a. Shall not obstruct or be located in the public right-of-way, fire lane, private access way (e.g. driveway, parking aisle, pedestrian walkway, bike lane) or restrict access to any parking facilities (auto, motorcycle, or bicycle) or loading zones.
  - b. Shall allow for unobstructed access from the nearest active driveway by locating further than 20 feet from any local or collector driveway entrance or 40 feet from any arterial driveway entrance, respectively.
  - c. Drive-up windows for temporary businesses that require the stacking and idling of vehicles awaiting service are prohibited.
  - d. Shall provide documented property owner permission to operate the business
  - e. Any appurtenances associated with the business (e.g. Tables, chairs, trash bins, wash stations) shall be removed from the site when the vendor vacates the site.

3. A site which allows the placement of mini-retail businesses to be placed permanently for more than 7 days or the placement of more than two (2) vendors at a time:
  - a. Shall meet the applicable standards of the base zone, including conformance with the site review standards of RMC 12.06.010.
  
4. All food service vendors shall follow local fire, health and sanitation standards including:
  - a. Obtain a Roseburg Fire Department annual vendor permit.
  - b. Provide documentation from RUSA indicating an approved wastewater/graywater disposal method to ensure fats, oils and grease (FOG) do not enter the RUSA sanitary system.
  - c. Vendors requiring the provision of restroom facilities shall utilize permanently constructed facilities or have documented permission to access restroom facilities from an adjacent business. The use of temporary restroom facilities is prohibited.
  - d. Shall comply with Douglas County Health standards and obtain appropriate licenses prior to operation.

**ADOPTED BY THE CITY COUNCIL THIS 26TH DAY OF NOVEMBER 2018.**

**APPROVED BY THE MAYOR THIS 26TH DAY OF NOVEMBER 2018.**

\_\_\_\_\_  
**LARRY RICH, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**AMY L. SOWA, CITY RECORDER**

*JK*  
*10/17/18*

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### PROPOSED CODE AMENDMENT REGARDING OUTDOOR BURNING

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**Meeting Date:** October 22, 2018  
**Department:** Fire  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Ordinances  
**Staff Contact:** Gary Garrisi  
**Contact Telephone Number:** 541-492-6770

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#### ISSUE STATEMENT AND SUMMARY

The Council is asked to consider adding language to the Roseburg Municipal Code that would provide more clarity regarding what is permitted regarding outdoor burning.

#### BACKGROUND

**A. Council Action History.** Currently, the Roseburg Municipal Code includes a section on outdoor burning, but leaves some room for misinterpretation regarding allowable uses.

**B. Analysis.**

Given the recent fire scares around town and in other communities, City Manager Colley asked Chief Garrisi and Chief Klopfenstein to review the current section of the Roseburg Municipal Code (RMC) regarding outdoor burning to see if they could offer some suggestions on how to clarify and firm up allowable outdoor burning activities.

Staff has prepared an ordinance adding language that clarifies that section of the RMC.

**C. Financial and/or Resource Considerations.** There are no financial impacts in adopting this amendment.

**D. Timing Issues.** There are no timing issues.

#### COUNCIL OPTIONS

The City Council has the option to:

1. Proceed with first reading of the ordinance as prepared.
2. Direct Staff to prepare amendment(s) to the proposed ordinance.
3. Decline to take action.

#### STAFF RECOMMENDATION

Staff recommends the City Council conduct a first reading of the attached ordinance.

#### SUGGESTED MOTIONS

No motion is needed, only City Council consensus to proceed with first reading.

#### ATTACHMENTS

Proposed Ordinance No. 3515

**ORDINANCE NO. 3515**

**AN ORDINANCE AMENDING SECTION 7.04.110 OF THE ROSEBURG MUNICIPAL  
CODE REGARDING OUTDOOR BURNING**

**SECTION 1.** Section 7.04.110 titled "Outdoor burning" is hereby amended in the Roseburg Municipal Code to read as follows:

**7.04.110 - Outdoor burning.**

Unless exempted by this Section, no person responsible shall cause or allow outdoor burning without a permit issued pursuant to this Section.

- A. Outdoor Burning Restricted. No person shall start or maintain any outdoor fire for the purpose of burning any combustible material, except as allowed by this Section. Nor shall any person responsible cause or knowingly allow any such fire to be started or maintained, including but not limited to barrel burning, burning of household waste, burning of garbage, plastic, Styrofoam or other noxious materials.
- B. Period When Outdoor Burning is Restricted. The restriction on outdoor burning shall be in effect for the entire year. The Fire Chief may issue burn permits authorizing the burning of residential yard waste from April 15 through May 15 and from October 1 through October 31. The Fire Chief may modify the burn period when the Fire Chief determines that health, safety, fire risk or climatic factors justify modifying the burn period established in this Section.
- C. Outdoor Burning Exempt from Seasonal Restrictions. The following types of outdoor burning may be allowed by the Fire Chief by permit on any day of the year:
  1. Burning of a structure or other use of fire for training purposes by the Fire Department.
  2. Fire hazard reduction burning.
  3. Burning which has written approval of the Department of Environmental Quality.
  4. Field burning in agricultural areas and certain other burning when, because of topography, there is no other feasible way to remove debris; however, the Fire Chief may deny a permit for an outdoor burn allowed under this Subsection if the Fire Chief determines that the debris proposed for burning has a high moisture content and would burn better after a period of aging.
  5. Outdoor burns to control agricultural diseases, such as blight, that must be destroyed immediately by fire to prevent the spread of disease.
  6. Burning beehives and bee-keeping paraphernalia to prevent the spread of disease.
  7. Fires incidental to a special event.

- D. Outdoor Burning Exempt from Permit Requirement. The following types of outdoor burning do not require a permit:
1. Open cooking fires, and fires contained in outdoor fireplace appliances specifically approved and listed for the use, if the following conditions are met:
    - a. An adult is in attendance at all times.
    - b. A garden hose is connected to a water supply and readily available to extinguish the fire.
    - c. No open flames are within 25 feet of any structure or fence, with the exception of fires in approved appliances, which are required to be not less than 15 feet away from a structure.
    - d. The total fuel area is 3 feet or less in diameter and 2 feet or less in height.
    - e. It occurs on private property containing an occupied dwelling, with owner's permission and with either the owner or a tenant under a written rental agreement being present at all times.
  2. Cooking in a barbecue grill or other similar enclosure specifically designed and listed for outdoor cooking, if the following conditions are met:
    - a. It occurs on private property with owner's permission and with either the owner or a tenant under a written rental agreement being present at all times.

As used in this Subsection D, "listed" means equipment or materials included on a list published by a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of production of listed equipment or materials, and whose listing states that equipment or materials meet nationally recognized standards and have been tested and found suitable for use in a specified manner.

E. Burn Permits Required.

1. A permit issued by the Fire Chief shall be required for all outdoor burning, including the exempted fires of Section 7.04.110.C. Except for a person seeking a permit pursuant to Section 7.04.110.C.7, a person seeking a burn permit shall pay a fee in an amount to be set by City Council resolution. A permit shall be valid for not more than two weeks from the date of issuance.
2. Upon receipt of a burn permit application, the Fire Chief shall undertake whatever investigation the Fire Chief deems necessary. Based on this investigation, the Fire Chief may approve the permit. The Fire Chief shall issue the burn permit only when the Fire Chief determines the outdoor burn does not constitute a hazard and that reasonable steps will be taken to assure public safety. Such fires shall conform with the Fire Code adopted by the City. Fires which are approved by permit shall be monitored by a competent adult. Fires which are approved by permit shall be extinguished prior to darkness unless continued burning is specifically authorized by the permit.

**Section 2.** All other Sections and Subsections of Chapter 7.04 of the Roseburg Municipal Code remain in full force and effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
LARRY RICH, MAYOR

ATTEST:

\_\_\_\_\_  
AMY L. SOWA, CITY RECORDER

*etc*  
*10/17/18*

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### Resolution No. 2018-24 Authorizing Easement Acquisition

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Meeting Date: October 22, 2018  
Department: City Manager/Public Works

Agenda Section: Resolutions  
Staff Contact: C. Lance Colley &  
Nikki Messenger

[www.cityofroseburg.org](http://www.cityofroseburg.org)

Contact Telephone Number: 541-492-6700

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#### ISSUE STATEMENT AND SUMMARY

Staff is seeking authorization to acquire easements necessary to remove obstructions in order to commission the Precision Approach Path Indicator (PAPI) at the airport. The issue for the Council is whether to adopt the attached resolution.

#### BACKGROUND

**A. Council Action History.** On July 10, 2017 the Council authorized a task order under the master contract for design and construction management services for the installation of a PAPI. On August 14, 2017, the Council adopted a resolution authorizing the acceptance of a FAA grant offer funding the Obstruction Mitigation and PAPI Installation. On September 11, 2017, the Council approved a special exemption and waived the requirements for performance and payment bonds for the PAPI Installation Project. On November 13, 2017, the Council awarded a construction contract for the PAPI Installation Project. On August 27, 2018, the Council adopted a resolution authorizing acceptance of a second FAA grant related to the Obstruction Mitigation and PAPI Installation.

**B. Analysis.** The City is pursuing the installation of a Precision Approach Path Indicator (PAPI) at the airport with the hope that it will be approved as a mitigation measure for the terrain obstruction (Mount Nebo). The ultimate goal is to increase safety at the airport and to apply for a waiver that will allow the PAPI to be used as mitigation for the terrain obstruction which would allow reinstatement of the nighttime instrument approach. In order to complete the obstruction mitigation process, there are trees and utility lines located on private property that will need to be removed and/or relocated. In order to do this work, the City needs to obtain easements from the property owner. The attached resolution authorizes the City Manager to negotiate for those easements.

**C. Financial and/or Resource Considerations.** Any compensation made for the easements is grant eligible through the FAA.

**D. Timing Issues.** The nighttime instrument approach is critical during the winter months. As such, staff seeks authorization to obtain the easements as soon as practical.

#### COUNCIL OPTIONS

The Council has the following options:

1. Adopt the attached resolution; or
2. Request additional information; or
3. Not adopt the resolution and provide staff additional direction.

**STAFF RECOMMENDATION**

Staff recommends that the Council adopt the attached resolution.

**SUGGESTED MOTION**

*I move to adopt Resolution No. 2018-24.*

**ATTACHMENTS**

RESOLUTION NO. 2018-24, A RESOLUTION DECLARING THE PUBLIC NECESSITY FOR THE ACQUISITION BY NEGOTIATION OR CONDEMNATION OF PROPERTY INTERESTS ON MT. NEBO FOR THE PURPOSES OF REMOVING OBSTACLES INCLUDING TREES AND OVERHEAD UTILITY LINES TO ALLOW THE NEWLY INSTALLED PRECISION APPROACH PATH INDICATOR (PAPI) TO BE COMMISSIONED AT THE ROSEBURG REGIONAL AIRPORT.

**RESOLUTION NO. 2018-24**

**A RESOLUTION DECLARING THE PUBLIC NECESSITY FOR THE ACQUISITION BY NEGOTIATION OR CONDEMNATION OF PROPERTY INTERESTS ON MT. NEBO FOR THE PURPOSES OF REMOVING OBSTACLES INCLUDING TREES AND OVERHEAD UTILITY LINES TO ALLOW THE NEWLY INSTALLED PRECISION APPROACH PATH INDICATOR (PAPI) TO BE COMMISSIONED AT THE ROSEBURG REGIONAL AIRPORT.**

The City Council of the City of Roseburg finds that:

Under and by virtue of the laws of the State of Oregon, the City of Roseburg (the "City") is duly authorized and empowered to locate, acquire, construct, reconstruct, alter, enlarge, renew, replace, operate and maintain an airport and all operations incidental thereto as in the judgment of the City are necessary and proper for the area served by such system, and the City after declaring the public necessity therefor may acquire by purchase, condemnation proceedings or otherwise, such real property interests, either within or without the limits of the City, as in the judgment of the City are necessary or proper to exercise its powers.

The City Council has authority under provisions of the City Charter and applicable state law to institute proceedings in eminent domain for the acquisition by condemnation and/or public easement creation of private property for public purposes, including an airport and all facilities and operations incidental thereto. It is necessary for the City to remove obstacles including trees and place utilities underground in order to commission the Precision Approach Path Indicator (PAPI) at the Roseburg Regional Airport (the airport). Without the PAPI, the airport's nighttime instrument approach will remain unavailable, which limits accessibility to the airport. In order to accomplish these tasks, the City requires a temporary construction easement and a permanent right-of-way easement for underground utilities. The City further requires an avigation and hazard easement in perpetuity to provide for continuing unobstructed operation of the PAPI. The afore described easements constitute the property interests ("property interests") covered by this resolution.

The proposed work is in compliance with and in furtherance of the plans and specifications prepared by the City Engineer in accordance with provisions of the Roseburg Municipal Code and applicable policies of the City of Roseburg.

The public good realized from the herein described project far outweighs any damage that affected property owners might sustain, particularly in light of the City's obligation to provide just compensation to the affected property owners.

The costs of delaying the project, the savings from efficient construction management techniques, and the need to facilitate the safe and efficient movement of air traffic requires the City to act promptly to acquire the necessary property interests for this project.

**NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, a Municipal Corporation of the State of Oregon, as follows:**

**Section 1.** Based upon the above findings, which are incorporated herein by this reference and hereby adopted, the City Council of the City of Roseburg does hereby find, declare and determine it necessary to acquire the property interests described herein and to the real property more particularly described in attached Exhibit A hereto and incorporated herein by this reference in order to remove obstructions and obstacles to enable commissioning of the PAPI at the Roseburg Regional Airport, as described above.

**Section 2.** The City Council does hereby direct that the City Manager shall institute negotiations with affected property owners to acquire the needed property interests described in Section 1. If those negotiations are unsuccessful, the City Manager shall, at least 20 days prior to the filing of any action for condemnation, make a written offer to the owners or parties having an interest therein, as set forth in Exhibit A attached hereto and incorporated herein by reference, of a stated amount of compensation therefor and for any compensable damages to remaining property. If the offer is not accepted, the City Manager shall institute proceedings in eminent domain for the condemnation of the real property interests described in Section 1.

**Section 3.** The City Council further directs that the City of Roseburg shall obtain immediate possession of the real property interests described in Section 1 if negotiations would delay the herein described project and work.

**Section 4.** The City Council hereby declares that the project and work above set forth are for a public purpose, are necessary for the public welfare, are the most compatible with the greatest public good and the least private injury, and are authorized under the laws of the State of Oregon and Charter and ordinances of the City of Roseburg

**Section 5.** The City Council further declares that the real property interests described in Section 1 shall be used by the City of Roseburg for public purposes at the earliest possible date and, in any event, no later than ten years from the date this Resolution is adopted by the Council.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 22ND DAY OF OCTOBER, 2018.**

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**Amy L. Sowa, City Recorder**

**PARCEL ID:**

R143292 & R20241 - Peterson, Keith & Veronica  
1501 SW Fairhill Dr Roseburg, OR 97471

**PARCEL LEGAL DESCRIPTION:**

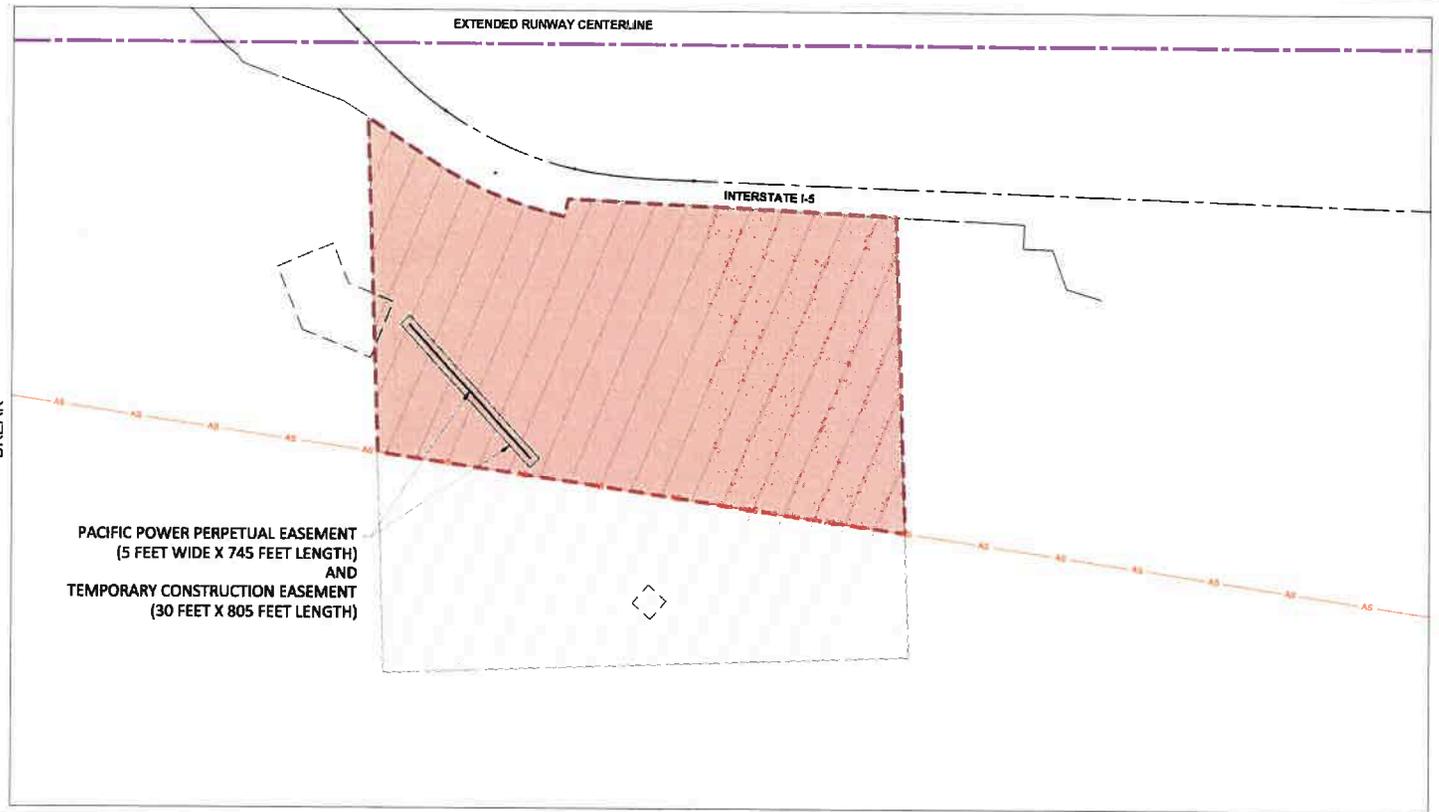
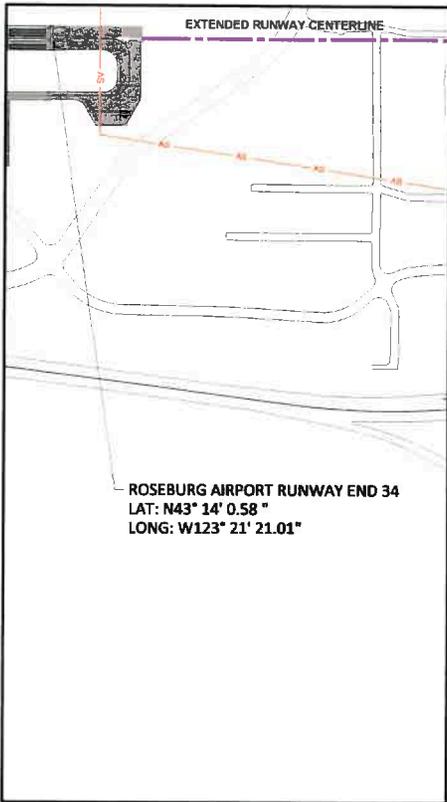
Beginning at the Southeast corner of the John Leiser Donation Land Claim No. 53, in Section 24, Township 27 South, Range 6 West, W.M., Douglas County, Oregon; thence West 7.17 chains to a point on the East line of the Umpqua Park Fruit Lands; thence South along the East line of Umpqua Park Fruit Lands, 33.18 chains to the division line between the premises owned on November 17, 1886 by J.C. Sheridan and R.S. Sheridan, and the premises conveyed by that certain deed from James F. Fletcher and Dora M. Fletcher, his wife, to Oscar F. Godfrey, dated November 17, 1886, recorded in Volume 18, Page 234, Deed Records of Douglas County, Oregon; thence East to the Westerly right of way line of the Pacific Highway Relocation; thence Northerly along the Westerly right of way line of said highway, to a point due East of the place of beginning; thence West to the place of beginning.

**LEGEND:**

-  AVIGATION EASEMENT
-  EXISTING PROPERTY
-  APPROACH SURFACE
-  EXTENDED RUNWAY CENTERLINE
-  EXISTING EASEMENT

**NOTES:**

1. IF PRUNING OF NATURAL VEGETATION IS CONDUCTED, IT WILL BE AT LEAST 15' BELOW THE ALLOWABLE HEIGHTS TO AVOID YEARLY MAINTENANCE.
2. OBJECTS THAT EXCEED ALLOWABLE HEIGHT SHALL BE PRUNED, LOWERED OR REMOVED TO CREATE A CLEAR APPROACH SURFACE. PRUNING OR REMOVAL OF OTHER NATURAL VEGETATION MAY BE NECESSARY OVER THE LIFETIME OF THE EASEMENT AND IS NOT SPECIFICALLY ILLUSTRATED IN THIS DRAWING.
3. "AS" STANDS FOR "APPROACH SURFACE". THE SIZE IS 1,000' X 5,300' X 15,000' WITH A SLOPE OF 20:1 AND BEGINS 200' FROM THE RUNWAY END, CENTERED ON THE EXTENDED RUNWAY CENTERLINE.
4. THE TOTAL ACREAGE FOR AVIGATION EASEMENT IS APPROXIMATELY 63 AC. AND IS PARTIALLY LOCATED WITHIN THE APPROACH SURFACE.
5. PROPERTY BOUNDARY SHOWN IS ESTIMATED. DURING UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION ACT PROCESS, PROPERTY BOUNDARY WILL BE VERIFIED.



ROSEBURG REGIONAL AIRPORT  
ROSEBURG, OREGON

EXHIBIT "X"  
PARCEL LAYOUT

PROPOSED EASEMENT ACQUISITION

0 500 1000



**DRAFT**

*Je*  
10/17/18

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## Runway Lighting & Misc. Electrical Upgrades Engineering Task Order Authorization 19GR01

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**Meeting Date: October 22, 2018**  
**Department: Public Works**  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section: Department Items**  
**Staff Contact: Nikki Messenger**  
**Contact Telephone Number: 541-492-6730**

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### ISSUE STATEMENT AND SUMMARY

The runway electrical project is the next capital improvement project programmed for FAA funding at the airport. The issue for the Council is whether to authorize an engineering services task order.

### BACKGROUND

**A. Council Action History.** On June 9, 2014 the Council authorized a five-year contract with Mead & Hunt for engineering, architectural and related services at the Roseburg Regional Airport. Each project or assignment is negotiated independently and a task order is issued to authorize the work.

**B. Analysis.** The runway electrical project includes the following

- Removal and replacement of the existing Runway 16/34 edge lighting system, including new conduit, wiring, base cans, and fixtures
- Removal and replacement of the existing Runway End Identifier Lights (REILs), including new conduit, wiring, and REIL units
- Removal and replacement of the existing primary windcone and segmented circle, including new conduit, wiring, and windcone assembly
- Installation of a new supplemental windcone on Runway 16, including new conduit, wiring, and windcone assembly
- Installation of runway aiming point markings on both ends of Runway 16/34

The scope of work for the proposed task order includes preliminary design, final design, bid administration, preconstruction services, construction management and post construction services related to as-built documentation, flight check support and grant closeout.

**C. Financial and/or Resource Considerations.** Mead & Hunt's proposed fee to provide these services is \$162,631.50. The FY 18-19 Urban Renewal Capital Projects Fund includes \$150,000.00 for airport projects and/or matching funds. The budgeted amount is adequate to get the project through bidding. The soonest construction would occur would be in FY 19-20. As such, construction related costs will be budgeted in the Airport Fund.

**D. Timing Issues.** The City must have bids in hand for the FAA to issue a grant for the project. The intent is to design the project this winter and bid in the late spring. What year the project is constructed in will depend on when FAA is able to issue the grant. The contractor will be required to hold their bid until the 2020 construction season in the event the grant is not issued early enough to construct in 2019.

### **COUNCIL OPTIONS**

The Council has the following options:

1. Authorize a task order for \$162,631.50 for engineering services related to the runway electrical project; or
2. Request additional information; or
3. Not authorize a task order and delay the project.

### **STAFF RECOMMENDATION**

Prior to approving engineering fees over \$100,000.00, the FAA requires the sponsor (City) to obtain an independent fee estimate (IFE) from a different engineering firm to ensure the fees are reasonable. Staff engaged Century West Engineers to perform the IFE. Based on the same scope of work as that provided by Mead & Hunt, Century West estimated the engineering fees to be \$190,482.00. Given Mead & Hunt's familiarity with the airport, it is consistent that their estimate would be slightly lower. As such, staff is comfortable with the fee submitted by Mead & Hunt.

The Airport Commission discussed this task order at their October 4<sup>th</sup> special meeting. The Commission recommended that the Council authorize a task order with Mead & Hunt for \$162,631.50 for engineering services related to the Runway Electrical Project. Staff concurs with this recommendation.

### **SUGGESTED MOTION**

***I move to authorize a task order with Mead & Hunt for engineering services related to the Runway Electrical Project for an amount not to exceed \$162,631.50.***

### **ATTACHMENTS**

None

*File*  
*10/17/18*

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### Umpqua Valley Tennis Center Expansion Proposal

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Meeting Date: October 22, 2018  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

The Umpqua Valley Tennis Center is proposing to make several improvements at the facility located in Stewart Park. The issue for the Council is whether to give preliminary approval to UVTC's conceptual improvement and expansion plan.

#### BACKGROUND

A. **Council Action History.** None.

B. **Analysis.** The Umpqua Valley Tennis Center (UVTC) has been working with a landscape architect to develop a site master plan. The plan identifies several significant changes such as an expansion of the indoor facility, replacement/reconfiguration of the outdoor courts, renovation of the Hoffman Center, and relocation of the outdoor basketball courts.

One of the main issues UVTC is facing is the age of the outdoor tennis courts. The first six courts were installed in 1959 and the other six followed in 1970 - far exceeding the lifespan of a tennis court without ever having significant improvements. The current courts are past the point of repair and need to be replaced.

UVTC has been working on a conceptual design that includes replacing the existing courts, but is also interested in exploring different surfacing types and creating improved spectator opportunities. In order to accomplish these improvements, UVTC is proposing to reduce the number of outdoor courts located in the current area from eleven to nine. There were previously twelve courts. One court was removed as part of the South Stewart Parkway Improvement Project last summer.

In addition to replacing and reconfiguring the outdoor tennis courts, the plan also includes:

- Relocation of the basketball courts
- Public restroom near basketball courts
- Rehab of the Hoffman Tennis Center - nothing firm, but UVTC would like to create a usable community space
- Two new indoor tennis/pickleball courts
- Outdoor storage areas

Due to the scope of work, the project will require multiple phases to be completed. Staff has requested that UVTC coordinate the phases in such a way that the outdoor basketball courts would have minimal down time.

Since the proposal includes an expansion of the indoor facilities it will be subject to section 6(f)(3) of the Land and Water Conservation Fund Act which states that no property acquired or developed with assistance shall, without the approval of the Secretary, be converted to other than public outdoor recreation uses. Stewart Park falls under this category therefore the proposed project will need to be submitted to the Oregon Parks and Recreation Department (OPRD) for their review. Converting outdoor space to indoor space may require that additional outdoor space be purchased or repurposed for outdoor recreation use.

**C. Financial and/or Resource Considerations.** A preliminary cost estimate totaling nearly \$4.9 million has been attached for your review. The proposed project is being funded entirely by UVTC. No financial impacts are expected for the City. There may be grant opportunities that would allow the City to help financially. Those have not been identified at this time.

**D. Timing Issues.** UVTC would like to begin fundraising as soon as possible. As such, they are seeking a preliminary approval to allow that effort to begin.

### **COUNCIL OPTIONS**

The Council has the following options:

1. Grant preliminary approval to UVTC's conceptual improvement plans; or
2. Request additional information; or
3. Not grant preliminary approval.

### **STAFF RECOMMENDATION**

UVTC has a history of successfully fundraising and implementing improvements at the tennis center. These projects do not develop overnight. As an example, UVTC first approached the City in 2006 about constructing additional indoor facilities. Construction began in 2010. Staff believes the current improvement projects will occur in much the same way. Giving preliminary approval to the concept is step one. This will allow UVTC to begin fundraising efforts while continuing to refine the project and working through details with staff.

The Parks Commission discussed this plan at their October 3<sup>rd</sup> meeting. The Commission recommended that the Council give preliminary approval to UVTC's conceptual expansion plan. Staff concurs with this recommendation.

### **SUGGESTED MOTION**

***I move to grant preliminary approval to UVTC's conceptual expansion plan.***

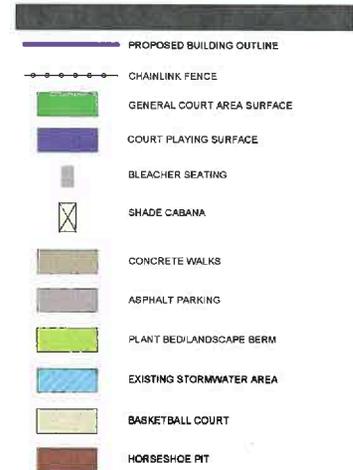
### **ATTACHMENTS**

Attachment #1 - UVTC Master Plan  
Attachment #2 - Project Cost Estimate



**KEYNOTES**

- 1 RECONFIGURE NORTH COURT AREA (MAIN COURT WITH STADIUM SEATING)
- 2 RECONFIGURE SOUTH COURTS (PRACTICE COURTS)
- 3 RELOCATE BASKETBALL COURTS
- 4 ENTRY/FACILITY ACCESS IMPROVEMENTS
- 5 INDOOR FACILITY EXPANSION (2) TENNIS COURTS, (8) PICKLEBALL COURTS
- 6 LANDSCAPE BERM BISECTING NORTH AND SOUTH COURTS (ADDITIONAL SEATING AND VISUAL BARRIER BETWEEN COURT BATTERIES)
- 7 REMODEL EXISTING CONCESSIONS BUILDING TO PROVIDE RESTROOM AND HOSPITALITY FACILITIES
- 8 INSTALL PREFABRICATED RESTROOMS FOR BASKETBALL AND HORSESHOE PIT USERS
- 9 STORAGE FOR MAINTENANCE EQUIPMENT
- 10 GENERAL LANDSCAPE
- 11 LANDSCAPING/VEGETATIVE BARRIER BETWEEN COURTS AND STREETS
- 12 HITTING WALL

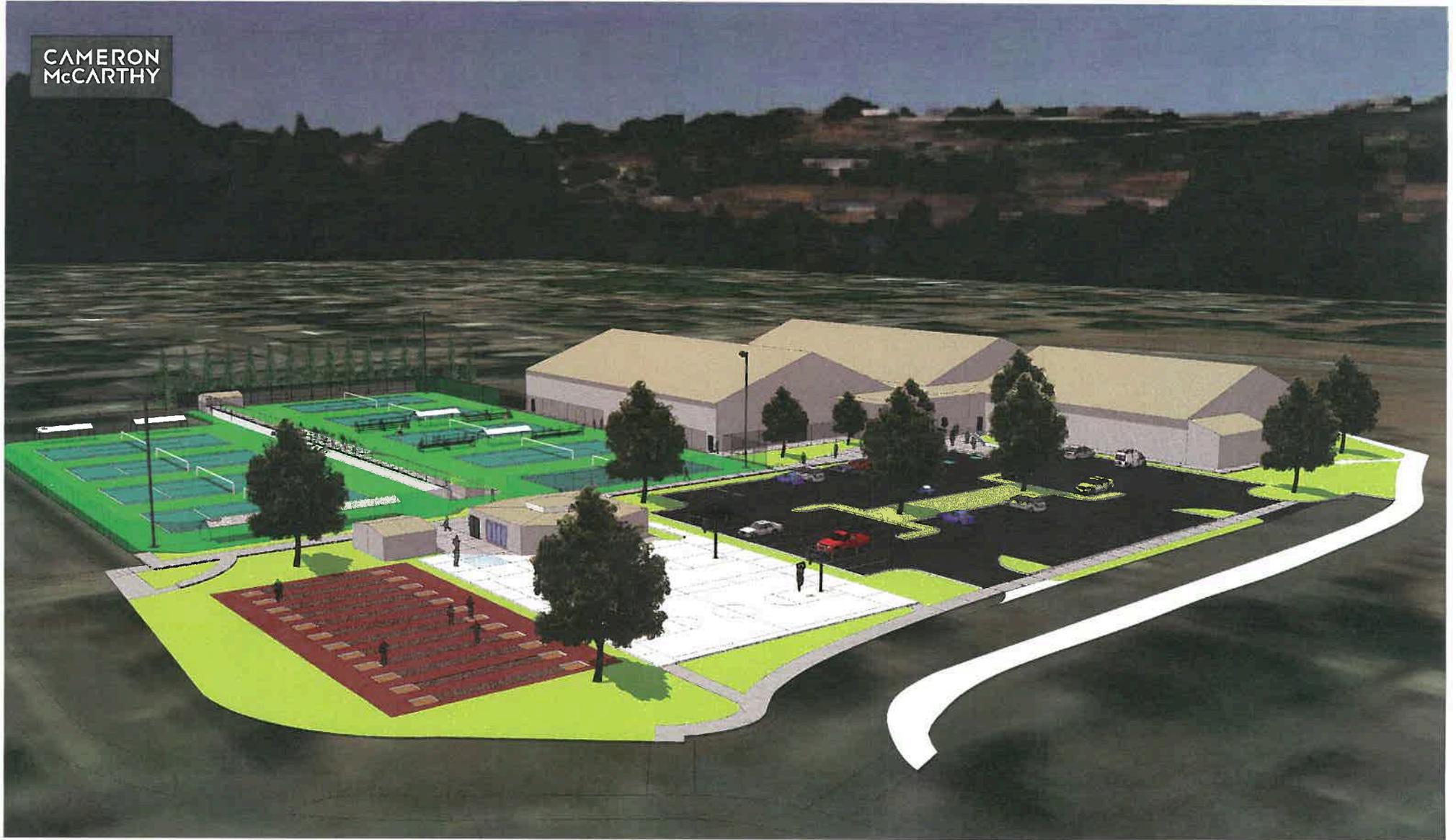


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SCALE: 1" = 30'-0"



**MASTER PLAN** **UMPQUA VALLEY TENNIS CENTER FACILITY IMPROVEMENTS**

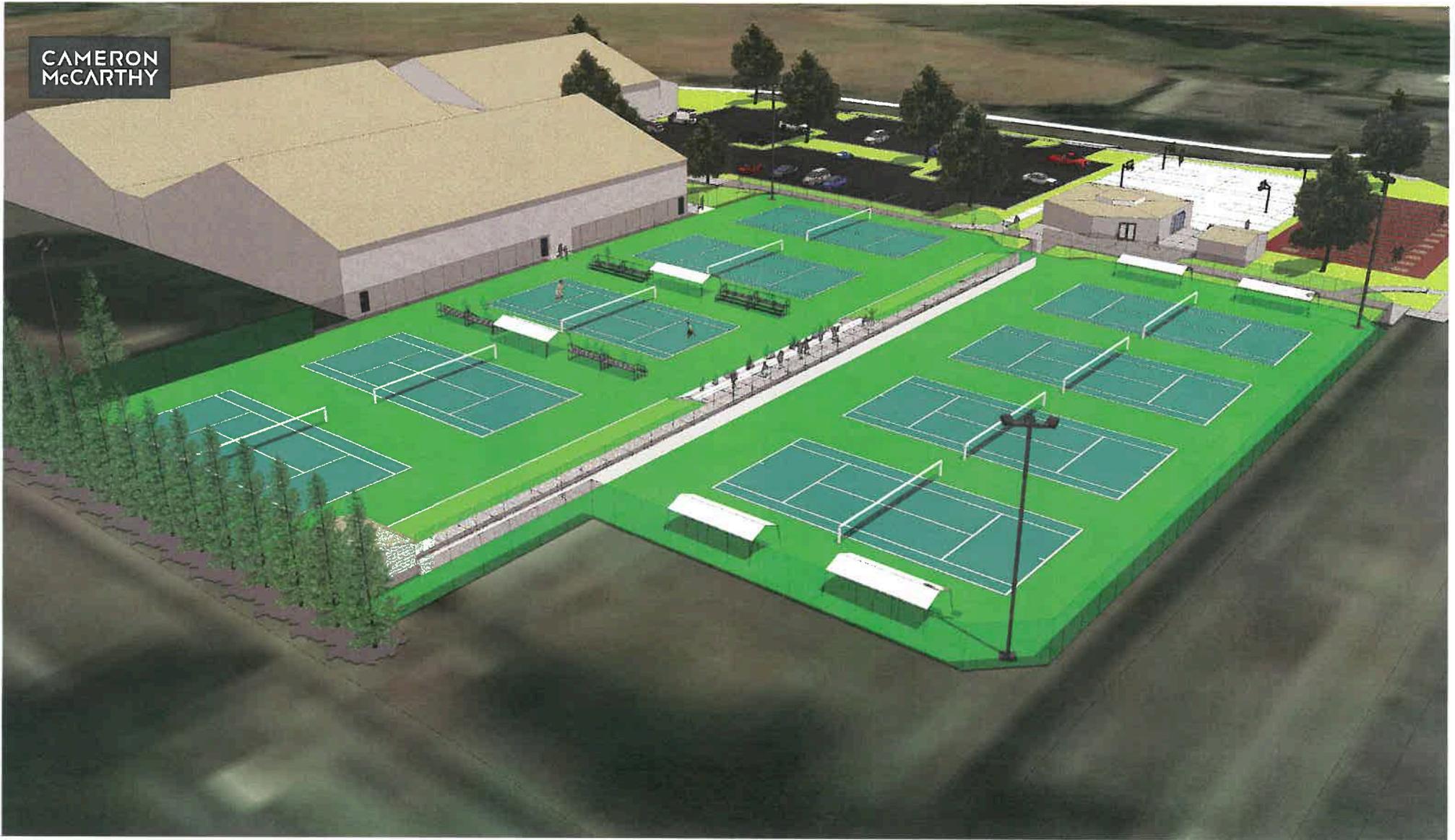
CAMERON  
McCARTHY



MASTER PLAN PERSPECTIVE (view facing northwest)

UMPQUA VALLEY TENNIS CENTER  
FACILITY IMPROVEMENTS

CAMERON  
McCARTHY



MASTER PLAN PERSPECTIVE (view facing northeast)

UMPQUA VALLEY TENNIS CENTER  
FACILITY IMPROVEMENTS



**NORTH COURTS AND AMPHITHEATER (view facing east)**



**COURTS AND AMPHITHEATER BERM ACCESS RAMP (view facing west)**



**ENTRANCE PLAZA (view facing northwest)**

# MASTER PLAN PERSPECTIVES

UMPQUA VALLEY TENNIS CENTER  
FACILITY IMPROVEMENTS

**UVTC MASTER PLAN  
UMPQUA VALLEY TENNIS CENTER**

MASTER PLAN  
PLANNING LEVEL COST ESTIMATE

June 14, 2018

ITEM	QTY	UNIT	UNIT COST	TOTAL COST	NOTES
<b>DIRECT CONSTRUCTION COSTS</b>					
0	1	LS	\$ 33,569	\$ 33,569	
1	1	LS	\$ 597,010	\$ 597,010	
2	1	LS	\$ 398,007	\$ 398,007	
2A	1	LS	\$ 220,000	\$ 220,000	
3	1	LS	\$ 51,056	\$ 51,056	
4	1	LS	\$ 228,198	\$ 228,198	
5A	14150	SF	\$ 62	\$ 877,300	
5B	3350	SF	\$ 40	\$ 134,000	
6	3570	SF	\$ 26	\$ 92,820	
7	2150	SF	\$ 20	\$ 43,000	
8	1	LS	\$ 60,000	\$ 60,000	
9	300	SF	\$ 12	\$ 3,600	
10	25250	SF	\$ 4.50	\$ 113,625	
11	5000	SF	\$ 4.50	\$ 22,500	
12	80	LF	\$ 80	\$ 6,400	
<b>Estimated Direct Construction Cost (DCC)</b>				<b>\$ 2,881,085</b>	
<b>INDIRECT CONSTRUCTION COSTS (18%-25%)</b>					
General Requirements	@	10%	\$ 288,108		
Bonds & Insurance	@	2%	\$ 57,622		
Contractor Overhead & Profit	@	6%	\$ 172,865		
Contractor's Contingency	@	10%	\$ 288,108		
<b>Estimated Indirect Construction Cost (ICC)</b>				<b>\$ 806,704</b>	
<b>TOTAL ESTIMATED BID COST (DCC + ICC)</b>					<b>\$3,687,789</b>
<b>OWNER SOFT COSTS (25%-35%)</b>					
Design Fees	@	7%	\$ 323,854		
Design Contingency	@	25%	\$ 720,271		
Permits & Administration	@	5%	\$ 144,054		
<b>Estimated Owner Soft Cost (OSC)</b>				<b>\$ 1,188,179</b>	
<b>TOTAL ESTIMATED PROJECT COST (DCC + ICC + OSC)</b>					<b>\$4,875,968</b>

NOTES:

\* Denotes allowance to be refined; not based on quantities

*St*  
10/17/18

**ROSEBURG CITY COUNCIL  
AGENDA ITEM SUMMARY**



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**FUNDING REQUEST – SALARY MATCH REQUEST FOR GRANT PARTNERS  
COORDINATOR**

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**Meeting Date:** October 22, 2018  
**Department:** Community Development  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section:** Department Items  
**Staff Contact:** Stuart Cowie  
**Contact Telephone Number:** 541-492-6750

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**ISSUE STATEMENT AND SUMMARY**

The Umpqua Valley Arts Association (UVAA), City of Roseburg, Downtown Roseburg Association (DRA), Neighborworks Umpqua (NWU), the Cow Creek Tribe, The Ford Family Foundation (TFFF) and the Partnership have sought to create a vibrant and sustainable arts community in Roseburg for a number of years.

Efforts to improve our economy by supporting artist entrepreneurs have been tried. Examples include providing displays of local talent in downtown, art filling vacant storefronts, permanent and temporary art installations, murals on historic buildings which attract tourists to our city to experience our unique attractions, and themed infrastructure improvements.

In order to tie disparate projects into a long-term successful partnership, this group of organizations is requesting \$25,000.00 of funding from TFFF to partially pay for the salary of a contractor to facilitate, organize, and follow through each project so success of one becomes success for all projects.

Staff is seeking that City Council fund an additional \$15,000.00 as match with the \$25,000.00 being supplied by TFFF to keep this effort viable. Ultimately, this will lead to applying for the National Endowment for the Arts (NEA) *Our Town* grant. The NEA grant awards up to \$100,000.00 for either Knowledge Building or Place-Based Projects or both in subsequent years.

The Knowledge Building program area is intended for projects that introduce creative place-making knowledge and strategies to professionals that work in local communities across a variety of sectors (such as arts and culture, agriculture and food, economic development, education and youth, environment and energy, health, housing, public safety, transportation, and workforce development). Eligibility requirements include partnership between a community development partner and an arts/culture/design partner, and an existing and clearly defined system for managing and sharing knowledge across a widely dispersed audience of professionals.

The Place-Based program area is intended for the planning and/or implementation of place-based projects. Eligibility requirements include partnership between a 501c3 nonprofit and a local government, and a commitment to the project from the local government. Creative place-making is when the arts, culture, and design integrate into efforts that strengthen communities by advancing local economic, physical, and/or social outcomes. Creative place-making ultimately lays the groundwork for systemic changes that sustain the integration of arts, culture, and design into strategies for strengthening communities.

Staff presented the Economic Development Commission (EDC) with this request at their meeting on October 9, 2018. The EDC voted unanimously to recommend that City Council authorize providing \$15,000.00 as match to TFFF funding for the Grant Partners Coordinator position.

### **ANALYSIS**

The Ford Family Foundation, City, UVAA, DRA, NWU, and the Tribe have worked together and separately for many years toward improving our community. The City revitalized downtown with award winning street improvements, façade grants, and increased community policing. UVAA promotes arts for our citizens, school children to seniors, from its National Register listed building nearby. Downtown Roseburg Association promotes downtown as a Performing Main Street City. NWU works to educate low-income homeowners and renters of our area while promoting a unique identity and pride in our downtown area. The Tribe created the Umpqua Business Center to support local business to grow and thrive. This project is the first of an all-inclusive effort to combine our energy to strengthen Economic Development, Community Development, Culture, Main Street, Historic Preservation and Tourism.

The \$15,000.00 used to fund this partnership will come directly from the restricted balance of the Hotel/Motel Tax Fund which has a current balance of \$245,118.00.

### **COUNCIL OPTIONS**

1. Authorize staff to utilize \$15,000.00 as match to The Ford Family Foundation funding for the Grants Partner Coordinator position.
2. Do not authorize staff to utilize \$15,000.00 for this purpose.

### **STAFF RECOMMENDATION**

Staff recommends that Council authorize \$15,000.00 as match to The Ford Family Foundation funding for the Grant Partners Coordinator position.

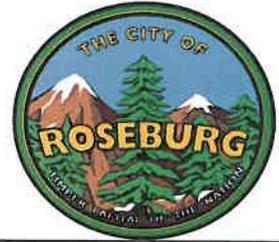
### **SUGGESTED MOTION**

*I move to authorize the use of \$15,000.00 as match to The Ford Family Foundation funding for the Grant Partners Coordinator position.*

*JC*  
*10/17/18*

INFORMATIONAL A  
10/22/2018

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ACTIVITY REPORT

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**Meeting Date:** October 22, 2018  
**Department:** City Manager  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

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

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### ISSUE STATEMENT AND SUMMARY

At each meeting I will provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your October 22, 2018, meeting, I provide the following items:

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



Agenda  
Department Head Meeting  
City Hall Third Floor Conference Room  
October 15, 2018 - 10:00 a.m.

1. Review October 22, 2018 City Council Meeting Agenda
2. Review October 22, 2018 Urban Renewal Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
5. Department Items
  - a. Parking Garage Event Request (JV)
6. Roseburg City Council Candidate Forum – DC Fairgrounds 11:30 a.m.

- *Department Annual Reports due by December 10, 2018 to Administration*
- *City Connection articles due by January 2, 2019.*



Agenda  
Department Head Meeting  
Water Treatment Plant, Second Floor  
October 9, 2018 - 10:00 a.m.

1. Review October 8, 2018 City Council Meeting Synopsis
2. Review October 22, 2018 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
5. Department Items
  - a. Bike & Walk to School Day – October 10, Location Assignments (KT)
6. Brief Overview/Tour of Water Treatment Plant

**TENTATIVE FUTURE COUNCIL AGENDA**

**Unscheduled**

- Airport Fees for Fire Agency Services
- Business Registration Background Checks Discussion
- RMC 5.04 Amendment - Water Rules and Regulations
- Umpqua Basin Urban Services Agreement
- Special Work Study – Visitor’s Center Contract/Tourism Promotion

\*\*\*\*\*

**November 26, 2018**

Consent Agenda

- A. Minutes of October 22, 2018

Ordinances

- A. Ordinance No. 3514 – Proposed Code Amendment Regarding Food Trucks, Second Reading
- B. Ordinance No. 3515 – Proposed Code Amendment Regarding Flood Plain, Second Reading
- C. Ordinance No. 3516 – Proposed Code Amendment Regarding Residential Care Facilities, Second Reading
- D. Ordinance No. 3517 - Proposed Code Amendment Regarding Enhanced Law Enforcement Areas and to Include City Parks, Second Reading
- E. Ordinance No. 3518 – Proposed Code Amendment Regarding Outdoor Burning, Second Reading

Resolutions

- A. Resolution No. 2018-24 – Authorizing Eminent Domain
- B. Resolution No. 2018-25 – Roseburg Public Library Meeting Room Fees

Department Items

- A. Engineering Services Contract for West Avenue Water Main Extension
- B. Water Treatment Plant Contract for Chlorine Generation
- C. Flood Plain Community Rating System (CRS) Update

Informational

- A. Activity Report

Executive Session

- A. Municipal Judge Evaluation

\*\*\*\*\*

**December 10, 2018**

Consent Agenda

- A. Minutes of November 26, 2018

Informational

- A. Activity Report

**As Urban Renewal**

Consent Agenda

- A. Minutes of October 22, 2018

Department Item

- A. Incentive Policy

\*\*\*\*\*

**January 14, 2019**

Mayor Reports

- A. State of the City Address

B. Commission Chair Appointments

C. Commission Appointments

Council Reports

A. Election of Council President

B. Planning Commission Appointments

Consent Agenda

A. Minutes of December 10, 2018

Informational

A. Activity Report

\*\*\*\*\*

**January 28, 2019**

Consent Agenda

A. Minutes of January 14, 2019

Department Items

A. The Partnership Annual Report

B. Municipal Court Quarterly Reports

Informational

A. Activity Report

B. Distribution of CAFR and PAFR

\*\*\*\*\*

**February 11, 2019**

Special Presentation

A. CAFR Review – Auditor Jeff Cooley

B. Quarterly Report – Quarter Ended December 31, 2018

C. 2019-2020 Budget Calendar

Consent Agenda

A. Minutes of January 28, 2019

Informational

A. Activity Report

\*\*\*\*\*

**February 25, 2019**

Consent Agenda

A. Minutes of February 11, 2019

Informational

A. Activity Report

\*\*\*\*\*

**March 11, 2019**

Consent Agenda

A. Minutes of February 25, 2019

Informational

A. Activity Report

\*\*\*\*\*

**March 25, 2019**

Mayor Report

A. Child Abuse Prevention Month Proclamation

Consent Agenda

A. Minutes of March 11, 2019

Informational

A. Activity Report

\*\*\*\*\*

**April 8, 2019**

Mayor Report

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

Consent Agenda

- A. Minutes of March 25, 2019
- B. Cancel May 27, 2019 Meeting
- C. 2019 OLCC License Renewal Endorsement

Informational

- A. Activity Report

\*\*\*\*\*

**April 22, 2019**

Consent Agenda

- A. Minutes of April 8, 2019

Informational

- A. Activity Report
- B. Finance and Municipal Court Quarterly Reports

\*\*\*\*\*

**May 13, 2019**

Consent Agenda

- A. Minutes of April 22, 2019
- B. Annual Fee Adjustments
  - Resolution No. 2019-\_\_ - General Fees
  - Resolution No. 2019-\_\_ - Water Related Fees

Informational

- A. Activity Report

\*\*\*\*\*

**June 10, 2019**

Mayor Reports

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 13, 2019

Public Hearing

- A. 2019-2020 Budget Adoption – Resolution No. 2019-\_\_

Informational

- A. Activity Report

\*\*\*\*\*

**June 24, 2018**

Consent Agenda

- A. Minutes of June 10, 2019

Informational

- A. Activity Report

\*\*\*\*\*

**July 8, 2019**

Consent Agenda

- A. Minutes of June 24, 2019

Informational

- A. Activity Report

\*\*\*\*\*

**July 22, 2019**

Consent Agenda

- A. Minutes of July 8, 2019

Department Items

- A. Municipal Court Update

Informational

- A. Activity Report
- B. Financial Quarterly Report

\*\*\*\*\*

**August 12, 2019**

Consent Agenda

- A. Minutes of July 22, 2019

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

\*\*\*\*\*

**August 26, 2019**

Consent Agenda

- A. Minutes of August 12, 2019

Informational

- A. Activity Report

\*\*\*\*\*

**September 9, 2019**

Consent Agenda

- A. Minutes of August 26, 2019

Informational

- B. Activity Report

\*\*\*\*\*

**September 23, 2019**

Council Reports

- A. Implementation of Annual City Manager Performance Evaluation

Consent Agenda

- A. Minutes of September 9, 2019

Informational

- A. Activity Report

\*\*\*\*\*

**October 14, 2019**

Consent Agenda

- A. Minutes of September 23, 2019
- B. Cancellation of November 11, 2019 Meeting
- C. Cancellation of December 23, 2019 Meeting

Informational

- A. Activity Report

\*\*\*\*\*

**October 28, 2019**

Consent Agenda

- A. Minutes of October 14, 2019

Informational

- A. Activity Report

B. Municipal Court Quarterly Report

C. Financial Quarterly Report

\*\*\*\*\*

Friday October 12, 2018

Good Friday afternoon everyone! This will be pretty short as I am getting a late start on the message. Thank you all for your attendance and input at Monday's Council meeting. I think we are making good progress towards many of your goals and the activities taking place every day are focusing on our infrastructure, public safety and housing. There will be a lot more to come on each of those in the near future.

Over the course of the week many of our department staff met to work on updating our website to better comply with new standards and be more user friendly. Departments are working on both our website and Facebook pages so that we can be more efficient in pushing out information. Both Ron Harker and Kris Wiley were/are attending conferences for part of the week with Ron working on Economic Development and Urban Renewal and Kris is doing a presentation at her old stomping grounds at the State of Minnesota Library Conference.

Next week Nikki and many of her staff will be in Canyonville at American Public Works Association (APWA) training, Ron will be at the Government Finance Officers conference and Stu will be at his annual planning conference through Oregon American Planning Association (OAPA). Regional and Statewide training is very important for staff to keep current with best practices and changes in standards and I am very proud of each of these folks. Both Nikki and Ron have served on their respective statewide boards and are helping to make our community and southern Oregon relevant in the ongoing policy discussions.

The Economic Development Commission met this week and unanimously recommended providing a \$15,000 match to a local consortium project for arts and culture with DRA, UVAA, NeighborWorks and others with funding from a number of organizations so that a central staff consultant can work with all of the groups to move forward with a strategic plan and grant program over the next couple of years. The \$15,000 would match at least \$25,000 in other funds to move the project forward. You will see that on your next agenda. Following the message today you will also see the outcome of a previous EDC funding opportunity. During last year's funding round, the local Umpqua Valley Retriever Club applied for funding from EDC to provide for their 2018 Master National Training Catalog. The cover and their special thanks to the EDC follow. This is the largest event in the country relating to the retriever competitions and our community appears to be incredibly well represented in the information and training guide. We have a couple extra copies here in Community Development if you would like one. I understand that they expect over 600 participants in this national event.

We continue to meet with outreach partners regarding opportunities to provide services through the Library. We met with Phoenix School this week and it appears we may be able to work together to provide a number of different services with and for them. Today we received an additional \$2,500 contribution from the Pacific Power Foundation for the renovation project. We continue to appreciate the philanthropic outreach throughout the community as we prepare to bring the Library on line, now likely in early November.

We also met with many of our department staff on the upcoming Urban Growth Boundary swap conversation. We are hoping to put together a public/neighborhood meeting in early November to begin the conversation with all of the interested parties out in the Charter Oaks area. This will likely ultimately be an 18 month or so process, but we need to get moving so that we can get into a formal process if that is what we determine is the best course of action.

You should have received a notice/invitation relating to the Travel Oregon- Oregon Mural Trail event scheduled for October 20<sup>th</sup>. The Mayor will provide an introduction and you are all invited to come and share Travel Oregon's excitement in moving this tourism opportunity forward. Have a great weekend everyone!



You're invited to attend the Roseburg community celebration and ribbon cutting for...

# The Oregon Mural Trail

**Date:** Saturday, October 20, 2018  
**Time:** 10 a.m. to 11:30 a.m.  
**Location:** Roseburg Public Library, 1409 NE Diamond Lake Blvd.  
**Details:** All community members and their families are invited to join in the celebration of welcoming the mural to Roseburg. The celebration will begin with a short welcoming ceremony with speeches from stakeholders and will be promptly followed by a ribbon cutting. The celebration then continues with a kids coloring station, music and light food, catered by Umpqua Community College's River Rush Catering.

CULTURAL TRUST TRAVEL OREGON

# 2018 MASTER NATIONAL



## INFORMATION & TRAINING GUIDE

*Roseburg, Oregon*

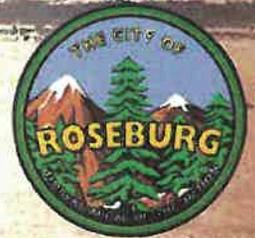
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## Special Thanks.....

A brief note of appreciation and special thanks to the CITY OF ROSEBURG ECONOMIC DEVELOPMENT COMMISSION for their generosity and support of the 2018 Master National Training Catalog. Without them, this publication would not have been possible.

Annette T. Pacheco  
 UVRC Host Club Chair



**ON THE COVER:**  
 Wild West Posse Point  
 Man (Wyatt)  
 Photo by Rick Saal.  
 Rick@phidphoto.com

**VALUE CLEAN**  
**LAUNDROMAT**  
 & Laundry  
 at North Stephens Center

**LARRY PODBREGER**  
 OWNER  
 541-672-7671

**DOG BEDDING IS WELCOME**  
 9 LOAD CAPACITY WASHING  
 MACHINE FOR JUST \$10

**FLUFF & FOLD**  
**DROP OFF SERVICE**  
 - AVAILABLE NEXT DAY

**4850 NE STEPHENS STREET**  
**ROSEBURG, OR 97470**



**Joe Roberts, DVM**  
 Owner

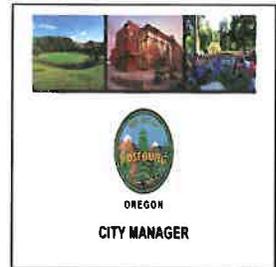
tel 541.459.0900  
 fax 541.459.0930  
 www.calapooiavet.com  
 info@calapooiavet.com

815 S. Calapooia St., Seaside, OR 97137

Friday October 5, 2018

Good Friday afternoon everyone! Thankfully we are getting a little cooler weather and rain for a few days. With any luck, this will dampen the wild fires and put an end to the major issues surrounding fire season. Once again, it was a pretty devastating season with major impacts on the forest, travel and tourism.

Thank you all for spending a little time with the CM recruiting firm representative this week. He indicated that your input was very helpful and that he is confident they will be able to develop a good qualified group of applicants for your future consideration. The link to the job is up on the Prothman website and John VanWinkle is your primary contact if you have any questions about the process. Most of our Department Heads also had a chance to meet with the recruiter to get some insight into their thoughts on new leadership as well. We will look forward to the process.



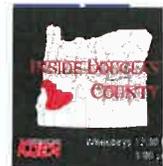
A number of months ago when the library system was being shut down, the New York Times presented an article on the library system as what I would consider an “anti-tax” issue in less than flattering terms. Over the last week, the writer of the article has spent time around Douglas County talking with individuals about how each community was



doing while starting back up their libraries. It appeared that it would be a great piece about how everyone pitched in and worked to restart in their own special way. The article should come out in the next week or so. I have been told that some of the other folks are less than happy that this is not still a county wide system with only a few tax payers footing the bill, so I am unclear how the article might turn out. Kris Wiley and I spent

over an hour and a half with the gentleman from the Times and had a great positive conversation about Roseburg and our library opening, as well as each of the others finding innovative approaches to getting their libraries back open. I truly hope the whole article is positive, but we will wait and see.

I spent a half hour with Kyle Bailey on Inside Douglas County on Wednesday. It is always nice to work with Kyle to spread the good news about what is going on in our community. It was a great opportunity to talk about progress on many of our Public Works projects, facility projects, the Library and other services we provide in the community. If you would like to listen to the segment with Kyle, you can use this link from the KQEN website: <https://kqennewsradio.com/2018/10/03/inside-douglas-county-10-3-18-2/>.



Wednesday evening, I had an opportunity to talk with a group of ten year old cub scouts and their Scout Master about the City, what we do, what services we provide, and how

important volunteerism and community service is to our organization. It was great to spend some time with youngsters in our community and talk about civics and local government.

Thursday afternoon, Councilor Fisher-Fowler chaired an Airport Commission meeting at which the Commission forwarded a recommendation to Council to apply for two Critical Oregon Relief Grants. This will help provide our local match for two FAA grants for improvements at the Roseburg Regional Airport. That meeting was followed by the final Airport Master Plan committee meeting at which our representative from Mead & Hunt reviewed the final phases of the process and outlined the remaining work and approvals that will be forthcoming. We hope to have the Master Plan complete and through the FAA process by the end of winter and into our process again to eventually come before Council for inclusion in the City's Comprehensive Plan. The Master Plan, which will include an updated Airport Layout Plan will dictate our capital planning and project priorities for the next twenty years. We greatly appreciate the input from the Committee on how projects should be prioritized and the importance of the users' opinions in the process.

A few weeks ago we mentioned that Travel Oregon was going to commission a mural locally and we worked with them to identify the location for a Crater Lake mural to be painted on the Highway 138 facing front wall of the Library. The mural was completed early this week by David Rice who we think did a tremendous job of depicting the scene of Crater Lake from the Oregon Slightly Exaggerated advertising campaign. This is one of seven mural projects that will be expanded upon over time and create a "Mural Trail" throughout Oregon as Travel Oregon extends its reach more into rural Oregon. This was a great opportunity to work with Travel Oregon on this project, and we hope to involve local artists in the program in the future. We really appreciate the opportunity afforded to us through the generosity of Travel Oregon to make this happen. Travel Oregon has scheduled an official unveiling of the Mural Trail program for Saturday, October 20<sup>th</sup> at 10:00 a.m. at the Library. The Mayor will be welcoming folks to Roseburg and officially cutting the ribbon. We hope that all of you can make it. We will get you invitations next week.



Have a great weekend everyone! We will see you all on Monday.

*J*  
*10/28/18*



**ROSEBURG CITY COUNCIL  
AGENDA ITEM SUMMARY**

**MUNICIPAL COURT QUARTERLY REPORT**

**Meeting Date: October 22, 2018**  
**Department: Municipal Court**  
***www.cityofroseburg.org***

**Agenda Section: Department Reports**  
**Staff Contact: Jason Mahan**  
**Contact Telephone Number: 673-0171**

**ISSUE STATEMENT AND SUMMARY**

At the request of City Council, a report on the court’s case volume and program revenues has been presented on a quarterly basis since July 2012. This report is the latest of the quarterly reports to have been provided in fulfillment of the Council’s desire to receive regular updates on court operations and covers.

**B. Financial and/or Resource Considerations.**

The below chart lists the number of cases, by case type, for the past four quarters.

<u>COURT CASE TOTALS</u>	<u>1ST QTR</u>	<u>YTD TOTAL</u>	<u>PRIOR YEAR</u>
CRIMES	420	420	439
TRAFFIC CRIMES	50	50	63
TRAFFIC VIOLATIONS	842	842	1,197
NON-TRAFFIC VIOLATIONS	120	120	124
<b>TOTAL</b>	<b>1,432</b>	<b>1,432</b>	<b>1,823</b>

After the first quarter of the 2018-19 fiscal year, total cases were down 21.4% from the prior year. By category, crimes, traffic crimes, traffic violations and non-traffic violations decreased by 4.3%, 20.6%, 29.6% and 3.2% respectively.

After the first quarter of the 2018-19 fiscal year, total court revenues were up 25.8% from the prior year. Fines and collections revenue increased by 25.5%, court costs revenues increased by 17.4% and court appointed attorney revenues increased by 89.5%.

On a budgetary basis, revenues are 27.2% of budget after the first quarter of the fiscal year.

Assessing collection compliance over the past year, from October 1, 2017 through September 30th, 2018, the total of fines imposed was \$2,119,070 and actual dollars collected on those cases was \$552,068 for a compliance rate of 26%. During the same time period for the year prior, fines imposed was \$1,203,698 and actual collections was \$433,145 resulting in a compliance rate of 36%.

**COUNCIL OPTIONS**

No Action is requested

**STAFF RECOMMENDATION**

n/a

**SUGGESTED MOTION**

n/a

**ATTACHMENTS**

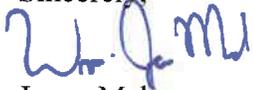
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**CLOSING REMARKS**

It has been almost one year since the City Council hired me for the position of Roseburg Municipal Court Judge. In my first report to the Council, I laid out several goals. One of these goals was to increase revenue for the Roseburg Municipal Court. According to data provided by the Department of Finance, there has been a steady increase in the actual dollars collected on fines assessed. While the compliance rate is low, it's important to note that a large percentage of our cases, including criminal cases, involve indigent persons. These individuals due to homelessness, mental health issues, and substance abuse issues have little to no ability to pay fines. Over the past year, the Court has seen a large increase in citations for prohibited camping and criminal trespass which is primarily related to Roseburg's homeless population. With these individuals, I am attempting to encourage change in behavior and at times ordering or at least recommending various services that are available in Roseburg that could assist in treating underlying issues that are often a direct cause of bringing them into the criminal justice system.

In previous reports I have discussed docketing changes I have made in Roseburg Municipal Court and with the assistance of court staff I believe that changes have been effective, and our cases are being handled in a timely manner. I will continue to look at ways where we can improve the performance of the court into the future. I believe I have great working relationship with court staff and they have been very helpful in fulfilling my job responsibilities. This past year has been a learning experience for me and I look forward to serving the City of Roseburg in the future.

Sincerely,



Jason Mahan

Roseburg Municipal Court Judge

*JC 10/22/18*

# City of Roseburg, Oregon



## Quarterly Financial Report

1st Quarter, Fiscal-Year 2018-2019

September 2018

The *Quarterly Financial Report* summarizes the City of Roseburg’s financial position for the General Fund, major operating funds, proprietary funds, and Urban Renewal funds through the 1st quarter of fiscal year 2018-2019.

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

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

*Report Note:* When reading these quarterly financial reports it is important to keep in mind the cyclical activity in revenues and expenditures. Examples would include property taxes, grants, capital projects, and charges for services. This report is unaudited and precedes final year-end accruals.

This financial report includes the quarter ending September 2017 for comparison purposes.

**OVERVIEW:**

- \$3.9 million General Fund balance.
- 5% Douglas County unemployment rate.
- 2.25% state investment pool interest rate.
- 3.6% Year-over-Year CPI-U West Region for August, 2018.
- Authorized amendment to Vitus Construction, Inc. CM/GC services in the amount of \$1,184,032 for the Library Renovation Project.
- Authorize Amendment to Vitus Construction Inc. Fire Station 2 Seismic Rehabilitation Project for \$665,499.
- Authorize change order for the Downtown Improvements for \$57,368.
- Authorize amendment for \$66,907 to include replacement of carpet in Library stack area
- Approve bid award for three police utility vehicles to Lehr in the amount not to exceed \$142,846.

## GENERAL FUND

General Fund	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$22,492,395	\$ 2,040,001	9%	\$ 1,755,732
Expenditures	24,126,818	5,373,829	22%	5,189,883
Balance-July 1	6,784,009	7,297,699	108%	7,510,376
Balance YTD	\$ 5,149,586	\$ 3,963,871		\$ 4,076,225

## GENERAL FUND REVENUE

General Fund Revenue	Budget	YTD Actual	%	Prior Year Actual
Property Taxes	\$14,015,322	\$ 81,016	1%	\$ 97,330
Other Taxes	200,000	42,087	21%	-
Licenses, Permits, Fees	3,236,370	520,665	16%	440,717
Charges for Services	3,899,653	1,077,538	28%	910,876
Intergovernmental	1,010,300	263,845	26%	268,904
Interest	120,750	31,147	26%	21,236
Miscellaneous	10,000	23,703	0%	16,669
<b>Total Revenues</b>	<b>\$22,492,395</b>	<b>\$ 2,040,001</b>	<b>9%</b>	<b>\$ 1,755,732</b>

**Property Taxes** — The majority of property tax revenue is collected in November and December. At the end of September 1% of the 13.5 million budgeted has been collected.

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

**Other Taxes** – Includes all other City imposed taxes. Currently, only the City's 3% marijuana tax is reported here.

**Licenses, Permits, and Fees**—Includes utility franchise fees, planning fees, park fees, and various other fees. At the end of the quarter, 16% of the \$3 million budgeted annual revenue from licenses, permits and fees has been collected.

**Charges for Services**—Besides interdepartmental charges, charges for services includes: fines, service area fees, fire suppression and prevention fees, administrative and lien search fees. Year to date court fines total \$101,183, service area fees total

\$80,318 and interdepartmental charges total \$783,477.

**Intergovernmental Revenues** are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor, 26% of the \$1,010,300 budgeted for intergovernmental revenue has been collected during the current fiscal year.

**Interest Revenue**—Interest revenue of \$31,147 is \$9,911 more than the same period a year ago. The average portfolio rate is 2.25%.

## GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$5,373,829 represent 22% of budgeted annual expenditures.

Year to date expenditures are \$183,946 more than the same period a year ago. The General Fund ending fund balance is \$3,963,871.

By Organizational Unit	Budget	YTD Actual	%	Prior Year Actual
City Manager	\$ 1,041,915	\$ 293,483	28%	\$ 238,034
Finance & Mgmt	1,427,282	361,130	25%	325,760
Community Develop	786,726	176,320	22%	137,311
Library	355,535	40,367	11%	-
Public Works	3,695,399	815,388	22%	779,152
Parks & Recreation	1,665,833	381,699	23%	387,398
Municipal Court	505,192	106,747	21%	107,704
Police	7,079,569	1,582,925	22%	1,625,634
Fire	6,623,367	1,615,770	24%	1,556,840
Capital & Other	946,000	-	0%	32,050
<b>Total</b>	<b>\$24,126,818</b>	<b>\$ 5,373,829</b>	<b>22%</b>	<b>5,189,883</b>

By Major Category	Budget	YTD Actual	%	Prior Year Actual
Personnel Services	\$ 18,980,074	\$ 4,522,705	24%	\$ 4,390,889
Materials & Service	4,200,744	851,124	20%	766,944
Capital & Other	946,000	-	0%	32,050
<b>Total</b>	<b>\$ 24,126,818</b>	<b>\$ 5,373,829</b>	<b>22%</b>	<b>\$ 5,189,883</b>

# MAJOR GOVERNMENTAL FUNDS

## SPECIAL REVENUE FUNDS

### URBAN RENEWAL GENERAL FUND

Urban Renewal - General	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 3,856,100	\$ 25,188	1%	\$ 28,014
Expenditures:				
Operations	725,000	9,909	1%	9,489
Transfers	3,500,000	500,000	14%	200,000
Balance-July 1	528,938	560,884	106%	318,557
Balance YTD	\$ 160,038	\$ 76,163		\$ 137,082

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

## CAPITAL PROJECTS FUNDS

### EQUIPMENT REPLACEMENT FUND

Equipment	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 693,800	\$ 14,930	2%	\$ 2,048
Expenditures:				
Operations	133,000	-	0%	95,917
Capital	800,500	-	0%	24,621
Balance-July 1	1,085,849	1,073,820	99%	814,406
Balance YTD	\$ 846,149	\$ 1,088,750		\$ 695,916

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

### FACILITIES REPLACEMENT FUND

Facilities	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 3,873,860	\$ 1,589,494	41%	\$ 2,048
Expenditures:				
Operations	91,274	34,500	38%	10,684
Capital	3,901,000	340,292	9%	3,888
Balance-July 1	166,704	449,438	270%	583,306
Balance YTD	\$ 48,290	\$ 1,664,140		\$ 570,782

The Facilities Replacement Fund ending fund balance at September 30, 2018 is \$1,664,140.

## TRANSPORTATION FUND

Transportation	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,663,600	\$ 386,977	15%	\$ 331,087
Expenditures:				
Operations	1,133,371	342,786	30%	235,750
Capital	1,525,000	124,661	8%	948,733
Transfers	10,000	-	0%	-
Balance-July 1	2,270,787	2,407,561	106%	2,874,018
Balance YTD	\$ 2,266,016	\$ 2,327,091		\$ 2,020,622

Transportation Fund revenues are from state gas taxes, transportation SDC's, federal STP funds and franchise fees. Beginning in 2011, 15% of utility franchise fees are directed to the Transportation Fund for the City's pavement management program. \$538,000 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of \$6,509 is attributed to the Stewart Park realignment project, \$118,152 for Pavement Management.

### URBAN RENEWAL CAPITAL FUND

Urban Renewal - Capital	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 3,734,000	\$ 505,988	14%	\$ 200,634
Expenditures:				
Operation	498,598	120,034	24%	99,134
Capital	4,275,000	1,098,938	26%	15,556
Balance-July 1	1,069,795	1,125,989	105%	41,662
Balance YTD	\$ 30,197	\$ 413,005		\$ 127,606

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

Capital expenditures totaling \$1,098,938 include \$307,409 for the Black Street Extension, \$188,242 for the Edenbower/Stewart Parkway Phase 2, \$235,537 for the Garden Valley – Fairmount to Stephens project, and \$367,750 for the Downtown Corridor Improvements Phase 2.

## ENTERPRISE FUNDS

### STORM DRAINAGE FUND

Storm Drain	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,289,629	\$ 605,486	26%	\$ 547,195
Expenditures:				
Operations	763,990	176,929	23%	154,645
Capital	1,210,000	154,874	13%	635,184
Balance-July 1	2,175,558	2,096,844	96%	2,212,196
Balance YTD	\$ 2,491,197	\$ 2,370,527		\$ 1,969,562

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of \$570,959 are the principal source of revenues.

Year to date Storm Drain Fund capital expenditures include \$30,107 for a camera tractor, and 124,767 for the Downtown Corridor Improvements Phase 2.

### WATER SERVICE FUND

Water	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 6,283,500	\$ 2,240,823	36%	\$ 2,036,155
Expenditures:				
Operations	4,160,178	1,021,029	25%	915,127
Capital	2,460,000	517,262	21%	70,604
Balance-July 1	6,552,883	7,315,969	112%	5,960,092
Balance YTD	\$ 6,216,205	\$ 8,018,501		\$ 7,010,516

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

Year to date Water Fund revenues of \$2,240,823 is primarily from charges for services. Revenues are \$204,668 more than the prior year.

The ending fund balance at September 30th is \$8,018,501.

### OFF STREET PARKING FUND

Off Street Parking	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 48,300	\$ 12,265	25%	\$ 7,623
Expenditures:				
Operations	58,338	7,003	12%	6,627
Balance-July 1	40,817	38,342	94%	33,860
Balance YTD	\$ 30,779	\$ 43,604		\$ 34,856

Previously, Off Street Parking revenues came from parking fines, meters, and parking rental fees in City

owned lots, however, beginning July 1, 2016 services are being rendered under a new contract in which the City receives a flat monthly payment of \$3,958 or \$47,500 for the year.

The ending fund balance at September 30th is \$43,604.

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

### AIRPORT FUND

Airport	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 503,000	\$ 112,847	22%	\$ 95,959
Expenditures:				
Operations	199,206	38,070	19%	37,459
Capital	200,000	39,162	20%	42,304
Debt Service	110,850	-	0%	-
Balance-July 1	406,392	413,509	102%	275,921
Balance YTD	\$ 399,336	\$ 449,124		\$ 292,117

Current year Airport revenues include user charges of \$99,418.

### INTERNAL SERVICE FUND

### WORKERS' COMPENSATION FUND

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

Worker's Comp.	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 397,999	\$ 100,270	25%	\$ 99,470
Expenditures:				
Operations	381,170	129,876	34%	177,898
Balance-July 1	586,911	613,051	104%	496,223
Balance YTD	\$ 603,740	\$ 583,445		\$ 417,795

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

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

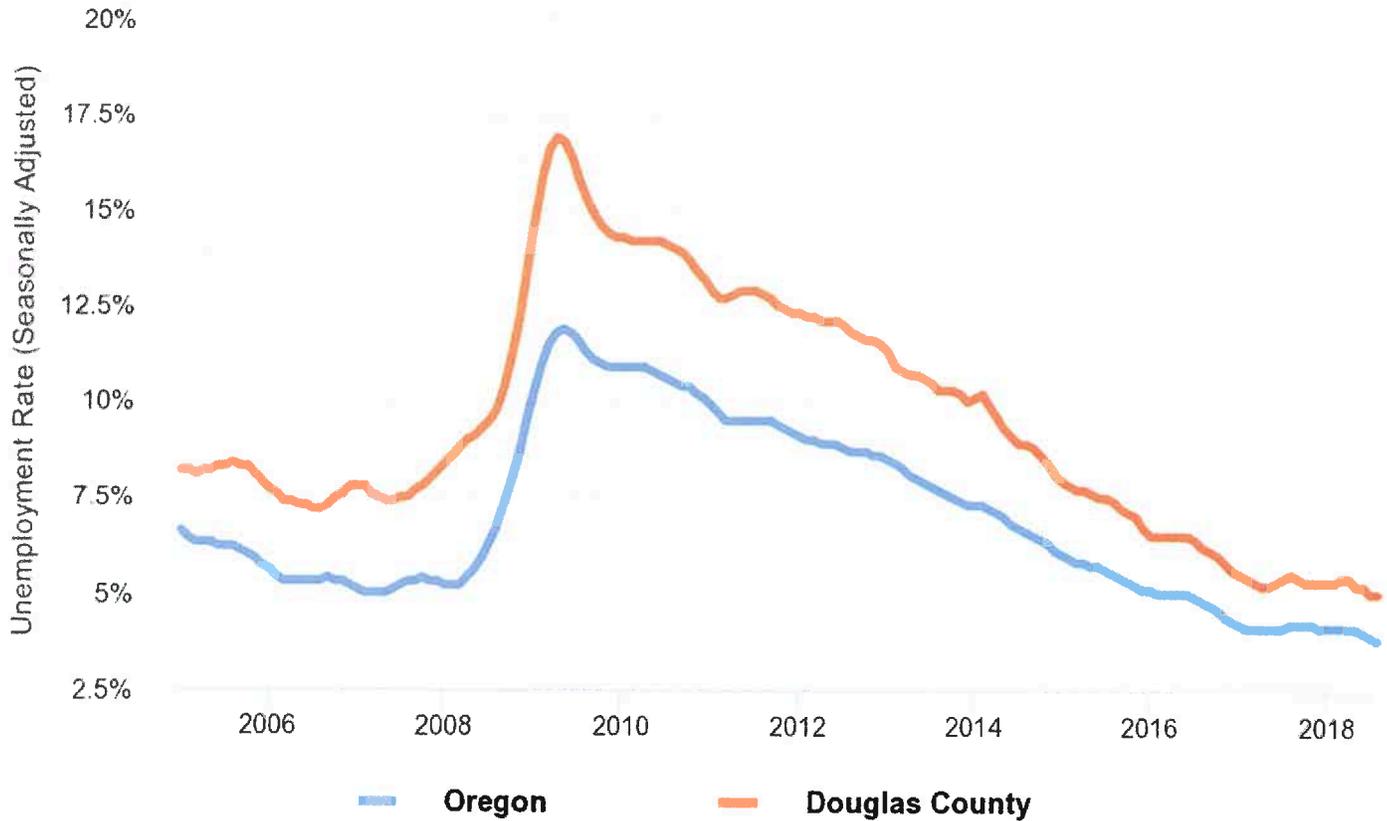
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## ECONOMIC OUTLOOK

### *Douglas County*

The State of Oregon Employment Department reported, “Douglas County’s seasonally adjusted August unemployment rate remained the same as the revised 5.0 percent in July. This month’s rate is below the August 2017 rate (5.5%).”

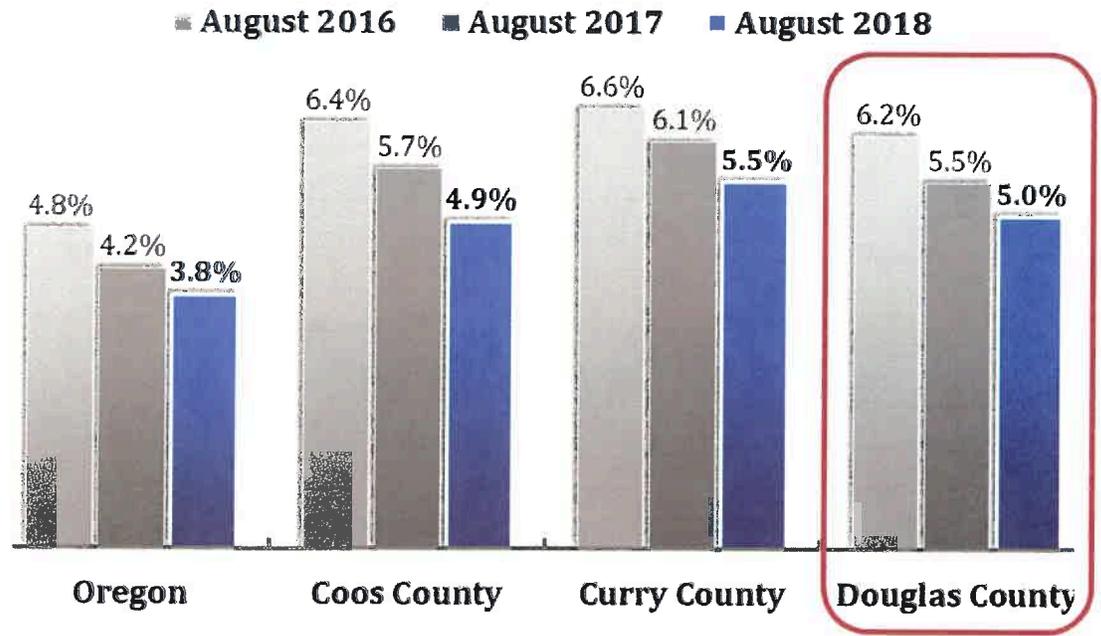
### Unemployment Rate



Source: Oregon Employment Department [Qualityinfo.org](http://Qualityinfo.org)

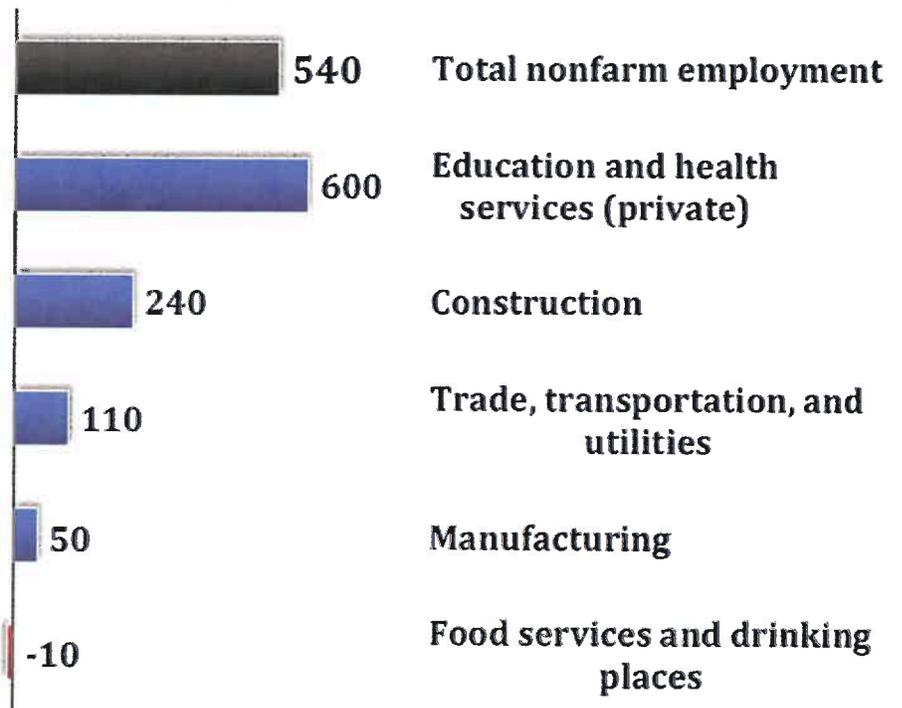
A review of the underlying figures to September’s unemployment rate indicate that the decline in the unemployment rate, year-over-year, is due to a mixed bag of results:

- The civilian labor force decreased by -736 year-over-year or -1.55%;
- The number of employed (or jobs) decreased by -436 year-over-year or -0.97%; and
- The number of unemployed decreased by -300 year-over-year or -11.14%.



### Douglas County Net Job Growth

An analysis of the gains and losses of jobs per industry sector (Year over Year) indicates strong job growth in the Private Education and Health Services, and Construction sectors and small losses in Food services and drinking places.



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### **A FINAL NOTE**

This quarterly report has been prepared to summarize and review the City's operations and financial position for the first quarter of the 2018-19 fiscal year as of the month ending September 30, 2018, provide management with a financial planning tool, and monitor compliance with budget policy and Oregon budget law.

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

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Website: [CityofRoseburg.org](http://CityofRoseburg.org)