



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**
 - A. Library Commission Appointments: Mandy Elder, Laura Harvey, Dr. Theresa Lundy
Francesca Guyer, Marcia Belzner and Kelly Peter
 - B. Emergency Medical Services Week Proclamation
- 5. Commission Reports/Council Ward Reports**
- 6. Special Presentation**
 - A. CAFR and PAFR Awards
- 7. Audience Participation – See Information on the Reverse**
- 8. Consent Agenda**
 - A. Minutes of Regular Meeting of April 23, 2018
 - B. U-TRANS Services Contract
 - C. OLCC New Outlet - Hanna Hospitality at 1620 NW Mulholland Drive
- 9. Resolutions**
 - A. Resolution No. 2018-12 – Recreational Trails Program (RTP)
 - B. Annual Fee Adjustments
Resolution No. 2018-10 – General Fees
Resolution No. 2018-11 – Water Related Fees
- 10. Ordinances**
 - A. Ordinance No. 3501 – Spectrotel Telecommunication Franchise
- 11. Department Items**
 - A. Stewart Park Riverbank Stabilization Project – Bid Award Recommendation
 - B. Deer Creek Path Stabilization Project – Bid Award Recommendation
 - C. 2018 Pavement Management Overlay Project – Bid Award Recommendation
 - D. 2018 Pavement Management Overlay Project – Construction Management Services
Task Order Authorization
 - E. 2018 Pavement Management Program Slurry Seals – Bid Award Recommendation
- 12. Informational**
 - A. Activity Report
 - B. Municipal Court Quarterly Report
- 13. Items from Mayor, City Council or City Manager**
- 14. Adjournment**
- 15. Executive Session ORS 192.660(2)(e) – Real Property Transaction**

***** 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.

KT
5/8/18

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



LIBRARY COMMISSION APPOINTMENTS

Meeting Date: May 14, 2018
Department: Administration
www.cityofroseburg.org

Agenda Section: Council Reports
Staff Contact: Koree Tate
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

Council adopted an ordinance establishing the Roseburg Public Library and adding Chapter 2.23 to the Municipal Code to create a Library Commission.

BACKGROUND

A. Council Action History. n/a

B. Analysis.

Staff advertised the availability of positions on this Commission through the local news media and the City's website beginning March 15, 2018. After a review of all applications, the Chair recommended to the Mayor persons to fill the Commission. During the first Library Commission meeting, term expirations will be determined.

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

D. Timing Issues. It is recommended appointments be confirmed as soon as practical.

RECOMMENDATION: Pursuant to the Municipal Code, Staff has not made a recommendation regarding the appointments as that responsibility lies with the Commission Chair and the Mayor.

ATTACHMENTS: Applications for appointments from Mandy Elder, Laura Harvey, Dr. Theresa Lundy, Francesca Guyer, Marcia Belzner and Kelly Peter.



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **LIBRARY COMMISSION**

At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Meetings are scheduled the third Tuesday of the month at the Library located at 1409 NE Diamond Lake Boulevard.

Name: Elder Mandy
Last First

Home Address: 157 Karuk Lane, 97471
Street Zip Code

Phone Number: 541-530-3257 Cell Phone: _____

Email Address: melder@tfff.org

Occupation Research - Hatfield Resident Fellow / The Ford Family Foundation
Place of Employment

Business Address 1600 NW Stewart Parkway / 541-957-1526
Phone

- 1. Do you reside within the Roseburg city limits? Yes No
- 2. Do you reside within the Urban Growth Boundary? Yes No
- 3. Do you own property or a business within the City? Yes No

4. How did you learn about this vacancy?

Newspaper Social Media City Website Word of Mouth

Other Please Specify: Lance Colley

5. The Municipal Code requires a minimum attendance rate of 75% each calendar year. Can you meet this requirement? Yes No

6. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

Please see attached document for full explanation of qualifications and contributions.

7. Please give a brief description of your involvement in community groups and activities.

I recently moved back to Roseburg after finishing my graduate education at Portland State University and am now seeking out opportunities that fit with my area of expertise, education, and interests in order to build deeper connections to my community. Currently I'm involved with the Westside Community Garden and the local Rotary Club, belong to the Douglas County Line Dance Club, and annually volunteer with the Salvation Army's Dress-A-Child event (for the past 15 years). I also run an international nonprofit that provides leadership development opportunities and scholarships for young women in rural Southern Mexico. Previously, I was extensively involved with activities through UCC, including TRiO programs, mentoring, and literacy nights, and I was the Social Recreation Coordinator at the Boys and Girls Club of the Umpqua Valley.

8. Please list community topics of particular concern to you that relate to this appointment.

Please see attached document for full explanation.

9. Please list your reasons for wishing to be appointed.

I care deeply about my community and ensuring that everyone has access to the technology, information, and opportunities they need to build strong, healthy, and optimistic livelihoods. By serving on the Library Commission, I would develop deeper connections in my hometown and build a platform to support and advocate for and with others. Literacy and access to technology is a fundamental first step toward a strong future; the library will be a central hub where our pride in our community and city can shine. The Roseburg Public Library represents a rare opportunity for our community to authentically come together and envision our future. I am a part of that future, and I'm committed to make sure everyone's voice is heard, as well.

Mandy Elder

Digitally signed by Mandy Elder
Date: 2018.04.05 12:44:33 -07'00'

4/5/2018

Applicant Signature

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.

Thank you for your expression of interest in serving the community.

Note: City of Roseburg employees may not serve on an elected body.

Mandy Elder
Library Commission Application
Additional question explanation

6. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

Given my educational and professional experience, extensive supplemental professional development, and area of expertise, I am amply qualified to serve on the Library Commission and contribute meaningfully to the Roseburg Public Library's progress. First, it is worth noting that I grew up in Roseburg, graduated from Roseburg High School, attended UCC before transferring for my 4-year degree, and have recently returned through a Fellowship opportunity at the Ford Family Foundation. I have carried Roseburg with me through my international travels, graduate work, and learning, and I am ready to apply my knowledge, energy, and love to my hometown.

My education is particularly relevant to this position. I hold a master's degree in Public Administration specializing in Equity and Community Leadership with coursework in public budgeting, decision-making, administrative law and policy, demographics, and human resource management. My second master's degree in Sociocultural Anthropology complements my administrative skillset by providing a solid grounding in research and a framework for understanding the particularities of community context and culture. Having grown up in Roseburg, I have a deep appreciation for our local culture and values that both serve as assets on which to build strong public agencies and present challenges to community engagement.

I actively seek out leadership development opportunities. For example, I recently attended the invitation-only Rethinking Rural conference for rural leaders across the Pacific Northwest where I spoke on a panel about youth engagement. My current Hatfield Resident Fellowship placement with the Ford Family Foundation provides monthly professional development opportunities with Oregon's public leaders. This program run by Oregon's former Secretary of State, Phil Keisling, has the specific purpose of building Oregon's next generation of public leaders; I am the only one in my cohort of 15 Fellows that has chosen to carry out their placement in a rural community. I am additionally an alumna of the Center for Women's Leadership program at Portland State University. This program introduced our 2017 cohort to the most influential women in Oregon – from former Governor Barbara Roberts and current Governor Kate Brown to judges, attorneys, legislators, campaign managers, and Oregon's top business executives. This network of connections is available to me as an alumna of the Center for Women's Leadership for ongoing professional development and community building.

An additional qualification worth mentioning is my work overseeing the creation of a mobile children's library in rural Southern Mexico. I serve as Director for an international nonprofit, Women's International Leadership and Learning (www.willpdx.org), with the mission to provide personal and professional development opportunities for young women in rural Mexico. One of our students saw the need for a library in her community on the outskirts of the capital city and created a mobile library for children without access to books. I provided mentoring, advising, and support for her project design and implementation. El Balero Mobile Children's Library is still operating, and the student now serves as our Program Coordinator in Mexico.

I would utilize my background and professional experiences in international and local community development and youth engagement to inform my work serving on the Roseburg Public Library Commission. I highly value community participation and collective decision-making; a library is the ideal place for this form of participatory democracy to unfold. I believe in community building and would cherish the opportunity to bring unheard voices into the Library Commission's decision-making process. For example, in collaboration with my fellow Commissioners, I would seek out youth voice and input from local students. Roseburg's youth both represent our present and the future of our community; we are ultimately building this city with and for them.

An example of my local community engagement with youth is the Youth-Adult Partnerships in Action convening I organized and facilitated at the Ford Family Foundation. Twenty-nine young leaders and twenty-one adults from around rural Oregon and Siskiyou County, CA attended the convening for a day of learning about how to build meaningful partnerships. In attendance were five Douglas County youth-serving organizations including Roseburg High School, the Boys and Girls Club, and the Cow Creek Tribal Youth Advisory Council. Our community is brimming with energetic and passionate young people who care about where they live and Roseburg's future. In my service on the Library Commission, I would help steer our work to include Roseburg's youth.

Finally, I am bilingual in Spanish and have spent significant time (since 2009) living and working in Mexico. I specialize in equity and community outreach with a focus on the Latino community and culturally responsive practices. Our community's demographic composition is changing and the ethnic and cultural diversity in our schools and public institutions will continue to increase in the years ahead throughout rural Oregon. The reopening of the Roseburg Public Library provides a perfect opportunity to ensure equity and plan for a future that includes all Roseburg's residents.

Please see the attached resume for an additional summary of my qualifications for this position.

8. Please list community topics of particular concern to you that relate to this appointment.

I am very concerned about the growing gap in opportunity for rural children and youth. The Oregon Community Foundation's recent Tracking Oregon's Progress report shows the widening gap in educational attainment, income, and opportunity in general for children in Douglas County. By serving on the Library Commission, I hope to contribute to the reversal of this gap by leveraging local assets in service of low-income or vulnerable community members, youth, families, and children. Involving youth in the Commission's decision-making process will additionally contribute to positive youth development and represents a long-term investment in the vitality of our community.

I am also concerned about equitable access to technology, innovation, and participation in emerging technological fields in rural Oregon. As rural economies shift from or continue to balance resource-based industries, we must also prepare ourselves for a future heavily reliant on technology. I am interested in ensuring that Douglas County is able to participate fully in changing economic landscapes. The library can serve as one central, collaborative site that both exemplifies effective and efficient use of technology and promotes early technological literacy while celebrating our heritage and local culture.

Finally, I am concerned about our community's engagement with the library. While serving on the Library Commission, I would leverage the opportunity to promote the library as a community institution and re-create an optimistic and uplifting library-going culture in our city. The city's leadership who worked to reopen the facility shows Roseburg's commitment to our library system. I am interested in

working with a committed and innovative team that has brought about this solution despite the challenges, and I excel at working in conditions of flux, change, and uncertainty. While serving on the Library Commission, I would work to continue building a library-going culture in Roseburg that we can all celebrate.

Mandy Elder

157 Karuk Lane Roseburg, OR 97471

melder@tfff.org

541-530-3257

PROFILE

Self-directed bilingual (Spanish/English) innovator and collaborative empathetic leader dedicated to creating pathways to high quality education, empowering partnerships with youth, and Douglas County's economic and social development.

EDUCATION

Master of Public Administration, Equity and Community Leadership Specialization (2017)
Portland State University, 3.9 GPA

Master of Arts, Sociocultural Anthropology (2017)
Portland State University, 4.0 GPA

Bachelor of Arts, Child and Family Studies (departmental honors); Women, Gender and Sexuality Studies; Spanish (2012)
Portland State University, 3.91 GPA

Fulbright García Robles, Student Research Award to Mexico (2013)
Universidad Tecnológica de los Valles Centrales de Oaxaca, San Pablo Huixtepec, Oaxaca, Mexico

EXPERIENCE

The Ford Family Foundation, Roseburg, OR

Hatfield Resident Fellow, 09/2017 – present

- Guide philanthropic approaches to engaging with youth, youth-serving organizations, and elevating rural youth voice to foster equitable educational outcomes and organizational capacity building.
- Collaborate with local high school students to ensure youth-centered program development in the Foundation's first Youth-Adult Partnership Summit for youth and adults across rural Oregon.
- Co-design professional development for youth workers with the Institute for Youth Success.
- Direct qualitative and quantitative educational research with Post Secondary Success department resulting in equitable, culturally-informed Foundation policy and retention of low-income, Spanish-speaking students in higher education.
- Support internal learning and research including the Ford Institute for Community Building's Learning and Impact Assessment.

Women's International Leadership and Learning (WILL), Portland, OR and Oaxaca, Mexico
501(c)(3) dedicated to promoting personal and professional development of women in rural Mexico so they can be agents of social change in their communities. www.willpdx.org

Co-Founder and Board Chair, 06/2014 – present

- Co-design and develop Technology, Entrepreneurship, and Leadership curriculum for 3 rural Technical Universities directly benefiting 150 women to date; oversee curriculum implementation; facilitate and support professional development for 6 Program Coordinators.
- Oversee and manage all fundraising activities including writing grant applications and reports, resulting in a 2017 grant from the U.S. Department of State and \$25,000 in donations over 3 years.
- Lead, manage, and recruit binational Board of Directors; organize and facilitate bilingual meetings.
- Collaborate with school leaders to increase student achievement and retention by expanding international opportunities for at-risk rural women and providing financial support and mentorship.

Portland State University, Portland, OR

Teaching Fellow, Ronald E. McNair Scholars Program, 09/2015 – 06/2016

Nationwide federally funded program that provides mentoring and resources for high-achieving low-income, first-generation, and underrepresented undergraduates pursuing doctoral studies.

- Generated and delivered student-centered, responsive upper-division curriculum to class of 30.
- Provided individualized mentoring regarding soft skills including relationship building, self-presentation, writing, proposal development, research methodologies, and grant requests to 9 interdisciplinary students.
- Maintained comprehensive student records in accordance with federal grant requirements.

Program Coordinator, Vietnam Oregon Initiative, Center for Public Service, 04/2015 – 07/2015

- Facilitated strategic planning in Tam Ky City, Quang Nam, Vietnam with local government agencies, higher education leaders, and community stakeholders to enhance regional capacity for emergency preparedness and sustainable development.
- Collaborated with Vietnamese educators to create gender equity curriculum for low-income and rural youth at a technical community college.

Graduate Research Assistant, Department of Public Administration, 09/2014 – 06/2015

- Collaborated with Mexican partner university on qualitative institutional assessment, provided faculty professional development, and co-created strategic plan for regional development.
- Co-developed Latino outreach and engagement research project for Hatfield School of Government grant in collaboration with Jackson Bottom Wetlands Preserve.

Universidad Tecnológica de los Valles Centrales de Oaxaca, San Pablo Huixtepec, Oaxaca, Mexico

Visiting Professor, Business Development Department, 09/2013 – 12/2013

- Created and implemented undergraduate Sociocultural Formation course lesson plans and syllabus focusing on international influences on regional development and rural family networks.
- Coordinated and facilitated collaborative community health needs assessment for international graduate students, local undergraduates, and indigenous community leadership.

Adelante Mujeres, Forest Grove, OR

English Language Development Assistant, Adult Education Program, 01/2011 – 06/2011

- Developed community-based English language curriculum resulting in student-created family resource guide and promotion of equitable access to social services for low-income Latina women.

Boys and Girls Clubs of the Umpqua Valley, Roseburg, OR

Social Recreation Coordinator, 05/2008-08/2009

- Mentored Roseburg youth and children; coordinated social activities and games; ensured safety for all kids; implemented grant-funded programs.

PUBLICATIONS

“Crossing Boundaries: Context, Culture, and Practice in Transnational Collaborations” with Dr. Jack Corbett and Nydia Mata Sánchez in *Sustainable Solutions: University-Community Partnerships*, B.D. Wortham-Galvin, J. Allen, and J. Sherman (Eds.).

“Identity and Community in Rural Higher Education: Creating New Pathways to Women’s Leadership in Oaxaca, Mexico” Sociocultural Anthropology MA Thesis, Portland State University.



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **LIBRARY COMMISSION**

At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Meetings are scheduled the third Tuesday of the month at the Library located at 1409 NE Diamond Lake Boulevard.

Name: Harvey Laura
Last First

Home Address: 2455 W Bradford Ave 97471
Street Zip Code

Phone Number: 541-677-9007 Cell Phone: 541-990-9460

Email Address: elharvey96@msn.com

Occupation Child Development Specialist / Roseburg Public Schools
Place of Employment

Business Address 2960 Melrose Rd, Roseburg, OR 97471 541-440-4077
Phone

- 1. Do you reside within the Roseburg city limits? Yes No
- 2. Do you reside within the Urban Growth Boundary? Yes No
- 3. Do you own property or a business within the City? Yes No

4. How did you learn about this vacancy?

Newspaper Social Media City Website Word of Mouth

Other Please Specify: _____

5. The Municipal Code requires a minimum attendance rate of 75% each calendar year. Can you meet this requirement? Yes No

6. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

- *Bachelors degree in Human Develop & Family Studies.
- *Masters degree in Elementary Education.
- *20+ years teaching experience from Pre-k to High School.
- *Represent children across the spectrum from Special Education to Talented and Gifted.
- *Represent young residents of Roseburg.
- *Raised 5 children in Roseburg (ages 26, 20, 18, 14, 9)
- *Have an Oregon reading teacher endorsement and a current Oregon teaching license.

7. Please give a brief description of your involvement in community groups and activities.

- *Co-founder and director of Kidz Drama Camp: Roseburg, OR (2006-2011)
- *Youth Sunday School President for kids 18mo - 11: Roseburg, OR (2012-2015)
- *Serving in county-wide Youth Group Leadership program for girls 12-18: Roseburg, OR (2015-current).
- *Booster Club vice president at Fullerton IV Elementary: Roseburg, OR (2009-2010)
- *Booster Club member at Fullerton IV Elementary: Roseburg, OR (2011-2015)
- *RHS Grad Night Committee Member: Roseburg, OR (2016-current)

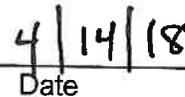
8. Please list community topics of particular concern to you that relate to this appointment.

- *Opening a library for the City of Roseburg.
- *Provide meaningful and valuable library services for the citizens of Roseburg.
- *Look into innovative library services.
- *High quality childrens/teen library programming.

9. Please list your reasons for wishing to be appointed.

- *Work to ensure that library services are a sustainable service in Roseburg.
- *Work to ensure that the voice of all citizens regardless of age are included in commission discussions.
- *To encourage forward thinking in decision regarding the library.


Applicant Signature


Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.
Thank you for your expression of interest in serving the community.

Note: City of Roseburg employees may not serve on an elected body.

RECEIVED

MAR 22 2019

CITY OF ROSEBURG
Community Development Office



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **LIBRARY COMMISSION**

At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Meetings are scheduled the third Tuesday of the month at the Library located at 1409 NE Diamond Lake Boulevard.

Name: Lundy Theresa
Last First

Home Address: 1774 NW Estelle Street Roseburg, OR 97471
Street Zip Code

Phone Number: 541-670-8347 Cell Phone: 541-670-8347

Email Address: drmom001@gmail.com

Occupation retired physician / retired
Place of Employment

Business Address NA
Phone

1. Do you reside within the Roseburg city limits? Yes No
2. Do you reside within the Urban Growth Boundary? Yes No
3. Do you own property or a business within the City? Yes No
4. How did you learn about this vacancy?
 Newspaper Social Media City Website Word of Mouth
 Other Please Specify: _____
5. The Municipal Code requires a minimum attendance rate of 75% each calendar year. Can you meet this requirement? Yes No
6. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
 I have lived in the Roseburg area for over 26 years and have raised three children here. I have been very involved in the community from the time that I moved here. In addition to working full-time as a physician, I have belonged to many service organizations. I served on the Roseburg Morning Rotary for about 18 years. I served on the Roseburg School Board for 4 years. I have volunteered in many capacities at the Umpqua Community Actors Theatre. I have served on the board for CASA and Safe Haven. I currently volunteer with the Blue Zones and UC Veg to promote healthy living and also am on the board for the Adapt program. I served in Botswana for two years with the Peace Corps, where I taught at a senior high school and helped to build their library. I have been a bibliophile since I was a child. My mother and I made a valiant effort to read every single book in our community library. We did

7. Please give a brief description of your involvement in community groups and activities.

Please see the above narrative.

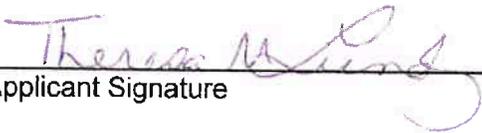
8. Please list community topics of particular concern to you that relate to this appointment.

I imagine that we will need funding and community volunteers to bring back our library. I am willing to do whatever is needed to help get the word out and the support available for this endeavor. I want to see the local and regional schools use our library and to have many community activities held at the library. It should serve as a type of community center for all sorts of activities that support reading and learning. I would love to have children's reading times and many children's activities held at the library.

I also want to make sure that the underserved (low income, no personal access to computers and internet, etc) are made welcome in our library.

9. Please list your reasons for wishing to be appointed.

I do have the time and I certainly have the energy to be of service for our community library. I also have the passion for it!



Applicant Signature

3/21/18

Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.

Thank you for your expression of interest in serving the community.

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CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **LIBRARY COMMISSION**

At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Meetings are scheduled the third Tuesday of the month at the Library located at 1409 NE Diamond Lake Boulevard.

Name: Guyer Francesca
Last First

Home Address: 508 W Maple Street, Roseburg, OR 97471
Street Zip Code

Phone Number: _____ Cell Phone: 541-530-6561

Email Address: francesca.guyer@gmail.com

Occupation Office Manager DC Public Works/Nat. Res. Division
Place of Employment

Business Address 1036 SE Douglas Rm306 Roseburg 541-440-6176
Phone

- 1. Do you reside within the Roseburg city limits? Yes No
- 2. Do you reside within the Urban Growth Boundary? Yes No
- 3. Do you own property or a business within the City? Yes No

4. How did you learn about this vacancy?

Newspaper Social Media City Website Word of Mouth

Other Please Specify: _____

5. The Municipal Code requires a minimum attendance rate of 75% each calendar year. Can you meet this requirement? Yes No

6. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

I worked for Douglas County Library for 20 years.
I hope to see our Library open and available for our community once again. Opportunities for Lifelong Learning is a foundational component of a free society and an American Heritage that should not have been lost. I am thrilled that we are on the path to restoration of that important piece of American success for Roseburg.

7. Please give a brief description of your involvement in community groups and activities.

I am an officer in a non-profit club (NWRA), involved in the Blue Zones Project and serve on the Wellness Committee for Douglas County Employees.

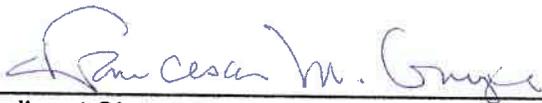
8. Please list community topics of particular concern to you that relate to this appointment.

I have grieved most for the lost opportunities for the children of our community and hope to see a children's program become available again when the Library re-opens.

9. Please list your reasons for wishing to be appointed.

I'm actually hoping that other former Library employees will be interested in serving on this commission and if any who have more experience than I do apply, I would gladly see them serving in a position instead of me, but I wanted to put my name in the ring too. I am a hard working organizer and believe I have those skills to contribute.

Note: When working for the library I was in Circulation but I was also the Volunteer Coordinator and often interacted with the branch libraries.


Applicant Signature

3-22-2018
Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

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RCVD
3/26/18



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **LIBRARY COMMISSION**

At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Meetings are scheduled the third Tuesday of the month at the Library located at 1409 NE Diamond Lake Boulevard.

Name: Belzner Marcy (Marcia)
Last First

Home Address: 2813 W. Oriole Dr. Roseburg 97471
Street Zip Code

Phone Number: -- Cell Phone: 480-983-8354

Email Address: MTBELZ@MSN.COM

Occupation Retired /
Place of Employment

Business Address Phone

1. Do you reside within the Roseburg city limits? Yes No

2. Do you reside within the Urban Growth Boundary? Yes No

3. Do you own property or a business within the City? Yes No

4. How did you learn about this vacancy?

Newspaper Social Media City Website Word of Mouth

Other Please Specify:

5. The Municipal Code requires a minimum attendance rate of 75% each calendar year. Can you meet this requirement? Yes No

6. What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?

Volunteer and officer with Friends of the Library 25 yrs, AZ and OR
Coordinator FOL book sales and book store Management of salaried and volunteer employees
Grant writing Artist in residence

Ideas for fee structures and sponsorships, library card value added programs, patron involvement
Liaison between city and library community



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **LIBRARY COMMISSION**

At least one monthly meeting or more is required plus significant time reading agenda material to prepare for meetings. Meetings are scheduled the third Tuesday of the month at the Library located at 1409 NE Diamond Lake Boulevard.

Name: Peter Kelly
Last First

Home Address: 2525 NW Edenbower Blvd., Apt 66 97471
Street Zip Code

Phone Number: 816-377-8831 Cell Phone: 816-377-8831

Email Address: fann.kelly@gmail.com

Occupation Librarian / Ingram
Place of Employment

Business Address One Ingram Drive, Roseburg 541-679-3800
Phone

- Do you reside within the Roseburg city limits? Yes No
- Do you reside within the Urban Growth Boundary? Yes No
- Do you own property or a business within the City? Yes No
- How did you learn about this vacancy?
 Newspaper Social Media City Website Word of Mouth
 Other Please Specify: _____
- The Municipal Code requires a minimum attendance rate of 75% each calendar year. Can you meet this requirement? Yes No
- What experience/training do you have that qualifies you for this particular appointment and what specific contributions do you hope to make?
 I hold a Masters in Library Science from Emporia State University, a Masters in Public Administration from the University of Kansas, and a certificate in fundraising management from IUPUI. My library experience is vast with the majority of my time spent as a director. In that, I have worked with numerous library boards, friends groups, and foundations, as well as city, county, and state governments, and regional and national library associations. I would like to put my expertise and resources to use to help the Roseburg Public Library grow to be a strong, viable community asset.

7. Please give a brief description of your involvement in community groups and activities.

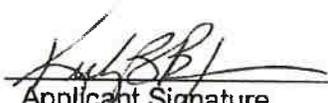
I have been a board member for Meals on Wheels in Kansas, a participating member of Rotary and Kiwanis and a regular partner with Lions Clubs and United Way in Missouri, Kansas and Indiana, and the Community Foundation of Boone County Indiana. I volunteered for IndyReads (Indiana-based adult literacy nonprofit organization) and am currently involved as a volunteer and member of the Umpqua Valley Arts Association. Within the library profession, I served as the Kansas Library Association's Vice President and President and on the Mountain Plains Library Association's professional development committee and awards committee.

8. Please list community topics of particular concern to you that relate to this appointment.

Operating a fiscally sound library is of utmost importance, and as such, securing and maintaining adequate funding and financial support is of primary concern. Additionally, finding partnership opportunities throughout the community with schools, non-profits, outreach agencies, civic organizations, and education ventures would create strong alliances as well as identify and eliminate potential duplication of services. Finally, unfettered access to library services ensures equitable access to information for all community members, be it through physical books, electronic databases, internet use, classes or story times.

9. Please list your reasons for wishing to be appointed.

My love of libraries is deep-rooted, as is my civic engagement and involvement. Being new to Roseburg (and Oregon), I am eager to get involved in my new home's community. As libraries often serve as community cornerstone, being a library board member would provide me a strong foundation for community engagement. Additionally, being appointed to the library board allows for a platform for library advocacy, community outreach opportunities, and communication flow between the City, the library, the citizens, and the community in which they serve.


Applicant Signature

03/21/2018
Date

Return completed application to the City Administration Office, 900 SE Douglas, Roseburg, OR 97470 or e-mail to info@cityofroseburg.org.

If applicable, you will be advised when the City Council will conduct interviews of the applicants. Plan to be present to discuss your application with the Council. The Council will endeavor to make its selection at that meeting; however, it may wish to take more time to deliberate before making the appointment.

Information on this form is public information.

Thank you for your expression of interest in serving the community.

Note: City of Roseburg employees may not serve on an elected body.

PROCLAMATION

CITY OF ROSEBURG, OREGON

EMS WEEK

WHEREAS: Emergency medical services are a vital public service; and

WHEREAS: The members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS: Access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS: The emergency medical services system consists of physicians, nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and

WHEREAS: The members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

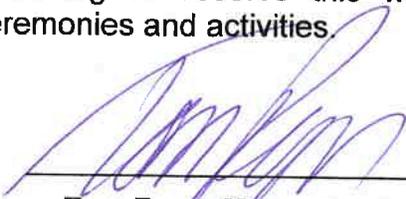
WHEREAS: It is appropriate to recognize the value and the accomplishments of emergency medical service providers by designating Emergency Medical Services Week;

NOW, THEREFORE, I, Tom Ryan, Mayor Pro-Tem of the City of Roseburg, do hereby proclaim the week of May 20-26, 2018 as

Emergency Medical Services Week

with the theme, "EMS Strong – Stronger Together", and call upon the people of Roseburg to observe this week with appropriate programs, ceremonies and activities.

DATED this 14th day of May 2018.



Tom Ryan, Mayor Pro-Tem

LC
5/17/18

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2017 GFOA Certificate of Achievement for Excellence in Financial Reporting

Meeting Date: May 14, 2018
Department: CMO / Finance
www.cityofroseburg.com

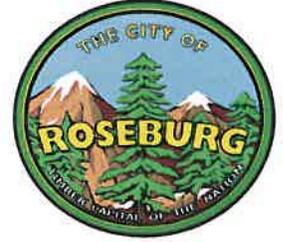
Agenda Section: Mayor Report
Staff Contact: Lance Colley / Ron Harker
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

The City recently earned its 25th GFOA Certificate of Achievement for Excellence in Financial Reporting for its 2017 Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

The City's CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 19,000 government finance professionals across the United States and Canada.



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

2017 GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR)

Meeting Date: May 14, 2018
Department: CMO / Finance
www.cityofroseburg.org

Agenda Section: Mayor Report
Staff Contact: Lance Colley / Ron Harker
Contact Telephone Number: 492-6710

ISSUE STATEMENT AND SUMMARY

The Government Finance Officers Association of the United States and Canada (GFOA) has given an Award for Outstanding Achievement in Popular Annual Financial Reporting to the City of Roseburg for its Popular Annual Financial Report for the fiscal year ended June 30, 2017. The Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports.

In order to receive an Award for Outstanding Achievement in Popular Annual Financial Reporting, a government unit must publish a Popular Annual Financial Report, whose contents conform to program standards of creativity, presentation, understandability and reader appeal.

The City's 2017 Popular Annual Financial Report is the 3rd PAFR produced by the City and the Award for Outstanding Achievement in Popular Annual Financial Reporting is the City's 3rd received.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
April 23, 2018**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:02 p.m. on April 23, 2018 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Zielinski led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Alison Eggers, Linda Fowler-Fisher, Ashley Hicks, John McDonald, Brian Prawitz, Steve Kaser and Andrea Zielinski.

Absent: Tom Ryan

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Incoming City Recorder Amy Sowa, Public Works Director Nikki Messenger, Human Resources Director John VanWinkle, Police Chief Jim Burge, Fire Chief Gregg Timm, Community Development Director Stuart Cowie, Finance Director Ron Harker, Management Assistant Koree Tate, Police Sergeant Jeff Eichenbusch, Police Sergeant Gary Klopfenstein, and John Dickey of the News Review.

MAYOR REPORTS

Rich welcomed Amy Sowa as the new City Recorder. Rich reminded Council the first Budget Committee meeting is scheduled for Tuesday, May 1, 2018. Mayor and Council thanked retiring City Recorder Cox for her thirty years of service. Cox stated she appreciated the respect, trust and confidence from the Mayor and Council and looked forward to giving back to the community in ways she had not been able to before. Colley added Cox brought a level of professionalism for the entire state, as well as here in Roseburg, and thanked her for her dedication.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Prawitz reported he had begun the process of interviewing Library Commission applicants and would be prepared to appoint members at the May 14, 2018 Council Meeting. Zielinski thanked Roseburg Police Sergeant Klopfenstein and Corporal Walton for helping organize a Neighborhood Watch meeting in her Ward. Nearly 120 people attended to discuss the increase of crime in the area, create a Watch group and provide opportunities to make the neighborhood safer. Zielinski offered to share her meeting tips and encouraged others to contact the Roseburg Police Department if they would like to create a Neighborhood Watch.

AUDIENCE PARTICIPATION

Maria Crince, 3352 Carnes Road, Heavenly Hands Heavenly Hair owner expressed concern regarding the termination of the Downtown Roseburg Association (DRA) Executive Director who in her opinion, helped meet the needs of business owners and had a passion for the downtown area. She felt the termination was not handled professionally.

CONSENT AGENDA

Kaser moved to approve the following Consent Agenda items:

- 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.

Motion was seconded by Hicks and carried unanimously.

Fisher-Fowler moved to approve the lease assignment for Corporate Hangar #11 from Diemert Flying, LLC to South Deer Creek Ranch, LLC. Kaser recused himself from the vote. Motion was seconded by Hicks and carried unanimously.

RESOLUTION NO. 2018-09 – PROPERTY TAX EXEMPTION FOR UCAN PROPERTIES AT 928 AND 932 SE PINE STREET

Due to conflict of interest, Kaser recused himself from the vote. Prawitz moved to adopt Resolution No. 2018-09 regarding approving a property tax exemption for UCAN property located at 928 and 932 SE Pine Street in Roseburg, Oregon. Motion was seconded by Zielinski and carried unanimously. UCAN Executive Director, Mike Fieldman, thanked Councilors for their support.

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

Sowa read Ordinance 3499, entitled: “An Ordinance Annexing 4.01 Acres of Property at 3310 and 3330 W Military Avenue, Withdrawing the Property from Douglas County Fire District 2, and Amending the Roseburg Zoning Map” for the second time. Hicks moved to adopt Ordinance No. 3499. Motion was seconded by Prawitz. Roll call vote was taken and motion carried unanimously. Rich declared the adoption of Ordinance No. 3499.

ORDINANCE NO. 3500 – REPEALING RMC CHAPTER 3.18 – PRIVATE VEHICLE TOWING REGULATIONS, SECOND READING

Sowa read Ordinance No. 3500, entitled: “An Ordinance Repealing Roseburg Municipal Code Chapter 3.18 Entitled “Private Vehicle Towing Services”” for the second time. Hicks moved to adopt Ordinance No. 3500. Motion was seconded by Fisher-Fowler. Roll call vote was taken and motion was carried unanimously. Rich declared the adoption of Ordinance No. 3500.

RESIDENT OBSERVATION MASTER CONTRACT AWARD

Messenger reported the City had 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 was to execute a master contract with i.e. Engineering, Inc. for resident observation services. Each task order for field inspection service under the master contract would be individually negotiated, based on an agreed upon scope of work. This would allow the inspection work to be handled locally.

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 had determined that entering into a contract with i.e. Engineering was the most cost effective and timely method of providing field inspection services required to successfully complete these projects. Kaser moved to award a master engineering contract for resident observation services to i.e. Engineering, Inc. for an amount not to exceed \$100,000. Motion was seconded by McDonald and carried unanimously.

DOWNTOWN ROSEBURG CORRIDOR IMPROVEMENTS, PHASE 2 BID AWARD

Messenger reported that 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 area in order to facilitate additional improvements to downtown. 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. In response to Kaser, Messenger stated the contract is scheduled for 150 days and could start mid-May to early June. Work would cease during the Graffiti Cruise event. Prawitz asked if the new intersections would have similar artistic renderings. Messenger explained one intersection would be agriculture themed and the other a Land of Umpqua history theme. Colley responded to Hicks the project did not accommodate camera installation. Hicks felt the importance of security was an investment to the downtown area. Zielinski was concerned with the cost to install security cameras and staff for monitoring. Coalwell advised Councilor Hicks to address concerns with the Mayor who has authority to add items to the agenda. Kaser moved to award the Downtown Corridor Improvements Phase 2 Project to the lowest responsible bidder Brown Contracting, Inc. for \$1,798,895. Motion was seconded by McDonald and carried unanimously.

DOWNTOWN ROSEBURG CORRIDOR IMPROVEMENTS, PHASE 2 CONSTRUCTION MANAGEMENT SERVICES

Messenger stated 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. Kaser moved 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. Motion was seconded by McDonald and carried unanimously.

BLACK AVENUE IMPROVEMENTS BID AWARD

Messenger reported 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 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. Improvements would include sidewalks, bike lanes and reconstructing the street. In response to Hicks, Messenger advised alternative analysis was provided to Council rather than aerial designs. The plan was identified when the Urban Renewal area formed in 1989, but the alternative analysis was more recent, being approved by Council in May 2017. Colley shared the location had changed over the years and this improvement would give people an alternative to use another signalized intersection. Kaser moved to award the Black Avenue Improvement Project to the lowest responsible bidder Cradar Enterprises, Inc. for \$642,259. Motion was seconded by Zielinski and carried unanimously.

LIBRARY IMPROVEMENT PROJECT CONSTRUCTION MANAGEMENT/GENERAL CONTRACTOR CONTRACT

Messenger advised 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 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. Two proposals were received and each firm was ranked. 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. 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 the City's 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. Colley added he was currently working on a long term lease and funding agreement with ESD. Prawitz moved to award a master CM/GC contract for the Library Improvement Project to Vitus Construction. Motion was seconded by Hicks and carried unanimously.

ITEMS FROM MAYOR, COUNCIL AND CITY MANAGER

Zielinski shared the Police K9s Unleashed event is Sunday, April 29th at Legion Field beginning at 2:00 p.m. The free event is to showcase the K9 teams and to raise money by selling t-shirts and a new stuffed animal featuring retired K9 Iago.

Hicks attended a meeting that involved trail-minded people in the community to discuss trail projects, outdoor recreation and the local equestrian chapter. She also attended a regional League of Oregon Cities (LOC) meeting in Cottage Grove. She encouraged others to attend the next regional meeting in Grants Pass scheduled for May. Hicks was recently appointed to the 2018 LOC Conference Planning Committee and attended a meeting of the local Land of Umpqua Mountain Bike Riders who are working on the Cooper Creek trail in Sutherlin.

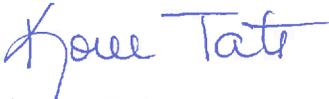
Kaser attended a LOC Board meeting and reported there is a new director, Mike Cully, who is changing the direction of the League to be more service oriented. As a benefit of membership, the League provides legal and legislative assistance. He suggested reviewing the March issue of the LOC Local Focus magazine regarding local government basics for home rule, public meetings, property taxes and more.

McDonald thanked the Roseburg Police Department for assisting with the Headstone Laying Ceremony scheduled for Saturday, May 5, 2018 at the IOOF Cemetery on Douglas Avenue. The event begins at 3:30 p.m. with the Police discharging firearms.

Hicks reminded Council of the Downtown Roseburg Clean Up event on April 28, 2018 starting at 12:00 p.m. at Eagles Park.

ADJOURNMENT

The meeting adjourned at 8:17 p.m.



Koree Tate
Management Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



U-TRANS SERVICE AGREEMENT

Meeting Date: May 14, 2018	Agenda Section: Consent
Department: City Manager	Staff Contact: C. Lance Colley, City Manager
www.cityofroseburg.org	Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

An agreement is being presented between the City and United Community Action Network (UCAN) for operation of the transit system for fiscal year 2018/2019.

BACKGROUND

A. Council Action History.

In 2007, the City Council approved an intergovernmental agreement with Douglas County in regard to the City's contribution toward operation of the transit system. In 2010, Umpqua Community Action Network became the contract operator of the system. Since that time, the City has entered into one-year service agreements with UCAN.

B. Financial and/or Resource Considerations.

The transit system was originated by the Umpqua Regional Council of Governments. Beginning in the year 2000, the City contributed \$21,000 annually toward operations. In 2008, Douglas County took over operations, and the City's contribution was increased to \$75,000 annually. Due to increased fare revenue and cost reductions, UCAN reduced the requested contribution to \$60,000 in 2010. This amount is included in the proposed 2018/2019 budget.

C. Analysis.

The attached agreement has been prepared under the same terms as previous transit services agreements.

COUNCIL OPTIONS

The City Council has the option to:

1. Approve the agreement as submitted.
2. Direct Staff to amend the agreement.
3. Choose not to approve the agreement.

STAFF RECOMMENDATION

Staff recommends the City Council approve the agreement as submitted.

RECOMMENDED MOTION

I move to approve the Agreement for Transit Services between the City of Roseburg and United Community Action Network.

ATTACHMENTS Agreement

AGREEMENT FOR TRANSIT SERVICES

This agreement is made effective the 1st of July 2018 between UNITED COMMUNITY ACTION NETWORK, an Oregon non-profit organization, and CITY OF ROSEBURG ("CITY") regarding funding for U-TRANS. This agreement covers the service period of July 1, 2018 to June 30, 2019.

RECITALS

Whereas UNITED COMMUNITY ACTION NETWORK (UCAN) operates the U-TRANS public transportation system in Roseburg and surrounding communities ("U-TRANS"); and

Whereas, U-TRANS is currently not self-supporting; and

Whereas, City has agreed to contribute funds to UCAN to be used in the operation of U-TRANS:

THE PARTIES AGREE:

1. **SERVICES:** Subject to budgetary restrictions, and to the extent that UCAN, in its sole discretion deems feasible, UCAN will continue to operate U-TRANS in and around Roseburg.
2. **PAYMENT:** As a contribution toward the costs of operating U-TRANS, City will remit \$60,000.00 for the 2018-2019 fiscal year. The contribution will be made in quarterly installments of \$15,000 each, conditional upon funding participation by all benefitting communities.
3. **FINANCIAL REPORTS:** UCAN shall provide City with the U-TRANS operating budget for FY 2018/2019 and an annual financial report at the conclusion of that fiscal year.
4. **PARK AND RIDE.** City shall install appropriate signage to reserve the City property located at 1200 NE Stephens Street to serve as a "Park and Ride" lot for U-TRANS passengers. As this property may be used for future street infrastructure, City reserves the right to terminate this clause of the contract with sixty days' written notification.
5. **APPLICABLE LAWS:** The laws of the State of Oregon shall be used in construing the agreement and enforcing rights and remedies of the parties.
6. **INDEMNIFICATION:** UCAN shall defend, indemnify and save City, its officers, agents and employees harmless from any and all claims, actions, costs, judgments, damages and other expenses resulting from injury to any person (including injury

resulting in death) or damage to property (including loss or destruction), of whatsoever nature, proximately caused by the negligence or other wrongful acts of UCAN, its officers, agents and employees, pertaining to the project, the services or arising out of this agreement.

7. **TERMINATION BY UCAN:** UCAN may, in its sole discretion, decide to terminate operation of U-TRANS in its entirety, or within the city limits of Roseburg, Oregon. City shall not be required to remit payment for any quarter in which transit services are not provided within said limits.

8. **TERMINATION BY CITY:** City enters into this agreement with the understanding that all communities benefitting from U-TRANS services shall contribute a pro-rated amount toward U-TRANS operations. In the event, another such community continues to receive U-TRANS services without making pro-rated financial contribution, City reserves the right to terminate this agreement by giving written notice to UCAN at least thirty days in advance of such termination. Written notice shall be effective upon the date the written notice is provided. City shall not be required to remit payment for that portion of any quarter remaining beyond the date of notification.

CITY OF ROSEBURG

UNITED COMMUNITY ACTION NETWORK

By _____
C. Lance Colley, City Manager
Date: _____

By _____
Mike Fieldman, Executive Director
Date: _____

Attest:

Amy L. Sowa, City Recorder

act

etc
5/18/18

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OLCC APPLICATION – NEW OUTLET Hanna Hospitality VII, LLC – 1620 NW Mulholland Drive

Meeting Date: May 14, 2018
Department: City Manager's Office
www.cityofroseburg.org

Agenda Section: Consent Agenda
Staff Contact: Koree Tate
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

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

BACKGROUND

OLCC has received an application from Polly Johnson, Nancy Hanna, Susan Rachor and Judy Peterman located at 1620 NE Mulholland Drive as a new outlet granted for "Off Premises Sales."

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

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

"I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW OUTLET APPLICATION FOR HANNA HOSPITALITY VII, LLC AT 1620 NW MULHOLLAND DRIVE IN ROSEBURG, OREGON.

ATTACHMENTS

A. Subject Application

cc: License Applicant w/copy of agenda
Jonathan Crowl, OLCC Representative
OLCC License File
Chrono File



OREGON LIQUOR CONTROL COMMISSION
LIQUOR LICENSE APPLICATION

<p>LICENSE FEE: Do not include the license fee with the application (the license fee will be collected at a later time).</p>	<p>CITY AND COUNTY USE ONLY</p>
<p>APPLICATION: Application is being made for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Brewery <input type="checkbox"/> Brewery-Public House <input type="checkbox"/> Distillery <input type="checkbox"/> Full On-Premises, Commercial <input type="checkbox"/> Full On-Premises, Caterer <input type="checkbox"/> Full On-Premises, Passenger Carrier <input type="checkbox"/> Full On-Premises, Other Public Location <input type="checkbox"/> Full On-Premises, Nonprofit Private Club <input type="checkbox"/> Full On-Premises, For-Profit Private Club <input type="checkbox"/> Grower Sales Privilege <input type="checkbox"/> Limited On-Premises <input checked="" type="checkbox"/> Off-Premises <input type="checkbox"/> Off-Premises with Fuel Pumps <input type="checkbox"/> Warehouse <input type="checkbox"/> Wholesale Malt Beverage & Wine (WMBW) <input type="checkbox"/> Winery 	<p>Date application received _____</p> <p>Name of City or County _____</p> <p>Recommends this license be ___ Granted ___ Denied</p> <p>By _____</p> <p>Date _____</p>
<p>OLCC USE</p> <p>Application received by <u> <i>OL</i> </u></p> <p>Date <u> 04/19/18 </u></p> <p>License Action: <u> New Outlet </u></p>	

1. LEGAL ENTITY (example: corporation or LLC) or INDIVIDUAL(S) applying for the license:

Applicant #1 Hanna Hospitality VII, LLC, an Oregon limited liability company	Applicant #2 InnSight Hotel Management Group, Inc., an Oregon corporation
Applicant #3	Applicant #4

2. Trade Name of the Business (the name customers will see):
~~Hampton Inn and Suites, Roseburg, OR~~ Hampton Inn & Suites of Roseburg

3. Business Location: Number and Street 1620 NW Mulholland Drive
 City Roseburg County OR ZIP 97470

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

5. Mailing Address (where the OLCC will send your mail):
 PO Box, Number, Street, Rural Route 1620 NW Mulholland Drive
 City Roseburg State OR ZIP 97470

6. Phone Number of the Business Location: 541-492-1212

7. Contact Person for this Application:
 Name: Allen Pike Phone Number 541-492-1212
 Mailing Address, City, State, ZIP
 1620 NW Mulholland Drive, Roseburg, OR 97470
 Email apike@innsighthotels.com

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is prohibited on the licensed premises.

Signature of Applicant #1 <u> <i>Allen Pike</i> </u>	Signature of Applicant #2 <u> <i>Richard D. Boyles</i> </u>
Signature of Applicant #3	Signature of Applicant #4

Richard D. Boyles
 President
 InnSight Hotel Management Group, Inc.

5/18/17

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Resolution No. 2018- 12
Recreational Trails Program Grant Application

Meeting Date: May 14, 2018
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Oregon Parks and Recreation Department (OPRD) is accepting grant applications for the Recreational Trails Program (RTP). The issue for Council is whether to adopt the attached resolution authorizing and supporting a grant application.

BACKGROUND

A. Council Action History. None

B. Analysis. The Oregon Parks and Recreation Department offers a grant opportunity through their Recreational Trail Program (RTP). The grant funding is intended to enhance trail opportunities by achieving results that would not otherwise be possible. RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function. Grants require a 20% match.

During the last grant cycle the City applied for funding to renovate the section of multi-use path that runs from the VA entrance eastward up through the wooded area to the intersection with the path that runs north/south parallel to I-5. That project has been funded and the construction contract was recently awarded.

This year's proposed project will include reconstruction of approximately 1200' of the multi-use path located primarily north of Deer Creek. The existing 10' wide section is raveled and cracked and has poor transitions on both approaches to the Deer Creek foot bridge. There is also an approximately 225' section with some heavy damage and undermining due to erosion. This section will get drainage upgrades to allow the water to flow away from the path to eliminate future undermining. An aerial photograph is included to identify the location of the potential project.

C. Financial and/or Resource Considerations. Preliminary cost estimate for this project is \$125,000 with a minimum 20% match of \$25,000 coming from a combination of in-house labor and the Bike Trail Fund.

D. Timing Issues. The grant application is due June 15, 2018.

COUNCIL OPTIONS

The council has the following options:

1. Adopt the attached resolution authorizing and supporting a grant application for the RTP program; or

2. Request additional information; or
3. Not adopt the attached resolution and direct staff to not apply for funding this year.

STAFF RECOMMENDATION

The Parks Commission discussed this grant application at their May 2nd meeting. The Commission recommended that Council adopt the attached resolution supporting and authorizing an RTP grant application.

SUGGESTED MOTION

I move to adopt Resolution No. 2018-12, "A Resolution Authorizing and Supporting Application for an Oregon Parks and Recreation Department Recreation Trails Program Grant".

ATTACHMENTS

Resolution No. 2018-12
Aerial photo

RESOLUTION NO. 2018- 12

A RESOLUTION AUTHORIZING AND SUPPORTING APPLICATION FOR AN OREGON PARKS AND RECREATION DEPARTMENT RECREATIONAL TRAILS PROGRAM GRANT

WHEREAS, the Oregon Parks and Recreation Department is accepting applications for grants through the Recreational Trails Program for projects that enhance recreational trail opportunities; and

WHEREAS, the adopted City of Roseburg Parks Master Plan indicates the need for improvements to the City's bicycle/pedestrian paths; and

WHEREAS, the existing path has reached the end of its useful life, does not meet current standards, and is in need of renovation; and

WHEREAS, the Oregon State Parks and Recreation Department is accepting applications for the Recreational Trails Grant Program; and

WHEREAS, the City of Roseburg desires to participate in this grant program to the greatest extent possible; and

WHEREAS, on May 2, 2018, the Parks and Recreation Commission recommended proceeding with a grant application to renovate a section of the multi-use path; and

WHEREAS, the City hereby certifies that the matching share for this application is available at this time; and

WHEREAS, the City is committed to the future maintenance of the multi-use path system in the City parks,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ROSEBURG, OREGON, HEREBY RESOLVES that:

Section 1. Authorization is granted to apply for a Recreational Trails Program Grant for the renovation of the multi-use trail.

Section 2. This Resolution shall become effective immediately upon its adoption by the City Council.

APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE _____ DAY OF _____, 2018.

Amy L. Sowa, City Recorder



1 in = 150 ft

WRIGHT AVE

STEPHENS ST

0 75 150 300 Feet

Project Site Plan
City of Roseburg
RTP Deer Creek Trail Renovation 2018

 Proposed Trail Project

Page 8 of 10 4/26/2018

ahd

eye
5/17/18

**ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**



ANNUAL FEE AMENDMENTS

Meeting Date: May 14, 2018
Department: City Recorder
www.cityofroseburg.org

Agenda Section: Resolutions
Staff Contact: Amy L. Sowa
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Pursuant to previously adopted City Council resolutions, service fees are to be adjusted annually based on either the CPI-U West index or the March Construction Cost Index (CCI). The CPI-U West index is the current index used by the City of Roseburg, replacing the Salem-Portland CPI-U which is no longer available.

BACKGROUND

1. **Council Action History.** Unless special circumstances arise in the course of the fiscal year, the City Council generally takes action each May or June to adjust fees effective July 1st.

2. **Analysis.** The attached Resolutions incorporate all of the adjustments described in this section.

A. **Airport Facilities:** Rent/Lease Rates for the Airport are adjusted annually using the CPI (currently the CPI-U West index) which is currently 2.8%.

B. **Business Permits/Licenses:** Council adopted Resolution 2017-23, establishing a license fee for Social Gaming which now needs to be added to the fee schedule.

Linear foot fee for non-carrier telecommunication providers that occupy the public way but have no customers in the City shall be adjusted annually in accordance with the current CPI (CPI-U West index) rate which is currently 2.8%.

C. **Community Development:** In compliance with Resolution No. 2008-10, all Department fees are to be adjusted by the current CPI (CPI-U West index) rate which is currently 2.8%.

Council adopted Resolution 2018-01 which amended the fees under Derelict Building Registration/Delinquent Payment Penalty decreasing the fee for Residential units which needs to be reflected in the fee schedule.

D. **Fire Department:** Pursuant to Resolution No. 2006-02, Fire Department service fees are to be adjusted annually based on the current Portland CPI-U (now the CPI-U West index) rate which is currently at 2.8%.

E. **Storm Drainage:** Storm Drainage Service (monthly) fees were set by Resolution 2013-01 to cover a five-year period. 2018 is the final year of that schedule.

F. **System Development Charges:** System Development Charges are to be adjusted annually based upon the March Construction Cost Index (CCI) as reported in the Engineering News Record twenty city average with an inflation factor cap of 5% per year. This year's CCI is 2.7%.

3. **Timing Issues.** In order to implement the fees on a fiscal year basis, the fee amendment resolutions should be adopted as soon as possible to allow Staff sufficient opportunity to prepare for implementation.

COUNCIL OPTIONS

- A. Adopt the attached resolutions incorporating fees as described above.
- B. Adopt the attached resolutions with amendments.
- C. Decline to adopt the attached resolutions.

STAFF RECOMMENDATION

City of Roseburg fees were originally adopted through two resolutions: Resolution No. 91-18 applied to water service related fees; and Resolution No. 92-13 applied to all other fees. Therefore, there are two resolutions attached for your consideration. Staff recommends Council adopt the resolutions as presented.

SUGGESTED MOTIONS

- 1. ***"I MOVE TO ADOPT RESOLUTION NO. 2018-10 AMENDING RESOLUTION NO. 92-13 REGARDING FEES."***
- 2. ***"I MOVE TO ADOPT RESOLUTION NO. 2018-11 AMENDING RESOLUTION NO. 91-18 REGARDING WATER FEES."***

ATTACHMENTS

- Resolutions Implementing the Subject Fees

RESOLUTION NO. 2018-10

A RESOLUTION AMENDING RESOLUTION NO. 92-13 REGARDING FEES

WHEREAS, Resolution No. 2006-02 and Resolution No. 2008-10 require annual adjustments to Fire Department and Community Development Department fees be made based upon the CPI (currently the CPI-U West) index. That adjustment is 2.8% for calendar year 2017; and

WHEREAS, Resolution No. 2006-12 requires annual adjustments to certain Airport fees be made based upon the CPI (currently the CPI-U West) index for the preceding calendar year up to a maximum of 3%. That adjustment is 2.8%; and

WHEREAS, Systems Development Charges are to be adjusted annually based upon the March Construction Cost Index. That adjustment is 2.7%; and

WHEREAS, Resolution No. 2017-23 established Social Gaming Fees which need to be added to the fee schedule;

WHEREAS, Roseburg Municipal Code Section 9.25.110(B) establishes that the linear foot fee for non-carrier telecommunication providers that occupy the public way but have no customers in the City shall be adjusted annually in accordance with the CPI (currently the CPI-U West) index. That adjustment is 2.8%.

WHEREAS, the Derelict Building, Delinquent Payment Penalty fee has been decreased for residential units and needs to be reflected in the fee schedule.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Roseburg, that Resolution No. 92-13 adopted by the City Council on August 24, 1992, is amended as follows:

Section 1: AIRPORT FACILITIES - Effective July 1, 2018, the below-listed Airport Facilities fees shall be adjusted as follows:

Rent/Lease Rates (Annual):

Non-Aviation Related Use of Corporate Hangar Space ~~0.68~~ per s.f. 0.70 per s.f.

Rent/Lease Rates (Monthly):

Commercial "Lear"	739.00	760.00
Corporate Hangar Space & Aviation Suites (<i>annual per square foot</i>)	0.2893	<u>0.2974</u>
Storage Units B, G, H, I	76.00	78.00
Storage Unit F	54.00	56.00
T-Hangar single (except I-5, I-9, I-14)	229.00	235.00
T-Hangar single (North end I-5, I-9, I-14)	167.00	172.00
T-Hangar twin N6-6	419.00	431.00
T-Hangar Single Daily Rate	20.00	21.00
T-Hangar Twin Daily Rate	30.00	31.00
T-Hangars Row "C"	195.00	200.00
Tie-Downs single (per space)1.....	37.00	38.00
Tie-Downs twin (per space)	62.00	64.00

Section 2: BUSINESS PERMITS/LICENSES - Effective July 1, 2018, the below-listed Business Permits/Licenses Fees shall be added and amended to the fee schedule as follows:

Social Gaming License

License (<i>annual</i>)	<u>150.00</u>
On or after 7/1	<u>75.00</u>
Original Application Investigation Charge	<u>100.00</u>

Telecommunication Providers:

*Non Carrier w/facilities in right-of-way but No City Customers (<i>annual per lineal foot of public way occupied</i>)	2.2589/lineal-foot	<u>2.3221/lineal foot</u>
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Section 3: COMMUNITY DEVELOPMENT-PLANNING - Effective July 1, 2018, the below-listed Community Development Department fees shall be adjusted as follows:

Administrative Function (<i>i.e. address, LUCS-Land Use Compatibility Statement, DMV</i>)	30.00	<u>31.00</u>
Amendment (<i>Conditions, Findings and Plat</i>)	290.00	<u>298.00</u>
Annexation:		
Petition Initiated.....	696.00	<u>715.00</u>
Appeals:		
Dangerous Building Abatement (<i>to City Manager then Council</i>) (C)	290.00	<u>298.00</u>
Boundary Line Adjustment	232.00	<u>238.00</u>
Comprehensive Plan Amendment (<i>Map/Text</i>).....	1,395.00	<u>1,434.00</u>
Urban Growth Boundary	1,739.00	<u>1,788.00</u>
Conditional Use Permit	580.00	<u>596.00</u>
Day Care	290.00	<u>298.00</u>
Demolition Permit	32.00	<u>33.00</u>
Derelict Building Registration:		
Application		
Residential	294.00	<u>302.00</u>
Commercial	530.00	<u>545.00</u>
Monthly Registration <i>for each month or portion thereof building is registered for the first six months</i>		
Residential	116.00	<u>119.00</u>
Commercial	530.00	<u>545.00</u>

Extension – Monthly Registration *for each month or portion therefore building is registered after six months*

Residential	231.00	<u>237.00</u>
Commercial	1,079.00	<u>1,109.00</u>

Delinquent Payment Penalty (*for each monthly payment more than 30 days past due*)

Residential		119.00
<u>Commercial</u>	<u>530.00</u>	<u>545.00</u>

Expedited Land Use Action (*plus \$100 postage*) 1,854.00 1,906.00

Grading Plan:

Single Family Unit/Duplex	57.00	<u>59.00</u>
Other	290.00	<u>298.00</u>

Historic Structure – Alteration/Construction/Demolition with HRRC public hearing (*plus corresponding Site Review Fee*) 57.00 59.00

Non-Conforming Use Alteration 174.00 179.00

Partition: 465.00 478.00

Planned Development:

Preliminary (<i>plus \$10.00 per lot</i>)	1043.00	<u>1,072.00</u>
Final	116.00	<u>119.00</u>
Second Resubmittal	116.00	<u>119.00</u>
Construction Review	116.00	<u>119.00</u>

Preliminary Application Conference 116.00 119.00

Site Plan Review:

Above Ground Storage Tank Permit	232.00	<u>238.00</u>
Alteration/Remodel Single Family Unit/Duplex.....	40.00	<u>41.00</u>
Alteration/Remodel Commercial/Industrial	57.00	<u>59.00</u>
Floodplain Review	170.00	<u>175.00</u>
New Construction Single Family Unit/Duplex.....	116.00	<u>119.00</u>
Commercial/Industrial/Other	404.00	<u>415.00</u>
Mobile Home Park.....	404.00	<u>415.00</u>

Site Plan Review – Signs:

Area – 6 to 32 square feet.....	24.00	<u>25.00</u>
Area – 33 to 60 square feet.....	35.00	<u>36.00</u>
Area – 61 to 99 square feet.....	40.00	<u>41.00</u>
Area – 100 to 250 square feet.....	57.00	<u>59.00</u>
Freestanding (in addition to above).....	24.00	<u>25.00</u>
Temporary (30 days or less)	20.00	<u>21.00</u>
Temporary Sign Refundable Deposit	50.00	<u>51.00</u>

Subdivision:

Preliminary (plus \$10.00 per lot)	1043.00	<u>1,072.00</u>
Construction Plan Review	116.00	<u>119.00</u>
Final Plat	116.00	<u>119.00</u>
Replat.....	404.00	<u>415.00</u>
Second Resubmittal.....	116.00	<u>119.00</u>

Temporary Use Permit:

Family Hardship/Structure [<i>City Manager and/or Community Development Director can waive fee based on financial hardship</i>]	116.00	<u>119.00</u>
Use/Zoning, Etc.....	116.00	<u>119.00</u>

Vacation (*Street, Alley, Easements*) (plus deposit for costs as determined by the City Recorder)

	404.00	<u>415.00</u>
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Variance:

Administrative.....	232.00	<u>238.00</u>
Public Hearing before Planning Commission	465.00	<u>478.00</u>
Riparian Setback.....	174.00	<u>179.00</u>

Water Service Request for Outside City Limits:

Residential – Single Family	116.00	<u>119.00</u>
Residential – Other	290.00	<u>298.00</u>
Commercial.....	404.00	<u>415.00</u>

Zone Change

	869.00	<u>893.00</u>
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Section 4: FIRE DEPARTMENT - Effective July 1, 2018, the following Fire Department fees shall be adjusted as follows:

False Alarm Response Fee to be assessed for the 3rd through 6th false alarm for the same location within any calendar year (partial reimbursement)

	318.00	<u>327.00each</u>
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7th and each subsequent false alarm (full reimbursement)

	739.00	<u>760.00each</u>
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False Alarm Appeal Fee.....

	424.00	<u>127.00</u>
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Inspections

Illegal Occupancy	350.00	<u>360.00</u>
Exceeding maximum occupant load	161.00	<u>166.00</u>
"A" Occupancy Inspections (after hours)	98.00	<u>101.00</u>

Business Inspections

Initial Inspection

		No charge
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Unmitigated violations - Subsequent re-inspections

1st re-inspection visit ~~461.00~~/166.00 per facility plus 33.00 per violation class

2nd re-inspection visit ~~286.00~~/294.00 per facility plus 33.00 per violation class

3rd & subsequent re-inspection visits ~~544.00~~/556.00 per facility plus 33.00 per violation class

Permits

Blasting	161.00	<u>164.00</u>
Burn permits		
Residential	71.00	<u>73.00</u>
Commercial	350.00	<u>360.00</u>
Exempt From Seasonal Restriction	95.00	<u>98.00</u>
Fireworks including retail sales inspection		
Booth.....	128.00	<u>132.00</u>
Tent.....	160.00	<u>164.00</u>
Display	318.00	<u>327.00</u>
Storage Tanks		
Installation.....	160.00	<u>164.00</u>
Removal.....	96.00	<u>99.00</u>

On-Site Inspections

Underground piping		
Flushing.....	95.00	<u>98.00</u>
Hydrostatic test	95.00	<u>98.00</u>
Aboveground Piping		
Modifications/Remodels	95.00	<u>98.00</u>
Sprinkler System Pre-Cover (\$50.00 minimum)	95.00/hr	<u>98.00/hr</u>
Hydrostatic Test	95.00	<u>98.00</u>
Pneumatic Test	95.00	<u>98.00</u>
Dry Piping Trip Test	95.00	<u>98.00</u>
Standpipes	95.00	<u>98.00</u>
Fire Alarm Systems.....	95.00/hr	<u>98.00/hr</u>
Missed Appointment Fee	95.00	<u>98.00</u>
Smoke Removal Systems	95.00	<u>98.00</u>
Final Inspection (\$100.00 minimum)	95.00/hr	<u>98.00/hr</u>
New Hydrant Installation Inspection and flushing per Hydrant.....	160.00	<u>164.00</u>

Additional Inspections

Clean Agent System (site inspection/room integrity flow & alarm test)	160.00	<u>164.00</u>
Commercial Cooking Suppression System (site inspection / trip test)	128.00	<u>132.00</u>
Special Events –(per vendor, per year).....	60.00	<u>62.00</u>
- Includes as examples: Graffiti, Art Festival, Music on the Half Shell		
Special Requested Inspection (typically business insurance purposes)	119.00/hr	<u>122.00/hr</u>
Spray Booths (site inspection/trip test).....	160.00	<u>164.00</u>
Temporary Membrane Structures, Tents and Canopies	95.00	<u>98.00</u>

Plan Review

Including Deferred Submittals (\$50.00 minimum if less than 1 hour) ...	95.00	<u>98.00/hr</u>
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Mechanical Inspection

Fire Smoke Damper (per damper)	19.00	<u>20.00</u>
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Site Review/Consultation

First hour free - Each additional hour per project	95.00/hr	<u>98.00/hr</u>
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Hazardous Materials

One hour minimum - Non-State Team Response	318.00	<u>327.00</u>
After first hour (fractional thereafter (1/4 hour) Actual wage & benefit of employees		
Materials (e.g. foam, booms, absorbent)	Actual cost	
Apparatus	Pursuant to Oregon State Fee Schedule	

Opticom Traffic Control Device - non City owned vehicles

Annual permit per agency	1910.00	<u>1,963.00</u>
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Section 5: PARKS DIVISION - Effective July 1, 2018, the following Parks Division fees shall be adjusted as follows:

Park System Development Charge: <i>(Per Equivalent Residential Unit [ERU] for new development)</i>	610.00	<u>626.00</u>
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Section 6: PUBLIC WORKS DEPARTMENT - Effective July 1, 2018, the following Public Works fees shall be adjusted as follows:

Transportation System Development Charge: <i>for new development)</i>		
Methodology Resolution #2014-1	Per Trip-End	
.....	2926.00	<u>3005.00</u>

*** Pursuant to Resolution No. 2014-2, Transportation SDC's are imposed at 25% or \$732.00 \$751.00 per trip end.

Section 7: STORM DRAINAGE - Effective July 1, 2018, the following Storm Drainage fees shall be adjusted as follows:

Storm Drainage System Development Charge – Connection Charge

For a single family unit.....	1042.00	<u>1,071.00</u>
For all other development per square foot of impervious surface	0.346	<u>0.357</u>
Minimum.....	1042.00	<u>1,071.00</u>

Storm Drainage Service (Monthly)

For a single family unit C A18-__	7.32	<u>8.05</u>
For other residentially used property, per dwelling unit or per space	7.32	<u>8.05</u>
For all non-residential property receiving storm drainage service per ERU	7.32	<u>8.05</u>

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON,
AT ITS REGULAR MEETING ON THE 14TH DAY OF MAY 2018**

Amy L. Sowa, City Recorder

RESOLUTION NO. 2018-11

A RESOLUTION AMENDING RESOLUTION NO. 91-18 REGARDING WATER FEES

WHEREAS, certain Water Development Charges are to be adjusted annually based upon the March Construction Cost Index which was 2.7%,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Roseburg, that Resolution No. 91-18 adopted by the City Council on June 24, 1991, is amended as follows:

Section 1: Effective July 1, 2018, the following Water fees shall be adjusted as follows:

Systems Development Charge

(All service connections, except one- and two-family residential combined domestic/fire shall pay the following water system development charge):

Meter Size

5/8" x 3/4"*	2,276.00	<u>2,337.00</u>
3/4" x 3/4"*	3,413.00	<u>3,506.00</u>
1"*	5,688.00	<u>5,842.00</u>
1-1/2"*	11,377.00	<u>11,684.00</u>
2"	18,204.00	<u>18,696.00</u>
3"	39,821.00	<u>40,896.00</u>
4"	68,265.00	<u>70,108.00</u>
6"	153,596.00	<u>157,743.00</u>
8"	182,040.00	<u>186,955.00</u>

Meter Size – All..... 2,276.00 2,337.00

Monthly Water Services Rates including Temporary Service (*may be billed bi-monthly*):

Commodity Charge per Unit (~~748 Gallons~~ per 100 cubic foot) 1.82

Hydrant Meter and Double Check Assembly

Bulk rate (per 100 cubic feet) 1.72 (Commodity Charge Per Unit)

Central Dispensing Station

Bulk rate (per 100 cubic feet) 1.72 (Commodity Charge Per Unit)

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG, OREGON,
AT ITS REGULAR MEETING ON THE 14TH DAY OF MAY 2018.**

Amy L. Sowa, City Recorder

ADJ

City
5/17/18



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

ORDINANCE GRANTING A TELECOMMUNICATIONS FRANCHISE TO SPECTROTEL, INC.

Meeting Date: May 14, 2018 **Agenda Section:** ORDINANCES
Department: City Recorder **Staff Contact:** Amy L. Sowa
www.cityofroseburg.org **Contact Telephone Number:** 541-492-6866

ISSUE STATEMENT AND SUMMARY

The City has received an application for a telecommunication franchise from Spectrotel, Inc. located in Cumming, GA.

BACKGROUND

A. Council Action History. Council has not acted on this particular application.

B. Analysis. The subject application and application processing fee was received on April 19, 2018. Service to Roseburg customers began on May 1, 2018. Therefore the provider has requested that the franchise agreement be granted effective retroactively to May 1, 2018.

C. Financial and/or Resource Considerations. Under our definitions of telecommunications "provider" and telecommunication "service", Spectrotel, Inc. is required to pay a franchise fee of 5% of the gross revenues derived from customers within the City.

D. Timing Issues. As noted above, Spectrotel, Inc. began serving Roseburg in May 1, 2018; therefore the franchise needs to be made effective retroactively to that date. Such effective date will make the initial term of the franchise 2 years and 8 months, with an expiration date of December 31, 2020. The ordinance will also allow renewal options of three years each, for a total of five terms.

STAFF RECOMMENDATION Staff recommends that Council proceed with first reading of the ordinance, followed by second reading and adoption at the May 14, 2018 meeting in order to avoid further delay in granting the franchise.

SUGGESTED MOTION If Council concurs with Staff's recommendation, Council will need to request first reading of the ordinance granting a telecommunications franchise to Spectrotel, Inc., effective May 1, 2018, after which the following motions would be appropriate:

#1 *"I MOVE TO SUSPEND THE RULES AND PROCEED WITH SECOND READING OF ORDINANCE NO. 3501, GRANTING A TELECOMMUNICATIONS FRANCHISE TO SPECTROTEL, INC., EFFECTIVE RETROACTIVELY TO MAY 1, 2018."*

#2 *"I MOVE TO ADOPT ORDINANCE NO. 3501."*

ATTACHMENTS Proposed Ordinance

cc: Spectrotel, Inc.-1595 Peachtree Pkwy, Ste #204-337, Cumming, GA 30041
Subject Franchise File
Chrono File

ORDINANCE NO. 3501

**AN ORDINANCE GRANTING A TELECOMMUNICATION FRANCHISE
TO SPECTROTEL, INC. EFFECTIVE RETROACTIVELY ON MAY 1, 2018**

SECTION 1. Grant of Franchise. The City of Roseburg, hereinafter called "City", hereby grants Spectrotel, Inc., hereinafter called "Franchisee", the non-exclusive right to use and occupy all public ways within the Franchise Territory, solely for the purposes described herein, for a period of two years and eight months, retroactively beginning May 1, 2018 and ending December 31, 2020 following Franchisee's acceptance of the Franchise as provided in Section 11 of this Ordinance.

SECTION 2. Incorporation of Roseburg Municipal Code. This Franchise is granted pursuant to Chapter 9.25 of the Roseburg Municipal Code ("RMC"), entitled "Telecommunications Providers", and shall be interpreted to include all provisions of Chapter 9.25, as it now exists and as it may be amended during the term of the Franchise, and all other provisions of the Roseburg Municipal Code and City regulations with which Chapter 9.25 requires compliance, as if set forth in writing herein. A copy of Chapter 9.25, as it exists and is in effect on the effective date of this Franchise, is attached to this Franchise as Exhibit "A". It shall be the responsibility of the Franchisee to keep itself informed of any amendments to applicable provisions of the Roseburg Municipal Code and all related regulations.

SECTION 3. Amendment and Renewal. The Franchise granted by this Ordinance may be amended in accordance with RMC 9.25.120 and may be renewed in accordance with RMC 9.25.100.

SECTION 4. Franchise Territory. The "Franchise Territory" is all territory within the boundaries of the City of Roseburg, as currently existing or as the boundaries may be adjusted during the term of this Franchise.

SECTION 5. Services to be Provided. Franchisee shall provide telecommunications services as authorized by law to residents, businesses and other entities within the City of Roseburg.

SECTION 6. Franchise Fees. Franchise fees shall be based on Franchisee's annual use of the City's public ways, as provided below:

A. Fee Base. For the privileges granted by this Franchise, Franchisee shall pay five percent (5%) of its gross revenue derived from services provided to customers within the City limits of Roseburg.

B. Payment. All payments due hereunder shall be paid to the City of Roseburg by check or money order delivered to the address of the City for notices as set forth herein.

C. Due Date. Franchise fees shall be paid to the City on a quarterly basis, based on the revenues derived from the quarter just passed, not more than 30 days following the end of each quarter.

D. Late Fee. If Franchisee fails to pay the Franchise fee when due, Franchisee shall be charged a penalty of ten percent (10%), and the legal rate of interest established by state statute on the unpaid balance.

SECTION 7. Notices and Authorized Representatives.

A. Except for emergency notification of Franchisee, all notices or other communications between the parties shall be deemed delivered when made by certified United States mail or confirmed express courier delivery to the following persons and locations:

<p><u>If to City:</u> City of Roseburg ATTN: Amy L. Sowa, City Recorder 900 SE Douglas Roseburg, OR 97470 E-mail: asowa@cityofroseburg.org Phone: 541-492-6866</p>	<p><u>If to Franchisee:</u> Spectrotel, Inc. ATTN: Sobia Rais 1595 Peachtree Pkwy. #204-337 Cumming, GA 30041 E-mail: sobia@gsaudits.com Phone: 678-648-4371</p>
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Either party may change the identity of its authorized representative(s) or its address or phone number for notice purposes by delivering written notice of the change to the other party.

B. In case of an emergency that causes or requires interruption of service, City shall give Franchisee emergency notification by hand delivery or telephone, as appropriate to the nature of the emergency, to the following:

Contact Person's Name: Sobia Rais
Mailing Address: 1595 Peachtree Pkwy. #204-337, Cumming, GA 30041
Telephone: 678-648-4371

SECTION 8. Location, Relocation and/or Removal of Facilities. RMC Chapter 4.02, along with RMC Sections 9.25.290 – 9.25.320, sets forth the conditions for the construction, installation, location, relocation and removal of Franchisee's facilities. There are no exceptions or additions to these regulations unless Franchisee is exempted by statute.

SECTION 9. Representation and Warranty of Franchisee. By executing this document, Franchisee represents and warrants that it is familiar with all provisions of this Franchise, including those contained in this Ordinance, and that it accepts and agrees to be bound by all terms, conditions and provisions set forth herein.

SECTION 10. Franchise Effective Date. Franchisee submitted an application requesting a telecommunications franchise and paid the application processing fee on April 19, 2018 and began serving Roseburg customers on May 1, 2018. The Roseburg City Council approved such request at its meeting on May 14, 2018; and hereby authorizes this Franchise to take effect retroactively on May 1, 2018 and expire on December 31, 2020, provided Franchisee satisfies the acceptance requirements of Section 11 of this Ordinance.

SECTION 11. Acceptance of Franchise. Upon receipt of this Ordinance, Franchisee shall sign in the space below to indicate its unconditional acceptance of the terms and conditions upon which City has offered the Franchise described herein, and immediately return such acceptance to the City. If Franchisee fails to accept the Franchise and return acceptance to City within 30 days of the adoption of this Ordinance, this Ordinance and the Franchise granted herein shall become void and have no force or effect.

ADOPTED BY THE CITY COUNCIL ON THIS 14th DAY OF MAY, 2018.

APPROVED BY THE MAYOR ON THIS 14th DAY OF MAY, 2018.

MAYOR

Larry Rich

ATTEST:

Amy L. Sowa, City Recorder

(Franchisee's Acceptance on Following Page)

FRANCHISEE'S ACCEPTANCE OF ORDINANCE NO. _____. This Ordinance is hereby accepted by Spectrotel, Inc. on this ____ day of _____, 2018.

By: _____
(Signature)

Name: _____
(Printed)

Title: _____

Date: _____

State of _____)

) ss.

County of _____)

This acceptance was signed before me on _____, 2018 by,
_____ as _____ of Spectrotel, Inc.

Notary Public for _____

Name: _____

My commission expires on: _____

.....

Acceptance received by City Recorder on _____, 2018.

Amy L. Sowa, City Recorder

ORDINANCE NO. 3501 – Page 4

5/18/18



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

Stewart Park Riverbank Stabilization Project Bid Award Recommendation 17GR06

Meeting Date: May 14, 2018
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City received construction bids for the Stewart Park Riverbank Stabilization project. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History. On July 10, 2017 the Council rejected all bids for this project based on the fact that the required permits would not be issued in a timely manner.

B. Analysis. Stewart Park has been experiencing riverbank erosion in the vicinity of the main park irrigation pump structure, approximately 275 feet downstream of the Halfshell stage. In December of 2015, high water events on the South Umpqua River eroded an additional 10 feet of riverbank in front of the irrigation structure, partially undermining it.

FEMA declared the flood events of December 2015 as a disaster on February 17, 2016. City staff applied and was approved for FEMA Public Assistance funding for the necessary repairs and stabilization of the Stewart Park riverbank. In February of 2017, the City of Roseburg contracted with River Design Group, Inc. for design and permitting services for the project. The design was completed and construction bids were opened in May of 2017. However, the U.S. Army Corps of Engineers did not issue the Joint Fill permit in time to allow construction to occur within the designated in-water work period so bids had to be rejected. Since that time, the joint fill permit has been received and the project was re-advertised for bid in March 2018. Bids were opened on April 17th.

A summary of the bid results is shown below.

#	Bidder	Total Bid Amount
1	K&B Quality Excavating, LLC	\$ 210,122.30
2	Siskiyou Cascade Construction	\$ 247,742.00
3	Durbin Excavating, LLC	\$ 258,478.00
4	Northwest Watershed Restoration, LLC	\$ 285,733.00
5	Cradar Enterprises, Inc.	\$ 294,192.00
6	Basco Logging, Inc.	\$ 318,953.25
7	Suulutaaq, Inc. (1)	\$ 380,204.00 *
8	KSH Construction, Inc.	\$ 396,396.00
	Engineer's Estimate	\$ 276,813.05

* Indicates corrected value for a bid tabulation math error.

C. Financial and/or Resource Considerations. To date, \$20,581 has been spent on design, permitting and emergency repairs. Public Assistance funding will reimburse the City for 75% of the total project cost. Match funding will be provided from the Park Improvement Fund, Stewart Trust and in-kind labor for project management by Public Works personnel. Construction project costs are estimated below.

Construction	\$	210,122.30
Construction Management Support	\$	15,349.00
Contingency (10% Construction)	\$	<u>21,012.23</u>
Total	\$	246,483.53

D. Timing Issues. If awarded, the Notice to Proceed will be issued after execution of the construction contract. The in-water work period for this project is July 1st through August 31st. The final completion date for all remaining work taking place above the Ordinary High Water line is September 30, 2018.

COUNCIL OPTIONS

The Council has the following options:

1. Award the contract to the lowest responsible bidder, K&B Quality Excavating, LLC, for \$ 210,122.30, 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 to be both responsive and responsible. The Parks Commission discussed this project at their May 2nd meeting. The Commission recommended awarding the contract to the lowest responsible bidder, K&B Quality Excavating, LLC for \$210,122.30. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the Stewart Park Bank Stabilization Project to the lowest responsible bidder, K&B Quality Excavating, LLC, for \$210,122.30.

ATTACHMENTS

None

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5/18/18

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Deer Creek Path Stabilization Project Bid Award Recommendation 17GR07

Meeting Date: May 14, 2018
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City received construction bids for the Deer Creek Path Stabilization project. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History. On July 10, 2017 the Council rejected all bids for this project based on the fact that the required permits would not be issued in a timely manner.

B. Analysis. The riverbank along the South Umpqua River multiuse path near its confluence with Deer Creek continues to see extensive erosion during high water events on the South Umpqua River. In 2013, the City hired a contractor to construct a riverbank stabilization project along approximately 110 feet of the multiuse path between Deer Creek and Gaddis Park. This stabilization project is holding up very well but new erosion has occurred, adjacent to and upstream of the 2013 project. In December of 2015, high water events eroded an additional 30 feet of riverbank along the multiuse path. The erosion is currently within 6 feet of undermining a portion of the multiuse path.

FEMA declared the flood events of December 2015 as a disaster on February 17, 2016. City staff applied and was approved for FEMA Public Assistance funding for the necessary repairs and stabilization of the riverbank in this location.

In February of 2017, the City of Roseburg contracted with River Design Group, Inc. for design and permitting services for the Deer Creek Path Stabilization project. The design was completed and construction bids were opened in May. However, the U.S. Army Corps of Engineers did not issue the Joint Fill permit in time to allow construction to occur within the designated in-water work period so bids had to be rejected. Since that time, the joint fill permit has been received and the project was re-advertised for bid in March 2018. Bids were opened on April 19th.

A summary of the bid results is shown below.

#	Bidder	Total Bid Amount
1	Cradar Enterprises, Inc.	\$ 166,818.00
2	Northwest Watershed Restoration, Inc.	\$ 169,733.00
3	K&B Excavating, LLC	\$ 184,562.37*
4	Basco Logging, Inc.	\$ 195,447.00
5	Triptych Construction	\$ 40,638,400.00*
	Engineer's Estimate	\$ 189,988.00

* Indicates corrected value for a bid tabulation math error.

C. Financial and/or Resource Considerations. To date, the City has spent \$22,122 on design, permitting and bidding. Public Assistance funding will reimburse the City for 75% of the total project cost. Match funding will be provided from the Park Improvement Fund and in-kind labor for project management by Public Works personnel. Construction costs are estimated below.

Construction	\$	166,818.00
Construction Management Support	\$	15,349.00
Contingency (10% Construction)	\$	16,681.80
Total	\$	198,848.80

D. Timing Issues. If awarded, the Notice to Proceed will be issued after execution of the construction contract. The in-water work period for this project is July 1st through August 31st. The final completion date for all remaining work taking place above the Ordinary High Water line is September 30, 2018.

COUNCIL OPTIONS

The Council has the following options:

1. Award the contract to the lowest responsive bidder, Cradar Enterprises, Inc., for \$166,818.00, or
2. Request additional information, or
3. Reject All Bids

STAFF RECOMMENDATION

Money has been budgeted and is available to construct this project. The lowest bidder submitted all required documentation and is considered both responsive and responsible. The Parks Commission discussed this project at their May 2nd meeting. The Commission recommended awarding the project to the lowest responsible bidder, Cradar Enterprises, Inc. for \$166,818. Staff concurs with this recommendation.

SUGGESTED MOTION

I move to award the Deer Creek Path Stabilization project to the lowest responsible bidder, Cradar Enterprises, Inc., for \$166,818.00.

ATTACHMENTS

None

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5/19/18



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

2018 Pavement Management Overlay Project Bid Award Recommendation – 18PW01

Meeting Date: May 14, 2018
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City has received bids for the 2018 Pavement Management Overlay Project. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History. On December 8, 2014, Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith (MS). On February 12, 2018, the City Council authorized a task order for the design of the 2018 Overlay Project.

B. Analysis. This year's project was advertised for bid on April 4, 2018 and bids were opened on May 2nd. The project was bid with multiple schedules. Schedule A includes Edenbower Boulevard from Renann Street to 100' South of Stewart Parkway and Renann Street from Edenbower to Stewart Parkway. Schedule B includes Stewart Parkway from Valley View Drive south to address the existing section that was not repaved during last year's reconstruction project. Schedule C includes Stewart Parkway from Harvey to Stewart Park Bridge. Schedule D includes Valley View Drive between Keasey Street and Stewart Parkway. One bid was received and is shown below.

#	Bidder	Schedule A	Schedule B	Schedule C	Schedule D	Bid Total
1	Knife River Materials	\$ 576,190	\$ 61,784	\$ 104,234	\$ 142,403.50	\$ 884,611.50
	<i>Engineer's Estimate</i>	\$ 631,000	\$ 67,000	129,000	147,000	\$ 974,000

Originally Schedule D was included in the base bid (Schedule A). In order to ensure adequate funding was available, Valley View Drive (Schedule D) was broken out separately. As such, staff believes that the schedules should be prioritized in the following order: Schedule A, D, B, C. This prioritization is demonstrated below:

Base Bid (Sch A)	\$576,190.00
Schedule A + D	\$718,593.50
Schedule A+ D + B	\$780,377.50
All Schedules	\$884,611.50

C. Financial and/or Resource Considerations. Design costs associated with this project totaled \$72,411 and will be paid from the current fiscal year budget. The draft FY 18-19 Transportation Fund Capital budget includes \$1,050,000 for the construction of this year's project and the design of next year's project. Total costs to complete Schedules A, B, and D and next year's design are projected below:

Construction (Sch A,B,D)	780,378
Contingency (7.5%)	58,530
Murraysmith CM Services	62,576
i.e. Engineering RO Services	28,000
Materials & Supplies	20,000
2019 PMP Design (est)	<u>100,000</u>
<i>Total Estimated Costs</i>	<i>\$1,049,484</i>

D. Timing Issues. If awarded, the Notice to Proceed would be given after execution of the construction contract and no earlier than July 1st. The contractor is allowed 100 days to complete the project.

COUNCIL OPTIONS

The Council has the following options:

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

STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered responsive. Money has been budgeted and is available to construct the Schedule A, B, and D of the project. The consultant has reviewed the bids and recommends awarding to the lowest bidder, Knife River Materials. Staff concurs with this recommendation. The Public Works Commission will discuss this project at their May 10th meeting. Staff will report on their recommendation at the Council meeting.

SUGGESTED MOTION

I move to award Schedules A, B and D of the 2018 Pavement Management Overlay Project to the lowest responsive bidder, Knife River Materials, for \$780,377.50.

ATTACHMENTS

None

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ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2018 Pavement Management Overlay Project – Construction Management Services Task Order Authorization

Meeting Date: March 26, 2018
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff recently negotiated a proposed scope and fee for limited construction management (CM) services for the 2018 Overlay Project with Murraysmith, Inc. The issue for the Council is whether to authorize a task order for these CM services.

BACKGROUND

A. Council Action History. On December 8, 2014, Council awarded a Five Year Pavement Management Program engineering contract to Murraysmith (MS). On February 12, 2018, the Council authorized a task order with MS for the design of the 2018 Overlay Project. On April 23, 2018, Council awarded a master contract for Resident Observation services to i.e. Engineering.

B. Analysis. Bids have been received for this year's overlay projects. In the past, the City has worked directly with MS to provide construction management services under their master contract. This year, staff is proposing to utilize MS for some of the construction management services while utilizing the contract with i.e. Engineering for a portion of the resident observation services.

The proposed scope of work for Murraysmith includes pre-construction services, request for information support, proposal request and change order preparation, submittal review, preparation of pay requests, limited inspection services, preparation of record drawings, and other miscellaneous services. The intent is to utilize the i.e. Engineering, Inc. for inspection of daytime work including the removal and replacement of ADA ramps and related work. In addition to the office services, MS would provide inspection during the nighttime paving work.

C. Financial and/or Resource Considerations. The design contract for this project totaled \$72,411. The proposed cost of the construction management contract with MS is \$62,576. Estimated cost for additional resident observer services through i.e. Engineering, Inc. is \$28,000. Total estimated project costs are outlined in the construction bid award memo.

D. Timing Issues. If the project is awarded, construction is expected to begin in July.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize a task order for construction management services with Murraysmith for an amount not to exceed \$62,576 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

Staff recommends that if the Council awards the construction contract, that they also authorize a task order for CM services with Murraysmith for \$62,576. The Public Works Commission will discuss this task order at their May 10th meeting. Staff will report on their recommendation at the Council meeting.

SUGGESTED MOTION

I move to authorize a task order with Murraysmith, Inc. for construction management services for the 2018 Pavement Management Overlay Project for an amount not to exceed \$62,576.

ATTACHMENTS

None

C. Financial and/or Resource Considerations. The remaining project costs are estimated below. The draft FY 18-19 Transportation Fund Materials & Services budget includes \$150,000 to complete this project. Total project costs are estimated below.

Construction	\$ 99,145
Contingency (10% of const.)	\$ 9,915
Materials & Supplies	<u>\$ 15,000</u>
<i>Total Estimated Costs</i>	<i>\$124,060</i>

D. Timing Issues. This project is budgeted in FY 18-19 so the Notice to Proceed (NTP) will not be issued until July 1st. The contractor is allowed 60 calendar days to complete the project.

COUNCIL OPTIONS

The Council has the following options:

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

STAFF RECOMMENDATION

The lowest bidder submitted all required documentation and is considered both responsive and responsible. Money has been budgeted and is available. Therefore, staff recommends award to the lowest responsible bidder, Pave Northwest, Inc. The Public Works Commission will discuss this project at their May 10th meeting. Staff will report on the Commission's recommendation at the Council meeting.

SUGGESTED MOTION

I move to award the 2018 Pavement Management Program Slurry Seals Project to the lowest responsible bidder, Pave Northwest, Inc. for \$99,145.28.

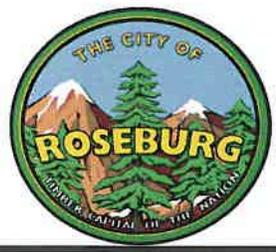
ATTACHMENTS

None

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05/14/2018

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

Meeting Date: May 14, 2018
Department: City Manager
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

At each meeting I will provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your May 14, 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 24, 2018 - 10:00 a.m.

1. Review April 23, 2018 Special Urban Renewal and Urban Renewal Meeting Synopsis
2. Review April 23, 2018 City Council Meeting Synopsis
3. Review May 14, 2018 City Council Meeting
4. Review Tentative Future Council Meeting Agendas
5. Documents/Grants Signing
 - a. Special Event Facilities Permit – DRA/Douglas County Search and Rescue World BBQ Championship
6. Department Items
 - a. Fee Schedule Review (Amy)



Agenda
Department Head Meeting
May 7, 2018 - 10:00 a.m.

1. Review May 14, 2018 City Council Meeting
2. Review Tentative Future Council Meeting Agendas
3. Documents/Grants Signing
 - Special Event Permit: DRA/Douglas County Search & Rescue World BBQ Championship
 - Loudspeaker Permit: Umpqua Flatheads Graffiti Night Cruise
 - Outdoor Event Permit: NeighborWorks Umpqua Block Party
 - Parade Permits: Zonta Club Santa Run
Umpqua Flatheads Graffiti Night Cruise
 - Right-of-Way Permits: SERVICE/Neighborhood Watch Safety Fair
Umpqua Flatheads Graffiti Cruise Concert
4. Department Items

City Connection:

Articles Due By: June 15, 2018

Potential Printing/Posting/Uploading by June 25, 2018 with copies to Council

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

June 11, 2018

Mayor’s Report

- A. Camp Millennium Week Proclamation

Special Presentation

- A. Historical Society Presentation

Consent Agenda

- A. Minutes of May 14, 2018

Public Hearings

- A. Budget Adoption - Resolution No. 2018-____ - 2018/19
- B. Diamond Lake Urban Renewal Plan - Ordinance No. _____

Resolution

- A. Resolution No. 2018- _____ - Re-appropriation 2017/18

Department Items

- A. Contract Amendment – Fire Station No. 3 Seismic Upgrades
- B. Library Contract Amendment
- C. Jurisdictional Consideration – NE Stephens City Limits North

Informational

- A. Activity Report

Urban Renewal Agency Board

Consent Agenda

- A. Approval of Minutes

Public Hearing

- A. 2018/19 Budget Adoption

June 25, 2018

Consent Agenda

- A. Minutes of June 11, 2018

Ordinance

- A. Ordinance No. _____ - Diamond Lake Urban Renewal Plan, Second Reading

Department Items

- A. Contract Amendment – Fire Station No. 2 Seismic Upgrades

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. _____ - Diamond Lake Urban Renewal District, Second Reading

Department Items

- A. Contract Amendment - Library

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

August 13, 2018

Consent Agenda

- A. Minutes of July 23, 2018

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

August 27, 2018

Consent Agenda

- A. Minutes of August 13, 2018

Informational

- A. Activity Report

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

September 24, 2018

Consent Agenda

- A. Minutes of September 10, 2018

Informational

- A. Activity Report

October 8, 2018

Consent Agenda

- A. Minutes of September 24, 2018

Informational

- A. Activity Report

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

November 12, 2018

Consent Agenda

- A. Minutes of October 27, 2018

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Performance Evaluation

November 26, 2018

Consent Agenda

- A. Minutes of November 12, 2018

Informational

- A. Activity Report

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

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

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

April 22, 2019

Consent Agenda

- A. Minutes of April 8, 2019

Informational

- A. Activity Report
- B. Finance and Municipal Court Quarterly Reports

May 13, 2019

Consent Agenda

- A. Minutes of April 22, 2019
- B. Annual Fee Adjustments
 - Resolution No. 2019-__ - General Fees
 - Resolution No. 2019-__ - Water Related Fees

Informational

- A. Activity Report

Friday April 20, 2018

Good Friday afternoon everyone! It looks like we might have entered spring time, at least from a weather standpoint. I hope everyone has an opportunity to get outside and have a little fun this weekend.



Time flies when you're having fun I guess. This seemed like another very busy week. Thank you all for attending the work study on ride sharing/taxi issues Monday evening. It was very helpful to receive your input in a more detailed work study rather than a brief item on a Council agenda. If you have not had a chance to weigh in with Sheila (and Amy) and me on this issue, please provide us something via e-mail and we will share it with the entire Council and Administrative team. Likely we will be back to you with a more detailed ordinance in the next month or so depending on the amount of input you provide.

Monday morning I participated via phone in the League of Oregon Cities Finance and Taxation Committee meeting. We discussed a number of issues around city funding, state revenue sharing, state preemption of local control and other items that may make their way to the LOC Board prior to the 2019 legislative session. Our first three meetings are vetting and fleshing out items of importance prior to making policy recommendations to the Board.

Councilor Ryan and I attended a Partnership housing subcommittee late Monday with four other Partnership members to discuss possible roles that the Partnership could consider to help with workforce housing in our community. The committee will reconvene in May with a number of private sector invitees to try and determine what local factors are contributing to lack of construction of multi-family units specifically. Over the last two or three years, there have been in excess of 50 single family units constructed annually, but there have been virtually no multi-family units constructed.

NeighborWorks Umpqua is working on funding for a 60 to 70 unit veteran's preference housing development on Douglas Avenue east of Eastwood Park, which will certainly fill a niche for housing in the community, but there have been indications that there is a current need in the neighborhood of 200 to 300 additional units to meet work force housing needs. Based on your approval recently of a budget adjustment to hire an additional planner, we will be able to jump start a couple Council Goal actions in the near future. We hope to be out for an RFP or RFQ for housing needs analysis and buildable lands inventory in the near future. Stu Cowie recently attended a training activity and spoke with a couple of consultants who have recently performed these types of studies and they are very interested in responding to our request.

Ron Harker and I attended an Urban Renewal/Oregon Economic Development meeting by phone on Tuesday to help strategize about issues that are likely to be brought up at the next legislative session. There are a number of special districts and school districts that have raised concerns about how Urban Renewal impacts their funding streams and have suggested modifications to the current statutes. Many of the suggestions will have more process impacts rather than financial impacts, but some of the suggestions would

have financial impacts in future. We will both continue to monitor the work group and work with our partnering agencies to support Urban Renewal in the future.

Late Tuesday morning I attended the monthly meeting of the Douglas County Library Foundation to provide them with an update of our progress on opening the new Roseburg Public Library and our work with the ESD to design and implement the renovations to the ESD side (their expense) and the library side (our expense) of the building.



They are very supportive of the library opening and excited to work with us and the other independent libraries to make each of them successful. Councilor Prawitz and the Mayor reviewed ten or eleven applications for the new Library Commission and Brian will be interviewing folks over the next week or two to make a recommendation to Council regarding positions on the new Commission. As you may recall, we will need to appoint six members in addition to Commission Chair Prawitz.

I am continuing to work with Douglas ESD Superintendent Michael Lasher on the long term lease and short term funding agreement (with City Attorney Coalwell) to share ongoing costs and to make sure our funding is in place soon to begin the renovations. We received word this week that we have received a firm commitment for \$50,000 which I had previously identified as a soft commitment. To date, we have received \$100,000, have very firm commitments for \$220,000 and have additional requests for \$250,000 bringing our current asks to a total of \$570,000. We are continuing to identify additional philanthropic partners in hopes that we can raise approximately \$750,000 to \$800,000 to complete the entire desired library and shared space improvements. The ESD has been instrumental in helping us raise the necessary dollars to make the library portion of the renovation become a reality.

Wednesday Ron Harker and I provided a local budget law 101 training for our two new budget committee members Bryan Sykes and Patrice Sipos, Councilor Brian Prawitz, and four of our Police Sergeants. Thank you to those who attended. I hope reviewing the statutory process was helpful for all those who attended. We have been providing this training for many years and it appears to be an effective training tool.

Thursday Nikki Messenger and I attended the Oregon Transportation Commission meeting in Bandon on behalf of the City and the Southwest Area Commission on Transportation. The SWACT is instrumental in reviewing and recommending regional projects and identifying needs throughout the region that are included in the STIP; and forwarding those to the OTC. It was a great opportunity to meet the OTC members and have a direct discussion about the collaborative process that our region uses in making recommendations to the OTC and to articulate the growing needs in and around rural Oregon that may be different than those being considered in the metropolitan areas around the state. Over the last few years we have been much more involved in the SWACT process and Nikki's relationship with the regional ODOT team has allowed us to work together to achieve a much higher level of investment in local infrastructure.

Have a great weekend everyone!!

Friday April 27, 2018

Good Friday afternoon everyone! It has certainly been an interesting weather week outside. We don't usually get 40 degree temperature swings around here in 24 hours, but hey, it's spring time in Oregon. Thank you all for attending the multiple meetings on Monday. Keeping the new urban renewal process on track is essential to meeting part of your transportation funding goal, and since it will have up to a thirty year impact on our community, the timing is critical. The information, Plan and Report on the Diamond Lake Urban Renewal Area will now move forward to the Planning Commission in May and back to Council in June. Letters will be going out to the other impacted taxing jurisdictions including Roseburg Public Schools, UCC, Douglas ESD, Douglas County and the Extension Service. The City of Roseburg is the taxing entity most impacted by tax increment financing, but by statute, we need to consult and confer with each taxing jurisdiction. We did include representatives from Douglas County and Roseburg Public Schools on our citizen committee specifically so they could be engaged in the process from the beginning.

Much of your regular meeting time was committed to reviewing recommendations for contract and bid awards. In all, Council and the UR Board approved 9 construction and construction management contracts totaling almost \$4.5 million and the master contract for the library CM/GC which will eventually be about another \$2 million. There are a couple more contracts coming up and we will have maximum guaranteed project prices for the two fire station seismic rehabs in the near future that will be in the neighborhood of \$1.6 million. All told, Public Works will be overseeing over \$10 million in projects through this construction season. I want to thank Nikki and her project management staff for their hard work and diligence in making these projects possible. We have likely exceeded our capacity to deliver projects, but they are doing a great job. This is the final construction season for our existing Urban Renewal Plan Area so resources will not be as robust beginning next year. For a few years, we will rely more on our utility funding and partnerships with others for funding major projects.

Nikki and I met with representatives from Douglas County this week to talk about a possible jurisdictional transfer of Highway 99 north of Costco to the North Umpqua River. The County is working on a project to improve this section with existing transportation improvement funding, but once complete, would like to turn jurisdiction over to the City. Nikki and I both believe this is a very necessary community project and would like to proceed. I have asked Stu Cowie to review our Urban Growth Management Agreement for this area to determine if we should amend that document. A jurisdictional transfer will require Council approval. As soon as we can determine what the project timing looks like and what mutual benefits we can achieve, we will bring that information to Council for consideration. Having this section of road, which is entirely in the Urban Growth Boundary Area, brought up to higher standards is very important.

During the week I met with a representative from Travel Southern Oregon (TSO) to chat about regional tourism and Roseburg's role. TSO recently held a symposium in the Medford Area and along with Travel Oregon, will participate in the Governor's Conference

on Tourism. Most Destination Marketing Organizations, private sector tourism companies and regional tourism entities attended the regional and statewide events. As I try to prepare for a future work study related to our tourism contract, I likely will need to utilize some resources and hire independent parties to provide some evaluation and data for Council to receive reliable, non-anecdotal information. I will likely have a request on the next Council agenda to authorize some resources for this purpose.

Thursday I attended a presentation at the Public Safety Center provided by Piper Jaffrey related to the possible use of Pension Obligation Bonds (POBs) as a strategy to reduce our long-term PERS costs and a new bill passed in the recent session that might allow for a state match if an organization can make cash deposits into the PERS system. Both strategies appear to be worth consideration over time, but we are not currently in a position to recommend either strategy. The City issued POBs a few years ago to pay off our transition liability, but that was a much simpler analysis. We paid off a debt that we were paying 8% on, and issued external debt at about 4.5%. That issuance was more like refinancing a house. Issuing POBs to pay off an unfunded actuarial liability is much more complicated. Ron Harker and I will continue to analyze the opportunities and review the rule making process to determine if either is a viable option for Council to consider at some time in the future.

And last for today, I want to say farewell and good luck to Sheila Cox as this is her final day of an exemplary career at the City. Sheila has been a great friend, a co-worker, a mentor and organizational leader for the last 30 years. I admire her professionalism and dedication. As I said Monday night, Sheila is one of the most humble and professional individuals I have ever had the pleasure of working with. She will be greatly missed here at the City, but her presence will be around long into the future. Thank you Sheila, and great fortune in your well deserved retirement.



eje
5/17/18



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

MUNICIPAL COURT QUARTERLY REPORT

Meeting Date: May 14, 2018
Department: Municipal Court
www.cityofroseburg.org

Agenda Section: Department Reports
Staff Contact: Jason Mahan
Contact Telephone Number: 673-0171

ISSUE STATEMENT AND SUMMARY

At the request of City Council, a report on the court's case volume and program revenues has been presented on a quarterly basis since July 2012. This report is the latest of the quarterly reports to have been provided in fulfillment of the Council's desire to receive regular updates on court operations and covers.

A. Financial and/or Resource Considerations.

After the third quarter of the 2017-18 fiscal year, total cases were up 35.8% from the prior year. By category, crimes, traffic crimes, traffic violations and non-traffic violations increased by 16.2%, 22%, 52.1% and 8.1% respectively.

After the third quarter of the 2017-18 fiscal year, total court revenues were up 4.6% from the prior year. Fines and collections revenue increased by 1.7%, court costs revenues increased by 110% and court appointed attorney revenues increased by 28.8%.

On a budgetary basis, revenues are 74% of budget after the third quarter of the fiscal year.

Assessing collection compliance over the past year, from April 1, 2017 through March 31, 2018, the total of fines imposed was \$1,333,974 and actual dollars collected on those cases was \$452,552 for a compliance rate of 34%. During the same time period for the previous year, fines imposed was \$899,232 and actual collections was \$347,027 resulting in a compliance rate of 39%.

B. Implementation of previous goals:

1. Increasing Revenue:

As mentioned in the previous quarterly report, on average fines have been increased for both violations and criminal offenses. Regarding criminal offenses, the amount of the fine ordered is dependent upon the classification of the convicted offense, the seriousness of the incident, and the individual's criminal history. In traffic violation proceedings, if an individual doesn't have a lengthy driving record and pleads to the offense, the presumptive fine is typically reduced. However, the minimum fine that is imposed has been raised by a small percentage.

As was mentioned previously, actual revenue collected increased \$105,525 compared to the prior year. I continue to discuss how we can increase our compliance rate with court staff and the Department of Finance for the City of Roseburg. With input from court staff, I have drafted a new payment agreement

and I am waiting on the Finance Department's approval to use this new agreement that will hopefully assist in increasing collection of fines turned over to collections. We have discussed the possibility of not turning some cases over to collections as quickly and attempt to bring defendants back to court on show cause motions to encourage payments on fines. I remain optimistic that over time we can work together to improve the collection rate of fines imposed.

2. Efficiency:

As discussed in the previous quarterly report, I made several changes in how cases are docketed. Speaking with attorneys involved in Roseburg Municipal Court and court staff, the changes have been appreciated. The City Prosecutor does a good job at getting offers to defendants prior to first appearance and this results in high percentage of our criminal cases being resolved at arraignment. In custody cases are being handled in a timelier manner. The changes to case docketing has also removed the habit of scheduling trials for cases that were always likely to resolve. Overall, I believe that most cases in the Roseburg Municipal Court are being handled in an efficient and timely manner.

COUNCIL OPTIONS

No Action is requested

STAFF RECOMMENDATION

n/a

SUGGESTED MOTION

n/a

ATTACHMENTS

n/a

CLOSING REMARKS

I believe the court is operating in an efficient manner. I am routinely thinking about ways that we can improve the function of the court. As mentioned previously, I believe that we can find ways to improve the collection rate on fines. I am enjoying serving as both the Judge for the City of Roseburg and the City of Myrtle Creek. I look forward to delivering this report to the City Council and will be happy to answer any questions you may have.

Sincerely,



Jason Mahan

Roseburg Municipal Court Judge