



**ROSEBURG CITY COUNCIL AGENDA – SEPTEMBER 26, 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. Walk and Bike to School Day Proclamation – Nicki Opp
5. **Commission Reports/Council Ward Reports**  
A. Special Presentation – Main Street Program Award  
B. Planning Commission Resignation – Patrick Parson  
C. Implementation of City Manager Annual Performance Evaluation
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**  
A. Minutes of September 12, 2016 Meeting
8. **Ordinances**  
A. 2<sup>nd</sup> Reading, Ordinance No. 3475 – Annexation, Withdrawal, Zone Change, Subdivision and Variance for 1400 block of NW Troost
9. **Department Items**  
A. Engineering Contract – ADA Transition Plan
10. **Items From Mayor, Council or City Manager**
11. **Informational**  
A. Transportation System Plan Process  
B. Activity Report
12. **Executive Session ORS 192.660(2)**
13. **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](http://www.cityofroseburg.org).***

# Proclamation

## CITY OF ROSEBURG, OREGON

### WALK & BIKE TO SCHOOL DAY

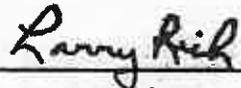
- WHEREAS:** The health of children in our community is important and lack of physical activity contributes to increased risk of obesity, diabetes and other health problems; and
- WHEREAS:** Walking and biking to and from school helps children get the 60 minutes of exercise they need each day and is an excellent way to make physical activity part of their routines; and
- WHEREAS:** Walking and biking to school helps encourage more active forms of travel, which reduces car trips, congestion and air pollution; and
- WHEREAS:** Walking and biking improves neighborhood livability because people feel better about their community, helps make public streets lively, encourages community interaction and attracts people to commercial, civic and recreational areas; and
- WHEREAS:** Students, parents and community leaders around the country are joining together to walk and bike to school and evaluate walking and bicycling conditions in their communities;

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim October 5, 2016 to be

### WALK & BIKE TO SCHOOL DAY

in the City of Roseburg and encourage everyone to consider the health and safety of children today and every day.

**DATED** this 26<sup>th</sup> Day of September, 2016.



Larry Rich

THE HONORABLE MAYOR



*DC*  
*9/20/16*



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### PLANNING COMMISSION RESIGNATION

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**Meeting Date:** September 26, 2016  
**Department:** Administration  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

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

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#### ISSUE STATEMENT AND SUMMARY

At their Commission meeting of September 19, 2016, Planning Commission member Patrick Parson announced his resignation from the Commission due to his retirement.

#### BACKGROUND

**A. Council Action History.**

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

**B. Analysis.**

Mr. Parson verbally announced his resignation effective immediately and indicated a written resignation shall follow. An appointee to this position would need to reside either within the City limits or the Urban Growth Boundary. Due to the resignation of Commissioner Matthew Powell in August, Staff had already been soliciting applications for the Commission. Two applications were received and applicants are scheduled for interview in a special meeting just prior to the September 26<sup>th</sup> special meeting.

**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. Parson's resignation.

#### SUGGESTED MOTION

I MOVE TO ACCEPT PATRICK PARSON'S RESIGNATION FROM THE PLANNING COMMISSION, WITH REGRETS.

*Colley*  
9/26/16

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## City Manager Evaluation Process

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**Meeting Date:** September 26, 2016  
**Department:** City Manager's Office  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** City Manager Reports  
**Staff:** Lance Colley  
**Contact Telephone:** 492-6866

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### ISSUE STATEMENT AND SUMMARY

Pursuant to the City Manager performance appraisal process, the first step of that process is for the City Manager to present a report on the accomplishment of Council Goals.

### BACKGROUND

**A. Council Action History.** Each year, the City Council implements the City Manager evaluation process in the fall in order to conclude by calendar year end. No action has been taken for the 2016 evaluation.

**B. Analysis.**

The first step of the evaluation process is the City Manager's presentation of a report on the status of Council Goals. Attached is an updated status report for the City Council's four goals and related action items. As always, I appreciate any feedback you might have with regard to ongoing goal status reports, both during upcoming Council meetings and throughout the year.

The remainder of the evaluation process shall be as follows:

1. City Manager's Office Staff will schedule appointments for the Mayor and City Councilors to meet one-on-one with the City Manager to discuss performance. Prior to those meetings, the City Manager shall give each Councilor a copy of a self-evaluation that he prepares using the same form which Councilors will use. The City Manager and the Mayor/Councilor will discuss the self-evaluation and other performance issues during the one-on-one meeting. As you may recall, the evaluation form was modified during 2014 to reflect items included in the City Manager contract and Council's input.
2. The City Manager's performance appraisal is scheduled for executive session on November 14, 2016. Prior to this meeting, the Mayor and City Councilors are to complete the attached appraisal form and submit it to the Council President or Management Technician no later than November 1<sup>st</sup> to allow time to consolidate the information for distribution with the November 14<sup>th</sup> Council agenda packet.
3. Should the Council so desire, on November 28, 2016, the City Manager is scheduled to return to Council with a summary of what he heard during the appraisal process and what goals he has set for himself for the coming year.

The performance appraisal form is attached for your completion. There are six major elements to the form:

- A. Council Goals and Service Delivery
- B. Mayor and Council Support
- C. Leadership and General Management
- D. Community and Citizen Relations
- E. Department Operations
- F. Financial Management

The form uses a 1 to 5 rating system for indicators under each Element, with 1 meaning "Very Dissatisfied" and 5 meaning "Very Satisfied."

**C. Financial and/or Resource Considerations.** None.

**D. Timing Issues.** The schedule outlined under the Analysis section is in accordance with the process previously adopted by the Council.

#### **COUNCIL OPTIONS**

No City Council action is required.

#### **SUGGESTED MOTION**

No motions are required.

#### **ATTACHMENTS**

1. 2016 Council Goals
2. Performance Appraisal Form

**2015 ADOPTED GOALS AND ACTION ITEMS**  
**City of Roseburg**

<b><i>Identify and Implement Long Term Infrastructure Funding Mechanisms to Ensure Infrastructure System Sustainability</i></b>	
<b><i>Action Item</i></b>	<b><i>Estimated Completion</i></b>
Evaluate and update water and parks fee structures and present to Council	Complete
Evaluate and update water, storm and parks system development charges and present to Council	12/31/16
Implement residential sidewalk standards for infill with possible use of Assessment Fund for cost share	12/31/15 <b><i>See explanation under Goal 1</i></b>
Explore available grant funding sources for any opportunities where one-time money can reduce long-term costs, e.g. energy savings, automation, efficiency	Ongoing
Develop a commercial sidewalk assessment fund policy and market it to the commercial development community	03/31/16 – 9/30/16 <b><i>partially complete</i></b>
Evaluate multiple options for ongoing street/path funding including gas tax, general obligation bonding, local option funding and a street utility fee	03/31/16 – <b><i>Council authorized contract with polling company-</i></b>

<b><i>Implement the Urban Renewal Financial and Capital Improvement Plan; Evaluate Establishment of an Additional Urban Renewal Plan Area</i></b>	
<b><i>Action Item</i></b>	<b><i>Estimated Completion</i></b>
Identify grants and other funding mechanisms to enhance existing facade improvement program	Ongoing
Identify areas for future Urban Renewal Plan areas for initial review by the Council/Agency Board	12/31/16
Upgrade City-owned property and assets in the existing area	Phase 1 12/31/15 Phase 2 12/31/16 <b><i>Under Contract</i></b>
Upgrade parking structure for safety, functionality and aesthetics	12/31/15 <b><i>Under contract</i></b>

**2015 ADOPTED GOALS AND ACTION ITEMS**  
**City of Roseburg**

***Initiate Community Livability Programs and Beautification Projects***

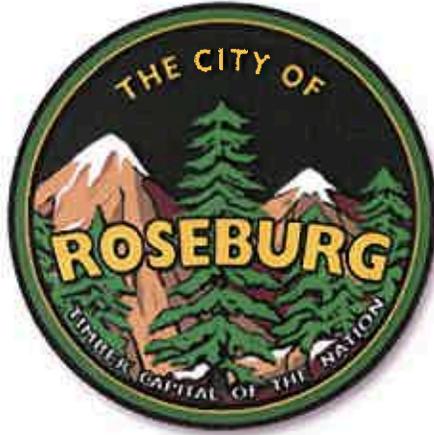
<b><i>Action Item</i></b>	<b><i>Estimated Completion</i></b>
Implement City entrance signage and wayfinding	12/31/16
Create City communications strategy including social media	08/31/15 <i>Facebook launched; updated video tour on website</i>
Identify grants and other funding mechanisms to enhance existing façade improvement programs and other beautification projects	Ongoing
Upgrade City parking area near Deer Creek	12/31/16 <i>Under contract</i>
Upgrade parking structure visually and functionally	12/31/16 <i>Under contract</i>
Revisit Tree City USA program and tree ordinance	03/31/16 <i>Ordinance adopted</i>
Support Part-time Compliance Officer	08/31/15 <i>Increased to full time 7/1/16</i>
Participate/encourage volunteerism through community based volunteer programs	08/31/15 <i>Reinstated Horticulturist</i>
Evaluate bikeway system after Transportation System Plan adoption	12/31/16 <i>TSP contract contract</i>
Enhance/incentivize residential sidewalk program	12/31/15 <i>Legal evaluation; LUDO update &amp; single lot LID ordinance</i>

***Define and Establish Business Friendly/Improved City Image***

<b><i>Action Item</i></b>	<b><i>Estimated Completion</i></b>
As part of the second/third phases of the LUDO update, identify and remedy inconsistencies that may lead to misunderstandings	<i>Complete</i>
Work with appropriate agencies (UCC Small Business, Business Incubator, Partnership) to ensure consistent understanding of business registration and site development standards	09/30/15 <i>Complete but ongoing</i>
Provide customer service training for City employees providing direct services to the public	Annually
Provide outreach to the real estate and development community about the business registration process and requirements	09/30/15 <i>Complete and ongoing</i>
In conjunction with Goal 1, establish a commercial sidewalk enhancement program utilizing the Street Light/Sidewalk Fund and the Assessment Fund	<i>Ongoing</i>

# CITY MANAGER PERFORMANCE EVALUATION

## CITY OF ROSEBURG, OR



INDIVIDUAL BEING EVALUATED CITY MANAGER LANCE COLLEY

EVALUATION PERIOD December 2014 to November 2015

REVIEWER'S NAME \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

Each member of the City Council must complete this evaluation form, sign it in the appropriate space provided above and return it to City Council President or Management Technician Debi Davidson no later than November 2, 2015

All submitted evaluations will be summarized and included on the City Council November 9, 2015 agenda for discussion.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

# CONFIDENTIAL

## PURPOSE

The purpose of the Performance Evaluation is to provide feedback on the job performance of the City Manager and, if necessary, create a development plan for areas of improvement. It is also used to provide a basis for a merit increase. Additionally, the performance evaluation process provides the Council and City Manager the opportunity and means to establish and maintain open communication and an effective working relationship.

## PROCESS

Performance evaluations are based on performance standards that address the competencies, skills and expected outcomes necessary for being an effective City Manager. These standards define the level at which the City Manager must perform his or her job duties to meet the Council's expectations. Performance evaluations should include positive feedback as well as areas for improvement and examples of observed behavior.

The Council and Mayor should meet periodically to monitor the performance of the organization and the City Manager. The City Of Roseburg has determined that the City Manager job performance review and evaluation process will take place as follows:

1. A quarterly executive session at which time the City Council will review the job performance of the City Manager. This is an oral review session intended to provide the opportunity for discussion with input from both the Council and the City Manager. Core competencies as described in Performance Evaluation Form should be used to guide this group discussion. Specific examples should be used during this discussion to ensure clarity and meaningful feedback. These quarterly performance reviews provide for open communication and progress checks, as well as a basis for the formal annual performance evaluation. Quarterly evaluations will not take place during the October – December quarter while the formal annual evaluation is in progress.
2. Annually, beginning in the fall and concluding by the end of the calendar year, there will be a formal written process where each Councilor will complete this, or a similar form, which will then be used as the formal, official Performance Evaluation. At the time of the formal review, there should be no surprises to either the City Council or the City Manager. The entire City Council and the City Manager have input into the performance evaluation. This gives both parties the opportunity to be heard and to provide honest input and make the performance evaluation a joint process.

# CONFIDENTIAL

## INSTRUCTIONS

The evaluation form contains ten (10) core competencies and their expected standards of performance for each. A 5 point scale is used to rate each of the behavioral standards.

Using the following scale, indicate your rating of the City Manager's performance for each category.

Any item left blank will be assigned a score of 3 (Meets). Use whole digits; fractions will be rounded down (e.g., 3.5 will be entered as a 3).

Rating Scale	Definition
5	<b>Consistently exceeds targets and standards.</b>
4	<b>Superior performance in meeting targets and standards.</b>
3	<b>Performance meets expectations.</b>
2	<b>Performance does not consistently meet expectations.</b>
1	<b>Performance is well below reasonable standards.</b>

In each Core Competency, divide the sum of your ratings in that Competency and divide by 5 to arrive at a single score for the competency.

In addition to assigning a numerical rating to specific items within a Core Competency, this evaluation form also contains sections for entering narrative comments, including the opportunity to respond to specific questions and to include any specific examples of observed behavior which support your rating and are pertinent to the evaluation period. Additional pages may be added if necessary. Please write legibly. All evaluation forms must be submitted prior to the deadline identified on the cover page. Submitted forms will be summarized into a single performance evaluation to be presented and discussed by the City Council and the City Manager.

Please submit the form as follows:

- Leave all pages of the evaluation form attached
- Initial each page
- Sign and date the cover page
- Enter the date the evaluation was submitted in the space provided on the cover page

# CONFIDENTIAL

## LEGEND

### Core Competencies

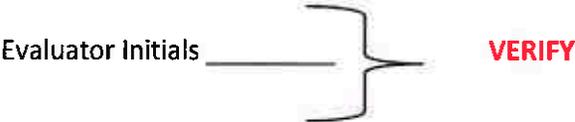
#### 1. CORE COMPETENCY



**RATING**

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below. Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

ADDITIONAL COMMENTS:



# CONFIDENTIAL

## Core Competencies

### 1. INDIVIDUAL CHARACTERISTICS

- \_\_\_\_\_ Diligent and thorough in the discharge of duties; a "self-starter".
- \_\_\_\_\_ Exercises good judgment.
- \_\_\_\_\_ Displays enthusiasm, cooperation and willingness to adapt.
- \_\_\_\_\_ Displays mental and physical stamina appropriate for the position.
- \_\_\_\_\_ Composure, appearance and attitude are fitting for an individual in this Executive position. This person is able to separate personal feelings from the advancement of the City's interests.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 2. PROFESSIONAL SKILLS AND STATUS

- \_\_\_\_\_ Maintains knowledge of current developments affecting the practice of local government management.
- \_\_\_\_\_ Demonstrates a capacity for innovation and creativity.
- \_\_\_\_\_ Anticipates and analyzes problems to develop effective approaches for solving them.
- \_\_\_\_\_ Willing to try new ideas proposed by City Council and/or Staff.
- \_\_\_\_\_ Sets a professional example by handling affairs of the public office in a fair and impartial manner.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 3. RELATIONS WITH ELECTED MEMBERS OF THE CITY COUNCIL

- \_\_\_\_\_ Carries out directives of the City Council as a whole as opposed to those of any one member, special interest or minority group.
- \_\_\_\_\_ Participates in setting City Council meeting agendas which avoids unnecessary Council involvement in administrative actions.
- \_\_\_\_\_ Disseminates complete and accurate information equally to all Council members in a timely manner.
- \_\_\_\_\_ Assists by facilitating decision making without usurping authority.
- \_\_\_\_\_ Responds professionally to requests, advice and constructive criticism and accepts responsibility for undesirable results.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 4. POLICY EXECUTION

- \_\_\_\_\_ Implements actions and directives in accordance with the intent of the City Council.
- \_\_\_\_\_ Supports the actions of the City Council after a decision has been reached, both inside and outside the organization.
- \_\_\_\_\_ Understands, supports and enforces local government's laws, policies and ordinances.
- \_\_\_\_\_ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.
- \_\_\_\_\_ Offers workable alternatives to the City Council for changes in law or policy when an existing policy or ordinance is no longer practical.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 5. REPORTING

- \_\_\_\_\_ Using the City Charter as a guide, provides regular information and reports to the City Council concerning matters of importance to the local government.
- \_\_\_\_\_ Responds in a timely manner to requests from the City Council for special reports.
- \_\_\_\_\_ Takes the initiative to provide information, advice and recommendations to the City Council on matters which are non-routine and not administrative in nature.
- \_\_\_\_\_ Reports produced by the City Manager are accurate, comprehensive, concise and written to and for their intended audience.
- \_\_\_\_\_ Produces and handles reports in a way to convey the message that the affairs of the City are open to public review and scrutiny.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 6. CITIZEN RELATIONS

- \_\_\_\_\_ Responsive in a timely manner to requests and/or complaints from citizens.
- \_\_\_\_\_ Demonstrates a dedication to service to the community and its citizens.
- \_\_\_\_\_ Maintains a nonpartisan approach in dealing with the local news media.
- \_\_\_\_\_ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests.
- \_\_\_\_\_ Makes an appropriate good-faith effort to maintain citizen satisfaction with city services.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 7. STAFFING

- \_\_\_\_\_ Recruits and retains competent personnel for staff positions.
- \_\_\_\_\_ Applies an appropriate level of supervision to improve any areas of substandard performance.
- \_\_\_\_\_ Stays accurately informed and appropriately concerned about employee relations
- \_\_\_\_\_ Professionally manages the compensation and benefits plan.
- \_\_\_\_\_ Promotes training and development opportunities for employees at all levels within the organization.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 8. SUPERVISION

- \_\_\_\_\_ Encourages Department Heads to make decisions within their jurisdictions with minimal City Manager involvement, yet maintains general control of operations by providing the appropriate amount of communication to staff.
- \_\_\_\_\_ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls of their programs while still monitoring operations at the department level.
- \_\_\_\_\_ Develops and maintains a friendly, informal and professional relationship with the staff and work force in general yet maintains the professional dignity of the office of City Manager.
- \_\_\_\_\_ Sustains or improves staff performance by evaluating the performance of staff members annually, setting goals and objectives for them, periodically assessing their progress and providing appropriate and timely feedback.
- \_\_\_\_\_ Encourages teamwork, innovation and effective problem solving among staff members.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 9. FISCAL MANAGEMENT

- \_\_\_\_\_ Prepares a balanced budget to provide City services at a level directed by the City Council.
- \_\_\_\_\_ Makes the best possible use of available funds, conscious of the need to operate the City efficiently and effectively.
- \_\_\_\_\_ Prepares a budget and budgetary recommendations in an intelligent, accessible manner understood by the City Council.
- \_\_\_\_\_ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.
- \_\_\_\_\_ Appropriately monitors and manages fiscal activities of the City.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 10. COMMUNITY RELATIONS

- \_\_\_\_\_ Shares responsibility for addressing the difficult issues facing the city.
- \_\_\_\_\_ Avoids unnecessary controversy.
- \_\_\_\_\_ Cooperates with neighboring communities and the county.
- \_\_\_\_\_ Helps the Council address future needs and development appropriate plans to address long term trends.
- \_\_\_\_\_ Cooperates with other regional, state and federal government agencies.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## NARRATIVE EVALUATION

List three performance objectives for the City Manager that you feel are the most important targets for the upcoming year:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What would you identify as the City Managers strength(s), expressed in terms of the principle results achieved during the review period?

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What performance area(s) would you identify as most critical for success?

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What performance area(s) would you identify as most critical for improvement?

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What constructive suggestion(s) and/or recommendation(s) can you offer to the City Manager to improve performance?

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**MINUTES OF THE REGULAR MEETING  
OF THE ROSEBURG CITY COUNCIL  
September 12, 2016**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on Monday, September 12, 2016, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor Eggers led the Pledge of Allegiance.

**ROLL CALL**

**Present:** Councilors Andrea Zielinski, Alison Eggers, Ken Fazio, Tom Ryan, Lew Marks, Victoria Hawks and John McDonald.

**Absent:** Councilor Steve Kaser.

**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 Chief Jim Burge, Community Development Director Brian Davis, Human Resources Director John VanWinkle, Management Technician Debi Davidson, Kyle Bailey of KQEN Radio and Troy Brynelson and April Ehrlich of The News Review

**MAYOR REPORTS**

Ryan moved to appoint Elias Minaise to the Budget Committee. Motion was seconded by Marks and carried unanimously.

Councilors were reminded of the League of Oregon Cities City Hall Week Forum at the Public Safety Center on September 14<sup>th</sup> from 4:00 to 6:00 p.m. The Chamber will have a City Council candidate forum for Ward 3 and Ward 4 candidates on September 19<sup>th</sup>.

**COMMISSION/COUNCIL WARD REPORTS**

Fazio reported the Parks and Recreation Commission discussed the chipper truck purchase which is on the Council agenda. Ryan reported the Public Works Commission discussed the Fairmount change order which is also on the agenda.

Eggers reported that the Zonta Club held a very successful Iron Woman competition. Sponsorship from Ward I business Backside Brewery was greatly appreciated.

**AUDIENCE PARTICIPATION**

Pam Speta, 21 NE Spyglass Loop, shared information regarding development of "Forget Me Not Family Care Home" where dementia patients can live with their spouses and receive care. She is receiving assistance from DHS and NeighborWorks Umpqua.

**CONSENT AGENDA**

Ryan moved to approve the following Consent Agenda items:

- A. Minutes of August 22, 2016 regular meeting.
- B. OLCC ownership change for Southgate Market & Deli, 1967 SE Stephens
- C. Intergovernmental Agreement with ODOT for traffic signal maintenance.

Motion was seconded by Fazio and carried unanimously.

CONSENT AGENDA ITEM D - REMOVAL OF PARKING METERS ON SE STEPHENS

Colley reported that a recent motor vehicle accident damaged parking meters and a street light on SE Stephens in the vicinity of the 600-800 blocks. An evaluation by ParkSmart indicated that the meters were non-productive and recommended they not be replaced. Ryan moved to not reinstall Stephens Street meters that were damaged by a vehicle accident. Motion was seconded by Marks carried unanimously.

PUBLIC HEARING – ANNEXATION, ZONE CHANGE, SUBDIVISION, VARIANCE AND WITHDRAWAL OF TABOR PROPERTY FROM FIRE DISTRICT NO. 2, ORDINANCE 3475

At 7:18 p.m. Rich opened the public hearing on the proposed annexation, zone change and subdivision of a 5.89 acre parcel at the 1400 block of NW Troost Street concurrent with a variance to block standards and withdrawal of the property from Douglas County Fire District No. 2. Davis identified those recognized as parties in the matter as Theresa Goddard, Mark Dwan, Jim Lockwood and Bob Crawford. There were no ex-parte contacts to be disclosed.

Davis reported the application is for a subdivision abutting the City limits. Policies require the property be annexed in order to receive City services. To be consistent with the Comprehensive Plan, the zoning will provide for medium density, but the 26-lot subdivision will include only detached single family dwellings. During the Planning Commission hearing, neighbors expressed concerns about drainage problems. The applicant responded to those concerns and conditions were imposed to address drainage. The applicant has proceeded with clearing and grading under County rules and regulations, but once annexed, the grading activity will have to meet City standards. Davis indicated the development should help with current drainage issues in the neighborhood as it will divert run-off experienced onto Troost.

Applicant representative Ben Tatone stated covenants will be placed to restrict the subdivision to stick built single-family residences of a minimum size. He outlined a process project engineer Adam Heberly followed to address the drainage concerns. The subdivision itself will be responsible for 45,000 square feet and each residence responsible for approximately 4,000 square feet. Roughly 58% of the subdivision will be impervious surface and water will be collected and discharged directly into the South Umpqua River rather than in the direction of Cherry Street. Rain events will result in less impact on Cherry Street. Tatone addressed Council questions with more information about elevations and slopes on the property. He noted the Corps of Engineers and DEQ had been involved in the discharge component and issued approvals.

Rich read a statement of potential action by the City Council. As no one else wished to speak, the hearing was closed at 7:41 p.m. Ryan moved to adopt the Findings of Fact approved by the Planning Commission for File Nos. AN-16-2, ZC-16-2, S-16-2 and V-16-2. Motion was seconded by Hawks and carried unanimously. Cox read Ordinance No. 3475 for the first time, entitled: An Ordinance Annexing 5.89 Acres of Property at the 1400 Block of NW Troost Street, Withdrawing the Property From Douglas County Fire District 2, Amending the Roseburg Zoning Map and Approving a 26-Lot Subdivision With a Variance to Block Standards.

PUBLIC HEARING – PROPOSED SALE OF WILLIS HOUSE PROPERTY

At 7:43 p.m. Rich opened the public hearing regarding the proposed sale of the Willis House property located at 744 and 734 SE Rose Street. As the City's real estate broker, Hawks recused herself from participation. Colley reported that an offer was received to purchase the property for \$200,000 less a credit for a fencing allowance deduction of \$12,000 as the City had intended to fence the property this fiscal year. Payment would include a \$100,000 down payment with the balance paid in full on or before November 30, 2019 with a 5% interest rate. The purchasers intend to live in the house and operate a small shop within. There are some minor logistics to work out with the offer details. Coalwell indicated a land sale contract would be required with all terms outlined.

Proposed purchaser Tamra Smith stated the property would serve as her private residence with a gift shop/garden center. A recent inspection found approximately \$20,000 of issues that will need to be addressed, including the lack of a kitchen or full bathroom facility. She has had difficulty in obtaining insurance for the home and appreciated any assistance that could be offered with that.

As no one else wished to speak, the hearing was closed at 7:49 p.m. McDonald moved to accept the purchase offer of \$200,000 from Tamra Smith and Michael Smith for the property located at 744 and 734 SE Rose Street under the conditions and restrictions as outlined by staff. Motion was seconded by Ryan and carried with Hawks abstaining. Hawks noted the beautiful condition of the property currently occupied by the purchasers.

ORDINANCE NO. 3476 – TING, INC. TELECOMMUNICATIONS FRANCHISE

Cox reported on a new telecommunications company which began service in April. Cox read Ordinance No. 3476 for the first time, entitled: An Ordinance Granting a Telecommunication Franchise to Ting, Inc. Effective Retroactively to April 1, 2016. Ryan moved to suspend the rules and proceed with second reading. Motion was seconded by Marks and carried unanimously. Cox read the ordinance for the second time. Fazio moved to adopt Ordinance No. 3476, seconded by Hawks. Roll call vote was taken and motion carried unanimously. Rich proclaimed the adoption of Ordinance No. 3476.

RESOLUTION NO. 2016-18 – REAPPROPRIATION OF FUNDS FOR PARKS DIVISION

Harker reported on the need for a resolution reappropriating funds as a result of Council's authorization for the addition of a Parks Division Horticulturist. The \$80,000 transfer will come from General Fund Contingency. This represents a 1.6% on the projected Ending Fund Balance but will not impact the 20% reserve requirement. Fazio moved to adopt Resolution No. 2016-18 authorizing an appropriation transfer within the General Fund for fiscal year 2016-17. Motion was seconded by Hawks and carried with McDonald voting nay.

FAIRMOUNT STORM IMPROVEMENTS CHANGE ORDER

Messenger reported that rock was unexpectedly encountered in the Fairmount Storm Improvement Project requiring additional financial authority. Rock was removed under a time and materials basis, and the City now needs to pay for the additional work. Ryan moved to raise the total construction cost authorization for the Fairmount Storm Improvement Project to \$210,000 and authorize the City Manager to approve a change order for rock excavation for \$53,253.14. Motion was seconded by McDonald and carried unanimously.

CHIPPER TRUCK PURCHASE

Messenger reported on the replacement of a 1997 Ford 1-ton truck that is used with the wood chipper which was replaced last year. The equipment is used by both the Parks and Street Divisions and is included within the equipment replacement schedule. Fazio moved to award the purchase of a chipper truck to Northside Ford Truck Sales utilizing the ORPIN contract price of \$63,474.90. Motion was seconded by Zielinski and carried unanimously.

DOWNTOWN ROSEBURG ASSOCIATION ANNUAL REPORT

Davis introduced Downtown Roseburg Association President Jim Caplan and Executive Director Roxana Grant who-in turn shared the Association's annual report. A copy of the presentation is included in the Council record. A significant highlight was receipt of national accreditation from the Main Street America Program.

ITEMS FROM MAYOR, COUNCILORS OR CITY MANAGER

McDonald shared information about Destiny Schuster who was chosen to go to Washington DC as an American Legion Auxiliary representative. He hopes she can attend a future Council meeting to share her experiences. He also noted that a survey was currently being conducted regarding Roseburg becoming a bicycle friendly city. McDonald also congratulated Lisa Gogal for organization of the veterans recognition day at the airport. The Garden Valley Church will host a POW/MIA recognition day on September 16<sup>th</sup>.

Zielinski announced the "Challenge of the Heroes" will be held September 22<sup>nd</sup> at 5:30 at local restaurants. Tips received by first responders providing food service will go to the "Up To Us Now" child abuse prevention program.

Colley noted that the September 26<sup>th</sup> meeting will start early to accommodate Planning Commission interviews.

Meeting adjourned at 8:35 p.m.



Debi Davidson  
Management Technician

**ORDINANCE NO. 3475**

**AN ORDINANCE ANNEXING 5.89 ACRES OF PROPERTY AT THE 1400 BLOCK OF  
NW TROOST STREET, WITHDRAWING THE PROPERTY FROM DOUGLAS  
COUNTY FIRE DISTRICT 2, AMENDING THE ROSEBURG ZONING MAP, AND  
APPROVING A 26-LOT SUBDIVISION WITH A VARIANCE TO BLOCK STANDARDS**

**THE CITY COUNCIL OF THE CITY OF ROSEBURG, OREGON, finds:**

1. The proposed annexation meets the requirements of ORS 197.175 and adopted Statewide Planning Goals.
2. This proposal includes annexation of land and concurrent Zone Change for said land, together with a 26-lot subdivision and variance which came before the Roseburg Planning Commission as a Quasi-judicial matter considered at a public hearing after due and timely notice.
3. The annexation complies with provisions of ORS 222.120 and ORS 222.125, annexation by consent.
4. Owner of the subject property consents to annexation into the City as a logical extension of the city boundary.
5. The territory to be annexed is a part less than the entire area of a rural fire protection district - Douglas County Fire District No. 2.
6. The annexation and withdrawal of the property from the Douglas County Fire District No. 2 is consistent with the fundamental principles and applicable policies of the Roseburg Urban Area Comprehensive Plan Goals, Objectives and Policy Statements, and other adopted City policies, and it is in the best interest of the City that the area be annexed and withdrawn.
7. The City is willing to assume the responsibilities and indebtedness previously contracted by the District proportionate to the part of the District that has been annexed to the City upon the effective date of the withdrawal.
8. The City Council takes note of the Roseburg Urban Area Comprehensive Plan as adopted by the City Council in Ordinance No. 2345, effective on July 1, 1982, and re-adopted in Ordinance No. 2980 on December 9, 1996.
9. The City Council takes note of the Roseburg Land Use and Development Ordinance (LUDO) No. 2363, as originally adopted July 1, 1984, and re-adopted in Ordinance No. 3459 on July 1, 2016.
10. The subject land of Files No. AN-16-1/ZC-16 is zoned County R1 and annexation will cause a Zone Change to a City designation of Multi-Family Residential MR14, consistent with the Comprehensive Plan Designation of Medium Density Residential.

11. All public facilities and services are within distance to serve the subject property.
12. Upon adoption of the ordinance, the City Recorder shall file a copy of the annexation ordinance with the Secretary of State as required by ORS 222.177.
13. Within 10 days from the effective date of the annexation, the City shall submit to the Douglas County Clerk, County Assessor, and Oregon Department of Revenue a detailed legal description of the new boundaries established by the city in accordance with ORS 222.010.
14. The following criteria exist:
  - a. The Annexation complies with ORS 222.125 and City Council Annexation Policies of Resolution 2006-04.
  - b. The Zone Change complies with Land Use and Development Ordinance Section 5.4.030.
  - c. The Subdivision complies with LUDO 6.1.050, 6.1.180, Comprehensive Plan Housing policies 1, 2, and 12, Urban Growth Policy 9, Public Facilities Policies 2, and 15, the Transportation System Plan, and Statewide Planning Goals 1, 2, 10, 11, 12 & 14.
  - d. The Variance complies with LUDO 5.5.020

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

**SECTION 1.** The foregoing findings are hereby approved and incorporated herein.

**SECTION 2.** The subject real property was known as Tax Lot 5500 of Township 27 South, Range 06 West, Willamette Meridian, Section 14BC. The property is annexed in a consolidated application per LUDO 5.1.060. Therefore, the subject property, with Annexation, is hereby annexed into the City of Roseburg. The subject property annexation, also known as DOR File 10-P500-2016, is described in attached Exhibit "A" and shown on the map in attached Exhibit "B."

**SECTION 3.** This annexation, and concurrent zone change, subdivision, and variance have been processed pursuant to Roseburg Land Use and Development Ordinance.

**SECTION 4.** The City Council hereby adopts as its own the Findings of Fact and Decision of the Planning Commission dated August 15, 2016 and by reference incorporated herein.

**SECTION 5.** This annexation is made pursuant to the provisions of ORS 222.120, and 222.125, annexation by consent, for which a public hearing was conducted.

**SECTION 6.** The subject property shall be withdrawn from Douglas County Fire District No. 2 on the effective date of the annexation; at which time, the City shall assume the obligations referred to in ORS 222.520(2) and shall commence the procedure for division of assets provided in ORS 222.530. The particulars of said assumption of liabilities and division of assets shall be accomplished hereafter as provided in an Intergovernmental Agreement between the City and Douglas County Fire District No. 2 dated September 23, 2013.

**SECTION 7.** Upon adoption of the ordinance, the City Recorder shall file a copy of the annexation ordinance with the Secretary of State as required by ORS 222.177.

**SECTION 8.** The City Recorder shall submit the legal description of the territory annexed (attached hereto as Exhibit "A") and accurate map showing the annexed territory (attached hereto as Exhibit "B") to the Douglas County Assessor and the Oregon Department of Revenue as required by ORS 308.225.

**SECTION 9.** On the effective date of the annexation, the City shall amend the Roseburg Zoning Map by applying the identified zones to the subject properties, as shown by the list herein made part of this ordinance.

**SECTION 10.** Within 10 days from the effective date of the annexation, the City shall submit to the Douglas County Clerk, County Assessor, and Oregon Department of Revenue a detailed legal description of the new boundaries established by the city in accordance with ORS 222.010.

**ADOPTED BY THE CITY COUNCIL THIS 26TH DAY OF SEPTEMBER 2016.**

**APPROVED BY THE MAYOR THIS 26TH DAY OF SEPTEMBER 2016.**

\_\_\_\_\_  
**LARRY RICH, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**SHEILA R. COX, CITY RECORDER**



*CYC*  
*9/19/16*

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### Engineering Design Contract ADA Transition Plan for Accessibility in Public Rights-of Way 17PW11

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Meeting Date: September 26, 2016  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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#### ISSUE STATEMENT AND SUMMARY

Staff recently negotiated for engineering design services for an ADA Transition Plan for accessibility in public rights-of way. The issue for the Council is whether to award the design contract.

#### BACKGROUND

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

B. **Analysis.** The Americans with Disabilities Act (ADA) was originally enacted on July 26, 1990 as Public Law, and became effective on January 26, 1992. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities. Title II of the ADA requires state and local governments to make their programs, services, and activities accessible to persons with disabilities. Title II of the ADA also establishes physical access requirements for public facilities (buildings, parks, sidewalks, etc.). The ADA required that all cities with greater than 50 employees establish an ADA Transition Plan by 1995.

The City completed an initial ADA Transition Plan in 1996; however, the City must update the Transition Plan, as codes continue to change, to ensure compliance with the ADA Act. The City intends to update the ADA Transition Plan in multiple phases. Other phases of the transition plan will include City buildings, park facilities, and sidewalks.

The initial phase will focus on updating the existing ADA Transition Plan for accessibility in public rights-of way. The ADA consultant, Century West Engineering, will assist the City to update the transition plan by conducting surveys to identify physical barriers limiting accessibility within the public rights-of way, describing the methods to remove these barriers, prioritizing the barrier removal improvements and developing a proposed budget and schedule to implement the improvements. The following will be included in the update: curb ramps, commercial/industrial driveways with radius curb returns, transit stops, and signalized intersections.

The inventory of barriers within public rights-of way will be prioritized and grouped into phases to be included in the City's future Capital Improvement Plan. The phasing will be based on a priority ranking system developed by the consultant in conjunction with staff and

stakeholders. The prioritization will be based on a number of factors, such as volume of use at key sites, age of facilities, past grievances/previously identified compliance issues, etc.

The proposed scope of work includes administration, evaluation, data collection, transition plan development, plan documentation, and other miscellaneous services.

**C. Financial and/or Resource Considerations.** The cost of the design contract with Century West Engineering is \$98,356.75. Money is available in the current Sidewalk/Streetlight Fund budget to proceed with the transition plan.

**D. Timing Issues.** It is staff's intent to complete the ADA transition plan within six (6) months after contract execution.

### **COUNCIL OPTIONS**

Council has the following options:

1. Award a contract for engineering services to Century West Engineering for \$98,356.75; or
2. Request additional information; or
3. Not award the contract and direct staff to issue a Request for Proposals. This process is not required and will delay the project by about four months.

### **STAFF RECOMMENDATION**

Money has been budgeted and is available to complete this work. The Public Works Commission discussed this contract at their September 8<sup>th</sup> meeting. The Commission recommended awarding the contract to Century West Engineering for an amount not to exceed \$98,356.75.

### **SUGGESTED MOTION**

***I move to award the engineering design contract for the ADA Transition Plan for accessibility in public rights-of way to Century West Engineering for an amount not to exceed \$98,356.75***

### **ATTACHMENTS**

None

*CYC  
9/20/16*



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### Transportation System Plan Update Process

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**Meeting Date:** September 26, 2016  
**Department:** Community Development  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

**Agenda Section:** Informational  
**Staff Contact:** Brian Davis  
**Contact Telephone Number:** 541-492-6750

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#### **ISSUE STATEMENT AND SUMMARY**

In accordance with state regulations, the City has begun the process to update its Transportation System Plan (TSP). A TSP is a regional planning document that lays the foundation for prioritizing, funding, and constructing transportation facilities. This memo serves to inform the Council on the extensive public outreach required for this update, including the formation of an advisory committee.

#### **BACKGROUND**

**A. Council Action History:**

The Council adopted the City's first Transportation System Plan (TSP) in 2007.

**B. Analysis:**

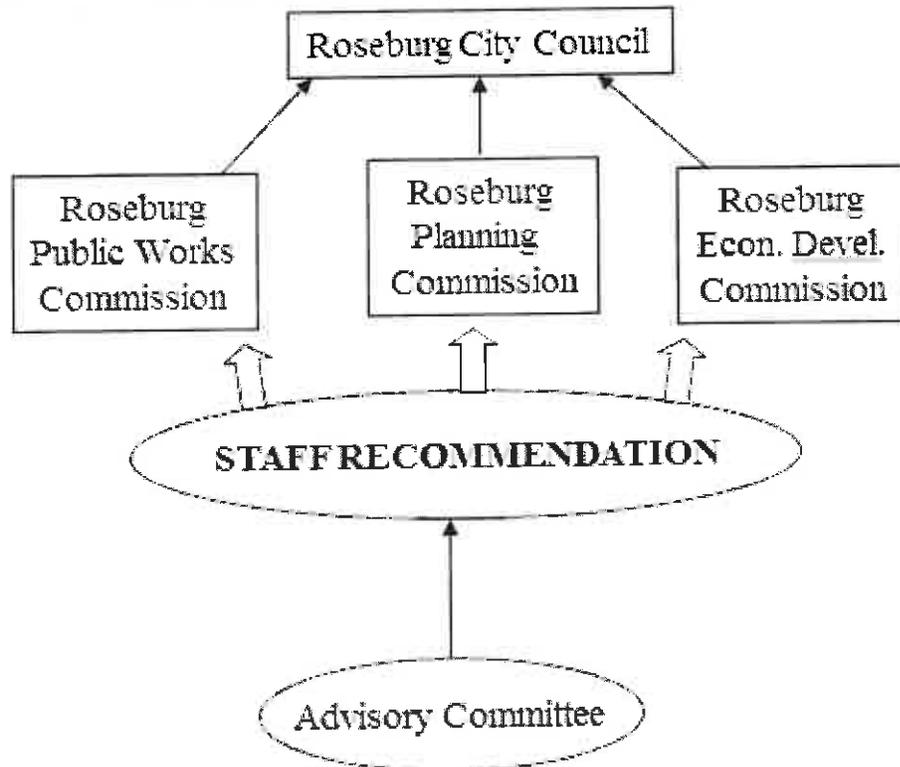
TSPs are governed by Statewide Planning Goal 12 and Division 12 of OAR 660. Coordination is required with transit, rail, air, bicycle, pedestrian, water, port, and pipeline service providers, in addition to the general public. Goal 12 requires the formation of an advisory committee to study the issue. During the last TSP process, which was 2005-2007, three advisory committees were formed and provided a recommendation to staff, which forwarded that recommendation to the City's commissions and ultimately the Council. The committees were not easily accessible by the public, and as a result the City's commission meetings – the first real opportunity for citizen input – were lengthy and replete with public testimony. This active participation continued to the Council hearings and later onto to the Land Use Board of Appeals, where the City prevailed after significant time and expense.

Staff proposes the selection of only one advisory committee which would include representatives as follows:

- Roseburg City Council
- Roseburg Planning Commission
- Douglas County Planning Commission
- Roseburg Public Works Commission
- Roseburg Economic Development Commission
- U-Trans
- Bike-Walk Roseburg
- Senior Center
- Roseburg, Douglas County, and ODOT Staff

The Municipal Code authorizes the City Manager to make appointments to ad hoc committees. However, Staff would encourage interested Councilors to serve on the Committee and provide recommendations for other appointments. All Committee meetings will be publicized and open to the public.

The graph below summarizes the committee, commission, and council adoption process for the TSP update:



**C. Financial and/or Resource Considerations:**

The 2007 TSP was funded with a state grant through the Transportation Growth Management Program. This TSP update will be funded entirely through ODOT's Planning Fund. While there will be significant Staff time involved with this project, no City funds will be needed.

**D. Timing Issues:**

The committee would meet 4-6 times over a year with meetings lasting an hour. As a legislative amendment to the Comprehensive Plan, the TSP would not be under any timeline.

**COUNCIL OPTIONS, STAFF RECOMMENDATION**

None at this time. The City Council will be the final decision maker when the TSP is ready for adoption.

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

*CJC*  
*9/19/16*

INFORMATIONAL B  
9/24/2016



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## ACTIVITY REPORT

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**Meeting Date:** September 24, 2016  
**Department:** City Manager  
**[www.cityofroseburg.org](http://www.cityofroseburg.org)**

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

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### 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 September 24, 2016, meeting, I provide the following items:

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



Agenda  
Department Heads Meeting  
September 13, 2016 – 10:00 a.m.

1. Review September 12, 2016 Council Meeting
2. Review Tentative September 26, 2016 Council Meeting
3. Tentative Future Agenda
4. Document Signing/Grants  
    Art Center Event Alcohol Permits
5. Agenda Review Meeting Date Change
6. Emergency Operations Plan Retreat - Attendees
7. Department Items



**Agenda**  
**Department Heads Meeting**  
**September 19, 2016 – 10:00 a.m.**

1. Review Tentative September 26, 2016 Council Meeting
2. Tentative Future Agenda
3. Document Signing/Grants
4. 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

\*\*\*\*\*

October 10, 2016

Consent Agenda

- A. Minutes of September 26, 2016

Public Hearing

- A. Convey Property Zone Change, Ordinance No. \_\_\_\_\_

Informational

- A. Activity Report

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October 24, 2016

Special Presentation: Douglas County Commissioner Chris Boyd – Library Discussion

Consent Agenda

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

Department Items

- Umpqua Basin Urban Services Agreement

Informational

- A. Activity Report (Quarterly Reports)

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November 14, 2016

Special Presentation: Roseburg Disposal Company – Rate Reduction

Consent Agenda

- A. Minutes of October 24, 2016

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Review

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November 28, 2016

City Council Reports

- A. City Manager Contract

Consent Agenda

- A. Minutes of November 14, 2016

Informational

- A. Activity Report

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December 12, 2016

Mayor Reports

- A. Election Results

Consent Agenda

- A. Minutes of November 28, 2016

Informational

- A. Activity Report

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**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

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**January 23, 2017**

Consent Agenda

- A. Minutes of January 10, 2017

Informational

- A. Activity Report – Municipal Court Quarterly Report

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**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

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**February 27, 2017**

Consent Agenda

- A. Minutes of February 14, 2017

Department Items

- A. The Partnership Annual Report

Informational

- A. Activity Report

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**March 13, 2017**

Consent Agenda

- A. Minutes of February 28, 2017

Department Items

- A. Visitors Bureau Annual Report

Informational

- A. Activity Report

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**March 27, 2017**

Consent Agenda

- A. Minutes of March 14, 2017

Informational

- A. Activity Report

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**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

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**April 24, 2017**

Consent Agenda

- A. Minutes of April 11, 2017

Informational

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

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**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

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**May 22, 2017**

Consent Agenda

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

Informational

- A. Activity Report

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**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

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**June 26, 2017**

Consent Agenda

- A. Minutes of June 13, 2017

Informational

- A. Activity Report

Executive Session

- A. Municipal Judge Evaluation

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**July 10, 2017**

Consent Agenda

- A. Minutes of June 27, 2017

Informational

- A. Activity Report

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**July 24, 2017**

Consent Agenda

- A. Minutes of July 11, 2017

Informational

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

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**August 14, 2017**

Consent Agenda

- A. Minutes of July 25, 2017

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

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**August 28, 2017**

Consent Agenda

- A. Minutes of August 8, 2017

Informational

- A. Activity Report

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**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

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**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

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**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

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**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

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**November 27, 2017**

Council Report

- A. City Manager's Contract

Consent Agenda

- A. Minutes of November 14, 2017

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**December 11, 2016**

Mayor Reports

- A. Election Results
- B. Outgoing Councilor Acknowledgements

Consent Agenda

- A. Minutes of November 28, 2017

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Friday September 9, 2016

Good Friday afternoon everyone. This seems to have been a very busy week, and I travelled to Coquille today to attend the SWACT meeting so this is late and short! We have been sending out a number of project alerts lately primarily relating to the Highway 138 Corridor project and our adjoining Spruce and Parrott Street projects. Nikki indicated Knife River is scheduled to start on the grind/inlays next Tuesday, September 13<sup>th</sup>. They are scheduled to start on Edenbower west of I-5 and then move to the portion east of I-5 later in the week. Traffic lanes will be reduced. We have not seen the entire traffic control plan yet, but expect lane closures and flaggers. They will work at night, typically 7:00 p.m. to 6:00 a.m. Once again, portions of this project will be paid from our Transportation and Urban Renewal Funds. We are attempting to leverage our transportation dollars with Urban Renewal over the next three years to make sure we maximize our investment in arterial and collector streets.

Tuesday evening Umpqua Community College held a ribbon cutting for their new Bonnie Ford Nursing and Science Center. Lee Paterson, project coordinator, Vanessa Becker, Board Chair and Dr. Deb Thatcher, President thanked the community and recounted the recent history of fundraising and state and local support that made the new facility possible. They provided tours of the new facility as well as recognition for the many "benefactor" level donors who were present to celebrate the grand opening. It is great to see the continued support for our community college and we look forward to enhancing our working relationship with the college and its new President.



The Parks Commission met on Wednesday morning and recommended to Council a bid award for a new "chipper" truck that will be primarily used in Parks Maintenance, but also in Street Maintenance activities. This is a heavily used vehicle and replaces a vehicle that is twenty years old and has reached the end of its useful life.

Public Works Commission met on Thursday afternoon with three agenda items. The Commission unanimously recommended to Council that the City enter into a new ten-year agreement for signal maintenance with ODOT; to award an Engineering Services Contract for ADA Transition Planning (Federally required work); and to approve additional authorization for payment of a change order for the Fairmont Storm Improvements.

Earlier today I attended a SWACT meeting in Coquille. We appointed some new members to the ACT including new Winston City Manager Mark Bauer. ACT positions are outlined in Oregon administration rules with representation from Cities, Counties, Tribes and transportation modes. It is great to see another central Douglas County Manager involved in shaping the regional solutions for our transportation system. Our region includes Douglas, Coos and Curry Counties which



South West ACT

contain a significant of State highway and freeway systems which are incredibly important for economic development, tourism and general transportation purposes. We also received the attached announcement that one Douglas County project, a public/private partnership with Fred Wahl Marine was approved for funding by the Transportation Commission in the amount of \$3,401,250. This was the highest rated project in our region so it is great news the project funding was approved. Fred Wahl Marine will invest over \$5,000,000 in the project. The City of Roseburg submitted a multi-modal project for Douglas Avenue improvements from Downtown east to the City limits. The project finished third in the prioritization process regionally and only two made the cut to move forward.

Tomorrow the Ageless Aviation Dreams Foundation will be holding a Day of Recognition to pay tribute to veterans and first responders in our community (see attached) which will include "dream flights" for some of those attending. Also, last week I included a long list of activities and events taking place over the next few days.

Have a great weekend everyone and we will see you at Monday's Council Meeting.



### Commission approves 39 multimodal investments

Applicant	Project	Request Amount	Awarded Amount
Port of Portland	Terminal 6 Auto Staging Facility	\$2,628,700.00	\$2,628,700.00
Central Oregon Intergovernmental Council	Central Station	\$1,043,813.50	\$1,043,813.50
City of Tigard	Tigard Street Trail: A Path to Employment	\$700,000.00	\$700,000.00
City of Prineville	Prineville Airbase Joint Use Facility	\$2,000,000.00	\$2,000,000.00
City of Burns, Oregon	Runway 3/21 Concrete Joint Repair Project	\$75,000.00	\$75,000.00
Yamhill County	Yamhelas Westsider Trail: Bridge Construction	\$1,012,185.71	\$1,012,185.71
City of Redmond	Homestead Canal Trail, Phase II	\$467,052.60	\$467,052.60
Union Pacific Corporation & Subsidiaries	Portland Passenger-Freight Rail Speed Improvement Project	\$8,294,124.00	\$8,294,124.00
Fred Wahl Marine Construction Inc	FWMC Bolon Island Expansion	\$3,401,250.00	\$3,401,250.00
Union County	La Grande/Union County Airport Rappel Base Building	\$1,000,000.00	\$1,000,000.00
Jackson County/Rogue Valley Intl-Medford	Rehabilitation of Taxiway A - South	\$446,666.00	\$446,666.00
Lake County	Lake County Airport Apron Rehab & Beacon Safety Upgrades	\$205,555.00	\$205,555.00
City of Baker City	Airport Apron Reconstruction and Fuel Storage Expansion	\$416,199.00	\$416,199.00
Teevin Bros Land & Timber Co	Mooring Points RM 66.5	\$750,000.00	\$750,000.00
Port of Hood River	Aviation Technology & Emergency Response Center	\$1,364,900.00	\$1,364,900.00
City of Newport	Newport Communication Ground-Link and AWOS update	\$25,000.00	\$25,000.00
City of Bend	Bend Airport Helicopter Operations Area Phase 2	\$1,100,000.00	\$1,100,000.00
Marion Ag Service Inc.	Marion Ag Service Rail Spur	\$498,565.73	\$498,565.73

Sause Bros.	Drydock	\$993,450.00	\$993,450.00
Life Flight Network, LLC	Life Flight Network Hangar	\$665,000.00	\$665,000.00
City of Portland	Flanders Crossing Active Transportation Bridge	\$2,877,000.00	\$2,877,000.00
South Clackamas Transportation District	SCTD - Transit & Operations Center	\$390,000.00	\$390,000.00
Rogue Valley Terminal Railroad Corporation	Western Emulsions/Boise Cascade 286k Track Upgrades	\$117,300.00	\$117,300.00
Morrow County Grain Growers, Inc	Boardman Grain Elevator Unit Train Unloading Project	\$2,500,000.00	\$2,500,000.00
Tualatin Hills Park & Recreation District	Waterhouse Trail Segment 4	\$400,000.00	\$400,000.00
LRY, LLC	Lake Railway 5,000 ties to support growth	\$325,000.00	\$325,000.00
Wallowa Union Railroad Authority	Elgin Complex Rail Spur Repair	\$350,000.00	\$350,000.00
City of Corvallis	Rehabilitate Runway 9-27, Install Perimeter Fence	\$642,222.00	\$642,222.00
Lane Transit Distict	Santa Clara Community Transit Center and Park & Ride	\$3,000,000.00	\$3,000,000.00
City of Island City, Oregon	Grande Ronde River Greenway- Phase II	\$1,110,133.00	\$1,110,133.00
Clackamas Community College	Clackamas Community College Transit Center	\$1,762,950.00	\$1,762,950.00
Josephine County Airports	Emergency Power Generators for Two Airports (3s8 &3S4)	\$137,900.00	\$137,900.00
City of Milwaukie	Kronberg Park Multi-Use Trail	\$1,185,735.00	\$1,185,735.00
Wyoming Colorado Railroad, Inc.	Bridge Program #1	\$119,749.00	\$119,749.00
Rogue Valley Transportation District	Passenger Fare Collection and Solar Project	\$400,000.00	\$400,000.00
Port of Toledo	Boatyard Environmental Work Building	\$2,013,900.00	\$2,013,900.00
City of Redmond, Oregon - Redmond Municipal Airport	Taxiway B Rehabilitation Project	\$259,375.00	\$259,375.00
City of Klamath Falls	Aircraft Maintenance Facility	\$2,800,000.00	\$2,800,000.00
Port of Astoria	Pier 2 West Rehabilitation	\$1,540,000.00	\$1,540,000.00

###ODOT###

# DAY OF RECOGNITION

A Tribute to Our Heroes in Douglas County



**SEPTEMBER 10<sup>TH</sup>, 2016**  
**ROSEBURG REGIONAL AIRPORT**

Presented by

**Pacific**  
**Air Comfort, INC.**  
HEATING and AIR CONDITIONING

*Carrier*  
turn to the experts™ 

## Schedule of Events

- 8:00 A.M. pancake breakfast for Veterans and First Responders
- 8:45 A.M. Presentation of Colors
- 9:00 A.M. First Dream Flight Take-off



Friday September 16, 2016

Good Friday afternoon everyone. Once again it has been a very busy week. Thank you all for your attendance at Monday's Council meeting. Your continued support for moving forward with budgetary expenditures and community development is a very important part of the work the City does. Without appropriate equipment, we cannot continue to provide the high level of service that our community has come to expect. Carrying out our five-year and twenty-year equipment replacement programs provides for budgetary consistency and the assurance that we will be able to meet our operational needs within our financial model. Sustainability is always an important component when we evaluate our service levels.



Thank you too for your thoughtful discussion and deliberation regarding the annexation and zone change request for the Tabor subdivision. It is important that development adjacent to the city limits annexes in advance of development so we can ensure City standards are met and there are no adverse impacts to other city properties. We are currently working with Douglas County and Umpqua Basin Water Association on our Urban Services Agreement ("USA") to ensure orderly development South of Goedeck Road and west of Lookingglass Road inside the Urban Growth Boundary area. Once that USA is completed, we will move forward with a comprehensive USA directly with Douglas County regarding other areas within the UGB.

Wednesday afternoon the City of Roseburg hosted a regional "City Hall Week" meeting in conjunction with the League of Oregon Cities with elected officials from cities throughout Senate District 1 attending to discuss issues of importance to cities around the state with legislators and legislative candidates. Mayor Rich welcomed about 28 attendees to the meeting including Councilors Zielinski, Eggers, McDonald, and Hawks as well as Senator Jeff Kruse and Representative Cedric Hayden and three candidates for legislative positions. The League Board's legislative priorities were discussed (see attached) as well as issues regarding expenditures of transient lodging taxes which Councilor Ryan recently inquired about. As always, Senator Kruse was a wealth of knowledge regarding the legislative process and both sitting legislators seemed interested and supportive of most of the LOC priorities. They did indicate that the biggest issue that will need to be dealt with will be the passage or failure of Measure 97 in November and the Ways and Means budget process.





The Airport Commission met Thursday afternoon. There were no action items, but they did receive an update from Public Works Director Messenger on the status of our VASI approach system and the current night time shutdown. We are soliciting input from regular users of the airport as well as emergency users to attempt to sway FAA to let us reopen night time approaches. At this time we have not received any positive word from FAA. We are concurrently evaluating an alternative to modify the VASI equipment to allow for night time use, but it is unclear how that might move forward.

Don't forget the Chamber luncheon on Monday will be hosting contested Council race candidates at their membership meeting at 11:30 a.m. We will see most of you there!

Have a great weekend everyone!