

ROSEBURG CITY COUNCIL AGENDA – DECEMBER 3, 2024
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470



11-27-2024

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Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom. See Audience Participation Information 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**

Roll Call

Tom Michalek

Andrea Zielinski

Kylee Rummel

David Mohr

Ellen Porter

Ruth Smith

Patrice Sipos

Shelley Briggs Loosley

3. **Mayor Reports**

A. Urban Campground Next Steps

4. **Commission Reports/Council Ward Reports**

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

6. **Consent Agenda**

A. November 18, 2024 Regular Meeting Minutes

B. Resolution No. 2024-21 – Authorizing FAA Grant Acceptance for Standby Power Generator

7. **Public Hearing**

A. Ordinance No. 3607 – Annexation and Zone Change – 255 NE General Avenue File Nos. AN-24-001 & ZC-24-001, First Reading

B. Supplemental Budget for the ARPA and General Funds, Fiscal Year 2024-25 – Resolution No. 2024-20

8. **Department Items**

A. Task Order Amendment, Airport Fencing / Security Improvements Environmental Work Project 24GR03

9. **Items from Mayor, City Council and City Manager**

10. **Adjourn**

11. **Executive Session ORS192.660**

Informational

A. City Manager Activity Report

AUDIENCE PARTICIPATION INFORMATION

The Roseburg City Council welcomes and encourages citizen participation at all of our regular 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.**
 - Each speaker must provide their name, address, phone number and topic on the Audience Participation Sign-In Sheet.
 - **VIA EMAIL by sending an email by 12:00 p.m. the day of the meeting to info@roseburgor.gov.**
 - These will be provided to the Council but will not be read out loud during the meeting. Please include your name, address and phone number within the email.
 - **VIRTUALLY during the meeting. Contact the City Recorder by phone (541) 492-6866 or email (info@roseburgor.gov) by 12:00 p.m. the day of the meeting to get a link to the meeting.**
 - Each speaker must provide their name, address, phone number and topic in the email. Speakers will need to 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. All attendees will be held in a “waiting room” until called on to speak. It is helpful if the speaker can provide a summary of their comments via email to ensure technology/sound challenges do not limit Council’s understanding.
- 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.”
 1. Speakers will be called by the Mayor in the order in which they signed up. The Mayor will generally call in-person speakers prior to calling speakers participating via Zoom. Each virtual speaker will be transferred from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” upon completion of their comments.
 2. Persons addressing the Council in person or virtually must state their name and city of residence for the record.

TIME LIMITATIONS - A total of 30 minutes shall be allocated for the “Audience Participation” portion of the meeting. With the exception of public hearings, each speaker will be allotted a total of 6 minutes, unless the number of speakers will exceed the maximum time. In this case, the Mayor may choose to decrease the allotted time for each speaker in order to hear from a wider audience. All testimony given shall be new and not have been previously presented to Council.

Audience Participation is a time for the Mayor and Council to receive input from the public. The Council may respond to audience comments after “Audience Participation” has been closed or during “Items from Mayor, Councilors or City Manager” after completion of the Council’s business agenda. The Council reserves the right to delay any action requested until they are fully informed on the matter.

ORDER AND DECORUM

Councilors and citizens shall maintain order and decorum at Council meetings. Any audience member may be directed to leave the meeting if they use unreasonably loud, disruptive, or threatening language, make loud or disruptive noise, engage in violent or distracting action, willfully damage furnishings, refuse to obey the rules of conduct, or refuse to obey an order of the Mayor or majority of Council. No signs, posters or placards are allowed in the meeting room.

All speakers and audience members should treat everyone with respect and maintain a welcoming environment. Please avoid actions that could be distracting such as cheering, booing, or applause. Please turn cell phones to silent and enter and exit the Council Chambers quietly if the meeting is in progress and take any conversations outside the Chambers.

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<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>

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
November 18, 2024**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:01 p.m. on November 18, 2024, in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Briggs Loosley led the pledge of allegiance.

2. ROLL CALL

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

Absent: Patrice Sipos

Others: City Manager Nikki Messenger, Police Chief Gary Klopfenstein, City Attorney Jim Forrester, Fire Chief Tyler Christopherson, Human Resources Director John VanWinkle, Library Director Kris Wiley, Community Development Director Stu Cowie, Interim Public Works Director Ryan Herinckx, City Recorder Amy Nytes, Management Assistant Grace Jelks, Senior Planner Mark Moffett, PNW OpenGov Account Executive Amy Hudson, and The News Review Reporter Drew Winklemaier

3. Mayor Reports

A. Mayor Rich proclaimed November as Veterans Day and Military Families Month. Eric Bagwell, Chair of the Douglas County Veterans Day Parade Committee, accepted the proclamation and thanked the Council for their recognition.

The Council took a moment to congratulate re-elected Councilors Zielinski and Michalek, and newly elected Council members Zack Weiss and Katie Williams.

4. Commission Reports/Council Ward Reports

Councilor Porter reported on the November 14, 2024, Public Works Commission meeting.

Councilor Porter shared that constituents in her Ward have expressed concern about chronic illegal camping and increased violence at Deer Creek Park.

Councilor Smith reported on leaf cleanup efforts by newly elected Council member Zack Weiss.

- A. Councilor Porter moved to accept Roger Whitcomb's resignation from the Public Works Commission with regrets. The motion was seconded by Councilor Rummel and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

5. Audience Participation

None.

6. Consent Agenda

- A. October 14, 2024, Regular Meeting Minutes
- B. October 28, 2024, Regular Meeting Minutes
- C. OLCC – Change of Ownership – Ron 5 LLC dba Urban NY Pizza & Grill at 529 SE Jackson Street.

Council President Mohr moved to approve the consent agenda. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

7. Resolutions

- A. Harker presented the Resolution No. 2024-19 Appropriation Transfer for Fiscal Year 2024-25. Discussion ensued.

Mayor Rich's comments and questions included clarification of which agency will perform repairs to the damaged streetlights.

Harker clarified that a third-party contractor, Sims Electric, will be doing the repairs.

Council President Mohr moved to adopt Resolution No. 2024-19 Authorizing an Appropriation Transfer for Fiscal Year 2024-25. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

8. Department Items

- A. Herinckx presented the Legion Field Management and Operation Agreement and Legion Field Turf Construction License Agreement. Discussion ensued.

Council President Mohr's comments and questions included clarification of whether the Douglas County Baseball Association (DCBA) has been officially formed, who are the entities that will participating in the DCBA, are positions based on the member's roles within their organizations,

Mayor Rich's comments and questions included clarification of where UCC currently play their baseball games and why UCC is not listed as one of the priorities.

Herinckx clarified the final step for the DCBA formation is the approval of this item, this is just assigning the current agreement that already includes an established group in the list of priorities, there has not been any issues with including UCC, and UCC is included in "other" groups.

Messenger clarified that DCBA is in the process of establishing themselves as an entity for the purpose of taking over management of this agreement, but only if it is assigned to them.

Steve Loosley, UCC Board President clarified the bylaws for DCBA have been drafted and the first meeting is scheduled for December 4th, pending approval of the assignment of the agreement by Council. Members of the DCBA tentatively include UCC Athletic Director Craig Jackson, Clint Newell Motors General Manager Cameron Newell, Lone Rock CEO/The Ford Family Foundation Chair Toby Luther, Roseburg High School Athletic Director Adam Blue, Roseburg Park Program Manager Val Ligon will be assisting as the City's representative, and many others. I have been named President temporarily to file their non-profit request with the IRS. We have worked very closely for many years with the American Legion and many baseball enthusiasts are business leaders in the community. UCC currently plays their baseball games at the American Legion field, UVC also has an operational agreement, all the coaches work well together to coordinate game schedules, and the Board will be able address any potential issues.

The Council took a moment to recognize and express appreciation to the American Legion Board members for their work and commitment to the community.

Mayor Rich presented Tom Donegan with a plaque from the Council to recognize more than twenty years of service as American Legion Baseball President.

Councilor Smith moved to approve the assignment of Legion Field Management and Operation Agreement and the Legion Field Turf Construction License Agreement to Douglas County Baseball Association. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- B. Herinckx presented the Umpqua Actors Community Theatre Renovation Project. Discussion ensued.

Council President Mohr's comments and questions included clarification of the financial impact to the City.

Councilor Porter's comments and questions included clarification of whether UACT is carrying their own insurance.

Councilor Michalek's comments and questions included clarification of whether UACT pays anything to the City for use of the property and changes to the façade of the building.

Mayor Rich's comments and questions included clarification of the financial goal, increased seating capacity, and use for the space behind the stage.

Herinckx clarified there might be some insurance requirements that cause premiums to increase, UACT does not pay anything to the City for use of the space, current design estimate is \$4 million, seating will be increased to a proposed two hundred seats, and adding ADA compliant bathrooms.

VanWinkle clarified as the square footage changes, the space will be reassessed, which may cause the property and liability premiums to increase.

Messenger clarified that UACT takes care of the building, there are costs associated with repairs to an older building, they are trying to add more seating, change the direction the seats face, and add more restrooms.

UACT Board of Directors President Martin Follose clarified they sell out of seats very quickly, would like to double seating capacity, increase lobby size, bigger bathrooms to reduce line size and keep shows running on time, change the seat direction in relation to the stage to accommodate more seating, there is a shop behind the stage for assembling props, dressing rooms are in the basement underneath the stage, and we are trying to keep the façade of the building as original as possible.

Councilor Smith moved to grant preliminary approval to UACT's Conceptual Expansion and Renovation Plan for the Betty Long Unruh Theatre. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

The Council took a moment to recognize UACT's work and dedication to bringing performing arts to the community.

- C. Herinckx presented the Public Safety Center 3rd Floor Improvements Project Bid Award Recommendation – 24ARPA12. Discussion ensued.

Councilor Porter's comments and questions included clarification of costs associated with the bid so far, the Wolley Center is available for additional office space, this money could go to other community needs, whether City staff need that much office space, possibility of putting ARPA money earmarked for this project into the General Fund if we decide not to move forward, support from community partners on the Homeless Commission has stalled out, residents deserve to start seeing the benefits of ARPA

funding going back into the community, we need to have the parks cleaned up and give them back to the community, this facility is nicer than most buildings in the city, we do not have a proven need for additional staffing right now, construction costs continually go up, money invested in the design isn't wasted, design plans can be picked back up at any time and would not need to be redone, we have a crisis going on right now that affects some neighborhoods more than others, there are other needs that need to be addressed first, we've had several opportunities to purchase property and have let them go, and sacrificing our parks is not acceptable.

Mayor Rich's comments and questions included clarification of Council's previous direction to staff, the space has been unfinished for many years and it's time to get it done, we still have to pay for the design fees that will be wasted if we don't move forward, it's not easy to get approval for infrastructure, don't lose the opportunity to get this done, there is money earmarked for a homeless camp, community partners have a proven track record of providing support and contributed \$300,000 to the Gary Leif Navigation Center, it's a lot easier to ask for support and funding from community partners for a homeless camp, and support for this project.

Councilor Michalek's comments and questions included whether the skeleton structure has siding, installation of two bathrooms with showers, employee use, gym setup, high cost at \$340 per square foot, and our community would not appreciate expanding our staff right now.

Councilor Briggs Loosley's comments and questions included construction costs are only going up.

Councilor Rummel's comments and questions included appreciation for differing points of view, Council has continually discussed plans for the future, we want to grow our community, this includes additional staff and a place to put them, making sure we are updated on current legislation and being transparent with the community requires additional staff time, it is very expensive to acquire more space and the City can't be reimbursed for that cost like a non-profit organization, opportunities to fund a project like this are very rare, and support for this project.

Councilor Zielinski's comments and questions included we have the money now to finish the renovations, it's not easy to get funding, we will need more staff, there are community partners that will support a plan for the unhoused, and support for using ARPA funds to fund this project.

Councilor Smith's comments and questions included agreement with Councilor Porter about making sure there is money for dealing with the unhoused issue and next year we could use whatever money is left over to finish the project.

Council President Mohr's comments and questions included we need to prioritize safety and security, the unhoused problem has done nothing but get worse for our parks, we haven't seen meaningful action on these

issues, and having funding set aside just in case is a smart move right now.

Herinckx clarified the total cost so far for design and construction management is approximately \$45,000, there is a portion inside that is studded wall, there is 300 square feet of space that has sheet rock, there is an existing storage room that would be converted into two shower stalls for employees that use the gym, staff does not have access to the private fire and police shower rooms, there is an existing employee gym, the cost includes installation of HVAC and ceiling tile, costs include more than just sheetrock and carpet, and construction costs will increase over time.

Messenger clarified that we are out of space at City Hall, we are going to need additional space and staff to serve a larger population after the annexation, we don't have room to stack anymore people in the office, this unfinished space is in an existing building that we own, we would like to have the Wolley Center as an option for additional staff or use by other groups if it becomes available, we have not acquired that space yet, UCC operations still continue at that building, the cost to finish out the 3rd floor will get more expensive the longer we wait, Council previously approved design and bid at the June 10th meeting, and confirmation that ARPA funds can be moved into the General Fund.

Councilor Porter moved to direct staff to forego the Public Safety Center 3rd Floor Improvement Project and return ARPA funds to the General Fund. The motion was seconded by Councilor Michalek and approved with the following vote: Councilors Michalek, Mohr, Porter, and Smith voted yes. Councilors Briggs Loosley, Rummel, and Zielinski voted no. The motion passed (4 – 3).

Councilor Porter moved to reject all bids associated with the Public Safety Center 3rd Floor Improvement Project. The motion was seconded by Councilor Michalek and approved with the following vote: Councilors Michalek, Mohr, Porter, and Smith. Councilors Briggs Loosley, Rummel, and Zielinski voted no. The motion passed (4 – 3).

- D. Cowie and Moffett presented FEMA PICM Option Selection. Discussion ensued.

Councilor Porter's comments and questions included whether Cowie thinks this new regulation will be purged after the new administration takes office and percentage of property inside city limits that is within the 100-year floodplain.

Mayor Rich's comments and questions included clarification of whether this will address the list of protected wildlife species in our area, and impact to property owners in the 100-year floodplain area or wetlands at Stewart Park.

Councilor Michalek's comments and questions included whether the federal government would provide money for this new law.

Cowie clarified there could be changes before the new regulation is adopted, our plan is to prepare ahead of the July 2025 deadline, the model ordinance will be generic for Oregon wildlife, we will evaluate how to address local area wildlife, property needs to be within the 100-year floodplain, and the majority of property within the floodplain has already been developed.

Moffett clarified that there are new requirements that will include a tree inventory, tree removal, new patios or driveways will need to be mitigated, habitat impact assessments by a professional biological specialist, and legislators have written letters indicating more questions about negative impacts.

Council President Mohr moved to direct staff to report to FEMA by December 1, 2024, that the city will move toward adopting a model ordinance that considers impacts to species and their habitat and requires mitigation to a no net loss standard. The motion was seconded by Councilor Rummel and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- E. Cowie and Hudson presented the OpenGov Permitting Software Purchase. Discussion ensued.

Council President Mohr's comments and questions included clarification of licensing, cloud-based, training, implementation, and fees.

Councilor Porter's comments and questions included clarification of updated software, compatibility with other agencies' software, and whether other jurisdictions are using the same software.

Councilor Michalek's comments and questions included whether outside users would help fund the new software.

Hudson clarified this is a cloud-based service, one-time cost of implementation plus unlimited user model for service, data migration and record building, we invest heavily in research and development, and 5% is in all our contracts.

Cowie clarified multiple departments collaborate on site review applications, implementation includes assisting our staff with training on new software, costs include some travel and have increased since the initial quote last year, there is a significant amount of information and data to be migrated over to the new system, travel costs were under \$5000, syncing with other agency's programs is not required, the City of Redmond reported a positive experience with the software, business registrations will be included, documents can be submitted using an online portal, and outside users have their own system.

Messenger clarified that travel costs were estimated at \$2800, implementation versus training costs were not broken down in the quote,

OpenGov now owns the Cartograph software that we use in Public Works, and integration should be smooth.

Council President Mohr moved to authorize the purchase and implementation of OpenGov Permitting Software for \$146,874.44 from Carahsoft Technology Corporation utilizing the NASPO Cooperative Purchasing Agreement and the State of Oregon's Participating Addendum. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Council President Mohr moved to authorize \$70,000 of ARPA funds to be used to pay for the implementation costs associated with OpenGov Permitting Software. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- F. Herinckx presented the Stewart Park Drive South Umpqua Bridge Project – Intergovernmental Agreement – Amendment No. 2. Discussion ensued.

Mayor Rich's comments and questions included whether our cost is lowered by ODOT's contribution amount and what the new sufficiency rating will be when the project is done.

Herinckx clarified that our match is 10.27%, ODOT's local bridge program covers 89.73% of the excess that came in above the engineer's estimate, and confirmation that our emergency response vehicle two and single rear-axle fire engines will be able to cross the bridge safely. It will still not be able to be crossed by the ladder truck. Single rear axle delivery trucks will also be able to cross.

Councilor Porter moved to authorize execution of Amendment No. 2 to the Intergovernmental Agreement with ODOT for the Stewart Park Drive South Umpqua Bridge Rehabilitation Project. The motion was seconded by Councilor Smith and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Rummel, Smith, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

9. Items from Mayor, City Council, and City Manager

Councilor Porter asked for the sake of transparency that less discussions take place during executive sessions. Mayor Rich asked Councilor Porter to follow up with him for clarification on what she is requesting.

Messenger asked Councilors to respond to Nytes' email about the next Council meeting scheduled for Tuesday, December 3, 2024, to be sure there is a quorum.

10. Adjourn

Mayor Rich adjourned the regular meeting at 9:00 p.m.

Respectfully submitted,

Grace Jelks

Management Staff Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION NO. 2024-21 AUTHORIZING FAA GRANT ACCEPTANCE FOR STANDBY POWER GENERATOR

Meeting Date: December 3, 2024
Department: Public Works
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Ryan Herinckx, Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

Staff is expecting a grant offer from the Federal Aviation Administration (FAA) for the federal portion of the Standby Generator Project at the airport. The issue for the Council is whether to adopt the attached resolution authorizing acceptance of the grant when offered.

BACKGROUND

A. Council Action History.

- September 13, 2021 – Council authorized staff to apply for a grant through the Oregon Department of Aviation’s Critical Oregon Airport Relief Program.
- November 13, 2023 – Council awarded the Airport Standby Power Generator Project to Sims Electric, Inc. for \$182,500.39.

B. Analysis.

In September 2021, the City Council authorized staff to apply for an Oregon Department of Aviation (ODA) Critical Oregon Airport Relief (COAR) program grant. The grant was for the installation of a standby generator to power airfield lighting and fuel dispensing in the event of a power outage.

In August 2022, the City received a grant for \$121,500 from the Oregon Department of Aviation for the installation of a standby power generator at the Roseburg Regional Airport. The airport competed well for this grant because the Oregon Resilience Plan lists Roseburg Regional Airport as a “Tier 1” airport, meaning it is an “essential airport that will allow access to major population centers and areas considered vital for both rescue operations and economic restoration.”

One of the original prompts for seeking this project and related grant funding was the snow event experienced in February of 2019, which caused power outage issues at the airport. Since applying for and receiving the grant, the airport has experienced an increasing number of power outages, especially during the summer when PP&L has sensitivity settings “turned up” to prevent fires.

In September 2023, Mead & Hunt and City staff met with the FAA to discuss using Bipartisan Infrastructure Law (BIL) funding to cover additional costs of the project over the ODA grant amount. The intent at the time was to bundle the federal portion of the generator project with the security/fencing project in order to limit the number of grants FAA staff had to write for the BIL program.

The project was bid and awarded to the low bidder, Sims Electric, at the November 13, 2023, City Council meeting. Construction has been ongoing, and the project is now considered substantially complete. The City cannot apply for a grant on the fencing/security project until the environmental work has been completed. As such, the decision has been made to split the standby power project from the airport fencing/security project. Staff is seeking authorization to accept the FAA grant for the standby generator project when offered.

C. Financial/Resource Considerations.

Total project costs and corresponding revenue are summarized below:

Project Cost:

Design and Construction Administration	\$ 38,328.00
Base Bid – Schedule A (federal portion)	\$111,120.83
Base Bid – Schedule B	\$ 71,297.56
Utility Service Upgrade by PP&L	\$ 8,147.00
Change Order #1	\$ 8,580.00
Misc. Permit fees, etc.	<u>\$ 1,698.39</u>
Total Project Cost:	\$239,171.78

Revenue:

COAR grant	\$121,500
FAA grant (anticipated)	\$114,917
Airport Fund	<u>\$ 2,755</u>
Total Revenue	\$239,172

D. Timing Considerations.

The construction is substantially complete. Staff anticipates receiving an FAA grant offer by the end of the calendar year.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt Resolution No. 2024-21 authorizing acceptance of an FAA grant for the Standby Generator Project at the Roseburg Regional Airport, when offered; or
2. Request additional information; or
3. Not recommend grant acceptance and utilize Airport Funds to pay the costs associated with the project that exceeded the COAR grant funding.

STAFF RECOMMENDATION

The construction of the Airport Standby Generator Project is substantially complete. Given that the environmental work for the fencing project is not yet complete, it makes

sense to split the projects and apply BIL funding to the Standby Power project in order to obligate a portion of the BIL funds and receive reimbursement in a timely manner. The Airport Commission discussed this grant at their November 21, 2024, meeting. The Commission unanimously recommended the Council adopt the resolution authorizing acceptance of an FAA grant for the standby generator project at the Roseburg Regional Airport. Staff concurs with this recommendation.

SUGGESTED MOTION

“I MOVE TO ADOPT RESOLUTION NO. 2024-21 AUTHORIZING ACCEPTANCE OF AN FAA GRANT FOR THE STANDBY GENERATOR PROJECT AT THE ROSEBURG REGIONAL AIRPORT.”

ATTACHMENTS:

Attachment #1 – Resolution No. 2024-21

RESOLUTION NO. 2024-21

A RESOLUTION AUTHORIZING ACCEPTANCE OF A GRANT OFFER FROM THE FEDERAL AVIATION ADMINISTRATION IN THE MAXIMUM AMOUNT OF \$115,000 TO BE USED TOWARDS THE STANDBY POWER GENERATOR (DESIGN & CONSTRUCTION), AIP #3-41-0054-032-2025, IN THE DEVELOPMENT OF THE ROSEBURG REGIONAL AIRPORT

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

Section 1: That the City of Roseburg shall accept a Grant Offer from the Federal Aviation Administration in the maximum amount of \$115,000 for the Standby Power Generator (Design & Construction) for the Roseburg Regional Airport utilizing Bipartisan Infrastructure Law funding; and

Section 2: That the City Manager of the City of Roseburg is hereby authorized and directed to execute the grant agreement on behalf of the City of Roseburg; and

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

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 3rd DAY OF DECEMBER, 2024.

Amy Nytes, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



**ORDINANCE NO. 3607
ANNEXATION AND ZONE CHANGE – 255 NE GENERAL AVENUE
FILE NOS. AN-24-001 & ZC-24-001**

Meeting Date: December 3, 2024
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Planning Commission has reviewed and recommended approval to annex a 5.27+/- acre unit of land addressed as 255 NE General Ave. with an accompanying zone change from County-zoned Medium-Industrial (M2) to City-zoned Mixed-Use (MU). In addition to this action, the property will need to be withdrawn from the Central Douglas Fire & Rescue Authority service area.

The following request is being made by Levi Huffman Engineering on behalf of the property owner, Sherry Scallon Kearney. The property can further be described on the Douglas County Assessors Map as Township 27 South, Range 06 West, Willamette Meridian, Section 01AC, Tax Lot 1800; R61092. The purpose of the zone change is to enable the applicant to develop a mini-storage facility, a use allowed within the MU zone but not the M2 zone.

Please be aware that this same request was brought to Council for a public hearing on October 28, 2024, in which Council adopted the Planning Commission's Findings of Fact and Decision as their own and approved the annexation and zone change. Council then proceeded with first reading of Ordinance No. 3607.

Shortly after Council took action on this request staff discovered that there was additional legal notice for the public hearing required by statute prior to first reading by Council. Staff has since re-noticed this new public hearing, adhering to the statutory requirements, and is now bringing this action back to Council for review.

No changes to the proposal or application have occurred. The purpose of bringing this item back to Council is solely in order to ensure that the notice for the public hearing has been completed correctly in adherence with statute.

BACKGROUND

A. Council Action History.

October 28, 2024 – Council held a public hearing concerning the annexation and zone change request. Council adopted the Planning Commission's Findings of Fact and

Decision and approved the annexation and zone change. Council then proceeded with first reading of Ordinance No. 3607. Later it was determined by staff that additional public notice was required prior to first reading.

B. Analysis.

The annexation/zone change is a quasi-judicial land use action, as listed within Section 12.10.010(R) of the Roseburg Municipal Code (RMC). The annexation and zone change are required to meet the criteria contained in ORS 222.125, Roseburg City Council Resolution 2006-04 (Annexation Policies), Roseburg Comprehensive Plan and Roseburg Land Use and Development Regulations.

The proposal went before the Planning Commission at a public hearing on October 7, 2024. At that meeting, the Planning Commission approved a motion to adopt the attached Findings of Fact and Order and referred the request to City Council recommending that Council approve the proposed annexation and zone change.

C. Financial/Resource Considerations.

None.

D. Timing Considerations.

The zone change application was submitted to the City on June 28, 2024. An incompleteness letter was issued to the applicant on July 24, 2024, indicating the need for a written legal description of the property. The legal description was provided and the application was deemed complete July 29, 2024. The Planning Commission held a public hearing regarding the matter on October 7, 2024.

COUNCIL OPTIONS

1. Adopt the Planning Commission's Findings of Fact and Order for File No. AN-24-001 & ZC-24-001 followed by first reading of Ordinance 3607; or
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 Planning Commission's Findings of Fact and Order for File No. AN-24-001 & ZC-24-001 and proceed with the first reading of Ordinance 3607.

SUGGESTED MOTION

"I MOVE TO ADOPT THE FINDINGS OF FACT AND ORDER APPROVED BY THE PLANNING COMMISSION FOR FILE NO. AN-24-001 & ZC-24-001."

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

ATTACHMENTS:

Attachment #1 Ordinance No. 3607

ORDINANCE NO. 3607

AN ORDINANCE ANNEXING 5.27 ACRES OF PROPERTY ADDRESSED AS 255 NE GENERAL AVE., WITHDRAWING THE PROPERTY FROM THE CENTRAL DOUGLAS FIRE & RESCUE AUTHORITY, AND AMENDING THE ROSEBURG ZONING MAP

WHEREAS, the subject property is addressed as 255 NE General Ave. and further identified as Tax Lot 1800 on Douglas County Assessors Map Township 27 South, Range 06 West, Willamette Meridian, Section 01AC or by Property ID #R61092. The subject property is also identified on the map in attached Exhibit A; and

WHEREAS, the proposed annexation meets the requirements of ORS 197.175 and adopted Statewide Planning Goals; and

WHEREAS, this proposal includes annexation of land and a zone change which came before the Roseburg Planning Commission as a quasi-judicial matter considered at a public hearing after due and timely notice; and

WHEREAS, the annexation complies with provisions of ORS 222.120 and ORS 222.125, annexation by consent; and

WHEREAS, the owner of the subject property consents to annexation into the City as a logical extension of the city boundary; and

WHEREAS, the annexation and withdrawal of the property from the Central Douglas Fire & Rescue Authority is consistent with the fundamental principles and applicable policies of the Roseburg Urban Area Comprehensive Plan Goals, Objectives and Policy Statements, and other adopted City policies; and

WHEREAS, City Council finds the request is consistent with the Roseburg Urban Area Comprehensive Plan and Land Use Development Regulations; and

WHEREAS, the subject property is zoned County Medium-Industrial (M2) and annexation will cause a zone change to a City designation of Mixed-Use (MU); and

WHEREAS, the existing Comprehensive Plan Designation of Industrial (IND) will remain the same; and

WHEREAS, all public facilities and services are within distance to serve the subject property or are currently serving the property; and

WHEREAS, upon adoption of the ordinance, the City Recorder shall file a copy of the annexation ordinance with the Secretary of State as required by ORS 222.177; and

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

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

SECTION 1. The City Council hereby adopts as its own the Findings of Fact and Decision of the Planning Commission dated October 7, 2024, attached as Exhibit B.

SECTION 2. This annexation is made pursuant to the provisions of ORS 222.120, and 222.125, annexation by consent, for which a public hearing was conducted.

SECTION 3. The subject property shall be withdrawn from the Central Douglas Fire & Rescue Authority on the effective date of the annexation.

SECTION 4. Upon adoption of the ordinance, the City Recorder shall file a copy of the annexation ordinance with the Secretary of State as required by ORS 222.177.

SECTION 5. The City Recorder shall submit the legal description of the territory annexed (attached hereto as Exhibit C) and accurate map showing the annexed territory (attached hereto as Exhibit A) to the Douglas County Assessor and the Oregon Department of Revenue as required by ORS 308.225.

SECTION 6. On the effective date of the annexation, the City shall amend the Roseburg Zoning Map by applying the Mixed-Use (MU) zoning designation to the subject property, as shown by the list herein made part of this ordinance.

SECTION 7. Within 10 days from the effective date of the annexation, the City shall submit to the Douglas County Clerk, County Assessor and Oregon Department of Revenue a detailed legal description of the new boundaries established by the City in accordance with ORS 222.010.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF _____, 2024.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2024.

LARRY RICH, MAYOR

ATTEST:

AMY NYTES, CITY RECORDER

EXHIBIT B

Exhibit B

In the matter of the)	
Annexation & Zone Change)	Annexation & Zone Change
request by)	File No's. AN-24-001 & ZC-24-001
Sherry Scallon Kearney)	

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

I. NATURE OF APPLICATION

Levi Huffman on behalf of Sherry Scallon Kearney, property owner, submitted applications for approval of an annexation and zone change of a 5.27+/- ac. unit of land. The proposed annexation would bring the parcel into Roseburg City Limits and would change zoning from Medium Industrial (M2) to Mixed-Use (MU). The subject property has an Industrial Comprehensive Plan designation. The property is currently addressed 255 General Avenue. The property can further be described on Douglas County Assessors Map as Township 27 South, Range 06 West, Willamette Meridian, Section 01AC, Tax Lot 1800; R61092. The purpose of the zone change is to enable the applicant to develop a mini-storage facility, a use allowed within the MU zone, but not the M2 zone.

The annexation and zone change request will be evaluated pursuant to Land Use and Development Regulations Chapter 12.10.040 and all other applicable sections of the Roseburg Municipal Code.

II. 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 Title 12, Land Use and Development Regulations of the Roseburg Municipal Code (RMC), as originally adopted July 1, 1984, and re-adopted in Ordinance No. 3497 on May 1, 2018.
2. Notice of the public hearing was given by publication in The News Review, a newspaper of general circulation, at least 20 days prior to the hearing. Notice of the public hearing was mailed to all owners of property within 300 feet of the property 20 days prior to the hearing.
3. The subject property is described on Douglas County Assessors Map as Township 27 South, Range 06 West, Willamette Meridian, Section 01AC, Tax Lot 1800; R61092.
4. The subject property is 5.27+/- acres, is designated by the Comprehensive Plan as Industrial and is currently zoned Medium Industrial (M2).
5. Levi Huffman on behalf of the property owner Sherry Scallon Kearney applied for an annexation and zone change to bring the property into Roseburg City Limits and change the zone of the subject property from Medium Industrial (M2) to Mixed-Use (MU).

EXHIBIT B

B. AGENCY COMMENTS

Comments regarding the zone change request were solicited from the Fire Department, Public Works Department, Douglas County Building Department, County Public Works Department, ODOT and Roseburg Urban Sanitary Authority.

ODOT was the only agency that provided written comments. In order to adequately address Statewide Planning Goal 12 – Transportation (OAR 660-012-0060), ODOT indicated that a traffic impact analysis be completed or a “trip cap” be instituted limiting allowable trips associated with the MU zoning to a reasonable development scenario in the existing M2 zone. These comments are part of the record and have been incorporated, into the conditions of approval at the end of these findings of fact.

C. PUBLIC COMMENTS

The Community Development Department notified all owners of adjacent and neighboring properties per ORS 197.610 and RMC 12.10.030. No comments were received.

D. PUBLIC HEARING

A public hearing was held on September 16, 2024 regarding the matter of the annexation and zone change request.

E. APPLICABLE CRITERIA

The applicable approval criteria for the subject annexation and zone change is contained within the following:

1. ORS 222.125, “Annexation by consent to allow owners of land,” the following criteria must be demonstrated:

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

Finding: The subject property is contiguous with the city limits of Roseburg, and the applicant has given written consent, by applying for the annexation, to be annexed into the city. The legal description was provided by the applicant on a location map referencing deed document no. 2021-016386.

In the recorded deed document the property is described as a portion of lot 3, Edenbower Orchard Tracts as the same is recorded in book 4, page 56 in the plat records of Douglas County, Oregon said portion being more particularly described as follows;

Beginning at a 5/8” iron rod set at the Northwest corner of the above said lot 3; thence along the North line of said lot 3 South 88° 50’ East 634.79 feet to a 5/8’ iron rod; thence South 00° 58’ 17” West 361.06 feet to a 5/8” iron rod as set in the North line of General Avenue; thence along said North line North 88° 50’ West 636.40 feet to a 3/4” iron rod; thence along the West line of the above said lot 3 North 01° 13’ 30” East 361.06 feet to the place of beginning.

EXHIBIT B

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

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

Annexation to the City should be encouraged:

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

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

Finding: The subject property can logically be served by the City given that it is surrounded by properties that are already benefitting from city services. Infrastructure and services necessary for urban densities can be provided when approval is granted for development consistent with the proposed zoning.

B) CITY INITIATED ANNEXATION. If the City initiates an annexation, then the City shall analyze the financial impacts of the annexation including a calculation of revenues derived from a proposed annexation and the expenses to provide services in the area to be annexed.

Finding: The City has not initiated this annexation.

C) FULL RANGE OF CITY SERVICES IN TIMELY MANNER. The City shall not initiate annexation proceedings on any property if it cannot provide a full range of City services within approximately a three-year period of time. A full range of City services means a level of urban services approximately similar to that enjoyed by residents currently living in the City of Roseburg.

Finding: Surrounding properties of the subject property are already serviced by municipal water and sewer. Roseburg Urban Sanitary Authority services the property with a sewer service lateral. The frontage street is improved with curb, gutter, sidewalk, and storm water collection. The property is not currently served by city water nor does it have a well to draw from. Extending city water service to the property is mandatory and shall be provided within a timely manner.

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

EXHIBIT B

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

E) UNINCORPORATED ISLANDS. Property that is currently surrounded by land within the City limits (unincorporated islands) shall be discouraged. As soon as practical, the City shall initiate annexation proceedings for such islands.

Finding: The subject property is directly adjacent to Roseburg City Limits and is not considered an unincorporated island.

F) PROPERTIES NOW SERVED BY MUNICIPAL WATER BUT LOCATED OUTSIDE EXISTING CITY LIMITS. Property owners now receiving municipal water service from the City of Roseburg are encouraged to initiate annexation proceedings on their property consistent with these policies.

Finding: The subject property and the surrounding properties are or can be served by municipal water service. The property is not currently being served by City water, however, the applicant will be required to obtain a city water meter for the property upon application for development. The city shall provide the property with water upon request.

G) NEW CONSENT TO ANNEXATION AGREEMENTS PROHIBITED. After Council adoption of a change to Roseburg Municipal Code 5.04.060, no new municipal water service shall be provided unless the property is annexed to the City of Roseburg.

Finding: The property owners have requested annexation of the subject property to facilitate future development and the extension of City Services to benefit the site. In order to allow for these service extensions, the property must be annexed into Roseburg City Limits.

3. Roseburg Municipal Code 12.10.040(D):

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

Findings: The property is located within the Roseburg Urban Growth Boundary in an area that is designated Industrial in the Comprehensive Plan. Regarding zoning designations, the current zoning for the property is Medium Industrial (M2) and it is surrounded by County-zoned Medium Industrial (M2) parcels to the west and north, City-zoned Medium Industrial (M2) zoning to the east, and Mixed-Use (MU) property to the south. The proposed MU zone conforms to the Comprehensive Plan under the Low-Density Industrial Comprehensive Plan designation, and therefore does not require a Comprehensive Plan amendment.

Staff finds the rezoning meets this criterion.

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

EXHIBIT B

Findings: The site is suitable for the proposed zone change as it is surrounded by like zoning and uses. All utilities are available to the subject property and will ensure that public safety and welfare requirements in the area will continue to be satisfied with future development on the property. The proposed Zoning District is compatible with existing adjacent development as well as future permissible development, and as such is presumably no less suitable than the existing Zoning.

Staff finds the rezoning meets this criterion.

C) The zone change is consistent with the safety and performance measures of the transportation system.

Findings: The locally-classified street network that serves the subject property is consistent with the safety and performance measures of the transportation system. The property is served by General Ave. and any future development on the subject property will gain access off of General Ave. The proposal to convert the zoning to MU will not compromise the existing roadways this property benefits, and all future development would be required to meet access standards determined by the Transportation System Plan, RMC and Public Works standards.

As a precautionary measure to align with Oregon Statewide Planning Goal 12 and the Oregon Department of Transportation's recommendations, trip generation for the proposed development shall be capped at 550 total daily trips. The proposed mini-storage facility is calculated at 143 weekday trips, which falls well beneath the trip cap being imposed on the property.

Staff finds the rezoning meets this criterion with the trip cap in place.

Any future uses on the property other than the proposed storage facility, will require a memorandum identifying the proposed use and calculating daily trips to be submitted by a licensed Oregon Traffic Engineer with all new, expanded or changed uses at the site to ensure that the trip generation stay below the cap of 550 total daily trips. Prior to approval of a future use that may exceed 550 daily trips, a favorable traffic impact study must be performed and new deeds removing the trip cap shall be recorded.

III. CONCLUSION

Upon review of the application, and other materials referenced as File AN-24-001 & ZC-24-001, and after conclusion of the Public Hearing and all testimony provided herein, the Planning Commission concludes that the application by Levi Huffman on behalf of the property owner Sherry Scallon Kearney satisfies the approval criteria, therefore warranting the approval of the zone change as requested.

IV. ORDER

Based on the Findings and Conclusions above, the Planning Commission refers the annexation and zone change request to the City Council recommending **APPROVAL** of the annexation and zone change, as contained within file AN-24-001 & ZC-24-001 and subject to the conditions as follows:

EXHIBIT B

1. The applicant shall obtain Site Plan Review and Building Permit Approval prior to the commencement of any construction of the subject property.
2. The applicant shall record a deed instrument indicating a trip cap of no more than 550 daily trips based upon the possible uses allowed within the current Medium Industrial (M2) zone. Prior to any future uses that may occur on the property with the new Mixed-Use (MU) zone, which would exceed 550 daily trips, a favorable traffic impact study must be performed and new deeds removing the trip cap shall be recorded.
3. Any future development of the property shall fully conform to all the applicable standards and requirement of the Roseburg Municipal Code.



Jaime Yraguen, Planning Commission Chair

10-7-24
Date



Stuart Cowie, Community Development Director

10/7/24
Date

Planning Commission Members:

Jaime Yraguen, Chair
Shelby Osborn, Vice Chair
Janelle James
Matthew Brady
Emily Brandt
Matthew Keller
Jarrett Nielsen

Attachments:

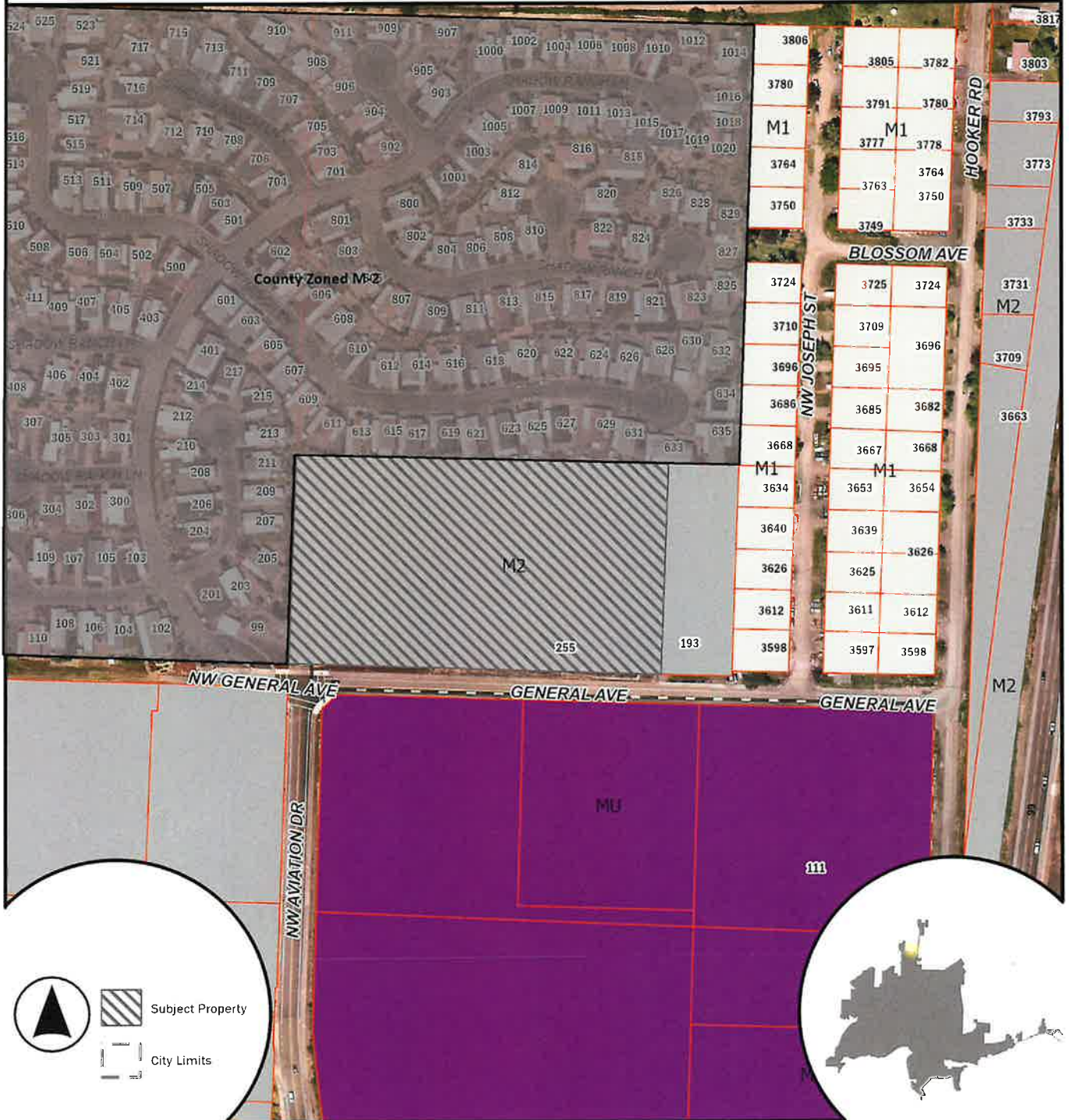
Attachment 1: Current Zoning Map
Attachment 2: Proposed Zoning Map
Attachment 3: Property Line Survey Map
Attachment 4: Site Plan

EXHIBIT B ATTACHMENT #1



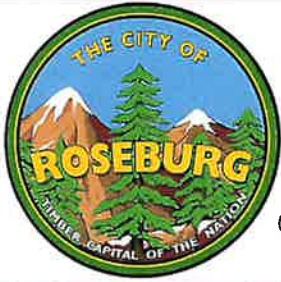
Zoning Map 255 General Avenue AN/ZC-24-001

T27S R6W SEC01AC TL01800 R61092
Community Development Department | 900 SE Douglas Ave., Roseburg, OR 97470 | (541)492-6750



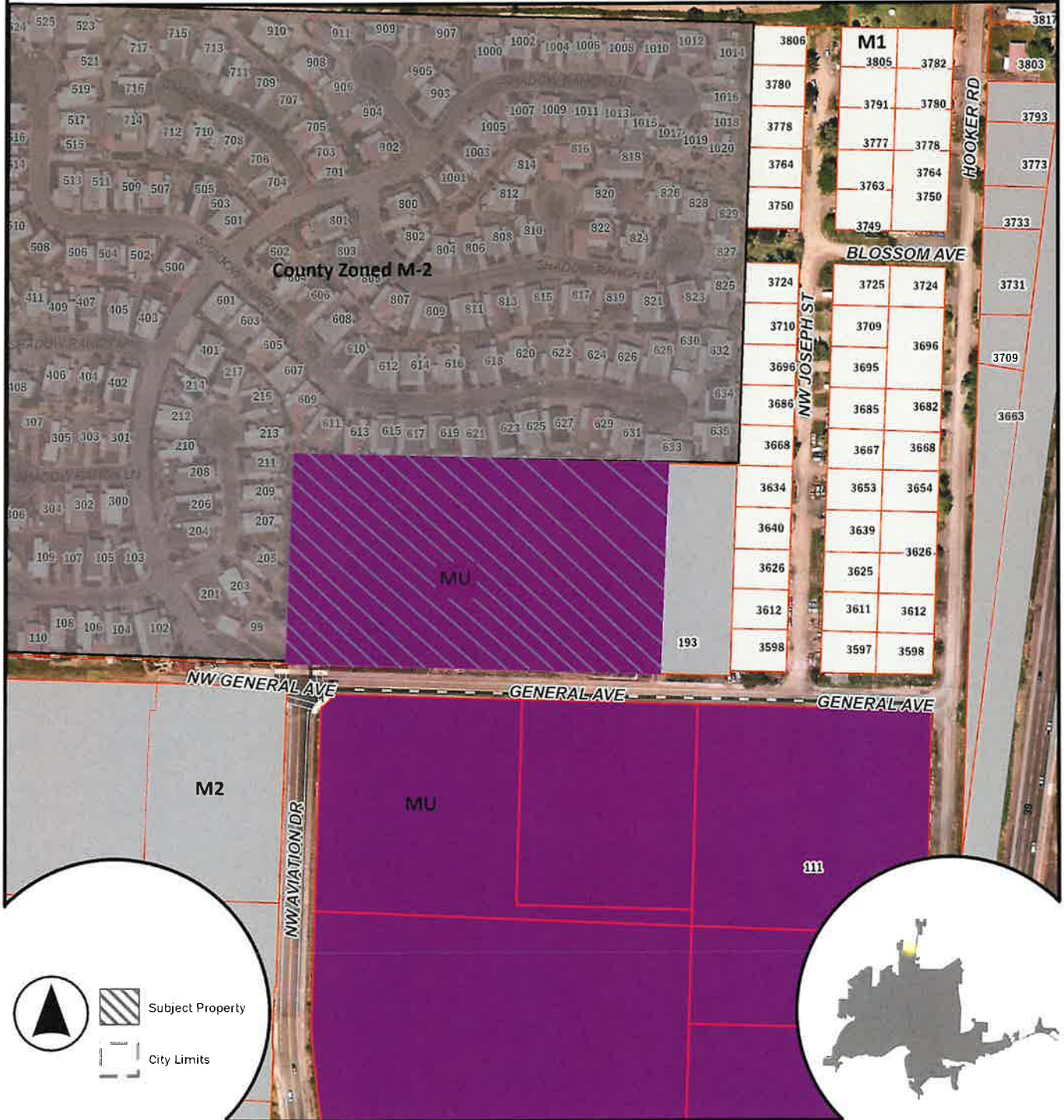
This map is intended for informational purposes and is not suitable for legal engineering or surveying purposes. The City of Roseburg is not responsible for map errors, omissions, misuse, or misinterpretation. Not for determining legal ownership or identification of property boundaries.

EXHIBIT B ATTACHMENT #2



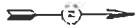
Proposed Zoning Map 255 General Avenue AN/ZC-24-001

T27S R6W SEC01AC TL01800 R61092
Community Development Department | 900 SE Douglas Ave., Roseburg, OR 97470 | (541)492-6750



This map is intended for informational purposes and is not suitable for legal engineering or surveying purposes. The City of Roseburg is not responsible for map errors, omissions, misuse, or misinterpretation. Not for determining legal ownership or identification of property boundaries.

ATTACHMENT #4



1 PLAN VIEW - CIVIL SITE PLAN
CS 2.0 Scale: 1" = 1'



- KEYED NOTES:**
- 1 ACCESS GATE ENTRANCE
 - 2 NEW 20'-0" WIDE ACCESS ROAD PER INTERNATIONAL FIRE CODE REQUIREMENTS
 - 3 EXISTING FIRE HYDRANT

EX CONDITIONS/DEMOLITION LEGEND

	PROPERTY BOUNDARIES
	EXISTING EASEMENT
	DIRECTION OF TRAFFIC
	NEW ASPHALT PAVEMENT
	NEW LANDSCAPING
	PROPOSED LIMITS OF NEW BUILDINGS
	PROPOSED WATER RETENTION BASIN

CIVIL SITE NOTES
 EXISTING SITE PROPERTY LINES ARE PER TAX ASSESSOR MAP. SITE FEATURES, PROPERTY LINES AND PROPOSED STRUCTURES LOCATION MAY CHANGE ONCE SITE SURVEY IS COMPLETED.

STORAGE FACILITY
 KORY KEARNEY

255 GENERAL AVE
 ROSEBURG, OR 97470
 541 315 6901



REV	DATE	DESCRIPTION

DOCUMENT TYPE:
 PRELIMINARY

DATE:
 6/17/2024

PROJECT #:
 78-01

SHEET SCALE:
 AS SHOWN

DESIGN	CHECKED	REVIEWED

SHEET NAME:
 PLAN VIEW - CIVIL
 SITE PLAN

CS 2.0

EXHIBIT C

LEGAL DESCRIPTION

DEED DOCUMENT NO. 2021-016386, METES & BOUNDS DESCRIPTION

A PORTION OF LOT 3, EDENBOWER ORCHARD TRACTS, AS THE SAME IS RECORDED IN BOOK 4, PAGE 56 IN THE PLAT RECORDS OF DOUGLAS COUNTY, OREGON, SAID PORTION BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A 5/8" IRON ROD SET AT THE NORTHWEST CORNER OF THE ABOVE SAID LOT 3; THENCE ALONG THE NORTH LINE OF SAID LOT 3 SOUTH 88°50' E 634.79 FEET TO A 5/8" IRON ROD; THENCE SOUTH 00°58'17" WEST 361.06 FEET TO A 5/8" IRON ROD AS SET IN THE NORTH LINE OF GENERAL AVENUE; THENCE ALONG SAID NORTH LINE NORTH 88°50' WEST 636.40 FEET TO A 3/4" IRON ROD; THENCE ALONG THE WEST LINE OF THE ABOVE SAID LOT 3 NORTH 01°13'30" EAST 361.06 FEET TO THE PLACE OF BEGINNING.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



SUPPLEMENTAL BUDGET FOR THE ARPA AND GENERAL FUNDS, FISCAL YEAR 2024-25 RESOLUTION NO. 2024-20

Meeting Date: December 3, 2024
Department: Finance
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City received \$5.215 million in American Rescue Plan Act (ARPA) funding. The deadline for spending and/or committing the funds is December 31, 2024. At its regularly scheduled meeting on September 23, 2024, Council directed staff to utilize ARPA funds to pay for General Fund operations (specifically payroll) – as allowed within the ARPA program – and to prepare a Supplemental Budget to transfer the corresponding amount of ARPA funds to the General Fund.

Resolution No. 2024-20 transfers \$2,583,970 from the ARPA Fund to the General Fund to cover 68 percent of the September and October General Fund payroll.

BACKGROUND

A. Council Action History.

Council has approved a number of purchases and/or transfers from utilizing ARPA funding. On March 27, 2023, the Council authorized the City Manager to use ARPA funds to make purchases of up to \$100,000 without Council approval. Council requested the City Manager provide expenditure reports quarterly and/or at \$500,000 spending intervals. An extended Council Action History has been included as Attachment 1.

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.

At the regularly scheduled Council meeting on September 23, 2024, Council directed staff to utilize a portion of the ARPA funds to cover general fund payroll expenses and to prepare a supplemental budget transferring a corresponding amount to the General Fund.

Total cost of general fund payroll costs for the months of September and October, 2024, was \$3,794,153 as summarized in the following table.

Department	September	October	Total
City Manager	86,385.20	87,522.12	173,907.32
Finance	76,076.85	72,164.37	148,241.22
Community Development	81,213.02	81,325.61	162,538.63
Library	35,363.96	35,948.16	71,312.12
PW - Engineering	67,816.28	63,191.03	131,007.31
PW - Admin	31,082.54	34,385.86	65,468.40
PW - Facilities	26,198.35	25,932.35	52,130.70
PW - Street Maint.	90,317.48	94,237.05	184,554.53
Parks - Admin	23,395.40	23,505.39	46,900.79
Parks - Maintenance	101,713.95	100,648.95	202,362.90
Municipal Court	23,216.16	34,073.87	57,290.03
Police	617,422.06	523,280.83	1,140,702.89
Fire	680,793.88	676,941.83	1,357,735.71
Total:	1,940,995.13	1,853,157.42	3,794,152.55

ARPA financials as of November 25, 2024, are summarized below:

Revenue:	
ARPA Funds	5,215,036
Interest	
(as of 10/31/2024)	<u>376,794</u>
Total:	<u>5,591,830</u>

Expenditure/Commitments:	
Expenditure to date	
Materials & Services	1,152,216
Capital Outlay	1,204,541
Transfers	<u>233,450</u>
Total:	<u>2,590,208</u>

Commitments 383,212

Balance: 2,618,410

It is proposed to cover 68 percent of September and October’s general fund payroll at a cost of \$2,583,970, using ARPA funds by transferring said amount to the General Fund. A transfer of \$2,583,970 would leave an uncommitted balance of \$34,440 in the ARPA fund which would be totally comprised of interest earnings and not subject to the spending requirements of the ARPA program. The fund will continue to accrue interest earnings while a balance remains resulting in future revenue sources.

In order to comply with Oregon Budget Law, which requires a balanced budget, the ARPA and General Fund’s revenues and appropriations need to be adjusted to set up the proposed transfer and to adjust their appropriations by a corresponding amount. In order to accommodate these changes, the following adjustments are proposed:

American Rescue Plan Special Revenue Fund (283)

Appropriations	
Materials and Services	\$(1,051,970)
Capital Outlay	\$(1,532,000)
Transfers Out	<u>\$ 2,583,970</u>
Total Appropriations	\$ 0

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

General Fund (100)

Revenues	
Transfers In	\$ 2,583,970
Appropriations	
Capital Outlay	\$ 1,500,000
Other Requirements	<u>\$ 1,083,970</u>
Total Appropriations	\$ 2,583,970

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

C. Financial/Resource Considerations.

As the proposed changes do not alter total revenues and appropriations across the funds, there are no detrimental fiscal impacts.

D. Timing Considerations.

As the ARPA funds need to be fully spent or committed by December 31, 2024, and there would not be sufficient time to meet public notice requirements for the next Council meeting, it is important to taken action at this meeting.

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, which would likely result in the repayment of ARPA funds.

STAFF RECOMMENDATION

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

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. 2024-20 AUTHORIZING SUPPLEMENTAL BUDGET REVISIONS AND APPROPRIATION TRANSFERS FOR FISCAL YEAR 2024-25."

ATTACHMENTS:

Attachment #1 – Extended Council Action History

Attachment #2 – Resolution No. 2024-20

ATTACHMENT 1: EXTENDED COUNCIL ACTION HISTORY

- On July 12, 2021, Council adopted a supplemental budget establishing the American Rescue Plan Act Special Revenue Fund and making appropriation revisions.
- On July 26, 2021, Council authorized staff to submit necessary documentation to accept the ARPA funds.
- On August 23, 2021, Council held preliminary discussions regarding use of ARPA funds.
- On November 8, 2021, Council adopted a supplemental budget to transfer ARPA funds to the Bike Trail Fund, Transportation Fund, Park Improvement Fund, Off Street Parking Fund and General Fund.
- On February 23, 2022, Council held a work-study session to discuss possible uses for ARPA funding.
- On March 28, 2022, the Council gave a “nodding of the heads” to utilize ARPA funding to purchase the police department robot previously discussed.
- On May 9, 2022, September 26, 2024, January 23, 2023, June 12, 2023, November 13, 2023, February 26, 2024, and June 24, 2024, Council authorized \$50,000 to assist with the cash flow needs of the Off Street Parking Fund in support of downtown parking enforcement.
- On June 13, 2022, Council authorized the use of ARPA funding to replace the City’s firewall, threat defense and malware services.
- On July 11, 2022, Council authorized the use of ARPA funding to purchase a 0.75 acre property on Troost Street.
- On August 22, 2022, Council authorized the use of up to \$65,000 in ARPA funding for heating and cooling upgrades at the Umpqua Valley Arts Center, \$75,000 for replacement of the boiler at the Roseburg Public Library, and the use of ARPA funding to pay for janitorial and security services at the downtown parking structure.
- On March 13, 2023, Council authorized the use of \$80,250 for a two-year contract with Flock Safety for stationary automated license plate reader cameras.
- On March 27, 2023, Council authorized the use of ARPA funding for the Council Chambers A/V upgrades, IT Network upgrades, and City Radio System upgrades. Council also authorized the City Manager to use ARPA funds to make purchases up to \$100,000 without Council approval and requested staff provide reports quarterly and/or at \$500,000 spending intervals.
- On May 22, 2023, Council adopted Resolution No. 2023-15 exempting from competitive bidding and awarding the purchase of a Motorola radio system for \$154,859.56 using ARPA funds.
- On June 10, 2024, Council authorized the use of ARPA funds as follows: \$208,000 for Information Technology upgrades, \$178,000 for Park Improvement Projects, the design and bid of the third floor Public Safety Center project, and \$375,000 for the real property transaction with UCC.
- On September 23, 2024, Council directed staff to prepare a supplemental budget to transfer a portion of the ARPA funds to the General Fund to cover a portion of the General Fund’s payroll expenses.

RESOLUTION NO. 2024 – 20

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET FOR
FISCAL YEAR 2024-25**

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2024-25 by Resolution 2024-13; and

WHEREAS, at the regularly scheduled Council meeting on September 23, 2024, Council directed staff to utilize a portion of the ARPA funds to cover general fund payroll expenses and to prepare a supplemental budget transferring a corresponding amount to the General Fund; and

WHEREAS, total cost of general fund payroll costs for the months of September and October, 2024, was \$3,794,153; and

WHEREAS, it is proposed to cover 68 percent of September and October's general fund payroll at a cost of \$2,583,970, using ARPA funds by transferring said amount to the General Fund. A transfer of \$2,583,970 leaves an uncommitted balance of \$34,440 in the ARPA fund which would be totally comprised of interest earnings and not subject to the spending requirements of the ARPA program; 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, and between funds, after the budget has been adopted.

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 2024-25 budget shall be adjusted as follows:

	<u>Current</u>	<u>Adjustment</u>	<u>Amended</u>
General Fund (100)			
Resources			
Beginning Fund Balance	\$ 12,875,796	\$ -	\$ 12,875,796
Transfers In	\$ -	\$ 2,583,970	\$ 2,583,970
Current Revenues	<u>\$ 31,002,628</u>	<u>\$ -</u>	<u>\$ 31,002,628</u>
Total Resources:	\$ 43,878,424	\$ 2,583,970	\$ 46,462,394
Appropriations			
Operating Budget	\$ 31,397,409	\$ -	\$ 31,397,409
Capital Outlay	\$ 50,000	\$ 1,500,000	\$ 1,550,000
Transfers Out	\$ 1,371,885	\$ -	\$ 1,371,885
Other Requirements	\$ 116,000	\$ 1,083,970	\$ 1,199,970
Contingency	\$ 945,000	\$ -	\$ 945,000
Ending Fund Balance	<u>\$ 9,998,130</u>	<u>\$ -</u>	<u>\$ 9,998,130</u>
Total Appropriations:	\$ 43,878,424	\$ 2,583,970	\$ 46,462,394
	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
ARPA Special Revenue Fund (283)			
Resources			
Beginning Fund Balance	\$ 3,476,792	\$ -	\$ 3,476,792
Revenues	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 150,000</u>
Total Resources:	\$ 3,626,792	\$ -	\$ 3,626,792
Appropriations			
Materials and Services	\$ 1,550,000	\$(1,051,970)	\$ 498,030
Capital Outlay	\$ 1,750,000	\$(1,532,000)	\$ 218,000
Transfers Out	\$ -	\$ 2,583,970	\$ 2,583,970
Reserved for Future Expenditures	<u>\$ 326,792</u>	<u>\$ -</u>	<u>\$ 326,792</u>
Total Appropriations:	\$ 3,626,792	\$ -	\$ 3,626,792

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 December 3, 2024.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 3RD DAY OF DECEMBER, 2024.**

Amy Nytes, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



TASK ORDER AMENDMENT, AIRPORT FENCING/SECURITY IMPROVEMENTS ENVIRONMENTAL WORK PROJECT 24GR03

Meeting Date: December 3, 2024
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Ryan Herinckx, Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

As part of the environmental work required to develop the fencing project at the airport, the sub-consultant has identified an additional study that needs to occur. Staff is seeking authorization to execute an amendment to Task Order No. 3 with Mead & Hunt, which includes the environmental work associated with the Fencing/Security Project at the Roseburg Regional Airport.

BACKGROUND

A. Council Action History.
None.

B. Analysis.

This project will include replacing approximately 4,800 feet of 5-foot tall chain link fencing on the east side of the airport with 6-foot tall chain link topped with three-strand barbed wire to match the remaining fencing around the airport. In addition, the project includes replacing 550 feet of 4-foot tall fencing behind the corporate hangars on the south apron with 6-foot fencing and replacing the access control mechanisms on the existing automated gates.

In order to submit a grant for the design and construction of fencing and security improvements, the airport must complete the environmental work associated with the project. This work is reimbursable, but must be completed prior to grant submission. In the case of this project, that means a Documented Categorical Exclusion (CatEx).

The City has a master contract with Mead & Hunt and executes task orders for individual projects or components of work. In January 2024, staff executed a task order for \$80,237 for Mead & Hunt to perform work associated with the Documented CatEx and to provide required updates to the airport's Disadvantaged Business Enterprise (DBE) Program. Since the task order was under \$100,000, it was within the City Manager's authority to execute the task order without Commission or City Council approval.

During the performance of the cultural resource survey, the sub-consultant discovered components that require additional collection and identification. As such, the sub-consultant has requested a contract amendment of \$41,620. Mead & Hunt does not mark up the sub-consultant's price, so the task order would total \$121,857, which exceeds the City Manager's contract authority and requires Commission and Council action. Staff has worked through the process of getting FAA's approval for the additional work, and is now seeking authorization from the City Council.

C. Financial/Resource Considerations.

The total task order cost is \$121,857. Under the current BIL program, the airport will be eligible for reimbursement of 95% of those costs, leaving a match of \$6,093. The adopted FY 24-25 Airport Fund budget includes \$2.862 million for capital projects.

D. Timing Considerations.

The environmental work needs to be completed as quickly as practical in order for the construction project to be eligible for grant consideration in the current federal funding year. The airport has Bipartisan Infrastructure Law (BIL) funds that will expire if not obligated during the current federal fiscal year, so moving forward in a timely manner is imperative.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize execution of Amendment No. 1 to Task Order No. 3 with Mead & Hunt for \$41,620; or
2. Request additional information; or
3. Not recommend executing the amendment and proceeding with the required environmental work. This may delay the project and may cause the airport to lose a portion of the BIL funding.

STAFF RECOMMENDATION

Money has been budgeted and is available to complete this grant-eligible work. The Airport Commission discussed this task order at their November 21 meeting. The Commission unanimously recommended authorizing the amendment to task order No. 3 for \$41,620 for additional environmental work. Staff concurs with this recommendation.

SUGGESTED MOTION

"I MOVE TO AUTHORIZE EXECUTION OF AMENDMENT NO. 1 TO TASK ORDER NO. 3 WITH MEAD & HUNT FOR \$41,620 FOR ADDITIONAL ENVIRONMENTAL STUDY FOR THE FENCING & SECURITY IMPROVEMENT PROJECT AT THE ROSEBURG REGIONAL AIRPORT."

ATTACHMENTS:

None.



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CITY MANAGER ACTIVITY REPORT

Meeting Date: December 3, 2024
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 December 3, 2024 meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
November 19, 2024 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech
2. November 18, 2024 City Council Meeting Synopsis
3. December 3, 2024 City Council Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents, Events, or Grants to review and/or sign:
None.
6. Discussion Items

- Department Year-End Reports due to Amy by Monday, December 2, 2024



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
November 26, 2024 - 10:00 a.m.

1. December 3, 2024, City Council Meeting Agenda
 2. Review Tentative Future Council Meeting Agendas
 3. Documents, Events, or Grants to review and/or sign:
 - a. Grant Checklist – Gary Leif Navigation Center Operational Support
 - b. Grant Checklist – Thriving Entrepreneurs Grant
 - c. Grant Checklist – Airport Standby Generator Project
 - d. Grant Checklist – The Ford Family Foundation Early Literacy
 4. Discussion Items
 - Parking Structure Event Request
-
- Department Year-End Reports due to Amy by Monday, December 2, 2024

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- UTRAN Presentation
 - VA Director Presentation
 - Council Goals Adoption
 - 2024-2029 Capital Improvement Plan Update
 - City Manager Evaluation Process Presentation (Work Study)
 - City Manager Evaluation Process Adoption
 - UCC Land Transfer
 - Fireworks Risk Assessment
 - Parking Discussion Continued
 - FEMA Model Ordinance, First Reading / Second Reading
-

December 9, 2024

Mayors Reports

- A. 2024 General Election Results and Scheduling Oath of Office

Consent Agenda

- A. November 18, 2024 Meeting Minutes

Ordinances

- A. Ordinance No. 3607 – Annexation and Zone Change – 255 NE General Avenue File Nos. AN-24-001 & ZC-24-001, Second Reading

Department Items

- A. Street Light Maintenance Contract Award
- B. Bid Award – Military and Altamont

Informational

- A. City Manager Activity Report
-

January 13, 2025

Mayor Reports

- A. State of the City Address
- B. Commission Chair Appointments
- C. Commission Appointments

Commission Reports/Council Ward Reports

- A. Election of Council President

Consent Agenda

- A. December 9, 2024 Meeting Minutes

Resolutions

- A. Resolution Setting a New Council Reimbursement Amount for 2025

Informational

- A. City Manager Activity Report
-

January 27, 2025

Consent Agenda

- A. January 13, 2025 Meeting Minutes

Ordinances

- A. FEMA Model Ordinance, First Reading

Department Items

- A. Bid Award – 5 Year Pavement Management
- B. Library Room Reservation Policy Update

Informational

- A. City Manager Activity Report

- B. Municipal Court Quarterly Report
 - C. Finance Quarterly Report
-

February 10, 2025

Consent Agenda

- A. January 27, 2025 Meeting Minutes

Ordinances

- A. FEMA Model Ordinance, Second Reading

Informational

- A. City Manager Activity Report
-

February 24, 2025

Mayor Reports

- A. 2023 GFOA Certificate of Achievement for Excellences in Annual Comprehensive Financial Reporting (ACFR) and 2022 GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR)

Special Presentations

- A. Annual Comprehensive Financial Report (ACFR)
- B. Quarterly Report Ending December 31, 2024
- C. 2025 – 2026 Budget Calendar

Consent Agenda

- A. February 10, 2025 Meeting Minutes

Informational

- A. City Manager Activity Report
-

March 10, 2025

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. February 24, 2025 Meeting Minutes

Informational

- A. City Manager Activity Report
-

March 24, 2025

Mayor Reports

- A. National Library Week Proclamation

Consent Agenda

- A. March 10, 2025 Meeting Minutes

Informational

- A. City Manager Activity Report
-

April 14, 2025

Mayor Reports

- A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
- B. Oregon Arbor Month Proclamation

Consent Agenda

- A. March 24, 2025 Meeting Minutes

Department Items

- A. Inmate Housing Intergovernmental Agreement Extension
- B. Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement

Informational

- A. City Manager Activity Report
-

April 28, 2025

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. Thrive Umpqua Day Proclamation

Consent Agenda

- A. April 14, 2025 Meeting Minutes

Informational

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

May 12, 2025

Mayor Reports

- A. EMS Week Proclamation
- B. National Public Works Proclamation

Consent Agenda

- A. April 28, 2025 Meeting Minutes

Resolutions

- A. Annual Fee Adjustment
 - i. Resolution No.: General Fees
 - ii. Resolution No.: Water Related Fees

Informational

- A. City Manager Activity Report
-