

ROSEBURG CITY COUNCIL AGENDA – JANUARY 27, 2025

City Council Chambers, City Hall

900 SE Douglas Avenue, Roseburg, Oregon 97470



✓
1-23-2025

Public Online Access:

City website at <https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

Facebook Live at www.Facebook.com/CityofRoseburg

*Comments on Agenda Items and Audience Participation can be provided in person or electronically via Zoom.
See Audience Participation Information for instructions on how to participate in meetings.*

7:00 p.m. Regular Meeting

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
Roll Call

Tom Michalek	Andrea Zielinski	Kylee Rummel
Ruth Smith	Ellen Porter	Katie Williams
Zack Weiss	Shelley Briggs Loosley	
3. **Mayor Reports**
 - A. Next Steps Process Regarding Urban Campground
 - B. Municipal Judge Compensation
 - C. City Manager Compensation
 - D. City Council Rules and Procedures Review (RMC 2.34)
 - E. Ethics Laws – City Council Policy
4. **Commission Reports/Council Ward Reports**
 - A. Budget Committee Appointments
5. **Audience Participation – In Person or via Zoom/See Information on the Reverse**
6. **Special Presentations**
 - A. Drug Court Presentation – Judge Robert B. Johnson
7. **Consent Agenda**
 - A. January 13, 2025 Regular Meeting Minutes
8. **Resolutions**
 - A. Resolution No. 2025-02 – Repealing and Replacing Resolution No. 2018-26 Regarding the Roseburg Public Library Meeting Room Policy
9. **Department Items**
 - A. Five-Year Pavement Management Engineering Services Contract
10. **Items from Mayor, City Council and City Manager**
11. **Adjourn**
12. **Conduct Urban Renewal Agency Board Meeting**
13. **Executive Session ORS192.660(2)(e)**
 - A. Real Property Discussion

Informational

- A. Future Tentative Council Agendas
- B. Municipal Court Quarterly Report

AUDIENCE PARTICIPATION INFORMATION

The Roseburg City Council welcomes and encourages citizen participation at all of our regular 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:

Comments may be provided in one of three ways:

- **IN PERSON during the meeting in the Council Chambers, Roseburg City Hall, 900 SE Douglas Ave.**
 - Each speaker must provide their name, address, phone number and topic on the Audience Participation Sign-In Sheet.
 - **VIA EMAIL by sending an email by 12:00 p.m. the day of the meeting to info@roseburgor.gov.**
 - These will be provided to the Council but will not be read out loud during the meeting. Please include your name, address and phone number within the email.
 - **VIRTUALLY during the meeting. Contact the City Recorder by phone (541) 492-6866 or email (info@roseburgor.gov) by 12:00 p.m. the day of the meeting to get a link to the meeting.**
 - Each speaker must provide their name, address, phone number and topic in the email. Speakers will need to log or call in prior to the start of the meeting using the link or phone number provided. When accessing the meeting through the ZOOM link, click “Join Webinar” to join the meeting as an attendee. All attendees will be held in a “waiting room” until called on to speak. It is helpful if the speaker can provide a summary of their comments via email to ensure technology/sound challenges do not limit Council's understanding.
-
- Anyone wishing to speak regarding an item on the agenda may do so when Council addresses that item.
 - Anyone wishing to speak regarding an item on the Consent Agenda, or on a matter not on the evening's agenda, may do so under “Audience Participation.”
 1. Speakers will be called by the Mayor in the order in which they signed up. The Mayor will generally call in-person speakers prior to calling speakers participating via Zoom. Each virtual speaker will be transferred from the “waiting room” into the meeting to provide comments, then moved back to the “waiting room” upon completion of their comments.
 2. Persons addressing the Council in person or virtually must state their name and city of residence for the record.

TIME LIMITATIONS - A total of 30 minutes shall be allocated for the “Audience Participation” portion of the meeting. With the exception of public hearings, each speaker will be allotted a total of 6 minutes, unless the number of speakers will exceed the maximum time. In this case, the Mayor may choose to decrease the allotted time for each speaker in order to hear from a wider audience. All testimony given shall be new and not have been previously presented to Council.

Audience Participation is a time for the Mayor and Council to receive input from the public. The Council may respond to audience comments after “Audience Participation” has been closed or during “Items from Mayor, Councilors or City Manager” after completion of the Council’s business agenda. The Council reserves the right to delay any action requested until they are fully informed on the matter.

ORDER AND DECORUM

Councilors and citizens shall maintain order and decorum at Council meetings. Any audience member may be directed to leave the meeting if they use unreasonably loud, disruptive, or threatening language, make loud or disruptive noise, engage in violent or distracting action, willfully damage furnishings, refuse to obey the rules of conduct, or refuse to obey an order of the Mayor or majority of Council. No signs, posters or placards are allowed in the meeting room.

All speakers and audience members should treat everyone with respect and maintain a welcoming environment. Please avoid actions that could be distracting such as cheering, booing, or applause. Please turn cell phones to silent and enter and exit the Council Chambers quietly if the meeting is in progress and take any conversations outside the Chambers.

The City Council meetings are on Facebook Live and available to view on the City website the next day at:
<https://www.cityofroseburg.org/your-government/mayor-council/council-videos>

The full agenda packet is available on the City’s website at:
<https://www.cityofroseburg.org/your-government/mayor-council/council-agendas>

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



MUNICIPAL JUDGE COMPENSATION

Meeting Date: January 27, 2025
Department: Administration
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: John VanWinkle/Ron Harker
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The Municipal Judge is under contract for services with the City. Council reviews the Judge's performance and compensation level on an annual basis, unless otherwise decided. The issue for Council is whether to adjust the Judge's salary.

BACKGROUND

A. Council Action History.

Council's annual evaluation with the Municipal Judge occurred at the November 18, 2024, Council meeting in executive session. At the conclusion of each annual performance evaluation, City Council has the opportunity to adjust the Municipal Judge's salary.

B. Analysis.

The Municipal Judge has historically received the same salary adjustment granted to non-represented management employees, which is 5% for 2024-25.

C. Financial/Resource Considerations.

A 5% adjustment would increase the Municipal Judge's salary from \$5,969 to \$6,267 per month, effective retroactive to his November 1, 2024, anniversary date.

D. Timing Considerations.

In order to make timely adjustments to the Municipal Judge's salary, this is the appropriate time to adopt any changes.

COUNCIL OPTIONS

Council has the following options:

- Adjust compensation for the Municipal Judge; or
- Make no changes to compensation for the Municipal Judge; or
- Request additional information before making a determination regarding the Municipal Judge's compensation.

STAFF RECOMMENDATION

As this is a direct contractual arrangement between Council and the Municipal Judge, Staff makes no recommendation.

SUGGESTED MOTION

“I MOVE TO INCREASE THE MUNICIPAL JUDGE’S MONTHLY SALARY BY 5% TO \$6,267, EFFECTIVE RETROACTIVE TO NOVEMBER 1, 2024.”

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER COMPENSATION

Meeting Date: January 27, 2025
Department: Administration
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: John VanWinkle
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

The City Manager is under contract for services with the City. Council reviews the City Manager's performance and compensation level on an annual basis, unless otherwise decided. The issue for Council is whether to adjust the City Manager's salary.

BACKGROUND

A. Council Action History.

Council's annual evaluation process with the City Manager concluded at the October 28, 2024, Council meeting in executive session. At the conclusion of each annual performance evaluation, City Council has the opportunity to adjust the City Manager's salary.

B. Analysis.

For comparison purposes, all three City bargaining units and non-represented employees have received a 5% cost of living increase for 2024-25 effective July 1, 2024.

C. Financial/Resource Considerations.

A 5% adjustment would increase the City Manager's salary from \$14,821 to \$15,562 per month, effective retroactive to her September 1, 2024, anniversary date.

D. Timing Considerations.

In order to make timely adjustments to the City Manager's salary, this is the appropriate time to adopt any changes.

COUNCIL OPTIONS

Council has the following options:

- Adjust compensation for the City Manager; or
- Make no changes to compensation for the City Manager; or
- Request additional information before making a determination regarding the City Manager's compensation.

STAFF RECOMMENDATION

As this is a direct contractual arrangement between Council and the City Manager, Staff makes no recommendation.

SUGGESTED MOTION

***"I MOVE TO INCREASE THE CITY MANAGER'S MONTHLY SALARY BY 5% TO \$15,562
EFFECTIVE RETROACTIVE TO SEPTEMBER 1, 2024."***



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

CITY COUNCIL RULES AND PROCEDURES REVIEW

Meeting Date: January 27, 2025
Department: Administration
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: Amy Nytes, City Recorder
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Council is being provided a copy of the City Council Rules and Procedures for their biennial review.

BACKGROUND

A. Council Action History.

On March 8, 2021, the Council adopted an ordinance amending RMC 2.34. On January 23, 2023, the Council reviewed the existing rules and procedures, and no changes were made.

B. Analysis.

Council has adopted Rules and Procedures that are outlined in the municipal code under Chapter 2.34. These rules are updated as needed through adoption of an ordinance.

Attached are the current City Council Rules and Procedures. Although there are no recommended changes to the rules at this time, Council is being provided a copy for your biennial review per RMC 2.34.110(C).

C. Financial/Resource Considerations.

There are no financial or resource considerations with this review.

D. Timing Considerations.

RMC 2.34.110(C) states that the Council shall review these rules at least once during each odd-numbered year.

COUNCIL OPTIONS

Council has the following options:

1. Direct staff to bring back specific changes to the Council Rules for consideration; or
2. Do nothing.

STAFF RECOMMENDATION

Staff has no recommendation.

SUGGESTED MOTION

No motion needed. The rules are being provided for review only.

ATTACHMENTS: Attachment #1 – City Council Rules and Procedures

CHAPTER 2.34
CITY COUNCIL RULES AND PROCEDURES

Prior ordinance history: Ord. 2903.

§ 2.34.005. Definitions.

In this Chapter, except where the context clearly indicates a different meaning, the following words and phrases mean:

"Agenda" means a listing, by topic, of all matters to be discussed during a Council meeting; the date, time and location of the meeting; the type of meeting being held and the names of the Mayor and each member of the Council.

"Agenda report" means any report prepared by the City Manager, or any City official or employee, regarding a matter placed on an agenda for presentation to the Council.

"Mayor pro-tem" means the elected official acting in the place of the Mayor because of the Mayor's absence or inability to act. As required by the Charter, it shall be the Council President who acts as Mayor Pro-Tem. In the absence of the Mayor and Council President, the Councilor having served the longest time on the Council shall serve as Mayor Pro-Tem. Any Councilor serving as Mayor Pro-Tem shall retain the right to vote as a Councilor, except when, under Section 3.8 of the Charter, the Council President loses the ability to vote as a member of Council.

"Minutes" means a written record giving a true reflection of the matters discussed at a Council meeting, the views of those participating in the discussion and all other information required by the Public Meetings Law.

"Public meetings law" means all applicable state regulations affecting the meeting of a public body which are in effect at the time of the meeting.

"Robert's Rules of Order" means H. Robert's publication of the commonly used and accepted guidelines on proper parliamentary procedures and any revisions thereto.

"Quorum" means a majority of the Councilors, without regard to any legal conflict or abstention which prevents a Councilor from voting, except that a lesser number of Councilors may meet and compel the attendance of absent members.

(Ord. 3215 § 2, 2006)

§ 2.34.010. Laws, rules and policies governing meetings of the Council.

The following shall apply to the conduct and procedures to be followed for all meetings and proceedings of the Council:

- A. Public Records and Meetings Law. The disposition of public records created or received by Councilors shall be in accordance with the Oregon Public Records Law. Written information incidental to the official duties of a member of the City Council, including electronic mail messages, notes, memos and calendars are public records and are subject to disclosure under the Public Records Law. The Public Meetings Law shall govern all meetings of the Council. Unless exempted by state law, all official meetings of the Council, for which a quorum is present, shall be open to the public. The quorum requirement for the conduct of Council

business is five Council members. Public notice, as specified in Section 2.34.020 of this Chapter, shall be given of all meetings of the Council.

- B. Parliamentary Procedure. Unless specified to the contrary in this Chapter, "Robert's Rules of Order" shall govern the proceedings of the Council in all cases; provided, however, strict adherence to such Rules shall be used only to the extent necessary to observe the law, expedite business, avoid confusion and protect the rights of members of the public and the prerogatives of the City's elected officials.
- C. Americans With Disabilities Act. All meetings of the Council shall be held in compliance with the Americans With Disabilities Act.
- D. Laws Regarding Smoking in Public Meetings. Smoking shall be prohibited during all meetings of the Council and at all times within the Council Chambers.
- E. Recording of Council Meetings. All meetings of the Council may be recorded on tape; provided, however, the written minutes shall serve as the official and permanent record of all Council meetings.
- F. Confidentiality. Councilors will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the City's position is not compromised. No mention of the information read or heard should be made to anyone other than other Councilors, the City Manager or the City Attorney. Issues related to confidentiality include:
 - 1. If in executive session, the Council reaches consensus on the proposed terms and conditions for any type of negotiation, whether it be related to property acquisitions or disposal, pending or likely claim or litigation, employee negotiations, or any other duly authorized confidential matter, all contacts with other parties shall be made by designated staff or representatives handling the negotiations or litigation. A Councilor will not have any contact or discussion with any other party or its representatives, nor communicate any executive session discussion.
 - 2. All public statements, information or press releases relating to a confidential matter will be handled by designated staff, the Mayor or a designated Councilor.
 - 3. The Council may sanction a member who discloses a confidential matter, as specified in Section 2.34.100 of this Chapter.
- G. Conflict of Interest. Conflicts of interest may arise in situations where a Councilor, as a public official deliberating towards a decision, has an actual or potential financial interest in the matter before the Council. In accordance with state law, an actual conflict of interest is one that would be to the private financial benefit of a Councilor, a relative or a business with which the Councilor is associated. A potential conflict of interest is one that could be to the private financial benefit of a Councilor, a relative or a business with which the Councilor is associated. A relative means the spouse, children, siblings or parents of a Councilor. A Councilor must publicly announce potential and actual conflicts of interest, and, in the case of actual conflict of interest, must refrain from participating in debate on the issue or from voting on the issue unless allowed by state law.

H. Ex Parte Contacts.

1. Councilors shall endeavor to refrain from having ex parte contacts relating to any issue of a quasi-judicial hearing. Ex parte contacts include those by a party on a fact in issue under circumstances which do not involve all parties to the proceeding. Ex parte contacts can be made orally when the other side is not present, or in the form of written information that the other side does not receive.
2. If a Councilor has ex parte contact prior to any hearing, the Councilor will reveal such contact at the meeting prior to the hearing. The Councilor shall describe the substance of the contact and the Mayor shall announce the right of interested persons to rebut the substance of the communication. The Councilor will also state whether such contact affects the Councilor's impartiality or ability to vote on the matter. The Councilor must state whether he will participate or abstain in the vote on the matter.
3. A Councilor, who was absent during the presentation of evidence for a quasi-judicial hearing, cannot participate in any deliberations or decision regarding the matter unless the Councilor has reviewed all the evidences and testimonies received.

I. Speaking by Council Members. Any Councilor desiring to be heard shall be recognized by the Mayor, and shall confine his remarks to the subject under consideration or to be considered. Councilors will be direct and candid, and shall speak one at a time, allowing one another to finish speaking before another begins.

J. Communications With Staff. Councilors shall respect the separation between policy making and administration by:

1. Working together with staff as a team and in a spirit of mutual confidence and support.
2. At all times, respecting the administrative functions of the City Manager and Department Heads, and refraining from actions that would undermine the administrative authority of the City Manager or Department Heads. However, notwithstanding the above, the Council's ability to judge the effective functions of the City Manager shall not be hampered. The Council shall give clear direction to the City Manager. If the City Manager is not clear about Council's intent, the City Manager shall ask for clarification. In all events, the Council will abide by the City Charter and Municipal Code when dealing with the City Manager.
3. Limiting all inquiries and requests for information from Department Heads to those questions that may be answered readily or with only the most minimal of research. Questions of a more complex nature shall be addressed to the City Manager. Such questions should, whenever possible, be put in writing with sufficient information to clarify the intended purpose of the question. Questions requiring staff time beyond 90 minutes shall be referred to the full Council for discussion and decision on the use of staff time. All written information given by the City Manager or City Attorney to one Councilor should be distributed to all Councilors with a notation indicating which Councilor requested the information.
4. Limiting individual contacts with Department Heads and other City employees so as not to influence staff decisions or recommendation, to interfere with their work

- performance, to undermine the authority of supervisors or to prevent the full Council from having the benefit of any information received.
5. Respecting roles and responsibilities of Staff when and if expressing criticism in a public meeting or through public electronic mail messages. Staff shall have the same respect for the roles and responsibilities of Council members.
 6. As a general rule, during Council meetings, Council members will address questions of Staff to the City Manager. However, if a member of Staff is at the meeting specifically to provide special knowledge or expertise, a Councilor may direct a question directly to that person.
- K. Legal Advice. Any request by a Councilor to the City Attorney for advice requiring legal research shall be through the City Manager. Exceptions to this are issues related to the performance of the City Manager and/or unique and sensitive personal, yet City-related requests. When these types of issues arise, the Mayor shall contact the City Attorney.
- L. Planning Commission Testimony. In an effort to maintain the impartiality of the Planning Commission as a general land use hearing body of the City, especially in cases where issues can be remanded by the City Council back to the Planning Commission for review, the following rules are established:
1. For legislative land use matters before the Council, Commissioners may testify as a Commissioner, as a Commission representative if so designated by the Commission, or as a citizen.
 2. For quasi-judicial hearings or petitions for review before the Council, Commission members, who have participated in the preceding Commission decision, may not testify before the Council on the respective matter.
- M. Order and Decorum. Councilors and citizens shall maintain order and decorum at Council meetings (including public hearings) and at Commission meetings. At the direction of the Mayor, or by a majority of the Council present, any audience member may be directed to leave the Council Chambers or Commission meeting place for the duration of the meeting if they:
1. Use unreasonably loud or disruptive language.
 2. Make loud or disruptive noise.
 3. Engage in violent or distracting action.
 4. Willfully damage furnishings or the interior of the Council Chambers or any City meeting room.
 5. Refuse to obey the rules of conduct provided herein, including the limitations on occupancy and seating capacity.
 6. Refuse to obey an order of the Mayor or an order issued by a Councilor which has been approved by a majority of the Council present.

N. Signs and Posters. No posters, placards or signs, unless authorized by the Mayor, may be carried or placed within the Council Chambers, any meeting room in which the Council is officially meeting, or any meeting room in which a public hearing is being held. This restriction shall not apply to armbands, emblems, badges or other articles worn on personal clothing of individuals, provided that such devices are of such a size and nature as not to interfere with the vision or hearing of other persons at the meeting, and providing that such devices do not extend from the body in a manner likely to cause injury to another.

(Ord. 3215 § 3, 2006; Ord. No. 3553, § 8, 3-8-2021)

§ 2.34.020. Notice and types of meetings.

A. Notice of Meetings. Except when more extensive notice is required by state law or this Code, the City Recorder shall give notice of all Council meetings to the public by posting the meeting agenda on the bulletin board at City Hall, and delivering, by mail or otherwise, the agenda to the news media and other interested persons upon written request. Provided state law is not violated, the failure of the City Recorder to give timely notice shall not prevent the Council from meeting or invalidate its actions. Notice shall include the date, time and location of the meeting, and a list of the subjects to be presented to Council. Unless a different location is specified in this Chapter and decided upon in advance of the meeting, all meetings of the Council shall be held in the Council Chambers.

B. Types of Meetings. The Council may conduct the following types of meetings under the guidelines contained herein and the City Recorder shall give notice of said meetings, as provided herein:

1. Regular Meetings. Regular Council meetings shall be held at 7:00 in the evening on the second and fourth Monday of each month. If such date falls upon a legal holiday, the meeting shall be held at the usual hour and place on the next following day, unless cancelled in advance by the Mayor or by majority vote of the Council. Unless otherwise specified in advance of the meeting, all regular evening meetings of the Council shall be held in the Roseburg City Hall Council Chambers. Notice of regular meetings shall be given in accordance with the above Subsection A at least 48 hours prior to the meeting. The Mayor or the Council, by majority vote, may cancel any regular meeting. When possible, notice of such cancellation shall be given at least 24 hours prior to the meeting.

2. Special Meetings. Special meetings of the Council may be called by the Mayor or by a majority of the members of Council. The call for a special meeting shall be filed with the City Recorder who shall give notice of said meeting at least 24 hours prior to the meeting. Only the subjects listed on the special meeting agenda may be acted upon at the special meeting.

3. Emergency Meetings. An emergency meeting of the Council may be called on less than 24 hours' notice, provided that an actual emergency exists. The minutes of such meeting must describe the emergency justifying less than 24 hours' notice and contain a statement from the Mayor or City Manager indicating why the meeting could not be delayed. The City Recorder shall attempt to contact the news media to provide notice of such emergency meetings. Only the matters creating a need for the emergency meeting

shall be discussed or acted upon during the meeting called for such reason.

4. **Work Study Sessions.** Work study sessions of the Council may be called by the Mayor or at the request of a majority of the members of Council. Such meetings shall allow Council the opportunity to review forthcoming projects of the City, determine goals for the ensuing year, receive progress reports on current programs or projects and to hold open discussion on any City-related subject. Only subjects listed on the work study agenda may be acted upon during the work study session.
5. **Executive Sessions.**
 - a. Executive sessions, or closed meetings, shall be held in strict accordance with the Public Meetings Law. Matters discussed in executive session shall be exempt from public disclosure. Executive sessions shall be closed to all persons, except the Mayor and Council; persons reporting to Council on the subject of the executive session; the City Manager, unless directed otherwise by the Council; City staff persons directed by the City Manager to attend; news media representatives, unless excluded by the Public Meetings Law; and other persons authorized by Council to attend.
 - b. No elected official who declares a conflict of interest on a topic to be discussed in executive session shall remain in the room during such executive session discussion. No person attending an executive session of the Council shall disclose or discuss information received in executive session with another person, except a person who would have been authorized to attend the executive session but was not present at the time the executive session was conducted.
 - c. Prior to opening an executive session, the Mayor shall announce the purpose of the executive session, the state statute authorizing the executive session and the anticipated length of time required for the session and shall advise all those present, including the news media, that matters discussed in executive session are not to be disclosed or reported upon to the public.
 - d. An executive session may be held during any open meeting for which proper notice has been given, so long as the open meeting is adjourned until the executive session is concluded and then reopened to the public. A meeting that will be solely an executive session may also be called provided notice requirements, as outlined in this Section, are met and the meeting agenda identifies the state statute authorizing the executive session.
 - e. No executive session may be held for the purpose of taking any final action or making any final decision, but a consensus of Council opinion may be gathered.
6. **Annual Meeting With the Municipal Judge.** At least once each year, the City Council will meet with the Municipal Judge to discuss how to make the Municipal Court a more effective tool for the City. On a different date, but also once a year, the City Council will conduct a performance evaluation of the Municipal Judge.
7. **Annual Evaluation of the City Manager.** The Council shall evaluate the City Manager in accordance with the terms of the Manager's employment agreement.

(Ord. 3215 § 4, 2006)

§ 2.34.030. Attendance at Council meetings.

- A. Elected Officials. Councilors will inform the Mayor, Council President or City Manager if they are unable to attend any meeting. Additionally, the Mayor will inform the Council President or the City Manager of any absence from a meeting. Any Councilor may request that an item be postponed to another meeting if he is unable to attend the meeting at which the item has been scheduled. The request must be submitted in writing to the Mayor no later than noon the day of the meeting. If the Mayor is unavailable, the request may be submitted to the City Manager. If the Mayor and City Manager are unavailable, the request may be submitted to the City Recorder. A request to postpone may be requested for either a work session item or a vote on an agenda item. The request for postponement will be determined by a majority of Councilors present at the meeting during which the matter is scheduled on the agenda.
- B. Staff. The City Manager will attend all Council meetings unless excused. The City Manager may make recommendations to the Council and shall have the right to take part in all Council discussions but shall have no vote. The City Manager shall be mindful in these discussions of the separation between administration and policy and shall not engage in policy advocacy. The City Attorney will attend all regular Council meetings unless excused, and will, upon request, give an opinion, either written or oral, on legal questions. The City Attorney, if requested, shall act as the Council's parliamentarian. The City Recorder shall attend all Council meetings and keep the official journal (minutes) and perform other such duties as may be needed to assist with the orderly conduct of the meetings. Other staff will attend Council meetings upon request of the City Manager.
- C. News Media.
 - 1. The Council recognizes the important role of the news media in informing the public about the decisions, activities and priorities of government. These rules shall not be construed to prevent news media representatives from performing their duties so long as the manner of performance is not unreasonably disruptive of the meeting. For the purposes of these rules, the terms "news media," "press" and "representative of the press" are interchangeable and mean someone who:
 - a. Represents an established channel of communication, such as a newspaper or magazine, radio or television station; and either
 - b. Regularly reports on the activities of government or the governing body; or
 - c. Regularly reports on the particular topic to be discussed by the governing body.
 - 2. Except as provided in this Section, all meetings of the Council and its Commissions shall be open to the news media, freely subject to recording by radio, television and photographic services at any time, except where such actions are exempted by the Public Meetings Law. No representative of any news media shall interfere with the orderly conduct of the meeting. The media shall be allowed to attend executive sessions of the Council, excepting those involving deliberations with persons designated to carry

on labor negotiations.

(Ord. 3215 § 5, 2006; Ord. No. 3323, § 1, 12-14-2009; Ord. No. 3388, § 1, 1-23-2012)

§ 2.34.040. Duties of meeting Chair.

- A. The Mayor shall chair all meetings of the Council, but shall not vote, except in the case of a tie vote of the Council. In the absence of the Mayor, the Council President shall act as Mayor Pro-Tem and chair the meeting, but shall retain the right to vote unless prohibited by Section 3.8 of the Charter. In the absence of both the Mayor and Council President, the Councilor having served the longest time on Council shall act as Mayor Pro-Tem and chair the meeting, but shall retain the right to vote.
- B. The Chair shall keep the meeting in order and impose any reasonable restrictions necessary for efficient and orderly conduct. If necessary, the Chair may modify the order of business on the agenda rather than follow the agenda, as published.
- C. If public participation is to be a part of the meeting, the Chair may regulate the order and length of appearances and limit appearances to presentations of relevant points. When receiving public requests, testimony and evidence, the Chair shall rule on the admissibility and propriety of such requests, testimony and evidence.
- D. The Chair shall preserve order and decorum, prevent attacks on personalities or the impugning of members' motives and confine members in debate to the question under discussion. The Chair shall state all questions submitted for vote and announce the results. The Chair shall have the prerogative to set guidelines for public hearings and audience participation.
- E. Upon Councilor motion and a second thereof, decisions of the Chair described in the above Subsections A through D may be appealed to a vote of the Council.

(Ord. 3215 § 6, 2006)

§ 2.34.050. Meeting agenda and order of business.

- A. Meeting Agenda Process.
 - 1. The Mayor and the City Manager shall prepare an agenda of the business to be presented for all meetings of the Council. The agenda packet shall be available for the City Council and the public not later than the Friday before the Monday Council meeting.
 - 2. A Councilor may place an item on the agenda with the Mayor's approval in advance of the agenda preparation. If the Mayor agrees to place the item on the agenda, he shall advise the City Manager or the City Recorder. A Councilor may also request that an item be placed on a future agenda by bringing the item forward during "Items from Mayor, Council or City Manager." The decision to place the matter on the next agenda shall be made by a majority vote from Council. Councilors may present their request orally or in writing. If a Councilor desires major policy or ordinance research, the Council should consider the request in light of City priorities and workload before directing staff time be spent on the matter. Councilors who agree that staff time can be spent on a particular item are not bound to support the issue when it comes before

Council for a vote.

3. Upon a request from a member of the public, with the Mayor's approval, the City Recorder may add a topic, subject or presentation to the agenda. The City Manager shall determine in what order on the agenda the requested topic, subject or presentation shall be placed.
 4. All Council agendas shall contain proper notice of the City's intent to conduct the meeting in accordance with the Americans With Disabilities Act and that persons needing an accommodation may contact the City Recorder 48 hours prior to the meeting time to request the necessary accommodation. Such notice shall provide the telephone number and address at which the City Recorder may be contacted.
- B. Order of Business. During a regular Council meeting, the order of business shall be as follows:
1. Call to Order/Pledge of Allegiance. The Mayor shall call the meeting to order and lead those present in the Pledge of Allegiance.
 2. Roll Call. The City Recorder shall call the name of each Councilor and note each Councilor's at-tendance or absence in the record.
 3. Mayor's Report. The Mayor shall give special reports; make personal announcements; announce resignations and appointments of Council and/or commission members and ask for Council confirmation of the same; read proclamations; and advise Council and the public of any other pertinent matters.
 4. Council Commission and Ward Reports. Councilors, when recognized by the Mayor, shall report activities, review current concerns and advise of other pertinent matters regarding the City Commissions for which they serve as Chair and their respective wards.
 5. Audience Participation. Members of the audience shall be invited to address the Mayor and Council on matters not listed on the agenda. Participants must state their name and city of residence for the record prior to addressing Council. Council reserves the right to delay any action, if required, until such time when they are fully informed on the matter presented.
 6. Consent Agenda. The consent agenda shall consist of a list of routine, non-controversial matters, not typically requiring discussion, presented for Council approval by a single motion. The Mayor shall announce all items on the consent agenda prior to calling for the motion. The Mayor or any Councilor may request that an item placed on the consent agenda be removed for discussion and independent vote by contacting the Council President no later than noon on the day of the meeting. The Council President shall immediately advise the City Manager of such request and announce the same at the meeting. Any item removed from the consent agenda shall be discussed and acted upon following approval of other consent agenda items.
 7. Public Hearings. A public hearing shall be held on each matter required by state law or City policy. Written and oral public testimony shall be heard prior to Council action.

Participants must state their name and city of residence for the record prior to addressing Council. The Mayor shall announce the type of hearing which is to be held in accordance with the following:

- a. Legislative hearings (all non-quasi-judicial hearings) may be conducted on matters involving multiple parties or concerning general community issues, such as certain Code amendments, grant applications or comprehensive/master plans. Unless more extensive notice is required by state law or directed by Council, notice of legislative hearings shall be published in the local newspaper at least 10 days prior to the hearing. Any interested member of the public may present testimony during the hearing.
 - b. Quasi-judicial hearings shall be conducted when required by law. Such hearings include certain land use decisions and appeals authorized by this Code. Notice of quasi-judicial hearings shall be given, as required by law, and to those having party status in the matter. Only those having party status may address the Council during the hearing.
8. Resolutions. When required by law, or when the Council's action needs formal presentation to others, the Council shall act by written resolution. Proposed resolutions may be presented to Council on such matters as, but not limited to, temporary or special regulations of the City, administrative actions, policies and orders or directives. Upon Council adoption, all resolutions shall be assigned a number and signed by the City Recorder.
 9. Ordinances. When required by law and when adopting new or amending existing general laws of the City, the Council shall act by ordinance. As required by the Charter, ordinances shall be read twice by title only prior to adoption. Ordinances containing an emergency clause may be read twice and enacted at a single meeting of the Council by three-fourths vote of the entire Council. The City Recorder shall assign a number to each ordinance upon first reading thereof. The Mayor may approve or veto an ordinance, as provided in the Charter. If vetoed, the ordinance shall then be returned to the Council and the Mayor's veto may be overridden, as provided in the Charter. Upon the required number of affirmative votes from Council, an ordinance shall be declared adopted. After approval by the Council and the Mayor, or upon override of a mayoral veto by the Council, the City Recorder shall attest to all ordinances. All ordinances shall take effect 30 days after adoption or at the time specified in the ordinance, unless the ordinance contains an emergency clause, in which case, it becomes effective immediately upon adoption.
 10. Action Items by Department. The City Manager and Department Heads shall present action items to Council for consideration, direction and/or approval.
 11. City Manager Reports. The City Manager shall present special reports to Council for consideration, direction and/or approval.
 12. Items From Mayor, Councilors or City Manager. The Mayor, any Councilor or the City Manager may bring up items of interest or concern which have not been formally placed on the agenda; provided, however, no action shall be taken unless it is agreed by a

majority vote of the Council that in the interest of time, action should not be delayed until the next meeting.

13. Executive Session. Only items exempted from public disclosure by the Public Meetings Law shall be discussed in executive session.

14. Adjournment. Following completion of all matters listed on the agenda, the Mayor shall declare the meeting adjourned.

(Ord. 3215 § 7, 2006; Ord. No. 3573, § 1, 7-25-2022)

§ 2.34.060. Procedures for making motions and voting.

- A. Any Councilor making a motion upon a matter to be voted on by the Council shall state the motion with enough clarity, specificity and brevity that the matter to be voted upon is clearly understood. All motions shall require a second by another Councilor prior to being put to a vote. The Mayor shall state the name of the Councilor who made the motion and the name of the Councilor who made the second. Any motion failing to receive a second shall be considered failed. When the Council concurs or agrees to an item that does not require a formal motion, the Mayor shall summarize the agreement at the conclusion of the discussion.
- B. Provided the procedure used allows the minutes to reflect the result of all votes taken in accordance with Subsection 2.34.070.B.5, in the absence of the Mayor directing another procedure, votes on the motion to adopt an ordinance shall be by roll call and votes on all other motions shall be by voice, unless a show of hands or roll call vote is called for by the Mayor or a Councilor.
- C. Except for a motion to adopt an ordinance at a single meeting, or an ordinance with an emergency clause for which the Charter requires at three-fourths vote of the entire Council, an affirmative vote from at least a majority of all Councilors present and eligible to vote, or at least a majority of all elected officials present and eligible to vote when the Mayor breaks a tie, shall be necessary to pass any motion upon which a vote has been called.
- D. The Mayor shall call for the vote on each motion receiving a second. Upon a call for the vote, each Councilor shall respond "yes" (aye), "no" (nay) or "abstain." Any Councilor responding "abstain" must state the reason for such abstention from the vote. An abstention shall not count as either an affirmative or a negative vote and shall not be counted toward the number of votes required to pass or reject a motion. Except to the degree allowed a member of the public, no Councilor shall discuss or vote upon any matter in which the Councilor has declared a conflict of interest.
- E. The following rules shall apply to motions during proceedings of the Council:
 - 1. A motion may be withdrawn by the mover at any time without the consent of the Council.
 - 2. If a motion does not receive a second, it dies. Certain motions can proceed without a second, including nominations and withdrawal of a motion.
 - 3. If the Mayor is absent from a meeting and a motion receives a tie vote, the motion fails.

4. A motion to table is not debatable unless made during a land-use hearing and precludes all amendments or debate of the issue under consideration. If the motion prevails, the matter may be taken from the table only by adding it to the agenda of the next regular meeting, at which time discussion will continue. If an item is tabled, it cannot be reconsidered at the same meeting.
 5. A motion to postpone to a certain time is debatable and amendable, and may be reconsidered at the same meeting. The question being postponed shall be considered at a later time at the same meeting or at a set specified time in the future. A motion to postpone is both debatable and amendable.
 6. A motion to call for the question shall close the debate on the main motion and is undebatable. This motion must receive a second and fails without a majority vote. Debate is reopened if the motion fails.
 7. A motion to amend can be made to a motion that is on the floor and has been seconded. An amendment is made by inserting, striking out, and/or substituting.
 8. Motions that cannot be amended include a motion to adjourn, to reconsider or to take from the table.
 9. A motion to amend an amendment is in order.
 10. Amendments are voted on first, then the main motion, as amended.
 11. Council will discuss a motion only after the motion has been moved and seconded.
 12. If requested, the motion maker, the Mayor or the City Recorder shall repeat the motion prior to voting.
 13. A motion to continue or close a public hearing is debatable.
 14. A point of order, after being addressed by the Mayor, may be appealed to the body.
- F. Reconsideration of Actions Taken. A member who voted with the majority may move for a reconsideration of an action at the same or the next regular meeting. With a majority vote, the matter shall then be reconsidered. After a matter has been reconsidered once, no motion for further reconsideration shall be made without unanimous consent of the Council.
- (Ord. 3215 § 8, 2006)

§ 2.34.070. Minutes of Council meetings.

- A. Written minutes shall be taken for all meetings of the Council, except executive sessions for which minutes may be kept in the form of tape recordings. No transcript of executive session minutes must be made unless otherwise required by law. The tape recordings, or written minutes if produced, of executive sessions shall not be disclosed to the public, including the news media, unless otherwise required by law. The City Recorder shall be responsible for the minutes of all Council meetings. Exhibits presented before the Council in connection with its deliberations on a legislative, quasi-judicial or other substantive matter shall be accepted by the Council, made a part of the record and a copy shall be provided to the City Recorder.

- B. The written minutes of Council meetings shall not be verbatim transcripts, but shall give a true reflection of the matters discussed at the meeting and the views of those participating in the discussions and shall contain at least the following:
1. The date and location of the meeting, the type of meeting held and the time it was called to order;
 2. The names of all elected officials present and those absent; the names and titles of all appointed officials present and the names of all news media representatives present and which media they represent;
 3. The substance of all matters discussed at the meeting, including all motions, proposals, directives, ordinances and resolutions, and the disposition of the same;
 4. Each motion made, the name of the Councilor making the motion, the name of the Councilor who seconded the motion or if the motion failed to receive a second, a statement that the motion failed due to lack of a second;
 5. The results of all votes, identifying any Councilor who abstains from voting and the reason for such abstention and those Councilors voting in the minority; if the vote on a matter is unanimous, the minutes shall so state the vote was unanimous;
 6. Any conflict of interest or potential conflict of interest declared by any elected or appointed official on any matter discussed by the Council, and the reason for such conflict;
 7. If the Council adjourned for an executive session during the meeting, a statement indicating the Council so adjourned; the state statute under which the executive session was authorized; the time the open meeting was adjourned for the executive session and the time at which the open meeting was reconvened;
 8. A reference to any document discussed at the meeting; and
 9. The time at which the meeting was adjourned.
- C. Minutes of all Council meetings, except those prepared for executive sessions if so prepared, shall be made available to the public within a reasonable time following the meeting. Any minutes provided to the public prior to being approved by the Council shall be identified as an unofficial, draft record of the meeting. Minutes shall be provided to persons with disabilities in accordance with the Americans With Disabilities Act.
- D. All minutes shall be approved by the City Manager and presented for formal approval by Council as promptly as possible. Minutes presented to Council may be amended by a majority vote of the Council. Upon Council approval, the minutes shall be considered final and shall not be amended thereafter. The approved minutes shall be considered the official record of the Council and shall be permanently retained by the City Recorder.

(Ord. 3215 § 9, 2006)

§ 2.34.080. Councilor training and reimbursement of expenses.

- A. Councilor Training. The Mayor and members of Council are urged to educate themselves

about local government, and as funding allows, to attend functions sponsored by the League of Oregon Cities. Requests to attend other government-related conferences, training seminars and meetings shall be presented to Council for approval. Following attendance at a conference, training seminar or meeting, excepting the League of Oregon Cities annual conference, the Mayor or Councilor attending shall give a report to all members of the Council unless the majority attended the same function.

- B. Reimbursement of Expenses. The Mayor and members of Council may be reimbursed for the following expenses when serving in their official capacity:
1. Any elected official who serves on a board of the League of Oregon Cities, one of its committees or other such government group, shall be reimbursed for reasonable expenses not covered by the respective organization. Elected officials shall follow the same rules and procedures for reimbursement, as applied to City employees as set forth in the City of Roseburg Administrative Policy and Procedures Manual. Expenditures for other than routine reimbursable expenses (e.g., conference registration, travel, etc.) will require advance approval of the Council. Reservations for travel and lodging should be made through the City Manager's office. The City will issue the appropriate purchase order/expenditure upon request and approval by the City Manager. The City does not reimburse elected officials for expenses incurred by their spouses or guests, or for the purchase of alcoholic beverages.
 2. Elected officials are eligible to receive a partial reimbursement monthly for the cost of internet and cell phone service at a rate set by Council resolution. The official must provide a copy of their monthly state-ment showing the cost of internet and cell phone service once during each year they serve as an elected official. This reimbursement will be processed monthly through the City's finance department. Reimbursement will continue through the elected official's term, or until their resignation or removal from office.

(Ord. 3215 § 10, 2006; Ord. 3577 § 1, 2022)

§ 2.34.085. Use of electronic media.

The following guidelines shall apply to all electronic records and communications which are accessed on or from City owned electronic media, including, but not limited to, iPads issued to the Mayor and Council for the receipt, retrieval and access to information relating to Council meetings and other City-related business. "Electronic media" means any and all storage or transmission channels or tools used to store or deliver information or data that use electronics or electromechanical energy for the user to access the content. Without limitation, examples are: computers, laptops, tablets, smart phones, email, text messaging, chatting and social media.

- A. Electronic media may not be used to knowingly transmit, retrieve or store any communications which are discriminatory based on race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference or of a harassing nature, derogatory to any individual or group, obscene or X-rated, or of a defamatory or threatening nature. The City's equipment shall also not be used for "chain letters" or any other purpose which is illegal, against City policy, or contrary to the City's interest.
- B. All forms of City-owned electronic media, including internet access and email used by the

Mayor or Council are to be used primarily for City business purposes, but may be allowed for limited personal use provided such use does not interfere with City business or conflict with the parameters set for in the above Subsection A. The City's equipment shall not be used for personal gain, outside business activities, political activity, fundraising or charitable activity or to promote personal, political or religious business or beliefs. Abuse or misuse of City electronic media may be grounds for the sanctions set forth in Section 2.34.100 of this Chapter.

- C. In order to ensure the integrity of City-owned electronic media and equipment, the Mayor and Council shall not download any programs, install any software or make any changes to the City owned iPads, other than periodic updates to City installed programs, without permission from the City Manager and assistance from the City's Information Technology Manager. Use of personal programs and unlicensed programs is strictly prohibited. The Mayor and Council shall not access information or services on the City owned iPads which would result in a subscription or user fee.
- D. Records created, manipulated or stored on any City owned iPad or in any other form of electronic media, are public records if sent, received, filed or recorded in pursuance of law or in connection with City business, whether or not they are confidential or restricted in use. The Mayor and Council shall not disclose any confidential information sent to them on City-owned iPads or through any other form of electronic media.
- E. All electronic records relating to City business are considered public records and must be accessible to the public unless specifically exempted from disclosure by state statute. As such, the records must be retained as part of the City's system and should not be deleted before consulting with the City Recorder.
- F. Use by the Mayor and Council in conformance with the policy contained herein is determined by the City Council to be part of an official compensation package for such officials as provided in ORS 244.040(2)(a).
(Ord. 3412 § 1, 2013)

§ 2.34.090. Representing the City.

When the Mayor or a Councilor represents the City before another governmental agency, a community organization or the media, the official should first indicate the majority position of the Council. Personal opinions and comments may be expressed only if the official clarifies that those statements do not represent the position of the Council. If an elected official represents the City in a lobbying situation, the official should avoid expressions of personal dissent from an adopted Council policy. When the Mayor or a Councilor attends meetings of governmental organizations such as the League of Oregon Cities, they do so as individual elected officials and are free to express their individual views. If the Council has an adopted policy relating to an issue under discussion, the Councilor is expected to report that first.

(Ord. 3215 § 11, 2006)

§ 2.34.100. Sanctions.

The following situations may require the Council to apply sanctions to influence behaviors:

- A. Public Disruption. Members of the public who do not follow proper conduct in a meeting will be given a verbal warning. If they continue to disrupt the meeting, they may be barred from further testimony at that meeting or removed from the meeting room.
- B. Inappropriate Staff Behavior. Council members who witness inappropriate staff behavior should report such to the City Manager. Such employees may be disciplined in accordance with standard City procedures for such actions.
- C. Mayor or Council Members' Behavior and Conduct. Council members who do not follow proper conduct or Council rules and procedures may be subject to any or all of the following sanctions by the City Council:
 - 1. Not be recognized by the Chair to speak at a meeting;
 - 2. Reprimanded or formally censured by the Council;
 - 3. Lose all or a portion of their Commission assignments (both within the City of Roseburg or with other governmental agencies); or
 - 4. Have official travel restricted.
- D. Council members should point out any infractions of the rules and procedures to the offending Councilor. If the offense(s) continues, the matter should be referred to the Mayor and the Mayor shall discuss the matter with the Councilor. If the Mayor is the individual whose actions are being challenged, the matter should be referred to the Council President.
- E. It is the responsibility of the Mayor to initiate action if a Council member's behavior warrants sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

(Ord. 3215 § 12, 2006)

§ 2.34.110. Effect, suspension and review of rules.

- A. Effect of Rules. These rules shall repeal, rescind and replace all other rules and procedures of the Council which may have been formally adopted by resolution or informally adopted by past practice or implied policies. These rules shall also, when applicable by law, be followed by the Roseburg Urban Renewal Agency and all City Commissions, except when the Chapter of this Code which governs said Commission provides to the contrary and then that provision shall be followed.
- B. Suspension of Rules. These rules may be suspended upon an affirmative vote of five Councilors. Suspension of the rules should only occur in cases of extreme necessity and for no other reason.
- C. Review of Rules. The Council shall review these rules at least once during each odd-numbered year. Amendments shall be approved by ordinance adoption. These rules are not intended to replace or supersede any applicable federal or state laws or regulations, City ordinances, policies or provisions of the City Charter.

(Ord. 3215 § 13, 2006; Ord. 3553 § 8, 2021)

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ETHICS LAWS – CITY COUNCIL POLICY

Meeting Date: January 27, 2025
Department: Administration
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: Amy Nytes, City Recorder
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Staff is reviewing all Administrative Policies and Procedures to ensure that they are up to date and still provide accurate information. The issue for Council is whether to adopt an updated Ethics Policy.

BACKGROUND

A. Council Action History.

The Roseburg City Charter was set in 1982, which included Section 3.9 regarding prohibition of conflicts of interest.

The Council found it in the public interest to repeal Section 3.9 of the Charter and proposed adopting a new section 6.8 regarding conflicts of interest that would affirm the state ethics laws by adopting Resolution 1994-01 and sending the matter to voters at the March 22, 1994, election.

On January 23, 2023, the Council adopted Resolution 2023-01 referring a ballot measure for the May 16, 2023, Special Election to amend the Roseburg Charter. The ballot measure passed at the May 16, 2023, election and went into effect July 1, 2023, modernizing the Charter and clearly defining the legal authority of the City.

B. Analysis.

In reviewing the existing City Council Policy labeled Ethics Laws, it was determined that it did not reflect information regarding the Charter Amendment that was approved by voters on May 16, 2023, and became effective July 1, 2023.

C. Financial/Resource Considerations.

There are no financial or resource considerations with this action.

D. Timing Considerations.

Adopting the amended Ethics Laws City Council Policy now will align the policy with the current Charter.

COUNCIL OPTIONS

Council has the option to:

- Adopt the amended Ethics Laws City Council Policy;
or
- Request more information and ask staff to bring it back for discussion; or
- Do nothing and leave the policy as currently written.

STAFF RECOMMENDATION

Staff recommends Council adopt the amended Ethics Laws City Council Policy.

SUGGESTED MOTION

“I MOVE TO ADOPT THE AMENDED ETHICS LAWS CITY COUNCIL POLICY.”

ATTACHMENTS:

Attachment #1 – Ethics Laws Updated Policy

ETHICS LAWS
(City Council Policy)

Background: Section 3.9 of the Roseburg City Charter of 1982 set forth a prohibition on conflicts of interest, and provided that: "No councilor or mayor may be pecuniarily interested in any contract the expenses of which are to be paid by the City or vote upon any subject in which pecuniarily interested." This limitation restricted the City from contracting with elected officials.

The limitation in Section 3.9 of the Roseburg City Charter of 1982 and its predecessors existed long before public contracting laws and the State Code of Ethics which was enacted in 1974. With the enactment of the State Code of Ethics, city officials and employees and their relatives were subject to comprehensive regulations dealing with potential and actual conflicts of interest.

The Council found it in the public interest to repeal Section 3.9 of the Charter and adopt a new Section 6.8 conflict of interest provision that would affirm that the state ethics laws govern the conduct of all city officers, employees, appointees and agents. Through the adoption of Resolution No. 1994-01, on January 10, 1994, Council sent the matter to the voters at the March 22, 1994, election. The voters approved the Charter amendment, making the Charter uniform with state law by creating a new Section 6.8 to read as follows:

Section 6.8. State Ethics Law. State of Oregon ethics laws shall govern the conduct of all city officers, employees, appointees and agents.

On January 23, 2023, the Council adopted Resolution No. 2023-01 Referring a Ballot Measure for the May 16, 2023, Special Election to Amend the Roseburg Charter based in part on the League of Oregon Cities Model Charter, but keep those provisions that are unique and important to Roseburg.

The Ballot Measure passed May 16, 2023, and went into effect July 1, 2023, modernizing the Charter and clearly defining the legal authority of the City. The 2023 Charter includes the following Section 6.9:

Section 6.9 State Ethics Law.

State of Oregon ethics laws shall govern the conduct of all city officers, employees, appointees, and agents.



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

BUDGET COMMITTEE APPOINTMENT(S)

Meeting Date: January 27, 2025
Department: Administration
www.cityofroseburg.org

Agenda Section: Commission Reports
Staff Contact: Grace Jelks, Management Asst.
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

There are three vacancies on the Budget Committee. Staff has received two eligible applications for the Council's consideration.

BACKGROUND

A. Council Action History. At the January 13, 2025 meeting, Council reappointed Mike Baker to the Budget Committee.

B. Analysis. The Roseburg Municipal Code requires a city resident to fill each of the vacancies. Staff has advertised the Budget Committee vacancies through the local news media, social media and the City's website since January 7, 2025. Three applications were received. One was ineligible due to not being a city resident. The applications submitted by Alex Alonso and Mandy Elder have been attached for Council consideration.

C. Financial and/or Resource Considerations. N/A.

D. Timing Issues. The Finance Directory typically offers a budget training in mid-April. Budget Committee meetings begin in early May. It is recommended an appointment be made as soon as practical.

COUNCIL OPTIONS

The City Council has the option to appoint the applicant(s) to the Budget Committee or direct staff to continue to solicit for additional applications.

STAFF RECOMMENDATION

Pursuant to the Roseburg Municipal Code, staff has not made a recommendation for an appointment as that responsibility lies with the Mayor.

SUGGESTED MOTION

If Council chooses to appoint both applicants, the following motion would be appropriate.
"I move to appoint Alex Alonso and Mandy Elder to the Budget Committee."

ATTACHMENTS

Attachment #1 – Alex Alonso Application
Attachment #2 – Mandy Elder Application



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **BUDGET COMMITTEE**

Meets as needed, generally 6:00 p.m. during the spring to review the proposed annual budget, make any adjustments, and approve the budget.

Name: Alonso-Gudino Alexis

Last

First

Home Address: [Redacted] Roseburg, OR. 97470
Street Zip Code

Phone Number: [Redacted] Cell Phone: _____

Email Address: [Redacted]

Occupation Director of Climate Resilience / NeighborWorks Umpqua
Place of Employment

Business Address 605 SE Kane St, Roseburg, OR, 97470 541-673-4909
Phone

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

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

3. How did you learn about this vacancy?
Newspaper Social Media City Website Word of Mouth
Other Please Specify: Project Roseburg Leadership

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

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

My experience managing home rehabilitation projects, fiscal responsibilities, grants, and programs at NeighborWorks Umpqua has prepared me to contribute meaningfully to the City of Roseburg's Budget Committee. I bring expertise in budgeting, strategic planning, and leveraging external funding, as well as a strong commitment to addressing community needs. My work has honed my ability to analyze data, prioritize impactful initiatives, and ensure equitable resource allocation. I hope to contribute by advocating for sustainable, cost-effective solutions, exploring alternative funding sources, and supporting decisions that align with the city's long term goals and the well being of all residents.

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

I am new relatively new to the Roseburg area (a little over a year and a half) but have been trying to immerse myself in the area. I am the Board Secretary for Source One Serenity, a non-profit dedicated to offer support services and outdoor recreational/ volunteer opportunities to Veterans. I've been a member since January 2024 and was voted in as Secretary in October of 2025. I've also become involved with Project Roseburg Leadership and have been learning more about the area by networking with other professionals across a variety of industries.

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

Economic development in the city
Responsible fiscal management
Public engagement
Budget proposals
Long range plans

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

Understanding more of the financial wellbeing and management side of things for a municipal government and learn about operations
Public engagement and civic duty - As a new resident, this is a good opportunity to participate in the public process and provide support in any capacity as a resident of Roseburg.
Promote Transparency and Accountability
Build community relationships

Alex Alonso _____ 1/10/2025 _____
Applicant Signature Date

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

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

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

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



CITY OF ROSEBURG COMMISSION APPLICATION

Application for Appointment to: **BUDGET COMMITTEE**

Meets as needed, generally 6:00 p.m. during the spring to review the proposed annual budget, make any adjustments, and approve the budget.

Name: Elder Mandy
Last First

Home Address: [REDACTED] 97471
Street Zip Code

Phone Number: [REDACTED] Cell Phone: _____

Email Address: [REDACTED]

Occupation Learning Officer - Research and Communications / The Ford Family Foundation
Place of Employment

Business Address 1600 NW Stewart Pkwy
Phone

- 1. Do you reside within the Roseburg city limits? Yes No
- 2. Do you own property or a business within the City? Yes No
- 3. How did you learn about this vacancy?
 Newspaper Social Media City Website Word of Mouth
 Other Please Specify: _____

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

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

Experience/training: I hold a Masters in Public Administration with coursework that included public budgeting.

Contributions: I hope to contribute fresh thinking and perspective to the process, as I have not participated in city budget setting before. I'll bring curiosity and questions, an open mind, and an ability to discern priorities between competing interests.

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

I serve as vice chair of the City's Library Commission. I'm a member of Envision Roseburg, a community group envisioning a family-, community-, and business-friendly Roseburg.

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

In general I'm interested to learn about how the City prioritizes projects and areas of work within the budget and how that affects our economic/social development opportunities. I'm particularly interested in public amenities like parks and recreation, the library, downtown revitalization, etc, but equally curious to learn more about basic city infrastructure needs and how choices around budgets present trade-offs.

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

Roseburg is a great place to live with so much possibility. I'm looking for ways to be more involved in creating our future and understanding how strategic budgeting in public institutions can help shepherd a more vibrant place for everyone to enjoy. Thank you for your consideration!



Digitally signed by Mandy Elder
Date: 2025.01.16 16:14:43 -08'00'

1-16-25

Applicant Signature

Date

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

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

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

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



YOU ARE INVITED TO THE H.O.P.E. DRUG COURT **108th** **GRADUATION**

Join the Celebration!

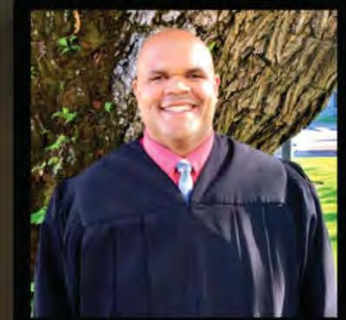
Monday
February 3, 2025
5:15 PM

Douglas County Fairgrounds for
ceremony and light refreshments

Cascade Conference Hall
2110 SW Frear Street
Roseburg, Oregon 97471



DOUGLAS COUNTY CIRCUIT COURT
PROGRAM COORDINATOR
CRYSTINA DUNEHEW
(541) 957-2415



HONORABLE ROBERT B. JOHNSON

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
January 13, 2025**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on January 13, 2025 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Michalek led the pledge of allegiance.

2. ROLL CALL

Present: Councilors Tom Michalek, Kylee Rummel, Katie Williams, Ellen Porter, Ruth Smith, Zack Weiss, Shelley Briggs Loosley, and Andrea Zielinski

Absent: None

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Assistant Fire Chief Dave Newquist, Senior Planner Mark Moffett, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Ryan Herinckx, Finance Director Ron Harker, City Recorder Amy Nytes, Management Assistant Grace Jelks, and The News Review – Reporter, Drew Winkelmaier

3. Mayor Reports

A. State of the City Address

Mayor Rich presented the State of the City, which highlighted accomplishments of 2024 and expectations for 2025.

B. Commission Chair Appointments

Mayor Rich stated that Commission Chair appointments for 2025 remain the same, as follows:

Airport	Councilor Michalek
Economic Development	Councilor Rummel
Historic Resources Review	Councilor Williams
Homeless Commission	Councilor Briggs Loosley
Library	Councilor Zielinski
Parks and Recreation	Councilor Smith
Public Works	Councilor Porter

C. Commission Appointments

Councilor Michalek moved to reappoint Frank Inman and Robb Paul to the Airport Commission for another three-year term. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Rummel, Smith, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Councilor Zielinski moved to reappoint Mike Baker to the Budget Committee for another three-year term. The motion was seconded by Councilor Rummel and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Rummel, Smith, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Councilor Rummel moved to reappoint Paul Zegers to the Economic Development Commission for another three-year term. The motion was seconded by Councilor Zielinski and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Rummel, Smith, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Councilor Williams moved to reappoint Marilyn Aller and James De Lap to the Historic Resource Review Commission for another three-year term. The motion was seconded by Councilor Rummel and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Rummel, Smith, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Councilor Zielinski moved to reappoint Matthew Brady to the Planning Commission for another four-year term. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Rummel, Smith, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Councilor Porter moved to reappoint Ken Hoffine, Patrick Lewandowski, and Stuart Liebowitz to the Public Works Commission for another three-year term. The motion was seconded by Councilor Rummel and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Rummel, Smith, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

4. Commission Reports/Council Ward Reports

Councilor Porter spoke about the Public Works Commission meeting on January 9, 2025.

Councilor Michalek spoke about the gas line installation by Avista under the Vet's bridge and renovations at Umpqua Valley Arts Center.

Councilor Smith spoke about damage and injuries sustained during the most recent windstorm near Miceli Park.

- A. Mayor Rich presented the Election of Council President. Discussion ensued.
Councilor Michalek nominated Councilor Smith for 2025 Council President.

Councilor Zielinski nominated Councilor Briggs Loosley for 2025 Council President.

Each candidate accepted the nomination and gave a brief statement about their qualifications and goals for the position.

Mayor Rich called for a vote for all of those in favor of Councilor Smith for Council President. Councilors Michalek, Porter, Rummel, and Weiss voted yes. Mayor Rich then called for all of those in favor of Councilors Briggs Loosley for Council President. Councilors Williams, Zielinski and Briggs Loosley voted yes. Mayor Rich then asked for the vote again in favor of Councilor Smith. Councilors Michalek, Rummel, Porter, Smith and Weiss voted yes. Mayor Rich announced Councilor Smith as the 2025 Council President.

5. Audience Participation

1. Bernie Woodard, Elk Island business owner, spoke about homeless camp issues and requested changes to Resolution No. 2022-21.
2. Colleen Neper, resident, spoke about the state fluorescent light ban.
3. Ashli Hatfield, Therapy Plus business owner, spoke about the homeless issue at Deer Creek Park and the negative impact to her business.
4. Shawn Garret, Serendipity Roseburg business owner, spoke about his business (see item 6a).
5. Alex Williams, resident, spoke about having more compassion for those experiencing homeless issues.

6. Consent Agenda

- A. December 9, 2024 Regular Meeting Minutes
- B. OLCC – New Outlet – Garden Buffet, Inc. at 1350 NE Stephens St. #1
- C. OLCC – Change of Ownership – T & N 1 LLC dba Garden Valley Mini Mart at 247 NW Garden Valley Blvd
- D. OLCC – New Outlet – Serendipity Roseburg, LLC dba Serendipity Roseburg at 632 Jackson Street

Councilor Zielinski moved to approve the consent agenda. The motion was seconded by Councilor Briggs Loosley and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Rummel, Smith, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

7. Resolutions

- A. Nytes presented Resolution No. 2025-01 – Setting a New Council Reimbursement Amount for 2025. Discussion ensued.

Councilor Porter's comments and questions included whether many Councilors were using the stipend.

Nytes confirmed that all Councilors are entitled to use the stipend, and the majority do.

Councilor Porter moved to adopt Resolution No. 2025-01 Setting a New Council Reimbursement Amount for 2025. The motion was seconded by Councilor Zielinski and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Rummel, Smith, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

8. Items from Mayor, City Council, and City Manager

Councilor Rummel shared that the Point in Time Count will take place on Wednesday, January 29, 2025, from 10:00 a.m. – 3:00 p.m., at St. Joseph Catholic Church.

Councilor Porter would like Council to review Resolution No. 2022-21 and the Time-Place-Manner Ordinance for possible updates or changes.

Messenger clarified there have been discussions to plan work study sessions that could include Councilor Porters request, which was agreeable to the Council.

Council President Smith encouraged everyone to check out Elk Island sites and would like an update on the homeless liaison recruitment.

Councilor Michalek would like to add yellow tape around cleanup areas to protect environmentally sensitive areas.

9. Adjourn

Mayor Rich adjourned the regular meeting at 8:04 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION NO. 2025-02 REPEALING AND REPLACING RESOLUTION NO. 2018-26 REGARDING THE ROSEBURG PUBLIC LIBRARY MEETING ROOM POLICY

Meeting Date: January 27, 2025
Department: Library
www.cityofroseburg.org

Agenda Section: Resolutions
Staff Contact: Kris Wiley, Director
Contact Telephone Number: 541-492-7051

ISSUE STATEMENT AND SUMMARY

Roseburg Public Library's Meeting Room Policy is presented with revisions for Council's consideration. The proposed amendments are intended to clarify procedures and expectations for users.

BACKGROUND

A. Council Action History.

The library's Meeting Room Policy was adopted through Resolution No. 2018-26 by the City Council on November 26, 2018.

B. Analysis.

The library's Meeting Room Policy includes information about the number of meeting rooms, reservation system, use fees, parking, prohibited activities/uses, enforcement of policies, responsibilities, and disclaimer.

Proposed amendments to the policy are as follows:

1. Updated information about Multipurpose Room #1, which no longer has a camera, which was not replaced when it malfunctioned because it was not used often. A computer and monitor are available. The rental fee remains \$25 per use.
2. "Users are limited to reserving any room no more than 12 times in one year" replaced with "Users are limited to renting rooms no more than 12 times in one year" for clarity.
3. Added that fees may be paid by credit card to align with current practice.
4. Added that fees must be paid within 45 days of invoice date to ensure timely payment and reduce staff time expended in sending follow-up notices.
5. Added that user must initial acknowledgement of use fee.
6. Added that meeting room renters may be required to park off site. Library staff provides a parking pass for the Court Street lot.
7. Added that user must initial acknowledgment of each prohibited activity/use.

8. Added section for enforcement of policies that includes a process for appealing the Library Director's decision.

C. Financial/Resource Considerations.

There are no financial considerations. However, updating the policy will streamline the process for users and reduce staff time spent on managing the meeting rooms.

D. Timing Considerations.

It is important to maintain up-to-date policies that guide public library operations.

COUNCIL OPTIONS

Council has the following options:

- Adopt the resolution; or
- Direct staff to gather additional information or make changes to the proposed policy; or
- Decline to proceed with the proposed action.

STAFF RECOMMENDATION

The Library Commission discussed this item at their October 15 and December 17, 2024, meetings and recommended that Council adopt the amended Meeting Room Policy. Staff concurs with this recommendation.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION 2025-02 REPEALING AND REPLACING RESOLUTION NO. 2018-26 REGARDING THE ROSEBURG PUBLIC LIBRARY MEETING ROOM POLICY."

ATTACHMENTS:

Attachment #1 – Resolution No. 2025-02

Attachment #2 – Exhibit A – Meeting Room Policy (updates in red)

**RESOLUTION NO. 2025-02
A RESOLUTION REPEALING AND REPLACING RESOLUTION NO. 2018-26
REGARDING THE ROSEBURG PUBLIC LIBRARY MEETING ROOM POLICY.**

WHEREAS, Roseburg Public Library has been operating since December 2018 and allows community members use of their meeting rooms; and

WHEREAS, City Council approved the Library Meeting Room Policy through the adoption of Resolution No. 2018-26 on November 26, 2018; and

WHEREAS, community members who use a meeting room are required to adhere to the Meeting Room Policy, which explains fees, parking, prohibited activities/uses, etc.; and

WHEREAS, meeting room renters are required to complete and sign the Meeting Room Application, which references the Meeting Room Policy; and

WHEREAS, the Roseburg Public Library Commission recommended that the Meeting Room Policy be revised to clarify procedures and expectations.

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

Section 1. Resolution No. 2018-26 as adopted on November 26, 2018, is hereby repealed.

Section 2. The Roseburg Public Library Meeting Room Policy, attached hereto as Exhibit "A," is hereby adopted and enforceable under Roseburg Municipal Code Chapter 1.06.

Section 3. This resolution shall become effective immediately upon adoption by the Roseburg City Council January 27, 2025.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 27TH DAY OF JANUARY, 2025.**

Amy Nytes, City Recorder

EXHIBIT A

**ROSEBURG PUBLIC LIBRARY
MEETING ROOM POLICY**

Roseburg Public Library has several meeting rooms available for public use.

- Ford Family Room: capacity 104
Available to the public when the building is occupied or unoccupied by staff. Wireless projector, sound system, and microphone available.
- Deer Creek Room: capacity 80
Available only when the building is occupied by staff. Projector available.
- South Umpqua Room: capacity 60
Available only when the building is occupied by staff. Projector available.
- Multipurpose Room #1: capacity 9
Available only when the building is occupied by staff. Computer and monitor available.
- Multipurpose Room #2: capacity 9
Available only when the building is occupied by staff. Single- and multipoint videoconferencing available.
- Study Room: capacity 6
Available only when the building is occupied by staff. No technology provided.

RESERVATION SYSTEM

Meeting room use is prioritized to Roseburg Public Library/City of Roseburg, Douglas Education Service District (ESD), and Friends of the Library. All other entities must contact Roseburg Public Library at 541-492-7051 to reserve a room.

Users are limited to renting rooms no more than 12 times in one year. Reservations for the Ford Room will be accepted up to 12 months in advance of a meeting. Reservations for all other rooms will be accepted up to six months in advance.

USE FEES

(initials required to indicate acknowledgement):

_____ Fees must be paid by cash, check or credit card to City of Roseburg within 45 days of invoice date.

Roseburg Public Library/City of Roseburg/Douglas Education Service District/Friends of the Library events: no charge

Recognized veterans organizations: no charge

For all other uses:

- Ford Family Room: \$25 when the ESD and/or Library are open to the public; \$75 when the ESD and Library are closed
- Deer Creek Room: \$25
- South Umpqua Room: \$25
- Multipurpose Room #1 (Room 17): \$25.

- Multipurpose Room #2 (Room 20): For meeting room only or single-point videoconferencing: \$25. For multipoint videoconferencing: Contact ESD for quote.
- Study Room (Room 18): Available at no charge on a drop-in basis for two hours; time may be extended if no one is waiting.

Re-keying fee assessed for lost key associated with Ford Room rental: \$150/incident

Owl technology fee: \$25/use

PARKING

Limited parking is available in the library lot. Renters may be required to park off site.

PROHIBITED ACTIVITIES/USES

The following is prohibited in all meeting rooms (initials required to indicate acknowledgement):

_____ Alcoholic beverages allowed in Ford Room only. An Alcohol Use Application must be completed and submitted to City of Roseburg Administration at 900 SE Douglas Ave., along with required OLCC permits. Contact 541-492-6866 for information.

_____ Animals other than service animals. A service animal is defined as a dog or miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the service animal must be directly related to the person's disability.

_____ Any event at which an admission fee is charged.

_____ Any event at which future business will be solicited by a speaker through literature available at the meeting.

_____ Any event at which merchandise is offered for sale. Exceptions are made for Douglas ESD/Roseburg Public Library/Friends of the Library-sponsored events as well as vendors who have a City of Roseburg business license.

_____ Burning of any items, including candles or incense.

_____ Commercial activities.

_____ Smoking, vaping, or aerosolizing. Roseburg Public Library is a tobacco-free facility.

_____ Staples, tacks, nails, tape, or adhesives on painted surfaces.

_____ Violations of State and local Fire Codes and OSHA Regulations.

_____ Weapons of any kind, except as permitted by ORS 166.370.

ENFORCEMENT OF POLICIES

The Library Director and their designated staff are authorized to interpret and enforce these policies in accordance with applicable law and to ensure appropriate use of meeting rooms.

For violations of this policy, one written warning will be given. A second violation may result in the renter being prohibited from renting any meeting rooms for three months. Subsequent violations may result in additional penalties up to and including permanent prohibition from renting any meeting rooms.

A patron shall have the right to appeal the Library Director's written decision regarding a violation to the City Manager. A written appeal must be filed within fifteen (15) days after the date of notification by the Library Director. The written appeal filed with the City Manager must state the basis for the appeal.

Unless the appellant and City agree to a longer period of time, an appeal shall be heard by the City Manager within thirty (30) days of receipt of the written appeal. The City Manager shall give the appellant and any other persons requesting the same, at least ten (10) days' notice of the time and place of such hearing.

At the time and place set for the hearing upon the appeal from the action of the Library Director, the City Manager shall give the appellant and any other interested party a reasonable opportunity to be heard. The City Manager shall hear and determine the appeal on the basis of the applicant's written appeal statement and any additional evidence the City Manager deems appropriate. At the hearing, the appellant may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply. In all such cases, the burden of proof shall be upon the appellant.

The City Manager shall uphold, or modify and uphold, the Library Director's action, or reverse the Library Director's action and render a new decision in the matter. The decision of the City Manager shall be issued within ten (10) days of the hearing and shall be in writing and contain findings of fact and a determination of the issues presented. The decision of the City Manager shall be final.

RESPONSIBILITIES

In case any claim, action, or proceeding is brought against the City in any forum whatsoever by reason of any obligation to be performed under the terms of meeting room use by the user or arising from any act or omission of the user or the attendees and the user shall, upon notice from City, defend at trial and on appeal the City at the sole expense of the user, by counsel of City's choosing. This obligation to defend extends to all manner of proceedings, whether in a judicial, administrative, or other forum.

To the fullest extent authorized by law, the user shall indemnify and hold harmless the City from and against any and all loss, cost, claim, damage, injury, illness, or liability whatsoever, including reasonable attorney fees and costs of litigation and appeal, arising from the activities of the user, subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act ORS 30.26030.300 and the Oregon Constitution.

By virtue of allowing use of a room, the City is not a partner or joint venturer with, or agent of, the user in connection with the activity carried on during use of the room.

Meeting rooms are provided in "as is" condition and order. During use of a room, the user must maintain and secure the room in good, clean, and safe condition. Before leaving, the room and any areas adjacent thereto affected by use of the room must be restored to the condition they were in immediately before commencement of use. Upon expiration of allotted time for use of room, users must peaceably and quietly quit and surrender the room in as good a condition as found. All extra materials must be removed. All garbage must be disposed of in the proper containers.

The user hereby fully and unconditionally waives its individual and collective rights to recover from the City any loss, damage, restitution, or compensation arising out of meeting room use or out of the use of any other City property associated with meeting room use. The City shall in no event be liable for any loss or damage suffered or incurred by the user for any reason whatsoever. Such waiver includes, without limitation, waiver of liability for death, personal injury, illness, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages and rights of subrogation.

Failure to comply with meeting room policies may result in revocation of meeting room use privileges.

DISCLAIMER

The City of Roseburg neither approves nor disapproves of the content, topics, subject matter, or points of view of individuals or groups using the facilities.

EXHIBIT A

**ROSEBURG PUBLIC LIBRARY
MEETING ROOM POLICY**

Roseburg Public Library has several meeting rooms available for public use.

- Ford Family Room: capacity 104
Available to the public when the building is occupied or unoccupied by staff. Wireless projector, sound system, and microphone available.
- Deer Creek Room: capacity 80
Available only when the building is occupied by staff. Projector available.
- South Umpqua Room: capacity 60
Available only when the building is occupied by staff. Projector available.
- Multipurpose Room #1: capacity 9
Available only when the building is occupied by staff. ~~Single- and multipoint videoconferencing available.~~ Computer and monitor available.
- Multipurpose Room #2: capacity 9
Available only when the building is occupied by staff. Single- and multipoint videoconferencing available.
- Study Room: capacity 6
Available only when the building is occupied by staff. No technology provided.

RESERVATION SYSTEM

Meeting room use is prioritized to Roseburg Public Library/City of Roseburg, Douglas Education Service District (ESD), and Friends of the Library. All other entities must contact Roseburg Public Library at 541-492-7051 to reserve a room.

Users are limited to ~~reserving any room renting rooms~~ no more than 12 times in one year. Reservations for the Ford Room will be accepted up to 12 months in advance of a meeting. Reservations for all other rooms will be accepted up to six months in advance.

USE FEES

(initials required to indicate acknowledgement):

_____ Fees must be paid by ~~cash or check~~ cash, check or credit card to City of Roseburg within 45 days of invoice date.

Roseburg Public Library/City of Roseburg/Douglas Education Service District/Friends of the Library events: no charge

Recognized veterans organizations: no charge

For all other uses:

- Ford Family Room: \$25 when the ESD and/or Library are open to the public; \$75 when the ESD and Library are closed
- Deer Creek Room: \$25

- South Umpqua Room: \$25
- Multipurpose Room #1 (Room 17): ~~For meeting room only or single-point videoconferencing: \$25. For multipoint videoconferencing: Contact ESD for quote.~~
- Multipurpose Room #2 (Room 20): For meeting room only or single-point videoconferencing: \$25. For multipoint videoconferencing: Contact ESD for quote.
- Study Room (Room 18): Available at no charge on a drop-in basis for two hours; time may be extended if no one is waiting.

Re-keying fee assessed for lost key associated with Ford Room rental: \$150/incident

Owl technology fee: \$25/use

PARKING

Limited parking is available in the library lot. **Renters may be required to park off site.**

PROHIBITED ACTIVITIES/USES

The following is prohibited in all meeting rooms (**initials required to indicate acknowledgement**):

_____ Alcoholic beverages allowed in Ford Room only. An Alcohol Use Application must be completed and submitted to City of Roseburg Administration at 900 SE Douglas Ave., along with required OLCC permits. Contact 541-492-6866 for information.

_____ Animals other than service animals. A service animal is defined as a dog or miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the service animal must be directly related to the person's disability.

_____ Any event at which an admission fee is charged.

_____ Any event at which future business will be solicited by a speaker through literature available at the meeting.

_____ Any event at which merchandise is offered for sale. Exceptions are made for Douglas ESD/Roseburg Public Library/Friends of the Library-sponsored events as well as vendors who have a City of Roseburg business license.

_____ Burning of any items, including candles or incense.

_____ Commercial activities.

_____ Smoking, vaping, or aerosolizing. Roseburg Public Library is a tobacco-free facility.

_____ Staples, tacks, nails, tape, or adhesives on painted surfaces.

_____ Violations of State and local Fire Codes and OSHA Regulations.

_____ Weapons of any kind, except as permitted by ORS 166.370.

ENFORCEMENT OF POLICIES

The Library Director and their designated staff are authorized to interpret and enforce these policies in accordance with applicable law and to ensure appropriate use of meeting rooms.

For violations of this policy, one written warning will be given. A second violation may result in the renter being prohibited from renting any meeting rooms for three months. Subsequent violations may result in additional penalties up to and including permanent prohibition from renting any meeting rooms.

A patron shall have the right to appeal the Library Director's written decision regarding a violation to the City Manager. A written appeal must be filed within fifteen (15) days after the date of notification by the Library Director. The written appeal filed with the City Manager must state the basis for the appeal.

Unless the appellant and City agree to a longer period of time, an appeal shall be heard by the City Manager within thirty (30) days of receipt of the written appeal. The City Manager shall give the appellant and any other persons requesting the same, at least ten (10) days' notice of the time and place of such hearing.

At the time and place set for the hearing upon the appeal from the action of the Library Director, the City Manager shall give the appellant and any other interested party a reasonable opportunity to be heard. The City Manager shall hear and determine the appeal on the basis of the applicant's written appeal statement and any additional evidence the City Manager deems appropriate. At the hearing, the appellant may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply. In all such cases, the burden of proof shall be upon the appellant.

The City Manager shall uphold, or modify and uphold, the Library Director's action, or reverse the Library Director's action and render a new decision in the matter. The decision of the City Manager shall be issued within ten (10) days of the hearing and shall be in writing and contain findings of fact and a determination of the issues presented. The decision of the City Manager shall be final.

RESPONSIBILITIES

In case any claim, action, or proceeding is brought against the City in any forum whatsoever by reason of any obligation to be performed under the terms of meeting room use by the user or arising from any act or omission of the user or the attendees

and the user shall, upon notice from City, defend at trial and on appeal the City at the sole expense of the user, by counsel of City's choosing. This obligation to defend extends to all manner of proceedings, whether in a judicial, administrative, or other forum.

To the fullest extent authorized by law, the user shall indemnify and hold harmless the City from and against any and all loss, cost, claim, damage, injury, illness, or liability whatsoever, including reasonable attorney fees and costs of litigation and appeal, arising from the activities of the user, subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act ORS 30.26030.300 and the Oregon Constitution.

By virtue of allowing use of a room, the City is not a partner or joint venturer with, or agent of, the user in connection with the activity carried on during use of the room.

Meeting rooms are provided in "as is" condition and order. During use of a room, the user must maintain and secure the room in good, clean, and safe condition. Before leaving, the room and any areas adjacent thereto affected by use of the room must be restored to the condition they were in immediately before commencement of use. Upon expiration of allotted time for use of room, users must peaceably and quietly quit and surrender the room in as good a condition as found. All extra materials must be removed. All garbage must be disposed of in the proper containers.

The user hereby fully and unconditionally waives its individual and collective rights to recover from the City any loss, damage, restitution, or compensation arising out of meeting room use or out of the use of any other City property associated with meeting room use. The City shall in no event be liable for any loss or damage suffered or incurred by the user for any reason whatsoever. Such waiver includes, without limitation, waiver of liability for death, personal injury, illness, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages and rights of subrogation.

Failure to comply with meeting room policies may result in revocation of meeting room use privileges.

DISCLAIMER

The City of Roseburg neither approves nor disapproves of the content, topics, subject matter, or points of view of individuals or groups using the facilities.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



FIVE-YEAR PAVEMENT MANAGEMENT ENGINEERING SERVICES CONTRACT

Meeting Date: January 27, 2025
Department: Public Works
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Ryan Herinckx, Director
Contact Telephone Number: 541-492-6730

ISSUE STATEMENT AND SUMMARY

The existing five-year contract for engineering services related to the City's Pavement Management Program expired on December 31, 2024. The issue for Council is whether to award a new master engineering services contract to the highest ranked proposer.

BACKGROUND

A. Council Action History.

The council awarded the last five-year master engineering services contract to Century West Engineering on September 23, 2019.

B. Analysis.

The City of Roseburg contracts with a consultant to develop a pavement management program to determine how to maintain City streets in the most effective and cost efficient manner. The term of the contract is five years, and there are provisions to extend the contract annually for a maximum of ten years.

Per Oregon Revised Statutes, engineering services contracts that are valued at over \$250,000 are required to use a qualifications-based selection process. Under this process, proposers are ranked on criteria outlined in a Request for Qualifications (RFQ). Under current law, cost cannot be considered when ranking proposers.

On October 11, 2024, the City issued an RFQ for engineering services related to the City's Five-Year Pavement Management Program (PMP). The intent of the RFQ was to solicit qualified engineering and related professional services necessary to perform the following:

- Pavement inspection and evaluation services
- Field data collection and Pavement Condition Index (PCI) calculations
- Maintenance and rehabilitation recommendations
- Budget planning, including update of a 5-year CIP plan
- Project design, including required curb ramp upgrades

- Assistance during the bidding process and award recommendation
- Construction administration services
- Project close out services
- Council and commission presentations

Four statements of Qualifications (SOQ) were received on November 5, 2024. Three Public Works staff reviewed and scored the SOQs. The scoring was based on the criteria outlined in the RFQ with a maximum of 100 points. The proposers and their scores are shown below.

No.	SOQ Submitter	Review Score
1	Century West Engineering	96
2	Conсор North America	92
3	Pinnacle Engineering	62
4	Tiger Eye Engineering	Disqualified

Staff issued a Notice of Competitive Range for the two highest scoring submitters. Interviews were conducted and provided an opportunity for the City review team to confirm the initial scoring or change their scores if needed. Based on the interviews, the consultant that ranked highest in the initial scoring process was still considered the strongest candidate.

The intent is to enter into a master contract with the highest ranked consultant. Work to be performed will be authorized by individual task orders over the five-year period of the contract.

C. Financial/Resource Considerations.

In FY 2024-25, the Transportation Fund included \$1.6 million for pavement management. This includes engineering and construction. The fee associated with each task order under the master contract will be negotiated individually. Each task order over \$100,000 will be presented to the Public Works Commission, and City Council for authorization. During the previous pavement management contract, staff negotiated 16 task orders for a total amount of \$709,898.

D. Timing Considerations.

If awarded, the master contract will be executed as soon as practical and will expire on December 31, 2029, if not renewed.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize staff to execute the Five-Year Pavement Management Engineering Services contract with Century West Engineering; or
2. Request additional information; or
3. Reject the proposals and not move forward with the contract at this time.

STAFF RECOMMENDATION

The Public Works Commission discussed this contract at their January 9, 2025, meeting. The Commission unanimously recommended awarding the engineering services contract for the Five-Year Pavement Management Program to Century West Engineering. Staff concurs with this recommendation.

SUGGESTED MOTION

“I MOVE TO AWARD THE ENGINEERING CONTRACT FOR THE FIVE-YEAR PAVEMENT MANAGEMENT PROGRAM TO CENTURY WEST ENGINEERING.”

ATTACHMENTS:

None

TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

- UTRAN Presentation
- VA Director Presentation
- Council Goals Adoption
- Five Year Capital Improvement Plan Update
- City Manager Evaluation Process Presentation (Work Study)
- City Manager Evaluation Process Adoption
- UCC Land Transfer
- Fireworks Risk Assessment
- Parking Discussion Continued

February 10, 2025 – 6:15 p.m. (tentative)

Planning Commission Interviews

February 10, 2025

Mayor Reports

A. Planning Commission Appointment

Consent Agenda

A. January 27, 2025 Meeting Minutes

Public Hearings

A. Ordinance No. 3608 – Sunshine Park, First Reading

B. CDBG Home Improvement Block Grant

Department Items

A. Ace Parking Funding Discussion

Informational

A. Future Tentative Council Agendas

February 24, 2025

Mayor Reports

A. 2023 GFOA Certificate of Achievement for Excellences in Annual Comprehensive Financial Reporting (ACFR) and 2023 GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR)

Special Presentations

A. Annual Comprehensive Financial Report (ACFR)

B. Quarterly Report Ending December 31, 2024

C. 2025 – 2026 Budget Calendar

Consent Agenda

A. February 10, 2025 Meeting Minutes

Ordinances

A. Ordinance No. 3608 – Sunshine Park, Second Reading

Resolutions

A. Resolution No. 2025-003 – Safe Routes to School – Douglas Avenue Improvements

Informational

A. Future Tentative Council Agendas

March 10, 2025

Mayor Reports

A. American Red Cross Month Proclamation

Consent Agenda

A. February 24, 2025 Meeting Minutes

Public Hearings

- A. Brown Park Playground Purchase
Informational
 - A. Future Tentative Council Agendas
-

March 24, 2025

- Mayor Reports
 - A. National Library Week Proclamation
 - Consent Agenda
 - A. March 10, 2025 Meeting Minutes
Informational
 - A. Future Tentative Council Agendas
-

April 14, 2025

- Mayor Reports
 - A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
 - B. Oregon Arbor Month Proclamation
 - Consent Agenda
 - A. March 24, 2025 Meeting Minutes
 - Department Items
 - A. Inmate Housing Intergovernmental Agreement Extension
 - B. Intergovernmental Agreement – Douglas County Communications Services and Radio
Usage Agreement
 - Informational
 - A. Future Tentative Council Agendas
-

April 28, 2025

- Mayor Reports
 - A. Historic Preservation Month Proclamation
 - B. Thrive Umpqua Day Proclamation
 - Consent Agenda
 - A. April 14, 2025 Meeting Minutes
 - Informational
 - A. Future Tentative Council Agendas
 - B. Finance Quarterly Report
 - C. Municipal Court Quarterly Report
-

May 12, 2025

- Mayor Reports
 - A. EMS Week Proclamation
 - B. National Public Works Proclamation
 - Consent Agenda
 - A. April 28, 2025 Meeting Minutes
 - Resolutions
 - A. Annual Fee Adjustment
 - i. Resolution No.: General Fees
 - ii. Resolution No.: Water Related Fees
 - Informational
 - A. Future Tentative Council Agendas
-

June 9, 2025

- Mayor Reports
- Consent Agenda
- A. May 12, 2025 Meeting Minutes
- Public Hearings

- A. Resolution No. ____ 2025-26 Budget Adoption
 - Informational
 - A. Future Tentative Council Agendas
-

June 23, 2025

- Mayor Reports
 - A. Parks and Recreation Month Proclamation
 - Consent Agenda
 - A. June 9, 2025 Meeting Minutes
 - Informational
 - A. Future Tentative Council Agendas
-

July 14, 2025

- Mayor Reports
 - Consent Agenda
 - A. June 23, 2025 Meeting Minutes
 - Public Hearings
 - A. PICM Model Ordinance No. _____, First Reading
 - Informational
 - A. Future Tentative Council Agendas
-

July 28, 2025

- Mayor Reports
 - Consent Agenda
 - A. July 14, 2025 Meeting Minutes
 - Ordinances
 - A. PICM Model Ordinance No. _____, Second Reading
 - Informational
 - A. Future Tentative Council Agendas
 - B. Municipal Court Quarterly Report
-

August 11, 2025

- Mayor Reports
 - Consent Agenda
 - A. July 28, 2025 Meeting Minutes
 - Informational
 - A. Future Tentative Council Agendas
-

August 25, 2025

- Mayor Reports
 - Consent Agenda
 - A. August 11, 2025 Meeting Minutes
 - Executive Session
 - A. ORS192.660(2)(i) – City Manager Evaluation
 - Informational
 - A. Future Tentative Council Agendas
 - B. Finance Quarterly Report
-

September 8, 2025

- Mayor Reports
 - Consent Agenda
 - A. August 25, 2025 Meeting Minutes
 - Informational
 - A. Future Tentative Council Agendas
-

September 22, 2025

Mayor Reports

Consent Agenda

A. September 8, 2025 Meeting Minutes

Informational

A. Future Tentative Council Agendas

October 13, 2025

Mayor Reports

Consent Agenda

A. September 22, 2025 Meeting Minutes

Department Items

A. 2025 Oregon Library Statistical Report

Informational

A. Future Tentative Council Agendas

October 27, 2025

Mayor Reports

Consent Agenda

A. October 13, 2025 Meeting Minutes

Informational

A. Future Tentative Council Agendas

November 10, 2025

Mayor Reports

Consent Agenda

A. October 27, 2025 Meeting Minutes

Executive Session

A. ORS192.660(2)(i) – Municipal Court Judge Evaluation

Informational

A. Future Tentative Council Agendas

B. Municipal Court Quarterly Report

C. Finance Quarterly Report

December 8, 2025

Mayor Reports

Consent Agenda

A. November 10, 2025 Meeting Minutes

Informational

A. Future Tentative Council Agendas

**ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**



MUNICIPAL COURT QUARTERLY REPORT

Meeting Date: January 27, 2025
Department: Municipal Court
www.cityofroseburg.org

Agenda Section: Department Reports
Staff Contact: Jason Mahan
Contact Telephone Number: 541-673-0171

ISSUE STATEMENT AND SUMMARY

At the request of City Council, a report on the court’s case volume and program revenues has been presented on a quarterly basis since July 2012. This report is the latest of the quarterly reports to have been provided in fulfillment of the Council’s desire to receive regular updates on court operations and covers the period of July through October, 2024.

BACKGROUND

Analysis.

<u>COURT CASE TOTALS</u>	1ST QTR	2ND QTR	YTD TOTAL	PRIOR YEAR
CRIMES	292	221	513	551
TRAFFIC CRIMES	112	140	252	160
TRAFFIC VIOLATIONS	1,882	937	2,819	1,267
NON-TRAFFIC VIOLATIONS	302	254	556	236
TOTAL	2,588	1,552	4,140	2,214

After the second quarter of the 2024-25 fiscal year, total cases were up 87% from the prior year. By category, crimes decreased by 6.9% while traffic crimes, traffic violations and non-traffic violations increased by 57.5%, 122.5% and 135.6%, respectively.

<u>COURT REVENUES</u>	BUDGET 2024-25	1ST QTR 2025	2ND QTR 2025	YTD TOTAL	PRIOR YTD TOTAL
FINES	\$ 215,000	\$ 75,206	\$ 68,067	\$ 143,273	\$ 112,747
COURT COSTS	27,000	7,951	5,176	13,127	15,296
CRT APPT ATTORNEY	9,000	1,995	2,171	4,166	4,166
TOTAL	\$ 251,000	\$ 85,152	\$ 75,414	\$ 160,566	\$ 132,209

After the second quarter of the 2024-25 fiscal year, total court revenues were up 21.4% from the prior year. Fines and collections revenue increased by 27.1%, court costs revenues decreased by -14.2% and court-appointed attorney revenues matched the prior year total.

On a budgetary basis, revenues are 63.97% of budget after the second quarter of the fiscal year.

CLOSING REMARKS

The court is continuing to see an increase in both traffic and non-traffic violations. The non-traffic violations are primarily related to homelessness with prohibited camping being the most prevalent offense. When an individual is convicted of prohibited camping as a violation, I always impose a fine and will put the individual on a payment plan. I have been informing individuals that if they provide proof of obtaining housing, I will forgive the fine. They have been informed that housing also includes the Samaritan Inn, the Navigation Center, and the Roseburg Rescue Mission. We have had some individuals that have obtained housing and as a result I was able to forgive their fines for prohibited camping. From my conversations with these individuals, there is not much interest in staying at either the Samaritan Inn or the Roseburg Rescue Mission. However, there appears to be much more interest in the Navigation Center, and frequently individuals are informing me that they are taking steps to get on the waiting list for a bed. Some of the fines that were forgiven were a result of individuals entering into the Navigation Center.

Fines and collections revenue has increased by 27.1%. This is a result of the increase in traffic citations that are being issued. Most of the revenue that our court receives comes from traffic violations. If an individual receives a traffic violation and has a clean driving record, the court has been placing these individuals on a diversion program. Therefore, if the individual pays the presumptive fine and receives no further traffic violations for six months, their traffic violation will be dismissed.

If you have any further questions, please do not hesitate to reach out to me.

Sincerely,

Jason Mahan