

ROSEBURG CITY COUNCIL AGENDA – JUNE 12, 2023

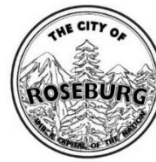
City Council Chambers, City Hall

900 SE Douglas Avenue, Roseburg, Oregon 97470

Public Online Access:

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

Facebook Live at www.Facebook.com/CityofRoseburg



*LA
6-8-2023*

Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom. See next page for instructions on how to participate in meetings.

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

3. Roll Call

Shelley Briggs Loosley

David Mohr

Ellen Porter

Brian Prawitz

Kylee Rummel

Patrice Sipos

Ruth Smith

Andrea Zielinski

4. Mayor Reports

A. Camp Millennium Week Proclamation

B. Juneteenth Independence Day Proclamation

5. Commission Reports/Council Ward Reports

A. Planning Commission Resignation – Andrew Blondell

6. Audience Participation – In Person or via Zoom/See Information on the Reverse

7. Consent Agenda

A. May 22, 2023 Meeting Minutes

8. Public Hearings

A. Resolution No. 2023-16: 2023-2024 Budget Adoption

B. Ordinance No. 3588: 2023 Bike Routes Plan Adoption, File No. CPA-23-001

- Link to Bike Routes Plan: https://www.cityofroseburg.org/storage/app/media/uploaded-files/Roseburg_BRP_AdoptDraft-20230416.pdf

- Link to Bike Routes Companion Map referenced within the Bike Routes Plan: <https://parametrix.maps.arcgis.com/apps/webappviewer/index.html?id=b512b24d3c914ec4b4e92c0c1194d863>

9. Resolutions

A. Resolution No. 2023-17: Supplemental Budget

10. Ordinances

A. Ordinance No. 3589: An Ordinance Granting Telecommunication Franchise to Origin Networks, Effective January 1, 2024, First Reading

11. Department Items

A. Use of ARPA Funds for Off Street Parking

B. Urban Service Agreement Umpqua Basin Water Association

12. Items from Mayor, City Council and City Manager

13. Adjourn

14. Executive Session ORS 192.660(2)

Informational

A. City Manager Activity Report

ROSEBURG URBAN RENEWAL AGENCY BOARD MEETING TO IMMEDIATELY FOLLOW

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:

Comments may be provided in one of three ways:

- In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
- Email by sending an email by 12:00 p.m. the day of the meeting to info@cityofroseburg.org
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email (info@cityofroseburg.org) by 12:00 p.m. the day of the meeting to get a link to the meeting.

When providing comments in person, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak on the Audience Participation Sign-in Sheet.

When providing comments virtually or by email, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak in an email to info@cityofroseburg.org.

When participating virtually, log or call in prior to the start of the meeting using the link or phone number provided.

- When accessing the meeting through the **ZOOM link**, click “Join Webinar” to join the meeting as an attendee.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a “waiting room” until called on to speak.

Persons addressing the Council must state their name and city of residence for the record. 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 not have been previously presented to Council.

A total of 30 minutes shall be allocated for the “Audience Participation” portion of the meeting.

CITIZEN PARTICIPATION

- Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.
- Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening’s agenda, may do so under “Audience Participation.”

PROVIDING COMMENTS

For each item in which speakers have requested to speak, the order will be as follows:

1. Speakers who attend in person will be called up to speak by the Mayor in the order in which they signed up.
2. Speakers on Zoom (video or phone only) will be called on to speak by the Mayor in the order in which they signed up. Each speaker will be brought in from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” after comments are provided.
3. Emailed comments to be read by the Mayor

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.

The City Council meetings are on Facebook Live and available to view on the City website the next day at:
<https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

The full agenda packet is available on the City’s website at: <https://www.cityofroseburg.org/your-government/mayor-council/council-agendas>

PROCLAMATION

CITY OF ROSEBURG, OREGON

Camp Millennium Week

WHEREAS: Camp Millennium provides children, ages 5 – 16, dealing with a cancer diagnosis the opportunity to have an unforgettable week of fun at camp; and

WHEREAS: Camp Millennium is a place where children touched by cancer can gather in a supportive environment where they can simply be kids; and

WHEREAS: Camp Millennium combines the fun of summer camp with expert health care; and

WHEREAS: Children with cancer and their families have special needs and these needs are addressed by Camp Millennium through volunteer medical personnel and trained volunteers; and

WHEREAS: Camp Millennium is provided to eligible children and their siblings at no cost to the family; and

WHEREAS: The success of Camp Millennium depends on the support of many individuals and organizations to provide monetary and volunteer support;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim the week of June 18 through June 25, 2023 as

Camp Millennium Week

and call upon the people of Roseburg to join their fellow citizens to participate in and support this event.

DATED this 12th day of June 2023.

Honorable Mayor Larry Rich

PROCLAMATION

CITY OF ROSEBURG, OREGON

Juneteenth Independence Day

WHEREAS: Each year, June 19th commemorates the emancipation from slavery of those who had been slaves in the United States and is the oldest African American holiday observance in the nation; and

WHEREAS: On September 22, 1862, President Abraham Lincoln issued the celebrated Emancipation Proclamation warning Confederate States that he would declare enslaved peoples “forever free”, paving the way for the passing of the 13th Amendment, which formally abolished slavery in the United States of America; and

WHEREAS: Enforcement of the Emancipation Proclamation occurred only in Confederate States that were under Union Army control, and Texas was last of the Confederate States to receive orders requiring the end of slavery; and

WHEREAS: On June 19th, 1865, Union troops marched throughout Galveston reading to the people of Galveston that all slaves were free, and the formerly enslaved citizens in Galveston rejoiced in the streets with jubilant celebrations; and

WHEREAS: Juneteenth celebrations began in Texas the following year and have continued to present day and is an occasion to remember and reflect upon the struggle, over the past 160 years following emancipation, to advance equality and justice for African Americans; and

WHEREAS: Juneteenth is a day to honor and reflect on the significant ways that African Americans have enriched society through their steadfast commitment to promoting freedom and equality. Juneteenth celebrates African American freedom and achievement, while encouraging continuous self-development and respect for all cultures;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim June 19, 2023 to be

Juneteenth Independence Day

in recognition and celebration of the many ways in which the history and culture of African Americans, and the advancements, discoveries and achievements have contributed to the history, culture and social fabric of the nation and the City of Roseburg.

DATED this 12th day of June 2023.

Honorable Mayor Larry Rich

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PLANNING COMMISSION RESIGNATION

Meeting Date: June 12, 2023

Department: Administration

www.cityofroseburg.org

Agenda Section: Commission Reports

Staff Contact: Autumn David, Management Asst.

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Planning Commissioner Member Andrew Blondell has resigned from his position on the Commission.

BACKGROUND

A. Council Action History.

n/a.

B. Analysis.

Commissioner Blondell informed Staff of his resignation effective immediately. An appointee to this position must reside in the City. Upon Council's acceptance of the resignation, Staff will begin soliciting from interested parties through the local news media, social media and City's website.

C. Financial/Resource Considerations.

n/a.

D. Timing Considerations.

It is recommended action be taken as soon as practical to accept Commissioner Blondell's resignation and take steps to fill the position.

STAFF RECOMMENDATION

Staff recommends the City Council accept Commissioner Blondell's resignation.

SUGGESTED MOTION

"I MOVE TO ACCEPT ANDREW BLONDELL'S RESIGNATION FROM THE PLANNING COMMISSION, WITH REGRETS."

ATTACHMENTS:

Attachment #1 – Subject Resignation

COMMISSION REPORTS A
ATTACHMENT #1

Andrew Blondell
1066 NE Lincoln St
Roseburg, OR 97470
05/26/2023

Stuart Cowie
Community Development Director
City Of Roseburg
900 SE Douglas Ave
Roseburg, OR 97470

Dear Stuart and Planning Commission:

It is with mixed emotions; I am resigning from the Planning Commission. I have thoroughly enjoyed working alongside you all as well as the community development staff. I loved it so much I've accepted a position as Associate Planner with the city of Roseburg.

I am truly grateful for having had the great opportunity to serve the community I love in that capacity. I would like to thank the commissioners for their graciousness. I thoroughly enjoyed serving alongside some truly great people. I'd also like to thank the city staff for their hard work and incredible guidance during my time on the commission. I look forward to much more service to the community in my new position as well as a continued working relationship with you all.

Thank you all so much, not only for what you do, but for who you are.

Continue being great!

Sincerely,

Andrew Blondell
(Former Planning Commissioner)

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
May 22, 2023**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on May 22, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Porter led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Shelley Briggs Loosley, David Mohr, Brian Prawitz, Ellen Porter, Kylee Rummel, Ruth Smith and Andrea Zielinski

Absent: Councilor Patrice Sipos

Others Present: City Manager Nikki Messenger, City Recorder Patty Hitt, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Community Development Director Stuart Cowie, Human Resource Director John VanWinkle, Library Director Kris Wiley, Public Works Director Dawn Easley, Communications Specialist Suzanne Hurt, and Management Assistant Autumn David.

2022 ROSEBURG OPTIMIST CLUB OFFICER OF THE YEAR – ROSEBURG OFFICER KYLE FIELDS

Chief Klopfenstein shared that Roseburg Police Officer Kyle Fields was recognized at the Respect for Law Banquet as the 2022 Roseburg Optimist Club Officer of the Year. Roseburg selects its honoree through a nomination and voting process. Klopfenstein shared a brief background on Officer Fields and stated he was an outstanding employee who was committed to the Roseburg community. Officer Fields demonstrates his commitment everyday by showing up to work with a “can do attitude” and was always willing to assist anyone who needed it. Officer Fields thanked the Council for the recognition and stated he was proud to serve the Roseburg community.

LGBTQ+ PRIDE PROCLAMATION/WELLSPRING PROCLAMATION

Mayor Rich read a letter in response to requests for proclamations from the LGBTQ+ Community and Wellsprings Bible Fellowship. The decision to read a proclamation was entirely up to the Mayor. Mayor Rich chose to read neither proclamation and clarified that his letter pertained to the proclamation event one-year ago only and apologized if that was not made clear.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Councilor Briggs Loosley attended a Homeless Commission meeting on May 22, 2023. There was no quorum present. Those in attendance received a brief update on the prohibited camping ordinance, the Gary Leif Navigation Center, HTAG, and efforts to find property for an urban campground.

Councilor Porter chaired a Public Works Commission meeting on May 11, 2023. The Commission recommended Council approval of the Flexible Service Maintenance Agreement and Douglas Avenue Deer Creek Bridge Intergovernmental Agreement.

LIBRARY COMMISSION RESIGNATION – KELLY PETER

Library Commission member Kelly Peter submitted her written resignation from the Commission effective June 30, 2023.

Councilor Zielinski moved to accept Kelly Peter's resignation from the Library Commission, with regrets. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Zielinski, Smith, and Rummel voted yes. No one voted no.

BUDGET COMMITTEE RESIGNATION – KELLY PETER

Budget Committee member Kelly Peter submitted her written resignation from the Committee effective June 30, 2023.

Councilor Zielinski moved to accept Kelly Peter's resignation from the Budget Committee, with regrets. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Zielinski, Smith, and Rummel voted yes. No one voted no.

AUDIENCE PARTICIPATION

Bryan Carver, pastor at Wellspring Bible Fellowship expressed disappointment in the intolerant and hateful slander against their organization and suggested the City sponsoring the Pride Parade demonstrates Councils support for the LGBTQ+ group.

Shane Smith, Wellspring Bible Fellowship stated scripture defines right and wrong, not personal opinions, and urged Council to consider the risk and exploitation of children occurring within LGBTQ+ organizations.

Mike Buck, Wellspring Bible Fellowship shared scripture and suggested the Christian community had an obligation to inform the community that homosexuality was wrong.

Mason Goodnight, Roseburg resident and staff elder with Wellsprings Bible Fellowship thanked the Mayor for addressing the proclamation requests. The request from Wellspring Bible Fellowship was for a proclamation recognizing the Natural Family. Goodnight urged the Mayor to reconsider his decision not to read the proclamation.

Ryan Clark, pastor at Wellspring Bible Fellowship disagreed with the equivalence between Wellspring Bible Fellowship and the LGBTQ+ community and shared his opinion on why Council should oppose the LGBTQ+ agenda.

Tom Dole, Roseburg resident thanked the Mayor and Council for their service. Dole stated Roseburg had always been a place where people care about one another and suggested community members continue to love and care for their neighbors.

Mike Fieldman, Roseburg resident stated a decision to read or not read a proclamation should be based on its content and not the actions of individuals. Fieldman was in support of any proclamation that would help define the Roseburg community as positive, welcoming, open, inclusive, and supportive.

Dane Zahner apologized on behalf of the LGBTQ+ community for any unacceptable behavior displayed in regards to the proclamation last year and stated the proclamation was a matter of importance to the LGBTQ+ community. Zahner requested the Mayor reconsider and read the Pride Month proclamation.

Kristen Yohn stated Umpqua Valley Rainbow Collective was working to support youth in the LGBTQ+ community and suggested youth leave Roseburg because they do not feel safe or accepted. Yohn asked Mayor Rich if that was what he wanted to see for Roseburg's future.

Royal DeAlmeida, Roseburg resident expressed concern about the comparison of the LGBTQ+ group and Wellsprings Bible Fellowship and suggested the harassment lies predominately with one group. DeAlmeida stated pride was about embracing ones identity and there was a need to stand up for the marginalized community, embrace unique identities, and eliminate discrimination.

Thomas McGregor, Roseburg resident urged Council to continue to move toward a hate free community and was in support of any proclamation that would help advance the quality of life in the community.

Juliet Rutter, Roseburg resident spoke on behalf of the Umpqua Valley Rainbow Collective and expressed disappointment from the comparison of the LGBTQ+ community and Wellspring Bible Fellowship. Rutter stated last year's proclamation served as a powerful symbol that Roseburg accepted individuals regardless of their identity and urged the Mayor to reconsider his stance and read the Pride Month proclamation.

Rashell Yohn, Roseburg resident stated the LGBTQ+ community were honest hardworking taxpaying citizens who do good things for the community and urged the Mayor to reconsider not reading the proclamation.

Vyla Grindley shared that Pride Month was about fighting discrimination and honoring those who had faced discrimination. Grindley suggested many members of the LGBTQ+ group were leaders in the community and requested the Mayor reconsider his stance on the proclamation.

Elizabeth Jam, Roseburg resident asked Council to consider how it would feel to be treated differently based on who you were or how you were born. Jam urged the Mayor to reconsider his decision and read the Pride Month proclamation.

Betsy Cunningham, Roseburg resident disagreed with the Mayors decision not to read the proclamation. Cunningham stated the decision not to read the proclamation implied that Roseburg did not respect the LGBTQ+ community and suggested it may be a violation of the First Amendment not to read the proclamation as requested

Kevin Bell shared a statement from a former Roseburg resident and history teacher at Marshfield High School Garrett King. King's letter stated the Mayor's decision not to read the Pride Month proclamation negatively affected the community and depicted Roseburg as unwelcoming. Bell stated the LGBTQ+ should be recognized and not discriminated against.

Neon McDermind urged community members to stop spreading hate and requested the Mayor reconsider his decision not to read the proclamation.

Kevin Hansberger, Roseburg resident shared that tremendous progress was made last year when the City adopted the Pride Month proclamation. Hansberger disagreed with the Mayors decision not to read the proclamation stating the decision implied the community did not share fundamentals of inclusiveness and suggested comparing the LGBTQ+ group with Wellsprings Bible Fellowship would undermine the years of harassment and discrimination the LGBTQ+ community had faced.

Darrell Orth thanked Mayor Rich for not reading either proclamation and stated it was Council's job to lead Roseburg. Orth suggested people were missing the point; everyone was equal and special interest groups should not have more rights than others.

CONSENT AGENDA

Councilor Zielinski moved to approve the following consent agenda items:

- A. May 8, 2023, Regular Meeting Minutes
- B. Intergovernmental Agreement with ODOT for Flexible Service Maintenance Agreement.

The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Prawitz, Porter, Zielinski, Smith, and Rummel voted yes. No one voted no.

PUBLIC HEARING – CDBG GRANT CLOSEOUT OF COVID-19 EMERGENCY SMALL BUSINESS AND MICROENTERPRISE GRANT ASSISTANCE PROJECT

At 8:03 p.m., Mayor Rich opened the public hearing regarding the CDBG Grant Closeout of COVID-19 Emergency Small business and microenterprise grant assistance project.

Cowie read verbatim the following Legal Notice into record:

NOTICE OF PUBLIC HEARING REGARDING COMPLETION OF COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT

The City of Roseburg, Oregon is completing a Covid-19 Emergency Small Business and Microenterprise Grant Assistance project funded with Community Development Block Grant funds from the Oregon Business Development Department. The location of the project is: Douglas County, Oregon. It is estimated that the project has benefited at least 154 persons of whom 100% are low or moderate income.

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Roseburg City Council on Monday, May 22, 2023 at 7:00 PM in the Council Chambers at 900 SE Douglas Avenue, Roseburg, Oregon 97470.

The purpose of the hearing is for the City of Roseburg City Council to obtain citizens views about the project and to take comments about the local government's performance. Written comments are also welcome and must be received by 4:00 p.m. on May 22, 2023 at 900 SE Douglas Avenue, Roseburg, Oregon 97470. Both oral and written comments will be reviewed by the City of Roseburg City Council.

More information about the Oregon Community Development Block Grant program and the project is available for public review at 900 SE Douglas Avenue, Roseburg, Oregon 97470 during regular office hours: Monday through Friday from 8:00 a.m. to 12:00 p.m. or 1:00 to 5:00 p.m. Advance notice is requested. Please contact the Roseburg Community Development Department, 900 SE Douglas Avenue, Roseburg, Oregon 97470, (541) 492-6750, or by email: cdd@cityofroseburg.org

Anyone having questions regarding the public hearing may contact Roseburg City Recorder, Patty Hitt, by calling 541-492-6866.

Patty Hitt, City Recorder

Posted on the City's website, at City Hall on Friday, May 12, 2023 and published in the News Review on Sunday, May 14, 2023.

Cowie provided an overview of the grant. The City was awarded a \$500,000 Community Development Block Grant (CDBG) through Business Oregon in November 2021. This was the second grant received for COVID relief funds. In order to qualify for the most funding available, the City proposed that the grant be a joint project with the City and County. Staff worked with CCD Business Development Corporation and entered into a contract in which CCD acted as the sub grantee for the project assisting in grant administration and allocating money to qualifying businesses in accordance with CDBG program requirements. With the assistance of CCD, forty-two businesses received financial assistance throughout the County, and of those forty-two businesses, fifteen were located within Roseburg.

All funds had now been released. A total of \$470,000 were distributed throughout the community and CCD retained \$30,000 to cover administrative costs. The decision for Council was to either direct staff to close out the COVID-19 emergency small business and microenterprise assistance CDBG grant; or request additional information prior to formally closing the grant. Staff recommended Council direct staff to close out the COVID-19 emergency small business and microenterprise assistance CDBG grant.

Lehi Dowell, Economic Development Director with CCD Business Development Corporation stated he appreciated the partnership and the opportunity for CCD to assist with the grant. Dowell shared statistics on businesses that received CDBG funding and explained that after grant applications were received, CCD realized the need for cash assistance was far greater than anticipated; therefore, the original amount designated for cash grants was increased. In addition to cash grants, businesses were awarded grants for technical assistance support. Forty-two businesses from Douglas County received grant funding and fifteen of those businesses were located in Roseburg. There were 184 jobs associated with the businesses that received grants, many of which were small businesses with 1-5 employees as well as newer businesses that had opened within the last 5 years. The size of grants varied based on the number of employees and the need identified. Dowell thanked numerous business partners for assisting in the success of the program.

As no one else wished to speak, Mayor Rich closed the hearing at 8:12 p.m. Councilor Zielinski moved to direct staff to officially close out the COVID-19 emergency small business and microenterprises assistance CDBG grant. Motion was seconded by Councilor Smith and approved with the following vote: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Zielinski, Smith, and Rummel voted yes. No one voted no.

Messenger added that CCD was recognized statewide for their efforts and hard work in delivering millions of dollars in grant funding to businesses throughout Southern Oregon to help those businesses survive through the Covid-19 pandemic.

PUBLIC HEARING – SALE OF REAL PROPERTY – 481 SE LELAND STREET

At 8:13 p.m., Mayor Rich opened the public hearing regarding the sale of real property at 481 SE Leland Street.

Hitt reported the property located at 481 SE Leland Street was previously declared surplus by Council and staff was directed to list the property for sale with a realtor. The realtor received eight offers with the highest offer being for \$65,000 with no contingencies beyond a clear title report. The real market value according to the Douglas County Assessor's page was \$157,321; however, it did not seem to account for current conditions of the property. The City spent \$17,665 in abatement costs on the property and any of the offers received would cover all of the city's costs.

The decision for Council was to either accept one of the offers, direct that a counter offer be made, reject the offers and continue to list the property for sale, reject all offers received and direct that the property shall not be sold, or reject all offers and direct staff to conduct an appraisal of the property. Staff recommended Council accept the highest offer of \$65,000 from Lucia Rivera. The buyer requested a closing date of May 31, 2023, should Council accept the highest offer.

As no one wished to speak, Mayor Rich closed the hearing at 8:16 p.m. Councilor Zielinski moved to authorize the City Manager to accept the offer of \$65,000 from Lucia Rivera for the property located at 481 SE Leland Street. Motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Zielinski, Smith, and Rummel voted yes. No one voted no.

PUBLIC HEARING – RESOLUTION NO. 2023-15: PURCHASE AND INSTALLATION OF A MOTOROLA RADIO SYSTEM THROUGH INTERSTATE COOPERATIVE PROCUREMENT

At 8:16 p.m., Mayor Rich opened the public hearing regarding the purchase and installation of a Motorola radio system through Interstate Cooperative Procurement.

Klopfenstein explained that staff was seeking authorization to install a new three-channel Motorola radio system on reservoir hill, utilizing the National Associate of State Procurement Officials (NASPO) ValuePoint cooperative purchasing program. For several years, Roseburg had three wideband radio channels for Police, Fire, and Public Works. In 2013, the use of wideband radio channels in Oregon were banned. Roseburg currently did not have dedicated radio channels to communicate interdepartmentally. The addition of a new radio system would ensure Roseburg was not reliant on Douglas County's system. There was an existing tower and building to house the radio. Nearly all of Roseburg's existing radio equipment was Motorola and staff had found Motorola radio products to be superior to other brands, specifically as it relates to interoperability, ease of use, durability, and overall quality. Day Wireless was the regional vendor for Motorola in our area and had provided a quote of \$164,859.56 for the purchase and installation of equipment. ARPA funding was available and there were no timing issues; however, cost had increased since November and were expected to continue to increase. Purchasing and installing the radio system would address Council's goal to improve the City's emergency preparedness. Staff recommended Council authorize the purchase and installation of a Motorola radio system from Day Wireless Systems.

Councilor Prawitz questioned if the building that would house the radio equipment would have a generator. Klopfenstein confirmed that it would.

In response to Mayor Rich, Klopfenstein stated the purchase would be for individual radio channels for Roseburg, not physical radios. Messenger added that Police, Fire, and Public Works had radios in their vehicles but did not have a dedicated radio channel for communication.

This would be a onetime purchase for radio channels; there would be a small annual fee to maintain the channel, but it would not be substantial.

Milton Bernheisel asked for clarification stating it was his impression that Roseburg had their own radio channel. Klopfenstein confirmed Roseburg did not have an individual radio channel and used what the County allowed them to use.

As no one else wished to speak, Mayor Rich closed the hearing at 8:23 p.m. Councilor Zielinski moved to adopt Resolution No. 2023-15, entitled, "A Resolution Exempting the Purchase of a Motorola Radio System from the Competitive Bid Process" and authorized the use of an Interstate Cooperative purchasing agreement and exemption from competitive bidding to award the purchase and installation of a Motorola radio system from Day Wireless Systems utilizing \$154,859.56 of ARPA funds. Motion was seconded by Councilor Briggs Loosley.

Councilor Prawitz stated the ability to communicate during an emergency was of great importance and during certain emergencies radio towers may be the only thing that worked; therefore, this purchase was valuable in Councils efforts to improve emergency communication.

The motion was approved with the following vote: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Zielinski, Smith, and Rummel voted yes. No one voted no.

ANNUAL FEE ADJUSTMENT – RESOLUTION NO. 2023-12 – GENERAL FEES AND RESOLUTION NO. 2023-13 – WATER RELATED FEES

Hitt explained that pursuant to adopted City Council resolutions, fees are to be adjusted annually based on either the CPI-U West Index or the March Construction Cost Index (CCI) to account for the increased cost to provide those services. Council had two resolutions to consider, one for general fees and one for water related fees as presented in the staff report. The CPI –U West index was at 8%. Staff felt that would be too high of an increase and recommended fees be increased by only 5%, except when separate rules required the increase to be capped at a lower rate. Water System Development charges were proposed to be increased by the CCI at 3.01%. Council had the option to adopt the fee resolution as presented, make amendments to fees and adopt the resolutions as amended, request additional information, or take no action. Staff recommended Council adopt to the resolutions as presented.

Councilor Zielinski moved to adopt Resolution No. 2023-12, entitled, "A Resolution Amending Resolution No. 92-13 Regarding Fees." The motion was seconded by Councilor Prawitz.

Councilor Zielinski thanked staff for keeping the fee increases minimal.

The motion was approved with the following vote: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Zielinski, Smith, and Rummel voted yes. No one voted no. Mayor Rich declared Resolution No. 2023-12 as adopted.

Councilor Zielinski moved to adopt Resolution No. 2023-13, entitled, "A Resolution Amending Resolution No. 91-18 Regarding Water Fees." The motion was seconded by Councilor Briggs

Loosley and approved with the following vote: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Zielinski, Smith, and Rummel voted yes. No one voted no. Mayor Rich declared Resolution No. 2023-13 as adopted.

RESOLUTION NO. 2023-14 – PARK RULES & REGULATIONS

Easley explained stated the issue before Council was to update the Parks Rules and Regulations according to ORS 195.530. Staff was in the process of updating all rules that may be interpreted to regulate acts of sitting, lying, sleeping, or keeping warm and dry outside. Council heard the First Reading of Ordinance No. 3586, an ordinance repealing and replacing section 7.02.100 of the Roseburg Municipal Code at the meeting on May 8, 2023. Council last updated the Parks Rules and Regulations via Resolution No. 2022-05 on March 14, 2022. The Second Reading of Ordinance No. 3586 was scheduled to take place at the May 22 meeting. The park rules restricted times people were allowed to be in the park and restricted camping, which may conflict with the proposed amendments to RMC 7.02.100 Prohibited Camping. Easley explained the proposed changes as outlined in the staff report. The Parks and Recreation Commission discussed the proposed updates at their May 3, 2023, meeting, suggested minor changes to the draft, and recommended Council adopt the new Parks Rules and Regulations.

Mayor Rich requested staff read Ordinance No. 3586 prior to Council’s motion on Resolution No. 2023-14. If Ordinance No. 3586 were adopted, Council would begin discussions on Resolution No. 2023-14.

ORDINANCE NO. 3586 REPEALING AND REPLACING RMC SECTION 7.02.100 PROHIBITED CAMPING, SECOND READING

Attorney Forrester read updates to language verbatim for the record:

- B. Camping on public property not owned, leased or managed by the City of Roseburg is prohibited. Camping on private property for a time period longer than 48 consecutive hours is prohibited unless a permit is obtained through the Community Development Department. Involuntarily Homeless individuals are not prohibited from sleeping and resting on city property, provided camping is occurring in compliance with the following time, place and manner regulations.

Tom Dole, Roseburg resident shared a picture of a local homeless person with Council and stated the homeless situation had become a serious issue. Dole urged Council to prohibit camping on all property, including private property and stated it was not in the best interest of the City to allow homeless to camp on public property. Dole stated he understood the need to be companionate, but the increase in the homeless population was concerning and recommended Council establish a designated place for the homeless to go.

Dane Zahner stated the ordinance would not address the real issues of homelessness. Onward Roseburg had identified 400 unhoused community members in Roseburg and there was a need for a place for the unhoused to go that would provide safety and security. Zahner suggested available housing in Roseburg was not sufficient to house the unhoused community and suggested Council adopt a program similar to Sutherlin and Cottage Grove. Zahner thanked Council for addressing such a difficult issue, and reiterated the need for a safe camping location to be established for the unhoused community.

Betsy Cunningham, Roseburg resident stated the City of Roseburg had not addressed the need to provide the unhoused with sanitation and services and suggested what was proposed would not correct the problem or reduce City liability. Cunningham suggested the ordinance was inhumane and the term camping should not be used to define what was taking place; the unhoused were living outside, not camping. Cunningham added that Council was not doing anything to protect people's right to exist in society.

Nick Kaisershot transient stated forcing the homeless to move daily would not help the situation and because of Roseburg's unique geographical design, what worked in Sutherlin would not work in Roseburg. Kaisershot suggested it would be difficult to pack up and move all belongings daily. When camps remain in the same place for a long period of time they accumulate large amounts of debris; however, forcing people to move daily would be counterproductive, because stuff would continue to be acquired and would be moved around the City daily. Kaisershot recommended the proposed ordinance be changed to allow two weeks in one place before being forced to move.

Milton Bernheiser stated the unhoused were not camping they were living outdoors and suggested it was easy for people in governmental positions to spend other people's money. Someone would have to pay for a homeless camp, and that money would come from taxpayers. Bernheiser was not in favor of establishing a homeless camp paid by taxpayer dollars.

Mike Fieldman, Roseburg resident, reemphasized the need for a safe place for the unhoused, but suggested one location would not be sufficient. Having a place for the unhoused to go was a critical need and the need was not going away. Fieldman urged Council to establish a safe place for the unhoused population.

Johnny stated he had worked in homeless services and forcing people to move was not the answer. The unhoused community deals with issues related to housing, drug use, and mental health, which complicates things; if forced to move daily, people will lose belongings and get sick more frequently. Johnny suggested homelessness was a systemic issue and rules that restrict places where the unhoused could be would not resolve anything, but make things more difficult.

Sarah Morin, Roseburg resident, stated no one had mentioned accountability and that some people were homeless by choice. Requiring people to move daily may not be the best solution, but it was not fair for others to be forced to deal with the homeless population on a daily basis. Moore suggested there were many organizations available to provide assistance and asked that the homeless population be held accountable for their actions.

Bill Romo stated it was unfair for others to look down on the homeless population and assume they are not accountable; not everyone addicted to drugs were addicted by choice and many of the unhoused were not homeless by choice. Romo suggested the City needed to provide a safe place for the homeless and that one place for them to all go would not be sufficient.

Metrico Quillo, Roseburg resident, suggested it was inhumane to force people to pack up their belongings and move daily and urged Council to reconsider the requirement to move on a daily basis. Quillo stated throwing peoples belongings away during camp clean ups was wrong and requested more scrutiny be used when determining what was thrown away during clean-ups.

Mayor Rich clarified that the intent of the ordinance was a to create a balance of the need for those involuntarily homeless to have a place to sleep and stay warm and dry for the night, but also allow the public the right to use a public space as intended. Attorney Forrester added that it was also a requirement by the State to enact this ordinance to comply with State Statutes regarding prohibited camping.

Councilor Zielinski stated Council recognized this would be not be perfect, but it was the best that could be done at this time. It was understood that unintended consequences may happen, and Council would continue discussing and adjusting the ordinance as necessary.

Hitt read Ordinance No. 3586, entitled, “An Ordinance Repealing and Replacing Section 7.02.100 of the Roseburg Municipal Code,” for the second time.

Councilor Zielinski moved to adopt Ordinance No. 3586, entitled, An Ordinance Repealing and Replacing Section 7.02.100 of the Roseburg Municipal Code.” The motion was seconded by Councilor Briggs Loosley.

Councilor Prawitz stated a lot of work had gone into putting this together. The issue had been addressed for a long time and Council was taking the measures available to them and considering the potential liabilities. This ordinance was the most recent opportunity to do something to address the situation and hopefully make it better. Councilor Prawitz added that the Police Department used tremendous scrutiny when determining what was taken during cleanups, what was disposed of and providing access for belongings to be retrieved.

Councilor Smith shared her experience helping in the warming center over the last three years. The unhoused community was welcomed in and the guests had been grateful and respectful. Smith stated that watching people be removed from their homes because of an inability to pay their bills was heartbreaking. Council had been trying to make a difference in the community and this was a step in the right direction. Smith added that in the last two months, fifteen homeless individuals had moved into the complex where she worked and connections were being made and progress was being seen. Housing was an issue but progress was being made.

Councilor Porter stated several comments had been made about establishing a place for the unhoused to be. The issue was complex and several Council members had spent countless hours trying to find a solution. There were difficulties around liability issues, but Council and Staff were working hard to find a solution.

Roll call vote was taken: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Rummel, Smith, and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3586 as adopted.

RESOLUTION NO. 2023-14 – PARK RULES & REGULATIONS

Councilor Zielinski moved to adopt Resolution No. 2023-14, entitled, “A Resolution Repealing and Replacing Resolution No. 2022-05 regarding the City of Roseburg Parks Rules and Regulations.” The motion was seconded by Councilor Porter and approved with the following vote: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Zielinski, Smith, and Rummel voted yes. No one voted no. Mayor Rich declared Resolution No. 2023-14 as adopted.

ORDINANCE NO. 3587 GRANTING RENEWAL OF A TELECOMMUNICATIONS FRANCHISE TO DOUGLAS SERVICES, INC. DBA DOUGLAS FAST NET, SECOND READING.

Hitt read Ordinance No. 3587, entitled, "An Ordinance Granting Renewal of a Telecommunications Franchise to Douglas Services, Inc. dba Douglas Fast Net, effective January 1, 2024," for the second time.

Councilor Zielinski moved to adopt Ordinance No. 3587, entitled, "An Ordinance Granting Renewal of a Telecommunications Franchise to Douglas Services, Inc. dba Douglas Fast Net, effective January 1, 2024." The motion was seconded by Councilor Briggs Loosley. Roll call vote was taken: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Rummel, Smith, and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3587 as adopted.

DEPARTMENT ITEMS – INTERGOVERNMENTAL AGREEMENT – ODOT RIGHT-OF-WAY SERVICES FOR DOUGLAS AVENUE, DEER CREEK BRIDGE

Easley reported staff was seeking approval to execute an Intergovernmental Agreement (IGA) with the Oregon Department of Transportation (ODOT) for right-of-way services on the Douglas Avenue, Deer Creek Bridge Right-of-Way Services. In December 2020, Council authorized the execution of an IGA with ODOT as outlined in the staff report and in August 2022, Council adopted Resolution No. 2022-27 accepting the grant award from ODOT for the construction of Douglas Avenue, Deer Creek Bridge.

The City was not a certified local agency and was not qualified to deliver the project according to Federal Highway Administration rules. Since ODOT was delivering the project, it made sense for ODOT to perform the right-of-way acquisition services for the project. The funding and payment for the services were set forth in the Project Agreement executed in February 2021 and this agreement committed no additional funding for the services. The project was in the early stages of design, so no right-of-way acquisition was anticipated prior to 2024, but ODOT would like the IGA executed as soon as possible.

The Public Works Commission discussed the IGA at their May 11, 2023, meeting and recommended Council authorize execution of the Right-of-Way Services for the Douglas Avenue, Deer Creek Bridge Project Intergovernmental Agreement. Staff concurred with the recommendation.

Messenger added that staff brought the item to Council to make them aware that this was a federally funded project and when acquisition were done through a federally funded project a Declaration of Need would be filed that would state City Council was willing to use condemnation to acquire the property.

Councilor Porter moved to authorize the execution of the Intergovernmental Agreement with Oregon Department of Transportation for right-of-way services. The motion was seconded by Councilor Zielinski. Roll call vote was taken: Councilors Briggs Loosley, Mohr, Prawitz, Porter, Rummel, Smith, and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

Councilor Prawitz clarified that the Economic Development Commission considered applications for projects and investments in the community that would promote tourism. A group applied for a \$5000 grant to help promote the Pride event; Economic Development Commission members reviewed the application and approved it and several other tourist based grant application requests. Prawitz added that the process was open to any group and encouraged any groups with projects or events that would bring tourism to the community to apply.

Councilor Prawitz stated proclamations happened often, for many different reasons, generally without much controversy and suggested the groups involved could express themselves more respectfully. Pride Month would happen around the world regardless of whether Roseburg acknowledged it. Councilor Prawitz thanked Mayor Rich for addressing the proclamations and being open to input and discussion.

Messenger informed Council of staffing issues that had occurred within the Fire Department, which lead to Station 2 closures. Staff was in the hiring process and intended to over hire by one, but expected this would be an ongoing issue until new hires were on board and through the training process. In response to Councilor Mohr, Messenger stated Station 2 was the Harvard Avenue station.

ADJOURNMENT

Mayor Rich adjourned the regular meeting at 9:35 p.m.

Autumn David

Autumn David
Management Staff Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION 2023-16 2023-24 BUDGET ADOPTION

Meeting Date: June 12, 2023
Department: Finance
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Oregon Local Budget Law requires the City of Roseburg to conduct a public hearing on the 2023-24 budget as approved by the Budget Committee May 9, 2023, and on the proposed uses of State Revenue Sharing funds.

In addition, a resolution is required to adopt the budget, authorize the City to receive State Revenue Sharing funds, make appropriations, and levy and categorize ad valorem property tax for the City of Roseburg for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

BACKGROUND

A. Council Action History.

The budget is adopted before June 30th and effective July 1st of each year.

B. Analysis.

The budget document was distributed to members of the Budget Committee on May 2, 2023. The budget document was made public by posting on the City website and by making available a hard-copy at City Hall on May 2, 2023. City Manager, Nikki Messenger, presented the budget document and message on May 9, 2023, and a public hearing on possible uses of State Revenue Sharing funds was conducted. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented on May 9, 2023 with no modifications from the proposed budget.

Appropriations in the attached resolution and exhibit are based upon the budget approved by the Committee.

C. Financial/Resource Considerations.

Total requirements for 2023-24 are \$104,307,207.

The estimated revenue from State Revenue Sharing is \$305,000. The funds will be used to support General Fund services.

D. Timing Considerations.

Budget adoption is required before the beginning of the new fiscal year on July 1, 2023. A copy of the resolution electing to receive State Revenue Sharing funds must be filed with the Oregon Department of Administrative Services not later than July 31, 2023.

COUNCIL OPTIONS

- 1) Adopt the Approved Budget as submitted; or
- 2) Recommend revisions to the Approved Budget; or
- 3) Schedule budget adoption for another meeting prior to July 1, 2023.

If any changes are necessary after the Budget Committee approves the budget, the governing body must make the revisions when adopting the budget. Revisions that do not increase the total approved budget will not affect the resolution as presented but may change the appropriations as listed on the attached exhibit.

Per ORS 294.456, the governing body is limited to increasing expenditures in a fund by no more than \$5,000 or 10 percent, whichever is greater, of the approved budget. If a larger expenditure increase is desired, the budget summary is required to be republished and a second public hearing is required prior to July 1, 2023.

STAFF RECOMMENDATION

Upon conclusion of the Public Hearing, it is Staff's recommendation that Council adopt the attached resolution with any modifications that Council deems prudent.

SUGGESTED MOTION

I move to adopt Resolution 2023-16 adopting the 2023-2024 Budget as approved by the Budget Committee.

ATTACHMENTS:

Attachment #1 – Resolution 2023-16

Attachment #2 – Exhibit A

RESOLUTION NO. 2023-16

A RESOLUTION ADOPTING THE 2023-2024 BUDGET; LEVYING AND CATEGORIZING TAXES FOR SAID TAX YEAR; ELECTING TO RECEIVE STATE REVENUE SHARING; AND MAKING APPROPRIATIONS

WHEREAS, the Budget Committee of the City of Roseburg, Oregon, has approved a proposed budget for the fiscal year commencing July 1, 2023; and

WHEREAS, at a regular meeting of the City Council held on June 12, 2023, a public hearing on said proposed budget was duly held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City; and

WHEREAS, ORS 294.456 requires the adopted budget to be appropriated by fund and requirement category; and

WHEREAS, ORS 294.456 requires local governments to take formal action to declare the ad valorem tax rate or amount to be certified to the assessor and to itemize and categorize the ad valorem property tax amount or rate; and

WHEREAS, ORS 221.770 requires local governments to take formal action to declare their desire to receive state revenue sharing money; and

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

WHEREAS, the City of Roseburg certifies that it provides all of the municipal services outlined above, except the provision of sanitary sewer.

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

Section 1. After a public hearing held on June 12, 2023, the Roseburg City Council hereby adopts the budget for the fiscal year 2023-2024 in the sum of \$104,307,207; a copy of which is now on file at City Hall.

Section 2. The City hereby levies the taxes for each fund provided for in the aggregate amount of \$8.4774 per \$1,000, be assessed pro rata upon all taxable property within the City of Roseburg, Oregon.

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

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

Section 4. The City hereby elects to receive state revenues for fiscal year 2023-2024 pursuant to ORS 221.770.

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

Section 6. The Recorder of said City shall certify to the County Clerk and County Assessor of Douglas County, Oregon, the tax levies provided for in this Resolution on or before July 15, 2023, and shall file required documents with the County Assessor in accordance with ORS 294.458.

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING ON THE
12TH DAY OF JUNE, 2023.**

Larry Rich, Mayor

Patty Hitt, City Recorder

EXHIBIT "A"
2023-2024 BUDGET APPROPRIATIONS

GENERAL FUND

Departments

◆ Administration	\$	3,753,807	
◆ Community Development		1,051,353	
◆ Library		664,864	
◆ Public Works		4,022,509	
◆ Parks and Recreation		2,109,975	
◆ Municipal Court		544,688	
◆ Police Department		9,247,982	
◆ Fire Department		8,821,967	
◆ Capital Outlay		183,540	
◆ Transfers		1,128,000	
◆ Other Requirements		111,000	
◆ Operating Contingency		<u>1,000,000</u>	\$ 32,639,685

SPECIAL REVENUE FUNDS

Grant Special Revenue

◆ Materials and Services		2,692,410	
◆ Capital Outlay		<u>2,063,500</u>	4,755,910

Hotel/Motel Tax

◆ Materials and Services		1,149,385	
◆ Transfers		<u>1,046,482</u>	2,195,867

Streetlight/Sidewalk

◆ Materials and Services		91,360	
◆ Capital Outlay		530,000	
◆ Operating Contingency		<u>735,116</u>	1,356,476

Bike Trail

◆ Materials and Services		10,000	
◆ Capital Outlay		285,000	
◆ Operating Contingency		<u>159,024</u>	454,024

Golf

Departments

◆ Materials and Services		34,110	
◆ Capital Outlay		36,750	
◆ Operating Contingency		<u>119,313</u>	190,173

Economic Development Fund

◆ Materials and Services		262,828	
◆ Capital Outlay		<u>50,000</u>	312,828

Library Special Revenue Fund

◆ Materials and Services		164,000	
◆ Capital Outlay		<u>25,000</u>	189,000

American Rescue Plan Special Revenue Fund

◆ Materials and Services		1,300,000	
◆ Capital Outlay		1,750,000	
◆ Transfers		<u>50,000</u>	3,100,000

Assessment

◆ Materials and Services		140,000	
◆ Capital Outlay		<u>1,000,000</u>	1,140,000

Stewart Trust- Special Revenue Fund

◆ Capital Outlay		<u>30,000</u>	30,000
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EXHIBIT "A"
2023-2024 BUDGET APPROPRIATIONS

DEBT SERVICE FUNDS

Pension Bond Debt Service Fund		
◆ Debt Service	547,500	547,500

CAPITAL PROJECTS FUNDS

Transportation		
◆ Materials and Services	1,587,146	
◆ Capital Outlay	1,000,000	
◆ Transfers	10,000	2,597,146

Park Improvement		
◆ Materials and Services	30,000	
◆ Capital Outlay	1,550,000	1,580,000

Equipment Replacement		
◆ Materials and Services	90,459	
◆ Capital Outlay	728,000	818,459

Facilities Replacement Fund		
◆ Materials and Services	37,687	
◆ Capital Outlay	120,000	157,687

ENTERPRISE FUNDS

Storm Drainage		
◆ Materials and Services	1,094,502	
◆ Capital Outlay	2,710,000	
◆ Operating Contingency	1,000,000	4,804,502

Off Street Parking		
Departments		
◆ Enforcement	127,240	
◆ Operating Contingency	416	127,656

Airport Fund		
Departments		
◆ Airport Operations	270,155	
◆ Capital Outlay	578,856	
◆ Debt Service	110,654	
◆ Operating Contingency	785,218	1,744,883

Water Service Fund		
Departments		
◆ Production	1,418,532	
◆ Transmission and Distribution	1,737,919	
◆ General Overhead	2,248,387	
◆ Capital Outlay	6,260,000	
◆ Operating Contingency	1,000,000	12,664,838

INTERNAL SERVICE FUND

Workers Compensation		
◆ Materials and Services	439,091	
◆ Operating Contingency	588,508	1,027,599

TOTAL BUDGET APPROPRIATIONS \$ 72,434,233

EXHIBIT "A"
2023-2024 BUDGET APPROPRIATIONS

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

	<u>Reserve</u>	<u>Unappropriated Fund Balance</u>	<u>Total</u>	
General	\$ -	\$ 7,842,159	\$ 7,842,159	
Grant	1,122,827	-	1,122,827	
Hotel/Motel Tax	1,509,404	-	1,509,404	
Economic Development	253,079	-	253,079	
Library Special Revenue	94,776	-	94,776	
American Rescue Plan	1,455,420	-	1,455,420	
Assessment Improvement	624,168	-	624,168	
Stewart Trust	95,893	-	95,893	
Pension Bond Debt Service	-	92,286	92,286	
Transportation	4,970,045	-	4,970,045	
Park Improvement	727,093	-	727,093	
Equipment Replacement	2,311,512	-	2,311,512	
Facilities Replacement	201,404	-	201,404	
Storm Drain	-	5,447,698	5,447,698	
Water	-	5,125,210	5,125,210	
	<u>\$ 13,365,621</u>	<u>\$ 18,507,353</u>	<u>\$ 31,872,974</u>	<u>31,872,974</u>
TOTAL BUDGET				<u><u>\$ 104,307,207</u></u>

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



AN ORDINANCE AMENDING THE ROSEBURG URBAN AREA COMPREHENSIVE PLAN ADOPTING BY REFERENCE THE 2023 ROSEBURG BIKE ROUTES PLAN – FILE NO. CPA-23-001

Meeting Date: June 12, 2023
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City was awarded a Transportation Growth Management (TGM) grant in September of 2020 in order to produce the 2023 Roseburg Bike Routes Plan as an addendum to the Urban Area Comprehensive Plan. The issue for the Council is whether to adopt the Planning Commission's findings of fact as your own and amend the City's Comprehensive Plan to include the Bike Routes Plan as a supporting document.

BACKGROUND

A. Council Action History.

On January 27, 2020, Roseburg City Council held a public hearing regarding the adoption of the Transportation Systems Plan (TSP). During the public hearing twelve Roseburg citizens, including one future City Council member, spoke. Every public comment made at that meeting contained references to the desire for additional support within the TSP for bicycling infrastructure. Prompted by the public response to the TSP, the Roseburg City Council adopted Resolution 2020-15 on July 15, 2020. This resolution authorized the City of Roseburg to apply for a TGM grant to fund a bicycle systems plan to determine designated bicycle routes, make recommendations for new bicycle signage, and to establish a better-connected and safer bicycle routes network.

B. Analysis.

The City was awarded a TGM grant on September 24, 2020. Funding was used to hire a consultant, Parametrix, to assist in producing the 2023 Roseburg Bike Routes Plan as an addendum to the TSP. The Bike Routes Plan was developed between the summer of 2021 and the spring of 2023. The project team consisted of Parametrix staff as well as representatives of the Oregon Department of Transportation and the City of Roseburg. The project team convened an Advisory Committee of stakeholders and community members to inform plan development. The project team met with the Advisory Committee five times throughout the planning process. As part of the 2023 Bike Routes Plan, Parametrix produced an updated Geographic Information Systems (GIS) inventory of existing bike facilities and future bike routes. This digital inventory will be made available to the City of Roseburg upon adoption of the 2023 Bike Routes Plan. If adopted, the GIS

inventory will be used to produce physical and digital maps to improve citizen access to bicycle wayfinding throughout Roseburg.

The 2023 Bike Routes Plan builds from the 2019 TSP, which identifies gaps in the bicycle network and includes policies to improve bicycle facilities and circulation. The Bike Routes Plan refines the designated bicycle route system and includes improvements to make biking comfortable for people of all ages and abilities. It provides a plan for implementation and prioritizes improvements that can be implemented quickly and relatively easily while also identifying achievable long-term projects that will result in protected bicycle infrastructure.

The current request to adopt the 2023 Bike Routes Plan does not replace or amend the 2019 TSP, but instead serves to complement it by helping to expand existing policies identified within the TSP. This amendment also ensures the City of Roseburg's continued compliance with the guidelines contained in Oregon Administrative Rule 660-012-0600 (Bicycle Systems Planning).

The Planning Commission held a public hearing Monday, May 1, 2023, adopting Findings of Fact and Order indicating the Bike Routes Plan is consistent with statewide planning goals and local standards necessary to amend the Comprehensive Plan as outlined in RMC Section 12.10.020 – "Legislative Action Procedures." The Commission voted unanimously to recommend City Council adopt the plan.

The Bike Routes Plan may be viewed on the City's website at the following address:
https://www.cityofroseburg.org/storage/app/media/uploaded-files/Roseburg_BRP_AdoptDraft-20230416.pdf

Also included is a link to the Bike Routes Companion Map referenced within the Bike Routes Plan:
<https://parametrix.maps.arcgis.com/apps/webappviewer/index.html?id=b512b24d3c914ec4b4e92c0c1194d863>

C. Financial/Resource Considerations.

The plan identifies an estimated \$1 million in improvements in short-term projects for completion in the first five years of the plan and an additional \$29.3 million in medium- and long-term projects (10-20 years). The plan includes an overview of existing funds that could be used in conjunction with larger street/trail improvement projects for a few of the listed bike infrastructure projects within the plan and a list of other potential funding sources that will be necessary to explore for all other listed projects.

D. Timing Considerations.

This project has been funded by a TGM grant, a joint program administered by the Department of Land Conservation and Development (DLCD) and ODOT. In order to facilitate grant closeout, the City needs to take action on the plan.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the Planning Commission's Findings of Fact and Order for File No. CPA-23-001, and proceed with first reading of the ordinance;
2. Modify the proposed action, or continue the matter for further consideration; or
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-23-001, and proceed with the first reading of the ordinance to amend the Roseburg Urban Area Comprehensive Plan adopting by reference the 2023 Roseburg Bike Routes Plan.

SUGGESTED MOTIONS

"I MOVE TO ADOPT THE FINDINGS OF FACT AND ORDER APPROVED BY THE PLANNING COMMISSION FOR FILE NO. CPA-23-001, WHICH AMENDS THE ROSEBURG URBAN AREA COMPREHENSIVE PLAN BY INCORPORATING THE 2023 ROSEBURG BIKES ROUTES PLAN INTO THE DOCUMENT BY REFERENCE."

ATTACHMENTS

Attachment #1 - Draft Ordinance No. 3588

Attachment #2 - Planning Commission Findings of Fact and Order File No. CPA-23-001

ORDINANCE NO. 3588

AN ORDINANCE AMENDING THE ROSEBURG URBAN AREA COMPREHENSIVE PLAN ADOPTING BY REFERENCE THE 2023 ROSEBURG BIKE ROUTES PLAN

WHEREAS, the City was awarded a Transportation Growth Management (TGM) grant in September of 2020 in order to produce the 2023 Roseburg Bike Routes Plan as an addendum to the Urban Area Comprehensive Plan; and

WHEREAS, Roseburg Municipal Code Section 12.10.020 establishes the procedures for legislative amendments of the Roseburg Urban Area Comprehensive Plan; and

WHEREAS, after due and timely notice, the Roseburg Planning Commission conducted a public hearing on May 1, 2023, regarding the proposed adoption of the Roseburg Bike Routes Plan and its incorporation into the Roseburg Urban Area Comprehensive Plan. Following the conclusion of the hearing the Planning Commission adopted Findings of Fact and forwarded the matter for Council consideration; and

WHEREAS, after reviewing the recommendations of the Planning Commission and conducting a public hearing on the Bike Routes Plan on June 12, 2023, the Council concludes that the Roseburg Bike Routes Plan should be adopted and incorporated by reference into the Roseburg Urban Area Comprehensive Plan.

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

SECTION 1: The City Council hereby adopts the Planning Commission's Findings of Fact and Order as their own regarding the proposed Comprehensive Plan Amendment.

SECTION 2: Based on the evaluation detailed in the Planning Commission Findings 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 3: The City Council hereby approves the Comprehensive Plan Amendment which adopts by reference the 2023 Roseburg Bike Routes Plan into the Roseburg Urban Area Comprehensive Plan.

ADOPTED BY THE CITY COUNCIL THIS 26TH DAY OF JUNE 2023.

APPROVED BY THE MAYOR THIS 26TH DAY OF JUNE 2023.

LARRY RICH, MAYOR

ATTEST:

PATTY HITT, CITY RECORDER

In the matter of legislative action) Comprehensive Plan Amendment:
by the City of Roseburg) CPA-23-001

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(12), which requires jurisdictions maintain a Transportation Element within the local Comprehensive Plan consistent with the guidelines of Goal 12 and the State Transportation Planning Rule (TPR), and the administrative rules contained in OAR 660-012-0600 requiring that our Transportation Element contain a Bicycle Systems Element. The City has initiated a legislative amendment to the Comprehensive Plan in order to adopt the 2023 Roseburg Bike Routes Plan in order to maintain consistency with Goal 12 of the Statewide Planning Goals and the TPR. The Bike Routes Plan shall complement the Transportation Systems Plan and shall serve as an addendum to the transportation element as provided within the Comprehensive Plan.

II. PUBLIC HEARING

A public hearing was held on the application before the Roseburg Planning Commission on May 1, 2023. At that hearing the Planning Commission reviewed Land Use File CPA-23-001 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. 3497 on May 1, 2018, as both may have been amended from time-to-time.
2. Notice of the public hearing was given by publication in The News Review, a newspaper of general circulation, at least 10 days prior to the hearing.
3. The proposal consists of adopting the 2023 Bike Routes Plan, which serves as a supplement to the Transportation Systems Plan which is the Transportation Element of the Comprehensive plan.
4. The purpose of the Roseburg Bike Routes Plan is to adequately reflect the future transportation needs of the City of Roseburg, to document the bicycle system of the City of Roseburg, and to fulfill other requirements of the Transportation Planning Rule (TPR) for the 2023-2043 planning horizon.

B. PROPOSAL

The City proposes a legislative amendment to the Transportation System Plan which serves as the Transportation Element of the Comprehensive Plan through the adoption, by reference, of the Roseburg Bike Routes Plan.

C. AGENCY COMMENTS

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

E. PROCEDURAL

Comprehensive Plan Amendments are required to satisfy approval criteria contained within Roseburg Municipal Code (RMC) Section 12.10.020.

F. REVIEW CRITERIA

Pursuant to RMC 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. The findings below address three specific statewide planning that are applicable to the application.**

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 an adopted and 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, identified as Chapter 12 within the Roseburg Municipal Code. The Land Use Development Regulations identify 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).

As part of the creation of the Roseburg Bike Routes Plan, the City established an Advisory Committee composed of members of the public representing transportation agencies and interest groups for the purpose of providing a public perspective and to give input to the Project Team concerning technical data and policy formation.

Roseburg also established a 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.

The above actions all help to fulfill Goal No. 1 by providing a variety of avenues for citizen involvement throughout the planning process.

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 Urban Growth Boundary. (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.)

The Comprehensive Plan is not intended to be the sole document establishing the land use planning process in the City of Roseburg. Zoning ordinances, official maps, and other regulations are designed to provide specific and detailed standards for the implementation of the Plan's general policies. The Plan indicates broad categories of land use throughout the urban area, whereas the detailed instruments delineate boundaries and specify regulations, timing, procedures and costs.

Alongside City of Roseburg ordinances and zoning maps, the Comprehensive Plan creates an appropriate process for land use decisions within the limits of the City of Roseburg.

Goal No. 12 – Transportation – To provide and encourage a safe, convenient and economic transportation system.

Finding:

The creation of the Bike Routes Plan was a project funded through a Transportation Growth Management (TGM) Grant administered by both the Oregon Department of Transportation (ODOT) and Oregon Department of Land Conservation and Development. A consultant hired as part of the TGM Grant contract, Parametrix, in coordination with ODOT and the City of Roseburg, drafted the 2023 Bike Routes Plan under the guidance of OAR 660-012-0000 and other applicable administrative rules and statutes to fully comply with all applicable state requirements.

The proposed Bike Routes Plan fulfills the requirements of OAR 660-012-0600 (Bicycle System Planning) to provide an inventory of the City of Roseburg's bicycle systems. The Bike Routes Plan also provides a plan for the growth of our bicycle facilities to meet the transportation goals of our Transportation Systems

Plan, the transportation element of the Comprehensive Plan. Continued cooperation with ODOT staff will allow for the completion of several identified bicycle facilities along ODOT facilities such as a multi-use path along Highway 138/Diamond Lake Boulevard.

The Bike Routes Plan prioritizes bicycling which is a method of transportation available to the 12% of Roseburg families which do not have access to a motor vehicle. In addition the focus on existing and future multi use path will improve the safety and convenience of our bicycle systems for riders of all abilities. We find that the proposed Bike Routes Plan fulfills all the requirements of Goal 12.

- 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 the RMC 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.

In addition to the notice provided for the Planning Commission hearing, the City created an Advisory Committee made up of local stakeholders, who serve as transportation agencies, interest groups, and providers or have direct involvement in Roseburg’s transportation infrastructure. The committee held five meetings throughout the project in order to provide critical feedback and direction.

Public comment has been considered both during the generation of the plan and during the review and evaluation process fulfilling the requirements of this chapter.

Comprehensive Plan – Transportation Element, Goal No. 2, Policy No. 3

The third Policy of Goal 2 of the Transportation Element of the Comprehensive Plan is:

“Continue to develop safe, connected pedestrian and bicycle facilities near schools, residential districts, downtown, employment centers, and riverfront areas.”

Finding:

Key objectives of the Bike Routes Plan include developing connections from new bicycle routes to existing facilities including to and between the Umpqua River Trail and surrounding neighborhoods, commercial areas, parks, and schools. Short term projects identified in the plan focus on enhancing neighborhood connectivity to existing bicycle routes. At the same time the plan identifies locations for potential traffic calming measures to improve the security of both existing bicycle facilities and proposes long term projects such as the addition of more protected multi-use paths along Diamond Lake Boulevard and Harvard Street.

As a result the new bicycle routes will promote safer ways for students to commute via bicycle to neighborhood schools while also expanding bicycle commute options for Roseburg Citizens who work in the Central Business District or along commercial corridors such as Stephens Street or Harvard Street.

Comprehensive Plan – Transportation Element, Goal No. 2, Policy No. 4

The fourth Policy of Goal 2 of the Transportation Element of the Comprehensive Plan is:

“Improve pedestrian facilities, bikeways, and trails as well as directional signs to points of interest.”

Finding:

Wayfinding and mapping also create the foundation for a comprehensive and identifiable bicycle network. As part of the push to create designated bicycle routes and promote en route wayfinding, Parametrix has designed new signage options for Roseburg cyclists. These signs will help reinforce the bicycle facilities network as distinct from the roads network while providing key directional signs to points of interest such as Stewart Park. The new bicycle routes signs would make use of existing signage along the Umpqua River Trail while adding new directional signs across the network.

Comprehensive Plan – Transportation Element, Goal No. 3, Policy No. 1

The first Policy of Goal 3 of the Transportation Element of the Comprehensive Plan is:

“Continue to develop a multimodal transportation system that integrates all modes and addresses system gaps or deficiencies.”

Finding:

The Bicycle Routes Plan responds to gaps in Roseburg's bicycle network identified in the Transportation System Plan (TSP) by identifying sites for new bicycle facilities and placing heavy emphasis on creating a bicycle routes network that provides transportation options for cyclists of varying abilities.

The Bicycle Routes Plan promotes a multimodal transportation system in the City of Roseburg by creating designated routes for bicycle commuting as well as planning for the expansion of Roseburg's network of multi-use paths that provide commuting options and recreational opportunities for pedestrians in addition to cyclists.

Ultimately, this plan shall serve as a foundation for the bicycle portion of a robust multimodal transportation network that will provide transportation opportunities for individuals without access to a motor vehicle while also providing increased variety of transit options for those with vehicular access.

Comprehensive Plan – Transportation Element, Goal No. 3, Objective No. 2

The second Objective of Goal 3 of the Transportation Element of the Comprehensive Plan is:

“Develop unused rights-of-way for pedestrian facilities and bike ways or trails where appropriate.”

Finding:

The proposed routes NE-31, connecting Roseburg and Umpqua Community College, and the NE-34 extension, connecting stubs of Vine Street, would both utilize unimproved City of Roseburg right of way.

IV. CONCLUSION

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

V. ORDER

Based on the Findings and Conclusions above, the Planning Commission recommends **APPROVAL** of the legislative amendments to the Transportation System Plan to the City Council.



Daniel Onchuck, Planning Commission Chair

5/1/23

Date



Stuart Cowie, Community Development Director

5/1/23

Date

Planning Commission Members:

- Daniel Onchuck (Chair)
- Shelby Osborn
- Andrew Blondell
- Matthew Brady
- Emily Brandt
- Jaime Yraguen
- Janelle James

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



SUPPLEMENTAL BUDGET FOR THE HOTEL/MOTEL TAX, STREETLIGHT/SIDEWALK, ECONOMIC DEVELOPMENT AND EQUIPMENT REPLACEMENT FUNDS, FISCAL YEAR 2022-23 RESOLUTION NO. 2023-17

Meeting Date: June 12, 2023
Department: Finance
www.cityofroseburg.org

Agenda Section: Resolutions
Staff Contact: Ron Harker, Finance Director
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

In order to comply with Oregon Budget Law there are two budgetary situations which need to be addressed to provide adequate appropriation authority as the City prepares to close out its fiscal year. The first budgetary situation is related to projected Transient Lodging Tax revenues being greater than budgeted requires a supplemental budget and affects three separate funds. The other budgetary situation involves a nominal increase in the Equipment Replacement Fund to address a cost overrun for a police vehicle.

Details of the two budgetary situations are presented below. The issue for Council is whether to adopt the attached resolution authorizing the supplemental budget required to resolve these two situations.

BACKGROUND

A. Council Action History.

On June 13, 2022, City Council adopted Resolution 2022-17, adopting the 2022-2023 Budget.

On July 11, 2022, City Council adopted Resolution 2022-22, setting up transfers to the Off Street Parking Fund.

On March 27, 2023, City Council adopted Resolution 2023-10, augmenting capital appropriations for Parks in the Equipment Replacement Fund.

B. Analysis.

An appropriation is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. It is limited to one fiscal year [ORS 294.311(3)]. Appropriations are a legal limitation on the amount of expenditures that can be made during the fiscal year and on the purposes for which expenditures can be made [ORS 294.456(6)]. After the beginning of the fiscal year, when a local government is

operating with the adopted budget, changes in appropriated expenditures sometimes become necessary. Appropriations may be increased or decreased, transferred from one appropriation category to another, or new appropriations categories created.

The method used to amend the budget is determined by the budgetary change needed. If the change involves new appropriations and increased revenues, a new fund, or a new appropriation category or the use of reserved for future expenditure funds, a supplemental budget is usually required.

Hotel/Motel Tax, Streetlight/Sidewalk and Economic Development Funds

The local economy for our hospitality industries has been good this fiscal year resulting in low vacancy rates which has permitted our hotels/motels to charge more for their rooms. With low vacancy and higher room rates, the City's Transient Lodging Taxes (TLT) are projected to be \$141,000 greater than budgeted, or an increase of 9.4%. Since, by ordinance, 9.86% of the TLT revenues are to be transferred to the Economic Development Fund and 32.89% to the Streetlight/Sidewalk Funds, a supplemental budget is required to recognize the projected increased revenues with a corresponding increase to the transfers out to the identified funds.

Proposed Adjustments

In order to accommodate these changes, the following adjustments are proposed:

Hotel/Motel Tax Fund (240)

Revenues	
Taxes	\$ 141,000
Appropriations	
Transfers	\$ 141,000
(Changes in revenues and appropriations are offsetting thereby maintaining a balanced budget)	

Streetlight/Sidewalk Fund (290)

Revenues	
Other Financing Sources	\$ 98,700
Appropriations	
Operating Contingency	\$ 98,700
(Changes in revenues and appropriations are offsetting thereby maintaining a balanced budget)	

Economic Development Fund (230)

Revenues	
Other Financing Sources	\$ 42,300
Appropriations	
Operating Contingency	\$ 42,300
(Changes in revenues and appropriations are offsetting thereby maintaining a balanced budget)	

Equipment Replacement Fund

It is proposed to make appropriation adjustments to accommodate cost overruns related to the purchase and upfitting of a new police vehicle. At the time the order was placed

for the vehicle back in July, 2022, vehicles were on back order and being marked up significantly due to supply chain issues resulting from COVID-19 implications. The increase in cost for the vehicle was approximately \$8,333 more than was budgeted. It was hoped that other acquisitions made during the year would provide the cost savings to cover this cost overrun. However, as previously reported, other departments experienced a similar reality. Consequently, it is projected that we may experience a cost overrun for capital outlay items in the Equipment Replacement Fund by \$5,000. The cost overrun can be managed by transferring \$5,000 from the Fund's Reserve for Future Expenditures to the Fund's Capital Outlay budget.

Proposed Adjustments

In order to accommodate these changes, the following adjustments are proposed:

Equipment Replacement Fund (330)

Appropriations

Capital Outlay	\$ 5,000
Reserve for Future Expenditures	\$(5,000)

(Changes in appropriations are offsetting thereby maintaining a balanced budget)

C. Financial/Resource Considerations.

Recommended appropriation adjustments are meant to provide the authority for expenses that have already occurred or will be required to be covered and each recommendation draws from existing appropriation authority that already exists or from new revenues that are to be received. Consequently, there are no detrimental financial or resource considerations except that the beginning balance of the Equipment Replacement Fund for 2023-24 will be reduced by \$5,000; a very negligible amount.

D. Timing Considerations.

Oregon Budget Law requires that appropriation authority be sufficient to cover all expenditures incurred during the fiscal year per the appropriation levels adopted in the budget. Oregon Budget Law does not allow budget adjustments to be made after June 30th of a given fiscal year, consequently, it is imperative that the adjustments are made prior to June 30, 2023.

COUNCIL OPTIONS

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the proposed figures; or
- 3) Not adopt the attached resolution.

STAFF RECOMMENDATION

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

SUGGESTED MOTION

I move to adopt Resolution No. 2023-17 authorizing supplemental budget revisions and appropriation transfers for fiscal year 2022-23.

ATTACHMENTS:

Attachment #1 – Resolution No. 2023-17 entitled “A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2022-23”

RESOLUTION NO. 2023 – 17

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET FOR
FISCAL YEAR 2022-23**

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2022-23 by Resolution 2022-17; and

WHEREAS, the local economy for our hospitality industries has been good this fiscal year resulting in low vacancy rates which has permitted our hotels/motels to charge more for their rooms. With low vacancy and higher room rates, the City's Transient Lodging Taxes (TLT) are projected to be \$141,000 greater than budgeted, or an increase of 9.4%. Since, by ordinance, 9.86% of the TLT revenues are to be transferred to the Economic Development Fund and 32.89% to the Streetlight/Sidewalk Funds, a supplemental budget is required to recognize the projected increased revenues with a corresponding increase to the transfers out to the identified funds; and

WHEREAS, due to delays and price increases related to the COVID-19 pandemic, the cost of a police vehicle scheduled for purchase was approximately \$8,333 more than budgeted. It is projected that there will be a cost overrun for capital items in the Equipment Replacement Fund of \$5,000. The cost overrun can be managed by transferring \$5,000 from the Funds Reserve for Future Expenditure to the Fund's Capital Outlay budget; and

WHEREAS, ORS 294.471 provides a city may amend the current year adopted budget through the supplemental process when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning; and

WHEREAS, publication requirements have been met as outlined by ORS 294.473 for a supplemental budget; and

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

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

Section 1 Resources and appropriations in the Fiscal Year 2022-23 budget shall be adjusted as follows:

RESOLUTIONS A
ATTACHMENT #1

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Economic Development (230)			
Resources			
Beginning Fund Balance	\$ 250,009	\$ -	\$ 250,009
Other Financing Sources	\$ 144,509	\$ 42,300	\$ 186,809
Other Revenues	\$ 1,300	\$ -	\$ 1,300
Total Resources:	<u>\$ 395,818</u>	<u>\$ 42,300</u>	<u>\$ 438,118</u>
Appropriations			
Materials and Services	\$ 211,024	\$ -	\$ 211,024
Capital Outlay	\$ 25,000	\$ -	\$ 25,000
Operating Contingency	\$ 159,794	\$ 42,300	\$ 202,094
Total Appropriations:	<u>\$ 395,818</u>	<u>\$ 42,300</u>	<u>\$ 438,118</u>
	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Hotel / Motel Tax Fund (240)			
Resources			
Beginning Fund Balance	\$ 1,186,388	\$ -	\$ 1,186,388
Taxes	\$ 1,500,000	\$ 141,000	\$ 1,641,000
Investment Income	\$ 6,500	\$ -	\$ 6,500
Total Resources:	<u>\$ 2,692,888</u>	<u>\$ 141,000</u>	<u>\$ 2,833,888</u>
Appropriations			
Materials and Services	\$ 784,389	\$ -	\$ 784,389
Transfers	\$ 626,548	\$ 141,000	\$ 767,548
Reserve for Future Years	\$ 1,281,951	\$ -	\$ 1,281,951
Total Appropriations:	<u>\$ 2,692,888</u>	<u>\$ 141,000</u>	<u>\$ 2,833,888</u>
	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Streetlight / Sidewalk Fund (290)			
Resources			
Beginning Fund Balance	\$ 510,915	\$ -	\$ 510,915
Other Financing Sources	\$ 482,039	\$ 98,700	\$ 580,739
Investment Income	\$ 3,500	\$ -	\$ 3,500
Total Resources:	<u>\$ 996,454</u>	<u>\$ 98,700</u>	<u>\$ 1,095,154</u>
Appropriations			
Materials and Services	\$ 89,422	\$ -	\$ 89,422
Capital Outlay	\$ 407,500	\$ -	\$ 407,500
Operating Contingency	\$ 499,532	\$ 98,700	\$ 598,232
Total Appropriations:	<u>\$ 996,454</u>	<u>\$ 98,700</u>	<u>\$ 1,095,154</u>

RESOLUTIONS A
ATTACHMENT #1

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Equipment Replacement Fund (330)			
Appropriations			
Capital Outlay	\$ 492,900	\$ 5,000	\$ 497,900
Reserve for Future Expenditures	\$ 1,756,574	\$ (5,000)	\$ 1,751,574
Other Requirements	\$ 144,000		\$ 144,000
Total Appropriations:	\$ 2,393,474	\$ -	\$ 2,393,474

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

Section 3 This resolution shall become effective immediately upon adoption by the Roseburg City Council on June 12, 2023.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 12TH DAY OF JUNE, 2023.**

Patty Hitt, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE GRANTING RENEWAL OF A TELECOMMUNICATIONS FRANCHISE TO ORIGIN NETWORKS, LLC

Meeting Date: June 12, 2023
Department: Administration
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Patty Hitt
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The City has received an application for renewal of a telecommunications franchise from Origin Networks, LLC located in Medford, OR.

BACKGROUND

A. Council Action History.

June 8, 2009: Council adopted Ordinance No. 3310 granting a telecommunications franchise agreement with Origin Networks, LLC.

B. Analysis.

The subject application and application processing fee were received on May 30, 2023. The provider has requested renewal of franchise agreement effective January 1, 2024.

C. Financial/Resource Considerations.

Under our definitions of telecommunications "provider" and telecommunication "service," Origin Networks, LLC is a Non-Carrier with City Customers and is required to pay a franchise fee of 5% of the gross revenues derived from customers within the City.

D. Timing Considerations.

Origin Networks, LLC began serving Roseburg on January 1, 2009, under their original franchise agreement. The fifth and final term of the original agreement expires December 31, 2023. Per Roseburg Municipal Code 9.25.100(D), after the term of the initial franchise and maximum renewals, a grantee must apply for a new franchise under the same terms and conditions as are currently in place. The application must be received not less than 180 days prior to expiration of the existing franchise. The final term of the franchise agreement with Origin Networks, LLC expires December 31, 2023; therefore, the deadline for the application is June 30, 2023. The effective date of the new franchise agreement will be January 1, 2024, and the initial term of the franchise is three years, with an expiration date of December 31, 2026. The ordinance will also allow renewal options of three years each, for a total of five terms.

COUNCIL OPTIONS

Council has the following options:

- Proceed with first reading of the ordinance; or
- Request additional information; or
- Do nothing.

STAFF RECOMMENDATION

Staff recommends that Council proceed with first reading of the ordinance.

SUGGESTED MOTION

No action required, just first reading of the ordinance.

ATTACHMENTS:

Attachment #1 – Ordinance #3589

ORDINANCE NO. 3589

**AN ORDINANCE GRANTING RENEWAL OF A TELECOMMUNICATION
FRANCHISE TO ORIGIN NETWORKS, LLC EFFECTIVE JANUARY 1, 2024**

SECTION 1. Grant of Franchise. The City of Roseburg, hereinafter called “City,” hereby grants Origin Networks, LLC, hereinafter called “Franchisee,” the non-exclusive right to use and occupy all public ways within the Franchise Territory, solely for the purposes described herein, for a period of three years, beginning January 1, 2024, and ending December 31, 2026, following Franchisee’s acceptance of the Franchise as provided in Section 11 of this Ordinance.

SECTION 2. Incorporation of Roseburg Municipal Code. This Franchise is granted pursuant to Chapter 9.25 of the Roseburg Municipal Code (“RMC”), entitled “Telecommunications Providers,” and shall be interpreted to include all provisions of Chapter 9.25, as it now exists and as it may be amended during the term of the Franchise, and all other provisions of the Roseburg Municipal Code and City regulations with which Chapter 9.25 requires compliance, as if set forth in writing herein. A copy of Chapter 9.25, as it exists and is in effect on the effective date of this Franchise, is attached to this Franchise as Exhibit “A.” It shall be the responsibility of the Franchisee to keep itself informed of any amendments to applicable provisions of the Roseburg Municipal Code and all related regulations.

SECTION 3. Amendment and Renewal. The Franchise granted by this Ordinance may be amended in accordance with RMC 9.25.120 and may be renewed in accordance with RMC 9.25.100.

SECTION 4. Franchise Territory. The “Franchise Territory” is all territory within the boundaries of the City of Roseburg, as currently existing or as the boundaries may be adjusted during the term of this Franchise.

SECTION 5. Services to be Provided. Franchisee shall provide telecommunications services as authorized by law to residents, businesses and other entities within the City of Roseburg.

SECTION 6. Franchise Fees. Franchise fees shall be based on Franchisee’s annual use of the City’s public ways, as provided below:

A. Fee Base. For the privileges granted by this Franchise, Franchisee shall pay five percent (5%) of its gross revenue derived from services provided to customers within the City limits of Roseburg.

B. Payment. All payments due hereunder shall be paid to the City of Roseburg by check or money order delivered to the address of the City for notices

as set forth herein.

C. Due Date. Franchise fees shall be paid to the City on a quarterly basis, based on the revenues derived from the quarter just passed, not more than 30 days following the end of each quarter.

D. Late Fee. If Franchisee fails to pay the Franchise fee when due, Franchisee shall be charged a penalty of ten percent (10%), and the legal rate of interest established by state statute on the unpaid balance.

SECTION 7. Notices and Authorized Representatives.

A. Except for emergency notification of Franchisee, all notices or other communications between the parties shall be deemed delivered when made by certified United States mail or confirmed express courier delivery to the following persons and locations:

If to City:

City of Roseburg
ATTN: Patty Hitt, City Recorder
900 SE Douglas
Roseburg, OR 97470
E-mail: phitt@cityofroseburg.org
Phone: 541-492-6866

If to Franchisee:

Origin Networks, LLC
ATTN: Jeff Works
PO Box 4665
Medford, OR 97501
E-mail: jworks@infostructure.biz
Phone: 541-842-8233

Either party may change the identity of its authorized representative(s) or its address or phone number for notice purposes by delivering written notice of the change to the other party.

B. In case of an emergency that causes or requires interruption of service, City shall give Franchisee emergency notification by hand delivery or telephone, as appropriate to the nature of the emergency, to the following:

Contact Person's Name: Jeff Works

Mailing Address: PO Box 4665, Medford, OR 97501

Telephone: 541-842-8233

SECTION 8. Location, Relocation and/or Removal of Facilities. RMC Chapter 4.02, along with RMC Sections 9.25.290 – 9.25.320, sets forth the conditions for the construction, installation, location, relocation and removal of Franchisee's facilities. There are no exceptions or additions to these regulations unless Franchisee is exempted by statute.

SECTION 9. Representation and Warranty of Franchisee. By executing this document, Franchisee represents and warrants that it is familiar with all provisions of this

Franchise, including those contained in this Ordinance, and that it accepts and agrees to be bound by all terms, conditions and provisions set forth herein.

SECTION 10. Franchise Effective Date. Franchisee submitted an application requesting renewal of their existing telecommunications franchise and paid the application processing fee on May 30, 2023. The original franchise agreement began January 1, 2009, and will terminate December 31, 2023. The Roseburg City Council approved such request at its meeting on June 26, 2023; and hereby authorizes this Franchise to take effect January 1, 2024, and expire on December 31, 2026, provided Franchisee satisfies the acceptance requirements of Section 11 of this Ordinance.

SECTION 11. Acceptance of Franchise. Upon receipt of this Ordinance, Franchisee shall sign in the space below to indicate its unconditional acceptance of the terms and conditions upon which City has offered the Franchise described herein, and immediately return such acceptance to the City. If Franchisee fails to accept the Franchise and return acceptance to City within 30 days of the adoption of this Ordinance, this Ordinance and the Franchise granted herein shall become void and have no force or effect.

ADOPTED BY THE CITY COUNCIL ON THIS _____ DAY OF JUNE, 2023.

APPROVED BY THE MAYOR ON THIS _____ DAY OF JUNE, 2023.

MAYOR

Larry Rich

ATTEST:

Patty Hitt, City Recorder

(Franchisee's Acceptance on Following Page)

FRANCHISEE'S ACCEPTANCE OF ORDINANCE NO. ____. This Ordinance is hereby accepted by Origin Networks, LLC on this ____ day of _____, 2023.

By: _____
(Signature)

Name: _____
(Printed)

Title: _____

Date: _____

State of _____)

) ss.

County of _____)

This acceptance was signed before me on _____, 2023 by,
_____ as _____ of Origin Networks,
LLC.

Notary Public for _____
Name: _____
My commission expires on: _____

.....

Acceptance received by City Recorder on _____, 2023.

Patty Hitt, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PROVIDING INTERIM CASH FLOW FINANCING FOR OFF STREET PARKING FUND

Meeting Date: June 12, 2023

Department: Finance

www.cityofroseburg.org

Agenda Section: Department Items

Staff Contact: Ron Harker, Finance Director

Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

The City provides downtown parking enforcement services through a contract with ACE Parking & Mobility Solutions. The downtown parking enforcement program is still evolving as we strive to establish a program that meets the needs of the downtown while becoming solvent and sustainable. To date the City has not experienced a month in which revenue generation has exceeded expenses and has had to use reserves in the Off Street Parking Fund to cover the costs of the enforcement program. Reserves were not sufficient to cover the cash-flow needs of the Off Street Parking Fund; consequently, Council previously authorized the use of \$150,000 of ARPA funds to help cover the cash-flow needs. The \$150,000 has since been fully utilized and revenues still are insufficient to cover expenses resulting in the need for further financial support.

Staff is requesting that the use of ARPA funds be approved to provide the further financial support that is required. Keeping in line with previous Council action, it is proposed that \$50,000 of ARPA funds be authorized to provide the financial assistance required at this time.

BACKGROUND

A. Council Action History.

April 27, 2020: Authorized cancellation of the Parking Enforcement Services Contract with DRA/Park Smart by mutual Consent effective March 31, 2020.

March 22, 2021: Received a Downtown Parking Assessment and Plan presentation from Rick Williams Consulting. Accepted the Downtown Parking Assessment and Plan.

December 13, 2021: awarded the contract for parking enforcement services to ACE Parking.

January 24, 2022 – Authorized a supplemental budget to the Off-Street Parking Fund establishing appropriation authority to manage the parking enforcement contract for fiscal year 2021-2022.

May 9, 2022 – Authorized staff to utilize ARPA funds to directly cover the cash flow needs of the Off Street Parking Fund up to \$50,000.

August 22, 2022 – Council advised that the \$50,000 authorized from ARPA funds to cover cash flow needs were fully expended. Furthermore, it was projected that the Off Street Parking Fund would have sufficient resources to cover the August expenses (which would be payable in September) but would be insufficient to fully cover expenses for September (which would be payable in October).

September 26, 2022 – Council authorized a second tranche of \$50,000 from ARPA funds to cover cash flow needs of the Off Street Parking Fund.

January 23, 2023 – Council authorized a third tranche of \$50,000 from ARPA funds to cover cash flow needs of the Off Street Parking Fund.

B. Analysis.

The City's current cash balance in the Off-Street Parking Fund is \$10,117 after paying ACE Parking for April services. It is projected that the City will not have sufficient resources to cover the expenses that are incurred for May's parking enforcement services and other related expenses. Consequently, additional financial support is required to support the Off Street Parking Fund.

Currently, the parking enforcement program does not generate sufficient revenues to cover expenses and is not sustainable in its current form. Staff has been working with ACE Parking to identify modifications to the parking program that might make it sustainable. In the interim, parking enforcement expenses have and continue to accrue resulting in a deficit that needs to be funded.

In alignment with previous Council action, staff requests the authorization of \$50,000 from ARPA funds to provide the financial support needed to provide the required cash flow in the Off Street Parking Fund. It is projected that \$50,000 would provide needed cash flow for approximately three months of operations.

C. Financial/Resource Considerations.

The use of ARPA funds to provide needed cash flow financing will not significantly impact the ARPA fund as the proposed \$50,000 only represents 1.6% of expenditures. However, \$50,000 would be unavailable for other projects that could be facilitated through ARPA funds.

D. Timing Considerations.

Due to the rapid depletion of fund reserves and the need to maintain a positive cash balance in the fund it is essential to provide staff with direction as to how address the need.

COUNCIL OPTIONS

- 1) Authorization \$50,000 from ARPA funds to be used to provide cash flow assistance for the Off Street Parking Fund; or
- 2) Direct staff to bring back options for an intrafund loan to temporarily support the Off Street Parking Fund.

STAFF RECOMMENDATION

Staff recommends that Council authorize \$50,000 from ARPA funds to provide cash flow assistance for the Off Street Parking Fund.

SUGGESTED MOTION

I move that \$50,000 of ARPA funds be authorized to provide cash flow assistance for the Off Street Parking Fund.

ATTACHMENTS:

none

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



URBAN SERVICE AGREEMENT - CITY OF ROSEBURG - DOUGLAS COUNTY - UMPQUA BASIN WATER ASSOCIATION

Meeting Date: June 12, 2023
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Dawn Easley, PW Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

Umpqua Basin Water Association (UBWA) has historically served the Lookingglass/Military area within the Urban Growth Boundary (UGB) under an expired Urban Service Agreement. The issue for the Council is whether to authorize the City Manager to execute a new Urban Service Agreement with Douglas County and UBWA.

BACKGROUND

A. Council Action History.

On March 24, 2008, the Council authorized the City Manager to execute an Urban Service Agreement between the City, Douglas County and UBWA.

B. Analysis.

UBWA is a non-profit water company that serves about 100 square miles of primarily rural area both inside and outside the City's UGB. There are currently three areas inside Roseburg's UGB that UBWA facilities serve:

1. Stacie Court (off Kline/Moorea Drive) – This area includes 13 homes that are located adjacent to but slightly above the City's reservoir. These homes are inside the City Limits but served by a UBWA reservoir that is at a higher elevation on Moorea Drive. UBWA has a master meter and bills the City monthly. The City meters each of the homes and bills as if these residents were served by the City. UBWA charges slightly higher rates, so there is a small net loss on these services.
2. North of the North Umpqua River – The City has no facilities located north of the river, and this industrial and residential area is served by UBWA directly.
3. Lookingglass/Military area – This area consists of approximately 93.5 acres and is the topic of the attached technical memorandum. The area is mostly undeveloped at this time and has a mixture of elevations, some of which are within the City's existing pressure zone and some that are above it. UBWA serves approximately 42 homes on Military Avenue above the City's 610' main

pressure zone elevation. Of these 42 homes, 17 are within the UGB but outside the City Limits.

In 2008, the City, Douglas County and UBWA entered into an Urban Service Agreement. The agreement identified those areas within the UGB that would be served by UBWA (numbers 2 and 3 above). The downside to not serving these areas has been the lack of planning authority when parcels are developed outside of the City Limits but within the UGB. Typically, when a parcel is developed within the UGB, the City requires annexation into the City Limits prior to allowing development to occur (if contiguous to the City Limits). If the parcel is not contiguous, the City requires the developer to sign a consent to annex and to build to a City standard where appropriate. The mechanism for ensuring that either annexation or consent to annexation happens has always been the provision of water service.

In January 2019 the City contracted with Murraysmith to analyze the area and make recommendations on how it could be served. Murraysmith presented the City with options to serve the area.

Option 1 is estimated to cost \$3.689 million and includes the construction of the following:

- 6,100 LF of 12-inch main on Military Avenue
- 874 LF of 8-inch main on Lookingglass Road
- a new pump station facility at Broccoli Street

Option 2 is estimated to cost \$4.417 million and includes the construction of the following:

- 6,100 LF of 12-inch main on Military Avenue
- 1,300 LF of 12-inch main looping Lookingglass Road to Military Avenue
- 874 LF of 8-inch main on Lookingglass Road
- a new pump station facility at Lookingglass Road near Rosemary Avenue
- (2) pressure reducing stations

Option 3 is to continue to work with UBWA to serve the area. UBWA has reservoirs at higher elevations and their distribution systems operate at higher pressures than the City's water system in this area, which allows them to serve the region. It is unknown what financial investment is involved in UBWA serving this area. However, upgrades to UBWA's infrastructure is assumed to cost a fraction of what it would cost the City to serve this area.

C. Financial/Resource Considerations.

The costs associated with the City serving this area is estimated to be between \$4.3 million to \$5.2 million dollars. Since the study in 2019 only one additional home was built in the area and UBWA is currently serving 18 homes inside the UGB.

D. Timing Considerations.

The previous Urban Service Agreement expired on July 1, 2016.

COUNCIL OPTIONS

The City Council has the following options:

1. Authorize the City Manager to execute the Urban Service Agreement between the City, Douglas County and UBWA; or
2. Direct staff to program resources to proceed with the design and construction of Option 1; or
3. Direct staff to program resources to proceed with design and construction of Option 2; or
4. Request additional information.

STAFF RECOMMENDATION

The Public Works Commission discussed the Urban Service Agreement at their November 10, 2022, meeting and recommended that the City Council authorize the City Manager to execute the agreement. Staff concurs with this recommendation.

SUGGESTED MOTION

I move authorize the City Manager to execute the updated Urban Service Agreement with Douglas County and UBWA outlining responsibilities for serving specific areas within the City's Urban Growth Boundary with domestic water.

ATTACHMENTS:

Attachment #1 – Technical Memorandum



Technical Memorandum

Date: January 9, 2019
Project: Roseburg Water System – Expanded Service Area Analysis
To: Mr. Daryn Anderson, P.E.
City of Roseburg
From: Brian Ginter P.E.
Natalie Jennings P.E.
Murraysmith
Re: Southwest Quadrant Service Area Expansion Broccoli and Military Pressure Zones

Introduction

The following Technical Memorandum documents analysis and recommendations related to the expansion of the City's water service area to the southwest corner of the City. The City's current Water System Master Plan (WSMP) was completed by Murraysmith in 2010. Based on discussions with City staff, the current Plan continues to serve the City well, and this Technical Memorandum provides updated analysis and recommendations in support of the Water System Master Plan.

Study Area

The study area includes the existing Broccoli and Military Pressure Zones as well as the expansion area as shown in Figure 1. The expansion area, which is within the City's Urban Growth Boundary (UGB), is currently served by the Umpqua Basin Water Authority but will be withdrawn and served by the City due to a proposed City limits expansion. The City would like to create a plan to incorporate this area into their system, as well as optimize existing adjacent pressure zones.

Umpqua Basin Water Association

The Umpqua Basin Water Association (UBWA) currently provides service to a limited number of existing customers in the expansion area. When the expansion area is brought into the City, the City will need to provide water to these customers in addition to serving new development that will occur. The existing UBWA distribution main runs along Military Avenue from Lookingglass Road to adjacent to the City's existing Military Zone. This pipe is primarily 4-inch diameter reducing to 2-inch diameter in the northernmost portion. All of this pipe is too small to be used by the City for fire flow protection to existing and future customers in the expansion area. The City could consider withdrawing this main from UBWA for use until larger water main can be constructed, assuming it is eligible for withdrawal under State of Oregon law. If the City decided to do this, it

would need to be made clear that future development would not have fire protection until the new larger main and other improvements are constructed.

When the expanded service area is brought into the City, UBWA and the City agree there needs to be an IGA agreement for the area designated as "Proposed Expanded area 2018", as identified in Figure 1. This agreement is required if a buyout of UBWA's current infrastructure in the identified expansion area is to occur.

Master Plan Summary

The 2010 WSMP provided system information and recommendations that are summarized in the following paragraphs.

Issues with Military Reservoir

The Military Reservoir is a 0.5 million-gallon reservoir that was built in 1956 and is located on the southern end of the city. Over time, it may have some age-related problems, but the City has recoated it, and currently maintains it in adequate condition. One known issue is the condition of the inlet and outlet pipes which have experienced degradation due to corrosion. The main issue with the Military Reservoir is the overflow elevation of the structure. It is 683.4 feet. The Main Pressure Zone Reservoirs have overflow elevations of 710 feet. This difference prevents the Military Reservoir from serving the Main Zone. It currently serves a small zone, the Broccoli Zone, which is isolated from the Main Zone.

Purpose of Broccoli Zone

The Broccoli Zone is a small zone served by the Military Reservoir. An altitude valve with a timer for delayed opening allows the Military Reservoir to fill from the Main Zone.

The purpose of the Broccoli Zone is to turn over water in the Military Reservoir. All of the elevations in the Broccoli Zone fall within the lower end of the Main Zone service elevations, so they can be served by the Main Zone, or the Military Reservoir. The lower pressure available from the Military Reservoir is approximately 12 psi lower than the Main Zone.

Recommendation: Dissolution of Broccoli Zone

The Military Reservoir is aging and will need capital improvements in the future to keep it in service. The recommendation from the WSMP is to abandon this reservoir because its capacity is redundant to other reservoirs and the City has plenty of Main Zone storage for the planning period. The Broccoli Zone is currently served by the reservoir, however, the service elevations within the zone fall within the Main Zone and can therefore be combined with the Main Zone. To supply Main Zone water to the Broccoli Zone, eight closed valves separating the two pressure zones will be opened and the altitude valve will be removed. A flushing/valve opening plan is shown in Table 1/Figure 3, later in this Technical Memorandum.

Recommendation: Expansion of West Military Pump Station

The existing West Military Pump Station consists of two pumps, one has a capacity of 45 gpm, and the other has a capacity of 90 gpm. The total capacity of the pump station is 135 gpm, and the firm capacity of the pump station is 45 gpm. Firm capacity is the capacity of the pump station with the largest pump offline and is used to evaluate reliable facility capacities. The West Military Pump Station is undersized and does not provide fire flow to the Military Zone. The WSMP recommendation is to upgrade the pump station to 2100 gpm firm capacity to provide sufficient fire flows to the zone.

Relationship of this Technical Memorandum to WSMP

The recommendations from the WSMP were updated through this analysis in regard to service to the additional expansion area. The WSMP recommendations are still valid, but this technical memorandum provides detail regarding integration of the expansion area.

Analysis

The analysis in this Technical Memorandum updates the 2010 WSMP hydraulic model to include projects implemented since the plan, evaluates system improvements for the Broccoli and Military Zones and Expanded Service Area, and assesses the continued operation of the existing West Military Reservoir and Pump Station.

Objective

The objective of this analysis is to optimize pressures in the southwest portion of the City and evaluate the needs for associated infrastructure improvements.

Model Setup

The 2010 WSMP hydraulic model was used as a starting point for this analysis. The City provided water usage data and GIS mapping updates to allow for updates of the model to existing conditions.

Infrastructure Updates

The hydraulic model was updated to reflect pipes added to the system since the WSMP, with the exceptions of smaller, dead-end lines that do not affect overall system performance.

A proposed backbone piping structure for the expansion area was included in the model. For the purpose of this technical memorandum, it is assumed to be a 12-inch diameter loop from the existing Military Zone to the existing Main Zone piping along Lookingglass Road.

Demands Updates

The demands in the model were scaled to match the current design peak hour demand (PHD) (~10,050 gpm) distributed at existing nodes. The City provided the average day demand (ADD) for the existing system for 2017. This was multiplied by the ADD:MDD peaking factor from the master plan of 1.99 to estimate the current Maximum Day Demand (MDD) and update in the model. The MDD was multiplied by the WSMP MDD:PHD peaking factor of 1.5 to get the peak hour demand (PHD) and updated in the model.

The potential future expanded area population was estimated using the following assumptions:

1. Expansion area = 93.5 acres
2. 7 dwelling units per acre
3. 2.3 people per dwelling unit
4. Average ADD per capita for the years 2013-2017 of 202 gallons per capita per day (gpcd).
5. ADD:MDD peaking factor is 1.99
6. MDD:PHD peaking factor is 1.5

The estimated demand for the expansion area (MDD=421 gpm and PHD =634gpm) was divided equally and applied to the nodes in the backbone piping structure developed for the expansion area.

Modeled Scenarios

The model was run under MDD conditions to evaluate system performance. PHD + fire flow conditions could not be evaluated with existing infrastructure due to the lack of available flow from the existing West Military Pump Station. As presented below, evaluation of the system first requires identification of supply facilities (pump station) adequate to meet PHD and fire flow.

Findings

The findings of this analysis are summarized in the following sub-sections.

Pressure Zones

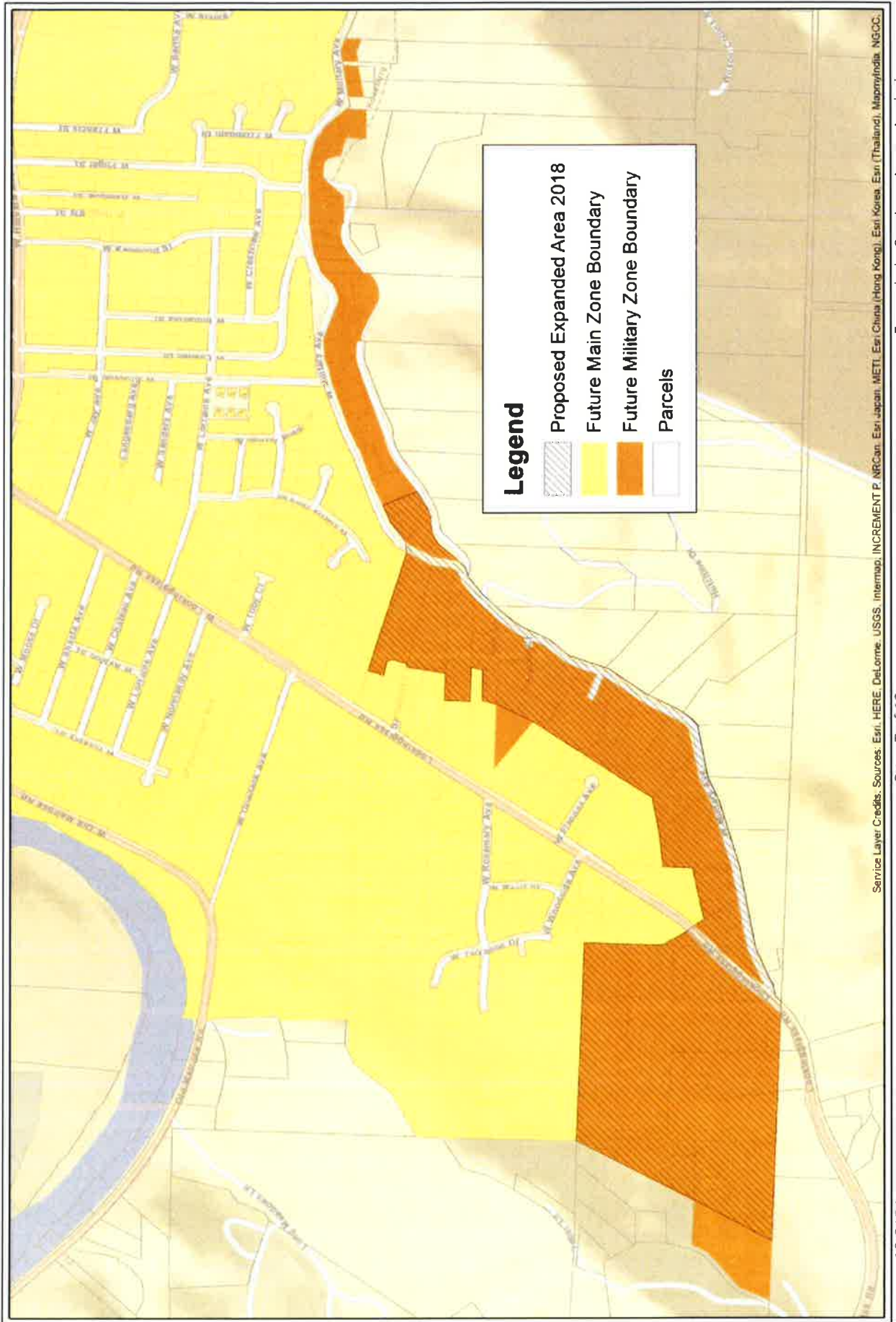
The expansion area can be served with the same hydraulic grade as the existing Military Zone by adjusting the existing hydraulic grade slightly. Full tax lots that fall partially within the expansion area were included in the Military Zone. This keeps adjacent houses on the same street in the same pressure zone if larger tax lots sub divide as houses are constructed. If streets are laid out differently, pressure zone boundaries are recommended to be defined to keep houses on the same local street in the same pressure zone whenever practical.

There are two check valves that supply additional flow from the Main Zone to the Military Zone in case of a large pressure drop. These valves are located at Military Avenue & Pilger Street, and Military Ave. & Fromdahl Drive. These valves are recommended to remain in place as a backup system with all improvements proposed.

The Broccoli Zone can be dissolved, transitioning the services to the hydraulic grade of the Main Zone. The service elevations in the Main Zone are 470 feet to 610 feet. The Broccoli Zone service elevations are 490 feet to 583 feet.

Figure 2 illustrates the new pressure zone boundaries and the expansion zone boundary.

Figure 2: Proposed Pressure Zones



Service Layer Credits. Sources: Esri, HERE, DeLorme, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), MapmyIndia, NGCC.

Facility Improvements

Several facility changes are needed to move the zone boundaries and are summarized in the following sub-sections. The Appendix figures illustrate the proposed modification to the system in two different alternative locations.

Military Reservoir and Broccoli Zone Isolation

The Military Reservoir is at a hydraulic grade that is too low to effectively incorporate it into the Main Zone. While this reservoir is currently in operable condition, it is redundant to other reservoirs and is not needed for storage in the new combined zone. When improvements to maintain the reservoir become necessary, the reservoir is recommended to be abandoned and the closed valves separating the Broccoli Zone will be opened to supply the area from the Main Zone. The timing of this change, removing the reservoir from service and eliminating the Broccoli Zone may be coordinated with the expansion of the Military Zone.

Flushing/Valve Opening Plan

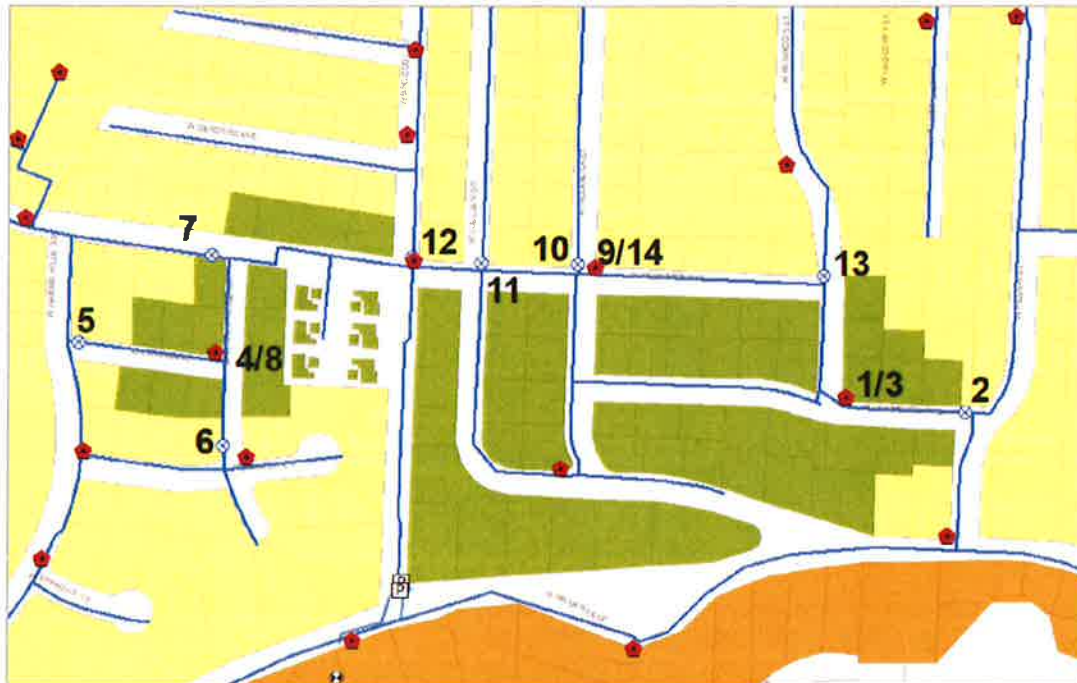
When the Broccoli Zone services are transferred into the Main Zone, a plan for flushing is recommended to be followed as several lines have been dead-ended for several years, and the water quality in those pipes may result in customer complaints when the typical direction and rate of flow is changed. Table 1 and Figure 3 illustrate the sequenced numbers of events to achieve a systematic flushing of the area.

The purpose of this sequence is to discharge the first flush of the water by opening a hydrant downstream of where a valve will be opened before opening the valve. Flushing for 5 to 10 minutes at each location is anticipated to adequately address potential water quality complaints.

Table 1: Valve Opening/ Hydrant Flushing Order

Location	Description of Activity
1	Open hydrant on Crestview Ave. & Kenwood St.
2	Open valve @ Pilger St. & Crestview Ave.
3	Close hydrant after flushing
4	Open hydrant on Colvin St. & Winter Ridge Rd.
5	Open valve on Colvin St. & Harris Hill Dr.
6	Open valve on Juniper Ct. & Winter Ridge R.
7	Open Valve on Lorraine Ave. & Winter Ridge R.
8	Close hydrant after flushing
9	Open hydrant on Lorraine Ave. & Indianola St.
10	Open valve on Lorraine Ave. & Indianola St.
11	Open valve on Luellen Dr. & Lorraine Ave.
12	Open valve on Broccoli St. & Lorraine Ave.
13	Open valve on Lorraine Ave. & Kenwood St.
14	Close hydrant after flushing
15	(Not shown) replace altitude valve with straight pipe

Figure 3: Valve Opening/ Hydrant Flushing Order



West Military Pump Station

As previously discussed, the existing West Military Pump Station lacks firm capacity to meet PHD + Fire Flow conditions. Two options to supply water to the Military Zone include pumping water up to a reservoir that gravity feeds the zone or operating a constant pressure pump station to supply water. An approach involving a reservoir would still require a pump station and there are no adjacent areas within the existing UGB, or in the same general vicinity just outside the UGB, that would have suitable topography for siting a ground-level reservoir to supply this zone.

For the reasons described above, this analysis assumes construction of a replacement constant pressure pump station, as recommended in the WSMP, to address this capacity deficiency. The proposed West Military Pump Station replacement will serve houses from 595 feet to 687 feet. Even though some of the land within the existing Military Zone is above 687 feet, those areas are located in yards behind existing houses, and will not result in low pressure at the service. The entire expansion area is located at an elevation below 687 feet and is recommended to be integrated into an expanded Military Zone.

There are three factors to consider for the West Military Pump Station: Capacity, Hydraulic Grade, and Location. These are described in the following paragraphs.

Capacity

Since the zone will be supplied entirely by a single permanent pump station and has no storage capacity, PHD + fire flow is the controlling condition (which is stricter than MDD + fire flow that is used to evaluate zones gravity fed by reservoirs). The West Military Pump Station is recommended to be upgraded to provide a minimum of 2,700 gpm firm capacity to supply water for these demands. This will cover the existing users' PHD (approximately 8 gpm) and future buildout customers of the Military Zone with a projected approximate PDH of 632 gpm.

The fire flow available in the expanded area will not exceed 2,000 gpm. This will limit the development of the expansion area to large single-family residential development. It also assumes that existing homes in the zone and anything east of the pump station will not require a fire flow greater than 1,500 gpm. If larger fire flows are required for commercial or high-density residential development, additional piping and pumping improvements would need to be constructed to supply the larger fire demand. This may include Main Zone piping improvements to provide adequate flow and suction pressure to the pump station.

Hydraulic Grade

The hydraulic grade of the zone needs to be raised from a current level of 780 ft. to approximately 790-800 ft. depending on the location of the proposed pump station. This will create a small pressure increase across the zone under static pressure conditions and improve pressures under fire flow conditions as mentioned above. If pressures at low services in the zone raise above 80 psi, individual pressure reducing valves may be installed at those services to decrease pressure.

Location

The Main Zone (suction source for the existing and proposed pump stations) has a hydraulic grade of 710 feet. This supports a pump station suction pressure of 20 psi at an elevation of approximately 663 or below not accounting for head loss, but head loss is a significant concern here requiring the pump station to be as low as 535ft. in elevation depending on site conditions. Since these improvements involve a long dead-end line, and a potentially large fire demand causing high head loss, the location of the proposed pump station location needs to be evaluated in the hydraulic model during the design process to verify suction pressure availability at the site.

Through discussions with the City, Murraysmith understands that one possible site being explored is the existing Military Reservoir site. This site is too high to provide suction pressure to the new pump station, but locations within the existing unimproved Broccoli Street Right-of-way (shown as option 1 in the appendix maps) which is the current location of the pump station, with lower elevations would provide sufficient suction pressure for the new pump station. The existing pump station is located at 595 feet of elevation.

If the expected direction of growth is from southwest to northeast, the pump station for the future expanded Military Zone could be dedicated from the right-of-way in the development near Lookingglass Road and Rosemary Avenue to allow development in this direction without immediate system buildout of the 12-inch diameter pipe backbone described in a later paragraph.

This is shown as option 2 in the appendix. This pump station could be temporary or permanent. If it is temporary pump station, an additional waterline, 12-inches in diameter to supply the Military Zone would be needed parallel to the existing pipe in Lookingglass Road which serves the Main Zone. If it is permanent pump station, there would be too much headloss through the length of the pipe along Lookingglass Road and Military Road to provide fire flows to the far eastern end of the Military Zone, so looping is needed through an easement, not necessarily through the development. One option is shown schematically on the figure, but the location could be adjusted depending on which easement could be negotiated. If this pump station is temporary, or a phased approach to full buildout, the Military mainline could run down Lookingglass Road.

A permanent pump station in either location could be configured for expansion to allow for increased pumping capacity over time as the pressure zone expands with development. A permanent proposed pump station is recommended to have all of the electrical, controls, and internal and site piping for future buildout of the zone, but pumps may be added over time as needed. The locations for future pumps are recommended to be blocked off with a blind flange for easy pump installation later. If this approach is used, the developer will be required to install the 12-inch diameter backbone pipe for the length that development is occurring in the current phase, as well as all local piping. It should be noted that this will not increase fire flows in the full Military Zone until the full recommended 12-inch diameter backbone pipeline is installed from the pump station to existing Military Zone piping.

Piping Improvements

Backbone piping to serve the expanded Military Zone will need to be installed along Military Road and Lookingglass Road and from the pump station to the zone. This is recommended to be a 12-inch diameter pipe to supply water for future buildout of the zone. This will connect into the location of the existing 8-inch diameter pipe at the southern end of Lookingglass Road, and to the existing main near the end of Broccoli St. in the existing Military Zone as shown in each option in the appendix figures. This partially replaces the 8-inch diameter line on the west side of the existing Military Zone and fully replaces the 4-inch diameter line in Lookingglass Road. The local pipes in neighborhood streets are not shown in the appendix figure because the streets have not yet been laid out, but all future pipes with fire hydrants shall be a minimum of 8-inch diameter, even if fire protection is not immediately available from the existing or temporary West Military Pump Station.

One option that could be investigated is the purchase and temporary use of Umpqua Basin Water Authority pipes. The Military Zone could be extended by connecting into the 4-inch diameter main to an upgraded West Military Pump Station. This would not provide fire flow to any existing or expanded Military Zone area. It is also not known what condition these pipes are in and could present a problem if pressure is raised through the pipes. This option is not recommended because it does not provide a quality product to customers, does not address fire flow, and has uncertain results. However, current UBWA customers will need to continue to be served by UBWA until the improvements recommended in this memorandum are completed.

Pressure Reducing Valve Station

Installation of one or two pressure reducing valves (PRV) between the Military Zone and Main Zone is recommended to help with water quality at the dead-end main locations. It will be located on Lookingglass Road if the pump station remains in its current location (option 1), or near the existing pump station and on Lookingglass Road if the proposed pump station is constructed on Lookingglass Road (option 2) (as shown in the appendix figures). Each station is recommended to be a 2- stage PRV station with a small PRV (typically 1-inch or 2-inch diameter) that is normally open to let water flow through it and improve water quality in the long dead-end line, and a larger PRV that opens only when pressure drops in the Main Zone due to a fire flow event close to the zone boundary. In addition, the PRV station is recommended to include a check valve to maintain positive pressure in the Military Zone (supplied from the Main Zone) in the event of a pump station failure.

The location of these PRV stations will define the boundary between the Military and Main Zones. Although, there is a range of possibilities where this could be located, it makes most sense to locate this at the edge of a proposed subdivision if possible. This will keep the entire subdivision in the same pressure zone. As illustrated in the Appendix figures, the PRV station is recommended to be located at an elevation near to 600 feet in elevation where the break between zones will occur.

Cost Summary

An estimated project cost has been developed for each improvement project recommended in this memorandum. Cost estimates represent opinions of cost only, acknowledging that final costs of individual projects will vary depending on actual labor and material costs, market conditions for construction, regulatory factors, final project scope, project schedule and other factors. The Association for the Advancement of Cost Engineering International (AACE) classifies cost estimates depending on project definition, end usage and other factors. The cost estimates presented here are considered Class 4 with an end use being a study or feasibility evaluation and an expected accuracy range of -30 percent to +50 percent. As the project is better defined, the accuracy level of the estimates can be narrowed.

Estimated project costs are based upon recent experience with construction costs for similar work in Oregon and southwest Washington and assume improvements will be accomplished by private contractors. Estimated project costs include approximate construction costs and an aggregate 45 percent allowance for administrative, engineering and other project related costs. Estimates do not include the cost of property acquisition. Since construction costs change periodically, an indexing method to adjust present estimates in the future is useful. The Engineering News-Record (ENR) Construction Cost Index (CCI) is a commonly used index for this purpose. For purposes of future cost estimate updating; the current ENR CCI for Seattle, Washington is 11524.68 (September 2018).

Table 2: Improvement Cost Estimates

Improvement Element	Cost (Option 1)	Cost (Option 2)
<u>12-inch Diameter Pipe Backbone</u>	(6,100 LF)	(7,400 LF)
Construction of 12" DI pipe	\$1,650,000	\$2,002,000
Construction of 8" DI pipe (874 ft.)	\$157,000	\$157,000
Allowance for Engineering, Admin, Permitting, and Legal	\$814,000	\$972,000
Total	\$2,621,000	\$3,131,000
<u>Pressure Reducing Valve Station</u>	(1PRV)	(2 PRVs)
Construction of PRV Station(s)	\$150,000	\$300,000
Allowance for Engineering, Admin, Permitting, and Legal	\$68,000	\$136,000
Total	\$218,000	\$436,000
<u>Abandon Military Reservoir and Pump Station</u>		
Abandon Reservoir and Pump Station and Remove Altitude Valve	\$50,000	\$50,000
Total	\$50,000	\$50,000
<u>New West Military Pump Station</u>		
Construction of New Pump Station	\$550,000	\$550,000
Allowance for Engineering, Admin, Permitting, and Legal	\$250,000	\$250,000
Total	\$800,000	\$800,000
Total	\$3,689,000	\$4,417,000

Recommended Alternative

Due to the extended amount of time anticipated for development to be completed, a potential for phased development of the expanded Military Zone was considered. Existing customers of the City and UBWA will need to maintain service until their service can be provided by the City through expansion of the Military Zone with transmission piping and pumping improvements. The location and scoping of improvements will depend on where development starts.

Development in the Northeast First

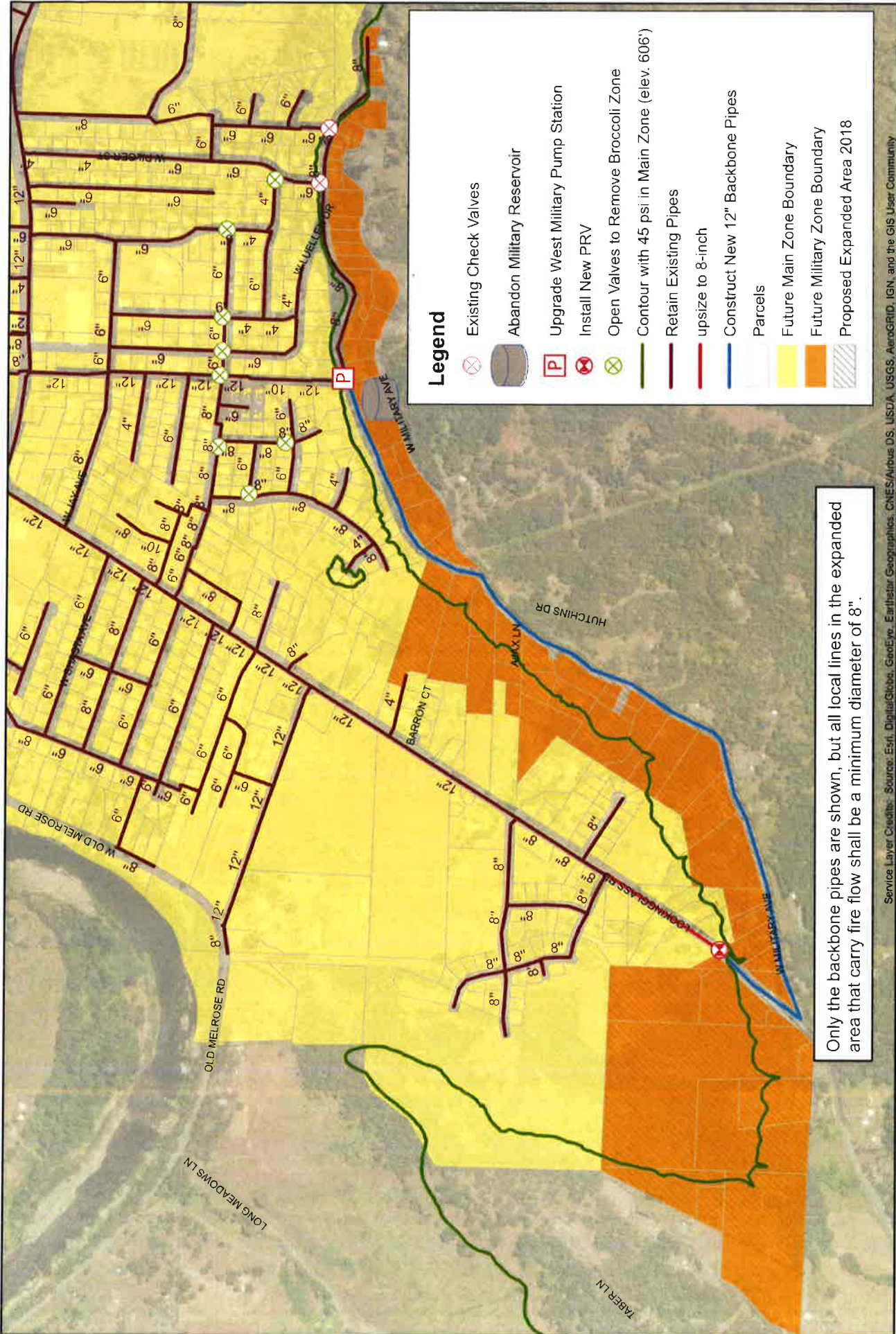
If the development begins in the northeast end of the Military Zone, Option 1 should be constructed, with the 12-inch diameter backbone constructed incrementally as development occurs to the southwest.

Development in the Southwest First

If the development begins in the southwest, there are a few options. The City could require the construction of a new pump station, as described in Option 2, to serve the new areas of the Military Zone separate from the existing Military Zone. Ultimately, this pump station could be planned to meet the requirements of option 2 with proposed Military Zone piping and looping eventually extending back to the existing Military Zone. Alternately, as piping is extended back to the existing developed portions of the Military Zone, this station could be abandoned (or serve as a back-up facility) with the construction of a new Military Pump Station as described in Option 1.



Appendix



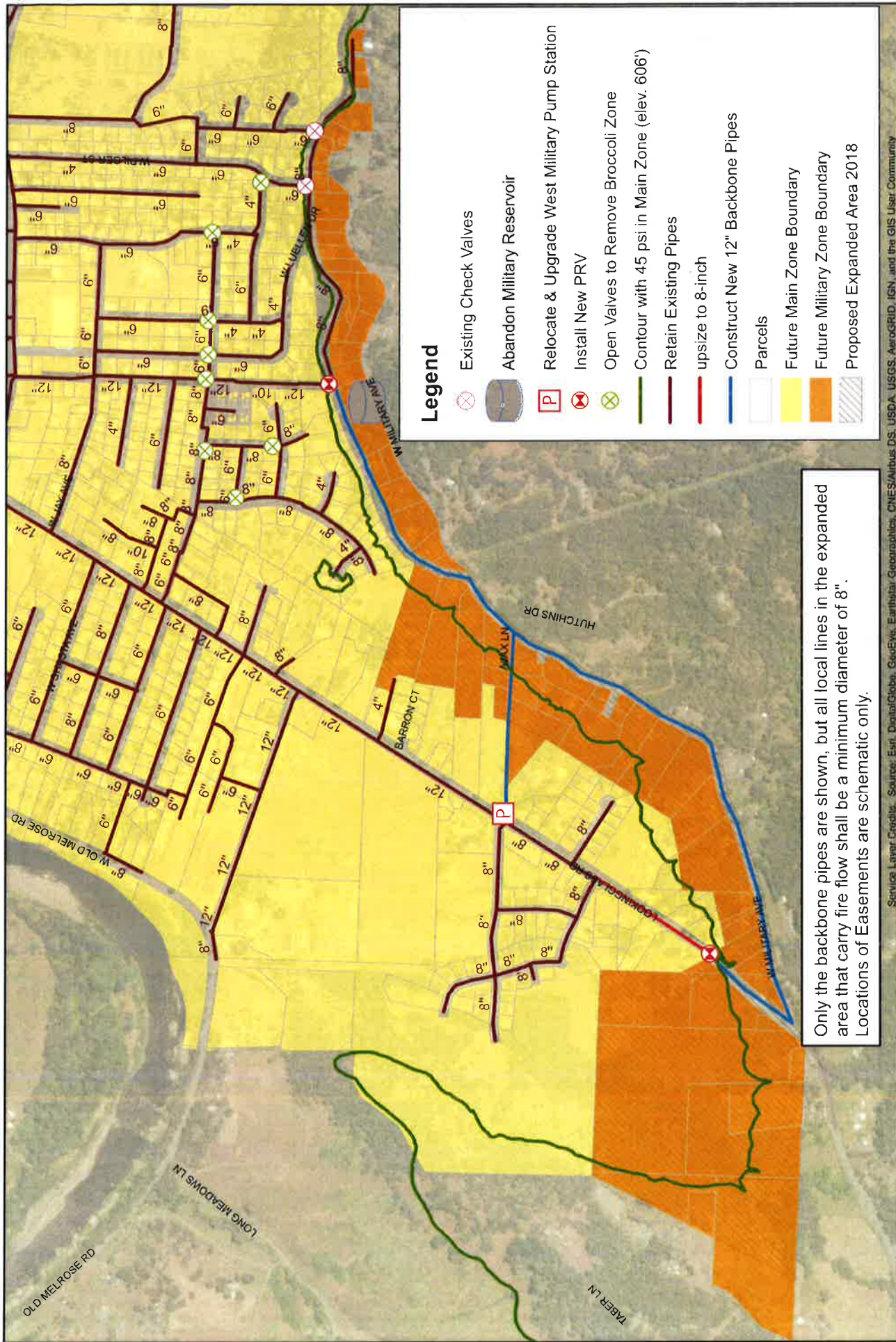
Only the backbone pipes are shown, but all local lines in the expanded area that carry fire flow shall be a minimum diameter of 8".



**Facility Improvements
Option 1
Pump Station in its
Current Location**

**City of Roseburg
Water Master Plan Update**





**Facility Improvements
Option 2
Pump Station on
Lookingglass Road**

**City of Roseburg
Water Master Plan Update**



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

Meeting Date: June 12, 2023

Department: Administration

www.cityofroseburg.org

Agenda Section: Informational

Staff Contact: Nikki Messenger, City Manager

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager 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 and City Staff. For your June 12, 2023, meeting, the following items are included:

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



Agenda

Department Head Meeting
Public Safety Center Umpqua
Room May 23, 2023 - 10:00 a.m.

1. May 22, 2023, City Council Meeting Synopsis
2. June 12, 2023, City Council Meeting Agenda
3. June 12, 2023, Urban Renewal Agency Board Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign
6. Discussion Items



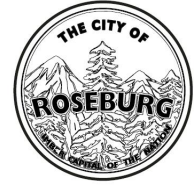
Agenda
Department Head Meeting
Public Safety Center Umpqua Room
June 5, 2023 - 10:00 a.m.

1. June 12, 2023, City Council Meeting Agenda
2. June 12, 2023, Urban Renewal Agency Board Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
 - A. Grant Checklist — ATT Phase II — Digital Literacy Classes — Public Library Association
 - B. Outdoor Event Permit: The Wine Destination — Monthly Wine Tasting Event — June 16, 2023
 - C. Outdoor Event Permit: The Wine Destination — Wine Tasting Event — June 22, 2023
 - D. Outdoor Event/Loudspeaker/Facilities Use Permit: Summer Arts Festival — June 23, 24, 25, 2023
 - E. OLCC Temporary Sales License: Umpqua Valley Arts Association — June 23, 24, 25, 2023
 - F. Outdoor Event Permit: 4th of July Block Party — July 4, 2023
 - G. Loudspeaker Permit: Graffiti Cruizin' & Viewin' at TenDown and Splitz — July 6, 2023
 - H. Parade Permit: Ride for 22 Military Suicide Awareness — July 15, 2023

5. Discussion Items

6. Employee Service Pins
 - A. Josh Chavez Police Officer — 10 years
 - B. Brock Halter — Firefighter — 10 years
 - c. Sean Arrington — Firefighter — 10 years
 - D. Kendall Goodman — Police Staff Assistant — 5 years
 - E. Allen Garl — Parks Maintenance II — 5 years

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- 2023-2025 Council Goals
- Labor Negotiations – IAFF/IBEW
- Urban Growth Boundary Swap
- Umpqua Basin Urban Services Agreement
- ARPA Quarterly Reports
- Highway 138 Water Line Replacement, Project No. 22WA16
- Umpqua Actors Community Theater (UACT) – Improvement Project
- CRS Flood Insurance Assessment

June 26, 2023

Mayor Reports

- A. 2023 Election Results

Special Presentation

- A. Anvil NW, Experience Roseburg, Destination Marketing Annual Report

Consent Agenda

- A. June 12, 2023 Meeting Minutes

Ordinances

- A. Ordinance No. 3589: An Ordinance Granting Telecommunication Franchise to Origin Networks, Effective January 1, 2024, Second Reading

Department Items

- A. Bid Award – Slurry Seal, Project No. 23PW02
- B. Stewart Parkway & Pine Street Pavement Improvements – 23PW01
- C. Kline Street ADA Ramps – 23PW13

Informational

- A. City Manager Activity Report

July 10, 2023

Mayor Reports

- A. Parks and Recreation Month Proclamation

Commission Reports/Council Ward Reports

- A. Library Commission Appointment

Special Presentation

- A. Gary Leif Navigation Center One-Year Report

Consent Agenda

- A. June 26, 2023 Meeting Minutes

Executive Session ORS 192.660(2)(i) – City Manager Report/Evaluation

Informational

- A. City Manager Activity Report

July 24, 2023

Special Presentation

- A. UCAN - Feeding Umpqua Presentation by Sarah McGregor, Program Manager

Consent Agenda

- A. July 10, 2023 Meeting Minutes

Department Items

- A. Bid Award – 24-inch Transmission Main Isabell Avenue to Newton Creek Road,
if budget is approved

Informational

- A. City Manager Activity Report
 - B. Municipal Court Quarterly Report
-

August 14, 2023

Consent Agenda

- A. July 24, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
 - B. Quarterly Financial Report
-

August 28, 2023

Consent Agenda

- A. August 14, 2023 Meeting Minutes

Executive Session ORS 192.660(2)(i) – City Manager Performance Evaluation

Informational

- A. City Manager Activity Report
-

September 11, 2023

Mayor Reports

- A. Constitution Day and Week Proclamation

Consent Agenda

- A. August 28, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

September 25, 2023

Consent Agenda

- A. September 11, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

October 9, 2023

Consent Agenda

- A. September 25, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

October 23, 2023

Mayor Reports

- A. Veterans Day Proclamation

Consent Agenda

- A. October 9, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

November 13, 2023

Consent Agenda

- A. October 23, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

December 11, 2023

Consent Agenda

- A. November 13, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report

Autumn C. David

From: Nicole A. Messenger
Sent: Thursday, May 25, 2023 10:25 AM
To: All.CouncilandDepartmentHeads
cc: Autumn C. David; Suzanne E. Hurt
Subject: Updates

Good morning —

I apologize. I have been extremely busy and doing a dreadful job at keeping Council informed through Friday messages, but wanted to send a quick note outlining some things that have been happening.

- Staff has received and reviewed the final draft of the UGB Swap application package from the consultant. There are some minor edits remaining to be done. Planning Commission will hold a work study session at their June 5 meeting to discuss the concept and the steps involved. They will not be taking any action at that time. I expect we will send a notice to DI-CD within the next few weeks in order to begin the process.
- The City applied for a conditional use permit (CUP) to install mountain bike trails at Sunshine Park (we received a grant through the Oregon Parks Department Recreational Trails Program). The CUP from the County is necessary because part of the park property is outside the UGB and city limits. The Planning Commission approved the CUP. It was appealed to the Commissioners, who overturned their decision and denied the CUP application. We don't believe the decision spoke to the criteria and was more along of the lines of "you should have annexed it by noW". The City Attorney is reviewing and we will more than likely appeal to the Land Use Board of Appeals (LUBA). At the same time, staff is researching the cost to hire a consultant to pursue the annexation so that the entire park is in the City. There is a weird exception that allows cities to annex certain properties that are not in their UGB. More to come.
- I met last week with John McCafferty to discuss opportunities for the Cow Creek Tribe and the City to partner on upcoming projects, particularly in the downtown area. Hopefully, more to come here as well.
- On the Med Ed project, the team has been working with Idaho State University to bring educational programs to Roseburg. I have some reservations, but am cautiously optimistic this may move forward. You may see a press release within the next couple of weeks announcing the partnership.
- The last week of April, the Fire Chief, Fire Marshal, Police Chief, Public Works Director and I all participated in FEMA emergency management training at the DC Sheriff's Office.
- As always, lots of meetings — met with Commissioner Kress to discuss ways to improve communications/relations; attended CCD Business Development Corp. quarterly board meeting in Coos Bay; attended Chamber luncheon — state of the Timber Industry; UVDC Board meeting; UCC/Downtown meeting and greet; met with Thomas McGregor regarding Homeless Youth Solutions Road Map; met with The Ford Family Foundation leadership; virtual meetings with US Forest Service representatives to work on agreement for firefighting operations at the airport; met with airport FBO regarding fire season.

- The Kuki City Sister Cities delegation will be in town next week. "City Day" is Friday, June 2nd We look forward to seeing our visitors and showing off our lovely area.

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- My schedule: I will be off this afternoon and Friday. Cell phone service is spotty at best where we camp, so please contact Patty or John if you need anything. City offices are closed on Monday in observance of Memorial Day. I have a longer vacation scheduled for June 15-25.

I want to thank everyone for their work and thoughtful consideration on the time, place and manner regulations. They have garnered a lot of attention and not a lot of it is positive. I hope we have struck the necessary balance and appreciate Council's willingness to take this step, knowing we will probably need to make changes in the future.

Thank you and have a great weekend!

Nikki

LRRL Messenger, p. E.

City Manager

City of Roseburg (541) 492-6866

nmessenger@cityofroseburg.org

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