

ROSEBURG CITY COUNCIL AGENDA – APRIL 9, 2018
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470



6:45 p.m. – Special Meeting

1. Planning Commission Interview – Shelby Osborn

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**
 - A. Volunteer Recognition Month Proclamation
 - B. Arbor Day Proclamation
 - C. Child Abuse Prevention Month Proclamation - Mike Nores, Executive Director of Douglas C.A.R.E.S.
 - D. Budget Committee Appointment – Patrice Sipos
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – See Information on the Reverse**
7. **Special Presentation**
 - A. Request for Property Tax Exemption on UCAN Property – Mike Fieldman
8. **Consent Agenda**
 - A. Minutes of Regular Meeting of March 26, 2018
 - B. Cancel May 28, 2018 Meeting
 - C. 2018 OLCC License Renewal Endorsement
9. **Public Hearing**
 - A. 3310 & 3330 W Military Avenue – Annexation, Zone Change and Withdrawal from Fire District No. 2 – Ordinance No. 3499
10. **Ordinances**
 - A. Ordinance No. 3500 – Repealing RMC 3.18 – Private Vehicle Towing Services
11. **Resolutions**
 - A. Resolution No. 2018-08 – Appropriation Transfer for Fiscal Year 2017-18
12. **Department Items**
 - A. Bid Award – Riverfront Multi-Use Path, Phase 2
13. **Informational**
 - A. Activity Report
14. **Items from Mayor, City Council or City Manager**
15. **Adjournment**
16. **Executive Session ORS 192.660(2)**

***** 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.

RC
4/5/18



**SPECIAL ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**

PLANNING COMMISSION INTERVIEW

Meeting Date: April 9, 2018	Agenda Section: Special Meeting-Council Reports
Department: Administration	Staff Contact: Sheila R. Cox, City Recorder <i>SRC</i>
www.cityofroseburg.org	Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

There is one vacancy on the Planning Commission which may be filled by a resident of the City or a resident within the Urban Growth Boundary.

BACKGROUND

A. Council Action History. Council accepted Elis Minaise's resignation from the Planning Commission on February 12, 2018.

B. Analysis. Staff advertised the Planning Commission vacancy through the local news media and the City's website. To date, Shelby Osborn is the only person to submit an application for this vacancy and her application is attached for Council's review.

The Roseburg Municipal Code requires the City Council to interview Planning Commission candidates at a public meeting. Existing members of the Planning Commission may also be given an opportunity to question the candidate and offer comments to the Council before deliberation and action. To the extent possible, the Council is to act to fill any vacancy at the same meeting in which it interviews candidates. Following the interview, the Council may make an appointment or solicit additional candidates for consideration at a later meeting before making appointment. Anytime during the process, upon three-fourths vote of the entire membership of the Council then in office, the Council may terminate the procedure and make an appointment.

C. Timing Issues. It is recommended an appointment be made as soon as practical.

COUNCIL OPTIONS Following the interview, Council may:

- A.** Proceed to appoint Shelby Osborn to the Planning Commission; or
- B.** Choose to solicit additional candidates prior to making an appointment.

STAFF RECOMMENDATION Pursuant to the Municipal Code, Staff does not make recommendations in regard to Planning Commission appointments as that responsibility lies solely with the City Council.

ATTACHMENTS **A. Application and Questions**



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **PLANNING COMMISSION**

Planning Commission Public Hearings are held at 7:00 p.m. on the 1st Monday of each month in the Council Chambers of City Hall. This Commission reviews and takes action on land use and development projects based on the provisions of the City of Roseburg Land Use and Development Regulations.

Name: Osborn Last Shelby First

Home Address: 1254 W. Military Ave. Street 97471 Zip Code

Phone Number: _____ Cell Phone: 541-680-4885

Email Address: shelby422@gmail.com

Occupation Project Detailer 1 FCC Commercial Furniture Place of Employment

Business Address 8452 Old Hwy 99 N 541-464-5217 Phone

1. Do you reside within the Roseburg city limits? Yes No

2. Do you own property or a business within the City? Yes No

3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth
Other Please Specify: Elias Munaise

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.
Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

My experience and training involves watching my mother serve on City Council when I was a child. That inspired me from a young age to want to be involved with my local government. In 2010, I completed the Police Reserve Academy and majored in Criminology. Many of my classes would be beneficial for this appointment.

6. Please give a brief description of your involvement in community groups and activities.

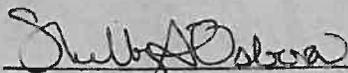
In the past I have volunteered with R.A.Y.S. Youth court, Parole and Probation as well as the Juvenile Department. I was also involved with neighborhood watch, and plan to do so again.

7. Please list community topics of particular concern to you that relate to this appointment.

I am particularly concerned the safety and functionality of future developments. I think finding ways to improve the area to accommodate a growing population, particularly the youth, with more progressive development ideas is important.

8. Please list your reasons for wishing to be appointed.

I would like to be appointed to this position because, being active in my local government is something I have always had a desire to do. The only way to have a say in the future of our city is to take action.



Applicant Signature

4-4-18

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.

Thank you for your expression of interest in serving the community.

Note: City of Roseburg employees may not serve on an elected body.

PLANNING COMMISSION INTERVIEWS

1. Briefly tell us about yourself, your work history and educational background,
2. Why are you interested in serving on the Planning Commission?
3. What is your knowledge of land use planning at the state and local level?
4. How are the effects of comprehensive planning and day-to-day planning visible to the average citizen of Roseburg?
5. Describe your experience with conflict resolution.
6. How would you respond to a request that meets land use laws but that in your opinion negatively impacts an existing neighborhood?
7. What do you think the relationship should be between the Planning Commission and the City Council?
8. What else would you like us to know about you that would help us decide who should be appointed to the Commission?

PROCLAMATION

CITY OF ROSEBURG, OREGON

VOLUNTEER RECOGNITION MONTH

WHEREAS: the utilization of volunteer services has become crucial in providing needed services to our community; and

WHEREAS: our citizens have graciously donated time and talent toward quality programs and services in all aspects of municipal operations; and

WHEREAS: the City of Roseburg wishes to recognize these individuals and organizations for their continued cooperation and to encourage the voluntary participation of others in this valuable service; and

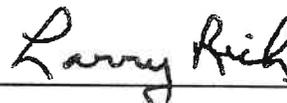
WHEREAS: the City of Roseburg wishes to recognize these individuals and organizations for their dedicated efforts toward developing a sense of community spirit through their service;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of April 2018 as

VOLUNTEER RECOGNITION MONTH

and urge our citizens to recognize the endeavors made by our volunteers to enhance the quality of life in our community.

DATED this 9th day of April, 2018.



Larry Rich, Mayor

Handwritten initials and date: CE 4/13/18

**ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**



RECOGNITION OF CITY VOLUNTEERS

Meeting Date: April 9, 2018
Department: City Manager's Office
www.cityofrosburg.org

Agenda Section: Mayor Reports
Staff Contact: Koree Tate
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

In conjunction with "Volunteer Recognition Month," the City wishes to publicly honor those volunteers who have devoted their time and efforts for the betterment of the Roseburg community. These efforts range from commission service to Volunteers in Police Service to individuals and groups that plant flowers and trees in our parks or help as part of the 'Adopt-A-Trail' program – all providing invaluable and greatly appreciated contributions.

The following volunteers are being publicly acknowledged with an advertisement with the local news media:

COMMISSION MEMBERS

Airport Commission

David Morrison
Daniel Sprague
Frank Inman
Clint Newell
Robb Paul
Georgina Pulman-Olzaski

Budget Committee

Knut Torvik
Hannah Duncan
Ken Fazio
Mike Baker
Jon Dyer
Nick Marshall
Bob Scott
Bryan Sykes
Elias Minaise

City Council

Larry Rich
Linda Fisher-Fowler
Alison Eggers
Andrea Zielinski
Tom Ryan
Brian Prawitz
John McDonald
Steve Kaser
Ashley Hicks

Economic Development Commission

Tim Allen
Don Baglien
Mickey Beach
Misty Ross
Hannah Duncan
Angela Brown
Michael Widmer
Gary Leif
Paul Zegers

Historic Resources Review Commission

Bentley Gilbert
Nicholas Lehrbach
Marilyn Aller
Lisa Gogal
Stephanie Giles
James Peterson
Roger Helliwell

Parks & Recreation Commission

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

Planning Commission

Ron Hughes
Charlie Allen
Elias Minaise
Ronald Sperry
Kerry Atherton
Victoria Hawks
Daniel Onchuck
Christopher Griffin
Duane Haaland

Public Works Commission

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

VOLUNTEERS IN POLICE SERVICE

Suzanne Conner
Mary Russell
Doug Burbridge
Tayler Marlin
Ryan Gomez

CITY BEAUTIFICATION / PARKS ASSISTANCE

Stacey Crowe
Leila Heislein
The Ashby Family
Jeff & Shirley Woodcock
Marlena Parker
David Wilson

MOVIES IN THE PARK

Kyle Bailey
Mike & Janice Baker
Kermit Reich
Randy Ligon
Alexa Ligon

ORGANIZATIONAL AND COMMUNITY SUPPORT

SORB - Open People Group	SERVICE
Roseburg Hometown 4 th of July Fireworks	Bike Walk Roseburg
Source One Serenity	Umpqua Kennel Club
Umpqua Community College Upward Bound	Umpqua Valley Chapter of NPSO
Roseburg High School Freshman SLC Students	Southern Oregon Goodwill Industries
Umpqua Valley Audubon Society	Kovacs Ice Drilling Equipment
Callahan Court Memory Care	The Record Store
Umpqua Valley Arts Association	Blue Zones Project Umpqua
Southern Oregon Pollinator Collaborative	Small Planet Solutions
Friends of Umpqua Valley Police K9 Programs	Downtown Roseburg Association
Umpqua Watersheds, Americorps Project	NeighborWorks Umpqua
Church of Jesus Christ of Latter-Day Saints	Turningpoint Youth
Connect Youth Group & St. Joseph Youth Group	DCPARC
Roseburg Morning Rotary	Roseburg BLM
Douglas High School Science Students and Staff	
Cobb School; Science Questers of the Umpqua, Investigative Research Team	
Young Men & Young Women of the Church of Jesus Christ Latter-Day Saints of Roseburg OR Stake	

City of Roseburg Volunteer Hours April 2017 – March 2018

Total Number of Volunteers:	1031
Total Number of Volunteer Hours:	5,943
Total Dollar Value of Volunteer Hours:	\$ 143,523,45

(The value of a volunteer hour within the state of Oregon is \$24.15 per hour. Information from the 'Volunteering in America' and 'Independent Sector' websites)

PROCLAMATION

CITY OF ROSEBURG, OREGON

ARBOR DAY

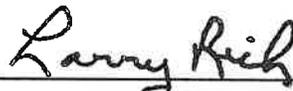
- WHEREAS:** In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- WHEREAS:** This special day, called Arbor Day, was first observed with the planting of more than one million trees in Nebraska; and
- WHEREAS:** Arbor Day is now observed throughout the nation and the world; and
- WHEREAS:** Trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife; and
- WHEREAS:** Trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and
- WHEREAS:** Trees in our city increase property values, enhance the economic vitality of business areas and beautify our community; and
- WHEREAS:** In honor of Arbor Day, the City of Roseburg, along with several partnering agencies will be offering a free educational event highlighting the benefits of trees.

NOW, THEREFORE, I Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim April 27, 2018, as

ARBOR DAY

and urge all citizens to celebrate this day and to plant trees to promote the well-being of this and future generations.

DATED this 9th day of April, 2018.



Larry Rich, Mayor

PROCLAMATION

CITY OF ROSEBURG, OREGON

CHILD ABUSE PREVENTION MONTH

WHEREAS: Children are vital to our city's future success, prosperity and quality of life as well as being our most vulnerable assets; and

WHEREAS: All children deserve to have the safe, stable, nurturing homes and communities they need to foster their healthy growth and development; and

WHEREAS: Child abuse and neglect is a community responsibility affecting both the current and future quality of life of a community; and

WHEREAS: Communities that provide parents with the social support, knowledge of parenting and child development and concrete resources they need to cope with stress and nurture their children ensure all children grow to their full potential; and

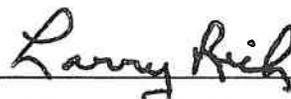
WHEREAS: Effective child abuse prevention strategies succeed because of partnerships created among citizens, human service agencies, schools, faith communities, health care providers, civic organizations, law enforcement agencies, and the business community;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Oregon, Oregon, do hereby proclaim April as

CHILD ABUSE PREVENTION MONTH

and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in our efforts to support families, thereby preventing child abuse and strengthening the communities in which we live.

DATED this 9th Day of April, 2018.



Larry Rich, Mayor

4/3/18

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



BUDGET COMMITTEE APPOINTMENT

Meeting Date: April 9, 2018
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

There is one vacancy to fill on the Budget Committee.

BACKGROUND

A. Council Action History. The City Council has not taken any action on this matter.

B. Analysis.

A vacancy has existed on the Budget Committee since February 2018. An application was recently received from Patrice Sipos. Ms. Sipos meets the sole qualification that a resident of the City fill the position.

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

D. Timing Issues. The Budget Committee will begin meeting in April; therefore, it is preferred to fill the vacancy as soon as possible.

RECOMMENDATION: Pursuant to the Municipal Code, Staff has not made a recommendation in regard to appointment as that responsibility lies with the Mayor, with confirmation from the Council.

ATTACHMENTS: Patrice Sipos Application



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **BUDGET COMMITTEE**

Meets as needed, generally 7:00 p.m. during the spring to review the proposed annual operating budget and any supplemental budgets and make recommendations to the City Council as to final budget approval.

Name: Sipos Patrice
Last First

Home Address: 1007 SE Main Street Roseburg, OR. 97470
Street Zip Code

Phone Number: 541-673-5554 Cell Phone: 650-642-6694

Email Address: psiposcb@gmail.com

Occupation: Retired /
Place of Employment

Business Address: Phone

- 1. Do you reside within the Roseburg city limits? Yes No
- 2. Do you own property or a business within the City? Yes No
- 3. How did you learn about this vacancy?
 Newspaper Social Media City Website Word of Mouth
 Other Please Specify: Tom Ryan

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year. Can you meet this requirement? Yes No

5. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

I have been a bookkeeper for over thirty years. Working with large and small companies and the last eight years I had my own bookkeeping business. When working in the title industry as assistant to the County President, one of my responsibilities was to prepare the annual budget. It was comprised of eight to ten individual budgets, including the administrative department. All of these smaller budgets were then compiled into one county-wide budget. During the course of the year, I reported to corporate the actual figures versus the budgeted amounts. I was responsible for keeping the actual amounts within 3% of the budgeted figures.

My background gives me a solid foundation to perform the duties and tasked relative to the position.

6. Please give a brief description of you involvement in community groups and activities.

I currently hold the elected position Treasurer for the Douglas County Master Gardeners. I am a board member of the Friendly Kitchen/Meals on Wheels of Roseburg, and I also hold the position of Treasurer.

7. Please list community topics of particular concern to you that relate to this appointment.

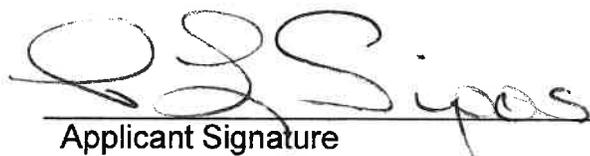
I am concerned with the lack of business development in the downtown area, particularly, Jackson Street.

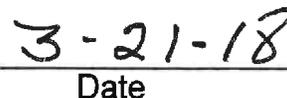
How budgeted funds are allocated and how we quantify their direct effect.

Douglas County is ranked among the least healthy population in the State of Oregon. My vision is to increase local funds to combat future decline with the City of Roseburg leading the way.

8. Please list your reasons for wishing to be appointed.

As a retiree, it is my goal to connect with local residents, educating myself on their specific needs. In that way I can contribute to the overall enrichment of our community.


Applicant Signature


Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.

Thank you for your expression of interest in serving the community.

Note: City of Roseburg employees may not serve on an elected body.

Mr. Larry Rich, Mayor, City of Roseburg
Roseburg City Council
Sent by email

March 30, 2018

Re.: Property Tax Exemption for Low Income Housing at 928 and 932 SE Pine Street

Dear Mayor Rich and Council Members:

In November of 1997 the Roseburg City Council approved a 20 year exemption from property taxes for a duplex townhouse on SE Pine Street in Roseburg. The property has two 2 BR 1 ½ bath with washer and drier hook-ups. It has all electric kitchens and appliances are included. This exemption was granted under ORS 307.518 to 307.512 because the property was designated for low income housing and affordable housing was difficult to find. That has continued to be the case. The property has only been used for low income housing since that time to the present, and that is the plan for the future.

The property is owned by UCAN and Neighborworks Umpqua and managed by UCAN. It was developed with a grant from the HOME Investment Partnership Program. The grant requires the property to be used for low income housing for 51 years. There are certain requirements we have to adhere to stay in compliance with the terms of the grant:

- A. Grantee agrees that the project will be used for very low income persons, defined as persons at or below 50% of the county median income as published by U.S. Department of Housing and Urban Development (HUD), for a period of 51 years.
- B. Low HOME Rents: Grantee agrees that for the term of this agreement 100% of the HOME assisted units (two 2-bedroom units) will have rent and utility charges which do not exceed the allowable Low HOME Rents.
- C. Low HOME Rent Income Restrictions: Grantee agrees that for the term of this agreement that 100% of the HOME assisted units will have tenants with incomes below 50% of the county's median income. The rental charge for these tenants will not exceed the Low HOME Rents.

The need for low income housing continues to be extreme. Our waitlist for 2 BR's as of February 2018 is 70, which is far more than we can accommodate. Following is rent information for Roseburg and for these units:



"Creating Solutions to Poverty - Improving Lives in Our Community"

280 Kenneth Ford Drive, Roseburg, OR, 97470 (541) 672-3421 / PO Box 2380, Grants Pass, OR, 97528 (541) 956-4050
This organization is an equal opportunity provider and employer

www.ucan.org



2 BR Fair Market Rents: Market 2017 - \$733
 Market 2018 - \$760

2 BR Low Home Rents: LHR 2017 - \$618 (starting June 15, 2017)

Tenant rents are calculated for this property based on Low HOME Rents minus the utility allowance for the utility the tenant pays for.

Current Rent	\$509
Utility Allowance	<u>+\$92</u>
	<u>\$601</u>

Because the need for low income housing is so great, UCAN and Neighborworks Umpqua would like to continue to offer these units to those in need. Even with the property tax exemption, we are already subsidizing these rents. The property tax exemption is important to our ability to continue this program.

This property continues to meet the low income housing requirements that led the Roseburg City Council to grant an exemption from property tax twenty years ago. The high demand for low income housing has not abated. We ask that the Roseburg City Council approve our request for an exemption from property tax for an additional twenty year period.

Sincerely,



Michael Fieldman
Executive Director

Copy: Karan Reed, Neighborworks Umpqua



**MINUTES OF THE REGULAR MEETING
OF THE ROSEBURG CITY COUNCIL
MARCH 26, 2018**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on March 26, 2018 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Fisher-Fowler led the Pledge of Allegiance.

ROLL CALL

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

Absent: Councilors Brian Prawitz and John McDonald

Others Present: Acting City Manager/City Recorder Sheila Cox, City Attorney Bruce Coalwell, Fire Chief Gregg Timm, Human Resources Director John VanWinkle, Community Development Director Stuart Cowie, Public Works Director Nikki Messenger, Finance Director Ron Harker, Police Chief Jim Burge, Police Captain Jerry Matthews, Management Assistant Koree Tate, Police Sergeant Jeff Eichenbusch, Police Sergeant Gary Klopfenstein, Police Community Services Sergeant Dennis Chrisenbery and Kyle Bailey of KQEN Radio.

MAYOR REPORT

Rich proclaimed April as "Human Trafficking Awareness and Prevention Month." Sue Hyers thanked Council for recognizing the issue and providing a proclamation. Mayor Rich reminded Councilors of the April 15th deadline for filing their annual reports with the Ethics Commission.

COMMISSION REPORTS/COUNCIL REPORTS

Kaser reported the two new Commission members attended the Public Works Commission. Ryan attended a MedCom meeting where a severe increase for 911 services was discussed.

AUDIENCE PARTICIPATION

Josh Tibbets, 1333 SE Court Avenue, shared his frustration that followed emails he had sent to Council the previous week regarding personal encounters with the Police Department.

CONSENT AGENDA

Ryan moved to approve the following Consent Agenda items:

- A. Minutes of Special Work Session of March 12, 2018.
- B. Minutes of Regular Meeting of March 12, 2018.

Motion was seconded by Hicks and carried unanimously.

RESOLUTION NO. 2018-07 – ADOPTING THE CITY OF ROSEBURG'S ADA TRANSITION PLAN FOR PUBLIC RIGHT-OF-WAY FACILITIES

Messenger explained the ADA Transition Plan is a federally required document that prioritizes and guides local efforts to complete accessibility upgrades and charts a course for the City to achieve compliance with current ADA standards. As part of this project, the consultant assessed 1,626 sidewalk access ramps, sixteen transit stops and 115 pedestrian push buttons as part of the plan. A small percentage of the facilities assessed were fully compliant with current ADA standards. As such, the plan attempts to prioritize and phase required improvements to match available resources for making improvements.

The City already incorporates ramp and signal upgrades into existing pavement management and other improvement projects as required. Replacement of many of the substandard ramps will be accomplished in conjunction with a pavement management project or other planned improvement. On February 1, 2018, the draft Transition Plan was made available to the public for review and comment. The public comment period ended February 27, 2018 with a public open house from 6-8 pm at the Roseburg Public Safety Center Umpqua Room. The open house was for the general public, especially community members with disabilities and limited mobility, to attend the meeting and share feedback.

In response to Kaser, Messenger explained the Umpqua Disabilities Network was notified of the ADA Transition Plan. Both Umpqua Disabilities Network and City Hall had public copies while the comment period was open. No comments were received during the comment period or at the open house. Kaser moved to adopt Resolution No. 2018-07, a Resolution Adopting the City of Roseburg ADA Transition Plan for Public Right-of-Way Facilities. Motion was seconded by Zielinski and carried unanimously.

BID AWARD – WATER TREATMENT PLANT VARIABLE FREQUENCY DRIVE (VFD) RETROFIT

Messenger stated the project consisted of the retrofit of two 300 horsepower variable frequency drives (VFDs) at the City's Water Treatment Plant discharge pump station and the retrofit of one 75 horsepower, one 100 horsepower VFD and the replacement of one 75 horsepower VFD in the intake pump station. The current process was to control the flow of water from the pump stations to the City's distribution network is by opening and closing inline valves on the discharge piping. This is an inefficient method to control the flow of water. The pump motors operate at full speed without the ability to control the amount of water being pumped. The VFD's would allow the motor speed to be varied, which would provide flexibility in the amount of water pumped. The project was advertised on February 7th and bids were opened on March 7th with six bids received. An engineering contract has been executed with Systems West Engineers in the amount of \$18,760 for the design, bidding and construction administration of the project.

Staff applied for and received an incentive offer from Energy Trust of Oregon in the amount of \$31,748 for one 300 horsepower VFD for the discharge pump station and two 75 horsepower VFDs in the intake pump station. Messenger added bids came in a little higher than expected, but it will save costs in the long run to go with the full project now. Kaser moved to award the Water Treatment Plant VFD Retrofit project to the lowest responsible bidder, Davis Electric, including the base bid and additive alternates 1 and 2, for \$174,601. Motion was seconded by Zielinski and carried unanimously.

2018-2023 CAPITAL IMPROVEMENT PLAN (CIP)

Messenger reported Staff had been working on updating the Five Year Capital Improvement Plan (CIP), which is typically updated every two years. It was presented to the Airport, Planning, Parks and Public Works Commissions prior to presentation to Council. In preparing an update to the plan, staff reviews the existing master plans and various other studies previously prepared to better define future projects. "Other" plans include documents such as storm drainage studies, traffic corridor studies and Interchange Area Management Plans (IAMPS). Consideration is given to existing problem areas, as well as the ability to tie projects together to better facilitate improvements.

The CIP is separated into several different funds including the following: IT/General Fund, Bike Trail Fund, Sidewalk/Streetlight Fund, Transportation, Park Improvement/Stewart Trust, Equipment Replacement, Urban Renewal, Facilities Replacement, Airport, Water and Storm Drainage. Also included within the plan is information concerning revenue projections, beginning fund balances, costs for materials and services (M&S), capital costs, and ending fund balances. Materials and services generally include the City's overhead costs associated with staffing, supplies, maintenance and fees.

Rich wanted to know the amount of funding from grants for projects. Messenger stated bike projects were 75% grant funded, while parks were 60% funded. The transportation funding was higher at 90% because of the bridges that were in need of repair. Kaser moved to adopt the 2018-2023 Capital Improvement Plan for the City of Roseburg as presented. Motion was seconded by Fisher-Fowler and carried unanimously.

PHASE 2 – WATER SYSTEM SCADA IMPROVEMENTS – ENGINEERING DESIGN TASK ORDER AUTHORIZATION

Messenger advised the water system, including the water treatment plant, was controlled and monitored by a Supervisory Control and Data Acquisition (SCADA) system. The City is in the process of updating the SCADA system, which was originally designed and installed in 1992. The second phase of the project included the control system installation and integration at seventeen water system facilities, which included pump stations, reservoirs, and control valves. Phase 3 would include the control system integration at the water treatment plant facility and was projected to be completed in FY 18-19.

The City Council recently awarded the construction contract for the second phase of the SCADA improvements. The proposed task order (Task Order No. 7) provides services during construction and control system software development for Phase 2 implementation. Major project components for this task order include project management services; programmable logic controller, operator interface and human machine interface software development; startup, testing, commissioning and training; alarm notification system and operations and maintenance material. The proposed cost of the task order is \$171,171. Money is available in the current year budget. Kaser shared that a new member on the Public Works Commission asked many technical questions regarding the project and was impressed by the knowledgeable responses from Staff.

Kaser moved to authorize a task order for RH2 Engineering, Inc. for construction services for Phase 2 of the Water System SCADA Improvements for an amount not to exceed \$171,171. Motion was seconded by Hicks and carried unanimously.

PHASE 3 – WATER SYSTEM SCADA IMPROVEMENTS – ENGINEERING DESIGN TASK ORDER AUTHORIZATION

The construction contract for phase 2 of SCADA the improvements has been awarded and construction is expected to begin in April. Phase 2 includes the control system installation and integration at seventeen water system facilities.

The proposed task order (Task Order No. 8) is for Phase 3 design and bidding services. It includes design of the control system integration at the City's Winchester Water Treatment Plant including upgrading the telemetry and control panel equipment; installing telemetry

equipment and software at the Joanne Pump Station and Boyer Reservoir; and preparing bid documents for the project. The proposed cost of the task order is \$59,351.

Councilor Kaser moved to authorize a task order with RH2 Engineering, Inc. for engineering design services for Phase 3 of the Water System SCADA Improvements for an amount not to exceed \$59,351. Motion was seconded by Zielinski and carried unanimously.

PROPOSED REPEAL OF RMC 3.18 – PRIVATE VEHICLE TOWING REGULATIONS

Cox stated the Roseburg Municipal Code Chapter 3.18 has not been amended in well over 20 years and outlines a process that the City no longer follows. It essentially requires the City Manager to maintain a list of towing operators qualified to provide towing services to private citizens on a “rotation basis”. It also sets forth certain qualifications towing companies must meet in order to be placed on the City’s rotation list. The City has been entering into a contract with local towing companies to provide private towing services by the “Request for Proposals” process for many years. If RMC 3.18 is repealed, it will give the City more flexibility in designing the RFP to best fit the needs of citizens requiring the service while eliminating an unnecessary and outdated Chapter of the Code. The current contract for these services will expire December 31, 2018. Ryan moved to direct Staff to prepare an ordinance repealing RMC 3.18 to be presented at the next Council meeting. Motion was seconded by Zielinski and carried unanimously.

TRANSPORTATION NETWORK COMPANY UPDATE – SAMPLE ORDINANCES

Cox provided information for ordinances governing the ride sharing business from multiple cities across the state where the service was allowed. Comparisons were done on ordinances adopted by Medford, Salem, Corvallis, Redmond and Portland. Council directed Staff to draft a proposed ordinance, based on the comparisons presented and the City’s existing taxi regulations for Council’s consideration at a special Council meeting at 4:00 p.m. on April 16, 2018 in the Council Chambers.

ITEMS FROM MAYOR, CITY COUNCIL OR CITY MANAGER

Hicks noticed multiple basketball hoops on sidewalks and streets in the south part of town and requested that the City consider installing a basketball hoop at Templin or Micelli Park area. Eggers suggested she send an email to her or attend a Parks Commission Meeting to present the request.

ADJOURN

The meeting adjourned at 7:54 p.m.

Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CONSENT AGENDA B
04/09/2018

CJ
4/3/18



MAY 28, 2018 - MEETING CANCELLATION

Meeting Date: April 9, 2018
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent Agenda
Staff Contact: Koree Tate
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

Inasmuch as the May 28, 2018, City Council meeting falls immediately the Memorial Day holiday, Council is asked to consider canceling that meeting.

BACKGROUND

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

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

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

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

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends the City Council cancel the May 28, 2018, City Council meeting.

SUGGESTED MOTION

I MOVE TO CANCEL THE MAY 28, 2018 COUNCIL MEETING, RESERVING THE OPTION TO CALL A SPECIAL MEETING SHOULD THE NEED ARISE.

4/3/18

**ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**



ANNUAL RENEWAL OF ALL OLCC LICENSES

Meeting Date: April 24, 2017	Agenda Section: Consent
Department: City Manager's Office	Staff Contact: Sheila R. Cox <i>SEC</i>
www.cityofroseburg.org	Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

All liquor licenses issued in the City of Roseburg are granted on an annual basis and must be renewed prior to July 1 of each year. Roseburg Municipal Code 9.12 requires a recommendation from Council as to whether or not the license renewals should be approved.

BACKGROUND

Attached hereto is a list of all current OLCC licensees in the City of Roseburg that may be seeking renewal prior to July 1, 2018. To manage the renewal process in a more cost-effective manner, each year I submit the entire list to Council in April, rather than waiting to bring each application to Council as they are individually submitted.

- A. Council Action History.** Council typically recommends OLCC approval of all license renewals after they have been reviewed and approved by the Police Department.
- B. Analysis.** The Police Department has reviewed the list of licenses and has no objection to renewal of all licensees.
- C. Financial and/or Resource Considerations.** Each licensee will be required to pay a renewal fee of \$35.00.
- D. Timing Issues.** As noted, all current licenses will expire on June 30, 2018.

COUNCIL OPTIONS

Council may recommend that OLCC approve renewal on all applications as submitted, deny all applications or approve certain applications and deny others.

STAFF RECOMMENDATION

Staff recommends approval of renewal applications for all licensees.

SUGGESTED MOTION

"I MOVE TO RECOMMEND OLCC APPROVAL OF ALL 2018 RENEWAL APPLICATIONS RECEIVED FROM LICENSEES IN THE CITY OF ROSEBURG."

ATTACHMENTS

- A. List of current licensees

2018 Oregon Liquor Control Commission Licensee List

Attachment A

	Licensee	Location
1	1 AM Market	1931 NE Stephens Street
2	Abby's Pizza	1661 NE Stephens Street
3	Abby's Pizza	2585 Diamond Lake Boulevard
4	Albertson's Food Center #515	3013 NW Stewart Parkway
5	Alexander's Greek Cuisine	643 SE Jackson Street
6	Ami Japanese Restaurant	634 SE Cass Avenue
7	Anderson Market & Deli	1030 W Harvard Avenue
8	Applebee's Neighborhood Grill	2755 NE Edenbower Boulevard
9	ARS 346	2610 NW Edenbower Boulevard
10	Asia Garden	2405 NE Diamond Lake Boulevard
11	Associated Cellars & Gifts	444 NE Winchester Street
12	Backside Brewing, LLC	1640 NE Odell Avenue
13	Bangkok West	2521 W Harvard Avenue
14	Bi-Mart #609	1381 NW Garden Valley Boulevard
15	Big Bear Growler Station LLC	2587 W Harvard Avenue
16	Blac-n-Bleu, LLC	1700 Garden Valley Boulevard, Suite 101
17	Bob's Deli	1147 NE Stephens Street
18	Brix 527	527 SE Jackson Street
19	Brutke's Wagon Wheel	227 NW Garden Valley Boulevard
20	Burrito Vaquero Mexican Restaurant	850 Garden Valley Boulevard
21	Buy 2 @ Diamond Lake	1859 Diamond Lake Boulevard
22	Buy 2 013	334 W Harvard Avenue
23	C&M Tavern	841 SE Cass Avenue
24	Charley's BBQ	812 W Harvard Avenue
25	Chen's Family Dish House	968 NE Stephens Street
26	Chi's Garden Restaurant	1023 NE Stephens Street
27	Colony Market	1612 NE Keasey Street
28	Costco Wholesale #1073	4141 NE Stephens Street
29	Deathtrap Dressed to Kill	516 SE Jackson Street Ste. 102
30	Denny's #7743	350 W Harvard Avenue
31	Diamond Lake Market LLC	2976 Diamond Lake Boulevard
32	Dinos Ristorante Italiano	404 SE Jackson Street
33	Douglas County Farmers Co-op	3171 NE Stephens Street
34	Downtown Market LLC	741 SE Jackson Street
35	El Dorado Restaurant LLC	368 NE Winchester Street
36	Elk's Lodge #326 Roseburg	749 SE Jackson Street
37	Elmer's Breakfast Lunch Dinner	1440 NW Mulholland
38	Fast Stop Market Diamond Lake	2275-2285 NE Diamond Lake Boulevard
39	Fox Den Eatery	838 NW Garden Valley Boulevard
40	Fred Meyer #281	929 NW Garden Valley Boulevard

	Licensee	Location
41	Garden Valley Liquor Store	780 Garden Valley Boulevard #84
42	Garden Valley Market	247 NW Garden Valley Boulevard
43	Gilberto's Mexican Restaurant	1347 NE Stephens Street
44	Grocery Outlet	930 W Harvard Avenue
45	Idle Hour Tavern	216 NE Jackson Street
46	J&J Market #2	1532 SE Stephens Street
47	Jasmine's	809 SE Main Street
48	Jersey Lily Tavern	1430 NE Dee Street
49	Knok Knok Lounge	1969 SE Stephens Street
50	Kodiak Bar & Grill	929 SE Stephens Street
51	Lee's Restaurant	2011 NE Stephens Street
52	Lil Pantry LLC	2611 NW Edenbower Boulevard
53	Linus Oakes	2665 Van Pelt Boulevard
54	Little Brothers Pub	428 SE Main Street
55	Logger's Gourmet Pizza Inc.	1350 NE Stephens Street Suite 10
56	Loggers Tap House Inc.	2060 NW Stewart Parkway
57	Los Dos Amigos #6	1390 NE Stephens Street
58	Mariachi Loco Mexican Restaurant	647-649 SE Jackson Street
59	McMenamin's	700 SE Sheridan
60	North Forty Beer Company	435 SE Jackson Street
61	North Umpqua Video & Umpqua Wine Cellar	1370 NW Garden Valley Boulevard
62	Oak Market	711 SE Oak Street
63	Oak & Main Corner Coffee Bar	949 SE Oak Street
64	Oak Vapors Shop	611 Oak Avenue
65	Old Soul Pizza LLC	525 SE Main Street
66	O'Toole's Pub	328 Jackson Street
67	Parkway Market 1	2980 NW Stewart Parkway
68	Paul O'Brien Winery	606 SE Stephens Street
69	Purple Parrot - Stewart Parkway	3001 NW Stewart Parkway, Suite 101
70	Red Robin	2200 NE Stewart Parkway
71	Renard's Deli	2230 NW Stewart Parkway A-3
72	Ridgeway Market	1800 NW Garden Valley Boulevard
73	Rite Aid #5380	1430 NW Garden Valley Boulevard
74	Rite Aid #5382	444 SE Stephens Street
75	Rodeo Family Inc.	1200 NW Garden Valley Boulevard
76	Roseburg Chevron Center	2625 NE Diamond Lake Boulevard
77	Roseburg Cinemas	1750 NW Hughwood
78	Roseburg Tobacco & Food Mart	2050 NE Stephens Street
79	Round Table Clubhouse - 236	2040 NW Stewart Parkway
80	Rumors	2686 NE Diamond Lake Boulevard
81	Safeway Stores #1666	1539 NE Stephens Street
82	Salud Brewery	723 SE Lane Avenue

	Licensee	Location
83	Scoreboard Tavern	920 SE Stephens Street
84	7 Seven Thai Restaurant Inc.	764 NW Garden Valley Boulevard #101
85	Shari's of Roseburg #243	3030 NW Aviation Drive
86	Shazaam's	2421 W Harvard Avenue
87	Shazaam's #2	2441 W Harvard Avenue
88	Sherm's Thunderbird Market #4	2553 NW Stewart Parkway
89	Short Cut Market	508 NE Winchester Street
90	Si Casa Flores	780 NW Garden Valley Boulevard #44B
91	Sizzler Family Steak House #228	1156 NW Garden Valley Boulevard
92	South Gate Market & Deli Inc.	1967 SE Stephens Street
93	Stephens Arco AM PM	2530 NE Stephens Street
94	Stephens Market LLC	1458 SE Stephens Street
95	Tee Pee Tavern	1830 NE Stephens Street
96	TenDown Bowling & Entertainment	2400 Diamond Lake Boulevard
97	T-Mart	1515 W Harvard Avenue
98	True Kitchen & Bar	629 SE Main Street
99	Two-Shy Brewing, LLC	1308 NW Park Street
100	Umpqua Golf Management	1005 NW Stewart Parkway
101	Vapor Krave LLC	250 NE Garden Valley Boulevard #3
102	Walgreens #12068	1377 NE Stephens Street
103	Walgreens #2477	2125 NW Stewart Parkway
104	Wild Rose Bar & Grill	805 SE Stephens Street
105	Yellow Flamingo #2	177 NW Garden Valley Boulevard

Je
4/4/18



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

Annexation and Zone Change – 3310 & 3330 W Military Avenue File Nos. AN-18-001/ZC-18-001

Meeting Date: April 9, 2018
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Planning Commission has reviewed and recommended approval to annex a 4.01 acre property with an accompanying zone change from County Suburban Residential (RS) to City Single-Family Residential (R6). In addition to this action the property will also need to be withdrawn from the Fire District No. 2 service area. The following request is being made by the property owner, Townsend Lane LLC. The property is located at 3310 and 3330 W Military Avenue.

BACKGROUND

A. Council Action History: None.

B. Analysis:

The Annexation and Zone Change are required to meet the criteria contained in ORS 222.125, Roseburg City Council Resolution 2006-04 (Annexation Policies), Roseburg Comprehensive Plan and the Roseburg Land Use and Development Regulations (LUDR). The attached Findings of Fact and Order document provides the justification for the annexation, comprehensive plan amendment and zone change.

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

D. Timing Issues: None.

COUNCIL OPTIONS

1. Adopt the Planning Commission's Findings of Fact and Order for File Nos. AN-18-001/ZC-18-001 and proceed with first reading of the ordinance.
2. Do not adopt Planning Commission's findings.

STAFF RECOMMENDATION

Staff recommends adopting the Planning Commission's Findings of Fact and Order for File Nos. AN-18-001/ ZC-18-001 and proceeding with first reading of the ordinance.

SUGGESTED MOTION

"I move to adopt Findings of Fact and Order approved by the Planning Commission for File Nos. AN-18-001/ZC-18-001." - Council should then proceed with first reading of Ordinance 3499.

ATTACHMENTS

Findings of Fact and Order
Ordinance 3499

In the matter of the application
by Townsend Lane LLC

) Annexation: AN-18-001
) Zone Change: ZC-18-001

**BEFORE THE ROSEBURG PLANNING COMMISSION
FINDINGS OF FACT AND ORDER**

I. NATURE OF APPLICATION

Property Owner, Townsend Lane LLC, requests 4.01± acre property at 0, 3310 & 3330 W Military Street be annexed into the City. Concurrent with the application is a request to change the zoning of the annexed property from County RS (Suburban Residential) to City R6 (Single Family Residential).

II. PUBLIC HEARING

A public hearing was held on the application before the Roseburg Planning Commission on March 19, 2018. The Planning Commission reviewed Case No. AN-18-001/ZC-18-001, an application for an Annexation and Zone Change, and it was made part of the record.

III. FINDINGS OF FACT

A. EXISTING CONDITIONS

1. The City Council takes official notice of the Roseburg Urban Area Comprehensive Plan adopted by City Council Ordinance No. 2980 on December 9, 1996 and of the Roseburg Land Use and Development Ordinance (LUDO) No. 2363, as originally adopted July 1, 1984, and re-adopted in Ordinance No. 3408 on March 11, 2013, as both may have been amended from time-to-time.
2. Notice of the public hearing before the Planning Commission was given by publication in *The News Review*, a newspaper of general circulation, at least 20 days prior to the hearing. Notice of the public hearing before the Planning Commission was mailed to all owners of property within 300 feet of the property 20 days prior to the hearing.
3. Notice of the public hearing and proposed land use map amendment information was sent to affected property owners per LUDO 5.1.170. No remonstrances were received.

C. AGENCY COMMENTS

No remonstrances were received from ODOT, Douglas County, or Roseburg Urban Sanitary Authority.

D. PUBLIC COMMENTS

The Community Development Department notified all owners of surrounding properties per and LUDO 5.1.170. No comments were received.

E. ANALYSIS

The annexation is required to satisfy ORS 222.125, and to conform to the Roseburg Annexation Policies in Resolution 2006-04. Zone Changes are required to satisfy approval criteria contained within Roseburg Land Use and Development Ordinance (LUDO) Sections 5.4.030.

F. REVIEW CRITERIA

1. Pursuant to ORS 222.125, "Annexation by consent of all owners of land," the following criteria must be demonstrated:

a) Upon receiving written consent to annexation by owners and electors under this section, the legislative body of the city, by resolution or ordinance, may set the final boundaries of the area to be annexed by a legal description and proclaim the annexation.

Finding: The subject property is contiguous with the city limits of Roseburg, and the applicant has given written consent, by applying for the annexation, to be annexed into the city.

2. Pursuant to City of Roseburg Resolution 2006-04, "Annexation Policies," the following Policies shall be adhered to:

*a) **Annexation Encouraged.** Over time, the City of Roseburg shall be the primary provider of municipal water service and other urban services within the UGB, provided the City can offer these services in an efficient and cost-effective manner.*

Annexation to the City should be encouraged:

1. For unincorporated areas that are now receiving some City services, are urban in character, or are logically served by the City because of geographic factors such as drainage basins, boundaries, or environmental constraints;

2. Where the availability of infrastructure and services allows for the development of urban densities.

Finding: The subject property can logically be served by the City given that it is surrounded on three sides by incorporated land. Infrastructure and services necessary for urban densities can be provided when approval is granted for development consistent with the proposed Zoning.

- b) City Initiated Annexation.** *If the City initiates an annexation, then the City shall analyze the financial impacts of the annexation including a calculation of revenues derived from a proposed annexation and the expenses to provide services in the area to be annexed.*

Finding: The City did not initiate this annexation.

- c) Full-Range of City Services in Timely Manner.** *The City shall not initiate annexation proceedings on any property if it cannot provide a full range of City services within approximately a three-year period of time. A full range of City services means a level of urban services approximately similar to that enjoyed by residents currently living in the City of Roseburg.*

Finding: Surrounding properties of the subject property are already served by municipal water and sewer. Extending services to the subject property can be provided within three years, depending on development activity.

- d) Preference for Annexation Areas.** *Highest preference for annexation shall be given to those areas that best meet annexation policies and where revenues derived from the annexed areas exceed City expenses. Lowest preference shall be given to those annexation requests that exhibit a negative financial situation for the City of Roseburg or only minimally meet City annexation policies. Fiscal impacts are only one of many criteria to be evaluated, and must be balanced with other annexation policies and goals.*

Finding: The subject property lies adjacent to the existing City boundary and has, or can have, urban services provided to it in a cost-effective manner consistent with logical growth patterns.

- e) Unincorporated Islands.** *Property that is currently surrounded by land within the City limits (unincorporated islands) shall be discouraged. As soon as practical, the City shall initiate annexation proceedings for such islands.*

Finding: The property is not an island.

- f) Properties Now Served by Municipal Water But Located Outside Existing City Limits.** *Property owners now receiving municipal water service from the City of Roseburg are encouraged to initiate annexation proceedings on their property consistent with these policies.*

Finding: The subject site and properties surrounding the subject property are or can be served by municipal water service.

g) New Consent to Annexation Agreements Prohibited. After Council adoption of a change to Roseburg Municipal Code 5.04.060, no new municipal water service shall be provided unless the property is annexed to the City of Roseburg.

Finding: Property owners request annexation to facilitate planned development and extension of city services to the site.

3. Pursuant to LUDO 5.4.030 the following criteria must be demonstrated as being satisfied by the application for approval of the zone change:

a) *The rezoning will conform to the Roseburg Urban Area Comprehensive Plan, including the land use map and written policies.*

Applicant's Finding: Proposed zoning is R6, which is the zoning already applied to adjacent property immediately to the North (Red Hawk Estates). The applicant has proposed upon completion of the annexation and zone change a future subdivision over this and a previously annexed parcel creating 38 lots in addition to accommodating the existing home sites at 3310 & 3330 W Military Avenue which we believe will make maximum use, based on land shape, and minimize any public costs of services. There are no environmentally sensitive areas on the proposed site.

Staff's Finding: The rezoning fully conforms to the Comprehensive Plan. The parcel is located within the Roseburg Growth Boundary in an area that is designated Low-density Residential in the Comprehensive Plan. The parcel borders other Low-density Residential land to the north that is developed as a single family residential subdivision (R6). The parcel will be accessed from Military and will eventually be subdivided with a through street from Lookingglass to Military providing access to 38 homes.

b) *The site is suitable to the proposed zone with respect to the public health, safety, and welfare of the surrounding area.*

Applicant's Finding: The site will have new public services installed, adequate to service all lots, including water, sewer, and drainage, roadways will be of the normal width required by City of Roseburg code.

Staff's Finding: The site is completely suitable for rezoning to single family residential. All utilities (water, sewer, power, gas, cable) are immediately available, which provides assurance that all public safety and welfare requirements can be satisfied. The topography of the land is gentle sloping, and the soils are stable. Public health, safety and welfare can be adversely impacted by uses with significant external impacts, dangerous activities, and unsafe or inadequate transportation facilities that provide access to a site. The proposed Zoning District is compatible with the existing development, and as such is presumably no less suitable than the existing County Zoning.

- c) *The rezone is consistent with the safety and performance measures of the transportation system.*

Applicant's Finding: The majority of the traffic generated by the proposed subdivision which will be created as a result of the requested annexation and rezone will utilize Lookingglass Road, which is a major road and should have no trouble handling the additional 300-400 daily trips generated by the creation of the proposed subdivision.

Staff's Finding: The locally-classified street network that serves the proposed residential development is consistent with the safety and performance measures of the transportation system. The property is served by Military and the future subdivision will provide access from its local street between Lookingglass and Military. Any future development would be required to meet access standards determined by the Transportation System Plan, LUDO and Public Works standards.

IV. CONCLUSION

Based on the above findings, the Planning Commission concludes that the application meets the criteria for approval in ORS 222.125, Resolution 2006-04, and LUDO 5.4.030.

V. ORDER

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



Ron Hughes, Chair

3-19-18

Date



Stuart Cowie, Community Development Director

3/19/18

Date

Planning Commission:

Ron Hughes, Chair
Daniel Onchuck, Vice Chair
Kerry Atherton
Victoria Hawks
Charlie Allen
Ron Sperry

Ordinance Number _____

LEGAL DESCRIPTION

Annexation Townsend L.L.C. #2

The following described real property is located in the Southeast Quarter of Section 22, Township 27 South, Range 6 West, Willamette Meridian, Douglas County, Oregon.

Beginning at a 5/8 inch iron rod located on the Easterly boundary of Lot 1 of the Thurston Aire Subdivision, as defined by Douglas County Surveyor's Office Map File Number Volume 7, Page 16, Douglas County, Oregon, said 5/8 inch iron rod bears North 0° 13' 30" East 185.06 feet from the Easterly Lot corner common to Lots 1 and 2 of the said Thurston Aire Subdivision and is located at the most Southerly corner along the west side of the Annexation Boundary to the City of Roseburg, Oregon, known as Annexation Ordinance Number 3489; thence along the Easterly boundary of said Thurston Aire Subdivision and leaving the said boundary of said Annexation Ordinance Number 3489, South 0° 13' 30" West 185.06 feet to a 1/2 inch iron pipe located at the said Lot corner common to said Lots 1 and 2, Thurston Aire Subdivision; thence continuing along said easterly boundary, South 0° 17' 11" West 192.04 feet to a 1/2 inch iron pipe rod located at the Lot corner of Lots 3 and 6 of the said Thurston Aire Subdivision; thence continuing along said Easterly boundary, South 0° 10' 49" West 264.00 feet to a 5/8 inch iron rod located on the Northerly right of way boundary of West Military Avenue; thence leaving said Easterly boundary and running along the said Northerly right of way boundary of said West Military Avenue, North 72° 21' 18" East 255.53 feet to a 5/8 inch iron rod; thence continuing along said right of way boundary, North 69° 41' 15" East 201.71 feet to a 5/8 inch iron rod; thence continuing along said right of way boundary, North 61° 50' 15" East 65.57 feet to a 5/8 inch iron rod; thence leaving said Northerly right of way boundary and running North 57° 29' 30" West 134.76 feet to a 5/8 inch iron rod; thence North 5° 00' 32" West 14.09 feet to a 5/8 inch iron rod; thence North 34° 19' 47" West 157.36 feet to a 5/8 inch iron rod; thence North 28° 52' 40" West 91.67 feet to a 5/8 inch iron rod; thence North 24° 18' 49" West 16.92 feet to a 5/8 inch iron rod located at the most southerly corner of said Annexation Ordinance Number 3489; thence along the southerly boundary of said Annexation Ordinance Number 3489, North 39° 28' 26" West 131.00 feet to a 5/8 inch iron rod; thence continuing along said southerly boundary of said Annexation Ordinance Number 3489, North 71° 44' 26" West 157.78 feet to the point of beginning.

Containing 4.01 acres more or less.



DEC., 2017
SCALE: 1" = 100'

ORDINANCE NUMBER _____

PROPOSED ANNEXATION MAP TO THE CITY OF ROSEBURG

LOCATED IN THE
SOUTHEAST QUARTER OF SECTION 22,
TOWNSHIP 27 SOUTH, RANGE 6 WEST,
WILLAMETTE MERIDIAN, DOUGLAS COUNTY, OREGON

PREPARED FOR:
TOWNSEND LANE LLC
100 EAST CORDELA COURT
ROSEBURG, OREGON 97411

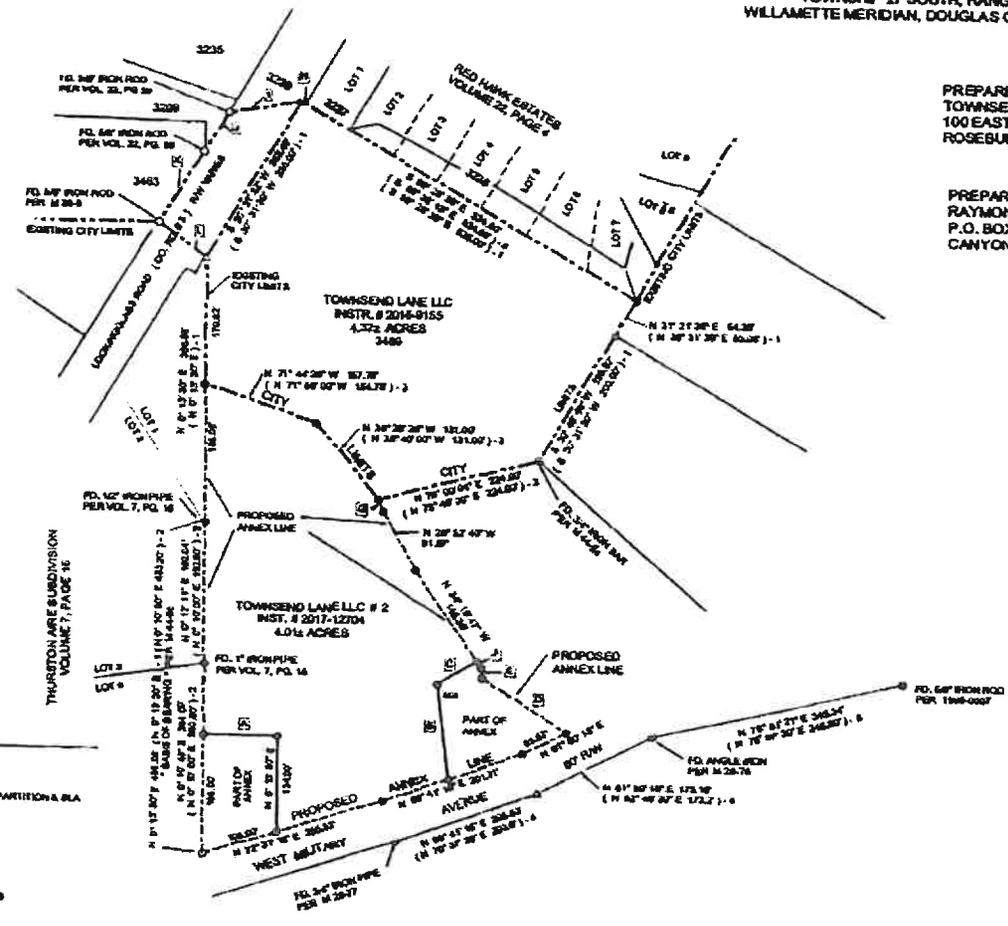
PREPARED BY:
RAYMOND F. BROWN - P.L.S. 2391
P.O. BOX 639
CANYONVILLE, OREGON 97417

LINE INDEX:

- ⊠ 8 09' 54" 04" E 102.89'
- ⊠ 8 17' 42" 30" W 132.78'
- ⊠ 8 30' 04" 02" E 42.84'
- ⊠ 8 07' 20" 20" W 104.78'
- ⊠ 8 07' 09" 20" W 14.00'
- ⊠ 8 34' 18" 47" W 11.00'
- ⊠ 8 24' 15" 48" W 14.80'
- ⊠ 8 09' 20" 30" W 6.00'
- ⊠ 8 01' 02" 40" W 108.41'
- ⊠ 8 20' 20" 22" W 68.54'
- ⊠ 8 27' 20" 02" W 116.91'
- ⊠ 8 52' 28" 02" E 78.42'

LEGEND

- ▲ COMPUTED POINT
- 6" IRON ROD PER M 114-12
- ⊙ 5/8" IRON ROD SET PERPENDICULAR LAND PARTITION & S.L.A.
- ⊙ 1" IRON PIPE PER M 44-54, UNLESS OTHERWISE NOTED
- 1-1 RECORD AS PER M 44-54
- 1-2 RECORD AS PER VOL. 7, PG. 18
- 1-3 RECORD AS PER DEED REF. # 2016-1208
- 1-4 RECORD AS PER M 23-77
- 1-5 RECORD AS PER M 26-78
- 1-6 RECORD AS PER VOL. 22, PG. 4



SEP. 12 2017

ORDINANCE NO. 3499

AN ORDINANCE ANNEXING 4.01 ACRES OF PROPERTY AT 3310 & 3330 W MILITARY AVENUE, WITHDRAWING THE PROPERTY FROM DOUGLAS COUNTY FIRE DISTRICT 2, AND AMENDING THE ROSEBURG ZONING MAP

THE CITY COUNCIL OF THE CITY OF ROSEBURG, OREGON, finds:

1. The proposed annexation meets the requirements of ORS 197.175 and adopted Statewide Planning Goals.
2. This proposal includes annexation of land and a Zone Change which came before the Roseburg Planning Commission as a Quasi-judicial matter considered at a public hearing after due and timely notice.
3. The annexation complies with provisions of ORS 222.120 and ORS 222.125, annexation by consent.
4. Owner of the subject property consents to annexation into the City as a logical extension of the city boundary.
5. The annexation and withdrawal of the property from the Douglas County Fire District No. 2 is consistent with the fundamental principles and applicable policies of the Roseburg Urban Area Comprehensive Plan Goals, Objectives and Policy Statements, and other adopted City policies, and it is in the best interest of the City that the area be annexed and withdrawn.
6. The City is willing to assume the responsibilities and indebtedness previously contracted by the District proportionate to the part of the District that has been withdrawn from the City upon the effective date of the annexation.
7. The City Council takes note of the Roseburg Urban Area Comprehensive Plan as 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.
8. The City Council takes note of the Roseburg Land Use and Development Regulations (LUDR) as originally adopted July 1, 1984, was re-adopted as Title 12 of the Roseburg Municipal Code on March 12, 2018.
9. The subject property is zoned County Single-Family Residential (R1) and annexation will cause a Zone Change to a City designation of Suburban Residential (RS).
10. The existing Comprehensive Plan Designation of Low-Density Residential (LDR) will remain the same.
11. All public facilities and services are within distance to serve the subject property.

12. Upon adoption of the ordinance, the City Recorder shall file a copy of the annexation ordinance with the Secretary of State as required by ORS 222.177.
13. Within 10 days from the effective date of the annexation, the City shall submit to the Douglas County Clerk, County Assessor, and Oregon Department of Revenue a detailed legal description of the new boundaries established by the City in accordance with ORS 222.010.
14. The following criteria exist:
 - a. The Annexation complies with ORS 222.125 and City Council Annexation Policies of Resolution 2006-04.
 - b. The Zone Change complies with the Roseburg Comprehensive Plan and Section 12.10.040 of the Land Use and Development Regulations.

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

SECTION 1. The foregoing findings are hereby approved and incorporated herein.

SECTION 2. The subject property is addressed as 3310 and 3330 W Military Avenue and identified as Tax Lots 00400, 00403, 00404 of Township 27 South, Range 06 West, Willamette Meridian, Section 22DC of the Douglas County Assessors Map. The subject property annexation, also known as DOR File 10-P526-2018, is described and shown on the map in attached Exhibit "B."

SECTION 3. This annexation and concurrent zone change have been processed pursuant to the Roseburg Land Use and Development Regulations.

SECTION 4. The City Council hereby adopts as its own the Findings of Fact and Decision of the Planning Commission dated March 19, 2018 and by reference incorporated herein.

SECTION 5. This annexation is made pursuant to the provisions of ORS 222.120, and 222.125, annexation by consent, for which a public hearing was conducted.

SECTION 6. The subject property shall be withdrawn from Douglas County Fire District No. 2 on the effective date of the annexation; at which time, the City shall assume the obligations referred to in ORS 222.520(2) and shall commence the procedure for division of assets provided in ORS 222.530. The particulars of said assumption of liabilities and division of assets shall be accomplished hereafter as provided in an Intergovernmental Agreement between the City and Douglas County Fire District No. 2 dated May 10, 2016.

SECTION 7. Upon adoption of the ordinance, the City Recorder shall file a copy of the annexation ordinance with the Secretary of State as required by ORS 222.177.

SECTION 8. The City Recorder shall submit the legal description of the territory annexed (attached hereto as Exhibit "A") and accurate map showing the annexed territory (attached hereto as Exhibit "B") to the Douglas County Assessor and the Oregon Department of Revenue as required by ORS 308.225.

SECTION 9. On the effective date of the annexation, the City shall amend the Roseburg Zoning Map by applying the identified zoning designation to the subject property, as shown by the list herein made part of this ordinance.

SECTION 10. Within 10 days from the effective date of the annexation, the City shall submit to the Douglas County Clerk, County Assessor, and Oregon Department of Revenue a detailed legal description of the new boundaries established by the City in accordance with ORS 222.010.

ADOPTED BY THE CITY COUNCIL THIS 23RD DAY OF APRIL 2018.

APPROVED BY THE MAYOR THIS 23RD DAY OF APRIL 2018.

LARRY RICH, MAYOR

ATTEST:

SHEILA R. COX, CITY RECORDER

EXHIBIT A
Ordinance No. 3499

LEGAL DESCRIPTION

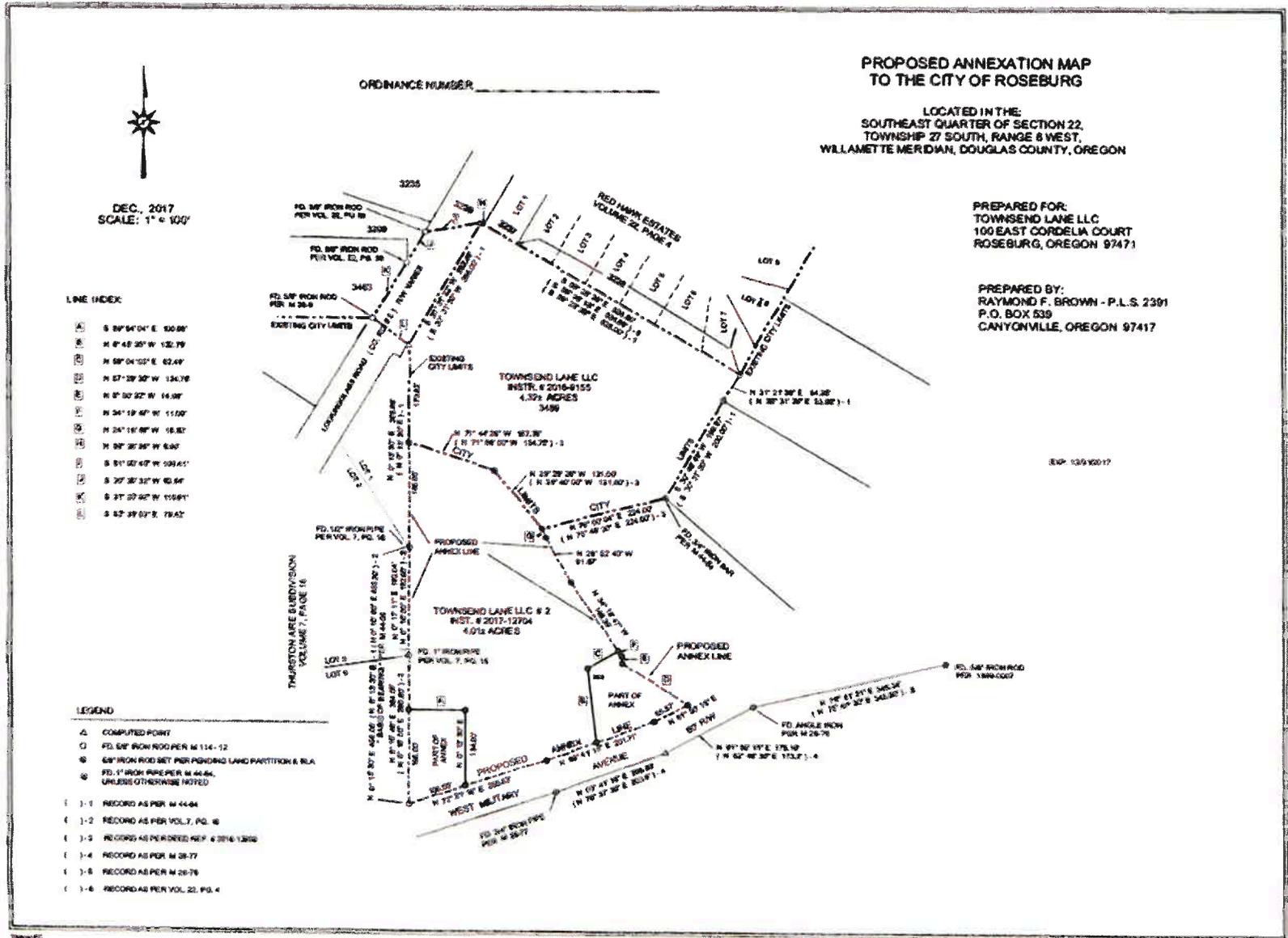
Annexation Townsend L.L.C. #2

The following described real property is located in the Southeast Quarter of Section 22, Township 27 South, Range 6 West, Willamette Meridian, Douglas County, Oregon.

Beginning at a 5/8 inch iron rod located on the Easterly boundary of Lot 1 of the Thurston Aire Subdivision, as defined by Douglas County Surveyor's Office Map File Number Volume 7, Page 16, Douglas County, Oregon, said 5/8 inch iron rod bears North 0° 13' 30" East 185.06 feet from the Easterly Lot corner common to Lots 1 and 2 of the said Thurston Aire Subdivision and is located at the most Southerly corner along the west side of the Annexation Boundary to the City of Roseburg, Oregon, known as Annexation Ordinance Number 3489; thence along the Easterly boundary of said Thurston Aire Subdivision and leaving the said boundary of said Annexation Ordinance Number 3489, South 0° 13' 30" West 185.06 feet to a 1/2 inch iron pipe located at the said Lot corner common to said Lots 1 and 2, Thurston Aire Subdivision; thence continuing along said easterly boundary, South 0° 17' 11" West 192.04 feet to a 1/2 inch iron pipe rod located at the Lot corner of Lots 3 and 6 of the said Thurston Aire Subdivision; thence continuing along said Easterly boundary, South 0° 10' 49" West 264.00 feet to a 5/8 inch iron rod located on the Northerly right of way boundary of West Military Avenue; thence leaving said Easterly boundary and running along the said Northerly right of way boundary of said West Military Avenue, North 72° 21' 18" East 255.53 feet to a 5/8 inch iron rod; thence continuing along said right of way boundary, North 69° 41' 15" East 201.71 feet to a 5/8 inch iron rod; thence continuing along said right of way boundary, North 61° 50' 15" East 65.57 feet to a 5/8 inch iron rod; thence leaving said Northerly right of way boundary and running North 57° 29' 30" West 134.76 feet to a 5/8 inch iron rod; thence North 5° 00' 32" West 14.09 feet to a 5/8 inch iron rod; thence North 34° 19' 47" West 157.36 feet to a 5/8 inch iron rod; thence North 28° 52' 40" West 91.67 feet to a 5/8 inch iron rod; thence North 24° 18' 49" West 16.92 feet to a 5/8 inch iron rod located at the most southerly corner of said Annexation Ordinance Number 3489; thence along the southerly boundary of said Annexation Ordinance Number 3489, North 39° 28' 26" West 131.00 feet to a 5/8 inch iron rod; thence continuing along said southerly boundary of said Annexation Ordinance Number 3489, North 71° 44' 26" West 157.78 feet to the point of beginning.

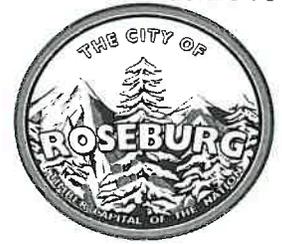
Containing 4.01 acres more or less.

EXHIBIT B
Ordinance No. 3499
MAP OF ANNEXATION



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

eye
4/13/18



ORDINANCE REPEALING RMC 3.18 – PRIVATE VEHICLE TOWING REGULATIONS

Meeting Date: April 9, 2018
Department: Administration
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Sheila R. Cox, City Recorder *SR*
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

Council will be considering an ordinance repealing RMC 3.18 – Private Vehicle Towing Regulations.

BACKGROUND

A. Council Action History. At the March 26, 2018 meeting, after hearing a brief explanation of why the regulations in RMC 3.18 regarding private vehicle towing services was outdated and no longer necessary, Council directed staff to prepare an ordinance repealing the regulations.

B. Analysis. Repeal of the subject Code provisions will allow staff more flexibility in obtaining private vehicle towing services for citizens in need of the service through a request for proposals and/or contract process.

C. Financial/Resource Considerations. n/a

D. Timing Issues. n/a

COUNCIL OPTIONS Council has the following options:

1. Reach a consensus to proceed to first reading of the draft ordinance; or
2. Decline taking action to repeal of RMC 3.18.

STAFF RECOMMENDATION Staff recommends Council proceed with first reading of the proposed ordinance.

SUGGESTED MOTION If Council concurs with staff's recommendation, no motion is required – simply a consensus to proceed with first reading of the proposed ordinance.

ATTACHMENTS: Proposed Ordinance Repealing RMC 3.18

ORDINANCE NO. 3500

**AN ORDINANCE REPEALING ROSEBURG MUNICIPAL CODE CHAPTER 3.18
ENTITLED "PRIVATE VEHICLE TOWING POLICY"**

WHEREAS, the City of Roseburg no longer maintains a list of all towing service operators which are qualified under Roseburg Municipal Code Chapter 3.18 to tow privately owned vehicles at the request of the City; and

WHEREAS, the City has determined that obtaining such services through a request for proposal process is in the best interest of the public, and therefore RMC 3.18 is no longer necessary;

NOW THEREFORE, THE ROSEBURG CITY COUNCIL ORDAINS AS FOLLOWS:

SECTION 1. Roseburg Municipal Code Chapter 3.18 entitled "Private Vehicle Towing Policy" is hereby repealed in its entirety.

ADOPTED BY THE ROSEBURG CITY COUNCIL ON APRIL 23, 2018.

APPROVED BY THE MAYOR ON APRIL 23, 2018.

LARRY RICH, MAYOR

ATTEST:

SHEILA R. COX, CITY RECORDER

JTC
4/4/18



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

Appropriation Transfer for Fiscal Year 2017-18

Meeting Date: April 9, 2018
Department: Finance
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

There are three mid-year corrections that are required in order to provide adequate appropriation authority for: 1) enhanced grant funded work at the airport, 2) the inclusion of an additional planner position in the Community Development Department, and 3) correction of appropriation allocations in the Grant Fund. A resolution re-appropriating funds needs adoption to remain in full compliance with Oregon Budget Law. Resolution No. 2018-08 is prepared to affect the necessary changes to the Airport, General and Grant budgets to accommodate the requested changes.

BACKGROUND

A. Council Action History. No prior council action on these matters exist.

B. Analysis. There are three separate matters affecting three different city funds, (the Airport, General and Grant funds) which need addressing; each matter is discussed separately below.

In the Airport Fund, enhanced work with obstruction removal and the Airport Master Plan is being performed this year and was not anticipated at the time the budget was adopted; the additional work is grant funded through FAA and ODA grants. Projected expenditures for all related capital outlay work is \$510,000 or an increase of \$160,000 from budget; additional grant funding will provide adequate resources to cover the increased expenses.

In the General Fund, increased demands on the Community Development Department that have arisen this year and are projected to continue into the future requires the addition of a new planner which is proposed to be added starting May, 1, 2018. The cost of a new planner for the remainder of the current fiscal year is projected to be \$15,100 and can be funded by transferring contingency funds to the Community Development Department.

In the Grant Fund, the \$1.5 million Head Start CDBG related appropriations were budgeted as capital outlay; however, as the City will not own the facility the appropriations need to be reallocated as Materials and Services appropriations to properly account for the pass through of the project funds.

C. Financial and/or Resource Considerations. The three matters needing budgetary attention affect the City financial condition differently; therefore, the financial impact of each is addressed separately below.

The proposed changes to the Airport Fund are offsetting; revenues will increase \$160,000 and appropriations will also increase \$160,000, consequently, the net impact on the fund and the City is zero.

The addition of a new planner affects the current budget by decreasing the ending fund balance by \$15,100 or 0.3%. A new planner also impacts future budgets by adding reoccurring operational expenses; after incorporating the new position into the city's General Fund's six year forecast the forecast remained sustainable as the projected fund balances remain comfortable above the city's twenty percent fund balance requirement.

The transfer of \$1.5 million from the Grant Fund's capital outlay budget to its materials and services budget does not increase appropriations and so the net impact on the fund and the City is zero.

D. Timing Issues. Oregon Budget Law requires that appropriation authority be established prior to the commitment or expenditure of resources. Currently work is moving forward on all three matters and it is important to account for their activities within the city's budget. In order to maintain full compliance with Oregon Budget Law the City needs to ensure full appropriation authority for all known circumstances.

COUNCIL OPTIONS

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the proposed figures; or
- 3) Request additional information.

STAFF RECOMMENDATION

Given the need to comply with Oregon budget law, it is staff's recommendation to adopt the attached resolution as written.

SUGGESTED MOTION

I move to adopt Resolution No. 2018-08 authorizing an appropriation transfer within the Airport Fund (Fund 520), the General Fund (Fund 100), and the Grant Fund (Fund 220) for fiscal year 2017-18.

ATTACHMENTS

Attachment 1 Resolution No. 2018-08 entitled "A Resolution Authorizing a Budget Re-Appropriation for Fiscal Year 2017-18".

RESOLUTION NO. 2018 – 08

**A RESOLUTION AUTHORIZING A BUDGET RE-APPROPRIATION FOR
FISCAL YEAR 2017-18**

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2017-18 by Resolution 2017-13; and

WHEREAS, enhanced work with obstruction removal and the Airport Master Plan is being performed this year and is funded mostly through additional FAA and ODA grant funds; and

WHEREAS, increased demands on the Community Development Department that have arisen this year and are projected to continue into the future require the addition of a new planner; and

WHEREAS, the \$1.5 million Head Start CDBG related appropriations were budgeted as capital outlay; however, as the City will not own the facility the appropriations need to be reallocated as Materials and Services appropriations to properly account for the pass through of the project funds; and

WHEREAS, ORS 294.338(2) allows expenditure of grants, gifts, bequests or devises transferred to the local government in trust for a specific purpose may be made after enactment of an appropriation resolution; and

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

WHEREAS, the City’s 2017-18 adopted budget appropriated operating contingencies within the General Fund and such budgeted contingencies shall be used for unanticipated expenditures.

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

Section 1 Resources and appropriations in the Fiscal Year 2017-18 budget shall be adjusted as follows:

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Airport Fund (520)			
Resources			
Beginning Fund Balance	\$ 228,578	\$ -	\$ 228,578
Revenues	\$ 744,500	\$ 160,000	\$ 904,500
Total Resources:	\$ 973,078	\$ 160,000	\$ 1,133,078

RESOLUTIONS A
ATTACHMENT 1

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Appropriations			
Materials and Services	\$ 199,330	\$ -	\$ 199,330
Capital Outlay	\$ 350,000	\$ 160,000	\$ 510,000
Debt Service	\$ 125,088	\$ -	\$ 125,088
Operating Contingency	\$ 298,660	\$ -	\$ 298,660
Total Appropriations:	\$ 973,078	\$ 160,000	\$ 1,133,078

To provide appropriation authority for enhanced work with obstruction removal and the Airport Master Plan that is funded by FAA and ODA grant funds.

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
General Fund (100)			
Resources			
Beginning Fund Balance	\$ 7,046,808	\$ -	\$ 7,046,808
Revenues	\$ 21,368,080	\$ -	\$ 21,368,080
Total Resources:	\$ 28,414,888	\$ -	\$ 28,414,888
Appropriations			
Community Development	\$ 687,506	\$ 15,100	\$ 702,606
Operating Contingency	\$ 955,000	\$ (15,100)	\$ 939,900
Other Requirements	\$ 26,772,382	\$ -	\$ 26,772,382
Total Appropriations:	\$ 28,414,888	\$ -	\$ 28,414,888

To provide appropriation authority for a new Planner in the Community Development Department.

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Grants Fund (220)			
Resources			
Beginning Fund Balance	\$ 88,238	\$ -	\$ 88,238
Revenues	\$ 1,889,500	\$ -	\$ 1,889,500
Total Resources:	\$ 1,977,738	\$ -	\$ 1,977,738
Appropriations			
Materials and Services	\$ 178,500	\$ 1,500,000	\$ 1,678,500
Capital Outlay	\$ 1,750,000	\$ (1,500,000)	\$ 250,000
Reserved for Future Expenditure	\$ 49,238	\$ -	\$ 49,238
Total Appropriations:	\$ 1,977,738	\$ -	\$ 1,977,738

To properly account for appropriations related to the Head Start CDBG project.

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

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

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING
ON THE 9TH DAY OF APRIL 2018.**

Sheila R. Cox, City Recorder

CE
4/3/18



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

Riverfront Park Multi-use Path Renovation Phase Two Bid Award Recommendation 18GR02

Meeting Date: April 9, 2018
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City received bids for the reconstruction of a section of the multi-use path in Riverfront Park. The issue for the Council is whether to award the construction contract

BACKGROUND

A. Council Action History. On April 24, 2017, the Council authorized a grant application to the Oregon Parks and Recreation Department's Recreational Trails Program.

B. Analysis. The City received a grant from the Oregon Parks and Recreation Department through the Recreational Trails Program to renovate a section of multi-use path in Riverfront Park between the terminus of last year's path construction, east of Stewart Park Drive, and the northeast corner of the park (section through disc golf). The section is approximately 2,000 feet long and will be reconstructed ten feet wide. The path route will be slightly altered in a few locations to avoid tree roots and low areas.

The removal of the existing path and additional minor project components will be completed by Public Works and Parks crews. The construction of the new path will be completed by a contractor based on the bids below.

Bids were opened on March 22nd. Six bids were received and are outlined below.

1. JRT Construction	\$115,785.50*
2. Suulutaaq, Inc.	\$118,637.50
3. LTM Incorporated dba Knife River	\$119,119
4. Cradar Enterprises	\$123,102
5. Black Pearl Paving & Excavation	\$123,315
6. Guido Construction	\$145,782
<i>Engineer's Estimate</i>	\$116,850

**Corrected Bid Amount – a math error was found on JRT's bid. Per the contract specifications, the error was corrected. Prior to correcting the error, JRT was the low bidder, but the correction lowered the bid by \$1,999.50.*

C. Financial and/or Resource Considerations. The estimated project cost on the grant application was \$139,130. The FY 17-18 Bike Trail Fund budget includes \$140,000 to construct the project.

Total project costs are estimated below:

Archeology Report	\$ 9,788
Add'l Archeology (est)	\$ 2,000
Construction	\$115,786
Contingency	<u>\$ 11,578</u>
Total Project Cost	\$139,152

Grant funding will reimburse the City for up to 80% of the estimated project cost. Estimated project funding is outlined below:

OPRD Grant	\$111,304
Bike Trail Fund	\$ 19,000
City Labor & Equipment	<u>\$ 9,696</u>
Total Funding	\$140,000

D. Timing Issues. If awarded, the contractor will have 60 days to complete the project from when the Notice to Proceed is issued. It is anticipated the project will be completed in late June.

COUNCIL OPTIONS

The Council has the following options:

1. Award the construction contract to the low bidder, JRT Construction for \$115,785.50; or
2. Request additional information; or
3. Reject all bids and not proceed with the project.

STAFF RECOMMENDATION

Money has been budgeted and is available to complete this project. The bids appear to be both responsive and responsible. Staff recommends awarding the project to the low bidder, JRT Construction for \$115,785.50.

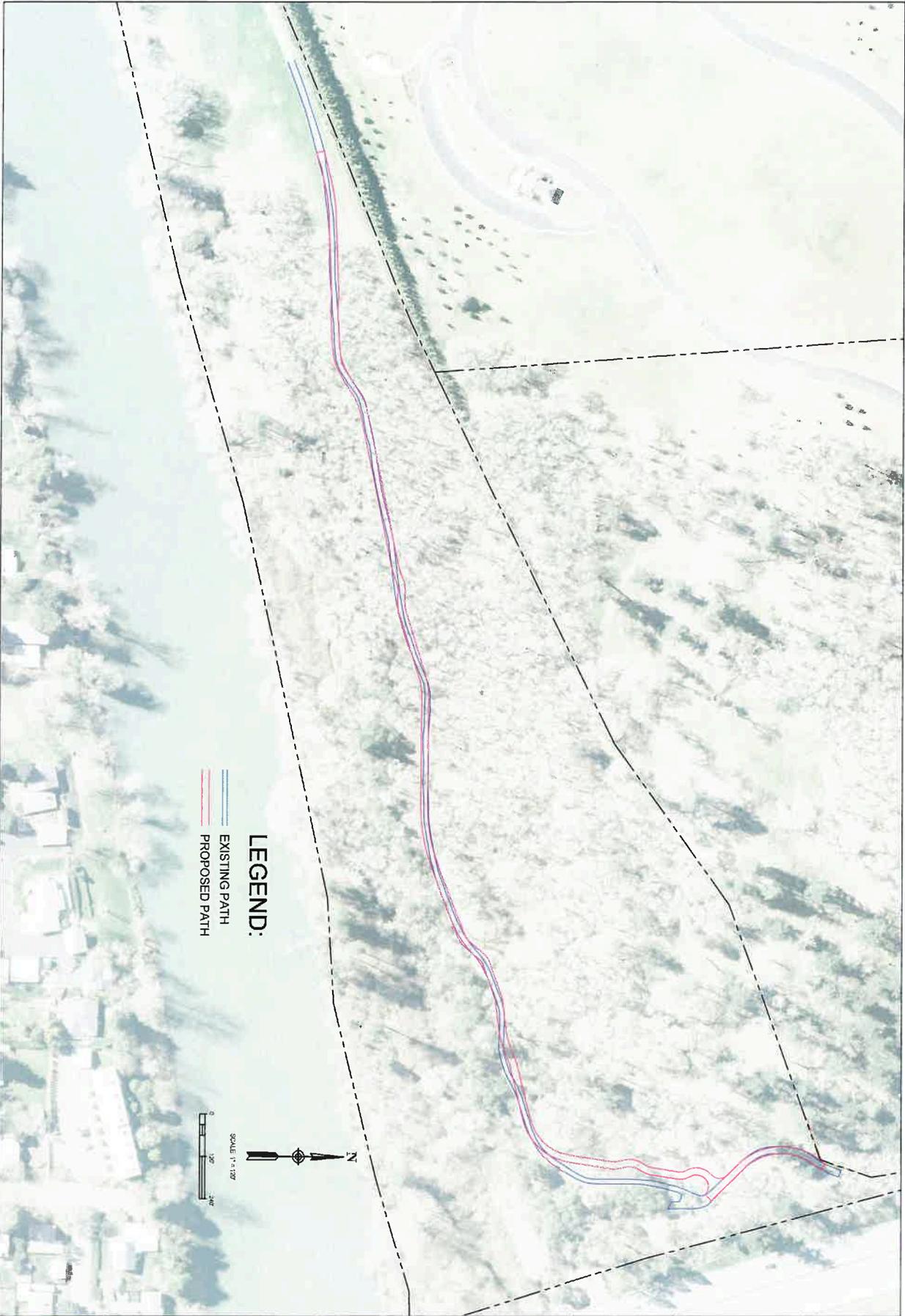
The Parks Commission will discuss this project at their April 4th meeting. Staff will report on the results of that discussion at the Council meeting.

SUGGESTED MOTION

I move to award the Riverfront Park Path Renovation Phase 2 Project to the low bidder, JRT Construction for \$115,785.50 upon expiration of the seven day Notice of Intent to Award period.

ATTACHMENTS

Project Map



LEGEND:
 ——— EXISTING PATH
 ——— PROPOSED PATH



CITY OF ROSEBURG
 Public Works Department
 Nikki Messenger, P.E. - DIRECTOR
 Public Works Department

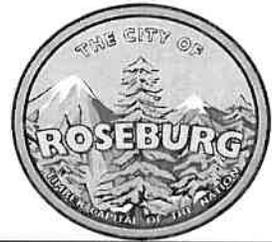
**Riverfront Park Multi-use
 Path - Phase 2**
 Site Map
 18GR02

DATE:	3/15/2018	DESIGN:	NRS
REVISIONS:		DRAWN:	NRS
1.		SCALE:	1" = 120'
2.		SHEET:	1/1
3.			
4.			

CJC
4/3/28

INFORMATIONAL A
04/09/2018

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

Meeting Date: April 9, 2018
Department: City Manager
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

At each meeting I will provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your April 9, 2018, meeting, I provide the following items:

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



Agenda
Department Head Meeting
March 27, 2018 - 10:00 a.m.

1. Review March 26, 2018 City Council Meeting Synopsis
2. Review April 9, 2018 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
5. Department Items
 - A. Surplus Auction



Agenda
Department Head Meeting
April 2, 2018 - 10:00 a.m.

1. Review April 9, 2018 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing
4. Department Items
Employee Service Pins:
 - 20 Years – Jim Johnson
 - 10 Years – Don Floto
 - 5 Years - Shanna Epperson

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- RMC 5.04 Amendment - Water Rules and Regulations
- Umpqua Basin Urban Services Agreement
- Umpqua Valley Tennis Center Fee Schedule
- Special Work Study – Visitor’s Center Contract/Tourism Promotion
- Special Work Study – City/ESD Library Lease/Operations and Funding Agreement

April 16 2018 – 4:00 p.m.

Special Meeting regarding Transportation Network Companies (TNC) – Ridesharing Services

April 23, 2018

Consent Agenda

- A. Minutes of Special Meeting of April 16, 2018
- B. Minutes of April 9, 2018

Department Items

- A. Bid Award - Downtown Improvements, Phase 2
- B. Bid Award - Construction Manager/General Contractor for Roseburg Library Improvements Project
- C. Bid Award – Black Avenue Extension

Informational

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

Urban Renewal

Consent Agenda

- A. Approval of Minutes
- B. Downtown Improvements, Phase 2
- C. Black Avenue Extension

Discussion Items

- A. Bid Award - Garden Valley Boulevard Inlay
- B. Bid Award - Edenbower/Stewart Parkway Left Turn Lane
- C. East Roseburg Urban Renewal Plan Review Presentation

May 14, 2018

Consent Agenda

- A. Minutes of April 23, 2018
- B. U-TRANS Services Contract
- C. Annual Fee Adjustments
 - Resolution No. 2018-____ - General Fees
 - Resolution No. 2018-____ - Water Related Fees

Department Items

- A. Bid Award – Stewart Park Bank Stabilization
- B. Bid Award - Deer Creek Bank Stabilization

Resolutions

- A. Resolution No. ____ - Recreational Trails Program (RTP)

Informational

- A. Activity Report

June 11, 2018

Mayor's Report

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 14, 2018

Public Hearing

- A. Resolution No. 2018-____ - 2018/19 Budget Adoption

Resolution

- A. Resolution No. 2018-_____ - Re-appropriation 2017/18

Informational

- A. Activity Report

Urban Renewal Agency Board

- A. Approval of Minutes
- B. Public Hearing – 2018/19 Budget Adoption

June 25, 2018

Consent Agenda

- A. Minutes of June 11, 2018

Informational

- A. Activity Report

Executive Session

- A. Municipal Judge Evaluation

July 9, 2018

Consent Agenda

- A. Minutes of June 25, 2018

Informational

- A. Activity Report

July 23, 2018

Consent Agenda

- A. Minutes of July 9, 2018

Informational

- A. Activity Report – Municipal Court and Financial Quarterly Reports

August 13, 2018

Consent Agenda

- A. Minutes of July 23, 2018

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

August 27, 2018

Consent Agenda

- A. Minutes of August 13, 2018

Informational

- A. Activity Report

September 10, 2018

Council Reports

- A. Implementation of Annual City Manager Performance Evaluation

Consent Agenda

- A. Minutes of August 27, 2018

Department Items

- A. Downtown Roseburg Association Annual Report

Informational

- A. Activity Report

September 24, 2018

Consent Agenda

- A. Minutes of September 10, 2018

Informational

- A. Activity Report

October 8, 2018

Consent Agenda

- A. Minutes of September 24, 2018

Informational

- A. Activity Report

October 22, 2018

Consent Agenda

- A. Minutes of October 8, 2018
- B. Cancel December 24, 2018 Meeting

Informational

- A. Activity Report – Municipal Court & Financial Quarterly Reports

November 12, 2018

Consent Agenda

- A. Minutes of October 27, 2018

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Performance Evaluation

November 26, 2018

Consent Agenda

- A. Minutes of November 12, 2018

Informational

- A. Activity Report

December 10, 2018

Consent Agenda

- A. Minutes of November 26, 2018

Informational

- A. Activity Report

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

Executive Session

- A. City Manager Quarterly Evaluation

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

Friday March 23, 2018

Good Friday afternoon everyone! Just a reminder that I will be out of the office and on vacation next week. Sheila will be Acting City Manager in my absence. I will not be available for most my time off, so please work with Sheila if you have any questions. It looks like winter arrived here right in time for spring this week. There are winter advisories and storm watches almost throughout the entire state, so if you are traveling (like I will be), please make sure you watch the weather and stay safe.



This was a very busy budget week for staff as most Department Heads met with Ron Harker and me to review their department and fund budgets. Many of the Department Heads have one primary budget, their General Fund department budget, while others oversee multiple departments and multiple funds. The purpose for these department and fund review sessions is to allow me to develop the overall City proposed budget that will be submitted to the Budget Committee for their review and approval. Once approved, it will then go to Council for adoption on June 11th. I am very proud of the work our department leaders do to prepare their annual budgets as they are faced with the challenge to provide high levels of service within financial parameters that can be somewhat difficult. A big thank you to all of the Department Heads that spent many hours re-evaluating their levels of service and their service delivery models to make sure we continue to provide cost effective services to our community and carry out Council's goals.



Councilor Prawitz and I met with a group of local library volunteers, Friends of the Library, at Cascadian Coffee early this week. I walked through some of the activities that have taken place over the last six months and where we are currently in the renovation design and hiring processes. Brian discussed the process around the formation of the new Library Commission and filling those seats. We currently have five applications for seats on the Commission. Once a sufficient number of applications have been received we will work together to bring recommendations to Council. As a reminder, we are closing applications for a Library Director today, and hope to have that position filled by May 1st.



On Wednesday, all Department Heads and I participated in interviews for Sheila's position. As you are all aware, Sheila will be retiring effective April 30th. It's hard to imagine that after 30 short years Sheila will be moving on. Her hard work and dedication has been an inspiration for me and many others in the organization and she will be greatly missed. We had excellent candidates for the position and we hope to make an announcement early next week.

Wednesday afternoon our Urban Renewal Citizen Advisory Committee (CAC) met for its final time to review the information received at the open house and to finalize its input into

the plan document. About 30 individuals attended the open house and provided very positive feedback on work the CAC had done to date. Staff proposed one minor boundary change to add property that could be utilized for multi-family housing and the committee concurred, so our final boundary will include right at 720 acres of property bringing the total Urban Renewal acreage to the 25% maximum allowed by statute. When the current area sunsets, the remaining district plan area will be about 10% of the City's total acreage.



Thursday, the Public Works Commission met and forwarded a couple of items to City Council for approval at your meeting on Monday. You will see three water utility related items on that agenda. In addition, the PWC heard a presentation from Staff related to the history of Urban Renewal in Roseburg and an update on the Diamond Lake Urban Renewal Area that is moving forward. The current schedule includes an Urban Renewal Agency meeting in April, a Planning Commission meeting in May and City Council first reading in June. We look forward to completing the work this summer as one of Council's transportation/infrastructure funding goal items.

Have a great weekend everyone! See you in early April.