

ROSEBURG CITY COUNCIL AGENDA – JUNE 11, 2018
City Council Chambers, City Hall
900 S. E. Douglas Avenue, Roseburg, OR 97470



7:00 p.m. - Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**
Alison Eggers Linda Fisher-Fowler Ashley Hicks Steve Kaser
John McDonald Brian Prawitz Tom Ryan Andrea Zielinski
4. **Mayor Reports**
 - A. Camp Millennium Week Proclamation
5. **Commission Reports/Council Ward Reports**
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**
 - A. Minutes of Regular Meeting of May 14, 2018
 - B. Minutes of Special Meeting of June 4, 2018
 - C. OLCC New Outlet Trella Vineyards – 642 SE Jackson Street
8. **Public Hearings**
 - A. 2018/2019 Budget Adoption – Resolution No. 2018-13
9. **Resolution**
 - A. Resolution No. 2018-14 – Budget Re-appropriation 2017/2018
10. **Department Items**
 - A. Fire Station No. 3 Seismic Upgrades Contract Amendment
 - B. Riverfront Multi-Use Path Phase 2 – Rescind Bid Award
 - C. Potential Jurisdictional Transfer with Douglas County – NE Stephens Street
 - D. Library Renovation CM/GC Contract Amendment
11. **Informational**
 - A. Activity Report
12. **Items from Mayor, City Council or City Manager**
13. **Adjournment**
14. **Executive Session ORS 192.660(2)**

Urban Renewal Agency Board Meeting Immediately Following

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

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

AUDIENCE PARTICIPATION INFORMATION

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

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

TIME LIMITATIONS

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

CITIZEN PARTICIPATION – AGENDA ITEMS

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

CITIZEN PARTICIPATION – NON-AGENDA ITEMS

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

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

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

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

Thank you for attending our meeting – Please come again.

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

PROCLAMATION

CITY OF ROSEBURG, OREGON

CAMP MILLENNIUM WEEK

WHEREAS: Camp Millennium provides children, ages 5 – 16, dealing with a cancer diagnosis the opportunity to have an unforgettable week of fun at camp; and

WHEREAS: Camp Millennium is a place where children touched by cancer can gather in a supportive environment where they can simply be kids; and

WHEREAS: Camp Millennium combines the fun of summer camp with expert health care; and

WHEREAS: Children with cancer and their families have special needs and these needs are addressed by Camp Millennium through volunteer medical personnel and trained volunteers; and

WHEREAS: Camp Millennium is provided to eligible children at no cost to the family; and

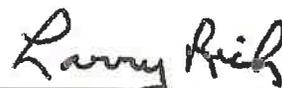
WHEREAS: The success of Camp Millennium depends on the support of many individuals and organizations to provide monetary and volunteer support;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim the week of June 17 through June 24, 2018 as

CAMP MILLENNIUM WEEK

and call upon the people of Roseburg to join their fellow citizens to participate in and support this event.

DATED this 11th Day of June, 2018.



Mayor Larry Rich

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**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
May 14, 2018**

Mayor Pro-Tem Tom Ryan called the regular meeting of the Roseburg City Council to order at 7:02 p.m. on May 14, 2018 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Prawitz 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: Mayor Larry Rich

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Amy Sowa, Public Works Director Nikki Messenger, Human Resources Director John VanWinkle, Police Captain Jerry Matthews, Fire Chief Gregg Timm, Assistant Fire Chief Gary Garrisi, Community Development Director Stuart Cowie, Management Assistant Koree Tate, Police Sergeant Jeff Eichenbusch, Police Sergeant Dennis Chrisenbery and Kyle Bailey of KQEN.

MAYOR REPORTS

Councilor Prawitz moved to appoint Mandy Elder, Laura Harvey, Dr. Theresa Lundy, Francesca Guyer, Marcia Belzner and Kelly Peter to the Library Commission. Motion was seconded by Councilor Hicks and carried unanimously. Mr. Colley thanked Mayor Rich and Councilor Prawitz for their time and work to establish the new Library Commission.

Pro-Tem Mayor Ryan proclaimed May 20-26, 2018 as EMS Week. Kristi Caviness, Bay Cities Ambulance Public Relations Specialist, thanked Council and presented a plaque acknowledging Council's continued support for medical personnel, partnership and joint effort. Ms. Caviness invited Council to attend a barbeque on May 24, 2018 from 11:00 a.m. to 2:00 p.m. to celebrate EMS Week. Pro-Tem Mayor Ryan added Bay Cities Ambulance and Fire District No. 2 form MedCom. He was proud to serve on the Board.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Councilor Eggers welcomed new Park Superintendent, Mark Sparagna, who attended the May 2, 2018 Parks Commission Meeting. She thanked Parks and Recreation Program Manager, Kris Ammerman, who provided a SplashPad and Playground presentation to Roseburg Rotary. The SplashPad and Playground is scheduled to open mid-June. Councilor Eggers shared the Swifts were back at Fir Grove Park during dusk with around 3,000 flying to the chimney. In the downtown area, people should watch for baby green herons that may fall from their nests.

SPECIAL PRESENTATION – CAFR AND PAFR AWARDS

Mr. Colley reported the City recently earned its 25th GFOA Certificate of Achievement for Excellence in Financial Reporting for the 2017 Comprehensive Annual Financial Report (CAFR). The certificate 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. The City also earned its third GFOA award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR) for the fiscal year ended June 30, 2017. The award is a prestigious national award recognizing conformance with the highest standards for

preparation of state and local government popular reports. Mr. Colley commended Mr. Harker and the Finance Department for their work to attain these achievements and recognition.

AUDIENCE PARTICIPATION

Jessica Hand, Blue Zones Umpqua, discussed the Bike and Walk to School event that took place May 9th at Eastwood Elementary. She would like local schools to promote students walking to school along safe routes. Ms. Hand invited Council to participate in the Bike to Work Day on Friday, May 18, 2018. Blue Zones Umpqua is currently reviewing options to increase active transportation and is hosting refresher stations during the event.

CONSENT AGENDA

Councilor Kaser moved to approve the following Consent Agenda items:

- 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

Motion was seconded by Councilor Zielinski and carried unanimously.

RESOLUTION NO. 2018-12 – AUTHORIZING AND SUPPORTING APPLICATION FOR AN OREGON PARKS AND RECREATION DEPARTMENT RECREATIONAL TRAILS PROGRAM GRANT

Ms. Messenger reported the Oregon Parks and Recreation Department offered 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 and 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. Councilor Eggers moved to adopt Resolution No. 2018-12, “A Resolution Authorizing and Supporting Application for an Oregon Parks and Recreation Department Trails Program Grant”. Motion was seconded by Councilor Hicks and carried unanimously.

RESOLUTION NO. 2018-10 – AMENDING RESOLUTION NO. 92-13 REGARDING FEES

Ms. Sowa reported service fees were adjusted annually based on either the CPI-U West index or the March Construction Cost Index (CCI). New fees involved Social Gaming and a reduction for residential derelict building charges. Councilor McDonald moved to adopt Resolution No. 2018-10. Motion was seconded by Councilor Hicks and carried unanimously.

RESOLUTION NO. 2018-11 – AMENDING RESOLUTION NO. 91-18 REGARDING WATER FEES

Ms. Sowa explained system development charges for water are to be adjusted annually based on the March Construction Cost Index, currently 2.7%. Councilor McDonald moved to adopt Resolution No. 2018-11. Motion was seconded by Councilor Fisher-Fowler and approved unanimously.

ORDINANCE NO. 3501 – TELECOMMUNICATION FRANCHISE TO SPECTROTEL, INC., FIRST AND SECOND READING

Ms. Sowa stated the telecommunication provider submitted an application and fee in April and requested a franchise agreement effective May 1, 2018. Ms. Sowa read Ordinance No. 3501, entitled: "An Ordinance Granting A Telecommunication Franchise To Spectrotel, Inc. Effective Retroactively on May 1, 2018" for the first time. Councilor Prawitz moved 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. Motion was seconded by Councilor Hicks and carried to proceed with a second reading.

Ms. Sowa read Ordinance No. 3501, entitled: "An Ordinance Granting A Telecommunication Franchise To Spectrotel, Inc. Effective Retroactively on May 1, 2018" for the second time. Councilor Fisher-Fowler moved to adopt Ordinance No. 3501 and the Motion was seconded by Councilor Zielinski. Roll call vote was taken and motion was carried unanimously. Pro-Tem Mayor Ryan declared the adoption of Ordinance No. 3501.

STEWART PARK RIVERBANK STABILIZATION PROJECT

Ms. Messenger reported 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. In response to Councilor Hicks, Councilor Prawitz added the low bidder was from Blodgett, Oregon. Ms. Messenger added state law requires choosing the lowest responsible bidder and K & B Quality Excavating had completed all the proper paperwork, insurance, bonds, employee drug testing and were qualified with the State of Oregon.

Councilor Eggers moved to award the Stewart Park Riverbank Stabilization project to the lowest responsible bidder, K & B Quality Excavating, LLC, for \$210,122.30. Motion was seconded by Councilor Zielinski and carried unanimously.

DEER CREEK PATH STABILIZATION PROJECT

Ms. Messenger advised 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 with local company, Cradar Enterprises, as the low bidder. Match funding will be provided from the Park Improvement Fund and in-kind labor for project management by Public Works personnel. Councilor Eggers moved to award the Deer Creek Path Stabilization project to the lowest responsible bidder, Cradar Enterprises, Inc. for \$166,818.00. Motion was seconded by Councilor Hicks and carried unanimously.

2018 PAVEMENT MANAGEMENT OVERLAY PROJECT

Ms. Messenger stated this project was advertised for 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. The Public Works Commission did not have a quorum, but those present supported the recommendation. Councilor Hicks expressed concern the project was not officially recommended by the Commission. Councilor Kaser added Commissions were advisory only and this process was appropriate as the construction season was beginning and on specific timelines for completion. Mr. Colley stated the Public Works Commission could not authorize a contract, only Council had that authority. The project was recommended by Staff and met the guidelines. Councilor Kaser shared the pavement system was evaluated in Roseburg and received a 72% rating, much higher than other Oregon cities. He thanked Staff for their work with street maintenance. Councilor Kaser moved to award Schedules A, B and D of the 2018 Pavement Management Overlay project to the lowest responsible bidder, Knife River Materials, for \$780,377.50 upon expiration of the seven day notice of intent. Motion was seconded by Councilor Fisher-Fowler and carried with a 7 to 1 vote.

2018 PAVEMENT MANAGEMENT OVERLAY PROJECT – CONSTRUCTION MANAGEMENT SERVICES TASK ORDER AUTHORIZATION

Ms. Messenger reported bids have been received for this year's overlay projects. In the past, the City has worked directly with Murraysmith (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 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. Councilor Kaser moved 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 \$62,576.00. Motion was seconded by Councilor Zielinski and carried unanimously.

2018 PAVEMENT MANAGEMENT PROGRAM SLURRY SEALS

Messenger explained a slurry seal is a very thin layer of aggregate with an asphalt emulsifier applied to a paved surface. Slurry seals are used primarily as preventative maintenance to prolong the life of the paved surface. A list of streets were included in the memo. Four bids were received. After an error correction for Blackline, a new low bidder was determined. Councilor Kaser moved to award the 2018 Pavement Management Program Slurry Seals project to the lowest responsible bidder, Pave Northwest, Inc. for \$99,145.28 upon expiration of the seven day notice of intent. Motion was seconded by Councilor Hicks and carried unanimously.

ITEMS FROM MAYOR, COUNCIL AND CITY MANAGER

Councilor Hicks requested Judge Mahan attend an upcoming meeting to provide a Municipal Court update. Council agreed and directed Mr. Colley to invite Judge Mahan to a future meeting.

Councilor Hicks shared her participation, along with 70 other volunteers in the Downtown Roseburg cleanup efforts by Blue Zones Umpqua on April 28, 2018. She discussed concerns received from residents in her Ward regarding homeless issues at various riverfront locations and Police crosswalk safety enforcement. Councilor Hicks suggested using other locations outside of her Ward for enforcement operations. Mayor Pro-Tem Ryan suggested she address any concerns with City Staff.

ADJOURNMENT

The meeting adjourned at 7:55 p.m. in order for Council to convene in Executive Session under the authority of ORS 192.660(2)(e).

Koree Tate
Management Assistant

**MINUTES OF THE SPECIAL MEETING
OF THE ROSEBURG CITY COUNCIL
JUNE 4, 2018**

Mayor Larry Rich called the special meeting of the Roseburg City Council to order at 4:02 p.m. on June 4, 2018 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon. Councilor Eggers led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Alison Eggers, Linda Fisher-Fowler, Ashley Hicks, Brian Prawitz, Steve Kaser, John McDonald, Tom Ryan (arrived at 4:15 p.m.) and Andrea Zielinski.

Others Present: City Manager Lance Colley, City Recorder Amy Sowa, City Attorney Bruce Coalwell, Human Resources Director John VanWinkle, Public Works Director Nikki Messenger, Finance Director Ron Harker, Management Assistant Koree Tate, Incoming Police Chief Gary Klopfenstein, Fire Chief Gregg Timm, Incoming Fire Chief Gary Garrisi and Tyler Jones of KEZI.

PUBLIC HEARING – LEASE OPTION AGREEMENT FOR 1409 NE DIAMOND LAKE BOULEVARD

At 4:03 p.m., Mayor Rich opened the public hearing regarding a lease option agreement for a portion of the building location at 1409 NE Diamond Lake Boulevard. Mr. Colley stated Staff has been working with Council and representatives from Douglas ESD (ESD) to develop a long-term lease and operating agreement to co-locate in the facility located at 1409 NE Diamond Lake Boulevard. As part of the negotiations, building in protections for both the City and the ESD were considered. The City received the deed to the property from Douglas County subject to a reversionary clause if a portion of the facility was not used for Public Library purposes in accordance with state statute. As discussed previously, the basic term of the lease is 99 years; however, an option provision was included for the ESD to acquire the property in section 4.4 if the City were to cease to provide Library services. Council must first hold a public hearing prior to directing the City Manager to execute the document.

Thursday May 31, 2018, City and ESD staff met with the City's architects, Pivot, and the CM/GC contractor, Vitus Construction, to review preliminary cost estimates to provide assurance that both can jointly move forward with the renovation project that is outlined in the funding agreement. Based on this recent information, it appears the City will be able to move forward with project amendments on June 11th and July 9th. The square footage that will be dedicated to the ESD, Library and joint use space is currently being finalized. The ESD space is estimated to be just under 12,000 square feet and the joint use space to be just less than 6,000 square feet. The ground level of the building is approximately 35,000 square feet with approximately 6,000 square feet on the second level which is primarily storage and mechanical room area.

Staff requested that Council approve the lease as presented and direct the City Manager to finalize the square footage requirements as estimated prior to execution of the document. Councilor Kaser asked Mr. Colley to clarify and describe the non-appropriation clause. Mr. Colley explained if the City were to experience a financial shortfall and cease to appropriate funds to operate a library; the building would go back to the County per a reversionary clause

in the original deed agreement with Douglas County. The County is willing to change the clause to allow ESD or another public entity to operate the library in that situation. This option would protect the City and ESD. In response to Mayor Rich, Mr. Colley clarified the shared spaces include the Ford Room, entrance lobby and restrooms, study and meeting spaces and a larger training room. The Mildred Whipple Children's Library will move to a new space within the facility. As no one else wished to speak, the hearing was closed at 4:12 p.m. Councilor Prawitz moved to accept the offer from Douglas ESD to lease (with option to purchase) a portion of the building located at 1409 NE Diamond Lake Boulevard and direct the City Manager to execute the "lease". Motion was seconded by Councilor Hicks and carried unanimously.

COOPERATIVE IMPROVEMENT AGREEMENT – DOUGLAS ESD

Mr. Colley explained the information provided outlines the cost of improvements for the facility renovation and the amount to be provided by the City and Douglas ESD prior to City Council awarding the improvement contract. The agreement allows the City to coordinate the exact amount of deposit required to cover the initial estimate. On May 31, 2018, the City and ESD staff met with the City's architects, Pivot, and the CM/GC contractor, Vitus Construction, to review preliminary cost estimates to provide assurance that we can jointly move forward with the renovation project that was outlined in the funding agreement. The cooperative agreement requires that the ESD and City agree on each entity's associated costs prior to Council award of the final guaranteed maximum price contract. Mr. Colley anticipates one amendment to the contract that will be presented at Council's June 11 meeting and final amendment for the maximum guaranteed price at the July 9 meeting.

If the Lease and the cooperative agreement are both executed, the cooperative agreement will spell out the cost of improvements for the facility renovation and the amount to be provided by the City and Douglas ESD. The City has currently received grants and/or commitments for the Library and shared space in the amount of \$520,500. Additional requests are pending for \$225,000. Douglas ESD has secured financing for their portion of the costs, subject to execution of the cooperative agreement. Attorney Coalwell added if the agreement is not finalized for the terms of payment, the lease would be invalid. He advised Council to enter into the lease and the cooperative agreement. Councilor Prawitz moved to direct the City Manager to execute the cooperative agreement between the City of Roseburg and the Douglas ESD. Motion was seconded by Councilor Zielinski and unanimously approved. Councilor Prawitz thanked Mr. Colley and ESD Director, Michael Lasher, for their work with this project and the County for deeding the property. He hoped for a strong finish and to never close the library again.

Mr. Colley thanked Public Works Staff and Management Assistants Koree Tate and Shyela Chapman for their assistance and the work with the Library. He appreciated all who helped pack up boxes and books during this phase of the project. Mayor Rich also thanked Mr. Colley and Staff for their work and efforts with the Library.

LEAGUE OF OREGON CITIES PRESENTATION

The League of Oregon Cities (LOC) Executive Director Mike Cully, Legislative Director Craig Honeyman, Marketing and Communications Director Kevin Toon, Operations Director Megan George and General Counsel Patty Mulvihill provided a presentation to the Mayor and Council regarding the mission of LOC. The LOC collaborates with cities, counties and

special districts to build a network to enhance services. Training options are available to Council and City Staff with a variety of topics and time options. The LOC is working to modernize their website and become more active on social media. The annual conference will take place in Eugene, Oregon on September 27 – 29 with new options that includes two seminars and quick fire sessions. Mr. Culley added the LOC was working towards better response time with alerts, calls, hearings and overall participation with cities. A grant writer has been added to the team to assist members seeking funds. Mr. Cully thanked Ms. Sowa for her professionalism and the arrangement to meet Council. He also thanked Councilor Kaser for serving on the LOC Board. Mayor Rich and Council expressed their appreciation for the visit from the LOC Directors and the update regarding programs available and the new direction of the LOC.

ADJOURN

The meeting adjourned at 5:24 p.m.



Koree Tate
Management Assistant

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6/11/18*

**ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**



**OLCC APPLICATION – NEW OUTLET
Trella Vineyards – 642 SE Jackson Street**

Meeting Date: June 11, 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 Stephen Williams and Susan Williams located at 642 SE Jackson Street as a new outlet granted for "Winery-Consumption."

- 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 TRELLA VINEYARDS AT 642 SE JACKSON STREET IN ROSEBURG, OREGON.

ATTACHMENTS

A. Subject Application

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



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

LICENSE FEE: Do not include the license fee with the application (the license fee will be collected at a later time).

APPLICATION: Application is being made for:

- Application types: Brewery, Brewery-Public House, Distillery, Full On-Premises, Commercial, Full On-Premises, Caterer, Full On-Premises, Passenger Carrier, Full On-Premises, Other Public Location, Full On-Premises, Nonprofit Private Club, Full On-Premises, For-Profit Private Club, Grower Sales Privilege, Limited On-Premises, Off-Premises, Off-Premises with Fuel Pumps, Warehouse, Wholesale Malt Beverage & Wine (WMBW), Winery - Consumption (checked)

CITY AND COUNTY USE ONLY

Date application received

Name of City or County

Recommends this license be ___ Granted ___ Denied

By

Date

OLCC USE

Application received by [Signature]

Date 06/01/18

License Action: 2nd location

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

Applicant #1: Zaleca, LLC

Applicant #2, #3, #4

2. Trade Name of the Business (the name customers will see):

Trelia Vineyards

3. Business Location: Number and Street

City 642 SE Jackson St, County Douglas, ZIP 97470

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

5. Mailing Address (where the OLCC will send your mail):

PO Box, Number, Street, Rural Route 2679 Flournoy Valley Rd, City Roseburg, State OR, ZIP 97471

6. Phone Number of the Business Location: 541-375-0550

7. Contact Person for this Application:

Name Amy Ashby, Phone Number 541-430-1882

Mailing Address, City, State, ZIP: 2679 FLOURNOY VALLEY RD ROSEBURG, OR 97471

Email amy@trellavineyards.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 [Signature]

Signature of Applicant #2

Signature of Applicant #3

Signature of Applicant #4

Jc
6/5/18



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

2018-19 BUDGET ADOPTION

Meeting Date: June 11, 2018
Department: Finance
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Ron Harker
Contact Telephone Number: 492-6710

ISSUE STATEMENT AND SUMMARY

Oregon Local Budget Law requires the City of Roseburg to conduct a public hearing on the 2018-19 budget as approved by the Budget Committee May 15, 2018, and on the proposed uses of State Revenue Sharing funds.

In addition, a resolution is required to adopt the budget, authorize the City to receive State Revenue Sharing funds, make appropriations, and levy and categorize ad valorem property tax for the City of Roseburg for the fiscal year beginning July 1, 2018, and ending June 30, 2019.

BACKGROUND

A. Council Action History.

The budget is adopted before June 30th and effective July 1st of each year.

B. Analysis.

City Manager Colley presented the budget document and message on May 1, 2018, and a public hearing on possible uses of State Revenue Sharing funds was conducted. The Budget Committee deliberated on the proposed budget, sought public input and approved the budget as presented on May 15, 2018 with no adjustments.

Appropriations in the attached resolution and exhibit are based upon the budget approved by the Committee.

C. Financial and/or Resource Considerations.

Total requirements for 2018-19 are \$69,568,948.

The estimated revenue from State Revenue Sharing is \$240,000. The funds will be used to support General Fund services.

D. Timing Issues.

Budget adoption is required before the beginning of the new fiscal year on July 1, 2018. A copy of the resolution electing to receive State Revenue Sharing funds must be filed with the Oregon Department of Administrative Services not later than July 31, 2018.

COUNCIL OPTIONS

- 1) Adopt the Approved Budget as submitted; or
- 2) Recommend revisions to the Approved Budget; or
- 3) Schedule budget adoption for another meeting prior to July 1, 2018.

If any changes are necessary after the Budget Committee approves the budget, the governing body must make the revisions when adopting the budget. Revisions that do not increase the total approved budget will not affect the resolution as presented but may change the appropriations as listed on the attached exhibit.

Per ORS 294.456, the governing body is limited to increasing expenditures in a fund by no more than \$5,000 or 10 percent, whichever is greater, of the approved budget. If a larger expenditure increase is desired, the budget summary is required to be republished and a second public hearing is required prior to July 1, 2018.

STAFF RECOMMENDATION

Upon conclusion of the Public Hearing, it is Staff's recommendation that Council adopt the attached resolution with any modifications that Council deems prudent.

SUGGESTED MOTIONS

Should the Council desire to adopt the Approved Budget without any modifications, then:

"I MOVE TO ADOPT RESOLUTION NO. 2018-13 ADOPTING THE 2018-2019 BUDGET AS APPROVED BY THE BUDGET COMMITTEE";

ATTACHMENTS

Resolution
Appropriations Exhibit

RESOLUTION NO. 2018-13

**A RESOLUTION ADOPTING THE 2018-2019
BUDGET; LEVYING AND CATEGORIZING TAXES FOR SAID TAX YEAR;
ELECTING TO RECEIVE STATE REVENUE SHARING; AND MAKING
APPROPRIATIONS**

WHEREAS, the Budget Committee of the City of Roseburg, Oregon, has approved a proposed budget for the fiscal year commencing July 1, 2018; and

WHEREAS, at a regular meeting of the City Council held on June 11, 2018, a public hearing on said proposed budget was duly held after the giving of notice thereof as provided by statute, proof of which is on file in the Office of the City Recorder of the City; and

WHEREAS, ORS 294.456 requires the adopted budget to be appropriated by fund and requirement category; and

WHEREAS, ORS 294.456 requires local governments to take formal action to declare the ad valorem tax rate or amount to be certified to the assessor and to itemize and categorize the ad valorem property tax amount or rate; and

WHEREAS, ORS 221.770 requires local governments to take formal action to declare their desire to receive state revenue sharing money; and

WHEREAS, the officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following service(s): (1) police protection; (2) fire protection; (3) street construction, maintenance and lighting; (4) sanitary sewer; (5) storm sewers; (6) planning, zoning and subdivision control; and (7) one or more utility services; and city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760; and

WHEREAS, the City of Roseburg certifies that it provides all of the municipal services outlined above, except the provision of sanitary sewer.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG that:

Section 1. After a public hearing held on June 11, 2018, the Roseburg City Council hereby adopts the budget for the fiscal year 2018-2019 in the sum of \$69,568,948, a copy of which is now on file at City Hall.

Section 2. The City hereby levies the taxes for each fund provided for in the aggregate amount of \$8.4774 per \$1,000, be assessed pro rata upon all taxable property within the City of Roseburg, Oregon.

Section 3. The City hereby declares the following allocation and categorization, subject to the limits of Section 11b, Article XI of the Oregon Constitution, constitute the preceding aggregate levy:

Subject To General Government Limitation
Permanent Rate per Thousand \$8.4774

Section 4. The City hereby elects to receive state revenues for fiscal year 2018-2019 pursuant to ORS 221.770.

Section 5. The amounts designated for the purposes set forth in Exhibit "A" are appropriated for the purposes and in the amount set forth in that Exhibit.

Section 6. The Recorder of said City shall certify to the County Clerk and County Assessor of Douglas County, Oregon, the tax levies provided for in this Resolution on or before July 15, 2018, and shall file required documents with the County Assessor in accordance with ORS 294.458.

Section 7. This Resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING ON THE
11TH DAY OF JUNE, 2018.**

Amy L. Sowa, City Recorder

EXHIBIT "A"
2018-2019 BUDGET APPROPRIATIONS

GENERAL FUND

Departments

| | | | |
|-------------------------|----|-----------|---------------|
| ◆ Administration | \$ | 2,469,197 | |
| ◆ Community Development | | 786,726 | |
| ◆ Library | | 355,535 | |
| ◆ Public Works | | 3,695,399 | |
| ◆ Parks and Recreation | | 1,665,833 | |
| ◆ Municipal Court | | 505,192 | |
| ◆ Police Department | | 7,079,569 | |
| ◆ Fire Department | | 6,623,367 | |
| ◆ Capital Outlay | | 91,000 | |
| ◆ Transfers | | 755,000 | |
| ◆ Operating Contingency | | 1,000,000 | \$ 25,026,818 |

SPECIAL REVENUE FUNDS

Grant Special Revenue

| | | | |
|--------------------------|--|-----------|-----------|
| ◆ Materials and Services | | 4,194,700 | |
| ◆ Capital Outlay | | - | 4,194,700 |

Hotel/Motel Tax

| | | | |
|--------------------------|--|---------|-----------|
| ◆ Materials and Services | | 876,907 | |
| ◆ Capital Outlay | | 40,000 | |
| ◆ Transfers | | 518,810 | 1,435,717 |

Streetlight/Sidewalk

| | | | |
|--------------------------|--|---------|---------|
| ◆ Materials and Services | | 88,943 | |
| ◆ Capital Outlay | | 310,000 | |
| ◆ Operating Contingency | | 250,144 | 649,087 |

Bike Trail

| | | | |
|--------------------------|--|---------|---------|
| ◆ Materials and Services | | 10,000 | |
| ◆ Capital Outlay | | 150,000 | |
| ◆ Operating Contingency | | 116,926 | 276,926 |

Golf

Departments

| | | | |
|-------------------------|--|--------|--------|
| ◆ Maintenance | | 22,249 | |
| ◆ Capital Outlay | | 25,000 | |
| ◆ Operating Contingency | | 47,840 | 95,089 |

Economic Development Fund

| | | | |
|--------------------------|--|---------|---------|
| ◆ Materials and Services | | 114,436 | |
| ◆ Capital Outlay | | 30,000 | 144,436 |

Library Special Revenue Fund

| | | | |
|--------------------------|--|---------|---------|
| ◆ Materials and Services | | 145,100 | |
| ◆ Capital Outlay | | 5,000 | 150,100 |

Stewart Trust- Special Revenue Fund

| | | | |
|------------------|--|--------|--------|
| ◆ Capital Outlay | | 40,000 | 40,000 |
|------------------|--|--------|--------|

DEBT SERVICE FUNDS

Debt Retirement Fund

| | | | |
|----------------|--|---------|---------|
| ◆ Debt Service | | 725,000 | 725,000 |
|----------------|--|---------|---------|

Pension Bond Debt Service Fund

| | | | |
|----------------|--|---------|---------|
| ◆ Debt Service | | 457,516 | 457,516 |
|----------------|--|---------|---------|

EXHIBIT "A"
2018-2019 BUDGET APPROPRIATIONS

CAPITAL PROJECTS FUNDS

| | | | |
|-----------------------------|--|-----------|-----------|
| Transportation | | | |
| ◆ Materials and Services | | 1,133,371 | |
| ◆ Capital Outlay | | 1,525,000 | |
| ◆ Transfers | | 10,000 | 2,668,371 |
| | | <hr/> | |
| Park Improvement | | | |
| ◆ Materials and Services | | 30,000 | |
| ◆ Capital Outlay | | 565,000 | 595,000 |
| | | <hr/> | |
| Equipment Replacement | | | |
| ◆ Materials and Services | | 133,000 | |
| ◆ Capital Outlay | | 800,500 | 933,500 |
| | | <hr/> | |
| Assessment | | | |
| ◆ Capital Outlay | | 1,000,000 | 1,000,000 |
| | | <hr/> | |
| Facilities Replacement Fund | | | |
| ◆ Materials and Services | | 91,274 | |
| ◆ Capital Outlay | | 3,021,000 | 3,112,274 |
| | | <hr/> | |

ENTERPRISE FUNDS

| | | | |
|---------------------------------|--|-----------|-----------|
| Storm Drainage | | | |
| ◆ Materials and Services | | 763,990 | |
| ◆ Capital Outlay | | 1,210,000 | |
| ◆ Operating Contingency | | 1,000,000 | 2,973,990 |
| | | <hr/> | |
| Off Street Parking | | | |
| Departments | | | |
| ◆ Enforcement | | 58,338 | |
| ◆ Operating Contingency | | 30,779 | 89,117 |
| | | <hr/> | |
| Airport Fund | | | |
| Departments | | | |
| ◆ Airport Operations | | 199,206 | |
| ◆ Capital Outlay | | 200,000 | |
| ◆ Debt Service | | 110,850 | |
| ◆ Operating Contingency | | 399,336 | 909,392 |
| | | <hr/> | |
| Water Service Fund | | | |
| Departments | | | |
| ◆ Production | | 1,194,401 | |
| ◆ Transmission and Distribution | | 1,494,951 | |
| ◆ General Overhead | | 1,470,826 | |
| ◆ Capital Outlay | | 2,460,000 | |
| ◆ Operating Contingency | | 1,000,000 | 7,620,178 |
| | | <hr/> | |

INTERNAL SERVICE FUND

| | | | |
|--------------------------|--|---------|---------|
| Workers Compensation | | | |
| ◆ Materials and Services | | 381,170 | |
| ◆ Operating Contingency | | 603,740 | 984,910 |
| | | <hr/> | |

TOTAL BUDGET APPROPRIATIONS \$ 54,082,121

EXHIBIT "A"
2018-2019 BUDGET APPROPRIATIONS

This budget also includes unappropriated ending fund balances and reserves for future expenditures. A supplemental budget must be prepared to spend amounts reserved for future expenditure.

| | Reserve | Unappropriated Fund Balance | Total | |
|---------------------------|---------------------|--------------------------------|-----------------------------|-------------------|
| General | \$ - | \$ 4,249,586 | \$ 4,249,586 | |
| Grant | 75,643 | - | 75,643 | |
| Hotel/Motel Tax | 247,261 | - | 247,261 | |
| Economic Development | 205,127 | - | 205,127 | |
| Library Special Revenue | 150 | - | 150 | |
| Stewart Trust | 51,790 | - | 51,790 | |
| Pension Bond Debt Service | - | 73,103 | 73,103 | |
| Transportation | 2,266,016 | - | 2,266,016 | |
| Park Improvement | 120,845 | - | 120,845 | |
| Equipment Replacement | 846,149 | - | 846,149 | |
| Assessment Improvement | 200,000 | 395,465 | 595,465 | |
| Facilities Replacement | 48,290 | - | 48,290 | |
| Storm Drain | - | 1,491,197 | 1,491,197 | |
| Water | - | 5,216,205 | 5,216,205 | |
| | <u>\$ 4,061,271</u> | <u>\$ 11,425,556</u> | <u>\$ 15,486,827</u> | <u>15,486,827</u> |
| TOTAL BUDGET | | | <u><u>\$ 69,568,948</u></u> | |

RESOLUTION NO. 2018 – 14

**A RESOLUTION AUTHORIZING A BUDGET RE-APPROPRIATION FOR
FISCAL YEAR 2017-18**

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2017-18 by Resolution 2017-13; and

WHEREAS, responses by the Roseburg Fire Department to regional and interstate fire conflagration events in 2017 resulted in a significant increase to the department’s personnel overtime budget; and

WHEREAS, in the Storm Drainage Fund, several expense items are projected to complete the year in excess of original projections. There is no one single event that has put stress on the budget this year, rather it is an accumulation of several expense items that is causing stress on the budget.; and

WHEREAS, ORS 294.463 allows appropriations to be transferred within a fund after the budget has been adopted; and

WHEREAS, the City’s 2017-18 adopted budget appropriated operating contingencies within the General Fund and such budgeted contingencies shall be used for unanticipated expenditures; and

WHEREAS, the City’s 2017-18 adopted budget appropriated operating contingencies within the Storm Drainage Fund and such budgeted contingencies shall be used for unanticipated expenditures.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG that:

Section 1. Resources and appropriations in the Fiscal Year 2017-18 budget shall be adjusted as follows:

| | <u>Current</u> | <u>Amount</u> | <u>Amended</u> |
|------------------------|----------------------|---------------|----------------------|
| General Fund (100) | | | |
| Resources | | | |
| Beginning Fund Balance | \$ 7,046,808 | \$ - | \$ 7,046,808 |
| Revenues | <u>\$ 21,368,080</u> | <u>\$ -</u> | <u>\$ 21,368,080</u> |
| Total Resources: | \$ 28,414,888 | \$ - | \$ 28,414,888 |

| | | | |
|-----------------------|----------------------|-------------|----------------------|
| Appropriations | | | |
| Fire Department | \$ 6,467,393 | \$ 60,000 | \$ 6,527,393 |
| Operating Contingency | \$ 939,900 | \$ (60,000) | \$ 879,900 |
| Other Requirements | <u>\$ 21,007,595</u> | <u>\$ -</u> | <u>\$ 21,007,595</u> |
| Total Appropriations: | \$ 28,414,888 | \$ - | \$ 28,414,888 |

To provide appropriation authority for increased overtime expenses in the Fire Department's personnel budget due to regional and interstate fire conflagration responses.

| | <u>Current</u> | <u>Amount</u> | <u>Amended</u> |
|-------------------------------|---------------------|---------------|---------------------|
| Storm Drainage Fund (560) | | | |
| Resources | | | |
| Beginning Fund Balance | \$ 1,875,212 | \$ - | \$ 1,875,212 |
| Revenues | <u>\$ 1,983,000</u> | <u>\$ -</u> | <u>\$ 1,983,000</u> |
| Total Resources: | \$ 3,858,212 | \$ - | \$ 3,858,212 |
| Appropriations | | | |
| Materials and Services | \$ 694,143 | \$ 20,000 | \$ 714,143 |
| Capital Outlay | \$ 1,935,000 | \$ - | \$ 1,935,000 |
| Operating Contingency | \$ 1,000,000 | \$ (20,000) | \$ 980,000 |
| Unappropriated Ending Balance | <u>\$ 229,069</u> | <u>\$ -</u> | <u>\$ 229,069</u> |
| Total Appropriations: | \$ 3,858,212 | \$ - | \$ 3,858,212 |

To provide adequate appropriation authority through the remainder of the fiscal year.

Section 2. The Finance Director is to make the proper adjustments to the budget.

Section 3. This resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 11TH DAY OF JUNE, 2018.**

Amy L. Sowa, City Recorder

CJ
6/6/18

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Fire Station 3 Seismic Rehabilitation Contract Amendment - Construction 17GR14

Meeting Date: June 11, 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 the contractor's Guaranteed Maximum Price (GMP) for the Fire Station 3 Seismic Rehabilitation Project. The issue for the Council is whether to authorize a contract amendment to proceed with the construction of the improvements.

BACKGROUND

A. Council Action History. On June 12, 2017 Council accepted two Seismic Rehabilitation grants through the Oregon Business Development Department for upgrades to Fire Stations 2 and 3. On September 25, 2017 the Council awarded an engineering contract and approved an alternate competitive construction contract process; the Construction Manager/General Contractor (CM/GC) process. On January 8, 2018, the Council awarded the master CM/GC contract.

B. Analysis. The City went through a proposal process to select a contractor to perform the CM/GC services for the two seismic projects. Based on this selection process, the Council awarded a master CM/GC contract. The CM/GC master contract utilizes amendments to authorize phases of work. These amendments are similar to task orders the City utilizes with other types of master contracts.

Staff from the Public Works and Fire departments have been working closely with the design engineer, architect and CM/GC contractor to develop plans for the Station 3 upgrades. Final plans were provided to the CM/GC contractor in mid-May. The contractor publicly advertised and competitively bid the subcontract work. On May 31st, the contractor delivered a Guaranteed Maximum Price (GMP) for the work outlined in the plans.

The work involves improving the structural integrity of the existing building to meet current seismic codes. This generally includes improving the structural support between the foundation, walls and roof. In the apparatus bay, the roof will be replaced and external buttresses will be installed on the north side of the building. Internal buttresses are planned on the south side of the apparatus bay. In the living area, steel columns will be installed to tie the roof to the foundation.

C. Financial and/or Resource Considerations. The City has received a grant through the Oregon Business Development Department for \$1,071,640 to construct this project. The estimated project costs are listed below.

| | |
|---------------------------------------|-------------------------|
| Design/CM | \$146,100 |
| CM/GC Preconstruction Phase (1) | \$ 10,520 |
| CM/GC Early work package (2) | \$ 49,000 |
| CM/GC Construction (3) | \$578,373 |
| Contingency (12.5%) | \$ 78,422 |
| Foundation Engineering | \$ 9,425 |
| Asbestos Removal (est.) | \$ 6,000 |
| Housing (est.) | \$ 21,000 |
| Miscellaneous Fees (est.) | <u>\$ 10,000</u> |
| <i>Estimated Project Total</i> | <i>\$907,840</i> |

The draft FY 2018-19 Facilities Fund budget includes \$100,000 for non-grant eligible improvements at both stations. The estimate above includes approximately \$30,000 in improvements that are not eligible for grant funding.

D. Timing Issues. If the contract amendment is approved at the June 11th meeting, construction is expected to begin in mid-June and be complete by late October. It is important to get the project started as soon as practical given that removing a portion the roof is part of the overall project and should be completed during the summer months.

COUNCIL OPTIONS

The Council has the following options:

- 1. Authorize an amendment to the CM/GC contract for \$578,373 to proceed with the project; or
- 2. Request additional information; or
- 3. Not authorize the amendment and not proceed with the project. This will require paying back grant money that the City has previously been reimbursed.

STAFF RECOMMENDATION

Money has been budgeted and is available to complete the construction. Staff recommends the Council authorize an amendment to the CM/GC contract to proceed with the construction of the seismic improvements.

SUGGESTED MOTION

I move to authorize Amendment #3 to the contract with Vitus Construction, Inc. for CM/GC services for the Fire Station 3 Seismic Rehabilitation Project.

ATTACHMENTS

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Handwritten initials

Riverfront Multi-Use Path Phase 2 Rescind Bid Award

Meeting Date: June 11, 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 a grant to reconstruct a portion of multi-use path in Riverfront Park. Due to a delay in receiving a Notice to Proceed from the Oregon Parks and Recreation Department, the contract has not yet been signed and notice to the contractor to proceed with construction has been delayed. The issue for the Council is whether to rescind the previous bid award and reject all bids upon a finding that it is in the public interest to do so.

BACKGROUND

A. Council Action History. On April 24, 2017 the Council authorized a grant application to the Oregon Parks and Recreation Department's Recreational Trails Program. On April 9, 2018 the Council awarded the construction project to the lowest responsible bidder.

B. Analysis. The City received a grant from the Oregon Parks and Recreation Department (OPRD) through the Recreational Trails Program to renovate a section of multi-use path in Riverfront Park between the terminus of last year's path construction, east of Stewart Park Drive, and the northeast corner of the park (section through disc golf). The section is approximately 2,000 feet long and will be reconstructed ten feet wide. The project was designed by City staff with minor alterations to the path route in a few locations to avoid tree roots, low areas, and to improve the connection to the north/south path parallel to I-5.

As part of the process, the City is required to get approval from the State Historic Preservation Office (SHPO) prior to OPRD issuing a Notice to Proceed. SHPO requires an archeological study within the project limits. The City contracted with the University of Oregon to provide the archeological study. After reviewing the study, SHPO had concerns related to realigning the east end of the path where it meets the path that runs north/south parallel to I-5. If the City wanted to realign the path, additional study would be required. Staff chose to leave the path in the existing alignment and forego additional study.

When staff requested that Council award the construction contract, it was expected that all of these details would be worked out by the end of April. The contract documents were written with an expected start date of May 1st and completion date of June 30, 2018. As of the writing of this memo, the City has not received a Notice to Proceed from OPRD. Due to events planned in the park and the contractor's schedule, it is necessary to cancel the contract. The mechanism for achieving this is for Council to rescind the previous bid award and reject all bids.

C. Financial and/or Resource Considerations. If the City were to proceed with path construction at this time, any project costs incurred prior to receiving the Notice to Proceed from OPRD would not be eligible for grant reimbursement.

D. Timing Issues. Bids were opened on March 22nd. The contract documents state that all bids are binding for 60 days unless the City executes a contract, which has not occurred. Given the nature of the action requested, it would make sense to rescind the award as soon as practical so that staff may return the contractor's bid bond. The grant allows the City two years after notice to proceed to complete the project.

COUNCIL OPTIONS

The Council has the following options:

1. Rescind the previous bid award and reject all bids for the Riverfront Park Path Renovation Phase 2 Project; or
2. Request additional information.

STAFF RECOMMENDATION

Staff recommends rescinding the previous bid award and rejecting all bids.

SUGGESTED MOTION

I move to rescind the award of the Riverfront Park Path Renovation Phase 2 Project and reject all bids based on public interest.

ATTACHMENTS

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Potential Jurisdictional Transfer with Douglas County NE Stephens Street

Meeting Date: June 11, 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

Douglas County has approached staff about the potential of the City assuming jurisdictional authority on a section of NE Stephens Street north of the current City Limits. The issue for the Council is whether to provide direction to the City Manager to proceed with negotiating a jurisdictional transfer.

BACKGROUND

A. Council Action History. None

B. Analysis. Douglas County has been designing a project to improve NE Stephens Street from Pleasant Avenue to the Winchester Bridge. The planned improvements include full street improvements to provide for two lanes of travel (one in each direction), bike lanes in both directions, and a sidewalk on the east side of the street the entire length of the project. A sidewalk on the west side of the street is included north of Keller Lumber to the bridge near the curves, as depicted on the attached map.

The County has indicated that they have capital funding available to build the project, but do not have the resources to maintain the project upon completion. Given the number of improvements that could be constructed on County roadways, the County is looking for municipal partners to assume maintenance whenever possible. County staff has indicated that the project will not move forward to bidding unless the City agrees to take jurisdiction of the roadway upon project completion.

This project would be a significant multi-modal improvement for the community, which is a positive. If the City takes jurisdiction, staff would recommend annexing the right-of-way. The downside of this transfer is that the City takes over maintenance and emergency response for just over a mile of additional roadway without any additional revenue. As such, staff has been discussing other potential items that may be a benefit to the City.

One item that may make sense is to look at planning jurisdiction in the area. The area is within the Urban Growth Boundary but continues to develop to County standards. The City may continue to annex north and the areas being annexed often don't meet City standards (no sidewalks, streetlights and limited storm drainage facilities). This can be problematic for the City. It appears there is potential for redevelopment to occur, especially adjacent to NE Stephens Street. There are underutilized commercial properties that are slowly redeveloping and the City has very little influence on the development standards being used.

The process for completing the jurisdictional transfer would start with staff negotiating a proposed Intergovernmental Agreement (IGA) with Douglas County outlining the improvements and any conditions attached to the transfer. Once an IGA were drafted, staff would seek Council approval to proceed with executing the agreement. After the construction was complete, the Council would need to adopt an ordinance accepting jurisdiction of the roadway. This process has been used in the past to construct and transfer sections of Edenbower Boulevard and Broad Street to the City.

C. Financial and/or Resource Considerations. The County's current construction estimate is \$7.9 million. If the Council does decide to move forward, the project cost may increase slightly as the City will require additional features such as street lighting, and some alterations to the storm drainage inlets to meet City standards. All of these costs would be borne by the County. The City's commitment would be maintaining the roadway in the future. This would include storm drainage maintenance, street sweeping, striping, asphalt maintenance, etc. If the City annexed the right-of-way, we would also be responsible for emergency services within the right-of-way and would need to respond to any traffic accidents or other incidents.

D. Timing Issues. The County's original schedule included bidding the project late in 2018 and allowing a full year for construction. As such, the County would like an indication of Council's interest in the jurisdictional transfer as soon as practical.

COUNCIL OPTIONS

The Council has the following options:

1. Direct the City Manager to negotiate a jurisdictional transfer agreement with Douglas County for the section of NE Stephens Street north of the City Limits to the North Umpqua River; or
2. Direct the City Manager to negotiate a jurisdictional transfer agreement for a shorter section of NE Stephens; or
3. Request additional information; or
4. Direct the staff to notify the County that the City is not willing to take jurisdiction of NE Stephens Street at this time.

STAFF RECOMMENDATION

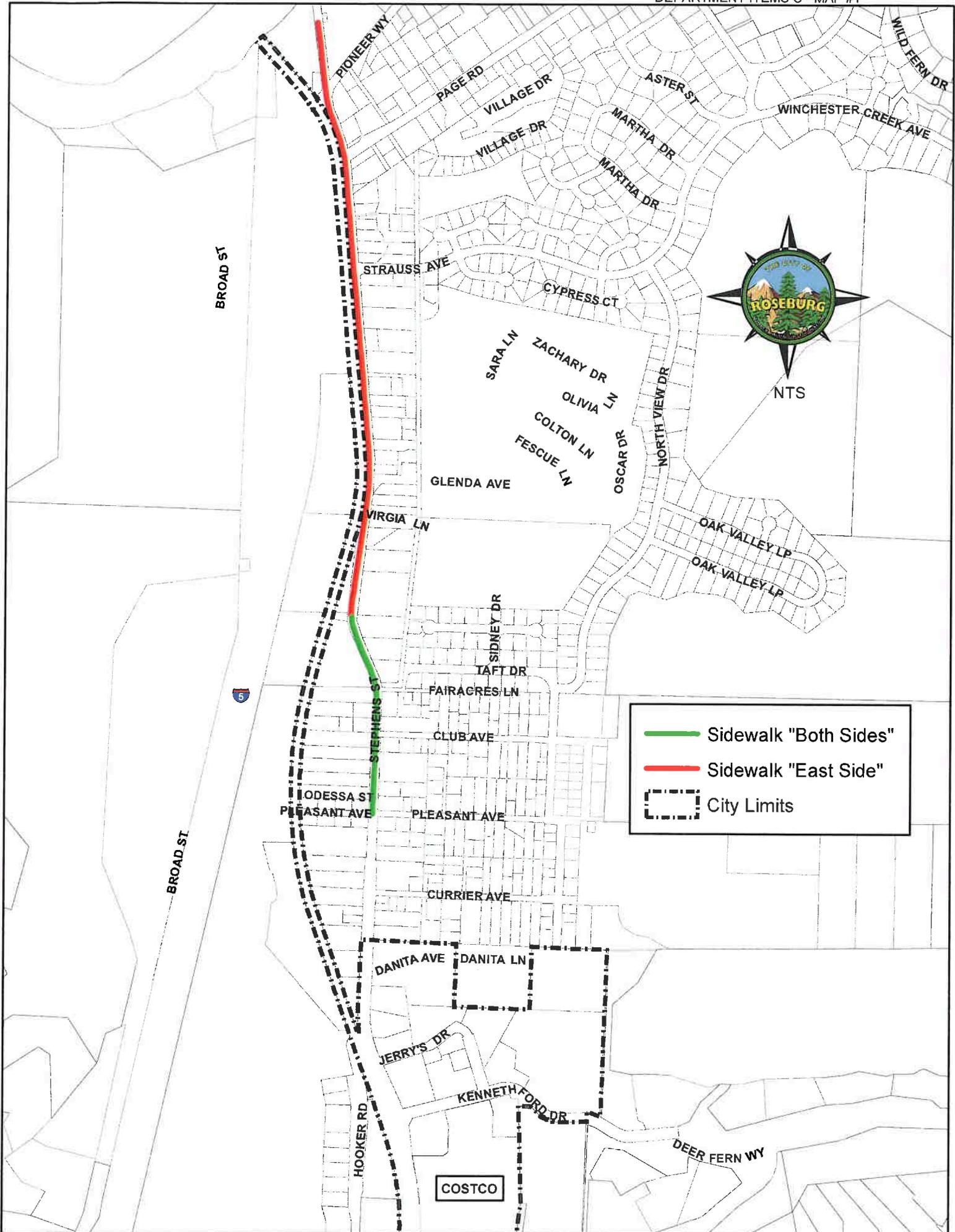
When the first public meeting was held as part of the Transportation System Plan, staff heard multiple comments about the lack of bicycle and pedestrian facilities between Winchester and the City Limits. This project would be one step in addressing those concerns. Staff recommends that Council consider authorizing the City Manager to negotiate a jurisdictional transfer with Douglas County in order to facilitate these improvements.

SUGGESTED MOTION

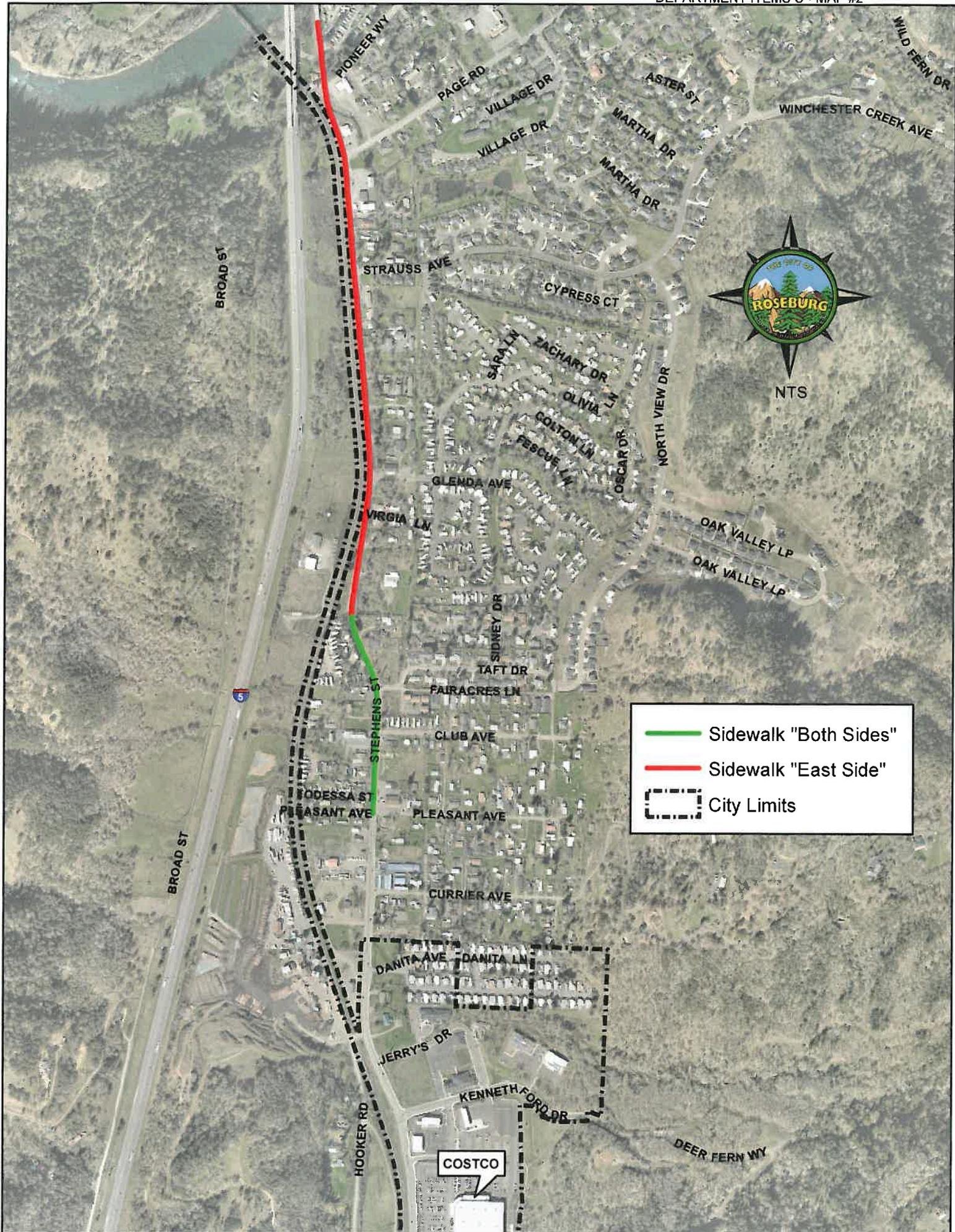
I move to direct the City Manager to negotiate a draft IGA with Douglas County to facilitate an improvement project and jurisdictional transfer of NE Stephens Street between the City Limits and Pioneer Way.

ATTACHMENTS

Map



| | |
|---|-----------------------|
|  | Sidewalk "Both Sides" |
|  | Sidewalk "East Side" |
|  | City Limits |



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



Library Renovation CM/GC Contract Amendment - Construction 18PW06

Meeting Date: June 11, 2018
Department: City Manager
www.cityofroseburg.org

Agenda Section: Department Item C
Staff Contact: Lance Colley
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Staff has been working with Douglas ESD, Pivot Architects and Vitus Construction to determine the costs and timelines for renovation of the Library and ESD administrative portions of the facility. The City has received the contractor's estimated Guaranteed Maximum Price (GMP) for the Library Renovation Project in an effort to determine which items need to be ordered initially to allow for timely construction. The issue for the Council is whether to authorize a contract amendment to proceed with the initial materials order.

BACKGROUND

A. Council Action History.

- On February 8, March 14, and March 28, 2016, City Council heard input from the Save Our Libraries group regarding placement of a library district on the November ballot.
- On April 11, 2016, Council adopted Resolution 2016-6 regarding the inclusion of the City of Roseburg boundary in a proposed library district with a permanent tax on a county wide ballot in November 2016.
- On November 8, 2016, the Ballot Measure was defeated 25,499 against; 20,703 in favor.
- The City Council has received regular reports regarding the Library Task Force's meetings, but no action has been considered by the City Council.
- On May 8, 2017, City Council directed staff to evaluate facilitation of a Roseburg Branch Library.
- On June 7, 2017, Staff provided an update of work to date and Council directed staff to proceed with acquiring a deed to the property subject to completing our due diligence.
- On December 11, 2017, Council authorized the transfer of the Library Facility to the City and continued work with the Douglas ESD to finalize renovation plans and work on intergovernmental agreements to reopen a City Library.
- On February 26, 2018, the Council adopted Resolution No. 2018-02 approving an alternate competitive contracting process for the renovation of the library building.
- On May 14, 2018, Council reviewed information provided in executive session.
- On June 4, 2018, Council accepted the offer from Douglas ESD to lease (with option to purchase) a portion of the library building and directed the City Manager to execute the lease. Council also directed the City Manager to execute a cooperative agreement between the City of Roseburg and the Douglas ESD.

B. Analysis. The City went through a proposal process to select a contractor to perform the CM/GC services for the project. Based on this selection process, the Council awarded a

master CM/GC contract to Vitus Construction. The CM/GC master contract utilizes amendments to authorize phases of work. These amendments are similar to task orders the City utilizes with other types of master contracts.

Staff from the Public Works and City Manager Departments as well as Douglas ESD has been working closely with the architect and CM/GC contractor to develop plans for the Library building upgrades. Final plans were provided to the CM/GC contractor in late May. The contractor publicly advertised and competitively bid the subcontract work. On May 31st, the contractor delivered an initial estimated Maximum Price for the work outlined in the plans so staff could determine if current funding efforts would allow us to move forward with the project as designed or alternative deductive options would need to be considered to reduce the overall cost.

The purpose of receiving an initial estimate in advance of the Guaranteed Maximum Price is to allow the contractor to order what are referred to as "long lead items" which take some time for delivery. In an effort to develop a compact construction schedule, ordering long lead items now will allow for interior demolition to begin and framing to start as items are ordered. We anticipate the final Guaranteed Maximum Price amendment will come to Council for approval June 25 or July 9.

C. Financial and/or Resource Considerations. At your meeting on June 4, Council authorized the City Manager to enter into two contracts with Douglas ESD. One contract outlined the long-term lease and operating agreement with the option for the ESD to acquire the building under certain circumstances and still provide library services. The second and controlling agreement outlines the cooperative funding arrangement for the library renovation project which is the subject of this request. The preliminary estimates for the Maximum Price contract and all other estimated associated costs is currently \$2,051,876 of which the ESD would be responsible for approximately 62% and the City would be responsible for approximately 38%. Staff from the City and Douglas ESD has reviewed the estimate and the ESD is comfortable with their proportionate share and has secured the necessary funding.

To date the City has received financial commitments in the approximate amount of \$550,000 and we have additional asks outstanding in the amount of \$225,000. I anticipate award notification relating to \$125,000 in funding prior to your June 25 meeting, however the final outstanding funder will likely not make a decision until July. Staff at the City and Douglas ESD will continue to pursue additional library funding over the next sixty days. I am confident that we will receive additional funding but it is not guaranteed. We will explore one deductive alternate related to the common use area that would likely fit into our existing funding and the additional grants that we would receive confirmation on prior to June 25.

If we are not able to secure 100% of the Library and our portion of the common area funding prior to award of the Guaranteed Maximum Price, I would like to ask Council to commit to the additional funding necessary to complete the project while staff continues to identify funding sources. Our potential commitment would consist of less than 15% of the cost of the Library renovation and our portion of the common area. One of the significant cost drivers for the common area and the Library is the upgrade to the HVAC system, which is clearly a necessary part of the project, but added over \$150,000 to the cost that we initially anticipated.

The total estimated project costs, including the initial estimate for the CM/GC contract are as follows:

| | |
|---------------------------------|------------------|
| Design/CM | \$227,150 |
| CM/GC Preconstruction Phase (1) | \$ 10,600 |
| CM/GC long lead package (2)*** | \$340,135 |
| CM/GC Construction balance | \$1,113,448 |
| Contingency (7.5%) | \$109,820 |
| Fees and permits (est) | \$ 11,595 |
| Miscellaneous (est.) | \$ 6,000 |
| Incentive deducts (est.) | \$ -8,200 |
| Repairs/security/data(est.) | <u>\$ 38,330</u> |

Estimated Project Total **\$1,848,878**

******Current request amendment (2)***

There will be additional costs associated with furnishings and equipment that will be paid directly by the ESD. The FY 2018-19 Facilities Fund budget includes \$1,900,000 for the project with grants and inter-agency revenues as the funding sources.

D. Timing Issues. If the contract amendment is approved at the June 11th meeting, construction is expected to begin in mid-June and be complete by late September.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize an amendment to the CM/GC contract for \$340,135 to authorize the ordering of long lead items and the beginning of demolition; or
2. Request additional information; or
3. Not authorize the amendment and not proceed with the project.

STAFF RECOMMENDATION

Money has been budgeted and is available to complete the purchase of the long lead items necessary to complete construction. Staff recommends the Council authorize an amendment to the CM/GC contract to proceed with the purchase of the "long lead" items outlined by PIVOT Architects and Vitus Construction.

SUGGESTED MOTION

I move to authorize Amendment #2 to the contract with Vitus Construction, Inc. for CM/GC services in the amount of \$340,135 for the Library Renovation Project.

ATTACHMENTS

None

CJC
6/15/18

INFORMATIONAL A
06/11/2018

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ACTIVITY REPORT

Meeting Date: June 11, 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 June 11, 2018, meeting, I provide the following items:

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



Agenda
Department Head Meeting
May 15, 2018 - 10:00 a.m.

1. Review May 14, 2018 City Council Meeting Synopsis
2. Review June 11, 2018 City Council Meeting Agenda
3. Review June 11, 2018 Urban Renewal Agency Board Meeting Agenda
4. Review Tentative Future Council Meeting Agendas
5. Documents/Grants Signing
 - Outdoor Event Permit: NeighborWorks Umpqua Block Party
 - ROW Permit: 4th of July Residential Block Party
 - 17GR07 Contract for Engineering Services, Deer Creek Path Stabilization
 - 17GR06 Contract for Engineering Services, Stewart Park Bank Stabilization
 - CM/GC Master Contract, Library Improvements and Amendment #1
6. Department Items
 - Contracts Review (Amy)

- Next meeting moved to PSC Salmon Room due to construction

City Connection:

Articles Due By: June 15, 2018

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



Agenda
Department Head Meeting
May 21, 2018 - 10:00 a.m.

1. Review June 11, 2018 City Council Meeting Agenda
2. Review June 11, 2018 Urban Renewal Agency Board Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
 - Loudspeaker Permit – FX420 Inc.
 - Parade Permit – PFLAG Roseburg
5. Department Items
 - City Manager out of the office – May 22-28

City Connection:

Articles Due By: June 15, 2018

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



Agenda
Department Head Meeting
June 4, 2018 - 9:00 a.m.

1. Review June 11, 2018 City Council Meeting Agenda
2. Review June 11, 2018 Urban Renewal Agency Board Meeting Agenda
3. Review Tentative Future Council Meeting Agendas
4. Documents/Grants Signing
 - ROW/Parade – Veteran Suicide Awareness Rally
 - Loudspeaker Permit – TenDown Bowling Graffiti event/Outdoor Music
5. Department Items
 - a. Low/Medium Speed Electric or Electric Assist Vehicles
 - b. Service Pins:
 - Fire Department 5 years – Brock Halter, Sean Arrington and David Smith
 - Police Department 5 years – Josh Chavez

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 25, 2018

Consent Agenda

- A. Minutes of June 11, 2018

Public Hearing

- A. Diamond Lake Urban Renewal Plan – Ordinance No. _____

Department Items

- A. Bid Award – UCAN Head Start

Informational

- A. Activity Report

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
- B. Contract Amendment – Fire Station No. 2 Seismic Upgrades
- C. Proposed Regulations For Vehicle for Hire Services

Informational

- A. Activity Report

July 23, 2018

Consent Agenda

- A. Minutes of July 9, 2018

Department Item

- A. Municipal Court Update

Informational

- A. Activity Report
- B. Financial Quarterly Report

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

Executive Session

- A. Municipal Judge Evaluation

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 May 11, 2018

Good Friday afternoon everyone! It seems like the weekdays are getting away from us, so this will be fairly short. Don't forget next week we have a Council Meeting on Monday and Budget Committee meeting (s) Tuesday and maybe Wednesday.

Your Council agenda includes three Public Works bid awards (items 11 C, D, and E) that went to the Public Works Commission for their recommendation to Council on Thursday. Despite verifying on Wednesday that we would have a quorum, we did not end up with enough commissioners for a formal recommendation. Timing on the projects is time sensitive, so the three commissioners present unanimously "supported" that Council award those three bids/contracts in accordance with state law and our bidding/contracting process. The construction bids are being recommended to low bidders on each project and the construction management contract is being recommended to the design firm that is under a five year master contract.

Your meeting also includes the City's annual fee adjustment resolutions which are done each May prior to the new fiscal year. Many of our fees are adjusted by the CPI and some of our Public Works fees are adjusted by the Engineering News Record Construction Cost Index (CCI). In addition, storm drainage monthly charges and water service commodity charges are being increase by the amount approved in 2013 to implement five-year rates in accordance with rate studies prepared by staff and adopted by the Public Works Commission and City Council.

We will also convene in executive session in accordance with ORS 192.660(2)(e) to talk about "real" property regarding the library building.

I missed last Friday, and attended a SWACT (transportation) meeting in Coquille today, so short and sweet. We continue to work on the library agreement and renovation project with the ESD, our architect and contractor. This project will continue to be very time consuming, but the efforts are certainly well worth it. Public Works and Fire are continuing to work on the seismic upgrade projects for Station 2 and 3. There are logistical issues to be finalized, but we anticipate having CM/GC contract information to Council at your June 11 and June 25 meetings relating to these amprojects.

I believe you received press releases on the following two projects, so in brief-

The Downtown Phase 2 project pre-con meeting was held on Thursday. Todd Boyd, president of DRA was in attendance. The contractor is scheduled to begin work on Monday, May 14th. They have 150 days to complete the project. No work is allowed June 30th through July 8th to facilitate 4th of July and Graffiti events. That makes the current completion date October 20th.

The Stewart Parkway/Edenbower Left Turn Lane preconstruction meeting was held on Friday. Curt Sandfort, Brett Loper and his engineer Todd Powell from Ausland Group, and two Forest Service employees were in attendance. Work is tentatively scheduled to

begin on Monday May 14th. There is some utility work that will occur this week and may impact next week's schedule. The contractor has 120 days to complete the work. Both of these projects are funded primarily or entirely with Urban Renewal dollars.

Numerous additional transportation projects are in various stages of bid award/notice to proceed/construction, so we will keep you posted. A few of the "next up" projects include the Garden Valley grind inlay, the Black Street improvement, the general pavement management overlay project and the riverbank stabilization projects.

Monday we will be holding interviews for the Library Director and I will be completing my process with the internal candidates for Police Chief. We hope to make announcements next week on both of these positions. Our library candidates are from out of state so we hope to get someone on board quickly, but understand that moving from out of state may take a little more time. The Police Chief position will be effective July 1 and will begin a series of internal promotional opportunities.

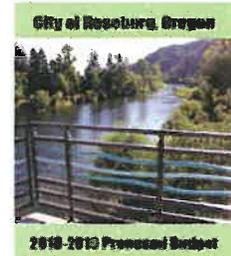


It's supposed to get pretty warm by Sunday. Have a great weekend and enjoy the sun!

Friday May 18, 2018

Good Friday afternoon everyone! It's a little chaotic today as we, along with the second floor, needed to move out of our offices in preparation for new flooring that will begin first thing Monday morning!

Thank you all for attending Monday's Council Meeting and the Budget Committee meeting on Tuesday. The Budget process is one of the most important things we do each year in an effort to allocate resources to meet Council, organizational and department goals. Once again, the great support from the entire committee very appreciated by our leadership team as we head into every new fiscal year. It was also nice to begin passing the leadership torch a little as the new Fire Chief, Gary Garrisi, had a brief opportunity to address the committee and new Police Chief Gary Klopfenstein, while not presenting, was in the audience as well.



This was a very busy week for the leadership team as we completed interviews for the Library Director position, announced Gary Klopfenstein's promotion to Police Chief and received approval on the budget. HR Director John VanWinkle spoke with our number one Library Director candidate to offer the position and she has accepted. Our hopes are that the candidate will be able to wrap up her current job duties in Minnesota and begin the position here around July 1. We will provide more details in the coming weeks as we prepare to start the new fiscal year and operating the new Library.

Speaking of new, the Library Commission, chaired by Councilor Prawitz held its first meeting on Tuesday. We welcomed a very enthusiastic and supportive group who is looking forward to hitting the ground running to help us provide a very high level of library and community service as we move forward with the renovation and opening of the Library. We provided the Commission with an update on the Library Director and the current timeline for anticipated opening. While we continue to raise funds, we are now planning for a soft October opening, date to follow. There will be much work to do between now and then and we are excited to move the process and programs forward. To update you all on the funding progress, we have now received grants, contributions, and other support from foundations and businesses totaling \$495,000, in kind contributions of approximately \$75,000, and outstanding grant applications of \$250,000. If the remaining grants are funded, we will have enough resources to complete the necessary library/shared space project that we hope to accomplish. If funding is not quite at that level, we will evaluate the renovation estimate and proceed with the highest priority items.

I am sure you are all aware that a few major projects are now underway, most notably the downtown project and the dual left turn project at Stewart Parkway and Edenbower. We will likely be issuing a contract amendment to get started on one of the fire station projects that is within my authority, and then bringing the larger guaranteed maximum price to Council at your first meeting in June. We will have CM/GC contract amendments for two

fire stations and the library next month. As outlined previously, we have received grant resources through the State of Oregon for the seismic upgrades and most of the library project. We will continue to pursue funding for the additional priority library items.

I wanted to mention that SERVICE and the Roseburg Senior Center are holding their annual neighborhood yard sale and Safety Fair on Saturday, June 2nd. The yard sale will run from 8 a.m. to 4 p.m. and the Safety Fair will run from 10 a.m. to 2 p.m. SERVICE will be giving out free children's bicycle helmets. Children will also be given a chance to win a bicycle.

SERVICE, with the cooperation and generosity of Umpqua Dairy, has once again opened the Umpqua Dairy Community Garden and there are openings available. The southeast Roseburg Farmer's Market will start Tuesday, June 5, from 3 p.m. to 7 p.m. at the Senior Center and will continue every Tuesday through October. Lots of good stuff going on in SE Roseburg!

I will be in the office on Monday, then out of the area until the Tuesday after Memorial Day. Please take time to participate in some of the local opportunities to celebrate and remember. In my absence, John VanWinkle will be in charge and in accordance with the RMC; Amy Sowa will be available to assume CM responsibility from a code standpoint. Have a great weekend everyone. I will see you around the 29th.

Friday June 1, 2018

Good Friday afternoon everyone! First today let me remind everyone that we will be having a special meeting of City Council Monday afternoon at 4:00 pm to hold a public hearing on the library agreement and to meet with the new director of the League of Oregon Cities (LOC) and a few of his staff. This will be a great opportunity to hear directly from LOC about their vision and mission, and how they are hoping to better serve cities throughout Oregon. Thanks to Steve Kaser for opening this door with the League that will give us a chance to share our more rural perspective with our state leadership.

I had the opportunity to spend a little time out of the office last week with grand kids and family so this message will include a couple weeks' worth of updates and information. As I indicated recently, Amy Sowa has reached out to the ride share company to determine if our draft ordinance modifications to the taxi regulations raised any particular red flags to potentially operating under our guidelines in Roseburg. It appears that they have reached resolutions with many cities based on a new business model for the company nationwide. Uber has hired a new CEO and has been advertising that there is a new level of "transparency and cooperation". We hope to have a conversation with their Oregon representative next week and get something back in front of Council in July. The representative has been out of state for the last week and unavailable.



Each of you have been receiving press releases and weekly updates related to Public Works projects as they get started. The list continues to grow and can be found on the Public Works Department portion of the website at <http://www.cityofroseburg.org/departments/public-works/projects/>. The most prominent projects are the downtown project which will upgrade a number of intersections in the south portion of downtown and the splash pad and playground in the Fir Grove section of Stewart Park. The splash pad will be opening later this month and we will be announcing the grand opening date very soon. I hope that you will be able to join us for the grand opening. Once again, I want to mention that this project could not have been done without the generous financial support provided by our community and the internal work provided through our Public Works Department.

Public Works is also working with the Fire Department to deliver two significant fire station renovation/seismic upgrade projects. These two projects are being developed through the CM/GC process and guaranteed maximum prices will be coming to Council in June and July to complete these two projects. During construction, Station 2 fire employees will be displaced to the former caretaker facility in Stewart Park near the train, and Station

3 employees will be moved around within the station location. The purpose for the seismic upgrades is to insure that our first responders will be available during an emergency event to actually respond, rather than react to immediate facility issues at their location. Money for the upgrades was provided through a State of Oregon grant program that is available only to school districts and organizations that provide first responder services.

Public Works is also the lead on our Library renovation and ESD colocation project. We met with representatives from the ESD, Pivot Architects and Vitus Construction to review an initial estimate for the guaranteed maximum pricing for the renovation. We will discuss the ESD Lease and cooperative agreement at your meeting on Monday and provide a brief update on our progress on the renovation project. We anticipate requesting approval of a portion of the materials at your June 11 meeting with final approval of the GMP at either your June 25th or July 9th meeting. As I indicated in the Council meeting agenda memo, we have currently raised approximately \$525,000 and have additional asks out for another \$225,000. With the current resource, I am confident that we can fund all of the needed Library improvements, but I would like to confirm some additional funding for a portion of the joint use space renovations. Once again I would like to thank our Public Works crews for their help and support in getting the library facility ready for renovation.

This week we worked with all of the other community libraries, some school districts and non-profits to make books available from the existing collection to others. We have been working with our library consultant and a number of library directors from around the state to reduce the size of our current collection and make it more manageable for our new Library Director to start her work beginning around July 1. Folks from the ESD have worked with Koree and Shy and our public works staff to take advantage of the opportunity to enhance their library collections. I also want to thank Library Commission member Marci Belzner for her assistance in working with the libraries as she has been a member and on the board of the Friends of the Douglas County Library for many years and was familiar with the library folks who were interested in the materials. The Friends of the Library will be fundraising for our library operations by selling the books that are left over after the downsizing process is complete. Marci indicated that they have been raising between \$15,000 and \$20,000 in recent years through the sale of books as new inventory is provided and the collection materials are transitioned out.



The final topic today relates to the attached flyer- Talking Point Fact Sheet relating to a proposed non-property tax transit district. Douglas County currently is the government agency responsible for public transit in our county. They provide services through a series of contracts for UTRANS services, Dial a Ride, UVDN and other providers. With the

passage of HB 2017 during the 2017 legislative session, there will be a significant increase in the funds available for rural public transit. Douglas County initially began exploring the concept of a non-property tax district with its providers some time ago and is now ready to begin that discussion with cities throughout Douglas County. Formation of a district with elected volunteer board members similar to other special districts that would concentrate their efforts only on public transit/transportation issues appears to be a very appropriate local agency direction to take. I will be reaching back out to the County to schedule a presentation to Council in the near future. I would like to thank Dennis Pinheiro, Transportation System Mobility Manager from Douglas County for bringing me up to speed on the issue and reaching out to us on behalf of Douglas County to inform the City in regards to this issue. If you have questions about the attached please give me a call. I believe this a great opportunity to expand services throughout the County and particularly in each City.

Next week I will provide a little more detail on succession implementation and current hiring, but I do want to once again congratulate Gary Klopfenstein on his promotion to Police Chief and Gary Garrisi on his promotion to Fire Chief, both effective July 1. In turn, they have announced that Jeremy Sanders will assume the role of Police Captain and Merrill Gonterman will assume the role of Assistant Fire Chief on July 1 as well. Congratulations to each of them. Welcome to the leadership!

Have a great weekend everyone! See you Monday at 4:00 p.m.



Talking Points Fact Sheet

April 2018

Douglas County Proposed Transit District

• What has been proposed?

Douglas County proposes to establish a county-wide transit district, which is a separate entity of local government operating under Oregon Revised Statutes chapter 267. A representative of the County will be meeting with city representatives and transit service providers to provide information regarding the establishment of the transit district.

• Why does Douglas County want to do this?

The County is interested in enhancing the transportation options for county residents. To that end, the County will be seeking public input from city governments, senior groups, and various civic groups regarding the specific transportation needs of their communities. The County and the proposed transit district will use that information to formulate a Statewide Transportation Improvement Fund Transportation Plan for use in addressing the expressed transportation needs.

• Why form a transit district?

In 2017, the Oregon Legislature adopted a new law -- HB2017 (2017) -- which ODOT estimates will provide over \$100 million per year to improve public transportation services in both rural and urban communities in Oregon. The Oregon Transportation Commission will distribute most of the money directly to transit districts, counties, and Native American tribal governments that submit plans for improving public transportation. Douglas County expects a substantial increase in funding for public transportation since HB2017 funds received will be expressly used to enhance public transportation options throughout the county. The formation of a transit district will primarily be an organizational adjustment to better manage public transportation in Douglas County.

• Will this be a taxing district? Will there be a ballot measure?

This district will not be funded with property taxes. Therefore, a ballot measure is not required.

• Where will the funding come from?

The transit district would be funded by Federal and State transportation grants.

• What is the cost for a city to be included in the new transit district?

There is no cost associated with inclusion in the transit district.

• Will there be interruptions or loss of services?

If a city chooses to adopt the resolution to be included in the transit district, there will be no interruption or loss of current services. Transportation contracts currently managed by the County would be transferred to the new district.

• What if a city chooses to not adopt the resolution to be included in the transit district?

If a city did not want to be included in the transit district at its formation, it would still be able to receive public transportation services at a later date via an Intergovernmental Agreement (IGA) with the transit district. It is likely there would be some interruption of service until an IGA could be executed.

• What is the next step?

In order for cities to be included within the proposed transit district, the City Council must approve the county's order forming the new district. The County will provide a resolution to all city governments which, if adopted, would indicate their desire to be included in the transit district.

• Who will govern the transit district and will they be paid?

A board of directors consisting of seven members will be established to govern the district. The transit district board members will be elected at large from Douglas County residents. Board members are volunteers who have an interest in Douglas County public transportation. They will not receive a salary.

• What is the projected time line?

The target date for county approval of the new district is November 2018, and the district board election has a target date of November 2019. The formation process is expected to take several months to complete. Preliminary work includes preparing a district boundary map; obtaining resolutions adopted by cities; and preparing an economic feasibility statement consisting of a first- and third-year projected transit district budget, all of which must be approved by the County Commissioners by a written order following required public hearings. In the formation order, the County Commissioners designate the election at which the board members will be selected. The County will take the lead in organizing and executing the election process for the board of directors. Once the board is elected, the County will work with the district to transfer of revenues and operations.