

**ROSEBURG CITY COUNCIL AGENDA – MAY 11, 2020**

**AMENDED**

**Electronic Meeting**

**Public Access:**

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

Facebook Live at [www.Facebook.com/CityofRoseburg](http://www.Facebook.com/CityofRoseburg)

Charter Cable PEG Channel 191



*Handwritten:* 5-8-2020

*Comments on Agenda Items Only can be provided via email to the City Recorder at [info@cityofroseburg.org](mailto:info@cityofroseburg.org) prior to 4:00 p.m. on Monday, May 11, 2020.*

**7:00 p.m. Regular Meeting**

- 1. Call to Order – Mayor Larry Rich**
- 2. Pledge of Allegiance**
- 3. Roll Call**  
Beverly Cole                      Sheila Cox                      Bob Cotterell                      Alison Eggers  
Linda Fisher-Fowler      Ashley Hicks                      Brian Prawitz                      Andrea Zielinski
- 4. Mayor Reports**  
A. EMS Week Proclamation  
B. Letter of Support for Reopening Douglas County
- 5. Commission Reports/Council Ward Reports**
- 6. Audience Participation – See Information on the Reverse**
- 7. Consent Agenda**  
A. Minutes of April 27, 2020 Regular Meeting
- 8. Resolutions**  
A. Resolution No. 2020-07 – Delaying Annual Fee Increases to May 2021  
B. Resolution No. 2020-08 – Fee Addition and Updates  
C. Resolution No. 2020-09 – Recreational Trails Program Grant Application
- 9. Department Items**  
A. Extension of Declaration of Emergency in the City of Roseburg  
B. Delegate Authority to City Manager to Finalize UCAN Head Start CDBG Grant  
C. Sobering Center Funding Discussion
- 10. Items from Mayor, City Council and City Manager**
- 11. Adjourn**
- 12. Executive Session ORS 192.660(2)**

**Informational**

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

**\*\*\* 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 providing comments via email to the Council must include their name and address for the record, including whether or not they are a resident of the City of Roseburg. The Council reserves the right to delay any action requested until they are fully informed on the matter.**

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

Anyone wishing to provide comments regarding an item on the agenda may do so by emailing the City Recorder at [info@cityofroseburg.org](mailto:info@cityofroseburg.org) by 4:00 p.m. Monday, May 11, 2020. For items on the agenda, discussion typically begins with a staff report, followed by questions from Council. The City Recorder will provide any comments received prior to the meeting to the Council.

***Thank you for viewing our meeting.***

***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).***

# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### EMS WEEK

*To designate the Week of May 17-23, 2020 as Emergency Medical Services Week*

- WHEREAS:** Emergency medical services are a vital public service; and
- WHEREAS:** The members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and
- WHEREAS:** Access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and
- WHEREAS:** The emergency medical services system consists of physicians, nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and
- WHEREAS:** The members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and
- WHEREAS:** It is appropriate to recognize the value and the accomplishments of emergency medical service providers by designating Emergency Medical Services Week;
- NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim the week of May 17-23, 2020 as

### Emergency Medical Services Week

with the theme, "Ready Today, Preparing for Tomorrow", and encourage the community to observe this week.

**DATED** this 11th day of May 2020.



A handwritten signature in black ink that reads "Larry Rich".

Larry Rich, Mayor

May 12, 2020

The Honorable Kate Brown  
Governor of Oregon  
160 State Capitol  
900 Court Street  
Salem, OR 97301-4047

Governor Brown:

We, the cities of Douglas County, Oregon, are writing to implore you to approve a Phase 1 reopening for Douglas County beginning May 15, 2020. While your prerequisites required concurrence from the County, the local hospitals, and the Public Health Official, we felt it important for the cities to weigh in as well.

We support the science-based nature of your framework. It is our belief that Douglas County, acting through the Douglas County Public Health Network, has taken the necessary steps to meet your comprehensive gating criteria and core preparedness measures. We understand that the "Stay Home, Save Lives" campaign has been critical in flattening the curve and saving lives of all Oregonians. Unfortunately, the economic impacts have been devastating to our rural communities. The residents of our cities have responded with appropriate behavior, but are now begging to be allowed to reopen and reclaim their livelihoods.

We understand that reopening does not mean going back to life as usual and that we will need to continue to meet metrics outlined in guidance. We believe we are well positioned to continue to meet those metrics. We urge you to consider approving Douglas County for Phase 1 reopening on May 15, 2020. Thank you for your consideration.

Sincerely,  
The Mayors of Douglas County, Oregon

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Jake Young, Canyonville

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Justin Cobb, Drain

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Daniel Burke, Elkton

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Adam Jones, Glendale

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Matthew Hald, Myrtle Creek

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Bette Keehley, Oakland

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Linda McCollum, Reedsport

---

William G. Duckett, Riddle

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Larry Rich, Roseburg

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Todd McKnight, Sutherlin

**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
April 27, 2020**



Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:08 p.m. on April 27, 2020 electronically via Zoom in Roseburg, Oregon. Councilor Hicks led the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilors Beverly Cole, Bob Cotterell, Sheila Cox, Alison Eggers, Linda Fisher-Fowler, Ashley Hicks, Brian Prawitz and Andrea Zielinski.

**Others Present:** City Manager Nikki Messenger, City Recorder Amy Sowa, City Prosecutor Jim Forrester, Community Development Director Stuart Cowie, Police Chief Gary Klopfenstein, Finance Director Ron Harker and Management Assistant Koree Tate.

Mayor Rich explained the meeting was conducted remotely due to the Governor's Order #20-16, requiring public meetings be held electronically, when possible. Public was able to watch the meeting live on YouTube, the City's Facebook page and on Charter cable channel 191. Comments were submitted via email to the City Recorder prior to 4:00 p.m.

Mayor Rich recommended that Council hear comments submitted from the public only on items listed on the agenda and suspending audience participation. Councilor Cotterell moved to suspend Council rule RMC 2.34.050(B)(5) regarding audience participation. The motion was seconded by Councilor Eggers and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

**VOLUNTEER RECOGNITION MONTH AND PROCLAMATION**

Mayor Rich proclaimed April 2020 as "Volunteer Recognition Month," and stated the City honored volunteers who had devoted their time and efforts for the betterment of the Roseburg community.

**ARBOR DAY PROCLAMATION**

Mayor Rich proclaimed April 24, 2020 as Arbor Day and in honor of Arbor Day, the City of Roseburg Parks department teamed up with UCC Upward Bound to develop a free community event providing information about Hands-On tree care. In the light of the current Executive Order 20-12 "Stay Home, Save Lives" prohibiting group gatherings, this event had been postponed until further notice.

**HISTORIC PRESERVATION MONTH PROCLAMATION**

Mayor Rich proclaimed May 2020 as National Historic Preservation Month and called upon the people of Roseburg to join their fellow citizens across the United States in recognizing and participating in this special observance.

**BUDGET COMMITTEE APPOINTMENT**

The Municipal Code requires someone residing in the city limits to fill current vacancies. Staff has advertised the availability of the positions on this Committee through the local news media, City's website and social media multiple times since the vacancies occurred. Two new

applications had been received from Mr. Jeffrey Weller and Mr. Jerry Smead. Councilor Cotterell moved to appoint Mr. Jeffrey Weller and Mr. Jerry Smead to the Budget Committee. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

PLANNING COMMISSION RESIGNATION – KERRY ATHERTON

Mr. Atherton informed Staff of his resignation effective March 24, 2020. An appointee to this position must reside within the city limits of Roseburg. Upon Council's acceptance of the resignation, Staff would begin soliciting from interested parties through the local news media, social media and City's website.

Councilor Hicks moved to accept Kerry Atherton's resignation from the Planning Commission, with regrets. The motion was seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

CONSENT AGENDA

Councilor Cotterell moved to approve the following consent agenda items:

- A. Minutes of March 23, 2020 Regular Meeting
- B. Cancellation of May 25, 2020 Regular Meeting
- C. 2020 OLCC License Renewal Endorsement
- D. Emergency Procurement – RMC 3.06.025(F) 2020 Turf Mower
- E. Emergency Procurement – RMC 3.06.025(F) Downtown ADA Improvements Bid Award
- F. Resolution No. 2020-04 – Authorizing Acceptance of FAA CARES Grant

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

RESOLUTION NO. 2020-05 – APPROPRIATION TRANSFER FOR FISCAL YEAR 2019-20

Mr. Harker explained there were two separate matters affecting the General Fund. The General Fund Library Department's current budget omitted the City's matching contribution towards securing the services of a RARE (Resource Assistance for Rural Environments) participant. Additionally, the cost to insure the library property was underestimated. Consequently, the projected expenditures for the current fiscal year exceed the budget by approximately \$23,000. In order to provide sufficient appropriation authority to cover the projected requirements, it was proposed to transfer \$23,000 from the General Fund contingency to the Library Department budget.

Recently the video cameras in the Council Chambers failed, leading to the need to upgrade the cameras and related video management equipment. Costs to replace and upgrade the video equipment exceeded the General Fund's capital outlay budget by \$6,500. The IT Department had additional equipment appropriation authority that would not be used; therefore, it was proposed to transfer \$6,500 from the IT Department to the General Fund's capital outlay. The two matters requiring budgetary attention affect the City's financial condition differently.

The impact of providing additional appropriation authority to the Library Department was an immaterial 0.36% reduction of the projected General Fund ending fund balance. There was a zero net impact of transferring appropriation authority from the IT Department to the capital outlay budget as it does did not increase total appropriations in the General Fund.

Councilor Hicks thanked the IT Department and Council for bringing forward the need to fix the cameras in the Council Chamber and noted it was something that was in need of updating. Councilor Prawitz moved to adopt Resolution No. 2020-05 authorizing appropriation transfers within the General Fund (Fund 100) for fiscal year 2019-20. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

RESOLUTION ON. 2020-06 – SUPPORT OF ROSEBURG PUBLIC SCHOOLS BOND LEVY

Councilor Prawitz abstained from this agenda item due to a personal conflict. Ms. Messenger reported Roseburg Public Schools had placed a Safety and Security Bond measure on the May 19, 2020 ballot to upgrade the inner and outer safety systems for all Roseburg schools. Funding from this levy would strengthen their emergency preparedness capabilities for students and the community. The resolution was provided by Roseburg Public Schools with a request for the Council to consider showing their support for the measure by adopting the resolution.

Ballots for the May 19, 2020 election would be sent to residents on or about April 24, 2020. If Council chose to support this measure, approving the resolution would be appropriate for the timing of the ballots. Mayor Rich read aloud two comments emailed prior to the meeting.

Alex Palm, President for Roseburg Schools Political Action Committee, via email comment supported the upcoming School Bond Levy and asked for Council's support stating it would assist many of the goals and visions the City of Roseburg had set for growth and development in the city. Mr. Palm suggested the infrastructure improvements would strengthen the City's emergency preparedness capabilities to benefit the community and would make Roseburg a more attractive place for local businesses to recruit new employees and professionals who would be considering to relocate.

Michael Kraus, via email comment, questioned the need for routine maintenance and accounting issues regarding the Schools Bond Levy and suggested a choice of multiple levels of funding.

Councilor Cotterell moved to adopt Resolution No. 2020-06. The motion was seconded by Councilor Cox. Councilor Hicks wanted to know if the Resolution would help the schools obtain the funding they were seeking and if information would be listed on the ballot measure showing who provided support. Mayor Rich responded that the Resolution was more about City Council showing support for the schools and did not guarantee funding would be received. It was possible for Roseburg City Council to be included in print materials showing support. Ms. Messenger added that after reviewing the support website regarding the Bond Levy, it showed the State of Oregon would provide a match of \$5.88 million in matching funds.

Councilor Prawitz provided more information as a consultant, not as a Councilor's point of view. He said this was going before the voters. If Council chose to adopt the resolution, they might see the City of Roseburg in ads showing support. In response to Councilor Eggers, Councilor Prawitz responded to the public comments provided prior to the Council Meeting. The Bond information was located in the middle of the School District website. Routine maintenance was listed in the Bond because sometimes it was pushed aside and funds were instead used for teachers and other areas that were in need. Maintenance had fallen behind and this Bond would help. There was a percentage of the Bond Levy for IT that would help with services such as Chrome books. Other technology upgrades would include firewalls, Wi-Fi and ways to keep students safe. State requires the district to go out with one proposal and not a multi-level option for funding as suggested by Mr. Kraus. Councilor Prawitz stated the School Board worked to include items for all the schools and the biggest push was about safety and security. If the bond passed it would provide five separate free-standing gymnasiums that would also serve as cafeterias, multi-purpose rooms and if needed, emergency shelters in the event of any kind of emergency.

Councilor Hicks inquired if the Resolution would help the ballot measure to be chosen by voters, how the money would be disbursed and how long the Resolution would be applicable. Councilor Prawitz responded it was a twenty year bond levy and there was a tax that citizens were paying right now and sun-setting this fall. The current tax amount being paid was \$0.64 per \$1,000. Citizens would vote on May 19, 2020, but the assessment would not show on their tax bills until November 2021 and would last for twenty years. There are thirteen schools in the district, nine of them are in the City of Roseburg, but the remaining outlying schools still serve the families in the city. The benefit to the ballot measure from this Resolution would be showing support from the City of Roseburg. The only place it may show up was if there was a list of supporters within the political campaign.

In response to Councilor Eggers, Councilor Prawitz confirmed the bond that was sun-setting was set at \$0.64 per \$1,000 and the new bond would be set at \$1.27 per \$1,000. It would raise \$94 million dollars and the State of Oregon would contribute \$5.88 million. All information was available on the School District website regarding funding and the projects for which the money would be allocated. Councilor Cotterell asked if this Bond Levy would make a financial impact on taxes the City receives. Mr. Harker confirmed that because this was a general obligation bond, it was outside the compression issues for other measures. All people within the school district would pay the tax if the measure passed. As no one else wished to speak, Mayor Rich asked to finish the vote. The Resolution was approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks and Zielinski voted yes. No one voted no. Councilor Prawitz abstained from the vote.

#### ANNUAL FEE UPDATE DISCUSSION

Ms. Sowa stated that with the current Coronavirus pandemic, and the Orders of the Governor closing schools and many businesses, and asking citizens to "Stay Home, Save Lives," economic impacts were being felt not only in the City, but nationwide. The City normally adjusts service fees annually based on either the CPI-U West index (currently 2.7%) or the March Construction Cost Index (CCI) (currently 1.5%). With the major impact the pandemic has had on the economy, Staff asked Council to consider whether it was appropriate to implement the annual increase of fees at this time. One fee that would increase pursuant to a contract with

Sprint Communications Company, LP, was the telecommunications fee for Non-Carrier w/Facilities which was increased by the CPI-U West index.

Separate from the annual adjustments, the Library proposed an adjustment to one fee and the Community Development Department requested one new fee. Those fees would be presented, along with the increase to the Non-Carrier w/Facilities telecommunications fee, during the May 11, 2020 Council meeting. Any financial impact to the City not increasing fees would be minimal.

Mayor Rich wanted to know what some examples would be for the type of service fees. Ms. Messenger explained there was storm drainage, water and SDC fees. Currently, storm fees would be part of the May increase while others would take place in January. Mayor Rich asked if fees were postponed, would that create double the fee the next time an increase was due. Ms. Sowa said the fees were dependent on the CPI-U index and would not increase higher than the amount suggested for a one-year period.

Councilor Cox said she remembered Staff previously decided to use the CPI-U Index to base fees on actual cost of living to avoid an increase that would be difficult for citizens to pay. Councilor Cox supported the option of not increasing fees as a positive note to the community for citizens who have not been able to work or were having a hard time financially, and if Mr. Harker confirmed it would not impact the budget, she recommended waiting to increase fees.

Mr. Harker stated the water and storm drain funds were both financially healthy and would not have a large impact. Most fees were a small percentage of the total revenue and would therefore have a marginal impact. Mayor Rich asked if Council wanted to wait for fees and bring a Resolution to the next Council meeting. Councilor Cotterell preferred to defer any increases. Councilor Cox agreed to defer fees and revisit in November. Councilor Fisher-Fowler agreed to defer fees. Councilor Hicks supported suspending fees for a year and did not want to see them revisited in November during the holidays. Councilor Zielinski agreed and also suggested waiting a year to increase fees. Councilor Prawitz said it was a good message to spread throughout the community to show the City was suspending fee increases for a year.

Council directed Staff to postpone the yearly fee increase until April 2021 and to bring a Resolution to the next City Council Meeting.

#### PARKING ENFORCEMENT CONTRACT

Ms. Messenger stated Downtown Roseburg Association had been struggling financially and had fallen behind on payments to the City required under the current contract. With the current COVID-19 situation and the required closure of many restaurants and businesses downtown, the DRA had taken the step of laying off all staff for the month of April. It had become clear that performing both parking enforcement and a downtown main street program were not compatible or financially feasible for their organization. As such, DRA requested early termination of the parking enforcement contract.

Under the parking enforcement contract, DRA was responsible for patrolling the central business district, city-owned parking lots, on-street metered spaces and the Laurelwood Historic District Monday through Saturday from 9:00 a.m. to 5:00 p.m. They were responsible

for managing parking permits, maintaining and emptying parking meters, issuing citations for violations, handling appeals and appearing in court. The contract stated that DRA kept all revenues associated with those activities and paid the City an annual fee, broken up into 12 equal monthly payments. Monthly payments of \$3,125 were currently in arrears. As of the end of March, the amount due was approximately \$18,000.

Under the Main Street Program contract, the DRA was responsible for delivering the Main Street Program. This included membership in the National Main Street Program, attending Oregon Main Street conferences and events, promoting downtown with a monthly newsletter and website, assisting in community activities, beautification (flower baskets), staffing (hiring a manager), and reporting to the Council. In June 2013, an amendment was executed to include collection and disposal of garbage deposited in the trash receptacles in downtown. In August 2018, a second amendment was executed to include management of the garbage and recycling area in the Flegel Center parking lot.

For the main street program services, the City pays DRA \$5,625 quarterly (\$22,500 annually). For the garbage services, the City was paying DRA \$650 per month. The DRA had ceased providing garbage services, and staff has made other arrangements. The Off-Street Parking Fund operated as an enterprise fund. Revenues the City received under the contract paid for overhead costs, maintaining the parking lots and garage, including the elevator, utilities such as power, water and storm drainage, and property insurance. Expenses in the current fiscal year were budgeted at \$58,732. This included \$10,000 to replace parking meters, which would not happen.

With the lack of payments from DRA, expenses would exceed resources in the fund early next fiscal year if additional revenue were not identified. At that time, an interfund loan would be required to ensure solvency of the fund. Given their financial situation, the DRA had made a preliminary proposal regarding repayment of the existing debt. DRA was seeking forgiveness of half of the debt and deferral of repayment for six months, and amortizing the debt over 18 months. Staff had been in touch with professional parking services vendors and reached out to other cities to gather information on how services were solicited and what may or may not work. It was likely that the entire program may need to be overhauled to be successful. This would require municipal code updates and take some time. An interim solution would most likely be required as these updates were drafted. Given that DRA had stopped performing the parking enforcement services, it was appropriate to cancel the contract as soon as practical to avoid additional monthly amounts due to accrue.

Ms. Messenger added that due to the COVID-19 pandemic, downtown had been closed for the most part and it was important for DRA to have the Main Street Program to help businesses start up again and encourage the community to go to downtown. Without the funding for the Main Street Program, Ms. Messenger did not know that they could continue to afford to operate without the stipend the City provides. Mr. Cowie said he had been the Staff liaison for that last three years for the City to work with the DRA and said it was interesting to see how the DRA had started to make some progress with rentals, memberships and people joining the Board who were interested in the organization. The parking contract had always been a challenge and difficult for the DRA and appreciated Ms. Messenger for working with them on a solution to separate the contracts and work towards a solution. It was important to remember the DRA

handled more than just parking and garbage. They were a Main Street Program that handled events and programs that caught the attention of the State to receive awards.

Councilor Cole wanted to know what Council was supporting for the Main Street Program and what was included. Ms. Messenger explained the Main Street Program was a title for downtown promotion and programs. They promote downtown, assist businesses with putting on events, flower basket fundraisers and trying to promote downtown by bringing people to it for the businesses located in that area.

Justin Deedon, DRA Board Treasurer, explained he was trying to figure out the best way for them to move forward because they were qualified to run a Main Street program, not parking. They have had a hard time connecting to constituents when the other function of the program was to fine people for parking issues. They want to maintain the accredited Main Street Program and continue with promotion of tourism for all of Roseburg and not just the downtown area. In response to Mayor Rich regarding payment for the debt incurred, Mr. Deedon stated the Board of Directors had a conversation to determine a reasonable place to begin discussions and had put forward a definitive number. The basis was from determining the hard and soft cost and the ability of what could be paid back. Each person on the Board was a volunteer with the exception of the one paid Executive Director. The goal was to come up with a proposal that would be economically feasible for them to adhere to.

In response to Mayor Rich, Mr. Deedon confirmed the Board felt they could realistically pay back half of the amount that was owed. Councilor Hicks wanted to know if there were three main contracts. Ms. Messenger explained there were two contracts and garbage was added on later as an amendment to the Main Street Program. It would take an amendment to have that removed. A business owner in the downtown area had agreed to take over the garbage service.

Councilor Cotterell wanted to know if by taking out the garbage portion of the contract it would change the main contract. Ms. Messenger explained the City was paying separately for the garbage service at \$650 a month. DRA subcontracted with a private business to handle the garbage service and now the City had a contract with the subcontractor who would begin using a dumpster in the City parking lot behind City Hall.

Councilor Hicks wanted to know if a roof would be considered for the disposal area by the Flegel Center and who would be held responsible for constructing one. Mr. Cowie stated there were thirty-two City garbage cans in the downtown area that were picked up and placed in the dumpster behind the Flegel Center parking lot. That was changing and they would drop off the garbage behind City Hall in a dumpster. Mr. Cowie said the City was working to lease out the former dumpster location to Brix or another restaurant to use that area.

Councilor Hicks was concerned to have the area without roofing because with it being exposed to the elements, there was oil hitting the ground and going into the storm drains. She wanted to know if something preventative would be available and if that responsibility would be with the City or whomever had the new lease. Mr. Cowie responded there were no plans to construct a roof structure at this time. He hoped the area would be much cleaner now and would have to evaluate in the future to determine if there was a need, and if the City would handle the costs or share them with whomever was holding the lease. In further response to

Councilor Hicks, Mr. Cowie confirmed there was a new contract in place for garbage removal of the downtown trash cans every Monday, Wednesday and Friday to help keep the cans from being overfilled.

Councilor Prawitz wanted to know what the landscape would look like for a parking contract and felt it was an important element. Mr. Cowie said the City had some initial conversations with a parking company to handle the parking enforcement and was told several changes to the ordinance would be necessary to help make the program more successful. If the City contracts with someone else, adjustments would need made for it to be profitable. There were many models from which to choose when looking at a parking contract. In response to Councilor Prawitz, Ms. Messenger explained the parking garage was paid in full. When there was a Downtown taxing district, funds were used to pay off the construction debt of the parking structure. Maintenance costs around the structure were still an expense.

In response to Councilor Cole, Ms. Messenger confirmed the DRA would hold one contract and the remaining two contracts for garbage and parking would go back to the City to handle or contract with someone else. Councilor Cotterell said he had a problem with the City paying for trash pickup from businesses downtown and wanted to know why it was the taxpayer's obligation to pay for that service. Mr. Cowie said the City was only paying for the public trash cans in the downtown area and those were used by all patrons in the area, not the businesses. Councilor Zielinski explained in her opinion, they were public trash cans like the ones in the parks and they were there for all citizens and visitors to use. She said she wanted people to go to the downtown area and have cans available to keep trash off the street and sidewalks.

Councilor Cotterell moved to authorize cancellation of the Parking Enforcement Services Contract with DRA by mutual consent effective March 31, 2020 and authorize the City Manager to negotiation a settlement/payment agreement for the outstanding balance. The motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Cox, Eggers, Fisher-Fowler, Hicks, Prawitz and Zielinski voted yes. No one voted no.

Council agreed for Staff to continue working with the DRA Main Street Program for a payment plan.

In response to Councilor Eggers, Susie Johnston-Forte, DRA Executive Director, confirmed this decision would help alleviate the stress and frustration they had been dealing with over the situation, and this was a positive direction to help them move forward. Mr. Deedon thanked Council for their time and consideration with this matter. In response to Mayor Rich, Mr. Deedon said the DRA's move to their new location at 612 SE Jackson Street was going well and the lease would begin May 1, 2020.

Councilor Hicks wanted to know when the DRA contract would expire. Mr. Cowie explained the contract began in 2012 and would need to be reviewed and updated this year. He noted that for the future, the City would take a closer look at the contract to allow for changes as the program moves forward and make changes to better serve the area. Councilor Hicks wanted to know if a new contract would be created and updated on a yearly basis. Ms. Messenger explained the original contract started in 2012 and was renewed in 2018. A copy would be forwarded to Council for review.

ITEMS FROM MAYOR, CITY COUNCIL AND CITY MANAGER

Councilor Fisher-Fowler asked for an update from Mr. Klopfenstein regarding the email Council received about vandalism in the downtown area. Mr. Klopfenstein explained he responded to the person who sent the email, was actively searching for the person who vandalized areas downtown and was collecting evidence to make a case. Councilor Prawitz said he was happy for the update but wanted to know in general how things were going throughout the city. Mr. Klopfenstein explained he felt frustration with the restrictions because the Police Department took pride in finding people who make bad choices and adding a punishment for what they did. Right now, the punishment was a summons or citation for a future court date. Courts were currently closed and pushing dates out further as the jail was limited on space. It had become a struggle to find justice for people. Mr. Klopfenstein did mention there could be some good news soon that the jail would start slowly increasing the population to allow incarcerations. By increasing the population numbers, those who recently only received a citation could soon be arrested if they broke the law again. Mr. Klopfenstein noted everything about this situation was difficult and they were trying their best to work through everything. After reviewing statistics from last year to this year, Mr. Klopfenstein noted thefts were down, burglary was up, criminal mischief was up a little and criminal trespass was up. Fortunately, the numbers were not far off from year to year.

Councilor Prawitz wanted to know what could be done when a group of people, viewed as not related, were congregating in public places. Mr. Klopfenstein said to call the non-emergency dispatch phone number at 541-440-4471 so the Police Department could be contacted to address the situation. He thanked Councilor Zielinski for sending out the Governor's notices and CDC guidelines because that is what they practice and have to follow. They did not have other options and do not want to create liability issues.

Councilor Prawitz noted there had been issues around how to address homelessness and provide information to them around COVID-19. As of today, a one-page document of information was approved that would be distributed to the City, Mission, United Way, Police and other agencies on what to do around this pandemic. It was important to get the information out to the population so everyone knew what to do.

Councilor Eggers thanked Mr. Klopfenstein for all he and the Police Officers do. She wanted to know if the judge would make the decision on enforcement issues for the person who caused graffiti damage in the downtown area to clean it up. Mr. Klopfenstein said he needed to acquire proof first to build their case and was not sure how restitution would look, but it would be up to the judge to decide. Ms. Messenger added that the Police Department wanted to deliver justice, but within the current guidelines they must follow. Councilor Hicks stated she was unaware of the vandalism email, but knew she and other people were frustrated with issues in the downtown area, homeless camps and fires. She did not like the mayhem this had created or the free-for-all attitude from folks stating they were told they could stay put where they were camping.

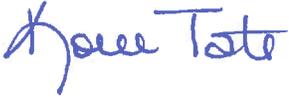
Mayor Rich said the Police Chief was doing a good job, following rules and had to continue following the State and Governor's orders. In response to Councilor Hicks, Ms. Messenger explained the email regarding vandalism was sent from a citizen who chose the recipients and nothing was forwarded from Staff.

05/11/2020

Councilor Zielinski thanked everyone in the community for making masks and helping those in need. She appreciated those who were reading to children online, including local law enforcement, and for helping those in need. It was time to be a good neighbors, help those in need and report crimes because calls matter.

ADJOURNMENT

The meeting adjourned at 8:49 p.m.



Koree Tate  
Management Assistant

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### DELAYING ANNUAL FEE INCREASES TO MAY 2021

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**Meeting Date: May 11, 2020**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: RESOLUTIONS**  
**Staff Contact: Amy L. Sowa, City Recorder**  
**Contact Telephone Number: 541-492-6866**

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#### ISSUE STATEMENT AND SUMMARY

Pursuant to previously adopted City Council resolutions, service fees are adjusted annually to account for increased costs to provide those services. Council will consider delaying the increase at this time due to the economic impacts related to the Coronavirus pandemic.

#### BACKGROUND

##### A. Council Action History.

- April 27, 2020: Staff presented Council with the option to move forward with the annual fee increases as scheduled, delay annual fee increases for six months or delay fee increases for a year. Council directed staff to delay fee increases for a year.

##### B. Analysis.

With the current Coronavirus pandemic, and the Orders of the Governor closing schools and many businesses, and asking citizens to "Stay Home, Save Lives," economic impacts are being felt not only in our City, but nationwide. The City normally adjusts service fees annually based on either the CPI-U West index (currently 2.7%) or the March Construction Cost Index (CCI) (currently 1.5%). With the major impact the pandemic has had on the economy, Council directed Staff to delay the fee increases for a year, bringing them back for Council consideration in May of 2021.

A resolution authorizing delay of the annual fee increases has been drafted for Council consideration.

##### C. Financial/Resource Considerations.

The City is currently in a strong financial position. Delaying fee increases for one year will have a minimal impact. Consideration of delaying fee increases beyond a year would require a more robust financial analysis.

**D. Timing Considerations.**

These fees are generally scheduled to be updated in May of each year. Adopting a resolution delaying those fees for one year is appropriate at this time.

**COUNCIL OPTIONS**

Council has the following options:

- Adopt Resolution No. 2020-07 as presented; or
- Make amendments to the timeline and adopt the Resolution as amended; or
- Request additional information; or
- Take no action

**STAFF RECOMMENDATION**

Staff recommends the Council adopt Resolution No. 2020-07 as presented.

**SUGGESTED MOTION**

***"I MOVE TO ADOPT RESOLUTION NO. 2020-07."***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2020-07

**RESOLUTION NO. 2020-07**

**A RESOLUTION DELAYING ANNUAL FEE INCREASES TO MAY 2021**

**WHEREAS**, Pursuant to previously adopted City Council resolutions, service fees are adjusted annually to account for increased costs to provide those services; and

**WHEREAS**, Due to the current COVID-19 pandemic, and the Orders of the Governor closing schools and many businesses, and asking citizens to “Stay Home, Save Lives,” negative economic impacts are being felt throughout the city.

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

**Section 1.** To alleviate further negative economic and financial impacts to the citizens of Roseburg, the annual fee adjustments for service fees throughout the city will be delayed for one year.

**Section 2.** This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 11<sup>TH</sup> DAY OF MAY, 2020.**

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**Amy L. Sowa, City Recorder**

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### FEE ADDITION AND UPDATES

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**Meeting Date: May 11, 2020**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Resolutions**  
**Staff Contact: Amy L. Sowa, City Recorder**  
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

The Library and Community Development Department have identified a need to adjust two fees to offset the cost of providing services. In addition, the annual adjustment to Non-Carrier w/Facilities telecommunications fee, set forth in the contract with Sprint Communications Company, LP, is being presented for approval.

### BACKGROUND

#### A. Council Action History.

- November 26, 2018: Council adopted a resolution setting fees for the meeting rooms in the Roseburg Public Library.
- May 13, 2019, Council adopted Resolution No. 2019-06, which included the annual adjustment to the Non-Carrier w/Facilities telecommunications fee as set forth in the contract with Sprint Communications Company, LP.
- Council has not taken any action on the new fee being proposed by the Community Development Department.

#### B. Analysis.

Library staff asks the Council to consider increasing the Ford Family meeting room fee from \$50 per use to \$75 per use when the library and Douglas Education Service District are closed. Public use of the room has continued to increase since the building opened in December 2018, creating custodial staffing issues. For example, it is not uncommon to have a rental on Saturday afternoon and another on Sunday afternoon. Increasing the rental fee would provide the library with the resources to fund the additional custodial services necessary to maintain a clean facility.

The Community Development Department is proposing a new "Re-inspection fee" in the amount of \$50. Implementation of the fee will be patterned after the re-inspection fee process established by the Douglas County Building Department, our contract building permit and building inspection services provider.

Along with building inspectors from the Building Department, City staff also complete inspections. These inspections are separate from building code requirements and apply

to zoning or public works code standards required by the Roseburg Municipal Code. Staff insure these standards have been completed prior to a Certificate of Occupancy being issued by the Building Department.

As an example, a planner is called out to inspect the landscaping requirements in a new commercial parking lot. The inspection is not approved as corrections need to be made so the applicant calls for a second inspection. The inspection is still not approved as the same corrections have not been made, requiring additional inspections.

If the re-inspection fee is approved, each inspection type will be allotted two inspections. If the inspection type is not approved after two inspections, the fee would be charged and payment required before the third and any subsequent inspections.

Adjustments to the Non-Carrier w/Facilities in Right-of-Way telecommunications fee is tied to the CPI-U West index, December to December, which is currently 2.7%. The adjustment shall become effective July of each year pursuant to Roseburg Municipal Code 9.25.110(B) and the contract with Sprint Communications Company, LP.

The adjustments to the Ford Family meeting room fee and telecommunications fee, as well as the additional re-inspection fee are included in the proposed resolution.

**C. Financial/Resource Considerations.**

The increased fee for the Library, and the new fee for Community Development will help to offset the cost of providing those services.

**D. Timing Considerations.**

These services are currently being provided so implementing the new fees now would be appropriate.

**COUNCIL OPTIONS**

Council has the following options:

- Adopt Resolution No. 2020-08 as presented; or
- Make amendments to fees and adopt the Resolution as amended; or
- Request additional information; or
- Take no action

**STAFF RECOMMENDATION**

Staff recommends the Council adopt Resolution No. 2020-08 as presented.

**SUGGESTED MOTION**

***"I MOVE TO ADOPT RESOLUTION NO. 2020-08"***

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2020-08

**RESOLUTION NO. 2020-08**

**A RESOLUTION AMENDING LIBRARY MEETING ROOM FEE, ADDING A  
COMMUNITY DEVELOPMENT DEPARTMENT RE-INSPECTION FEE, AND  
ADJUSTING THE NON-CARRIER W/FACILITIES IN THE RIGHT-OF-WAY BUT NO  
CITY CUSTOMERS FEE.**

**WHEREAS**, Roseburg Public Library has been operating since December of 2018, and provides public use of the Ford Family meeting room for a fee set by Council resolution. Public use of the Ford Family meeting room has continued to increase, often on weekends when the library and Douglas Education Service District are closed, creating a need for additional custodial staffing; and

**WHEREAS**, The Community Development Department conducts inspections on buildings to insure compliance with zoning and public works code standards. Sites sometimes require multiple inspections due to the negligence of the contractor to address issues during the first or second inspection; and

**WHEREAS**, Roseburg Muncpal Code Subsection 9.25.110(B) and the contract with Sprint Communications, LP require an annual adjustment to the per lineal foot fee tied to the CPI-U West index, December to December, which is currently 2.7%.

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

**Section 1.** The following fee will be amended in the City of Roseburg Fee Schedule under ADMINISTRATION:

**Roseburg Public Library Room Rental**

Other Agencies

Ford Family Room .....25.00 when ESD and/or Library are open to the public  
..... 75.00 ~~50.00~~ when ESD and Library are closed

**Section 2.** The following fee will be added to the City of Roseburg Fee Schedule under COMMUNITY DEVELOPMENT - PLANNING:

**Re-Inspections**..... 50.00/each

**Section 3.** The following fee will be amended in the City of Roseburg Fee Schedule under BUSINESS PERMITS/LICENSES:

**Telecommunications Providers:**

Non-Carrier w/facilities in right-of-way but No City Customers (*annual per lineal foot of public way occupied*) ..... 2.4635 ~~2.3987~~ /lineal foot

**Section 4.** This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 11<sup>TH</sup> DAY OF MAY, 2020.**

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**Amy L. Sowa, City Recorder**

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### RECREATIONAL TRAILS PROGRAM – GRANT APPLICATION

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**Meeting Date: May 11, 2020**  
**Department: Public Works**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Consent**  
**Staff Contact: Brice Perkins, PW Director**  
**Contact Telephone Number: 541-492-6892**

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#### ISSUE STATEMENT AND SUMMARY

Staff seeks approval to apply for a Recreational Trails Program Grant from Oregon Parks & Recreation Department to develop a trail system at Sunshine Park. The issue for Council is whether to adopt a resolution authorizing the grant application.

#### BACKGROUND

**A. Council Action History.** None

**B. Analysis.**

Oregon Parks and Recreation Department has a Recreational Trails Program (RTP) intended to enhance trail opportunities by achieving results that would not otherwise be possible. RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function.

The proposed project will include the creation of a small but attractive, family friendly hiking, trail running, and mountain biking destination at Sunshine Park within the City of Roseburg. Sunshine Park consists of approximately 93 acres of land, about 50 of which are currently undeveloped. The proposal consists of three different trail types providing something for everyone. An extension of the existing Universal Access trail will provide a trail experience that complies with the Americans with Disabilities Act, capable of accommodating wheelchair use, minimum 5' tread widths, and average overall grades of 5% or less. The addition of Cross Country trails will provide a more classic trail experience. And finally, Flow Style Contour trails will provide a more bike and trail running optimized experience which consists of frequent grade reversals, in sloped turns, faster speeds, and slightly steeper overall trail grades.

**C. Financial/Resource Considerations.**

The RTP grant program requires a 20% match. The preliminary estimate of the total project cost is \$230,717.81, which would require a match of \$46,143.56 and a grant request of \$184,574.24. Matching funds would be budgeted in the FY 20-21 Bike Trail Fund along with a small amount of in-kind City labor/equipment match.

**D. Timing Considerations.**

The Recreational Trails Program application is due June 15, 2020. In order to meet this deadline, Council must take action at the May 11<sup>th</sup> meeting.

**COUNCIL OPTIONS**

- 1) Adopt the attached resolution authorizing staff to submit an application for an Oregon Parks and Recreation Department Recreational Trails Program Grant, or
- 2) Do not adopt the resolution and direct staff to not apply for the grant.

**STAFF RECOMMENDATION**

The Parks & Recreation Commission is not currently meeting due to COVID-19 directives. However, the Commission discussed this project at their September 4, 2019 meeting. At that time the Commission identified the development of a trail system at Sunshine Park as a priority one CIP. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***"I move to adopt resolution number 2020-09, authorizing and supporting application for an Oregon Parks and Recreation Department Recreational Trails Program Grant."***

**ATTACHMENTS:**

Attachment #1 - Resolution No. 2020-09 entitled "A RESOLUTION AUTHORIZING AND SUPPORTING APPLICATION FOR AN OREGON PARKS AND RECREATION DEPARTMENT RECREATIONAL TRAILS PROGRAM GRANT"

**RESOLUTION NO. 2020-09**

**A RESOLUTION AUTHORIZING AND SUPPORTING APPLICATION FOR AN OREGON PARKS AND RECREATION DEPARTMENT RECREATIONAL TRAILS PROGRAM GRANT**

**WHEREAS**, the Oregon Parks and Recreation Department is accepting applications for grants through the Recreational Trails Program for projects that enhance recreational trail opportunities; and

**WHEREAS**, the adopted City of Roseburg Parks Master Plan indicates the need to develop a trail system at Sunshine Park; and

**WHEREAS**, the Oregon State Parks and Recreation Department is accepting applications for the Recreational Trails Grant Program; and

**WHEREAS**, the City of Roseburg desires to participate in this grant program to the greatest extent possible; and

**WHEREAS**, on September 4, 2019, the Parks and Recreation Commission identified developing a trail system at Sunshine Park as a top priority project; and

**WHEREAS**, the City hereby certifies that the matching share for this application is available at this time; and

**WHEREAS**, the City is committed to the future maintenance of trail systems located within City parks,

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

Section 1. Authorization is granted to apply for a Recreational Trails Program Grant for the development of a trail system at Sunshine Park.

Section 2. This Resolution shall become effective immediately upon its adoption by the City Council.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 11<sup>th</sup> DAY OF MAY, 2020.**

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Amy L. Sowa, City Recorder

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## EXTENSION OF DECLARATION OF EMERGENCY IN THE CITY OF ROSEBURG

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**Meeting Date: May 11, 2020**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Mayor Reports**  
**Staff Contact: Larry Rich/Nikki Messenger**  
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

In response to the COVID-19 pandemic, Council adopted a resolution declaring a State of Emergency in the City of Roseburg to ensure the City is fully prepared for COVID-19 and that local authorities have the resources needed to respond to COVID-19.

### BACKGROUND

#### A. Council Action History.

- March 23, 2020: Council adopted a resolution declaring a State of Emergency for the City of Roseburg, with an expiration date of May 12, 2020.

#### B. Analysis.

The State of Oregon has extended their State of Emergency for an additional 60 days to July 6, 2020 as the COVID-19 pandemic continues to pose a threat to the health and safety of Oregonians. As this threat also exists in the City of Roseburg, and executive orders are still in place that affect our citizens, an extension of the citywide declaration of emergency is warranted.

#### C. Financial/Resource Considerations.

Unanticipated costs may occur in response to directives from the Federal and State governments related to the COVID-19 pandemic. Those costs are unknown.

#### D. Timing Considerations.

The effects of the pandemic are changing daily. Adopting the Order to extend the declaration of emergency in the City of Roseburg would continue to provide the City with the tools to respond quickly.

### COUNCIL OPTIONS

1. Adopt the Order to extend the declaration of emergency in the City of Roseburg;  
or
2. Request more information from staff; or
3. Do nothing

**STAFF RECOMMENDATION**

Staff recommends Council adopt the attached Order extending the declaration of emergency to expire June 9, 2020.

**SUGGESTED MOTION**

*"I move to Adopt Order No. 2020-01, Extending the Declaration of Emergency in the City of Roseburg."*

**ATTACHMENTS:**

Attachment #1 – Order No. 2020-01

**ORDER NO. 2020-01 OF THE ROSEBURG CITY COUNCIL  
EXTENDING RESOLUTION NO. 2020-02**

**WHEREAS**, Roseburg City Council adopted Resolution No. 2020-02 effective March 23, 2020 declaring a state of emergency for the entire City of Roseburg in response to the COVID-19 pandemic; and

**WHEREAS**, Resolution No. 2020-02 is scheduled to expire on May 12, 2020 unless sooner terminated or extended by Order of the Common Council; and

**WHEREAS**, COVID-19 continues to present a high potential threat to public health and safety, the duration of which is still unknown.

**NOW THEREFORE, the Common Council of the City of Roseburg orders:**

1. The declaration of emergency is still needed to address the City's ability to respond and recover from this emergency.
2. Resolution No. 2020-02 is hereby extended and will expire on June 9, 2020, unless sooner terminated or extended by Order of the Common Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 11<sup>TH</sup> DAY OF MAY, 2020.**

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**Amy L. Sowa, City Recorder**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## DELEGATE AUTHORITY TO CITY MANAGER TO FINALIZE UCAN HEAD START CDBG GRANT

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**Meeting Date:** May 11, 2020  
**Department:** Community Development  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section:** Department Items  
**Staff Contact:** Stuart Cowie  
**Telephone Number:** 541-492-6750

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### ISSUE STATEMENT AND SUMMARY

In January of 2017, the City of Roseburg was awarded a \$1.5 million Community Development Block Grant (CDBG) through the Oregon Business Development Dept. for the purpose of assisting the United Community Action Network (UCAN) to construct a new Head Start Building on the UCAN Campus just north of Costco on Kenneth Ford Drive. As part of the final closeout, the City is required to record an instrument ensuring that the property and Head Start building continue to be used for its intended purpose for a period of 5 years.

### BACKGROUND

#### A. Council Action History.

- July 28, 2014: UCAN Executive Director Mike Fieldman and Head Start Director Maureen Short presented a plan to build a permanent Head Start building on the UCAN campus on Kenneth Ford Drive: funding would use foundation and local grants, community support, and UCAN agency sources along with a CDBG grant of \$2 million from the state acquired by the City of Roseburg. At that meeting, the City Council approved the initial concept.
- August 24, 2015: Council authorized Staff to move forward with the UCAN application, which was subsequently not awarded a grant.
- May 9, 2016: Council again authorized Staff to move forward with a CDBG application on behalf of UCAN for construction of a Head Start facility.
- January 6, 2017: City received documentation of award.
- February 27, 2017: City accepted the CDBG grant in the amount of \$1.5 million.
- June 25, 2018: City awarded construction of the project to Zerbach Construction.
- March 9, 2020: Council authorized staff to close out the Head Start CDBG grant.

**B. Analysis.**

Construction of the Head Start Building was completed at the end of summer 2019. Shortly thereafter, the Head Start Building celebrated its grand opening September 26, 2019 and began utilizing the building for early educational and preschool child programs.

On March 9, 2020, City Council held a public hearing and made a motion to direct staff to close out the grant. As staff completed this work, we discovered that as part of the original Memorandum of Understanding (MOU) signed between the City and UCAN in 2015, the City is required to record an instrument ensuring that the property and Head Start building continue to be used for its intended purpose for a period of 5 years. Completing this action protects the City from having to repay the grant funding to the federal government in the event that the building changes use.

Staff is requesting Council delegate authority to the City Manager to complete the necessary documents to finalize the grant and ensure the proper use of the structure as required by the CDBG grant requirements.

**C. Financial/Resource Considerations.**

If the grant is not closed out properly, the City could be held responsible for repayment of portions of the grant.

**D. Timing Considerations.**

Completing this action will enable Staff to close out the grant with the Oregon Business Development Dept., the US Dept. of Housing and Urban Development and our local grant administrative partners, CCD Business Development Corporation.

**COUNCIL OPTIONS**

- Council can make a motion to delegate authority to the City Manager to complete the necessary documents to finalize the grant and ensure the proper use of the structure as required by the CDBG grant.
- Council can choose not to delegate authority to the City Manager to close out the grant.

**STAFF RECOMMENDATION**

Staff recommends that Council delegate authority to the City Manager to complete the necessary documents to finalize the grant and ensure the proper use of the structure as required by the CDBG grant.

**SUGGESTED MOTION**

***"I move to delegate authority to the City Manager to complete the necessary documents to finalize the grant and ensure the proper use of the structure as required by the CDBG grant."***

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## SOBERING CENTER FUNDING DISCUSSION

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**Meeting Date: May 11, 2020**

**Department: Police**

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

**Agenda Section: Department Items**

**Staff Contact: Gary Klopfenstein**

**Contact Telephone Number: 541-492-6760**

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### ISSUE STATEMENT AND SUMMARY

Community Partners have been diligently working with Adapt to get a Sobering Center in Roseburg. Adapt recently purchased property and is in the process of renovating a portion of the building into the Sobering Center. Adapt is seeking funding from the City to help build the center.

### BACKGROUND

#### **A. Council Action History.**

On July 8, 2019, Adapt's CEO, Dr. Greg Brigham, came before Council requesting a financial commitment for the Sobering Center. The City Council authorized the City Manager Pro-Tem to sign a letter of commitment for \$50,000 annually for a Sobering Center contingent upon full operational funding being identified and committed by other entities.

#### **B. Analysis.**

When Council discussed the Sobering Center in July 2019, they authorized an annual City contribution of \$50,000 towards operating costs. The FY 2019-20 adopted budget included additional funding in the Police Department's jail cost line item to support the contribution. The proposed FY 2020-21 includes the contribution in its own line item in the General Fund's Non-Departmental Fund. Since the center is not up and running and the City's contribution was slated for operating costs, the City has not contributed to the project financially.

Since identifying funding partners for operating costs, Adapt has been working on identifying funding for capital and start-up costs. In February of 2020, the Police Department and City Administration both provided letters of support toward Adapt's application for Oregon Health Authority (OHA) grant funding for the Sobering Center. On May 5, 2020, Adapt was awarded an (OHA) grant for \$250,000, to be utilized for startup and initial operation for the Sobering Center.

Adapt entered into a purchase agreement on property located at 3005 NE Diamond Lake Boulevard. A steering committee with all the financial stakeholders has begun meeting

to give direction as the architectural and building plans for the Sobering Center move forward.

Dr. Brigham advised he would like to seek an audience with Council to request funding in FY 19/20 to assist with start-up. He advised the following:

*Adapt has applied for a one-time funding grant from the State of Oregon for startup and partial year operations. While we are hopeful our project will be chosen, the state maximum funding will not cover all costs of the first year of operations, one-time startup costs, nor will it cover construction. I would request the City of Roseburg provide these funds to be utilized, along with other community funding, for the supplies, equipment, personnel and construction not covered by the state grant.*

*Secondly, if we may request these funds prior to June 30<sup>th</sup>, I would appreciate it.*

**C. Financial/Resource Considerations.**

Money was allocated in the Police Department's FY 19/20 budget, with the expectation that \$50,000 could potentially be utilized toward a Sobering Center commitment, should Council authorize it. This was budgeted for operating costs and is therefore in a Material & Services (M&S) line item. If Council chooses to contribute to the capital costs associated with the Sobering Center, a budget adjustment may be needed to move funding from M&S to capital.

**D. Timing Considerations.**

Dr. Brigham is requesting funding from the current fiscal year budget, which ends June 30, 2020.

**COUNCIL OPTIONS**

- 1.) Authorize the City Manager provide funding of \$\_\_\_\_\_ to Adapt in FY 19/20 to be used for start-up or capital costs for the Sobering Center;
- 2.) Request more information;
- 3.) Not authorize the City Manager to provide Adapt with startup funding.

**STAFF RECOMMENDATION**

Staff has no recommendation.

**SUGGESTED MOTION**

***I move to authorize the City Manager to provide \$\_\_\_\_\_ to Adapt for FY 19/20 startup funding for the Sobering Center.***

**ATTACHMENTS:**

July 8, 2019 Agenda Item Summary

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### Sobering Center Commitment Discussion

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**Meeting Date:** July 8, 2019  
**Department:** Police  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Department Items  
**Staff Contact:** Gary Klopfenstein  
**Contact Telephone Number:** 541-492-6760

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#### ISSUE STATEMENT AND SUMMARY

Community Partners have been diligently working to get a Sobering Center in Roseburg. The Steering Committee is attempting to get financial commitments from stakeholders.

#### BACKGROUND

##### A. Council Action History.

This issue has not previously been before Council.

##### B. Analysis.

Adapt, in collaboration with Douglas County's Local Public Safety Coordinating Council (LPSCC), seeks funding to support the development and operation of a Sobering Center in Douglas County. This proposal supports the goal of LPSCC and other community stakeholders to divert intoxicated individuals from the jail and the emergency department. The goal is to provide a safe place for individuals who are temporarily incapacitated due to intoxication to stabilize and become engaged in appropriate services to reduce recidivism.

Adapt is under contract to purchase and remodel a property located at 3005 NE Diamond Lake Boulevard, Roseburg, to be developed into a Sobering Center. The facility is adjacent to Adapt's Residential Treatment Services Center and is located less than 3 miles from downtown Roseburg. The state has provided \$250,000 in startup funds, which have been placed in reserve and can be utilized for startup expenses including the down payment or purchase of a facility, remodeling and furnishing.

Sobering is considered a public safety activity and is not a "billable" service. Operating funds are required to pay expenses such as a mortgage on the property, utilities, maintenance, meals, supplies and staff salaries/expenses. Adapt has worked in collaboration with the operators of the Grants Pass Sobering Center to establish a proposed operating budget. Based on Grants Pass' experience and discussion in LPSCC and stakeholder meetings, potential funding could come from Douglas County, the City of Roseburg, Umpqua Health Alliance, Mercy Medical Center and other city governments such as Myrtle Creek, Sutherlin, and Winston. The current estimated annual operating budget is \$356,000. Adapt has agreed to provide \$56,000 of this budget with in-kind

DEPARTMENT ITEMS C  
ATTACHMENT #1

support. Umpqua Health Alliance has agreed to provide \$100,000 toward the first year of operating costs, and LPSCC seeks to secure commitments from other community partners to support the remaining \$200,000. The Sobering Center steering committee is currently seeking letters of commitment from stakeholders to secure those operating funds.

Historically, the lack of a specific location and implementation plan has been a barrier to securing formal commitments from potential funders. Therefore, Adapt entered into a purchase agreement on a property located at 3005 NE Diamond Lake Boulevard contingent on securing sufficient commitments for operating funds.

The Sobering Center is for persons who meet the legal definition of intoxication. The current plan provides that initially, individuals may only be referred and transported to the facility by law enforcement or emergency medical services.

Goals of the program include:

- Provide a safe place to sober up;
- Avoid a criminal record for first-time offenders;
- Offer peer counseling;
- Provide referrals to treatment, including direct links to detoxification, residential, and outpatient services;
- Free up police to return to their patrol to handle more serious offenses;
- Reduce crowding in jail;
- Reduce the disruptive presence of intoxicated individuals in public;
- Reduce unnecessary utilization of the Emergency Room;

Staffing will include at least one person on site during all hours of operation. Additional services will be provided through community partners and Adapt's Outpatient services and Rapid Access Departments.

Services:

- Screening: Individuals will be screened for safety and appropriateness for services at the center.
- Safe Sobering: the Center will provide a safe place to sober up. It is expected that the typical stay will be from 4-8 hours. During this time, each individual will be assigned a resting area where they will sleep or sit and be monitored for safety and comfort. Snacks, and beverages to promote hydration will be available.
- Screening, Brief Intervention, Referral: Center staff will engage patients in a discussion about substance-using behavior and provide linkage to services when appropriate.

A steering committee composed of funders and other stakeholders such as representatives of the criminal justice system convened to monitor the need for the service in the community, provide guidance on aligning operations with community goals, and actively seek to sustain funding. The steering committee will also support the pursuit of alternative funding as opportunities arise.

Drawing from the Grants Pass experience, the steering committee anticipates bringing six beds online and increasing that number to twelve beds in the second year of operation. This plan will be adjusted in order to respond to local demand for service and available resources. The initial facility construction will provide twelve sobering rooms, allowing for the expansion of services from six to twelve beds to occur with additional furnishings and adjustments to staffing patterns. The Sobering Center will bear a greater proportion of the facility's expenses initially, as the sole operation in the building. As Adapt brings additional services online in the facility, the proportion of facility costs allocated to the Sobering Center would be reduced accordingly.

The steering committee is attempting to compile letters of financial commitment from stakeholders to ascertain if there will be sufficient funds to move forward with building and sustaining a Sobering Center.

**C. Financial/Resource Considerations.**

Money was allocated in the Police Department's jail budget, with the expectation that \$50,000 could potentially be utilized from this line item to a Sobering Center commitment, should Council authorize it.

**D. Timing Considerations.**

Adapt is currently in a 60-day contract that is contingent on securing funding for a Sobering Center.

**COUNCIL OPTIONS**

- 1.) Authorize the City Manager Pro-Tem to enter sign a letter of commitment to provide \$50,000 annually toward a Sobering Center;
- 2.) Authorize the City Manager Pro-Tem to provide a different amount toward a Sobering Center;
- 3.) Not authorize the City Manager Pro-Tem to enter into the aforementioned commitment.

**STAFF RECOMMENDATION**

Staff recommends Council authorize the City Manager Pro-Tem to sign a letter of commitment for annual \$50,000 contribution for a Sobering Center.

**SUGGESTED MOTION**

***I move to authorize the City Manager Pro-Tem to sign a letter of commitment for \$50,000 annually for a Sobering Center contingent upon full operational funding being identified and committed by other entities.***

**ATTACHMENTS:**

N/A

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date: May 11, 2020**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Informational**  
**Staff Contact: Nikki Messenger, City Manager**  
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your May 11, 2020, meeting, the following items are included:

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



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
April 28, 2020 - 10:00 a.m.

1. Review April 27, 2020 City Council Meeting Synopsis
2. Review May 11, 2020 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents and/or Grants to review and/or sign
  - a. Wellspring Bible Fellowship Drive-In Gathering – May 3<sup>rd</sup>
5. Department Items



Agenda  
Department Head Meeting  
PSC Umpqua Conference Room  
May 4, 2020 - 10:00 a.m.

1. Review May 11, 2020 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents and/or Grants to review and/or sign
  - a. Re-review NW Control Line Regionals Permit – Date Change to 9/18-20
4. Department Items
  - a. MT Budget Presentation Test Meeting
5. Employee Service Pins
  - a. Randy Todd, Public Works Street Division – 25 Years
  - b. John Sues, Municipal Court – 5 Years

**TENTATIVE FUTURE COUNCIL AGENDA**

**Unscheduled**

- Airport Fees for Fire Agency Services
- Anvil Northwest - Destination Marketing Report
- Parklet Update
- PEG Channel Discussion
- Planning Commission Vacancy/Interviews to Appoint
- RMC 3.06 Amendments
- RMC 5.04 Amendment - Water Rules and Regulations
- Southern Oregon Medical Workforce Center Update
- Supplemental Budget regarding Fire Services
- Umpqua Basin Urban Services Agreement
- Umpqua Economic Development Partnership Annual Report
- Water Conservation Plan

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**May 25, 2020 – CANCELLED**

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**June 8, 2020**

Mayor Reports

- A. Camp Millennium Week Proclamation
- B. National Bike Month Proclamation

Consent Agenda

- A. Minutes of May 11, 2020

Public Hearing

- A. Community Development Block Grant Housing Rehabilitation Grant Close Out
- B. Resolution No. 2020- - 2020-2021 Budget Adoption
- C. Resolution No. 2020- - Supplemental Budget Appropriation

Department Items

- A. Nomination Requirements for Elected City Offices
- B. Anvil NW Destination Marketing Update

Informational

- A. City Manager Activity Report

**Urban Renewal Agency Board**

Consent Agenda

- A. Minutes of previous meeting

Public Hearing

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

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**June 22, 2020**

Consent Agenda

- A. Minutes of June 8, 2020

Department Items

- A. Water Management and Conservation Plan Approval
- B. Pavement Management Project Slurry Seals Bid Award Recommendation
- C. Pavement Management Project Overlays Bid Award Recommendation
- D. Stewart Parkway Bridge End Panel Repair Bid Award Recommendation
- E. CIPP Award Recommendation
- F. Beulah Park Improvements Award Recommendation

Informational

- A. City Manager Activity Report

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**July 13, 2020**

Mayor's Report

- A. Parks and Recreation Month Proclamation

Special Presentation

- A. Roseburg Public Library RARE Participant Presentation by Katie Fischer

Consent Agenda

- A. Minutes of June 22, 2020

Department Items

- A. Authorization to Purchase Four Police Vehicles

Informational

- A. City Manager Activity Report

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**July 27, 2020**

Consent Agenda

- A. Minutes of July 13, 2020

Informational

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

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**August 10, 2020**

Consent Agenda

- A. Minutes of July 27, 2020

Informational

- A. City Manager Activity Report

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**August 24, 2020**

Consent Agenda

- A. Minutes of August 10, 2020

Informational

- A. City Manager Activity Report

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**September 14, 2020**

Consent Agenda

- A. Minutes of August 24, 2020

Informational

- A. City Manager Activity Report

Executive Session

- A. City Manager Annual Evaluation

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**September 28, 2020**

Mayors Reports

- A. Walk & Bike to School Day Proclamation

Consent Agenda

- A. Minutes of September 14, 2020

Informational

- A. City Manager Activity Report

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**October 12, 2020**

Consent Agenda

A. Minutes of September 28, 2020

Informational

A. City Manager Activity Report

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**October 26, 2020**

Consent Agenda

A. Minutes of October 12, 2020

Informational

A. City Manager Activity Report

B. Municipal Court Quarterly Report

C. Financial Quarterly Report

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**November 9, 2020**

Consent Agenda

A. Minutes of October 26, 2020

Informational

A. City Manager Activity Report

Executive Session – Municipal Court Judge Annual Performance Evaluation

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**November 23, 2020**

Mayor Report

A. Municipal Court Judge Compensation

Consent Agenda

A. Minutes of November 9, 2020

Informational

A. City Manager Activity Report

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**December 14, 2020**

Consent Agenda

A. Minutes of November 23, 2020

Informational

A. City Manager Activity Report

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**December 28, 2020**

Consent Agenda

A. Minutes of December 14, 2020

Informational

A. City Manager Activity Report

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**January 11, 2021**

Mayor Reports

A. State of the City Address

B. Commission Chair Appointments

C. Commission Appointments

Commission/Council Reports

A. Election of Council President

Consent Agenda

A. Minutes of December 28, 2020

Informational

A. City Manager Activity Report

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**January 25, 2021**

Consent Agenda

- A. Minutes of January 11, 2021

Informational

- A. City Manager Activity Report

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**February 8, 2021**

Special Presentation

- A. CAFR Review – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2020
- C. 2021-2022 Budget Calendar

Consent Agenda

- A. Minutes of January 25, 2021

Informational

- A. City Manager Activity Report

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**February 22, 2021**

Consent Agenda

- A. Minutes of February 8, 2021

Informational

- A. City Manager Activity Report

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**March 8, 2021**

Consent Agenda

- A. Minutes of February 22, 2021

Informational

- A. City Manager Activity Report

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**March 22, 2021**

Mayor Reports

- A. Child Abuse Prevention Month Proclamation

Consent Agenda

- A. Minutes of March 8, 2021

Informational

- A. City Manager Activity Report
- B. Vehicle for Hire Annual Update

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**April 12, 2021**

Mayor Reports

- A. Volunteer Recognition Month and Proclamation
- B. Arbor Day Proclamation

Consent Agenda

- A. Minutes of March 22, 2021

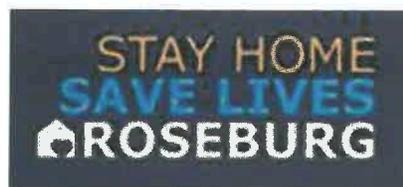
Informational

- A. City Manager Activity Report

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## Friday Message April 24, 2020

- Good things are happening in the Library Department. This week Kris Wiley received word the Library had been awarded two separate grants. One grant, from the Ford Family Foundation, will provide additional capacity for e-books. The second, from the Douglas Community Foundation, will contribute to upgrades planned for the Ford Room and the lobby doors. We are thankful to our community partners that continue to support the public library!
- The Finance Department finalized and printed the proposed budget document. Ron Harker created online “Budget 101” videos that will be forwarded to Budget Committee members in lieu of an in-person training. The training is split into five short videos that will allow members to view at their convenience. The link will be sent out next week. Budget documents will be delivered to commission members on May 5.
- The Governor has released a preliminary framework for “reopening” regions of Oregon. The state continues to work on identifying the criteria that will need to be met to initiate a regional reopening. A copy of the preliminary framework can be found here:  
<https://cityofroseburg.com/storage/app/media/COVID-19/Reopening-Oregon-Framework-Presentation-v4.pdf>
  - Douglas County is reopening the courthouse to the public starting Monday, April 27 and will be submitting a letter to the Governor requesting consideration for phase 1 reopening for the County as soon as possible.
  - Staff will monitor phase 1 requirements and evaluate appropriate actions for City employees and City facilities.
- I will be out of the office on Friday, April 24 and back in on Monday, April 27. Amy Sowa and John Van Winkle will both be available.
- Meetings next week:
  - City Council meeting conducted via Zoom, Monday, April 27 at 7:00 pm



## Friday Message May 1, 2020

- We made it to May! Congratulations on surviving what felt like the longest April in history. Weekly calls that I participated in this week included the Commissioner/Cities call, Southwest Region Economic Development Recovery Group, League of Oregon Cities call (I left early to watch the Governor's press conference on re-opening). Other virtual meetings this week included a Sobering Center Steering Committee meeting and a webinar hosted by Oregon RAIN on how to create local lending/grant programs. Here are a few things that were learned:
  - Via the Economic Development group, I received drafts of the Governor's sector guidelines for re-opening certain businesses. These included restaurants, retail, childcare, outdoor recreation, general employer guidelines, and general guidance for the public. I forwarded this information to a small group of local business owners so that they could provide comment. The Roseburg Area Chamber forwarded the information to all of their members. One thing that is clear is that PPE will be required for most businesses to reopen. There is a company in Coos Bay that manufactures masks and sanitizer and is only selling within Douglas, Coos, and Curry Counties (sowibsupply.com). I forwarded the information to Debbie Fromdahl to help get the word out. We will also post on social media.
  - The Governor is launching "Be the Key" campaign. Beginning May 11, letters will be sent to 100,000 Oregonians asking for voluntary testing for the COVID-19 virus. The intent is to better trace virus patterns throughout the state. OHSU will lead this effort, with the help of other large hospital networks that will coordinate with rural hospitals and health authorities.
  - The Governor announced that she is meeting virtually with rural eastern Oregon counties today with other rural counties soon to follow to discuss phase 1 re-opening. She indicated the earliest date that any area will be approved for phase 1 is **May 15**.
  - During the Commissioner/Cities call, we discussed the jail and the vision to (hopefully) expand capacity by another 25%. In addition, there has been discussions behind the scenes between the Chief, Undersheriff, County Commissioner, and District Attorney to help communicate our needs regarding prolific offenders. In my opinion, progress was made. There was also a lot of active inter-agency coordination related to Shutter Creek inmates who have served their sentences and who have or will be released back into the local community.
  - Final design, permitting and construction of the Sobering Center has been delayed due to the COVID-19 situation. Work is expected to resume in May, but the facility is not expected to open until at least this fall.
  - I had discussions with Mike Feldman regarding Representative Leif's work on trying to include Roseburg in Speaker Kotek's Homelessness Emergency bill that may be revisited in a special session. More to come on what the City's role may be.

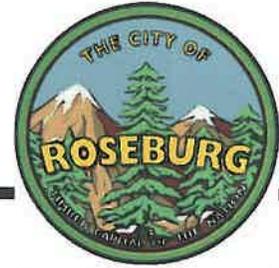
In other news, all City departments continue to strive to deliver the best service possible during these difficult times. I cannot describe them all in a brief note, but here are a few things:

- Municipal Court will begin hearing cases on Monday, May 4. Since the court was not hearing cases for the month of April, there is a very heavy docket (151 cases). This week the Judge, Court Staff, Finance Director, Police Captain, and Prosecutor met to strategize how to maximize efficiency while ensuring the safety of court customers and city staff.
- Finance Director Harker received good news this week. Moody's Investors Service provided official notice that the City is maintaining its Aa3 bond rating. This rating is based on the City's financial position and was subjected to Moody's coronavirus outbreak framework in which Moody's stated: "We do not see any material immediate credit risks for Roseburg."
- Community Development Staff is working with Parks Division staff to submit a Conditional Use Permit to Douglas County regarding the proposed Sunshine Park trails. A portion of the City owned property is outside the City Limits (and Urban Growth Boundary), which necessitates a Douglas County land use permit. Staff will request Council consider adopting a resolution supporting a grant application for this project at the next meeting.
- This week's drive thru book pick-up at the Library provided materials to 93 different vehicles. Library staff is preparing for the summer reading program and making necessary adjustments due to COVID.
- The 2020-21 Proposed Budget document has been completed. Staff will finalize the PowerPoint presentation and get both out to the Budget Committee next week. The first Budget Committee meeting is scheduled for 6 pm on May 12 and will be a virtual meeting.
- Site reviews and Land Use Applications do not appear to be slowing down. CDD received 33 applications between mid-March and mid-April. This is similar to 2019 numbers.
- Community Development Director Cowie is working with the developer of a 144-unit affordable housing complex on Sunshine Road. The developer had originally sought to participate in the SDC Buydown Program, but is also considering seeking a property tax exemption. The SDC program requires the property to stay taxable. This is necessary to ensure the Urban Renewal District can cover the cost of the SDCs. We expect to hear soon which option the developer has chosen.
- The next ADA Improvement Project is kicking off in Downtown this week. Improvements will include 22 new curb ramps on eight streets downtown.
- A local business, who requested to remain anonymous, provided the Roseburg Police Department with \$1,000 worth of gift cards to Fred Meyer, Subway, Little Caesars, Carl's Jr, and Taco Bell. Their intent was ensure the gift cards were disseminated to those in our community who truly need a little extra help.

# City of Roseburg, Oregon

## Quarterly Financial Report

3rd Quarter, Fiscal-Year 2019-2020



March 2020

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 3rd quarter of fiscal year 2019-2020.

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

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

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

This financial report includes the quarter ending March 2019 for comparison purposes.

### OVERVIEW:

- \$11 million General Fund balance.
- 4.5% Douglas County unemployment rate. (Does not reflect the impact of the COVID-19 pandemic as measurements were made prior to the Governor's order to "Stay Home, Save Lives.")
- 2.08% state investment pool interest rate.
- 2.5% Year-over-Year CPI-U West Region for March, 2020.
- Authorize purchase of playground equipment to Ross Recreation for \$106,192.52 for Beulah Park renovations.
- Authorize Intergovernmental Agreement with Glide School District for SRO in the amount of \$90,438.
- Authorize Intergovernmental Agreement with Roseburg School District for SRO in the amount of \$150,000.

## GENERAL FUND

| General Fund   | Budget       | YTD<br>Actual | %    | Prior Year<br>Actual |
|----------------|--------------|---------------|------|----------------------|
| Revenues       | \$25,905,080 | \$21,880,419  | 84%  | \$19,624,018         |
| Expenditures   | 26,400,503   | 18,110,023    | 69%  | 17,141,421           |
| Balance-July 1 | 6,874,988    | 7,263,904     | 106% | 7,297,699            |
| Balance YTD    | \$ 6,379,565 | \$11,034,300  |      | \$ 9,780,296         |

### GENERAL FUND REVENUE

| General Fund Revenue    | Budget              | YTD<br>Actual        | %          | Prior Year<br>Actual |
|-------------------------|---------------------|----------------------|------------|----------------------|
| Property Taxes          | \$17,089,000        | \$ 15,605,643        | 91%        | \$13,457,089         |
| Other Taxes             | 155,000             | 186,877              | 121%       | 130,679              |
| Licenses, Permits, Fees | 3,260,800           | 2,058,669            | 63%        | 2,035,393            |
| Charges for Services    | 4,075,280           | 3,027,064            | 74%        | 2,993,100            |
| Intergovernmental       | 1,070,000           | 799,933              | 75%        | 747,908              |
| Interest                | 200,000             | 159,868              | 80%        | 161,187              |
| Miscellaneous           | 55,000              | 42,365               | 0%         | 98,662               |
| <b>Total Revenues</b>   | <b>\$25,905,080</b> | <b>\$ 21,880,419</b> | <b>84%</b> | <b>\$19,624,018</b>  |

**Property Taxes** — The majority of property tax revenue is collected in November and December. At the end of March, 91% of the 17 million budgeted has been collected. Several actions taken by the County Assessor's office this past year caused a significant number of properties to become Real Market Driven, which reduced the total taxes imposed; consequently, the City is projecting an approximate short-fall in property tax revenues of \$700,000 or 4% of budget.

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

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

**Licenses, Permits, and Fees**—Includes utility franchise fees, planning fees, park fees, and various other fees. At the end of the quarter, 63% of the \$3 million budgeted annual revenue from licenses, permits and fees has been collected.

**Charges for Services**—Besides interdepartmental charges, charges for services includes: fines, service area fees, fire suppression and prevention fees,

administrative and lien search fees. Year to date court fines total \$266,445, service area fees total \$242,778 and interdepartmental charges total \$2,450,377.

**Intergovernmental Revenues** are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor. 75% of the \$1,070,000 budgeted for intergovernmental revenue has been collected during the current fiscal year.

**Interest Revenue**—Interest revenue of \$159,868 is \$1,319 less than the same period a year ago. The average portfolio rate is 2.08%.

### GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$18,110,023 represent 69% of budgeted annual expenditures.

Year to date expenditures are \$968,602 more than the same period a year ago. The General Fund ending fund balance is \$11,034,300.

| By Organizational<br>Unit | Budget              | YTD<br>Actual        | %          | Prior Year<br>Actual |
|---------------------------|---------------------|----------------------|------------|----------------------|
| City Manager              | \$ 1,256,600        | \$ 757,732           | 60%        | \$ 836,649           |
| Finance & Mgmt            | 1,509,178           | 1,009,083            | 67%        | 979,226              |
| Community Develop.        | 844,073             | 568,825              | 67%        | 529,003              |
| Library                   | 429,026             | 302,924              | 71%        | 188,867              |
| Public Works              | 3,778,406           | 2,342,032            | 62%        | 2,463,672            |
| Parks & Recreation        | 1,854,153           | 1,223,570            | 66%        | 1,094,916            |
| Municipal Court           | 510,551             | 349,015              | 68%        | 362,611              |
| Police                    | 7,807,772           | 5,279,194            | 68%        | 4,925,850            |
| Fire                      | 7,515,744           | 5,413,794            | 72%        | 4,823,570            |
| Capital & Other           | 895,000             | 863,854              | 97%        | 937,057              |
| <b>Total</b>              | <b>\$26,400,503</b> | <b>\$ 18,110,023</b> | <b>69%</b> | <b>17,141,421</b>    |

| By Major Category   | Budget               | YTD<br>Actual        | %          | Prior Year<br>Actual |
|---------------------|----------------------|----------------------|------------|----------------------|
| Personnel Services  | \$ 21,006,009        | \$ 14,579,630        | 69%        | \$13,494,959         |
| Materials & Service | 4,499,494            | 2,666,539            | 59%        | 2,709,405            |
| Capital & Other     | 895,000              | 863,854              | 97%        | 937,057              |
| <b>Total</b>        | <b>\$ 26,400,503</b> | <b>\$ 18,110,023</b> | <b>69%</b> | <b>\$17,141,421</b>  |

# MAJOR GOVERNMENTAL FUNDS

## SPECIAL REVENUE FUNDS

### URBAN RENEWAL GENERAL FUND

| Urban Renewal - General | Budget     | YTD Actual | %    | Prior Year Actual |
|-------------------------|------------|------------|------|-------------------|
| Revenues                | \$ 231,000 | \$ 309,482 | 134% | \$ 3,886,917      |
| Expenditures:           |            |            |      |                   |
| Operations              | -          | -          | 0%   | 717,947           |
| Transfers               | 679,837    | 647,488    | 95%  | 3,500,000         |
| Balance-July 1          | 449,837    | 443,638    | 99%  | 560,884           |
| Balance YTD             | \$ 1,000   | \$ 105,632 |      | \$ 229,854        |

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       | \$ 712,000   | \$ 708,142   | 99% | \$ 701,568        |
| Expenditures:  |              |              |     |                   |
| Operations     | 314,900      | 4,924        | 2%  | -                 |
| Capital        | 763,000      | 252,863      | 33% | 146,343           |
| Balance-July 1 | 1,452,522    | 1,413,727    | 97% | 1,073,820         |
| Balance YTD    | \$ 1,086,622 | \$ 1,864,082 |     | \$ 1,629,045      |

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 \$66,037 for two police vehicles, \$153,140 for three patrol vehicles and \$33,686 for a fire staff vehicle.

### FACILITIES REPLACEMENT FUND

| Facilities     | Budget     | YTD Actual | %    | Prior Year Actual |
|----------------|------------|------------|------|-------------------|
| Revenues       | \$ 374,710 | \$ 417,218 | 111% | \$ 2,763,984      |
| Expenditures:  |            |            |      |                   |
| Operations     | 35,097     | 19,266     | 55%  | 73,425            |
| Capital        | 461,099    | 371,246    | 81%  | 2,798,676         |
| Balance-July 1 | 178,958    | 232,640    | 130% | 449,438           |
| Balance YTD    | \$ 57,472  | \$ 259,346 |      | \$ 341,321        |

The Facilities Replacement Fund ending fund balance at March 31, 2020 is \$259,346.

## TRANSPORTATION FUND

| Transportation | Budget       | YTD Actual   | %    | Prior Year Actual |
|----------------|--------------|--------------|------|-------------------|
| Revenues       | \$ 2,902,658 | \$ 2,023,895 | 70%  | \$ 1,655,680      |
| Expenditures:  |              |              |      |                   |
| Operations     | 1,301,729    | 994,988      | 76%  | 841,241           |
| Capital        | 2,250,000    | 1,564,771    | 70%  | 845,381           |
| Transfers      | 10,000       | 10,000       | 100% | 10,000            |
| Balance-July 1 | 2,704,937    | 2,604,248    | 96%  | 2,407,561         |
| Balance YTD    | \$ 2,045,866 | \$ 2,058,384 |      | \$ 2,366,619      |

Transportation Fund revenues are from state gas taxes, transportation SDC's, federal STP funds and franchise fees. Beginning in 2011, 15% of utility franchise fees are directed to the Transportation Fund for the City's pavement management program. \$539,300 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of \$6,798 are attributed to the Stewart Park realignment project, \$314,196 to the All Roads Transportation grant, \$907,637 for Pavement Management, \$76,112 for the Douglas Avenue Roadway Improvement, \$10,748 for 2019 Aerial Orthophotos, \$12,978 for the Poplar Paving Improvements, \$206,081 for the Winchester & Lincoln Pavement Improvement, \$2,802 for the Signal Interconnect Assessment, \$8,191 for the Cartegraph OMS Integration and \$19,228 for the Stewart Parkway End Panel Repair.

### URBAN RENEWAL CAPITAL FUND

| Urban Renewal - Capital | Budget     | YTD Actual | %   | Prior Year Actual |
|-------------------------|------------|------------|-----|-------------------|
| Revenues                | \$ 842,837 | \$ 733,013 | 87% | \$ 3,534,198      |
| Expenditures:           |            |            |     |                   |
| Operation               | 335,866    | 246,852    | 73% | 349,986           |
| Capital                 | 1,352,079  | 920,354    | 68% | 3,048,423         |
| Balance-July 1          | 1,005,108  | 606,679    | 60% | 1,125,990         |
| Balance YTD             | \$ 160,000 | \$ 172,486 |     | \$ 1,261,779      |

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

Capital expenditures totaling \$920,354 include \$97,236 for the Signal Interconnect Assessment, \$317,536 for the Downtown Street Lighting Improvement, \$465,894 for the Stewart Parkway Pavement Rehab, \$12,666 for the All Roads

Transportation, and \$27,022 for the ADA Improvements

## ENTERPRISE FUNDS

### STORM DRAINAGE FUND

| Storm Drain    | Budget       | YTD Actual   | %    | Prior Year Actual |
|----------------|--------------|--------------|------|-------------------|
| Revenues       | \$ 2,439,000 | \$ 1,840,061 | 75%  | \$ 1,810,367      |
| Expenditures:  |              |              |      |                   |
| Operations     | 857,136      | 613,037      | 72%  | 551,424           |
| Capital        | 1,620,000    | 1,022,748    | 63%  | 297,563           |
| Balance-July 1 | 3,343,588    | 3,413,053    | 102% | 2,096,844         |
| Balance YTD    | \$ 3,305,452 | \$ 3,617,329 |      | \$ 3,058,224      |

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of \$1,142,801 are the principal source of revenues.

Year to date Storm Drain Fund capital expenditures include \$28,413 for the Stewart Parkway Wetland Mitigation Plan, \$10,748 for the 2019 Aerial Orthophotos, \$5,000 GIS Migration Plan, \$8,191 for the Cartegraph OMS Integration, \$958,086 for the 2019 Storm CIPP and \$12,310 for Litesys reader message sign.

### WATER SERVICE FUND

| Water          | Budget       | YTD Actual    | %    | Prior Year Actual |
|----------------|--------------|---------------|------|-------------------|
| Revenues       | \$ 7,308,150 | \$ 5,343,417  | 73%  | \$ 5,307,351      |
| Expenditures:  |              |               |      |                   |
| Operations     | 4,477,713    | 3,005,833     | 67%  | 2,903,997         |
| Capital        | 4,927,500    | 1,143,513     | 23%  | 1,201,684         |
| Balance-July 1 | 8,129,515    | 9,402,974     | 116% | 7,315,969         |
| Balance YTD    | \$ 6,032,452 | \$ 10,597,045 |      | \$ 8,517,639      |

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 \$5,343,417 are primarily from charges for services. Revenues are \$36,066 more than the prior year.

The ending fund balance at March 31st is \$10,597,045.

### OFF STREET PARKING FUND

| Off Street Parking | Budget    | YTD Actual | %   | Prior Year Actual |
|--------------------|-----------|------------|-----|-------------------|
| Revenues           | \$ 48,700 | \$ 28,951  | 59% | \$ 59,485         |
| Expenditures:      |           |            |     |                   |
| Operations         | 58,732    | 27,128     | 46% | 56,552            |
| Balance-July 1     | 46,907    | 43,223     | 92% | 38,343            |
| Balance YTD        | \$ 36,875 | \$ 45,046  |     | \$ 41,276         |

Previously, Off Street Parking revenues came from parking fines, meters, and parking rental fees in City owned lots; however, beginning July 1, 2016, services are rendered under contract. For this fiscal year, the City is to receive a flat monthly payment of \$3,125 or \$37,500 for the year; payments are currently in arrears. Revenues are reported on an accrual basis and will be adjusted downwards in the future.

The ending fund balance at March 31st was \$45,046.

Parking enforcement was suspended by the contractor in April, and the contract was terminated by mutual consent effective March 31, 2020.

### AIRPORT FUND

| Airport        | Budget       | YTD Actual | %    | Prior Year Actual |
|----------------|--------------|------------|------|-------------------|
| Revenues       | \$ 1,300,200 | \$ 339,991 | 26%  | \$ 397,555        |
| Expenditures:  |              |            |      |                   |
| Operations     | 223,662      | 140,872    | 63%  | 135,512           |
| Capital        | 1,010,000    | 187,564    | 19%  | 106,245           |
| Debt Service   | 113,080      | 13,973     | 12%  | 14,847            |
| Balance-July 1 | 403,998      | 598,190    | 148% | 413,509           |
| Balance YTD    | \$ 357,456   | \$ 595,772 |      | \$ 554,460        |

Current year Airport revenues include user charges of \$304,211 and grants of \$19,437. Operating revenues are 76.7% of budget.

### 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       | \$ 364,000 | \$ 283,030 | 78%  | \$ 305,950        |
| Expenditures:  |            |            |      | -                 |
| Operations     | 417,726    | 170,966    | 41%  | 254,432           |
| Balance-July 1 | 702,529    | 736,621    | 105% | 613,051           |
| Balance YTD    | \$ 648,803 | \$ 848,685 |      | \$ 664,569        |

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

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

## ECONOMIC OUTLOOK

This economic outlook takes a different approach from previous quarterly financial reports given that economic information is always based on retrospective information to project the future and any economic information that is generated at this time is meaningless in light of the sudden stop in economic activity that has resulted from responses to the COVID-19 pandemic. However, it is critical that we try to understand the severity and potential impacts on our national, state and regional economies resulting from the current pandemic recession. What follows is an extrapolation of economic data and economists' perspectives that will hopefully provide some scope to these unprecedented times.

## COVID-19 Health Impacts



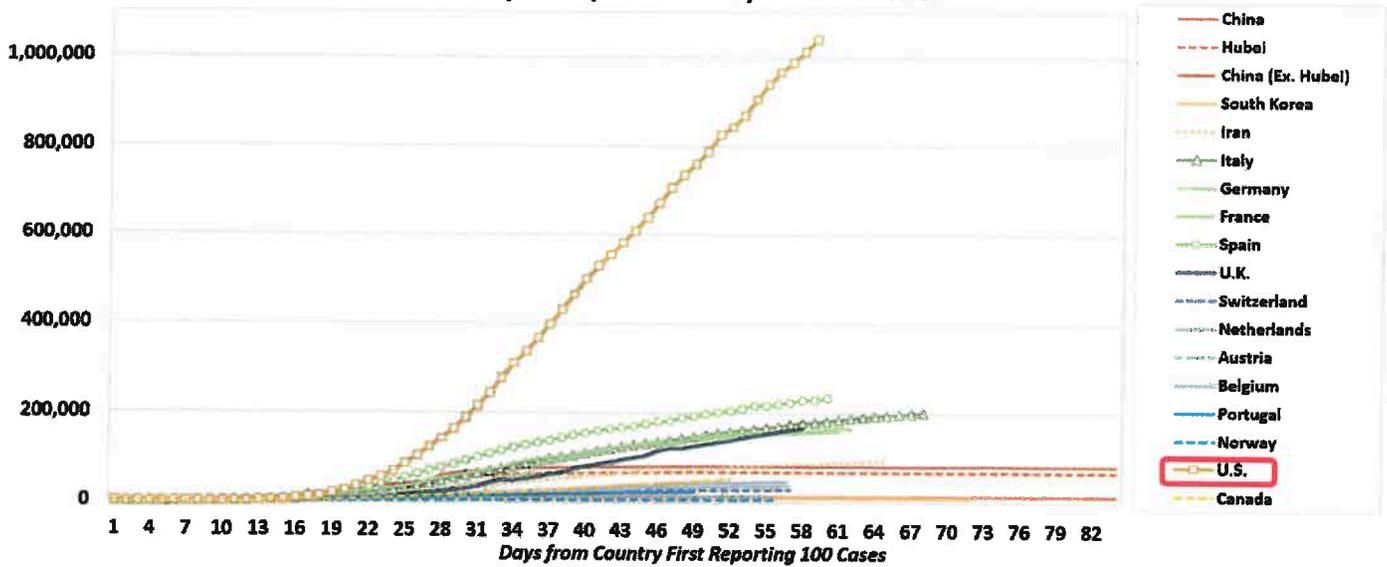
Case Growth by Country Over Previous Seven Days

Sources: Johns Hopkins CSSE Data, Vining Sparks



# CASE GROWTH BY COUNTRY

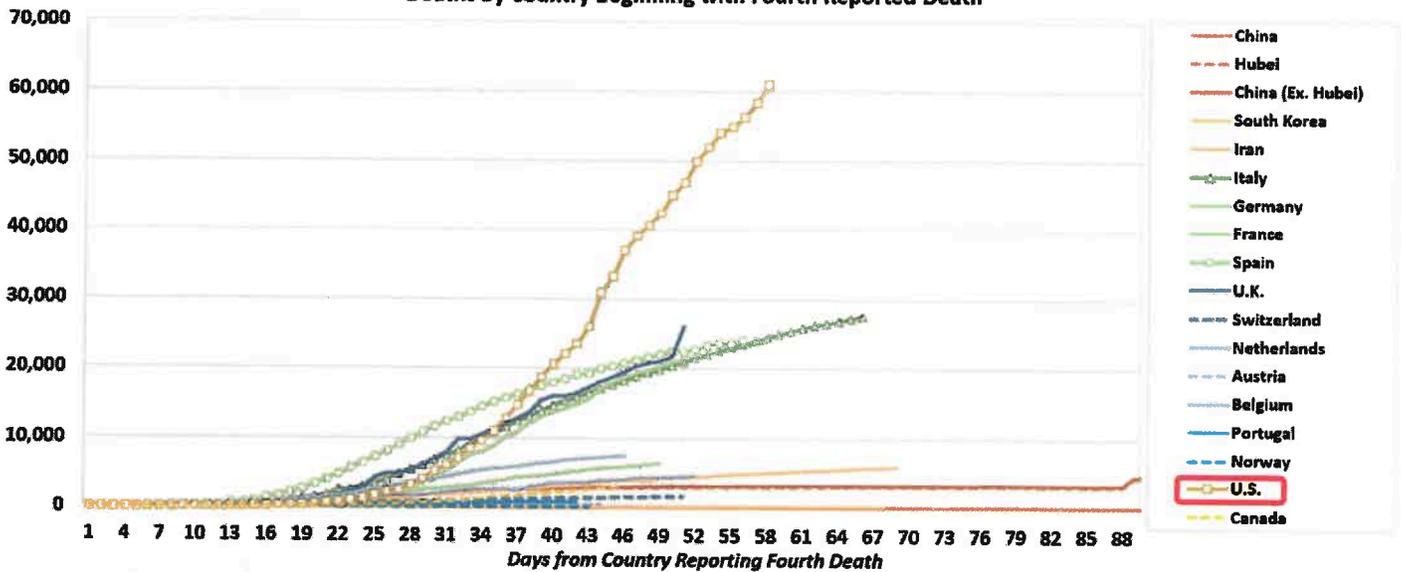
Cases by Country - Once Country Crosses 100 Cases



Sources: N.H.C., W.H.O., Johns Hopkins, Vining Sparks

# FATALITIES BY COUNTRY

Deaths by Country Beginning with Fourth Reported Death



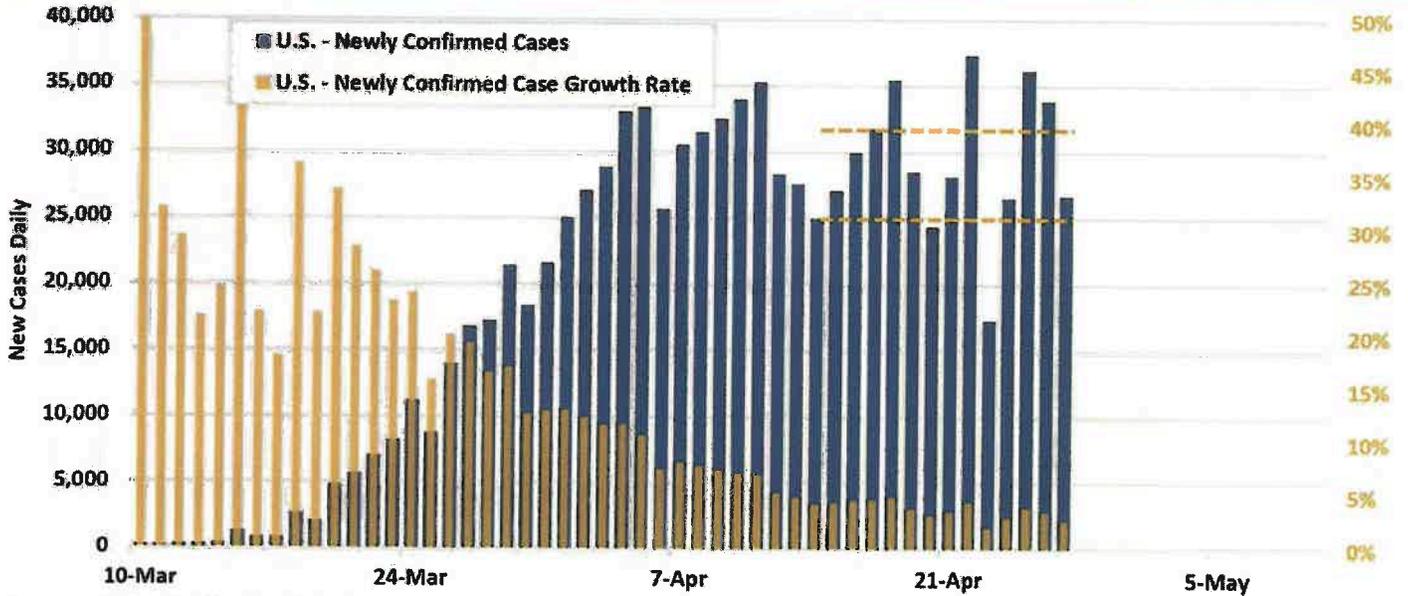
Sources: N.H.C., W.H.O., Johns Hopkins, Vining Sparks

# COVID-19 DAILY GROWTH U.S.

VINING



DAILY INCREASE IN NUMBER OF CASES AND DAILY GROWTH RATE IN U.S.



Sources: W.H.O., Johns Hopkins, Vining Sparks

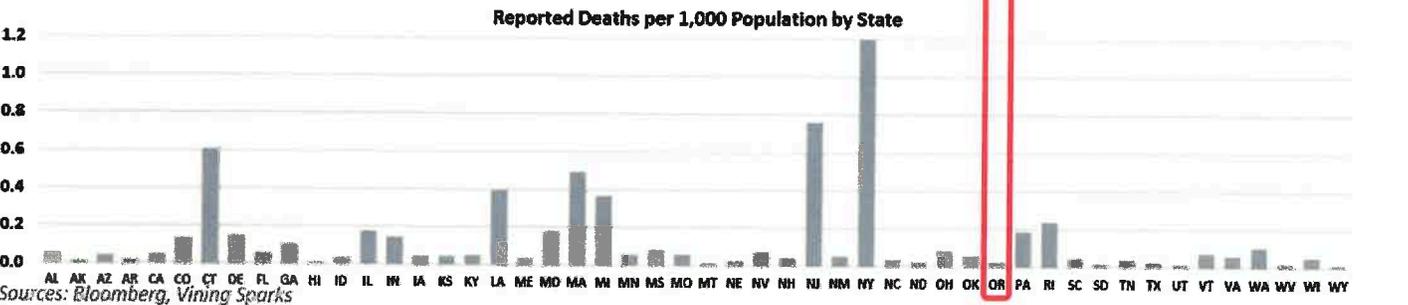
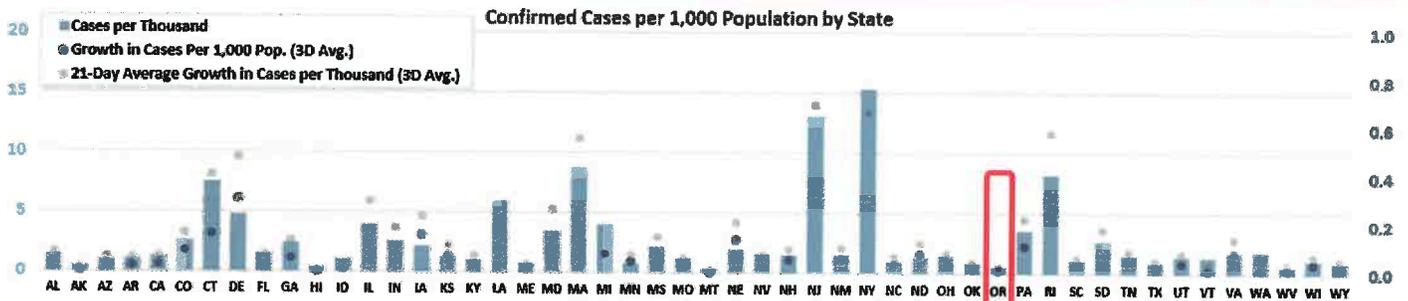
While the growth rate has been declining, the newly confirmed cases are stuck in the 25,000 to 32,000 range.

# U.S. STATE-LEVEL DATA

VINING



SPARKS



Sources: Bloomberg, Vining Sparks

Oregon's numbers are favorable in comparison to other states.

# ECONOMIC DATA

VINING



THE ECONOMIC DATA CONTINUE TO POINT TO DISASTROUS IMPACT OF VIRUS AND CONTAINMENT EFFORTS

-15.4%

Mar. New Home Sales

-4.15 pts  
-4.19

Mar. Chicago Fed Index

-13 pts  
-30

Kansas City Fed Index

-8.5%

Mar. Existing Home Sales

-11.6 pts  
36.9

Apr. Markit Manufacturing

-12.8 pts  
27.0

Apr. Markit Services

# DURABLE GOODS ORDERS

VINING



DURABLE GOODS ORDERS DECLINE, BUT CORE BUSINESS INVESTMENT BETTER THAN EXPECTED

-14.2%

Mar. Durable Goods Orders

-18.4%

Vehicles/Parts Orders

+0.1%

Core Cap. Goods Orders

-296%

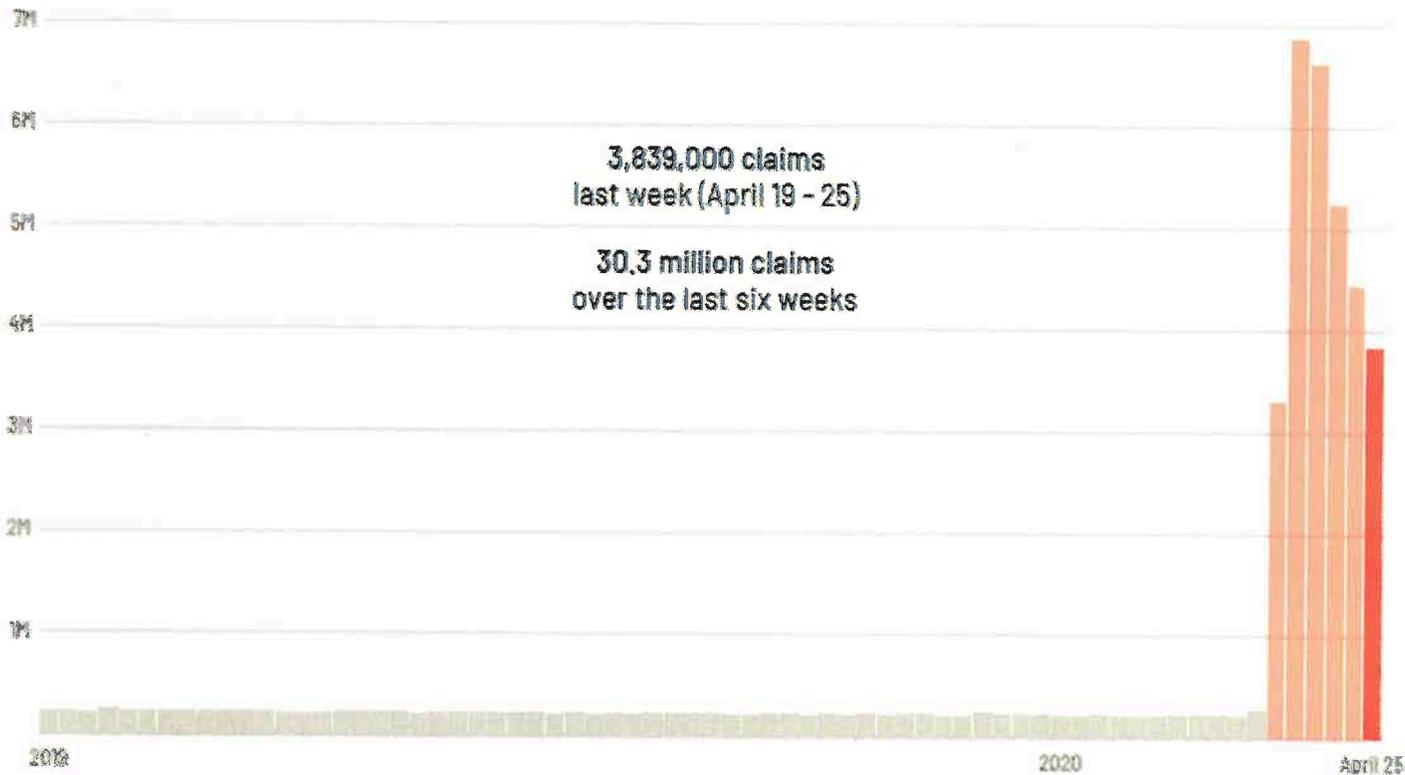
Non-Def. Aircraft Orders

-0.2%

Core Cap. Goods Shipments

# Unemployment claims surged due to coronavirus

3.8 million Americans filed initial claims for unemployment benefits in the week ending April 25.



Note: Seasonally adjusted

Source: US Department of Labor

Graphic: Tal Yellin, CNN

Constitutes an 18.6% of the US Labor Force and wipes out more than the job growth for the last ten years.

## Oregon

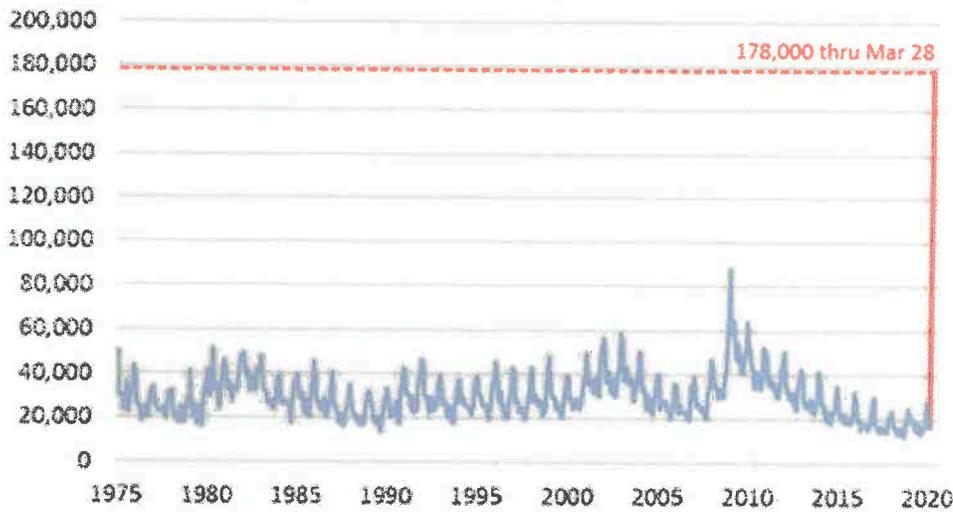
### **COVID-19 Initial Claims, Sectors, and Unemployment (Posting by Josh Lehner of OEA – April 3, 2020)**

The bad economic data is just now starting to roll in, helping to quantify some of the initial impacts of the coronavirus. Yesterday we got another round of initial claims for unemployment insurance from last week at both the U.S. and state level. This morning we got the March employment report for the nation. Neither are good, which is to be expected, but we also know these are just the tip of the iceberg of what's to come in the months ahead as the data catches up to the reality of what's happening.

First, initial claims last week set new records at the national and state level. The [Oregon Employment Department reported](#) that they received 92,700 initial claims last week. That breaks the previous record of 76,500 set the week before, which was basically triple the previous record set during the Great Recession. To be honest, it is hard visually to show these increases and to pay justice to the fact we've set records two weeks in a row. That fact gets lost in the charts. So I have switched from showing the *weekly* claims and below I show *monthly* initial claims. Obviously the point still stands, and thankfully the calendar aligns perfectly for looking at weekly data for March 2020.

## COVID-19 Drives Record Initial Claims in Oregon

Monthly Initial Claims for Unemployment Insurance



March 2020 est. based on weekly claims through 3/28 | Source: U.S. Dept of Labor, Oregon Employment Dept, OR Office of Econ Analysis

Now, we don't yet have detailed information for all of these initial claims. Right now OED is able to provide sector and county breakdowns for the roughly 77,000 claims fully processed so far in March. [See here for that detailed information](#) including some nice Tableau visuals.

Now, I've repurposed the data a bit in the table below to try and show the relative sizes and increases across sectors. Tables have no visual impact, which is why I've color coded it some,

but they do serve an important purpose in terms of being a reference. The table focuses on the 74,000 private sector claims for which detailed data is available.

Claims are up significantly across all sectors. That said, as expected the biggest increases are seen in leisure and hospitality with bars and restaurants nearly shutdown. Other sectors impacted to a larger degree include retail, and other services which includes gyms, salons, social organizations and the like. Health care is also seeing large increases, which at least anecdotally is tied to childcare services in addition to reductions in elective surgeries, dentist offices and so forth. The final column is a bit of a goofy concept but it takes a location quotient style calculation to try and adjust for typical industry churn, or level of UI claims compared to its industry size and how those have changed today relative to recent years. Larger numbers and darker reds are bad.

|                         | Employment<br>Feb 2020 | Initial Claims          |                        | Mar '20 Relative to '18 & '19 |          |
|-------------------------|------------------------|-------------------------|------------------------|-------------------------------|----------|
|                         |                        | March 2020<br>thru 3/28 | Share of<br>Employment | % Change                      | LQ Ratio |
| Nat. Resources          | 6,400                  | 1,058                   | 16.5%                  | 32%                           | 0.31     |
| Construction            | 106,000                | 6,356                   | 6.0%                   | 95%                           | 0.40     |
| Manufacturing           | 192,600                | 6,118                   | 3.2%                   | 159%                          | 0.56     |
| Trade/Transp/Util       | 352,600                | 10,114                  | 2.9%                   | 266%                          | 0.77     |
| Retail                  | 205,700                | 6,573                   | 3.2%                   | 359%                          | 0.99     |
| Wholesale               | 76,200                 | 1,355                   | 1.8%                   | 172%                          | 0.57     |
| Transp/Ware/Util        | 70,700                 | 2,186                   | 3.1%                   | 163%                          | 0.52     |
| Information             | 35,200                 | 972                     | 2.8%                   | 239%                          | 0.69     |
| Financial Activities    | 103,800                | 1,457                   | 1.4%                   | 192%                          | 0.61     |
| Finance/Insurance       | 57,200                 | 503                     | 0.9%                   | 63%                           | 0.35     |
| Real Estate             | 46,400                 | 954                     | 2.1%                   | 398%                          | 1.01     |
| Prof/Biz Services       | 252,400                | 5,663                   | 2.3%                   | 181%                          | 0.59     |
| Prof/Tech Serv          | 103,600                | 1,606                   | 1.6%                   | 219%                          | 0.64     |
| Mgmt of Comp            | 50,300                 | 345                     | 0.7%                   | 452%                          | 1.12     |
| Admin/Weste             | 98,500                 | 3,732                   | 3.8%                   | 156%                          | 0.56     |
| Educ & Health Serv      | 306,900                | 11,991                  | 3.9%                   | 564%                          | 1.38     |
| Education               | 38,700                 | 1,581                   | 4.1%                   | 630%                          | 1.59     |
| Health Care             | 268,200                | 10,410                  | 3.9%                   | 559%                          | 1.35     |
| Leisure and Hospitality | 208,100                | 27,088                  | 13.0%                  | 1670%                         | 3.68     |
| Arts/Ent/Recreate       | 27,400                 | 2,036                   | 7.4%                   | 1304%                         | 2.97     |
| Acco/Food Serv          | 180,700                | 25,052                  | 13.9%                  | 1708%                         | 3.77     |
| Other Services          | 66,800                 | 3,469                   | 5.2%                   | 958%                          | 2.18     |
| <b>Total Private</b>    | <b>1,630,600</b>       | <b>74,306</b>           | <b>4.6%</b>            | <b>375%</b>                   |          |

The second big piece of economic data we received this morning was the national employment report for March. Simply put, March was one of the worst economic months on record. Payroll jobs fell 701,000 and the unemployment rate spiked 0.9 percentage points, rising from 3.5 to 4.4 percent. To be honest these figures were a lot larger than I expected for March. The reason is due to timing. Data collected is focused on the pay period that includes the 12th of the month. The thought was early/mid-March was too early to really capture the impacts

of COVID-19 which really hit later in the month. But even with the bad March numbers, we know April will be even worse. We get the Oregon March report on Tuesday, April 14, and the April report on Tuesday, May 19th.

[Initial calculations of an Oregon Unemployment Rate]

## How will the Surge in Initial Claims Impact the Unemployment Rate?

Stylized example for Oregon that assumes 200,000 initial claims in March.

|                   | Current   | If those 200,000...     |                  |
|-------------------|-----------|-------------------------|------------------|
|                   |           | Drop out of Labor Force | Go to Unemployed |
| Labor Force       | 2,100,000 | 1,900,000               | 2,100,000        |
| Employed          | 2,030,000 | 1,830,000               | 1,830,000        |
| Unemployed        | 70,000    | 70,000                  | 270,000          |
| Unemployment Rate | 3.3%      | 3.7%                    | 12.9%            |

Source: Oregon Employment Department, Oregon Office of Economic Analysis

In the adjoining table I am calculating the unemployment rate if Oregon lost 200,000 jobs. If those workers transition from employment to unemployment then we would see the unemployment rate skyrocket. However if those workers transitioned from employment to not being in the labor force, maybe because they no longer have to search for a job to receive the new UI benefits, then the unemployment rate would only increase a little bit.

Please keep in mind that this is not a forecast for Oregon's April unemployment rate. This is just a hypothetical that is designed to show how the data may shake out. There are always lots of individuals flowing into and out of the labor market all the time. Focusing *just* on initial claims can't tell you the magnitude of the end results of the household survey, even if it gives a clear indication of where things are headed. We won't know the final answers until we get the actual data and survey responses in the coming weeks and months.

### **COVID-19 Small Business Survival and PPP (Posting by Josh Lehner of OEA – April 15, 2020)**

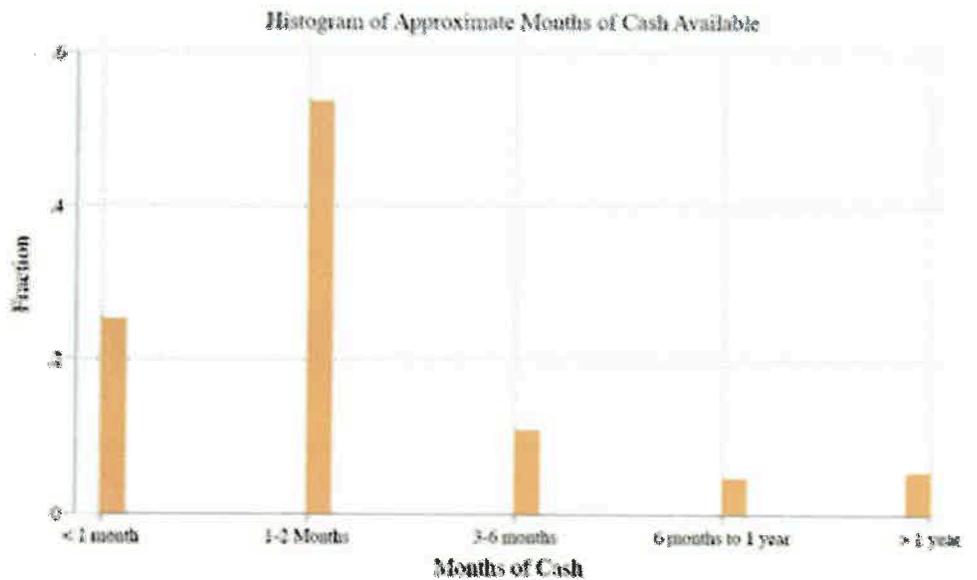
Recessions always change the economy. Even as jobs, income, and profits return and surpass the previous peak, the underlying structure of the economy is different than it was prior to the recession. In technical terms, something like GDP fails the unit root test even if activity and growth returns to its long-run trend, at least gauged by the naked eye.

Today, one big concern about the economy is the amount of permanent damage done during the social distancing and shutdown phase. We have already seen the leading edge of the impact in the data and it indicates severe labor force displacements. Hundreds of thousands of Oregonians have applied for unemployment insurance in just the past few weeks. Getting all of these Oregonians back to work will be a challenge once the public health crisis subsides, even under the best assumptions. It will be even harder to do if there are no firms to hire them back.

Running a business is extremely difficult. Roughly speaking about 1 in 5 new companies fail within their first year, while only around half make it to their fifth anniversary. When we layer on the impacts and drop in revenues today, we are seeing many more firms stretched financially, and likely an increase in firm closures in the months ahead. (Given start-up activity was already at or near historic lows, it will take time before new businesses are created to meet business and consumer demand.) This is why increased loans and grants to businesses were a big part of the recently passed Coronavirus Aid, Relief, and Economic Security (CARES) Act.

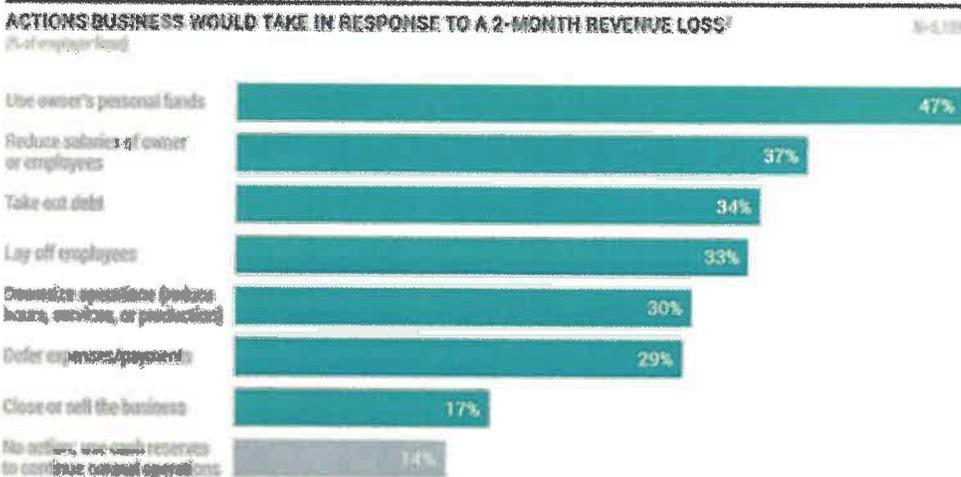
Below we look at some recent research and insights on small businesses and the first available data on the initial round of Paycheck Protection Program (PPP) lending for small businesses.

First, while most businesses are profitable or at least solvent, they do rely on cash flow to operate. A sudden stop in revenue impacts financials differently than the typical recession would, or at least the challenges and problems arise overnight and realigning expenses with revenues must occur just as quick. A [new survey and paper by Bartik et al \(2020\)](#) find that while the vast majority of small businesses have savings and cash available, it will only tide them over for a month, maybe two (see chart).



Few firms can survive without revenue for longer than that. A recent Brewers Association [survey of craft breweries](#) found a nearly identical pattern among their members.

**17% of firms would have to close if they experienced a two-month revenue loss.**



So what can businesses do today to stay afloat? The adjacent chart shows the different approaches and actions small businesses would take, according to a [survey from the Federal Reserve](#). I'm not sure if it is encouraging or discouraging that about 1 in 6 small businesses say they would need to close or sell the business if they experienced two months of revenue loss. Either way it is clear that a lot of firms cannot survive a sustained reduction in revenues, understandably so.

What is encouraging are the new business lending programs included in the CARES Act. Probably the most prominent being the Paycheck Protection Payment (PPP) administered by the Small Business Administration, which provides about \$350 billion in forgivable loans to small businesses.

**Update 4/17:** The SBA announced that as of Wednesday night the PPP is fully accounted for. Small businesses will need more support. As the police chief said in *Jaws*, "you're going to need a bigger boat." The rest of the post is updated and edited, plus the chart now includes the final data.

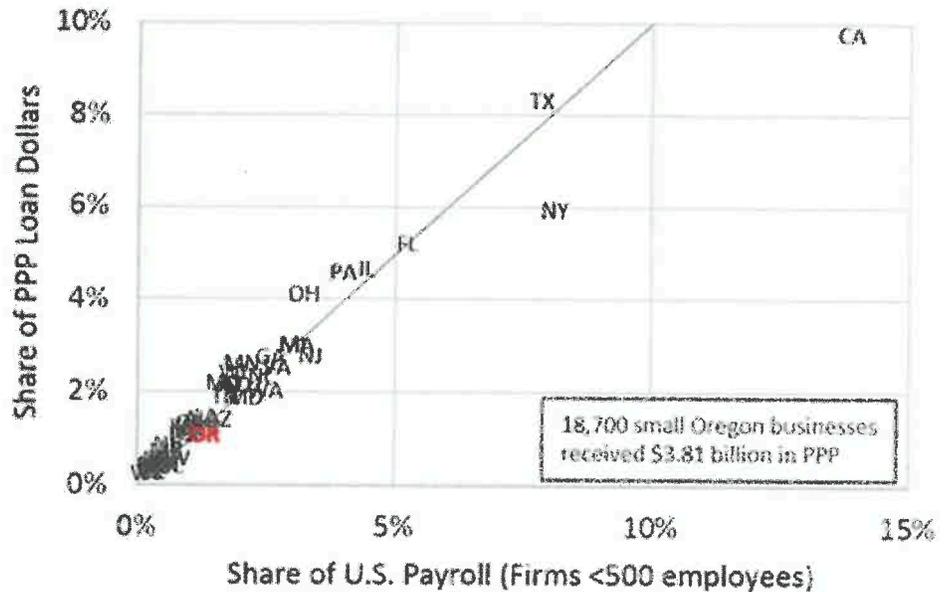
The PPP was administered on a first come, first serve basis. Overall nearly 1.7 million loans were approved, totaling \$343 billion. Here in Oregon nearly 19,000 businesses were approved in time before the funding ran out – hopefully more is coming — with Oregon firms receiving a total of \$3.8 billion. This means small businesses

in Oregon accounted for 1.1% of all PPP loans nationwide. This is somewhat low, but broadly in line with Oregon's share of U.S. small businesses (1.6%) and small business payroll (1.3%).

Looking across all states you can see how PPP loans largely match the patterns of small businesses themselves. That said, a majority of states are seeing somewhat larger shares, which are primarily coming at the expense of relatively lower volumes to California and New York, and somewhat lower to New Jersey and Washington. It's interesting to note that these states are either the hardest hit by COVID-19 or experienced the impact and spread of the virus first.

### Dollars of Approved PPP Loans by State

Loan data through 4/16/20



Source: SBA, Census, Oregon Office of Economic Analysis

Finally, to help put Oregon's 18,700 PPP loans for \$3.8 billion in some sort of perspective, the rough math shakes out as following. About 1

in 5 small businesses in Oregon have been approved for a PPP loan. These loans are designed for 75% of the loan amounts to cover payroll over an 8 week period. This means the \$3.8 billion will fill a 30-40% hit to small business payrolls in Oregon over two months. Given some of the initial claims data and speculation on the level of job loss and unemployment increases, these numbers are at least in the same ballpark in the big picture. The open question is whether the individual firms and dollar amounts of the approved loans are lined up for those who need it most, and whether PPP will truly tide these companies over.

All of that said, I think these initial findings represent good news. At least at first blush, the size of the CARES Act appears to mostly fill the initial hole due to COVID-19. This also includes the household recovery rebates — being deposited now — which are a 1, maybe 2 month band-aid for most Oregonians. Now, it doesn't mean everyone or every firm will be made whole. There are a lot of things that fell through the cracks that policymakers are currently working on fixing. And of course the concerns lie with the duration of the public health crisis, the [shape and strength of the subsequent recovery](#), and the ongoing need for financial assistance to struggling firms and households. But for now, the public policy response has been an encouraging first step. Time will tell whether it came fast enough to truly help small businesses.

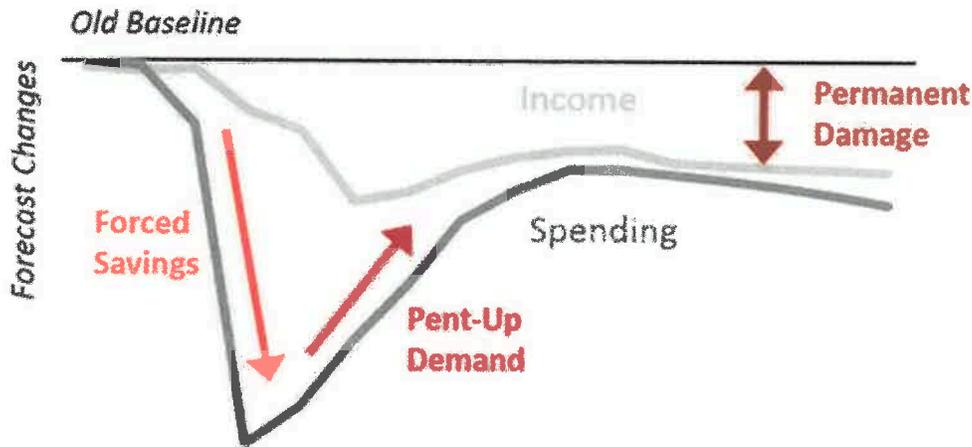
### **COVID-19 Forced Savings and Declining Productivity (Posting by Josh Lehner of OEA – April 30, 2020)**

First, let's talk about near-term sources of economic growth. I think most people have a good intuition on this, but our office is working to articulate it better as we develop the upcoming forecast. Much of the initial rebound in growth our office is expecting later this year is due to pent-up demand. The primary driver here is the forced savings we are seeing today. Households — particularly higher-income households — simply cannot spend as much money as they would like, or at least as much as they normally do. Stores and restaurants are shut down, or offer limited services. Even in this time of financial turmoil and stress for millions of workers, the savings rate is

skyrocketing overall. To this point, [this morning's data release](#) shows that U.S. incomes dropped 2% in March but spending declined 7.5%. Savings increased considerably.

## Sources of Economic Growth and Permanent Damage

Changes from Previous Forecast



Source: Oregon Office of Economic Analysis.

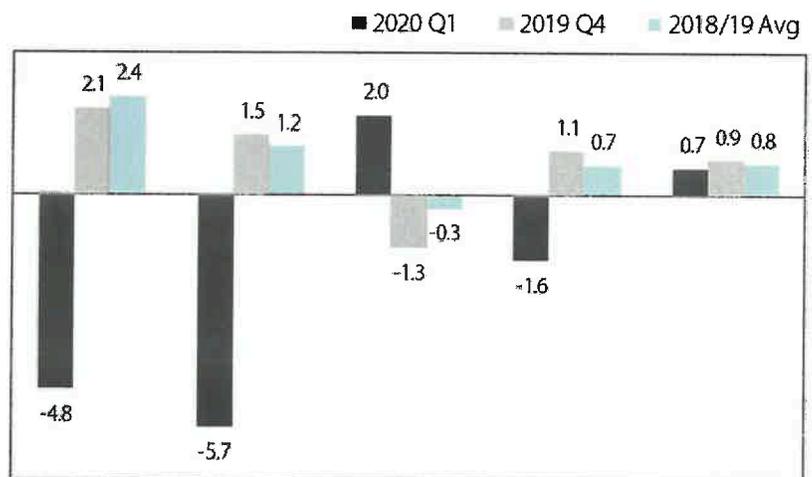
As the health situation continues to improve, and social distancing restrictions begin to lift, some of this forced savings will be unleashed in the form of pent-up demand. Households will go to stores and out to eat more. Businesses will need to restock inventories, producing positive knock-on effects across the supply chain and the like. However, this recovery will be incomplete for two reasons. One is that even as restrictions begin to lift, the threat of the virus remains real. Society will not return to normal. Consumers will remain hesitant, at least until there is a widely available medical treatment. The second reason for an incomplete

recovery overall is the amount of permanent damage in the economy. Spending will eventually revert not to the previous level of spending, but to current income (or current permanent income). So, as the economic damage mounts, and jobs and incomes remain lower, then the path of consumer spending will also remain lower than believed before the virus hit.

This week also brought our [first look at GDP](#) in the first quarter of 2020. As expected, it was ugly. GDP contracted nearly 5% last quarter, on an annualized basis. However we know that January and February were pretty good months and that social distancing really only went into effect in March. So to get such a large decline for the quarter overall, that means the drop in economic activity in March was massive. The full impact will show up in the second quarter data and will set all sorts of bad economic records. That said, as noted above, we do expect pent-up demand to drive growth in the second half of the year.

### Decomposition of 2020 Q1 real GDP growth

Quarterly % at annual rate



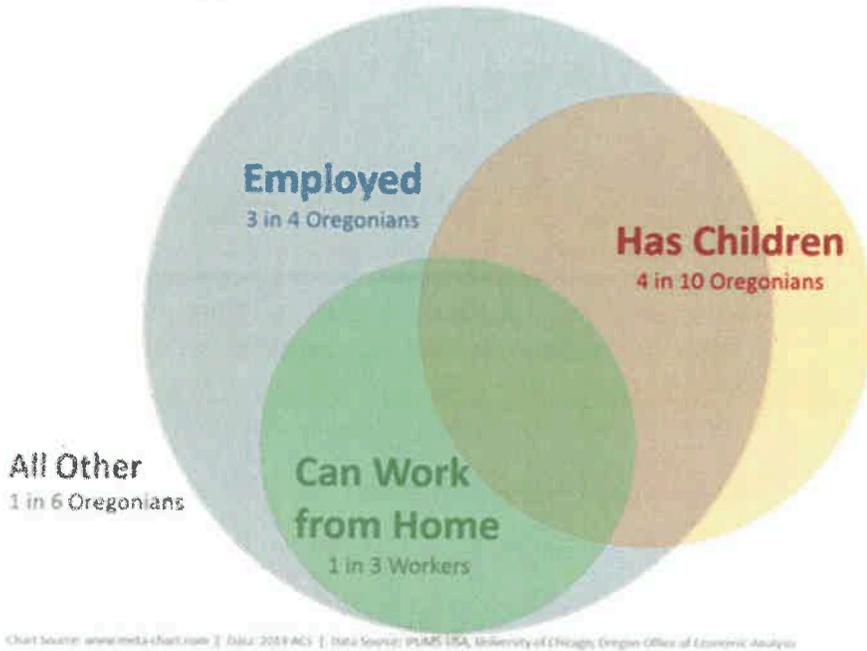
Now, one item that stood out in the details of the GDP report was the decline in productivity. Economist [Ernie Tedeschi](#) [posted](#) the adjoining chart on Twitter the other day. Now, productivity declines are bad

Source: BEA, Author.

@ernietedeschi

for economic growth and living standards, particularly over the long run. That said, I wouldn't harp too much on it today given the circumstances we find ourselves in, even if it remains an issue to watch in the coming quarters.

## Working-Age Oregonians (18-64 Years Old)

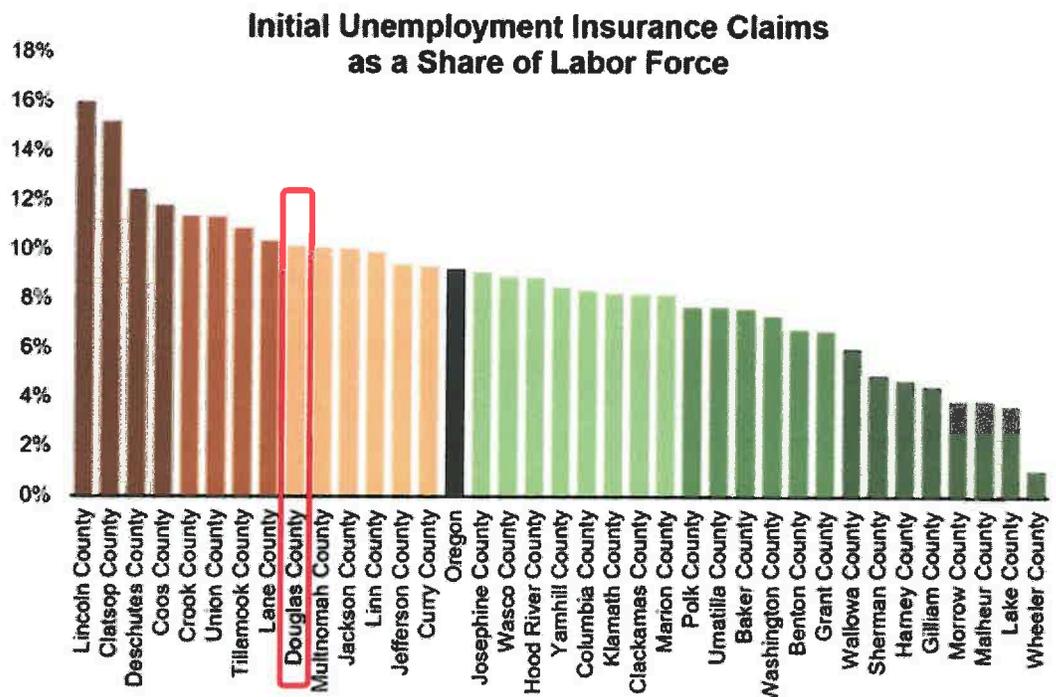


What the decline in productivity really made me think of is how working from home and schools being closed impact our daily lives. This is something I touched on last week during the [presentation for the Bend Chamber of Commerce](#). The following Venn diagram below is an updated and simplified version of one shown here on the site previously. While social distancing impacts us, it does vary based upon our life circumstances like our line of work, our family situation, and the like. We are all trying to figure this out as we go.

### Douglas County: Initial Data (Southwestern Oregon Economic Indicators April 2020 Oregon Employment Department)

During “normal” times we would typically not talk too much about unemployment insurance claims. During our last recession that began in 2008, the increase in unemployment insurance claims was relatively gradual. The rapid onset of the COVID-19 restrictions meant that our traditional economic indicators, such as total nonfarm employment or the unemployment rate could not be immediately show the severity of the economic shock. That left us with the unemployment insurance

### Who Are the Covid-19 Unemployed in Oregon?

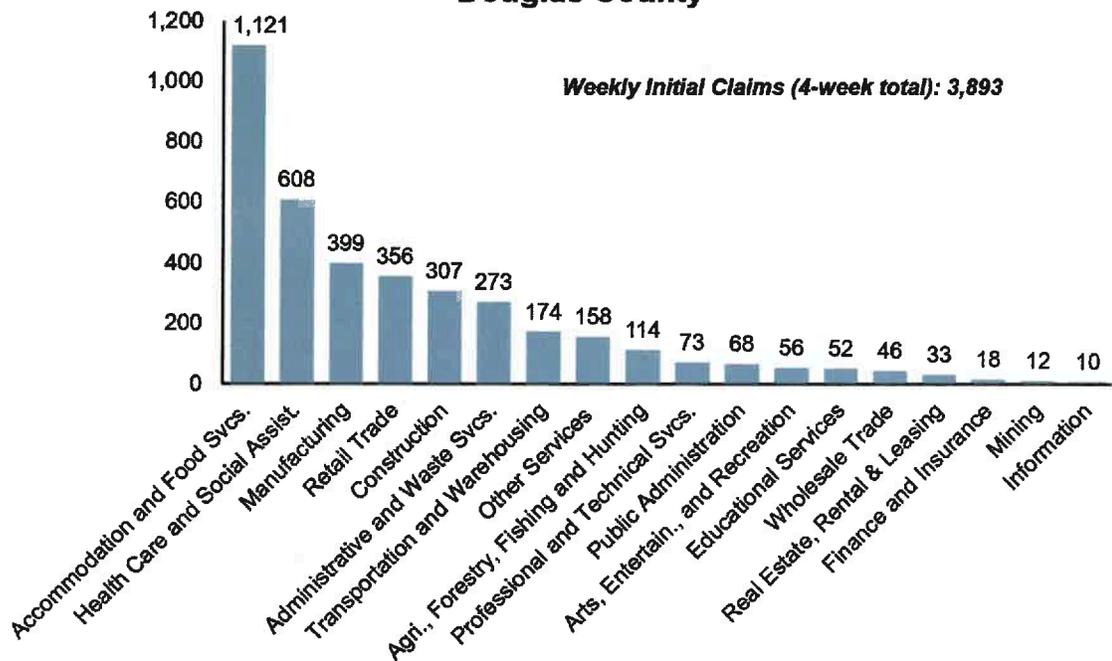


Source: Oregon Employment Department, initial Unemployment Insurance claims processed in the five weeks ending April 18, 2020

claims data as one of the few indicators in the first weeks of the shock that could help us understand the magnitude of the crisis.

The Employment Department has detailed information on processed claims including the county and industry of the worker making the claim. In Douglas County, 1,201 claims were processed for the week ending April 11. This compares with 107 processed claims for the week ending March 14, but is down somewhat from the previous week's record of 1,353. For the four weeks ending April 11, 3,893 claims were processed for Douglas County residents, about 2 percent of the statewide total of processed claims.

**Total Weekly Initial Claims for Unemployment Insurance  
Four Week Total Ending 4/11/2020  
Douglas County**



Source: Oregon Employment Department

Three industries make up 55 percent of the processed claims in Douglas County. As would be expected, accommodation and food services has the most processed claims over the four-week period with 1,121, or 29 percent. Restaurants and bars had an early and almost complete shutdown. The second highest industry is health care and social assistance with 608 claims, or 16 percent of the total. Dental offices and nonessential health care have been impacted.

Manufacturing was third at 399 claims, or 10 percent. Media reports show that some manufacturing cannot practice social distancing and still others are curtailing operations because of a drop in demand.

The Oregon Employment Department will be releasing initial claims data every Thursday for the foreseeable future. It and other COVID-19 related employment information can be found on our [COVID-19 page](#) on [QualityInfo.org](#).



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

## MUNICIPAL COURT QUARTERLY REPORT

**Meeting Date: May 11, 2020**  
**Department: Municipal Court**  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section: Department Reports**  
**Staff Contact: Jason Mahan**  
**Contact Telephone Number: 673-0171**

### ISSUE STATEMENT AND SUMMARY

At the request of City Council, a report on the court's case volume and program revenues has been presented on a quarterly basis since July 2012. This report is the latest of the quarterly reports to have been provided in fulfillment of the Council's desire to receive regular updates on court operations and covers.

### FINANCIAL AND RESOURCE CONSIDERATIONS:

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

| <u>COURT CASE TOTALS</u> | 1ST<br>QTR   | 2ND<br>QTR   | 3RD<br>QTR   | YTD<br>TOTAL | PRIOR<br>YEAR |
|--------------------------|--------------|--------------|--------------|--------------|---------------|
| CRIMES                   | 466          | 423          | 387          | 1,276        | 1,264         |
| TRAFFIC CRIMES           | 62           | 47           | 47           | 156          | 148           |
| TRAFFIC VIOLATIONS       | 887          | 759          | 750          | 2,396        | 2,165         |
| NON-TRAFFIC VIOLATIONS   | 96           | 126          | 87           | 309          | 282           |
| <b>TOTAL</b>             | <b>1,511</b> | <b>1,355</b> | <b>1,271</b> | <b>4,137</b> | <b>3,859</b>  |

After the third quarter of the 2019-20 fiscal year, total cases were up 7.2% from the prior year. By category crimes, traffic crimes, traffic violations, and non-traffic violations increased by .95%, 5.41%, 10.67%, and 9.57% respectively.

| <u>COURT REVENUES</u> | BUDGET<br>2019-20 | 1ST<br>QTR<br>2020 | 2ND<br>QTR<br>2020 | 3RD<br>QTR<br>2020 | YTD<br>TOTAL      | PRIOR<br>YTD<br>TOTAL |
|-----------------------|-------------------|--------------------|--------------------|--------------------|-------------------|-----------------------|
| FINES                 | \$ 406,000        | \$ 103,141         | \$ 86,649          | \$ 82,002          | \$ 271,792        | \$ 313,977            |
| COURT COSTS           | 15,000            | 3,379              | 6,444              | 3,237              | 13,060            | 10,127                |
| CRT APPT ATTORNEY     | 5,500             | 2,728              | 1,342              | 1,926              | 5,996             | 5,891                 |
| <b>TOTAL</b>          | <b>\$ 426,500</b> | <b>\$ 109,248</b>  | <b>\$ 94,435</b>   | <b>\$ 87,165</b>   | <b>\$ 290,848</b> | <b>\$ 329,995</b>     |

After the Third quarter of the 2019-20 fiscal year, total court revenues were down 11.9% from the prior year. Fines and collections revenue decreased by 13.4%, court costs revenues increased by 28.9% and court appointed attorney revenues increased by 1.8%.

On a budgetary basis, revenues are 68.2% of budget after the third quarter of the fiscal year.

Assessing collection compliance over the past year, from April 1, 2019 through March 31, 2020, the total of fines imposed was \$1,992,031 and actual dollars collected on those cases was \$627,922 for a compliance rate of 32%. During the same time period for the year prior, fines imposed was \$2,356,040 and actual collections was \$636,055 resulting in a compliance rate of 27%.

## **COUNCIL OPTIONS**

No Action is requested

## **STAFF RECOMMENDATION**

n/a

## **SUGGESTED MOTION**

n/a

## **ATTACHMENTS**

n/a

## **CLOSING REMARKS**

As a result of the coronavirus and orders by the Oregon Supreme Court, court appearances were reduced significantly starting at the end of March 2020. All jury trials for the month of April were continued as all non-custody trials were ordered to be continued by the Oregon State Supreme Court. In addition, all Monday status checks were continued to the month of May 2020. During the month of April our court continued to be open every day in order to handle all in custody cases. However, given that the Douglas County Jail had significantly reduced its jail population and we were required to continue many cases, the number of docketed cases in April was low. During this period of time I have encouraged all defense attorneys for our court and the prosecutor for the City of Roseburg to work together to see what cases can be resolved and informed them I would be available to handle pleas and sentences at any time. We were able to see resolution to some of the cases scheduled for the month of May.

Starting the first week of May 2020 Roseburg Municipal Court will begin doing out of custody pleas and sentences on Monday mornings. We have had meetings and have implemented some changes to make sure we are doing social distancing at court. In addition, I have asked that defense attorneys work on scheduling some of their upcoming cases on other days of week to thin the number of cases that we have on Monday mornings. As of the date of this quarterly report, the Oregon Supreme Court is stating that we cannot hold any out of custody criminal trials until June. Assuming that the restrictions on trials is lifted in June, we will be able to perform jury trials with the understanding that those citizens that due to age or preexisting medical conditions will be able to be released from jury duty. Going forward, we will have a large backlog of cases, but I believe that by working together our attorneys and the court can get the docket back under control. Our defense attorneys and the city prosecutor have been working together to see what cases can be resolved and hopefully this will reduce the backlog of cases we currently have. I will be available every day so that we can take pleas and sentencing on upcoming cases.

It is expected that revenues will decrease significantly in the short term as a result of our court handling so few cases in April. The Roseburg Police Department has been citing individuals for May and therefore we had very few new cases in April. Provided that the situation with coronavirus improves and we are able to return to normal court functions, the number of court cases should increase starting in May.

If you have any questions, please do not hesitate to reach out to me. I appreciate you reviewing this quarterly report.

Sincerely,

Jason Mahan  
Roseburg Municipal Court Judge