

# ROSEBURG CITY COUNCIL AGENDA – JANUARY 26, 2015

City Council Chambers, City Hall,  
900 S. E. Douglas Avenue, Roseburg, OR 97470



## 7:00 p.m. - Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**

Alison Eggers	Ken Fazio	Victoria Hawks	Steve Kaser
Marty Katz	Lew Marks	John McDonald	Tom Ryan
4. **Special Presentations**
  - A. NeighborWorks Umpqua – Housing Rehabilitation – Arthur Chaput
  - B. CAFR Review – Auditor Tom Davidson
  - C. Quarterly Financial Report – Quarter Ended December 31, 2014
  - D. 2015-2016 Budget Calendar
5. **Mayor Report**
  - A. Commission Appointments
6. **Commission Reports/Council Ward Reports**
7. **Audience Participation – See Information on the Reverse**
8. **Consent Agenda**
  - A. Minutes of January 13, 2015 Meeting
9. **Action Items by Department**
  - A. Highway 138 Waterline Bid Award
  - B. Highway 138 Construction Management Services Contract
  - C. Spruce/Parrott Engineering Request for Proposals Cancellation
  - D. Emergency Preparedness
10. **Items From Mayor, Council or City Manager**
11. **Informational**
  - A. Activity Report
12. **Executive Session ORS 192.660(2)**
13. **Adjournment**

**\*\*\* AMERICANS WITH DISABILITIES ACT NOTICE \*\*\***

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

## **AUDIENCE PARTICIPATION INFORMATION**

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

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

### **TIME LIMITATIONS**

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

### **CITIZEN PARTICIPATION – AGENDA ITEMS**

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

### **CITIZEN PARTICIPATION – NON-AGENDA ITEMS**

We also allow the opportunity for citizens to speak to the Council on matters not on this evening's agenda on items of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting.

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

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

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

***Thank you for attending our meeting – Please come again.***

***The City Council meetings are aired live on Charter Communications Cable Channel 191 and rebroadcast on the following Tuesday evening at 7:00 p.m. Video replays and the full agenda packet are also available on the City's website: [www.cityofroseburg.org](http://www.cityofroseburg.org).***

*Spec Adm  
1/26/15*



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### CAFR REVIEW

**Meeting Date:** January 26, 2015  
**Department:** Finance  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section:** Special Presentations  
**Staff Contact:** Ron Harker  
**Contact Telephone Number:** 492-6710

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### ISSUE STATEMENT AND SUMMARY

Auditor Tom Davidson will present an overview of the Comprehensive Annual Financial Report for fiscal year ending June 30, 2014. The full report is available at this link:

<http://www.cityofroseburg.org/departments/finance/annual-financial-report/>

Attached is a copy of the auditor letter in regard to the City audit as well as the Urban Renewal Agency audit.

# NEUNER, DAVIDSON & COOLEY, LLC

CERTIFIED PUBLIC ACCOUNTANTS

Thomas J. Davidson, C.P.A.  
Jeffrey R. Cooley, C.P.A.  
Traci I. Trotter, C.P.A.  
Will M. Sargent, C.P.A.  
Vickie L. Rapp, C.P.A.  
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P.O. Box 1786  
Roseburg, Oregon 97470-0425  
Phone (541) 672-4886  
Fax (541) 673-3712

December 2, 2014

The Honorable Mayor and Council Members  
City of Roseburg  
900 SE Douglas Ave  
Roseburg, OR 97470

Dear Mayor and Council Members:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseburg, Oregon for the year ended June 30, 2014, and have issued our report thereon dated December 2, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 12, 2014. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Roseburg are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2013-2014. We noted no transactions entered into by the City during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the depreciation expense is based on the straight-line method over the estimated useful life. We evaluated the key factors and assumptions used to develop the depreciation expenses in determining that it is reasonable in relation to the financial statements taken as a whole.

### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Member:*

American Institute of Certified Public Accountants  
Oregon Society of Certified Public Accountants  
Private Companies Practice Section

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 2, 2014.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

This information is intended solely for the use of the council members and management of City of Roseburg and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink, appearing to read 'T. Davidson', with a long horizontal flourish extending to the right.

Thomas J. Davidson, CPA

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December 2, 2014

The Honorable Mayor and Council Members  
City of Roseburg Urban Renewal Agency  
900 SE Douglas Ave  
Roseburg, OR 97470

Dear Mayor and Council Members:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseburg Urban Renewal Agency for the year ended June 30, 2014, and have issued our report thereon dated December 2, 2014. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 12, 2014. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Roseburg Urban Renewal Agency are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2013-2014. We noted no transactions entered into by the Agency during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the depreciation expense is based on the straight-line method over the estimated useful life. We evaluated the key factors and assumptions used to develop the depreciation expenses in determining that it is reasonable in relation to the financial statements taken as a whole.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Member:*

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*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 2, 2014.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Agency's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the council members and management of City of Roseburg Urban Renewal Agency and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

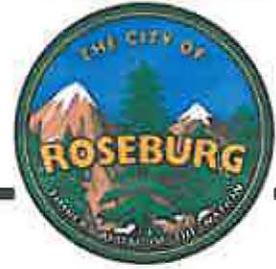


Neuner, Davidson & Cooley, LLC

# City of Roseburg, Oregon

## Quarterly Financial Report

2nd Quarter, Fiscal-Year 2014-2015



December 2014

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 2nd quarter of fiscal year 2014-2015.

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. Starting with this fiscal year's quarterly reports, certain revenues and expenditures that were reported throughout the year on a cash basis previously are now being reported on a modified accrual basis which will cause difficulties in year over year comparisons in some instances; these instances will be highlighted in the report. This report is unaudited and precedes final year end accruals.

This financial report includes the quarter ending December 2013 for comparison purposes.

### OVERVIEW:

- \$12.1 million General Fund balance.
- 9.7% Douglas County unemployment rate.
- .50% state investment pool interest rate.
- 2.6% CPI Portland-Salem MSA
- Approve change order for Nebo/Brown Water Main improvement to Knife River for \$88,641.
- Authorize intergovernmental agreement with ODOT for Highway 138 E Corridor Solutions project.
- Authorize contract for financial software to Tyler Technologies for \$182,003.

## GENERAL FUND

General Fund	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 19,666,426	\$ 14,119,062	72%	\$ 14,574,199
Expenditures	20,239,484	9,624,035	48%	9,651,797
Balance-July 1	6,988,211	7,593,152	109%	6,978,761
Balance YTD	\$ 6,415,153	\$ 12,088,179		\$ 11,901,163

## GENERAL FUND REVENUE

General Fund Revenue	Budget	YTD Actual	%	Prior Year Actual
Property Taxes	\$ 12,552,000	\$ 11,011,127	88%	\$ 10,638,393
Licenses, Permits, Fees	2,700,750	951,227	35%	1,201,149
Charges for Services	3,586,536	1,675,490	47%	1,697,461
Intergovernmental	784,140	407,563	52%	473,282
Interest	43,000	17,369	40%	18,662
Miscellaneous	-	56,286	0%	545,252
<b>Total Revenues</b>	<b>\$ 19,666,426</b>	<b>\$ 14,119,062</b>	<b>72%</b>	<b>\$ 14,574,199</b>

**Property Taxes**—The majority of property tax revenue is collected in November and December. At the end of December 88% of the 12.5 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.

**Licenses, Permits, and Fees**—Includes utility franchise fees, planning fees, park fees, and various other fees. At the end of the quarter, 35% of the \$2.7 million budgeted annual revenue from licenses, permits and fees has been collected. Franchise fees are a revenue source that is now being reported on a modified accrual basis which is the primary cause of the large year-over-year comparison discrepancy.

**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 \$150,931, service area fees total \$171,371 and interdepartmental charges total \$1,333,877.

**Intergovernmental Revenues** are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, and liquor, 52% of the \$784,140 budgeted for intergovernmental revenue has been collected during the current fiscal year. State collected taxes are a revenue source that are now being reported on a modified accrual basis which normally would have created a large year-over-year comparison discrepancy if it were not for additional revenue being received from the School District for the additional School Resource Officer; the discrepancy which is now materializing will manifest itself further later in the year.

**Interest Revenue**—Interest revenue of \$17,369 is comparable to the same period a year ago. The average portfolio rate is .50%.

## GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$9,624,035 represent 48% of budgeted annual expenditures.

Year to date expenditures are \$27,762 less than the same period a year ago. The General Fund ending fund balance is \$12,088,179.

By Organizational Unit	Budget	YTD Actual	%	Prior Year Actual
City Manager	\$ 916,407	\$ 398,324	43%	\$ 426,143
Finance & Mgmt	1,161,630	514,346	44%	478,644
Community Develop	471,527	202,688	43%	191,788
Public Works	3,147,573	1,431,481	45%	1,526,124
Parks & Recreation	1,395,732	682,979	49%	648,349
Municipal Court	496,871	185,101	37%	199,732
Police	6,163,560	2,818,841	46%	2,824,818
Fire	5,706,364	2,693,148	47%	2,696,406
Capital & Other	780,000	697,127	89%	659,793
<b>Total</b>	<b>\$ 20,239,484</b>	<b>\$ 9,624,035</b>	<b>48%</b>	<b>9,651,797</b>

By Major Category	Budget	YTD Actual	%	Prior Year Actual
Personnel Services	\$ 15,849,502	\$ 7,651,965	48%	\$ 7,630,795
Materials & Service	3,609,982	1,274,943	35%	1,361,209
Capital & Other	780,000	697,127	89%	659,793
<b>Total</b>	<b>\$ 20,239,484</b>	<b>\$ 9,624,035</b>	<b>48%</b>	<b>\$ 9,651,797</b>

# MAJOR GOVERNMENTAL FUNDS

## SPECIAL REVENUE FUNDS

### URBAN RENEWAL GENERAL FUND

Urban Renewal - General	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 3,413,000	\$ 3,095,944	91%	\$ 2,961,705
Expenditures:				
Operations	2,769,500	144,400	5%	189,100
Transfers	800,000	800,000	100%	700,000
Balance-July 1	473,207	434,542	92%	365,207
Balance YTD	\$ 316,707	\$ 2,586,086		\$ 2,437,812

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	\$ 639,000	\$ 627,474	98%	\$ 627,461
Expenditures:				
Capital	699,000	112,768	16%	78,940
Balance-July 1	871,497	889,966	102%	849,283
Balance YTD	\$ 811,497	\$ 1,404,672		\$ 1,397,804

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 \$29,616 for a pickup for public works, 52,946 for two mowers for parks, and \$26,529 for the police unmarked vehicle.

### FACILITIES REPLACEMENT FUND

Facilities	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 195,000	\$ 2,361	1%	\$ 2,626
Expenditures:				
Operations	69,070	28,854	42%	20,313
Capital	383,600	-	0%	10,201
Balance-July 1	852,071	912,346	107%	1,005,623
Balance YTD	\$ 594,401	\$ 885,853		\$ 977,735

The Facilities Replacement Fund ending fund balance at December 31, 2014 is \$885,853.

## TRANSPORTATION FUND

Transportation	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,997,526	\$ 711,200	36%	\$ 885,847
Expenditures:				
Operations	1,290,699	481,375	37%	1,039,049
Capital	2,255,000	7,580	0%	3,107
Transfers	10,000	10,000	100%	10,000
Balance-July 1	2,420,442	2,694,228	111%	2,192,933
Balance YTD	\$ 862,269	\$ 2,906,473		\$ 2,026,624

Year to date Transportation Fund capital expenditures include \$7,580 for the Stewart Parkway Realignment project.

Transportation Fund revenues are from state gas taxes, transportation SDC's, federal STP funds and franchise fees. Resolution #2011-04 adopted in 2011 directs 15% of utility franchise fees to the Transportation Fund for the City's pavement management program. \$450,728 is budgeted in the current year for franchise fee revenue. State gas taxes and franchise fees are revenue sources that are now being reported on a modified accrual basis which is the primary cause of the large year-over-year comparison discrepancy.

### URBAN RENEWAL CAPITAL FUND

Urban Renewal - Capital	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,828,175	\$ 1,723,339	94%	\$ 768,501
Expenditures:				
Operation	215,889	101,538	47%	72,776
Capital	3,335,500	344,858	10%	196,762
Balance-July 1	1,879,726	2,224,032	118%	1,718,712
Balance YTD	\$ 156,512	\$ 3,500,975		\$ 2,217,675

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

Capital expenditures totaling \$344,858 include \$7,732 for the Micelli Playground, \$30,502 for the Washington/Oak/Kane Improvements, \$53,729 for the Jackson Street Retaining Wall, \$239,095 for the Stephens/Chestnut Traffic Signal and \$4,071 for the Airport Airspace Analysis.

## ENTERPRISE FUNDS

### STORM DRAINAGE FUND

Storm Drain	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,414,021	\$ 712,230	50%	\$ 622,632
Expenditures:				
Operations	600,212	289,235	48%	277,392
Capital	1,840,000	429,993	23%	39,670
Balance-July 1	1,189,907	1,099,947	92%	895,406
Balance YTD	\$ 163,716	\$ 1,092,949		\$ 1,200,976

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of \$695,108 are the principal source of revenues.

Year to date Storm Drain Fund capital expenditures include \$400,514 for the Harvard, Ballf Storm Water Project, and \$29,479 for the Harris Hills Storm Line.

### WATER SERVICE FUND

Water	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 5,028,652	\$ 2,890,139	57%	\$ 2,907,842
Expenditures:				
Operations	3,718,890	1,800,831	48%	1,750,106
Capital	2,171,500	548,791	25%	1,490,291
Balance-July 1	4,383,690	4,603,995	105%	4,909,309
Balance YTD	\$ 3,521,952	\$ 5,144,512		\$ 4,576,754

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 \$2,890,139 is primarily from charges for services. Revenues are slightly less than the prior year.

The ending fund balance at December 31st is \$5,144,512.

### OFF STREET PARKING FUND

Off Street Parking	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 112,400	\$ 65,221	58%	\$ 52,823
Expenditures:				
Operations	140,784	60,198	43%	52,650
Balance-July 1	74,257	86,926	117%	84,968
Balance YTD	\$ 45,873	\$ 91,949		\$ 85,141

Off Street Parking revenues are from parking fines, meters, and parking rental fees in City owned lots. The ending fund balance at December 31st is \$91,949.

Effective November 1, 2012 the Downtown Roseburg Association, DBA Park-Smart, began providing parking enforcement services.

### AIRPORT FUND

Airport	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,907,263	\$ 794,392	42%	\$ 3,399,765
Expenditures:				
Operations	275,075	101,589	37%	114,934
Capital	1,534,500	581,104	38%	3,662,576
Debt Service	122,688	31,343	26%	32,544
Balance-July 1	165,615	153,853	93%	600,925
Balance YTD	\$ 140,615	\$ 234,209		\$ 190,636

Current year Airport revenues include user charges of \$174,350 and a FAA grant of \$618,851. Capital expenditures in the Airport Fund are for the apron rehabilitation.

### 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	\$ 242,661	\$ 122,163	50%	\$ 129,214
Expenditures:				
Operations	353,629	219,283	62%	216,129
Balance-July 1	589,297	683,970	116%	658,811
Balance YTD	\$ 478,329	\$ 586,850		\$ 571,896

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.

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## ECONOMIC OUTLOOK

The December 2014 *Oregon Economic And Revenue Forecast* issued by the Office of Economic Analysis (OEA) is very positive as to current economic and labor trends for the State and includes very positive projections which are beginning to impact our local economy. In this review we focus on the labor market and job growth.

The OEA reports that with accelerated job growth Oregon is seeing stronger growth in jobs, wages and labor force than the rest of the national economy; "In terms of recent growth rates and the trajectory of the recovery, Oregon is once again a top performing state and outpacing the nation."

Recent data from withholdings and wage and salary data indicate that wage growth has picked up and that it is ". . . as strong as during the housing boom and average wages growing a bit faster than the rate of inflation."

Throughout 2014 the numbers of employed individuals or those that are looking for work has surged. Progress in job growth continues and it is expected that we are only a few months away from reaching pre-recession peak employment levels.

All four main sources of job data: the monthly payroll employment survey, the monthly household survey, monthly withholding tax receipts and the quarterly census of employment and wages, ". . . are showing relatively steady improvements with jobs being added, wages increasing and the unemployment rate holding steady . . ." On par with the mid-2000s expansion, wages are increasing annually by 7 percent.

The OEA's short-term outlook calls for continued job growth for two to three years prior to longer-run demographics affecting growth.

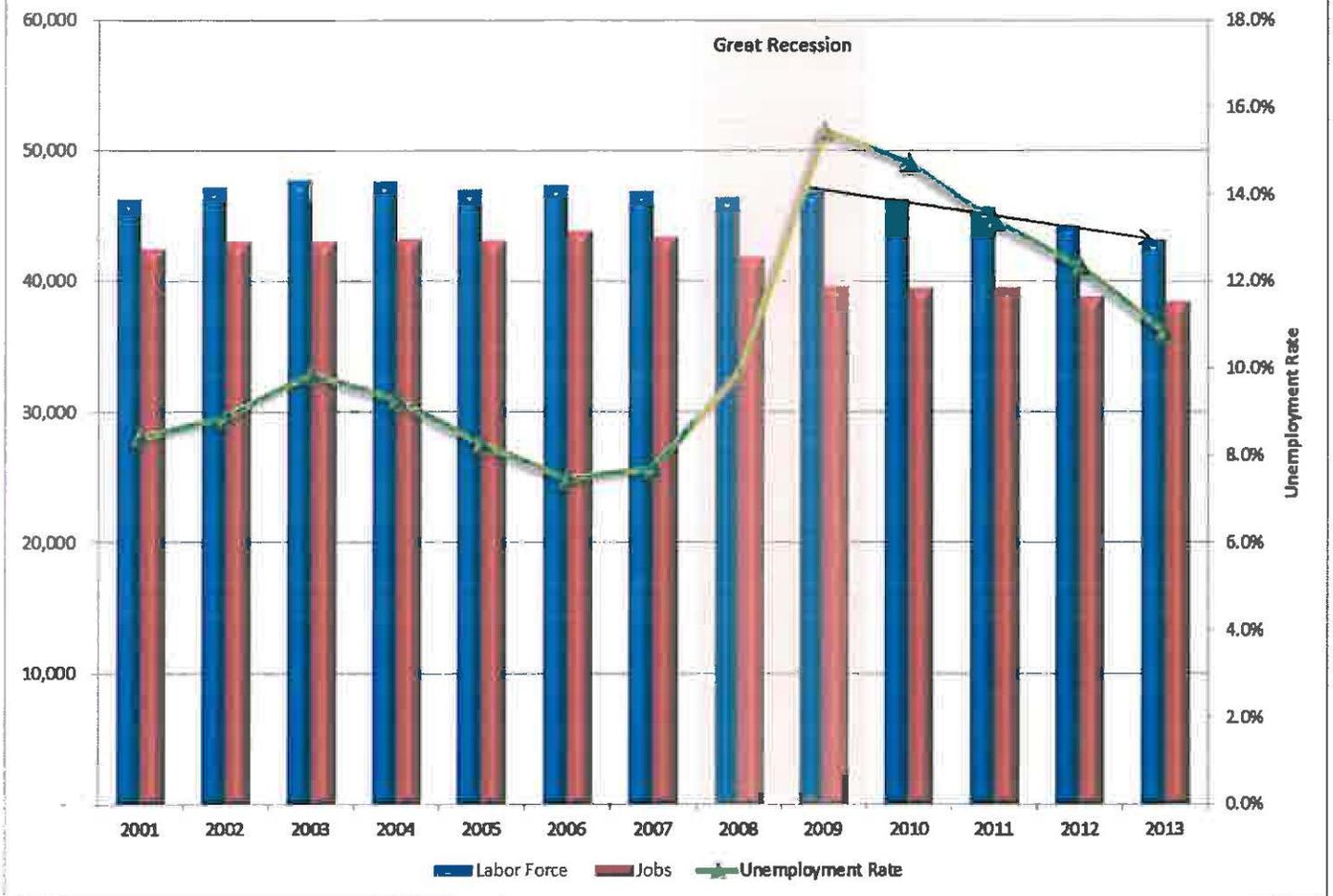
In past reports we have reported that most of the job gains have been confined to the metropolitan areas in the northern parts of the state and that the metropolitan areas closer to home, such as Eugene, had not yet begun to add jobs significantly. It is encouraging to observe that: ". . . as the economic expansion continues and even gathers steam, the state's second tier metros – Bend, Corvallis, Eugene, Medford, and Salem – are now growing faster than Portland, and more importantly back to their housing boom era growth rates." The OEA also reports that these metros to date have gained 60 percent of their recessionary lost jobs and are experiencing 2.9 percent job growth over the last year.

### *Douglas County*

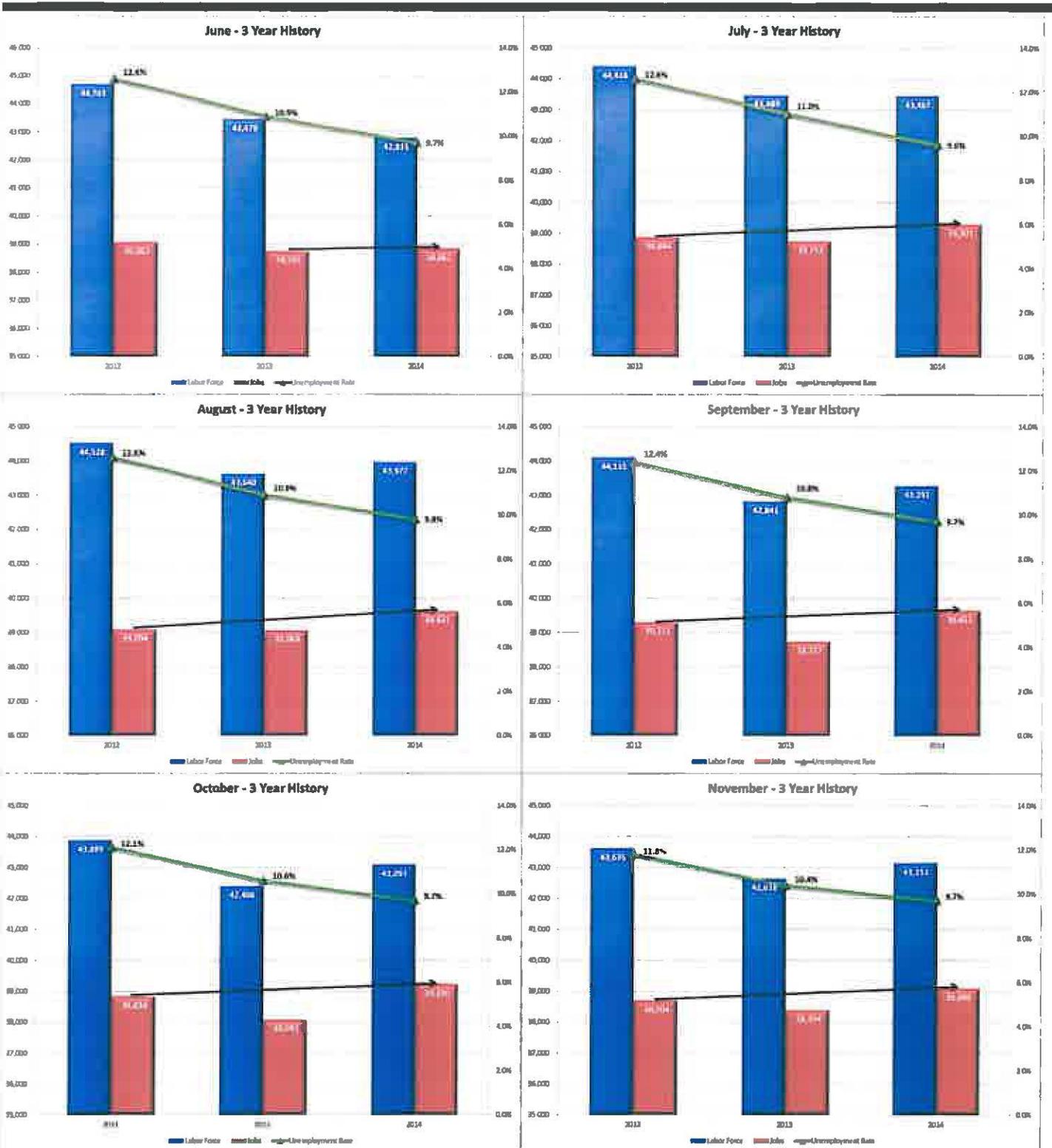
Recent economic data and leading indicators suggest that the growth of the economy is stabilizing and will continue to grow into the future. Recent data suggests that 2014 is a turning point for Douglas County.

The unemployment rate in Douglas County has been steadily declining since 2009 as part of the post recessionary recovery, however, the decline has been for all of the wrong reasons as the following chart, "Douglas County – Labor Force / Jobs / Unemployment Rate History" illustrates. By 2013 the County's unemployment had dropped to 10.8 percent from the recessionary high of 15.5 percent in 2009; the decline was not an outcome of job growth (red bars) as an additional 5,381 jobs were lost during that time but was a result of a 9 percent decline in the labor force (blue bars). Causes for the reduction in the labor force during this period is likely a combination of demographics with an aging population that entered retirement, migration of workers out of the county in search of employment, and long-term unemployed individuals that gave up on finding a job and dropped out of the labor market.

## Douglas County - Labor Force / Jobs / Unemployment Rate History



Recent employment data appears to indicate that 2014 is a turning point for the County. While assessing economic trends based on month-over-month data can hide longer term growth trends due to seasonal and cyclical forces that manifests itself in the data, analyzing year-over-year growth trends may provide a clearer picture of the overall health of the economic recovery. That being said an individual analysis of year-over-year labor data for the past three years for each of the last six months may be enlightening and encouraging as certain labor market trends begin to emerge.



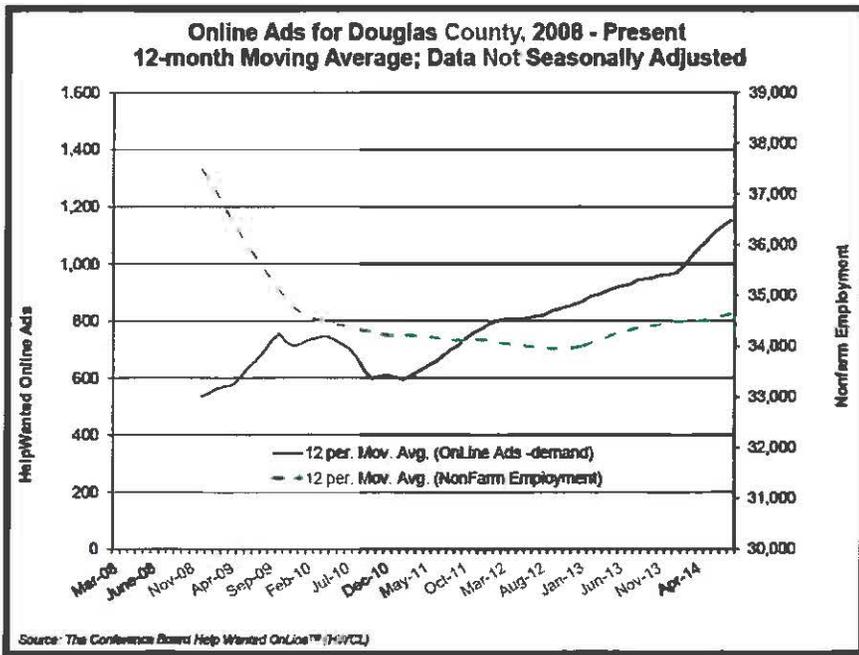
A review of the data presented in the charts above leads to the discovery of the following emerging trends:

- Jobs (red bars) increased on a year-over-year basis in each of the last six months. June's increase was modest and only increased over the prior year. The strength of job growth increased in magnitude over the last 5 months with 2014 jobs exceeding the job count over the past two years.

- In response to the reversal of job growth trends that began in June, renewed optimism began to return to the market place as individuals who had previously dropped out of the labor market (blue bars) began to return. July figures shows the beginning of the labor force trend reversal as the year-over-year analysis was essentially flat from the previous year but was better than June when labor force data continued its annual decline. August through November have all registered increases in the labor force over the previous year.
- The unemployment rate which measures the difference between workers in the labor force and the number of workers employed has continued its annual decline but now for all of the right reasons; increasing number of jobs for those actively participating in the labor market.

As suggested at the beginning of this report on the county, there are leading indicators which provides optimism for continued improvement in local job growth. The Conference Board, a nonprofit and independent membership and research organization, publishes a number of economic indicators (such as the U.S. Consumer Confidence Index) that are widely used by analysts and policy makers, has produced a private Help Wanted OnLine Data Series (HWOL) which “measures the number of new, first-time online jobs and jobs reposted from the previous month for over 16,000 internet job boards, corporate boards, and smaller job sites that serve niche markets and smaller geographic areas.”

While print ads have been tracked and used as economic indicators since the 1950s, employers are switching from print to online help wanted ads, consequently there is a need to track online ads as a way to capture some of the demand for labor in an area.



The HWOL as shown to the left indicates that there may be a growing demand, or job openings, in Douglas County which of course would bode well for future job growth as the advertised jobs are filled.

The Oregon Employment Department reported that: “. . . as time goes by, HWOL seems to be tracking and maybe leading employment trends in direction if not in magnitude in Douglas County. HWOL ads have more than doubled since bottoming out during the recession, going from a little less than 500 to around 1,300. Some of that growth may be attributed to more employers using

online advertising. But if HWOL turns out to be a leading indicator of labor demand, the recent acceleration of online ad growth should lead to an acceleration of payroll employment growth in the near future. We’ll see.”

*As a final note to this economic outlook*

The stagnation of the housing market from its brisk growth in terms of home sales and new construction in 2012 and 2013 acted as a drag on our local economy; however, recent economic trends suggest that forces working

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against the housing market are being resolved and a rebound in the housing market is reasonable. Pluses for a rebounding housing market are:

- *Population Growth* – Once again, since Oregon is a top performing state that is outpacing the nation in terms of job growth, population growth is picking up. The OEA reports that “. . . the total number of new residents in the state is nearly back to pre-recession levels. The recent acceleration in population growth is due to strong in-migration from other states.”
- *Household Formation* – The OEA reports that “The combination of more jobs and more residents has resulted in stronger household formation.” Also contributing to household formation is the reversal of the “kids in the basement” trend that peaked in 2012 and 2013; fewer young adults are living at home in 2014. In Oregon, household formation is accelerating.
- *Low Inventory* – Due to population growth and household formation, existing inventory is not keeping up with demand; even locations like Bend which suffered a massive housing bubble has seen population growth in subsequent years eliminate housing surplus.
- *Foreclosures Declining* – While foreclosures remain high when compared to pre-recession levels, “. . . the market has passed the peak of foreclosures and is working through the backlog of distressed properties.”
- *Mortgage Rate Decline* – One of the driving factors of the brisk housing market in 2012 and much of 2013 were record low interest rates and when the rates increased in the later part of 2013 and 2014 the brakes were applied to the market. Recent developments in the global and national economies have combined to drive rates down again and as of this writing, mortgage rates are once again at 19 month lows with a 30 year fixed mortgage rate set at 3.57 percent.

Considering these factors, the OEA forecasts that we “. . . will see sizeable improvements of construction activity in 2014, 2015, and 2016.”

## A FINAL NOTE

This quarterly report has been prepared to summarize and review the City’s operations and financial position for the second quarter of the 2014-15 fiscal year as of the month ending December 31, 2014, 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 [rharker@cityofroseburg.org](mailto:rharker@cityofroseburg.org). We encourage you to visit our website at [cityofroseburg.org](http://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](http://CityofRoseburg.org)

01-26-2015



**TO: BUDGET COMMITTEE**

**FROM: CITY RECORDER SHEILA R. COX**

**SUBJECT: BUDGET CALENDAR AND PROCESSING SCHEDULE  
FOR FISCAL YEAR 2015-2016**

**DATE: JANUARY 20, 2015**

Enclosed herewith, please find the proposed 2015-2016 Budget Calendar; along with the Budget User's Assistance and Information Guide. This year, the public members of the Budget Committee are invited to attend the January 26, 2015 Council meeting during which Auditor Tom Davidson will present the Year-End Audit Report; Finance Director Ron Harker will present the Quarterly Financial Report Ending December 31, 2014 and City Manager Lance Colley will give you a summary of the City's current financial condition and discuss parameters for the new budget year. The meeting will begin at 7:00 p.m. in the City Hall Council Chambers.

Staff will hold a budget planning meeting on Wednesday, January 28, 2015 to begin work on departmental budgets. The City Manager and Finance Director hope to complete the proposed budget by mid-April. As noted on the enclosed notice, a "Budget Law Orientation" session will be held from 4:30 p.m. to 6:00 p.m. on Monday, April 20, 2015 in the third floor conference room at City Hall and all of you are encouraged to attend.

We will hold our first official Budget Committee Meeting at 7:00 p.m. on Tuesday, April 28, 2015 to hear the City Manager's presentation of the budget message and receive the proposed budget document for both the City and the Urban Renewal Agency. The Committee will also conduct the required Public Hearing on Possible Uses of State Revenue Sharing. The Committee will meet again the following Tuesday (May 5th) and begin review of departmental budgets. Committee Meetings are also scheduled for 7:00 p.m. on the next two evenings, Wednesday, May 6 and Thursday, May 7, 2015. Further meetings can be scheduled if necessary, but the proposed budget must be approved by May 15, 2015.

This information is being sent to you in advance so you can note the dates on your calendar. It is very important to have a quorum for all Budget Committee Meetings and we strongly urge you to do your best to attend every meeting. If you know in advance you will be unable to attend any of the scheduled meetings, please call me at 492-6866.

Please feel free to call City Manager Lance Colley or Finance Director Ron Harker if you have any questions or concerns regarding the budget process following receipt of this information.

Sheila R. Cox, City Recorder

attch.

cc: Mayor  
City Manager  
Department Heads  
2015-2016 Budget File  
Chrono File

**CITY OF ROSEBURG  
BUDGET CALENDAR AND PROCESSING SCHEDULE  
FOR FISCAL YEAR 2015-2016**

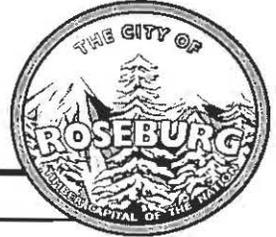
<u>TARGET DATE</u>	<u>ACTION</u>
1. 01/26/15	<b>7:00 P.M. COUNCIL MEETING (Budget Committee Invited):</b> Annual Comprehensive Financial Report ("CAFR") presented by City Auditor Tom Davidson; Distribution of Budget User's Guide and calendar; Discussion regarding budget parameters; Finance Director presents Quarterly Report Ending 12/31/2014 ( <i>*Mail information to Councilors and Budget Committee members who do not attend the meeting.</i> )
2. 01/28/15	<b>1:00 P.M. – 5:00 P.M.</b> – Staff Retreat; Distribution of budget preparation manual & forms; budget briefing session; departments begin preparation process
3. Week of 02/09/15	IT meets with individual departments to determine technology needs
4. 03/02/15	General Fund budgets submitted to City Manager and Finance Director at department head meeting. BG forms outlining grant requests shall be submitted at the same time, but separate from the full department budget.
5. 03/09/15	Special Fund budgets submitted to City Manager and Finance Director.
6. 03/13/15	Finance Director completes review of departmental budgets and advises City Manager of any uncommitted revenues
7. Week of 03/16/15	Departments meet with City Manager to review departmental budgets
8. 03/27/15	City Manager completes review of operating sections of departmental budgets; begins revenue projections and directs expenditure adjustments
9. 04/01/15	If the City Manager and Finance Director determine funding will be available, Staff issues news release indicating non-profit organizations may apply for contributions.
10. 04/06/15	*Notice of 4/28/15 -- Budget Committee Meeting/Public Hearing on <i>Possible Uses of State Revenue Sharing</i> <b>mailed</b> to Budget Committee with reminder of meeting schedule and News-Review for 1st publication on 4/12/15 and <u>posted on City's website</u> (ORS 294.426 requires publication no more than 30 days prior to hearing & allows for posting on City website rather than 2 <sup>nd</sup> newspaper publication)
11. 04/12/15	Notice of 04/28/15 -- Budget Committee Meeting/Public Hearing on <i>Possible Uses of State Revenue Sharing</i> <b>published</b> in News-Review
12. 04/15/15	Non-profit organization grant applications due. City Manager & Finance Director balance & complete proposed budget; Manager prepares Budget Message for City and Urban Renewal Agency

**CITY OF ROSEBURG  
BUDGET CALENDAR AND PROCESSING SCHEDULE  
FOR FISCAL YEAR 2015-2016 – CONTINUED**

<u>TARGET DATE</u>	<u>ACTION</u>
13. 04/20/15	<u>4:30 P.M. – 6:00 P.M.</u> Budget Committee Training Session
14. 04/28/15	<u>7:00 P.M. – 8:30 P.M.</u> First Budget Committee Meeting: City Manager presents budget message and distributes the proposed budget; Public Hearing on Election to Receive State Revenue Sharing & Possible Uses Thereof is held
15. 05/05/15	<u>7:00 P.M. – 10:00 P.M.</u> Second Budget Committee Meeting: Individual departments begin review of their respective portions of the budget
16. 05/06/15 & 05/07/15	<u>7:00 P.M. – 10:00 P.M.</u> Budget Committee Meetings continue as necessary <b>**Budget Committee must hold final session and approve the proposed budget by 05/15/15</b>
17. 05/15/15	Notify News-Review of space needed for budget summary publication
18. 05/22/15	<u>Mail</u> Notice of 06/08/15 -- Public Hearing on <i>Proposed</i> Uses of Revenue Sharing and Detailed Summary of Budget as Approved by the Budget Committee to News-Review to be published on 5/31/15 <b>**ORS 294.448 requires notice to be published not less than 5 days and not more than 25 days, prior to the hearing; and <u>post on City's website</u></b>
19. 05/31/15	Detailed summary of budget (as approved by the Budget Committee) and notice of 06/08/15 Public Hearing on <i>Proposed</i> Uses of Revenue Sharing <u>published</u> in News-Review
20. 06/08/15	<b>7:00 P.M. Council Meeting:</b> Council holds Public Hearing on <i>Proposed</i> Uses of Revenue Sharing & Proposed Budget as Approved by the Budget Committee and adopts a resolution electing to receive state revenue sharing & adopting the final budget <b>**pursuant to ORS 221.770</b>
21. 07/01/15	Send required forms to County Assessor pursuant to ORS 294.555 and Certification of Public Hearings Before the Budget Committee & Council on Possible & Proposed Uses of Revenue Sharing and the Resolution Electing to Receive Revenue Sharing to the State Executive Dept. <b>*Deadline is 07/15</b>
22. 07/10/15	File 1 copy of budget with Douglas County Clerk; 2 with DC Library

SECRET  
1-20-15

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## COMMISSION APPOINTMENTS

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Meeting Date: January 26, 2015  
Department: City Manager's Office  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Mayor Reports  
Staff Contact: Debi Davidson  
Contact Telephone Number: 492-6866

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### ISSUE STATEMENT AND SUMMARY

Mayor Rich has requested that a discussion regarding the process for making Commission appointments be placed on the January 26, 2015, City Council agenda.

### BACKGROUND

**A. Council Action History.** The current City Council has not addressed this issue.

**B. Analysis.** When the use of advisory commissions was initially instituted, appointment of commission members was strictly a Mayoral prerogative. The Mayor simply selected citizens to serve on a commission and that selection was ratified by the City Council. When Commission terms were due to expire, either the Mayor, Commission Chair or Staff would contact those with expiring terms to determine their desire to continue serving on the Commission. For the most part, those persons were reappointed by the Mayor with appointments ratified by Council. There were a few exceptions wherein a Commission member may have not been reappointed, primarily due to attendance issues. At no point in this process were citizens required to complete a written application for appointment.

The previous Mayor who served in the early 1990's preferred to solicit for written applications from interested citizens. While appointments were still a Mayoral prerogative, the Mayor chose an appointee from that group of applicants, and appointments were ratified by the City Council. Only new prospective members were required to submit an application; those desiring reappointment were not.

The City Council in place in 2005 wished to have a greater role in the appointment and removal of Commission members. Therefore, a series of ordinances were adopted between 2005 and 2007 to make changes to Commission provisions. Ultimately, the Code now reads as follows:

"Any individual who wishes to serve on a City Commission, including individuals who wish to continue serving on a Commission after their term expires, shall complete an application as provided by the City Manager's Office. The City Manager shall submit all applications to the Mayor and Commission Chair, with a copy provided to Council. After reviewing all applications the Commission Chair shall recommend to the Mayor persons to fill any vacancies on the Commission. If the Mayor agrees with the

recommendation, the Mayor shall appoint the recommended person, subject to confirmation by the Council. If the Mayor disagrees with the recommendation, the Mayor shall present both the Mayor's recommendation and that of the Commission Chair to Council for a deciding vote.....”

In addition to the above requirements, Staff was instructed by Council to solicit applications for all Commissions every fall (late October). This resulted in application solicitation regardless of whether a vacancy did or did not exist. Thus, applications are often received from interested citizens even though there really are not going to be any vacancies if current Commission members want to continue serving and are reappointed.

Staff believes the Mayor would like to discuss with Council the possibility of amending the process to eliminate the need for existing members to re-apply if they wish to continue serving.

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

**D. Timing Issues.** Should the City Council wish to make any changes in the process, it would be appropriate for those changes to be in place prior to Fall 2015. A Code amendment would require action at two separate City Council meetings.

#### **COUNCIL OPTIONS**

The City Council has the option to:

1. Retain the current Commission appointment process; or
2. Direct Staff to prepare a Code amendment to discontinue requiring Commission members to submit written applications for appointment to another term; and/or
3. Return all aspects of Commission appointments back to a Mayoral prerogative; and/or
4. Only solicit Commission applications when a vacancy is known to exist.
5. Other variations which may be desired by the Mayor and City Council.

**MINUTES OF THE REGULAR MEETING  
OF THE ROSEBURG CITY COUNCIL**

**JANUARY 13, 2015**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on Tuesday, January 13, 2015, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor Fazio led the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilors Alison Eggers; Ken Fazio, Victoria Hawks, Steve Kaser, Marty Katz and Tom Ryan.

**Absent:** Councilors Lew Marks and John McDonald

**Others present:** City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Police Captain Jerry Matthews, Public Works Director Nikki Messenger, Finance Director Ron Harker, Fire Chief Gregg Timm, Community Development Director Brian Davis, Management Technician Debi Davidson, Carissa Cegavske of the News Review and Kyle Bailey of KQEN Radio.

**MAYOR REPORTS**

Mayor Rich introduced and welcomed newly elected Ward I Councilor Alison Eggers.

Rich shared the "State of the City Address" highlighting achievements for 2014 and expectations for 2015. A full transcript of the Address is maintained in the Council record.

Rich made the following Commission Chair appointments:

- Airport Commission – Tom Ryan
- Economic Development Commission – Lew Marks
- Historic Resources Review Commission – Marty Katz
- Parks & Recreation Commission – Ken Fazio
- Public Works Commission – Kaser
- MedCom Board – Victoria Hawks

Commission appointments were then made as follows:

- Ryan moved to reappoint Daniel Sprague to the Airport Commission. Motion was seconded by Fazio and carried unanimously.
- Ryan moved to reappoint Knut Torvik and appoint Elias Minaise and Robert Scott to the Budget Committee. Motion was seconded by Fazio and carried unanimously.
- Ryan moved to reappoint Don Baglien, Gary Leif and Michael Widmer and to appoint Angela Brown to the Economic Development Commission. Motion was seconded by Fazio and carried unanimously.
- Katz moved to reappoint Lisa Gogal and appoint Bentley Gilbert to the Historic Resources Review Commission. Motion was seconded by Ryan and carried unanimously.
- Fazio moved to reappoint Diana Wales and Robert Walker and appoint Bob Cotterell to the Parks and Recreation Commission. Motion was seconded by Hawks and carried unanimously.

- Kaser moved to reappoint Fred Dayton and Ryan Forsloff to the Public Works Commission. Motion was seconded by Ryan and carried unanimously.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Kaser reported the Public Works Commission resolved an issue of two properties being served by one water meter, as well as various bid awards and contracts which will be presented to the Council.

Katz noted an e-mail Councilors received regarding the duck pond. The e-mail will be forwarded to Staff for review.

ELECTION OF COUNCIL PRESIDENT

Kaser moved to appoint Tom Ryan to serve as Council President for 2015. Motion was seconded by Fazio and carried unanimously.

PLANNING COMMISSION APPOINTMENTS

Ryan moved to reappoint Scotty Ingeman and Daniel Onchuck to the Planning Commission. Motion was seconded by Fazio and carried unanimously. One vacancy remains; Staff will schedule interviews for February 9, 2015 for five pending applicants.

COUNCILOR MCDONALD LEAVE

It was reported that newly-elected Councilor John McDonald was on military deployment, and therefore, cannot serve or be sworn into office until his return. To comply with the City Charter, Council consent to the absence is required. Fazio moved to consent to City Councilor-Elect John McDonald's absence from the City of Roseburg for a period exceeding thirty days and ending approximately February 13, 2015. Motion was seconded by Ryan and carried unanimously.

AUDIENCE PARTICIPATION

Dan Eman discussed how the cities of Long Beach and San Diego were addressing the homeless issue and requested the City of Roseburg follow suit. Additionally, he requested parades for Martin Luther King, Jr. Day and Gay Pride.

CONSENT AGENDA

Ryan moved to approve the following Consent Agenda items:

- A. Minutes of December 8, 2014 regular meeting.
- B. OLCC Ownership Change, R-Mart, 2646 W Harvard
- C. Murray Smith & Associates Task Order for NE Stephens Street pavement rehabilitation project in an amount not to exceed \$94,695.

Motion was seconded by Hawks and carried unanimously.

PUBLIC HEARING – OLCC NEW OUTLET, CHI'S RESTAURANT, 1023 NE STEPHENS

At 7:35 p.m. Rich opened the public hearing for a new OLCC outlet. Cox reported that Chi's Restaurant will be relocating to 1023 NE Stephens due to the Highway 138 project interfering with their current location. After public notification and police background investigation, Staff found no reason to deny the application submitted by Yit Chan Chi and Qiongci Chi. As no one else wished to speak, the hearing was closed at 7:36 p.m. Eggers moved to recommend

OLCC approval of the new location application for a full on-premises sales license for "Chi's Garden" located at 1023 NE Stephens. Motion was seconded by Hawks and carried unanimously.

PUBLIC HEARING – OLCC NEW OUTLET, PURPLE PARROTT, 3011 NW STEWART PARKWAY SUITE 101

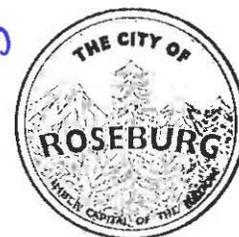
At 7:37 p.m. Rich opened the public hearing for a new OLCC outlet. Cox reported that the Purple Parrot will be locating at 3001 NW Stewart Parkway. After public notification and police investigation, Staff found no reason to deny the application submitted by Michael Chamberlin, Susan Herzog, Tezra Kong and Christina Bates. As no one else wished to speak, the hearing was closed at 7:38 p.m. Ryan moved to recommend OLCC approval for the new location application for a limited on-premises sales license for "Purple Parrott" located at 3001 NW Stewart Parkway Suite 101. Motion was seconded by Fazio and carried unanimously.

Meeting adjourned at 7:38 p.m.

  
Debi Davidson  
Management Technician

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

*Spec Item  
1/26/15*



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## Highway 138 Water Main Improvement Project Bid Award Recommendation 14WA06

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Meeting Date: January 26, 2015  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

The City received bids for the Highway 138 Water Main Improvements project on January 6, 2015. The issue for Council is whether to award the construction project.

### BACKGROUND

**A. Council Action History.** On February 24, 2014 Council awarded the Highway 138 Water Main Improvements Project design contract to Civil West Engineering Services, Inc. On September 22, 2014 Council approved an amendment to that contract.

**B. Analysis.** The City has been working with ODOT for several years to develop the Highway 138E Corridor Solutions Project. That project will involve construction on Oak, Washington, Pine, Stephens, Douglas and Spruce streets. In order to facilitate this work, there are several locations that the City's waterlines need to be relocated. After receiving the list of known conflicts from ODOT, staff and the consultant analyzed the waterlines in the area based on age, capacity and other factors to determine which lines would be replaced and/or upsized as part of this project. As a result, the project developed consists of approximately 3,600 lineal feet of new water distribution piping. It will also include two borings under the railroad, hydrant relocations, service re-connections, tie ins to the existing system, valves, meters, and other appurtenances as necessary to complete the installation.

The project was advertised per the City's standard bidding procedure. Eight bids were received on January 6th. The bids are summarized below.

#	Bidder	Total Bid Amount
1	Cradar Enterprises, Inc.	\$ 983,362
2	Laskey-Clifton Corp.	\$ 1,121,383
3	LaDuke Construction LLC	\$ 1,158,015
4	Kogap Enterprises, Inc.	\$ 1,186,180
5	LTM Incorporated dba Knife River	\$ 1,232,640
6	HGC, Inc.	\$ 1,236,148
7	H&J Construction	\$ 1,247,992
8	Legacy Contracting, Inc.	\$ 1,464,022
	Engineer's Estimate	\$ 965,341

**C. Financial and/or Resource Considerations.** The FY 2014-15 Water Fund budget includes \$2,171,500 for water capital improvements. Budget spent to date is approximately \$549,000 with an additional \$335,000 obligated leaving available capital funding of approximately \$1,287,500 remaining in the budget. The total project costs are estimated below.

*Spent to date:*

Design	\$95,463
<b>Total Spent to Date</b>	<b>\$95,463</b>

*Remaining Project Costs*

Design	\$ 11,169
Construction	\$983,362
Construction Mgt. Support	\$ 84,982
Contingency (7.5% of const.)	<u>\$ 73,752</u>
<b>Total Remaining Costs</b>	<b>\$1,153,265</b>

**Total Project Costs** **\$1,248,728**

This cost is significantly higher than the budget level estimate of \$700,000 and will impact other planned smaller projects that will have to be pushed into the next budget cycle. None of the projects that will be postponed are as high a priority as this project as the timing of this project is critical to the success of the larger corridor project. At the time that staff was developing the estimated project budget, many factors were unknown in regards to the bigger Highway 138E project. As the projects developed, three main factors impacted the City's project cost. These included the depth of asphalt required to be replaced, ODOT requirements that led to the project primarily consisting of nighttime work, and additional piping that is in conflict with the Transportation Enhancement portion of the larger project. None of these factors were known in early 2014 when the preliminary project estimate was developed. While the scope of the project has increased since our original estimate was developed, staff has been working with the design engineers for the last few months to insure that the project meets the water system needs and allows us to complete the work prior to the street construction project. Staff has been aware that the project cost would exceed the original estimate. As outlined above, there is money currently available and budgeted in the water fund to complete the project.

**D. Timing Issues.** It is critical that the project be awarded as planned to meet the construction timeline for the Highway 138 Corridor Project. If the project is awarded, the project is expected to begin in early March. The contractor will have 120 days to complete the project. This schedule will allow for completion of the project prior to ODOT's contractor beginning work on the larger Highway 138E project.

#### **COUNCIL OPTIONS**

Council has the following options:

1. Award the project to the low bidder, Cradar Enterprises Inc. for \$983,362; or

2. Request more information; or
3. Reject all bids. This will impact the project schedule and could have impacts to the larger Highway 138E project.

**STAFF RECOMMENDATION**

This is a high priority project that both facilitates the Highway 138E Corridor Solutions Project and replaces aging facilities. Money has been budgeted and is available to construct the project. The bids appear both responsive and responsible. The Public Works Commission discussed this project at their January 8<sup>th</sup> meeting. The Commission recommended awarding the project to the low bidder, Cradar Enterprises Inc. for \$983,362. Staff concurs with this recommendation.

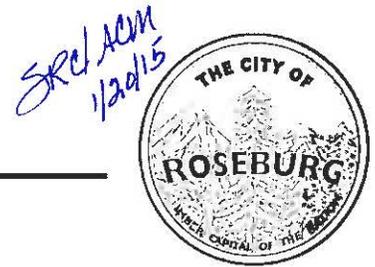
**SUGGESTED MOTION**

*I move to award the Highway 138 Waterline Improvement Project to the low bidder, Cradar Enterprises Inc., for \$983,362.*

**ATTACHMENTS**

None.

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### Highway 138 Water Main Improvement Project Construction Management Services Contract Award 14WA06

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Meeting Date: January 26, 2015  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and budget for construction management services for the Highway 138 Water Main Improvements. The issue for Council is whether to award the construction management (CM) contract.

#### BACKGROUND

**A. Council Action History.** On February 24, 2014 Council awarded the Highway 138 Water Main Improvements Project design contract to Civil West Engineering Services, Inc. On September 22, 2014 Council approved an amendment to that contract.

**B. Analysis.** The Highway 138 Water Main Project has been bid and if awarded will begin construction in March. One of the requirements of the ODOT permitting is to have a full time inspector on the project. Integrated Consulting Services, Inc. (ICS) is located in Downtown Roseburg, very near to the project location. ICS was a sub-consultant to Civil West Engineering on the project design and performed approximately 50% of the design. Considering their role as a sub-consultant to the design engineer, their previous CM experience with the City on the 24- inch transmission main project, and their staff qualifications and availability, staff negotiated directly with ICS for the construction management services required for this project.

The proposed scope of work includes pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, inspection services, testing and start up, preparation of record drawings, and other miscellaneous services.

**C. Financial and/or Resource Considerations.** The proposed cost of the construction management contract with ICS is \$84,982. Total project costs are estimated below.

Design	\$106,632
Construction	\$983,362
Construction Mgt. Support	\$ 84,982
Contingency (7.5% of const.)	<u>\$ 73,752</u>
<b>Total Project Costs</b>	<b>\$1,248,728</b>

**D. Timing Issues.** If awarded, the project is scheduled to begin in early March. As such, it is important to enter into a CM services contract as soon as practical.

#### **COUNCIL OPTIONS**

Council has the options to:

1. Award of the contract for construction management services to ICS for an amount not to exceed \$84,982; or
2. Request additional information; or
3. Recommend that staff issue a Request for Proposals for the construction management services. This is not required for contracts under \$100,000 and would prevent the project from being constructed before ODOT begins construction of the Highway 138 Corridor Improvements project.

#### **STAFF RECOMMENDATION**

The Public Works Commission discussed this contract at their January 8<sup>th</sup> meeting. The Commission recommended awarding the contract to Integrated Consulting Services for an amount not to exceed \$84,982. Staff concurs with this recommendation.

#### **SUGGESTED MOTION**

***I move to award the construction management contract for the Highway 138 Water Main Improvements Project to Integrated Consulting Services, Inc. for an amount not to exceed \$84,982.***

#### **ATTACHMENTS**

None.

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

*REC/AEM  
1/20/15*



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### Parrott/Spruce Design Services RFP

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Meeting Date: January 26, 2015  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

The Council previously awarded a design contract to Pinnacle Western, Inc. (PWI) for the Parrott/Spruce Improvement Project. Due to staffing changes at PWI, staff is recommending a different course of action at this time. The issue for Council is whether to cancel the Request for Proposals and reject all proposals.

### BACKGROUND

**A. Council Action History.** On November 24, 2014 the City Council and Urban Renewal Agency awarded the design contract to Pinnacle Western, Inc (PWI).

**B. Analysis.** In October, the City issued a Request for Proposals (RFP) for design services related to the Parrott/Spruce Improvement Project. The proposed scope of work will include alternative analysis, predesign, design, preparation of construction documents and engineer's estimates for the project. On November 4, 2014 three proposals were received and ranked according to the criteria outlined in the RFP. PWI was the highest ranked proposer.

Shortly after the Council awarded the contract, staff began negotiating the final scope of work and related fee. Prior to finalizing the contract, PWI contacted staff to notify the City that PWI's project manager listed in the proposal was leaving the company. Proposer qualifications, including the identification of key personnel and project management, accounted for a significant portion of the available points during the ranking of the proposals (30 out of 100 points). In the PWI proposal, the project manager accounted for 37 percent of the total hours attributed to the design contract. In staff's opinion, this is a significant change from the proposal that was submitted.

After consultation with the City Attorney, staff sent a letter notifying PWI that the City was terminating negotiations on this contract. It is staff's recommendation that the City cancel the solicitation and reject all proposals at this time. Staff would further recommend that a request for qualifications (RFQ) be issued for the project design.

**C. Financial and/or Resource Considerations.** The only resource issue beyond the staff time already spent, is the minimal staff time involved with updating and reissuing the request for qualifications.

**D. Timing Issues.** This is the biggest impact to the project. Given the short time frame available to design and bid the project, staff believes this will push construction out until the spring/summer of 2016.

**COUNCIL OPTIONS**

The Council has the options to:

1. Cancel the solicitation and reject all proposals; or
2. Direct staff to negotiate with the second highest ranked proposer; or
3. Request additional information.

**STAFF RECOMMENDATION**

The Public Works Commission discussed this issue at their January 8<sup>th</sup> meeting. The Commission recommended that the Council cancel the Request for Proposals and reject all proposals. Staff concurs with this recommendation.

**SUGGESTED MOTION**

*I move to cancel the solicitation for RFP No. 2015-02 and reject all proposals received.*

**ATTACHMENTS**

None.

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

*JVC*  
*1/22/15*



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## EMERGENCY RESPONSE PLAN

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Meeting Date: January 26, 2015  
Department: City Manager

Agenda Section: Department Items  
Staff Contact: John VanWinkle  
Monte Bryan

[www.cityofroseburg.org](http://www.cityofroseburg.org)

Contact Telephone Number: 492-6866

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### ISSUE STATEMENT AND SUMMARY

In 2008, the City Council approved the Emergency Operations Plan for the City of Roseburg. This purpose of this item is to review plan information and to outline and clarify the role of the Councilors and the Mayor in the event of an emergency that calls for the Emergency Operations plan to be followed. Staff will also discuss the Emergency Operations Center set up in the Public Safety Building. Specific trainings that are available will again be outlined, and any questions addressed to Staff should be answered or researched for response at a later date.

### BACKGROUND

#### A. Council Action History

- January 2008 – Council Adopted Resolution No. 2008-01, indicating commitment to the National Incident Management System, the Federal guiding principles for emergency operations.
- January 2008 – Adopted the original version of the City's Emergency Operations Basic Plan which Staff updates approximately every six months.

#### B. Analysis.

The City has had an Emergency Plan, in an alternate form, for many years. The first plans were written largely in response to the fires in California, lessons learned by other municipalities who had experienced disasters and FEMA-sponsored training which Staff attended. There was no "blueprint" for the form and content of these plans, except for how to prepare information for possible reimbursement by FEMA for eligible expenses. In the aftermath of the 9/11 tragedy, there was a move by the Federal agencies under the Homeland Security agency consolidation to standardize responses and to then mandate an appropriate plan and training for the safety of communities and for eligibility for any Federal grants. Led by Fire Personnel and the Human Resources Director, Staff collaborated to write a plan appropriate for Roseburg. Employees at all levels continually train to receive required certifications from the Federal Emergency Management Institute. This is an ongoing process with the need for periodic updates, training of any new or promoted employees and simulation exercises.

As elected officials, the Plan does designate the overall role Council and the Mayor have in an emergency situation. (See page 7 of the Plan). Classes that may be helpful to elected

officials are on the website: <http://training.fema.gov/is/>. Numbers IS 700 and IS 800 are the most relevant. Under the Mayor/Council/City Manager form of municipal government, activities for the Council are to be communications liaisons for their ward and to be available to communicate with the Mayor and/or the City Manager and receive updated information to share with their constituents. Pursuant to advisory information from the Emergency Management Institute classes, Councilors are not designated under the plan to be inside the Emergency Operations Center when it has been activated. The Mayor may be in the area of the EOC, though not inside, to receive updates from the center occupants and relay that data to the Councilors.

**C. Financial and/or Resource Considerations.**

There are no financial considerations. City financial policies have provisions for expenditures in the event of an emergency. Council would be apprised of these and would be asked to certify such expenditures, generally after the fact, should they become necessary.

**D. Timing Issues. n/a**

**COUNCIL OPTIONS**

There is no official action that Council needs to take.

**ATTACHMENTS**

Due to the confidential nature of a portion of the Plan, Council has been provided an updated copy under separate cover.

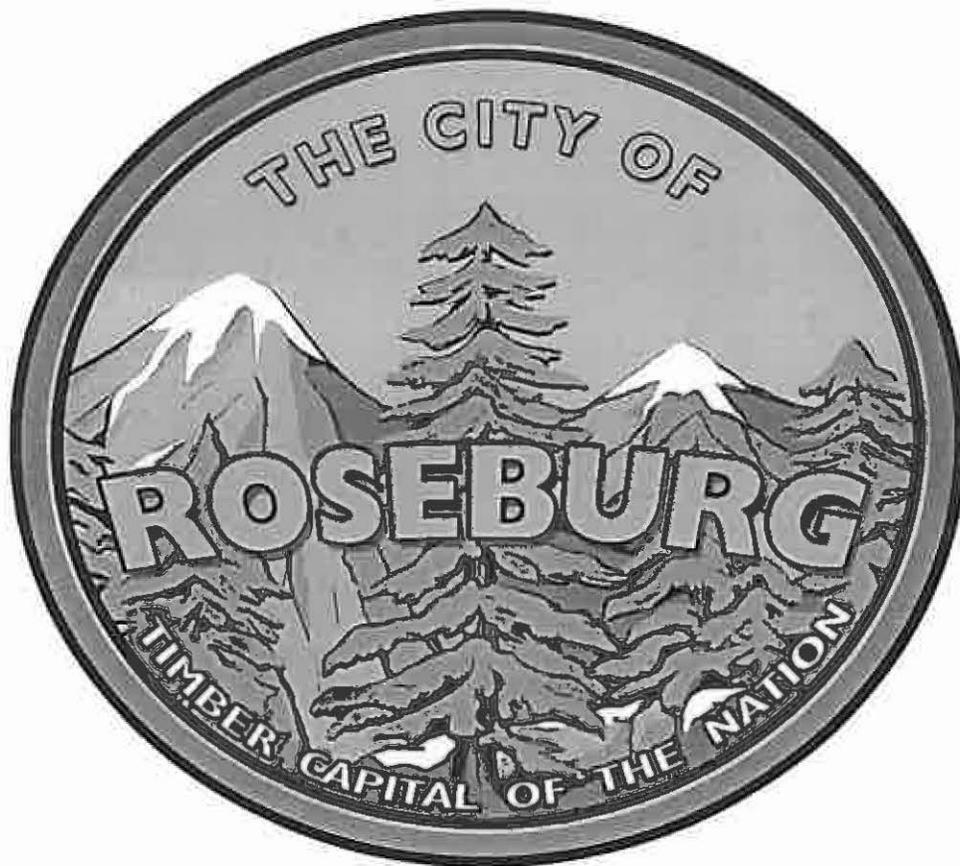
Beginning on Page 15 of this document, the Plan references "Functional Annexes." This is an organizational term defined by FEMA as follows:

Annexes are the parts of the Emergency Operations Plan that begin to provide specific information and information. Annexes focus on operations: what the function is and who is responsible for carrying it out. While the Basic Plan provides information relevant to the EOP as a whole, annexes emphasize responsibilities, tasks and operational actions that pertain to the function being covered. . Annexes should cover, in general terms, the activities to be performed by anyone with a responsibility under the function. An annex should identify actions that not only ensure effective response but also aid in preparing for emergencies and disasters.

# CITY OF ROSEBURG

## EMERGENCY OPERATIONS PLAN

*Basic Plan*



Adopted January 2008  
December 2014

## TABLE OF CONTENTS

### BASIC PLAN

		PAGE #
1.	<b>PURPOSE</b> .....	1
2.	<b>SITUATION AND ASSUMPTIONS</b> .....	1 – 2
	SITUATION .....	1
	ASSUMPTIONS .....	2
3.	<b>PHASES OF EMERGENCY</b> .....	2-3
	MITIGATION .....	2
	PREPAREDNESS .....	2
	RESPONSE .....	3
	RECOVERY .....	3
4.	<b>LEVELS OF EMERGENCY</b> .....	3-4
	LEVEL ONE: POTENTIAL EMERGENCY .....	3
	Definition .....	3
	Action .....	3
	LEVEL TWO: ACTUAL LOCAL EMERGENCY .....	4
	Definition .....	4
	Action .....	4
	LEVEL THREE: DECLARE STATE OF EMERGENCY .....	4
	Definition .....	4
	Action .....	4
5.	<b>STEPS FOR DECLARATION OF EMERGENCY</b> .....	4-5
6.	<b>CONCEPT OF OPERATIONS</b> .....	5
7.	<b>EMERGENCY RESPONSE PRIORITIES</b> .....	5-6
8.	<b>DIRECTION AND CONTROL</b> .....	6-7
	GENERAL .....	6
	CONTINUITY OF CITY OPERATIONS .....	6
	Succession of Authority .....	6
	Preservation of Records .....	7

<b>9.</b>	<b>EMERGENCY MANAGEMENT ORGANIZATION .....</b>	<b>7-9</b>
	MAYOR AND CITY COUNCIL .....	7
	CITY MANAGER/DEPARTMENT HEADS.....	7-8
	INCIDENT COMMAND SYSTEM .....	8
	DEPARTMENT RESPONSIBILITIES .....	9
	Public Works Department.....	9
	Fire Department .....	9
	Police Department.....	9
	Incident Commander .....	9
	Command Staff .....	9
	General Staff .....	9
<b>10.</b>	<b>EMERGENCY OPERATIONS CENTER .....</b>	<b>10-12</b>
	EMERGENCY OPERATIONS CENTER AND MOBILE COMMAND VEHICLE .....	10
	AUTHORITY FOR ACTIVATING .....	10
	EMERGENCY OPERATIONS CENTER LOCATIONS: TWO .....	
	EMERGENCY OPERATIONS CENTERS .....	11
	Primary Emergency Operations Center.....	11
	Backup Emergency Operations Center .....	11
	EMERGENCY OPERATIONS STAFF .....	11
	MOBILE EMERGENCY OPERATIONS STAFF/FIELD INCIDENT .. COMMAND POST .....	12
	JOINT INFORMATION CENTER .....	12
<b>11.</b>	<b>EMERGENCY AUTHORITY.....</b>	<b>12</b>
<b>12.</b>	<b>ORGANIZATION AND ASSIGNMENT OF FUNCTIONAL ANNEX RESPONSIBILITIES .....</b>	<b>13</b>
	HOW THE FUNCTIONAL ANNEXES WORK.....	13
<b>13.</b>	<b>ADMINISTRATION AND LOGISTICS.....</b>	<b>13-14</b>
	MUTUAL AID AGREEMENTS .....	13
	STATE/FEDERAL ASSISTANCE .....	14
<b>14.</b>	<b>PLAN DEVELOPMENT, MAINTENANCE AND IMPLEMENTATION .....</b>	<b>14-15</b>
<b>15.</b>	<b>EMERGENCY MANAGEMENT PREPAREDNESS .....</b>	<b>15</b>
<b>16.</b>	<b>FUNCTIONAL ANNEX RESPONSIBILITIES.....</b>	<b>15-20</b>

ANNEX A – LAW ENFORCEMENT ANNEX ..... 15

ANNEX B – FIRE AND RESCUE ANNEX ..... 16

ANNEX C – PUBLIC WORKS ANNEX ..... 16

ANNEX D – CARE & MANAGEMENT OF THE DECEASED ANNEX..... 17

ANNEX E – COMMUNICATIONS ANNEX ..... 17

ANNEX F – DAMAGE ASSESSMENT ANNEX ..... 18

ANNEX G – DEBRIS MANAGEMENT ANNEX ..... 18

ANNEX H – FACILITIES ANNEX ..... 19

ANNEX I – PUBLIC INFORMATION ..... 19

ANNEX J – VOLUNTEER COORDINATION ANNEX..... 19

ANNEX K – AIRPORT ANNEX..... 20

**17. GENERAL EMPLOYEE AND CONSULTANT RESPONSIBILITIES..... 21-23**

**18. EMERGENCY PURCHASING PROCEDURES ..... 24**

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# CITY OF ROSEBURG EMERGENCY OPERATIONS PLAN

## Basic Plan

### 1. PURPOSE

This Plan sets forth the following actions to be taken by the emergency organizations designated by the City of Roseburg and cooperating private institutions to:

- Prevent or reduce disasters;
- Reduce the vulnerability of city residents to any disasters that cannot be prevented;
- Assess capabilities and establish procedures for protecting citizens from the effects of disasters;
- Respond effectively to the actual occurrence of disasters; and
- Provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of life within the community.

Used as a management tool, this Plan will increase the City's ability to develop a timely and efficient emergency program, thereby mitigating the effects of an emergency or disaster on people and property.

The Emergency Operations Plan emphasizes the extraordinary emergency response functions applicable to all emergencies or disasters, while recognizing the unique aspects of specific types of hazards. In addition, the Plan outlines basic response functions commonly applicable to all hazards in developing a systematic approach to the management of any type or magnitude of emergency or disaster.

The guidelines and procedures included in this Plan have been prepared utilizing the best information and planning assumptions available at the time of preparation. There is no guarantee implied by this Plan. In an emergency, resources may be overwhelmed and essential services may not be available. Deviation from these guidelines may be necessary given the facts of any particular situation.

### 2. SITUATION AND ASSUMPTIONS

#### Situation

The City of Roseburg is exposed to various hazards which have the potential to disrupt the community, cause damage and create casualties. Possible natural hazards include drought, earthquake, large disastrous fires, flood, severe weather and volcanic activity. There is also the threat of technological hazards, those caused by human omission or error, such as transportation accidents, hazardous materials incidents or utility failures. A civil disturbance or a terrorism incident could also occur.

## Assumptions

The City of Roseburg will continue to be exposed to the hazards noted above as well as others which may develop in the future.

County and local governments are primarily responsible for emergency management actions and will commit all available resources to protect lives and minimize damage to property.

Outside assistance will be available in most emergency situations affecting the City. Although this Plan defines procedures for coordinating such assistance, it is essential for the City of Roseburg to be prepared to carry out disaster response and short-term actions on an independent basis.

It is possible for a major disaster to occur at any time and at any place in the city. In some cases, dissemination of warning and increased readiness measures may be possible; however, many disasters and events can, and will, occur with little or no warning.

A major disaster event will likely affect the lives of many City of Roseburg and other local response agency employees limiting or preventing them from performing emergency response activities.

Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their respective responsibilities in the implementation of this Emergency Operations Plan.

The intent of this Plan is to reduce disaster-related losses.

## **3. PHASES OF EMERGENCY**

The Basic Plan follows an all-hazard approach and acknowledges that most responsibilities and functions performed during an emergency are not hazard-specific; therefore, this Plan accounts for activities before and after, as well as during, emergency operations. The phases of emergency management are addressed below.

### Mitigation

Mitigation activities are those which eliminate or reduce the impacts of a disaster, including long-term activities that lessen the undesirable effects of unavoidable hazards.

### Preparedness

Preparedness activities, programs and systems are those that exist prior to an emergency and are used to support and enhance response to an emergency or

disaster. Planning, training and exercising are among the activities conducted under this phase.

### **Response**

Response involves activities and programs designed to address both immediate and short-term effects at the onset of an emergency or disaster. Response is geared towards reducing casualties and loss of life, protecting the environment, minimizing damage and facilitating recovery. Activities include direction and control, warning, evacuation, rescue and other similar operations.

### **Recovery**

Recovery involves both short-term and long-term processes. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or an improved, state of affairs. The appropriate time to institute mitigation measures, particularly those related to a recent emergency, is during the recovery period, including reassessing the EOP and planning process for deficiencies. Restoration to upgrade damaged areas is appropriate if it can be shown extra repairs will mitigate or lessen the chances of damages caused by another such similar disaster.

## **4. LEVELS OF EMERGENCY**

To ensure that the City responds appropriately, emergency status and levels are listed below along with the action to be taken during each level. Emergency situations that are within the normal scope and control of the responsible department are not considered here.

Any given level may be bypassed, if necessary, to allow response to proceed directly to a higher level. As an emergency progresses to higher levels, the stated activities of previous levels will continue to be enacted.

### **Level One: Potential Emergency**

#### **Definition**

At this level, there is a strong potential that the department attempting to control the emergency will exhaust its resources before bringing the emergency under control.

#### **Action**

The City Manager and all Department Heads (or their designees), the Public Information Officer and the 9-1-1 Center are notified of a possible emergency and may alert key personnel within their respective departments of the situation.

## Level Two: Actual Local Emergency

### Definition

The responsible department has determined that an emergency has escalated beyond its capability to control given its resources. The responsible department requires assistance from other departments to control a problem.

### Action

The City of Roseburg Emergency Operations Center may be activated. Initial staffing for the City of Roseburg Emergency Operations Center may consist of the City Manager, all Department Heads, the Public Information Officer, the City Manager's Management Technician and any other staff deemed necessary by the City Manager. The City Manager may designate an Incident Commander based on the nature of the incident and the criteria in the Emergency Management Organization section of the Basic Plan.

## Level Three: Declare State of Emergency

### Definition

The emergency is of a magnitude requiring County, State and/or Federal assistance. Local resources, including mutual assistance response, are insufficient to cope with the situation, and the incident requires response from other levels of government to protect lives, protect the environment and minimize property damage for a large portion of the population.

### Action

The City's Emergency Operations Plan and Emergency Operations Center may be activated. The City Manager may declare a State of Emergency exists. The Mayor and City Council may be notified of the situation.

## **5. STEPS FOR DECLARATION OF EMERGENCY**

The City Manager will sign an order declaring a State of Emergency for the City of Roseburg when the situation progresses to a level three emergency. The City must first expend, or nearly deplete, its own resources, including those available through mutual aid agreements, before requesting assistance from Douglas County. All requests will be made by the City Manager or by another official duly authorized by the City Manager or the EOP. After County resources have been expended, the Board of County Commissioners may request assistance from the State of Oregon.

Requests for State or Federal assistance, including National Guard or other military services, will be made to the Oregon Emergency Management Agency in Salem through Douglas County Emergency Management. Only the County's governing body may ask the Governor for a declaration of emergency. Only the Governor may request a declaration of emergency from the President of the United States. Following a presidential declaration of emergency,

Federal assistance may be made available. Such assistance may not be without cost to the City.

### 6. CONCEPT OF OPERATIONS

Local government has the primary responsibility for emergency management operations. These operations are designed to protect lives, minimize property damage and provide for continuation of critical services to customers. This Plan is based upon the concept that the emergency functions for various departments involved in emergency management will generally parallel normal day-to-day functions. To the extent possible, the same personnel and material resources may be employed in both cases; however, employees may be assigned to work in areas and perform duties outside their regular job assignments. Day-to-day functions that do not contribute directly to an emergency may be suspended for the duration of an emergency, and efforts that would typically be required for normal daily functions may be redirected to accomplish emergency tasks by the department concerned.

If it should be determined that the normal functions of the City are not sufficient to meet the emergency or disaster effectively, the City Manager may declare a state of emergency. The effect of the declaration is to activate recovery and rehabilitation aspects of the Plan and authorize the furnishing of aid and assistance.

### 7. EMERGENCY RESPONSE PRIORITIES

Priorities for assignment of City of Roseburg resources during emergency response are as follows:

#### A. Protection of Life

1. Emergency response personnel
2. General public

#### B. Stabilization of the incident

1. Bring the situation to a point of order
2. Determine a course of action
3. Prevent the incident from expanding
4. Isolate the scene and ensure security

#### C. Protect the Environment

1. Contain or neutralize any hazardous materials that may be released

2. Ensure, to the extent possible, that emergency response activities do not adversely impact the environment

### **D. Protect Public and Private Property**

1. Facilities essential to emergency response are high priority
2. Hospitals and temporary care shelters are high priority

### **E. Restoration of Critical Services**

1. Services necessary to sustain emergency response services are high priority
2. Services essential to the well being of responders and the public are high priority

## **8. DIRECTION AND CONTROL**

### **General**

The City Manager is responsible for ensuring that coordinated and effective emergency response systems are developed and maintained. Departments may perform emergency activities closely related to those they perform routinely. Specific positions and departments are responsible for fulfilling their obligations as presented in the Basic Plan and individual annexes.

The City of Roseburg will manage all emergency response using the National Incident Management System Incident Command System. The City Manager may designate an Incident Commander, based on the type of emergency at hand. Each department will be responsible for having its own standard operating procedures to be followed during applicable response and recovery operations.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups, may be requested and used only as an adjunct to existing City services when the situation threatens to expand beyond the City's response capabilities.

### **Continuity of City Operations**

#### **Succession of Authority**

To maintain City operations and ensure the orderly continuation of leadership in an emergency situation, the following order of succession and responsibility is established:

- City Manager
- City Recorder
- Fire Chief
- Police Chief
- Community Development Director
- Public Works Director
- Finance Director
- Human Resources Director

### **Preservation of Records**

In order to provide normal government operations following a disaster, vital records must be protected, including legal documents and personnel records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

## **9. EMERGENCY MANAGEMENT ORGANIZATION**

The Emergency Management Organization consists of all levels of City government. The Mayor, City Council, City Manager, Department Heads, City Attorney and individual departments all have certain responsibilities in the mitigation, preparedness, response and recovery phases of emergency management for the City of Roseburg.

The Emergency Operations Plan is based on the National Incident Management System. The Emergency Management Organization is structured to follow the Incident Command Structure. Responsibilities within the Emergency Management Organization structure are as follows:

### **Mayor and City Council**

- Approval and adoption of Basic Emergency Operations Plan;
- Convene City Council for emergency session(s) as deemed necessary [Mayor];
- Remain at home or at work and available for contact from the Emergency Operations Center [Councilors].
- Report to the Emergency Operations Center and assist in communication and coordination efforts with elected officials of other governmental entities if requested by the Incident Commander or City Manager [Mayor];
- Determine funding levels through the budget for emergency mitigation, planning, response and recovery activities.

### **City Manager/Department Heads**

The City Manager may determine, based on the nature of an emergency, which Department Heads will staff the Emergency Operations Center. Department Heads not immediately reporting to the Emergency Operations Center may either report to

their respective departments to provide staff assistance or prepare to take a later shift at the Emergency Operations Center. The City Attorney's role is to advise the Incident Commander and Department Heads regarding legal matters and provide assistance in presenting emergency ordinances to the City Council for adoption. The City Manager may work with the City Attorney to determine which legal measures are to be processed by the City Council. The City Manager is responsible for declaring a state of emergency and, if necessary, requesting additional assistance from other jurisdictions or higher levels of government. Responsibilities of Department Heads are as follows:

- Provide resources to ensure staff receives necessary training for managing emergency events, including maintenance of the Emergency Operations Plan;
- City Manager may appoint the Incident Commander and a second shift Incident Commander when it becomes apparent the event will extend in to a second shift;
- Maintain communication and support with Mayor and City Council; stay informed of event status;
- Determine City services to be curtailed or modified during the course of an emergency, including determining an appropriate time for services to come back online;
- Provide policy guidance to the Incident Commander;
- Review critical press releases prior to release by the Public Information Officer; and
- Determine priorities for City resources;

### **Incident Command System**

The City of Roseburg has selected the Incident Command System as the method for managing emergency incidents. The Incident Command System structure utilizes a standard format, defining operational and support functions, by providing a standard description and pre-defining duties and responsibilities for each function, and delineating lines of authority and communication.

The City Manager is responsible for appointing the Incident Commander and will coordinate appointment of the Incident Commander with the Department Head of the specific department assigned responsibility of the disaster. The City Manager may determine that a Unified Command is the preferred model for responding to various emergency events and the City Manager may appoint a lead Incident Commander and other Department Managers to act in a Unified Command structure. The City of Roseburg Incident Commander may request lead staff from another responding agency to participate in a Unified Command Structure.

The City Manager, with assistance from Department Heads, is responsible for keeping the Mayor and City Council informed as to the magnitude of the emergency and progress of the response.

## **Department Responsibilities:**

Typically, the Incident Commander would be appointed from the Department designated as "lead" in this Plan. The City Manager may consider the following guidelines for appointment of the Incident Commander based on the type of emergency incident and these examples.

### **Public Works Department**

- ✓ Weather-related events, i.e., ice, snow, wind, flood;
- ✓ Volcanic eruption;
- ✓ Earthquakes; and
- ✓ Landslides.

### **Fire Department**

- ✓ Conflagration;
- ✓ Hazardous materials incident; and
- ✓ Transportation/mass casualty incident.

### **Police Department**

- ✓ Civil disturbance; and
- ✓ Criminal acts.

### **Incident Commander**

Directs all response activities and is in charge of all operational aspects of an emergency. The Incident Commander also keeps the City Manager apprised of the situation and response effort. In addition, the Incident Commander is responsible for coordinating all efforts and determining necessary resources for any given emergency. The Incident Commander may determine which elements of the Incident Command System may be implemented and may choose to delegate certain duties.

### **Command Staff**

Command Staff includes the Public Information Officer; Liaison Officer and Safety Officer, all of whom report directly to the Incident Commander.

### **General Staff**

General Staff includes the Operations Chief, Planning Chief, Logistics Chief and Finance Chief, all of whom report directly to the Incident Commander. Staff must be prepared to have the means to record the event and financial cost.

## 10. Emergency Operations Center

### Emergency Operations Center and Mobile Command Unit

All Emergency response and support activities will be coordinated from the City of Roseburg Emergency Operations Center located in the Public Safety Center, 700 SE Douglas Avenue, Umpqua Room. The Emergency Operations Center will be activated upon notification of a possible or actual major emergency. During large-scale emergencies, the Emergency Operations Center may become the seat of government for the duration of a crisis. Command Staff and General Staff will report to and remain in the Emergency Operations Center during the emergency as directed by the Incident Commander.

If this facility is not functional when the Emergency Operations Center is activated, the backup Emergency Operations Center is located in the Public Works lunchroom, 425 NE Fulton Street. If the primary Emergency Operations Center and back up Emergency Operations Center are not useable, the City Mobile Command Unit provided by the Fire Department will be used until an alternate Emergency Operations Center location is established.

During emergency operations and upon activation, the Emergency Operations Center staff will assemble as outlined in the Plan and directed by the Incident Commander.

Security will be provided at the Emergency Operations Center for all activations and only authorized personnel will be allowed in the Emergency Operations Center. Media will not be allowed inside the Emergency Operations Center. When the Emergency Operations Center is located in the Public Safety Center, media shall be addressed in the lobby area. When the Emergency Operations Center is located at the Fulton Shop, the media shall be addressed in the north parking area. The Incident Commander will determine the level of security provided depending on the nature of the incident.

### Authority for Activating

Authority for activating and initiating the command structure of the Emergency Operations Center will be one of the following (as appropriate):

- City Manager;
- Fire Chief;
- Police Chief; or
- Public Works Director.

A Department Head may activate the Emergency Operations Center any time an emergency the Department is managing approaches or exceeds the resources and

capabilities of the Department. If a Department Head activates the Emergency Operations Center, he/she will attempt to notify the City Manager.

The Incident Commander may determine the level of staffing required; alert the appropriate personnel, agencies and organizations and keep the City Manager advised as to the status throughout the event.

The Incident Commander may serve as the overall Emergency Operations Center Manager or may choose to delegate this function.

The Emergency Operations Center will operate on a 24-hour basis with rotating shifts as necessary until an emergency is over (typical rotation is on a 12 hour basis).

The Incident Commander will ensure the Douglas County Emergency Manager is immediately notified upon activation. Periodic updates may be made as the situation requires.

### **Emergency Operations Center Locations: Two Emergency Operations Centers**

#### **Primary Emergency Operations Center**

The Public Safety Center Umpqua Room will be the Emergency Operations Center for all activations unless it sustains damage or is otherwise inaccessible.

The Emergency Operations Center is maintained ready for use and can be opened by the first arriving Staff member. An Operations and Readiness Manual outlining activation procedures is available in the Emergency Operations Center.

#### **Backup Emergency Operations Center**

The Public Works Lunch Room located at 425 NE Fulton Street will be the backup Emergency Operations Center and used in the event the primary Emergency Operations Center is unusable.

The backup Emergency Operations Center is maintained ready for use by the Public Works Department.

If the primary and the backup Emergency Operations Center are not functional, the Mobile Command Unit will be used as the City Emergency Operations Center until an alternative site is established.

#### **Emergency Operations Center Staff**

Emergency Operations Center staffing levels may be determined by the Incident Commander and the City Manager. Generally, the Incident Commander, Incident Command Staff, Incident Command General Staff and Administrative Support Staff necessary to support ICS positions will report to the Emergency Operations Center.

## Mobile Emergency Operations Center/Field Incident Command Post

The Mobile Command Unit may be used as the Field Incident Command Post at a location of an actual incident. It may be the location from which the actual field direction to emergency response personnel takes place or may be utilized in a limited scope as an Emergency Operations Center in the event that all fixed Emergency Operations Center are out of service. The Field Incident Command Post can, with its communications and administrative capabilities, be operated at a safe designated site as the Emergency Operations Center. It may be staffed by Police, Fire or Public Works personnel in the event of a major incident or by representatives from various departments.

## Joint Information Center

A Joint Information Center may be established to support Emergency Operations Center activations as needed. The JIC for both the Public Safety Center Emergency Operations Center and the back-up Emergency Operations Center will be in the Public Works lunch room, 425 NE Fulton Street. The Douglas County Justice Center, 1036 SE Douglas Avenue, will serve as the backup Joint Information Center. This site may open for all City of Roseburg Emergency Operations Center activations. The Joint Information Center will coordinate all media and public information releases and requests for the Emergency Operations Center and Field Public Information Officers.

## **11. EMERGENCY AUTHORITY**

In accordance with ORS 401.309 Emergency Management Series and Chapter II the Roseburg City Charter, the City Manager may take extraordinary measures in the interest of effective emergency management. These powers include but are not limited to:

- Declaration of a local state of emergency;
- Wage, price and rent controls and other economic stabilization measures;
- Curfews, blockades and limitations on utility usage;
- Rules governing ingress to and egress from the affected area; and
- Other security measures.

All physical resources within the City of Roseburg whether publicly or privately owned, may be utilized when deemed necessary by the City Manager. The City of Roseburg assumes no financial or civil liability for the use of such resources. Accurate records of such use will be maintained to ensure proper reimbursement for those resources, if needed.

As provided for in Oregon Revised Statute 401.309 and Executive Order of the Governor, the City Manager may exercise the same powers, on an appropriate local scale, granted to the Governor.

**12. ORGANIZATION AND ASSIGNMENT OF FUNCTIONAL ANNEX RESPONSIBILITIES**

The Emergency Operations Plan consists of several components--the Basic Plan, Functional Annexes and Appendixes. The Basic Plan describes the overall general framework and operation of the Plan. The City Manager and Department Heads will follow the Basic Plan during an emergency. Their responsibilities are outlined in this component of the Plan. Other individuals assigned to a position in the Incident Command System structure will find a checklist of the assigned position's responsibilities in one of the Functional Annexes or Appendix of the Plan.

**How the Functional Annexes Work**

Functional Annexes provide policy, procedures and guidelines for carrying out various emergency functions. Functional Annexes are supplemented by Department operating procedures and checklists. Functional Annexes may identify personnel positions and their responsibilities that may be staffed when the Emergency Operations Center is activated. For the purpose of this Plan, a personnel position is a title identified within a Functional Annex and accompanied by a checklist of responsibilities. An Incident Command System position has standard Incident Command System duties, titles and a checklist of responsibilities.

Based on the Integrated Emergency Management System, all of the activities that occur during an emergency situation are grouped into general categories, such as evacuation and law enforcement. In most cases, the department for which these functional activities most resemble normal day-to-day operations may take the lead on developing, carrying out and updating the Annex. For example, the Police Department is normally responsible for traffic control. This responsibility will carry through as traffic control is needed in evacuation and other circumstances. Most of the individuals/volunteers who staff that annex will probably be from that department; however, in some cases, other departments may have an assisting role in carrying out that annex. When this happens, those individuals from assisting departments who help to staff the positions outlined in the annex will report to the appropriate person designated in the annex chain of command flow chart. This person may or may not be from the department for which the individual works under normal operating conditions.

**13. ADMINISTRATION AND LOGISTICS**

**Mutual Aid Agreements**

Should local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions and agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel or other available

capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible.

### State/Federal Assistance

Requests for State or Federal assistance, including National Guard or other military services, will be made to the Oregon Emergency Management Agency in Salem through Douglas County Emergency Management. Only the County may ask the Governor for a declaration of emergency. Only the Governor may request a declaration of emergency from the President of the United States. Following a presidential declaration of emergency Federal assistance will be made available. Such assistance may not be without cost to the City.

## **14. PLAN DEVELOPMENT, MAINTENANCE AND IMPLEMENTATION**

- The City of Roseburg Emergency Operations Plan Administrator is responsible for keeping the EOP updated. The City Manager has delegated the Human Resources Director as the Emergency Operations Plan Administrator.
- The development and continued update of all Functional Annexes is the responsibility of the Department Head identified on each annex and in the Basic Plan section of this document. The Plan Administrator or designee will send out an update notice to Department Heads and the City Manager at a minimum of once a year, normally in the Fall. Each department/division is responsible for reviewing its Functional Annex sections and updating with current information upon request from the Emergency Plan Administrator. All changes must be forwarded on hard copy. No exceptions will be made to this rule. The Emergency Plan Administrator will make the revisions, post the updated Plan on the shared City directory and notify all employees of the new posting via e-mail..
- Each Department is responsible for ensuring their respective section of the Resource Appendix is kept updated with the most current information. At six-month intervals (approximately June and December) the Emergency Plan Administrator will send out update notices to all employees, and the Resource Appendix will be posted on the shared City directory.
- An annual review and update of the Basic Plan, as well as other remaining components of the Plan, will be the responsibility of the Emergency Plan Administrator.
- The Plan will be updated, as necessary, based upon deficiencies identified by drills and exercises, changes in local government structure, technological changes, etc. Approved changes will be incorporated into the Plan and posted to the shared City directory with e-mail notification made to all employees..
- The Basic Plan section of the Emergency Operations Plan is authorized and adopted by the Roseburg City Council. Minor updates that do not impact policy may be made administratively by the City Manager. Major changes or changes that alter policies must be approved and adopted by the City Council. Updates to Annexes and Appendices may be done by Department Heads under the direction of the City Manager.

- The Plan will be activated at least once a year (October) in the form of a simulated emergency in order to provide practical experience to those having Emergency Operations Center responsibilities.
- Each department will be responsible for providing the appropriate training to those individuals who will be expected to participate in the implementation of the Plan.
- This Plan supersedes and rescinds all previous editions of the City of Roseburg Emergency Operations Plan and is effective upon signing by the City Manager. ***If any portion of this Plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of this Plan.***

### 15. EMERGENCY MANAGEMENT PREPAREDNESS

- The City Manager is responsible for ensuring that City of Roseburg staff members are trained in appropriate emergency response procedures. Staff will be trained to levels specified by the National Incident Management System.
- Command Staff and General Staff will attend basic Incident Command System training and annual trainings on emergency management. Staff trained in the Incident Command System should receive a refresher course every two years.
- Staff designated for Incident Command System positions will receive a minimum two hour training specific to the position or positions they are designated to fill or if determined by the Department Head, they will complete the Oregon Emergency Management course related to the positions for which they are designated. In October of each year, the City of Roseburg will conduct in one tabletop, functional or full-scale exercise. The Emergency Operations Center will be started up and tested at least once a year, normally as part of the annual exercise.
- The Plan Administrator will ensure the City Resource Appendix is kept updated on an ongoing basis and the Basic Plan, Functional Annexes and other remaining components receive an annual review and are updated as needed.
- The City Manager may recommend ordinances which provide for emergency powers as well as promulgation of the Emergency Operations Plan as necessary.

### 16. FUNCTIONAL ANNEX RESPONSIBILITIES

#### Annex A – Law Enforcement Annex

**→ Lead Department: Police  
Annex Manager: Police Chief**

Law enforcement provides resources to maintain civil order and ensure security of citizens, property, and, when necessary, incident scenes at which there is need for protection of evidence pending collection and corresponding investigation. This

Annex covers responsibilities and procedures for maintaining security and order under crisis conditions and eventual recovery. Procedures for augmenting forces during emergencies, including these listed below are also described.

- Law enforcement;
- Traffic and crowd control;
- Isolation of damaged area(s) and security of crime scenes;
- Civil Disturbances;
- Damage reconnaissance and reporting; and
- Security at the Emergency Operations Center and other key response facilities.

### Annex B - Fire and Rescue Annex

**→Lead Department: Fire  
Annex Manager: Fire Chief**

The Fire and Rescue Annex is designed to provide a formal operational plan which, when implemented, will provide the City of Roseburg with a firefighting capability able to meet the demands of a disaster situation. In addition to firefighting, responsibilities for rescue, weather emergencies, biological incidents, terrorist related incidents and radiological defense operations are addressed. The checklist format is designed to serve strictly as a memory guide and is in no way intended to require implementation of every step or to necessarily list all the steps that may be needed to effectively stabilize the disaster. Fire Department functions may include:

- Fire prevention and suppression;
- Urban search and rescue operations;
- Inspection of damaged area for fire hazards; and
- Hazardous spills containment.

### Annex C - Public Works Annex

**→Lead Department: Public Works  
Annex Manager: Public Works Director**

The Public Works function provides for a flexible emergency response capability involving engineering, construction, repair and restoration of essential public facilities and infrastructure. During a disaster event, the Public Works Department may provide support for heavy rescue operations and may play a key role in establishing multipurpose staging areas and onsite command posts. Major responsibilities of the Public Works Department during a disaster event include operation of the Water Treatment Plant and water system; operation of the major street system; storm water collection system; traffic control systems; debris removal; contract repair of infrastructure; parks; maintenance of Public Works vehicles; and key City buildings.

Public Works may use consultants and contractors to supplement in-house resources. Public Works responsibilities include:

- Barricading of hazardous areas and unsafe infrastructure until repairs can be made;
- Priority restoration/protection of streets and bridges, as well as the water treatment plant and distribution systems;
- Damage assessment;
- Debris removal; and
- Operate and maintain emergency generators.

### Annex D - Care & Management of the Deceased Annex

**→Lead Department: Fire and Police Departments  
Annex Manager: Fire Chief**

This Annex describes steps to be taken in the care and handling of individuals who are deceased due to the occurrence of a disaster. Activities are outlined concerning care and management for the deceased, including tagging of bodies, identification of deceased individuals, execution of the evidentiary process, transportation of bodies, notifying of next of kin and coordination with mortuary facilities. The Fire Department will:

- Provide resource to identify, track and preserve deceased; and
- Provide for coordination of Police, Fire, EMS and Medical Examiner in managing care of deceased.

### Annex E - Communications Annex

**→Lead Department: Fire Department  
Annex Manager: Fire Chief**

The Communications Annex deals with establishing, using, maintaining, augmenting and providing communication support necessary for emergency response and recovery operations. The Police Department may:

- Establish and maintain emergency communication systems;
- Coordinate use of all public and private communication systems necessary during emergencies;
- Coordinate and manage all emergency communications operated within the Emergency Operations Center following activation;
- Support operational needs of Douglas County 9-1-1 Center and County Fire Defense Board;
- Develop and implement a communication plan for incidents; and
- Coordinate efforts of Amateur Radio Service Operators.

## Annex F - Damage Assessment Annex

**→ Lead Department: Public Works  
Annex Manager: City Engineer**

This function is to ensure that personnel and procedures are available to provide preliminary estimates and descriptions on the extent of damage resulting from large-scale disasters. Personnel in this Annex are responsible for evaluating street systems, bridges, water treatment and distribution systems and other infrastructure for use and safety. Damage Assessment staff may also work with the County Building Official to ensure timely post earthquake inspection of buildings within the City, as well as:

- Establish a damage assessment team with inspection/assessment capabilities and responsibilities;
- Develop systems for reporting and compiling information on dollar damage to tax-supported facilities and private property;
- Assist in determining geographic extent of damaged area;
- Compile estimates of damage for requesting disaster assistance; and
- Assess damage to streets, bridges, traffic control devices, water treatment and distribution system, airport facilities and other public works infrastructure.

## Annex G – Debris Management Annex

**→ Lead Department: Public Works  
Annex Manager: Public Works Director**

This Annex describes procedures to be followed in the removal and recovery of debris resulting from natural and technological disasters or other major incidents. A coordinated effort may be necessary for the removal, collection and disposal of debris generated from a large event. The goal will be to use existing solid-waste best-practice strategies and methods to reduce, reuse, recycle, recover and landfill where feasible. Initial debris assessment may determine if a disaster event is of significance to request assistance from outside resources. Debris management may help establish priorities for the allocation of resources; collaborate with damage assessment team needs; physically remove debris; open transportation routes; and, if needed, locate temporary storage sites for the collection and recovery of debris. The Public Works Department may also:

- Establish and operate temporary debris storage and disposal sites;
- Identify method for estimation of debris quantities; and
- Provide for appropriate recovery and recycling efforts.

## Annex H - Facilities Annex

**→Lead Department: Public Works  
Annex Manager: City Engineer**

The Facilities function provides for flexible emergency response including the design, repair, restoration and operation of City facilities. During a disaster event, the Facilities Annex may play a key role in establishing site command posts, staging areas and other temporary facilities. The Facilities Annex would also be in a lead role for relocating City staff from damaged buildings to secure sites. The Facilities Annex will coordinate operation and maintenance of all generators that may be used in the operation of City facilities. The Annex may also:

- Ensure buildings critical to response efforts remain operational; and
- Establish temporary facilities as needed.

## Annex I - Public Information

**→Lead Department: Police Department or Fire Department depending upon the incident  
Annex Manager: Police Administrative Sergeant or Fire Marshal**

The goal of this functional activity is to increase public awareness of hazards and to provide information to the public before, during, and after emergencies. This Annex also provides for the effective collection and dissemination of information to control rumors. This Annex establishes responsibilities and procedures to:

- Conduct ongoing hazard awareness and public education programs;
- Compile and prepare emergency information for the public before an emergency occurs;
- Receive and disseminate warning information to the public and key City officials;
- Disseminate emergency public information as requested; and
- Arrange for media representatives to receive regular briefings on incident status during extended emergency situations; and handle unscheduled inquiries from the media and public.

## Annex J - Volunteer Coordination Annex

**→Lead Department: Public Works  
Annex Manager: Parks Program Manager**

The purpose of this Annex is to provide framework for efficient utilization of volunteers during a disaster event. Volunteers are a valuable resource during disaster events throughout the response and recovery phases, and provide a great variety of skills, talents and eagerness to assist in disaster situations. The volunteer

function must be organized and efficient to ensure maximum utilization of this resource. The Parks and Recreation Program Manager will:

- Provide tracking and coordination of emergent volunteer efforts;
- Recruit volunteers when specific need is identified;
- Manage emergent volunteer staging area; and
- Manage sign-up and check-in process for volunteer.

### Annex K - Airport Annex

**→ Lead Department: Administration**  
**Annex Manager: Airport Director**

This Annex describes procedures for handling an aircraft accident or emergency situation at the Roseburg Regional Airport. The responsibilities of the Airport Director, or designated representative, during an airport emergency are:

- Activate the Emergency Operations Center (full or partial), when appropriate;
- Direct all tasked organizations to ensure appropriate response;
- When notified, report to the Emergency Operations Center;
- Provide overall direction of response operations until an emergency scene is established and an Incident Commander assumes this responsibility;
- As appropriate, designate an Incident Commander to direct tactical operations at the emergency scene;
- As appropriate, designate an Emergency Response Manager to direct operations in the Emergency Operations Center;
- As appropriate, direct implementation of protective actions (sheltering/evacuation) for airport (City) employees, tenants and visitors;
- When appropriate, terminate response operations and release personnel.

The Airport Director, Public Safety Personnel (Fire and Police Department) and City employee responsibilities include the following in the event of a major aircraft incident at the Airport:

- Remove persons injured or trapped;
- Protect the public from injury;
- Protect the aircraft from further damage;
- Establish Inner and Outer Perimeter;
- Notify the FAA (Portland FSDO) and NTSB Communications Center;
- Protect property;
- Prevent disturbance of wreckage and debris except to preserve life, rescue the injured or protect the wreckage from further damage;
- Protect and preserve ground scars made by the aircraft;
- Admit Public Safety personnel access to the wreckage to extent necessary to preserve life and/or stabilize Hazmat;
- Maintain a record of personnel who enter the accident site;
- Document wreckage and witness information;
- Make required notifications, including NOTAMs, as needed.

### 17. GENERAL EMPLOYEE AND CONSULTANT RESPONSIBILITIES

It is essential for all employees to understand their responsibilities before, during and after an emergency. Assistance during an emergency as employees and members of the community is a responsibility shared by all.

In all instances, employees shall secure and stabilize their family/home situation as soon as possible. Employees shall then respond as outlined for their respective departments.

#### City Manager's Office

- ◆ In the event of a major disaster, the City Manager, City Recorder and Human Resources Director shall report to the Emergency Management Coordinator at the Public Safety Center Command Center for assignments, if any, during the emergency.
- ◆ All other office personnel shall be contacted by telephone by one of the above staff members and given instructions. If telephone communications are not available, employees shall respond to the Fulton Shop. If the Fulton Shop is inaccessible, employees shall report to the Roseburg Regional Airport without notification.
- ◆ The City Recorder and Human Resources Director shall respond first. Support Staff will be on standby and called in if needed. When 24-hour services are required, time will be shared in 12-hour shifts.
- ◆ In the event of a power failure, the electronic doors at City Hall will revert to emergency backup for a maximum of 20 hours. Notification shall be sent to the Management Team and the Watch Commanders to manually lock all doors if the failure lasts longer than 20 hours.

#### City Attorney

- ◆ Shall provide necessary legal assistance to the Mayor, City Council, City Manager and appropriate City Departments in the event of an emergency.
- ◆ Shall carry out any assignments made by the City Manager or designee.

#### Community Development Department

- ◆ In the event of a major disaster, the Community Development Director shall report to the Emergency Management Coordinator at the Public Safety Center Command Center for assignment, if any, during the emergency.
- ◆ All other personnel shall be contacted by telephone and given instructions. If telephone communications are not available, employees shall respond to the Fulton Shop. If the Fulton Shop is inaccessible, employees shall report to the Roseburg Regional Airport without notification.

- ◆ Initial expertise shall be provided in locating areas of the community where specific hazards may occur as the emergency continues.
- ◆ Provision of structural plans and designs on file to assist experts in the determination of possible shelter areas. Locating community mapping hazard area information to assist the Emergency Operations Coordinator.
- ◆ Other duties may be assigned by the Emergency Operations Coordinator.

### **Employee Assistance Program Coordinator**

- ◆ Provide crisis intervention services to employees and families who must deal with the emergency and aftermath.
- ◆ This service will be provided by the Employee Assistance Service under contract to the City.

### **Finance Department**

- ◆ The Finance Director will assume initial coordination of responsibilities. This may include emergency services, adjusting schedules and determining need for employee response.
- ◆ The Finance Director or designee shall create and implement a "call down tree" to contact all employees by telephone and provide instructions. If telephone communications are not available, employees shall respond to the Fulton Shop. If the Fulton Shop is inaccessible, employees shall report to the Roseburg Regional Airport without notification.
- ◆ Staff shall be available to perform duties as assigned by the Emergency Operations Coordinator.

### **Fire Department**

A recall of all off-duty personnel will be undertaken by the Fire Chief or any Chief Officer by:

- ◆ Instructing Douglas County Dispatch to utilize paging for recall of fire personnel.
- ◆ If the existing paging system is compromised, a recall procedure will be conducted by telephone. Off-duty personnel will be contacted by phone and requested to report for assignment.
- ◆ If the phone system is inoperable, direct contact will be undertaken to mobilize off-duty personnel. This option will be utilized only if sufficient personnel are available and the prevailing environmental conditions do not preclude road travel.

- ◆ All fire personnel will be instructed to report to their duty stations when a situation results in or may result in either major loss, gross environment damage or high dollar loss of property.

### **Police Department**

- ◆ All personnel shall call Dispatch or the Police Station for further instruction. If telephone communications are not available, all personnel shall respond to the Public Safety Center without notification.
- ◆ The initial command center and staging area for responding officers will remain at the Roseburg Police Department unless otherwise advised.
- ◆ The on-duty Watch Commander will assume initial coordination of responsibilities. This may include coordinating emergency services, adjusting shift schedules and determining need for employee response. The Emergency Management Coordinator will be notified as soon as possible.
- ◆ Additional resources may be utilized at the direction of the appropriate Division Commander.

### **Public Works Department**

- ◆ In the event of emergencies on a small scale, needed Public Works personnel are contacted by Dispatch, immediate supervisor or a representative of the supervisor.
- ◆ In the event of a large scale emergency, the Director and Engineers shall report to the Public Safety Center. If the Public Safety Center is inaccessible, they shall report to the Fulton Shop.
- ◆ The Public Works Director or designee shall create and implement a “call down tree” to contact employees of all Divisions by telephone and provide instructions. If telephone communications are not available, employees shall respond to the Fulton Shop. If the Fulton Shop is inaccessible, employees shall report to the Roseburg Regional Airport without notification.
- ◆ It is essential to establish lines of succession and task assignments during this type of emergency to safeguard life and property. Task assignments shall be directed by the Emergency Operations Coordinator from the Public Safety Center Command Post or other established location.

## **EMERGENCY PURCHASING PROCEDURES**

### **RMC 3.06.025(F)**

When the Purchasing Agent **determines that an emergency requiring prompt action exists** because of *circumstances that could not have been reasonably foreseen and that create a substantial damage or injury to persons or property*, the Purchasing Agent may waive any of the requirements of Roseburg Municipal Code Chapter 3.06 and may execute public contracts without competitive solicitation and award, or Council approval, but where time permits, the Purchasing Agent shall attempt to use competitive price and quality evaluation before selecting an emergency contract. Any public contract awarded under this Subsection must be awarded within 60 days following the declaration of an emergency by the Purchasing Agent, unless the Council grants an extension of the emergency period.

**A public improvement contract may only be awarded under emergency circumstances if the Purchasing Agent has made a written declaration of emergency.** Where the time delay needed to obtain a payment bond and/or performance bond for the contract could result in injury or substantial property damage, the Purchasing Agent *may waive the requirement for all or a portion of the required performance bond and/or payment bond.*

The Purchasing Agent shall **document** the nature of the emergency, the method used for selection of the particular contract and the reason why the selection method was deemed in the best interest of the City and the public.

**At the next Council meeting following a declaration of an emergency**, the Purchasing Agent shall submit a written report to the Council that sets forth with specificity the emergency conditions necessitating prompt execution of the contract(s), the provisions of the Chapter that the Purchasing Agent waived, the public contract(s) or public improvement contract(s) awarded under this Subsection and the length of time that emergency conditions are expected to persist.

Upon receiving the Purchasing Agent's report required by the above Paragraph, the **Council may modify or reject the Purchasing Agent's decision** to waive any bond requirements for contracts awarded during the emergency.

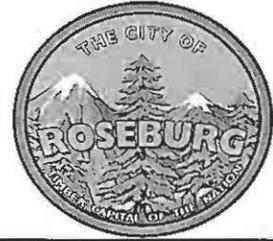
**The costs of public contracts awarded under this Subsection shall not exceed the unexpected appropriation for operating contingencies.**

**At the conclusion of the emergency period**, the Purchasing Agent shall submit to Council another written report of the public contract(s) or public improvement contract(s) awarded under waives during the emergency and the anticipated financial impact of the emergency.

SRC/ACM  
1/20/15

INFORMATIONAL A  
1-26-15

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ACTIVITY REPORT

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**Meeting Date:** January 26, 2015  
**Department:** City Manager  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

At each meeting I will provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your January 26, 2015, meeting, I provide the following items:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Weekly Messages
- Quarterly Municipal Court Report



Agenda  
Department Heads Meeting  
January 14, 2015 – 11:00 a.m.

1. Review January 13, 2015 Council Meeting
2. Review Tentative January 26, 2015 Council Agenda
3. Review Tentative January 27, 2015 Goal Setting Agenda
4. Tentative Future Agenda
5. Document Signing/Grants  
    Art Center Alcohol Events
6. After Hours Security
7. High Risk Internet Site Blockage
8. Department Items



Agenda  
Department Heads Meeting  
January 20, 2015 – 10:00 a.m.

1. Review Tentative January 26, 2015 Council Agenda
2. Tentative Future Agenda
3. Document Signing/Grants
  - Art Center Alcohol Event
  - K-9 Fun Run
4. Planning Commission Interviews
5. Department Items

**TENTATIVE FUTURE COUNCIL AGENDA**

**Unscheduled**

- City Hall Entry/Finance Department Remodel
- Community Development Block Grant Process
- LUDO Update – Part 2
- Noise Ordinance
- Parking Enforcement Agreement
- Parking Meter Removal – Oak and Washington
- Roadside Memorial Policy
- Tree Ordinance
- Urban Services Agreement
- Amending RMC 5.04 Water Rules and Regulations

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**February 9, 2015**

Planning Commission Interviews

- 7:00 Kerry Atherton
- 7:10 Ashley Hicks
- 7:20 Jessie Liebowitz
- 7:30 Duane Haaland
- 7:40 Brook Reinhard

Council Ward Reports

- A. Resolution No. 2015-\_\_\_\_ - Adopting Goals

Consent Agenda

- A. Minutes of January 26, 2015 Meeting

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**February 23, 2015**

6:00 Special Meeting

- A. Risk Management and Ethics, City/County Insurance Services

Consent Agenda

- A. Minutes of February 9, 2015 Special Meeting
- B. Minutes of February 9, 2015 Regular Meeting

Public Hearings

- A. Stephens/Edenbower Annexation, Withdrawal from Fire District No. 2 and Zone Change, Ordinance No. \_\_\_\_\_

Department Items

- A. The Partnership Annual Report

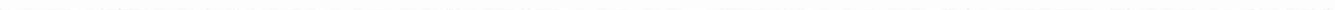
Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

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**March 9, 2015**

Consent Agenda

- A. Minutes of February 23, 2015 Meeting

Ordinances

- A. 2<sup>nd</sup> Reading, Stephens/Edenbower Annexation, Withdrawal from Fire District No. 2 and Zone Change, Ordinance No. \_\_\_\_\_

Department Items

- A. Visitors Bureau Annual Report

Informational

- A. Activity Report

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**March 23, 2015**

Consent Agenda

- A. Minutes of March 9, 2015 Meeting

Informational

- A. Activity Report

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**April 13, 2015**

Mayor Reports

- A. Volunteer Recognition Month Proclamation

Consent Agenda

- A. Minutes of March 23, 2015 Meeting
- B. 2015 OLCC License Renewal Endorsement

Informational

- A. Activity Report
- B. Budget Calendar Reminder

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**April 27, 2015**

Consent Agenda

- A. Minutes of April 13, 2015 Meeting

Informational

- A. Activity Report (Court & Quarterly Financial Report – Quarter Ended March 31)

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**May 11, 2015**

Mayor Reports

- A. Bike to Work Proclamation

Consent Agenda

- A. Minutes of April 27, 2015 Meeting
- B. U-TRANS Services Contract

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

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**June 8, 2015**

Mayor Reports

- A. Camp Millennium Week Proclamation
- B. Ride to Work Day Proclamation

Consent Agenda

- A. Minutes of May 11, 2015 Meeting
- B. Fee Amendment Resolutions

Public Hearing

- A. Resolution No. 2015-\_\_\_\_, 2015/16 Budget Adoption

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Approval of Minutes
- B. Public Hearing – 2015/16 Budget Adoption

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**June 22, 2015**

Consent Agenda

- A. Minutes of June 22, 2015 Meeting

Informational

- A. Activity Report

Executive Session – Municipal Judge Evaluation

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**July 13, 2015**

Consent Agenda

- A. Minutes of June 22, 2015 Meeting

Informational

- A. Activity Report

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**July 27, 2015**

Consent Agenda

- A. Minutes of July 13, 2015 Meeting

Informational

- A. Activity Report (Court & Quarterly Financial Report – Quarter Ended June 30)

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**August 10, 2015**

Consent Agenda

- A. Minutes of July 27, 2015 Meeting

Informational

- A. Activity Report

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**August 24, 2015**

Consent Agenda

- A. Minutes of August 10, 2015 Meeting

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

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**September 14, 2015**

Council Reports

- A. Implementation of Annual City Manager Performance Evaluation

Consent Agenda

- a. Minutes of August 24, 2015 Meeting

Department Items

- A. Downtown Roseburg Association Annual Report

Informational

- A. Activity Report

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**September 28, 2015**

Mayor Reports

- A. Walk and Bike to School Day Proclamation

Consent Agenda

- A. Minutes of September 14, 2015 Meeting

Informational

- A. Activity Report

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**October 12, 2015**

Consent Agenda

- A. Minutes of September 28, 2015

Informational

- A. Activity Report

\*\*\*\*\*  
**October 26, 2015**

Consent Agenda

- A. Minutes of October 12, 2015

Informational

- A. Activity Report (Court & Quarterly Financial Report – Quarter Ended Sept 30)

\*\*\*\*\*  
**November 9, 2015**

Consent Agenda

- A. Minutes of October 26, 2015

Informational

- A. Activity Report
-

Executive Session

- A. City Manager Annual Review

\*\*\*\*\*

**November 23, 2015**

Council Report

- A. Manager's Contract

Consent Agenda

- A. Minutes of November 9, 2015

Informational

- A. Activity Report

\*\*\*\*\*

**December 14, 2015**

Consent Agenda

- A. Minutes of November 23, 2015

Informational

- A. Activity Report

\*\*\*\*\*

**December 28, 2015**

Consent Agenda

- A. Minutes of December 14, 2015

Informational

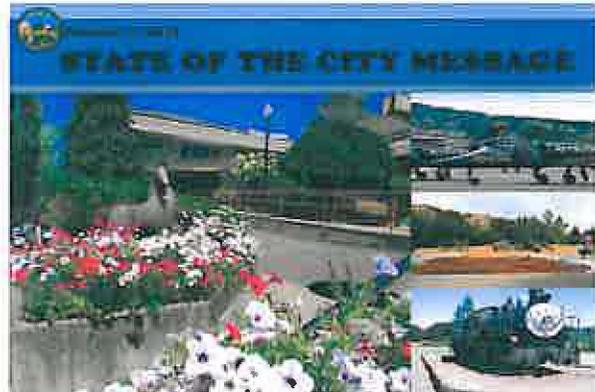
- A. Activity Report

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Friday January 9, 2015

Good Friday afternoon and a belated Happy New Year to all of you. I hope you had a good holiday season and are looking forward to a great new year. As you might imagine, it has been a pretty hectic week of catching up after many staff and Council members took a little needed time off towards the end of the year. I had the opportunity to attend the 101<sup>st</sup> Rose Bowl and watch the Ducks win their "playoff" to go on to the National Championship game next Monday. Thank you for allowing us to postpone next week's meeting until Tuesday to allow those of us who do care about college football to watch the game Monday night. While I will not get to attend this round, John VanWinkle is attending to cheer the team on for all of us!

Welcome to Alison Eggers who has taken her oath of office and will be attending her first official Roseburg City Council meeting next Tuesday! We are all looking forward to working with Alison. We are also looking forward to the Mayor's State of the City presentation at our meeting Tuesday evening. This is an opportunity for the Mayor to recap the highlights of the last year and outline some of the exciting things that we are working together to accomplish in the upcoming year. This is a great communication tool and the Mayor, Council President and I will be attending the Chamber lunch forum to provide the Chamber membership with a summary version of the State of the City on February 9<sup>th</sup>. We hope all of you can attend the lunch from 11:30 to 1:00 that day. You will receive an invitation from staff as we get closer to the event, but please put it on your calendar.



The Public Works Commission, chaired by Councilor Kaser, met on Thursday and discussed the Highway 138 waterline project as well as engineering task orders relating to the waterline project and our first pavement management services (PMS) task order. The PMS task order is on your consent agenda for Tuesday night and the other projects will be in front of you at a future meeting. The Commission also heard and approved a variance request from a rental property owner which related to a property just north of Diamond Lake Blvd. which currently has two homes on a single water meter. The property owner will be required to bring the properties into compliance with the RMC, but was granted a time extension to provide for the necessary upgrades.

Staff has been working with representatives from SERVICE, NeighborWorks Umpqua and the DRA on their "branding" project and received an update on their progress this week. They are close to finalizing a new theme and are evaluating some logo options that would allow them to expand their areas of influence and collaboration from the individual entities to the larger area while still maintaining their identities. Their goal is to instill pride in the area and work together to see public

and private improvements that provide some consistency from a thematic standpoint and to provide opportunities to ensure this area of the community thrives economically and socially. The team will likely be providing an update on their progress to Council in the next month or so. While the general consultant for the initial work is from out of the area, they have hired local marketing/media consultants to receive public input and help put together the themes and potential logos. I hope you had an opportunity to stop by and chat with them during their community open house a few weeks ago or to be involved through their interview process. They are definitely trying to get as much input into the process as possible in an effort to make this project successful.

As part of Finance Director Ron Harker's policy evaluation process, we identified some deficiencies in our "Red Flags" utility account credit policy requirements. The Federal Government requires that we receive some very specific information from our customers prior to providing service. Ron has developed some new protocols to allow us to bring this process into compliance with the rules and staff was trained this week on the privacy and credit protocols involved. Much of the protocol is designed to protect the individual customers from fraudulent use of information obtained for utility accounts. I appreciate Ron and his staff's due diligence in moving us in the right direction to protect the City and our customers.

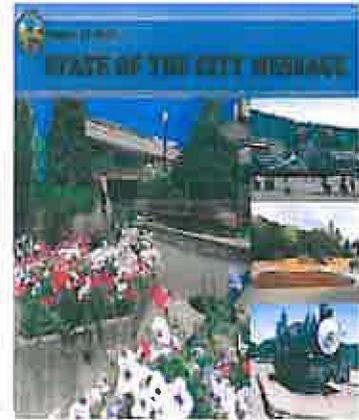
Staff is working with DRA on a comprehensive evaluation of the parking in the Central Business District. We will look at areas of concern surrounding the ground level parking lots, the parking structure and free parking in the core area as well as the areas that are metered. We will be getting input from downtown businesses, shoppers and citizens about their opinions on what works and what may not work well for various reasons. Once we identify the strengths and weakness of the parking and enforcement programs, we will attempt to develop some options for Council consideration. At this point we are just getting the conversation started, but we do look forward to improving the parking situation for shoppers, employees, employers and residents of downtown. More to come.



Have a great weekend everyone. See you all on Tuesday. Go Ducks!

Friday January 16, 2015

Good Friday afternoon everyone! I would like to give a special thanks to Mayor Rich this week for his "State of the City Address" on Monday evening. Well done Mayor Rich. It is nice to have the opportunity to look back at the previous year's accomplishments and to take a brief look forward at some of the projects and activities we know will come in 2015. Again I would like to remind you that the Mayor, Council President Ryan and I will be presenting the "State of the City" at the Chamber Forum on February 9<sup>th</sup> at 11:30 a.m. at the Douglas County Fairgrounds. I hope you all had an opportunity to take a look at the January 2015 City



Connection newsletter as well. The Mayor's State of the City is included as well as other information provided by staff on where we were for the last six months. The newsletter is available in a limited print quantity and is also available on our website at:

[http://www.cityofroseburg.org/files/3114/2128/1174/January\\_2015.pdf](http://www.cityofroseburg.org/files/3114/2128/1174/January_2015.pdf)

I would like to remind folks that I will be out of the office next week, hopefully enjoying some sunshine at friend's place in the Palm Desert area. Monday is a holiday for all general service staff so City Hall will be closed. Sheila will be in charge in my absence. If you have any questions just let her know.

Our next Council meeting will be on Monday, January 26<sup>th</sup> when I return, and we hold a Council goal setting session on Tuesday, January 27<sup>th</sup>. I know Alison has a conflict on the 27<sup>th</sup>, and John McDonald will not be back from his military obligation, but it is essential we get moving on the big picture this month as staff will be holding its preliminary budget retreat on the 28<sup>th</sup> and we need some policy direction before we get too far along. All of Council will certainly have additional opportunities to impact the work plan relating to the goals. I will forward additional correspondence prior to goal setting to Department Heads and Council on that issue.

The Economic Development Commission met this week to review "tourism" grant applications. The Commission funded four opportunities at various levels and will be meeting again soon to discuss further refinement to our process as well as the funding criteria. All of the applications presented interesting ideas, but some did not rise to the level of funding based on both statutory and local criteria for tourism. The projects that were funded look to help put heads in beds and generate both future room tax dollars

as well as community interest in activities and events. There are no commission meetings next week, but the following week will be plenty busy for all of us!

The Budget Committee will be invited to the next City Council meeting. Ron Harker will share the December quarter ended financial report and provide a little insight into our current financial position. We continue to be in excellent financial shape and we look forward to putting together a budget that will provide a high level of service to the community and incorporate the work plan we adopt to achieve Council's goals once they are established.

Much of our work this time of year is not very visible. Rest assured staff is working diligently on funding applications and design work for spring projects and the buildings and maintenance staff is doing a great job keeping up with winter maintenance requirements. HR and Fire administrative staff are working on collective bargaining and finance staff, along with the rest of our administration is working on budget preparation and goal setting ideas. We are looking forward to our 27<sup>th</sup> goal setting session and staff's budget retreat on the 28<sup>th</sup>.

Have a great weekend everyone! See you all on the 26<sup>th</sup>.

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY




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## MUNICIPAL COURT QUARTERLY REPORT

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Meeting Date: January 26, 2015  
 Department: Municipal Court  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Reports  
 Staff Contact: Judge Kenneth Madison  
 Contact Telephone Number: 492-6710

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### ISSUE STATEMENT AND SUMMARY

In accordance with the terms of Judge Madison's contract with the City, a report on the court's case volume and program revenues is to be presented to Council on a quarterly basis by Judge Madison.

### BACKGROUND

#### A. Council Action History.

On July 23, 2012, the Council approved an amendment to the Judge's contract to include the presentation of a quarterly financial report to Council. This report is the latest of the quarterly reports to have been provided in fulfillment of the contract amendment and covers the quarter ending December 31, 2014.

#### B. Financial and/or Resource Considerations.

	1ST	2ND	YTD	YTD
	QTR	QTR	TOTAL	PRIOR
				YEAR
<u>COURT CASE TOTALS</u>				
CRIMES	318	249	567	545
TRAFFIC CRIMES	71	66	137	199
TRAFFIC VIOLATIONS	628	562	1,190	1,341
NON-TRAFFIC VIOLATIONS	183	147	330	224
TOTAL	1,200	1,024	2,224	2,309

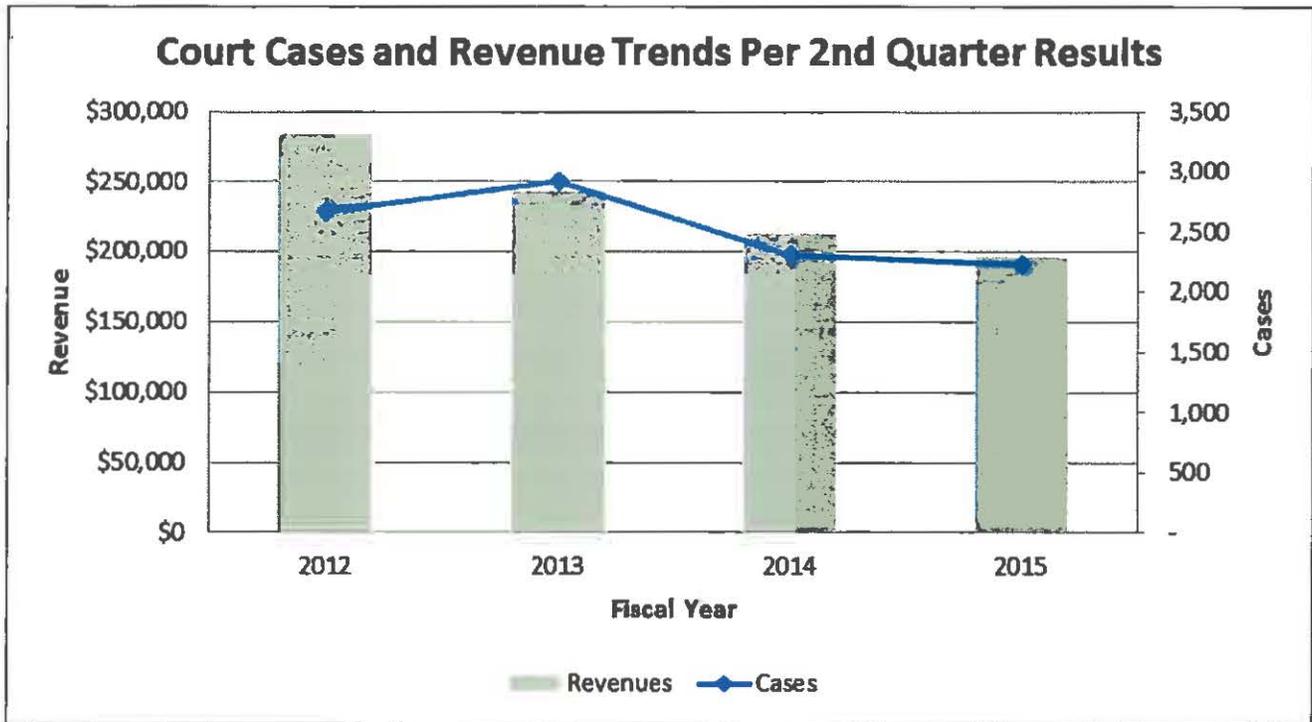
After the second quarter of the 2014-15 fiscal year has elapsed, total cases were down 3.7% from the same period from the prior year. By category, crimes and non-traffic violations increased by 4% and 47.3%, while traffic crimes and traffic violations decreased by 31.2% and 11.3%.

	BUDGET	1ST	2ND	YTD	PRIOR
	2014-15	QTR	QTR	TOTAL	YTD
	TOTAL				
<u>COURT REVENUES</u>					
FINES	\$ 481,700	\$ 99,542	\$ 88,413	\$ 187,955	\$ 199,522
COURT COSTS	25,000	3,718	2,932	6,650	12,067
CRT APPT ATTORNEY	4,000	702	1,079	1,781	2,047
TOTAL	\$ 510,700	\$ 103,962	\$ 92,424	\$ 196,386	\$ 213,636

After the second quarter 2014-15 fiscal year, total court revenues were down 8.1% from the same period from the prior year. Fines and collections revenue decreased by 5.8%, and court costs revenues decreased 44.9%. Revenues for court appointed attorney decreased by 13.0%.

On a budgetary basis, revenues are 38.5% of budget after two quarters of the year. A contributing factor for the discrepancy from budget is the 3.7% drop in cases.

In order to try to get a better understanding of the 'big picture', a review of the case and revenue trends over the last four years may be helpful; the following chart plots municipal court cases and revenue trends over the last four years.



Since 2012, annual cases through the first two quarters of the year have declined by 440 or -16.5% and revenues have declined \$87,402 or -30.8%. After the second quarter in 2012 the State reduced imposable fines by ten percent; consequently, the 2012 revenues reported above were generated from a fine schedule that was ten percent greater than the one used for 2013 and later. The changes in the imposable fine restrictions enacted by the State explain why revenues declined in 2013 despite the number of cases increasing. Since 2013 revenue declines have been in line with the decline in cases handled by the Court.

**C. Timing Issues.**

Quarterly reports are due to the City Manager on or before the last day of the month following the end of each calendar quarter. The report is to be received by Council by the following meeting.

**COUNCIL OPTIONS**

No Action is requested

**STAFF RECOMMENDATION**

n/a

**SUGGESTED MOTION**

n/a

**ATTACHMENTS**

n/a