

**ROSEBURG CITY COUNCIL AGENDA – APRIL 23, 2018**  
**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	Linda Fisher-Fowler	Ashley Hicks	Steve Kaser
John McDonald	Brian Prawitz	Tom Ryan	Andrea Zielinski
- 4. Mayor Reports**
- 5. Commission Reports/Council Ward Reports**
- 6. Audience Participation – See Information on the Reverse**
- 7. Consent Agenda**
  - A. Minutes of Special Meeting of April 9, 2018
  - B. Minutes of Regular Meeting of April 9, 2018
  - C. Minutes of Special Meeting of April 16, 2018
  - D. Corporate Hangar #11 Lease Assignment
- 8. Resolutions**
  - A. Resolution No. 2018-09 – Property Tax Exemption for UCAN Properties at 928 and 932 SE Pine Street
- 9. Ordinances**
  - A. Ordinance No. 3499 – 3310 & 3330 W Military Avenue Annexation, Zone Change and Withdrawal from Fire District No. 2, Second Reading
  - B. Ordinance No. 3500 – Repealing RMC Chapter 3.18 – Private Vehicle Towing Regulations, Second Reading
- 10. Department Items**
  - A. Resident Observation Master Contract Award
  - B. Bid Award – Downtown Roseburg Corridor Improvements, Phase 2
  - C. Bid Award – Downtown Roseburg Corridor Improvements, Phase 2 Construction Management Services
  - D. Bid Award – Black Avenue Improvements
  - E. Bid Award – Library Improvement Project Construction Management/General Contractor Contract
- 11. Informational**
  - A. Activity Report
  - B. Financial Quarterly Reports
- 12. Items from Mayor, City Council or City Manager**
- 13. Adjournment**
- 14. Executive Session ORS 192.660(2)**

**Urban Renewal Agency Board Meeting Immediately Following**

**\*\*\* 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).***

**MINUTES OF THE SPECIAL MEETING  
OF THE ROSEBURG CITY COUNCIL  
APRIL 9, 2018**

Mayor Larry Rich called the special meeting of the Roseburg City Council to order at 6:46 p.m. on April 9, 2018 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

ROLL CALL

Present: Councilors Alison Eggers, Ashley Hicks, Brian Prawitz, Steve Kaser, John McDonald, Tom Ryan and Andrea Zielinski.

Absent: Councilor Linda Fisher-Fowler

Others Present: City Manager Lance Colley, City Recorder Sheila Cox, City Attorney Bruce Coalwell, Fire Chief Gregg Timm, Human Resources Director John VanWinkle, Community Development Director Stuart Cowie, Public Works Director Nikki Messenger, Finance Director Ron Harker, Police Captain Jerry Matthews, Management Assistant Koree Tate, Police Sergeant Jeff Eichenbusch, Police Sergeant Gary Klopfenstein, Police Community Services Sergeant Dennis Chrisenbery, Planning Commission Chair Ron Hughes, Planning Commission Member Victoria Hawks, John Dickey of the News Review and Kyle Bailey of KQEN Radio.

PLANNING COMMISSION INTERVIEW

Councilors interviewed applicant Shelby Osborn for the Planning Commission.

ADJOURN

The meeting adjourned at 6:56 p.m.

*Koree Tate*

Koree Tate  
Management Assistant



**MINUTES OF THE REGULAR MEETING  
OF THE ROSEBURG CITY COUNCIL  
APRIL 9, 2018**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:03 p.m. on April 9, 2018 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Hicks led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Alison Eggers, Ashley Hicks, Brian Prawitz, Steve Kaser, John McDonald, Tom Ryan and Andrea Zielinski.

Absent: Councilor Linda Fisher-Fowler

Others Present: City Manager Lance Colley, City Recorder Sheila Cox, City Attorney Bruce Coalwell, Fire Chief Gregg Timm, Human Resources Director John VanWinkle, Community Development Director Stuart Cowie, Public Works Director Nikki Messenger, Finance Director Ron Harker, Police Captain Jerry Matthews, Management Assistant Koree Tate, Police Sergeant Jeff Eichenbusch, Police Sergeant Gary Klopfenstein, Police Community Services Sergeant Dennis Chrisenbery, John Dickey of the News Review and Kyle Bailey of KQEN Radio.

PLANNING COMMISSION APPOINTMENT

After brief discussion regarding the 6:45 p.m. interview, Ryan moved to appoint Shelby Osborn to the Planning Commission. Motion was seconded by Zielinski and carried unanimously. Rich welcomed Osborn to the Commission.

MAYOR REPORT

Rich proclaimed April as "Volunteer Recognition Month." Messenger accepted the proclamation and expressed appreciation to the many citizens who volunteer on Council, Commissions, in police service and park beautification. Rich shared the State of Oregon values volunteer time at a rate of \$24.15 per hour. Roseburg volunteers spent 5,943 hours of time totaling \$143,523.45. Colley thanked Council for volunteering their time and expressed his appreciation for their hard work and sacrifices made on behalf of their community.

Rich proclaimed April 27, 2018 as "Arbor Day," and urged citizens to celebrate the day and to plant trees to promote well-being of this and future generations. Messenger accepted the proclamation and shared this was an important part of being recognized as a Tree City USA.

Rich proclaimed April as "Child Abuse Prevention Month." Mike Nores, Executive Director of Douglas C.A.R.E.S., thanked the volunteers and agencies that work to keep children safe and healthy. Nores shared there had been over 80,000 reports in Oregon for children who had been abused or neglected. Over 23 agencies across the state work to offer services and assist children during their time of need. In response to Hicks, Nores explained Douglas County is most similar to southern Oregon and is at capacity and in need of more therapists and housing options.

BUDGET COMMITTEE APPOINTMENT

Ryan moved to appoint Patrice Sipos to the Budget Committee. Motion was seconded by Hicks and carried unanimously. Hicks thanked Ryan for recruiting the applicant.

### MAYOR REPORT

Council was reminded of the Budget Law orientation scheduled for April 18, 2018 in the City Hall Conference room at 4:30 p.m. Rich also reminded Council of the Special Meeting scheduled for 4:00 p.m. on April 16, 2018 in the Council Chambers regarding Transportation Network Companies.

### COMMISSION REPORTS/COUNCIL REPORTS

Eggers expressed appreciation for Parks Commission members who provided a monetary contribution towards the Splash Pad Project. Prawitz thanked those who applied for the Library Commission. He hoped to present applicants for appointment at the April 23, 2018 meeting and have the first Commission meeting mid-May.

### AUDIENCE PARTICIPATION

Alyssa McConnel, Downtown Roseburg Association Executive Director, shared her experience attending a Main Street Conference, which gave her ideas for holiday decorations, sustainability and becoming a main street destination. A downtown cleanup is scheduled for April 28, 2018 and fundraising for the downtown flower baskets has begun.

### SPECIAL PRESENTATION – REQUEST FOR PROPERTY TAX EXEMPTION ON UCAN PROPERTY

Due to a conflict of interest, Kaser recused himself from the discussion and vote. Mike Fieldman, UCAN Executive Director, stated City Council had approved a 20 year exemption from property taxes for a duplex town house on SE Pine Street in 1997. The exemption was granted under ORS 307.518 because the property was designated for low income housing. It was developed with a grant from the HOME Investment Partnership Program which required the property to be used for low income housing for 51 years. The need for low income housing continues to be extreme and their waitlist exceeds what they can accommodate, therefore UCAN asked Council to continue the exemption for the property for another 20 years.

Ryan expressed concern UCAN was offered the special exemption while other rental units were not. Fieldman explained the average rental owner had the ability to raise their rent while UCAN had to follow the state guidelines with a cap and limit on what could be charged. In response to Rich, Colley added the tax rate would be around \$3,200 and split between the City, County, School District and other taxing authorities. Rich thought the \$509 rental fee seemed high in comparison to other rentals and wanted to know how many units were available. Paula Williams, UCAN Property Manager, added they manage ninety-two units throughout the County and work with applicants who would not otherwise be able to rent within the private sector. Fieldman added they are limited by who can rent their property, which are typically those with a total income of less than 50% of the average median income. Fieldman stated they do not always break even with rentals. Many properties are available for those with special needs, drug and alcohol recovery, mental illness and to help unify families within the child welfare system. Prawitz said UCAN was one of only three agencies in the area to offer subsidized housing and thought it was good to ask questions, but he felt this was the City's contribution to affordable housing. Council directed Staff to proceed with drafting a resolution to present at the next meeting.

### CONSENT AGENDA

Ryan moved to approve the following Consent Agenda items:

- A. Minutes of Regular Meeting of March 26, 2018.

- B. Cancellation of Regular Meeting of May 28, 2018.
- C. 2018 OLCC License Renewal Endorsement.

Motion was seconded by Zielinski and carried unanimously. Hicks expressed concern about criminal activity within the vicinity of the Downtown Market and hoped OLCC would take that into consideration during the renewal process.

PUBLIC HEARING – 3310 & 3330 W MILITARY AVENUE – ANNEXATION, ZONE CHANGE AND WITHDRAWAL FROM FIRE DISTRICT NO. 2 – ORDINANCE NO. 3499

At 8:01 p.m. Rich opened the public hearing regarding annexation, zone change and withdrawal from Fire District No. 2 of property addressed as 3310 and 3330 W Military Avenue. Cowie stated the annexation and zone change was required to meet the criteria contained in ORS 222.125, Roseburg City Council Resolution 2006-04, Roseburg Comprehensive Plan and the Roseburg Land Use and Development Regulations. The Findings of Fact and Order document provided justification for the annexation, comprehensive plan amendment and zone change. Property owner, Bob Prehall of Townsend Lane LLC, discussed his plans for a future subdivision with up to 38 lots.

As no one else wished to speak, the hearing was closed at 8:10 p.m. Ryan moved to adopt the Findings of Fact and Order approved by the Planning Commission for file Nos. AN-18-001/ZC-18-001. Motion was seconded by Prawitz and carried unanimously. Cox read Ordinance No. 3499, entitled: "An Ordinance Annexing 4.01 Acres of Property at 3310 & 3330 W Military Avenue, Withdrawing The Property From Douglas County Fire District 2, and Amending the Roseburg Zoning Map" for the first time.

ORDINANCE NO. 3500 – REPEALING RMC 3.18 – PRIVATE VEHICLE TOWING SERVICES

Cox stated repeal of private vehicle towing provisions, an outdated chapter of the Municipal Code, was discussed at the previous meeting. Cox read Ordinance No. 3500, entitled: "An Ordinance Repealing Roseburg Municipal Code Chapter 3.18 Entitled Private Vehicle Towing Policy" for the first time.

RESOLUTION NO. 2018-08 – APPROPRIATION TRANSFER FOR FISCAL YEAR 2017-18

Harker reported there were separate matters affecting three different City funds which needed to be addressed. In the Airport Fund, enhanced work with obstruction removal and the Airport Master Plan were performed this year and were not anticipated at the time the budget was adopted; the additional work was funded through FAA and ODA grants. Additional grant funding totals of \$289,500 needed to be recognized in the current budget with an offsetting increase to capital outlay of \$289,500. The proposed changes would not have a net impact on the fund.

In the General Fund, increased demands on the Community Development Department that had arisen this year and were projected to continue into the future required the addition of a new planner which is proposed to be added starting May, 1, 2018. The cost of a new planner for the remainder of the current fiscal year was projected to be \$15,100 and could be funded by transferring contingency funds to the Community Development Department. A new planner impacts future budgets by adding reoccurring operational expenses.

In the Grant Fund, the \$1.5 million Head Start CDBG related appropriations were budgeted as capital outlay; however, as the City would not own the facility, the appropriations needed to be

re-allocated as Materials and Services to properly account for the pass through of the project funds. The transfer from the Grant Fund's capital outlay budget to its materials and services budget does not increase appropriations. The net impact on the fund and the City is zero. McDonald moved to adopt Resolution No. 2018-08 Authorizing a Budget Re-Appropriation For Fiscal Year 2017-18. Motion was seconded by Zielinski and carried unanimously.

#### RIVERFRONT MULTI-USE PATH, PHASE 2 BID AWARD

Messenger stated the City received a grant from the Oregon Parks and Recreation Department through the Recreational Trails Program to renovate a section of multi-use path in Riverfront Park between the terminus of last year's path construction, east of Stewart Park Drive, and the northeast corner of the park (section through disc golf). The removal of the existing path and additional minor project components would be completed by Public Works and Parks crews and the construction of the new path would be completed by a contractor. The estimated project cost on the grant application was \$139,130. If awarded, the contractor would have 60 days to complete the project. Eggers moved to award the Riverfront Park Path Renovation Phase 2 Project to the low bidder, JRT Construction for \$115,785.50 upon expiration of the seven day Notice of Intent to Award Period. Motion was seconded by Hicks and carried unanimously.

#### ITEMS FROM MAYOR, CITY COUNCIL OR CITY MANAGER

McDonald extended an invitation to attend the Memorial Day ceremony at 11:00 a.m. at the south end of the VA campus. Hicks shared her plans to attend an Oregon Trails Coalition community gathering on April 11<sup>th</sup> at O'Toole's Pub starting at 6:30 p.m. McDonald added he also planned to attend. Zielinski announced it was Public Safety Community Telecommunicator week and thanked 911 dispatchers for the amazing job they do.

Hicks addressed Council seeking approval for money to cover the registration cost to attend an Oregon Governor's Conference at the end of April. Hicks added she had attended several symposiums and workshops where she spent her own money for registration and travel costs. Prawitz wanted to know why the budget was depleted. Rich explained Council had a budget of \$4,000 per year for travel expenses with half of the funds typically spent for the League of Oregon Cities conference and this year, the remaining balance had already been spent. Ryan expressed concern for voting on a topic that was not included on the agenda and wanted to know how this conference would benefit the City. Coalwell added if urgent, the majority could vote to take action or decide to delay until the next meeting. Rich confirmed the request was urgent and should not wait until the next meeting. After further discussion McDonald moved to consider Hick's request an urgent matter. Motion was seconded by Zielinski and failed with a 6 to 1 vote.

#### ADJOURN

The meeting adjourned at 8:33 p.m.



Koree Tate  
Management Assistant



**MINUTES OF THE SPECIAL MEETING  
OF THE ROSEBURG CITY COUNCIL  
APRIL 16, 2018**

Mayor Larry Rich called the special meeting of the Roseburg City Council to order at 4:04 p.m. on April 16, 2018 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Eggers led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Alison Eggers, Linda Fisher-Fowler, Ashley Hicks (arrived at 4:35 p.m.), Brian Prawitz, Steve Kaser, Tom Ryan (arrived at 4:16 p.m.) and Andrea Zielinski.

Absent: Councilor John McDonald

Others Present: City Manager Lance Colley, City Recorder Sheila Cox, Incoming City Recorder Amy Sowa, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Public Works Director Nikki Messenger, Finance Director Ron Harker, Management Assistant Koree Tate, Police Captain Jerry Matthews, Police Sergeant Gary Klopfenstein, Tyler Jones of KEZI, and John Dickey of the News Review

CITY RECORDER INTRODUCTION AND WELCOME

Colley introduced new City Recorder, Amy Sowa, who will replace Sheila Cox post retirement. Mayor and Council welcomed Sowa to the City.

PROPOSED REGULATIONS FOR VEHICLE FOR HIRE SERVICES

Cox stated the draft ordinance was a blend of our existing taxi regulations as set forth in RMC Chapter 9.08 and language from ordinances adopted by Medford, Corvallis, Redmond and Salem. From a convenience standpoint, it made sense to repeal RMC 9.08 as it's currently written and replace it with new regulations. To provide a "level playing field", Cox started with current RMC Chapter 9.08 and removed regulatory barriers that would prevent Transportation Network Companies (TNC) or other vehicle for hire service providers from operating in Roseburg and included language specifically designed for the "ride sharing industry". The intent was to have fair, equitable regulations that would provide for the safety, welfare and convenience of the passengers and general public. It was the belief that one set of regulations would best serve that purpose and be easier to administer. Cox suggested a title change from "*Taxicab and Limousine Services*" to "*Vehicle for Hire Services*". The "vehicle for hire" terminology was used because of its reference in ORS 221.485 and 221.495 and because that term can be defined to include vehicles used by both taxi and TNC operators.

As currently written to address taxi companies, regulations allow the City to have some level of confidence that the people operating the taxi business, as well as the individuals actually driving the taxi vehicles, do not present a foreseeable high level of risk to passengers or to the general driving public. Ridesharing/transportation network service providers have convinced other cities to change their regulations to better accommodate the TNC/ride sharing business model by allowing background investigations to be performed by the TNC through a "qualified third party" vs. being done by the local Police Department. Many of the cities have accepted the TNC belief that a seven year background search is sufficient.

Roseburg requires a criminal background investigation on all business applicants, which includes a general business registration, an alarm installer's permit, a marijuana dispensary

operator's license or dispenser's permit or a taxi operator license or driver permit. Those regulations have been retained in the draft ordinance. If a person has ever been convicted of a felony, or of a misdemeanor within the past five years, the applicant can be denied. In the case of taxi drivers, the applicant can also be denied for a violation of any federal or state law or municipal ordinance (other than minor traffic and parking offenses), involving the operation of a motor vehicle or if there are reasonable grounds to believe that the applicant would endanger life or property while operating a motor vehicle. Staff is concerned that should Council decide to lessen those requirements for vehicle for hire companies and drivers and not do the same for other business related applicants, it might be viewed as being "unfair". Currently, if an applicant is denied, the applicant has the option to appeal to the City Manager. The City Manager reviews information provided and has authority to approve the applicant.

Regulations in current Chapter 9.08 which could only be applied to standard taxi services were not included in the proposed revision. While insurance requirements were incorporated into the new regulations, and coverage would be required by anyone licensed or permitted under the new provisions, the regulations from other cities were added to define "TNC service periods" in Section 9.08.110(C) of the draft.

In response to Rich, Cox stated Uber would be responsible to alert their applicants of the requirement to obtain a permit with the City. Cox added that taxi companies currently alert the office when a non-permitted driver is discovered. No one would be able to provide vehicle for hire services without being affiliated with an operator licensed by the City. If drivers choose to work for more than one company, the driver could be required to obtain a driver's permit for each company, similar to marijuana dispensary rules.

Ryan expressed concern for insurance coverage with the vehicle for hire services. Colley said while speaking to Uber, insurance was not an issue except for adding the City as an additional insured. Cox reviewed current liability coverage in the draft ordinance. Identification for current taxi vehicles includes taxi name, phone number and vehicle number. TNC vehicles would need a sign or plaque in the front and rear of the vehicle that is clearly visible within 20 feet. Vehicles would have to be no more than 10 years old and no vehicle could be operated as a TNC unless affiliated with a company licensed with the City. Operators would be required to maintain trip records for one year and have them readily available to the City upon request.

In response to Fisher-Fowler, Cox explained the City Recorder's Office would be responsible for administering the vehicle for hire regulations. The Police Department conducts the background investigation based on the application information. Eggers wanted to know if the workload would increase with the City running backgrounds for drivers. Colley explained the process is similar to what happens for other registrations and initially, yes, the added drivers would have an impact, but over time, it would even out. Rich expressed concern regarding types of felonies and how long ago the conviction occurred. Colley added there are different severities for felony and misdemeanor charges.

#### AUDIENCE PARTICIPATION

Bernard Woodard, 3261 NE Follett, expressed his interest in allowing electrically powered bicycles and horse drawn carriages on the bike paths along the river.

Peggy Wilcox, 2524 W Salida Court, shared Uber did not have a charge for multiple passengers and that Portland absorbs the cost for the drivers. Cox explained although they may not have a permit fee, Portland collects 50 cents per ride, therefore it was not free.

Jayne Malkowski, 435 W Maple Street, said after moving back to Roseburg from the Portland area she often found it difficult not having Uber as an option. In her opinion, it was a disservice for the City to not allow Uber and feared with added regulations it might deter them from coming to the area.

Joe Buonauro, 815 Fairhill Drive, Elite Taxi owner, stated he was fine with Uber coming to the area. With his business, he has been required to keep logs and the local police department has contacted him on numerous occasions to provide information. His policy is to refuse to pick up a minor unless an adult is present and he was worried Uber did not comply with that rule.

Taj Gombart, 620 W Broccoli, Douglas County Sunshine Taxi owner, expressed his concern regarding workers compensation and insurance. His company also does not allow rides to minors and keeps daily logs. He currently watches for drivers in the area that are not licensed with the City and checks Craig's List and other online programs. Taxi companies must post their fees, but Uber has surge pricing that is not listed. Kaser added there is a proposed charge for Uber, but the final cost is not known until the destination is reached. Cox explained some cities charge a driver's permit fee and some do not. She advised that taxi companies would have the option to become a vehicle for hire service, which would not require workers compensation. Gombart explained the lack of workers compensation could be a problem. Prawitz added regardless of the type of business, insurance and workers compensation is required. Colley explained the proposed ordinance was based on general direction from Council and the intention was to make it equitable for all businesses.

Tyler Jones, 781 Umpqua View Drive, with KEZI agreed having something identifiable on the vehicles was needed. He had seen some vehicles for hire equipped with special lights that illuminate. In his opinion, he felt the Police would not be able to see stickers at night.

Jessica Stafford, 14458 N Umpqua Highway, with Elite Taxi suggested having drivers maintain logs in addition to the operator's logs. In her opinion, Uber stickers were too small, making it difficult to detect which cars were licensed vehicles for hire.

Colley added he felt the draft ordinance had captured all of Council's concerns and would provide equity across the spectrum. Ryan suggested Council send an email to Cox with a follow up for suggested changes. Rich expressed concern that Uber stated insurance requirements could be a deal breaker. Cox also felt the background requirement could cause an issue and suggested that if backgrounds were changed for this chapter of the Municipal Code, it would be appropriate to consider changing it in the Municipal Code as it relates to all other businesses. Rich wanted to know if Eugene allowed a 7 year background. Cox shared Eugene was in the midst of a lawsuit with Uber and had fined them for operating without following their regulations. In response to Prawitz, Ryan explained felony background requirements were discussed at previous Council meetings, but action was never taken to reduce the felony time limit.

Taj Gombart, Douglas County Sunshine Taxi, said he had been through the appeal process with applicants. If the regulations were changed, he would be allowed to hire applicants who would not have otherwise been approved. Tyler Jones, KEZI, shared Uber and Lyft were not technically operating in Eugene and the Eugene Council would be meeting again this evening to continue deliberations on the subject. Hicks thanked Cox for the time she spent on the issue. Councilors will submit questions and concerns relating to the proposed draft to Cox so further revisions can be made before a revised draft is presented for further consideration.

ADJOURN

The meeting adjourned at 5:45 p.m.



Koree Tate  
Management Assistant

*Handwritten initials and date: CJC 4/18/18*

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## Corporate Hangar #11 Lease Assignment

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Meeting Date: April 23, 2018  
Department: Public Works  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

The current owner of corporate hangar #11 has requested a lease assignment. The issue for the Council is whether to approve the assignment.

### BACKGROUND

- A. **Council Action History.** None
- B. **Analysis.** Staff received a request from James and Roberta Diemert to reassign the lease for Corporate Hangar Space #11 from Diemert Flying LLC to South Deer Creek Ranch, LLC. The original lease for hangar #11 became effective on January 1, 2007. The initial term of the lease is for 20 years and six months. The initial term will be in effect until June 30, 2027. According to the Roseburg Municipal Code Section 3.22.160, any change to a lease that has a remaining term of over five years must be approved by the City Council after a recommendation from the Airport Commission.

In this particular case, the Diemerts are switching lease assignments with South Deer Creek Ranch, LLC. Diemert Flying LLC will be assuming the lease for Hangar #8 and South Deer Creek Ranch will be assuming the lease on Hangar #11. The lease on Hangar #8 has less than five years remaining until the next renewal and the assignment can be approved by the City Manager.

- C. **Financial and/or Resource Considerations.** None
- D. **Timing Issues.** The affected hangar owners have requested that the lease assignments be processed as quickly as practical.

### COUNCIL OPTIONS

The Council has the following options.

1. Approve the lease assignment from Diemert Flying, LLC to South Deer Creek Ranch, LLC.; or
2. Request additional information; or
3. Deny the lease assignment.

### STAFF RECOMMENDATION

The Airport Commission will discuss this item at their April 19<sup>th</sup> meeting. Staff will report on the results of that meeting. Staff recommends that the Council approve the lease assignment.

**SUGGESTED MOTION**

*I move to approve the lease assignment for corporate hangar #11 from Diemert Flying, LLC to South Deer Creek Ranch, LLC.*

**ATTACHMENTS**

None

**RESOLUTION NO. 2018-09**  
**A RESOLUTION APPROVING A PROPERTY TAX EXEMPTION FOR UCAN PROPERTY**  
**LOCATED AT 928 AND 932 SE PINE STREET IN ROSEBURG, OREGON**

**The Roseburg City Council finds that:**

1. Umpqua Community Action Network, located at 280 Kenneth Ford Drive, Roseburg, Oregon has filed an application for real property tax exemption under Ordinance No. 2784.
2. The property to be benefited by such exemption is a single structure consisting of two apartments used exclusively by low income persons as defined by ORS 307.515.
3. The property is addressed as 928 and 932 SE Pine Street, Roseburg, Oregon, 97470; and legally identified as Lot 6 and the north half of Lot 5, Block 72, First Southern Addition to the City of Roseburg, Douglas County, Oregon. The property is further identified as Township 27 South, Range 06 West, Section 24DA, Tax Lot 2300 and corresponds to Tax Account Number 52636.02.
4. The applicant meets the criteria established under Ordinance No. 2784 and ORS 307.518 – 307.523.

**NOW THEREFORE, BE IT RESOLVED** the above property as herein described qualifies for an exemption from property taxation for so long as it meets the criteria established under Ordinance No. 2784 and ORS 307.515 and 307.518 – 307.523 subject to the following condition:

The applicant shall agree to provide by July 1 of each calendar year, for so long as the exemption is requested, a financial report that contains a pro forma income statement in order to demonstrate that the applicant expends no more than ten percent of its annual income from residential rentals for purposes other than providing residential rental property for low income persons.

**ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 23<sup>RD</sup> DAY OF APRIL, 2018.**

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**Sheila R. Cox, City Recorder**

**ORDINANCE NO. 3499**

**AN ORDINANCE ANNEXING 4.01 ACRES OF PROPERTY AT 3310 & 3330 W  
MILITARY AVENUE, WITHDRAWING THE PROPERTY FROM DOUGLAS COUNTY  
FIRE DISTRICT 2, AND AMENDING THE ROSEBURG ZONING MAP**

**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 a Zone Change 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 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.
6. 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 withdrawn from the City upon the effective date of the annexation.
7. 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.
8. The City Council takes note of the Roseburg Land Use and Development Regulations (LUDR) as originally adopted July 1, 1984, was re-adopted as Title 12 of the Roseburg Municipal Code on March 12, 2018.
9. The subject property is zoned County Single-Family Residential (R1) and annexation will cause a Zone Change to a City designation of Suburban Residential (RS).
10. The existing Comprehensive Plan Designation of Low-Density Residential (LDR) will remain the same.
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 the Roseburg Comprehensive Plan and Section 12.10.040 of the Land Use and Development Regulations.

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

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

**SECTION 2.** The subject property is addressed as 3310 and 3330 W Military Avenue and identified as Tax Lots 00400, 00403, 00404 of Township 27 South, Range 06 West, Willamette Meridian, Section 22DC of the Douglas County Assessors Map. The subject property annexation, also known as DOR File 10-P526-2018, is described and shown on the map in attached Exhibit "B."

**SECTION 3.** This annexation and concurrent zone change have been processed pursuant to the Roseburg Land Use and Development Regulations.

**SECTION 4.** The City Council hereby adopts as its own the Findings of Fact and Decision of the Planning Commission dated March 19, 2018 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 May 10, 2016.

**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 zoning designation to the subject property, 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 23RD DAY OF APRIL 2018.**

**APPROVED BY THE MAYOR THIS 23RD DAY OF APRIL 2018.**

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

**ATTEST:**

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

**EXHIBIT A**  
**Ordinance No. 3499**

LEGAL DESCRIPTION

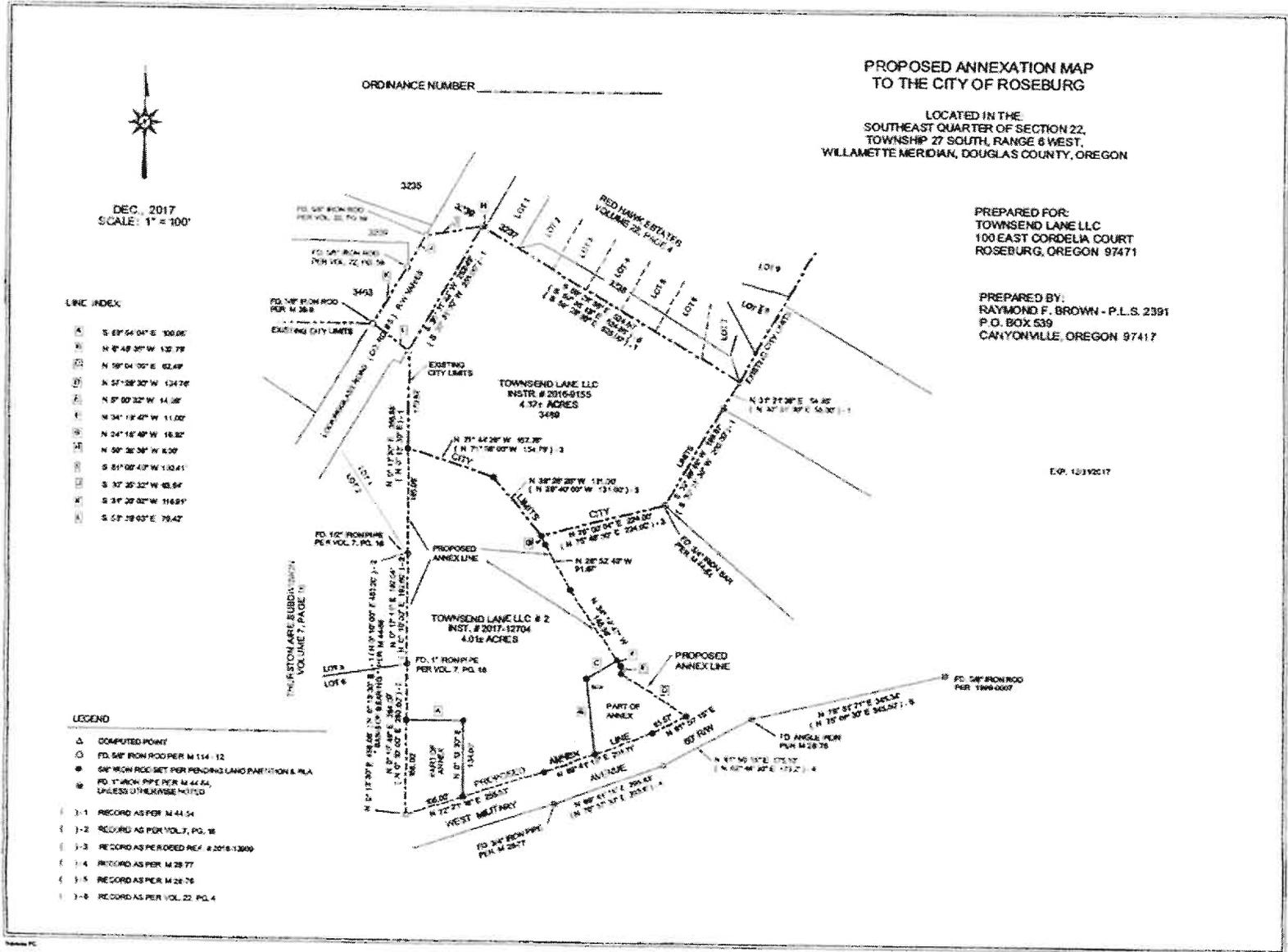
Annexation Townsend L.L.C. #2

The following described real property is located in the Southeast Quarter of Section 22, Township 27 South, Range 6 West, Willamette Meridian, Douglas County, Oregon.

Beginning at a 5/8 inch iron rod located on the Easterly boundary of Lot 1 of the Thurston Aire Subdivision, as defined by Douglas County Surveyor's Office Map File Number Volume 7, Page 16, Douglas County, Oregon, said 5/8 inch iron rod bears North 0° 13' 30" East 185.06 feet from the Easterly Lot corner common to Lots 1 and 2 of the said Thurston Aire Subdivision and is located at the most Southerly corner along the west side of the Annexation Boundary to the City of Roseburg, Oregon, known as Annexation Ordinance Number 3489; thence along the Easterly boundary of said Thurston Aire Subdivision and leaving the said boundary of said Annexation Ordinance Number 3489, South 0° 13' 30" West 185.06 feet to a 1/2 inch iron pipe located at the said Lot corner common to said Lots 1 and 2, Thurston Aire Subdivision; thence continuing along said easterly boundary, South 0° 17' 11" West 192.04 feet to a 1/2 inch iron pipe rod located at the Lot corner of Lots 3 and 6 of the said Thurston Aire Subdivision; thence continuing along said Easterly boundary, South 0° 10' 49" West 264.00 feet to a 5/8 inch iron rod located on the Northerly right of way boundary of West Military Avenue; thence leaving said Easterly boundary and running along the said Northerly right of way boundary of said West Military Avenue, North 72° 21' 18" East 255.53 feet to a 5/8 inch iron rod; thence continuing along said right of way boundary, North 69° 41' 15" East 201.71 feet to a 5/8 inch iron rod; thence continuing along said right of way boundary, North 61° 50' 15" East 65.57 feet to a 5/8 inch iron rod; thence leaving said Northerly right of way boundary and running North 57° 29' 30" West 134.76 feet to a 5/8 inch iron rod; thence North 5° 00' 32" West 14.09 feet to a 5/8 inch iron rod; thence North 34° 19' 47" West 157.36 feet to a 5/8 inch iron rod; thence North 28° 52' 40" West 91.67 feet to a 5/8 inch iron rod; thence North 24° 18' 49" West 16.92 feet to a 5/8 inch iron rod located at the most southerly corner of said Annexation Ordinance Number 3489; thence along the southerly boundary of said Annexation Ordinance Number 3489, North 39° 28' 26" West 131.00 feet to a 5/8 inch iron rod; thence continuing along said southerly boundary of said Annexation Ordinance Number 3489, North 71° 44' 26" West 157.78 feet to the point of beginning.

Containing 4.01 acres more or less.

EXHIBIT B  
Ordinance No. 3499  
MAP OF ANNEXATION



**ORDINANCE NO. 3500**

**AN ORDINANCE REPEALING ROSEBURG MUNICIPAL CODE CHAPTER 3.18  
ENTITLED "PRIVATE VEHICLE TOWING POLICY"**

**WHEREAS**, the City of Roseburg no longer maintains a list of all towing service operators which are qualified under Roseburg Municipal Code Chapter 3.18 to tow privately owned vehicles at the request of the City; and

**WHEREAS**, the City has determined that obtaining such services through a request for proposal process is in the best interest of the public, and therefore RMC 3.18 is no longer necessary;

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

**SECTION 1.** Roseburg Municipal Code Chapter 3.18 entitled "Private Vehicle Towing Policy" is hereby repealed in its entirety.

**ADOPTED BY THE ROSEBURG CITY COUNCIL ON APRIL 23, 2018.**

**APPROVED BY THE MAYOR ON APRIL 23, 2018.**

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

**ATTEST:**

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

*JL*  
*4/18/18*



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### Resident Observation Master Contract Award

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**Meeting Date:** April 23, 2018  
**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

The City has several construction projects scheduled for this summer. The issue for the Council is whether to authorize a master contract to provide resident observation (inspection) services for multiple projects.

#### BACKGROUND

**A. Council Action History.** None

**B. Analysis.** The Commission has requested that staff consider options for procuring resident observation (inspection) services for capital projects. This year, the City has an opportunity to work with the inspector that performed services for the South Stewart Parkway project and to utilize his skill set on multiple projects. This individual worked through Century West Engineering last year and will be working through i.e. Engineering, Inc. this construction season.

Staff's intent is to execute a master contract with i.e. Engineering, Inc. for resident observation services. Each task order under the master contract would be individually negotiated, based on an agreed upon scope of work. Work that would be accomplished under this contract is field inspection services for construction projects. This would allow the inspection work to be handled locally even if the design firm is from out of town.

At this time, staff intends to utilize this contract for inspection services on the Black Avenue Improvements, Garden Valley – Fairmount to Stephens, and 2018 Overlay projects. Staff has determined that entering into a contract with i.e. Engineering is the most cost effective and timely method to provide field inspection services required to successfully complete these projects.

**C. Financial and/or Resource Considerations.** It is staff's intent to enter into a master contract and negotiate task orders as required on a project by project basis. A new task order will be negotiated for each project and the cost for these services will be included in the overall project cost. Any task orders over \$50,000 will require approval from the City Council or Urban Renewal Board after recommendation by the Public Works Commission. The combined value of all task orders will not exceed \$100,000.

**D. Timing Issues.** Many of the projects for which this contract may be utilized are either out to bid or ready for award. It is important to identify how the resident observation will be achieved as soon as practical.

### **COUNCIL OPTIONS**

The Council has the following options:

1. Award a master contract for resident observation services to i.e. Engineering, Inc.; or
2. Request additional information; or
3. Recommend not moving forward with the master contract at this time.

### **STAFF RECOMMENDATION**

The Public Works Commission discussed this contract at their April 23<sup>rd</sup> meeting. The Commission recommended that the Council award a master engineering contract for resident observation services to i.e. Engineering, Inc. for an amount not to exceed \$100,000. Staff concurs with this recommendation.

### **SUGGESTED MOTION**

***I move to award a master engineering contract for resident observation services to i.e. Engineering, Inc. for an amount not to exceed \$100,000.***

### **ATTACHMENTS**

None

*4/18/18*

**ROSEBURG CITY COUNCIL  
AGENDA ITEM SUMMARY**



**Downtown Roseburg Corridor Improvements Phase 2  
Bid Award Recommendation  
17UR04**

**Meeting Date: April 23, 2018**  
**Department: Public Works**  
**[www.cityofroseburg.org](http://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 Downtown Roseburg Corridor Improvements Phase 2 project. The issue for the Council is whether to award the construction contract.

**BACKGROUND**

**A. Council Action History.** On November 13, 2017 the Board authorized an engineering contract for the design of this project.

**B. Analysis.** In 2000, the City adopted the Downtown Master Plan. Since that time, many of the improvements listed in that plan have been accomplished. In 2005, the Urban Renewal Agency adopted the Second Amendment to the North Roseburg Urban Renewal Plan. This amendment included the downtown in the Urban Renewal Area in order to facilitate additional improvements to the downtown area. In 2015, the first phase of the downtown improvements was constructed. These included improvements on Jackson, Main, Rose and Kane between Oak and Washington. The intent of the second phase is to carry similar improvements south from Oak to Lane Avenue.

The project was bid in March with three schedules. The base bid (Schedule A) included the intersection work on Jackson and Main at Cass and Lane and all of the related amenities including street lighting. Schedule B included the intersection work on Rose at Cass and Lane Avenues. Schedule C included additional waterline work on Lane Avenue between Jackson and Main Street. Four bids were received on April 5, 2018. They are summarized below.

#	Bidder	Base Bid Schedule "A"	Additive Alternate Schedule 'B'	Additive Alternate Schedule 'C'	Total Bid Schedules A, B, C,
1	Brown Contracting, Inc.	\$ 1,455,895.00	\$ 272,500.00	\$ 70,500.00	\$ 1,798,895.00
2	Suulutaaq, Inc.	\$ 1,672,166.00	\$ 390,193.00	\$ 75,355.00	\$ 2,137,714.00
3	Knife River Materials	\$ 1,794,400.00	\$ 370,022.00	\$ 68,425.00	\$ 2,232,847.00
4	KSH Construction, Inc.	\$ 1,794,794.50	\$ 368,368.50	\$ 97,097.00	\$ 2,260,260.00
	Engineer's Estimate	\$ 1,389,290.00	\$ 289,780.00	\$ 67,525.00	\$ 1,746,595.00

**C. Financial and/or Resource Considerations.** To date, the Urban Renewal Agency has spent approximately \$104,000 on engineering and other miscellaneous fees, which included Phase 2 design and bidding services. The FY 18-19 draft budget includes the following amounts in each of the identified funds.

<b>FY 18-19</b>	<b><i>Budgeted</i></b>
Urban Renewal	\$ 1,400,000
Storm Drainage	\$ 200,000
Water	\$ 175,000
Sidewalk (ADA)	\$ 200,000
RUSA (Estimated)	<u>\$ 172,000</u>
<b><i>Total Project FY 18-19</i></b>	<b><i>\$ 2,147,000</i></b>

The estimated remaining project costs are shown below;

Construction	\$ 1,798,895
Other Costs (Kiosks, boulders, etc.)	\$ 50,000
Construction Mgt. Support	\$ 98,864
Contingency (10% of Const.)	<u>\$ 179,890</u>
<b>Total</b>	<b>\$ 2,127,649</b>

**D. Timing Issues.** If awarded, the Notice to Proceed would be given in May after execution of the construction contract. The contractor has 150 days to complete the project.

#### **COUNCIL OPTIONS**

The Council has the following options:

- 1) Award the contract to the lowest responsible bidder, Brown Contracting, Inc.; or
- 2) Request additional information; or
- 3) Reject all bids.

#### **STAFF RECOMMENDATION**

Money has been budgeted and is available to proceed with all three schedules of the project. The bids appear both responsive and responsible. The Public Works Commission discussed this contract at their April 12<sup>th</sup> meeting. The Commission recommended awarding the entire project to the lowest responsible bidder, Brown Contracting, Inc. for \$1,798,895.

#### **SUGGESTED MOTION**

***I move to award the Downtown Corridor Improvements Phase 2 Project to the lowest responsible bidder Brown Contracting, Inc. for \$1,798,895.00.***

#### **ATTACHMENTS**

None

CC  
4/18/18

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## Downtown Roseburg Corridor Improvements Phase 2 Construction Management Services 17UR04

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Meeting Date: April 23, 2018  
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 a proposed scope and budget for construction management services for the Downtown Roseburg Corridor Improvements Phase 2 Project. The issue for the Council is whether to approve the construction management (CM) services contract.

### BACKGROUND

- A. Council Action History.** On November 13, 2017 the Board authorized an engineering contract for the design of this project.
- B. Analysis.** In November 2017, the Urban Renewal Board authorized a contract with i.e. Engineering Inc. for design services for the Downtown Roseburg Corridor Improvements Phase 2 Project. The design was completed in March 2018 and construction bids were opened on April 5, 2018.

Considering their role as the design engineer, their previous CM experience with the City on several projects, including the Oak & Washington Avenue Improvements project, and their qualifications and availability, staff negotiated directly with i.e. Engineering for the construction management services required for this project. The proposed scope of work includes contract administration, pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, inspection services, construction progress meetings, agency and utility consultation, testing and start up, preparation of record drawings, and other miscellaneous services.

- C. Financial and/or Resource Considerations.** The proposed cost of the construction management contract with i.e. Engineering, Inc. is \$98,864. Total estimated project costs are included in the construction award memo for this project, included in this same agenda.
- D. Timing Issues.** If awarded, the Notice to Proceed will be issued in early May. The contractor has 150 days to complete the project.

### COUNCIL OPTIONS

The Council has the following options

1. Award the contract for construction management services to i.e Engineering, Inc. for an amount not to exceed \$98,864; or
2. Request additional information; or

3. Recommend not moving forward with the contract, which will require another solution for construction management and may delay the project.

**STAFF RECOMMENDATION**

The Public Works Commission discussed this contract at their April 12<sup>th</sup> meeting. The Commission recommended awarding the construction management contract to i.e. Engineering, Inc. for an amount not to exceed \$98,864. Staff concurs with this recommendation.

**SUGGESTED MOTION**

*I move to award a construction management services contract for the Downtown Roseburg Corridor Improvements Phase 2 project to i.e. Engineering, Inc. for an amount not to exceed \$98,864.*

**ATTACHMENTS**

None

CE  
4/18/18

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



## Black Avenue Improvements Bid Award Recommendation 17UR01

Meeting Date: April 23, 2018  
Department: Public Works  
[www.cityofroseburg.org](http://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 Black Avenue Improvements project. The issue for the Council is whether to award the construction contract.

### BACKGROUND

**A. Council Action History.** On December 12, 2016 the Urban Renewal Board awarded a master engineering services contract for the Black Avenue Improvement Project to 3J Consulting, Inc. On May 8, 2017 staff presented the Alternatives Analysis for this project. The Board authorized staff to proceed with design and bidding of a project to improve Black Avenue between the Garden Valley Shopping Center and Estelle Street. On July 24, 2017, the Board authorized a task order for design and bidding services. On January 22, 2018 the Council authorized an Intergovernmental Agreement with RUSA to include sanitary sewer improvements in the project.

**B. Analysis.** The extension of Black Avenue is a project that has been identified for many years. The alternate analysis performed in order to evaluate extending Black Avenue to Goetz Street indicated that the additional traffic at Goetz and Garden Valley would cause issues with that intersection. Therefore, the decision was made to not extend Black Avenue at this time and the project was condensed to include improvements between Estelle Street and the Garden Valley Shopping Center.

The project was advertised for bid on March 1<sup>st</sup>. Bids were opened on March 29<sup>th</sup>. Four bids were received. They are summarized below.

	<b>Bidder</b>	<b>Bid Amount</b>
1	Cradar Enterprises	\$ 642,259.00
2	Knife River Materials	\$ 777,777.00
3	KSH Construction	\$ 778,778.00
4	JRT Construction	\$ 799,980.50
	<b>Engineer's Estimate</b>	<b>\$ 658,115.00</b>

**C. Financial and/or Resource Considerations.** The engineering fee for the alternative analysis was \$49,700. The engineering fee for the project design was \$85,450. The remaining project costs are estimated below.

Construction	\$ 642,259
Construction Mgt. Support	\$ 35,000
Resident Observer	\$ 25,000
Contingency (10% of Const.)	<u>\$ 64,226</u>
<b>Total</b>	<b>\$ 766,485</b>

The FY 18-19 draft budget includes project funding as outlined below.

Urban Renewal	\$ 575,000
Storm Drainage	\$ 100,000
RUSA Contribution (Est.)	<u>\$ 92,000</u>
<b>Total Project FY 18-19</b>	<b>\$ 767,000</b>

**D. Timing Issues.** If awarded, the Notice to Proceed would be given in May after execution of the construction contract. The contractor has 120 days to complete the project.

#### **COUNCIL OPTIONS**

The Council has the following options:

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

#### **STAFF RECOMMENDATION**

Money has been budgeted and is available to construct this project. The bids appear both responsive and responsible. The Public Works Commission discussed this project at their April 12<sup>th</sup> meeting. The Commission recommended awarding the project to the lowest responsible bidder, Cradar Enterprises, Inc. for \$642,259. Staff concurs with this recommendation.

#### **SUGGESTED MOTION**

***I move award the Black Avenue Improvement Project to the lowest responsible bidder Cradar Enterprises, Inc., for \$642,259.00***

#### **ATTACHMENTS**

None

*Handwritten initials and date: H/18/18*

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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**Library Improvement Project  
Construction Management/General Contractor Contract Award Recommendation  
18PW06**

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**Meeting Date:** April 23, 2018  
**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 has completed a proposal based selection process for Construction Management/General Contractor (CM/GC) services for the Library Improvement Project. The issue for the Council is whether to award the CM/GC contract to the highest ranked proposer.

### BACKGROUND

**A. Council Action History.** On February 26, 2018, the Council adopted Resolution No. 2018-02 approving an alternate competitive contracting process for the renovation of the library building.

**B. Analysis.** The Council has expressed its desire to get the library up and running as quickly as practical. The intent of this project is to renovate the existing building to allow the operation of a public library and to make the changes to the building that are necessary to allow the ESD to utilize the east side of the building. As part of this renovation, the existing children's library space will be removed and relocated to allow adequate space for the ESD. As a result, a new children's library space will need to be constructed within the west side of the building. Other improvements include updated meeting spaces, new flooring, new control systems, and bathroom upgrades.

A request for proposals was issued for CM/GC services for this project. Two proposals were received on March 21, 2018. Both proposers were invited to interview with a team of three City staff, one ESD staff, and the project architect. After the interviews, each firm was ranked. Those rankings are shown below:

<u>Proposer</u>	<u>Average Score</u>
Vitus Construction	91.0
Chambers Construction	85.6

Staff's intent is to execute a master contract with the highest ranked proposer. Each task order under the master contract would be individually negotiated based on an agreed upon scope of work.

**C. Financial and/or Resource Considerations.** The current estimate for the renovation project is approximately \$2 million. The ESD has secured funding for their portion of the project. Staff is working on grant applications to support the City's portion of the

project. The current estimate indicates that our portion, including Library upgrades and shared costs, will be between 30% and 40% of the total. We currently have soft commitments for approximately 25% of the total.

**D. Timing Issues.** The intent is to deliver the project as quickly as practical. In order to meet this expectation, staff requests that Council take action on the CM/GC contract at the April 23<sup>rd</sup> meeting.

### **COUNCIL OPTIONS**

The Council has the following options:

1. Award the master CM/GC contract to the highest ranked proposer, Vitus Construction;  
or
2. Request additional information; or
3. Not proceed with the contract award and provide staff additional direction.

### **STAFF RECOMMENDATION**

Staff recommends awarding a master CM/GC contract to Vitus Construction.

### **SUGGESTED MOTION**

***I move to award a Master CM/GC contract for the Library Improvement Project to Vitus Construction.***

### **ATTACHMENTS**

None

*CJC*  
*4/18/18*

INFORMATIONAL A  
04/23/2018

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### ACTIVITY REPORT

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**Meeting Date:** April 23, 2018  
**Department:** City Manager  
***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 April 23, 2018, meeting, I provide the following items:

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



Agenda  
Department Head Meeting  
April 10, 2018 - 10:00 a.m.

1. Review April 9, 2018 City Council Meeting Synopsis
2. Review April 16, 2018 Special Council Meeting
3. Review April 23, 2018 City Council Meeting
4. Review April 23, 2018 Urban Renewal Meeting
5. Review Tentative Future Council Meeting Agendas
6. Documents/Grants Signing
  - a. Right-of-Way Permit for Umpqua Valley Winegrowers Barrel Tour
  - b. Right-of-Way Permit for Civil War Headstone Laying
  - c. Loudspeaker (on outdoor form) Permit – FX 420, Inc.
7. Department Items



Agenda  
Department Head Meeting  
April 16, 2018 - 9:00 a.m.

1. Introduction & Welcome – Amy L. Sowa, City Recorder
2. Review April 23, 2018 City Council Meeting
3. Review April 23, 2018 Urban Renewal Meeting
4. Review Tentative Future Council Meeting Agendas
5. Documents/Grants Signing
  - a. Outdoor Event – DRA Street Bazaar Block Party
6. Department Items

**TENTATIVE FUTURE COUNCIL AGENDA**

**Unscheduled**

- Division of Assets Settlement
- RMC 5.04 Amendment - Water Rules and Regulations
- Umpqua Basin Urban Services Agreement
- Umpqua Valley Tennis Center Fee Schedule
- Special Work Study – Visitor’s Center Contract/Tourism Promotion
- Special Work Study – City/ESD Library Lease/Operations and Funding Agreement

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**May 14, 2018**

Special Presentation

- A. CAFR Award
- B. PAFR Award
- C. Historical Society Presentation

Consent Agenda

- A. Minutes of April 23, 2018
- B. U-TRANS Services Contract
- C. Annual Fee Adjustments
  - Resolution No. 2018-\_\_\_ - General Fees
  - Resolution No. 2018-\_\_\_ - Water Related Fees
- D. Grant Authorization – Art Center

Department Items

- A. Bid Award – Stewart Park Bank Stabilization
- B. Bid Award - Deer Creek Bank Stabilization

Resolutions

- A. Resolution No. \_\_\_\_ - Recreational Trails Program (RTP)

Informational

- A. Activity Report

\*\*\*\*\*

**May 29, 2018 – 12:00 p.m. – City Hall Conference Room**

Department Items

- A. Bid Award – UCAN Head Start Facility/CDBG Grant Funded Project

\*\*\*\*\*

**June 11, 2018**

Mayor’s Report

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 14, 2018

Public Hearing

- A. Resolution No. 2018-\_\_\_ - 2018/19 Budget Adoption

Resolution

- A. Resolution No. 2018-\_\_\_ - Re-appropriation 2017/18

Informational

- A. Activity Report

**Urban Renewal Agency Board**

- A. Approval of Minutes
- B. Public Hearing – 2018/19 Budget Adoption

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**June 25, 2018**

Consent Agenda

- A. Minutes of June 11, 2018

Public Hearing

- A. Ordinance No. \_\_\_\_ - East Roseburg Urban Renewal Plan

Informational

- A. Activity Report

Executive Session

- A. Municipal Judge Evaluation

\*\*\*\*\*

**July 9, 2018**

Consent Agenda

- A. Minutes of June 25, 2018

Ordinance

- A. Ordinance No. \_\_\_\_ - East Roseburg Urban Renewal District, Second Reading

Informational

- A. Activity Report

\*\*\*\*\*

**July 23, 2018**

Consent Agenda

- A. Minutes of July 9, 2018

Informational

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

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**August 13, 2018**

Consent Agenda

- A. Minutes of July 23, 2018

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

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**August 27, 2018**

Consent Agenda

- A. Minutes of August 13, 2018

Informational

- A. Activity Report

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**September 10, 2018**

Council Reports

- A. Implementation of Annual City Manager Performance Evaluation

Consent Agenda

- A. Minutes of August 27, 2018

Department Items

- A. Downtown Roseburg Association Annual Report

Informational

- A. Activity Report

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**September 24, 2018**

Consent Agenda

- A. Minutes of September 10, 2018

Informational

- A. Activity Report

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**October 8, 2018**

Consent Agenda

- A. Minutes of September 24, 2018

Informational

- A. Activity Report

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**October 22, 2018**

Consent Agenda

- A. Minutes of October 8, 2018
- B. Cancel December 24, 2018 Meeting

Informational

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

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**November 12, 2018**

Consent Agenda

- A. Minutes of October 27, 2018

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Performance Evaluation

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**November 26, 2018**

Consent Agenda

- A. Minutes of November 12, 2018

Informational

- A. Activity Report

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**December 10, 2018**

Consent Agenda

- A. Minutes of November 26, 2018

Informational

- A. Activity Report

\*\*\*\*\*

**January 14, 2019**

Mayor Reports

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

Council Reports

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

Consent Agenda

- A. Minutes of December 10, 2018

Informational

- A. Activity Report

\*\*\*\*\*

**January 28, 2019**

Consent Agenda

- A. Minutes of January 14, 2019

Department Items

- A. The Partnership Annual Report
- B. Municipal Court Quarterly Reports

Informational

- A. Activity Report
- B. Distribution of CAFR and PAFR

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**February 11, 2019**

Special Presentation

- A. CAFR Review – Auditor Jeff Cooley
- B. Quarterly Report – Quarter Ended December 31, 2018
- C. 2019-2020 Budget Calendar

Consent Agenda

- A. Minutes of January 28, 2019

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

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**February 25, 2019**

Consent Agenda

- A. Minutes of February 11, 2019

Informational

- A. Activity Report

\*\*\*\*\*

**March 11, 2019**

Consent Agenda

- A. Minutes of February 25, 2019

Informational

- A. Activity Report

\*\*\*\*\*

**March 25, 2019**

Mayor Report

- A. Child Abuse Prevention Month Proclamation

Consent Agenda

- A. Minutes of March 11, 2019

Informational

- A. Activity Report

\*\*\*\*\*

**April 8, 2019**

Mayor Report

- A. Volunteer Recognition Month Proclamation
- B. Arbor Day Proclamation

Consent Agenda

- A. Minutes of March 25, 2019

- B. Cancel May 27, 2019 Meeting
  - C. 2019 OLCC License Renewal Endorsement
- Informational
- A. Activity Report

Friday April 13, 2018

Good Friday afternoon everyone! It has been another very hectic week but a very fruitful week. To start off, I would like to once again welcome Amy Sowa into the fold who will be joining us Monday morning as Sheila Cox's replacement. You will all meet Amy at your special meeting Monday afternoon to discuss ride sharing and taxi regulations. It might have been nice for Amy to be able to "ease" into things, but that will just not be the case.

Over the last couple weeks I have met with the LPSCC Board, the LPSCC housing subcommittee, DRA, The Partnership, the Douglas County School Superintendents and numerous conference calls relating to economic development and the Library. As a result, I missed last Friday's message. This one will be a twofer!

While the Local Public Safety Coordinating Council is working on a number of things, post incarceration housing has risen to the top of their agenda. The focus on housing fits nicely into our Council goals relating to both housing and public safety/community development. Working to identify low and moderate income housing that can be accessed after incarceration has been time consuming, but we now have a list of both emergency shelter type housing and intermediate term housing that can be shared with folks coming out of the jail, especially those with after care programs through drug court and mental health court. The subcommittee has also written a letter of support for the proposed veterans preference housing project proposed for Douglas Avenue by NeighborWorks Umpqua.

I met with a representative from the Partnership and the Winegrowers Association to talk about their recent work on wayfinding and their work in expanding their footprint outside of Douglas County. I believe there are some great public private partnerships that could help make our wine industry and our community more successful through collaboration. As we begin our Wayfinding process, we will invite other entities who are working on similar issues and regional tourism to join us in determining our best route forward.

Stu Cowie and I met with representatives from the DRA to discuss a number of topics relating to parking, garbage service, garbage needs, decorations, and promotions. We also provided a little history lesson as many of those involved in downtown today have no understanding of how the contract has morphed over the years; who is responsible for different services and why; how the structure was built and paid for; and what services were paid for in the past. It was a productive meeting and we look forward to meeting more regularly with them to keep us all on track.

At the invitation of Michael Lasher, I met with the Douglas County School Superintendent group at the Ford Room this week to discuss the benefits of co-locating in the library building with the Douglas ESD and how we might all mutually benefit from the opening of the new Roseburg Public Library. Community literacy and extended learning opportunities for students are among the highest priorities for libraries as well as engaging the community in inclusive programming. We hope to work with organizations

representing community members from pre-school to senior citizens as we look at future programming. Students and their leaders seem like a great place to start!

And speaking of the library, HR Director John VanWinkle completed the advertising and intake process for the Library Director position and will have phone interviews with semi-finalists next week. We then anticipate setting up interviews with members of our leadership team later this month. I hope to have someone on board by late May, but many of our applicants are from outside the area, and we will want to be a little flexible to make sure we get the best fit for the library and for the City.



I completed an AmeriCorps/RARE application yesterday for a position that would support new staff at the library related to outreach, capacity building and program development. The RARE program provides an eleven month full-time post college graduate level intern with specific community focus for \$23,500. I will be reaching out to a couple of local foundations to help offset the cost of the contract if the position is approved. If approved, the position would start in September and run through August of the following year. All great news as we move forward with the new library. Michael Lasher and I also worked diligently for the past two weeks (along with our attorneys) to develop the funding agreement to provide for the renovation of the library and office portions of the facility and worked on three grants for library renovation funding. The ESD continues to be a great partner in this new adventure and have been very supportive in the funding search.

HR and the Police Department held interviews this week to identify police officer candidates to fill existing vacancies this week. We are currently down a couple positions in our quest to be at full staff when our next transition occurs in the PD. I anticipate announcing the replacement for Chief Burge in the next two weeks. Once that transition takes place it will trigger multiple promotional opportunities within the department.



As I indicated earlier in the week, current Assistant Chief Gary Garrisi has been promoted to Fire Chief effective July 1. I personally met with each shift this week along with Gary, Gregg Timm and the other Chief Officers to let them know that I had selected Gary to be our new Chief. Chief Garrisi has selected administrative Battalion Chief Merrill Gonterman to fill his role as Assistant Chief July 1 and we will be recruiting to fill the position that will be vacated by BC Gonterman. I want to thank Chief Timm for his leadership and mentorship over the last few years and I have every confidence in the abilities of both new Chief Garrisi and new Assistant Chief Gonterman. The department will continue to be in great hands and we look forward to continuing the level of excellence that the department has come to be known for.

Department Heads have been working diligently on the proposed budget for the last six weeks and we should have the document complete in the next week or so. Don't forget that you are invited to Budget 101 next Wednesday afternoon, April 18<sup>th</sup>, from 4:30 p.m.

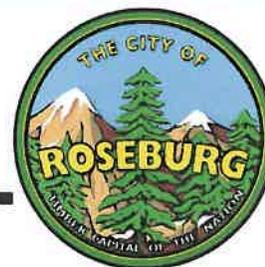
to 6:00 p.m. along with new (and veteran) Budget Committee members. Not much has changed in local budget law so if you have attended multiple times, it may seem like a replay of previous years, but everyone is welcome.

Have a great weekend everyone!

# City of Roseburg, Oregon

## Quarterly Financial Report

3rd Quarter, Fiscal-Year 2017-2018



March 2018

The *Quarterly Financial Report* summarizes the City of Roseburg's financial position for the General Fund, major operating funds, proprietary funds, and Urban Renewal funds through the 3rd quarter of fiscal year 2017-2018.

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

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

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

This financial report includes the quarter ending March 2017 for comparison purposes.

### OVERVIEW:

- \$9.7 million General Fund balance.
- 5.2% Douglas County unemployment rate.
- 1.92% state investment pool interest rate.
- 3.2% Year-over-Year CPI-U West Region for March, 2018.
- Adopted Ordinance No. 3496 establishing the Roseburg Municipal Library.
- Award the Water Treatment Plan VFD project to Davis Electric for \$174,601
- Authorize task order to RH2 Engineering, Inc. for Phase 2 of the Water System SCADA Improvement for amount not to exceed \$171,171.
- Authorize task order to RH2 Engineering, Inc. for Phase 3 of the Water System SCADA Improvement for amount not to exceed \$59,351.
- Award Phase 2 Water System SCADA Improvement to Northeast Electric, LLC for \$596,400.
- Award City Hall Second Floor Remodel to RENCO General Contractors, LLC for \$341,233.

\$236,852 and interdepartmental charges total \$2,234,929.

## GENERAL FUND

General Fund	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 21,368,080	\$ 18,854,446	88%	\$17,585,935
Expenditures	23,137,640	16,596,262	72%	15,273,843
Balance-July 1	7,046,808	7,510,376	107%	7,550,925
Balance YTD	\$ 5,277,248	\$ 9,768,560		\$ 9,863,017

**Intergovernmental Revenues** are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor, 74% of the \$872,598 budgeted for intergovernmental revenue has been collected during the current fiscal year.

**Interest Revenue**—Interest revenue of \$103,216 is \$35,584 more than the same period a year ago. The average portfolio rate is 1.92%.

## GENERAL FUND REVENUE

General Fund Revenue	Budget	YTD Actual	%	Prior Year Actual
Property Taxes	\$13,588,000	\$ 12,832,068	94%	\$12,252,933
Other Taxes	25,000	52,419	210%	-
Licenses, Permits, Fees	3,059,800	2,041,092	67%	2,002,852
Charges for Services	3,742,682	3,079,970	82%	2,593,278
Intergovernmental	872,598	647,778	74%	597,913
Interest	80,000	103,216	129%	67,632
Miscellaneous	-	97,903	0%	71,327
<b>Total Revenues</b>	<b>\$21,368,080</b>	<b>\$ 18,854,446</b>	<b>88%</b>	<b>\$17,585,935</b>

## GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$16,596,262 represent 72% of budgeted annual expenditures.

Year to date expenditures are \$1,322,419 more than the same period a year ago. The General Fund ending fund balance is \$9,768,560.

**Property Taxes** — The majority of property tax revenue is collected in November and December. At the end of March 94% of the 13.5 million budgeted has been collected.

Property taxes are based upon assessed values (AV). With passage of Measure 50 in 1996 assessed values are limited to 3% annual increases unless the Real Market Value is less.

**Other Taxes** – Includes all other City imposed taxes. Currently, only the City’s 3% marijuana tax is reported here.

**Licenses, Permits, and Fees**—Includes utility franchise fees, planning fees, park fees, and various other fees. At the end of the quarter, 67% of the \$3 million budgeted annual revenue from licenses, permits and fees has been collected.

**Charges for Services**—Besides interdepartmental charges, charges for services includes: fines, service area fees, fire suppression and prevention fees, administrative and lien search fees. Year to date court fines total \$234,083, service area fees total

By Organizational Unit	Budget	YTD Actual	%	Prior Year Actual
City Manager	\$ 1,048,499	\$ 737,195	70%	\$ 650,366
Finance & Mgmt	1,331,661	909,263	68%	849,251
Community Develop	702,606	428,721	61%	378,823
Library	45,000	8,259	18%	-
Public Works	3,566,470	2,515,756	71%	2,388,390
Parks & Recreation	1,641,698	1,056,270	64%	1,053,921
Municipal Court	487,440	325,967	67%	337,333
Police	7,034,773	4,962,761	71%	4,507,110
Fire	6,467,393	4,895,020	76%	4,401,797
Capital & Other	812,100	757,050	93%	706,852
<b>Total</b>	<b>\$23,137,640</b>	<b>\$ 16,596,262</b>	<b>72%</b>	<b>15,273,843</b>

By Major Category	Budget	YTD Actual	%	Prior Year Actual
Personnel Services	\$ 18,302,986	\$ 13,384,411	73%	\$12,259,309
Materials & Service	4,022,554	2,454,801	61%	2,307,682
Capital & Other	812,100	757,050	93%	706,852
<b>Total</b>	<b>\$ 23,137,640</b>	<b>\$ 16,596,262</b>	<b>72%</b>	<b>\$15,273,843</b>

## MAJOR GOVERNMENTAL FUNDS

### SPECIAL REVENUE FUNDS

#### URBAN RENEWAL GENERAL FUND

Urban Renewal - General	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 3,740,300	\$ 3,567,205	95%	\$ 3,435,152
Expenditures:				
Operations	1,065,000	33,019	3%	55,731
Transfers	2,500,000	2,500,000	100%	1,400,000
Balance-July 1	323,373	318,558	99%	195,572
Balance YTD	\$ 498,673	\$ 1,352,744		\$ 2,174,993

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

### CAPITAL PROJECTS FUNDS

#### EQUIPMENT REPLACEMENT FUND

Equipment	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 691,000	\$ 681,599	99%	\$ 671,408
Expenditures:				
Operations	97,000	95,917	99%	-
Capital	459,600	335,879	73%	417,873
Balance-July 1	549,606	814,406	148%	646,021
Balance YTD	\$ 684,006	\$ 1,064,209		\$ 899,556

The Equipment Replacement Fund provides resources for major vehicle and equipment purchases. An annual funding level is established based upon equipment needs over a five-year period. Resources are transferred from the General Fund to minimize budget fluctuations in tax supported funds.

Year to date purchases include \$24,621 for parks ditchwitch FX20, \$59,630 for fire portable radios, \$36,287 for police tasers, \$11,100 Muncicity System, \$246,725 Elgin Crosswind sweeper, \$35,316 for fire staff vehicle and \$15,000 for Parks Infield Groomer.

#### FACILITIES REPLACEMENT FUND

Facilities	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,001,500	\$ 161,518	8%	\$ 12,782
Expenditures:				
Operations	123,677	35,456	29%	43,787
Capital	2,250,000	167,569	7%	69,485
Balance-July 1	461,917	583,306	126%	742,690
Balance YTD	\$ 89,740	\$ 541,799		\$ 642,200

The Facilities Replacement Fund ending fund balance at March 31, 2018 is \$541,799.

#### TRANSPORTATION FUND

Transportation	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 2,733,816	\$ 2,045,640	75%	\$ 1,426,421
Expenditures:				
Operations	1,096,024	729,462	67%	1,351,488
Capital	2,460,000	1,727,766	70%	773,848
Transfers	10,000	10,000	100%	10,000
Balance-July 1	2,307,725	2,382,850	103%	3,496,457
Balance YTD	\$ 1,475,517	\$ 1,961,262		\$ 2,787,542

Transportation Fund revenues are from state gas taxes, transportation SDC's, federal STP funds and franchise fees. Beginning in 2011, 15% of utility franchise fees are directed to the Transportation Fund for the City's pavement management program. \$507,100 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of \$1,695,753 is attributed to the Stewart Park realignment project, \$24,847 for Pavement Management and \$7,166 for release of retainage on the Spruce & Parrott Improvement.

#### URBAN RENEWAL CAPITAL FUND

Urban Renewal - Capital	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 4,537,500	\$ 2,712,866	60%	\$ 2,654,129
Expenditures:				
Operation	469,310	299,991	64%	287,517
Capital	3,010,000	884,922	29%	1,938,662
Balance-July 1	186,143	532,829	286%	194,015
Balance YTD	\$ 1,244,333	\$ 2,060,782		\$ 621,965

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

Capital expenditures totaling \$884,922 include \$492,187 for the Garden Valley-Stewart Parkway Intersection Improvement, \$101,062 for the Downtown Corridor Improvement, \$92,951 for Templin Beach Park Restroom Relocation, \$45,250 for the Edenbower/Stewart Parkway Phase II, \$81,433 for the Black Street Extension, and \$25,944 for the Signal Interconnect Assessment.

## ENTERPRISE FUNDS

### STORM DRAINAGE FUND

Storm Drain	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,983,000	\$ 1,550,533	78%	\$ 1,572,558
Expenditures:				
Operations	694,143	523,817	75%	463,281
Capital	1,935,000	1,353,115	70%	996,884
Balance-July 1	1,875,212	2,212,196	118%	2,048,384
Balance YTD	\$ 1,229,069	\$ 1,885,797		\$ 2,160,777

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of \$1,496,108 are the principal source of revenues.

Year to date Storm Drain Fund capital expenditures include \$10,000 for the GIS Migration Plan, \$1,007,071 for the Stewart Park Realignment, \$20,178 for the Harvard Storm CIPP, \$5,411 for the Cascade Ct Storm Line, and \$310,455 for the Lane Ave CIPP.

### WATER SERVICE FUND

Water	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 5,869,827	\$ 4,713,787	80%	\$ 4,384,000
Expenditures:				
Operations	4,010,016	2,878,643	72%	2,747,227
Capital	2,027,500	319,688	16%	467,097
Balance-July 1	5,633,103	5,960,092	106%	5,022,370
Balance YTD	\$ 5,465,414	\$ 7,475,548		\$ 6,192,046

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

Year to date Water Fund revenues of \$4,713,787 is primarily from charges for services. Revenues are \$329,787 more than the prior year.

The ending fund balance at March 31<sup>st</sup> is \$7,475,548.

### OFF STREET PARKING FUND

Off Street Parking	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 45,800	\$ 30,701	67%	\$ 29,348
Expenditures:				
Operations	62,959	29,580	47%	71,613
Balance-July 1	36,561	33,860	93%	101,780
Balance YTD	\$ 19,402	\$ 34,981		\$ 59,515

Previously, Off Street Parking revenues came from

parking fines, meters, and parking rental fees in City owned lots, however, beginning July 1, 2016 services are being rendered under a new contract in which the City receives a flat monthly payment of \$3,750 or \$45,000 for the year.

The ending fund balance at March 31<sup>st</sup> is \$34,981.

Effective November 1, 2012 the Downtown Roseburg Association, DBA Park-Smart, began providing parking enforcement services.

### AIRPORT FUND

Airport	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 744,500	\$ 512,025	69%	\$ 269,361
Expenditures:				
Operations	199,330	131,620	66%	111,805
Capital	350,000	229,751	66%	18,498
Debt Service	125,088	14,695	12%	28,844
Balance-July 1	228,578	323,842	142%	201,940
Balance YTD	\$ 298,660	\$ 459,801		\$ 312,154

Current year Airport revenues include user charges of \$280,728 or 79.07% of budget; FAA grant revenues are 58.77% of budget.

### INTERNAL SERVICE FUND

#### WORKERS' COMPENSATION FUND

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

Worker's Comp.	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 393,500	\$ 298,049	76%	\$ 285,458
Expenditures:				
Operations	370,587	249,600	67%	198,943
Balance-July 1	406,325	496,223	122%	372,686
Balance YTD	\$ 429,238	\$ 544,672		\$ 459,201

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

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

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## ECONOMIC OUTLOOK

### *U.S. Economy*

The opening to the U.S. Economy section of the March 2018 *Oregon Economic and Revenue Forecast* issued by the Office of Economic Analysis (OEA) states that “The U.S. economy continues to perform well. Economic growth has picked up in recent quarters and job gains remain strong enough to pull down the unemployment rate even as more individuals are looking for a job. More importantly the near-term prospects for economic growth are good. The business cycle is not yet waning. The tight labor market drives wage growth higher. And as the economy approaches capacity, inflation is set to rise after five years running below target.”

### *Some Good News*

Now in its ninth year, the economic expansion continues:

- Real GDP growth established its best trend since 2014 by being above its potential for the past three quarters.
- Employment gains are outpacing labor force growth setting the stage for further reductions to the unemployment rate.
- Record-setting job openings, and faster wage gains thanks to a tight labor market are pulling more people into the labor market. Still, “. . . the economy is likely not quite at full employment, as some economic measures continue to show slack. In particular, the share of prime working-age Americans with a job remains about one full percentage point below where it stood prior to the Great Recession, and two and a half percentage points below its late 1990s readings.”

### *Potential Future Constraints*

“. . . the economy is beginning to run into supply side constraints. The biggest and most pressing issue today is labor. The fiscal stimulus [the Tax Cut and Jobs Act] may lead to higher participation rates as workers are pulled back into the strong economy and tight labor market, and to higher wages in the long run. However, the classic economic case for lower corporate taxes leading to higher wages is not for a company to take their savings and immediately turn around and hand some of it to their workforce. This may occur, but the economic literature, as laid out by President Trump’s Council of Economic Advisors, shows the typical channel is through investment and productivity gains. As businesses invest a portion of their taxes savings in new, better, or more capital, their workers become more productive, and earn higher wages. This is very much a multi-year process. As such, recent media reports and corporate press releases noting worker bonuses and pay raises may better reflect the current tighter labor market, rather than compensation increases solely due to the tax legislation.” Indeed, according to recent regional data, “. . . there are now more job openings in some parts of the country than unemployed persons.” (*The Market Today*, April 13, 2018, by Craig Dismuke, Dudley Carter of Vining Sparks)

### *U.S. Bottom Line*

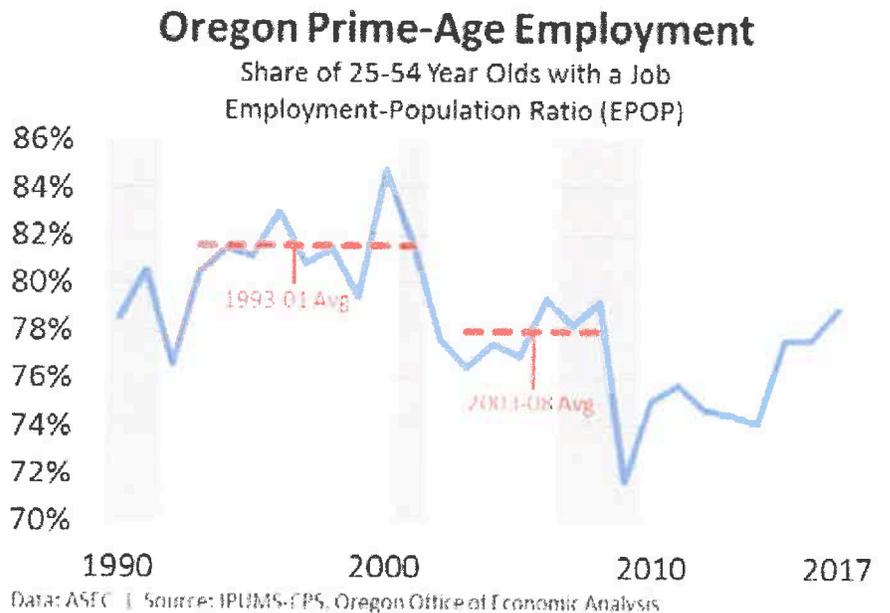
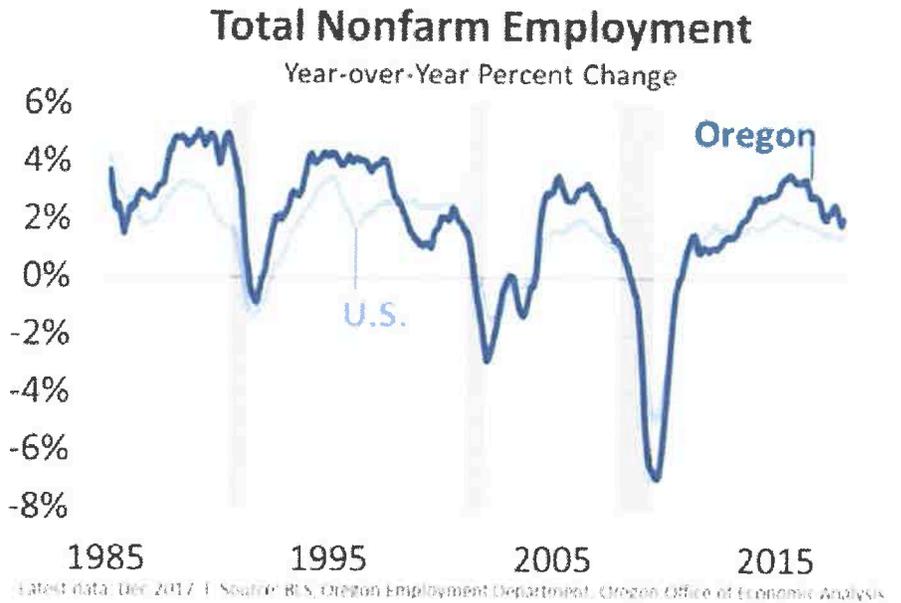
Overall, the future outlook calls for ongoing economic growth. “Expectations are for somewhat stronger growth in the near-term. However, even as the probability of remains low – just 14 percent based on the latest Wall Street Journal consensus – a plausible scenario has now come into focus. Should the economy truly be at full employment, then the stimulus will manifest itself in higher inflation, leading to interest rates rising faster

than currently expected, and potentially choking off economic growth entirely. However, this is far from a foregone conclusion at this date and economists and the Federal Reserve are watching for signs of better employment gains, wage growth, inflation, and pushing through supply side constraints

**Oregon Economy**

“The Oregon economy continues to hit the sweet spot. Job growth is strong enough to keep up with population gains and absorb the workers coming back into the labor market. The state’s participation gap is effectively gone, following the rising labor force participation rate in recent years. The tight labor market is resulting in faster wage gains here in Oregon than in the typical state. While Oregon’s average wage remains lower than the U.S. average, it is now at its highest relative point since the mills closed in the 1980s. And Oregon’s per capital personal income is now at its highest relative point since the dotcom crash. All told, Oregon’s expansion remains in tact. However, both job growth and measures of economic wages, like those from the Bureau of Economic Analysis, have come in below forecast in recent quarters. Oregon is still seeing growth, however a bit below [Oregon Office of Economic Analysis’] expectations.”

“Like the U.S., Oregon’s labor market is tight. Difficulty finding and retaining workers is the biggest challenge many businesses face today. This tight labor market is expected to remain in place until the next recession . . .” One reason the tight labor market will remain tight is due to the labor market; “. . . the unemployment rate is flirting with record lows . . . There is no longer a large reserve of potential workers waiting around for a job. In fact, the share of prime working-age Oregonians with a job is back to where it was prior to the Great Recession.



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### *Leading Indicators*

“After more than two years of no real sustained movement up or down, both of the Oregon-specific composite leading indicators may be breaking through the malaise to the upside. In keeping with the general pattern of economic growth, the mixed bag of leading indicators (OILI) and the University of Oregon’s Index of Economic Indicators, showed many of the manufacturing, or goods-producing indicators languishing while all others pointed to growth.” As of March none of the indicators were showing no growth; across both leading indicators “there are no real signs of concerns at the moment”

### *Extended Outlook*

“IHS Economics projects Oregon’s economy to fare well relative to the rest of the country in the coming years. The state’s Real Gross State Product is projected to be the fifth fastest among all states across the country in terms of growth with gains averaging 2.7 percent through 2023. Total employment is expected to be the ninth strongest among all states at an annualized 1.2 percent, while manufacturing employment will be the second fastest in the country at 1.6 percent. Total personal income growth is expected to be 4.9 percent per year, the fifteenth fastest among all states, according to IHS Economics.”

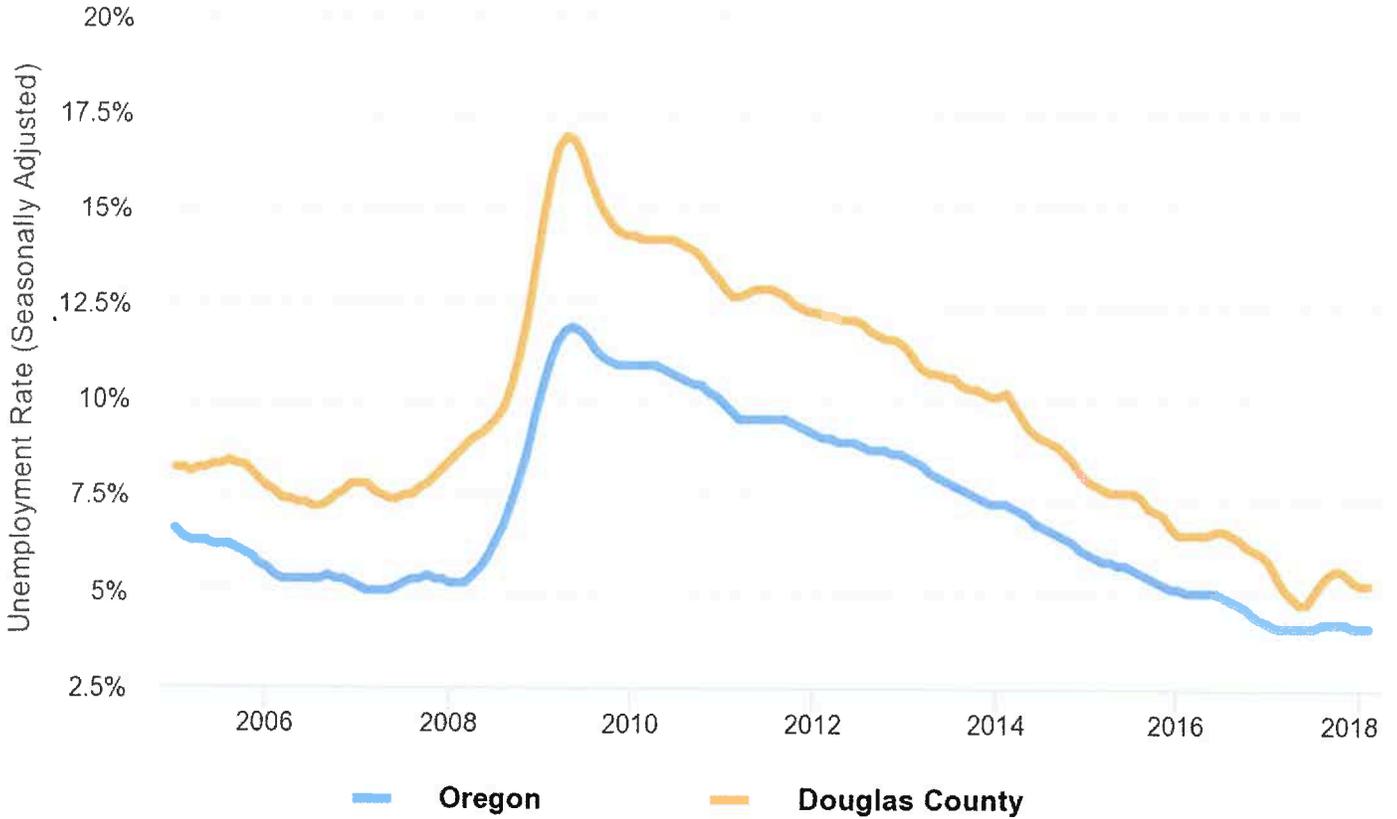
### *Oregon Bottom Line*

“All told, the current outlook for Oregon remains positive. The labor market is tight due to the strong economy and the demographic crunch. Oregon is expected to continue to transition down to a more sustainable rate of growth over the medium term.” “Between today and the next recession, Oregon is expected to continue to hit the sweet spot. Workers are being pulled back into the labor market, household incomes are rising and poverty rates are falling.”

### *Douglas County*

The State of Oregon Employment Department reported that “Douglas County’s seasonally adjusted unemployment rate remained unchanged. The February rate was 5.2 percent as was the revised 5.2 percent in January. This month’s rate is below the February 2017 rate (5.4%). Oregon’s seasonally adjusted February unemployment rate was 4.1 percent; the national rate was 4.1 percent.”

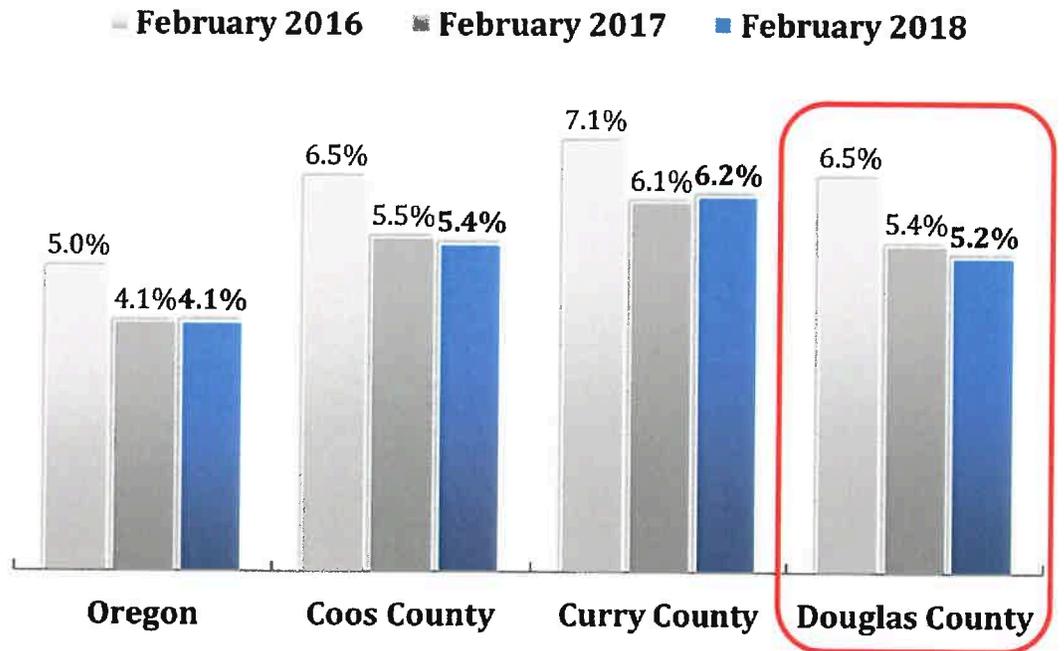
# Unemployment Rate



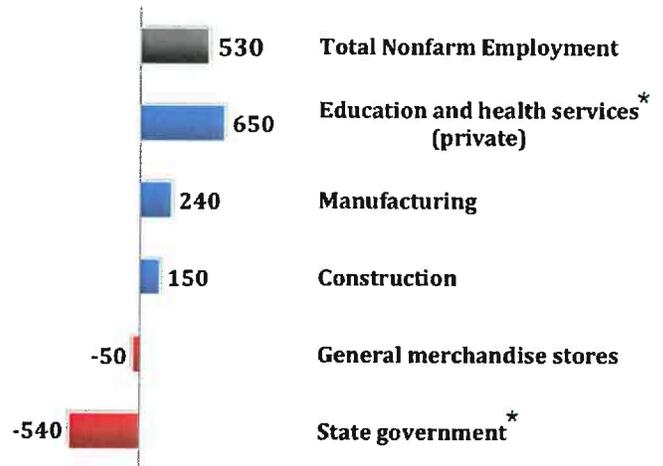
Source: Oregon Employment Department Qualityinfo.org

A review of the underlying figures to February’s unemployment rate indicate that the decline in the year-over-year rate is for mostly the right reasons:

- The civilian labor force expanded by 1,158 year-over-year or 2.53%;
- The number of employed (or jobs) increased by 920 year-over-year or 2.12%; and
- The number of unemployed increased by 238 year-over-year or 10.03%.



## Douglas County Net Job Growth

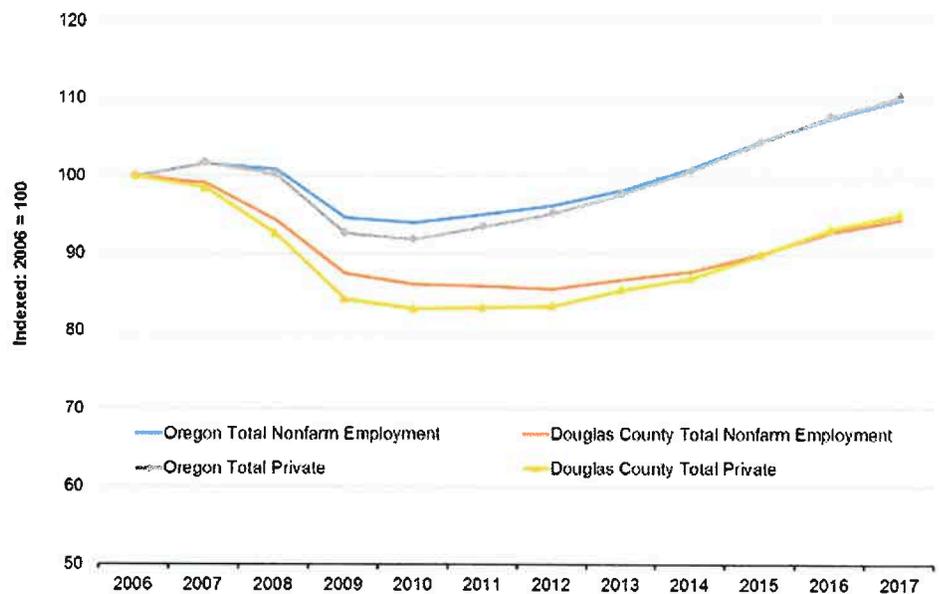


An analysis of the gains and losses of jobs per industry sector indicates strong job growth in the Private Education and Health Services, Manufacturing, and Construction sectors and small losses in the General Merchandise Stores and larger losses in State Government.

Oregon's Employment Department recently published "Douglas County Continuing to Build on a Strong Foundation" which provides an analysis of labor growth trends between the State and the County.

"The graph shows the changes in both area's levels of employment with 2006 as the index starting point. In 2006-2007, the end of the pre-recession period, total nonfarm employment peaked and then began a pronounced and rapid decline. Both Oregon and Douglas County saw their private-sector businesses hit hardest; this is common as government entities tend to provide services needed by those facing economic hardships, e.g. health and human services. The state's employment levels are now well-above pre-recession levels. However, Douglas and many other rural counties have yet to return to pre-recession employment levels. The county's individual industry sectors responded to the tightening economy and subsequent recovery in differing ways."

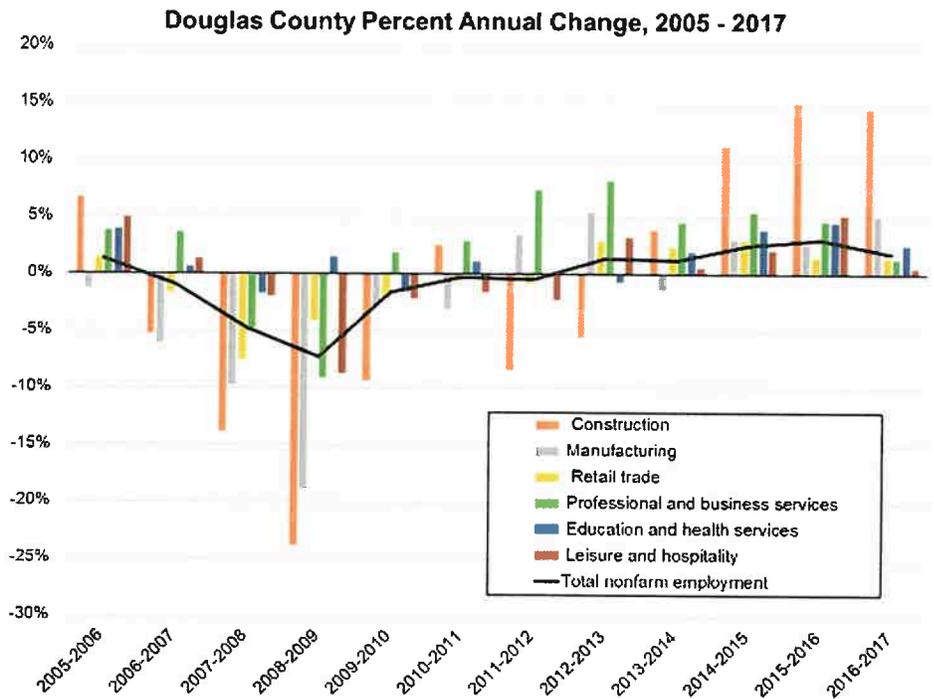
**Total Nonfarm and Private Employment Indexed to Show Relative Changes, 2006-2017**



"As with the state and nation, Douglas County's construction and manufacturing industries led the way into recession. From 2006-2012, construction shed 970 payroll jobs (47.1% of the industry's total workforce); manufacturing lost 2,050 jobs (33.0%; wood product manufacturing lost 1,260 jobs, 31.4% of its workforce).

Overall, there were 5,780 payroll jobs lost across all industries (14.5% of the total nonfarm payroll employment).”

“It took until 2012 for continuing job losses to turn the corner, and the climb out of the trough was long and slow. Forging ahead, by 2017, construction had added 480 jobs (44.0% growth); manufacturing added 650 jobs back (15.6% growth). Other industries adding jobs included retail trade (490 jobs; 12.0% growth); leisure and hospitality (380; 12.4%); and education and health services (590; 13.0%) to name a few. Even with these remarkable examples of recovery, many of the county’s industries still struggled. Just when businesses were in a position to



hire, the civilian labor force entered a decline. Results from recent job vacancy surveys confirm the challenges in finding qualified workers. By the end of 2017, Douglas County’s total nonfarm payroll employment remained 5.5 percent below its 2006 level (-2,190 jobs). However, by building on an ever-strengthening economy, during 2014 through 2017 the county continued to show improving conditions across nearly all industries – in 2017 employment grew 1.8 percent.”

“Overall, Oregon had recovered the jobs lost to recession by the end of 2014. However, rural areas have seen increasing business growth in only the most recent years. The initial boost in hiring appears to be stabilizing into more sustainable levels that will likely carry these counties into the coming years.”

### A FINAL NOTE

This quarterly report has been prepared to summarize and review the City’s operations and financial position for the third quarter of the 2017-18 fiscal year as of the month ending March 31, 2018, provide management with a financial planning tool, and monitor compliance with budget policy and Oregon budget law.

If you have questions about the report or would like additional information please contact Ron Harker, Finance Director, at (541) 492-6710 or via email at [finance@cityofroseburg.org](mailto:finance@cityofroseburg.org). We encourage you to visit our website at [cityofroseburg.org](http://cityofroseburg.org). The site is user friendly and contains information about the services we provide.

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