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

*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**

Tom Michalek	David Mohr	Kylee Rummel	Andrea Zielinski
Ellen Porter	Ruth Smith	Patrice Sipos	Shelley Briggs Loosley
4. **Mayor Reports**
  - A. Veterans Day and Military Families Month Proclamation
  - B. Measure 110 Discussion
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation** – In Person or via Zoom/See Information on the Reverse
7. **Special Presentation**
  - A. Pacific Power and Light Presentation – Sam Carter, Regional Business Manager
8. **Consent Agenda**
  - A. October 9, 2023 Regular Meeting Minutes
  - B. IGA with ODOT for All Roads Transportation Safety Project
9. **Ordinances**
  - A. Ordinance No. 3595 – Amending Subsection 3.06.025 of the Roseburg Municipal Code
10. **Resolutions**
  - A. Resolution No. 2023-21 – A Resolution Updating the Park Rules and Regulations
  - B. Resolution No. 2023-22 – A Resolution for the Appropriation Transfer for Fiscal Year 2023-24 Transferring General Fund Contingency Funds to the Off-Street Parking Fund
11. **Department Items**
  - A. Water Treatment Plant Standby Generator Project 20WA03 Amendment No. 1 Consulting Services Contract
12. **Items from Mayor, City Council and City Manager**
13. **Adjourn**
14. **Executive Session ORS 192.660(2)**
  - A. Real Estate (e)
  - B. City Manager Evaluation (i)

**Informational**

- A. City Manager Activity Report
- B. Quarterly Financial Report
- C. Municipal Court Quarterly Financial 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 12:00 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 12:00 p.m. the day of the meeting to get a link to the meeting. When providing comments in person, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak on the Audience Participation Sign-in Sheet. When providing comments virtually, each speaker must provide their name, address, phone number and which item on the agenda they wish to speak in an email to [info@cityofroseburg.org](mailto:info@cityofroseburg.org). 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 city of residence for the record. 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.

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://www.cityofroseburg.org/your-government/mayor-council/council-agendas>**

# PROCLAMATION

## CITY OF ROSEBURG, OREGON

### **Veterans and Military Families Appreciation Month**

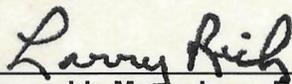
- WHEREAS: Our Community is home to many American Veterans who have defended the principles and liberty of this nation whenever and wherever they were deemed to have been threatened; and
- WHEREAS: The citizens of Roseburg openly support the dedicated Veterans who have served their country with valor when called to do so; and
- WHEREAS: Our Community honors the unrelenting courage and dedication of all who have put on the uniform and to the steadfast love and support of all who served alongside them; and
- WHEREAS: Our local Military Families who have put their lives on hold, so our military could hold the line, represent the best of America, and we will always honor what they have done for our Nation; and
- WHEREAS: The month of November is set aside each year for all Americans to show their appreciation for Veterans and Military Families; and
- WHEREAS: The Douglas County Veterans Parade Committee is sponsoring the sixty-eighth annual parade to honor our veterans on Thursday, November 11, 2023.

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

### **Veterans and Military Families Appreciation Month**

and encourage all citizens, schools, businesses, civic organizations, Veterans and their families to join with me and show their patriotic spirit, support and gratitude toward our Veterans and Military Families during November.

DATED this 23rd day of October 2023.

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



**MINUTES OF THE REGULAR MEETING  
OF THE CITY COUNCIL MEETING  
October 9, 2023**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:02 p.m. on October 9, 2023 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

2. Pledge of Allegiance

Councilor Briggs Loosley led the pledge of allegiance.

3. ROLL CALL

Present: Councilors Tom Michalek, David Mohr, Ellen Porter, Ruth Smith, Patrice Sipos, and Shelley Briggs Loosley

Absent: Counselors Kylee Rummel and Andrea Zielinski

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Human Resource Director John VanWinkle, Library Director Kris Wiley, Public Works Director Dawn Easley, Finance Director Ron Harker, City Recorder Patty Hitt, and Management Assistant Grace Jelks

4. Mayor Reports

None.

5. Commission Reports/Council Ward Reports

Councilor Sipos reported on the most recent MedCom meeting.

Councilor Briggs Loosley reported on the September 25, 2023 Homeless Commission meeting.

Councilor Mohr reported on the October 3, 2023 Veterans Health and Awareness Fair by Veteran's Affairs.

6. Audience Participation

None.

7. Special Presentation

A. Chief Rob Bullock, presented MedCom and Umpqua Valley Ambulance. Discussion ensued.

Councilor comments and questions included clarification of members included on the Board, ambulance coverage after MedCom dissolves, leftover funds from FireMed memberships, increasing community awareness and access, air ambulance memberships, number of air ambulance service providers, and the process to follow for dissolution of MedCom.

Chief Bullock clarified that FireMed is serviced by Fire District 2, FireMed subscriptions are currently distributed through MedCom, leftover funds cover audits or training, undistributed funds will now go back to providers directly instead of through MedCom first, the membership and subscription process will not change, membership drives that were heavily advertised with the MedCom logo did not increase subscriptions, most air ambulance services do not have a reciprocal agreement and those that do have limited coverage, Reach is the main air ambulance provider in this area, there are many air ambulance providers due to the large size of the County, ground ambulance and Reach air ambulance are both included on the membership application, air ambulance is not regulated like ground ambulance, there are two (2) members from the City Council and two (2) members from Fire District 2, and bylaws are currently being reviewed to determine the process for dissolution at the next MedCom meeting. Timing of the dissolution is important due to forming a Fire Authority with Winston, which will require a name change in July 2024.

Messenger clarified the process of distributing funds and necessary steps for dissolution.

There was a consensus to direct staff to review the IGA with MedCom/Umpqua Ambulance for cancellation or dissolution.

8. Consent Agenda

A. September 11, 2023 Regular Meeting Minutes.

B. OLCC – New Outlet – IBC Investing LLC dba Reverie Record Shop at 642 SE Jackson Street.

C. ODOT Local Bridge Program Grant Application.

Councilor Sipos moved to approve the consent agenda. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Smith, and Sipos. No Councilors voted no. The motion passed unanimously.

D. Providing Interim Cash Flow Financing for Off Street Parking Fund.

This item was removed from the Consent Agenda for discussion.

Councilor comments and questions included clarification about why this was item was brought forth on the consent agenda, whether there is a work session scheduled to discuss downtown parking issues, approving a month's worth of funding until the work session, other funding options besides ARPA, reservations about using available ARPA funds to pay for parking rather than housing needs, and the parking issues are creating discord with business owners while costing the City money.

## CONSENT AGENDA A

10/23/2023

Harker clarified the recommendation for approving three (3) months of funding is in line with Council's previous direction, the current bill is already a month behind due to the billing cycle, using the General Fund account is the other funding option, the Off Street Parking Fund was set up as an Enterprise Fund that was meant to be self-supporting but never supported by the General Fund, most off street parking funds around the country are not self-sustaining, a taxing district was originally put in place to support the Off Street Parking Fund but it was eliminated, an additional revenue source is needed to sustain the Off Street Parking Fund, and metering will not cover the gap in the funding.

Messenger clarified the work session is tentatively scheduled for November 1<sup>st</sup> or 2<sup>nd</sup>, depending on Councilors availability. The details will be finalized by Staff and sent out the Councilors.

Councilor Sipos moved to accept Consent Agenda item 8d. The motion was seconded by Councilor Briggs Loosley. The vote was as follows: Councilors Briggs Loosley and Michalek voted yes. Councilors Michalek, Mohr, Porter, and Smith voted no. The motion failed.

Councilor comments and questions included recognition that the bill needed to be paid, consequences of not paying the bill, whether the General Fund will automatically cover the bill, costs already incurred, additional costs of terminating the contract, lack of information and confusion about the negative impact to the City if bills are not paid using ARPA or the General Fund, total cost for termination of the contract, clarification that Council's issue with paying the bill is about using ARPA funds and not cancelling the Ace Parking contract, the issue has been controversial since Council brought it up in January, support for using ARPA funds to pay the bill in thirty (30) day increments, and Council is looking for a better solution to meet the City's parking needs.

Harker clarified that not paying the bill would mean terminating the contract and incurring additional costs, the City would be in a difficult position if the bill is not paid, Ace Parking has already incurred costs for vehicle and equipment purchases, funding sources would need to be identified to pay for terminating the contract, more information is needed from Ace Parking and a review of the amortization table to determine the total cost of terminating the contract, Oregon Law allows an intra-fund loan as long as it is repaid from the Off Street Parking Fund within the year, the Off Street Parking Fund will not generate enough money to pay back an intra-fund loan, and other options include using Contingency Funds but that will take away from paying for Police and Fire or other services.

Messenger clarified that Staff does not have the authority to terminate the contract, the City still needs to have enough money to cover the basic bills (insurance, power, wages, etc.), not paying bills will show up in an audit and negatively affect the City's credit, Staff is asking to use ARPA funds to pay the bill because the Off Street Parking Fund is out of money, and the primary cost driver is the contract but not the only consideration.

CONSENT AGENDA A

10/23/2023

Forrester clarified the City would be defaulting on the contract if the bill is not paid, the motion for a certain amount money that was estimated to pay the bill for three (3) months, and a new motion for a certain sum would be appropriate.

Councilor Porter moved to authorize the use of \$17,500 of ARPA Funds to provide cash flow assistance for Off Street Parking. The motion was seconded by Councilor Sipos.

Councilor Sipos rescinded her second on the motion after discussion.

Councilor Smith seconded the motion.

The vote was as follows: Councilors Michalek, Porter and Smith voted yes. Councilors Briggs Loosley, Mohr, Sipos voted no. Mayor Rich voted no in order to break the tie vote. The motion failed.

Councilor comments and questions included clarification about whether the amount stated in the motion was intended to cover the bill for a month until the work session, whether a \$20,000 intra-fund loan would be a better solution than using \$17,500 of ARPA funds, why the Council was given options that would be bad for the City, and whether the City is already a month behind on paying the bill.

Harker clarified the Off Street Parking Fund is running at a deficit and would not be able to pay back an intra-fund loan, the City is a month behind on paying the bill due to the billing cycle, we do not know what the revenues and expenses are for the month yet, the request is being made due to the expectation of not having enough funds, and it is important to understand that it will take time implement the Council's solution and to see a reverse cash flow in the Off Street Parking Fund.

Messenger clarified that this issue will be brought back to the Council on November 13<sup>th</sup>, it will take time to implement a solution, and the bill still needs to be paid during the interim.

Forrester clarified that no official action can be decided or taken during the work session, an intra-fund loan has to be paid back by the Fund that was given the loan, the Off Street Parking Fund does not have enough money to pay back a loan because it is not generating enough money and operating at a deficit, and Harker presented all available options to Council so they are able to make an informed decision.

Mayor Rich noted for the record that Council made a commitment to discuss Downtown Parking issues at the work session in November and a decision on paying the bill is necessary tonight. How to fund parking in the future will be discussed at the work session.

Council comments and questions included clarification of the previous commitment made against using more ARPA Funds to pay for parking, concern about needing that money in the future for housing needs, needing a compromise tonight, whether the new amount asked for will cover the bill until the next meeting, recognizing that the full amount would be paid in a timely manner if Council voted to use ARPA funds, Council is trying to be frugal and find a way to

discuss how to pay the bill when ARPA funds run out, and clarification of the total amount paid to Ace Parking every month.

Councilor Briggs Loosley commented that Council should not be putting Staff in the position of paying bills late.

Messenger asked for clarification on the reasoning behind wanting to use General Funds instead of ARPA Funds, which have not been earmarked or committed in entirety for housing needs and have less impact to the City. Staff can gather information about the net loss on the Ace Parking contract for discussion at the work session.

Harker clarified the direction Staff needs to transfer money from the General Fund to the Off Street Parking Fund when Council makes the motion and the net loss on the Ace Parking contract every month is approximately \$15,000.

Councilor Mohr moved to direct Staff to bring back an Appropriation Transfer in the amount of \$17,500 from the General Contingency Fund to the Off Street Parking Fund. The motion was seconded by Councilor Smith. The vote was as follows: Councilors Michalek, Mohr, Porter, Sipos, and Smith voted yes. Councilor Briggs Loosley voted no. The motion passed.

9. Department Items

A. 2023 Oregon Public Library Statistical Report.

This item was removed and will be rescheduled at a future date.

B. Messenger presented an overview of the Sunshine Park Annexation – Consultant Services Contract Emergency Award.

Councilor comments and questions included whether LUBA listed specific issues the County needed to address when it was remanded back, which corrections the County needed to make to the Findings, using ARPA funds for this purpose is acceptable, fencing for the entire property, setback dimensions, and the nature of concern brought up by property owners.

Forrester clarified the LUBA process and that it has become a repeated cycle.

Messenger and Easley clarified the property is not fenced in entirety, the setback is 100 - 150 feet from the property line, impact to property owners is minimal, fencing is in place by owners with animals, and owners were concerned about traffic on the trails near their backyards.

Councilor Mohr moved to accept the City Manager’s report regarding the emergency award of a consultant contract for the annexation of Sunshine Park into the City Limits. The motion was seconded by Councilor Sipos and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Smith, and Sipos. No Councilors voted no. The motion passed unanimously.

C. Easley presented an overview of the Brown Park Annexation Project – Authorization to Accept Donation, Negotiate Donation Agreement and Purchase Real Property.

Councilor questions and comments included clarification of the amount needed for improvements, whether the City would be responsible for the entire cost of improvements, and any deed restrictions.

Easely clarified the amount needed for improvements is an estimate that will be paid for by a grant and the City is buying the property with the understanding that it will be used as a park.

Councilor Smith moved to authorize the City Manager to negotiate and execute a donation agreement to accept \$150,000 towards the expansion of Brown Park and authorize the City Manager to proceed with the purchase of 710 W. Francis Street for the expansion of Brown Park. The motion was seconded by Councilor Mohr and approved with the following vote: Councilors Briggs Loosley, Michalek, Mohr, Porter, Smith, and Sipos. No Councilors voted no. The motion passed unanimously.

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

Councilor Sipos asked for clarification about when the Dog Ordinance will be rescheduled.

Forrester clarified that he hopes to have the Dog Ordinance ready for the next meeting.

11. Adjourn

Mayor Rich adjourned the regular meeting at 8:35 p.m.

*Grace Jelks*

Grace Jelks

Management Staff Assistant

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### INTERGOVERNMENTAL AGREEMENT WITH OREGON DEPARTMENT OF TRANSPORTATION FOR ALL ROADS TRANSPORTATION SAFETY PROJECT

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Meeting Date: October 23, 2023  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Consent Agenda  
Staff Contact: Dawn Easley, PW Director  
Contact Telephone Number: 541-492-6730

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#### ISSUE STATEMENT AND SUMMARY

The City has received a grant to construct traffic safety improvements. The issue for the Council is whether to authorize the City Manager to execute an Intergovernmental Agreement (IGA) to proceed with the project.

#### BACKGROUND

##### A. Council Action History.

On December 14, 2020, Council authorized the submission of grant applications to the Oregon Department of Transportation (ODOT) All Roads Transportation Safety (ARTS) Program for Systemic Signal Upgrades.

##### B. Analysis.

The ODOT ARTS program is designed to address safety needs on all public roads in Oregon with the primary goal to reduce fatal and serious injury crashes. The ARTS program prioritizes hotspot and systemic needs using a data driven approach based on benefit cost analysis.

The crash reduction elements included in the project are as follows:

- a) Signal visibility upgrades (Improve signal hardware, lenses, reflectorized back plates, size and number) at 12 intersections – Harvard Ave./Umpqua St., Harvard Ave./Stewart Park Dr., Harvard Ave./Keady St., Harvard Ave./Stewart Pkwy., Edenbower Blvd./Aviation Dr., 2536 Harvard Ave./(ped signal), Stewart Pkwy./Stephens St., Stephens St./Chestnut Ave., Stephens St./Newton Creek Rd., Stephens St./Edenbower Blvd., Stephens St./Kenneth Ford Dr., and Stephens St./Kaiser Etna entrance.
- b) Conversion to Flashing Yellow Arrow Permissive at nine intersections: Harvard Ave./Stewart Pkwy., Garden Valley Rd./Troost St., Garden Valley Rd./BLM entrance, Stewart Pkwy/Walmart entrance, Stewart Pkwy./Airport Rd., Stewart

Pkwy./Aviation Dr., Stewart Pkwy./Mercy Entrance, Stewart Pkwy./Renann St. and Stephens St./Edenbower Blvd.

- c) Pedestrian Countdown Timers at eight intersections: Edenbower Blvd./Aviation Dr., Stewart Pkwy./Walmart entrance, Stewart Pkwy./Airport Rd., Stewart Pkwy./Aviation Dr., Stewart Pkwy./Mercy entrance, Stewart Pkwy./Renann St., Stephens St./Kaiser Etna, entrance and 2536 Harvard (ped signal).
- d) Supplemental Right Turn Arrow at ten intersections: Stephens St./Kenneth Ford Dr., Stephens St./Edenbower Blvd., Stephens St./Stewart Pkwy., Stewart Pkwy./Renann St., Stewart Pkwy./Walmart entrance, Stewart Pkwy./Harvard Ave., Garden Valley Rd./Troost St., Garden Valley Rd./Walnut Ave., Garden Valley Rd./Goetz St. and Edenbower Blvd./Aviation Dr.
- e) Additional work beyond countermeasures above: Signal controller upgrades at 13 of the above intersections and reconstruction of curb ramps at Stewart Pkwy./Harvey Ave.

**C. Financial/Resource Considerations.**

The total budget level estimate of the project is \$1,342,472.00. The ARTS funding will cover \$1,208,224.80. The match funding estimate of \$134,247.20 will be programmed in the Sidewalk/Streetlight/Signal fund.

**D. Timing Considerations.**

Staff would like to negotiate and execute the IGA as quickly as practical. Design work is tentatively scheduled to begin in the fall of 2024. The grant funds are in the 2024-2027 funding cycle.

**COUNCIL OPTIONS**

The City Council has the following options:

- 1. Authorize the City Manager to negotiate and execute an Intergovernmental Agreement with ODOT for the ARTS Project; or
- 2. Request additional information; or
- 3. Recommend not proceeding with the safety project.

**STAFF RECOMMENDATION**

The Public Works Commission discussed this agreement at their October 12, 2023, meeting and recommended entering into an IGA with ODOT and proceeding with the project. Staff concurs with this recommendation.

**SUGGESTED MOTION**

*I move to authorize the City Manager to negotiate and enter into an Intergovernmental Agreement with ODOT for the ARTS Project.*

**ATTACHMENTS:**

None

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## ORDINANCE NO. 3595 AMENDING SUBSECTION 3.06.025 OF THE ROSEBURG MUNICIPAL CODE

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Meeting Date: October 23, 2023  
Department: Administration  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Ordinances  
Staff Contact: Nikki Messenger  
Contact Telephone Number: 541-492-6866

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### ISSUE STATEMENT AND SUMMARY

The 2023 Legislature passed SB1047, which raised the contract threshold under which a contracting agency may apply certain solicitation and procurement methods for public contracts. The issue for the Council is whether to adjust the City's code to match the new threshold.

### BACKGROUND

#### A. Council Action History.

The Council last updated RMC Section 3.06.025 at their June 27, 2022 meeting.

#### B. Analysis.

Roseburg Municipal Code Chapter 3.06 outlines the City's contracting procedures. In general, contracts for goods and services other than those associated with engineering, surveying and photogrammetric services are split into three categories:

- Contracts valued at or below \$10,000, which are considered small contracts, may be awarded by the Purchasing Agent (City Manager) by any method, including direct selection.
- Contracts valued above \$10,000 up to \$100,000, which are considered intermediate contracts, may be awarded by the Purchasing Agent based on informal written quotes or informal written proposals.
- Contracts valued over \$100,000 require a formal bidding or Request for Proposal process and are awarded by Council.

The passage of SB1047 changed contract thresholds for small procurements from \$10,000 to \$25,000 and intermediate procurements and public improvement contracts for goods and services from \$100,000 to \$250,000. Staff is recommending the Council consider increasing the threshold for small procurements to \$25,000 to match the new statute. This does not prevent staff from obtaining multiple quotes if appropriate, but allows staff to award contracts at or below that threshold through direct selection. There have been a number of occasions in recent history where obtaining three quotes has

proven difficult and has delayed staff's ability to make needed purchases, or perform small projects or maintenance activities in a timely fashion. In order to implement this change, multiple areas in Section 3.06.025 of the Municipal Code need to be updated.

**C. Financial/Resource Considerations.**

None.

**D. Timing Considerations.**

SB1047 allows for contracts to be awarded utilizing the new thresholds effective January 1, 2024. If the Council were to proceed with first reading at the October 23 meeting, the second reading and adoption would be presented for consideration at the November 13 meeting and, if adopted, become effective in time to meet the January 1 date.

**COUNCIL OPTIONS**

Council has the following options:

1. Proceed with first reading of the ordinance; or
2. Request additional information; or
3. Do nothing.

**STAFF RECOMMENDATION**

Staff recommends that Council proceed with the first reading of the ordinance.

**SUGGESTED MOTION**

No motion is required. If Council concurs with Staff's recommendation, Council will need to request first reading of the ordinance.

**ATTACHMENTS:**

Attachment #1 – Proposed Ordinance

**ORDINANCE NO. 3595**

**AN ORDINANCE AMENDING CHAPTER 3.06.025 – CONTRACTS  
OF THE ROSEBURG MUNICIPAL CODE**

**WHEREAS**, the Roseburg City Council serves as the local contract review board; and

**WHEREAS**, Roseburg Municipal Code Chapter 3.06 outlines the City of Roseburg's procurement policies in compliance with State Statutes and Administrative Rules regarding contracts; and

**WHEREAS**, Senate Bill 1047 (2023) amended ORS 279B.065, ORS 279B.070, and ORS 279C.335, relating to solicitation and procurement methods for public contracts; and

**WHEREAS**, The City of Roseburg wishes to update certain sections of RMC Chapter 3.06.025 to reflect the updated statutory contract thresholds.

**NOW, THEREFORE, THE CITY OF ROSEBURG ORDAINS AS FOLLOWS:**

**SECTION 1.** Roseburg Municipal Code 3.06.025(A) is amended to read as follows:

A. Contracts Valued at or Below \$25,000. Contracts for goods, services, public improvements and personal services for which the estimated contract price is valued at or below \$25,000 may be awarded by the Purchasing Agent by direct selection or any other method which the Purchasing Agent deems to be in the best interest of the City. The Purchasing Agent shall make a written record documenting the manner of selection and the reason why the selection was in the best interest of the City. A contract awarded under this Subsection may be amended only in accordance with this Section.

**SECTION 2.** Roseburg Municipal Code 3.06.025(B) is amended to read as follows:

B. Contracts Valued Above \$25,000, up to \$100,000. Except as otherwise provided in this Chapter, all contracts for goods, services, public improvements and personal services for an amount which is valued above \$25,000, up to and including \$100,000, may be awarded by the Purchasing Agent based on informal written quotes or informal written proposals. In soliciting the informal written quotes or informal written proposals, the Purchasing Agent shall seek quotes or proposals from a sufficiently large number of potential offerors to ensure sufficient competition to meet the best interests of the City. An award based on receiving less than three informal written quotes or informal written proposals may be made only on a determination by the Purchasing Agent that potential offerors were given a reasonable opportunity to submit quotes or proposals.

**SECTION 3.** Roseburg Municipal Code 3.06.025(F) is amended to read as follows:

F. Contracts Awarded at Purchasing Agent's Discretion. Notwithstanding any other provision of this Chapter, the following classes of public contracts may be awarded in

any manner the Purchasing Agent deems to be in the best interest of the City, including direct selection or purchase.

1. Advertising. Contracts for the placing of notice or advertisements in any medium.
2. Animals. Contracts for the purchase of animals.
3. Contracts up to \$25,000. Contracts of any type for which the contract price does not exceed \$25,000.
4. Equipment Repair. Contracts for equipment repair or overhauling, provided the service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing.
5. Gasoline, Fuel and Oil. Contracts for the purchase of gasoline, fuel and oil used for City operations.
6. Goods for Resale. Contracts for goods purchased for resale to consumers.
7. Government-Regulated Items. Contracts for the purchase of items for which prices or selection of suppliers are regulated by a governmental authority.
8. Insurance. Insurance service contracts.
9. Materials Entitled to Copyrights; Library Materials. Contracts for the acquisition of materials entitled to copyright, including, but not limited to, works of art and design, literature and music, when purchased from the author or copyright holder or when such materials are purchased for library purposes.
10. Non-Owned Personal Property. Contracts or arrangements for the sale or other disposal of used abandoned property or other personal property not owned by the City.
11. Purchase of Used Property. The purchase of used property with a value up to \$100,000 if the property is suitable for the City's needs and can be purchased for a lower cost than substantially similar new property. For this purpose, the cost of used property shall be based upon the life cycle cost of the property over the period for which the property will be used by the City. The Purchasing Agent shall record the findings that support the purchase.
12. Qualified Non-Profits Entities. Contracts for goods or services provided by qualified non-profit entities.
13. Renewals. Contracts that are being renewed in accordance with the renewal options provided in the contract terms. Notwithstanding the foregoing, the Purchasing Agent shall consider using a competitive solicitation technique if renewal of the contract

would result in an aggregate term of more than 4 years. When deciding whether competitive solicitation is appropriate, the Purchasing Agent shall balance the needs of the City for continuity of professional services with the need for competition and reasonable costs.

14. Sole Source Contracts. Contracts for goods and services which are available from a single source. The Purchasing Agent shall make a written record of the facts that support the determination that the goods or services, or improvements, are only available from a single source and that alternative goods, services or improvements would be unsatisfactory for the City's needs.

15. Sponsor Agreements. Sponsorship agreements under which the City receives a gift or donation in exchange for recognition of the donor.

16. Structures. Contracts for the disposal, demolition or removal of structures on City-owned property.

17. Temporary Extensions or Renewals. The temporary extension or renewal of an expiring and non-renewable, or recently expired contract (excluding public improvement contracts), for a single period of one year or less.

18. Temporary Use of City-Owned Property. A contract (including a license or permit) for the temporary use of City-owned property if:

a. The contract results from an unsolicited proposal to the City based on the unique attributes of the property or the unique needs of the proposer;

b. The proposed use of the property is consistent with the City's use of the property and the public interest; and

c. The City reserves the right to terminate the contract without penalty, in the event that the City determines that the contract is no longer consistent with the City's present or planned use of the property or the public interest.

19. Utilities. Contracts for the purchase of steam, power, heat, water, natural gas, electricity, heating oil, telecommunication services and other utilities.

**SECTION 4.** All other Sections, Subsections and Paragraphs of Chapter 3.06 of the Roseburg Municipal Code shall remain in full force and effect as currently written.

**SECTION 5. Effective Date:** This ordinance will take effect January 1, 2024.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

**APPROVED BY THE MAYOR THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

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**LARRY RICH, MAYOR**

**ATTEST:**

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**PATTY HITT, CITY RECORDER**

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## RESOLUTION NO. 2023-21 UPDATING THE PARKS RULES AND REGULATIONS

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Meeting Date: October 23, 2023  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Resolutions  
Staff Contact: Dawn Easley, PW Director  
Contact Telephone Number: 541-492-6730

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### ISSUE STATEMENT AND SUMMARY

Staff recognized the need to update the Parks Rules and Regulations to remove language prohibiting the distribution of any circular, notice, leaflet, pamphlet or written or printed information of any kind. The issue for Council is whether to adopt the attached resolution updating the Parks Rules and Regulations to reflect these changes.

### BACKGROUND

#### A. Council Action History.

The Council last updated the Parks Rules and Regulations at the May 22, 2023, meeting via Resolution No. 2023-14.

#### B. Analysis.

The Park Rules and Regulations restrict the distribution of any written or printed material in any city-owned park. The U.S. Constitution protects citizens' freedom of speech and assembly. The courts have determined that the distribution of printed or written materials is included in that protection. Staff seeks to remove this prohibition in the Park Rules and Regulations and add a designated assembly area for the purpose of soliciting, protesting, proselytizing, petitioning, canvassing, or distributing written or printed materials inside a park.

The proposed changes include the following;

- Adding section 1.5 Soliciting, protesting, proselytizing, petitioning, canvassing, or distributing written materials inside a park in a manner that unreasonably interferes with or impedes access to the park or an event scheduled in the park is prohibited.
- Adding section 1.6 Soliciting, protesting, proselytizing, petitioning, canvassing, or distributing written materials in a manner that does not unreasonably interfere with or impede access to the park or an event in the park may occur in the designated assembly area of the park.

- Adding section 1.7 Stewart Park's designated assembly area is located near the southernmost entrance to Stewart Park off Stewart Parkway, south of the parking area. The Fir Grove Section of Stewart Park's designated assembly area is in the northeast corner near the entrance to the Stewart Park Drive Bridge and parking area. The Sunshine Park assembly area is located above the outfield of field two near the park entrance at the first light pole. The assembly areas of any other park can be requested from the Parks and Recreation Department.
- Under section 1.5 The following activities are prohibited in public parks unless specifically authorized by the Public Works Director.
- Removing section 1.5.1 The distribution of any circular, notice, leaflet, pamphlet or written or printed information of any kind.

**C. Financial/Resource Considerations.**

None

**D. Timing Considerations.**

None

**COUNCIL OPTIONS**

1. Adopt the attached resolution updating the Parks Rules and Regulations; or
2. Request additional information; or
3. Take no action.

**STAFF RECOMMENDATION**

The Parks and Recreation Commission discussed the proposed updates to the parks rules at their October 4, 2023, meeting. The Commission recommended the Council adopt the attached resolution updating Parks Rules and Regulations. Staff concurs with the Commission's recommendation.

**SUGGESTED MOTION**

***"I MOVE TO ADOPT RESOLUTION NO. 2023-21, A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 2023-14. REGARDING THE CITY OF ROSEBURG PARKS RULES AND REGULATIONS."***

**ATTACHMENTS:**

Attachment #1 – Resolution 2023-21

Attachment #2 – Exhibit "A" Proposed City of Roseburg Parks Rules and Regulations

Attachment #3 – Map

**RESOLUTION NO. 2023-21**

**A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 2023-14  
REGARDING THE CITY OF ROSEBURG PARKS RULES AND REGULATIONS.**

**WHEREAS**, general rules and regulations for the City of Roseburg’s parks system were approved by the Roseburg City Council through the adoption of Resolution 2023-14 on May 22, 2023; and

**WHEREAS**, the current park rules and regulations prohibit the distribution of printed or written materials and do not designate an assembly area; and

**WHEREAS**, the City of Roseburg Parks & Recreation Commission determined that the Park Rules and Regulations should be updated to remove the prohibition of the distribution or printed or written material and create a designated assembly area; and

**WHEREAS**, these changes are intended to address areas of Park Rules and Regulations that restrict distribution of printed and written documents in the park; and

**WHEREAS**, it has been determined to be most advantageous to have all rules and regulations relating to the general use of all City parks incorporated into one document.

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

**Section 1.** Resolution No. 2023-14 as adopted on May 22, 2023, is hereby repealed.

**Section 2.** The City of Roseburg Parks Rules and Regulations, attached hereto as Exhibit “A,” are hereby adopted and enforceable under Roseburg Municipal Code Chapter 1.06.

**Section 3.** This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 23<sup>rd</sup> DAY OF OCTOBER, 2023.**

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**Patty Hitt, City Recorder**

**CITY OF ROSEBURG  
PARKS RULES AND REGULATIONS**

The following City of Roseburg Parks Rules and Regulations, adopted by the Roseburg City Council on October 23, 2023, via Resolution No. 2023-21, shall be observed within the public parks of the City of Roseburg, Oregon effective October 23, 2023. As used herein, the words “public park” shall mean and include all property now or hereafter owned and/or controlled by the City of Roseburg, Oregon, and operated as a park or an area of City beautification available for the use of the public. As used herein, the definition of “vehicle” shall be from Oregon Revised Statute 801.590.

**1. GENERAL RULES OF CONDUCT IN CITY PARKS.** The following rules and regulations for the conduct of persons using the public parks of the City of Roseburg, Oregon are hereby established and shall be observed and enforced within said public parks:

- 1.1** No person shall build any fire within any public park except as permitted in a stove or fireplace designed and provided therefore.
- 1.2** No overnight camping will be permitted in any park or part thereof without prior approval by the Public Works Director unless allowed by Roseburg Municipal Code (RMC) 7.02.100.
- 1.3** No person will be permitted to park overnight in a park parking lot unless an exception is allowed by RMC 7.02.100.
- 1.4** No person may erect signs, markers or inscriptions of any type within a public park, except in a specifically designated area, without permission from the Public Works Director.
- 1.5** Soliciting, protesting, proselytizing, petitioning, canvassing, or distributing written materials inside a park in a manner that unreasonably interferes with or impedes access to the park or an event scheduled in the park is prohibited.
- 1.6** Soliciting, protesting, proselytizing, petitioning, canvassing, or distributing written materials in a manner that does not unreasonably interfere with or impede access to the park or an event in the park may occur in the designated assembly area of the park.
- 1.7** Adding section 1.7 Stewart Park’s designated assembly area is located at the near the southernmost entrance to Stewart Park off Stewart Parkway, south of the parking area. The Fir Grove Section of Stewart Park’s designated assembly area is in the northeast corner near the entrance to the Stewart Park Drive Bridge and parking area. The Sunshine Park assembly area is located above the outfield of field two near the park

entrance at the first light pole. The assembly areas of any other park can be requested from the Parks and Recreation Department.

**1.8**

**1.9** The following activities are prohibited in all public parks unless specifically authorized by the Public Works Director:

**1.9.1** The solicitation of, or engagement in, the sale of any merchandise or service, the operation of any concessions or catering, within any public park without a permit from the Public Works Director.

**1.10** Smoking or other use of tobacco products is prohibited on all public park property. "Smoking" as used herein shall include: electronic smoking devices, tobacco, marijuana, cigarettes, cigarillos, cigars, pipes, chew, snuff, smokeless tobacco and any burning or smoldering substance in any form. City-owned Stewart Park Golf Course is excluded.

**1.11** No person shall permit any domestic animal owned by, or in the custody of the person, to run at large within any park or enter any pond, fountain or stream thereof, and all domestic animals within any public park shall be kept in control at all times on a leash not more than eight (8) feet in length (Happy Tails Dog Park excluded). Also, no person shall tease, annoy or injure any animal within any park facility including ponds, streams or fountains. No person shall ride or drive any horse or other livestock, or permit any horse or other livestock, to go upon any portion of a public park at any time except as authorized by the Public Works Director.

**1.12** No person shall be permitted within a public park between dusk and dawn with the following exceptions:

**1.12.1** As permitted for special occasion upon application and approval by the Public Works Director.

**1.12.2** Organized events that the City has approved such as Music on the Half Shell, Movies in the Park, Legion Baseball, Little League activities at Gaddis Park, scheduled softball leagues and tournaments.

**1.12.3** Events sponsored by Umpqua Valley Arts Association and Umpqua Actors Community Theater, held at the Arts Center and the Betty Long Unruh Theater.

**1.12.4** As allowed by RMC 7.02.100.

**1.13** No person shall swim, wade, bathe or operate a watercraft of any kind in any area of a public park except in those areas so designated.

- 1.14** No person shall operate any public address or loudspeaker system, or operate a radio or other electronic audio device, in any public park in a manner that violates RMC 7.02.140 Noise Disturbances; this does not include sounds arising from and consistent with any activity approved by City sponsorship or for which a permit has been issued by the Public Works Director.
- 1.15** Car washes and garage/yard sales are prohibited on public park property.
- 1.16** No person shall interfere with or disrupt any activity in a public park which has been authorized by City permit.
- 1.17** Except for First Responders, park maintenance, public utility and other vehicles judged necessary by the Public Works Director for the construction, maintenance and safety of City parks and utilities therein, no vehicles shall be operated, stopped, parked or left standing in a public park, other than on public roads, and parking lots specifically designated and designed for vehicle use. Any vehicle(s) in unauthorized areas, such as inside a park system, riparian zones, mitigated wetlands, multiuse paths, trails, and any other areas that are designated parking lots and public roads, may be immediately impounded by the Police Chief or their designee. The Public Works Director may impose reasonable conditions on park use when exempt vehicles are authorized within a park. Electric assist bicycles are considered bicycles and are permitted on multi-use pathways in City parks if the motor that does not exceed 750 watts and has functional pedals.
- 1.18** No person shall operate a motorized vehicle, or a bicycle, skateboard, roller-skates, roller blades, or any other type of vehicle, in any public park in a manner that endangers, or would be likely to endanger any person or damage any property. The speed limit on all multi-use paths is 15 miles per hour.
- 1.19** Persons desiring to use park property to picket or protest activities authorized by City permit shall be allowed to occupy the sidewalks and bicycle / pedestrian pathway abutting Stewart Parkway only. If the number of people using the designated area is ten (10) or more, the activity must also comply with City parade regulations.
- 1.20** The playing or practicing of golf is prohibited in any City park other than Stewart Park Golf Course, unless authorized by the Public Works Director.
- 1.21** Any activity that is not authorized by a City permit which is incompatible with or disrupts the general public use of park property is prohibited.

- 1.22** No vehicle shall remain in a parks parking lot for more than 12 hours within any 24-hour period.

**2. RULES SPECIFIC TO SPECIAL EVENTS (NOT SPONSORED BY THE CITY)**

In addition to the General Park Rules & Regulations, Persons issued a Parks & Recreation Special Event Permit are responsible for seeing that the following rules and/or regulations are followed, met and adhered to:

- 2.1** A special event is defined as gatherings/events that involve a large group of people (compared to the usual occupancy of the site), and
- Are advertised to the public and do not occur regularly on the site, or
  - Impact or use city streets (including curb or parking lane) sidewalks, and public right-of-way, or
  - Use of City facilities or property such as city buildings, parks, parking lots, etc.

Examples of special events include: concerts, festivals, parades, markets, carnivals, street fairs, runs/walks, bike races, church services, volunteer work group events, etc.

- 2.2** All special events in parks require a permit. Permit applications must be submitted to the Public Works Department at least two weeks prior to the date of the event. Payment of all fees/deposits is due at the time of application.
- 2.3** Permittee must submit a list of all vendors (those taking part in the solicitation of, or engagement in, the sale of any merchandise or service, or in the operation of any concessions) to be approved by the Public Works Director. All vendors who wish to sell food or products in conjunction with a special event must also enter into a separate agreement with the City per Section 1.3.2.
- 2.4** Mobile vendors/food trucks to be utilized in conjunction with special events shall comply with all rules specific to those businesses as outlined in Section 5.
- 2.5** At least one week prior to the event, Permittee shall provide the City with proof of General Liability Insurance as outlined in Section 6.
- 2.6** The sales, dispensing and/or consumption of alcoholic beverages during special events is prohibited without a special occasion liquor license obtained from the Oregon Liquor Control Commission **and** approved by the City Manager. The license shall be presented to the City *thirty* days prior to the event to allow sufficient processing time.

- 2.7** Permittee must pay a permit deposit at least two weeks prior to the date of the event to cover the cost of City services such as police, parks and public works crews if these services are required. The amount of the deposit will be determined on an event by event basis. A final accounting for these services will be done by the City within 10 days following the event, at which time the Permittee will be reimbursed for any over payment or billed for costs in excess of the amount deposited.
- 2.8** Permittee must provide, at its own expense, all traffic control and security needed throughout the duration of the event. The minimum traffic control and security will be determined by the City on an event by event basis. Vehicles parked in/around the Legion Field area must keep out of the fire lanes and not be double parked.
- 2.9** For crowds over 1,000 Permittee must:
- Provide additional trash containers at a general rate of one (1) trash can per every 50 people (over 1,000).
  - Utilize recycling stations.
  - Provide an adequate number of portable toilets to meet crowd demands.
- 2.10** The decibel level of any sound produced as part of or as a result of the event shall be limited to 95 decibels.
- 2.11** Permittee shall be held liable and responsible for any damage beyond normal wear and tear upon the facilities used during the event. Climbing on the band shell structure for any reason is strictly prohibited.
- 2.12** Due to limited availability of parking space, if Permittee anticipates an extra-large crowd, Permittee is encouraged to provide shuttle bus service to the park.
- 2.13** All events must conclude no later than 9:30 PM unless approved by the Public Works Director.

**3. RULES SPECIFIC TO CITY SKATEBOARD PARK FACILITY.** In addition to the Park Rules & Regulations, the following rules apply to the City Skateboard Park:

- 3.1** No motorized vehicles shall be operated in the skateboard park.
- 3.2** No pets shall be allowed in the skateboard park.
- 3.3** Bicycles are allowed from dawn until noon on Sunday, Tuesday, and Thursday only. This time is for bicycles exclusively. Skateboards shall not be used in the park during the bicycle time.

**4. RULES SPECIFIC TO INFLATABLE STRUCTURES IN CITY PARKS.**

- 4.1 Persons planning to have an inflatable must first obtain a Park Permit for the use of the park.
- 4.2 Permittee shall provide the City with proof of General Liability Insurance as outlined in Section 6.
- 4.3 Inflatables must be freestanding and weighted. Stakes are prohibited.
- 4.4 Inflatables may not be tied to trees, tables or other park amenities.
- 4.5 Inflatables must be under adult supervision at all times.
- 4.6 Between June 1<sup>st</sup> and August 31<sup>st</sup>, inflatables are limited to a maximum of 2 hours. For the remainder of the year, inflatables are limited to a maximum of 4 hours.

**5. RULES SPECIFIC TO MOBILE VENDORS/FOOD TRUCKS IN CITY PARKS**

- 5.1 Mobile vendors/Food trucks may be allowed in conjunction with permitted special events only. Mobile Vendors/Food Trucks must be approved by the Public Works Director. If denied, a written appeal must be filed within five (5) days after the date of the notice of the action. The written appeal filed with the City Manager must state the basis for the appeal. The decision of the City Manager shall be final.
- 5.2 Mobile vendors/food trucks must have a valid City Business Registration/License.
- 5.3 Mobile vendors/food trucks must comply with the General Liability Insurance requirements as outlined in Section 6.
- 5.4 Vendor shall park in designated area only. Obstructing or parking in a public travel lane, fire lane, bike lane, or blocking access to any driveway access, walkway, fire hydrants, parking facilities, or loading zone is prohibited.
- 5.5 Drive-up windows are prohibited.
- 5.6 All tables, chairs, trash bins, wash stations, etc. shall be removed from the site when the vendor vacates the site.

- 5.7 The vendor shall not place any signage in the park or adjacent right-of-way except which is directly affixed to the vending unit.
- 5.8 No vendor permitted under this section shall sell, consume, or distribute alcoholic beverages.

**6. INSURANCE REQUIREMENTS** General Liability Insurance. Permittee shall maintain a broad form general liability insurance policy with coverage of not less than \$2,000,000 combined single limit per occurrence, with aggregate of \$4,000,000, for bodily injury, personal injury, or property damage with an insurance carrier licensed to do business in the State of Oregon. Such policy shall contain a contractual liability endorsement to cover indemnification obligations under any agreement or permit subject to this rule and shall entitle the City to not less than thirty (30) days written notice of any material change, non-renewal, or cancellation.

The policy shall also contain an endorsement naming the City as an additional insured, in a form satisfactory to the City, and expressly provide that the interest of the City shall not be affected by the Permittee's breach of policy provision. Such policy must be maintained in full force and effect for the duration of this permit. Failure to do so shall be cause for immediate termination of this permit by the City. Claims made policies will not be accepted. Evidence of this coverage may be requested by the City, however, not requesting the proof does not eliminate the requirement that the coverage be in force.

**7. PENALTY FOR VIOLATION** A violation of these rules and regulations constitutes a violation under Roseburg Municipal Code Chapter 1.06 and may also constitute an offense under Roseburg Municipal Code Chapter 7.02. Penalties for such violations are set forth in Roseburg Municipal Code Chapter 1.06. The City reserves the right to exclude and/or ban, from any and all park facilities, any person who has been found guilty of violating any of these rules and regulations or who has vandalized, damaged or taken park property or facilities, or attempted to do so.

**Stewart Park Assembly Area**



**Fir Grove Assembly Area**



Sunshine Park Assembly Area



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### RESOLUTION 2023-22 APPROPRIATION TRANSFER FOR FISCAL YEAR 2023-24 TRANSFERRING GENERAL FUND CONTINGENCY FUNDS TO THE OFF-STREET PARKING FUND

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Meeting Date: October 23, 2023  
Department: Finance  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

Agenda Section: Resolutions  
Staff Contact: Ron Harker, Finance Director  
Contact Telephone Number: 541-492-6710

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#### ISSUE STATEMENT AND SUMMARY

In order to address cash flow needs to cover expenses in the Off Street Parking Fund, City Council directed staff, at its October 9<sup>th</sup> meeting, to prepare an Appropriation Transfer to move \$17,500 from General Fund Contingency to the Off Street Parking Fund.

#### BACKGROUND

##### A. Council Action History.

On March 22, 2021, the Council received and accepted the Downtown Parking Assessment and Plan after a presentation from Rick Williams Consulting.

On December 13, 2021, the Council awarded the contract for parking enforcement services to ACE Parking.

On January 24, 2022, the Council authorized a supplemental budget to the Off Street Parking Fund establishing appropriation authority to manage the parking enforcement contract for fiscal year 2021-2022.

On August 22, 2022, the Council authorized the use of ARPA funds to pay for janitorial and security services at the parking structure.

Council authorized changes to meters, parking spaces, time limits, and permit sales at meetings on August 22, 2022, September 26, 2022, and November 11, 2022.

Council authorized use of ARPA funds to directly cover the cash flow needs of the Off Street Parking Fund up to \$50,000 on four separate occasions, May 9, 2022, September 26, 2022, January 23, 2023, and June 12, 2023.

On October 9, 2023, the Council directed staff to prepare an appropriation transfer to transfer \$17,500 from General Fund Contingency to the Off Street Parking Fund to cover the projected cash flow needs.

**B. Analysis.**

The City's current cash balance in the Off Street Parking Fund is \$3,705.99 after paying ACE Parking for August services and other expenses. It is projected that the City will not have sufficient resources to cover the expenses that are incurred for September's parking enforcement services and other related expenses. Consequently, additional funding is required to support the Off Street Parking Fund.

After a Council discussion on October 9, 2023, the Council directed staff to present an Appropriation Transfer Resolution at the October 23, 2023, meeting that would transfer \$17,500 from the General Fund Contingency to the Off Street Parking Fund to provide the immediate cash flow needs in the Off Street Parking Fund.

In order to facilitate this transfer, the following adjustments are proposed:

*General Fund (100)*

Expenditures

Contingency .....	\$ -17,500
Transfer to Off Street Parking .....	\$ 17,500

(Changes in appropriations are offsetting thereby maintaining a balanced budget)

*Off Street Parking Fund (510)*

Revenues

Transfer from General Fund .....	\$ 17,500
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Expenditures

Materials and Services .....	\$ 17,500
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(Revenues and Expenditures are offsetting thereby maintaining a balanced budget)

**C. Financial/Resource Considerations.**

The transfer out of the \$17,500 represents a reduction of -1.75 percent of the General Fund Contingency.

**D. Timing Considerations.**

The City's Off Street Parking Fund has accrued expenses that it needs to immediately cover. Consequently, it is imperative that the resources of the Off Street Parking Fund be augmented.

**COUNCIL OPTIONS**

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the adjustment amounts;  
or
- 3) Not adopt the attached resolution.

**STAFF RECOMMENDATION**

Given the need to comply with Oregon budget law and to provide adequate appropriation authority to cover the cash flow needs of the Off Street Parking Fund, it is staff's recommendation to adopt the attached resolution as written.

**SUGGESTED MOTION**

*“I move to adopt Resolution No. 2023-22 authorizing an appropriation transfer for fiscal year 2023-24.”*

**ATTACHMENTS:**

Attachment #1 – Resolution No. 2023-22 entitled “A RESOLUTION AUTHORIZING AN APPROPRIATION TRANSFER FOR FISCAL YEAR 2023-24”

**RESOLUTION NO. 2023 – 22**

**A RESOLUTION AUTHORIZING AN APPROPRIATION TRANSFER FOR  
FISCAL YEAR 2023-24**

**WHEREAS**, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2023-24 by Resolution 2023-16; and

**WHEREAS**, it is projected that the City will not have sufficient resources to cover the expenses that are incurred for September’s parking enforcement services and other related expenses. Consequently, additional funding is required to support the Off Street Parking Fund; and

**WHEREAS**, after a Council discussion on October 9, 2023, the Council directed staff to present an Appropriation Transfer Resolution at the October 23, 2023, meeting that would transfer \$17,500 from the General Fund Contingency to the Off Street Parking Fund to provide the immediate cash flow needs in the Off Street Parking Fund; and

**WHEREAS**, ORS 294.463 allows appropriations to be transferred within a fund and between funds after the budget has been adopted.

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

**Section 1.** Appropriations in the Fiscal Year 2023-24 budget shall be adjusted as follows:

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
General Fund (100)			
Resources			
Beginning Fund Balance	\$ 11,330,500	\$ -	\$ 11,330,500
Current Revenues	\$ 29,151,344	\$ -	\$ 29,151,344
Total Resources:	<u>\$ 40,481,844</u>	<u>\$ -</u>	<u>\$ 40,481,844</u>
Appropriations			
Other Appropriations	\$ 38,353,844	\$ -	\$ 38,353,844
Transfers	\$ 1,128,000	\$ 17,500	\$ 1,145,500
Contingency	\$ 1,000,000	\$ (17,500)	\$ 982,500
Total Appropriations:	<u>\$ 40,481,844</u>	<u>\$ -</u>	<u>\$ 40,481,844</u>

RESOLUTIONS B  
ATTACHMENT NO. 1

	<u>Current</u>	<u>Amount</u>	<u>Amended</u>
Off Street Parking Fund (510)			
Resources			
Beginning Fund Balance	\$ 4,756	\$ -	\$ 4,756
Transfer from General Fund	\$ 18,000	\$ 17,500	\$ 35,500
Other Revenues	\$ 104,900	\$ -	\$ 104,900
Total Resources:	<u>\$ 127,656</u>	<u>\$ 17,500</u>	<u>\$ 145,156</u>
Appropriations			
Materials and Services	\$ 127,240	\$ 17,500	\$ 144,740
Other Appropriations	\$ 416	\$ -	\$ 416
Total Appropriations:	<u>\$ 127,656</u>	<u>\$ 17,500</u>	<u>\$ 145,156</u>

To provide required appropriation authority and resources to cover the cash flow needs of the Off Street Parking Fund.

**Section 2.** The Finance Director is to make the proper adjustments to the budget.

**Section 3.** This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING  
ON THE 23<sup>rd</sup> DAY OF OCTOBER, 2023.**

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**Patty Hitt, City Recorder**

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### WATER TREATMENT PLANT STANDBY GENERATOR PROJECT NO. 20WA03 AMENDMENT NO. 1 CONSULTING SERVICES CONTRACT

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Meeting Date: October 23, 2023  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

Material supply chain issues and delivery delays during the COVID-19 pandemic increased generator delivery times from an anticipated 2 months to 18 months. This delay increased project management hours and necessary site visits by RH2 Engineering, Inc., which translates into additional cost. The issue for Council is whether to authorize Amendment No. 1 to the Consulting Services Contract.

#### BACKGROUND

##### A. Council Action History.

On August 24, 2020, the City Council awarded a Consulting Services Contract to RH2 Engineering Inc. to provide consulting services for analysis, design, bidding, and construction management services for the project.

##### B. Analysis.

In August 2019, the City contracted with RH2 Engineering Inc. to complete a study evaluating options for standby power at the Water Treatment Plant (WTP) and other critical water facilities throughout the City. The Public Works Commission chose option number 2, which included permanent standby power at the treatment plant and reservoir hill, generator receptacles at five pump station locations, and two portable 150 KW generators.

On October 25, 2021, the Council awarded the construction contract to Kronsberg Electric, Inc. for \$2,356,440. The contractor ordered the generators and switch gear in December of 2021 with an expected delivery in the spring of 2022. Due to the COVID-19 pandemic, delivery confirmation of the generators and switch gear were repeatedly delayed. The generator for the WTP was delivered in October of 2022, and the generator for reservoir hill arrived in late May of 2023.

In May of 2023, the City was informed by Pacific Power that the new transformer that was ordered for WTP in August of 2022 had not arrived and was not expected until August of 2023. This forced the delay of the startup and commissioning of the WTP generator until the fall. Plant production volumes historically drop off in late September to levels that staff

felt comfortable turning the power off to the plant for the final wiring and service installation.

In June, the contractor had completed installation of the generator on reservoir hill, installed the manual transfer switches to five booster pump stations and delivered the two trailer-mounted generators. City staff requested RH2 Engineering make an additional trip to commission these generators so they were available for use during the summer fire season.

The additional construction management costs are attributed to delays in receiving materials during the COVID-19 pandemic. This added to the anticipated hours of project management, submittal reviews, project meetings, and trips to start up and commission operational generators.

**C. Financial/Resource Considerations.**

On October 25, 2021, the City Council approved a total construction cost amount of \$2,602,086, which included \$68,913 for construction management support and \$176,733 in contingency. Amendment No. 1 is for \$34,211 and covered by the contingency funds.

**D. Timing Considerations.**

Final wiring between the generator, automatic transfer switch and the power utility will take place on October 25, 2023. Startup, commissioning and testing of the generator and control system will begin on October 30, 2023. This amendment is necessary to cover additional costs for this startup and commissioning.

**COUNCIL OPTIONS**

The City Council has the following options:

1. Authorize Amendment No. 1 to RH2 Engineering, Inc. for \$34,211; or
2. Request additional information.

**STAFF RECOMMENDATION**

The Public Works Commission discussed the proposed amendment at their October 12, 2023, meeting and recommended approving Amendment No. 1 to the consulting services contract for the WTP Standby Generator project to RH2 Engineering, Inc. for \$34,211. Staff concurs with this recommendation.

**SUGGESTED MOTION**

***I move to authorize Amendment No. 1 to the consulting services contract for the Water Treatment Plant Standby Generator project to RH2 Engineering, Inc. for \$34,211.***

**ATTACHMENTS:**

None



# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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## CITY MANAGER ACTIVITY REPORT

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**Meeting Date: October 23, 2023**  
**Department: Administration**  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

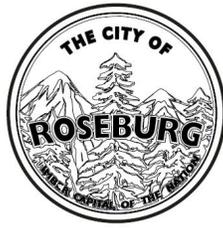
**Agenda Section: Informational**  
**Staff Contact: Nikki Messenger, City Manager**  
**Contact Telephone Number: 541-492-6866**

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### ISSUE STATEMENT AND SUMMARY

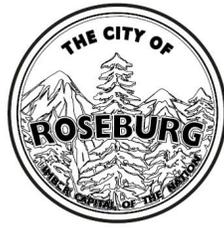
At each meeting, the City Manager provides the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's 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 October 23, 2023 meeting, the following items are included:

- Department Head Meeting Agendas
- Tentative Future Council Agenda Items



Department Head Meeting  
Public Safety Center Umpqua Room  
October 10, 2023 - 10:00 a.m.

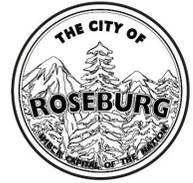
1. October 9, 2023 City Council Meeting Synopsis
2. October 23, 2023 City Council Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
  - A. Community Event – Food Truck at Trella
  - B. Grant Checklist – Americans and the Holocaust Traveling Exhibition
5. Discussion Items
  - A. Roseburg Area Chamber of Commerce Membership Lunch – October 16, 2023
  - B. New Domain Name?
    - i. CityofRoseburgOR.gov (preferred choice)
    - ii. RoseburgOregon.gov
    - iii. CityofRoseburgOregon.gov
    - iv. RoseburgOR.gov



Agenda  
Department Head Meeting  
Public Safety Center Umpqua Room  
October 16, 2023 - 10:00 a.m.

1. IT Updates and Questions – Christine, Systech (unavailable)
2. October 23, 2023 City Council Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents, Events, or Grants to review and/or sign
5. Discussion Items
  - A. Adapt – request to use Council Chambers on November 16, 2023, at 6:00 p.m. for a Town Hall meeting on the Opioid Crisis in Douglas County.

**TENTATIVE FUTURE COUNCIL AGENDA**



**Unscheduled**

- 2023-2025 Council Goals (October 30<sup>th</sup>)
- Council Work Session – Downtown Parking (November 1<sup>st</sup>)
- Urban Growth Boundary Swap
- Accounting Awards
- Ordinance Amending Chapter 6.02 – Animal Control
- Audience Participation Guidelines
- UTRAN presentation
- VA Director presentation

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**November 13, 2023**

Consent Agenda

- A. October 23, 2023 Meeting Minutes

Department Items

- A. Award of Standby Power for the Airport  
B. Community Rating System Flood Insurance Assessment  
C. Purchase of Two (2) Pickup Trucks  
D. IGA with UCC

Resolutions

- A. Fee Update

Executive Session

- A. Municipal Court Judge Evaluation

Informational

- A. City Manager Activity Report  
B. ARPA Quarterly

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**December 11, 2023**

Consent Agenda

- A. November 13, 2023 Meeting Minutes

Department Items

- A. 2023 Library Statistics

Informational

- A. City Manager Activity Report

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**January 8, 2024**

Mayor Reports

- A. State of the City Address  
B. Commission Chair Appointments  
C. Commission Appointments

Commission Reports/Council Ward Reports

- A. Election of Council President

Consent Agenda

- A. December 11, 2023 Meeting Minutes

Informational

- A. City Manager Activity Report

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**January 22, 2024**

Consent Agenda

- A. January 8, 2024 Meeting Minutes

Informational

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

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**February 12, 2024**

Consent Agenda

- A. January 22, 2024 Meeting Minutes

Special Presentation

- A. Annual Comprehensive Financial Report (ACFR)
- B. Quarterly Report – Quarter Ended December 31, 2023
- C. 2023 – 2024 Budget Calendar

Informational

- A. City Manager Activity Report

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**February 26, 2024**

Consent Agenda

- A. February 12, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report

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**March 11, 2024**

Consent Agenda

- A. February 26, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report

*\*ROSEBURG URBAN RENEWAL AGENCY BOARD MEETING TO IMMEDIATELY FOLLOW*

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**March 25, 2024**

Consent Agenda

- A. March 11, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report

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**April 8, 2024**

Mayor Reports

- A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
- B. Oregon Arbor Month Proclamation
- C. National Library Week Proclamation

Consent Agenda

- A. March 25, 2024 Meeting Minutes

Informational

- A. City Manager Activity Report

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**April 22, 2024**

Mayor Reports

- A. Historic Preservation Month Proclamation

Consent Agenda

- A. April 8, 2024 Meeting Minutes

Informational

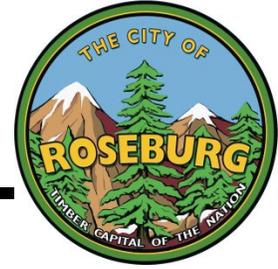
- A. City Manager Activity Report

- B. Quarterly Financial Report
  - C. Municipal Court Quarterly Report
-

# City of Roseburg, Oregon

## Quarterly Financial Report

1st Quarter, Fiscal-Year 2023-2024



September 2023

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 2023-2024.

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 2022 for comparison purposes.

### OVERVIEW:

- \$7.5 million General Fund balance.
- 4.5% Douglas County seasonally adjusted unemployment rate.
- 4.63% state investment pool interest rate.
- 3.9% Year-over-Year CPI-U West Region for August, 2023.
- Authorize Change Order to the Storm Rehabilitation Vine Alameda Project not to exceed \$82,165.
- Exempted purchase of Cardiac Defibrillators from competitive bid process and awarded contract for \$120,478.80 utilizing cooperative purchasing agreement.
- Approved purchase of three 2023 Police Utility vehicles for \$142,925.64.
- Awarded 24-inch Transmission Main from Isabell to Newton Creek for \$4,009,236.
- Authorized Task Order #6 for 24-inch Transmission Main from Isabell to Newton Creek for \$133,887.
- Awarded the Storm Pipe Rehabilitation Alameda and Church for \$895,610.
- Authorized Amendment #1 for engineering Highway 138 Water Line Replacement for \$28,530.
- Exempted a Trailer-Mounted Vacuum Excavator from the competitive bid process and authorized purchase for \$120,547.70 utilizing interstate cooperative purchasing agreement.

## GENERAL FUND

General Fund	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 29,151,344	\$ 2,250,203	8%	\$ 2,081,550
Expenditures	31,639,685	6,542,984	21%	6,186,521
Balance-July 1	11,330,500	11,841,864	105%	10,597,061
Balance YTD	\$ 8,842,159	\$ 7,549,083		\$ 6,492,090

## GENERAL FUND REVENUE

General Fund Revenue	Budget	YTD Actual	%	Prior Year Actual
Property Taxes	\$19,021,700	\$ 76,965	0%	\$ 73,560
Other Taxes	425,000	-	0%	96,208
Licenses, Permits, Fees	3,526,758	769,796	22%	500,032
Charges for Services	4,445,853	1,081,044	24%	1,092,583
Intergovernmental	1,408,533	175,080	12%	273,894
Interest	250,000	110,866	44%	32,041
Miscellaneous	73,500	36,453	50%	13,232
<b>Total Revenues</b>	<b>\$29,151,344</b>	<b>\$ 2,250,203</b>	<b>8%</b>	<b>\$ 2,081,550</b>

**Property Taxes** — The majority of property tax revenue is collected in November and December. At the end of September, less than 1% of the 19.02 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, 22% of the \$3.5 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 \$69,066, service area fees total \$82,449 and interdepartmental charges total \$906,824.

**Intergovernmental Revenues** are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor, 12% of the \$1,408,533 budgeted for intergovernmental revenue has been collected during the current fiscal year.

**Interest Revenue**—Interest revenue of \$110,866 is \$78,825 more than the same period a year ago. The average portfolio rate is 4.63%.

## GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$6,542,984 represent 21% of budgeted annual expenditures.

Year to date expenditures are \$356,463 more than the same period a year ago. The General Fund ending fund balance is \$7,549,083.

By Organizational Unit	Budget	YTD Actual	%	Prior Year Actual
City Manager	\$ 1,955,414	\$ 296,919	15%	\$ 309,179
Finance & Mgmt	1,798,393	403,107	22%	358,830
Community Develop.	1,051,353	212,552	20%	201,351
Library	664,864	133,891	20%	131,573
Public Works	4,022,509	808,478	20%	783,482
Parks & Recreation	2,109,975	501,806	24%	420,534
Municipal Court	544,688	144,134	26%	154,153
Police	9,247,982	1,914,010	21%	1,749,712
Fire	8,821,967	2,120,066	24%	2,064,797
Capital & Other	1,422,540	8,021	1%	12,910
<b>Total</b>	<b>\$31,639,685</b>	<b>\$ 6,542,984</b>	<b>21%</b>	<b>6,186,521</b>

By Major Category	Budget	YTD Actual	%	Prior Year Actual
Personnel Services	\$ 24,046,265	\$ 5,401,630	22%	\$ 5,184,215
Materials & Service	6,170,880	1,133,333	18%	989,396
Capital & Other	1,422,540	8,021	1%	12,910
<b>Total</b>	<b>\$ 31,639,685</b>	<b>\$ 6,542,984</b>	<b>21%</b>	<b>\$ 6,186,521</b>

## MAJOR GOVERNMENTAL FUNDS

### SPECIAL REVENUE FUNDS

#### URBAN RENEWAL GENERAL FUND

Urban Renewal - General	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 813,000	\$ 7,986	1%	\$ 2,811
Expenditures:				
Operations	-	-	0%	-
Transfers	800,000	-	0%	-
Balance-July 1	475,001	489,705	103%	441,150
Balance YTD	\$ 488,001	\$ 497,692		\$ 443,961

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

#### AMERICAN RESCUE PLAN ACT (ARPA) FUND

ARPA	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 120,000	\$ 45,107	38%	
Expenditures:				
Operations	1,300,000	25,468	2%	
Capital	1,750,000	232,128	13%	
Transfers	50,000	-	0%	
Balance-July 1	4,435,420	4,157,542	94%	
Balance YTD	\$ 1,455,420	\$ 3,945,053		\$ -

The American Rescue Plan Act (ARPA) Fund accounts for the use of ARPA Federal Funds. Expenditures include \$5,340 for Porta Potty rentals, \$3,628 for Parking Garage Security, \$3,999.84 for Parking Garage Janitorial services, \$12,500 for Severe Weather Shelter services, and \$232,128 for Navigation Center construction work.

### CAPITAL PROJECTS FUNDS

#### EQUIPMENT REPLACEMENT FUND

Equipment	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,035,000	\$ 26,088	3%	\$ 30,413
Expenditures:				
Operations	90,459	27,770	31%	28,800
Capital	728,000	254,287	35%	92,208
Balance-July 1	2,094,971	2,106,440	101%	1,735,340
Balance YTD	\$ 2,311,512	\$ 1,850,470		\$ 1,644,745

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 \$27,770 for Taser 7 license, \$108,257 for 2 defibrillators, and \$146,031 for 3 police interceptor vehicles.

#### FACILITIES REPLACEMENT FUND

Facilities	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 107,500	\$ 3,435	3%	\$ 11,118
Expenditures:				
Operations	37,687	4,114	11%	4,019
Capital	120,000	6,800	6%	-
Balance-July 1	251,591	304,787	121%	290,593
Balance YTD	\$ 201,404	\$ 297,308		\$ 297,692

The Facilities Replacement Fund ending fund balance at September 30, 2023 is \$297,308.

#### TRANSPORTATION FUND

Transportation	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,808,556	\$ 759,020	27%	\$ 411,729
Expenditures:				
Operations	1,587,146	410,176	26%	435,539
Capital	1,000,000	596,236	60%	61,748
Transfers	10,000	-	0%	-
Balance-July 1	4,758,635	4,767,842	100%	4,658,058
Balance YTD	\$ 4,970,045	\$ 4,520,450		\$ 4,572,500

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. \$583,090 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of \$596,236 is attributed to the Pavement Management for Overlays.

#### URBAN RENEWAL CAPITAL FUND

Urban Renewal - Capital	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 615,000	\$ 11,057	2%	\$ 2,304
Expenditures:				
Operation	251,474	11,617	5%	29,916
Capital	200,000	-	0%	-
Balance-July 1	987,917	1,021,796	103%	604,412
Balance YTD	\$ 1,151,443	\$ 1,021,236		\$ 576,800

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	\$ 3,900,238	\$ 1,147,445	29%	\$ 683,341
Expenditures:				
Operations	1,094,502	244,719	22%	239,596
Capital	2,710,000	439,287	16%	95,224
Balance-July 1	6,351,962	7,091,038	112%	5,793,839
Balance YTD	\$ 6,447,698	\$ 7,554,477		\$ 6,142,360

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of \$669,522, and \$400,247 from grants are the principal sources of revenues.

Year to date Storm Drain Fund capital expenditures include \$407,487 for the Calkins-Troost-Harvard Storm Replacement, \$30,896 for Vine and Alameda Storm Pipe Rehabilitation, and \$905 for the Alameda and Church Storm Pipe Rehabilitation.

### WATER SERVICE FUND

Water	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 8,264,539	\$ 2,628,746	32%	\$ 2,309,808
Expenditures:				
Operations	5,404,838	1,227,950	23%	1,247,924
Capital	6,260,000	375,030	6%	1,077,339
Balance-July 1	9,525,509	9,283,340	97%	10,529,555
Balance YTD	\$ 6,125,210	\$10,309,106		\$ 10,514,100

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 \$2,628,746 is primarily from charges for services. Revenues are \$318,938 more than the prior year.

The ending fund balance at September 30th is \$10,309,106.

### OFF STREET PARKING FUND

Off Street Parking	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 122,900	\$ 32,388	26%	\$ 24,738
Expenditures:				
Operations	127,240	43,387	34%	36,006
Balance-July 1	4,756	15,150	319%	10,470
Balance YTD	\$ 416	\$ 4,150		\$ (798)

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 September 30th is \$4,150.

### AIRPORT FUND

Airport	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 851,664	\$ 137,979	16%	\$ 105,740
Expenditures:				
Operations	270,155	51,482	19%	52,176
Capital	578,856	22,684	4%	5,561
Debt Service	110,654	-	0%	-
Balance-July 1	893,219	915,568	103%	849,039
Balance YTD	\$ 785,218	\$ 979,382		\$ 897,042

Current year Airport revenues include user charges of \$105,897.

Year to date Airport Fund capital expenditures include \$16,432 for Airport Standby Power, and \$6,252 for the Taxiway Extension and Design project.

### 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	\$ 245,460	\$ 68,946	28%	\$ 52,920
Expenditures:				
Operations	439,091	67,840	15%	227,340
Balance-July 1	782,139	781,408	100%	937,893
Balance YTD	\$ 588,508	\$ 782,514		\$ 763,473

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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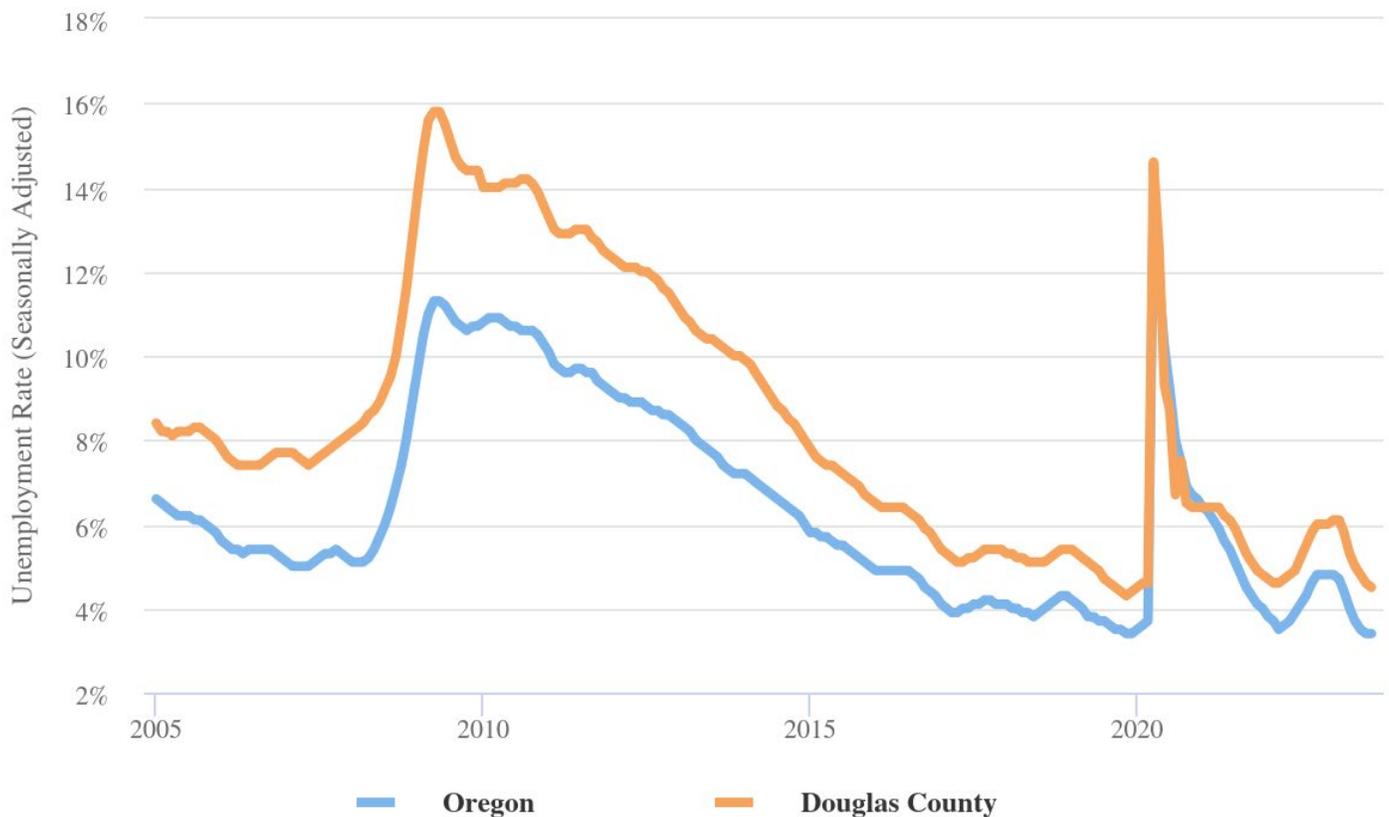
## ECONOMIC OUTLOOK

### *Douglas County*

The State of Oregon Employment Department reported; “Douglas County’s seasonally adjusted unemployment rate was essentially unchanged at 4.5% in August compared with a revised 4.6% in July. The rate is down from 5.5% in August 2022. Douglas County’s record low unemployment rate was set in November 2019 at 4.3%. The Oregon seasonally adjusted August rate was 3.4% and the U.S. rate was 3.8%”

“Douglas County payroll employment increased a seasonally adjusted 190 jobs in August after increases of 30 in July and 20 in June. Douglas County has gained back 86% 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

“When comparing August 2023 with August 2022, total nonfarm employment increased 90 jobs, or 0.2%. Private-sector over-the-year gains were seen in leisure and hospitality (230), private education and health services (200), and other services (170). There were relatively large losses in retail trade (-240), manufacturing (-150), and professional and business services (-140).”

“Government gained 160 jobs over the year from gains in local government (190) that were countered by losses in state government (-20) and federal government (-10).”

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## **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 2023-24 fiscal year as of the month ending September 30, 2023, provide management with a financial planning tool, and monitor compliance with budget policy and Oregon budget law.

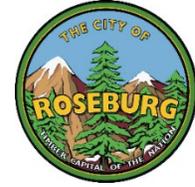
If you have questions about the report or would like additional information please contact Ron Harker, Finance Director, at (541) 492-6710 or via email at [finance@cityofroseburg.org](mailto:finance@cityofroseburg.org). We encourage you to visit our website at [cityofroseburg.org](http://cityofroseburg.org). 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: October 23, 2023**  
**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 and covers.

**BACKGROUND**

**Analysis.**

<u>COURT CASE TOTALS</u>	1ST QTR	YTD TOTAL	PRIOR YEAR
CRIMES	316	316	350
TRAFFIC CRIMES	88	88	49
TRAFFIC VIOLATIONS	716	716	875
NON-TRAFFIC VIOLATIONS	92	92	69
<b>TOTAL</b>	<b>1,212</b>	<b>1,212</b>	<b>1,343</b>

After the first quarter of the 2023-24 fiscal year, total cases were down 9.75% from the prior year. By category, crimes and traffic violations decreased by 9.71% and 18.17% while traffic crimes and non-traffic violations increased by 79.59% and 33.33% respectively.

<u>COURT REVENUES</u>	BUDGET 2023-24	1ST QTR 2024	YTD TOTAL	PRIOR YTD TOTAL
FINES	\$ 295,000	\$ 58,377	\$ 58,377	\$ 70,224
COURT COSTS	23,000	8,871	8,871	5,642
CRT APPT ATTORNEY	9,000	1,781	1,781	2,126
<b>TOTAL</b>	<b>\$ 327,000</b>	<b>\$ 69,029</b>	<b>\$ 69,029</b>	<b>\$ 77,992</b>

After the first quarter of the 2023-24 fiscal year, total court revenues were down 11.49% from the prior year. Fines and collections revenue decreased by 16.87%, court costs revenues increased by 57.23% and court appointed attorney revenues decreased by 16.23%.

On a budgetary basis, revenues are 21.11% of budget after the first quarter of the fiscal year.

## **CLOSING REMARKS**

The City of Roseburg has assisted the Court in setting up remote access to the Douglas County Jail. I am grateful that the city has set this up for us. In the past, inmates had to be brought up to court for arraignment and explanation of rights. As I have mentioned in the past, the Court has been seeing a significant increase in individuals with severe mental health issues. Furthermore, most of the individuals who would be brought up for arraignment have been arrested in the last 24 hours and often appear to be under the influence of intoxicants. In the past, this has resulted in some instances of inmates acting in a violent manner in the court room. It has been helpful to us to be able to arraign inmates remotely with them still in the Douglas County Jail with corrections officers nearby.

We still transport inmates to court for entry of plea and sentencing. However, by that time the inmate has had sufficient time for whatever substance they are using to pass and as a result their behavior often improves. The result is that we no longer have to deal with outbursts in the courtroom.

I continue to try and identify individuals who have mental health issues and place them on bench probation with the requirement that they schedule a mental health assessment and follow through with recommended treatment. I always order the person to return to court on a later date to see if they have followed through with the assessment. If the individual follows through with the assessment, I continue to have the person return to court to both encourage and make sure they are following through with treatment recommendations. An individual with Adapt is there so they can confirm the person is complying with court orders. We do have some people who are working with Adapt but unfortunately compliance is low. Many of the individuals are repeat offenders and I have been sentencing them to longer jail sentences because of not following through with court orders and continuing to be arrested. At times it is discouraging to see how many people don't seek out assistance that is readily available in our community.

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10/23/2023

On November 13, 2023, I will be attending my yearly review with the City Council. I look forward to having the opportunity to discuss the municipal court's operations and answer any questions that you may have regarding the court. If anyone would like to watch our court hearings, you are always welcome.

Sincerely,

Jason Mahan