

ROSEBURG CITY COUNCIL AGENDA – AUGUST 22, 2016
City Council Chambers, City Hall,
900 S. E. Douglas Avenue, Roseburg, OR 97470



7:00 p.m. - Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**
Alison Eggers Ken Fazio Victoria Hawks Steve Kaser
Lew Marks John McDonald Tom Ryan Andrea Zielinski
4. **Mayor Report**
 - A. Attendance Awareness Month Proclamation – Kristina Kelso
 - B. Artwork Presentation – Boys and Girls Club of the Umpqua Valley/Patti LaFreniere
5. **Commission Reports/Council Ward Reports**
 - A. Planning Commission Resignation – Matthew Powell
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**
 - A. Minutes of August 8, 2016 Regular Meeting
8. **Department Items**
 - A. Cascade Court Storm Drainage Project Bid Award
 - B. Cascade Court Sewer Separation Intergovernmental Agreement with RUSA
 - C. Harvard Avenue Storm Rehabilitation Project Bid Award
 - D. Harvard Avenue Storm Line Replacement Bid Award
 - E. Parks Division Reorganization
9. **Items From Mayor, Council or City Manager**
10. **Informational**
 - A. Activity Report
11. **Adjourn to Meet as Urban Renewal Agency Board**
12. **Executive Session ORS 192.660(2)(i) City Manager Quarterly Evaluation**

***** AMERICANS WITH DISABILITIES ACT NOTICE *****

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

AUDIENCE PARTICIPATION INFORMATION

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

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

TIME LIMITATIONS

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

CITIZEN PARTICIPATION – AGENDA ITEMS

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

CITIZEN PARTICIPATION – NON-AGENDA ITEMS

We also allow the opportunity for citizens to speak to the Council on matters not on this evening's agenda on items of a brief nature. A total of 30 minutes shall be allocated for this portion of the meeting.

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

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

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

Thank you for attending our meeting – Please come again.

The City Council meetings are aired live on Charter Communications Cable Channel 191 and rebroadcast on the following Tuesday evening at 7:00 p.m. Video replays and the full agenda packet are also available on the City’s website: www.cityofroseburg.org.

Proclamation

CITY OF ROSEBURG, OREGON

ATTENDANCE AWARENESS MONTH

- WHEREAS:** Because good attendance is essential to student achievement and graduation, we are committed to dedicating attention to reducing chronic absenteeism rates; and
- WHEREAS:** Chronic absence is a proven predictor of academic trouble and dropout rates; and
- WHEREAS:** Improving attendance takes commitment, collaboration and tailored approaches to particular challenges and strengths in each community; and
- WHEREAS:** Schools and community partners can reach out more frequently to absent students to determine why they are missing school and what would help them attend regularly; and
- WHEREAS:** Schools must do more to track, calculate and share the data on how many students are chronically absent so communities can deliver the right interventions to the right students; and
- WHEREAS:** All students – even those who show up regularly – are affected by chronic absence because teachers must spend time reviewing for students who missed lessons; and
- WHEREAS:** Chronic absence can be significantly reduced when schools, parents and communities work together to monitor and promote good attendance and address hurdles that keep children from getting to school;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim September 2016 as

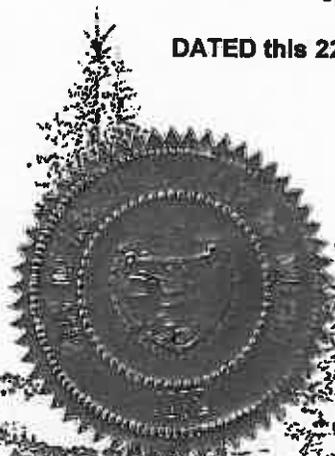
ATTENDANCE AWARENESS MONTH

and ask citizens to join with the City of Roseburg and Roseburg Public Schools in recognizing the need to reduce chronic absenteeism to give all children an equitable opportunity to learn, grow and thrive academically, emotionally and socially.

DATED this 22nd day of August 2016.

Larry Rich

THE HONORABLE MAYOR



Debi
8/16/16

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PLANNING COMMISSION RESIGNATION

Meeting Date: August 22, 2016
Department: Administration
www.cityofroseburg.org

Agenda Section: Council Reports
Staff Contact: Debi Davidson
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

Planning Commission member Matthew Powell has resigned from the Commission due to his relocation outside of the City limits.

BACKGROUND

A. Council Action History.

No action has been taken on this issue in the past.

B. Analysis.

Mr. Powell verbally submitted his attached letter of resignation which becomes effective August 18, 2016. An appointee to this position would need to reside either within the City limits or the Urban Growth Boundary. Unfortunately, Mr. Powell's new residence is not located within that boundary. Upon acceptance of the resignation, Staff will publicize the availability of this voluntary position with the local news media and on the City's website.

C. Financial and/or Resource Considerations. n/a

D. Timing Issues. It is recommended action be taken as soon as practical to accept the resignation and take steps to fill the position.

STAFF RECOMMENDATION

Staff recommends the City Council accept Mr. Powell's resignation.

SUGGESTED MOTION

I MOVE TO ACCEPT MATTHEW POWELL'S RESIGNATION FROM THE PLANNING COMMISSION, WITH REGRETS.

Matthew D. Powell

Attorney at Law

880 SE Jackson

P.O. Box 985

Roseburg, Oregon 97470

(541) 673-2318

FAX (541) 265-3571

email: m.powell@umpqualaw.com

August 15, 2016

Sandy Cook
City of Roseburg
900 SE Douglas Ave.
Roseburg, OR 97470

BY HAND DELIVERY

Dear Sandy:

As we have discussed, I will shortly be moving to a new house that is outside of the city limits and the urban growth boundary of Roseburg. Accordingly, I am writing to resign my position as of Thursday, August 18, 2016.

Thank you for the part you have done to make my experience as a planning commissioner such a pleasant one.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Powell', written over a light grey circular stamp.

Matthew D. Powell

8/11

**MINUTES OF THE REGULAR MEETING
OF THE ROSEBURG CITY COUNCIL
August 8, 2016**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:01 p.m. on Monday, August 8, 2016, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor Ryan led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Steve Kaser, Ken Fazio, Alison Eggers, Tom Ryan, Lew Marks, Andrea Zielinski and John McDonald.

Absent: Councilor Victoria Hawks.

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Finance Director Ron Harker, Fire Chief Gregg Timm, Public Works Director Nikki Messenger, Police Captain Jerry Matthews, Human Resources Director John VanWinkle, Community Development Director Brian Davis, Management Technician Debi Davidson, Kyle Bailey of KQEN Radio and Troy Brynelson of The News Review

MAYOR REPORTS

Rich thanked Ryan for serving as Mayor Pro-Tem during his July vacation, most specifically for chairing the Council meetings and attending ribbon cutting ceremonies.

COMMISSION/COUNCIL WARD REPORTS

Marks reported that the committee working on the medical education facility recently met and reported they have secured \$100,000-\$180,000 to help fund lobbying efforts. The Veterans Administration Medical Center has joined in the group which continues to seek an academic partner for the project.

POPULAR ANNUAL FINANCIAL AWARD (PAFR)

Colley presented Harker with the "Outstanding Achievement in Popular Annual Financial Reporting" awarded by the Government Finance Officers Association for the Roseburg's first PAFR.

CONSENT AGENDA

Ryan moved to approve the following Consent Agenda item:

- A. Minutes of July 25, 2016 regular meeting.

Motion was seconded by Fazio and carried unanimously.

AGENDA ITEM B. RESOLUTION NO. 2016-17 –AIRPORT SECURITY DEPOSITS.

In her absence, Rich expressed Hawks' concern that a \$100 security deposit for airport facility rentals was too low. Colley indicated that a deposit had never been implemented for the airport, but since tipping fees were imposed at the solid waste facility, more tenants are leaving trash behind in vacated hangars. Staff believed the \$100 would be sufficient to cover Staff time for clean-up and the tipping fees. If it falls below covering that cost, Staff will return

to Council for a fee adjustment. McDonald moved to adopt Resolution No. 2016-17 instituting airport facility security deposits. Motion was seconded by Ryan and carried unanimously.

PARTNERSHIP BYLAWS

Per Ryan's request, information was presented regarding the bylaws of the Partnership for Economic Development. The Partnership's attorney Dan Clark shared the history of the Partnership which was formed as a result of multiple agencies' desire to consolidate economic development efforts. Those agencies included the City, Douglas County, Chamber of Commerce and the CCD Business Development Association. There was no structure or guidance for the first Partnership Director Helga Conrad who was pulled in different directions by those entities. When Conrad retired, former Councilor Rick Coen and County Commissioner Susan Morgan brought forth the suggestion of establishing a formal organization with bylaws and a Board of Directors similar to the successful Southern Oregon Regional Economic Development Inc. based in Jackson and Josephine Counties. At that time, provisions were also included to allow private memberships for businesses or individuals that wished to participate and financially contribute to The Partnership. The Partnership was created as a private non-public corporation; therefore, public meeting laws do not apply. Clark spoke to the need for confidential meetings to control the tenor and scope of conversations regarding business recruitment.

Ryan stated he was unaware that the City invested public funds into an organization that does not have public meetings. He was also concerned that the City Manager serves on the Board believing it was a conflict to have the Manager overseeing a contract with an organization of which he is a member and potentially making policy decisions that affect the City Council. He preferred that the Manager serve as an ex-officio member of the Board. Additionally, he did not believe the Council received enough information regarding the Partnership's activities.

Colley indicated that he serves on the Board along with Councilor Marks. He noted that one Board member cannot make policy and one Councilor cannot make some of the decisions that the City Manager is charged with under the Charter which is to oversee the day to day business of the City. Providing input to the Board membership for discussion purposes is part of City Manager's responsibility. The Partnership Board does not take any action that affects the policy making responsibility of the City Council. If that were ever to occur, the issue would be brought forth to the City Council. Additionally, a monthly newsletter is provided to the City Council and the Partnership Director attends and reports at all Economic Development Commission meetings.

McDonald agreed with Ryan in principle regarding the lack of complete transparency but appreciated the Board's need to withhold information when working with private business development. Colley and Coalwell noted that most of the information dealt with by the Board does not fall under ORS provisions for City Council executive sessions. However, there is no confidentiality restriction for a Board member to share information with their governing body. Therefore, the City Manager could prepare a confidential document regarding the Board's business for Council discussion in executive session.

Marks believed it could be managed well with reports to Council but land or business deals must remain confidential. For the most part, the majority of the work is trying to recruit new

business and retain existing business. If anything required City action, the matter would go to the Economic Development Commission for recommendation to the City Council. Rich was concerned that speaking publicly about the efforts could have a negative impact on attracting business or acquiring needed property for economic development improvement. Having City Staff expertise on the Board is an advantage for the Board.

Marks suggested improving communication efforts rather than changing the structure of the organization. Kaser could see a situation where City Manager may support what the Partnership Board decides and become an advocate when bringing the issue to the City Council but agreed with Rich's statements about utilizing Staff expertise. Clark noted that at the time of the bylaw creation, Douglas County Counsel reviewed the issue and agreed the Partnership was not a public entity. No action was taken, but consensus appeared to be to have Councilor(s) request a confidential Staff report on any information shared in the monthly Partnership reports that may raise questions. Colley indicated he would ask the new Partnership Director to attend a future meeting to update the Council on his activities.

ITEMS FROM MAYOR, COUNCILORS OR CITY MANAGER

McDonald reported on attendance at the Casa de Belen block party and a viewing of the 14-acre site that was donated for veteran housing.

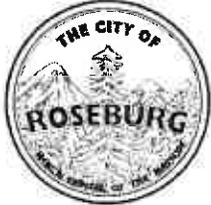
Marks reported on the SERVICE meeting and noted that the Senior Center is looking for financial assistance in paying for their building.

Meeting adjourned at 7:51 p.m. at which time Councilors viewed the newly acquired fire engine.


Debi Davidson
Management Technician

8/16/16

**ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**



Cascade Court Storm Sewer Separation – Construction Bid Award

Meeting Date: August 22, 2016
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City received bids for the Cascade Court Sewer Separation project. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History. None.

B. Analysis. Cascade Court is a cul-de-sac west (and downhill) from Terrace Drive. The low point in the cul-de-sac is approximately twenty feet below the grade of Terrace Drive. There is a catch basin that collects storm run-off from Cascade Court and runs into a sanitary sewer pipe in an easement down to Metzger Court and then to Cass Avenue. RUSA considers the sanitary sewer pipe to be private.

The intent of the project is to install a new public storm line and a new public sewer line in a common trench to replace the existing failing combined sewer line. The project was originally designed in 2015 by MAP Engineering but after hearing concerns from an adjacent property owner regarding proximity of the proposed improvements to his residence, the project was not bid as designed. In 2016, the City contracted with i.e. Engineering to provide an alternate design that included a solution to both storm and sanitary sewer concerns and minimized the impact to adjoining property owners.

The project consists of 900 feet of 8-inch HDPE storm and sanitary sewer pipe, 150 feet of 12-inch storm pipe, and corresponding manholes and catch basins. RUSA's improvements are included in the project costs shown below. An IGA with RUSA for their portion of the project costs is included in this month's agenda.

ANALYSIS

The project was advertised on July 18th and three bids were received on August 4th. One of the bids was nonresponsive and is not included in the summary below.

#	Bidder	Total Bid Amount
1	Cradar Enterprises, Inc.	\$ 236,500
2	KSH Construction, Inc.	\$ 293,293
	<i>Engineer's Estimate</i>	\$ 174,525

C. Financial and/or Resource Considerations. Funding was designated in the FY 16-17 budget to complete construction this fall. As shown below, the budgeted funds are not sufficient to construct the project based on the bids received. The shortfall in funding is approximately \$63,000. Storm water funds in the FY 16-17 budget from other projects will have to be reallocated to complete this project. Staff will explain further at the Council meeting.

Budgeted Amounts

Storm Drainage	\$ 75,000
RUSA contribution (Actual based on bids)	\$ 121,147
Total Project FY 16-17 budget	\$ 196,147

Remaining Project Costs

Construction	\$ 236,500
Construction Mgt. Support	\$ 5,000
Contingency (7.5%)	\$ 17,738
Total	\$ 259,238

D. Timing Issues. If awarded, the Notice to Proceed would be given immediately after execution of the construction contract. The contractor is allowed 45 calendar days to complete the project.

COUNCIL OPTIONS

Council has the following options:

1. Award the contract to the lowest responsive bidder, Cradar Enterprises, Inc.; or
2. Reject all bids; or
3. Request additional information

STAFF RECOMMENDATION

Money has been budgeted and is available to construct the project. The Public Works Commission discussed the project at their August 22nd meeting. The Commission recommended awarding the project to the low bidder, Cradar Enterprises, Inc. for \$236,500. Staff concurs with this recommendation.

SUGGESTED MOTION

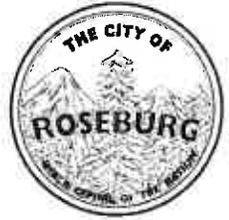
I move to award the Cascade Court Storm Separation Project to the lowest responsive bidder, Cradar Enterprises, Inc. for \$236,500.

ATTACHMENTS

None.

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ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Cascade Court Storm Separation – Intergovernmental Agreement with Roseburg Urban Sanitary Authority

Meeting Date: August 22, 2016
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff has been working with RUSA on a project to separate the sanitary sewer and storm drainage near Cascade Court. The issue for Council is whether to authorize the City Manager to enter into an Intergovernmental Agreement (IGA) with RUSA to construct this project.

BACKGROUND

- A. Council Action History.** None.
- B. Analysis.** Cascade Court is a cul-de-sac west (and downhill) from Terrace Drive. The low point in the cul-de-sac is approximately twenty feet below the grade of Terrace Drive. There is a catch basin that collects storm run-off from Cascade Court and runs into a sanitary sewer pipe in an easement down to Metzger Court. RUSA considers the sanitary sewer pipe to be private. The intent of the project is to install a new storm line and a new public sewer line in a common trench to replace the existing failing line. In order to accomplish this joint project, the City and RUSA need to enter into an IGA.
- C. Financial and/or Resource Considerations.** The overall construction costs based on the lowest bid received is \$236,500. RUSA's share of the overall project costs based on bid items related to their improvements is \$121,147.
- D. Timing Issues.** If Council authorizes the IGA and the construction project is awarded, the Notice to Proceed would be given immediately after execution of the construction contract. The contractor is allowed 45 calendar days to complete the project.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the City Manager to enter into an IGA with RUSA to construct the Cascade Court Sewer Separation Project; or
2. Request additional information; or
3. Do not authorize entering into the IGA with RUSA and cancel the project.

STAFF RECOMMENDATION

The Public Works Commission discussed this project at their August 11th meeting. The Commission recommended authorizing the City Manager to negotiate and enter into an IGA with RUSA. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to authorize the City Manager to negotiate and execute an IGA with RUSA for the Cascade Court Storm Separation Project.

ATTACHMENTS

None.

Handwritten signature and date: 8/16/16

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



W. Harvard Storm Rehabilitation Project Bid Award Recommendation

Meeting Date: August 22, 2016	Agenda Section: Department Items
Department: Public Works	Staff Contact: Nikki Messenger
www.cityofroseburg.org	Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

Construction bids were received for the West Harvard Storm CIPP Rehabilitation project. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History. None.

B. Analysis. The project consists of the rehabilitation of approximately 1043 linear feet of 48-inch storm sewer pipe along West Harvard Avenue between Lookingglass Road and the South Umpqua River. The existing pipe is spiral wound aluminized steel and has severe corrosion in the flow line of the pipe. Last winter the pipe failed in several areas and emergency repairs of 240 feet of pipe were made to protect Harvard Avenue from erosion. Staff evaluated the replacement of all of the remaining 42 and 48-inch aluminized steel pipe and determined that it would be more cost effective to rehabilitate a portion of the pipe with cured in place pipe (CIPP). This project represents the CIPP portion of the repair and a separate project is on the agenda that includes the open cut replacement portion of the repairs.

The project was advertised on July 27th and 3 bids were received on August 10th. They are summarized below.

#	Bidder	Total Bid Amount
1	Finaliner	\$ 347,229
2	Insituform Technologies, LLC	\$ 387,617
3	Michels Corporation	\$ 457,175
	<i>Engineer's Estimate</i>	\$ 369,679

C. Financial and/or Resource Considerations. The FY 2016-17 Storm water budget includes \$425,000 for Harvard storm project funding. This amount includes funding for the CIPP portion of the necessary repairs and the open cut replacement portion of the repairs. The majority of the design services were performed by Public Works staff and approximately \$5,000 has been spent on engineering services in the current budget year.

Remaining Project Costs

Construction	\$ 347,229
Contingency (10% of const.)	\$ 34,723
Total	\$ 381,952

D. Timing Issues. If awarded, the Notice to Proceed would be given immediately after execution of the construction contract. The contractor is allowed 60 calendar days after Notice to Proceed to complete the project.

COUNCIL OPTIONS

Council has the following options:

1. Award the contract to the lowest responsive bidder, Finaliner; or
2. Reject all bids.
3. Request additional information

STAFF RECOMMENDATION

Money has been budgeted and is available to construct the project. The Public Works Commission discussed this project at their August 11th meeting. The Commission recommended awarding the project to the lowest responsive bidder, Finaliner, for \$347,229. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the West Harvard Storm Rehabilitation Project to the lowest responsive bidder, Finaliner, for \$347,229.

ATTACHMENTS

None.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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8/16/16*



W. Harvard Storm Line Replacement Project Bid Award Recommendation

Meeting Date: August 22, 2016
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City has received bids for the West Harvard Storm Line Replacement project. The issue for Council is whether to award the construction contract.

BACKGROUND

A. Council Action History. None.

B. Analysis. The project consists of removal and replacement of 195 linear feet of 42-inch storm sewer pipe along West Harvard Avenue west of Lookingglass Road. The existing pipe is spiral wound aluminized steel and has severe corrosion in the pipe flow line. Last winter the pipe failed in several areas and emergency repairs of 240 feet of pipe were made to protect Harvard Avenue from erosion. Staff evaluated the replacement of all of the remaining 42 and 48-inch pipe and determined that it would be more cost effective to rehabilitate a portion of the pipe with cured in place pipe (CIPP). It was determined that approximately 195 feet of the failing pipe needed to be replaced because it was beyond rehabilitation due to the pipe being crushed and severely out of round. This project is the open cut replacement portion of the repair and a separate project is on the agenda that includes the CIPP rehabilitation portion of the necessary repairs.

The project was advertised on July 27th and 2 bids were received on August 10th. They are summarized below.

#	Bidder	Total Bid Amount
1	Black Pearl	\$ 71,535
2	Cradar Enterprises, Inc.	\$ 90,844
	<i>Engineer's Estimate</i>	\$ 86,350

The project contract documents require that all bidders be prequalified per section 00120.00 of the Special Provisions. Black Pearl is not prequalified by ODOT to bid on this project and per OAR 137-049-0440, the Contracting Agency (City of Roseburg) shall reject a bid that has not been prequalified under ORS 279C.430 when mandatory prequalification is required. As such, Black Pearl's bid is considered non-responsive. Therefore, Cradar Enterprises, Inc. is the apparent low responsive and responsible bidder.

C. Financial and/or Resource Considerations. The FY 2016-17 Storm water budget includes \$425,000 for Harvard storm project funding. This amount includes funding for the

CIPP portion of the necessary repairs and the open cut replacement portion of the repairs. All of the design services were performed by Public Works staff so no money has been spent on engineering services in the current budget year. The project may be eligible for reimbursement through the Federal Highway Administration's Emergency Repairs program.

Remaining Project Costs

Construction	\$ 90,844
Contingency (10% of const.)	\$ 9,084
Total	\$ 99,928

D. Timing Issues. If awarded, the Notice to Proceed would be given immediately after execution of the construction contract. The contractor is allowed 60 calendar days after Notice to Proceed to complete the project.

COUNCIL OPTIONS

Council has the following options:

1. Award the contract to the lowest responsive bidder, Cradar Enterprises, Inc.; or
2. Reject all bids.
3. Request additional information.

STAFF RECOMMENDATION

Money has been budgeted and is available to construct this project. The Public Works Commission discussed this project at their August 11th meeting. The Commission recommended awarding the project to the lowest responsive bidder, Cradar Enterprises, Inc. for \$90,844.

SUGGESTED MOTION

I move to award the West Harvard Storm Replacement Project to the lowest responsive bidder, Cradar Enterprises, Inc. for \$90,844.

ATTACHMENTS

None.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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8/16/16

DEPARTMENT ITEM E
08-22-2016



Parks Division Staffing Request

Meeting Date: August 22, 2016
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff is requesting to add a position to the Parks Maintenance Division.

BACKGROUND

A. **Council Action History.** None.

B. **Analysis.** The Parks Division is currently made up of 13.25 full time equivalent employees (FTE). This includes 8.75 full time maintenance employees (one works 9 months per year) and two administrative employees. The remaining 2.5 FTE are accomplished with seasonal employees. These employees maintain twenty one parks, multiple storm water detention areas, the landscaping at City Hall and fronting the airport, and the landscaped traffic islands throughout the City.

In the past, the maintenance division has included a horticulturist position that has not been filled since FY12-13. The horticulturist position was removed from the budget when the golf course was turned over to a contractor to manage and perform maintenance. The City's remaining golf course employee was transferred to the parks maintenance division (from golf) and the horticulturist position, which was temporarily vacant at the time, was eliminated. Since that time, one new playground has been added (Micelli) and two playgrounds have been reconstructed (Eastwood & Parrott Creek). These projects have provided much needed improvements to these facilities, but have also included additional landscaping (beyond turf) as part of the overall improvements. The Highway 138E project will also have significant landscaping in the new parkway strips that will need to be maintained.

Without the horticulturist position, the superintendent has been wearing two hats, trying to cover the programs and responsibilities previously covered by the horticulturist and performing the superintendent duties. This has not proven to be an effective structure. One retirement has recently occurred from this crew, which has prompted staff to take a look at the structure as it currently exists. That analysis has led to this request to add the horticulturist position back into the organization. The employee that retired was a Maintenance 1. It is crucial to fill that position in order to maintain the tremendous amount of turf assigned to this staff.

The horticulturist position provides many functions around beautification and working with volunteers, both of which are important to staff and Council. That position prepares and works in the greenhouse, planting and maintaining many of the flowers that are planted within

the parks system and at City Hall. The position works with volunteer groups that help maintain and beautify the parks, either through one time projects or through ongoing efforts. The position is primarily responsible for the care and evaluation of trees throughout the parks system. Now that the City has implemented a tree program, this will become increasingly important and will support our efforts to become a Tree City USA. The City also has one current and at least one more future wetland mitigation site that have to be maintained and monitored for performance for at least five years after implementation. It is much more cost effective to do that monitoring and maintenance in-house as opposed to hiring a consultant to accomplish those tasks.

C. Financial and/or Resource Considerations. The total cost of filling the position varies, but is in the neighborhood of \$100-\$110,000 annually with salary, benefits and roll ups. The impact this fiscal year will be much less as we will be three to five months into the year before the new position and the existing maintenance position are filled. Finance Director Ron Harker has prepared a six year projection for the General Fund. Mr. Harker has indicated that even with the horticulturist position and the PERS increases, the General Fund will still meet the Council's reserve policy of twenty percent. The addition of the employee will require a budget adjustment.

D. Timing Issues. If approved by Council, staff would like to fill the horticulturist position as soon as possible. With each project, new beautification areas are added to the responsibilities of the Parks Maintenance division. Many resources have been dedicated to making these improvements and it is important to keep up with these areas.

COUNCIL OPTIONS

Council has the following options:

1. Authorize the City Manager to fill the horticulturist position and return with a budget amendment for Council approval; or
2. Request additional information; or
3. Not authorize the additional position.

STAFF RECOMMENDATION

At the City Manager's direction, staff has put a lot of effort into analyzing the parks division structure. Given the current retirement and upcoming retirements that are expected, it is clear that the maintenance division will continue to struggle to keep up with the existing workload without the additional position. Unfortunately, it is the landscaped flower and shrub beds and other beautification areas that suffer the most, which is counter to Council's goal. Therefore, staff recommends taking the unusual step of adding a position mid-budget cycle to ensure that we don't fall farther behind.

SUGGESTED MOTION

I move to authorize the City Manager to add a horticulturist position to the Parks Maintenance Division and bring the appropriate budget amendment back to Council for adoption.

ATTACHMENTS

None.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

AYU
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INFORMATIONAL A
8/22/2016



ACTIVITY REPORT

Meeting Date: August 22, 2016
Department: City Manager
www.cityofroseburg.org

Agenda Section: City Manager Reports
Staff Contact: C. Lance Colley
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

At each meeting I will provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your August 22, 2016, meeting, I provide the following items:

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



Agenda
Department Heads Meeting
August 9, 2016 – 10:30 a.m.

1. Review August 8, 2016 Council Meeting
2. Review Tentative August 8, 2016 Council and Urban Renewal Meetings
3. Tentative Future Agenda
4. Document Signing/Grants
 - Community Cancer Center Fun Run/Walk Permit
 - Street Stub Dedication – Warewood
 - Traffic Control Device Request – Sunset Speed Limit Signage
5. Christmas Holiday Designation
6. Department Items

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- City Hall Entry/Finance Department Remodel
- Roadside Memorial Policy
- Urban Services Agreement
- Amending RMC 5.04 Water Rules and Regulations

September 12, 2016

Council Reports

- A. Implementation of City Manager Annual Performance Evaluation

Consent Agenda

- A. Minutes of August 22, 2016
- B. ODOT Intergovernmental Agreement – Signal Maintenance

Public Hearing

- A. Annexation, Zone Change and Withdrawal of Tabor Property From Fire District No. 2, Ordinance No. _____

Resolutions

- A. Resolution No. 2016-____ - Parks Reorganization – Supplemental Budget

Department Items

- A. Downtown Roseburg Association Annual Report
- B. Roseburg Disposal Solid Waste Service Fee Reduction
- C. Assessment & Taxation Report

Informational

- A. Activity Report

September 26, 2016

Mayor Reports

- A. Walk and Bike to School Day Proclamation

Consent Agenda

- A. Minutes of September 12, 2016

Ordinances

- A. 2nd Reading, Tabor Annexation, Zone Change and Withdrawal

Department Items

- A. Umpqua Basin Urban Services Agreement
- B. The Partnership Annual Report

Informational

- A. Activity Report

October 10, 2016

Consent Agenda

- A. Minutes of September 26, 2016

Informational

- A. Activity Report

October 24, 2016

Consent Agenda

- A. Minutes of October 10, 2016
- B. Cancellation of December 26, 2016, Meeting

Informational

- A. Activity Report (Quarterly Reports)

November 14, 2016

Consent Agenda

- A. Minutes of October 24, 2016

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Review

November 28, 2016

City Council Reports

- A. City Manager Contract

Consent Agenda

- A. Minutes of November 14, 2016

Informational

- A. Activity Report

December 12, 2016

Mayor Reports

- A. Election Results

Consent Agenda

- A. Minutes of November 28, 2016

Informational

- A. Activity Report

January 9, 2017

Mayor Report

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

Council Ward Reports

- A. Election of Council President
- B. Planning Commission Appointments

Consent Agenda

- A. Minutes of December 12, 2016

Informational

- A. Activity Report

January 23, 2017

Consent Agenda

- A. Minutes of January 10, 2017

Informational

- A. Activity Report – Municipal Court Quarterly Report

February 13, 2017

Special Presentation

- A. CAFR Review – Auditor Scott Cooley
- B. Quarterly Financial Report – Quarter Ended December 31, 2016
- C. 2017-18 Budget Calendar

Consent Agenda

- A. Minutes of January 2, 2017

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

February 27, 2017

Consent Agenda

- A. Minutes of February 14, 2017

Department Items

- A. The Partnership Annual Report

Informational

- A. Activity Report

March 13, 2017

Consent Agenda

- A. Minutes of February 28, 2017

Department Items

- A. Visitors Bureau Annual Report

Informational

- A. Activity Report

March 27, 2017

Consent Agenda

- A. Minutes of March 14, 2017

Informational

- A. Activity Report

April 10, 2017

Mayor's Report

- A. Volunteer Recognition Month Proclamation

Consent Agenda

- A. Minutes of March 28, 2017
- B. 2017 OLCC License Renewal Endorsement

Informational

- A. Activity Report – Budget Calendar Reminder

April 24, 2017

Consent Agenda

- A. Minutes of April 11, 2017

Informational

- A. Activity Report – Municipal Court and Financial Quarterly Reports

May 8, 2017

Consent Agenda

- A. Minutes of April 25, 2017
- B. U-TRANS Services Contract

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

May 22, 2017

Consent Agenda

- A. Minutes of May 9, 2017
- B. Fee Amendment Resolutions

Informational

- A. Activity Report

June 12, 2017

Mayor Reports

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 23, 2017

Public Hearing

- A. Resolution No. 2017 – 2017/18 Budget Adoption

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Approval of Minutes
- B. Public Hearing – 2017/18 Budget Adoption

June 26, 2017

Consent Agenda

- A. Minutes of June 13, 2017

Informational

- A. Activity Report

Executive Session

- A. Municipal Judge Evaluation

July 10, 2017

Consent Agenda

- A. Minutes of June 27, 2017

Informational

- A. Activity Report

July 24, 2017

Consent Agenda

- A. Minutes of July 11, 2017

Informational

- A. Activity Report – Municipal Court and Financial Quarterly Reports

August 14, 2017

Consent Agenda

- A. Minutes of July 25, 2017

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

August 28, 2017

Consent Agenda

- A. Minutes of August 8, 2017

Informational

- A. Activity Report

September 11, 2017

Council Reports

- A. Implementation of Annual City Manager Performance Evaluation

Consent Agenda

- A. Minutes of August 22, 2017

Department Items

- A. Downtown Roseburg Association Annual Report

Informational

- A. Activity Report

September 25, 2017

Mayor Reports

- A. Walk and Bike to School Day Proclamation

Consent Agenda

- A. Minutes of September 12, 2017

Informational

- A. Activity Report

October 9, 2017

Consent Agenda

- A. Minutes of September 26, 2017

Informational

- A. Activity Report

October 23, 2017

Consent Agenda

- A. Minutes of October 10, 2017
- B. Cancellation of December 26, 2017 Meeting

Informational

- A. Activity Report – Municipal Court & Financial Quarterly Reports

November 13, 2017

Consent Agenda

- A. Minutes of October 24, 2017
- B. Cancel December 25, 2017 Meeting

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Report

November 27, 2017

Council Report

- A. City Manager's Contract

Consent Agenda

- A. Minutes of November 14, 2017

Informational

- A. Activity Report

December 11, 2016

Mayor Reports

- A. Election Results

Consent Agenda

- A. Minutes of November 28, 2017

Informational

- A. Activity Report

Friday August 5, 2016

Good Friday afternoon everyone! Before I recap this week in general, I want to remind everyone that next week's events include Pink Martini at MOTHS and its Douglas County Fair week. Pink Martini is making a repeat visit next week. They have been one of the most popular acts around the northwest for many years and have become a fan favorite here at the Half Shell. It should be a great concert. Fair week starts on August 10th and runs through the 13th. I hope you all have a chance to see the upcoming entertainment and enjoy everything the fair has to offer as well!



Following is the 138 Project update from ODOT for next week....

August 4, 2016

ODOT PROJECT UPDATE

Watch for bumper-to-bumper traffic in Roseburg next Tuesday

ROSEBURG – Motorists should expect heavy traffic congestion and delays on Stephens Street between Douglas and Oak Avenue on Tuesday, August 9, due to paving work.



Although paving is limited to a two-block section of Stephens, traffic will likely be impacted throughout the *OR 138E Corridor Solutions* project area, which extends from Diamond Lake Boulevard to Harvard Avenue.

ODOT recommends that drivers use alternate routes and adjust their travel times.

Flaggers will begin providing traffic control in some areas of the work zone on Monday, August 8.

During the Douglas County Fair (Wednesday-Saturday, August 10-13) most travel lanes will be open from 9 a.m. to 11 p.m. Some lane closures may occur at night.

Construction will resume Monday morning, August 15. Motorists can expect lane closures, congestion and delays throughout the work zone for most of August and September.

Spruce Street: Watch for continued lane closures on Spruce Street, south of Oak Avenue, for the next three weeks as the City of Roseburg continues work on a local street improvement project.

For more information, visit the ODOT project website: www.roseburg138.com.

On Tuesday, Councilor Marks and I attended a Med Ed leadership committee update presented by the Partnership and Pac West, the Partnership's consultant working on the

strategic plan to move forward. There has been significant progress made to date. Later in the year, the White House Domestic Policy Office's Rural Council will be holding a meeting in Roseburg specifically at our invitation to hear issues relating to access to rural health care, its impacts on economic development and our proposed solution.....Med Ed. Meetings have also been scheduled with potential academic partners in the near future. Identifying an academic partner is the highest priority for the project and Pac West continues to work on that aspect as well as scheduling more meetings with state legislators as the next round of committee meetings takes place in September.

On Wednesday, a group of folks representing a number of non-profits, foundations, medical interests and government convened at the United Way office at the invitation of Bryan Trenkle to discuss putting forward a "collective impact" approach to help move forward solutions to our homeless/housing issues. The United Way Board has allocated its "community impact funding" as seed capital to leverage other public, private and philanthropic resources to develop a framework for solving some of local problems for up to the next five years. Healthy Housing is fundamental to good health, economic stability, and education. We will continue this effort and develop policy proposals to be considered by all of the diverse folks at the table and eventually put a plan together for Boards and Councils to consider. It was a very positive meeting and everyone wants to help solve problems and help people. I want to thank Bryan and the United Way Board for their commitment to helping the community solve some of these problems!

On Thursday, Koree Tate and I joined folks from around the state on a conference call to develop this year's schedule and program for the League of Oregon Cities City Hall Week. We hosted a regional gathering in 2014 and will again be hosting elected and appointed officials from cities in Senate Districts 1 and 4, reaching from Cottage Grove and portions of the McKenzie Highway north to as far as the south coast (Brookings) at the Oregon border. State legislators will be invited as well as local elected officials to discuss the 2017 legislative priorities as adopted by the LOC Board as well as local legislative priorities. Each of you will be invited to attend the afternoon/evening of September 14th, details to follow. The summary of the LOC legislative priorities for 2017 follows at the end of this message.



This afternoon I am attending a CHART Leadership Committee meeting at which we will hear the results of our community's application to the Federal Government for funding relating to the direct costs of the October 1st events as well as the funding request for future service provision to the broader community of victims in the future. Mental health services, trauma informed care and training, first responder care and training, and community response and intervention services and training are all part of the request. When we receive an update I will share more details. Most of the resources will go to health and mental health providers as well as direct service provider non-profits. Our goal is to mitigate the ongoing impacts of October 1st for the next eighteen to twenty-four months while a longer term course of action can be developed and sustained.

The fire department received the new 2016 Pierce Impel Fire Engine. The new engine will replace a 1987 reserve engine. The production of the new Fire Engine began in April of this

year and was built in Appleton, Wisconsin. The fire department is working on final preparations to get the engine placed in service. The new Fire Engine will be housed at the Public Safety Center. The new Fire Engine will be available for Council members and staff to view after the City Council Meeting on Monday, August 8th.



Have a great weekend everyone. Enjoy the outdoors and next week's entertainment venues!



FOR IMMEDIATE RELEASE:
August 3, 2016

CONTACT:
Craig Honeyman, Legislative Director
(800) 452-0338

League Announces Legislative Priorities for 2017

SALEM, Ore. – The League of Oregon Cities (LOC) has targeted the following four issues as legislative priorities for the 2017 session of the Oregon Legislature:

- **Property Tax Finance Reform:**
 - Seek to provide more local voter control and to restore greater equity and fairness in the property tax system through a transition to a market value-based system and allowing voters to adopt tax levies and rates outside current limits.
- **Restoring Recreational Immunity:**
 - Passage of legislation extending recreational immunity to employees, officers and agents of land owners providing recreational facilities.
- **Transportation Funding:**
 - Help draft and support passage of a comprehensive, inter-modal, statewide transportation funding package.
- **PERS Reform:**
 - Seek legislation that creates savings, including but not limited to: bringing PERS investments in-house; reducing the money match rate; and/or redirecting the IAP contributions to the defined benefit plan. The League also supports allocating increased state revenues to protect current levels of service through a state funding of a portion of the large PERS rate increases facing public employers.

The League will also be actively engaged in supporting needed housing assistance programs, increasing funding for water supply development, and maintaining and expanding resources for mental health. The League's 2017 legislative priorities were formally adopted today by its board of directors.

During the week of September 12-16, the priorities will be the focus of City Hall Week, a series of regional meetings hosted by cities throughout Oregon in which legislative candidates will be briefed on the League's position on each issue.

About the League of Oregon Cities

Founded in 1925, the League of Oregon Cities is a voluntary association representing all 241 of Oregon's incorporated cities. The League helps cities serve their citizens by providing legislative advocacy services, policy consultation, intergovernmental relations assistance, networking and training, technical assistance and publications.

Helping Cities Succeed

Friday August 12, 2016

Good Friday afternoon everyone! It appears our lower than average temperatures have gone for a while and we will be looking at high 90s for Fair week. Warmer weather will not have too dramatic an impact on the attendance. We will accommodate folks, contractor work on the Highway 138 project this week and most of the transportation corridor that could go back to work. We appreciate ODOT taking this week into account in their schedule. Some people caught busses or road them directly through the 138 project. Work continued on Spruce this week but had little impact on traffic as the work zone moved southward away from Oak Avenue.



Early in the week Chiefs Burge and Timm and I met with folks from Umpqua Training and Employment, Fire District II, Bay Cities Ambulance, UCC and The Ford Family Foundation to talk about the ongoing impacts on first responders from the October 1 tragedy. While there clearly has been some impact on organizations, it does not seem to be quite as bad as it was in some communities after similar community tragedies. There is a shortage of qualified paramedics and there are ongoing post traumatic issues that continue to have the need to be addressed. UCC has EMT and Paramedic programs and part of our discussion centered around how all of us could work together to ensure a steady supply of qualified students make it into programs at UCC and we continue to meet our employment needs through those programs. We also talked about the First Responder Foundation non-profit organization that was established to help with ongoing issues surrounding our first responders.



Thursday the Public Works Commission met to discuss four project bid awards, an engineering services contract and IGA with RUSA. The bid awards are recommendations to Council for the Deer Creek Trail and Parking Lot (layout attached), Cascade Court Sewer/Storm separation project, and two Harvard Avenue Storm projects. In addition there is an engineering contract recommendation for Garden Valley at Stewart Parkway to evaluate the potential for a right turn (heading east) on Garden Valley. Each of the recommendations was unanimous and you will see them on your upcoming City Council and/or Urban Renewal agendas. As part of the sewer/storm separation, we will also need to enter into an IGA with RUSA which is on your agenda to allow the City Manager to negotiate and enter into the agreement. It is very efficient to work on these types of projects together with the other utilities and agencies so that inconvenience to the citizens is kept to a minimum and cost efficiencies can be gained. Nikki and her Public Works staff continue to do a great job coordinating these projects.

Thursday evening the Rotary Spray Park/Playground fundraising concluded with a generous gross receipts sharing activity at O'Toole's. Many folks from the community attended with a portion of all proceeds going to the Rotary Foundation for matching funds for the Spray Park. I would like to once again thank Dan Clark from Morning

Rotary who personally spearheaded the fundraising along with co-chair Stacey Crowe. Dan was instrumental in pushing the fundraising effort well beyond the original goal of \$75,000. I would also like to thank Jennifer and Casey O'Toole for their generous contribution to our efforts by hosting the event last evening. Many businesses and groups have stepped up during this Rotary campaign to help us put this great project in community perspective. We have one additional grant application under consideration for the project which we hope will put us over the top and allow us to move forward. And to that end, we were also notified that our grant application to completely renovate the restrooms at the Stewart Park pavilion above the half shell has made it through the first round of review and will continue to be considered in September for funding. Kudos to Barbara Taylor for working on that grant application with Nikki and putting us in line for the potential state parks grant funding.



HR and our public safety folks are in the middle of recruiting right now. Police department folks and HR have been interviewing police officer candidates for the last two days. We are in the process of backfilling positions that were vacated after promotions in the wake of some retirements. We have a pretty good candidate pool so we hope to fill a number of the vacant positions. We had three long-term Police Department employees retire this summer, Sergeant Aaron Dunbar after 29 years of service, Sergeant Bryan Oelrich after 24 years of service and Officer Roger Childers with 28 years. To step up and fill the Sergeant positions, two of our Corporals were promoted; 14 year veteran Dennis Chrisenbery and 10 year veteran Jeremy Sanders. To round out the promotions 14 year Officer Todd Crouse and Master Officer Doug Walton with 15 years of service were promoted to the open Corporal positions.

As a result of the relocation of one of our firefighters to Seattle, HR is now working with the Fire Department to fill one firefighter position. Once this position is filled we will be back to full staff. During the last year we backfilled our Assistant Chief position and more recently our Administrative Battalion Chief with 25 plus year veteran fire service professionals Gary Garrisi and Merrill Gonterman respectively. AC Garrisi came to us by way of Yuba City and BC Gonterman arrived by way of the Portland Fire Bureau. Both gentlemen have been great additions to our management team.



With a recent retirement within the ranks of our Parks team, and with an additional potential retirement, HR Director John Van Winkle, Public Works Director Nikki Messenger and I have been evaluating the current organizational structure through which we provide park maintenance and administrative services and are developing a proposal that we will bring to Council for consideration at your next meeting. We have been without a horticulturist position since 2011 and the service demands have increased since that time. During this transition, we want to make sure we are looking towards our future needs. I will likely propose a structure that has a small current year budget impact and will need to carry forward into future budget periods. This position is

my highest service priority that has not yet been reinstated from the recessionary reductions.

I hope everyone has a great weekend. Enjoy the fair, some other local activities or maybe a trip up the river. Stay cool.

Deer Creek Trail and Parking Lot

