ROSEBURG CITY COUNCIL AGENDA – AUGUST 26, 2019
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470

6:30 p.m. Special Meeting – Separate Agenda

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich
2. Pledge of Allegiance
3. Roll Call
   Beverly Cole  Bob Cotterell  Alison Eggers  Linda Fisher-Fowler
   Ashley Hicks  Brian Prawitz  Tom Ryan  Andrea Zielinski
4. Mayor Reports
5. Commission Reports/Council Ward Reports
   A. Parks & Recreation Commission Appointment – Ryan Finlay
6. Audience Participation – See Information on the Reverse
7. Consent Agenda
   A. Minutes of August 12, 2019 Regular Meeting
   B. Minutes of August 26, 2019 Special Meeting
8. Public Hearing
   A. Ordinance No. 3528 - Housing Needs Analysis and Buildable Land Inventory
      Legislative Amendment, First Reading
9. Ordinances
   A. Ordinance No. 3529 – Amending Section 3.16.020 “Surplus Personal Property - Disposal and Sale” of the Roseburg Municipal Code, First Reading
10. Resolutions
    A. Resolution No. 2019-16 - Shade Policy
11. Department Items
    A. Easement Acquisition
    B. Equipment Purchase – Staff Vehicle
    C. Automatic Aid Agreement
12. Items from Mayor, City Council and City Manager
13. Adjourn
14. Executive Session ORS 192.660(2)

Informational
   A. City Manager Activity Report

URBAN RENEWAL AGENCY MEETING IMMEDIATELY FOLLOWING

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

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

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

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

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

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

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

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

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

Thank you for attending our meeting – Please come again.
The City Council meetings are aired live on Charter Communications Cable Channel 191 and rebroadcast on the following Tuesday evening at 7:00 p.m. Video replays and the full agenda packet are also available on the City’s website: www.cityofroseburg.org.
ISSUE STATEMENT AND SUMMARY
There is one vacancy on the Parks & Recreation Commission which needs to be filled.

BACKGROUND

A. Council Action History. n/a

B. Analysis.
The Municipal Code requires someone residing in the city limits to fill this vacancy. Staff has advertised the availability of a position on this Commission through the local news media, City's website and social media twice since the vacancy occurred. A new application has now been received from Mr. Ryan Finlay.

C. Financial/Resource Considerations. n/a

D. Timing Considerations.
It is recommended an appointment be confirmed as soon as practical.

COUNCIL OPTIONS
The City Council has the option to appoint Mr. Finlay to the Parks & Recreation Commission or direct Staff to continue soliciting for more applications.

STAFF RECOMMENDATION
Pursuant to the Municipal Code, Staff has not made a recommendation regarding an appointment as that responsibility lies with the Commission Chair and the Mayor.

SUGGESTED MOTION
I MOVE TO APPOINT MR. RYAN FINLAY TO THE PARKS & RECREATION COMMISSION.

ATTACHMENTS:
Attachment #1 – Mr. Ryan Finlay's Application
CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: PARKS & RECREATION COMMISSION

Parks & Recreation Commission meets at 8:15 a.m. on the first Wednesday of each month to consider and prepare long and short-range operation and management programs for the park system, investigate means of economic operations, consider/evaluate rules for park usage, establish operation parameters for the Stewart Park Golf Course, including long range goals, maintenance standards, financing and capital improvement. Applicants must either reside within the City.

Name: Finlay /Ryan

Home Address: ____________________________________________ 97471
Street Zip Code

Phone Number: ___________________________ Cell Phone: ________

Email Address: ___________________________

Occupation self-employed

Business Address work from home

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

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

3. How did you learn about this vacancy? 
   - Newspaper [] Social Media [X] City Website [] Word of Mouth []
   - Other [] Please Specify: ________________________________

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year. Can you meet this requirement? Yes [X] 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 several years of local community management and building experience in groups with as many as 50k people in them. I have lots of experience identifying and prioritizing needs and then getting people to join in the work towards solutions. I used to work at the Stewart Park golf course, it was my first job a long time ago. I got it by volunteering to pick up driving range balls for them when an employee didn't show up.
6. Please give a brief description of your involvement in community groups and activities.
   I do a lot of community building so I'm very connected to our local community. I started the biggest neighborhood watch group in the city of Roseburg and, as well as a patrol group that helps patrol Stewart park almost on a nightly basis. I also started a local news and information community that has almost 5k people in it. I started and run a local chess club at Hucrest elementary and volunteer at a local youth group.

7. Please list community topics of particular concern to you that relate to this appointment.
   Keeping our parks clean and inviting so our community takes full advantage of them. I'm interested in rallying more people in the community to both use our park system and get involved volunteering on projects to improve the parks. I want to help get rid of the Nutria at the Duck pond, help with educating the public on how/what to feed the ducks and other wildlife at the Duck Pond as well as get adjustments to the landscaping behind the Duck Pond that improves line of site, improves public safety and ensures positive uses of the area.

8. Please list your reasons for wishing to be appointed.
   I care deeply about our local parks. I've spent countless hours cleaning them up as well as community cleanups in them. I travel through a significant portion of the parks every day using the multi-use path pretty much year around.

   I've been working on improving the parks in Roseburg for the past year and a half and thought this might be a way to be more helpful.

   _________
Applicant Signature

   July 24, 2019
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.
MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
August 12, 2019

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on August 12, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL
Present: Councilors Beverly Cole, Bob Cotterell, Alison Eggers, Linda Fisher-Fowler, Ashley Hicks, Brian Prawitz, Tom Ryan and Andrea Zielinski.

Others Present: City Manager Pro-Tem Nikki Messenger, City Recorder Amy Sowa, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Police Chief Gary Klopfenstein, Fire Chief Gary Garrisi, Finance Director Ron Harker, Community Development Director Stuart Cowie, Library Director Kris Wiley, Management Assistant Koree Tate and Max Egener of the News Review.

CITY MANAGER HIRING PROCESS
Councilor Ryan moved to appoint Nikki Messenger as City Manager, at an annual salary of $155,000.00, and to authorize the Mayor to sign the contract, which had been prepared. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Prawitz, Ryan and Zielinski voted yes. No one voted no. Mayor Rich congratulated Ms. Messenger on her appointment.

MAYOR REPORTS – 2018 GFOA AWARD FOR OUTSTANDING ACHIEVEMENT IN POPULAR ANNUAL FINANCIAL REPORTING (PAFR)
Mayor Rich explained the Government Finance Officers Association of the United States and Canada (GFOA) has given an Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR) to the City of Roseburg for its Popular Annual Financial Report for the fiscal year ended June 30, 2018. The Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports.

In order to receive an Award for Outstanding Achievement in Popular Annual Financial Reporting, a government unit must publish a Popular Annual Financial Report, whose contents conform to program standards of creativity, presentation, understandability and reader appeal. The City’s 2018 Popular Annual Financial Report is the fourth PAFR produced by the City, and the Award for Outstanding Achievement in Popular Annual Financial Reporting is the City’s fourth received.

MAYOR REPORTS – 2018 GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING
Mayor Rich said the City recently earned its 26th GFOA Certificate of Achievement for Excellence in Financial Reporting for its 2018 Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. In order to be awarded a Certificate of Achievement, a
government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements. The City’s CAFR had been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR. The GFOA is a nonprofit professional association serving the needs of over 20,000 government finance professionals across the United States and Canada.

Mr. Harker explained that no one person was the recipient of the awards because it was a group effort. The Finance Department was tasked to make the report, but it was the effort of all departments that helped make it possible. The reports take several months to prepare and he was happy to continue striving to be the best they can while being transparent.

COMMISSION REPORTS/COUNCIL WARD REPORTS
Councilor Eggers had a Parks Commission meeting and reported they were accepting applications to fill a vacancy, working with a citizen group on trail markers and Blue Zones would be at the next meeting to talk about their collaborative project.

Councilor Cotterell had a Public Works Commission meeting and discussed the availability of fire suppression water at the end of Lookingglass for development purposes. Councilor Cotterell also met with Kelly Morgan, Mercy Medical Center, to discuss the closure of the Veterans Hospital Emergency Room and how to help ensure Veterans were able to receive services at Mercy and have records transferred. Mayor Rich explained Councilor Cotterell was chosen as the Veterans liaison and will continue to provide information to Council when available.

ECONOMIC DEVELOPMENT COMMISSION RESIGNATION
Ms. Hannah Duncan alerted Commission Chair Tom Ryan of her resignation effective July 19, 2019. The Commission had decided to reduce their number of members as terms expire to be consistent with other City Commissions. Councilor Ryan moved to accept Hannah Duncan’s resignation from the Economic Development Commission, with regrets. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

AUDIENCE PARTICIPATION
Janet Lamm, 1553 Kendall Street, moved to her home 10 years ago and over the last few years, she had been battling continual issues with the homeless camps along the riverbank on her side of South Umpqua and on the City side of the river. She explained there had been a lot of destruction, violence, indecent exposure, and theft of multiple items in the surrounding area. She previously emailed a letter and photos to Mayor Rich explaining her frustrations and asking for assistance with the problem. Although her home was not in the City limits, Ms. Lamm explained she could see the tarps, camps and trash from the base of the City parks by Micelli and Templin Beach. The river was currently shallow enough for some to wade across to her side. She noticed a City work crew had recently cleaned up the area, but then a new group arrived and took it over. She has called dispatch numerous times in the last three to four months and asked for assistance to clean up the area to push out the camps.
Mayor Rich confirmed he received the letter and would have it shared with City Council. He asked Mr. Klopfenstein to discuss the efforts that had taken place. Mr. Klopfenstein explained that two weeks ago, those areas were posted to vacate so they could enforce clean up of the area. The same area was posted again last week and officers went through the area and issued citations. As of this morning around 10:00 a.m., he said it was unoccupied from Micelli Park to the Freedom Camp. In response to Councilor Cotterell, Mr. Klopfenstein explained a warrant is issued when someone does not appear in court. In his opinion, the Municipal Court Judge was doing a good job balancing everything. Councilor Cotterell said there needed to be legislative help to deal with drugs, alcohol and mental health before the homeless problems get better. Councilor Hicks said the cleanup crew had done a nice job and was happy to see the weeds taken down. She explained there were still some areas that needed help and was trying to coordinate volunteers for August 24th. Councilor Hicks stated she had contacted the railroad and was told they wanted to enforce keeping people off their property.

Councilor Ryan said with a new full-time City Manager, he hoped to schedule a goal-setting meeting soon. He thought the problems in the area seemed to stem around addiction issues more than homelessness. Mayor Rich said he was concerned about the distribution of duffle bags to the homeless. He heard some were filling the duffel bags with sand and using them as retaining walls in the camps. Ms. Lamm said when she calls dispatch and gives directions to the camps, they often say they cannot find the location. She said if someone would walk to the trail, the camps would be visible. In response to Councilor Ryan, Ms. Lamm confirmed she had not spoken to the Sheriff’s Office or the County Commissioners about the issues. She wanted the City to clean up their side to help with the problem on her side.

Greg Martin, 1673 Kendall Street, said the only information he wanted to add to Ms. Lamm’s testimony was that Roseburg was listed on a website called Sperlings. People can go to the website to find information including crime statistics. He said Roseburg was ranked 78.5 out of 100 for property crime and 35.4 for violent crime. The national average for property crime is 35.4.

Councilor Hicks thanked Ms. Lamm and Mr. Martin for their time and bringing forward their concerns to Council. She encouraged Ms. Lamm to continue calling the non-emergency dispatch number unless there was an emergency. She thought dispatch and officers were doing the best they could, but they need to have reports for them to respond. Councilor Hicks asked Ms. Lamm to continue communicating with neighbors and the neighborhood watch group because she could see on social media that it was making a difference. She offered to have citizens contact her about homeless issues and said although she does not have enforcement or authority, communication could help alleviate the issues. Sometimes the homeless groups will leave when they know or realize they are being watched.

Councilor Prawitz added that on the front of addiction, Council had supported a Sobering Center that will help. People were trying to find a way to put drug treatment into the courts, but until things were ready, he wanted Ms. Lamm to know they were all aware of the addiction issues.

CONSENT AGENDA
Councilor Ryan moved to approve the following Consent Agenda Items:

3. City Council Minutes 08/12/2019
A. Minutes of July 22, 2019 Regular Meeting

B. Inmate Housing Intergovernmental Agreement Extension

The motion was seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

PUBLIC HEARING – AN ORDINANCE AMENDING RMC TITLE 12 LAND USE DEVELOPMENT REGULATIONS – FILE NO. LUDR-19-003.

Mayor Rich opened the Public Hearing at 7:36 p.m. Mr. Cowie reported Craig Jackson, Umpqua Community College (UCC) Athletic Director, and Steve Loosley, who serves on UCC’s Board of Education, discussed the need for additional student housing as the college expands its athletics program. Mr. Jackson indicated that one of the options UCC was exploring was using the old Armory or Flegel Center as a possible athletic facility/dormitory for its baseball team.

The Community Development Department explored how the proposed use could possibly occur at this location. As an athletic facility and dormitory it is not a current use identified as being allowed within the Central Business District (CBD). These types of facilities were typically ancillary to a school campus. A school is identified within the definition of a “public and semi-public building and use.” The Municipal Code defines public and semi-public buildings and uses as a building or use principally of an institutional nature and serving a public need, such as governmental agencies, religious institutions, public utilities, schools, hospitals, libraries, museums, fire and police stations, clubs and lodges, parks and other public building or uses. Although not allowed within the CBD, it appeared a combination of both an athletic facility and dormitory would best fit under the public and semi-public provision. Given that many of the uses associated with public and semi-public buildings and uses already exist within the CBD, it was clear that this type of use should be included as a permitted use within the zone.

In addition to recommending this legislative action move forward to Council, the Planning Commission also granted a variance to the off-street parking requirements indicating that as a condition of approval the applicant submit a copy of a lease agreement or parking permit for each resident of the new facility who utilizes a vehicle to lease a space in the City parking garage or other off-street parking lot. If Council approves the proposed legislative amendment, the applicant will need to obtain the appropriate site review and building permits necessary to convert the structure into an athletic facility and dormitory.

The college was trying to proceed as quickly as possible, as school will begin in September and student athletes will need a place to live as they arrive. As a result, the applicant has requested that if approved the City Council adopt Ordinance 3527 through an emergency clause, making the amendment effective immediately upon adoption. This will expedite the process, enabling UCC to begin construction activity as soon as possible in order to retrofit the building as necessary to provide for the dormitory/athletic facility. The Planning Commission reviewed parking issues and noted the space in downtown was not set up for the use of someone living downtown. The approval of a variance for off-street parking would allow the students with vehicles to obtain a lease agreement to have a parking space in the parking garage only 450 feet from the facility or on a private lot.
In response to Mayor Rich, Mr. Cowie explained this use was different from the former hotel that was recently approved for single dwelling units, but did have similar requirements regarding parking. Councilor Hicks was concerned about the historic preservation of the building and wanted to know if the Historic Resources Review Commission was going to oversee the changes. Mr. Cowie explained the only exterior work would most likely be paint and would not trigger the Commission's review or approval. In response to Councilor Cole, Mr. Cowie confirmed the building was not owned by the City and the approval would allow public and semi-public use in the district, which could help other investors besides the college. Ms. Messenger added it would increase customers in the downtown area utilizing businesses. In response to Councilor Hicks, Mr. Cowie said the students would acquire a permit from Park-Smart to use and he did not expect to see an influx of investors changing the use of old buildings in the downtown area. Many changes already occur in the downtown area, but under different provisions.

Mr. Craig Jackson, UCC Athletic Director, explained his intent was to bring in people who wanted to be residents. The group of thirty-five students would bring money to the County and City. They will have two institutional employees living in the building and hope to expand in the future to include other groups besides the baseball team. Some students will have an option to stay year round as they take summer classes or work. In response to Councilor Cotterell, Mr. Jackson confirmed the college was leasing the building, but may consider an option to purchase. He noted many communities with downtown vacant buildings were doing the same thing. It helps revitalize and is a good fit for the program. In response to Councilor Hicks, Mr. Jackson said he did not plan to change the historical integrity of the building. Regarding transportation to the college, many students would have schedules that would allow them to carpool. He was excited about this unique niche and opportunity. In response to Mayor Rich, Mr. Jackson explained they have contingency plans in case the updates to the building were not finished in time for school. Some students may stay with host families until the facility is ready. The school was also looking toward other enrollment-based opportunities for future use.

As no one else wished to speak, Mayor Rich closed the Public Hearing at 8:02 p.m. Council agreed to proceed with a first reading of Ordinance No. 3527. Ms. Sowa read Ordinance No. 3527, entitled, "An Ordinance Amending Section 12.04.050 of the Roseburg Municipal Code Regarding Land Use and Development Regulations as set forth herein and declaring an emergency," for the first time.

Councilor Ryan moved to adopt the findings of fact and order approved by the Planning Commission for File No. LUDR-19-003 and to suspend the rules and proceed with a second reading of Ordinance No. 3527. The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

Ms. Sowa read Ordinance No. 3527, entitled, "An Ordinance Amending Section 12.04.050 of the Roseburg Municipal Code Regarding Land Use and Development Regulations as set forth herein and declaring an emergency," for the second time. Councilor Ryan moved to adopt Ordinance No. 3527, declaring an emergency. Roll call vote was taken and approved with the following votes: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3527 as adopted.

5 City Council Minutes 08/12/2019
Councilor Prawitz added this was a unique opportunity for the downtown area and college, and he had faith in the coach to enforce the rules.

**CONTRACT RATIFICATION - IAFF**

Mr. VanWinkle explained the bargaining agreements between the City and employee representatives were enforceable contracts and in the scope of the Council's financial authorization due to their cost. After the completion of comparability studies and initial analysis, the issue was brought to Council in executive session on February 12, 2018. At that meeting, Council outlined the authority for bargaining parameters for the City team. After a number of bargaining sessions, the sides were not able to come to an agreement. The matter went to mediation, and then to binding interest arbitration. Through the arbitration process, the union's last best offer was awarded. Interest arbitration awards are binding. Implementation of the arbitrator's award is required and not subject to appeal.

The arbitrator's award is for a three-year contract, retroactive to July 1, 2018. The compensation package includes: across the board pay increases of 4.25% on July 1, 2018 and 2019, and 3% on July 1, 2020, employee health insurance cost share frozen at current rates for the 3-year agreement, increased HSA contribution for employees electing the high deductible health plan and longevity pay effective July 1, 2020 in the amount of:

- 10-14 years of service 1%
- 15-19 years of service 2%
- 20-24 years of service 3%
- 25-29 years of service 4%
- 30+ years of service 5%

Mr. VanWinkle added the City was bound without flexibility to appeal the options. Councilor Hicks moved to approve the three-year contract agreement between the City of Roseburg and IAFF Local 1110. The motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

**OREGON EMERGENCY MANAGEMENT AGREEMENT/FEMA FUNDING**

Ms. Messenger reported that during the February "snowmaggedon" event, hundreds of trees came down or were damaged and had to be removed for safety reasons. Some of these trees were located in public rights-of-way, some were located within the Parks system, and some were on real property owned by the City. Falling trees damaged multiple fences in and around City water reservoirs, and the roof of the abandoned reservoir on Reservoir Hill collapsed. Staff had been working with Oregon Emergency Management (OEM), and a determination had been made that much of the expense related to dealing with this damage is reimbursable. OEM is eligible to receive FEMA funding related to this storm event. OEM has submitted an "Infrastructure Contract" for City signature, which makes the City of Roseburg a sub-grantee to OEM and eligible to access reimbursement funds. Staff had identified approximately $367,000.00 in storm-related damages, including removal of the abandoned water reservoir. The program reimburses 75% of eligible costs.
The City was in good shape compared to other cities around us. In response to Mayor Rich, Ms. Messenger confirmed the committee would come onsite to review the areas and would review the bills from the tree service and tracking. Councilor Ryan moved to authorize the City Manager Pro-Tem to execute the Infrastructure Contract with OEM for repairs related to the February 2019 winter storm event. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR, COUNCIL AND CITY MANAGER
Ms. Messenger reported the City was presented with an opportunity to assist with obtaining a Community Development Block Grant (CDBG) to provide training for entrepreneurs. She explained the Council would need to meet in a special meeting on August 26, 2019 for a public hearing and have Ms. Tate provide a copy of the minutes to approve at the regular Council Meeting shortly after. The grant packet is due for submittal on August 27, 2019.

Councilor Hicks invited anyone interested to attend a community cleanup on August 24, 2019 at 11:00 a.m. She recently adopted a section of trail between Templin Beach and Micelli Park and encouraged others to participate in the adopt-a-trail program through the City Parks Department. Councilor Hicks said she plans to attend the Oregon Trails Summit October 3-5 in Roseburg. Presenters will focus on trail systems around the state that connect Oregonians to all kinds of trail experiences, landscapes, public lands and local agencies. Councilor Hicks will also attend the League of Oregon Cities conference in Bend and encouraged other Councilors to attend if they had not already made a reservation.

Councilor Hicks asked City Staff how the transition of the Flint Street multi-use path south of Riverside Park could be improved for connectivity. She explained that after the roundabout on the path, it seemed difficult to determine which path to take. Ms. Messenger advised Community Development was working with the Blue Zones Built Environment and the City recently entered into a contract with AHM Brands to develop a theme to move forward with a wayfinding project.

ADJOURNMENT
The meeting adjourned at 8:16 p.m.

Koree Tate
Management Assistant
ISSUE STATEMENT AND SUMMARY
This legislative amendment proposal, if approved, would include the 2019 Roseburg Housing Needs Analysis (HNA) as a supporting document to the Comprehensive Plan. The HNA provides the City with the factual basis to update the Housing Element of the Comprehensive Plan and to support future planning efforts related to housing and options for addressing unmet housing needs in Roseburg.

BACKGROUND

A. Council Action History.
The directive to update the Comprehensive Plan to include a new HNA stemmed from the 2017-19 City Council Goals adopted on April 24, 2017. One of the goals states the following, “Support and adopt policy development and implementation to enhance housing and community development.” In response, City Staff sought funding for an HNA to act as a starting point for developing policies and actions that would specifically address city goals around housing deficiencies that the community is experiencing.

B. Analysis.
In fall of 2018, the City applied for a grant through the Department of Land Conservation and Development (DLCD) to fund an HNA as an update to the Comprehensive Plan. Additional funding was acquired to address how the community might meet the housing needs of our homeless population. DLCD funds were allocated directly to the consultant and the work was contracted out to separate consultants, EcoNorthwest, which performed the HNA, and Kris Smock Consulting, which performed the work for the Homeless Population Study with the assistance of UCAN, which staffed the operations for the Point-In-Time Count in January 2019.

The primary goals of the HNA were to: (1) project the amount of land needed to accommodate the future housing needs of all types within the Urban Growth Boundary (UGB), (2) evaluate the existing residential land supply within the UGB to determine if it is adequate to meet that need, (3) fulfill state planning requirements for a 20-year supply
of residential land, and (4) identify policy and programmatic options for the City to meet identified housing needs.

The project consisted of six major pieces:

(1) The project kick-off, which included establishing a steering committee of stakeholders within the community that would be tasked with providing feedback on project deliverables, determining project expectations and gathering all existing data, plans and policies related to housing for the project;

(2) The housing needs projection, which provides the statistical basis for formulating the policies and actions to address accommodating the needs for housing over the next 20 years;

(3) The Buildable Lands Inventory, which identifies the amount of residential developable/redevelopable land inside of the Urban Growth Boundary to determine the available land supply for housing development;

(4) The residential Land Needs Analysis, which identifies the amount of land and what type of zoning/densities are necessary to supply the needed housing over the next 20 years;

(5) The Housing Policies and Actions Memorandum, which is the summary of suggested policy changes and actions the City can take in order to address the deficiencies identified within the HNA; and

(6) The Homeless Population Report, which was independent of the Housing Needs Analysis but was completed concurrently and contains statistical data in relation to the homeless population within the Roseburg area. This report also includes a summary of policy and action items the City may perform in order to address the specific issues facing Roseburg related to homelessness.

One of the key findings from the HNA indicates that Roseburg will need to provide opportunity for approximately 2,678 new dwelling units in order to accommodate the forecasted population growth of approximately 5,515 people between 2019 and 2039. New dwelling units will need to include an appropriate mix of housing types. The HNA indicates that in order to provide for the correct mix of housing types the City should plan for about 1,607 dwelling units (60%) to be single-family detached housing types, about 268 (10%) to be single-family attached housing units (duplexes), and 803 (30%) to be multifamily housing (apartments) units. The table below shows the breakdown of land available to accommodate future residential development broken out by plan designation.
<table>
<thead>
<tr>
<th>Plan Designation</th>
<th>Capacity ( Dwelling Units)</th>
<th>Demand ( Dwelling Units)</th>
<th>Remaining Capacity ( Dwelling Units)</th>
<th>Land Surplus or (Deficit)</th>
<th>Gross Acres</th>
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</thead>
<tbody>
<tr>
<td>Low Density Residential</td>
<td>2,567</td>
<td>1,547</td>
<td>1,020</td>
<td></td>
<td>352</td>
</tr>
<tr>
<td>Medium Density Residential</td>
<td>604</td>
<td>561</td>
<td>43</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>High Density Residential</td>
<td>578</td>
<td>550</td>
<td>28</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Other key findings within the HNA include:

- Roseburg’s population is forecasted to grow at a slower rate than in the past.
- Roseburg has an existing lack of affordable housing.
- Roseburg will continue to have demand for affordable lower-income and workforce housing.
- Roseburg needs to consider designating more land for High Density Residential purposes.
- Roseburg’s development occurred at relatively low densities in the 2000 to 2018 period.
- Roseburg’s Low Density Residential land base has constraints to development.
- Roseburg should evaluate how it can work with community partners in addressing homelessness issues.

C. Financial/Resource Considerations.
The HNA was completed based on funding from DLCD and other local contributors. DLCD funding was distributed directly to the consultant ECONorthwest in the amount of $32,000. Additional funding from a local contributor in the amount of $25,000 was awarded to the City. $17,500 was paid to Kris Smock consulting for the Homeless Population Study and $7,500 was paid to UCAN for increased work performed during the Point-In-Time Count. Future policy and action items suggested within the HNA will be explored and implemented through their own separate processes of which funding will need to be evaluated on a case by case situation.

D. Timing Considerations.
The Housing Policies and Actions Memorandum provides a number of different measures the City can take to address deficiencies identified within the HNA. The City is currently working on a number of these items, which include:

- Administration of the City’s Derelict/Dangerous Building Program.
- Partnership with NeighborWorks Umpqua to provide a CDBG Housing Rehabilitation Program.
- Urban Renewal Program/Incentive Packages.
- Recently Completed Accessory Dwelling Unit/Single Room Occupancy Code Updates.

If the HNA is adopted, staff anticipates beginning work immediately to complete several of the items from the Housing Policies and Actions Memorandum. This will involve
continued work on the possibility of a UGB Swap, as well as projects exploring infill development opportunities, street improvement standards, changes to the minimum/maximum lot size and density standards for our medium- and high-density residential zones, a cottage/clustered development code and revisions to our mixed-use and commercial zones to provide more options for residential development.

In addition to the work that staff will be performing in response to the policies and actions developed from the Housing Needs Analysis, the City will continue to work on issues identified within the Homeless Population Study. Many of the "affordable housing" action items that are addressed within the Housing Needs Analysis are identified as having an impact toward our homeless population. It is anticipated that City Council will continue to play a driving role in the policies and actions taken toward larger social issues involving homelessness within our community.

COUNCIL OPTIONS
1. Adopt the Planning Commission's findings of fact and order for File No. CPA-19-001, and proceed with first reading of the ordinance.
2. Modify the proposed action or continue the matter for further consideration.
3. Decline to proceed with the proposed action.

STAFF RECOMMENDATION
Staff recommends the Council adopt the Planning Commission's Findings of Fact and Order for File No. CPA-19-001, and proceed with the first reading of the ordinance to amend the Roseburg Urban Area Comprehensive Plan adopting by reference the City of Roseburg Housing Needs Analysis.

SUGGESTED MOTIONS
"I Move to Adopt the Findings of Fact and Order Approved by the Planning Commission for File No. CPA-19-001, which Amends the Roseburg Urban Area Comprehensive Plan by Incorporating the Roseburg Housing Needs Analysis into the Document by Reference."

ATTACHMENTS
Attachment #1 - Draft Ordinance No. 3528  
Attachment #2 - Planning Commission Findings of Fact and Order File No. CPA-19-001

(NOTE: Due to the large size of the Housing Needs Analysis, Housing Policies and Action Memorandum, and Homeless Population Study, these documents can be viewed via the City of Roseburg website at the links provided below.)

Housing Needs Analysis:  

Housing Policies and Action Memorandum:  

Homeless Population Study:  
ORDINANCE NO. 3528

AN ORDINANCE AMENDING THE ROSEBURG URBAN AREA COMPREHENSIVE PLAN ADOPTING BY REFERENCE THE CITY OF ROSEBURG HOUSING NEEDS ANALYSIS.

WHEREAS, after the City received grant funding from the Oregon Department of Land Conservation and Development to complete a Roseburg Housing Needs Analysis.

WHEREAS, after reviewing the recommendation of the Planning Commission after conducting a public hearing on August 5, 2019.

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

SECTION 1: The City Council hereby takes official notice of the Planning Commission Findings of Fact and Order dated August 5, 2019, recommending approval of the amendment.

SECTION 2: The City Council hereby adopted the Findings of Fact and Order regarding the proposed Comprehensive Plan Amendment.

SECTION 3: Based on the evaluation detailed in the Planning Commission Finding of Fact and Order it has been determined that the proposal conforms to the City of Roseburg Comprehensive Plan and applicable Statewide Planning Goals.

SECTION 4: The City Council hereby approves the Comprehensive Plan Amendment which adopts by reference the Roseburg Housing Needs Analysis into the Roseburg Urban Area Comprehensive Plan.

ADOPTED BY THE CITY COUNCIL THIS 9TH DAY OF SEPTEMBER 2019.

APPROVED BY THE MAYOR THIS 9TH DAY OF SEPTEMBER 2019.

ATTEST:

__________________________
LARRY RICH, MAYOR

__________________________
AMY L. SOWA, CITY RECORDER
In the matter of legislative action ) Comprehensive Plan Amendment:
by the City of Roseburg ) CPA-19-001

BEFORE THE ROSEBURG PLANNING COMMISSION

FINDINGS OF FACT AND ORDER

I. NATURE OF APPLICATION

In accordance with state statutes and administrative rules contained in OAR 660-015-0000(10), which requires jurisdictions maintain a Housing Element within the Local Comprehensive Plan consistent with the guidelines of Goal 10. The Housing Goal states, in part: "Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate number of needed housing units at price ranges and rent level which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density." The City has initiated a legislative amendment to the Comprehensive Plan in order to adopt the 2019 Housing Needs Analysis as a supporting document and basis for maintaining consistency with Goal 10 of the Statewide Planning Goals.

II. PUBLIC HEARING

A public hearing was held on the application before the Roseburg Planning Commission on August 5, 2019. At that hearing the Planning Commission reviewed Land Use File CPA-19-001 and it was made part of the record.

III. FINDINGS OF FACT

A. EXISTING CONDITIONS

1. The Planning Commission takes official notice of the Roseburg Urban Area Comprehensive Plan adopted by City Council Ordinance No. 2980 on December 9, 1996 and of the Roseburg Land Use and Development Regulations No. 2363, as originally adopted July 1, 1984, and re-adopted in Ordinance No. 3487 on July 24, 2017, as both may have been amended from time-to-time.

2. Notice of the public hearing was given by publication in The News Review, a newspaper of general circulation, at least 10 days prior to the hearing.

3. The proposal consists of amending the Comprehensive Plan to adopt, by reference, the 2019 City of Roseburg Housing Needs Analysis, which in addition to the Housing Needs Analysis, also includes: 1) Residential Buildable Lands Inventory, 2) Roseburg Homeless Population Study, 3) Housing Policies and Actions Memorandum.
4. The purpose of the Housing Needs Analysis is to: project the amount of land needed to accommodate future housing needs of all types within the Roseburg Urban Growth Boundary (UGB); evaluate the existing residential land supply within the Roseburg UGB to determine if it is adequate to meet that need; fulfill state planning requirements for a twenty-year supply of residential land; and identify policy and programmatic options for the City to meet identified housing needs.

B. PROPOSAL
The City proposes a legislative amendment to the Comprehensive Plan to adopt, by reference, the 2019 City of Roseburg Housing Needs Analysis.

C. AGENCY COMMENTS
No agency comments were received as of the writing of this staff report.

D. PUBLIC COMMENTS
No written comments have been submitted.

E. PROCEDURAL
Comprehensive Plan Amendments are required to satisfy approval criteria contained within Roseburg Land Use and Development Regulation (LUDR) Section 12.10.020.

F. REVIEW CRITERIA
Pursuant to LUDR 12.10.020(F) the following criteria must be demonstrated as being satisfied by the application for approval of the Comprehensive Plan Amendment:

a) That the amendment complies with the Statewide Planning Goals adopted by the Land Conservation and Development Commission, pursuant to ORS 197.240, or as revised pursuant to ORS 197.245.

Statewide Planning Goal No. 1 - Citizen Involvement - To ensure the opportunity for citizen involvement in all phases of the planning process.

Finding: The City of Roseburg has and adopted an acknowledged Comprehensive Plan for the Roseburg Urban Area.

In order to implement the Citizen Involvement Chapter of the Comprehensive Plan, the City has adopted the Roseburg Land Use and Development Regulations (LUDR). Within LUDR the City identifies procedural requirements for processing land use actions, including notification and hearing procedures. The notice procedures guide the general public through the land use process within the City, as well as through provisions that meet State of Oregon Revised Statutes (ORS).

Roseburg also has an established Planning Commission that is responsible to act as the conduit to the City Council on land use matters. Members of the
Planning Commission are selected through an open, well-publicized process by the City Council.

Statewide Planning Goal No. 2 - Land Use Planning - To establish a land use planning process and policy framework as a basis for all decisions and actions related to the use of land and to assure an adequate factual base for such decisions and actions.

Finding: As noted above the City of Roseburg has adopted a Comprehensive Plan, which is "acknowledged" by the State of Oregon. This Plan was again acknowledged through Periodic Review in 1992 and is coordinated and adopted by Douglas County for the unincorporated area located within the City UGB. (Roseburg Urban Area Comprehensive Plan adopted by the City Council in Ordinance No. 2345, effective on July 1, 1982, and re adopted in Ordinance No. 2980 on December 9, 1996.)

Goal No. 10 – Housing – To provide for the housing needs of citizen of the State.

Finding: The Housing Needs Analysis (HNA) was a project funded through the Department of Land Conservation and Development (DLCD), which is also the reviewing state agency that determines consistency with the Statewide Planning Goals. The consultant, ECONorthwest, in coordination with DLCD, drafted the HNA under the guidance of OAR 660-015-0000(10), Goal 10 guidelines, and other applicable administrative rules and statutes relating to development and adoption of a Housing Needs Analysis in order to fully comply with all applicable state requirements, while still tailoring the HNA to meet and address the local housing needs of the citizens of Roseburg. In addition, periodic coordination with DLCD staff occurred prior to, during, and after completion of the project and DLCD has been provided notice of the proposed legislative amendment by way of a Post Acknowledgement Plan Amendment notification.

b) That the amendment complies with applicable policies of the Comprehensive Plan.

Comprehensive Plan - Citizen Involvement Chapter
The Citizen Involvement Chapter of the Comprehensive Plan states the following:

"The opportunity for citizen participation in all phases of the comprehensive land use planning process by extending to all citizens and civic organizations of the Roseburg urban area, all agencies of the county, state and federal government and to special districts the opportunity to assist in the following matters: a) The formulation and development of plans, maps, surveys inventories, or other documented elements of the planning process; b) The determination of public goals and policy guidelines incorporated into the Comprehensive Plan; and c) The review, evaluation, or recommendation of change regarding any land conservation and
development action, including adoption, implementation, revision, or evaluation of comprehensive plans and ordinances.

Finding: The City of Roseburg provided notice of this proposal as mandated through ORS requirements and LUDR by publishing the notice in the News-Review, a newspaper of general circulation. A public hearing was held in order to provide an opportunity for interested citizens to be involved, provide comments and present issues, to the Commission. The City has also posted the hearing notice on the City’s website to assist in community engagement.

In addition to the notice provided for the Planning Commission hearing, the City incorporated a citizen involvement process during the development of the Housing Needs Analysis. This included a steering committee made up of local stakeholders, who serve as housing providers or have direct involvement in Roseburg’s housing market. The committee held meetings throughout the project in order to provide critical feedback and direction. The City also hosted two public open houses during the project to engage the general public on the housing issues being experienced within our community. Agendas and meeting notes can be found within the record. Additionally, the City posted a forum on the “Speak Up” webpage in order to engage those individuals that could not attend the open houses, but wanted to provide comments related to the project.

Comprehensive Plan - Land Use and Urbanization Chapter
The Land Use and Urbanization Chapter of the Comprehensive Plan states, in part, the following:

“Provide for adequate levels of housing, services, shopping, employment, transportation and recreation facilities for the City’s residents.”

Finding: Housing is one of a several different needs considered and planned for within the Comprehensive Plan. The Housing Needs Analysis provides suggested action items the City can take to help address housing deficiencies within the community. These action items have been compiled within the “Housing Policies and Actions Memorandum”. These action items identify the most impactful solutions to plan for an adequate supply of housing for Roseburg over the next 20 years. It is important to note, that although the City may take steps to implement new action items many other outside factors will play a significant role in Roseburg’s housing development. These outside factors will hinge on things like unemployment rates, real estate prices, construction costs and general economic conditions.

Comprehensive Plan - Housing Chapter
The Housing Chapter of the Comprehensive Plan states, in part, the following:
"The City and County shall ensure an adequate supply of land suitable for development which is zoned for low, medium and high density residential uses....."

In addition, the Housing Element also contains a number of objectives that are directly applicable to the Housing Needs Analysis, provided below:

1. "..provide residential areas that offer a variety of housing densities, types, sizes, costs, and locations to meet projected demand."
2. "..provide for higher residential densities in the urban area to encourage a more compact urban growth form."
3. "..provide for compatible and functional mixed use development (residential and nonresidential)."
4. "..encourage and support development of housing units for low and moderate income households."

Finding: The Housing Needs Analysis does not directly implement any individual policy and objective of the Comprehensive Plan, rather, the HNA serves as a roadmap to determine what Roseburg’s current needs are and in what methods can the City achieve or guide development to meet those identified needs. The 2019 Housing Needs Analysis provides the following conclusions regarding Roseburg’s current conditions.

1. **Roseburg’s population is forecasted to grow at a slower rate than in the past.** Roseburg UGB is forecasted to grow from 30,256 people in 2019 to 35,771 people in 2039, an increase of 5,515 people. This population growth will occur at an average annual growth rate of 0.84%.

2. **Roseburg is planning for 2,678 new dwelling units.** The growth of 5,515 people will result in demand for 2,678 new dwelling units over the 20-year planning period, averaging 134 new dwelling units annually.

3. **Roseburg will plan for more single-family attached and multifamily dwelling units in the future to meet the City’s housing needs.** Historically, about 70% of Roseburg’s housing was single-family detached. While 60% of new housing in Roseburg is forecast to be single-family detached, the City will need to provide opportunities for development of new single-family attached or Townhomes (10% of new housing) and multifamily units (30% of new housing).

   a. The factors driving the shift in types of housing needed in Roseburg include changes in demographics and decreases in housing affordability. The aging of the Baby Boomers, and trend to smaller household sizes on average, will drive demand for renter- and owner-occupied housing, such as small single-family detached housing, townhouses, duplexes, and apartments.
b. The aging of the Baby Boomers is likely to result in growth in single-person households, which have substantially lower income than two-person households in Roseburg. These households will need affordable, smaller-scale housing to meet their needs.

c. Roseburg’s existing deficit of housing affordable for low- and high-income households indicates a need for a wider range of housing types, especially for renters. About 35% of Roseburg’s households are cost burdened, including a cost burden rate of 55% for renter households.

d. Without diversification of housing types, housing affordability issues will continue to be a problem, possibly growing in the future if incomes continue to grow at a slower rate than housing costs. Under the current conditions, 869 of the forecasted new households will have incomes at or below 50% of Median Family Income ($26,050 or less). These households cannot often afford market rate housing without government subsidy. More than 878 new households will have incomes between $26,050 and $62,520. These households will also need access to affordable and relatively affordable housing.

4. Roseburg has a deficit of land for High Density Residential. This deficit can be addressed in several ways: re-designating land from Low or Medium Density Residential to High Density Residential, increasing the densities allowed and achievable in High Density Residential, providing other opportunities for development of multifamily housing in Commercial or other mixed use zones, or all of these options.

5. Roseburg’s development occurred at relatively low densities since 2000. The densities of housing developed in Roseburg for the 2000 to 2018 period are relatively low. The Low Density Residential (3.7 dwelling units per net acre or 2.9 dwelling units per gross acre) is a bit lower than but comparable to low density development in other rural cities. Some of the low density can be explained by the fact that much of Roseburg’s vacant Low Density land is on slopes that are decreasing achievable densities. The densities in Medium Density (5.1 dwelling units per net acre or 3.9 dwelling units per gross acre) and High Density (11.1 dwelling units per net acre or 9.0 dwelling units per gross acre) are below what is typically seen in rural cities. For example, the OAR 660-038 (which provides assumptions for cities to use when developing an urban growth boundary expansion analysis) recommends that cities over 25,000 people assume that Medium Density development will occur at an average of 12 to 15 dwelling units per net acre and the High Density development will occur at an average of 20 to 33 dwelling units per net acre.

6. Roseburg’s Low Density Residential land base has constraints to development. More than one-quarter of Roseburg’s vacant land in Low Density Residential is partially vacant (247 of 885 acres). In addition, two-
thirds of Roseburg’s vacant and partially vacant buildable land in Low Density Residential is on slopes of 12% to 24.9% (568 or 885 acres). Development of partially vacant land can be challenging for a number of reasons, including that it occurs when landowners are ready to subdivide and in cases where partially vacant land is on a relatively small lot (i.e., a lot smaller than five or ten acres), the amount of residential development that can occur is relatively small (and generally more expensive to build). Development on land with moderate slopes is also often more expensive because it generally occurs as lower densities (fewer dwelling units per acre) and on land without urban infrastructure where it may be more expensive to serve because of requirements for road construction or requirements for special equipment (such as pump stations). Developing new housing in these areas may be more expensive, providing fewer opportunities for development of market-rate affordable housing affordable to middle-income households. The Housing Strategy describes actions that the City can take to overcome these barriers, such as allowing a wider range of single-family housing development (such as cottage clusters), implementing a land swap of sloped land within the UGB for flat land outside of the UGB, increasing allowable densities (or setting minimum densities) and removing other barriers to development.

7. **Roseburg’s mixed-use zone is industrial.** While Roseburg allows housing in some conditions in commercial zones, the City’s mixed-use zone is a mixture of industrial and residential development. This combination can lead to a conflict of uses between industrial and housing, which may discourage development of mixed use housing.

8. **Roseburg should take actions to address substandard housing.** Lack of redevelopment, slow new house development, and financial barriers have impacted the quality of housing in Roseburg. Roseburg can help address housing quality concerns in a number of ways: (1) by identifying and maintaining a database of blighted homes, (2) by supporting rehabilitation with financial incentives, and (3) by working with developers and housing providers to alleviate zoning barriers to rehabilitation.

9. **Roseburg should take actions to address homelessness.** As of 2019, 204 households experienced homelessness in Roseburg. Most (74%) households experiencing homelessness have at least one household member with a disabling condition. Roseburg can address homelessness by providing opportunities to increase the supply of government-assisted affordable housing.

In order to accomplish the aforementioned goals and objectives set out within the Comprehensive Plan and the conclusions of the Housing Needs Analysis, a Housing Policies and Actions Memorandum has been included within the HNA. This memorandum outlines the potential policies and actions the City can take in order to address an adequate supply of housing for our community over the next 20 years.
These policies/actions support and promote the aforementioned policies within the Housing Element of the Comprehensive Plan and will play a major role in addressing Roseburg’s housing needs over the next two decades. (See the attached Housing Policies and Actions Memorandum for the list of specific policies and actions).

IV. CONCLUSION

Based on the above findings, the Planning Commission concludes that the legislative amendment meets the criteria for approval in LUDR 12.010.020(F).

V. ORDER

Based on the Findings and Conclusions above, the Planning Commission recommends APPROVAL of the legislative amendments for the Housing Needs Analysis to the City Council.

Ron Hughes, Planning Commission Chair

Stuart Cowie, Community Development Director

Planning Commission Members:
Ron Hughes, Chair
Dan Onchuck
Victoria Hawks
John Kennedy
Ron Sperry
Shelby Osborn
Kerry Atherton

Exhibits:
A – 2019 City of Roseburg Housing Needs Analysis
B – HNA Appendix ‘A’ - Residential Buildable Lands Inventory
D – June 20, 2019 Roseburg Housing Policies and Action Memorandum

(NOTE: Due to the large size of the Housing Needs Analysis, Housing Policies and Action Memorandum, and Homeless Population Study, these documents can be viewed via the City of Roseburg website at the links provided below.)

Housing Needs Analysis:
Housing Policies and Action Memorandum:
Homeless Population Study:
ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

PROPOSED ORDINANCE AMENDING SECTION 3.16.020 “SURPLUS PERSONAL PROPERTY – DISPOSAL AND SALE” OF THE ROSEBURG MUNICIPAL CODE

Meeting Date: August 26, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Amy Sowa, City Recorder
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY
The Roseburg Municipal Code authorizes the City Manager to make a determination on whether or not City-owned personal property is surplus to the needs of the City, and to determine a means to sell or dispose of surplus property.

BACKGROUND

A. Council Action History.
The last amendment to RMC Section 3.16.020 was on February 28, 2005, when Council adopted an ordinance adding subsection 3.16.020(D) allowing the City Manager to donate surplus property to qualified non-profit organizations.

B. Analysis.
Over the years, the City has utilized several ways to dispose of surplus personal property per the Code. The two most common methods are to donate surplus property to local non-profit organizations, and hold an annual auction whereby sealed bids are accepted and opened by a set deadline, with the item going to the top bidder. For the first option, the City maintains a list of non-profits who are contacted regarding applicable surplus property on a rotating basis.

The process for the annual auction includes providing public notice with a list of items available, providing a “staging area” for people to view the items on scheduled dates, opening the bids on a set date, notifying those with the highest bid for each item of their award, and then coordinating payment and retrieval of the items. This process means that items for the auction must be stored throughout the year up to the date of the auction, and requires staff or volunteers to watch over the “staging area” on scheduled days when the items are on display to view.

Many public agencies are now using online bidding processes to sell their surplus personal property as another option. Staff has met with two companies that provide this service to get a better understanding of the process and how it could provide an efficient
and transparent process for sale of the City’s surplus personal property. Some of the benefits of using an online bidding process include:

- Items can be posted individually and when they become available, so there is no need to store the item until the annual auction.
- Notification when an item is posted can be provided by the City or the company to those who normally bid on City surplus items.
- Bidders often bid higher when they can see the other bids, increasing the revenue for the City.
- A larger audience can be reached.
- The buyer is charged a fee above the selling price, so there is no cost to the City.
- The online company collects the funds and remits them to the City.
- The online company handles any payment issues.
- The City has control of the sale by setting the minimum bid amount, the amount of time the item will be posted, the deadline for bids, and the requirements for the winning bidder to collect the item.
- The online company provides reports to the City for record keeping.

C. Financial/Resource Considerations.
There is no cost to the City. Staff time could be reduced by no longer holding the annual auction, and revenue from selling surplus property would likely increase.

D. Timing Considerations.
The City will hold its annual auction this September, but would like to begin using an online bidding system to sell several vehicles that will be available later this year.

COUNCIL OPTIONS
Council has the following options:

- Move forward with the first reading of the proposed ordinance
- Direct Staff to make additional changes to the ordinance
- Do nothing

STAFF RECOMMENDATION
Staff recommends Council move forward with first reading of Ordinance No. 3529.

SUGGESTED MOTION
No motion required at this time. First reading only.

ATTACHMENTS:
Attachment #1 – Proposed Ordinance No. 3529
ORDINANCE NO. 3529

AN ORDINANCE AMENDING SECTION 3.16.020 “SURPLUS PERSONAL PROPERTY – DISPOSAL AND SALE” OF THE ROSEBURG MUNICIPAL CODE

WHEREAS, Roseburg Municipal Code Section 3.16.020 authorizes the City Manager to make a determination on whether or not City-owned personal property is surplus to the needs of the City; and

WHEREAS, Items deemed as “surplus personal property” may be sold or disposed of in a manner determined by the City Manager; and

WHEREAS, Selling items through an online service is a viable and efficient means for the City to dispose of surplus personal property.

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

SECTION 1. Roseburg Municipal Code Section 3.16.020(C), titled “Surplus Personal Property – Disposal and Sale” is hereby amended to read as follows:

3.16.020 - Surplus personal property—Disposal and sale.

All City-owned personal property, whether originally purchased by the City or taken into City ownership pursuant to Subsection 3.16.010(C), which has been determined by the City Manager to be surplus to the needs of the City shall be deemed "surplus personal property" and sold by competitive bid or, if the City Manager determines that another procedure will result in substantially increased net revenue, by one or a combination of the following procedures, provided however, that the City Manager may dispose of such property to another governmental entity without complying with such procedures when the disposal is for a specific public purpose:

A. By public auction after the notice of such auction has been published at least once in a newspaper of general circulation in the City. Such notice shall state the date, time and location of the auction and give a general description of the types of items to be sold. The City Recorder shall compile a list of all property to be sold and make such list available to the public at least three days prior to the auction. At the auction, the property shall be sold to the highest qualified bidder for cash. In default of the bids from others, the City Manager may dispose of the property in his discretion without the necessity of taking further bids or compliance with this Section;

B. When the current market value of the property is less than two thousand five hundred dollars, by establishing a selling price and disposing of the property in a manner the City Manager finds in the public interest;

C. When the current market value of the property is more than two thousand five hundred dollars, by establishing a selling price, scheduling and advertising a sale date and selling the property to the first qualified buyer meeting the sale terms;

ORDINANCE NO. 3529
D. By donation to a qualified non-profit organization in accordance with written administrative policy of the City Manager; or

E. Electronically by the City or through an online bidding company.

SECTION 3. "All other sections and subsections of Chapter 3.16 of the Roseburg Municipal Code shall remain in full force and effect as written."

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 9th DAY OF SEPTEMBER, 2019.

APPROVED BY THE MAYOR THIS 9th DAY OF SEPTEMBER, 2019.

LARRY RICH, MAYOR

ATTEST:

AMY L. SOWA, CITY RECORDER

ORDINANCE NO. 3529
ISSUE STATEMENT AND SUMMARY
Staff has been working with the Blue Zones Project (BZP) Umpqua to support efforts to make the community healthier. This collaboration has resulted in a proposed shade policy drafted by the BZP Built Environment Committee. The issue for the Council is whether to adopt the attached resolution outlining the Shade Policy.

BACKGROUND

A. Council Action History.
None.

B. Analysis.
Skin Cancer, caused by exposure to ultraviolet radiation (UVR), is the most common cancer in the United States, according to the Centers for Disease Control and Prevention (CDC). Douglas County has one of the highest rates of melanoma in the state of Oregon (Anas, 2017). Shade is considered one of the most effective approaches to reduce exposure to UVR from the sun.

The City provides parks and open spaces that promote healthy outdoor activities for the residents of Roseburg. In recent years, the Parks Division has made capital improvements to many of these areas. Unfortunately, making these improvements is costly and often times it is cost prohibitive to include adequate shade in the project budget. Adopting this policy would ensure that shade is taken into consideration on future projects from conception to fruition. It would also provide opportunities to consider retrofitting existing amenities that are currently shade deficient.

This policy, if adopted, would encourage staff to consider provisions for shade (both natural and artificial) in all capital improvements on public property, with an emphasis being on children’s play areas. Having the shade policy in place would also strengthen the City’s position when applying for certain grant funding opportunities.
C. Financial/Resource Considerations.
There is no immediate financial impact. Having an adopted Shade Policy may allow the City to apply for grants that specifically address shade.

D. Timing Considerations.
None.

COUNCIL OPTIONS
The Council has the following options:
1. Adopt Resolution No. 2019-16; or
2. Request additional information; or
3. Not adopt the attached resolution and forgo adopting a Shade Policy.

STAFF RECOMMENDATION
The Parks Commission discussed this policy at their August 7 meeting. The Commission recommended that the Council adopt the attached Shade Policy by resolution. Staff concurs with this recommendation.

SUGGESTED MOTION
I move to adopt Resolution No. 2019-16

ATTACHMENTS:
Attachment #1 – Resolution No. 2019-16, “A Resolution Proposing the City Adopt a Shade Policy”
Attachment #2 – Shade Policy
RESOLUTION NO. 2019 - 16

A RESOLUTION PROPOSING THE CITY ADOPT A SHADE POLICY

WHEREAS, the City provides the community with public places, facilities, open spaces and amenities that encourage healthy and active outdoor time; and

WHEREAS, Skin cancer caused by exposure to ultraviolet radiation (UVR) is the most common cancer in the United States; and

WHEREAS, Douglas County has one of the highest rates of melanoma in the state of Oregon; and

WHEREAS, Skin cancer is also highly preventable; and

WHEREAS, Shade is considered one of the most effective approaches to reduce exposure to UVR from the sun; and

WHEREAS, it has been determined to adopt a shade policy to reduce the incidence of skin cancer in Roseburg by increasing the provision of sustainable, quality shade within the City and encouraging the sun protection practices of the community;

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

Section 1: The City of Roseburg Shade Policy, attached hereto as Exhibit “A”, is hereby adopted: and

Section 2: This Resolution shall take effect immediately.


Amy Sowa, City Recorder
Shade Policy

Rationale

As part of creating a healthy and safe environment, local government has a key role to play in providing the community with public places, facilities, open spaces and services that provide protection from sun exposure.

Skin cancer, caused by exposure to ultraviolet radiation (UVR), is the most common cancer in the United States, according to the Center for Disease Control (Skin Cancer Statistics, CDC). It is also highly preventable. Douglas County has one of the highest rates of melanoma in the state of Oregon (Anas, 2017). Shade is considered one of the most effective approaches to reduce exposure to UVR from the sun. Natural shade can also mitigate the urban heat island effect, encourage physical activity and reduce energy costs. Shade trees can improve air quality and storm water management and reduce soil erosion.

Aim

The aim of the shade policy is to reduce the incidents of skin cancer in Roseburg by increasing the provision of sustainable, quality shade within the City by encouraging proper sun protection practices.

Shade Policy Statements

- The City aims to provide safe and attractive open spaces and facilities for the community. This includes the provision of sustainable, quality shade. The City recognizes that there are opportunities to improve the provision of shade across existing and newly developed public facilities.
- Children’s play areas will be considered a high priority for shade provision.
- Quality shade provides protection from solar UV radiation at the right place and time. Priority areas for shade provision are places where people gather at times of peak UV, in particular between 10 am and 2 pm (American Academy of Dermatology).
- Sustainable shade solutions usually involve strategic planting of trees and other vegetation incorporated with built shade to provide sun protection during shade tree establishment. Many cities, including Roseburg, have a tree care program that manages trees along city streets and in parks. In the City of Roseburg, the Tree Ordinance and Tree Program (adopted in April 2016) recognizes the benefits of trees located within the City’s right-of-way and public-way areas and the trees in Roseburg city parks and beautification areas. The program outlines the standards for planting, maintenance, and removal of Street Trees.
Safety should also be a major consideration in the provision of either natural or built shade. The provision of shade should not create safety hazards.

Policy Actions

- Ensure that consideration of shade is incorporated into urban and open space planning and in the approval of planning permits.
- Ensure the consideration of shade when planning and approving public facilities and renovating existing infrastructure, including landscape design.
- Increase the provision of sustainable, quality shade at particular sites within the city, including parks, playgrounds, splash pads, and athletic fields.
- Increase the provision of shade at community events.
- Encourage community members to adopt sun protection practices to reduce individual risk.
- Partner with local organizations and community leaders to increase education and awareness on sun exposure, including health care, schools and local youth clubs.
- Set dates for regular review of Shade Policy.
- Consider signage at community outdoor facilities/spaces encouraging sun protection practices, and identifying nearby shadelocations.


EASEMENT ACQUISITION

Meeting Date: August 26, 2019
Department: Public Works
Agenda Section: Department Items
www.cityofroseburg.org
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY
An appraisal and review appraisal have been completed to obtain easements necessary to complete the obstruction mitigation project for the Roseburg Regional Airport. The issue for Council is whether to authorize the easement acquisition.

BACKGROUND

A. Council Action History. On July 10, 2017, the Council authorized a task order under the master contract for design and construction management services for the installation of a Precision Approach Path Indicator (PAPI). On August 14, 2017, the Council adopted a resolution authorizing the acceptance of an FAA grant offer funding the Obstruction Mitigation and PAPI Installation. On September 11, 2017, the Council approved a special exemption and waived the requirements for performance and payment bonds for the PAPI Installation Project. On November 13, 2017, the Council awarded a construction contract for the PAPI Installation Project. On August 27, 2018, the Council adopted a resolution authorizing acceptance of a second FAA grant related to the Obstruction Mitigation and PAPI Installation. On October 22, 2018, the Council adopted Resolution No. 2018-24 declaring a public necessity for the acquisition by negotiation or condemnation of property interests on Mt. Nebo.

B. Analysis. The construction of the PAPI was completed last summer. The ultimate goal is to increase safety at the airport and to apply for a waiver that will allow the PAPI to be used as mitigation for the terrain obstruction (Mount Nebo) which would allow reinstatement of the nighttime instrument approach. In order to complete the obstruction mitigation process, there are trees and utility lines located on private property that will need to be removed and/or relocated. To do this work, the City needs to obtain easements from the property owner. In order to ensure that the property is kept free from obstructions in perpetuity, the City is seeking an avigation easement that would prevent any structures or other obstructions from being constructed and requires any vegetation to be maintained at height that does not impact the airspace.

Initially, staff attempted to obtain easements to remove/trim trees and relocate utility lines by working directly with the property owner. These efforts were not successful.
Once a grant was issued, the City hired an acquisition specialist and has been working within the federal process for property acquisition. This process includes getting a full appraisal and review appraisal to determine the value of the taking. That work has been completed, and the value of the easements has been determined to be $75,000.

C. **Financial/Resource Considerations.** The City received a grant from the Federal Aviation Administration (FAA) for up to $200,000 to cover expenses related to the obstruction mitigation. That grant has a ten percent match requirement. The City has also received a grant from the Oregon Department of Aviation (ODA) to cover 90% of the ten percent match. The remaining match is budgeted in the Airport Fund. The appraisal and review appraisal value the easements at $75,000. In addition, the property owner has requested some additional service from Douglas FastNet (DFN). DFN has agreed to provide this for a one-time cost of $700 that the City will pay directly to DFN.

Once the property acquisition is complete, the project will have additional expenses related to tree removal and the cost of relocating the overhead utilities (PP&L and DFN) underground. The estimate from PP&L is $22,164. The estimate for tree removal is approximately $30,000.

D. **Timing Considerations.** The nighttime instrument approach is critical, especially during the winter months. Staff anticipates the property owner may sign the offer agreement in the near future. As such, staff seeks authorization to execute the easements as soon as practical.

**COUNCIL OPTIONS**
The Council has the following options:

1. Authorize staff to execute the easement acquisition for $75,000; or
2. Request additional information; or
3. Not authorize the offer and not move forward with the easement acquisition. This will make it virtually impossible to get the nighttime instrument approach reinstated and will gravely impact the airport and the community as a whole.

**STAFF RECOMMENDATION**
The Airport Commission discussed this item at its August 15 meeting. The Commission recommended that the City proceed with the acquisition as quickly as practical. Staff recommends that the Council authorize staff to execute the necessary documents to complete the easement acquisition for $75,000.

**SUGGESTED MOTION**

*I MOVE TO AUTHORIZE THE CITY MANAGER PRO-TEM TO EXECUTE THE NECESSARY DOCUMENTS TO COMPLETE THE EASEMENT ACQUISITION FOR $75,000.*

**ATTACHMENTS:**
None
ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

EQUIPMENT PURCHASE - STAFF VEHICLE

Meeting Date: August 26, 2019
Department: Fire
www.cityofroseburg.org
Agenda Section: Department Items
Staff Contact: Gary Garrisi
Contact Telephone Number: 541-492-6770

ISSUE STATEMENT AND SUMMARY
Council will be considering the purchase of a new staff vehicle to replace an older model as part of a standard and scheduled vehicle fleet rotation. The staff vehicle will be procured from the State of Oregon state-bid pricing agreement.

BACKGROUND

A. Council Action History.
None.

B. Analysis.
Fire Department staff vehicles are on a 10-year replacement schedule, and the purchase of this vehicle will replace a pickup truck that was purchased in 2007. The vehicle will be purchased using an ORPIN contract and up-fitted by Lehr. The Fire Department has used Lehr (formerly named Auto Additions) to up-fit fire staff vehicles for the past several procurement rotations, and they have been designated as a sole-source provider for this service.

C. Financial/Resource Considerations.
The equipment replacement fund has $60,000 budgeted in FY 19-20 for a new staff vehicle. Money is available in Fire’s equipment replacement fund to accomplish this purchase.

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<tr>
<th>Description</th>
<th>Cost</th>
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<tr>
<td>Gresham Ford (F250 SuperCab)</td>
<td>$29,508.81</td>
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<tr>
<td>Lehr (up-fit)</td>
<td>$19,150.89</td>
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<tr>
<td>Day Wireless (KNG-M150 Radio)</td>
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<tr>
<td>Autoworks Plus (Reflective Striping)</td>
<td>$3,270.00</td>
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<tr>
<td></td>
<td>$56,106.67</td>
</tr>
</tbody>
</table>


D. Timing Considerations.

Staff would like to complete this purchase as soon as practical to ensure the equipment is available prior to the end of the budget year, as there is a four- to six-month build time.

COUNCIL OPTIONS
The Council has the following options:
1. Authorize the purchase and up-fit of this vehicle; or
2. Request more information; or
3. Not recommend proceeding with the purchase.

STAFF RECOMMENDATION
Staff recommends that the City Council approve the purchase and up-fitting of the new staff vehicle.

SUGGESTED MOTION
I move to approve the purchase and up-fitting of a new staff vehicle for the Fire Department in an amount of $56,106.67.
ISSUE STATEMENT AND SUMMARY
The issue for Council is whether to authorize the Roseburg Fire Department to enter into an Automatic Aid agreement with Douglas County Fire District 2.

BACKGROUND

A. Council Action History.
On May 10, 2005, the City entered into a Mutual Aid agreement with the majority of Fire Departments within Douglas County. This existing agreement enables the Roseburg Fire Department to request aid from any and all Fire Departments that are signatures to the agreement when an emergency within the City limits expands beyond the resources available for the incident. Mutual Aid agreements are a very common practice within the fire service throughout the country.

B. Analysis.
The Roseburg Fire Department and Douglas County Fire District 2 (DCFD2) have identified areas that can better serve the citizens of both jurisdictions by entering into an Automatic Aid agreement. The areas that have been identified for the City to provide Automatic Aid to DCFD2 are Moarea Drive, starting at approximately the 800 block to the end including side streets, and SE Booth Ave. A map showing these two areas has been attached for your information. In return DCFD2 will provide one (1) fire engine to all structure fires within the City of Roseburg. Having this agreement in place will allow for fire units to be automatically dispatched to certain areas on first alarm structure fire responses and reduce the reflex time for having additional resources on scene, thereby reducing potential property loss and increasing life safety. In addition, both agencies may receive additional credit for ISO rating purposes.

C. Financial/Resource Considerations.
There is no financial impact to the City at this time.

D. Timing Considerations.
Both agencies are planning on immediate implementation of this agreement upon approval.
COUNCIL OPTIONS
The Council has the following options:
1. Authorize the execution of this agreement; or
2. Request more information; or
3. Reject the execution of this agreement.

STAFF RECOMMENDATION
Staff recommends the authorization of this agreement as it serves in the best interest of public safety.

SUGGESTED MOTION
I move to authorize the City Manager Pro-Tem to execute an Automatic Aid agreement with Douglas County Fire District 2.

ATTACHMENTS:
Attachment #1 – Automatic Aid Agreement
Attachment #2 – Map
Automatic Aid Agreement
Roseburg Fire Department and Douglas County Fire District 2

THIS AGREEMENT is made and entered into this ___ of ___ 2019, by and between City of Roseburg, an Oregon municipal corporation hereafter referred to as “City” and Douglas County Fire District 2, a political subdivision of the State of Oregon hereafter referred to as “District.”

WHEREAS, CITY and DISTRICT both staff and maintain fire stations for the safety and protection of the lives and property within their respective jurisdictions; and

WHEREAS, CITY and DISTRICT in order to provide the maximum protection by providing the fastest service response to its residents, desire to enter into an agreement whereby each entity may render automatic aid to each other for certain defined incidents; and

WHEREAS, each entity is required to have a minimum of four (4) safety equipped firefighters on the scene of an incident prior to making an interior attack or entering into an environment that is an immediately dangerous to health and life (IDHL); and

NOW, THEREFORE, pursuant to the authority granted by ORS 190.010 that authorizes units of local government to enter into written agreements with other units of local government for the purposes of “any and all functions and activities” that the parties to the Agreement, its officers or agencies, have authority to perform, the parties hereto agree as follows:

DEFINITIONS: For purposes of this Agreement, the following terms shall have those meanings as set forth herein:

1. “Automatic aid” as used in this Agreement shall mean the automatic response of the closest identified available resource via emergency dispatch center request to an adjacent fire jurisdiction regardless of jurisdictional boundaries.

2. The term “incident(s)” as used in this Agreement are limited to an incident specifically identified and set forth in Exhibit A, attached hereto, and incorporated herein by this reference.

AUTOMATIC AID AREA: CITY and DISTRICT agree to provide automatic aid to each other within that geographical area, hereafter referred to as “area”, identified in Exhibit A, attached hereto, and incorporated herein by this reference.
RESPONSE REQUIREMENTS: Upon receipt of an emergency call, CITY and DISTRICT, if available, shall respond one (1) engine company (minimum type two engine) with a minimum of two (2) personnel into the area. When responding, each agency shall ensure that:

1. Furnish firefighting equipment and personnel, upon request when available, to the others respective jurisdiction when such assistance is necessary and appropriate.
   a) All personal protective clothing and equipment shall be used by all participating firefighters on the scene of a fire or emergency incident.
   b) The unit first arriving at the scene shall assume command of the incident until relieved by an equal or superior officer of the agency having jurisdiction.
   c) The agency first arriving may cancel any further response to the incident if that agency is capable of handling the incident and the responsible jurisdiction duty officer is so notified.

2. That each party shall have the right to determine priority for providing fire suppression and/or other emergency service to the other party under this agreement. The party to whom the request is made shall have, in its sole discretion, the ability to refuse such request if sending such assistance may lead to an unreasonable reduction in the level of protection within its jurisdiction. This determination shall be the responsibility of the Duty Officer of the agency sending the assistance.

3. That the officer in charge of the responding organization may, in the exercise of best judgment and discretion, decline to commit apparatus or personnel to a position which would dangerously imperil such resources.

4. That the responding organization shall be released by the requesting organization as soon as the services of the responding organization are no longer required or when the responding organization is needed within its own jurisdiction.

INDEMNIFICATION: Within the limits of the Oregon Tort Claims Act and the Oregon Constitution, the requesting jurisdiction shall indemnify, defend, and hold harmless the responding jurisdiction and its officers, employees and agents from any and all third party claims, suits, actions and expenses of any nature resulting from, arising out of, or regarding the acts, errors, or omissions of the responding jurisdiction’s officers, employees or agents, pertaining or pursuant to the terms of this Agreement.

TERMINATION: Upon thirty (30) days’ prior written notice, either Party may, with or without cause, terminate this Agreement. Either party also may cease performance of this Agreement immediately at any time if it determines in good faith that continuing performance will violate any applicable law or create an unreasonable risk of harm to persons or property.
DISPUTE RESOLUTION: This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon as interpreted by the Oregon courts. In the event a dispute arises between the parties relating to this agreement, the parties will meet to negotiate resolution of such problems or conflicts concerning interpretation or implementation of the terms of this Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

City of Roseburg

Nikki Messenger, City Manager Pro-Tem ______________________ Date ______________________

Attest: ______________________
Amy L. Sowa, City Recorder

Douglas County Fire District 2

____________________, Director ______________________ Date ______________________
“Exhibit A”

In the areas covered by Douglas County Fire District No. 2 run card 653-30, specifically the area of Moorea Drive starting at approximately the 800 block to the end including side streets, and in the areas of Douglas County Fire District No. 2 run card 652-22, specifically the area of Booth Street. The City of Roseburg will provide one (1) engine on a first alarm structure fire. The engine provided by the City would be listed as the fourth engine on the structure fire run card and would not be dispatched to anything less than a full first alarm structure fire, unless the whole system was taxed. Douglas County Fire District No. 2 will provide one (1) engine to all first alarm structure fires within the City of Roseburg inclusive of run cards 12A, 12B, 13A, 13B, 14A, 14B, 15A, 15B, 16A, 16B, 17A, 17B, 18A, 18B. The engine provided by the District would be listed as the fourth engine on the structure fire run card and would not be dispatched to anything less than a full first alarm structure fire, unless the whole system was taxed.
ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

ACTIVITY REPORT

Meeting Date: August 26, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: City Manager Pro-Tem Report
Staff Contact: Nikki Messenger
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY
At each meeting, the City Manager Pro-Tem provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council’s part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager Pro-Tem and City Staff. For your August 26, 2019, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Weekly Messages
Agenda
Department Head Meeting
City Hall Third Floor Conference Room
August 19, 2019 - 10:00 a.m.

1. Review August 26, 2019 Special City Council Meeting Agenda
2. Review August 26, 2019 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
   a. Java Run Sip and Slur – Parade Permit, August 24th
5. Department Items
   a. Pacific Power scheduled power outage – Wednesday, August 21st 9:30 – 10:30 a.m.
Agenda
Department Head Meeting
City Hall Third Floor Conference Room
August 13, 2019 - 10:00 a.m.

1. Review August 12, 2019 City Council Meeting Synopsis
2. Review August 26, 2019 Special City Council Meeting Agenda
3. Review August 26, 2019 City Council Meeting Agenda
4. Review Tentative Future Council Meeting Agendas

5. Documents/Grants Signing
   a. November 11, 2019 Veterans Day Parade Permit
   b. Fifteenth Extension of Intergovernmental Agreement for Housing Inmates with Roseburg
   c. Umpqua Actors Community Theatre OLCC Permit
   d. Grant Checklist – Ready to Read Grant
   e. Grant Checklist – Americans and the Holocaust Exhibition

6. Department Items
   a. December Holiday (JVW)
**TENTATIVE FUTURE COUNCIL AGENDA**

**Unscheduled**
- Airport Fees for Fire Agency Services
- Municipal Code Update Regarding Oregon Fire Code
- RMC 5.04 Amendment - Water Rules and Regulations
- Umpqua Basin Urban Services Agreement

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**September 9, 2019**

Consent Agenda
- Minutes of August 26, 2019

Public Hearing
- Resolution No. 2019-___ - Exemption from Competition in Public Contracting for Purchase of a Type 6 Wildland Unit

Ordinances
- Ordinance No. 3528 - Housing Needs Analysis and Buildable Land Inventory Legislative Amendment, Second Reading
- Ordinance No. 3529 - Amending Section 3.16.020 “Surplus Personal Property - Disposal and Sale” of the Roseburg Municipal Code, Second Reading

Department Items
- Equipment Purchase – Staff Vehicle

Informational
- City Manager Activity Report

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**September 23, 2019**

Consent Agenda
- Minutes of September 9, 2019
- Cancellation of November 11, 2019 Meeting

Public Hearing
- Resolution No. 2019-___ - Supplemental Budget

Department Items
- Five Year Pavement Management Program Engineering Services Contract Recommendation
- North Douglas Library District Reciprocal Agreement

Informational
- City Manager Activity Report

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**October 14, 2019**

Consent Agenda
- Minutes of September 23, 2019

Resolutions
- Resolution No. 2019-___ - Library Policy Updates

Informational
- City Manager Activity Report

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**October 28, 2019**

Consent Agenda
- Minutes of October 14, 2019

Department Items
- Airport Master Plan Adoption

Informational
November 25, 2019
Consent Agenda
A. Minutes of October 28, 2019
Informational
A. City Manager Activity Report
Executive Session
A. Municipal Court Judge Annual Performance Evaluation

December 9, 2019
Mayor Reports
A. Municipal Judge Compensation
Consent Agenda
A. Minutes of November 25, 2019
Informational
A. City Manager Activity Report

December 23, 2019
Consent Agenda
A. Minutes of December 9, 2019
Informational
A. City Manager Activity Report

January 13, 2020
Mayor Reports
A. State of the City Address
B. Commission Chair Appointment
C. Commission Appointments
Commission Reports/Council Ward Reports
A. Election of Council President
B. Planning Commission Appointments
Consent
A. Minutes of December 23, 2019
Informational
A. City Manager Activity Report

January 27, 2020
Consent
A. Minutes of January 13, 2020
Informational
A. City Manager Activity Report

February 10, 2020
Special Presentation
A. CAFR Review – Auditor Jeff Cooley
B. Quarterly Report – Quarter Ended December 31, 2019
C. 2020-2021 Budget Calendar
Consent
February 24, 2020
Consent
A. Minutes of February 10, 2020
Informational
A. City Manager Activity Report

March 9, 2020
Consent
A. Minutes of February 24, 2020
Informational
A. City Manager Activity Report

March 23, 2020
Consent
A. Minutes of March 9, 2020
Informational
A. City Manager Activity Report

April 13, 2020
Mayor Report
A. Volunteer Recognition Month Proclamation
B. Arbor Day Proclamation
Consent
A. Minutes of March 23, 2020 Meeting
B. Cancellation of May 25, 2020 Regular Meeting
C. 2020 OLCC License Renewal Endorsement
Informational
A. City Manager Activity Report

April 27, 2020
Mayor Reports
A. Historic Preservation Month Proclamation
B. National Bike Month Proclamation
Consent Agenda
A. Minutes of April 13, 2020
Informational
A. City Manager Activity Report
B. Finance Quarterly Report
C. Municipal Court Quarterly Report

May 11, 2020
Mayor Reports
A. EMS Week Proclamation
Consent Agenda
A. Minutes of April 27, 2020
Resolutions
A. Annual Fee Adjustments:
Resolution No. 2020- - General Fees
Resolution No. 2020 - Water Related Fees

Informational
A. City Manager Activity Report

Executive Session
A. City Manager Semi-Annual Evaluation

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**June 8, 2020**

Mayor Reports
A. Camp Millennium Week Proclamation

Consent Agenda
A. Minutes of May 11, 2020

Public Hearing
A. Resolution No. 2020- - 2020-2021 Budget Adoption
B. Resolution No. 2020- - Supplemental Budget Appropriation

Informational
A. City Manager Activity Report

**Urban Renewal Agency Board**

Consent Agenda
A. Minutes of previous meeting

Public Hearing
A. Resolution No. UR-2020- - 2020-2021 Budget Adoption

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**June 22, 2020**

Consent Agenda
A. Minutes of June 8, 2020

Informational
A. City Manager Activity Report

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**July 13, 2020**

Consent Agenda
A. Minutes of June 22, 2020

Informational
A. City Manager Activity Report

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**July 27, 2020**

Consent Agenda
A. Minutes of July 13, 2020

Informational
A. City Manager Activity Report
B. Municipal Court Quarterly Report
C. Financial Quarterly Report

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**August 10, 2020**

Consent Agenda
A. Minutes of July 27, 2020

Informational
A. City Manager Activity Report
August 24, 2020
Consent Agenda
   A. Minutes of August 10, 2020
Informational
   A. City Manager Activity Report

September 14, 2020
Consent Agenda
   A. Minutes of August 24, 2020
Informational
   A. City Manager Activity Report
Executive Session
   A. City Manager Annual Evaluation
On Tuesday, I attended a reception for Jared Cordon, the new Roseburg Public Schools Superintendent. I was very encouraged by what I heard from Mr. Cordon. He is continuing with “listening sessions” and I encourage Council to attend one if you have the opportunity.

Reminder that the I-5 on and off-ramps will be closed for two weeks beginning August 11th and continuing through August 25th. Harvard Avenue traffic will be maintained. More information here: https://www.oregon.gov/odot/projects/pages/project-details.aspx?project=20694

The contractor performing improvements on traffic signals on Stewart Parkway will be performing night work beginning next week. Certain intersections will be flagged from 7:00 p.m. to 7:00 a.m. Please see the attached press release.

The final formal update on the Milepost 97 fire was posted on Tuesday. At that time, the fire was 65% contained. No new updates will be posted unless fire behavior changes, which is a very positive sign!

Dennis Randolph in Community Development is working with the parole and probation crew today on weed abatement and camp cleanup (south of Micelli Park). Thanks Dennis and the Police Department on their continuing efforts on this front.

The Douglas County Fair continues through Saturday. We have been blessed with cooler temperatures this week, which make for an enjoyable fair week.

Meetings Next Week:
  o Council meeting – Monday, August 12th with executive session beginning at 6:45 p.m. and regular meeting at 7:00 p.m.
  o Airport Commission – Thursday, August 15th at 3:30 p.m.
The City of Roseburg is making safety improvements to traffic signals located on Stewart Parkway. This project is funded through an All Roads Transportation Safety grant provided by the Oregon Department of Transportation. In order to facilitate these improvements, the following intersections will be controlled by flaggers at night between 7:00 p.m. and 7:00 a.m. for signal head replacements.

- Monday, August 12th – Stewart Parkway at the Walmart Intersection
- Tuesday, August 13th – Stewart Parkway at the Renann Ave. Intersection
- Wednesday, August 14th – Stewart Parkway at the Mercy Dr. Intersection
- Thursday, August 15th – Stewart Parkway at the Aviation Dr. Intersection
- Monday, August 19th – Stewart Parkway at the Airport Rd. Intersection
- Tuesday, August 20th – Stewart Parkway at the Renann Ave. Intersection

The existing dog house left turn signal heads at these intersections will be replaced with three head signals. The three head signals will operate similarly to the four head flashing yellow signals elsewhere on the City system. As shown below, a red arrow means stop, a steady yellow arrow means prepare to stop, a flashing yellow arrow means you can make a left turn if it is safe to do so – you must yield to oncoming traffic and pedestrians, and a green arrow means that you have a protected left turn. As with all left turns, please use caution when proceeding through the intersection and watch for pedestrians.
Also as part of this safety project, a new mid-block pedestrian crossing on NE Stephens Street between Roseland Avenue and Emerald Drive has been constructed. The new pedestrian crossing includes Rapid Flashing Beacons (RFB). The beacons are activated by the pedestrian and flash to let drivers know a pedestrian is crossing. The RFBs will be in operation beginning August 19th, 2019.

More information is available by calling the City of Roseburg Public Works Department at 541-492-6730.