

# ROSEBURG CITY COUNCIL AGENDA – APRIL 25, 2022

City Council Chambers, City Hall

900 SE Douglas Avenue, Roseburg, Oregon 97470

Public Online Access:

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

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



4-22-2022

Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom. See next page for instructions on how to participate in meetings.

## 7:00 p.m. Regular Meeting

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

### 2. Pledge of Allegiance

### 3. Roll Call

Shelley Briggs Loosley	Beverly Cole	Bob Cotterell	
Sheri Moothart	Brian Prawitz	Patrice Sipos	Andrea Zielinski

### 4. Mayor Reports

- A. Historic Preservation Month Proclamation
- B. Bike and Safety Month, Walk and Bike to School Week, and Bike to Work Day Proclamation
- C. Blue Zones Day Proclamation

### 5. Commission Reports/Council Ward Reports

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

### 7. Consent Agenda

- A. Minutes of April 11, 2022 Council Meeting
- B. State of Oregon Coronavirus State Fiscal Recovery Fund Grant Agreement

### 8. Special Presentation

- A. Umpqua Economic Development Partnership Annual Report

### 9. Department Items

- A. Stephens Street ADA Ramp Upgrade Bid Award Recommendation, Project No. 22PW01
- B. Stephens Street ADA Ramp Construction Management Services Contract, Project No. 22PW01
- C. Fulton Shop Building Reroof Bid Award Recommendation, Project No. 22PW07
- D. Parks Maintenance Equipment Purchase – Forklift Telehandler

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

### 11. Adjourn

### 12. Executive Session ORS 192.660(2)

## Informational

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

## **AUDIENCE PARTICIPATION INFORMATION**

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

**Comments may be provided in one of three ways:**

- In person during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.
- Email by sending an email by 4:00 p.m. the day of the meeting to [info@cityofroseburg.org](mailto:info@cityofroseburg.org)
- Virtually during the meeting. Contact the City Recorder by phone (541) 492-6866 or email ([info@cityofroseburg.org](mailto:info@cityofroseburg.org)) by 4:00 p.m. the day of the meeting to get a link to the meeting.

**Provide your name, address, phone number and which item on the agenda you wish to speak.**

**When participating virtually, log or call in prior to the start of the meeting using the link or phone number provided.**

- When accessing the meeting through the **ZOOM link**, click “Join Webinar” to join the meeting as an attendee.
- When accessing the meeting through the **phone**, call the number provided.
- All attendees will be held in a “waiting room” until called on to speak.

**Persons addressing the Council must state their name and 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 not have been previously presented to Council.

**A total of 30 minutes shall be allocated for the “Audience Participation” portion of the meeting.**

### **CITIZEN PARTICIPATION**

- Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.
- Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening’s agenda, may do so under “Audience Participation.”

### **PROVIDING COMMENTS**

For each item in which speakers have requested to speak, the order will be as follows:

1. Speakers who attend in person will be called up to speak by the Mayor in the order in which they signed up.
2. Speakers on Zoom (video or phone only) will be called on to speak by the Mayor in the order in which they signed up. Each speaker will be brought in from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” after comments are provided.
3. Emailed comments to be read by the Mayor

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

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

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

**The City Council meetings are on Facebook Live and available to view on the City website the next day at:** <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

**The full agenda packet is available on the City’s website at:** <https://cityofroseburg.org/your-governement/mayor-council/council-agendas>.



# PROCLAMATION


## CITY OF ROSEBURG, OREGON

- WHEREAS:** Historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and
- WHEREAS:** Historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and
- WHEREAS:** The City of Roseburg has four National Register Districts recognized for their individual unique historical characteristics - Mill-Pine, Downtown, Laurelwood and the VA Campus; and
- WHEREAS:** The City of Roseburg has a number of historic properties, outside of its National Register Districts, also recognized for their individual unique historical and cultural characteristics, and
- WHEREAS:** It is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us; and
- WHEREAS:** May is National Preservation Month 2022, co-sponsored by the City of Roseburg and the National Trust of Historic Preservation.
- NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of May 2022 as

### Historic Preservation Month

and call upon the people of Roseburg to join their fellow citizens across the United States in recognizing and participating in this special observance.

**DATED** this 25th day of April 2022.

  
\_\_\_\_\_  
**Honorable Mayor Larry Rich**





# PROCLAMATION

## CITY OF ROSEBURG, OREGON

**WHEREAS:** the bicycle is a viable and environmentally sound form of transportation and an excellent form of recreation; and

**WHEREAS:** millions of Oregonians will experience the joys of bicycling during the month of May through educational programs, races, commuting events, mountain bike trail days, youth bike safety programs, charity events, or just getting out and going for a ride with other community members; and

**WHEREAS:** the Umpqua Valley attracts bicyclists each year from across the state and country, providing economic, health, and scenic benefits to citizens of Roseburg; and

**WHEREAS:** these bicycling activities and attractions have great potential to have a positive impact on Roseburg's economy and tourism industry and to stimulate economic development by making the region attractive to businesses and citizens who enjoy the outdoors and healthy lifestyles; and

**WHEREAS:** creating bicycle-friendly communities has been shown to improve citizens' health, well-being, and quality of life, to boost community spirit, to improve traffic safety, and to reduce pollution and congestion; and

**WHEREAS:** the education of bicyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all users; and


**WHEREAS:** May has been declared National Bike Month for each of the last 67 years, and is so again in 2022; and

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of May 2022 as

**National Bike & Bicycle Safety Month with the week of May 2<sup>nd</sup> as Walk and Bike to School Week and Friday, May 20<sup>th</sup> as Bike to Work Day**

and urge our citizens to support bicycling, to participate in the events planned and urge all road users to share the road safely with bicycles.

**DATED** this 25th day of April, 2022.

  
\_\_\_\_\_  
The Honorable Mayor Larry Rich





# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### BLUE ZONES DAY

**WHEREAS:** the City of Roseburg has become a healthier community because of over 7,500 citizens and 80 organizations engaged in Blue Zones Project during the last five years; and

**WHEREAS:** it has been shown that by making the healthy choice the easy choice, the well-being of a community increases. Blue Zones Project has encouraged moving more often, taking time to unwind daily, discovering the power of purpose and deploying that purpose in the community, eating wisely, and deepening connections with friends, family, and faith; and

**WHEREAS:** Blue Zones Project interventions have impacted the community's health risks to drive medical and productivity savings. The Umpqua Valley has seen an increase in overall well-being since 2017 measured by outcomes linking to Thriving in Life, Community and Physical well-being; and


**WHEREAS:** we are proud of our residents for their commitment to make well-being a way of life for all and reaching the outstanding designation of a Certified Blue Zones Community; and

**WHEREAS:** this Blue Zones Community Certification achievement required tremendous effort and resiliency throughout the community, the policies and programs implemented in our City will have a permanent impact on the quality of life enjoyed by all of its residents, and we applaud our local leaders, volunteers and residents for their dedication as we celebrate this designation;

**WHEREAS:** our participation in the demonstration project is complete, we are moving forward under our own locally focused identity known as Thrive Umpqua. Thrive Umpqua is dedicated to continuing the transformative work of Blue Zones Project, making healthier choices easier for all our neighbors in a unified quest to create a dynamic, inclusive and empowering community where all members have greater opportunities to thrive.

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim May 1, 2022 as Blue Zones Day and encourage all citizens of Roseburg to unite as a community in showing our pride for creating a more livable, vibrant and healthy future where we can all thrive together.

**DATED** this 25<sup>th</sup> day of April 2022.

  
The Honorable Mayor Larry Rich





**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
April 11, 2022**



Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on April 11, 2022 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Prawitz led the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilors Shelley Briggs Loosley, Beverly Cole, Alison Eggers, Sheri Moothart, Brian Prawitz, Patrice Sipos and Andrea Zielinski.

**Absent:** Councilor Bob Cotterell

**Others Present:** City Manager Nikki Messenger, Assistant City Manager/ Recorder Amy Sowa, City Attorney Jim Forrester, Community Development Director Stuart Cowie, Finance Director Ron Harker, Fire Chief Monte Bryan, Library Director Kris Wiley, Police Chief Gary Klopfenstein, Public Works Director Brice Perkins, Management Assistant Koree Tate and Communications Specialist Suzanne Hurt.

Mayor Rich welcomed Council and citizens back to the first in-person meeting of the year.

**RECOGNITION OF CITY VOLUNTEERS AND VOLUNTEER RECOGNITION MONTH PROCLAMATION**

In conjunction with "Volunteer Recognition Month," the Mayor publicly honored and thanked volunteers who donated their time and efforts for the betterment of the Roseburg Community. Mayor Rich proclaimed April 2022 as Volunteer Recognition month and encouraged citizens to recognize the endeavors made by volunteers to enhance the quality of life in the community. Velorie Ligon, Parks and Recreation Program Manager accepted the proclamation and thanked the Mayor and Council for their support. Ms. Ligon said that since April 2021, during and coming out of the pandemic, they recorded 427 park, library and police volunteers who logged a total of 3,741 volunteer hours. Their service equated to \$106,768.14 in value of volunteers' contribution of time, talent and effort in the community.

**OREGON ARBOR MONTH PROCLAMATION**

Mayor Rich proclaimed April 2022 as Oregon Arbor Month and urged citizens to celebrate the entire month of April and to focus on appreciating all that trees do. Velorie Ligon, Parks and Recreation Program Manager, accepted the proclamation and said it was the 150<sup>th</sup> anniversary of the tree planting holiday. The Arbor Day Foundation was celebrating 50 years of inspiring people since 1972 to plant trees for the betterment of the community. A brochure was available at the Roseburg Public Library and information would be included on social media posts. They also had a flag outside City Hall to represent Roseburg as a Tree City USA.

**CITY COUNCILOR RESIGNATION – ALISON EGGERS**

Mayor Rich stated City Councilor Alison Eggers had submitted her resignation from her position on the Council effective April 11, 2022. She was moving out of the area to the state of Washington. He read aloud her resignation letter and thanked her for serving the community. Whenever the City Council declared a position on the Council vacant, the Council followed

procedures to fill the vacancy. Anytime during the process, upon three-fourths vote of the entire membership of the Council then in office, the Council may terminate the procedure and make its appointment. The Council will interview the candidates during a public meeting. To the extent possible, the Council shall act to fill the vacancy at the same meeting in which candidates were interviewed. Mayor Rich noted that with Councilor Eggers resignation, it left a vacancy for the Chair position on the Parks and Recreation Commission. Mayor Rich appointed Councilor Cole as the new Parks and Recreation Commission Chair and appointed Councilor Moothart to Chair the Historic Resource Review Commission due to Councilor Cole's appointment change.

Councilor Briggs Loosely moved to accept Alison Egger's resignation with regrets from the City Council, to declare City Council Position 1 in Ward 1 as vacant and direct Staff to solicit applications from persons interested in filling such vacancy. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no. Councilor Eggers abstained as the vote pertained to her position on Council.

COMMISSION REPORTS

Councilor Eggers chaired a Parks and Recreation Commission meeting on April 6, 2022 and discussed an equipment purchase recommendation, received a maintenance report and was informed about the Swift Watch event that would take place on four Friday evenings starting April 22, 2022 at the chimney in Fir Grove Park.

PLANNING COMMISSION RESIGNATION – RONALD SPERRY

Mayor Rich said Planning Commission Member Ronald Sperry resigned his position on the Commission due to moving outside city limits. Mr. Sperry informed Staff of his resignation effective after the April 4, 2022 Planning Commission Meeting. An appointee to this position must reside in the City. Upon Council's acceptance of the resignation, Staff would begin soliciting from interested parties through the local news media, social media and City's website. Councilor Prawitz moved to accept Ronald Sperry's resignation from the Planning Commission, with regrets. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

AUDIENCE PARTICIPATION

No one asked to participate.

CONSENT AGENDA

Councilor Prawitz moved to approve the following Consent Agenda items:

- A. Meeting Minutes of March 28, 2022
- B. 2022 OLCC Annual Liquor License Renewal Endorsement
- C. OLCC New Outlet – TM Ferber, LLC dba Tuck's Place located at 509 SE Jackson Street

The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Cole, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no.

SPECIAL PRESENTATION – ROSEBURG PUBLIC SCHOOLS BOND LEVY PRESENTATION

Lance Colley, Co-Chair for Vote Yes for Roseburg Schools, provided a presentation regarding the Roseburg Public Schools Bond Levy. He explained a bond was used by a public school district to finance school facility projects or other capital projects and was typically the way to pay for major construction projects like building new schools and upgrading existing ones. The bond could only pay for those projects and legally could not be used for operating costs, salaries, retirement benefits or other expenses. It has been over twenty years since the passage of the last bond measure in the Roseburg School District. In the past twenty years, safety and security concerns changed, basic systems like electrical, heating, plumbing and aged roofs were in need of replacement and/or did not function as designed in some schools. Extreme wildlife seasons and the pandemic had demonstrated the need for air quality and filtration systems, and there was an increased reliance on technology that surpassed the capacity of the current infrastructure.

Mr. Colley noted the district underwent a facilities assessment and long-range planning process from 2017 – 2019 and went out for a bond measure in May 2020, but was narrowly defeated among the chaos caused by the pandemic. In fall 2021, the district formed a Community Bond Development Committee to again review the district's facility's needs. The group was tasked with creating a bond proposal to present to the Roseburg School Board. The group included local community leaders, school board members, business owners, parents, school staff, the City Manager and other volunteers. They did their best to try to evaluate the long-term plan, immediate needs, and how to get to a point they felt comfortable approaching the school board with a recommendation. In the end, they formed a comprehensive \$154 million bond package.

The primary issues they addressed were health and safety needs, expanding student opportunities, repairing and updating aging school buildings and honoring the past while building for the future. It was important to know that the multipurpose facilities could be used for a cafeteria, recreation, after school activities, better access for the Boys and Girls Club or YMCA and recreation clubs, and could be used as emergency shelter. With money being spent in every location, it would benefit every student. Mr. Colley explained the district estimated the proposed \$154 million bond would cost \$1.85 per \$1,000 of assessed value. In addition, the State of Oregon would provide \$5.8 million in matching funds to help with projects if the bond passed. There were 127 districts in Oregon and Roseburg was close to the lowest tax rate for schools the size. Even if the bond passed, they would still be below others.

Rebecca Larson, School Board Member, added this was an important investment for the City. Healthcare and community partners were included in the process to make an effort to designate every dollar spent. They started with a large list, but were able to trim it down to the most important items. If the multipurpose buildings were ever needed as emergency shelters, they would have their own restrooms or they could be used to generate revenue for the community by having tournaments that brought tourism. Mr. Colley noted that when recruiting for physicians, attorneys or other professions, people often ask what the schools were like or would visit the community and drive around to view the schools. This is an investment for the community and children served. In response to Mayor Rich, Ms. Larson explained the difference in the dollar amount this year versus the last attempt in 2020 was in part due to



inflation. The committee had more time for a grassroots effort to best determine the needs in the school. They had large ticket items such as septic systems and HVAC.

#### RESOLUTION NO. 2022-13 – SUPPORT OF ROSEBURG SCHOOLS BOND LEVY

Ms. Messenger explained Council had just received a presentation by Mr. Colley and Ms. Larson regarding the Roseburg Public Schools request to support their bond levy scheduled for the May 17, 2022. Roseburg Public Schools placed a Health, Safety and Security Bond measure on the May 17, 2022, ballot to upgrade the inner and outer health and safety systems for all Roseburg schools. Funding from this levy would strengthen their emergency preparedness capabilities for students and the community. The resolution was provided by Roseburg Public Schools with a request for the Council to consider showing their support for the measure by adopting the resolution. She served on the committee and noted the importance for students, the community and for economic vitality. The area was competing for professionals who may be deterred by the physical appearance of the schools without knowing about the great teaching and staff inside. The committee all wished they could do more but wanted to come up with something that would be passable. She did not want to see children wearing two coats because the building was too cold during part of the year.

In response to Councilor Moothart, Attorney Forrester confirmed she did not have a conflict of interest for voting purposes due to her employment at the high school. Councilor Moothart agreed the lack of adequate heating and cooling systems made for a difficult learning environment. Councilor Briggs Loosley moved to adopt Resolution No. 2022-13, entitled, “A Resolution in Support of Roseburg Public Schools Bond Levy 10-187 for the City of Roseburg for May 17, 2022.” The motion was seconded by Councilor Prawitz and approved with the following vote: Councilors Briggs Loosley, Cole, Eggers, Moothart, Prawitz, Sipos and Zielinski voted yes. No one voted no. Mr. Colley thanked the Mayor and Council for their support and welcomed them to attend an open house at the Roseburg High School on April 26, 2022. More information was available on the School District website.

#### RESOLUTION NO. 2022-14 – AUTHORIZING THE DEDICATION OF CITY-OWNED REAL PROPERTY FOR USE AS PUBLIC RIGHT-OF-WAY

Mr. Perkins reported the City of Roseburg owned a 0.21 acre unit of land located north of West Harvard Avenue, opposite West Keady Court. The property encompassed the north leg of the signalized intersection and was directly west of this parcel had recently undergone a zone change in preparation for development, which required safe access to a dedicated public street in order to move forward. Dedication of this parcel as right of way would provide safe access for the proposed development of the adjacent property. In response to Mayor Rich, Mr. Perkins explained changing the City-owned property to public right-of-way was for transportation purposes and the City had not planned to build on that property. Councilor Briggs Loosley questioned what would happen to the property change if the Thundering Waters project did not go through. Mr. Perkins explained the property could remain public right-of-way and Council had the option to change it in the future if necessary.

Councilor Prawitz moved to adopt Resolution No. 2022-14, entitled, “A Resolution Authorizing the Dedication of City-Owned Real Property for use as Public Right-of-Way.” The motion was seconded by Councilor Moothart and approved with the following vote: Councilors Briggs Loosley, Cole, Eggers, Moothart, Prawitz, Sipos and Zielinski. No one voted no.



### CONTRACT RATIFICATION – IAFF 1110

Mr. VanWinkle reported that negotiations between the City and the International Association of Firefighters (IAFF) Local 1110 opened on January 12, 2021, in advance of the June 30, 2021, contract expiration date. A number of subsequent bargaining sessions occurred, including a number of mediation sessions. On April 5, 2022, the parties were able to tentatively agree to the terms of a successor collective bargaining agreement. Wage increases of 3% had been included for each year of a two-year agreement, and an adjustment was made to the group's deferred compensation match. The tentative two-year agreement reached by the parties was expected to be ratified by union membership at their next meeting and was within the financial parameters set by Council on March 8, 2021.

The tentative agreement was for a two-year contract beginning retroactive to July 1, 2021. The compensation package included:

#### 2021-2022

- 3% wage increase across the board, effective July 1, 2021.
- Deferred compensation match of 1% of pay, restructured from a schedule linked to health insurance tier.

#### 2022-2023

- 3% wage increase across the board, effective July 1, 2022.

The two-year agreement had been incorporated into the six-year financial forecast and had been found to be sustainable. Mr. VanWinkle explained they typically ran a three-year contract, but decided to go a little shorter. In response to Councilor Cole, Mr. VanWinkle confirmed the contract would be retroactive to July 1, 2021. Councilor Prawitz moved to approve the tentative two-year contract agreement between the City of Roseburg and the International Association of Firefighters Local 1110. The motion was seconded by Councilor Moothart and approved with the following vote: Councilors Briggs Loosley, Cole, Eggers, Moothart, Prawitz, Sipos and Zielinski. No one voted no.

### ITEMS FROM MAYOR/CITY COUNCIL/CITY MANAGER

Councilor Sipos said she wanted to discuss parking issues in downtown. She had received complaints and an email from a hotel seeking a solution for their customers who stayed at their establishment. They expressed frustration for not having a designated parking space to utilize and asked for the option to obtain one. She did not remember seeing information about special parking permits for this type of request. Ms. Messenger explained they had spoken to that property owner and said it was difficult to single out one business for a special pass when there were other businesses and residents who would most likely appreciate the same option. The Laurelwood area was different because it was all residential and they purchased permits for parking on the street. The Municipal Code had language for the residentially zoned streets. Ace Parking had been watching vehicles in the area of the hotel and if someone was there late in the afternoon and still there first thing in the morning, they had been taking notes and not providing warnings. They provide enforcement 9:00 a.m. to 5:00 p.m. Ms. Messenger noted she had not seen any language in the Municipal Code that would help with the requested change. There were going to be some adjustments and changes while Ace Parking was in



04/25/2022

their beginning phase of their contract. Attorney Forrester explained any changes would involve a Municipal Code change and suggested waiting a little longer to see how the new parking service handled everything. Councilor Sipos added there were many residents in downtown and she would like to continue bringing people into the area. Larger cities had special permits. She did not want to see the situation making it more difficult to live downtown.

Councilor Sipos provided a suggestion for the City to implement a program where the City would provide the labor and the resident the materials for accordion or pull down gates in the front of their business to increase safety, deter crime and keep unhoused from sleeping at their front doors. In response to Mayor Rich and Councilor Sipos, Ms. Messenger mentioned she had seen businesses with that feature. She knew other locations within the city that would most likely request a similar option as well. Councilor Sipos noted the City could not handle the whole cost of the bill but felt they owed it to the taxpayers to be as helpful as possible. Councilor Eggers agreed and had seen businesses in the area with the added gate option. Councilor Zielinski expressed concern and had reservations to advertise the City would help pay for security gates, especially all across the city.

Councilor Sipos understood and said it would take some work but wanted to see if something like that could be done. She wanted citizens to know Council was trying to be more proactive. Councilor Prawitz said it was the first time he had heard about security gates. He felt the City had done a number of great things in the downtown area so it was upsetting to have generalizations about an unsafe downtown or going over such items without first going through the proper process. Councilor Cole wanted to know about ideas to bring people downtown because she noticed more businesses closing. Councilor Prawitz discussed the popularity of downtown restaurants and that there was new development, new stores and the newer Sunnyside Theatre was doing well. Councilor Briggs Loosley added that when the urban campground was in place, it would offer a place for people to go rather than sleeping in alcoves and it would provide the Police Department a tool for where to send the unhoused. Mayor Rich closed the discussion by stating any Councilors could contact him or Ms. Messenger with any further ideas.

#### ADJOURNMENT

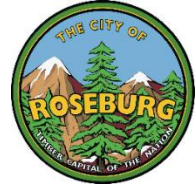
The meeting adjourned at 8:01 p.m.



Koree Tate  
Management Assistant



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### STATE OF OREGON CORONAVIRUS STATE FISCAL RECOVERY FUND GRANT AGREEMENT

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Meeting Date: April 25, 2022  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Consent  
Staff Contact: Brice Perkins, PW Director  
Contact Telephone Number: 541-492-6730

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#### ISSUE STATEMENT AND SUMMARY

As identified in HB 5006 of the 2021 Oregon legislative session, the City of Roseburg was awarded an allocation of the American Rescue Plan Act (ARPA) funding for the Calkins-Troost-Harvard Storm Replacement Project. The issue for the Council is whether or not to authorize the City Manager to execute the grant agreement.

#### BACKGROUND

##### A. Council Action History.

On March 28, 2022, Council awarded a consulting services contract to i.e. Engineering for design of the Calkins-Troost-Harvard Storm Replacement Project.

##### B. Analysis.

Pursuant to Oregon Laws 2021, chapter 669, section 196, the Oregon Business Development Department (OBDD) is authorized to distribute grant funds from funds received by the State of Oregon under the federal American Rescue Plan Act Coronavirus State Fiscal Recovery Fund (ARPA SFRF).

HB 5006 allocated \$1,570,064 specifically to the City of Roseburg for the Calkins-Troost-Harvard Storm Replacement Project. The allocation is being managed through the OBDD. The OBDD recently forwarded the Grant Agreement to the City for signatures.

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

Grant revenue of \$1,570,064 and the capital outlay expense of \$1,612,967 are identified in the proposed FY 2023 Storm Fund budget. Under the grant agreement, funds are disbursed on a reimbursement basis.

##### D. Timing Considerations.

All grant funds must be obligated by December 31, 2024, and fully disbursed by December 1, 2026. Staff estimates 18-24 months to design and construct the project.



**COUNCIL OPTIONS**

The Council has the following options:

1. Authorize the City Manager to execute the grant agreement; or
2. Request additional information; or
3. Not authorize the City Manager to execute the grant agreement.

**STAFF RECOMMENDATION**

The Public Works Commission discussed this agreement at their April 14, 2022, meeting and unanimously recommended authorizing the City Manager to execute the grant agreement. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***“I move to authorize the City Manager to execute the State of Oregon Coronavirus State Fiscal Recovery Fund Grant Agreement.”***

**ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



## 2022 PAVEMENT MANAGEMENT PROGRAM – PHASE I BID AWARD RECOMMENDATION – 22PW01

Meeting Date: April 25, 2022  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Brice Perkins, PW Director  
Contact Telephone Number: 541-492-6730

### ISSUE STATEMENT AND SUMMARY

Construction bids were received for Phase I of the 2022 Pavement Management Program (PMP) project. The issue for the City Council is whether to award the construction contract.

#### A. Council Action History.

On September 23, 2019, Council awarded a new Five Year Pavement Management Program engineering contract to Century West Engineering.

#### B. Analysis.

As part of the City's annual pavement rehabilitation work, the City identified the rehabilitation of Stephens Street from Diamond Lake Boulevard to Garden Valley Boulevard as the priority for 2022. The project consists of grinding and repaving 68 feet wide and roughly 4,500 lineal feet of roadway and the replacement of 24 Americans with Disabilities Act (ADA) ramps.

To encourage competitive bidding, staff divided this year's PMP project into phases. Phase I construction will begin this fiscal year and consists of removing and replacing the 24 ADA ramps. Phase II will bid later this spring for summer construction and will include a 3" grind and inlay. Phase I of this project was advertised for bid on March 18, 2022.

Three bids were received on April 7, 2022, and are summarized below:

No.	Bidder	Schedule A	Schedule B	Total Bid
1	Freedom Builders	\$ 274,368.00	\$ 62,724.00	\$ 337,092.00
2	Guido Construction	\$ 481,525.00	\$ 120,510.00	\$ 602,035.00
3	Brown Contracting	\$ 665,773.00	\$ 134,115.00	\$ 799,888.00
	<i>Engineer's Estimate</i>	\$ 395,105.00	\$ 94,665.00	\$ 489,770.00



Schedule A includes all of the ADA ramps that are within the boundaries of the proposed overlay project.

Schedule B includes four additional ADA ramps along Stephens Street to the north of the proposed overlay project.

**C. Financial/Resource Considerations.**

The FY 21-22 Transportation Fund budget includes \$1,200,000 for design and construction of overlay projects and \$275,000 for Street Construction projects for a total of \$1,475,000. Of this total, \$795,840 is available for this project. Total project costs are estimated below.

Construction	\$ 337,092.00
Construction Mgt. Support (Century West)	\$ 58,438.00
<u>Contingency (5% of const.)</u>	<u>\$ 16,854.60</u>
<i>Total Estimated Costs</i>	<i>\$ 412,384.60</i>

**D. Timing Considerations.**

If awarded, the Notice to Proceed would be issued in May. The contractor is allowed 103 calendar days to complete the project.

**COUNCIL OPTIONS**

The Council has the following options:

1. Award the contract to the lowest responsible bidder, Freedom Builders, LLC, for \$337,092; or
2. Request additional information; or
3. Reject all bids.

**STAFF RECOMMENDATION**

Funds have been budgeted and are available to construct the project. The bid appears to be both responsive and responsible. The Public Works Commission discussed this project at their April 14, 2022, meeting and unanimously recommended awarding the project to the lowest responsible bidder, Freedom Builders, LLC, for \$337,092. Staff concurs with this recommendation.

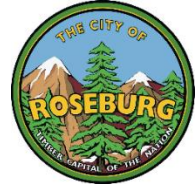
**SUGGESTED MOTION**

***“I move to award the 2022 Pavement Management Program – Phase I Project to the lowest responsible bidder, Freedom Builders, LLC, for \$337,092.”***

**ATTACHMENTS:**

None

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### TASK ORDER AUTHORIZATION – CONSTRUCTION MANAGEMENT SERVICES FOR PHASE I OF THE 2022 PAVEMENT MANAGEMENT PROGRAM, PROJECT NO. 22PW01

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Meeting Date: April 25, 2022  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Brice Perkins, PW Director  
Contact Telephone Number: 541-492-6730

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#### ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and fee for construction management services for Phase I of the 2022 Pavement Management Project with Century West Engineering. The issue for the Council is whether to authorize a task order for these services.

#### BACKGROUND

##### A. Council Action History.

On September 23, 2019, Council awarded a Five Year Pavement Management Program master engineering contract to Century West Engineering with the understanding that each task order would be negotiated based on the work to be accomplished.

The Five Year Pavement Maintenance Plan was approved by Council at their August 23, 2021, meeting.

On December 13, 2021, Council authorized Task Order No. 8 for design services for the 2022 Pavement Management Project with Century West Engineering.

##### B. Analysis.

The Five Year Pavement Maintenance Plan identifies the following pavement rehabilitation project for 2022:

NE Stephens Street from 640 feet north of Diamond Lake Boulevard to Garden Valley Boulevard.

The scope of services for the current task order provides complete construction management services for Phase I of the 2022 Pavement Management Project.

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



The proposed cost of the task order is \$58,438. Funds are available in the current Transportation Fund budget to proceed with construction management services for Phase I of the project. Construction of the ADA curb ramps is planned to occur in FY 22 with the grind and inlay pavement maintenance in FY 22/23.

**D. Timing Considerations.**

Bids were received for construction of Phase I of the project on April 7, 2022, and the construction contract award is on the Council Agenda for April 25, 2022. Therefore, it is appropriate to authorize this task order for construction management services at this time.

**COUNCIL OPTIONS**

The Council has the following options:

1. Authorize a task order for design services with Century West Engineering for an amount not to exceed \$58,438; or
2. Request additional information; or
3. Not authorize the task order, which may delay the project.

**STAFF RECOMMENDATION**

The Public Works Commission discussed this task order at their April 14, 2022, meeting. The Commission unanimously recommended the City Council authorize a task order with Century West Engineering for construction management services for Phase I of the 2022 Pavement Management Project for an amount not to exceed \$58,438. Staff concurs with this recommendation.

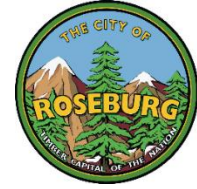
**SUGGESTED MOTION**

***“I move to authorize a task order with Century West Engineering for construction management services for Phase I of the 2022 Pavement Management Project for an amount not to exceed \$58,438.”***

**ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



## FULTON SHOP BUILDING REROOF, PROJECT NO. 22PW07 CONSTRUCTION BID AWARD RECOMMENDATION

Meeting Date: April 25, 2022  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Department Items  
Staff Contact: Brice Perkins, PW Director  
Contact Telephone Number: 541-492-6730

### ISSUE STATEMENT AND SUMMARY

The City received construction bids for the Fulton Shop Building Reroof Project. The issue for the Council is whether to award the construction contract.

### BACKGROUND

**A. Council Action History.**  
None

**B. Analysis.**

The Public Works Shop Facility located at 425 NE Fulton Street was constructed in 1971. In 2007, DLR Group completed a facility condition assessment for City facilities. The roof on the Public Works Shop is original, and the facility assessment indicated the roof is at the end of its useful life and in need of replacement.

In December of 2021, staff negotiated a contract with Wilson Architecture Inc. for design and construction management services for this project.

The project was advertised on March 14, 2022, and bids were received on April 12, 2022.

Five (5) bids were received and are outlined below.

No.	Bidder	Base Bid	Alt #1	Alt #2	Alt #3	Total Bid
1	Roseburg Roofing	\$290,492.00	\$ 28,950.00	\$36,575.00	\$10,395.00	\$366,412.00
2	Rich Rayburn Roofing	\$368,000.00	\$ 15,000.00	\$21,000.00	\$15,500.00	\$419,500.00
3	Umpqua Roofing Co.	\$451,699.00	\$ 24,000.00	\$19,753.00	\$22,332.00	\$517,784.00
4	Richards Remodeling	\$758,286.00	\$ 41,230.00	\$47,970.00	\$ 4,984.00	\$852,470.00
5	WPI	\$400,000.00	\$470,000.00	\$60,000.00	\$10,000.00	\$940,000.00
	<b>Architect's Estimate</b>	<b>\$333,667.00</b>	<b>\$28,019.00</b>	<b>\$48,188.00</b>	<b>\$4,109.00</b>	<b>\$413,983.00</b>

Alternate 1- Changes the thickness of the membrane roofing material from 60 mil to 80 mil.



Alternate 2 - Adds additional crickets below the roof membrane to improve drainage.

Alternate 3 – Adds additional interior roof drain(s).

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

The FY 2022-23 Water and Storm Capital Outlay budgets include a total of \$425,000 to complete the project. Total project costs are estimated below:

Asbestos Abatement	\$ 41,892.00
Construction: Base bid + Alt. 1 & 2	\$ 356,017.00
Construction Mgmt. Support (Wilson Arch.)	\$ 7,200.00
Contingency (5% of construction)	\$ 17,800.85
<b>Total:</b>	<b>\$ 422,909.85</b>

### **D. Timing Considerations.**

If awarded, a Notice to Proceed will be issued in May. The contract allows 210 calendar days for completion of the project.

### **COUNCIL OPTIONS**

The Council has the following option:

1. Award the contract to the lowest responsible bidder, Roseburg Roofing, for \$356,017; or
2. Request additional information; or
3. Reject all bids and not proceed with the project

### **STAFF RECOMMENDATION**

Funds have been budgeted and are available to construct the project. The low bidder submitted all required documentation and is considered responsive. The Public Works Commission discussed this project at their April 14, 2022, meeting and unanimously recommended awarding the base bid plus Alternates 1 & 2 to the lowest responsible bidder, Roseburg Roofing, for \$356,017. Staff concurs with this recommendation.

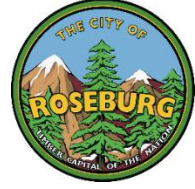
### **SUGGESTED MOTION**

***“I move to award the Fulton Shop Building Reroof Project Base Bid plus Alternates 1 and 2 to Roseburg Roofing for \$356,017.”***

### **ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



## PARKS EQUIPMENT PURCHASE – 2022 FORKLIFT TELEHANDLER

Meeting Date: April 25, 2022

Department: Public Works

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

Agenda Section: Department Items

Staff Contact: Brice Perkins, PW Director

Contact Telephone Number: 541-492-6892

### ISSUE STATEMENT AND SUMMARY

The Parks Maintenance Division is budgeted to purchase a new Forklift Telehandler this fiscal year. The issue for the Council is whether to authorize the purchase of this equipment.

### BACKGROUND

#### A. Council Action History.

None

#### B. Analysis.

The Parks Maintenance Division has planned to purchase a new Forklift Telehandler in the current fiscal year. This equipment will allow staff to safely load and unload palletized materials such as fertilizer, lime, concrete, etc. from trucks and place the pallets where they will be stored. It will also be used to move and set large river irrigation pumps that have recently been mounted on pallets to improve storage, organization and safety.

Staff requested quotes from three vendors that supply this type of equipment and are outlined below.

#	Bidder	Bid Amount
1	Aerial Titans	\$73,700.00
2	Star Rentals	\$79,582.77
3	United Rentals	Unable to bid at this time

#### C. Financial/Resource Considerations.

The FY 2021-22 Equipment Replacement Fund budget includes \$165,000 for purchase of Parks Maintenance equipment. This budget includes \$60,000 for the purchase of the Forklift Telehandler. Not all items budgeted this year will be purchased in the current fiscal year. Due to supply chain issues, one item will be carried forward to the FY 2022-23 budget, which leaves adequate funding to purchase the Forklift Telehandler in the current fiscal year.



**D. Timing Considerations.**

The estimated time of delivery is approximately three months.

**COUNCIL OPTIONS**

The Council has the following options:

1. Authorize the purchase of a new Forklift Telehandler from Aerial Titans in the amount of \$73,700; or
2. Request additional information; or
3. Not authorize the purchase at this time.

**STAFF RECOMMENDATION**

Funds have been budgeted and are available to purchase the Forklift Telehandler. The Parks Commission reviewed this item at their April 6, 2022, meeting and unanimously voted to recommend to Council the purchase of a 2022 Genie GTH-5519 Forklift Telehandler from Aerial Titans for \$73,700. Staff concurs with this recommendation.

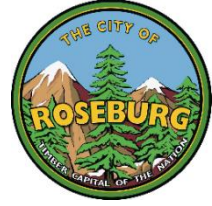
**SUGGESTED MOTION**

***“I move to authorize the purchase of a 2022 Genie GTH-5519 Forklift Telehandler from Aerial Titans for \$73,700.”***

**ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date: April 25, 2022**

**Department: Administration**

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

**Agenda Section: Informational**

**Staff Contact: Nikki Messenger, City Manager**

**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your April 25, 2022, meeting, the following items are included:

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





Agenda  
Department Head Meeting  
Public Safety Center – Umpqua Room  
April 12, 2022 - 10:00 a.m.

1. April 11, 2022 City Council Meeting Synopsis
2. April 25, 2022 City Council Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - A. OLCC Temporary Use Event Permit – May 21, 2022
5. Department Items
  - A. COVID Updates (NM/JV)
  - B. KMTR Updates (SH)



Agenda  
Department Head Meeting  
Public Safety Center – Umpqua Room  
April 18, 2022 - 10:00 a.m.

1. April 25, 2022 City Council Meeting Agenda
2. Review Tentative Future Council Meeting Agendas
3. Documents, Events, or Grants to review and/or sign
4. Department Items
  - A. COVID Discussion including cleaning, operation hours, etc. (JV)
  - B. Commission Meetings Discussion (AS)
  - C. KMTR Updates (SH)

**\*\* Reminder**

- a. Budget Power Points due April 27, 2022 for Koree to merge the full presentation
- b. Budget Power Point run through for Staff on May 2, 2022 during Department Head Meeting
- c. Final Power Point copies and budget books given to Council and Budget Committee on May 3, 2022.
- d. First Budget Committee Meeting in person on May 10, 2022 in Council Chambers

## TENTATIVE FUTURE COUNCIL AGENDA



### Unscheduled

- ARPA Funds Discussion
- RPEA Contract
- Taser Contract
- Umpqua Basin Urban Services Agreement
- Urban Growth Boundary Swap

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### May 9, 2022

#### **Special Meeting – Time TBD**

- A. City Council Interviews for Ward I, Position I

#### Mayor Reports

- A. EMS Week Proclamation
- B. National Public Works Week Proclamation
- C. Charter Committee Appointments

#### Consent Agenda

- A. Minutes of April 25, 2021

#### Department Items

- A. Fee Discussion

#### Informational

- A. City Manager Activity Report

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### May 23, 2022

#### **Special Meeting – Time TBD**

- A. Planning Commission Interviews

#### Commission Reports

- A. Planning Commission Appointment

#### Consent Agenda

- A. Minutes of May 9, 2021

#### Resolutions

- A. Annual Fee Adjustments
  - Resolution No. 2022- -- - General Fees
  - Resolution No. 2022- -- - Water Related Fees

#### Informational

- A. City Manager Activity Report

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### June 13, 2022

#### Mayor Reports

- A. Camp Millennium Week Proclamation

#### Consent Agenda

- A. Minutes of May 23, 2022

#### Public Hearing

- A. Resolution No. 2022 - -- - 2022-2023 Budget Adoption

#### Department Items

- A. Stephens Street Grind Inlay Bid Award Recommendation, Project No. 22PW01 Phase 2
- B. Pavement Management Program Slurry Seals Bid Award Recommendation, Project No. 22PW02
- C. Pavement Management Program 2022 Chip Seals, Project No. 22PW03

#### Informational



A. City Manager Activity Report  
**Urban Renewal Agency Board Meeting**

Consent Agenda

- A. Minutes of June 14, 2021

Public Hearing

- A. Resolution No. UR-2022-02 – 2022-2023 Budget Adoption
- 

**June 27, 2022**

Consent Agenda

- A. Minutes of June 13, 2022

Informational

- A. City Manager Activity Report
- 

**July 11, 2022**

Mayor Reports

- A. Parks and Recreation Month Proclamation

Special Presentation

- A. Roseburg Public Library UCAN AmeriCorps Member Presentation by Lydia Rathe

Consent Agenda

- A. Minutes of June 27, 2022

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

Informational

- A. City Manager Activity Report
- 

**July 25, 2022**

Consent Agenda

- A. Minutes of July 11, 2022

Informational A

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

**August 8, 2022**

Consent Agenda

- A. Minutes of July 25, 2022

Informational

- A. City Manager Activity Report
- 

**August 22, 2022**

Consent Agenda

- A. Minutes of August 8, 2022

Informational

- A. City Manager Activity Report

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

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**September 12, 2022**

Mayor Reports

- A. Constitution Day and Week Proclamation

Consent Agenda

- A. Minutes of August 22, 2022

Informational

- A. City Manager Activity Report

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**September 26, 2022**

Consent Agenda

- A. Minutes of September 12, 2022

Informational

- A. City Manager Activity Report

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**October 10, 2022**

Consent Agenda

- A. Minutes of September 26, 2022

Informational

- A. City Manager Activity Report

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**October 24, 2022**

Mayor Reports

- A. Veterans Day Proclamation

Consent Agenda

- A. Minutes of October 10, 2022

Informational

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

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**November 14, 2022**

Mayor Reports

- A. City Manager Compensation

Consent Agenda

- A. Minutes of October 24, 2022

Informational

- A. City Manager Activity Report

Executive Session ORS 192-660(2)(i) – Municipal Court Judge Annual Evaluation

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**December 12, 2022**

Mayor Reports

- A. Municipal Court Judge Compensation

Consent Agenda

- A. Minutes of November 14, 2022

Informational

- A. City Manager Activity Report
-

**Friday Message**  
**April 8, 2022**

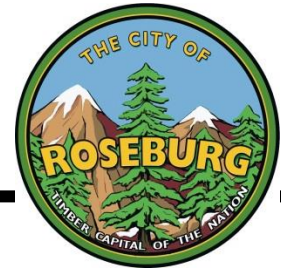
- The Planning Commission met on Monday, elected new officers, and received updates from staff. The former chair, Ron Sperry, is stepping down due to moving outside of the City Limits.
- The Parks Commission met on Wednesday and forwarded a recommendation to Council to proceed with the purchase of a piece of equipment.
- The department head team has kicked off a diversity, equity and inclusion training series provided by Thrive Umpqua. Staff has participated in two sessions and will take additional online training prior to the next session.
- The initial round of interviews with potential Public Works Director candidates were held virtually last week. Next step will be to invite a limited number to Roseburg for in-person interviews with the entire team.
- Last Thursday we bid a fond farewell to retiring Assistant Fire Chief Merrill Gonterman with a low-key lunch. Best of luck to Merrill in his well-deserved retirement!
- Parking enforcement has begun in full in the downtown area, which is leading to a number of calls from people with unique circumstances. Unfortunately, in most of these instances, the requests we are receiving are for things that are not allowed and were not previously allowed under the old ordinance. The lack of enforcement under the old ordinances has led to a lot of misunderstanding around what “used to be allowed”. Staff is doing our best to work through these, but Council may receive calls or emails regarding some of these.
- Last Friday, I submitted an earmark request to Senators Wyden and Merkley’s offices for the Douglas Avenue Improvement Project. The process was an electronic submittal for consideration during the FFY 2023 budget cycle.
- This week, I spent two days serving on the final selection committee for ODOT’s Connect Oregon grant program. The process is somewhat frustrating, as there are a lot of great projects that didn’t receive a recommendation for funding due to the limited funding (\$46m) and a couple of large projects (one was \$14m) that did receive funding.
- Ron Harker and I have met with each department to review and refine their proposed budgets and staff is in the process of putting the final details together in preparation for the upcoming budget hearings. Thank you to the Finance Department’s hard-working staff for all they do (year round) and especially during the budgeting season!
- I will be off on Friday, April 8. Amy Sowa will be available.
- Meetings next week:
  - City Council executive session – Monday, 4/11 @ 6:45 pm *Council Chambers*
  - City Council regular meeting – Monday, 4/11 @ 7 pm *Council Chambers*
  - Economic Development Commission - Tuesday, 4/12 @ 3:30 pm *via Zoom*
  - Public Works Commission – Thursday, 4/14 @ 3:30 pm *via Zoom*



# City of Roseburg, Oregon

## Quarterly Financial Report

3rd Quarter, Fiscal-Year 2021-2022



March 2022

The *Quarterly Financial Report* summarizes the City of Roseburg's financial position for the General Fund, major operating funds, proprietary funds, and Urban Renewal funds through the 3rd quarter of fiscal year 2021-2022.

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

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

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

This financial report includes the quarter ending March 2021 for comparison purposes.

### OVERVIEW:

- \$13 million General Fund balance.
- 4.7% Douglas County seasonally adjusted unemployment rate.
- 0.50% state investment pool interest rate.
- 8.7% Year-over-Year CPI-U West Region for March, 2022.
- Authorize purchase of 948 SE Mill Street for \$270,000 for Navigation Center.
- Authorize STBG Fund Exchange Request in the amount of \$1,332,006.30.
- Award Broccoli Street Storm Improvement to Knife River Materials for \$98,374.
- Award 2022 ADA Ramp Replacement to Freedom Builders, LLC for \$181,083.
- Award Consulting Services for the Calkins-Troost-Harvard Storm Replacement to i.e. Engineering for an amount not to exceed \$90,030.
- Authorize two master agreements with Umpqua Health Alliance for \$300,000 for the Navigation Center.

## GENERAL FUND

General Fund	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 26,443,125	\$ 23,078,374	87%	\$ 22,713,728
Expenditures	28,233,938	19,300,061	68%	18,591,415
Balance-July 1	8,716,469	9,988,809	115%	8,467,378
Balance YTD	\$ 6,925,656	\$ 13,767,122		\$ 12,589,691

## GENERAL FUND REVENUE

General Fund Revenue	Budget	YTD Actual	%	Prior Year Actual
Property Taxes	\$ 17,232,000	\$ 16,602,388	96%	\$ 16,189,493
Other Taxes	450,000	257,309	57%	327,799
Licenses, Permits, Fees	3,140,320	2,126,695	68%	2,057,738
Charges for Services	4,209,184	3,126,979	74%	3,004,830
Intergovernmental	1,102,621	834,388	76%	1,042,917
Interest	90,000	42,282	47%	61,568
Miscellaneous	219,000	88,333	40%	29,383
<b>Total Revenues</b>	<b>\$ 26,443,125</b>	<b>\$ 23,078,374</b>	<b>87%</b>	<b>\$ 22,713,728</b>

**Property Taxes** — The majority of property tax revenue is collected in November and December. At the end of March 96% of the 17.2 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, 68% 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 \$275,820, service area fees total \$244,159 and interdepartmental charges total \$2,533,531.

**Intergovernmental Revenues** are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor, 76% of the \$1,102,621 budgeted for intergovernmental revenue has been collected during the current fiscal year.

**Interest Revenue**—Interest revenue of \$42,282 is \$19,286 less than the same period a year ago. The average portfolio rate is .50%.

## GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$19,300,061 represent 68% of budgeted annual expenditures.

Year to date expenditures are \$708,646 more than the same period a year ago. The General Fund ending fund balance is \$13,767,122.

By Organizational Unit	Budget	YTD Actual	%	Prior Year Actual
City Manager	\$ 1,262,405	\$ 828,721	66%	\$ 824,067
Finance & Mgmt	1,588,615	1,102,050	69%	1,060,314
Community Develop.	920,277	651,939	71%	602,537
Library	534,502	371,927	70%	346,932
Public Works	3,939,869	2,309,106	59%	2,200,964
Parks & Recreation	1,966,949	1,261,702	64%	1,310,205
Municipal Court	545,122	389,199	71%	373,462
Police	8,389,148	5,569,209	66%	5,445,482
Fire	7,896,051	5,750,418	73%	5,455,675
Capital & Other	1,191,000	1,065,790	89%	971,777
<b>Total</b>	<b>\$ 28,233,938</b>	<b>\$ 19,300,061</b>	<b>68%</b>	<b>18,591,415</b>

By Major Category	Budget	YTD Actual	%	Prior Year Actual
Personnel Services	\$ 22,395,669	\$ 15,584,714	70%	\$ 15,049,088
Materials & Service	4,647,269	2,649,557	57%	2,570,550
Capital & Other	1,191,000	1,065,790	89%	971,777
<b>Total</b>	<b>\$ 28,233,938</b>	<b>\$ 19,300,061</b>	<b>68%</b>	<b>\$ 18,591,415</b>

# MAJOR GOVERNMENTAL FUNDS

## SPECIAL REVENUE FUNDS

### URBAN RENEWAL GENERAL FUND

Urban Renewal - General	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 420,650	\$ 504,451	120%	\$ 382,382
Expenditures:				
Operations	-	-	0%	-
Transfers	400,000	400,000	100%	200,000
Balance-July 1	320,520	318,370	99%	119,884
Balance YTD	\$ 341,170	\$ 422,821		\$ 302,266

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

## CAPITAL PROJECTS FUNDS

### EQUIPMENT REPLACEMENT FUND

Equipment	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 825,000	\$ 832,400	101%	\$ 831,027
Expenditures:				
Operations	35,000	-	0%	36,984
Capital	273,500	72,904	27%	996,958
Balance-July 1	989,369	983,474	99%	1,643,638
Balance YTD	\$ 1,505,869	\$ 1,742,970		\$ 1,440,723

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 \$37,489 for police motorcycle, and \$35,415 for police unmarked vehicle.

### FACILITIES REPLACEMENT FUND

Facilities	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 102,500	\$ 100,965	99%	\$ 147,232
Expenditures:				
Operations	35,829	13,161	37%	12,129
Capital	40,000	32,517	81%	31,702
Balance-July 1	246,605	243,869	99%	235,157
Balance YTD	\$ 273,276	\$ 299,156		\$ 338,558

The Facilities Replacement Fund ending fund balance at March 31, 2022 is \$299,156.

### TRANSPORTATION FUND

Transportation	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,768,884	\$ 3,728,673	135%	\$ 1,713,605
Expenditures:				
Operations	1,392,393	972,947	70%	960,222
Capital	1,480,000	679,161	46%	1,102,922
Transfers	10,000	10,000	100%	10,000
Balance-July 1	2,166,039	2,301,732	106%	2,454,911
Balance YTD	\$ 2,052,530	\$ 4,368,297		\$ 2,095,372

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. \$516,144 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of \$542,153 is attributed to the Pavement Management for Overlays, \$136,120 for the Stewart Parkway Rehabilitation, and \$888 for the Stewart Parkway End Panel Repair.

### URBAN RENEWAL CAPITAL FUND

Urban Renewal - Capital	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 401,200	\$ 401,893	100%	\$ 201,081
Expenditures:				
Operation	182,616	141,064	77%	166,742
Capital	100,000	-	0%	-
Balance-July 1	315,466	366,347	116%	154,806
Balance YTD	\$ 434,050	\$ 627,176		\$ 189,145

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

## ENTERPRISE FUNDS

### STORM DRAINAGE FUND

Storm Drain	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,458,815	\$ 1,909,772	78%	\$ 1,912,227
Expenditures:				
Operations	951,039	689,967	73%	641,740
Capital	1,480,000	372,812	25%	25,288
Balance-July 1	4,497,441	4,777,985	106%	3,922,692
Balance YTD	\$ 4,525,217	\$ 5,624,978		\$ 5,167,891



The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of \$1,796,893 are the principal source of revenues.

Year to date Storm Drain Fund capital expenditures include \$365,945 for the Brooklyn Ave Storm Rehabilitation project, \$2,519 for the Harrison Harvard Street Storm Drain Improvement, \$155 for Broccoli Storm Improvement and \$4,193 for the 2022 Storm TMDL Improvement.

### WATER SERVICE FUND

Water	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 7,481,500	\$ 5,734,921	77%	\$ 5,672,356
Expenditures:				
Operations	4,801,677	3,452,259	72%	3,249,851
Capital	7,142,500	3,595,317	50%	359,642
Balance-July 1	12,038,812	12,312,047	102%	10,284,504
Balance YTD	\$ 7,576,135	\$10,999,392		\$ 12,347,367

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

Year to date Water Fund revenues of \$5,734,921 is primarily from charges for services. Revenues are \$62,565 more than the prior year with collections totaling 77% of budget at mid-year.

The ending fund balance at March 31st is \$10,999,392.

### OFF STREET PARKING FUND

Off Street Parking	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 223,906	\$ 29,169	13%	\$ 32,653
Expenditures:				
Operations	225,129	48,594	22%	26,114
Balance-July 1	36,942	45,238	122%	39,273
Balance YTD	\$ 35,719	\$ 25,813		\$ 45,812

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

The ending fund balance at March 31st is \$25,813.

### AIRPORT FUND

Airport	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 558,500	\$ 314,910	56%	\$ 346,431
Expenditures:				
Operations	242,785	164,533	68%	159,651
Capital	150,000	24,468	16%	26,460
Debt Service	112,055	12,081	11%	12,972
Balance-July 1	730,399	758,987	104%	739,095
Balance YTD	\$ 784,059	\$ 872,815		\$ 886,443

Current year Airport revenues include user charges of \$301,153.

### INTERNAL SERVICE FUND

#### WORKERS' COMPENSATION FUND

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

Worker's Comp.	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 208,000	\$ 162,237	78%	\$ 196,983
Expenditures:				
Operations	421,288	201,130	48%	190,968
Balance-July 1	951,645	968,069	102%	909,140
Balance YTD	\$ 738,357	\$ 929,176		\$ 915,155

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

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

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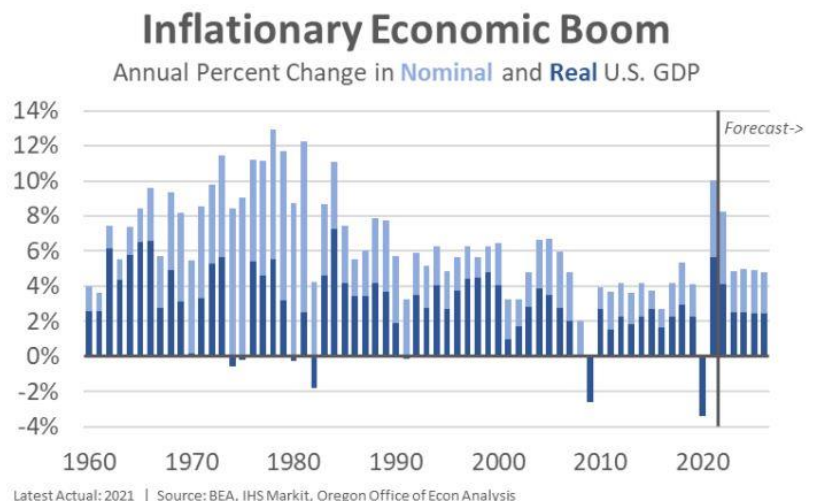
## ECONOMIC OUTLOOK

Recent events surrounding the response to Russia’s aggression in Ukraine post-date recent economic forecasts, which the City utilizes in presenting a quarterly economic outlook. That said, it is important to consider a few factors when assessing the following economic outlook:

1. Wars are typically inflationary and do add upwards pressures to current inflationary environments. As noted in the OEA economic forecast, which follows, the biggest risk to the outlook “remains potentially high inflation” which was already well established prior to the Russia / Ukraine conflict. The war will only harden inflationary pressures making it harder to reign in.
2. While the U.S. imports very little oil and gas from Russia and produces more than it needs; U.S. oil and gas trade on the global market which means that the cost for our oil and gas is subject to the global price shocks resulting from sanctions placed on Russian oil and gas. The high cost of gas at the pump, which we have recently experienced, will likely continue to be elevated for some time, which will continue to contribute to inflation.
3. Since Russia is a major global exporter of raw materials, sanctions will most likely exacerbate disruptions in the global supply chain, particularly around electronics and semiconductors.
4. Since Ukraine and Russia are both major exporters of wheat and other agricultural products, disruptions in these sectors will also lead to high food prices globally as supplies of such commodities will be greatly decreased around the world.

Consequently, inflation will likely be more stubborn moving forward which will require the Feds to be more aggressive in increasing their overnight borrowing rates in an effort to rein in inflation. As noted by OEA’s revenue forecast which follows, “. . . the ultimate risk is that the economy runs too hot and the Fed raises rates sharply, creating a boom/bust dynamic in the years ahead instead of engineering the expected soft landing” which is a nice way of saying that the ultimate risk is a recession. Currently, economists have been raising the alarm of a potential recession on the horizon and are increasing their projections to include this reality.

The March 2022 *Oregon Economic and Revenue Forecast* issued by the Office of Economic Analysis (OEA) states that “The inflationary economic boom continues. National economic growth in 2021 was the strongest since the early 1980s. Total gross domestic product (GDP), or economic output, grew by 10 percent. However, the breakdown is 4.4 percent inflation and 5.7 percent real or inflation-adjusted growth. These strong gains are expected to continue in 2022 due to ongoing business investments and increases in



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consumer spending. As the economy reaches potential, growth will slow in the years ahead.”

“Today, households are flush with cash and rising wealth. Consumers have the ability and are showing the willingness to pay higher prices for goods and services. Businesses can pass along production cost increases as a result, maintaining and even increasing profit margins.”

“The biggest economic challenge today remains the supply side of the economy. It is not that supply chains are broken. Rather, given the strong consumer demand, supply chains are overloaded. The economy is producing, transporting, and selling record volumes. However those records have not been able to keep pace with demand.”

“Labor runs through everything and is the single biggest constraint holding back real economic growth. Encouragingly, firms are investing in new plants, equipment, and software, which will make existing workers more productive. However, the labor market is tight. While total employment counts are not expected to regain their pre-pandemic levels until later this year, the current labor market dynamics of fast-rising wages as firms compete for existing workers is expected to continue. . . . Oregon added a record number of jobs last year as workers return to the labor market. Even so, the labor market is expected to remain tight given the strong demand from firms and ongoing Baby Boomers retirements.”

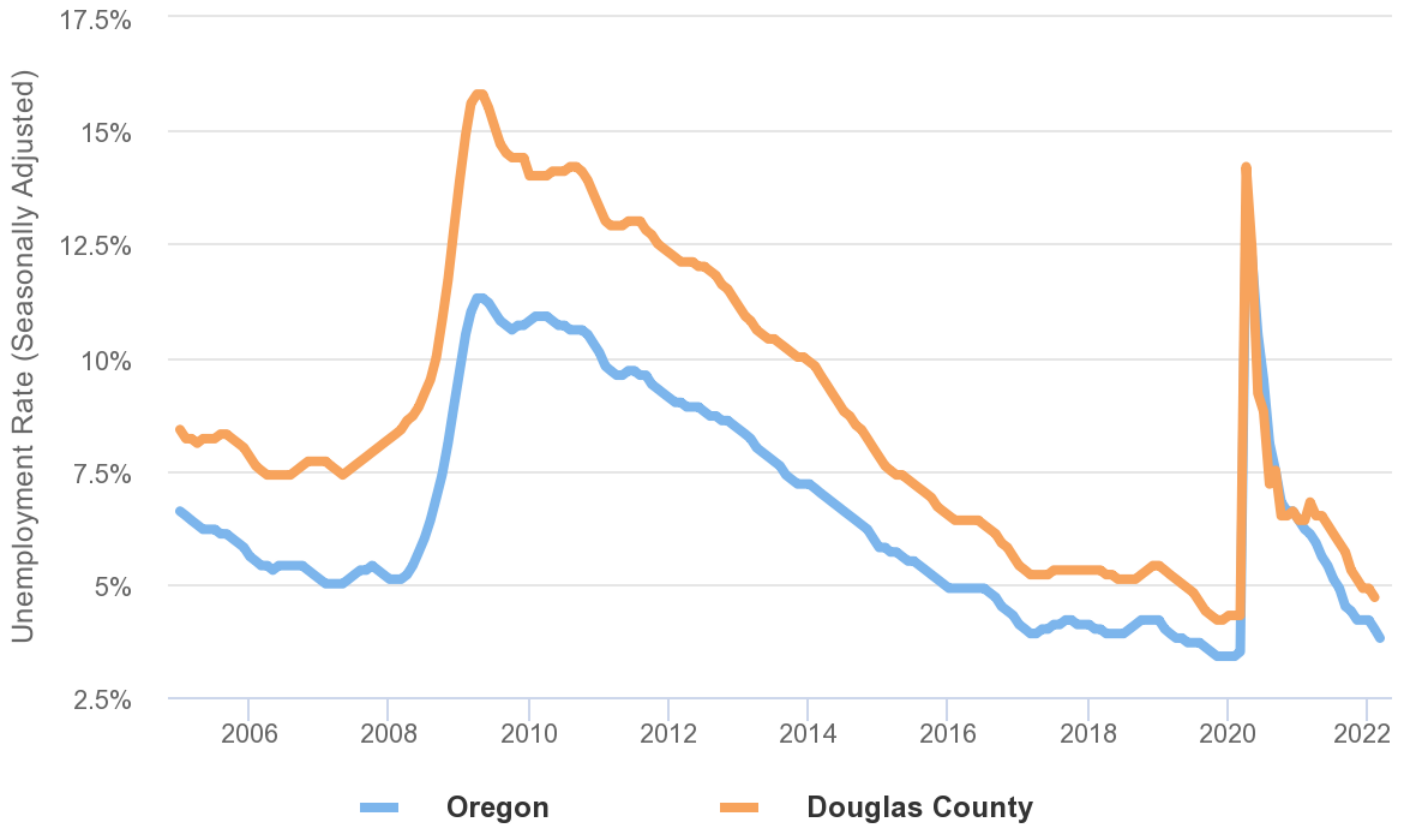
“The biggest risk to the outlook remains persistently high inflation. A year ago, much of the inflationary pressures could be tied to reopening the economy and semiconductor shortages in the automobile industry. Since then the inflationary pressures have broadened and remained more persistent than expected. In recent months the Federal Reserve is pivoting hard toward tightening monetary policy faster than previously expected as a result. While not the baseline outlook, the ultimate risk is that the economy runs too hot and the Fed raises rates sharply, creating a boom/bust dynamic in the years ahead instead of engineering the expected soft landing.”

### ***Douglas County***

The State of Oregon Employment Department reported; “Douglas County’s seasonally adjusted unemployment rate dropped to 4.7% in February compared with a revised 4.9% in January. The rate is down from 6.4% in February 2021. The Oregon seasonally adjusted February rate was 4.0% and the U.S. rate was 3.8%.” Furthermore, “Douglas County has gained back 64% of the jobs lost in March and April 2020 at the onset of the COVID-19 crisis.”



## Unemployment Rate



Source: Oregon Employment Department Qualityinfo.org

A review of the underlying figures to February’s seasonally adjusted unemployment rate dropping year-over-year from 6.4% to 4.7% indicate a solid basis for growth. Despite a contracting labor force, when we compare to the previous month of January, we see that the seasonally adjusted figures on a month-over-month basis indicates a pickup in economic activity.

- The civilian labor force decreased by -326 year-over-year or -0.68%. The labor force also declined by -256 from January of this year;
- The number of employed (or jobs) decreased by -931 year-over-year or 1.3%, and by 96 from January of this year; and
- The number of unemployed decreased by -996 year-over-year or -28.5%, and it decreased -352 from January of this year.

### A FINAL NOTE

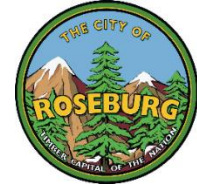
This quarterly report has been prepared to summarize and review the City’s operations and financial position for the third quarter of the 2021-22 fiscal year as of the month ending March 31, 2022, provide management with a financial planning tool, and monitor compliance with budget policy and Oregon budget law.

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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](mailto:finance@cityofroseburg.org). We encourage you to visit our website at [cityofroseburg.org](http://cityofroseburg.org). The site is user friendly and contains information about the services we provide.

City of Roseburg, 900 SE Douglas Avenue, Roseburg, OR 97470  
Phone: (541) 492-6710  
Website: [cityofroseburg.org](http://cityofroseburg.org)

**ROSEBURG CITY COUNCIL  
AGENDA ITEM SUMMARY**



**MUNICIPAL COURT QUARTERLY REPORT**

**Meeting Date: April 25, 2022**  
**Department: Municipal Court**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section: Department Reports**  
**Staff Contact: Jason Mahan**  
**Contact Telephone Number: 541-673-0171**

**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.

**FINANCIAL AND RESOURCE CONSIDERATIONS:**

<u>COURT CASE TOTALS</u>	1ST QTR	2ND QTR	3RD QTR	YTD TOTAL	PRIOR YEAR
CRIMES	378	317	289	984	1,114
TRAFFIC CRIMES	63	33	61	157	149
TRAFFIC VIOLATIONS	1,433	670	469	2,572	1,767
NON-TRAFFIC VIOLATIONS	32	13	7	52	85
<b>TOTAL</b>	<b>1,906</b>	<b>1,033</b>	<b>826</b>	<b>3,765</b>	<b>3,115</b>

After the third quarter of the 2021-22 fiscal year, total cases were up 20.9% from the prior year. By category, crimes and non-traffic violations decreased by 11.67%, and 38.8% while traffic crimes and traffic violations increased by 5.4 and 45.6%.

<u>COURT REVENUES</u>	BUDGET 2021-22	1ST QTR 2021	2ND QTR 2021	3RD QTR 2021	YTD TOTAL	PRIOR YTD TOTAL
FINES	\$ 340,000	\$ 124,314	\$ 89,907	\$ 66,649	\$ 280,871	\$ 222,411
COURT COSTS	15,000	9,592	3,965	2,181	15,738	12,484
CRT APPT ATTORNEY	8,000	2,048	3,045	2,230	7,323	4,872
<b>TOTAL</b>	<b>\$ 363,000</b>	<b>\$ 135,954</b>	<b>\$ 96,917</b>	<b>\$ 71,060</b>	<b>\$ 303,932</b>	<b>\$ 239,767</b>

After the third quarter of the 2021-22 fiscal year, total court revenues were up 26.8% from the prior year. Fines and collections revenue increased by 26.2%, court costs revenues increased by 26.1% and court appointed attorney revenues increased by 50.3%.

On a budgetary basis, revenues are 83.7% of budget after the third quarter of the fiscal year.

**COUNCIL OPTIONS**

No action is requested.

**STAFF RECOMMENDATION**

n/a

**CLOSING REMARKS**

As COVID restrictions have lifted, the Douglas County Jail has been able to hold more defendants for our court. As previously mentioned, our court was seeing a high rate of defendants failing to appear. Although the number of people who fail to appear at first appearances remains high, these individuals are now being arrested for failing to appear in court. This is allowing the court to work through some of the backlog in cases we have been seeing.

The court has continued to try and put defendants in contact with local service providers. We have referred individuals to Adapt for substance abuse and mental health treatment and UCAN and self-sufficiency for potential living assistance. The number of individuals who follow through with making contact with service providers is very low. Many of these individuals are then arrested on new crimes within a short period of time. The court will continue to try and put defendants in contact with services that are available, but it is expected that the compliance rate will be low.

Fines and collections revenue has increased. As we discussed at my yearly review, the court believes that the increase in collection revenue is related to the number of traffic citations that the court handles.

Sincerely,

Jason Mahan  
Roseburg Municipal Court Judge