

8.10.2023

ROSEBURG CITY COUNCIL AGENDA – AUGUST 14, 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

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.

6:15 p.m. Special Meeting

Planning Commission Interviews

6:15 p.m. Daniel Endicott

6:30 p.m. Jarrett Nielsen

6:45 p.m. Matthew Keller

7:00 p.m. Regular Meeting

1. **Call to Order** – Mayor Larry Rich

2. **Pledge of Allegiance**

3. **Roll Call**

Tom Michalek

David Mohr

Kylee Rummel

Andrea Zielinski

Ellen Porter

Ruth Smith

Patrice Sipos

Shelley Briggs Loosley

4. **Mayor Reports**

A. Planning Commissioner Appointment

5. **Commission Reports/Council Ward Reports**

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

7. **Consent Agenda**

A. July 24, 2023 Special Meeting Minutes

B. July 24, 2023 Regular Meeting Minutes

C. OLCC New Outlet – Winco Foods LLC at 2757 NW Stewart Pkwy

8. **Public Hearing**

A. Resolution No. 2023-19: A Resolution Exempting the Purchase of a Trailer-Mounted Vacuum Excavator from the Competitive Bid Process

9. **Ordinances**

A. Ordinance No. 3591: Granting a Telecommunications Franchise to McLeod USA Telecommunications Services, LLC, Effective January 1, 2024, First Reading

B. Ordinance No. 3592: Amending 1.04.005, 2.02.100, 2.02.110, 2.08.020, 2.08.040, 3.10.010, and 4.04.060 of the Roseburg Municipal Code, First Reading and Second Reading

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

11. **Adjourn**

12. **Executive Session ORS 192.660(2)(i)**

A. City Manager Evaluation

Informational

A. City Manager Activity Report

B. Quarterly Financial Report

C. ARPA Quarterly Report

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, 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.

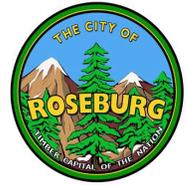
If a matter presented to Council is of a complex nature, the Mayor or a majority of Council may:

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>



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

PLANNING COMMISSION INTERVIEWS/APPOINTMENTS

Meeting Date: August 14, 2023
Department: Administration
www.cityofroseburg.org

Agenda Section: Special Meeting/Commission
Staff Contact: Grace Jelks, Management Assistant
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

There are two (2) vacancies on the Planning Commission that may be filled by a resident of the City.

BACKGROUND

A. Council Action History. Council accepted Andrew Blondell's resignation from the Planning Commission on June 12, 2023. Mr. Blondell informed Staff that he accepted a position with the City of Roseburg, which required him to resign from the Planning Commission. Council accepted Daniel Onchuck's resignation on July 24, 2023. Mr. Onchuck informed Staff that was unavailable for meetings for an extended period of time, due to personal reasons, and resigned his position. This created two (2) vacancies for the Commission.

B. Analysis. Staff has advertised the Planning Commission vacancy through the local news media, social media and the City's website. Three (3) applications were received from city residents Daniel Endicott, Jarrett Nielsen, and Matthew Keller (see attached applications).

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

C. Financial and/or Resource Considerations. N/A.

D. Timing Issues. It is recommended appointments be made as soon as practical.

COUNCIL OPTIONS

- 1) Proceed to interview the applicants and make an appointment during the regular meeting; or
- 2) With a minimum of six affirmative votes, vote to discontinue the procedure as outlined in the above analysis; or

- 3) Choose to continue solicitation for additional applicants.

STAFF RECOMMENDATION

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

ATTACHMENTS

- Attachment No. 1 – Interview Questions
- Attachment No. 2 – Daniel Endicott’s Application
- Attachment No. 3 – Jarrett Nielsen’s Application
- Attachment No. 4 – Matthew Keller’s Application



SPECIAL MEETING INTERVIEW QUESTIONS
ATTACHMENT NO. 1

PLANNING COMMISSION INTERVIEWS

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

JUN 16 2023

CITY OF ROSEBURG
City Administration Office



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **PLANNING COMMISSION**

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

Name: Endicott Daniel
Last First

Home Address: 1535 W Basil Roseburg OR, 97471
Street Zip Code

Phone Number: 541-580-7990 Cell Phone: 541-580-7990

Email Address: Endicott98@gmail.com

Occupation Principal / Sunnyslope Elem. /Roseburg School District
Place of Employment

Business Address 2230 NW Cannon Roseburg OR 97471 541-440-4192
Phone

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

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

3. How did you learn about this vacancy?

Newspaper Social Media City Website Word of Mouth

Other Please Specify: _____

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.

Can you meet this requirement? Yes No

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

I have worked with a board as a Director of the Roseburg School Board, Roseburg Chamber of Commerce, and the Umpqua Valley Home Builders. I feel the chance to effectively work together to build the status and long range plans of our community is crucial to growth whether large or small.

I have work in many construction projects and viewed Roseburg as my home for many decades.

I seek input, training, and knowledge from others and look to this opportunity to learn and grow.

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

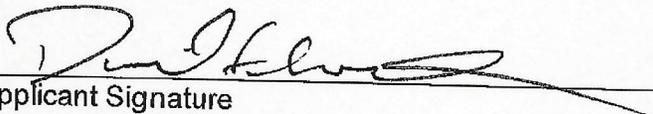
I have lived in Douglas County since 1976. It has been a joy to raise two children, marry a wife, own a business, and work in this community. Roseburg is a great place and I have seen many different attributes of the community. As a business owner I was involved in the Chamber of Commerce and the Umpqua Valley Home Builders Association. As an educator I feel I have been able to see the city for a perspective many others have not been able to witness. I served for a decade on the Roseburg School Board and found the work fulfilling and welcome a chance to give back to the community.

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

Land Use & Zoning
Business use and development
Development of the Urban Growth Boundary
Development of affordable housing.
Development of Diamond Lake Blvd
Development of infrastructure

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

Working with others to make Roseburg Better
Helping develop current and long range plans for the City of Roseburg
Represent the community in planning and development


Applicant Signature

06/15/2023

Date

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

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

Information on this form is public information.
Thank you for your expression of interest in serving the community.

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



CITY OF ROSEBURG COMMISSION APPLICATION

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Name: Nielsen Jarrett
Last First

Home Address: 2117 NE Fleser Ave, Roseburg, OR 97470
Street Zip Code

Phone Number: _____ Cell Phone: 334-379-9023

Email Address: nielsenjarrett@gmail.com

Occupation Landscape Designer / Skødt Design
Place of Employment

Business Address Same as above
Phone

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

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

3. How did you learn about this vacancy?

Newspaper Social Media City Website Word of Mouth

Other Please Specify: _____

4. The Municipal Code requires a minimum attendance rate of 75% each calendar year.

Can you meet this requirement? Yes No

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

Landscape Designer - 10+ years
Associates of Science (Aeronautics) - Excelsior College
Bachelor's of Landscape Architecture (Minor in Scandinavian Studies) - University of Oregon
Architectural Foundations and Urban Design Studies - DIS/Royal Danish Academy, København, DK
Retired Federal Officer - Chief Warrant - 3, US Army, Aviation (CH-47)
Local Business Owner (www.skodtdesign.com)

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

Part-Time Substitute School Teacher - Edustaff (various schools around the county.)
Senior Citizen Help and Outreach
Roseburg Native - RHS Class of 1993

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

Zoning and appropriate land use.
Measured and intelligent growth, while limiting urban sprawl.
Reasonable use of resources.
Diamond Lake Blvd Corridor Revitalization

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

I grew up here and upon graduating high school I left to see the world, and in the last 30 years have managed to see a fair but of it. In all that time I have lived in cities that were either growing too fast and losing their identity, or fighting the tide of change and being left behind.

I do not want to see either happen to Roseburg. Change is inevitable, but how change is adopted is manageable. As I look around and see what has happened to the city of my youth, I know I have something to offer in terms of understanding the local context as well as bringing a broader world view that can meld into that local context.

Jarrett Nielsen

Digitally signed by Jarrett Nielsen
Date: 2023.06.21 22:26:45 -07'00'

21 June 2023

Applicant Signature

Date

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

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

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JUL 10 2023



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **PLANNING COMMISSION**

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Name: Keller Last Matthew First

Home Address: 1849 NE Todd Street Street 97470 Zip Code

Phone Number: 541-817-3949 Cell Phone: 541-817-3949

Email Address: matt.engineer10@gmail.com

Occupation Professional Engineer Place of Employment Pinnacle Engineering, Inc.

Business Address 4276 Old Highway 99 South Phone 541-440-4871

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

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

3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth

Other Please Specify: _____

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

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

I have been a professional Civil Engineer in Roseburg for the past 9.5 years. During my time working at Pinnacle Engineering, I have been involved with many local commercial and residential developments from an engineering standpoint. This position has made me very familiar with the City of Roseburg Land Use and Development Regulations, as well as Land Use Regulations for other Jurisdictions across the state. My career position has given me unique insight into current development needs and some of the obstacles that can be encountered. My position has required me to attend Planning Commission Meetings/hearings in the past making me familiar with the Planning Commissions process. I hope to contribute an opinion on land use decisions that reflect our city's needs both short and long term.

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

I am a local business owner who has been a strong supporter of our community's youth by annual participation in the Rotary Livestock Auction. I am involved with numerous business networking groups where I am in regular contact and dialogue with other business owners in the area. I currently serve as the Vice President of the board for LeTip of Roseburg, a local business networking group. These are events and gatherings where you develop an understanding of other business owner or community member needs, struggles and thoughts. Being an Eagle Scout I have been involved with numerous community projects and have been able to give back by donating engineering services to several local Eagle Scout projects.

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

I believe Roseburg is becoming an attractive location for larger industrial and commercial developments which has both pros and cons to our local economy or way of life. I think bringing these types of developments can be very positive for job growth and economic impact; however, they can sometimes have an impact on the rural values that residents of Roseburg hold dearly. The planning commission plays just a small part in this, but I think helping make decisions that has a positive impact on our economy and also a positive impact on our values is very important. Additionally, Roseburg has experienced a need for affordable housing. A lot has taken place to provide affordable housing developments in the area. Being able to assist in making these projects move forward in a positive way is important to me.

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

I strongly believe in community involvement from citizens, community leaders and community business owners. I think the planning commission is an area that I can serve and provide educated decisions/opinions that will benefit our community in a positive way. The City of Roseburg and Douglas County I feel is a very unique community compared to other jurisdictions to the north and south. I hope to help shape our community in a way that keeps our communities "uniqueness" and values.



Applicant Signature

7-10-2023

Date

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

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

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**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
July 24, 2023**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:26 p.m. on July 24, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

2. Pledge of Allegiance

Councilor Sipos led the pledge of allegiance.

3. ROLL CALL

Present: Mayor Rich, Councilors Shelley Briggs Loosley, Tom Michalek (voted in later in the meeting), David Mohr, Ellen Porter, Kylee Rummel, Patrice Sipos, Ruth Smith, and Andrea Zielinski.

Absent: None

Others: City Manager Nikki Messenger, 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, City Recorder Patty Hitt, and Management Assistant Grace Jelks

4. Mayor Reports

A. City Councilor, Ward 3, Position II Appointment

The Council held candidate interviews for Ward 3, Position II, during the Special Meeting. Council expressed appreciation to all the candidates who applied and interviewed for the vacant Council position.

Councilor Sipos moved to appoint Tom Michalek to fill the Ward 3, Position II vacancy, through December 24, 2024. The motion was seconded by Councilor Porter and approved with the following vote: Councilors Mohr, Porter, Sipos, and Smith voted yes. Councilors Briggs Loosley, Rummel, and Zielinski voted no.

The Council took a break at 7:40 p.m. to allow newly sworn-in Councilor Michalek to take his seat on the dais. The Council resumed the meeting at 7:44 p.m.

5. Commission Reports/Council Ward Reports

A. Councilor Rummel discussed the Historic Commission's meeting on July 19th, an approval for a new mural downtown at the Grand Hotel, creating a downtown mural tour, and the Commission was introduced to Mark Moffett from the Community Development Department.

- B. Councilor Porter discussed the Public Works Commission meeting on July 13th, a controversial item was approved but there were concerns about possible legal consequences that will be addressed by staff tonight. Commission members' have expressed interest in working closer on and being more proactive on future projects regarding potential infrastructure and bike paths.
- C. Councilor Sipos discussed the prolific graffiti in Ward IV, which was painted over using supplies donated from Home Depot.
- D. Councilor Smith discussed further remedies for graffiti and a community cleanup.
- E. Councilor Briggs Loosley discussed the Homeless Commission tour of the Gary Lief Navigation Center – Phase II today, which will be open after Labor Day.
- F. Council President Zielinski discussed the Library Commission meeting July 18th and expressed appreciation to Friends of the Roseburg Library for their fundraising efforts and quarterly donation over \$4000.
- G. Mayor Rich read into the record the resignation of Planning Commissioner Onchuck.

Councilor Zielinski moved to accept Andrew Blondell's resignation from the Planning Commission, with regrets. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No one voted no. Councilor Michalek abstained.

Messenger discussed next steps for filling the vacant seat.

There was a consensus to proceed with planning commissioner interviews from the pool of applications received after the most advertisement of the vacant position.

6. Audience Participation

Camillia Hughes, 2061 NE Klamath Ave, discussed dogs loose in her neighborhood that are aggressive and have bitten people.

Cecil Hoopes, 637 Fulton St, expressed concerns about aggressive dogs running loose in his neighborhood and that have bitten people.

Jesse Petrie, Roseburg resident, expressed concerns about safety and housing for unhoused individuals living in camps.

7. Special Presentation

- A. Sarah McGregor, UCAN, presented the Feeding Umpqua Presentation. Discussion ensued.

Councilor questions and comments included the source of donations and types of food being donated.

McGregor stated the community is currently donating a lot of fresh vegetables but peanut butter and cereal are greatly needed. Tours can be scheduled any time by contacting her.

Messenger clarified the process for the Council to schedule a tour of the facility.

8. Consent Agenda

A. June 26, 2023 Meeting Minutes.

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

9. Ordinances

A. Ordinance No. 3590 – Granting Renewal of a Telecommunications Franchise to Sprint Communications, Effective January 1, 2024, Second Reading.

Hitt read Ordinance No. 3590, entitled, “An Ordinance Granting Renewal of a Telecommunications Franchise to Sprint Communications, Effective January 1, 2024,” for the second time.

Councilor Zielinski moved to approve Ordinance No. 3590 – Granting Renewal of a Telecommunications Franchise to Sprint Communications, Effective January 1, 2024. The motion was seconded by Councilor Porter. Roll call vote was taken: Councilors Briggs Loosley, Mohr, Porter, Rummel, Sipos, Smith, and Zielinski voted yes. No Councilors voted no. Councilor Michalek abstained.

10. Department Items

A. Klopfenstein presented Patrol Vehicle Purchases. Discussion ensued.

Councilor comments and questions included clarification of the average mileage for a patrol vehicle at the time of replacement, the average repair bill, and what happens to vehicle that is no longer in service.

Klopfenstein clarified the total cost for the vehicle purchases would not include the necessary standard modifications for law enforcement vehicles. The bid amounts for the modifications were received back in May and were budgeted. The average mileage was 127,000 after three (3) years of 24/7 use, but it depends on use. A preferred vehicle is used more due to being more efficient with reliable equipment. The average repair bill varies. Vehicles no longer in service are sold to other agencies or on the State’s surplus website.

Messenger stated the total cost for the vehicle purchases and required modifications is under the amount budgeted and the money from the sale of vehicles goes back into equipment replacement.

Councilor Zielinski moved to approve the purchase of three (3) 2023 police utility vehicles from Gresham Ford for \$142, 925.64. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. Councilor Michalek abstained.

Klopfenstein addressed the Council regarding the public comments made earlier this evening about aggressive dogs running loose in the neighborhood, biting, and law enforcement response. The public speakers were advised about the City's "Dog at Large" ordinance, the suspect has an upcoming court date regarding the incidents that were reported to law enforcement, County Animal Control is work through the problem, and the owner is now going through the legal process. Law enforcement will respond to calls and accept video or photo evidence.

Councilor comments and questions included whether the dog is currently impounded and definition of serious injury.

Forrester clarified there is a two (2) bite rule, in which the first bite is cited, the dog is euthanized after the second bite. Serious injury is defined as breaking the skin, causing tissue damage, serious injury, and/or stitches. Citations go to the Circuit Court and can be appealed, as there are multiple steps to the overall legal process beginning with a citation and ending with an animal being permanently removed.

- B. Easley presented Bid Award – 24-inch Transmission Main Isabell Avenue to Newton Creek Road, Project No. 22WA11.

Councilor Porter moved to award the 24-inch Transmission Main Project from Isabell Avenue to Newton Creek Road to the lowest responsible bidder, Cradar Enterprises, Inc., for \$4,009,236.00. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. Councilor Michalek abstained.

- C. Easley presented Task Order No. 6, CM Services for 24-inch Main Isabell Avenue, Project No. 22WA11. Discussion ensued.

Councilor comments and questions included clarification of the need and purpose of a construction manager versus this consulting services contract.

Easley clarified that the consulting service manages the project from the beginning to completion and that it is common for the City to contract out construction management.

Messenger clarified the consultant is the owner's representative and the contractor performs the work to completion of the project. Cradar is building the project while Consor manages the project by making sure specifications are met, process pay requests and change orders, respond to information and proposal requests, and are the engineer of record.

Councilor Porter moved to authorize Task Order No. 6 for the 24-inch Transmission Main Project from Isabell Avenue to Newton Creek Road consulting services contract for an amount not to exceed \$133,887.00. The motion was seconded by Councilor Sipos and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. Councilor Michalek abstained.

- D. Easley presented Bid Award – Storm Pipe Rehabilitation Alameda and Church Avenue, Project No. 23PW12.

Councilor Porter moved to award the Storm Pipe Rehabilitation Alameda and Church Avenue Project to the lowest responsible bidder, Allied Trenchless, for \$895,610.00. The motion was seconded by Councilor Sipos and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. Councilor Michalek abstained.

- E. Easley presented Amendment No. 1 – Hwy 138 Water Line Replacement Consulting Services Contract. Discussion ensued.

Councilor comments and questions included clarification of the timeline for the franchise agreement and cost to the City, whether the Public Works Commission felt that Lumen should pay for the work to get done, which party is responsible if an unidentified line gets cut, and whether there is an alternative service available.

Forrester clarified that the location is under ODOT's jurisdiction, there might possibly be some liability for lack of completion and violation of a State Statute, litigation might extend out over years, the City might seek legal action against Lumen and intends on reporting it to the Public Utility Commission. The franchise agreement for Lumen is coming up for renewal and the City could negotiate better language to avoid similar issues in the future. The City will have to pay to get the project done despite any possible legal issues to work through with Lumen. The City does not lose the ability to follow up on legal issues.

Messenger clarified that this project has been identified as a priority and will need to get it done while working through any legal issues with Lumen. They may or may not be responsive when an unidentified line is cut unintentionally. They are a large company that provides service to everyone.

Councilor Porter moved to authorize Amendment No. 1 to the engineering services contract for Highway 138 Water Line Replacement to Keller Associates Inc., for an amount not to exceed \$28,530. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Mohr, Porter, Rummel, Smith, Sipos, and Zielinski voted yes. No Councilors voted no. Councilor Michalek abstained.

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

Councilor Sipos asked for information about Council Goal Setting. Messenger clarified the process during the last goal setting work sessions. There was a consensus to direct staff to schedule work study sessions to discuss goal setting.

12. Adjourn

Mayor Rich adjourned the regular meeting at 9:11 p.m.

Grace Jelks

Grace Jelks
Management Staff Assistant

**MINUTES OF THE SPECIAL SESSION
OF THE CITY COUNCIL
July 24, 2023**

Mayor Larry Rich called the special session of the Roseburg City Council to order at 5:30 p.m. on July 24, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

2. ROLL CALL

Present: Mayor Rich, Councilors Shelley Briggs Loosley, David Mohr, Ellen Porter, Kylee Rummel, Patrice Sipos, Ruth Smith, and Andrea Zielinski

Absent: None

Others: City Manager Nikki Messenger, 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, City Recorder Patty Hitt, and Management Assistant Grace Jelks

3. City Council Candidate Interviews

- A. Michael Fieldman appeared later, at 7:00 p.m. (virtually) due to being out of the country and some confusion with the time zone change. He gave an overview of his qualifications and answered the Council's questions.
- B. Celia Vander Velden was scheduled to appear (virtually) at 5:45 p.m., but the call/link kept dropping due to poor reception in her location.
- C. Daniel Edicott appeared at 6:00 p.m., gave an overview of his qualifications, and answered the Council's questions.
- D. Kevin Wene' appeared at 6:15 p.m., gave an overview of his qualifications, and answered the Council's questions.
- E. Tom Michalek appeared at 6:30 p.m., gave an overview of his qualifications, and answered the Council's questions.
- F. Tom Dole appeared at 6:45 p.m., gave an overview of his qualifications, and answered the Council's questions.

The Council expressed appreciation to the candidates for applying for the vacant position and participating in the interview process. Candidates were encouraged to stay for the regular meeting, at which time the Council would discuss the candidates' interviews and vote for the new City Councilor.

4. ADJOURNMENT

Mayor Rich adjourned the special meeting at 7:20 p.m.

Grace Jelks

Grace Jelks
Management Staff Assistant



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC NEW OUTLET WINCO FOODS, LLC, DBA WINCO FOODS 2757 NW STEWART PKWY

Meeting Date: August 14, 2023

Agenda Section: Consent

Department: Administration

Staff Contact: Grace Jelks, Management Assistant

www.cityofroseburg.org

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor and Cannabis Commission (OLCC) for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

BACKGROUND

OLCC has received an application from Winco Foods, LLC dba Winco Foods, as a new outlet granted for "Off-Premises" sales.

A. Council Action History.

Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.

B. Analysis.

The Police Department conducted a background investigation on the applicant and found no reason to deny the application.

C. Financial/Resource Considerations.

The applicant has paid the appropriate fee for City review of the application.

D. Timing Considerations.

The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

Council may recommend OLCC approval of the application as submitted or recommend denial based on OLCC criteria.

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR WINCO FOODS, LLC, DBA WINCO FOODS, IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

Cc: License Applicant with copy of agenda
Jonathan Crowl, OLCC Representative

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

- [New Outlet](#) | [Change of Ownership](#) | [Greater Privilege](#) | [Lesser Privilege](#) | [Additional Privilege](#)

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: 2nd 3rd 4th 5th 6th

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

INTERNAL USE ONLY

Local Governing Body: After providing your recommendation, return this application to the applicant.

LOCAL GOVERNING BODY USE ONLY

City/County name:

Date application received:

Optional: Date Stamp



- Recommend this license be granted
- Recommend this license be denied

Printed Name

Date

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:

WinCo Foods, LLC

Name of entity or individual applicant #2:

Name of entity or individual applicant #3:

Name of entity or individual applicant #4:

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):

WinCo Foods

Premises street address (The physical location of the business and where the liquor license will be posted):

2757 NW Stewart Pkwy

City:

Roseburg

Zip Code:

97471-1251

County:

Douglas

Business phone number:

Pending

Business email:

licensing@wincofoods.com

Business mailing address (where we will send any items by mail as described in [OAR 845-004-0065\(11\)](#)):

PO Box 5756

City:

Boise

State:

ID

Zip Code:

83705

Does the business address currently have an OLCC liquor license? Yes No

Does the business address currently have an OLCC marijuana license? Yes No

AUTHORIZED REPRESENTATIVE – A liquor applicant or licensee may give a representative authorization to make changes to the license or application on behalf of the licensee or to receive information about a license or application.

I give permission for the below named representative to:

- Make changes regarding this license/application on my behalf.
- Receive information about the status of this application, including information about pending compliance action or communications between OLCC and the licensee/applicant.

Representative Name:

Laura Shankel

Phone number:

208-672-2152

Email:

licensing@wincofoods.com

Mailing address:

PO Box 5756

City:

Boise

State:

ID

Zip Code:

83705

LIQUOR LICENSE APPLICATION

Page 3 of 4

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative section must be filled in and the appropriate permission(s) must be selected.

Application Contact Name:

Laura Shankel

Phone number:

208-672-2152

Email:

licensing@wincofoods.com

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands [OAR 845-005-0311](#) and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

Page 4 of 4

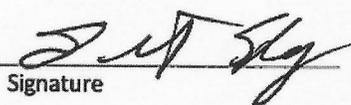
• Each applicant listed in the "Application Information" section of this form has read and understands [OAR 845-006-0362](#) and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Grant M. Haag

Print name



Signature

8/9/23

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

Print name

Signature

Date

Atty. Bar Info (if applicable)

WINCO OWNERSHIP FLOW CHART

WinCo ESOP Trust

Employee Stock Ownership Plan (ESOP)

(No one person owns more than 1% of the ESOP)

Argent Trust and Newport Trust Company as Trustees

Administered by the "ESOP Committee" whose members are appointed by and report to the WinCo Holdings, Inc. board of directors.

WinCo Holdings, Inc. – Class B Member

(100% owned by WinCo ESOP)

(Approx 92.71% owner of WinCo Foods, LLC)

Pres/CEO/Director: Grant M. Haag

COB/Director: Richard L. Charrier

Directors: John G. Duken

Robert J. Keller

James E. Parker

Larry E. Prince

Glen D. Reynolds

Melissa S. Vandenberg

Holdings Officer: Isaac A. Kimball (Sec/Treas/SVP/CFO)

Class A & D Members of WinCo Foods LLC

Own approximately 7.29%* of LLC
(largest single owner is 1.43%*,
second largest is 0.91%*, and all
others hold less than .5%* ownership)

*Ownership percentage is subject to
change annually depending on
individual sale of units and options
exercised.

WinCo Foods, LLC (Licensee)

(owned 92.71% by WinCo Holdings, Inc. – Class B member and 7.29%
by Class A & D members)

LLC Managers/(LLC Officer position):

Grant M. Haag (President/CEO)

Richard L. Charrier (COB)

John G. Duken

Robert J. Keller

James E. Parker

Larry E. Prince

Glen D. Reynolds

Melissa S. Vandenberg

LLC Officer: Isaac A. Kimball (Sec/Treas/SVP/CFO)

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION 2023-18 TRAILER MOUNTED VACUUM EXCAVATOR PURCHASE UTILIZING COOPERATIVE PURCHASING

Meeting Date: August 14, 2023
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Public Works Water Distribution Division is budgeted to purchase a new Trailer Mounted Vacuum Excavator in fiscal year (FY) 23/24. The issue for the Council is whether to adopt the attached resolution and authorize the purchase of the vacuum excavator utilizing the Sourcewell cooperative purchasing agreement.

BACKGROUND

A. Council Action History.

None

B. Analysis.

The Water Division is responsible for installation and maintenance of underground utility assets such as water pipes, fire hydrants, valves, meters, and services. The purchase of a replacement vacuum excavator will continue to provide a more efficient way to excavate with minimal distribution and maintain these assets. This purchase replaces our 2013 vacuum excavator as part of standard and scheduled vehicle fleet rotation.

C. Financial/Resource Considerations.

Acquisition of a Ditch Witch HX50A Vacuum Excavator is proposed under the Sourcewell cooperative purchasing agreement that offers a ten percent discount and a contract price of \$120,547.70. The FY 23/24 Water budget includes \$125,000 for purchase of a vacuum excavator.

D. Timing Considerations.

The Sourcewell cooperative purchasing contract with Ditch Witch expires December, 2025. Equipment purchases are seeing 10- to 12-month lead times, so staff recommends securing the purchase as soon as practical.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the attached resolution and authorize the purchase of a Ditch Witch HX50A from Ditch Witch West Portland through the Sourcewell cooperative purchasing agreement; or
2. Request additional information; or
3. Not authorize the purchase at this time.

STAFF RECOMMENDATION

Funds have been budgeted and are available to purchase the Ditch Witch HX50A. The Public Works Commission reviewed this item at their July 13, 2023, meeting and recommended the Council authorize the purchase of a Ditch Witch HX50A Vacuum Excavator from Ditch Witch West Portland through the Sourcewell cooperative purchasing agreement. Staff concurs with this recommendation.

SUGGESTED MOTION

“I move to adopt Resolution 2023-18 authorizing the use of an interstate cooperative purchasing agreement and exemption from competitive bidding to award the purchase of a Ditch Witch HX50A vacuum excavator from Ditch Witch West Portland through the Sourcewell cooperative purchasing agreement for \$120,547.70.”

ATTACHMENTS:

Attachment #1 - Resolution No. 2023-18

RESOLUTION NO. 2023-18

**A RESOLUTION EXEMPTING THE PURCHASE OF A DITCH WITCH MODEL
HX50A TRAILER MOUNTED VACUUM EXCAVATOR FROM COMPETITIVE
BIDDING**

WHEREAS, under the authority of ORS 279A.220, the City intends to purchase a Ditch Witch Model HX50A Vacuum Excavator through a solicitation conducted by Sourcewell, which gives local governments nationwide access to volume purchasing and discounts; and

WHEREAS, the City recently published its intent to procure the Ditch Witch Vacuum Excavator through an interstate cooperative procurement process in the News Review for seven days and, therefore, finds using such procurement process is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and

WHEREAS: the procurement further substantially promotes the public interest in a manner that could not be realized by complying with the requirements that are applicable in ORS 279B.055, 279B.060, 279B.065 or 279B.070.

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

Section 1. Based on the above findings, which are incorporated herein by this reference, and under Roseburg Municipal Code Section 3.06.025(E), the Council hereby determines that entering into a contract for the acquisition of the Ditch Witch Vacuum Excavator under the Sourcewell contract, which offers a ten percent discount and a contract price of \$120,547.70, is essential to the operation of the organization and will result in substantial cost savings to the City.

Section 2. The Council hereby exempts the acquisition contract between the City and Ditch Witch West Portland for purchase of a Ditch Witch Model HX50A Vacuum Excavator from competitive bidding. The exemption granted in this resolution shall in no way impair the City's ability to elect, in the future, to award related contracts to other qualified equipment contractors.

Section 3. 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 14TH DAY OF AUGUST, 2023.**

Patty Hlitt, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE NO. 3591 GRANTING A TELECOMMUNICATIONS FRANCHISE TO MCLEOD USA TELECOMMUNICATIONS SERVICES, LLC

Meeting Date: August 14, 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 a telecommunications franchise from McLeod USA Telecommunications Services, LLC located in Little Rock, Arkansas.

BACKGROUND

A. Council Action History.

June 8, 2009: Council adopted Ordinance No. 3319 granting a telecommunications franchise agreement with McLeod USA Telecommunications Services, LLC.

B. Analysis.

McLeod USA Telecommunications Services, 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 McLeod USA Telecommunications Services, LLC expires December 31, 2023; therefore, the deadline for the application was June 30, 2023.

C. Financial/Resource Considerations.

Under our definitions of telecommunications "provider" and telecommunication "service," McLeod USA Telecommunications Services, 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.

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 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 #3591

ORDINANCE NO. 3591

**AN ORDINANCE GRANTING A TELECOMMUNICATION FRANCHISE TO
MCLEOD USA TELECOMMUNICATIONS SERVICES, LLC
EFFECTIVE JANUARY 1, 2024**

SECTION 1. Grant of Franchise. The City of Roseburg, hereinafter called “City,” hereby grants McLeod USA Telecommunications Services, 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:

McLeod USA Telecommunications Services, LLC
ATTN: Michelle Junk-Yauslin
4001 N Rodney Parham Rd
Little Rock, AR 72212
E-mail: michelle.junk-yauslin@windstream.com
Phone: 319-241-3017

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: Michelle Junk-Yauslin
Mailing Address: 4001 N Rodney Parham Rd, Little Rock, AR 72212
Telephone: 319-241-3017

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 a telecommunications franchise and paid the application processing fee on July 18, 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 August 28, 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 28th DAY OF AUGUST, 2023.

APPROVED BY THE MAYOR ON THIS 28th DAY OF AUGUST, 2023.

MAYOR

Larry Rich

ATTEST:

Patty Hitt, City Recorder

(Franchisee's Acceptance on Following Page)

FRANCHISEE'S ACCEPTANCE OF ORDINANCE NO. 3591. This Ordinance is hereby accepted by McLeod USA Telecommunications Services, LLC on this ____ day of _____, 2023.

By: _____
(Signature)

Name: _____
(Printed)

Title: _____

Date: _____

State of _____)

) ss.

County of _____)

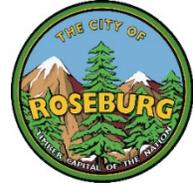
This acceptance was signed before me on _____, 2023 by, _____ as _____ of McLeod USA Telecommunications Services, LLC

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



**ORDINANCE NO. 3592
AMENDING SUBSECTIONS 1.04.005, 2.02.100, 2.02.110, 2.08.020, 2.08.040,
3.10.010, AND 4.04.060 OF THE ROSEBURG MUNICIPAL CODE**

Meeting Date: August 14, 2023
Department: Administration
www.cityofroseburg.org

Agenda Section: Ordinance
Staff Contact: Patty Hitt, City Recorder
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

In May 2023, the City of Roseburg voters approved Measure 10-205 amending the Roseburg City Charter, which requires changes to the Roseburg Municipal Code. The issue for Council is whether to adopt the attached ordinance amending the Code.

BACKGROUND

A. Council Action History.

On January 23, 2023, City Council adopted Resolution No. 2023-01 referring a measure to the voters to amend the Roseburg City Charter.

B. Analysis.

The City of Roseburg voters approved Measure 10-205 amending the Roseburg City Charter. As a result of the passage of the measure, several changes are needed to the Roseburg Municipal Code (RMC) in order to match the Charter. The Charter amendment was effective July 1, 2023. The RMC should be updated immediately in order to align with the Charter.

C. Financial/Resource Considerations.

There are no financial considerations.

D. Timing Considerations.

The Charter amendment was effective July 1, 2023 therefore the RMC should be updated as quickly as possible.

COUNCIL OPTIONS

Council has the following options:

- Proceed with first reading of the ordinance, followed by second reading and adoption; or
- Proceed with the first reading of the ordinance; or
- Request additional information.

STAFF RECOMMENDATION

Staff recommends that Council proceed with first reading of the ordinance, followed by suspension of the rules, second reading and adoption of the ordinance with an emergency clause making it effective July 1, 2023.

SUGGESTED MOTION

If Council concurs with Staff's recommendation, Council will need to request first reading of the ordinance, after which the following motions would be appropriate:

"I MOVE TO SUSPEND THE RULES AND PROCEED WITH SECOND READING OF ORDINANCE NO. 3592, AN ORDINANCE AMENDING SECTIONS 1.04.005, 2.02.100, 2.02.110, 2.08.020, 3.10.010, AND 4.04.060 OF THE ROSEBURG MUNICIPAL CODE AND DECLARING AN EMERGENCY."

"I MOVE TO ADOPT ORDINANCE NO. 3592 AMENDING SUBSECTIONS 1.04.005, 2.02.100, 2.02.110, 2.08.020, 2.08.040, 3.10.010, AND 4.04.060 OF THE ROSEBURG MUNICIPAL CODE."

ATTACHMENTS:

Attachment #1 – Ordinance No. 3592

Attachment #2 – Ordinance No. 3592 with track changes on

**ORDINANCE NO. 3592
(with track changes shown)**

**AN ORDINANCE AMENDING SUBSECTIONS 1.04.005, 2.02.100, 2.02.110, 2.08.020,
2.08.040, 3.10.010, and 4.04.060 OF THE ROSEBURG MUNICIPAL CODE**

WHEREAS, in May 2023, the City of Roseburg voters approved measure 10-205 amending the Roseburg City Charter; and

WHEREAS, the Charter amendment now requires updates to the Roseburg Municipal Code; and

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

SECTION 1. Roseburg Municipal Code Subsections are hereby amended to read as follows:

1.04.005 – Definitions

“Charter” means the Roseburg City Charter of ~~1982-2023~~ as amended or any successor document.

2.02.100 – Oath of Office

Except for officials taking office by appointment of the Council, before entering upon the duties of office, each elected officer shall take the oath or affirmation of office required by Section 6.~~45~~ of the Charter on the first business day in January following the election. Before entering upon the duties of office, each official appointed by the Council shall take the oath or affirmation of office upon appointment.

2.02.110 – Challenge to election, determination of an election or of the qualifications of elected candidates or officials

In the performance of its duties under Sections 6.~~23 and 6.56 and 10.5~~ of the Charter, the Council establishes the following procedures:

2.08.020 – Designation of Successors

The designation of an individual as a temporary or emergency successor shall be effective until the person for whom the individual is serving returns and assumes the responsibilities of the office. The Council shall however, have the right to terminate the temporary or emergency powers and duties of any individual appointed by the City Manager to serve as ~~Acting~~ City Manager ~~Pro-tem~~, or any other Charter-created office to which the person has succeeded; appoint another successor to said office and return the former successor to the individual’s original position.

2.08.040 – City Manager

B. Acting City Manager – Temporary Successor. The City Manager shall have the authority to appoint a temporary successor to serve as Acting City Manager during the City Manager’s temporary, short-term absence from the City. Short-term absence shall be considered any period of time not exceeding 30 consecutive calendar days. When appointed by the City Manager, the Acting City Manager shall have the same

duties, authority and limitations of the City Manager Pro-tem as described in the above Subsection A; provided however, for purposes of executing City contracts as required in Section 4.3(hi) of the Charter, the City Recorder is hereby designated as City Manager Pro-tem and in the absence of both the City Manager and the City Recorder, the Community Development Director is hereby designated as City Manager Pro-tem for such purposes. Any such appointment by the City Manager shall be in writing, filed with the City Recorder and provided to the Mayor, Council and Department Heads. Anyone designated by the City Manager to serve as Acting City Manager shall not be required to take the oath of office,

3.10.010 – Designated

In addition to any other method which is now provided by the provisions of the ~~Charter or~~ of any ordinances of the City, for the sale of real property for delinquent liens or assessments which now are or hereafter may be lawfully levied or assessed by it, and which are or hereafter may be entered in the docket of City liens, the City shall have the right to enforce, collect or foreclose the liens in the manner provided by the Oregon Revised Statutes.

4.04.060 – Public hearing regarding adoption of a resolution forming a local improvement district and stating estimated maximum assessable costs to be levied as assessments against benefitted properties.

B. After considering all information and testimony presented during the hearing in accordance with the above Subsection A, Council may, subject to the limitations of Sections 9.1(2) of the City Charter, by its own motion:

SECTION 2. *“All other sections and subsections of 1.04.005, 2.02.100, 2.02.110, 2.08.020, 2.08.040, 3.10.010, and 4.04.060 of the Roseburg Municipal Code shall remain in full force and effect as written.”*

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF _____, 2023.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2023.

LARRY RICH, MAYOR

ATTEST:

PATTY HITT, CITY RECORDER

ORDINANCE NO. 3592

AN ORDINANCE AMENDING SUBSECTIONS 1.04.005, 2.02.100, 2.02.110, 2.08.020, 2.08.040, 3.10.010, and 4.04.060 OF THE ROSEBURG MUNICIPAL CODE

WHEREAS, in May 2023, the City of Roseburg voters approved measure 10-205 amending the Roseburg City Charter; and

WHEREAS, the Charter amendment now requires updates to the Roseburg Municipal Code; and

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

SECTION 1. Roseburg Municipal Code Subsections are hereby amended to read as follows:

1.04.005 – Definitions

“Charter” means the Roseburg City Charter of 2023 as amended or any successor document.

2.02.100 – Oath of Office

Except for officials taking office by appointment of the Council, before entering upon the duties of office, each elected officer shall take the oath or affirmation of office required by Section 6.5 of the Charter on the first business day in January following the election. Before entering upon the duties of office, each official appointed by the Council shall take the oath or affirmation of office upon appointment.

2.02.110 – Challenge to election, determination of an election or of the qualifications of elected candidates or officials

In the performance of its duties under Sections 6.3 and 6.6 of the Charter, the Council establishes the following procedures:

2.08.020 – Designation of Successors

The designation of an individual as a temporary or emergency successor shall be effective until the person for whom the individual is serving returns and assumes the responsibilities of the office. The Council shall however, have the right to terminate the temporary or emergency powers and duties of any individual appointed by the City Manager to serve as City Manager Pro-tem, or any other Charter-created office to which the person has succeeded; appoint another successor to said office and return the former successor to the individual’s original position.

2.08.040 – City Manager

B. Acting City Manager – Temporary Successor. The City Manager shall have the authority to appoint a temporary successor to serve as Acting City Manager during the City Manager’s temporary, short-term absence from the City. Short-term absence shall be considered any period of time not exceeding 30 consecutive calendar days. When appointed by the City Manager, the Acting City Manager shall have the same

duties, authority and limitations of the City Manager Pro-tem as described in the above Subsection A; provided however, for purposes of executing City contracts as required in Section 4.3(i) of the Charter, the City Recorder is hereby designated as City Manager Pro-tem and in the absence of both the City Manager and the City Recorder, the Community Development Director is hereby designated as City Manager Pro-tem for such purposes. Any such appointment by the City Manager shall be in writing, filed with the City Recorder and provided to the Mayor, Council and Department Heads. Anyone designated by the City Manager to serve as Acting City Manager shall not be required to take the oath of office,

3.10.010 – Designated

In addition to any other method which is now provided by the provisions of any ordinances of the City, for the sale of real property for delinquent liens or assessments which now are or hereafter may be lawfully levied or assessed by it, and which are or hereafter may be entered in the docket of City liens, the City shall have the right to enforce, collect or foreclose the liens in the manner provided by the Oregon Revised Statutes.

4.04.060 – Public hearing regarding adoption of a resolution forming a local improvement district and stating estimated maximum assessable costs to be levied as assessments against benefitted properties.

B. After considering all information and testimony presented during the hearing in accordance with the above Subsection A, Council may, subject to the limitations of Sections 9.1 of the City Charter, by its own motion:

SECTION 2. *“All other sections and subsections of 1.04.005, 2.02.100, 2.02.110, 2.08.020, 2.08.040, 3.10.010, and 4.04.060 of the Roseburg Municipal Code shall remain in full force and effect as written.”*

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF _____, 2023.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2023.

LARRY RICH, MAYOR

ATTEST:

PATTY HITT, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

Meeting Date: August 14, 2023
Informational

Department: Administration
www.cityofroseburg.org

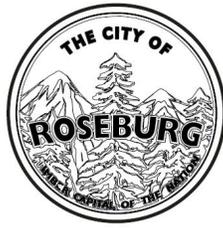
Agenda Section:

Staff Contact: Nikki Messenger, City Manager
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

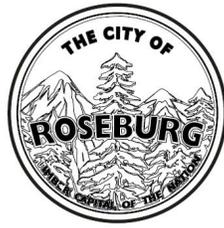
At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's 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 August 14, 2023, meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
July 17, 2023 - 10:00 a.m.

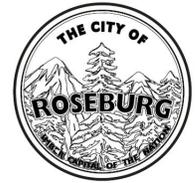
1. July 14, 2023 City Council Meeting Synopsis
2. August 14, 2023 City Council Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
 - A. Police Vehicle Purchase Order
5. Discussion Items



Agenda
Department Head Meeting
Public Safety Center Umpqua Room
August 7, 2023 - 10:00 a.m.

6. August 14, 2023, City Council Agenda
7. Review Tentative Future Council Meeting Agendas
8. Documents, Events, or Grants to review and/or sign
 - A. Outdoor Event – The Wine Destination (monthly wine tasting event) – August 18, 2023
 - B. Outdoor Event – Cobb Street Block Party (annual block party) – August 19, 2023
9. Discussion Items
10. Employee Service Pins
 - A. Pat Christian – Custodian – 15 years

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- 2023-2025 Council Goals
- Labor Negotiations – IAFF/IBEW
- Urban Growth Boundary Swap
- ARPA Quarterly Reports (add to quarterly reports)
- Umpqua Actors Community Theater (UACT) – Improvement Project
- CRS Flood Insurance Assessment
- Dog Ordinance Update
- Downtown Report – Rachel (Nikki is working on this)
- EDC Chair Appointment
- Medcom and Umpqua Valley Ambulance presentation (September)

August 28, 2023

Consent Agenda

- A. August 14, 2023 Meeting Minutes

Public Hearings

- A. Ordinance No. 3593: VAC-23-001 W Finlay Avenue Right-of-Way Vacation, First Reading

Resolutions

- A. Updated Library Fee Schedule

Ordinances

- A. Ordinance #3591: Granting Renewal of a Telecommunications Franchise to McLeodUSA Telecommunications, Effective January 1, 2024, Second Reading

Department Items

- A. Parking Update

- B. Roseburg Disposal Rate Increase

Executive Session ORS 192.660(2)(d) – IAFF Negotiations

Informational

- A. City Manager Activity Report

September 11, 2023

Mayor Reports

- A. Constitution Day and Week Proclamation

Special Presentation

- A. UCC Presentation

Consent Agenda

- A. August 28, 2023 Meeting Minutes

Ordinances

- A. Ordinance No. 3593: W Finlay Avenue Right-of-Way Vacation, Second Reading

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

Informational

- A. City Manager Activity Report

September 25, 2023

Special Presentation

- A. Medcom and Umpqua Valley Ambulance Presentation

Consent Agenda

- A. September 11, 2023 Meeting Minutes

Resolutions

- A. Updating the Park Rules and Regulations

Department Items

- A. 2023 Oregon Public Library Statistical Report

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
-

January 8, 2024

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 11, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report
-

January 22, 2024

Consent Agenda

- A. January 8, 2024 Meeting Minutes

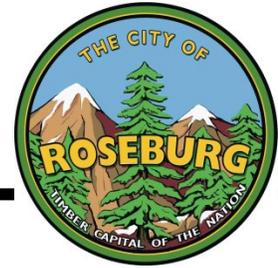
Informational

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

City of Roseburg, Oregon

Quarterly Financial Report

4th Quarter, Fiscal-Year 2022-2023



June 2023

The *Quarterly Financial Report* summarizes the City of Roseburg's financial position for the General Fund, major operating funds, proprietary funds, and Urban Renewal funds through the 4th quarter of fiscal year 2022-2023.

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

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

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

This financial report includes the quarter ending June 2022 for comparison purposes.

OVERVIEW:

- \$11.9 million General Fund balance.
- 4.8% Douglas County seasonally adjusted unemployment rate.
- 4.05% state investment pool interest rate.
- 3.5% Year-over-Year CPI-U West Region for June, 2023.
- Awarded \$309,735 Vine Street Main Replacement and Hooker Road Main Replacement project to Cradar Enterprises.
- Awarded \$1,277,415 Calkins/Troost/Harvard Storm Improvement Project to Black Pearl & Excavation.
- Authorized \$151,011 task order for the Water Main Replacement on SE Stephens & Pine to Century West Engineering.
- Awarded \$154,860 from ARPA funds for Motorola radio system project to Day Wireless Systems.
- Awarded \$101,707 2023 Pavement Management Program Slurry Seals to Pave Northwest, Inc.
- Awarded \$598,895 Stewart Parkway & Pine Street Pavement project to Knife River Materials.
- Awarded \$212,900 Kline St. ADA Ramps project to Guido Construction, Inc.

GENERAL FUND

General Fund	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$27,467,830	\$27,581,911	100%	\$26,224,520
Expenditures	29,286,896	26,269,910	90%	25,803,489
Balance-July 1	10,080,765	10,597,061	105%	9,988,809
Balance YTD	\$ 8,261,699	\$11,909,062		\$10,409,840

GENERAL FUND REVENUE

General Fund Revenue	Budget	YTD Actual	%	Prior Year Actual
Property Taxes	\$18,164,100	\$ 18,007,869	99%	\$ 17,133,636
Other Taxes	500,000	413,659	83%	482,392
Licenses, Permits, Fees	3,276,350	3,077,388	94%	3,146,804
Charges for Services	4,353,780	4,217,376	97%	4,160,239
Intergovernmental	1,058,600	1,224,359	116%	1,120,156
Interest	55,000	399,983	727%	65,707
Miscellaneous	60,000	241,277	402%	115,586
Total Revenues	\$27,467,830	\$ 27,581,911	100%	\$ 26,224,520

Property Taxes — The majority of property tax revenue is collected in November and December. At the end of June, 99% of the 18.1 million budgeted has been collected.

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

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

Licenses, Permits, and Fees—Includes utility franchise fees, planning fees, park fees, and various other fees. At the end of the quarter, 94% of the \$3.2 million budgeted annual revenue from licenses, permits and fees has been collected.

Charges for Services—Besides interdepartmental charges, charges for services includes: fines, service area fees, fire suppression and prevention fees, administrative and lien search fees. Year to date court fines total \$279,993, service area fees total \$325,168 and interdepartmental charges total \$3,475,280.

Intergovernmental Revenues are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor, 116% of the \$1,058,600 budgeted for intergovernmental revenue has been collected during the current fiscal year.

Interest Revenue—Interest revenue of \$399,983 is \$334,276 more than the same period a year ago. The average portfolio rate is 4.05%.

GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$26,269,910 represent 90% of budgeted annual expenditures.

Year to date expenditures are \$466,421 more than the same period a year ago. The General Fund ending fund balance is \$11,909,062.

By Organizational Unit	Budget	YTD Actual	%	Prior Year Actual
City Manager	\$ 1,384,232	\$ 1,283,183	93%	\$ 1,127,180
Finance & Mgmt	1,686,158	1,483,115	88%	1,494,192
Community Develop.	953,132	726,694	76%	883,465
Library	572,487	538,652	94%	500,365
Public Works	3,994,139	3,297,219	83%	3,136,568
Parks & Recreation	2,021,019	1,764,827	87%	1,743,477
Municipal Court	549,585	528,567	96%	534,981
Police	8,717,880	7,499,116	86%	7,410,291
Fire	8,258,764	8,070,375	98%	7,862,627
Capital & Other	1,149,500	1,078,161	94%	1,110,343
Total	\$29,286,896	\$26,269,910	90%	25,803,489

By Major Category	Budget	YTD Actual	%	Prior Year Actual
Personnel Services	\$ 23,222,458	\$ 20,544,308	88%	\$20,830,296
Materials & Service	4,914,938	4,647,440	95%	3,862,850
Capital & Other	1,149,500	1,077,161	94%	1,110,343
Total	\$ 29,286,896	\$ 26,268,910	90%	\$25,803,489

MAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

URBAN RENEWAL GENERAL FUND

Urban Renewal - General	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 582,559	\$ 648,555	111%	\$ 519,297
Expenditures:				
Operations	-	-	0%	-
Transfers	600,000	600,000	100%	400,000
Balance-July 1	447,620	441,150	99%	318,370
Balance YTD	\$ 430,179	\$ 489,705		\$ 437,667

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

CAPITAL PROJECTS FUNDS

EQUIPMENT REPLACEMENT FUND

Equipment	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 825,000	\$ 885,290	107%	\$ 866,394
Expenditures:				
Operations	144,000	28,800	20%	21,084
Capital	492,900	443,402	90%	72,904
Balance-July 1	1,568,474	1,735,340	111%	983,474
Balance YTD	\$ 1,756,574	\$ 2,148,428		\$ 1,755,880

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

Year to date purchases include \$28,800 for conducted energy weapons, \$91,695 parks vehicles, \$11,645 lite board for streets, \$17,625 turnout extractor for fire, \$28,573 gator for parks, \$85,647 for parks Bobcat, \$66,040 for police Ford F150, \$35,784 for police unmarked vehicle, \$69,111 gator for parks, and \$37,280 mower for parks.

FACILITIES REPLACEMENT FUND

Facilities	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 112,500	\$ 123,853	110%	\$ 101,525
Expenditures:				
Operations	36,313	17,447	48%	17,123
Capital	120,000	90,951	76%	37,679
Balance-July 1	274,263	236,333	100%	243,669
Balance YTD	\$ 230,472	\$ 306,048		\$ 290,592

The Facilities Replacement Fund ending fund balance at June 30, 2023 is \$306,048.

TRANSPORTATION FUND

Transportation	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,625,263	\$ 2,652,600	101%	\$ 4,575,356
Expenditures:				
Operations	1,471,934	1,350,018	92%	1,258,424
Capital	1,205,000	1,180,616	98%	945,097
Transfers	10,000	10,000	100%	10,000
Balance-July 1	4,424,675	4,658,057	105%	2,301,732
Balance YTD	\$ 4,363,004	\$ 4,770,023		\$ 4,663,567

Transportation Fund revenues are from state gas taxes, transportation SDC's, federal STP funds and franchise fees. Beginning in 2011, 15% of utility franchise fees are directed to the Transportation Fund for the City's pavement management program. \$540,063 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of \$1,092,945 is attributed to the Pavement Management for Overlays, \$66,324 for the Parker Road Bridge Replacement, and \$21,348 for the Mosher Avenue Railroad Crossing.

URBAN RENEWAL CAPITAL FUND

Urban Renewal - Capital	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 603,200	\$ 624,838	104%	\$ 404,201
Expenditures:				
Operation	232,602	207,454	89%	166,137
Capital	200,000	-	0%	-
Balance-July 1	603,309	604,411	100%	366,347
Balance YTD	\$ 773,907	\$ 1,021,795		\$ 604,411

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

ENTERPRISE FUNDS

STORM DRAINAGE FUND

Storm Drain	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 4,159,344	\$ 2,745,241	66%	\$ 2,472,086
Expenditures:				
Operations	990,908	934,044	94%	903,820
Capital	2,767,500	977,439	35%	553,201
Balance-July 1	5,604,120	5,793,839	103%	4,777,985
Balance YTD	\$ 6,005,056	\$ 6,627,598		\$ 5,793,050

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of \$2,400,139 are the principal source of revenues.

Year to date Storm Drain Fund capital expenditures include \$82,164 for the Calkins-Troost-Harvard Storm Replacement, \$165,937 for Fulton Shop Roof Replacement, \$64,028 for 2022 Storm TMDL Improvement, \$587,748 for Storm Pipe Rehab Vine & Alameda, \$169 for Storm Pipe Rehab Alameda & Church, \$10,600 for Tandem Axle Trailer, and \$66,792 for the Mini Hydraulic Excavator.

WATER SERVICE FUND

Water	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 7,853,392	\$ 7,417,449	94%	\$ 7,229,726
Expenditures:				
Operations	5,497,025	4,831,944	88%	4,438,976
Capital	5,270,000	3,602,153	68%	4,447,645
Balance-July 1	10,346,471	10,529,556	102%	12,312,047
Balance YTD	\$ 7,432,838	\$ 9,512,909		\$ 10,655,152

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

Year to date Water Fund revenues of \$7,417,449 is primarily from charges for services. Revenues are \$187,723 more than the prior year.

The ending fund balance at June 30th is \$9,512,909.

OFF STREET PARKING FUND

Off Street Parking	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 311,300	\$ 109,363	35%	\$ 57,505
Expenditures:				
Operations	300,568	104,199	35%	92,273
Balance-July 1	45,615	10,470	23%	45,238
Balance YTD	\$ 56,347	\$ 15,634		\$ 10,470

Off Street Parking enforcement services were restored under a new third-party contract beginning January 1, 2022. After a community educational outreach period, active enforcement that includes ticket writing began in full force April 1, 2022.

Year to date expenditures for Ace Parking & Mobility Solutions in the amount of \$144,776 were paid for

through the American Rescue Plan and not included in Off Street Parking Fund.

The ending fund balance at March 31st is \$15,634.

AIRPORT FUND

Airport	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,050,008	\$ 566,859	54%	\$ 498,154
Expenditures:				
Operations	248,493	242,504	98%	225,190
Capital	713,000	148,397	21%	63,323
Debt Service	108,855	108,849	100%	112,043
Balance-July 1	854,243	849,039	99%	758,987
Balance YTD	\$ 833,903	\$ 916,148		\$ 856,585

Current year Airport revenues include user charges of \$403,916.

INTERNAL SERVICE FUND

WORKERS’ COMPENSATION FUND

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

Worker's Comp.	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 230,872	\$ 229,582	99%	\$ 229,575
Expenditures:				
Operations	420,700	386,067	92%	259,751
Balance-July 1	927,091	937,890	101%	968,069
Balance YTD	\$ 737,263	\$ 781,405		\$ 937,893

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

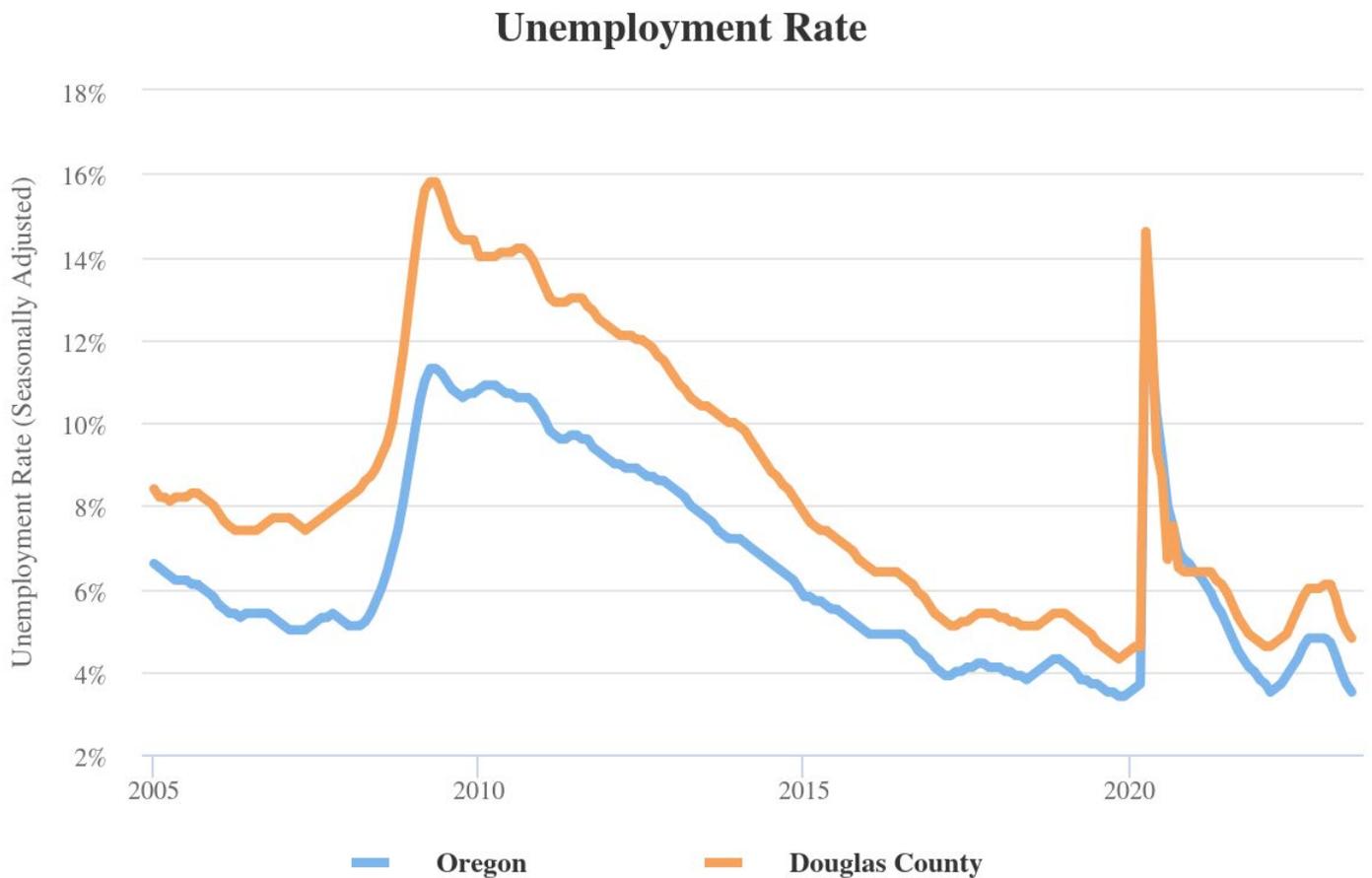
An actuarial review is completed every two years to ensure the program maintains reasonable reserves and funding levels.

ECONOMIC OUTLOOK

Douglas County

The State of Oregon Employment Department reported; “Douglas County’s seasonally adjusted unemployment rate dropped to 4.8% in June compared with a revised 5.0% in May. The rate is down from 4.9% in June 2022. Douglas County’s record low unemployment rate was set in November 2019 at 4.3%. The Oregon seasonally adjusted rate was 3.5% and the U.S. rate was 3.6%.”

“Douglas County has gained back 78% of the jobs lost in March and April 2020 at the onset of the COVID-19 crisis.”



Source: Oregon Employment Department Qualityinfo.org

A review of the underlying figures to June’s seasonally adjusted unemployment rate decreasing year-over-year from 4.9% to 4.8% illustrate a weakening labor market; although moderating in the recent term. Comparing the underlying data to the previous month an understanding of a moderating labor market emerges.

- The civilian labor force decreased in June by -1,753 from June 2022, or -4%. However, the labor force also increased by 378 from May of this year, or 0.8%;

-
- The number of employed (or jobs) decreased in June by -1,404 from June 2022, or -3%. However, the number employed increased by 211 from May of this year, or 0.5%; and

The number of unemployed decreased by -349 in June from June 2022, or -15%. However, the number unemployed increased by 167 from May of this year, or 9%.

A FINAL NOTE

This quarterly report has been prepared to summarize and review the City's operations and financial position for the fourth quarter of the 2022-23 fiscal year as of the month ending June 30, 2023, provide management with a financial planning tool, and monitor compliance with budget policy and Oregon budget law.

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

City of Roseburg, 900 SE Douglas Avenue, Roseburg, OR 97470

Phone: (541) 492-6710

Website: cityofroseburg.org

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ARPA EXPENDITURE COMMITMENTS Informational Only

Meeting Date: August 14, 2023
Department: Administration
www.cityofroseburg.org

Agenda Section: Informational
Staff Contact: Nikki Messenger, CM
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Council has requested quarterly expenditure reports regarding ARPA funding. This report provides information both on the last fiscal year, and the total of all committed expenditures to date.

BACKGROUND

A. Council Action History.

At the March 27, 2023, meeting, 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.

B. Analysis.

The City received a total of \$5.215 million in ARPA funding. Since that time, Council has authorized a number of expenditures and/or commitments. Purchases have included property, a police robot, heating and cooling improvements at the Arts Center, a new boiler at the Library, IT upgrades, Council Chamber A/V upgrades, radio system upgrades and other capital purchases. Other services committed from ARPA funding include security and cleanup services at the parking structure, funding for Off Street Parking, funding for various services related to the unhoused including financial support for warming/cooling centers and porta-potties.

One large funding commitment is the Gary Leif Navigation Center. When Council awarded both the navigation center renovation contract amendment and the operations contract with UCAN, there was an expectation that the cost would exceed available grant revenue and that ARPA funding would be used to fund the shortfall. At that time, the shortfall for operations and construction was estimated at \$1.836 million. The current funding shortfall is estimated at \$1.304 million, including \$364,114 required to fulfill the renovation contract. Staff continues to seek grant funding for both the construction and ongoing operations to lessen this impact.

The total of all current commitments are listed in the table below.

	Committed to Date
Transfers	\$ 233,450
Projects/Capital Equipment/Land	\$ 685,493
Police Robot	39,995
Troost Property	121,116
Firewall/Servers	49,222
Arts Center Heating/Cooling	61,147
Library Boiler	68,460
Bandshell Replacement	13,500
Drinking fountain @ Library	2,670
Flock Cameras	80,250
Radio System Upgrades	154,860
Council Chambers	23,559
Bike Path - Deer Creek	23,923
Bike Path - Stewart Park	46,791
Services	\$ 58,518
USEDA Grant Preparation	39,018
Architectural services PSC, City Hall	19,500
Homeless Services	\$ 1,380,875
Navigation Center Operations*	939,130
Navigation Center Renovation	364,114
Dream Center tipping fees reimburse	277
Homeless services - porta potties, warming/cooling centers	77,354
Downtown Parking	\$ 245,771
Parking contract	\$ 200,000
Parking garbage/graffiti/security	\$ 24,000
Parking security	\$ 21,771
Misc.	\$ 11,085
Tracker Foundation support	\$ 1,085
Fullerton IV support	\$ 10,000
Total Committed (estimate)	\$ 2,615,192

Since the Council's action allowing the City Manager to make decisions regarding ARPA funding up to \$100,000, the following commitments, which are included above, have been made:

• Reconstruction of Multi Use Path (MUP) near Deer Creek (complete)	\$23,923
• Reconstruction of MUP new Stewart Park softball fields (complete)	\$46,791
• Dream Center – reimburse for tipping fees for camp cleanup	\$ 277
• Roseburg School District <i>To cover SDCs and driveway reconstruction at Fullerton IV</i>	\$10,000
• Tracker Foundation – Pilot program for advancing volunteer activities <i>w/support from Ford Family Foundation</i>	<u>\$ 1,085</u>
Total	\$82,706

C. Financial/Resource Considerations.

To date, the ARPA fund has earned \$135,639 in interest. Staff anticipates renewing the contracts for security and cleanup at the parking structure and there are ongoing costs associated with homeless services, including monthly porta-potties fees and financial support for severe event shelters. With the current estimated commitments to date, there is approximately \$2.735 million in remaining funding. Staff continues to work on grant funding to offset operational cost at the navigation center. If grant funding is obtained, additional funding will be available for other uses.

The attached quarterly report outlines revenues and expenditures during FY 2022-23.

D. Timing Considerations.

The ARPA funding must be obligated by December 31, 2024 and spent by December 31, 2026.

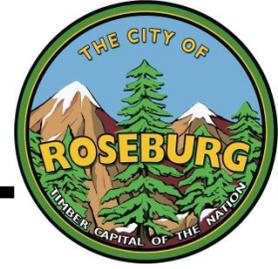
ATTACHMENTS:

Attachment #1 – ARPA Quarterly Report, FY 2022-23 4th Quarter

City of Roseburg, Oregon

ARPA Quarterly Report

4th Quarter, Fiscal-Year 2022-2023



The *ARPA Quarterly Report* summarizes the City of Roseburg’s financial position for the American Rescue Plan Act (ARPA) Fund through the 4th quarter of fiscal year 2022-2023.

Report Note: This report is unaudited and precedes final year-end accruals.

Budgetary Status

ARPA fund’s revenues were 104% of budget. The City received \$2.6 million as the second tranche of revenue from the Federal Government and \$125 thousand in interest earnings. The City will receive no further revenue from the Federal Government and any further revenue will be solely generated from interest earnings. The ending fund balance was \$4,243,627

ARPA Fund	Budget	YTD Actual	%
Revenues	2,624,518	2,732,076	104%
Expenditures	3,100,000	713,885	23%
Balance-July 1	2,257,170	2,225,436	99%
Balance YTD	1,781,688	4,243,627	

Expenditures were 23% of budget and are summarized in the following table:

4th Quarter FY '22 - '23 ARPA Expenditures

Year-To-Date

By Project

<u>Description</u>	<u>Project Totals</u>
Porta Potty Rentals	32,625
Off-Street Parking	144,776
Firewall	49,222
Troost & Loma Vista Intersection Improvement	121,116
Halfshell Cover	13,500
Art Center HVAC & Misc.	61,147
Library Boiler Replacement	68,460
Flock Safety Camera's	42,750
Navigation Center	53,065
Deer Creek MUP Repair	23,923
Parking Garage Maintenance/Security	37,093
Council Chambers Upgrades	11,780
Stewart Park MUP Repair	46,791
Cooling Center	6,274
Garbage Disposal Fee	277
Tracker Foundation Volunteer Project	1,085
Total:	\$ 713,885