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. Centennial Anniversary of Zonta International Day Proclamation

5. Commission Reports/Council Ward Reports

6. Audience Participation – See Information on the Reverse

7. Consent Agenda
   A. Minutes of October 14, 2019 Regular Meeting
   B. December 23, 2019 Meeting Cancellation
   C. OLCC New Outlet – Craft 22, LLC at 809 SE Main Street
   D. OLCC New Outlet – DAR USA, Inc. at 346 NW Garden Valley Boulevard

8. Public Hearing
   A. Resolution No. 2019-20 – Exemption from Competition in Public Contracting for Purchase of Striping Machine for Street Division

9. Ordinances
   A. Ordinance No. 3530 – Municipal Code Amendment Regarding Various Parking Sections, First Reading

10. Resolutions
    A. Resolution No. 2019-21 – Fee Schedule
    B. Resolution No. 2019-22 – Water Fee Schedule

11. Department Items
    A. Water Treatment Plan Chlorination Project No. 19WA03 Construction Bid Award
    B. Water Treatment Plant Chlorination Project No. 19WA03 Contract Authorization - Construction Management Services
    C. Washington Avenue Bridge Ends, Project No. 20WA05 – Engineering Design Contract Recommendation

12. Items from Mayor, City Council and City Manager

13. Adjourn

14. Executive Session ORS 192.660(2)

Informational

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

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

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

Persons 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.
PROCLAMATION

CITY OF ROSEBURG, OREGON

HONOR AND EMPOWER: THE CENTENNIAL ANNIVERSARY OF ZONTA INTERNATIONAL

WHEREAS: Zonta International was founded in Buffalo, New York on November 8, 1919 under the leadership of Marian de Forest; and

WHEREAS: Since its inception, Zonta International has strived to empower women professionally through service and advocacy; and

WHEREAS: Zonta International is a global service organization of 29,000 members in 1,200 Zonta Clubs in 63 countries and geographical areas around the world; and

WHEREAS: Zonta International has advocated for women and children worldwide through affiliation with the United Nations since 1969, holding general consultative status with the UN Economic and Social Council and participatory status with the Council of Europe; and

WHEREAS: Zonta International has funded service and educational projects including famine relief for 115,000 orphaned children in 1923 Turkey, established the Amelia Earhart Fellowship in 1938 in honor of this Zontian after her 1937 disappearance, established student Z and Golden Z Clubs in 1948 and in 2012 launched the Zonta says No to Violence Against Women campaign, among others; and

WHEREAS: The Zonta Club of Roseburg Area, having been in continuous existence since 1947, is a member of Zonta International, District 8. The Zonta Club of the Roseburg Area through service, advocacy and fundraising has awarded thousands of dollars in scholarships to local women and teens. The latest collaboration is with Douglas County Human Trafficking Task Force to provide prevention education to the youth of Douglas County through the schools.

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim November 8, 2019 to be

HONOR AND EMPOWER: THE CENTENNIAL ANNIVERSARY OF ZONTA INTERNATIONAL DAY

DATED this 28th Day of October, 2019.

Larry Rich

THE HONORABLE MAYOR
MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
October 14, 2019

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on October 14, 2019 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Cotterell led the Pledge of Allegiance.

ROLL CALL
Absent: Councilors Ashley Hicks and Brian Prawitz

Others Present: City Manager Nikki Messenger, City Recorder Amy Sowa, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Police Chief Gary Klopfenstein, Fire Chief Gary Garrisi, Finance Director Ron Harker, Community Development Director Stuart Cowie, Library Director Kris Wiley, Management Assistant Koree Tate, Library RARE Participant Katie Fischer, Kyle Bailey of KQEN Radio and Scott Carroll of the News Review.

MAYOR REPORT
Mayor Rich announced a Council Goal Setting Special Meeting was scheduled on November 12, 2019 at the Public Safety Center from 4:00 to 6:00 p.m.

COMMISSION/COUNCIL REPORTS
Councilor Cotterell had a Public Works Commission meeting and discussed task orders that would be presented to Council at the next meeting. Councilor Cotterell met with Senator Wyden and Veteran’s Administration (VA) leadership when he visited Roseburg for a Town Hall Meeting with local veterans. He was encouraged by Senator Wyden’s demeanor and how he put the VA on notice on several issues in the community.

Councilor Ryan had an Economic Development Commission Meeting. Anvil Northwest, Destination Marking Services, provided a presentation to the Commission demonstrating work completed during their first few months of service. Councilor Ryan said he looks forward to working with Anvil Northwest.

Councilor Cotterell provided a Ward report that the owner of the former state offices on Harvard Avenue had concerns about SDC charges. Ms. Messenger advised she had been in conversation with them to address their concerns and explain the process.

AUDIENCE PARTICIPATION
Melvin Scott, 869 SE Main Street, provided information about parking meters in his neighborhood and wanted an explanation or solution to the issue of having to pay to park in front of his home. Mr. Scott was also concerned about tree roots raising the sidewalk six to eight inches and creating a tripping hazard. He was told by city workers sidewalks were his responsibility in front of his home. Ms. Messenger explained that within the Municipal Code, it stated that abutting property is the responsibility of the property owner for sidewalks and repairs. There is an option for the owner to pay for the concrete and the City to pay the labor costs to fix the sidewalk. Those costs could be paid back over three years. In response to

1 City Council Minutes 10/14/2019
CONSENT AGENDA
10/28/2019

Mayor Rich, Ms. Messenger advised that parking meters were handled by ParkSmart and Council was the only one with authority to remove meters. Ms. Messenger advised that a more inclusive discussion about downtown parking was coming to a future meeting.

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

A. Minutes of September 23, 2019 Regular Meeting
B. OLCC Address Change – Trella Vineyards, LLC at 646 SE Jackson Street
C. OLCC New Outlet – Umpqua Actors Community Theatre, Inc. at 1614 W Harvard

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

RESOLUTION NO. 2019-19 - LIBRARY POLICY UPDATE
Ms. Wiley reported there were two proposed changes to the Circulation Policy. The first was the addition of a Teacher Library Card, which would be issued at no charge to full-time Kindergarten through grade 12 classroom teachers and school media staff who were employed by public or private schools within the Roseburg Public School District geographic boundary but who reside outside the Roseburg city limits. The Library currently offers a student card to youth ages 0 through high school graduation who live or attend public or private school within the Roseburg Public School District geographic boundary. Extending this service to these students’ teachers is reasonable. The Teacher Library Card would provide the same benefits as an annual nonresident card (50 checkouts at once; 25 holds at once).

The second change would allow student cardholders to place a maximum of 10 items on hold simultaneously regardless of material type and format. Student cardholders currently cannot place holds on items. Making this change would facilitate their learning needs. If not adopted, the teachers and school media staff living outside City limits would pay $15 per quarter or $60 per year to obtain a Roseburg Public Library card.

In response to Mayor Rich, Ms. Wiley confirmed she typically only purchases two copies of popular books. It was more common to have more than one copy of children’s books on hand due to the popularity and frequency of checkouts. When someone places an item on hold, it can be handled by telephone, online or in person if the item is not readily available. It can take three weeks for a book to arrive once ordered. The Library has the option to text, email or call when a book that is on hold becomes available.

Councilor Ryan moved to adopt Resolution No. 2019-19, A Resolution Repealing and Replacing Resolution No. 2018-22 Regarding the Roseburg Public Library Circulation policy. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Cole, Cotterell, Eggers, Fisher-Fowler, Ryan and Zielinski voted yes. No one voted no.

2019 OREGON PUBLIC LIBRARY STATISTICAL REPORT
Ms. Wiley presented a report that included information regarding staff, revenue and expenditures, collections, services, technology, facilities and other information. Each year on
October 1, Ms. Wiley is required to provide an annual report to the State Library of Oregon. Physical books still prove to be more popular than the e-book system. Youth are 55% of the total circulation and the Library spent 40% of its collection funds for children materials. During the first six months of operations, nearly 4,000 library cards were issued and the library averaged 400 visitors a day with increased numbers for special events. Ms. Wiley said she was thankful for the seventy-nine volunteers who shelve books, help at the front desk and with computers. She expressed her excitement about what was happening at the library and thanked Council and the community for support of the program.

Councilor Ryan thanked Ms. Wiley for her work and for enjoying her job. Mayor Rich said it was great to see everything that had been accomplished at the Library and how enthusiastic Ms. Wiley was about the job.

ADJOURNMENT
The meeting adjourned at 7:22 p.m.

Koree Tate
Management Assistant
ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

DECEMBER 23, 2019 – MEETING CANCELLATION

Meeting Date: October 28, 2019
Department: Administration
Agenda Section: Consent
Staff Contact: Koree Tate, Management Asst.
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY
Inasmuch as the December 23, 2019, City Council meeting falls immediately before the Christmas holiday and office closures, Council is asked to consider canceling that meeting.

BACKGROUND

A. Council Action History.
Although the City Council has not discussed the meeting cancellation this year, historically the City Council has cancelled meetings which occur either on, directly prior to or immediately after a national holiday.

B. Analysis.
Inasmuch as Councilors and Staff Members oftentimes travel during holiday periods, it may be difficult to attain a quorum for meetings within that time frame. Therefore, any meetings regularly scheduled during holiday periods have been cancelled. At this time, Staff does not anticipate any pressing issues which would require two meetings in November. The option can always be held open to call a special meeting if the need arises.

C. Financial/Resource Considerations. n/a.

D. Timing Considerations.
In the event the City Council wishes to cancel the meeting, action should be taken at this time in order to properly schedule agenda matters for Council attention and to notify the news media and interested parties of the cancellation.

COUNCIL OPTIONS
1. Cancel the second meeting in December with the option of calling for a special meeting should the need arise.
2. Reschedule the meeting for another date.

STAFF RECOMMENDATION
Staff recommends the City Council cancel the December 23, 2019, City Council meeting.

SUGGESTED MOTION
I MOVE TO CANCEL THE DECEMBER 23, 2019 COUNCIL MEETING, RESERVING THE OPTION TO CALL A SPECIAL MEETING SHOULD THE NEED ARISE.

ATTACHMENTS:
None
ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

OLCC NEW OUTLET
Craft 22, LLC located at 809 SE Main Street

Meeting Date: October 28, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Koree Tate, Management Asst
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY
Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor 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 Nathan Radford, Craft 22 Owner, as a new outlet granted for “Full On-Premises, Other Public Location” sales. The business previously located at this address was Jasmine’s.

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 applicants and found no reason to deny the application.

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

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

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

SUGGESTED MOTION
"I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR CRAFT 22, LLC LOCATED AT 809 SE MAIN STREET IN ROSEBURG, OREGON."

ATTACHMENTS:
Attachment #1 – Subject Application

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

<table>
<thead>
<tr>
<th>License Applied For:</th>
<th>CITY AND COUNTY USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Brewery 1st Location</td>
<td>Date application received and/or date stamp:</td>
</tr>
<tr>
<td>□ Brewery 2nd Location</td>
<td>Name of City or County:</td>
</tr>
<tr>
<td>□ Brewery 3rd Location</td>
<td></td>
</tr>
<tr>
<td>□ Brewery-Public House 1st location</td>
<td>Recommends this license be:</td>
</tr>
<tr>
<td>□ Brewery-Public House 2nd location</td>
<td>□ Granted □ Denied</td>
</tr>
<tr>
<td>□ Brewery-Public House 3rd location</td>
<td>By:</td>
</tr>
<tr>
<td>□ Distillery</td>
<td>Date:</td>
</tr>
<tr>
<td>□ Full-On-Premises, Commercial</td>
<td>OLCC USE ONLY</td>
</tr>
<tr>
<td>□ Full-On-Premises, Caterer</td>
<td>Date application received: 09/25/19</td>
</tr>
<tr>
<td>□ Full-On-Premises, Passenger Carrier</td>
<td>By:</td>
</tr>
<tr>
<td>□ Full-On-Premises, Other Public Location</td>
<td>License Action(s): New Outlet</td>
</tr>
<tr>
<td>□ Full-On-Premises, For Profit Private Club</td>
<td></td>
</tr>
<tr>
<td>□ Full-On-Premises, Nonprofit Private Club</td>
<td></td>
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<tr>
<td>□ Grower Sales Privilege 1st location</td>
<td></td>
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<tr>
<td>□ Grower Sales Privilege 2nd location</td>
<td></td>
</tr>
<tr>
<td>□ Grower Sales Privilege 3rd location</td>
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</tr>
<tr>
<td>□ Limited On-Premises</td>
<td></td>
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<tr>
<td>□ Off-Premises</td>
<td></td>
</tr>
<tr>
<td>□ Off-Premises with Fuel Pumps</td>
<td></td>
</tr>
<tr>
<td>□ Warehouse</td>
<td></td>
</tr>
<tr>
<td>□ Wholesale Malt Beverage &amp; Wine</td>
<td></td>
</tr>
<tr>
<td>□ Winery 1st Location</td>
<td></td>
</tr>
<tr>
<td>□ Winery 2nd Location</td>
<td></td>
</tr>
<tr>
<td>□ Winery 3rd Location</td>
<td></td>
</tr>
</tbody>
</table>

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

Craft 22 LLC
(Applicant #1)

<table>
<thead>
<tr>
<th>Applicant #1</th>
</tr>
</thead>
</table>

Craft 22
(Applicant #3)

3. Trade Name of the Business (Name Customers Will See)

Craft 22

4. Business Address (Number and Street Address of the Location that will have the liquor license)

8019 SE Main St

City
Roseburg
County
Douglas
Zip Code
97470
ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

OLCC NEW OUTLET
DAR USA, Inc. located at 346 NW Garden Valley Boulevard

Meeting Date: October 28, 2019
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Koree Tate, Management Asst
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY
Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor 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 Rajiv Kumar and Deepak Arora, DAR USA, Inc. (Chevron), owners, as a new outlet granted for “Off-Premises with Fuel Pumps” sales. The business previously located at this address was Texaco with a minimart and carwash.

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 applicants and found no reason to deny the application.

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

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

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

SUGGESTED MOTION
"I move to recommend approval of the OLCC New Outlet Application for DAR USA, Inc., located at 346 NW Garden Valley Boulevard in Roseburg, Oregon."

ATTACHMENTS:
Attachment #1 – Subject Application

Cc: License Applicant with copy of agenda
Jonathan Crowl, OLCC Representative
OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

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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<tbody>
<tr>
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<td>□ Brewery-Public House 1st location</td>
</tr>
<tr>
<td>□ Brewery-Public House 2nd location</td>
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<tr>
<td>□ Distillery</td>
</tr>
<tr>
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<td>□ Full On-Premises, Passenger Carrier</td>
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<tr>
<td>□ Grower Sales Privilege 3rd location</td>
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<td>□ Wholesale Malt Beverage &amp; Wine</td>
</tr>
<tr>
<td>□ Winery 1st Location</td>
</tr>
<tr>
<td>□ Winery 2nd Location</td>
</tr>
<tr>
<td>□ Winery 3rd Location</td>
</tr>
</tbody>
</table>

CITY AND COUNTY USE ONLY

Date application received: 10/17/2019

Name of City or County: City of Roseburg

Recommends this license be: □ Granted □ Denied

By: [Signature]

Date: [Date]

OLCC USE ONLY

Date application received: 07/17/19

By: [Signature]

Date application accepted as initially complete: 07/17/19

By: [Signature]

License Action(s): New Outlet

2. Identify the applicant(s) applying for the license(s). ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license(s):

DAR USA, INC (DBA) Family Mart
(Applicant #1)

(Applicant #2)

(Applicant #3)

(Applicant #4)

OLCC USE ONLY

OLCC FINANCIAL SERVICES USE ONLY
ISSUE STATEMENT AND SUMMARY
The Public Works Department is budgeted to replace the striping machines this fiscal year. The issue for Council is whether to adopt the attached resolution and authorize the purchase of a striping machine utilizing the Sourcewell cooperative purchasing program.

BACKGROUND
A. Council Action History.
None.

B. Analysis.
The Street Division is responsible for all street striping within city limits. This is currently accomplished using two separate striping machines; one for white paint and one for yellow. Both have experienced significant wear and tear and have maintenance issues that reflect their age (2004) and level of use. The EZ Liner Striping Machine will replace both of the current machines and be a considerable upgrade to the Street Division. The proposed machine will carry larger quantities of both white and yellow paint. As a result, crews can be on the job site longer, resulting in increased efficiency and productivity.

Staff is proposing to utilize a cooperative purchasing program called Sourcewell. Sourcewell was previously known as the National Joint Powers Alliance (NJPA). The City has used NJPA for equipment purchases in the past. Sourcewell has negotiated contracts with equipment manufacturers, including EZ Liner, and offers these discounts to their members. Sourcewell follows many of the requirements outlined in Oregon Statute for issuing RFPs and making selections.

This purchase is being treated as a special procurement exempt from competitive bidding. As such, staff has issued a notice of intent to use the cooperative purchasing outlining the public hearing process exempting the purchase from competitive bidding. This was accomplished with a seven day notice prior to the public hearing scheduled at the October 28th City Council meeting. The attached resolution outlines the findings related to the exemption from competitive bidding.
C. **Financial/Resource Considerations.** The purchase price utilizing Sourcewell is $232,875.00. The FY 19-20 budget includes $250,000 to purchase the paint machine. The cost will be split between two funds; $50,000 from the Equipment Replacement Fund and $200,000 from the Transportation Fund. The total cost of the truck mounted striping machine, chassis, equipment and delivery is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>EZ Liner Model TS-AL 180 Striping Machine</td>
<td>$171,410.00</td>
</tr>
<tr>
<td>Sourcewell Discount</td>
<td>$ -5,143.00</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$166,267.00</td>
</tr>
<tr>
<td>2019 Mitsubishi Fuso Model FE160 (Gas)</td>
<td>$ 42,664.00</td>
</tr>
<tr>
<td>Sourced Goods (Equipment)</td>
<td>$ 16,924.00</td>
</tr>
<tr>
<td>Delivery</td>
<td>$ 7,020.00</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$232,875.00</strong></td>
</tr>
</tbody>
</table>

The intent is to utilize the City’s annual allocation of Surface Transportation Program (STP) funds for the portion of the purchase budgeted in the Transportation Fund.

D. **Timing Considerations.** Staff’s intent is to make this purchase and have the truck in service prior to the end of the fiscal year on June 30, 2020. If approved by Council, staff will order the vehicle as soon as practical and it should be available within six to nine months.

**COUNCIL OPTIONS**
The Council has the following options:

1. Adopt the attached resolution and award the special procurement of a striping machine to EZ Liner for $232,875; or
2. Direct staff to issue a Request for Proposals for a new striping machine, which will delay the purchase three to four months; or
3. Not adopt the attached resolution and forgo this purchase.

**STAFF RECOMMENDATION**
The Public Works Commission discussed this purchase at their October 10th meeting. The Commission recommended the City Council authorize the purchase of a new striping machine from EZ Liner for $232,875 utilizing the Sourcewell cooperative purchasing agreement. Staff concurs with that recommendation.

**SUGGESTED MOTION**

*I move to Adopt Resolution No. 2019-20 and authorize the use of an interstate cooperative purchasing agreement and exemption from competitive bidding to award the purchase of a new striping machine to EZ Liner for $232,875.00 utilizing the Sourcewell contract pricing.*

**ATTACHMENTS:**
Attachment #1 – Resolution No. 2019-20, A Resolution Exempting the Purchase of an EZ Liner striping machine from the Competitive Bid Process

Attachment #2 – Pictures of old machine and proposed new machine
RESOLUTION NO. 2019-20

A RESOLUTION EXEMPTING THE PURCHASE OF AN EZ LINER STRIPING MACHINE FROM THE COMPETITIVE BID PROCESS

WHEREAS: Under the authority of ORS 279A.220, the City plans to purchase an EZ Liner TS-AL 180 Striping Machine through a solicitation conducted by Sourcewell which gives local government nationwide access to volume purchasing and discounts; and

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

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

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

SECTION 1. Based on the above findings, which are incorporated herein by this reference, and under Roseburg Municipal Code Section 3.06.025(E), the Council hereby determines that entering into a contract for the acquisition of the striping machine under the Sourcewell contract which offers a three percent discount and a contract price of $232,875.00, is essential to the operation of the organization and will result in substantial cost savings to the City.

SECTION 2. The Council hereby exempts the acquisition contract between the City and EZ Liner for purchase of an EZ Liner striping machine from competitive bidding. The exemption granted in this resolution shall in no way impair the City's ability to elect, in the future, to award related contracts to other qualified equipment contractors.


AMY L. SOWA, CITY RECORDER

RESOLUTION NO. 2019-20
Existing Striping Machine (x2)

Proposed New Striping Machine
ISSUE STATEMENT AND SUMMARY
Council will consider an ordinance to update the Roseburg Municipal Code as it relates to parking. Some of the proposed updates provide needed grammatical and/or verbiage changes and other updates change language to ensure the Police Chief has the ability to delegate parking authority to agents of the City.

BACKGROUND
A. Council Action History.
The Roseburg Municipal parking code was authored by staff and approved by Council in 1996, with updates and changes occurring occasionally over the years.

B. Analysis.
It recently came to staff’s attention that under current Roseburg Municipal Code, parking meter hoods could only be issued by the Police Chief. Additionally, there are only a few meter hoods available to give out, and the current practice has been to utilize printed permits when meter hoods are not available. Updated language will change the verbiage from “hood” to “parking meter exemption permits.”

The proposed ordinance also adds the term “or the City’s agent” to several sections in the code related to parking enforcement. Several other minor grammatical and verbiage updates were made.

C. Financial/Resource Considerations.
The proposed changes have no financial or resource impact on the City.

D. Timing Considerations.
Potential Code amendments would bring the Code up-to-date. Having the Code current is an important part in providing clear information to our citizens and assisting Staff in their daily activities.
COUNCIL OPTIONS
Council has the following options:
• Move forward with the first reading of the proposed ordinance
• Direct Staff to make additional changes to the ordinance
• Do nothing

STAFF RECOMMENDATION
Staff recommends Council move forward with first reading of Ordinance No. 3530.

SUGGESTED MOTION
No motion required at this time. First Reading.

ATTACHMENTS:
1. ORDINANCE NO. 3530
ORDINANCE NO. 3530

AN ORDINANCE AMENDING SECTIONS 8.02, 8.04, AND 8.06 OF THE ROSEBURG MUNICIPAL CODE REGARDING PARKING

WHEREAS, The City of Roseburg contracts for parking enforcement in the downtown parking district, which includes issuance of parking meter hoods.

THEREFORE, THE CITY OF ROSEBURG ORDAINS AS FOLLOWS:

SECTION 1. Subsection 8.02.050(A), titled “Police and Fire Departments’ authority” of the Roseburg Municipal Code is hereby amended to read as follows:

8.02.050(A)
A. It shall be the duty of the Police Department or the City’s agent through its officers to enforce the provisions of this Chapter.

SECTION 2. Subsection 8.02.080(A), titled “Signs and signal obedience required” of the Roseburg Municipal Code is hereby amended to read as follows:

8.02.080(A)
A. No person shall disobey the instructions of any traffic sign, signal, marker, barrier or parking meter placed in accordance with the Motor Vehicle Laws of Oregon or this Chapter, including those erected by any authorized utility, department of this City or other authorized person, unless it is necessary to avoid conflict with other traffic or otherwise directed by a police officer or the City’s agent.

SECTION 3. Subsection 8.02.100(F)(1), titled “Parking meter regulations/Hoods” of the Roseburg Municipal Code is hereby amended to read as follows:

8.02.100(F). Hoods
1. Issuance. The Police Chief or the City’s agent may issue parking meter hood exemption permits to contractors engaged in the construction, reconstruction or repair of a building or installation of equipment in a building adjacent to a street where parking meters are installed. Such hood exemption permits shall be issued only where available, unmetered areas, including alleys which might be used or blocked off without interference with commerce, are not found reasonably close to the place where such persons are engaged and may be issued for use of each particular construction job. The fees for a parking meter exemption permit hood shall be set by Council resolution. At termination of use, the exemption permit hood shall be returned to the City Police Chief or the City’s agent.

SECTION 4. Subsection 8.02.110(C), titled “Special parking permits” of the Roseburg Municipal Code is hereby amended to read as follows:

8.02.110(C)
C. Courtesy Visitor Permits. The City Manager may, in his discretion, make courtesy permits available to visitors of the City. Such permits shall be free. These permits, if properly displayed in accordance with the direction prescribed by the City Manager, shall authorize the permittee to park his vehicle without regard to time limits and without having to pay the meter fees in any parking space.

SECTION 5. Subsection 8.02.140(A), titled “Regulations relating to recreational-type devices or toy vehicles” of the Roseburg Municipal Code is hereby amended to read as follows:

8.02.140(A)
A. Roller Skates, In-Line Skates, Skateboards, Bicycles and Other Devices. Excepting Police Officers and Police Explorers employees operating their bicycles in the course and scope of their duties, no person shall operate or ride upon, in or by means of, a bicycle, scooter, roller skates, in-line skates, skateboard, coaster, toy vehicle or other similar device in or upon any if the following areas:

SECTION 6. Subsection 8.04.020(B), titled “Exemptions” of the Roseburg Municipal Code is hereby amended to read as follows:

8.04.020(B).
B. Parking a vehicle on a public way under a monthly rental agreement by the City or the City's agent;

SECTION 7. Subsection 8.06.030, titled “Proper display of valid exemption sticker required” of the Roseburg Municipal Code is hereby amended to read as follows:

8.06.030
In order to maintain the exemption, a valid exemption sticker provided by the City or the City’s agent shall be permanently displayed in each vehicle, in the lower corner of the vehicle's rear window (driver's side). On convertibles and pickup trucks, the sticker shall be placed in the lower corner of the windshield.

SECTION 8. All other Sections, Subsections and Paragraphs of 8.02, 8.04, and 8.06 of the Roseburg Municipal Code shall remain in full force and effect as currently written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ___ DAY OF ________, 2019.

APPROVED BY THE MAYOR THIS ___ DAY OF ________, 2019.

__________________________________________
LARRY RICH, MAYOR

ATTEST:

______________________________
AMY L. SOWA, CITY RECORDER

Ordinance No. 3530 - page 2
ANNUAL FEE AMENDMENTS
RESOLUTION

Meeting Date: October 28, 2019
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY
Although the City Council generally takes action in May or June of each year to adjust fees effective July 1, Staff has identified a number of fees that need to be added or amended which will go into effect January 1, 2020.

BACKGROUND

A. Council Action History.
The City Council adopted Resolution No. 2019-06 on May 13, 2019, adjusting fees based on CPI-U West and the March Construction Cost Index, and adding fees to the master fee schedule which had been adopted throughout the year. Those fees became effective July 1, 2019.

B. Analysis.
The attached Resolutions incorporate all of the adjustments described in this section.

1. Administration:
A reference to Downtown District Members receiving an exemption for right-of-way permits is being amended to read “Events sponsored by Downtown Roseburg Association (DRA) exempted” to reflect current practice.

2. Business Permits/Licenses:
An Addition of Co-Owner fee when a new owner is added to an existing business registration is being added to the fee schedule. Currently, the business must pay the full Business Registration fee when making this change. The proposed fee would be half the registration fee to better reflect the lower administrative costs associated with making this change.

The Vehicle Permit Fee is being removed as it is no longer a requirement under Chapter 9.08 “Vehicle for Hire Services”.

3. Finance
Parking Fees inadvertently removed from the fee schedule in Resolution No. 2019-06 are being added back into the fee schedule. These fees are also being
increased to capture increased costs to the parking enforcement agency. These fees have not been increased since 2013.

In addition, an **Unlawful Parking in a Space Reserved for Disabled Persons Penalty** fee is being added to the fee schedule pursuant to Roseburg Municipal Code Section 8.02.110(2)(d). This fee had been in a schedule used by the parking enforcement agency, but not in the City’s fee schedule as required by the Code.

**Parking Meter Hoods** are being renamed **Parking Meter Exemption Permits** and moved from the Police Department to Finance Department with the other parking fees. The name change more accurately describes current practice and allows for the discontinuation of parking meter hoods which are expensive and often stolen. This fee is being increased to offset the cost of administration by the contracting agency.

4. **Library**
   Council adopted Resolution No. 2019-13 establishing a fee for **Douglas County School District Students and Staff Cards** for those living outside the Roseburg Public School Boundary who are under contract with the City. This fee is now being added to the fee schedule.

   Council adopted Resolution No. 2019-19 adding a free **Teacher Card** for full-time Kindergarten through grade 12 classroom teachers and school media center staff who are employed by public or private schools within the Roseburg Public School District geographic boundary but who reside outside the Roseburg city limits. This fee is now being added to the fee schedule.

   A **Maker Space Materials** fee is being added to the fee schedule to offset the cost of materials for this new program.

5. **Water**
   Current **Monthly Water Services Rates** adopted pursuant to Resolution 2015-16 expire December 31, 2019 and are being removed from the fee schedule. Resolution 2015-16 also included the **Monthly Water Services Rates** effective January 1, 2020 which will remain in the fee schedule and are in effect through December 31, 2020.

C. **Financial/Resource Considerations.** The proposed fee increases will help the City offset the cost of special services.

D. **Timing Considerations.** In order to implement the fees effective January 1, 2020, the fee amendment resolutions should be adopted as soon as possible to allow Staff sufficient opportunity to prepare for implementation.
COUNCIL OPTIONS
Council has the option to:

- Adopt the fee resolutions as presented; or
- Make amendments to the fees and adopt the resolutions as amended; or
- Request additional information; or
- Take no action

STAFF RECOMMENDATION
Staff recommends Council adopt the resolutions as presented.

SUGGESTED MOTIONS

MOVE TO ADOPT RESOLUTION NO. 2019-21 AMENDING RESOLUTION NO. 92-13 REGARDING FEES

MOVE TO ADOPT RESOLUTION NO. 2019-22 AMENDING RESOLUTION NO. 91-18 REGARDING WATER FEES

ATTACHMENTS:
Attachment #1 – Resolution No. 2019-21 Amending Fees
Attachment #2 – Resolution No. 2019-22 Amending Water Fees
RESOLUTION NO. 2019-21
A RESOLUTION AMENDING RESOLUTION NO. 92-13 REGARDING FEES

WHEREAS, A reference to Downtown District Members receiving an exemption for right-of-way permits under Administration is being amended to read “Events sponsored by Downtown Roseburg Association (DRA) exempted” to reflect current practice; and

WHEREAS, a new fee is being proposed under Business Permits/Licenses for the addition of a new owner on a business registration. Currently, the business must pay the full Business Registration fee. The proposed fee would be half the fee to better reflect the lower administrative costs associated with making this change; and

WHEREAS, the following fee under Business Permits/Licenses is being removed to reflect the removal of a vehicle permit requirement under Chapter 9.08 “Vehicle for Hire Services”; and

WHEREAS, the following fees, which were inadvertently removed from Resolution No. 2019-06, are being added back into the Fee Schedule, and are also being increased to capture increased costs to the parking enforcement agency. These fees have not been increased since 2013:

- Parking Facilities
- Parking Meter Rates
- Residential Parking Exemption Permits
- Free Parking Zone Reporting Requirements Penalty; and

WHEREAS, The following fee is being added to the Fee Schedule as required by Roseburg Municipal Code Section 8.02.110(2)(d)

- Unlawful Parking in a Space Reserved for Disabled Persons Penalty; and

WHEREAS, Parking Meter Hoods are being renamed to Parking Meter Exemption Permits and moved from Police Department to Finance Department with the other parking fees, and are being increased to offset the cost of administration by the contracting agency; and

WHEREAS, Resolution No. 2019-13 established a fee for Douglas County School District Students and Staff outside Roseburg Public School Boundary who are under contract with the City; and

WHEREAS, Resolution No. 2019-19 added a free library card (Teacher Card) for full-time Kindergarten through grade 12 classroom teachers and school media center staff who are employed by public or private schools within the Roseburg Public School District geographic boundary but who reside outside the Roseburg city limits; and
WHEREAS, Roseburg Public Library is proposing a fee for Maker Space Materials to offset the cost of materials for the program.

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

Section 1. ADMINISTRATION – Effective January 1, 2020, the below listed reference will be amended in the Fee Schedule:

Right-of-Way Permit
  Sidewalk Sales, Sign/Obstruction (see Public Works for construction)
  (Events sponsored by Downtown Roseburg Association (DRA) Downtown-District Members-exempted)

Section 2. BUSINESS PERMITS/LICENSES – Effective January 1, 2020, the below listed Business Permit/License will be added to the Fee Schedule:

<table>
<thead>
<tr>
<th>Business Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addition of Co-Owner</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addition of Co-Owner</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Section 3. BUSINESS PERMITS/LICENSES – Effective January 1, 2020, the below listed Business Permit/License will be removed from the Fee Schedule:

Taxicab
  Vehicle Permit 10.00

Section 4. FINANCE DEPARTMENT – Effective January 1, 2020, the below-listed Parking fees will be added to the fee schedule as amended:

Parking Facilities
  Armory Parking Lot (monthly rate/sold quarterly) 28.00 35.00
  Court Street Lot (monthly rate) 47.00 22.00
  Phillips Parking Lot (monthly rate/sold quarterly) 22.00 28.00
  Shalimar Parking Lot (monthly rate/sold quarterly) 25.00 25.00
  Overpark (monthly rate/sold quarterly) 22.00
    3rd Level 17.00
    Oversize Vehicle 25.00
  Discount Bulk Purchase of Rental Spaces
    Spaces 10 through 15 10%
    Additional Spaces over the additional 15 15%

Parking Meter Rates

Residential Parking Exemption Permits
  Permanent Residents (for 3 calendar years) 8.50 10.00
  Temporary Houseguest of Resident (bi-weekly) 3.50 5.00
**Free Parking Zone Reporting Requirements Penalty**  
Pursuant to Roseburg Municipal Code Section 8.04.030  
100.00

**Unlawful Parking in a Space Reserved for Disabled Persons Penalty**  
Pursuant to Roseburg Municipal Code Section 8.02.110(2)(d)  
195.00

**Parking Meter Hoods Exemption Permits** *(monthly w/$25.00 deposit)*  
5.00/day

Section 5. LIBRARY – Effective January 1, 2020, the below-listed Library fees will be added to the fee schedule as follows:

- **Teacher Cards** *(full-time Kindergarten through grade 12 classroom)*  
  **No Charge**  
  teachers and school media center staff employed by public or private schools within the Roseburg Public School District boundary, who reside outside the Roseburg city limits)

- **Douglas County School Districts - Students and Staff Cards**  
  *(outside Roseburg Public School Boundary - under contract with the City - annually)*  
  20.00/person

Section 6. LIBRARY – Effective December 1, 2019, the below-listed Library fees will be added to the fee schedule as follows:

- **Maker Space Materials**
  - Bobbin  
    0.50
  - 3D Printer Filament  
    0.05/gram
  - 1 Inch Button  
    0.10
  - 2 1/4 Inch Button  
    0.15

Section 7. This resolution shall become effective immediately upon adoption by the Roseburg City Council October 28, 2019.

ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING ON THE 28TH DAY OF OCTOBER 2019.

Amy L. Sowa, City Recorder
RESOLUTION NO. 2019-22

A RESOLUTION AMENDING RESOLUTION NO. 19-18 REGARDING WATER FEES

WHEREAS, the last cycle of fee increases from Resolution 2015-16 become effective January 1, 2020.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Roseburg, that Resolution No. 91-18 adopted by the City Council on June 24, 1991, is amended as follows:

Section 1. WATER – Effective January 1, 2020, the below-listed Water fees will be in effect:

<table>
<thead>
<tr>
<th>Commodity Charge per Unit (748 Gallons)</th>
<th>Rate per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Water Services Rates including Temporary Service (<em>may be billed bi-monthly</em>):</td>
<td>2.02/unit</td>
</tr>
<tr>
<td>Monthly demand or open account charge (charge indicated does not include an allowance for water-consumed) - Consumption is charged at rate in Commodity Charge above):</td>
<td></td>
</tr>
<tr>
<td>3/4&quot; Level 1</td>
<td>16.68</td>
</tr>
<tr>
<td>3/4&quot; Level 2</td>
<td>22.49</td>
</tr>
<tr>
<td>3/4&quot; Level 3</td>
<td>28.30</td>
</tr>
<tr>
<td>3/4&quot; Level 4</td>
<td>34.11</td>
</tr>
<tr>
<td>1&quot; Level 1</td>
<td>41.87</td>
</tr>
<tr>
<td>1&quot; Level 2</td>
<td>47.68</td>
</tr>
<tr>
<td>1&quot; Level 3</td>
<td>53.50</td>
</tr>
<tr>
<td>1 1/2&quot; Level 1</td>
<td>64.75</td>
</tr>
<tr>
<td>1 1/2&quot; Level 2</td>
<td>70.57</td>
</tr>
<tr>
<td>2&quot; Level 1</td>
<td>92.15</td>
</tr>
<tr>
<td>2&quot; Level 2</td>
<td>97.96</td>
</tr>
<tr>
<td>3&quot; Level 1</td>
<td>142.59</td>
</tr>
<tr>
<td>4&quot; Level 1</td>
<td>188.91</td>
</tr>
<tr>
<td>6&quot; Level 1</td>
<td>356.14</td>
</tr>
<tr>
<td>8&quot; Level 1</td>
<td>532.98</td>
</tr>
<tr>
<td>10&quot; Level 1</td>
<td>714.75</td>
</tr>
<tr>
<td>Stacie Court Surcharge</td>
<td>20.00</td>
</tr>
</tbody>
</table>

Section 2. This resolution shall become effective immediately upon adoption by the Roseburg City Council October 28, 2019.

ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING ON THE 28TH DAY OF OCTOBER 2019.

Amy L. Sowa, City Recorder

Resolution No. 2019-22
ISSUE STATEMENT AND SUMMARY
The City received construction bids for the Water Treatment Plant Chlorination Project. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.
On December 10, 2018, the Council awarded an engineering design contract for the Water Treatment Plant Chlorination Project to RH2 Engineering.

B. Analysis.
In 2002, the City installed an on-site generation system for “mixed oxidant solution” (MOS) to replace a chlorine gas disinfection system. The system installed in 2002 and expanded in 2005, uses salt to create a chlorine solution that is used as part of the treatment process. The system is now seventeen years old and suffers from frequent breakdowns and reliability issues.

In 2017, the City hired Murraysmith to conduct an alternative analysis for the replacement of the existing MOS disinfection system. A technical memorandum was provided that analyzed the existing system and reviewed the City’s needs. Bulk sodium hypochlorite was initially recommended as the preferred alternative. In 2018, the City issued a Request for Qualifications to select a consultant to do additional analysis and to provide engineering design and construction management services for the project. RH2 Engineering (RH2) was selected to provide these services.

On April 11, 2019, RH2’s analysis was presented to the Public Works Commission. The Commission supported RH2’s recommendation to replace the MOS system with bulk sodium hypochlorite. The project was designed and advertised on September 3rd. Bids were opened on October 1st. Five (5) bids were received and are outlined below.

<table>
<thead>
<tr>
<th>Bid Total</th>
<th>Engineer’s Estimate</th>
<th>Pacific Excavation</th>
<th>Boede Construction</th>
<th>Wildish Building</th>
<th>Stettler Supply Co.</th>
<th>McClure &amp; Sons</th>
</tr>
</thead>
<tbody>
<tr>
<td>$685,000</td>
<td>$490,500</td>
<td>$544,083</td>
<td>$546,730</td>
<td>$621,500</td>
<td>$643,689</td>
<td></td>
</tr>
</tbody>
</table>
C. Financial/Resource Considerations.
The FY 2019-20 Water Fund capital budget includes $1,200,000 for the chlorination upgrade project. Total project costs are estimated below.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>$139,745</td>
</tr>
<tr>
<td>Construction Management</td>
<td>$109,917</td>
</tr>
<tr>
<td>Construction</td>
<td>$490,500</td>
</tr>
<tr>
<td>Contingency (15%)</td>
<td>$73,575</td>
</tr>
<tr>
<td>Total</td>
<td>$813,737</td>
</tr>
</tbody>
</table>

D. Timing Considerations.
If awarded, a Notice to Proceed will be issued in November. The contractor will have 240 days to complete the project, by approximately July of 2020.

COUNCIL OPTIONS
The Council has the following options:
1. Award the contract to the lowest responsible bidder, Pacific Excavation, Inc. for $490,500; or
2. Request additional information; or
3. Reject all bids and not proceed with the project.

STAFF RECOMMENDATION
The lowest bidder submitted all required documentation and is considered both responsive and responsible. Money has been budgeted and is available to construct the project. The Public Works Commission discussed this project at their October 10th meeting, and recommended awarding the project to the lowest responsible bidder, Pacific Excavation, Inc. for $490,500. Staff concurs with this recommendation.

SUGGESTED MOTION
I move to recommend the City Council award the Water Treatment Plant Chlorination Project to Pacific Excavation, Inc., for $490,500.

ATTACHMENTS:
None
ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY

WATER TREATMENT PLANT CHLORINATION, PROJECT NO. 19WA03
CONTRACT AUTHORIZATION – CONSTRUCTION MANAGEMENT SERVICES

Meeting Date: October 28, 2019
Department: Public Works
www.ci.roseburg.or

Agenda Section: Department Items
Staff Contact: Jim Maciariello
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY
Staff recently negotiated a proposed scope and fee for limited construction management (CM) services for the Water Treatment Plant Chlorination Project with RH2 Engineering, Inc. The issue for the Council is whether to authorize a task order for these CM services.

BACKGROUND
A. Council Action History.
On December 10, 2018, the Council awarded an engineering design contract for the Water Treatment Plant Chlorination Project to RH2 Engineering, Inc.

B. Analysis.
RH2 Engineering, Inc. was selected using a qualifications based selection process. The Request for Qualifications document included both design and construction management (CM) services.

The proposed scope of work includes post bidding award services, request for information support, proposal request, change order and submittal review, limited inspection services, provide test and start up observation, assist with O&M manual, SCADA implementation, preparation of record drawings, and other miscellaneous services.

C. Financial/Resource Considerations.
The proposed cost of the CM contract is $109,917. The FY 2019-20 Water Fund includes $1.2 million for the design and construction of a replacement chlorination project. Total project costs are estimated below.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design</td>
<td>$139,745</td>
</tr>
<tr>
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<td>$ 73,575</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$813,737</strong></td>
</tr>
</tbody>
</table>
D. Timing Considerations.
If the Council awards the construction contract, it would be appropriate to authorize the CM contract at the same meeting. This will allow the project to move forward in a timely manner. Construction is expected to take six months from Notice to Proceed.

COUNCIL OPTIONS
The Council has the following options:
1. Authorize a contract for construction management services with RH2 for an amount not to exceed $109,917 or
2. Request additional information; or
3. Not move forward with the contract, which will require another solution for construction management and may delay the project.

STAFF RECOMMENDATION
The Commission discussed this contract at their October 10th meeting, and recommended authorizing an engineering services contract for CM services with RH2 Engineering, Inc. for $109,917. Staff concurs with this recommendation.

SUGGESTED MOTION
I move to authorize an engineering services contract order with RH2 Engineering, Inc. for construction management services for the Water Treatment Plant Chlorination Project for an amount not to exceed $109,917.

ATTACHMENTS:
None
ISSUE STATEMENT AND SUMMARY
Staff has negotiated a scope and fee for design services related to the replacement of the exposed ends of a 12-inch diameter water main on the Washington Avenue Bridge. The issue for the Council is whether to award an engineering contract for this project.

BACKGROUND

A. Council Action History.
None.

B. Analysis.
The Washington Avenue Bridge was constructed in 1961 and is owned and maintained by the Oregon Department of Transportation (ODOT). In 1976, a 12-inch diameter welded steel water main was installed across the bridge. The water main is supported under the bridge deck, hanging and exposed at both ends of the bridge. The portion of the water main that passes through the center section of the bridge extends through the inside of the bridge’s concrete box girders where it is supported by pipe saddles.

In recent years, the exposed portion of the pipe, about 270 feet, and the two vertical down drops have experienced severe corrosion, requiring City staff to install multiple repair bands to stop leaks. Numerous repair bands have also been installed inside the concrete box girders, that span an overall distance of 590 feet, but this has occurred less frequent than the exposed portion. Staff intends to replace the pipeline in phases beginning with the exposed portion at each end of the bridge in the near term, followed by replacement of the internal portion inside the box girders at some point in the future.

This contract will include design for replacement of the exposed portion of the bridge crossing, and will include pipe transition from the bridge to the buried water main. During construction, when the pipe is taken out of service, a condition assessment of the piping inside the center section of the bridge in the box girders will take place to estimate remaining service life and provide a recommendation for future replacement or pipe rehabilitation.
C. **Financial/Resource Considerations.**
Staff has negotiated a scope and fee for design services through bidding for an amount not to exceed $86,962. The FY 2019-20 Water Fund included $50,000 for design of this project. The remaining balance of $36,962 is available in the Water Fund due to underruns in the water treatment plant chlorination project.

D. **Timing Considerations.**
If awarded, the contract would be executed as quickly as practical and design would begin before the end of the year.

**COUNCIL OPTIONS**
The Council has the following options:
1. Award the contract for engineering services to Murraysmith for $86,962; or
2. Request additional information; or
3. Not award the contract and not move forward with the project at this time.

**STAFF RECOMMENDATION**
The Public Works Commission discussed this contract at their October 10th meeting. The Commission recommended awarding a contract to Murraysmith for an amount not to exceed $86,962. Staff concurs with this recommendation.

**SUGGESTED MOTION**
*I move to award an engineering design contract for the Washington Avenue Bridge Water Main Ends to Murraysmith for an amount not to exceed $86,962.*

**ATTACHMENTS:**
None
CITY MANAGER ACTIVITY REPORT

Meeting Date: October 28, 2019
Department: Administration

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

www.cityofroseburg.org

ISSUE STATEMENT AND SUMMARY
At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council’s part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your October 28, 2019, meeting, the following items are included:

• Department Head Meeting Agendas
• Tentative Future Council Agenda Items
• City Manager Weekly Messages
Agenda
Department Head Meeting
City Hall Third Floor Conference Room
October 21, 2019 - 10:00 a.m.

1. Review October 28, 2019 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing
   a. Downtown Neewollah Parade Permit – 10/31/19
   b. Digital Images as Originals Policy
   c. Bring Your Own Device Policy
   d. Records Management Policy
4. Department Items
   a. Goal Discussion (NM)

Reminders:
- Year End Department Reports due by December 10, 2019 for Mayor’s Report
- City Connection Articles due by December 20, 2019
Agenda
Department Head Meeting
City Hall Third Floor Conference Room
October 15, 2019 - 10:00 a.m.

1. Review October 14, 2019 City Council Meeting Synopsis
2. Review October 28, 2019 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
   a. RARE Participant Agreement
5. Department Items
   a. Communications Specialist Review (JV)
   b. Policy Review (AS)

Reminder: Goals/Suggested Action Items due by October 17, 2019 to City Recorder
TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled
- Airport Fees for Fire Agency Services
- Century West Engineering for Pavement Management Project
- RMC 5.04 Amendment - Water Rules and Regulations
- Umpqua Basin Urban Services Agreement

November 12, 2019 – Special Goal Setting Meeting
4:00 p.m. – Public Safety Center, Umpqua Conference Room

November 25, 2019
Consent Agenda
A. Minutes of October 28, 2019

Ordinances
A. Ordinance No. 3530 - Municipal Code Amendment Regarding Parking Meter Regulations, Second Reading
B. Ordinance No. 3531 - Municipal Code Update Regarding Oregon Fire Code, First Reading

Resolutions
A. 2019-___ - Goal Adoption

Informational
A. City Manager 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

Ordinances
A. Ordinance No. 3531 - Municipal Code Update Regarding Oregon Fire Code, Second Reading

Department Items
A. Airport Master Plan Adoption

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

February 24, 2020
Consent
A. Minutes of February 10, 2020
Informational
A. City Manager Activity Report

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

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

April 27, 2020
Mayor Reports
A. Historic Preservation Month Proclamation
B. National Bike Month Proclamation
Consent Agenda
A. Minutes of April 13, 2020

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

May 11, 2020
Mayor Reports
A. EMS Week Proclamation
Consent Agenda
A. Minutes of April 27, 2020

Resolutions
A. Annual Fee Adjustments:
   Resolution No. 2020- - General Fees
   Resolution No. 2020 - Water Related Fees

Informational
A. City Manager Activity Report

Executive Session
A. City Manager Semi-Annual Evaluation

June 8, 2020
Mayor Reports
A. Camp Millennium Week Proclamation
Consent Agenda
A. Minutes of May 11, 2020

Public Hearing
A. Resolution No. 2020- - 2020-2021 Budget Adoption
B. Resolution No. 2020- - Supplemental Budget Appropriation

Informational
A. City Manager Activity Report

Urban Renewal Agency Board
Consent Agenda
A. Minutes of previous meeting

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

June 22, 2020
Consent Agenda
A. Minutes of June 8, 2020

Informational
A. City Manager Activity Report

July 13, 2020
Consent Agenda
A. Minutes of June 22, 2020

Informational
A. City Manager Activity Report
July 27, 2020
Consent Agenda
A. Minutes of July 13, 2020
Informational
A. City Manager Activity Report
B. Municipal Court Quarterly Report
C. Financial Quarterly Report

August 10, 2020
Consent Agenda
A. Minutes of July 27, 2020
Informational
A. City Manager Activity Report

August 24, 2020
Consent Agenda
A. Minutes of August 10, 2020
Informational
A. City Manager Activity Report

September 14, 2020
Consent Agenda
A. Minutes of August 24, 2020
Informational
A. City Manager Activity Report
Executive Session
A. City Manager Annual Evaluation

September 28, 2020
Consent Agenda
A. Minutes of September 14, 2020
Informational
A. City Manager Activity Report

October 12, 2020
Consent Agenda
A. Minutes of September 28, 2020
Informational
A. City Manager Activity Report

October 26, 2020
Consent Agenda
A. Minutes of October 12, 2020
Informational
A. City Manager Activity Report
B. Municipal Court Quarterly Report
C. Financial Quarterly Report
Friday Message
October 18, 2019

- The News-Review has run a number of articles related to homelessness this past week. While staff does not necessarily agree with everything that has been written, Council may want to make sure and read the articles in case you are approached by your constituents regarding what has been published. Please let us know if you have questions or need clarification and we will do our best to provide you information.

- Staff is continuing to work with the County on a number of issues. Last week, Chief Klopfenstein, Stuart Cowie and I met with Commissioner Boice to discuss the open-air shelter the County has constructed on their property on Fowler Street. The intended use of the shed requires a conditional use permit from the City and Mr. Boice has indicated the County will be applying for one soon. Staff has had follow up conversations this week with Mr. Boice regarding the City’s ordinance on prohibited camping. In addition, Stuart met with Commissioner Boice to discuss/explain the potential Urban Growth Boundary swap and Stu and I met with Commissioner Kress to discuss challenges around derelict buildings, the impacts to neighborhoods, and opportunities to streamline some of those processes.

- On a lighter note, staff wants to give a big shout out to the Friends of the Roseburg Public Library, who donates 85% of its proceeds from book sales, memberships and gifts. The Friends provided a donation of $3,564 this quarter!

- The library is excited to launch Dolly Parton’s Imagination Library this Saturday. The program provides twelve books per year to registered children ages 0-4 years old.

- Thanks to efforts from Parks Staff, the local Audubon Society, Pacific Power, and Umpqua Valley Cal Ripken for a new pole and platform that has been installed in Gaddis Park. This will give the osprey a place to nest other than on the field lighting. Thanks to these organizations for being great partners, and thanks to PP&L for getting it done!

- Associate Planner Teresa Clemons has announced her retirement, her last day will be October 31st. If you get a chance, please stop by and thank Teresa for all she has done for the City in her 25 years of service. She will be greatly missed!

- City Manager Messenger will be at the APWA conference in Hood River Tuesday through Friday next week and will be returning to work on Monday, October 28th.

- Meetings Next Week: No meetings scheduled next week.

- Meetings the Following Week:
  - City Council – Monday, October 28th at 7:00 p.m.
Friday Message  
October 11, 2019

- On Tuesday, the City’s new Destination Marketing Organization (DMO), Anvil NW made a presentation to the Economic Development Commission. The EDC gave positive feedback regarding this presentation. Anvil has chosen the tagline “Experience Roseburg” and has an active Facebook and Instagram presence. If you are on FB and/or IG, please follow these pages. The new website is www.experienceroseburg.com, but currently just leads to the Facebook page while they continue to develop the website for a full launch next spring.

- City Manager Messenger spoke to the noon Rotary club on Thursday. There is much excitement in the community for the new DMO and the future for the Med Ed facility.

- The Public Works Commission met on Thursday and recommended approval of contracts related to the chlorination project at the Water Treatment Plant and the purchase of a striping machine. These items will be presented to Council at the second meeting in October.

- The Transportation System Plan continues to move forward. The draft plan was presented to the advisory committee Thursday afternoon and at a public open house held on Thursday evening. The consultant will be reviewing and addressing comments received prior to finalizing the draft for presentation to the Planning and Public Works Commission for review and recommendation to the City Council. The intent is to have this process completed by spring of 2020.

- On Friday afternoon, Chief Klopfenstein, Stu Cowie and Nikki Messenger met with Commissioner Chris Boice and spoke about a variety of topics, but focused primarily on coordination regarding efforts relating to homeless issues. Staff felt it was a positive meeting and will be scheduling additional meetings to talk about these and other issues moving forward.

- The Downtown Roseburg Street Festival is happening this weekend. The event is Sunday, October 13th from 11 am to 4 pm with activities happening up and down Jackson Street.

- Meetings Next Week:
  - City Council – Monday, October 14th at 7:00 pm  
  - Library Commission – Tuesday, October 15th at 4:00 pm  
  - Historic Commission – Wednesday, October 16th at 3:30 pm
September 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 1st quarter of fiscal year 2019-2020.

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

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

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

This financial report includes the quarter ending September 2018 for comparison purposes.

OVERVIEW:
• $3.5 million General Fund balance.
• 5.3% Douglas County unemployment rate.
• 2.57% state investment pool interest rate.
• 2.6% Year-over-Year CPI-U West Region for September, 2019.
• Award purchase of type 6 Wildland Fire Unit to DFPA for $83,837.51
• Approved bid award to Lehr for three police utility vehicles for $157,366.68
• Authorize Intergovernmental Agreement with Douglas County for Communication Service totaling $513,816.25; dispatching fees total $494,296 and radio fees (new to this year’s contract) total $19,520.25.
**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>$25,905,080</td>
<td>$2,097,726</td>
<td>8%</td>
<td>$2,040,001</td>
</tr>
<tr>
<td>Expenditures</td>
<td>26,400,503</td>
<td>5,828,879</td>
<td>22%</td>
<td>5,373,829</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>6,674,988</td>
<td>7,263,904</td>
<td>106%</td>
<td>7,297,699</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$6,379,565</td>
<td>$3,532,751</td>
<td></td>
<td>$3,963,871</td>
</tr>
</tbody>
</table>

**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>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>$17,089,000</td>
<td>$126,807</td>
<td>1%</td>
<td>$81,016</td>
</tr>
<tr>
<td>Other Taxes</td>
<td>155,000</td>
<td></td>
<td>0%</td>
<td>42,087</td>
</tr>
<tr>
<td>Licenses, Permits, Fees</td>
<td>3,260,800</td>
<td>520,771</td>
<td>18%</td>
<td>520,665</td>
</tr>
<tr>
<td>Charges for Services</td>
<td>4,075,280</td>
<td>1,144,536</td>
<td>28%</td>
<td>1,077,538</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>1,070,000</td>
<td>252,083</td>
<td>24%</td>
<td>263,845</td>
</tr>
<tr>
<td>Interest</td>
<td>200,000</td>
<td>38,516</td>
<td>19%</td>
<td>31,147</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>55,000</td>
<td>15,013</td>
<td>0%</td>
<td>23,703</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$25,905,080</td>
<td>$2,097,726</td>
<td></td>
<td>$2,040,001</td>
</tr>
</tbody>
</table>

**Property Taxes** — The majority of property tax revenue is collected in November and December. At the end of September 1% of the 17 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, 16% 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 $101,206, service area fees total $81,258 and interdepartmental charges total $936,669.

**Intergovernmental Revenues** are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor. 24% of the $1,070,000 budgeted for intergovernmental revenue has been collected during the current fiscal year.

**Interest Revenue**—Interest revenue of $38,516 is $7,369 more than the same period a year ago. The average portfolio rate is 2.57%.

**GENERAL FUND EXPENDITURES**

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of $5,828,879 represent 22% of budgeted annual expenditures.

Year to date expenditures are $455,050 more than the same period a year ago. The General Fund ending fund balance is $3,532,751.

<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>$1,256,600</td>
<td>$218,673</td>
<td>17%</td>
<td>$293,483</td>
</tr>
<tr>
<td>Finance &amp; Mgmt</td>
<td>1,509,178</td>
<td>356,125</td>
<td>24%</td>
<td>361,130</td>
</tr>
<tr>
<td>Community Develop</td>
<td>844,073</td>
<td>186,346</td>
<td>22%</td>
<td>176,320</td>
</tr>
<tr>
<td>Library</td>
<td>429,026</td>
<td>95,512</td>
<td>22%</td>
<td>40,367</td>
</tr>
<tr>
<td>Public Works</td>
<td>3,778,406</td>
<td>756,552</td>
<td>20%</td>
<td>815,388</td>
</tr>
<tr>
<td>Parks &amp; Recreation</td>
<td>1,854,153</td>
<td>419,295</td>
<td>23%</td>
<td>381,699</td>
</tr>
<tr>
<td>Municipal Court</td>
<td>510,551</td>
<td>109,554</td>
<td>21%</td>
<td>108,747</td>
</tr>
<tr>
<td>Police</td>
<td>7,807,772</td>
<td>1,746,882</td>
<td>22%</td>
<td>1,582,925</td>
</tr>
<tr>
<td>Fire</td>
<td>7,515,744</td>
<td>1,886,836</td>
<td>25%</td>
<td>1,615,770</td>
</tr>
<tr>
<td>Capital &amp; Other</td>
<td>895,000</td>
<td>53,104</td>
<td>6%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$26,400,503</td>
<td>$5,828,879</td>
<td>22%</td>
<td>5,373,829</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>$21,006,009</td>
<td>$4,886,467</td>
<td>23%</td>
<td>$4,522,705</td>
</tr>
<tr>
<td>Materials &amp; Service</td>
<td>4,499,494</td>
<td>887,308</td>
<td>20%</td>
<td>851,124</td>
</tr>
<tr>
<td>Capital &amp; Other</td>
<td>895,000</td>
<td>53,104</td>
<td>6%</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$26,400,503</td>
<td>$5,828,879</td>
<td>22%</td>
<td>5,373,829</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>$231,000</td>
<td>$1,850</td>
<td>1%</td>
<td>$25,188</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>9,909</td>
</tr>
<tr>
<td>Transfers</td>
<td>679,837</td>
<td>445,488</td>
<td>66%</td>
<td>500,000</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>449,837</td>
<td>443,638</td>
<td>99%</td>
<td>560,884</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$1,000</td>
<td>$ -</td>
<td></td>
<td>$76,163</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 FUNDS

<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>$712,000</td>
<td>$10,938</td>
<td>2%</td>
<td>$14,930</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>314,900</td>
<td>-</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>Capital</td>
<td>763,000</td>
<td>56,118</td>
<td>7%</td>
<td>-</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>1,452,522</td>
<td>1,413,727</td>
<td>97%</td>
<td>1,073,820</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$1,086,822</td>
<td>$1,366,547</td>
<td>97%</td>
<td>$1,088,750</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 $56,118 for two police vehicles.

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>$374,710</td>
<td>$22,034</td>
<td>6%</td>
<td>$1,589,494</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>35,097</td>
<td>3,740</td>
<td>11%</td>
<td>34,500</td>
</tr>
<tr>
<td>Capital</td>
<td>461,099</td>
<td>6,324</td>
<td>1%</td>
<td>340,292</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>178,958</td>
<td>232,640</td>
<td>130%</td>
<td>449,438</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$57,472</td>
<td>$245,610</td>
<td>130%</td>
<td>$1,664,140</td>
</tr>
</tbody>
</table>

The Facilities Replacement Fund ending fund balance at September 30, 2019 is $245,610.

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>$2,902,658</td>
<td>$415,862</td>
<td>14%</td>
<td>$386,977</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>1,301,729</td>
<td>466,881</td>
<td>36%</td>
<td>342,766</td>
</tr>
<tr>
<td>Capital</td>
<td>2,250,000</td>
<td>531,866</td>
<td>24%</td>
<td>124,661</td>
</tr>
<tr>
<td>Transfers</td>
<td>10,000</td>
<td>-</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>2,704,937</td>
<td>2,604,248</td>
<td>98%</td>
<td>2,407,561</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$2,045,866</td>
<td>$2,021,363</td>
<td>98%</td>
<td>$2,327,091</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. $539,300 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of $719 is attributed to the Stewart Park realignment project, $280,365 to the All Roads Transportation grant, $171,489 for Pavement Management, $30,506 for the Douglas Avenue Roadway Improvement, $10,748 for 2019 Aerial Orthophotos, $12,978 for the Poplar Paving Improvements, $5,833 for the Winchester & Lincoln Pavement Improvement, and $19,228 for the Stewart Parkway End Panel Repair.

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>$842,837</td>
<td>$530,031</td>
<td>63%</td>
<td>$505,988</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operation</td>
<td>335,866</td>
<td>216,356</td>
<td>64%</td>
<td>120,034</td>
</tr>
<tr>
<td>Capital</td>
<td>1,352,079</td>
<td>892,082</td>
<td>66%</td>
<td>1,098,938</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>1,005,108</td>
<td>606,679</td>
<td>60%</td>
<td>1,125,989</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$160,000</td>
<td>$28,272</td>
<td>18%</td>
<td>413,005</td>
</tr>
</tbody>
</table>

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

Capital expenditures totaling $892,082 include $89,154 for the Signal Interconnect Assessment, $317,536 for the Downtown Street Lighting Improvement, $458,369 for the Stewart Parkway Pavement Rehab, and $27,023 for the ADA Improvements.
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>$2,439,000</td>
<td>$642,764</td>
<td>26%</td>
<td>$605,486</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>857,136</td>
<td>197,963</td>
<td>23%</td>
<td>176,929</td>
</tr>
<tr>
<td>Capital</td>
<td>1,620,000</td>
<td>165,243</td>
<td>10%</td>
<td>154,874</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>3,343,588</td>
<td>3,413,053</td>
<td>102%</td>
<td>2,098,844</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$3,305,452</td>
<td>$3,692,611</td>
<td></td>
<td>$2,370,527</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 $613,861 are the principal source of revenues.

Year to date Storm Drain Fund capital expenditures include $5,613 for the Stewart Parkway Wetland Mitigation Plan, $10,748 for the 2019 Aerial Orthophotos and $148,882 for the 2019 Storm CIPP.

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>$7,308,150</td>
<td>$2,275,081</td>
<td>31%</td>
<td>$2,240,823</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>4,477,713</td>
<td>1,040,538</td>
<td>23%</td>
<td>1,021,029</td>
</tr>
<tr>
<td>Capital</td>
<td>4,927,500</td>
<td>167,350</td>
<td>3%</td>
<td>517,262</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>8,129,515</td>
<td>9,108,913</td>
<td>112%</td>
<td>7,315,969</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$6,032,452</td>
<td>$10,176,106</td>
<td></td>
<td>$8,018,501</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 $2,275,081 is primarily from charges for services. Revenues are $35,258 more than the prior year.

The ending fund balance at September 30th is $10,176,106.

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>$48,700</td>
<td>$9,749</td>
<td>20%</td>
<td>$12,265</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>58,732</td>
<td>7,643</td>
<td>13%</td>
<td>7,003</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>46,907</td>
<td>43,223</td>
<td>92%</td>
<td>38,342</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$36,875</td>
<td>$45,329</td>
<td></td>
<td>$43,604</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. For this fiscal year, the City will receive a flat monthly payment of $3,125 or $37,500 for the year.

The ending fund balance at September 30th was $45,329.

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>$1,300,200</td>
<td>$107,681</td>
<td>8%</td>
<td>$112,847</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>223,662</td>
<td>41,919</td>
<td>19%</td>
<td>38,070</td>
</tr>
<tr>
<td>Capital</td>
<td>1,010,000</td>
<td>77,016</td>
<td>8%</td>
<td>39,162</td>
</tr>
<tr>
<td>Debt Service</td>
<td>113,080</td>
<td>-</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>403,898</td>
<td>603,147</td>
<td>149%</td>
<td>413,509</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$357,456</td>
<td>$591,893</td>
<td></td>
<td>$449,124</td>
</tr>
</tbody>
</table>

Current year Airport revenues include user charges of $101,492. Grant revenues, which make up 66% of revenues, have not been received. Charges for services are 25.7% of budget.

Internal Service Fund

Workers’ Compensation Fund

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

<table>
<thead>
<tr>
<th>Worker’s Comp.</th>
<th>Budget</th>
<th>YTD Actual</th>
<th>%</th>
<th>Prior Year Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>$364,000</td>
<td>$94,863</td>
<td>26%</td>
<td>$100,270</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations</td>
<td>417,726</td>
<td>120,951</td>
<td>29%</td>
<td>129,876</td>
</tr>
<tr>
<td>Balance-July 1</td>
<td>702,529</td>
<td>736,621</td>
<td>105%</td>
<td>613,051</td>
</tr>
<tr>
<td>Balance YTD</td>
<td>$648,803</td>
<td>$710,533</td>
<td></td>
<td>$583,445</td>
</tr>
</tbody>
</table>

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 September 2019 Oregon Economic and Revenue Forecast issued by the Office of Economic Analysis (OEA) states that “The current expansion is now the longest on record . . . economic data flow remains solid overall and classic recession catalysts like an overheating economy are not rearing their heads. As such, the risk of recession is clearly rising in recent months. Revisions to both GDP and employment reveal a weaker and slower-growing economy than previously believed. The trade war escalation is spilling over and weighing on the economy to a larger degree as well. Businesses are wary as they delay investments and slow their pace of hiring. All of this has financial markets on edge and the Federal Reserve taking out insurance rate cuts in hopes of heading off a recession. Time will tell whether this is the top of the cycle or just a rough patch.”

“In terms of the trade war, it is not necessarily the direct effect of the tariffs that will send the economy into recession. To date the increases in prices to American businesses and consumers amount to a couple tenths of a percent of GDP, although that number is set to head higher in the coming months given recent escalation. That said, it is really the broader impact of what the tariffs represent: an ongoing dispute between the world’s two largest economies with few signs of agreement or de-escalation.”

“The spillover effects of the trade war are weighing on the economy. The combination of a strong U.S. dollar, slowing global growth, and a weak manufacturing sector is at least in part due to the tariffs and trade tensions. Business behavior reveals them to be wary as investment in structures and equipment is weak, and their pace of hiring is slower. If enough firms delay investment or pull back at the same time, it slows economic growth and can even cause a recessionary dynamic. The U.S. is not there yet, but it remains a risk today.”

“All of this has financial markets on edge. Equities, while volatile, are largely unchanged over the past year, but it’s the bond market signaling the largest cause for concern. The yield curve is at least partially inverted, and nearly fully inverted – meaning short-term interest rates are higher than long-term rates. An inversion is not necessarily cause by itself, although banks may curtail lending given they borrow short and lend long. That said, the signal from an inverted yield curve has long been a reliable leading indicator of a recession in so far as the bond market sees economic weakness and expects the Federal Reserve to cut interest rates.”

“. . . it is important to remember that behind the financial market turmoil and trade uncertainty remains an economy that is largely doing well. U.S. consumer spending is holding up as the labor market remains strong;
job opportunities and wages continue to grow. Additionally, households currently have a solid savings rate and the increases in debt remain in-line with income gains.”

**Oregon Economy**

The September 2019 *Oregon Economic and Revenue Forecast* issued by the Office of Economic Analysis (OEA) states that “Oregon continues to see healthy rates of growth when it comes to employment, income, and GDP. However the state is no longer significantly outpacing the nation like it was a couple of years ago. While local job gains are effectively matching the average state in recent quarters, we know forthcoming U.S. revisions will widen the gap a bit.”

“Personal income growth remains stronger, meaning Oregon income per capita, per worker, and per household is rising faster than nationwide. This is a continuation of the so-called sweet spot where economic growth is strong enough to keep up with the growing population but also deliver ongoing gains to Oregonians. This pattern of growth is expected to continue until the next recession, whenever it comes.”

“The combination of a strong U.S. dollar, slowing global growth, and escalating trade tensions is weighing on the economy. However, so far the direct impacts of the trade war have yet to really affect top line data here in Oregon. Specifically, manufacturing output and employment are holding up and outpacing national figures. This is undoubtedly good news and contributes to Oregon’s stronger overall growth.”

“Nevertheless, upon a deeper dive, cracks are beginning to form just a bit. Weekly hours worked in manufacturing are dropping quickly so far in 2019, with Oregon’s decline more than twice the nation’s. This gap between ongoing employment gains and fewer hours worked per employee is not sustainable. Some of it may be noise in the data, however, given the entire situation, our office’s [Office of Economic Analysis] outlook calls for few manufacturing job gains over the forecast horizon.”
**Douglas County**
The State of Oregon Employment Department reported that “Douglas County’s seasonally adjusted August unemployment rate remained at 5.3 percent compared with a revised 5.3 percent in July. This month’s rate is unchanged from the August 2018 rate of 5.3%. Oregon’s seasonally adjusted August unemployment rate was 4.0 percent; the national rate was 3.7 percent.”

![Unemployment Rate Graph]

A review of the underlying figures to August’s unemployment rate remaining unchanged year-over-year is due to a mixed bag of results:
- The civilian labor force increased by 243 year-over-year or 0.5%;
- The number of employed (or jobs) decreased by -3 year-over-year or -0.007%; and
- The number of unemployed increased by 246 year-over-year or 9.9%.

The September 2019 *Oregon Economic and Revenue Forecast* issued by the Office of Economic Analysis (OEA) also reported that “At a statewide level, Oregon’s economy has underwent a changing of the guard in recent decades. The high-tech industry’s growth has essentially offset the decline of the timber industry. This is good news for Oregon as a whole and many other places around the country that experienced large manufacturing losses did not have something like this to help balance out their economies.”

“However, even if these trends tend to offset at the statewide level they did not at the regional level for individual workers. In the 1970s, timber was important statewide but particularly so outside the Portland region. Even so, Portland had a timber concentration two and a half times the national average. That said, Lane County’s was closer to 20 times the U.S. and Douglas County was 40 times. In most eastern and southern Oregon counties, timber accounted for 20-30% or more of all local employment.” [emphasis added]

“Fast forward to today where the geographic distribution of high-tech jobs is very different. Nearly 80% of tech jobs in Oregon are in tri-county Portland area.”
“As such, even with the decline in recent decades, timber remains important for many regional economies across the state. Not only does the sector account for a sizeable share of local jobs, it also continues to pay above average wages, when compared with the local alternative.”

A FINAL NOTE

This quarterly report has been prepared to summarize and review the City’s operations and financial position for the first quarter of the 2019-20 fiscal year as of the month ending September 30, 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: October 28, 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:

B. Financial and/or Resource Considerations.

<table>
<thead>
<tr>
<th>COURT CASE TOTALS</th>
<th>1ST QTR</th>
<th>YTD TOTAL</th>
<th>PRIOR YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIMES</td>
<td>466</td>
<td>466</td>
<td>420</td>
</tr>
<tr>
<td>TRAFFIC CRIMES</td>
<td>62</td>
<td>62</td>
<td>50</td>
</tr>
<tr>
<td>TRAFFIC VIOLATIONS</td>
<td>887</td>
<td>887</td>
<td>842</td>
</tr>
<tr>
<td>NON-TRAFFIC VIOLATIONS</td>
<td>96</td>
<td>96</td>
<td>120</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1,511</td>
<td>1,511</td>
<td>1,432</td>
</tr>
</tbody>
</table>

After the first quarter of the 2019-20 fiscal year, total cases were up 5.5% from the prior year. By category, crimes, traffic crimes, and traffic violations increased by 10.1%, 24%, and 5.3 respectively while non-traffic violations decreased by 20%.

<table>
<thead>
<tr>
<th>COURT REVENUES</th>
<th>1ST BUDGET</th>
<th>2019-20</th>
<th>2020 QTR</th>
<th>YTD TOTAL</th>
<th>PRIOR YTD TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>FINES</td>
<td>$406,000</td>
<td>$406</td>
<td>$103,141</td>
<td>$103,141</td>
<td>$102,193</td>
</tr>
<tr>
<td>COURT COSTS</td>
<td>15,000</td>
<td>3,379</td>
<td>3,379</td>
<td>3,379</td>
<td>3,502</td>
</tr>
<tr>
<td>CRT APPT ATTORNEY</td>
<td>5,500</td>
<td>2,728</td>
<td>2,728</td>
<td>2,728</td>
<td>1,391</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$426,500</td>
<td>$109,248</td>
<td>$109,248</td>
<td>$107,086</td>
<td></td>
</tr>
</tbody>
</table>

After the first quarter of the 2019-20 fiscal year, total court revenues were up 2% from the prior year. Fines and collections revenue increased by .09%, court costs revenues decreased by 2.75% and court appointed attorney revenues increased by 96.1%.

On a budgetary basis, revenues are 25.6% of budget after the first quarter of the fiscal year.
Assessing collection compliance over the past year, from October 1, 2018 through September 30, 2019, the total of fines imposed was $2,144,467 and actual dollars collected on those cases was $686,475 for a compliance rate of 32%. During the same time period for the year prior, fines imposed was $2,119,070 and actual collections was $552,068 resulting in a compliance rate of 26%.

COUNCIL OPTIONS

No Action is requested

STAFF RECOMMENDATION

n/a

SUGGESTED MOTION

n/a

ATTACHMENTS

n/a

CLOSING REMARKS

The Roseburg Municipal Court is operating in an efficient manner. During the past year we have changed how we handle work crew orders that has greatly reduced the amount of contempt proceedings that take place when someone does not complete work crew. The Court has adopted a new payment agreement that will assist in being able to collect a higher percentage of fines imposed. I believe that both criminal and violation matters are being handled in a timely manner. Finally, the Roseburg Municipal Court staff do an excellent job in handling the daily operations of the court.

As I mentioned in the previous report to the city council, a new compliance court has been created that allows me to place individuals on bench probation and order them to receive mental health services. So far, we have not seen much success. While we have seen some individuals engage for a short period of time, every individual who has been referred to compliance court is not in compliance with the terms of their bench probation. As this court has only been started, I will continue to refer individuals into compliance and will keep track of how this process is working. I am attending the Douglas County Behavioral Health Subcommittee meetings and will discuss ways that we can improve compliance. Hopefully we see some success in the future.

Sincerely,

Jason Mahan
Roseburg Municipal Court Judge