

ROSEBURG CITY COUNCIL AGENDA – NOVEMBER 28, 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. Budget Committee Resignation – Sam Hollenbeck
5. **Commission Reports/Council Ward Reports**
A. City Manager Contract
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**
A. Minutes of November 14, 2016 Regular Meeting
B. OLCC New Outlet, Old Soul Pizza, 525 SE Main Street
C. OLCC Ownership Change, Shortcut Market, 508 NE Winchester
8. **Department Items**
A. Bid Award – Reservoir Hill Yard Piping Phase 2
B. Engineering Services Contract – Reservoir Hill Yard Piping Phase 2
9. **Items From Mayor, Council or City Manager**
10. **Informational**
A. Activity Report
11. **Executive Session ORS 192.660(2)**
12. **Adjournment**

***** 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.

OC
11/17/16

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



BUDGET COMMITTEE RESIGNATION

Meeting Date: November 28, 2016
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Budget Committee member Sam Hollenbeck notified Staff of his need to resign from the Budget Committee due to his relocation out of the Roseburg area.

BACKGROUND

A. Council Action History.

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

B. Analysis.

Mr. Hollenbeck provided notice of his resignation effective immediately. This creates a second vacancy on the Budget Committee. Staff has been and will continue to solicit for Budget Committee applications through the local news media and via the City's website. An appointee to this position would need to reside within the City limits.

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.

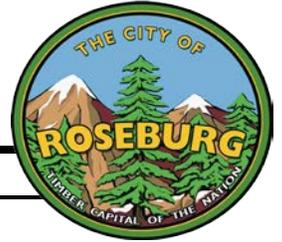
STAFF RECOMMENDATION

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

SUGGESTED MOTION

I MOVE TO ACCEPT SAM HOLLENBECK'S RESIGNATION FROM THE BUDGET COMMITTEE, WITH REGRETS.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER CONTRACT

Meeting Date: November 28, 2016
Department: City Manager's Office
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City Manager's performance was reviewed on November 14, 2016 upon completion of four years of service. Council may wish to consider amendment of the Manager's contract.

BACKGROUND

A. Council Action History.

- October 2016 – One-on-one meetings were conducted between the City Manager and Mayor/City Councilors.
- November 14, 2016 – Council and the City Manager met in Executive Session to discuss the Manager's performance.
- November 23, 2016 – A brief follow-up executive session was conducted.

B. Analysis: The City Manager's contract is effective until terminated by either party. Upon completion of the annual performance evaluation is generally the time at which the City Council determines whether an adjustment should be made in the employment contract and/or compensation plan.

C. Financial and/or Resource Considerations. At the time of 2016/17 budget preparation, funds were included in the budget to accommodate an adjustment effective January 1, 2017. At the time of hiring in November 2012, the Council chose to set the salary at 10% above the highest paid department head. Since the Manager's hire date, those department heads have received pay step and cost of living adjustments pursuant to the City's Personnel Policies and Employee Handbook. Therefore, in order to maintain that 10% differential, which would also be the Manager's request, the City Manager's salary would be adjusted from \$11,521 per month to \$12,046 in January.

CITY COUNCIL OPTIONS

The City Council has the option to:

- A. Take no action on the contract.
- B. Amend the contract to reflect a salary adjustment.

RECOMMENDED MOTION

"I move to amend the contract with C. Lance Colley to adjust the monthly salary to \$12,046 beginning January 1, 2017.

**MINUTES OF THE REGULAR MEETING
OF THE ROSEBURG CITY COUNCIL
November 14, 2016**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:02 p.m. on Monday, November 14, 2016, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL

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

Absent: Councilor Ken Fazio

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, Public Works Director Nikki Messenger, Fire Chief Gregg Timm, Finance Director Ron Harker, Police Chief Jim Burge, Interim Community Development Director Teresa Clemons and Management Technician Debi Davidson.

MAYOR REPORTS

Burge announced that at the Oregon Peace Officers Association banquet, first responders were honored for their actions related to the tragedy at Umpqua Community College on October 1, 2015. The City of Roseburg Police and Fire Departments, along with other responding agencies within the County received the "Critical Incident Response Award." Sergeant Detective Joe Kaney and Detective Todd Spingath each received the "Medal of Honor Award."

Councilors were reminded to submit their "related party questionnaire" to the Finance Director as soon as possible as required by the audit process.

Congratulations were offered to the organizers and participants in the Veterans Day Parade. Ryan thanked Rich for allowing him to serve as a parade judge.

Rich congratulated Zielinski, Ashley Hicks, Brian Prawitz and Linda Fowler-Fisher on their election to the City Council.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Marks congratulated Ashley Hicks on her election to the Ward Four City Council position.

McDonald made note of a News Review article explaining the airport obstruction issue.

Kaser reported SERVICE is working with the Responsible Landlord Enhancement Initiative to help landlords with problem or vacant homes.

SPECIAL INTRODUCTION

Colley introduced newly appointed Umpqua Community College President Dr. Debra Thatcher. Thatcher indicated that the school's student body and faculty, the Roseburg area

and overwhelming community support for UCC were major factors in her applying for and accepting the position.

THE PARTNERSHIP ANNUAL REPORT

Partnership Board Chair Dave Sabala introduced Partnership Executive Director Wayne Patterson and Economic Development Manager Shawn Clark. Patterson then presented The Partnership's annual report, a copy of which is included in the Council record. Marks shared a statement he had written in regard to Patterson's experience and efforts. Conversation ensued with Councilors regarding retention efforts, workforce needs and the Partnership's focus change from business recruitment to business retention.

AUDIENCE PARTICIPATION

Steve Vincent of Avista Utilities explained the origination of gas service in Roseburg and announced that Avista is donating a bench for Stewart Park in appreciation for the company's ability to serve the Roseburg area.

Taj Gombart, 1276 Cleveland Rapids Road, discussed the ordinance regarding denial of taxicab driver applications and requested there be a limit to how long a prior felony conviction can be considered in regard to application approval. He cited the City of Eugene which caps such consideration at ten years. Rich noted the issue came before Council some time ago and appeals can be made through the City Manager. April Combs, 242 Prairie Street, Myrtle Creek, stated her father's taxicab driver permit application was denied due to decades old felony convictions. She believed her father had paid his debt to society. Unfortunately, he thought he had to only cite convictions for the previous five years and therefore, completed the application incorrectly.

Coalwell stated the standard for appeal is that the applicant must demonstrate the offense has no bearing on their fitness to undertake the activity for which they have applied. People have successfully appealed the denial on various licensing applications. McDonald suggested Council revisit the ordinance language and consider setting a time limitation on consideration of felony convictions. Rich suggested it could be considered after the first of the year when new Councilors are on board. Gombart added the \$250 appeal fee is too high for someone looking for employment.

CONSENT AGENDA

Ryan moved to approve the following Consent Agenda item:

- A. Minutes of October 24, 2016 regular meeting.

Motion was seconded by McDonald and carried unanimously.

PUBLIC HEARING – FIR GROVE PLAYGROUND EQUIPMENT PURCHASE

At 8:22 p.m., Rich opened the public hearing regarding purchase of the Fir Grove Park play equipment through the City's membership in the Houston-Galveston Area Council (H-GAS) cooperative purchasing program. Messenger reported the Oregon Procurement Information Network no longer offers playground equipment through their plan. H-GAC includes over 85 Oregon agencies and provides a 6% discount on the desired procurement. A grant was

received for half of the project cost, with the balance coming from community fundraising efforts. Messenger anticipated bringing a purchase request to Council for the splash pad portion of the playground in December. As no one else wished to speak, the hearing was closed at 8:28 p.m. Ryan moved to award the purchase of playground equipment for the Fir Grove Park from Landscape Structures in the amount of \$68,943 through the H-GAC purchasing plan. Motion was seconded by Hawks and carried unanimously.

ITEMS FROM MAYOR, COUNCIL AND CITY MANAGER

McDonald stated the Veteran's Day Parade Committee extended appreciation to Rich for his assistance with the parade. The return of the fly-over was the result of the late Dirk Krysman's efforts.

Colley explained that the parking structure was behind schedule. Once the concrete stairwells were removed, consultants had to be brought in to determine where the new metal stairwell structures could be attached due to problems with rebar in the existing structure. In addition, the extreme amount of rain in October, delayed the painting. All issues have been addressed and the project is now proceeding to completion.

Meeting adjourned at 8:33 p.m.

Debi Davidson
Management Technician

ajc
11/27/16

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OLCC APPLICATION-NEW OUTLET OLD SOUL PIZZA LLC

Meeting Date: November 28, 2016
Department: City Manager's Office
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor Control Commission for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration.

BACKGROUND

We have received an application for a new outlet location for Old Soul Pizza LLC, located at 525 SE Main. This is a "Limited On-Premises Sales" license application submitted by Ray Bartram.

- A. Council Action History.** In January 2016, Council amended the process for consideration of new OLCC outlets. Under the new Code provisions, if after receiving Staff recommendation regarding a new outlet, the Council determines there is sufficient reason to consider recommending that OLCC deny an liquor license application, the Council shall direct the City Recorder to schedule a public hearing on the matter at the next available Council meeting with proper notification to the applicant and any known interested parties.
- B. Analysis.** A background investigation was conducted on the applicant in accordance with Roseburg Municipal Code Chapter 9.12, and Staff found no reason to deny the application.
- C. Financial and/or Resource Considerations.** The applicant has paid the appropriate fee for City review of the application.
- D. Timing Issues.** The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

Council may recommend OLCC approval of the application as submitted or recommend a hearing be scheduled to consider denial.

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

"I MOVE TO RECOMMEND OLCC APPROVAL OF THE NEW LOCATION APPLICATION FOR A LIMITED ON-PREMISES SALES LICENSE FOR OLD SOUL PIZZA LLC LOCATED AT 525 SE MAIN.

ATTACHMENTS

- A. Subject Application

- c: Applicant
OLCC



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
 - Commercial Establishment
 - Caterer
 - Passenger Carrier
 - Other Public Location
 - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: _____

Date: _____

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① RAYMOND D. BARTRAM ③ _____

② OLD SOUL PIZZA LLC ④ _____

2. Trade Name (dba): OLD SOUL PIZZA

3. Business Location: 525 SE MAIN ROSEBURG DOUGLAS OR 97470
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: SAME
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-643-0554
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? Yes No Name: RAY BARTRAM
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? CITY OF ROSEBURG
(name of city or county)

11. Contact person for this application: RAY BARTRAM 541-643-0554
(name) (phone number(s))
838 TOPAZ LANE RSBG 97471
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date: 11/2/16
① [Signature] Date 11/2/16 ③ _____ Date _____
② _____ Date _____ ④ _____ Date _____

OK
11/17/16

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OLCC APPLICATION-CHANGE OF OWNERSHIP SHORTCUT MARKET

Meeting Date: November 28, 2016
Department: City Recorder
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Debi Davidson
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

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

BACKGROUND

OLCC has received a change of ownership application for Shortcut Market located at 508 NE Winchester. This is an "Off-Premises" sales license application submitted by Soheli Vasani.

- A. Council Action History.** Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.
- B. Analysis.** The Police Department conducted a background investigation on the applicant and found no reason to deny the application.
- C. Financial and/or Resource Considerations.** The applicant has paid the appropriate fee for City review of the application.
- D. Timing Issues.** The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

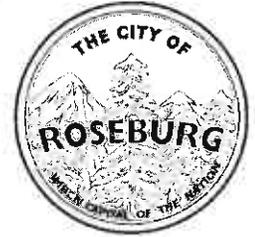
SUGGESTED MOTION

"I MOVE TO RECOMMEND APPROVAL OF THE OLCC CHANGE OF OWNERSHIP APPLICATION FOR SHORTCUT MARKET LOCATED AT 508 NE WINCHESTER STREET."

c: Applicant
OLCC

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

Handwritten signature and date:
11/17/16



Reservoir Hill Yard Piping Phase 2 Bid Award Recommendation 16WA13

Meeting Date: November 28, 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 Reservoir Hill Yard Piping - Phase 2 project. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History. On June 8, 2016 City Council awarded the Reservoir Hill Yard Piping Phase 2 project design contract to Murray, Smith, & Associates, Inc.

B. Analysis. The project is identified in the Water Master Plan and consists of construction of a new water line at the City's main reservoir site, commonly referred to as Reservoir Hill. The project was divided into two bid schedules due to funding availability. The basis of award is the lowest bid for Schedule A or for Schedule A plus B. Schedule A consists of approximately 530 linear feet of 24-inch diameter pipe, removal and abandonment of existing piping, asbestos abatement, connections to existing piping, isolation valves, fittings, blow-off and drain assemblies, air release assemblies, site grading, chain-link fence removal and replacement, surface restoration and related work. Schedule A work replaces an existing 16-18 inch OD Steel pipe that is situated east of the abandoned reservoirs 1 and 2. The existing pipe is the main connection for the water system to the south and requires constant repair and has significant leakage. The accessibility of the existing line is also a concern.

Schedule B includes 288 feet of 24 inch pipe to replace leaking OD steel pipe directly to the east of the newer reservoirs 5, 6, and 7. This pipe is more easily accessed and easier to repair than the pipe being replaced in Schedule A.

Four bids were received. They are summarized below.

#	Bidder	Schedule A Bid	Schedule B Bid	Total Bid Amount
1	Laskey-Clifton Corp	\$ 267,862.50	\$ 265,522.50	\$ 533,385.00
2	James W. Fowler Co.	\$ 296,983.00	\$ 288,825.00	\$ 585,808.00
3	Tornado-Soft Excavating Inc.	\$ 332,249.51	\$ 332,981.26	\$ 665,230.77
4	Black Pearl	\$ 332,594.25	\$ 321,395.32	\$ 653,989.57
5	Cradar Enterprises, Inc.	\$ 363,076.00	\$ 299,294.00	\$ 662,370.00
	<i>Engineer's Estimate</i>	\$ 234,000	\$ 212,000	\$ 446,000

C. Financial and/or Resource Considerations. The FY 2016-17 Water Fund budget includes \$400,000 for this project. This is adequate to complete the Schedule A portion of construction this coming winter and spring. The total project costs for this work are estimated below:

Design	\$ 49,199
Construction	\$267,863
Construction Mgt. Support	\$ 49,842
Contingency (7.5%)	<u>\$ 27,518</u>
Total	\$394,422

D. Timing Issues. If awarded, the Notice to Proceed would be given in January after execution of the construction contract. The contractor is allowed 120 calendar days to complete the project.

COUNCIL OPTIONS

The Council has the following options:

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

STAFF RECOMMENDATION

Money has been budgeted and is available to construct the Schedule A portion of this project. The Public Works Commission discussed this project at their November 10th meeting. The Commission recommended awarding the project to the low bidder, Laskey-Clifton Corp. for \$267,862.50. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the Schedule A portion of the Reservoir Hill Yard Piping Improvements Phase 2 Project to the low bidder, Laskey-Clifton Corp, for \$267,862.50.

ATTACHMENTS

None

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11/17/16



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

Reservoir Hill Yard Piping Phase 2 Construction Management Services Contract 16WA13

Meeting Date: November 28, 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 recently negotiated a proposed scope and budget for construction management (CM) services for the Reservoir Hill Yard Piping Phase 2. The issue for Council is whether to authorize the CM contract.

BACKGROUND

A. Council Action History. The City Council awarded a design contract to Murray, Smith & Associates, Inc. (MSA) for the Reservoir Hill Yard Piping Phase 2 project at their June 8, 2016 meeting.

B. Analysis. Staff has been working with MSA on the design of the project. The design was completed in September and construction bids were opened on November 1st. Award of the construction contract is also on the Council agenda.

Considering their role as the design engineer and their previous CM experience with the City on Reservoir Hill Yard Piping Phase 1 and the 24- inch force main project, staff negotiated directly with MSA for the construction management services required for this project.

The proposed scope of work includes pre-construction services, request for information support, proposal request and change order preparation, submittal review, clarifications and interpretations, preparation of pay requests, construction progress meetings, testing and start up, preparation of record drawings, and other miscellaneous services.

C. Financial and/or Resource Considerations. The FY 16-17 Water Capital budget includes \$400,000 for this project. The cost of the proposed construction management contract with MSA is \$49,842. Total project costs are estimated below:

Design	\$ 49,199
Construction	\$267,863
Construction Mgt. Support	\$ 49,842
Contingency (7.5%)	\$ 27,518
Total	\$394,422

D. Timing Issues. If awarded, the Notice to Proceed would be given in January after the execution of the construction contract. The contractor is allowed 120 calendar days to complete the project.

COUNCIL OPTIONS

The Council has the following options:

1. Award the contract for construction management services to Murray, Smith, & Associates, Inc. for an amount not to exceed \$49,842; or
2. Request additional information; or
3. Recommend that staff issue a Request for Proposals for the construction management services. This is not required for contracts under \$100,000.

STAFF RECOMMENDATION

Money has been budgeted and is available to construct this project. The Public Works Commission discussed this CM contract at their November 10th meeting. The Commission recommended awarding the contract to MSA for an amount not to exceed \$49,842, Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award a construction management contract for the Reservoir Hill Yard Piping Phase 2 Project to Murray, Smith, & Associates, Inc. for an amount not to exceed \$49,842.

ATTACHMENTS

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CJC
11/21/16

INFORMATIONAL A
11/28/2016



ACTIVITY REPORT

Meeting Date: November 28, 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 November 28, 2016, meeting, I provide the following items:

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



Agenda
Department Heads Meeting
November 7, 2016 – 10:00 a.m.

1. Review Tentative November 14, 2016 Council Meeting
2. Tentative Future Agenda
3. Document Signing/Grants
4. Property Registration Services – Vacant/Foreclosed Properties
5. Public Records Request – Estimate of Fees
6. Cell Phones
7. IT Project Update
8. Department Items

YEAR END REPORTS

Due to City Manager: December 8, 2016

Due to Mayor Rich: December 14, 2016

CITY CONNECTION

Publication Date: January 10, 2017

Article Submission Deadline: December 27, 2016



Agenda
Department Heads Meeting
November 15, 2016 –9:00 a.m.

1. Review Tentative November 28, 2016 Council Meeting
2. Tentative Future Agenda
3. Document Signing/Grants
4. Department Items

YEAR END REPORTS

Due to City Manager: December 8, 2016

Due to Mayor Rich: December 14, 2016

CITY CONNECTION

Publication Date: January 10, 2017

Article Submission Deadline: December 27, 2016

TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

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

December 12, 2016

Mayor Reports

- A. Richard Weckerle Proclamation
- B. Election Results
- C. Recognition for Outgoing Councilors

Consent Agenda

- A. Minutes of November 28, 2016

Public Hearing

- A. Fir Grove Splash Pad Bid Award Through National Purchasing Partners

Department Items

- A. Bid Award - Phase I Water System SCADA Improvements
- B. Umpqua Basin Urban Services Agreement

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Approval of Minutes
- B. Black Street Extension Engineering Design Contract

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

December 11, 2017

Mayor Reports

- A. Election Results
- B. Outgoing Councilor Acknowledgements

Consent Agenda

- A. Minutes of November 28, 2017

Thursday November 10, 2016

Good Thursday afternoon everyone! This is a short week, but I wanted to send out a brief message to kick off this Veterans' Day weekend. Obviously the major event of the week was Election Day, November 8, 2016. I once again would like to congratulate our newly elected City Council members, Linda Fisher-Fowler, Brian Prawitz, and Ashley Hicks as well as Mayor Rich and Councilor Zielinski for their re-election. I would also like to thank Ken Fazio, Lew Marks, and Victoria Hawks for their hard work and dedication to the citizens of Roseburg and the staff here at the City as they complete their terms of office. We look forward to continuing our work together to meet the needs of our citizens and our community.



I am including our newly elected Council members in this first post-election communication so they can keep up to date on some of the issues we will continue to work on prior to their terms beginning in January. Early in the week I met with the "Healthy Housing" group that was initiated through the Greater Douglas United Way's community/collective impact project. We are working with The Ford Family Foundation to develop baseline data around the current availability and need for all levels of housing in the community. We will then evaluate how best to start picking off low hanging fruit around meeting the housing needs. It is apparent, but not confirmed, that we have shortages in each area of housing, from transitional and low income subsidized housing all the way to mid and high level income housing. Once the initial data gathering is finished and a report written, I will share it with Council so we can begin conversations about current policy issues that may be supporting or hindering our community's ability to meet future housing needs.

This afternoon the Public Works Commission met to discuss a couple of water utility items. Staff presented bid award recommendations to the Commission for piping upgrades at our main storage area on reservoir hill, as well as, a construction management contract for the engineering firm to oversee the construction project they have designed. The almost \$270,000 pipe project is phase two of the work that needs to be completed on reservoir hill and a final phase will likely be constructed in the next fiscal year. They will consider a recommendation for the award of the engineering services, construction management contract. Koree is attaching a memo from our Public Works Director informing the Commission on project updates.

Last, I hope each and every one of you can attend this year's Veterans' Day Parade through downtown Roseburg. A number of our staff and Council will take part in some way, in what Councilor McDonald has described as the "best Veterans' Day parade in Oregon, if not the largest." The parade is a great opportunity to salute our veterans. Council recently passed a resolution honoring one of the parade's grand marshals, and I understand that World War II veterans will also be honored. There will be a flyover around 11:30 a.m. as well. Enjoy!





Koree is attaching the flyer for the annual tree lighting festivities scheduled around downtown on December 3rd. Have a great weekend everyone. I will see you Monday night at your regularly scheduled meeting!

**CITY OF ROSEBURG
MEMORANDUM**



DATE: November 10, 2016
TO: Public Works Commission
FROM: Nikki Messenger, P.E., Public Works Director
SUBJECT: **Project Updates – Informational Only**

The following is a very brief updated on current construction projects. This is informational only and does not require Commission action.

2016 Pavement Management – Overlays – The work is substantially complete and the contractor is completing punch list items.

Fairmount Storm Drainage - The project is substantially complete. The contractor is completing punch item work. Final completion is expected next week.

Spruce/Parrott/Cass Street – The contractor is slightly behind schedule. Work on Parrott Street and Cass Avenue continues. Work is expected to be substantially complete the first week of December.

Harvard Avenue Storm Replacement - The contractor has completed a the storm pipe installation. Pavement repair is scheduled for next week.

Harvard Avenue Cured in Place Pipe Project – The contractor is working this week and is expected to complete this project next week.

Deer Creek Parking/Path Improvements – The paving is complete. Work remaining includes curbing, striping, landscaping, and installation of the stairs connecting to Jackson Street.

Cascade Court Storm/Sewer Project – The sanitary sewer and storm drainage lines have been installed and the contractor is working on landscape and roadway repairs. Substantial completion is expected within two weeks.

Parking Structure Improvements – The contractor is in the process of installing the new staircases on the north and south side of the parking garage. Substantial completion is expected within two weeks.

Phase 1 Water System SCADA Systems Improvements -- This project is currently out to bid. Bids are due on November 29th.

Black Street Extension – Staff has received Statements of Qualifications from four engineering firms. Two firms have been shortlisted for interviews. The interviews are scheduled for November 15th. Staff intends to have a recommendation for the Commission at their December meeting.

Stewart Parkway Improvements – Staff has received and commented on the 90% construction plans and specifications. Right-of-way acquisition is underway.

Start the holiday season with the annual

Douglas County Tree Lighting

Celebration!

Saturday, December 3rd



10:00 AM:

- Downtown Businesses Open to Start Celebration!

- Shop Small Saturday offering fun surprises (At participating downtown businesses)

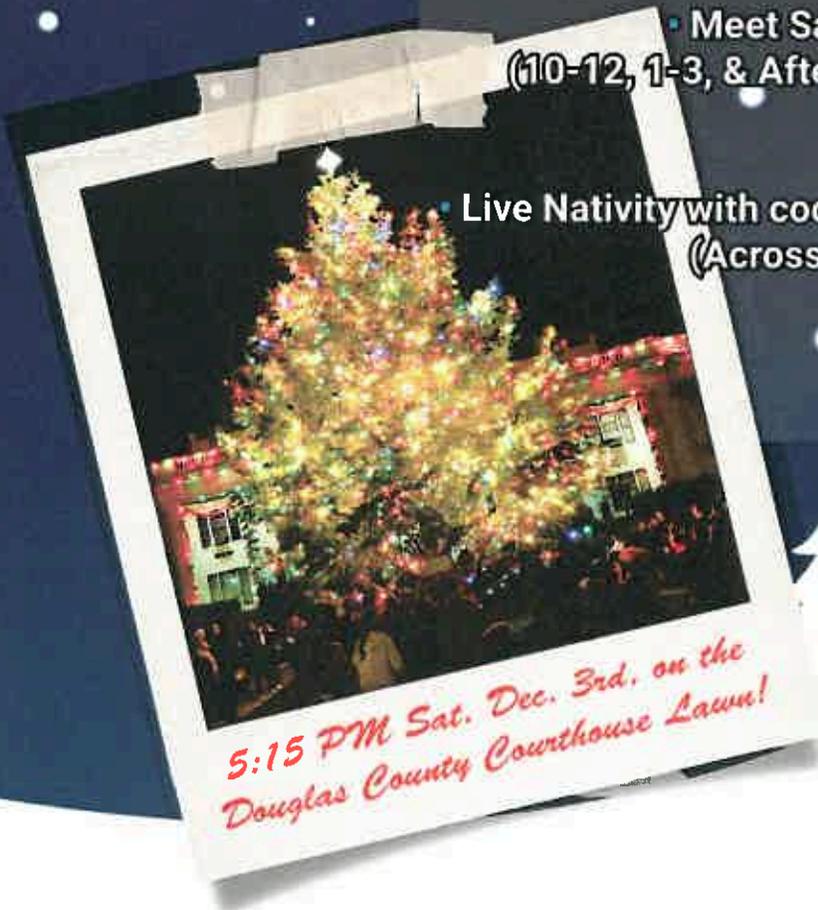
- Meet Santa at Santa's Village! (10-12, 1-3, & After Tree Lighting Event)

4:45 PM:

- Live Nativity with cookies and warm drinks (Across from the courthouse)

5:15 PM:

- Tree lighting begins



*5:15 PM Sat. Dec. 3rd, on the
Douglas County Courthouse Lawn!*



Find us on
facebook

New date - Saturday 12/3!! Contact: DRA 541-430-7268

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Friday November 18th, 2016

Good Friday afternoon everyone! First, thank you all for your attendance at Monday's Council meeting. I hope everyone came away from the evening's meeting with a little clearer picture of where the Partnership is focusing its efforts.

Job retention, job expansion and job training will continue to be the highest priorities with continued work on the MedEd project and the potential data center work. We will continue to keep you posted on Partnership priorities and work plan as we move forward.



During the week I attended the Industrial Development Board meeting, a MedEd Leadership committee meeting, the Umpqua Tourism Studio meeting coordinated by Travel Oregon, a critical housing needs meeting, the Historic Resources Review Commission meeting and The Leadership Council meeting.

As I mentioned during many of our individual review meetings, healthy housing and available housing issues seem to be rising to a critical level. A number of organizations in the community and a local foundation have put together a work group to begin asking critical questions about what specifically are the issues, who is being impacted, and what can our community do to address the issues. It appears there is a shortage of available rental units at all income levels from subsidized low income housing to higher end units and every type of rental unit in between. As we move forward with the data gathering I will update Council on potential policy issues that are contributing to the issues or helping us solve them. Clearly outside regulation and Oregon's land use laws have some impact.



The MedEd leadership committee met to receive an update on progress relating to identifying an academic partner and broader community, state and national support for this type of project. The VA administration is very engaged in the project at this point and our consultants are working through legislative agenda items and setting up future meetings with potential academic partners who currently provide educational opportunities within the state. We are also now considering alternate locations that might make the project more cost effective, and therefore more feasible.

The Leadership Council met earlier today to discuss the final information relating to a federal grant ask around reimbursement for costs associated with the UCC tragedy as well a number of opportunities to provide funding for community healing, safety and security, and victim's assistance. The grant process with the federal government has taken six months longer than any of us anticipated and is very frustrating. Many of the asks involve hiring people to provide direct services, and by the time the money comes, it could be 18 months out from the event. We finalized a list of needs that will be put into an Oregon Legislature ask to be considered in December, and then a second ask to go into the legislative session



beginning in February. Many of the items that were submitted for the federal program were cut out of that application so based on the support from the Governor and Legislature, we will be submitting a community wide request to support high priority items that will not be funded at the federal level.

We have a short office week during the Thanksgiving holiday time, so have a great weekend and remember we are open Monday through Wednesday next week!