ROSEBURG CITY COUNCIL AGENDA – APRIL 22, 2019
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470

6:30 p.m. – Executive Session ORS 192.660(2)(a)
City Manager Hiring Process

7:00 p.m. - Regular Meeting

1. Call to Order – Mayor Larry Rich
2. Pledge of Allegiance
3. Roll Call
   Beverly Cole      Bob Cotterell      Alison Eggers     Linda Fisher-Fowler
   Ashley Hicks     Brian Prawitz      Tom Ryan          Andrea Zielinski
4. Mayor Reports
   A. City Manager Retirement
   B. City Manager Hiring Process
   C. City Manager Pro-Tem Appointment
5. Commission Reports/Council Ward Reports
6. Audience Participation – See Information on the Reverse
7. Consent Agenda
   A. Minutes of Regular Meeting of April 8, 2019
   B. OLCC License Privilege Change – The Place in Roseburg, LLC at 841 SE Cass Avenue
8. Resolutions
   A. Resolution No. 2019-05 – OPRD Local Government Grant Application Authorization
9. Department Items
   A. Funding Request – Stewart Park Pavilion Renovation
   B. ARTS and Signal Interconnect Project Bid Award Recommendation
   C. Authorization to Execute Permanent Easement – Spruce Street
   D. ADAPT Compass – Mobile Crisis Agreement
   E. Axon Storage and License Contract
10. Items from Mayor, City Council
11. Adjourn
12. Executive Session ORS 192.660(2)

Informational
   A. Activity Report
   B. Finance Quarterly Report
   C. Municipal Court Quarterly Report

URBAN RENEWAL AGENCY BOARD MEETING IMMEDIATELY FOLLOWING

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

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

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

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

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

CITIZEN PARTICIPATION – NON-AGENDA ITEMS
We also allow the opportunity for citizens to speak to the Council on matters not on this evening’s agenda on items of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting.

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

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

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

Thank you for attending our meeting – Please come again.

The City Council meetings are aired live on Charter Communications Cable Channel 191 and rebroadcast on the following Tuesday evening at 7:00 p.m. Video replays and the full agenda packet are also available on the City’s website: www.cityofroseburg.org.
ISSUE STATEMENT AND SUMMARY
Based on Council approval, the City has gone through two recruitments for the position of City Manager. To move forward in this process, Council may make a decision on a final candidate and authorize staff to move forward with background and reference checks.

BACKGROUND

A. Council Action History.
   September 10, 2018: Council directed the Mayor and Council President to meet with Staff to discuss potential recruiting methods available to the City.

   September 24, 2018: Council directed Staff to contract with Prothman Company to facilitate the initial stages of the City Manager hiring process based on the recommendation of the Mayor and Council President.

   November 2018 and January 2019: Two separate recruitments were conducted for the position of City Manager.

   April 4 and 5, 2019: Council and City Staff interviewed seven candidates for the position of City Manager. Following the interviews, Council asked Staff to bring back three finalists for a second interview.

   April 15, 2019: Council and City Staff interviewed three finalists for the position of City Manager. Following the interviews, Council asked Staff to invite two finalists to attend a Community Meet and Greet on April 18, 2019.

B. Analysis. The recruitment process for the City Manager position has been completed. Prior to a final offer of employment, it is prudent to complete a background investigation and reference check for a final candidate.
C. Financial/Resource Considerations. There are no financial considerations with this action.

D. Timing Considerations. Given the completion of the recruitment process, now is the appropriate time to select and vet a final candidate.

STAFF RECOMMENDATION/COUNCIL OPTIONS

Council may elect to:
1. Select a final candidate and authorize staff to complete a reference and background investigation.
2. Not select a final candidate and direct staff to re-open the City Manager recruiting process.

SUGGESTED MOTION:

"I move to name (insert name) as a final candidate for the City Manager position and authorize staff to complete a reference and background investigation."

ATTACHMENTS: None
ISSUE STATEMENT AND SUMMARY
The position of City Manager will likely be vacant for more than 30 days between the time City Manager Lance Colley retires and a new City Manager is hired and in place at the City.

BACKGROUND

A. Council Action History. Throughout the years, when the City Manager has been absent, or the position vacant, for more than 30 days, Council has appointed another staff member to serve as City Manager Pro-Tem.

B. Analysis. Appointing a City Manager Pro-Tem will ensure the City has a point person for community involvement and high-level decision making during the interim between the current City Manager and the new City Manager.

Section 4.2 of the City Charter and Section 2.08 of the Roseburg Municipal Code allow for a City Manager Pro-Tem to perform the duties of the City Manager if the office of City Manager becomes vacant or if the City Manager is absent from the City or disabled.

Public Works Director Nikki Messenger has worked for the City for over twenty years and has worked closely with all departments giving her a good understanding of the organization as a whole. Staff discussed the appointment and supports the recommendation of Ms. Messenger as City Manager Pro-Tem.

To compensate for the additional duties and responsibilities of the City Manager Pro-Tem appointment in addition to continuing duties as Public Works Director, Staff recommends a temporary pay adjustment of 10% during the period of the City Manager Pro-Tem appointment.

C. Financial/Resource Considerations. There are no financial considerations regarding this action other than the recommended pay adjustment.
D. **Timing Considerations.** The City Manager’s last day is April 30. It would be prudent for the Council to appoint a City Manager Pro-tem to begin serving on May 1, continuing until the new City Manager is in the position.

**STAFF RECOMMENDATION/COUNCIL OPTIONS**
Staff recommends Council appoint Nikki Messenger as City Manager Pro-tem beginning May 1, 2019 with a corresponding 10% pay adjustment, and ending upon arrival of a new City Manager.

**SUGGESTED MOTION**

*MOTION TO APPOINT NIKKI MESSENGER AS CITY MANAGER PRO-TEM BEGINNING MAY 1, 2019 WITH A CORRESPONDING 10% PAY ADJUSTMENT, AND ENDING UPON ARRIVAL OF A NEW CITY MANAGER.*

**ATTACHMENTS:** None
MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
April 8, 2019

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on April 8, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL
Present: Councilors Beverly Cole, Bob Cotterell, Alison Eggers, Linda Fisher-Fowler, Ashley Hicks, Brian Prawitz, Tom Ryan and Andrea Zielinski.

Others Present: City Manager Lance Colley, City Recorder Amy Sowa, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Community Development Director Stuart Cowie, Police Chief Gary Klopfenstein, Fire Chief Gary Garrisi, Finance Director Ron Harker, Public Works Director Nikki Messenger, Library Director Kris Wiley and Management Assistant Koree Tate.

ASSISTANT FIRE CHIEF GONTERMAN SPECIAL RECOGNITION
Mr. Colley congratulated Assistant Fire Chief Merrill Gonterman for receiving special recognition from the American Red Cross. He became a board member of the Southwest Oregon Chapter in response to the help received for his daughter who fought for her life during her pregnancy; she received a total of 40 transfusions. Mr. Colley provided a commemorative award from the American Red Cross and thanked Mr. Gonterman for his service and helping make a difference.

RECOGNITION OF CITY VOLUNTEERS
In conjunction with a proclamation for “Volunteer Recognition Month,” Mayor Rich thanked volunteers who had devoted their time and efforts for the betterment of the Roseburg community. Those efforts ranged from commission service to Volunteers in Police Service to individuals and groups that plant flowers and trees in parks or help as part of the ‘Adopt-A-Trail’ program – all providing invaluable and greatly appreciated contributions. Ms. Messenger accepted the proclamation and explained the positive impact the volunteers made in our community during the last year. The largest number of volunteers were in the library system who help keep the facility open.

ARBOR DAY PROCLAMATION
Mayor Rich proclaimed April 26, 2019 as “Arbor Day” and invited citizens to the Arbor Day celebration at the Roseburg Public Library on April 30, 2019 for presentations, activities for children and drawings. Ms. Messenger accepted the proclamation and appreciated being able to use the Library for the Arbor Day celebration.

COMMISSION/WARD REPORTS
Councilor Eggers said the Parks Commission met and discussed an item on the agenda, a grant for Stewart Park and Arbor Day.

Councilor Zielinski shared she participated in a cleanup around the duck pond area. A neighbor in her Ward had noticed the trash and asked for a cleanup. Around thirty volunteers arrived to
help the next day. She thanked the Parks Department for providing a dumpster. Within the last couple of weeks, she had been attending several local meetings where she listened to issues around homelessness. She had been working to become more educated about the issues and solutions.

PUBLIC WORKS COMMISSION APPOINTMENT
Councilor Cotterell moved to appoint Mr. Patrick Lewandowski to the Public Works Commission. Motion was seconded by Councilor Ryan and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

CONSENT AGENDA
Councilor Ryan moved to approve the following Consent Agenda items:

A. Minutes of Regular Meeting of March 25, 2019
B. Cancellation of May 27, 2019 Regular Meeting
C. 2019 OLCC License Renewal Endorsement
D. Corporate Hangar #19 Lease Assignment

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

ORDINANCE NO. 3522 – AMEND ROSEBURG MUNICIPAL CODE REGARDING DOWNTOWN DEVELOPMENT DISTRICT, SECOND READING
Ms. Sowa read Ordinance No. 3522, entitled, “An Ordinance Amending the Roseburg Municipal Code by Removing Chapter 3.08 “Downtown Development District”; Amending Section 3.14.010; Amending Section 8.02.070, 8.02.140, 8.04.005 Changing Downtown Development District to Downtown Parking District; and Amending Section 8.04.030,” for the second time. Councilor Ryan moved to adopted Ordinance No. 3522. Motion was seconded by Councilor Fisher-Fowler. Roll call vote was taken and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3522 as adopted.

ORDINANCE NO. 3523 – GRANTING A TELECOMMUNICATION FRANCHISE
Ms. Sowa explained she had received notification 8X8, Inc., a telecommunications service, had been providing service locally. She reached out to them regarding the process and quickly received their response and application for a franchise retroactive to January 1, 2019. Councilor Hicks questioned if their service was based on an additional signal or part of an existing one. Ms. Sowa explained they lease space on an existing fiber, but provide a separate service. Councilor Ryan added that some of these companies were quite small and did not generate a lot of money. Ms. Sowa agreed with Mr. Ryan explaining some companies generate over $1,000.00 a quarter while others are just a couple dollars. Council agreed to proceed with a first reading of the Ordinance. Councilor Ryan moved to suspend the rules and proceed with a second reading of Ordinance No. 3523, granting a telecommunications franchise to 8X8, Inc., effective retroactively to January 1, 2019. Motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hick,

Councilor Ryan moved to adopt Ordinance No. 3523. Motion was seconded by Councilor Hicks. Ms. Sowa read Ordinance No. 3523, entitled, “An Ordinance Granting a Telecommunication Franchise to 8X8, Inc. Effective Retroactively on January 1, 2019,” for the second time. Roll call vote was taken and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no. Mayor Rich declared Ordinance No. 3523 as adopted.

RESOLUTION NO. 2019-04 – APPROPRIATION TRANSFER FOR FISCAL YEAR 2018-19

Mr. Marker explained there were four separate matters affecting four different city funds, (the General, Off Street Parking, Water and Airport funds) which need addressing. The resolution is to transfer contingency funds into the appropriate allocation. In the General Fund, ongoing activity addressing the change in city leadership in respect to the retirement and recruitment of a new City Manager was projected to exceed current appropriation authority. In order to provide sufficient appropriation authority to cover the projected requirements it was proposed to transfer $20,000 from the General Fund contingency to the City Administration budget. In the Off Street Parking Fund, recent vandalism to the elevator in the downtown parking structure has resulted in unanticipated expenses in the Materials and Services budget of the fund. In order to provide sufficient appropriation authority to cover the repairs it was proposed to transfer $5,760 from the fund’s contingency to the funds Materials and Services budget.

In the Water Fund’s Administration Department, work on the SCADA and Cartograph software upgrade projects has resulted in additional software costs. In order to provide sufficient appropriation authority to cover those projects, it is proposed to transfer $40,000 from the Water Fund’s contingency to the Water Fund’s Administration Department budget. In the Airport Fund, additional expenses resulting from the Obstruction Mitigation Project at the Roseburg Regional Airport has arisen necessitating additional appropriation authority. It was proposed to transfer $75,000 from the Airport Contingency funds to the Airport Capital Outlay budget.

The impact of providing additional appropriation authority for the city leadership transitional costs is an immaterial 0.3% reduction of the projected General Fund ending fund balance. The impact of providing additional appropriation authority for the elevator repairs at the downtown parking structure is an 11% reduction of the projected Off Street Parking ending fund balance. The impact of providing additional appropriation authority for the software upgrades in the Water Fund is an immaterial 0.5% reduction of the projected Water Fund ending fund balance. The impact of providing additional appropriation authority for the Obstruction Mitigation Project at the Roseburg Regional Airport is an 18.6% reduction of the projected Airport Fund ending balance. However, not recognized here is additional grant funding which would be tapped into to recover the majority of the cost.

In response to Councilor Hicks, Mr. Marker explained it was not yet determined if someone would be held accountable for the vandalism that took place at the parking garage. Councilor Ryan moved to adopted Resolution No. 2019-04 authorizing an appropriation transfer within the General Fund (Fund 100), Off Street Parking Fund (Fund 510), Water Fund (Fund 530) and

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CONSENT AGENDA A
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the Airport Fund (Fund 520) for fiscal year 2018-19. Motion was seconded by Councilor Hicks and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hick, Prawitz, Ryan and Zielinski voted yes. No one voted no.

RIVERFRONT MULTI-USE PATH PHASE 2 – BID AWARD RECOMMENDATION
Ms. Messenger reported the Riverfront Park Multi-Use Path Renovation Phase 2 Project included removing, replacing, and widening approximately 2,000 linear feet of multi-use path in Riverfront Park between the terminus of the 2017 path reconstruction, at the top of the hill near the entrance to the Oak grove, and the intersection of the path running north/south near Interstate 5. The new path would be reconstructed in the same alignment but widened to ten feet wide. The City received a grant for this project from the OPRD through their Recreational Trails Program (RTP).

The project was previously bid and awarded by City Council on April 23, 2018. However, the Notice to Proceed was delayed from OPRD due to archeological concerns over some minor realignment work. The City revised the plans to keep the newly widened path in the same location to avoid further expenses with archeological investigations. Due to this delay, the City decided to reject the bids and re-bid the work this spring. To date, $10,126.00 had been spent to perform the archeological study and to advertise this project. Of that, $1,414.00 was spent in FY 18-19. The FY 2018-19 Bike Trail Fund budget includes $150,000.00 for this project. This does not account for in-kind labor. If awarded, the contractor would have 60 days to complete the project once the Notice to Proceed was issued. It was anticipated the project would be completed in late June. Some of the match would come from the bike trail fund and some would be used from labor. The Parks Commission unanimously suggested awarding the project.

In response to Mayor Rich, Ms. Messenger explained the width of the path would be nearly double in size. Councilor Eggers moved to award the Riverfront Park Multi-Use Path Renovation Phase 2 Project to the lowest responsible bidder, K&B Excavation, for $129,398.15 upon expiration of the seven-day notice of intent to award period. Motion was seconded by Councilor Fisher-Fowler and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

LOCAL BRIDGE PROGRAM GRANT ACCEPTANCE AUTHORIZATIONS
Ms. Messengers stated the Oregon Department of Transportation (ODOT) administers the bridge program funded via the Federal Highway Administration (FHWA). Bridges are ranked based on their sufficiency and other relevant factors. The City applied for funding to replace two bridges during the current Local Bridge Program (LBP) grant cycle. The Stewart Park Drive Bridge is the green bridge over the South Umpqua River that serves Stewart Park and the south entrance to the Veterans’ Administration (VA) campus. The Douglas Avenue Bridge crosses Deer Creek and is located between Ramp Street and Rifle Range Road.

The Stewart Park Drive Bridge was constructed in 1946 and has a sufficiency rating of 16.1 (out of a possible 100) and is currently load rated at 12-14 tons. The City’s fire apparatus weigh between 22 and 39 tons. During the scoping process, ODOT’s consultant estimated the cost to replace versus rehabilitate the Stewart Park Drive Bridge. According to that estimate, replacement would cost approximately $18 million and rehabilitation would cost approximately
$4.8 million. ODOT staff indicated there would be much stronger support for rehabilitation, and staff chose to pursue that option.

The Douglas Avenue Bridge was constructed in 1950 and has a sufficiency rating of 26.2 out of 100. The bridge is currently narrow, with no room for bike lanes or accessible sidewalks. This bridge is load rated at 14-32 tons, dependent upon the number of axles. ODOT’s consultant estimated the replacement cost for this bridge at approximately $8.2 million.

On March 28th, staff received notification that we had received two awards. One is for the rehabilitation of the Stewart Park Drive Bridge for $4,782,203. The second is for design of the replacement bridge at Douglas Avenue. That award is for $1.55 million. As such, staff is seeking the Council’s authorization to accept these two awards. Both of these projects will require a match of 10.27% from the City. For the Stewart Park Drive Bridge, that equates to $491,132. This could be funded using Transportation Funds, including the City’s Surface Transportation Program funding. For the design of the Deer Creek Bridge, the match would be $159,185. This bridge is located within the new Urban Renewal area and could use Urban Renewal and/or Transportation Funds. Both of these matches have been included in the adopted Five Year Capital Improvement Program.

In response to Councilor Ryan, Ms. Messenger stated the Stewart Park Bridge was rated 16.1 out of 100 and Douglas Avenue was 26.2. It was important to have those bridges receive improvements and would like to see them both constructed. Councilor Hicks was concerned about the original iconic character of the Stewart Park Bridge and wanted to know if the wooden sidewalk would be replaced. Ms. Messenger explained the original sidewalk did not meet ADA standards so it would need replaced. In response to Mayor Rich, Ms. Messenger stated that structurally, the renovated bridge would then allow fire trucks to cross. There was not a lot of history available on the bridge, but noted the importance of a higher rating for this bridge and the one on Douglas Avenue. In response to Mayor Rich, Ms. Messenger said the bridge did not belong to the VA. Councilor Hicks said she was in favor of the bridge upgrades and appreciated the effort put forth by Ms. Messenger to submit applications for improvements. She asked that if there was historic relevance, she would like to see the bridge restored if possible.

Councilor Cole moved to authorize staff to accept ODOT Local Bridge Program grants for the Stewart Park Drive and Douglas Avenue bridges. Motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

SPECIAL EXEMPTION FOR CONTRACTING REQUIREMENTS PHASE 3 DOWNTOWN STREETLIGHTING IMPROVEMENTS
Ms. Messenger advised that Staff had been working with a consultant to put together bidding documents for a project to install additional antique style LED streetlights downtown and to replace existing high pressure sodium fixtures with LED fixtures. Most of this work would be accomplished by an electrical contractor. In the recent past, the City bid electrical work at the airport to install a Precision Approach Path Indicator (PAPI), and received no bids on the first round of bidding. After speaking with a local electrical contractor that has worked on the airport before, the consultant learned that electrical contractors typically work as sub-contractors and
do not carry performance and payment bonding. The Council waived the bonding requirement for the PAPI project and the project went back out to bid. Two bids were received and the PAPI was constructed in 2018.

The City’s contracting procedures are outlined in Roseburg Municipal Code (RMC) Section 3.06. Any public improvement project over $50,000.00 requires formal bidding. The City’s standard contract document for anything over $50,000.00 includes the requirement for a bid bond and separate performance and payment bonds. The bid bond is ten percent of the bid amount. The performance and payment bonds are each equal to the bid amount. RMC Section 3.06.010B(2) outlines one of the Council’s powers as the local contract review board as follows: “Authority to approve the partial or complete waiver of the requirement for the delivery of a performance bond or payment bond for the construction of a public improvement other than in cases of emergencies”. The power to waive the requirement in the case of emergencies is outlined in a separate code section.

If the project were to go to bid with the bonding requirement and no bids were received, it would be virtually impossible to re-bid the project and get it complete and the contractor paid prior to the expiration of the North Roseburg Urban Renewal area on September 30, 2019. As such, staff believes that Council should consider waiving the bonding requirements for this project. The primary funding component for this project is the Urban Renewal Fund. As such, the funds must be expended by September 30, 2019. In response to Councilor Ryan, Ms. Messenger confirmed it was around 66 lights to be replaced

Councilor Hicks moved to approve a special exemption and waive the requirements for performance and payment bonds for the Phase 3 Downtown Streetlighting Improvements Project. Motion was seconded by Councilor Cotterell and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Hicks, Prawitz, Ryan and Zielinski voted yes. No one voted no.

ITEMS FROM MAYOR AND COUNCIL
Councilor Hicks thanked the City for finishing sidewalk work on Fulton Street. She shared she planned to attend the League of Oregon Cities spring conference and would report about her experience. She announced that she would serve on the sub-committee for planning the City Council workshop with the LOC and asked for suggestions or ideas she could share.

Mr. Colley thanked Representative Cedric Hayden for taking an opportunity to attend a couple Council meetings and thanked him for representing the community.

Councilor Prawitz thanked Councilor Zielinski for the suggestion to view the “Seattle is Dying” video. It was about an hour in length discussing homelessness, addiction and problems communities were facing. He explained that Council did care; everyone in the room knew about the problem, cared about the problem, and there were rulings and laws to follow. There has been a lot of passion, a lot of experience and expertise, as well as misinformation and emotion. He was happy to see that people on opposite ends were able to have civil discussions. The issues have been difficult and he did not know how long it would take, but wanted the community to know he and Council care.
ADJOURNMENT
The meeting adjourned at 7:50 p.m. to enter into an Executive Session, ORS 192.660(2)(e) for negotiation of real property transactions.

Koree Tate
Management Assistant
ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

OLCC PRIVILEGE CHANGE
THE PLACE IN ROSEBURG, LLC - 841 SE CASS AVENUE

Meeting Date: April 22, 2019
Department: City Administration Office
www.cityofroseburg.org

Agenda Section: Consent Agenda
Staff Contact: Koree Tate
Contact Telephone Number: 492-6866

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

BACKGROUND
OLCC has received an application from Cecil Barrett and Fae Barrett, owners of The Place in Roseburg, LLC located at 841 SE Cass Avenue for a “Full On-Premises Commercial” license.

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

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

C. Financial and/or Resource Considerations. The applicant has paid the appropriate fee for City review of the application.

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

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

STAFF RECOMMENDATION
Staff recommends Council approval of the application as submitted.
SUGGESTED MOTION
“I MOVE TO RECOMMEND APPROVAL OF THE OLCC PRIVILEGE CHANGE APPLICATION FOR THE PLACE IN ROSEBURG, LLC AT 841 SE CASS AVENUE IN ROSEBURG, OREGON.”

ATTACHMENTS
Attachment #1 - Subject Application

cc: License Applicant w/copy of agenda
Jonathan Crowl, OLCC Representative
OLCC License File
1. Application. **Do not include** any OLCC fees with your application packet (the license fee will be collected at a later time). Application is being made for:

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<tr>
<th>License Applied For:</th>
<th>CITY AND COUNTY USE ONLY</th>
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<tr>
<td>□ Brewery 1st Location</td>
<td>Date application received:</td>
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<td>□ Brewery 2nd Location</td>
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<td>□ Brewery 3rd Location</td>
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<td>□ Distillery</td>
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<td>□ Full On-Premises, Nonprofit Private Club</td>
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<td>OLCC USE ONLY</td>
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<td>□ Grower Sales Privilege 3rd location</td>
<td>Date application received:</td>
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<td>□ Limited On-Premises</td>
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<td>□ Off-Premises</td>
<td>Date application accepted as initially complete:</td>
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<td>□ Off-Premises with Fuel Pumps</td>
<td>By:</td>
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<td>□ Warehouse</td>
<td>License Action(s):</td>
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<td>□ Wholesale Malt Beverage &amp; Wine</td>
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2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

- **The Place in Roseburg**
  - (Applicant #1)
  - (Applicant #2)
  - (Applicant #3)
  - (Applicant #4)
OREGON LIQUOR CONTROL JMMISSION

LIQUOR LICENSE APPLICATION

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<thead>
<tr>
<th>3. Applicant #1</th>
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<tr>
<td>The Place in Roseburg LLC</td>
<td>Applicant #4</td>
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<td>Applicant #3</td>
<td>Applicant #4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. Trade Name of the Business (Name Customers Will See)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Place in Roseburg LLC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Business Address (Number and Street Address of the Location that will have the liquor license)</th>
</tr>
</thead>
<tbody>
<tr>
<td>841 SE Cass St</td>
</tr>
<tr>
<td>Roseburg</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Does the business address currently have an OLCC liquor license?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Does the business address currently have an OLCC marijuana license?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1616 NE Rocky Ridge Dr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. Phone Number of the Business Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>541-900-1135</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>10. Contact Person for this Application</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cecil A Barrett</td>
<td>541-733-6215</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

**Applicant Signature(s)**
- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant’s attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

(Cecil A Barrett) (Applicant #1) (Applicant #2)
ISSUE STATEMENT AND SUMMARY

OPRD’s Local Government Grant program is currently open with an application deadline of May 1, 2019 for the small (<$75,000) grant category. The issue for the Council is whether to adopt the attached resolution authorizing a grant application for renovating the pavilion at Stewart Park.

BACKGROUND

A. Council Action History. None.

B. Analysis. The Stewart Park Pavilion receives frequent and heavy use and is the main outdoor facility in the City's most beloved and well-used park. It plays host to dozens of events annually from smaller events like birthday parties and family gatherings to larger events such as graduation parties, company picnics and family/class reunions. These events serve thousands of residents and visitors annually. From the Music on the Half Shell series to the multiple 5/9 K runs to the NUT Cracker Mt. Bike Race, the pavilion is packed all summer long with events that draw people to the park. It is the marquee venue in Stewart Park and at nearly 50 years old, it is definitely showing its age. It is in desperate need of a makeover so that it can continue to support major events that draw people into the Roseburg area for many years to come.

Staff is interested in pursuing a grant through the Oregon Parks & Recreation Department (OPRD) to rehabilitate the Stewart Park Pavilion. The pavilion was built circa 1970 as part of a collaborative effort with the Roseburg Rotary Club. It has served the community well for nearly 50 years; however, the roof of the pavilion has reached the end of its useful life. Four different areas have started leaking. It is imperative to act quickly before the water damage leads to structural damage and the cost of repairs begins to escalate. The project will consist of replacing the existing tile roof with a lighter and longer lasting metal roof. In addition to the roof replacement staff intends to address the darkness in the shelter, the broken and unusable stone fire pits, and the overall dark and dingy appearance of the outdated structure.

The OPRD Local Government Grant Program (LGGP) has a large scale (>75K) and a small scale (<75K) category. The City has recently applied for the renovation of Beulah Park in this year’s large grant category. The anticipated total cost of this project works well in the small grant category. The $75,000 cut off is based on grant request amount, not the total project cost.

C. Financial and/or Resource Considerations. A minimum of forty percent match is required to participate in the Local Government Grant Program. Staff has requested a portion of the matching funds from the Economic Development Fund. The Economic Development
Commission has recommended that the Council approve that request. If that request is denied or partially funded, the remaining amount would come from the Park Improvement Fund. Estimated funding requirements are outlined below.

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPRD’s Local Government Grant</td>
<td>$ 75,000</td>
</tr>
<tr>
<td>Stewart Park Trust Fund</td>
<td>$ 25,000</td>
</tr>
<tr>
<td>Economic Development/Park Improvement Fund</td>
<td>$ 25,000</td>
</tr>
<tr>
<td><strong>Total Project Cost</strong></td>
<td><strong>$125,000</strong></td>
</tr>
</tbody>
</table>

D. **Timing Issues.** The grant application is due by May 1, 2019.

**COUNCIL OPTIONS**
The Council has the following options:
1. Adopt the attached resolution authorizing and supporting a grant application to the OPRD Local Government Grant Program; or
2. Not adopt the attached resolution and not pursue the grant opportunity.

**STAFF RECOMMENDATION**
The Parks Commission discussed this grant opportunity at their April 3rd meeting. The Commission recommended the Council adopt the attached resolution supporting a grant application. Staff concurs with that recommendation.

**SUGGESTED MOTION**
*I move to adopt Resolution No. 2019-05 supporting a grant application seeking funding through the OPRD Local Government Grant Program for improvements to the Stewart Park Pavilion.*

**ATTACHMENTS**
#1 - Resolution No. 2019-05
WHEREAS, the City of Roseburg Parks and Recreation Commission has recognized the renovation of the Stewart Park Pavilion as a high priority for the Parks Division’s capital improvement projects; and

WHEREAS, the tile roof has begun to leak and has exceeded its useful life; and

WHEREAS, the renovation of the Stewart Park Pavilion will ensure that residents and visitors will continue to have a place to gather during events and activities that provides shade and respite from the elements; and

WHEREAS, a newly refurbished Stewart Park Pavilion will provide a gathering place to connect people with the natural environment, and with each other; and

WHEREAS, the Oregon State Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

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

WHEREAS, on April 3, 2019 the Parks and Recreation Commission recommended proceeding with a grant application to renovate the Stewart Park Pavilion; 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 on-going operation and maintenance of the Stewart Park Pavilion,

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

Section 1. Authorization is granted to apply for a Local Government Grant for the renovation of The Stewart Park Pavilion.

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 22nd DAY OF APRIL 2019

Amy L. Sowa, City Recorder
ISSUE STATEMENT AND SUMMARY
The City of Roseburg Parks Department is requesting that City Council authorize $25,000 to help assist in costs associated with renovating the Stewart Park Picnic Pavilion. The Economic Development Commission (EDC) met on April 9, 2019 to discuss using tourism funds from the Hotel/Motel tax fund as the location where this funding could come from in order to help cover the cost. The EDC voted to recommend City Council fund the $25,000 as the pavilion provides an amenity to Stewart Park that many tourists experience as they come to our community for a myriad of events that occur within the park.

BACKGROUND
A. Analysis. The pavilion was built around 1970 as part of a collaborative effort with the Roseburg Rotary Club. It has served the community for nearly 50 years but the roof of the pavilion has begun to reach the end of its useful life. There are four different areas that have started leaking. If not repaired in a timely manner future water damage could increase the cost of repairs.

The project will consist of replacing the existing tile roof with a lighter more resilient metal roof. In addition, new lighting will be installed, the broken unused fire places will be addressed and the inside of the structure will receive a face lift.

The Parks Department has determined that the cost of the project will be approximately $125,000. In order to cover the costs associated with the project the Parks Department will be seeking a $75,000 grant from the Oregon Parks and Recreation Department (OPRD). This grant requires a 40 percent cash match from the project sponsor. This means that the City must contribute $50,000 in order to meet the match. It is anticipated that $25,000 of that money will come from the Stewart Park Trust fund and that the other $25,000 would come from the Hotel/Motel tax fund subject to EDC and City Council approval.

The Stewart Park Complex is designated as a regional park, one that provides unique features to residents from throughout the City and beyond. Regional parks can accommodate large group activities. Stewart Park has the infrastructure necessary to support large sporting events like the Umpqua Strong run, special events like Music on the Half Shell, and festivals such as the Great Umpqua Outdoor Days that included a post-race award show and party for the NUT Cracker mountain bike race.
These types of events draw tourists from outside Douglas County to experience Roseburg. One of the greatest amenities the City has to offer as part of their experience is Stewart Park.

Attendance from these types of events shows that many individuals come from outside our area. For example, information from those who help organize Music on the Half Shell indicates that based upon numerous polls over the years a typical show has an attendance of over 4,000 people with 25 percent of those individuals coming from outside the area.

Information from the Umpqua Outdoor Day event indicated that over 1,000 people participated at the festival at Stewart Park. Of those individuals that participated in the NUT Cracker post-race award ceremony 23 of them were from outside a 50-mile radius of Roseburg. These individuals brought their family and friends to Stewart Park afterward to enjoy the post ride celebration and spend time in Roseburg.

The Umpqua Strong race event is another example of Stewart Park being utilized for a community sponsored event that has the ability to draw tourists from outside our area. In 2018, the 9k and 5k runs had over 702 participants. 30 of these individuals were from out of state and 66 were from other parts of the state outside of Douglas County.

Using tourism funds to help repair the Stewart Park pavilion will help to support the City's efforts to continue to promote Roseburg and our beautiful area for all those seeking to visit our City.

**B. Financial and/or Resource Considerations.** Funding for this request would come from the Hotel/Motel tax fund which is currently in excess of $330,000.

**C. Timing Issues.** OPRD's Local Government Grant program is currently open with an application deadline of May 1, 2019.

**COUNCIL OPTIONS**
1. Authorize staff to utilize $25,000 as match to the OPRD grant in order to help assist in costs associated with renovating the Stewart Park Picnic Pavilion.
2. Do not authorize staff to utilize $25,000 for this purpose.

**STAFF RECOMMENDATION**
Staff recommends that Council authorize $25,000 as match to the OPRD grant in order to help assist in costs associated with renovating the Stewart Park Picnic Pavilion.

**SUGGESTED MOTION**
I move to authorize the use of $25,000 as match to the OPRD grant in order to help assist in costs associated with renovating the Stewart Park Picnic Pavilion.
ARTS and Signal Interconnect Project
Bid Award Recommendation

Meeting Date: April 22, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY
The City opened bids for the ARTS/Signal Interconnect Improvements. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History. On March 12, 2018, the Council authorized the City Manager to negotiate and execute an Intergovernmental Agreement with ODOT for the All Roads Transportation Safety (ARTS) grant program.

B. Analysis. Staff has been working on two different traffic signal projects and made a decision to combine them to increase efficiency and eliminate potential conflicts that may have occurred if the projects were bid separately. Separate bid schedules were used in order to track the costs.

In 2015, the Oregon Department of Transportation implemented the All Roads Transportation Safety Program (ARTS) with the intent of identifying and funding projects that will reduce Fatal and Injury A (serious injury) crashes. The ARTS program has two types of projects – systemic and hotspot. In 2015, the City worked with a consultant to identify projects that were eligible for one or both of these categories. The City submitted two grant applications, both of which were funded and combined into one grant. The ARTS portion of the project includes the following improvements:

- A pedestrian activated warning system and raised median refuge on Stephens Street near Roseland Avenue,
- Pedestrian countdown signal heads on Stephens Street at Edembower Blvd., Newton Creek Road and Stewart Parkway,
- Pedestrian countdown signal heads on Harvard Avenue at Stewart Parkway, Keady Court, Centennial Drive and Umpqua Street,
- Reflectorized signal backplates on all approaches on Stewart Parkway at the Walmart entrance, Renann, Mercy Drive, Aviation Drive and Airport Road,
- Convert the Stewart Parkway approach from protected/permitted doghouse signal heads to flashing yellow arrow heads at Mercy Drive, Renann Avenue and Airport Road and to protected-only heads at the Walmart entrance and Aviation Drive.

The Traffic Signal Coordination and Interconnect portion of the project involves the installation of electrical, telecommunication and programming of existing signals on Stewart Parkway from Walmart to Edembower. The intent is to coordinate and improve green wave timing to reduce traffic congestion and improve corridor efficiency. ODOT will be coordinating the programming with the Contractor and maintaining thereafter under an existing
Intergovernmental Agreement with the City.

Bids were opened on April 9, 2019. One bid was received. It was as follows:

<table>
<thead>
<tr>
<th>#</th>
<th>Bidder</th>
<th>Schedule A Signal Interconnect</th>
<th>Schedule B ARTs</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kunert Electric LLC</td>
<td>$152,752</td>
<td>$367,077</td>
<td>$519,829</td>
</tr>
<tr>
<td></td>
<td>Engineer’s Estimate</td>
<td>$160,500</td>
<td>$316,030</td>
<td>$476,530</td>
</tr>
</tbody>
</table>

C. Financial and/or Resource Considerations. The City received a grant from ODOT for $462,946 for the ARTS portion of the project. The matching funds are programmed in the Transportation and Urban Renewal Funds. The Traffic Signal Coordination portion of the project is programmed for Urban Renewal Funding. Total project costs are estimated below.

<table>
<thead>
<tr>
<th></th>
<th>Signal Interconnect</th>
<th>ARTS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>65,090</td>
<td>46,273</td>
<td>46,273</td>
</tr>
<tr>
<td>Construction</td>
<td>152,752</td>
<td>367,077</td>
<td>367,077</td>
</tr>
<tr>
<td>Contingency</td>
<td>15,275</td>
<td>36,708</td>
<td>36,708</td>
</tr>
<tr>
<td>Construction Mgt/Signal timing</td>
<td>30,000</td>
<td>36,708</td>
<td>36,708</td>
</tr>
<tr>
<td></td>
<td>263,117</td>
<td>486,766</td>
<td>486,766</td>
</tr>
</tbody>
</table>

D. Timing Issues. This project involves Urban Renewal Funding. The North Roseburg Urban Renewal Area expires on September 30, 2019. The intent is to get all Urban Renewal funded work completed by August 30, 2019.

COUNCIL OPTIONS
The Council has the following options:
1. Award the project to the lowest responsible bidder, Kunert Electric LLC for $519,829; or
2. Request additional information; or
3. Not award the project.

STAFF RECOMMENDATION
Money has been budgeted and is available to construct the project. The Public Works Commission discussed this project at their April 11th meeting. The Commission recommended awarding the project to the lowest responsible bidder, Kunert Electric LLC, for $519,829. Staff concurs with this recommendation.

SUGGESTED MOTION
I move to award the ARTS/Signal Interconnect Project to the lowest responsible bidder, Kunert Electric LLC, for $519,829.

ATTACHMENTS
None
Authorization to Execute Permanent Easement – Spruce Street

Meeting Date: April 22, 2019
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY
The issue for Council is whether to authorize the City Manager to execute a permanent easement negotiated with the Cow Creek Band of Umpqua Tribe of Indians.

BACKGROUND

A. Council Action History. The Council has an extensive history related to the Highway 138E Project.
- June 9, 2008 - Adopted Resolution No. 2008-11, adopting the City of Roseburg Highway 138 policy.
- May 11, 2009 - Heard presentation regarding Highway 138 Environmental Assessment project.
- September 26, 2012 - Authorized execution of intergovernmental agreement with ODOT regarding Highway 138.
- October 22, 2012 - Approved removal of parking meters on the west side of 600 block of SE Stephens as part of the Highway 138 modifications.
- December 10, 2012 - Authorized funding memorandum/intergovernmental agreement with ODOT for Highway 138 Corridor improvements in an amount not to exceed $1 million.
- May 13, 2013 – Approved DAP plans outlining concepts for the project and requesting a design exception to the requirement for bike lanes on Stephens Street.
- June 9, 2014 - Authorized the City Manager to negotiate and sign an IGA with ODOT regarding the Highway 138E Corridor Solutions Project including a total funding commitment of $1.6 Million.
- November 24, 2014 -- Authorized the City Manager to negotiate and enter into an Intergovernmental Agreement with ODOT for the Highway 138E Corridor Solutions Project including the Transportation Enhancement Grant with a total funding commitment not to exceed $1.8 million.
- On August 24, 2015 -- Authorized amendment to the ODOT intergovernmental agreement to add work to the Highway 138 project at a cost not to exceed $123,000.

B. Analysis. Prior to the Highway 138E Corridor Solutions Project, Spruce Street was offset near Oak Avenue. In order to travel south on Spruce Street, a vehicle had to actually go against one-way traffic on Oak Avenue, which was a dangerous situation. As part of the project, Spruce Street was realigned, eliminating the backwards travel movement.
In order to realign Spruce Street, staff worked with ODOT staff to negotiate a swap of permanent easements between the City and the Cow Creek Tribe. The Tribe granted a permanent easement to the City for street purposes and the street and sidewalks were constructed within this easement. Prior to the construction, the property was part of “The Lot” property, currently used to facilitate food trucks.

At this time, staff is seeking authorization to complete the paperwork and grant a permanent easement to the Tribe for use of a portion of the right-of-way on Spruce Street for parking lot purposes. The entire area will be reserved to allow the utilities within the existing right-of-way to remain, but will formalize the agreement allowing the Tribe to use the area in perpetuity for parking lot and related purposes. No structures will be allowed within the easement area. The location of both easements, granted and received, are depicted on the attachments.

C. Financial and/or Resource Considerations. There are no financial or resource implications.

D. Timing Issues. This is a housekeeping measure that staff seeks to complete prior to the current City Manager’s retirement.

COUNCIL OPTIONS
The Council has the following options:
1. Authorize the City Manager to execute a permanent easement granting the Cow Creek Tribe of Umpqua Indians the permission to use a portion of the Spruce Street right-of-way for parking lot and related purposes; or
2. Request additional information.

STAFF RECOMMENDATION
Staff recommends the Council authorize the City Manager to execute the easement in order to formalize this agreement.

SUGGESTED MOTION
I move to authorize the City Manager to execute an easement to the Cow Creek Band of Umpqua Tribe of Indians granting permissions for the use of a portion of the Spruce Street right-of-way.

ATTACHMENTS
Attachment #1 - Maps showing easement areas
**EXHIBIT "B"**

**RIGHT OF WAY**

**ENGINEERING**

**SKETCH MAP**

<table>
<thead>
<tr>
<th>Section</th>
<th>FFO - OR 138E: Corridor Solutions (Roseburg)</th>
<th>Scale</th>
<th>Date</th>
<th>File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>Spruce Street</td>
<td>1&quot; = 50'</td>
<td>5/28/2014</td>
<td>See ODOT Drg 11B-7-5</td>
</tr>
<tr>
<td>County</td>
<td>Douglas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purpose</td>
<td>P.E. to granted to Tribe (a portion of Spruce St.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Adapt/Compass-Mobile Crisis Agreement

Meeting Date: April 22, 2019
Department: Administration
www.cityofroseburg.org

ISSUE STATEMENT AND SUMMARY
The City has received a Department of Justice three-year grant to provide for a Mobile Crisis Intervention program in conjunction with Adapt/Compass. The grant award was for $750,000 over three years, beginning January 1, 2019.

BACKGROUND

A. Council Action History. None.

B. Analysis. As part of the grant application process, staff worked with the Local Public Safety Coordinating Council Coordinator, Police administration and Adapt/Compass administration to put together a Mobile Crisis Intervention program.

The program includes:

Activities. Adapt/Compass will employ dedicated Qualified Mental Health Professionals (QMHPs) to co-respond to calls from law enforcement where suspected mental health, substance abuse and domestic violence may be a contributing factor to the situation. QMHPs will utilize crisis intervention techniques for de-escalation as necessary, assess risk for suicidal ideations/homicidal ideations (SI/HI), complete Director’s Holds as appropriate, and provide case management for referrals to resources (housing, shelters, food, financial, mental health and substance abuse treatment, etc.).

The grant application included Adapt/Compass as a sub-award contractor however, the grant was awarded to the City of Roseburg. The grant budget included $170,000 in each year of the three-year award for Adapt/Compass services for a total of $510,000. The total cost for these services over the three-year period will be $697,500 with $62,500 in matching funds each year coming from non-city, non-grant funds.

D. Timing Issues. The three-year grant award period started January 1, 2019 and Adapt/Compass began providing services related to crisis intervention on March 1, 2019. We have been working on the attached agreement to ensure that the sub-award resources contained in the grant can be passed through to Adapt/Compass.

STAFF RECOMMENDATION
Staff is requesting authorization to execute the attached three-year agreement.
SUGGESTED MOTION

I move to authorize the City Manager to execute the attached agreement between the City of Roseburg and Adapt/Compass to provide services in conjunction with the Mobile Crisis Intervention grant in the amount of $510,000, payable from grant proceeds.

ATTACHMENTS
Attachment #1 - Agreement
This Contract is made and entered into this _____ day of ______________ 2019, by and between the CITY OF ROSEBURG, an Oregon municipal corporation, hereinafter called "CITY", and Adapt dba Compass Behavioral Health, an independent contractor, hereinafter called "CONTRACTOR".

SECTION 1. CONTRACTOR AGREES:

1.1 Term. Beginning January 1, 2019 and continuing thereafter until December 31, 2021, CONTRACTOR shall perform the services required by the Contract unless earlier terminated in accordance with the provisions of this contract or by mutual consent of the parties.

1.2 Activities. Contractor will employ dedicated Qualified Mental Health Professionals (QMHPs) to co-respond to calls from law enforcement where suspected mental health, substance abuse and domestic violence may be a contributing factor to the situation. QMHPs will utilize crisis intervention techniques for de-escalation as necessary, assess risk for suicidal ideations/homicidal ideations (SI/HI), complete Director’s Holds as appropriate, and provide case management for referrals to resources (housing, shelters, food, financial, mental health and substance abuse treatment, etc.).

1.3 Fees. CONTRACTOR’s fee for services is a total not-to-exceed $510,000 over the duration of this agreement.

1.4 Expenditures. Extraordinary unbudgeted expenditures, from contracted funds, outside the scope of the work program may be made by CONTRACTOR only with the prior written approval of CITY’s City Manager. CONTRACTOR shall promptly pay all expenses it incurs as a result of this Contract and shall comply with all provisions of state law applicable to this Contract.

1.5 Insurance Requirements. At all times during the term of this Contract, at the sole expense of the CONTRACTOR, CONTRACTOR shall maintain continuously in effect the insurance policies described herein. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage the City may carry. A copy of each policy or a certificate, and copies of additional insured endorsements, satisfactory to the City shall be delivered to the City prior to commencement of any work or services provided under this Contract. The certificates shall specify and document all insurance-related provisions within this Contract. A renewal certificate will be sent to the City 10 days prior to coverage expiration. Unless specified, each policy shall be written on an "occurrence" form. Policies must be underwritten by an insurance company deemed acceptable to the City and admitted to do business in Oregon, or, in the alternative, rated A- or better by AM Best. The City reserves the right to reject any insurance carrier with an unacceptable financial rating. There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 30 days written notice to the City.
The 30-day notice of cancellation provision must be physically endorsed on the policy. In
the event the statutory limit of liability of a public body for claims arising out of a single
accident or occurrence is increased above the combined single limits specified in this
Contract, City shall have the right to require CONTRACTOR to increase the
CONTRACTOR’s coverage by an amount equal to the increase in the statutory limit for
such claims and to increase the aggregate coverage by twice the amount of the increase
in the statutory limit. Failure to maintain any insurance coverage required by this Contract
shall be cause for immediate termination of the Contract by the City, but termination shall
not relieve CONTRACTOR of its obligation to provide and maintain such coverage, and
City shall be entitled to enforce all liability and indemnity provisions of this Contract
following such termination. In addition, all requirements concerning insurance and
indemnity shall survive the termination of this Contract.

1.5.1 Commercial General Liability. Throughout the term of this Contract,
CONTRACTOR shall maintain continuously in a broad commercial general liability
insurance policy with coverage of not less than $2,000,000 combined single limit
per occurrence, with an aggregate of $4,000,000, for bodily injury, personal injury
or property damage. The policy shall also contain an endorsement naming the
City as an additional insured, on a form satisfactory to City, and expressly provide
that the interest of the City shall not be affected by CONTRACTOR’s breach of
policy provisions. Such policy must be maintained in full force and effect for the
duration of this Contract, failure to do so shall be cause for immediate termination
of this Contract by City. Any additional insured requirements included in this
Contract shall both provide completed operations coverage after job completion
and coverage that is primary and non-contributory. Claims Made policies will not
be accepted.

1.5.2 Automobile Liability Insurance. At all times during the term of this
Contract, and at the sole expense of CONTRACTOR, CONTRACTOR shall
maintain “Symbol 1” automobile liability coverage including coverage for all owned,
hired and non-owned vehicles, equivalent to a combined single limit per
occurrence on not less than $2,000,000 for bodily injury or property damage.

1.5.3 Professional Liability Insurance. At all times during the term of this
Contract, CONTRACTOR shall maintain and keep in full force, an insurance policy
for professional liability in the amount of $2,000,000. In no instance shall CITY be
responsible for any retention amount or deductible that CONTRACTOR may owe
as a result of this coverage. Nor shall such retention or deductible exceed $25,000.
CONTRACTOR shall continue professional liability coverage for the duration of the
project and three years thereafter; and further, submit certificate of Insurance
renewals of such coverage to the CITY.

1.6 Books and Records. CONTRACTOR shall keep complete and proper books,
records and accounts of all transactions performed as part of this Contract and the
approved invoices and work program. The books, records and accounts shall be open to
inspection by CITY or its designee during normal business hours, and shall remain open to CITY for such inspection for three months following termination of this Contract.

1.7 **Availability.** CONTRACTOR shall be available for meetings, discussions and program reviews with sufficient notice.

1.8 **Assignment.** The responsibility for performing CONTRACTOR's services under the terms of this Contract shall not be assigned, transferred, delegated or otherwise referred by CONTRACTOR to a third person without the prior written consent of CITY.

1.9 **Compliance with Law and Standard Contract Provisions.** CONTRACTOR shall comply with all federal, state and local laws, including Roseburg Municipal Code Regulations relating to business registration, and with all Standard City Contract Provisions as outlined in the attached Exhibit "A".

1.10 **Health Hazard Notification.** Contractors who are hired to perform work for the City involving the need to control hazardous energy or enter confined spaces will be informed of our programs and the associated hazards that City staff is aware of. The notification is not designed to take over the contractor's safety responsibilities to his or her employees but to provide appropriate notification under the Oregon OSHA rules.

### SECTION 2. CITY AGREES:

2.1 **Fee.** In consideration for the above-described services, CITY agrees to pay CONTRACTOR a maximum not to exceed amount of $510,000 for the three years of the project.

2.2 **Terms of Payment.** CONTRACTOR will tender an invoice by the twentieth of each month, and CITY shall make full payment on such invoice within thirty days of its receipt.

### SECTION 3. BOTH PARTIES AGREE:

3.1 **Budget and Work Plan Approval.** All approved invoices and work programs shall be in writing.

3.2 **Independent Contractor.** CONTRACTOR is an independent contractor. CONTRACTOR shall control the manner in which it performs the services herein, however, the nature of the services and the results to be achieved shall be specified by CITY. CONTRACTOR is not to be deemed an employee or agent of CITY and has no authority to make any binding commitments on behalf of CITY except as expressly approved by CITY's City Manager.

3.3 **Indemnification.** Each party shall indemnify, hold harmless and defend the other, its officials, agents and employees, from and against any and all claims, damages, losses and expenses, including attorney fees, arising in or from its performance of, or failure to perform, this Contract. The extent of the CITY's obligation under this subsection is limited
to the CITY’s obligation under the Oregon Constitution and ORS 30.260 through 30.300. With respect to professional liability claims, CONTRACTOR to indemnify CITY to the extent caused by the CONTRACTOR’s negligent acts, errors, and omissions.

3.4 Arbitration. Any controversy regarding the language or performance of this Contract shall be submitted to arbitration. Either party may request arbitration by written notice to the other. If the parties cannot agree on a single arbitrator within 15 days from the giving of notice, each party shall within five days select a person to represent the party and the two representatives shall immediately select an impartial third person to complete a three-member arbitration panel. If either party fails to select its representative, the other party may petition the Chief Judge of the Circuit Court of Douglas County for designation of the representative. The arbitration shall be conducted in accordance with ORS 36.400 through 36.425 or the provisions of any such future law. The arbitrator(s) shall assess all or part of the costs of arbitration, including attorney fees, to either or both parties.

3.5 Attorney Fees. If any arbitration, administrative proceeding, action, or appeal thereon, is instituted in connection with any controversy arising out of this Contract, performance of this Contract or failure to perform this Contract, the prevailing party shall be entitled to recover, in addition to costs and disbursements, such sum as the court may adjudge reasonable as attorney fees.

3.6 Ownership and Use of Documents. In whatever form they may be produced or stored, any documents prepared in performance of this Contract and any supporting and investigative information that is gathered in the performance of this Contract, upon completion of the work, or upon termination of this Contract, shall be and remain the property of CITY and shall be subject to copyright by CITY at its sole discretion. CONTRACTOR shall be permitted to retain copies, including reproducible copies, of such documents. CONTRACTOR shall treat such documents as if CITY had secured a copyright thereon, and thus will not use the documents in a manner that would constitute copyright infringement. CITY may use the documents prepared hereunder for any purpose, however CONTRACTOR shall have no liability with regard to such documents to the extent they are used or applied outside of the scope of the work unless CONTRACTOR is consulted and offers a professional opinion that the use contemplated is appropriate.

3.7 Termination. Notwithstanding any other provision of this Contract to the contrary, CITY or CONTRACTOR may terminate this Contract at any time by giving written notice to each party at least thirty days in advance of such termination. Written notice shall be effective upon the date the written notice is actually given to each party. In the event of such termination, compensation shall be based on the services actually performed by CONTRACTOR to the date of termination. If compensation is a total sum, the amount shall be prorated based on the tasks actually performed as of the date of termination.

3.8 Notices. Any notice required to be given under this Contract, or required by law, shall be in writing and delivered to the parties at the following addresses:
3.9 **Applicable Laws.** The laws of the State of Oregon shall be used in construing this Contract and enforcing the rights and remedies of the parties.

3.10 **Merger.** There are no other undertakings, promises or agreements, either oral or in writing, other than that which is contained in this Contract. Any amendments to this Contract shall be in writing and executed by both parties.

---

**CITY OF ROSEBURG**

C. Lance Colley, City Manager
Date: __________________________

ATTEST:

Amy L. Sowa, City Recorder

**ADAPT**

Greg Brigham, Ph.D, CEO
Date: __________________________

93-0611783
Tax Identification Number

Email: bgringham@adaptoregon.org
EXHIBIT "A"
STANDARD CITY CONTRACT PROVISIONS FOR
PROFESSIONAL/PERSOINAL SERVICES

The following provisions, if applicable, are hereby included in and made a part of the attached Contract for professional/personal services between the City of Roseburg and the Contractor named therein as provided for in the Roseburg Municipal Code, the Oregon Revised Statutes and Federal laws, rules, regulations and guidelines:

1. **DISCRIMINATION IN SUBCONTRACTING PROHIBITED; REMEDIES - ORS 279A.110:**

   1.1 The Contractor may not discriminate against a Subcontractor in the awarding of a subcontract because the Subcontractor is a minority, women, disabled veterans or emerging small business enterprise certified under ORS 200.055.

   1.2 By entering into the Contract, the Contractor certifies it has not discriminated and will not discriminate, in violation of Subsection 1.1 against any minority, women, disabled veterans or emerging small business enterprise in obtaining any required subcontract.

   1.3 If the Contractor violates the nondiscrimination certification made under Subsection 1.2, the City may regard the violation as a breach of contract that permits the City to terminate the Contract or exercise any remedies for breach permitted under the Contract.

2. **PREFERENCE FOR OREGON GOODS AND SERVICES; NONRESIDENT CONTRACTOR REPORT TO DEPARTMENT OF REVENUE - ORS 279A.120:**

   2.1 As used in this Section:

   (a) “nonresident contractor” means a contractor that is not a resident contractor.

   (b) “resident contractor” means a contractor that has paid unemployment taxes or income taxes in the State of Oregon during the 12 calendar months immediately preceding submission of the bid or proposal for the Contract; has a business address in this state; and stated in the bid or proposal for the Contract that it was a “resident bidder” under ORS 279A.120.

   2.2 For the purposes of awarding the contract, the City will:
(a) give preference to goods or services that have been manufactured or produced in Oregon if the price, fitness, availability and quality are otherwise equal; and

(b) add a percent increase to the bid of a nonresident bidder equal to the percent, if any, of the preference given to the contractor in the same state in which the contract resides.

2.3 If the Contractor is a nonresident contractor and the public contract price exceeds $10,000, the Contractor shall promptly report to the Department of Revenue, on forms to be provided by the Department, the total contract price, terms of payment, length of contract and such other information as the Department may require before the Contractor may receive final payment on the Contract. The City shall satisfy itself that the requirement of this Section has been complied with before it issues a final payment on the public contract.

3. PREFERENCE FOR RECYCLED MATERIALS - ORS 279A.125:

3.1 Notwithstanding provisions of law requiring the City to award a contract to the lowest responsible bidder or best proposer or provider of a quotation and subject to Section 3.2, when procuring goods for any public use, the City shall give preference to the procurement of goods manufactured from recycled materials.

3.2 The City shall give preference to goods that are considered to be made from recycled materials if:

   (a) The recycled product is available;

   (b) The recycled product meets applicable standards;

   (c) The recycled product can be substituted for a comparable nonrecycled product; and

   (d) The recycled product’s cost does not exceed the cost of a comparable nonrecycled product by more than five percent, or a higher percentage if a written determination is made by the City.

4. PAYMENT OF LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES - ORS 279B.220: The Contractor shall:

4.1 Make payment promptly, as due, to all persons supplying to such Contractor, labor or material for the performance of the work provided for in the Contract.
4.2 Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or Subcontractor incurred in the performance of the Contract.

4.3 Not permit any lien or claim to be filed or prosecuted against the City or any subdivision, agency or employee thereof on account of any labor or material furnished.

4.4 Pay to the Department of Revenue, all sums withheld from employees pursuant to ORS 316.167.

5. **SALVAGING, RECYCLING, COMPOSTING OR MULCHING YARD WASTE MATERIAL - ORS 279B.225:** If the Contract will include lawn and landscape maintenance the Contractor shall salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.

6. **PAYMENT FOR MEDICAL CARE AND ATTENTION TO EMPLOYEES - ORS 279B.230:**

6.1 Contractor shall promptly as due, make payment to any person, co-partnership association or corporation furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of such Contractor of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.

6.2 The Contractor, its subcontractors, if any, and all employers providing work, labor or materials under the Contract who are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers. Out-of-state employers must provide workers' compensation coverage that complies with ORS 656.126 for their workers. Employers' Liability Insurance with coverage limits of not less than $500,000 each accident shall be included.

7. **HOURS OF LABOR - ORS 279B.235:** This Section does not apply to public contracts for goods or personal property.

7.1 No person shall be employed for more than ten hours in any one day or forty hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases, except for contracts for personal services, the employee shall be paid at least time and a half pay for:

(a) All overtime in excess of eight hours a day or forty hours in any one week, when the work week consists of five consecutive days, Monday through Friday; or
(b) All overtime in excess of ten hours a day or forty hours in any one week, when the work week is four consecutive days, Monday through Friday; and

(c) For all work performed on Saturday and on any legal holiday specified in ORS 279B.020, or all holidays specified in a collective bargaining agreement.

7.2 For personal services contracts, employees shall be paid at least time and a half pay for all overtime worked in excess of 40 hours in any one week, except for individuals under personal service contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.

7.3 The Contractor must give notice to employees who perform work on this Contract, in writing, either at the time of hire or before commencement of work on this Contract, or by posting a notice in a location frequented by employees, the number of hours per day and days per week that the employees may be required to work.

8. EXCLUSION OF RECYCLED OILS PROHIBITED - ORS 279B.240: Lubricating oil and industrial oil may include recycled oils or oils that are not manufactured from virgin materials.

9. HIGHEST STANDARDS – ORS 279B.060: By entering into the contract, Contractor agrees the services provided shall meet the highest standards prevalent in the industry or business most closely related to the services to be provided.

10. CONSEQUENCES FOR FAILURE – ORS 279B.060: Contractor understands that failure to provide services which meet the highest standards in the industry may result in consequences including, but not limited to:

   (a) reducing or withholding payment;

   (b) requiring the Contractor to provide, at Contractor’s own expense, additional services identified in the scope of work to meet the established performance standards; or

   (c) declaring a default, terminating the contract and seeking damages and other relief available under the terms of the contract or other applicable law.

11. COMPLIANCE WITH LAWS: Contractor shall comply with all federal, state and local laws, rules, ordinances and regulations at all times and in performance of this Contract.
ISSU STATEMENT AND SUMMARY
Council will be considering the renewal of the Police Department’s Axon storage and license contract.

BACKGROUND

A. Council Action History.
Council has approved the Police Department’s use of Axon body worn cameras.

B. Analysis.
In 2014, the Police Department purchased Axon body worn cameras for all our Police Officers. Additionally, the Police Department entered into a five (5) year contract with Axon for storage of body camera footage and licensing fees; that contract expires in July of 2019.

Our original contract purchased six (6) terabytes of storage, with an a la carte price schedule for storage overage. As of April 10th, 2019, we had utilized over thirteen (13) terabytes for our FY 18-19 storage. Retention is set on all stored footage, from six (6) months to indefinitely, based on its evidentiary value and state mandated retention schedule. Axon’s current contract proposal will have unlimited storage, which is less costly than purchasing a la carte for storage overages beyond six (6) terabytes.

Axon charges an annual licensing fee for each user. We had been paying for seven (7) pro licensing fees and thirty-seven (37) basic licensing fees; however, Axon had been letting a majority of our Officers utilize the pro on a trial basis. The current Axon proposal is for twenty-five (25) pro users and fifteen (15) basic users. Pro users are able to redact, generate usage reports, order transcripts, and most importantly utilize Axon Citizen, which enables officers to send an email or text invite to a witness, who can then upload video or digital evidence directly to evidence.com. Officers and witnesses have found Axon Citizen extremely useful.

The offsite storage Axon offers is beneficial due to ease of use as it relates to data upload and storage, mobile device use, security, and sharing with external partners.
The 2019 Axon storage and licensing proposal is a five year, $113,270.40 contract, requiring the following five annual payments:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$22,032.00</td>
</tr>
<tr>
<td>2</td>
<td>$22,809.60</td>
</tr>
<tr>
<td>3</td>
<td>$22,809.60</td>
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<tr>
<td>4</td>
<td>$22,809.60</td>
</tr>
<tr>
<td>5</td>
<td>$22,809.60</td>
</tr>
</tbody>
</table>

C. Financial and/or Resource Considerations.
The Police Department budgeted in FY 19-20 for the proposed annual storage and license fees for the aforementioned contract.

COUNCIL OPTIONS

The Council has the following options:
1. Authorize renewal of the contract with Axon for Storage and Licensing for the five year, $113,270.40 contract; or
2. Not authorize the contract to be renewed.

STAFF RECOMMENDATION

Staff recommends that the City Council authorize renewal of the contract with Axon for Storage and Licensing for the five year, $113,270.40 contract.

SUGGESTED MOTION

"I MOVE TO AUTHORIZE RENEWAL OF THE CONTRACT WITH AXON FOR STORAGE AND LICENSING FOR A FIVE YEAR, $113,270.40 CONTRACT."
At each meeting I will provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council’s part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your April 22, 2019, meeting, I provide the following items:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items
- City Manager Weekly Messages
1. Review April 22, 2019 City Council Meeting Agenda
2. Review April 22, 2019 Urban Renewal Agency Board Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
5. Department Items
Agenda
Department Head Meeting
City Hall Third Floor Conference Room
April 9, 2019 - 10:00 a.m.

1. Review April 8, 2019 City Council Meeting Synopsis

2. Department Items
   a. New City Website Review (RH)
   b. Public Camping Information (LC)
   c. 2020 Census Assistance (AS)

3. Review April 22, 2019 City Council Meeting Agenda

4. Review April 22, 2019 Urban Renewal Agency Board Meeting Agenda

5. Review Tentative Future Council Meeting Agendas

6. Documents/Grants Signing
   a. Loudspeaker Permit – April 20th 420 Club Customer Appreciation Day
TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled
• Airport Fees for Fire Agency Services
• RMC 5.04 Amendment - Water Rules and Regulations
• Umpqua Basin Urban Services Agreement

May 13, 2019
Consent Agenda
A. Minutes of April 22, 2019
B. Annual Fee Adjustments
   Resolution No. 2019- ___ - General Fees
   Resolution No. 2019- ___ - Water Related Fees

Department Items
A. Downtown Street Lighting Improvements, Phase 3 Project

Informational
A. Activity Report

Urban Renewal Agency Board
Consent Agenda
A. Minutes of April 22, 2019 Meeting

Resolutions
A. Resolution No. UR-19-04 – Property Tax Exemption for UCAN Properties at 928 and 932 SE Pine Street

Department Items
A. Stewart Parkway Pavement Rehabilitation Project
B. Downtown Street Lighting Improvements, Phase 3 Project

June 10, 2019
Mayor Reports
A. Camp Millennium Week Proclamation

Consent Agenda
A. Minutes of May 13, 2019

Public Hearing
A. Resolution No. 2019- ___ - Supplemental Budget Appropriation
B. Resolution No. 2019- ___ - 2019-2020 Budget Adoption
C. Pine Street Waterfront Overlay

Informational
A. Activity Report

June 24, 2018
Consent Agenda
A. Minutes of June 10, 2019

Informational
A. Activity Report

July 8, 2019
Consent Agenda
A. Minutes of June 24, 2019

Informational
A. Activity Report

July 22, 2019
Consent Agenda
  A. Minutes of July 8, 2019
Department Items
  A. Municipal Court Update
Informational
  A. Activity Report
  B. Financial Quarterly Report

******************************************************************************

**August 12, 2019**
Consent Agenda
  A. Minutes of July 22, 2019
Informational
  A. Activity Report
Executive Session
  A. City Manager Quarterly Evaluation
******************************************************************************

**August 26, 2019**
Consent Agenda
  A. Minutes of August 12, 2019
Informational
  A. Activity Report
******************************************************************************

**September 9, 2019**
Consent Agenda
  A. Minutes of August 26, 2019
Informational
  A. Activity Report
  B. Activity Report
******************************************************************************

**September 23, 2019**
Council Reports
  A. Implementation of Annual City Manager Performance Evaluation
Consent Agenda
  A. Minutes of September 9, 2019
  B. Cancellation of November 11, 2019 Meeting
Informational
  A. Activity Report
******************************************************************************

**October 14, 2019**
Consent Agenda
  A. Minutes of September 23, 2019
Informational
  A. Activity Report
******************************************************************************

**October 28, 2019**
Consent Agenda
  A. Minutes of October 14, 2019
Informational
  A. Activity Report
  B. Municipal Court Quarterly Report
  C. Financial Quarterly Report
******************************************************************************
November 25, 2019
Consent Agenda
  A. Minutes of October 28, 2019
Informational
  A. Activity Report
Executive Session
  A. Municipal Court Judge Annual Performance Evaluation

December 9, 2019
Mayor Reports
  A. Municipal Judge Compensation
Consent Agenda
  A. Minutes of November 25, 2019
Informational
  A. Activity Report

December 23, 2019
Consent Agenda
  A. Minutes of December 9, 2019
Informational
  A. Activity Report

January 13, 2020
Mayor Reports
  A. State of the City Address
  B. Commission Chair Appointment
  C. Commission Appointments
Commission Reports/Council Ward Reports
  A. Election of Council President
  B. Planning Commission Appointments
Consent
  A. Minutes of December 23, 2019
Informational
  A. Activity Report

January 27, 2020
Consent
  A. Minutes of January 13, 2020
Informational
  A. Activity Report

February 10, 2020
Special Presentation
  A. CAFR Review – Auditor Jeff Cooley
  B. Quarterly Report – Quarter Ended December 31, 2019
  C. 2020-2021 Budget Calendar
Consent
  A. Minutes of January 27, 2020
Informational
  A. Activity Report
February 24, 2020
Consent
A. Minutes of February 10, 2020
Informational
A. Activity Report

March 9, 2020
Consent
A. Minutes of February 24, 2020
Informational
A. Activity Report

March 23, 2020
Consent
A. Minutes of March 9, 2020
Informational
A. Activity Report

April 13, 2020
Mayor Report
A. Volunteer Recognition Month Proclamation
B. Arbor Day Proclamation
Consent
A. Minutes of March 23, 2020 Meeting
B. Cancellation of May 25, 2020 Regular Meeting
C. 2020 OLCC License Renewal Endorsement
Informational
A. Activity Report

April 27, 2020
Consent Agenda
A. Minutes of April 13, 2020
Informational
A. Activity Report
B. Finance Quarterly Report
C. Municipal Court Quarterly Report
Good Friday afternoon everyone. Once again, it looks like our spring weather is going to impact travel and our local recreational opportunities. Over the next few days, the forecast is for Roseburg to receive between two and three inches of precipitation. The weather service is not expecting local flooding for the main rivers, but creeks and drainage courses could easily be impacted. This event is forecast to be much less intense than the pre-snow rains we had last month, but will certainly have some local impacts. I will say it was great to see the newly constructed storm system on Stewart Parkway near the ponds worked as designed and completely mitigated what could have been some severe localized flooding.

A couple local administrators and I met with County Commissioners early in the week to discuss concerns around shared services, purchased county services and how we can work together to make sure these services continue to be provided as efficiently and cost effectively as possible. We will continue to work together on these issues and I really appreciated being able to have the discussion.

On Tuesday the Local Public Safety Coordinating Council (LPSCC) met at the Public Safety Center and continued to discuss the positive impact that some of our joint programming is providing in the community. We heard our first report on the joint program funded through the Mobile Crisis intervention grant that the City received. Initial reports indicate that there have been numerous responses in the first months of operation and most of the contacts have resulted in keeping people out of the emergency room and in referring people to mental health services without ending up in the hospital or jail. Police Chief Klopfenstein is very happy with the program and we will continue to monitor the outcomes.

The Housing Needs Analysis advisory committee met on Tuesday to provide additional input to our consultant, Beth Goodman from ECONorthwest to move that project forward. We greatly appreciate the committee’s input on this very important project. The project will be complete this summer along with the buildable lands inventory and the component related to the transitional and long-term impacts on housing from the homeless population in our community. A number of you have asked for an update on what the City is doing in regards to a number of the very complex issues surrounding homelessness, impacts on livability and our legal restraints to deal with some of the issues. Staff will be providing you with a written report soon about many of these issues.
The Parks Commission met on Wednesday and forwarded a recommendation to Council to award a bid for the next phase of the multi-use path along the disk golf area between the entrance to the VA and I-5. City staff will be doing some of the tree removal and existing path removal as our in-kind match and the cash match will come from our bike trail fund. We previously received a trail grant to provide the balance of the funding, but did not receive archeological approval to move forward last spring. Timing for projects in the park is scheduled to avoid our busiest season if possible and this project should be done around the time school is out. The Commission also approved moving forward with a grant application to renovate the Stewart Park Pavilion and replace the roof and roof structures. The Pavilion is our most used facility in Stewart Park as both a local asset and a tourist amenity. Staff will be asking the Economic Development Commission to provide matching funds for this project along with dollars from the Park Improvement Fund and/or Stewart Trust Funds. Expenditures for tourism related fixed assets qualify for funding from both our ongoing tourism funds as well as our un-restricted funding. We look forward to having that discussion with EDC, which would then require Council approval as well.

On a somber note, I know some of you are planning to attend the celebration of life today being held to honor Dick Nichols. Dick was a kind and generous man and provided the inspiration for a number of cultural improvements in our community. Most notable among those improvements were the initiation of the Music on the Half Shell series in Stewart Park and the Winston area River Bend Live series. Dick volunteered on the City of Roseburg Park Commission for many years and was truly instrumental in the music series creation and enhancement over the last 25 or so years. The Dick Nichols Band Shell in Stewart was named for Dick many years ago and will stand as a memorial in his honor. Thank you Dick Nichols for all you did for our community!

I know this has been a long two days for all of you. I hope your efforts pay off and you can move forward with efforts to hire the new City Manager. We will see you all Monday evening. Have a great weekend.
March 2019

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 2018-2019.

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 2018 for comparison purposes.

OVERVIEW:

- $9.7 million General Fund balance.
- 5.9% Douglas County unemployment rate.
- 2.75% state investment pool interest rate.
- 2.4% Year-over-Year CPI-U West Region for March, 2019.
- Award Water System SCADA Improvement Phase 3 to Pacific Electrical Contractors for $535,610.
- Authorize task order for engineering for Water System SCADA Improvement to RH2 not to exceed $364,381.
- Authorize $25,000 as match to the Pacific Power grant to construct charging stations.
- Authorize task order for 2019 Pavement Rehab to Murray Smith, Inc. not to exceed $188,737.
- Award Turf Star/Western Equipment for the purchase of 2019 Toro Reelmaster for $50,731.
- Authorize preliminary design to Century West Engineering for Douglas Ave Imp. not to exceed $98,081.
**GENERAL FUND**

<table>
<thead>
<tr>
<th>General Fund</th>
<th>Budget</th>
<th>YTD Actual</th>
<th>%</th>
<th>Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$22,532,395</td>
<td>$19,624,018</td>
<td>87%</td>
<td>$18,854,446</td>
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<tr>
<td>Expenditures</td>
<td>24,166,818</td>
<td>17,141,421</td>
<td>71%</td>
<td>16,596,262</td>
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<td>Balance-July 1</td>
<td>6,784,009</td>
<td>7,297,699</td>
<td>108%</td>
<td>7,510,376</td>
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<td>Balance YTD</td>
<td>$5,149,586</td>
<td>$9,780,296</td>
<td>108%</td>
<td>$9,768,560</td>
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**GENERAL FUND REVENUE**

<table>
<thead>
<tr>
<th>General Fund Revenue</th>
<th>Budget</th>
<th>YTD Actual</th>
<th>%</th>
<th>Prior Year Actual</th>
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</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>$14,015,322</td>
<td>$13,457,089</td>
<td>96%</td>
<td>$12,832,068</td>
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<tr>
<td>Other Taxes</td>
<td>200,000</td>
<td>130,679</td>
<td>65%</td>
<td>52,419</td>
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<tr>
<td>Licenses, Permits, Fees</td>
<td>3,236,370</td>
<td>2,035,393</td>
<td>65%</td>
<td>2,041,092</td>
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<td>Charges for Services</td>
<td>3,999,653</td>
<td>2,993,100</td>
<td>76%</td>
<td>3,079,970</td>
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<td>Intergovernmental</td>
<td>1,010,300</td>
<td>747,908</td>
<td>74%</td>
<td>647,778</td>
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<tr>
<td>Interest</td>
<td>120,750</td>
<td>161,187</td>
<td>133%</td>
<td>103,216</td>
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<tr>
<td>Miscellaneous</td>
<td>10,000</td>
<td>98,662</td>
<td>987%</td>
<td>97,903</td>
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<tr>
<td>Total Revenues</td>
<td>$22,532,395</td>
<td>$19,624,018</td>
<td>87%</td>
<td>$18,854,446</td>
</tr>
</tbody>
</table>

Property Taxes — The majority of property tax revenue is collected in November and December. At the end of March 96% of the 14 million budgeted has been collected.

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

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

Licenses, Permits, and Fees — Includes utility franchise fees, planning fees, park fees, and various other fees. At the end of the quarter, 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 $305,969, service area fees total $239,694 and interdepartmental charges total $2,350,461.

Intergovernmental Revenues are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor, 74% of the $1,010,300 budgeted for intergovernmental revenue has been collected during the current fiscal year.

Interest Revenue — Interest revenue of $98,662 is $759 more than the same period a year ago. The average portfolio rate is 2.75%.

**GENERAL FUND EXPENDITURES**

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of $17,141,421 represent 71% of budgeted annual expenditures.

Year to date expenditures are $545,159 more than the same period a year ago. The General Fund ending fund balance is $9,780,296.

<table>
<thead>
<tr>
<th>By Organizational Unit</th>
<th>Budget</th>
<th>YTD Actual</th>
<th>%</th>
<th>Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager</td>
<td>$1,041,915</td>
<td>$836,849</td>
<td>80%</td>
<td>$737,195</td>
</tr>
<tr>
<td>Finance &amp; Mgmt</td>
<td>1,427,282</td>
<td>978,226</td>
<td>69%</td>
<td>909,283</td>
</tr>
<tr>
<td>Community Develop</td>
<td>786,726</td>
<td>529,003</td>
<td>67%</td>
<td>428,721</td>
</tr>
<tr>
<td>Library</td>
<td>355,535</td>
<td>188,867</td>
<td>53%</td>
<td>8,259</td>
</tr>
<tr>
<td>Public Works</td>
<td>3,695,399</td>
<td>2,463,672</td>
<td>67%</td>
<td>2,515,756</td>
</tr>
<tr>
<td>Parks &amp; Recreation</td>
<td>1,665,833</td>
<td>1,094,916</td>
<td>66%</td>
<td>1,056,270</td>
</tr>
<tr>
<td>Municipal Court</td>
<td>505,192</td>
<td>362,611</td>
<td>72%</td>
<td>325,987</td>
</tr>
<tr>
<td>Police</td>
<td>7,079,589</td>
<td>4,925,850</td>
<td>70%</td>
<td>4,962,761</td>
</tr>
<tr>
<td>Fire</td>
<td>6,663,367</td>
<td>4,823,570</td>
<td>72%</td>
<td>4,895,020</td>
</tr>
<tr>
<td>Capital &amp; Other</td>
<td>946,000</td>
<td>937,057</td>
<td>99%</td>
<td>757,050</td>
</tr>
<tr>
<td>Total</td>
<td>$24,166,818</td>
<td>$17,141,421</td>
<td>71%</td>
<td>$16,596,262</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>By Major Category</th>
<th>Budget</th>
<th>YTD Actual</th>
<th>%</th>
<th>Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
<td>$19,020,074</td>
<td>$13,494,759</td>
<td>71%</td>
<td>$13,384,411</td>
</tr>
<tr>
<td>Materials &amp; Service</td>
<td>4,200,744</td>
<td>2,709,405</td>
<td>64%</td>
<td>2,454,801</td>
</tr>
<tr>
<td>Capital &amp; Other</td>
<td>946,000</td>
<td>937,057</td>
<td>99%</td>
<td>757,050</td>
</tr>
<tr>
<td>Total</td>
<td>$24,166,818</td>
<td>$17,141,221</td>
<td>71%</td>
<td>$16,596,262</td>
</tr>
</tbody>
</table>
MAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

URBAN RENEWAL GENERAL FUND

<table>
<thead>
<tr>
<th>Urban Renewal - General</th>
<th>Budget</th>
<th>YTD Actual</th>
<th>%</th>
<th>Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$3,856,100</td>
<td>$3,886,917</td>
<td>101%</td>
<td>$3,567,205</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>725,000</td>
<td>717,947</td>
<td>99%</td>
<td>33,019</td>
</tr>
<tr>
<td>Transfers</td>
<td>3,500,000</td>
<td>3,500,000</td>
<td>100%</td>
<td>2,500,000</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>$528,938</td>
<td>$560,884</td>
<td>106%</td>
<td>318,558</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$160,038</td>
<td>$229,854</td>
<td></td>
<td>$1,352,744</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Budget</th>
<th>YTD Actual</th>
<th>%</th>
<th>Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$693,800</td>
<td>$701,568</td>
<td>101%</td>
<td>$681,599</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>133,000</td>
<td></td>
<td>0%</td>
<td>95,917</td>
</tr>
<tr>
<td>Capital</td>
<td>800,500</td>
<td>146,343</td>
<td>18%</td>
<td>335,879</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>$1,085,849</td>
<td>$1,073,820</td>
<td>99%</td>
<td>$814,406</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$846,149</td>
<td>$1,629,045</td>
<td></td>
<td>$1,084,209</td>
</tr>
</tbody>
</table>

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 $25,449 for a street maintenance pickup, $87,651 patch machine, and $33,243 for fire pickup.

FACILITIES REPLACEMENT FUND

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Budget</th>
<th>YTD Actual</th>
<th>%</th>
<th>Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$3,926,935</td>
<td>$2,763,984</td>
<td>70%</td>
<td>$161,518</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>141,274</td>
<td>73,425</td>
<td>52%</td>
<td>35,456</td>
</tr>
<tr>
<td>Capital</td>
<td>3,004,075</td>
<td>2,798,676</td>
<td>72%</td>
<td>167,569</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>$166,704</td>
<td>$449,438</td>
<td>270%</td>
<td>$583,306</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$48,290</td>
<td>$341,321</td>
<td></td>
<td>$541,799</td>
</tr>
</tbody>
</table>

Capital Expenditures of $597,903 is attributed to Fire Station #2 Seismic Upgrade, $560,205 is for the Fire Station #3 Seismic Upgrade, $31,850, for the 2nd Floor City Hall remodel, $1,608,718 for Public Library Improvements.

The Facilities Replacement Fund ending fund balance at March 31, 2019 is $341,321.

TRANSPORTATION FUND

<table>
<thead>
<tr>
<th>Transportation</th>
<th>Budget</th>
<th>YTD Actual</th>
<th>%</th>
<th>Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$2,663,600</td>
<td>$1,655,680</td>
<td>62%</td>
<td>$2,045,640</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>1,133,371</td>
<td>841,241</td>
<td>74%</td>
<td>729,462</td>
</tr>
<tr>
<td>Capital</td>
<td>1,525,000</td>
<td>845,381</td>
<td>55%</td>
<td>1,727,786</td>
</tr>
<tr>
<td>Transfers</td>
<td>10,000</td>
<td>10,000</td>
<td>100%</td>
<td>10,000</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>$2,270,787</td>
<td>$2,407,561</td>
<td>106%</td>
<td>$2,382,850</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$2,266,016</td>
<td>$2,366,619</td>
<td></td>
<td>$1,961,262</td>
</tr>
</tbody>
</table>

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. $538,000 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of $16,957 is attributed to the Stewart Park realignment project, $797,163 for Pavement Management, $6,379 for All Roads Transportation, $22,799 for Douglas Avenue Roadway Improvement, and $2,083 for the Cartegraph OMS Integration.

URBAN RENEWAL CAPITAL FUND

<table>
<thead>
<tr>
<th>Urban Renewal - Capital</th>
<th>Budget</th>
<th>YTD Actual</th>
<th>%</th>
<th>Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$3,734,000</td>
<td>$3,534,198</td>
<td>95%</td>
<td>$2,712,866</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operation</td>
<td>498,598</td>
<td>349,986</td>
<td>70%</td>
<td>299,991</td>
</tr>
<tr>
<td>Capital</td>
<td>4,275,000</td>
<td>3,194,243</td>
<td>71%</td>
<td>864,922</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>$1,069,795</td>
<td>$1,125,990</td>
<td>105%</td>
<td>$532,829</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$30,197</td>
<td>$1,261,779</td>
<td></td>
<td>$2,060,782</td>
</tr>
</tbody>
</table>
The Urban Renewal Capital Fund accounts for the agency’s major construction and improvements.

Capital expenditures totaling $3,048,423 include $432,681 for the Black Street Extension, $638,064 for the Edenbower/Stewart Parkway Phase 2, $833,730 for the Garden Valley – Fairmount to Stephens project, $33,113 for Airport Runway Lighting, $24,991 for the Airport Master Plan, $12,356 for the Signal Interconnect Assessment, and $1,049,066 for the Downtown Corridor Improvements Phase 2.

ENTERPRISE FUNDS

STORM DRAINAGE FUND

<table>
<thead>
<tr>
<th>Storm Drain</th>
<th>Budget</th>
<th>YTD Actual</th>
<th>%</th>
<th>Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$2,289,629</td>
<td>$1,810,367</td>
<td>79%</td>
<td>$1,550,533</td>
</tr>
<tr>
<td>Expenditures: Operations</td>
<td>763,990</td>
<td>551,424</td>
<td>72%</td>
<td>523,817</td>
</tr>
<tr>
<td>Capital</td>
<td>1,210,000</td>
<td>297,563</td>
<td>25%</td>
<td>1,353,115</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>2,175,558</td>
<td>2,096,844</td>
<td>96%</td>
<td>2,212,196</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$2,491,197</td>
<td>$3,058,224</td>
<td></td>
<td>$1,885,797</td>
</tr>
</tbody>
</table>

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of $1,673,874 are the principal source of revenues.

Year to date Storm Drain Fund capital expenditures include $27,727 for a camera tractor, $21,490 for the Stewart Parkway Wetland Mitigation, $40,964 for the Black Street Extension, $5,000 for the GIS Migration Plan, 200,000 for the Downtown Corridor Improvements Phase 2 and $2,082 for the Cartegraph OMS Integration.

WATER SERVICE FUND

<table>
<thead>
<tr>
<th>Water</th>
<th>Budget</th>
<th>YTD Actual</th>
<th>%</th>
<th>Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$6,283,500</td>
<td>$5,307,351</td>
<td>84%</td>
<td>$4,713,787</td>
</tr>
<tr>
<td>Expenditures: Operations</td>
<td>4,160,178</td>
<td>2,903,997</td>
<td>70%</td>
<td>2,878,843</td>
</tr>
<tr>
<td>Capital</td>
<td>2,460,000</td>
<td>1,201,684</td>
<td>49%</td>
<td>319,688</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>6,552,883</td>
<td>7,315,966</td>
<td>112%</td>
<td>5,960,092</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$6,216,205</td>
<td>$8,517,639</td>
<td></td>
<td>$7,475,548</td>
</tr>
</tbody>
</table>

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 $5,307,351 is primarily from charges for services. Revenues are $593,564 more than the prior year.

The ending fund balance at March 31st is $8,517,637.

OFF STREET PARKING FUND

<table>
<thead>
<tr>
<th>Off Street Parking</th>
<th>Budget</th>
<th>YTD Actual</th>
<th>%</th>
<th>Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$48,300</td>
<td>$59,485</td>
<td>123%</td>
<td>$30,701</td>
</tr>
<tr>
<td>Expenditures: Operations</td>
<td>58,338</td>
<td>56,552</td>
<td>97%</td>
<td>29,580</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>40,817</td>
<td>38,343</td>
<td>94%</td>
<td>33,860</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$30,779</td>
<td>$41,276</td>
<td></td>
<td>$34,981</td>
</tr>
</tbody>
</table>

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 being rendered under a new contract in which the City receives a flat monthly payment of $3,958 or $47,500 for the year.

The ending fund balance at March 31st is $41,276.

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

AIRPORT FUND

<table>
<thead>
<tr>
<th>Airport</th>
<th>Budget</th>
<th>YTD Actual</th>
<th>%</th>
<th>Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$503,000</td>
<td>$397,555</td>
<td>79%</td>
<td>$512,025</td>
</tr>
<tr>
<td>Expenditures: Operations</td>
<td>199,206</td>
<td>135,512</td>
<td>68%</td>
<td>131,620</td>
</tr>
<tr>
<td>Capital</td>
<td>200,000</td>
<td>106,245</td>
<td>53%</td>
<td>229,751</td>
</tr>
<tr>
<td>Debt Service</td>
<td>110,850</td>
<td>14,847</td>
<td>13%</td>
<td>14,695</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>406,392</td>
<td>413,509</td>
<td>102%</td>
<td>323,842</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$399,336</td>
<td>$564,460</td>
<td></td>
<td>$459,801</td>
</tr>
</tbody>
</table>

Current year Airport revenues include user charges of $301,437 and grants of $86,492.

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 | $397,999 | $305,950 | 77% | $298,049
Expenditures: Operations | 381,170 | 254,432 | 67% | 249,600
Balance-July 1 | 586,911 | 613,051 | 104% | 496,223
Balance YTD | $603,740 | $664,589 | | $544,672

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**

**U.S. Economy**

The opening to the U.S. Economy section of the March 2019 *Oregon Economic and Revenue Forecast* issued by the Office of Economic Analysis (OEA) states that “Economic growth in 2018 was very good. Both GDP and labor force gains significantly outpaced their potential, or underlying trends. The result is less economic slack today and more real improvements.”

Projections for 2019 indicate that it should be another good year for growth, “... however, not quite as strong as last year” as the economy cools from prior year’s growth trends. “The impact of the Tax Cuts and Jobs Act is fading and business investment has tapered some. The challenge policymakers face is accurately gauging the severity of the slowdown as data rolls in.”

The labor market continues to present solid numbers that are indicative of a robust economy. “Job growth is strong. Layoffs are few and far between. Wages continue to pick up with employment rates. In fact the stronger labor market is drawing a supply side response as age-adjusted participation rates are rising – overall participation is relatively unchanged due to the outflows of retiring Baby Boomers.”
The most recent JOLTs report, graphically presented above, shows that layoffs are at a suppressed rate while the unemployment rate is at near historic lows and job openings are at all-time highs. In fact, there are 0.9 people for every job opening.

While the forecast for the U.S. economy is to remain strong in 2019 with ongoing growth, albeit at a slower pace, it is projected that the U.S. expansion will reach its tenth birthday this June, and then to continue to set a new record for length of expansion.

**Oregon Economy**

The March 2019 *Oregon Economic and Revenue Forecast* issued by the Office of Economic Analysis (OEA) states that “While the U.S. is just now beginning to slow, Oregon has done so over the past couple of years. Since 2016, local job growth has tapered from being twice as fast as the typical state to growing right at the national average. This slowdown was not unexpected as those peak growth rates were about putting Oregonians who lost their jobs in the Great Recession back to work. As the labor market tightened, job growth would slow.”

Mirroring somewhat the national trend, Oregon’s labor market is experiencing a supply side response to a tightening market as “...more Oregonians [are] working more hours and for higher pay. Average wages continue to increase 3-4% annually for the past 4 years. Importantly, these labor market gains are translating
into higher household incomes overall. Oregon’s median household income is now on par with the U.S. This is the first time since the mills closed in the 1980s that this has happened.”

Looking farther afield, “IHS Economics projects Oregon’s economy to fare well relative to the rest of the country in coming years. The state’s Real Gross State Product is projected to be the sixteenth fastest among all states across the country in terms of growth with gains averaging 1.9 percent from 2018 through 2023. Total employment is expected to be the eighth strongest among all states at an annualized 1.1 percent. Total personal income growth is expected to be 4.5 percent per year, the twelfth fastest among all states, according to IHS Economics.”

University of Oregon professor Jeremy Piger’s probability of recession model currently finds that there is a 0.8 percent chance the U.S. has entered into a recession. “IHS Market and the Wall Street Journal Economic Forecasting Survey put the probability of recession over the next year at 25 percent.”

**Douglas County**
The State of Oregon Employment Department reported that “Douglas County’s seasonally adjusted February 2019 unemployment rate increased to 5.9 percent from a revised 5.8 percent in January. This month’s rate is above the February 2018 rate (5.3%).” Oregon’s seasonally adjusted February unemployment rate was 4.4 percent.

![Unemployment Rate](chart.png)
A review of the underlying figures to February's unemployment rate indicate that the decline of the year-over-year rate is due to a mixed bag of results:

- The civilian labor force increased by 258 year-over-year or 0.6%;
- The number of employed (or jobs) increased by 143 year-over-year or 0.3%; and
- The number of unemployed increased by 115 year-over-year or 4.2%.

### Local and State Unemployment Rates
(Seasonally adjusted)

*Source: Oregon Employment Department, LAUS*

<table>
<thead>
<tr>
<th></th>
<th>February 2017</th>
<th>February 2018</th>
<th>February 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oregon</td>
<td>4.1%</td>
<td>5.5%</td>
<td>5.9%</td>
</tr>
<tr>
<td>Coos County</td>
<td>4.2%</td>
<td>5.5%</td>
<td>6.1%</td>
</tr>
<tr>
<td>Curry County</td>
<td></td>
<td>5.9%</td>
<td>6.7%</td>
</tr>
<tr>
<td>Douglas County</td>
<td></td>
<td></td>
<td>5.4%</td>
</tr>
</tbody>
</table>

### A Final Note

This quarterly report has been prepared to summarize and review the City’s operations and financial position for the third quarter of the 2018-19 fiscal year as of the month ending March 31, 2019, provide management with a financial planning tool, and monitor compliance with budget policy and Oregon budget law.

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

City of Roseburg, 900 SE Douglas Avenue, Roseburg, OR 97470
Phone: (541) 492-6710
Website: CityofRoseburg.org
ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

MUNICIPAL COURT QUARTERLY REPORT

Meeting Date: April 22, 2019
Department: Municipal Court
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:

The below chart lists the number of cases, by case type, for the past four quarters.

<table>
<thead>
<tr>
<th></th>
<th>1ST QTR</th>
<th>2ND QTR</th>
<th>3RD QTR</th>
<th>TOTAL</th>
<th>YTD TOTAL</th>
<th>PRIOR TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Cases</td>
<td>420</td>
<td>504</td>
<td>340</td>
<td>1,264</td>
<td>1,091</td>
<td></td>
</tr>
<tr>
<td>Traffic Crimes</td>
<td>50</td>
<td>56</td>
<td>42</td>
<td>148</td>
<td>189</td>
<td></td>
</tr>
<tr>
<td>Traffic Violations</td>
<td>842</td>
<td>601</td>
<td>722</td>
<td>2,165</td>
<td>2,643</td>
<td></td>
</tr>
<tr>
<td>Non-Traffic Violations</td>
<td>120</td>
<td>106</td>
<td>56</td>
<td>282</td>
<td>309</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,432</td>
<td>1,267</td>
<td>1,160</td>
<td>3,859</td>
<td>4,232</td>
<td></td>
</tr>
</tbody>
</table>

After the third quarter of the 2018-2019 fiscal year, total cases were down 8.8% from the prior year. By category, crimes increased by 15.9%, while traffic crimes, traffic violations, and non-traffic violation decreased by 21.7%, 18.1% and 8.7% respectively.

After the third quarter of the 2018-19 fiscal year, total court revenues were up 19.2% from the prior year. Fines and collections revenue increased by 20.5%, court costs revenues decreased by 23.6% and court appointed attorney revenues increased by 89.9%.

On a budgetary basis, revenues are 83.3% of budget after the third quarter of the fiscal year.

Assessing collection compliance over the past year, from April 1, 2018 through March 31, 2019, the total of fines imposed was $2,356,040 and actual dollars collected on those cases was $636,055 for a compliance rate of 27%. During the same time period for the year prior, fines imposed was $1,333,974 and actual collections was $452,552 resulting in a compliance rate of 34%.

COUNCIL OPTIONS
No Action is requested
STAFF RECOMMENDATION
n/a

SUGGESTED MOTION
n/a

ATTACHMENTS
n/a

CLOSING REMARKS

As discussed in the prior court report, we have implemented a change in how work crew is ordered. The court is now ordering work crew with a specific completion date. If an individual fails to complete work crew by the date provided, they are provided a date to report to jail to serve the outstanding days of work crew remaining as jail. The purpose of changing the process of work crew orders was to reduce the number of contempt of court proceedings being filed in the Roseburg Municipal Court. However, we only recently instituted this policy and I think it would be too early to say that this change is resulting in more people completing work crew orders. This is an issue I will be following in the future. As always, I am happy to answer any questions the Council may have about the Roseburg Municipal Court. I appreciate you taking the time to review this quarterly report.

Sincerely,

Jason Mahan
Roseburg Municipal Court Judge