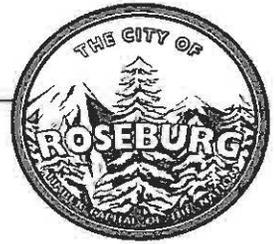


ROSEBURG CITY COUNCIL AGENDA – JANUARY 28, 2013
City Council Chambers, City Hall, 900 S. E. Douglas Avenue, Roseburg, OR 97470



6:00 p.m. City Council Orientation

7:00 p.m.

- 1. Call to Order – Mayor Larry Rich**
- 2. Pledge of Allegiance**
- 3. Roll Call**
Ken Averett Rick Coen Bob Cotterell Mike Hilton
Steve Kaser Marty Katz Tom Ryan
- 4. Mayor Report**
- 5. Commission Reports/Council Ward Reports**
A. City Council Ward IV Resignation – Melissa Smith
- 6. Audience Participation – See Information on the Reverse**
- 7. Special Presentation**
A. Financial Request – Medical Education Feasibility Study
- 8. Consent Agenda**
A. Minutes of January 14, 2013 Regular Meeting
- 9. Public Hearing**
A. New OLCC Outlet Backside Brewing, LLC, 1640 NE Odell
- 10. Department Items**
A. Municipal Court Quarterly Report
- 11. City Manager Reports**
A. 2013 City Council Regular Meeting Schedule
B. Activity Report
- 12. Items From Mayor, Councilors or City Manager**
- 13. Executive Session – ORS 192.660(2)**
- 14. Adjournment**

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

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

AUDIENCE PARTICIPATION INFORMATION

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

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

TIME LIMITATIONS

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

CITIZEN PARTICIPATION – AGENDA ITEMS

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

CITIZEN PARTICIPATION – NON-AGENDA ITEMS

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

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

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

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

Thank you for attending our meeting – Please come again.

The City Council meetings are aired live on Charter Communications Cable Channel 19 and rebroadcast on the following Tuesday evening at 7:00 p.m. Video replays and the full agenda packet are also available on the City's website: www.cityofroseburg.org.

ROSEBURG CITY COUNCIL WORKSTUDY SESSION



COUNCIL ORIENTATION

Meeting Date: January 28, 2013

Department: City Recorder

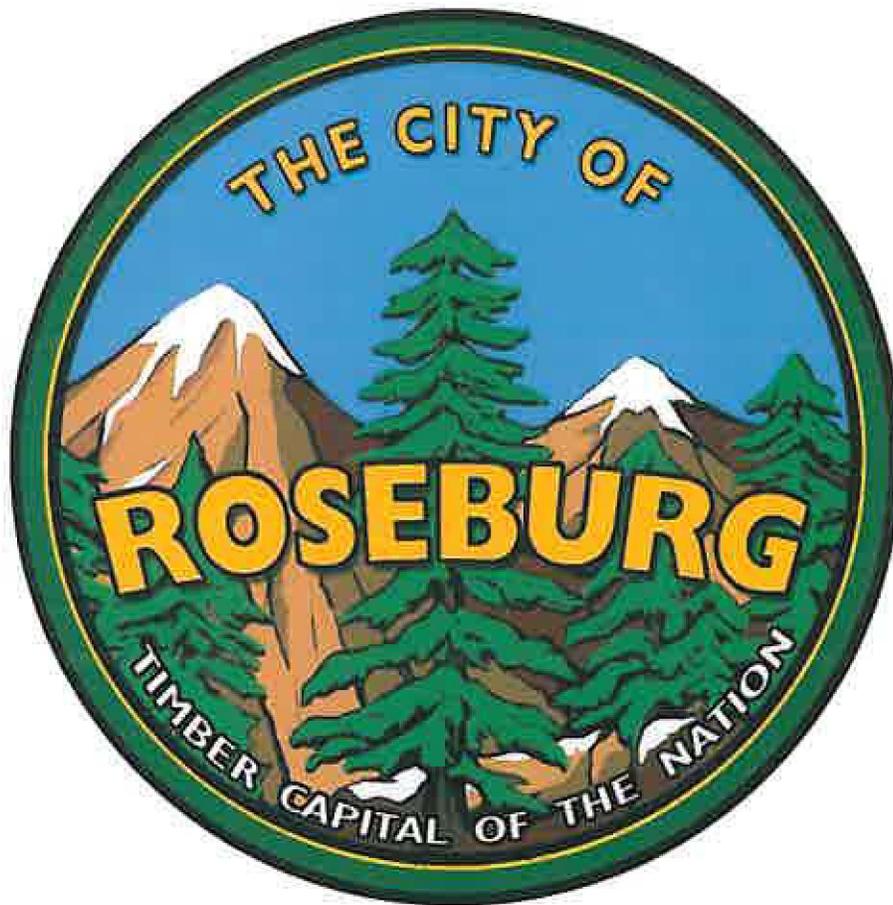
www.cityofroseburg.org

Staff Contact: Sheila R. Cox 

Contact Telephone Number: 492-6866

At the 6:00 p.m. Workstudy Session scheduled for Monday, January 28, 2013, I will provide a brief overview of the attached "Elected Officials Handbook" and City Attorney Bruce Coalwell will review the orientation materials he's prepared, which are also attached. The purpose of the workstudy session is to provide newly elected officials an orientation, and seasoned Councilors a "refresher course", on some of the most important issues elected officials need to be aware of while serving in public office.

ELECTED OFFICIALS HANDBOOK



PREPARED BY THE
OFFICE OF THE CITY RECORDER

CITY OF ROSEBURG ELECTED OFFICIALS HANDBOOK

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Exhibits:

Exhibit "A" - Roseburg City Charter

Exhibit "B" - RMC 2.34 "Council Rules & Procedures"

Exhibit "C" - Sample Statement of Economic Interest Form &
Related Information

CITY OF ROSEBURG ELECTED OFFICIALS HANDBOOK

1. INTRODUCTION. This handbook has been prepared by the Office of the City Recorder to assist newly Elected Officials in becoming more familiar with their role in local government and to provide general information regarding the following:

- the City Charter; the Municipal Code; and LUDO;
- Council meeting procedures; Public Meetings Law; Public Records Law; etc.
- the relationship between Elected Officials and the City Manager, City Staff and the news media;
- Oregon Government Ethics law and reporting requirements; and
- an overview of the various advisory commissions of the City and the Urban Renewal Agency.

The handbook is further intended to help Elected Officials develop better skills at conducting and participating in public meetings. Successful and effective meetings don't just happen; they require a great deal of hard work and thorough planning. Most people are not trained to run, or be involved in, the type of meetings common in City government. Prior to serving as an Elected Official, most local government officials have received little or no training in arriving at decisions in the "fishbowl" atmosphere demanded by the public.

The following are 10 important things an Elected Official can do to be a truly effective leader in local government:

1. Come to meetings prepared and on time, having read the material contained in the packet prior to the night of the meeting;
2. Contact the City Manager or Department Heads in advance of the meeting if you have questions regarding matters placed on the agenda - this provides Staff the time for necessary research or compilation of information that may be required to efficiently answer your questions and concerns;
3. Be familiar with the Council rules of procedure and always be mindful of, and follow public meetings, records and ethics laws;
4. Never discuss executive session material outside the closed meeting or disclose information pertaining to such material to the public;
5. Do not allow or participate in personal attacks against other officials, Staff or members of the audience - always exercise and require basic rules of courtesy;
6. Make clear, precise motions - *never* use the words "*so moved*";
7. Don't have "meeting night tunnel vision" - remember that City Staff provides hundreds of different services to thousands of citizens every day, it's not just what

happens at a Council meeting that makes the City function effectively as an organization and although issues discussed at meetings are important, they should be kept within the context of the entire operation;

8. Allow adequate time in meetings for public input and Council discussion, but balance the value of the input and discussion with effective decision-making and keep the flow of the meeting going so that every item on the agenda receives equal attention;
9. Be both a leader and a messenger by not only informing Council of the concerns and opinions of your constituents, but also educate your constituents and help them understand the bigger picture of how local government functions; and
10. Remember that an effective Elected Official works in collaboration with other Elected Officials and City Staff, as a team, in a spirit of mutual confidence, respect and support.

If practiced regularly, the procedures and guidelines in this handbook should help build skills in the following four general areas:

1. Utilizing meeting time as efficiently as possible by:
 - * coming to meetings prepared to intelligently discuss the items on the agenda;
 - * assisting in the development of, and adhering to, a workable agenda that doesn't attempt too much nor waste time by covering too little; and
 - * using a systematic approach to problem solving;
2. Involving citizens as much as possible in the decision making process by creating a climate that makes people feel welcomed at meetings and confident in the abilities and professionalism of their Elected Officials;
3. Maximizing the potential of Council, Staff and citizens to solve problems. This is done only by creating a climate of mutual trust and cooperation on the Council and providing channels through which the creativity and concerns of the citizens can be directed;
4. Working effectively as a team with the City Manager, Staff, the news media and the community in general.

2. ROSEBURG CITY CHARTER. The City Charter, as originally voted on and approved by the citizens of Roseburg on October 3, 1872, incorporates the City of Roseburg, and bestows

upon it, all powers granted or allowed, expressly or implied, to cities by the constitution, or by the laws of the United States or of the State of Oregon. Unless the Charter provides to the contrary, all power of the City is vested in the City Council, the representative legislative body of the City. Any revision or amendment to the Roseburg City Charter requires a vote of the electors. The Charter has not been revised since 1982. All Elected Officials should make an effort to become familiar with the Charter. A copy of the Roseburg City Charter has been included as Exhibit "A" to this manual.

3. ROSEBURG MUNICIPAL CODE ("RMC"). The Roseburg Municipal Code is a compilation of regulatory and penal ordinances, and certain administrative ordinances of the City, as adopted by the Council and approved by the Mayor. The Code was officially codified, adopted and became effective on January 24, 1977. An ordinance is required to amend any portion of the Code. A comprehensive review and update of the Code was completed in December, 1996. A two-year project, this update completely repealed the prior Code and replaced it with the most current up-to-date ordinances of the City. The Roseburg Municipal Code is published by Municipal Code Corporation in Tallahassee, Florida. New ordinances to be codified into the Code are typically sent to the publishers twice each year. The Code is broken down into titles, chapters, sections and subsections. The entire Municipal Code is available on the City's website at www.cityofroseburg.org.

Any person violating a provision of the Code is guilty of an offense, excepting that the failure of a City official, employee, agent or representative acting in his or her official capacity to comply with any requirement or duty imposed by the Code shall not constitute an offense unless the conduct is expressly made unlawful or was done with malice. An offense for which only a fine is imposed is classified as a violation, punishable by a fine not to exceed one thousand five hundred dollars. An offense not classified as a violation, or the willful commission of an offense, is classified as a crime. Crimes are punishable by a fine and imprisonment not exceeding the lesser of the maximum penalties imposed by state law for the same offense, or \$5,000 and imprisonment not exceeding one year.

4. LAND USE AND DEVELOPMENT ORDINANCE. Adopted as Chapter 11.04 of the Roseburg Municipal Code, the Land Use and Development Ordinance, more commonly referred to as "LUDO", implements the Comprehensive Plan for the Roseburg Urban Area. Although LUDO is actually a single regulatory ordinance, it consists of almost 400 pages of planning regulations, and has therefore been adopted and codified in the Code by reference only, as if it were set forth verbatim therein. LUDO is also available on the City's website under Codes & Ordinances. A copy of LUDO, in its entirety, is available to the Mayor and Council for use during their terms of office from the Community Development Department by calling 51/492-6750.

5. CITY COUNCIL MEETING PROCEDURES. The rules and procedures for City Council meetings are fully set forth in Chapter 2.34 of the Roseburg Municipal Code, a copy of which has been included as Exhibit "B" of this manual. All Elected Officials should devote time to become

familiar with the regulations set forth in this important Chapter of the Code. It provides a summary of legal requirements that must be adhered to during a Council meeting; sets forth the agenda format and order of business; explains the proper way to make a motion and vote on matters coming before the Council; outlines the different types of meetings Council may conduct and the notices required for such meetings, the roles of those attending and the sanctions for persons who fail to follow meeting rules of conduct.

6. PUBLIC MEETINGS LAW. The Oregon form of government requires an informed public, aware of the deliberations and decisions of governing bodies. It is therefore the intent of State law that decisions of governing bodies be arrived at openly. In accordance with the Public Meetings Law, all official meetings of the Council, for which a quorum is present, except where exempted by State law, are open to the public. However, the right of public attendance guaranteed by the Public Meetings Law does not include the right to participate by public testimony or comment. If a citizen believes that a governing body has violated the Public Meetings Law, the citizen's only official recourse is a private civil lawsuit against the governing body. The only type of official gathering of the Council that is statutorily excluded from the definition of "meeting" as outlined in the Public Meetings Law is an on-site inspection of a project or program, and the attendance of Council at a gathering of any national, regional or state association to which the Council, or members thereof, belong. Only in those two instances is it allowed for a quorum of Council to meet without the threat of violating the Public Meetings Law.

The Public Meetings Law requires the governing body to hold its meetings within the geographic boundaries of the City. It also considers it discriminatory for the Council to meet in a place inaccessible to persons with disabilities, or upon request of a person who is deaf or hard of hearing, to fail to make a good faith effort to have an interpreter provided. And public notice must be given to any interested persons who have requested it, including the news media, of the time and place of all Council meetings at least 24 hours in advance of the meeting unless such advance notice is prohibited by an actual emergency. The Public Meetings Law also requires a sound, video or digital recording or the taking of written minutes of all Council meetings and outlines the information that must be included in the record of the meetings.

7. PUBLIC RECORDS LAW. The Public Records Law is primarily a *disclosure* law, rather than a confidentiality law. The general policy of the Law favors public access to government records. A public body that denies a records inspection request has the burden of proving the record is exempt from disclosure. Exemptions do not automatically prohibit disclosure as most exemptions are conditional and disclosure is more often favored.

The Public Records Law defines "public record" as including: any writing containing information relating to the conduct of the public's business, including any record prepared, owned, used or retained by a public body regardless of physical form or characteristics. This includes information stored on a computer, film, tape, photograph, maps, files or any type of electronic recording – such as email. And the records need not have been prepared originally by the public body to qualify as public records. If records prepared outside the City contain information relating to the

conduct of the public's business and are "owned, used or retained" by the public body, the records are within the scope of the Public Records Law.

The Law specifically provides that every person has a right to inspect any nonexempt public record of a public body. Generally, the identity, motive and need of the person requesting access to public records is irrelevant; however *sometimes* the identity and motive of the person seeking disclosure of a particular public record may be relevant in determining whether the record is exempt under a conditional exemption. The Public Records Law applies to any public body in the state, but does not apply to private entities or nonprofit corporations.

The Law expressly authorizes a public body to establish fees "reasonably calculated to reimburse it for its actual cost in making such records available" and outlines the type of things that the fee is intended to cover. The City of Roseburg has adopted a formal Public Information/Records Request Policy and fee schedule (by Council Resolution) and the City Recorder is responsible for administering the policy. As allowed by the policy, we generally do not charge a fee if the request is of a one-time nature, requires copying five or less pages and involves less than one-half hour Staff time to process. The policy also exempts certain individuals or groups from paying a fee for requested records. For example, any City Elected Official, member of a City commission, other governmental agencies and the media will not be charged a fee for photocopies or the first 1½ hours Staff time required to process a public information request.

8. PARLIAMENTARY PROCEDURE. "Roberts Rules of Order Revised" provides common rules and procedures for deliberations and debate in order to place all members of Council on the same footing and speaking the same language. The Rules provide for constructive and democratic meetings, to help, not hinder, the business of the Council. The Rules were written for use by large assemblies and while Council generally follows the guidelines set forth in the Rules, we are able to have a more relaxed process than that followed by larger assemblies.

9. PREPARATION OF REGULAR MEETING AGENDA. The agenda for regular meetings is prepared on the Thursday prior to the meeting. All agenda reports must be approved by the City Manager prior to being presented to the City Recorder for compilation of the agenda packet. Unless approved by the City Manager, items of business are not to be added to the agenda after 12:00 noon on the Wednesday before the meeting for which the agenda is being prepared. The Mayor and Council shall endeavor to have subjects they wish considered submitted in time to be placed on the agenda as opposed to bringing them up as an "off the agenda item" during a meeting.

10. MAYOR/COUNCIL RELATIONSHIP WITH MANAGER, STAFF AND MEDIA. Elected Officials are elected to serve the community as a "team" – not as individuals. Citizens have a right to expect Elected Officials to function effectively as a team, to serve with the best interest of the community in mind – not as individual decision makers. A Councilor can and should feel comfortable in expressing diverse opinions and in arguing a point. The key is to show respect for

fellow Councilors, Staff and the public; and to be willing to move ahead once an issue is thoroughly discussed and the vote is determined. Each Councilor provides a unique perspective and has his/her own areas of interest; but the best Council is one in which members have strong individual identities, yet work together effectively as a team.

MAYOR/COUNCIL-MANAGER: The City Manager is the Chief Executive Officer of the City and head of the administrative branch of the City government. In accordance with the Charter, Elected Officials may not influence or attempt to influence the City Manager in personnel decisions (excluding matters involving the Municipal Judge who serves at the pleasure of the Mayor and Council) or in the purchase of supplies; nor may any Elected Official exact any promise relative to any personnel decision (excluding matters involving the Municipal Judge) by the City Manager. Violation of this Charter provision forfeits the office of the violator. The Mayor and any Councilor may, however, in open Council meeting, discuss with, or suggest to, the City Manager anything pertaining to City affairs. The powers granted to the City Manager by the Charter are exclusive.

MAYOR/COUNCIL-STAFF: The Council is responsible for policy direction only, with the exception of the appointment of the City Manager and the Municipal Judge who serve at their pleasure. Councilors may not give direction to the City Manager's Staff. If a Councilor has a concern regarding departmental operations, project priorities, etc., such Councilor should discuss those concerns with the City Manager. At that time, it becomes the responsibility of the Manager to evaluate and prioritize any action. The Mayor and/or Councilors may contact Department Heads directly for information; however, requests that involve substantial Staff time or resources should be directed to the City Manager. During a Council meeting, any Councilor desiring to question the Administrative Staff shall address the questions to the City Manager, who may answer the inquiry or designate a Staff member to do so.

MAYOR/COUNCIL-MEDIA: The Mayor and all Councilors are encouraged to develop a good working relationship with the media and to be accessible and straightforward at all times. A Councilor should never attempt to speak for the entire Council, particularly outside Council meetings. It is inappropriate for a Councilor to commit the entire Council to something until the Council as a group has a chance to discuss it.

11. OREGON GOVERNMENT ETHICS LAW. The provisions in the Oregon Government Ethics law restrict some choices, decisions or actions of public officials. The restrictions placed on public officials are different than those placed on private citizens because service in a public office is a public trust and the Ethics laws were enacted to protect that trust.

Public officials must know that they are held personally responsible for complying with the provisions of the Oregon Government Ethics law. This means that each public official must make a personal judgment in deciding such matters as the use of official position for financial gain, what gifts are appropriate to accept, or when to disclose the nature of conflicts of interest. If a public official fails to comply with the operative statutes, a violation cannot be dismissed by placing the blame of the public official's government employer or the governing body represented by the

public official.

Additionally, in accordance with Government Ethics State law, the Mayor, all Councilors and Planning Commission members, the City Manager and the Municipal Judge are required to complete an annual statement of economic interest ("SEI") with the Oregon Government Ethics Commission ("OGEC"). Each year sometime in March, the subject officials are sent a statement of economic interest form from the OGEC. Officials must complete the form and return it directly to the Commission no later than April 15th. It is important to complete the form in a timely manner; failure to do so may result in the imposition of a civil penalty and/or removal from office. The City Recorder is charged with the responsibility of providing ethics information to subject officials and will remind those required to report prior to the annual deadline. A sample annual statement of economic interest ("SEI"), along with related instructions and other information has been included as Exhibit "C" of this manual.

12. CITY ADVISORY COMMISSIONS. The City of Roseburg currently has eight working advisory commissions that focus their efforts in specific areas of our local government. Unless the ordinance governing a particular commission specifies differently:

- * applications for all commission members are submitted to the City Manager, who in turn, provides them to the Mayor and the commission chair. The commission chair recommends to the Mayor persons to appoint to the commission. If the Mayor agrees with the commission chair as to whom to appoint, the Mayor appoints the recommended person, with ratification by the Council. If the Mayor disagrees with the recommendation, the Mayor presents both his recommendation and that of the commission chair to the Council for a deciding vote. With exception of the members of the Planning Commission (who are appointed by the Council) and the chair of all other commissions, all commission members serve a three-year term;
- * the chair of each commission has full voting privileges and is either the Mayor, or a City Councilor appointed by the Mayor (again with exception of the Planning Commission);
- * each commission elects a vice-chair from its members to serve in the absence of the chair; and
- * the City Manager or his designee serves as an ex officio member, without voting privileges, of all commissions and the City Manager designates a Staff person to serve as secretary to each commission.

The following is a list of the City commissions and a brief synopsis of their responsibilities:

Airport Commission: The Airport Commission consists of seven members: one of which shall be the chair; and one of which shall be designated by the Douglas County Board of Commissioners. The Fixed Base Operator (FBO) serves as an ex-officio, non-voting member.

The remaining five members shall have a demonstrated interest and knowledge of the aviation industry. A majority of the membership (four) shall be licensed pilots and residents of the City. The objective of the Commission is to develop a policy plan providing for future development of the airport, including capital improvements and long-term financial plans, for recommendation to the Council and to provide a forum for receiving citizen input about airport operations. The Commission is not engaged in the day-to-day operation of the airport and does not have primary jurisdiction over the marketing and development of property within the airport industrial park or land use decisions within the clear zone.

Budget Committee: In accordance with ORS 294.336, the Budget Committee consists of the members of the Council and an equal number of electors of the City who are appointed by the Mayor with Council confirmation, to serve three-year terms. The Committee elects a Chair and Vice-Chair from its members at its first meeting of each new budget session. The City Recorder serves as Secretary to the Committee. The Budget Committee hears the budget message and receives the budget document as prepared by the budget officer; hears persons wishing to comment on the proposed budget; reviews and studies the proposed budget by using the two previous years' actual data and the figures proposed by the budget officer for comparisons; obtains from City Staff, any additional information it requires to make decisions about the budget; and approves the budget document as submitted by the budget officer or as revised by the Committee. The Committee has the power to limit the amount of tax, which may be levied by the taxing district, and to establish a maximum for total permissible expenditures for each fund for the year. The Budget Committee does not approve new personnel, employee contracts or salary schedules; nor does it negotiate salary contracts, but it is authorized to review such documentation as it may have a fiscal impact on the budget.

Economic Development Commission: This Commission consists of nine members (including the Chair), of which at least six must be residents of the City, and the three other members must own property in the City or have a place of business in the City. To the extent possible, the Commission will include persons with a financial background; small business experience, including retail, wholesale and manufacturing; or experience in accounting. Except for the Chair, members shall not serve in any other official capacity with the City. The duties and responsibilities of the Commission are: to create an awareness both in the public and private sectors of the City of the need for, and the encouragement of, effective community development; to encourage cooperation between the public and private sectors of the City to provide an effective community economic development program with such goals as upgrading and physical renewal of housing facilities, neighborhoods and business areas, attracting new job-producing businesses and enterprises to the community and retaining and expanding existing ones; to receive input from the general public regarding the economic betterment and improvement of the City and make recommendations on the same to the Council; to seek and develop close communications and relationships between the City, the Chamber of Commerce, private business, industry and citizens regarding economic betterment and improvement, and to serve in an advisory capacity to the Council and the various departments which deal with development programs, particularly as to long-range programs which affect the economic interests of the City and its inhabitants.

Historic Resource Review Committee: The Historic Resource Review Committee consists of seven members, including one of whom shall be the chair along with six other persons who shall have a demonstrated interest, competence or knowledge of historic preservation. At least four of the members must be residents of the City; two members may be either residents of the City, have a place of business in the City or own property in the City; and one member shall be at large. In making the appointments, the Mayor and Council shall consider the applicants' qualifications in the fields of archaeology, architectural history, conservation, cultural anthropology, curatorial experience, engineering, folklore, historic architecture, historic landscape architecture, historic preservation planning or history in general, to the extent that professionals meeting those standards are available. The Committee acts in an advisory capacity to Council and makes recommendations to the Council regarding building permit applications for alterations or additions to historic structures or construction upon historic sites, demolition permit applications which would result in the destruction of historic structures, and criteria for the evaluation and designation of significant historic sites.

Parks & Recreation Commission: The Parks & Recreation Commission consists of seven members, one of which shall act as chair, with at least five of the members being residents of the City; any member not residing in the City must reside within the boundary of the Roseburg School District. The responsibilities of the Parks & Recreation Commission include making a continuing review of all rules and regulations regarding the City parks system which includes all City-owned properties operated as parks, municipal golf courses, recreational sites or areas of City beautification available for use of the public; considering and preparing a long range operation and management program for the parks system; investigating and studying means of effective and economic operations and management of the system, including the financial parameters for operating a municipal golf course within the enterprise fund structure to ensure all needs of the golf course are met on a self-supporting basis; and making recommendations to the Budget Committee and Council on all budget requests; studying and considering ways to improve operation and management of the system; authorizing use of park property in accordance with adopted rules and regulations and all applicable laws and providing a forum for receiving citizen input regarding the park system.

Planning Commission: The Planning Commission consists of seven members. At least six of the members must be residents of the City; the other member may reside outside City limits, but must reside within the Urban Growth Boundary of the City. No more than two of the members may engage principally in the buying, selling or developing of real estate for profit as individuals, or be in any partnership, or an officer or employee of any corporation, that engages principally in the buying, selling or developing of real estate for profit; and not more than two shall be engaged in the same kind of occupation, business, trade or profession. All members serve four-year terms and are appointed by the City Council. All vacancies in the Commission are filled by appointment by the Council pursuant to RMC 2.25. Duties and responsibilities of the Planning Commission are those granted to it by state law including preparing, adopting and amending the Comprehensive Plan and making related recommendations to the Council; enacting land use regulations to implement the Comprehensive Plan; and making land use decisions in compliance with the Comprehensive Plan.

Public Works Commission: The Public Works Commission is made up of nine members, one of whom acts as chair. At least six must be residents of the City; the other three must either own a business or property within the City's urban services boundary which shall include all land served by the City of Roseburg's water system. The Commission is responsible for the long-range planning of capital improvements for the City's infrastructure, including but not limited to sidewalks, streets, streetlights and the City's water and storm drainage systems; studying and continuously reviewing the rate structure established for the City's water and storm drainage systems and the rules and regulations governing the operation of the systems to ensure effective and economic operation of the systems; conducting studies of the condition of capital improvements which are within the purview of the Commission and making recommendations to the Council for the construction, repair, modification or other needs of such improvements; soliciting comments from the public regarding the need for new, repaired, modified or removed capital improvements and recommending to Council and the Budget Committee, the ways and means for accomplishing such needed repairs and improvements; and conducting hearings on contested cases involving the construction, repair or modification of infrastructure under the Commission's purview; and to consider variances from Water and Storm Drainage regulations as allowed by the Municipal Code.

Visitors & Convention Commission: The V&C Commission consists of seven members, of which one shall act as Chair. At least five of the members must be residents of the City; one member may reside outside the City limits, but must live within the boundary of the Roseburg School District; and one member must represent a hotel or motel located within the City. All members must have a vested interest in promoting economic vitality in the community, actively participate in the promotion of community events and be capable of corresponding with other members through electronic communications. The Director of the City's Visitor and Convention Bureau shall serve as an ex-officio to the Commission. Duties and responsibilities of the Commission include providing an ongoing evaluation of the City's Visitors and Convention Bureau's programs designed to attract visitors and promote tourism, and making recommendations on such programs; reviewing funding requests for use of City's transient room tax revenues for events designed to stimulate tourism, lengthen the stay of visitors to the area and increase visitor spending; providing a forum to receive comments and suggestions from the public and businesses affected by special events and tourism promotion; and assisting existing events & programs achieve major event status. The Commission meets at least quarterly, but if needed, a meeting may be called by the Mayor, Commission Chair or a majority of the Commission members.

****Note:** A listing of all commissions, their meeting schedules and the names, addresses and phone numbers of their members is provided to the Mayor and each Councilor and will be updated on an as needed basis.

13. ROSEBURG URBAN RENEWAL AGENCY. More than twenty years ago (1989), the City Council adopted the North Roseburg Urban Renewal Plan and Report. The plan and report were developed under ORS Chapter 457, the urban renewal law in Oregon. The Mayor and City Councilors act as the Board of Directors of the Urban Renewal Agency (URA). Even though the

URA Board and the City Council are made up of the same members, the URA is an independent, legal entity itself and the votes and other actions are taken separately from the City Council. Meetings of the URA and Council are held separately, with separate agendas and minutes.

The URA is funded primarily by property taxes. When the District was formed in 1989, the property tax base for all property within the district was frozen for that year. Since 1989, the property taxes for the frozen values have been distributed to all appropriate taxing jurisdictions. However, all property taxes from increases in value above the frozen base come to the URA. In the coming fiscal year, this amount will be approximately \$2.96 million.

In December 2005 the City Council adopted the Second Amendment to the North Roseburg Urban Renewal Plan and Report. The second amendment changed the boundary of the Urban Renewal District by adding the downtown area of Roseburg and subtracting some land around the north end of the airport.

The City Council has authorized borrowing against the projected urban renewal revenues. Two series of bonds were sold in 2006 and one more series was sold in early 2007. The primary project funded under the boundary amendment was the new Public Safety Center which was completed in 2009; other projects include improvement of streets, sidewalks and streetlights in the downtown area.

ROSEBURG CITY CHARTER

CHAPTER 1. INTRODUCTORY PROVISIONS

SECTION 1.1 Title. This revision shall be referred to as the Roseburg City Charter of 1982.

SECTION 1.2 Corporate Name and Capacity. The inhabitants of the City of Roseburg have been and are hereby constituted a municipal corporation by the name of the City of Roseburg and by that name have perpetual succession and may sue and be sued in all courts of justice.

SECTION 1.3 Boundaries. The City includes all territory encompassed by its boundaries as they exist when this revision of the Charter is adopted or as they are subsequently modified in accordance with state law. The repository of City records shall include at least two copies of this Charter each containing an accurate, up-to-date description of the boundaries. The copies and description shall be available for public inspection during regular office hours.

CHAPTER 2. POWERS

SECTION 2.1 Vesting, Grant and Construction of Powers.

(1) Except as this Charter provides to the contrary, all power of the City is vested in the Council, the representative legislative body of the City.

(2) The City has all powers that the constitution or laws of the United States or of this state expressly or impliedly grant or allow cities, as fully as if this Charter specifically stated each of those powers.

(3) In this Charter no mention of a particular power may be construed to be exclusive or to restrict the scope of the powers that the City would have if the particular power were not mentioned. The Charter shall be liberally construed to the end that the City has all powers necessary or convenient for the conduct of its affairs, including all powers that cities may assume under state laws or the provisions of the state constitution regarding municipal home rule.

CHAPTER 3. CITY COUNCIL AND MAYOR

SECTION 3.1 Council: Membership. Eight councilors constitute the Council of the City.

SECTION 3.2 Council: Election. The councilors shall be elected two from each ward classified into positions: one position designated as Position 1 and the other as Position 2 for each ward. Each councilor shall be elected for four years and shall hold office until a qualified successor is elected or appointed. Councilors in Position 1 shall be elected in 1982 and every fourth year thereafter and councilors in Position 2 shall be elected in 1984 and every fourth year thereafter, to take office as provided in this Charter.

SECTION 3.3 Mayor: Election. A mayor shall be elected each even-numbered year for two years and hold office until a qualified successor is elected or appointed.

SECTION 3.4 Council: Meetings. The Council shall prescribe times and places for its meetings. It shall meet regularly at least once each month. At a meeting it may adjourn to the next succeeding regular meeting or to some specified time prior thereto. The mayor or a majority of the councilors may call special meetings of the Council in a manner prescribed by ordinance.

SECTION 3.5 Council: Quorum. A majority of the councilors constitute a quorum for the transaction of Council business, except that a lesser number may meet and compel the attendance of absent members. A quorum may also compel the attendance of absent members.

SECTION 3.6 Council: Journal. The Council shall keep a journal of its proceedings. Except where exempted by state law, the Council's deliberations and proceedings shall be public and its records available for inspection during business hours.

SECTION 3.7 Mayor: Functions. The mayor shall preside at Council meetings but may not vote on matters before the Council, except in case of a tie, when he or she shall cast the deciding vote. The mayor shall, at least once each year, state to the Council the condition of the City and recommend such measures as he or she may deem expedient and proper.

SECTION 3.8 Council: President. At the first meeting of the Council each year or as soon thereafter as practical, the Council shall choose one of its members to preside over the Council and perform the duties of mayor in the absence of the mayor from the City or in case of the mayor's inability to act as such. In functioning as mayor while the mayor is absent from the City for thirty days or physically unable to function as mayor for thirty days, the president of the Council has the legal powers, and is subject to the legal limitations of the mayor.

SECTION 3.10 Council and Mayor: Immunity. No councilor or mayor may be held liable or questioned in any other place, for words uttered in any meeting of the Council, its subcommittees, commissions and boards.

CHAPTER 4. CITY MANAGER

SECTION 4.1 City Manager: Appointment and Qualifications. The Council shall appoint a city manager for an indefinite term who shall hold office during the pleasure of the Council and may be removed at any time with or without cause by two-thirds vote of the entire Council. The city manager shall be chosen without regard to political considerations and solely on the basis of executive and administrative qualifications. The city manager need not be a resident of the city or state at the time of appointment, but promptly thereafter shall become and remain a resident of the city while in office. No councilor nor mayor may be appointed as city manager until one year after the expiration of his or her service in the office of councilor or mayor.

SECTION 4.2 City Manager: Vacancy. If the office of city manager becomes vacant or if the city manager is absent from the City or disabled, the Council may designate a city manager pro tem. The city manager pro tem shall perform the duties of city manager but may appoint or dismiss a department head only with the approval of the Council. The term of office of the city manager pro tem ends when the city manager returns to the City or takes office.

SECTION 4.3 City Manager: Powers and Duties. The city manager shall be the chief executive officer and head of the administrative branch of the City government and shall be responsible to the Council for the proper performance of his or her duties. The city manager shall:

- (a) Supervise and control all administrative and business affairs of the City;
- (b) Enforce all ordinances;
- (c) See that the provisions of all franchises, contracts, leases, permits and privileges granted by the City are fully observed and enforced;
- (d) Except for municipal court judges, generally supervise and control all employees of the City including, but not limited to, employing, disciplining and discharging employees at pleasure, assigning duties and accounting for performances;
- (e) Organize, disband or organize departments;
- (f) Prepare the annual budget;
- (g) Make all purchases;
- (h) Execute all contracts;
- (i) At his or her discretion, appoint advisory boards to assist the city manager;
- (j) Prepare and furnish reports requested by the Council;
- (k) Devote full time to the office of city manager; and
- (j) Perform other duties as the Council directs.

SECTION 4.4 City Manager: Council Meetings. The city manager and such other officers of the City as the Council designates may sit with the Council but may not vote on questions before the Council. The city manager may take part in all Council discussions.

SECTION 4.5 City Manager: Interference in Administration. No councilor or mayor may influence or attempt to influence the city manager in personnel decisions or in the purchase of supplies, nor may any councilor or mayor exact any promise relative to any personnel decision by the city manager. Violation of this Section forfeits the office of the violator. The mayor and any councilor may, however, in open Council meeting discuss with or suggest to the city manager anything pertaining to City affairs.

SECTION 4.6 City Manager: Exclusive Powers. The powers herein granted to the city manager are exclusive.

CHAPTER 5. MUNICIPAL COURT AND JUDGE

SECTION 5.1 Municipal Court: Creation and Jurisdiction. The Council may continue the court known as the municipal court and prescribe the time and place the court shall transact judicial business. The jurisdiction and proceedings of the municipal court are governed by the general laws of the state for justices of the peace and justice courts except as City ordinance prescribes to the contrary. The municipal court has original and jurisdiction over all offenses defined and made punishable, and over all actions to recover or enforce forfeitures or penalties defined or authorized, by the ordinances of the City.

SECTION 5.2 Municipal Court: Powers.

(1) The municipal court has the jurisdiction and authority of a justice of the peace in and for Douglas County, in both civil and criminal matters, and when exercising that jurisdiction and authority is subject to the general laws of the state prescribing the duties of a justice of the peace and the mode of performing them.

(2) The municipal judge may:

- (a) Render judgments and may impose sanctions for the enforcement thereof on persons and property within its jurisdiction;
- (b) Cause the arrest of any person accused of an offense against the City;
- (c) Commit to jail pending trial any person accused of an offense against the City;
- (d) Issue and compel obedience to subpoenas;
- (e) Compel witnesses to appear and testify or jurors to serve in the trial of any cause before the municipal court;
- (f) Punish witnesses and others for contempt of court;
- (g) Issue any process necessary to carry into effect the judgment of the municipal court; and
- (h) Perform other judicial or quasi-judicial functions as the Council prescribes by general ordinance.

SECTION 5.3 Municipal Judge: Appointment. The Council may appoint a municipal judge and such pro tem judges as it deems necessary to serve for indefinite terms to hold office at the pleasure of the Council and may remove any of them any time, with or without cause, by two-thirds vote of the entire Council.

SECTION 5.4 Municipal Judge: Vacancy. If the office of municipal judge becomes vacant or if the municipal judge is absent from the City or disabled, the City Council may appoint an acting municipal judge. The acting municipal judge shall perform the duties of municipal judge. The term of acting municipal judge shall end when the municipal judge returns to the City or takes office.

CHAPTER 6. MUNICIPAL OFFICERS AND EMPLOYEES

SECTION 6.1 Qualifications. No person may hold an elective City office unless a legal elector under the laws and constitution of the state, a resident of the City for one year immediately before being elected or appointed to the office, a resident of the City or ward he or she seeks to represent when nominated, elected or appointed and assuming the office and receiving the highest number of the votes cast for candidates for the office at the election at which the office is to be filed.

SECTION 6.2 Certificate of Election. Immediately after the votes at a municipal election for filling an elective office have been canvassed, the City officer in charge of administering elections shall issue a certificate of election to each person declared by the canvassers to have been elected at the election. The certificate shall be prima facie evidence of the facts therein stated, but the Council shall be the judge of the election and qualifications of the mayor and councilors, and in case of a contest between two or more persons claiming an elective city office shall determine the contest.

SECTION 6.3 Terms. The term of city elective offices shall commence on the first day in January following the officer's election.

SECTION 6.4 Oath of Office. Each elective officer, the city manager and municipal judge before entering upon the duties of office shall take an oath or affirmation to support the constitution and laws of the United States and of the State of Oregon and to faithfully perform the duties of his or her office.

SECTION 6.5 Offices: Vacancies.

(1) An office becomes vacant upon its incumbent's death, adjudication of incompetence, conviction of a felony, removal from the City, resignation or ceasing to be a qualified elector of the City. An elective City office becomes vacant whenever its incumbent is absent from the City for thirty consecutive days without the consent of the Council or whenever the elected City officer has been absent from meetings of the Council for sixty days without the Council's consent or whenever a councilor removes his or her residence from the ward from which he or she is elected or appointed.

(2) The Council shall judge when an office becomes vacant.

SECTION 6.6 Compensation. Councilors and the mayor shall receive no pay for their services but may be reimbursed for actual expenses they incur when performing their duties. The compensation of other officers shall be prescribed by the Council.

SECTION 6.7 Liability for Unauthorized Expenditures.

(1) A city officer who participates in, advises, consents to, or allows City money to be diverted to any purpose other than the one for which it is raised is guilty of malfeasance and removable from office as provided by law.

(2) If any City money is diverted from the purpose for which it is raised, if any money is unlawfully used or if any void evidence of debt is paid, any qualified elector or taxpayer of the City may bring a civil action in the name of the City against any officer voting for, approving of, or in any way directing the diversion, unlawful use, or void payment, to recover that amount, with interest, for the benefit of the City.

SECTION 6.8 State Ethics Laws. State of Oregon ethics laws shall govern the conduct of all city officers, employees, appointees and agents. (Res. 94-6, approved 4/11/94)

CHAPTER 7. ELECTIONS.

SECTION 7.1 Elections. City elections, insofar as not governed by this Charter or City ordinance shall be conducted as prescribed by state law governing popular elections.

SECTION 7.2 Wards. The Council shall divide the City into wards and redefine the boundaries thereof as necessary to accord persons in the City the equal protection of the laws.

SECTION 7.3 Voter's Qualifications. No person may vote at a city election who is not a qualified voter of the state. No person may vote in a ward other than that in which he or she resides.

SECTION 7.4 Notice. The officer in charge of city elections shall give ten days' public notice of each city election. The notice shall state the officers to be elected and the measures to be submitted at the election. The notice shall also state the places for the election.

SECTION 7.5 Nomination. The Council shall provide by ordinance the mode for nominating elective officers.

CHAPTER 8. ORDINANCES

SECTION 8.1 Ordaining Clause. The ordaining clause of an ordinance shall read: "The City of Roseburg ordains as follows:".

SECTION 8.2 Adoption.

(1) Except as Subsection (2) and (3) of this SECTION provide to the contrary, before being put upon its final passage, every ordinance of the Council shall be read fully and distinctly in open Council meeting on two different days.

(2) Except as Subsection (3) provides to the contrary, an ordinance may be enacted at a single meeting of the Council by three-fourths vote of the entire Council upon being read first in full and then by title.

(3) Any of the readings may be by title only if no Council member present at the meeting requests to have the ordinance read in full or if a copy of the ordinance is provided for public inspection in the office of the mayor or city manager no later than one week before the first reading of the ordinance and if notice of their availability is posted at City Hall or published once in a newspaper of general circulation in the city.

(4) An ordinance adopted after being read by title only has no legal effect if it differs substantially from its terms as they stand when so read, unless each Section incorporating such a difference, as finally amended prior to being adopted by the Council, is fully and distinctly read in open Council meeting.

SECTION 8.3 Attestation and Approval. Upon the adoption of an ordinance a true duplicate original thereof shall be submitted to the mayor. If the mayor approves the ordinance, the mayor shall date and sign the ordinance.

SECTION 8.4 Veto. If not approving an ordinance so submitted, the mayor shall, within ten days after receiving it, return it to the city manager, with the reasons for not approving it. If not so returned, the ordinance shall have legal effect as if so approved.

SECTION 8.5 Overriding of Veto. At the first meeting of the Council after the mayor returns an ordinance not so approved, the city manager shall present the ordinance to the Council with the objections of the mayor, the ordinance shall then be put upon adoption again, and if three-fourths of the entire Council vote in favor of the ordinance, it takes effect in accordance with Section 8.6 of this Charter.

SECTION 8.6 Times of Effect. An ordinance takes effect thirty days after its adoption by the Council and approval by the mayor or passage over the mayor's veto, unless it is necessary to have immediate effect for the preservation of the peace, health and safety of the city, states in a separate Section the reasons why it is so necessary, and is approved by the affirmative vote of three-fourths of the entire Council. In that event it takes effect immediately upon its adoption by the Council and approval by the mayor or passage over his or her veto or at whatever subsequent time the ordinance specifies.

CHAPTER 9. PUBLIC IMPROVEMENTS

SECTION 9.1 Procedure.

(1) Except as provided in this Section, the procedure for making, altering, vacating or abandoning a public improvement shall be governed by the applicable general laws of the state.

(2) If a remonstrance against a street or alley improvement or repair is filed by the owners of two-thirds or more of the front footage of the property abutting the street or alley, the proposed improvement or repair may not be made and may not be initiated again for six months, except on the petition of the owners of one-half or more of the front footage of the real property abutting the proposed street or alley.

SECTION 9.2 Assessments. The procedure for levying, collecting and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinance.

SECTION 9.3 Liens. The docket of city liens is a public writing, and the original or a certified copy of any matter authorized to be entered in the docket shall have the force and effect of a judgment. From the time of the Council's authorization of an improvement on account of which an assessment is entered in the docket, the sum so entered is a lien against the property. The lien has priority over all other items and encumbrances upon the property and may be enforced in the manner authorized by the Council.

CHAPTER 10. MISCELLANEOUS PROVISIONS

SECTION 10.1 Revenue Bonds. The Council may issue revenue bonds without voter approval only for commercial or industrial development or a municipal utility.

SECTION 10.2 City Manager Tax Levy. The Council shall in each year levy a tax not to exceed two and one-half mills upon the assessed valuation of all taxable property in the City. The tax shall be in addition to and in excess of constitutional limitations on taxation by the City and shall be used to assist in defraying the cost of the office of city manager.

SECTION 10.3 Indebtedness: Limits.

(1) Indebtedness of the City may not exceed the limits on city indebtedness under state law.

(2) Approval by the voters of City indebtedness need not be in the form of a Charter amendment.

SECTION 10.4 Terms, Proceeds and Retirement of Bonds. Bonds issued by the City as evidence of indebtedness shall include such terms, the manner in which the proceeds from sale of the bonds shall be kept, invested, disbursed and accounted for and the manner in which the indebtedness shall be retired as the Council prescribes. The prescription may not be changed for a particular bond after it is issued.

SECTION 10.5 Presumption of Validity of City Action. In every proceeding in any court concerning the exercise or enforcement by the City or any of its officers or agencies of any power by this act given to the City or any of its officers or agencies, all acts by the City or any of its officers or agencies shall be presumed to be valid and no error or omission in any such act invalidates it, unless the person attacking it alleges and proves that he or she has been misled by the error or omission to his or her damage. The court shall disregard every error or omission which does not affect a substantial right of the person. Any action by this Charter committed to the discretion of the Council, when taken, shall be final and shall not be reviewed or called into question elsewhere.

SECTION 10.6 Existing Ordinances Continued. All ordinances of the City consistent with this Charter and in force when it takes effect shall remain in effect until amended or repealed.

SECTION 10.7 Repeal.

(1) All Charter provisions of the City enacted prior to the time that this Charter is approved by the voters are hereby repealed except the sanitary sewer rates and charges established in Subsection 67 of Section 33 of the 1907 Charter as amended, and except bond issuing power that have not been exhausted.

(2) No repeal of a feature of the 1907 Charter or any amendment or addition thereto that has repealed an earlier such feature revives the earlier.

(3) No repeal of a feature of the 1907 Charter or an amendment or addition thereto affects the validity of an outstanding bond issued by the City or impairs the obligation of the City under the bond or the rights of the holders of the bond.

SECTION 10.8 Effective Date of Revision. This revised Charter takes effect on January 1, 1983.

**ROSEBURG MUNICIPAL CODE CHAPTER 2.34
"CITY COUNCIL RULES AND PROCEDURES"**

Sections:

2.34.005 Definitions.

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

2.34.020 Notice and types of meetings.

2.34.030 Attendance at Council meetings.

2.34.040 Duties of meeting Chair.

2.34.050 Meeting agenda and order of business.

2.34.060 Procedures for making motions and voting.

2.34.070 Minutes of Council meetings.

2.34.080 Councilor training--Reimbursement of expenses.

2.34.090 Representing the City.

2.34.100 Sanctions.

2.34.110 Effect, suspension and review of rules.

* 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, not withstanding 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)

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 attendance 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 use a microphone and state their name and address 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. 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)

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--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.** 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.

(Ord. 3215 § 10, 2006)

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 every six months. 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)

STATE OF OREGON



2012

ANNUAL VERIFIED STATEMENT OF ECONOMIC INTEREST

[INFORMATION FOR THE CALENDAR YEAR 2011]

PLEASE READ CAREFULLY:

- The Oregon Government Ethics Commission (Commission) has been informed that you are a public official who is required by ORS 244.050 to file a Statement of Economic Interest (SEI) form. The governing body you serve has provided us with your name, position, and mailing address. If any of our information is incorrect, please notify your governing body as soon as possible, and also make the correction on the SEI form before you return it so we may update our records.
- You must file if you will hold your position on April 15, 2012. The information you report must reflect the economic interests you held at any time during the calendar year January 1, 2011 through December 31, 2011. This applies even if you did not hold your position during the calendar year 2011.
- Do not leave any section blank. Indicate "N/A" if the requested information does not apply to you, **except in item 2, Sources of Income**. You may attach additional sheets if necessary to provide complete information. Please see instructions on page 2 for additional information.
- Enter your name in the space provided at the top of each page.
- Sign, date, and provide your daytime telephone number and email address in the spaces provided at the bottom of page 6.
- **Please make a copy of the completed form and retain it for your own records in case you are asked for a copy at a later date.** If you return your form by fax or email, please include this cover sheet as it contains information we need for prompt processing of your filing.

NOTE: Failure to complete and file this form by the final filing date may subject you to an automatic civil penalty of \$10.00 for each of the first 14 days the SEI is late and \$50.00 for each day thereafter, up to a maximum of \$5,000 [ORS 244.350(4)(c)].

CONTACT THE COMMISSION FOR A PERSONALIZED FORM

Annual Verified Statement of Economic Interest
Filing Instructions

- ORS 244.050 specifically identifies certain public officials who are required to complete the SEI form. Your position is one of those listed. **If you do not believe that you are required to file a SEI or if you have other questions, please call the Commission at (503) 378-5105 as soon as possible.**
- If you hold more than one position that is required to file, you may receive multiple forms. You need only return one form. We will apply the filing date of that one form to each position in our database that is associated with your name. It helps us if you indicate on the front page of the form what additional position(s) you hold.
- The most common errors officials make when filing their form are:
 - (a) Forgetting to sign and date the form on the last page.
 - (b) Failing to list all sources of household income for question 2. All sources of income exceeding 10% of the total annual household income must be listed. *(The question does not relate only to the public position you hold.)* Do not overlook the fact that a pension or social security benefit represents part of the household income. Please refer to the definition of income on page 3.
 - (c) Completing items 7 to 10 when not necessary. Please carefully read the instructions in the box on page 5. The questions need to be answered only if the conditions described in the instructions apply to your responses.
- **Please do not fail to respond to this notification!** ORS 244.350(4)(c) prescribes assessment of a penalty of \$10 for each of the first 14 days the SEI is late and \$50 for each day thereafter that passes after the filing deadline date, up to a maximum of \$5000.
- Please return this form to the Oregon Government Ethics Commission as soon as possible. **It must be postmarked or received no later than Monday, April 16, 2012.** Please contact the Commission at 503-378-5105 if you have questions.
- Return your form as soon as possible:

By mail to be postmarked on or before April 16 to: Oregon Government Ethics Commission
3218 Pringle Rd. SE, Suite 220
Salem, OR 97302-1544

By Fax to 503-373-1456, or
By scanning and emailing to open_mail@state.or.us

Please remember to retain a copy for your records

SAMPLE ONLY

STATUTORY REFERENCES

Item 4-A, ORS 244.020(6)(b)(F) – Reasonable expenses paid by any unit of the federal government, a state or local government, a Native American tribe that is recognized by federal law or formally acknowledged by a state, a membership organization to which a public body as defined in ORS 174.109 pays membership dues or a not-for-profit corporation that is tax exempt under section 501(c)(3) of the Internal Revenue Code, for attendance at a convention, fact-finding mission or trip, conference or other meeting if the public official is scheduled to deliver a speech, make a presentation, participate on a panel or represent state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

Item 4-B, ORS 244.020(6)(b)(H) – Reasonable food, travel or lodging expenses provided to a public official, a relative of the public official accompanying the public official, a member of the household of the public official accompanying the public official or a staff member of the public official accompanying the public official, when the public official is representing state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

- (i) On an officially sanctioned trade-promotion or fact-finding mission; or
- (ii) In officially designated negotiations, or economic development activities, where receipt of the expenses is approved in advance.

DEFINITIONS

"Business" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain. This does not include income-producing not-for-profit corporations that are tax-exempt under section 501(c) of the Internal Revenue Code with which a public official or relative of a public official is associated in a non-compensated capacity. [ORS 244.020(2)]

"Income" means income of any nature derived from any source, including but not limited to any salary, wage, advance, payment, dividend, interest, rent, honorarium, return of capital, forgiveness of indebtedness, retirement income, real estate transactions, inheritance income, or anything of economic value received as income including income from government sources (i.e., social security, your public salary, etc.). [ORS 244.020(8)]

"Honorarium" means a payment or something of economic value given to a public official in exchange for services upon which custom or propriety prevents the setting of a price. Services include, but are not limited to, speeches or other services rendered in connection with an event. [ORS 244.020(7)]

"Person" means, for purposes of this form, (a) the public official required to file a Statement of Economic Interest and (b) an individual, corporation, partnership, joint venture, and any other similar organization or association.

"Member of Household" means any person who resides with the public official. [ORS 244.020(10)]

1. **BUSINESS OFFICE OR DIRECTORSHIP: BUSINESS NAME:**

A. If you or a member of your household were an officer or director of a business (see definition of "business" above) during 2011, please indicate that information below. (These would be personal business ventures, not the public position you hold. Items A and B may be the same and Item B may be subsidiary of parent company listed in Item A for example.)

<u>Business Name</u>	<u>Business Address</u>	<u>Description of Business</u>	<u>Title of Office</u>	<u>Held By Whom</u>
----------------------	-------------------------	--------------------------------	------------------------	---------------------

1. _____

2. _____

SAMPLE ONLY

B. List the names under which you or members of your household did business (see definition of "business" above) during 2011:

<u>Business Name</u>	<u>Business Address</u>	<u>Description of Business</u>	<u>Held By Whom</u>
----------------------	-------------------------	--------------------------------	---------------------

1. _____

2. _____

DO NOT FILE

2. **SOURCES OF INCOME:** Identify the sources of income (See definition of "income" on page 3) received by you or a member of your household, who is 18 years of age or over, during the 2011 calendar year that produced 10% or more of the total annual household income. (Your business would be a source, not the individual clients of your business.)

<u>Name of Source</u>	<u>Address of Source</u>	<u>Description of Source</u>
-----------------------	--------------------------	------------------------------

1. _____

2. _____

3. _____

Name _____
Last First

3. **REAL PROPERTY:** List all real property (*residential, commercial, vacant land, etc.*) in which, during **2011**, you or a member of your household had any ownership interest, any option to purchase or sell, or any other right of any kind in real property, including a land sales contract, located within the geographical boundaries of the public entity you serve. (*Boundaries for legislators, or filers from state agencies, boards, commissions or institutions would be the state borders. Boundaries for local filers would be the limits of the city, county or district you serve.*) **Do not list your principal residence.**

<u>Description</u>	<u>Address</u>
1. _____	_____
2. _____	_____
3. _____	_____

4. **OFFICE RELATED EVENTS:**

A. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during **2011** when participating in a convention, mission, trip, or other meeting as described in ORS 244.020(6)(b)(F), (*see reference on page 2*), which is an exception to gift restrictions. (*Do not list expenses that were paid by the public body you represent.*)

<u>Date</u>	<u>Organization Name</u>	<u>Address</u>	<u>Nature of Event</u>	<u>Amount</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

B. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during **2011** when participating in a mission, negotiations, or economic development activities described in ORS 244.020(6)(b)(H), (*See reference on page 2*), which is an exception to the gift restrictions. (*These events are those that were officially sanctioned or designated by your public body. Do not list expenses that were paid by the public body you represent.*)

<u>Date</u>	<u>Organization Name</u>	<u>Address</u>	<u>Nature of Event</u>	<u>Amount</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

SAMPLE ONLY
DO NOT FILE

5. **HONORARIA:** List all honoraria (*see definition on page 3*) allowed in ORS 244.042, with a value exceeding \$15, received by you or a member of your household during **2011**.

<u>Date</u>	<u>Organization Name</u>	<u>Nature of Event</u>	<u>Amount</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Name _____
Last First

6. **SHARED BUSINESS WITH LOBBYIST:** List the name of any compensated lobbyist who was associated with a business with which you or a member of your household was also associated during 2011. (Example: The public official or household member is an employee or owner of a private company that also employs a lobbyist. Owning stock in a publicly traded company in which the lobbyist also owns stock is not a relationship that requires disclosure.)

	<u>Name of Lobbyist</u>	<u>Name of Business</u>	<u>Type of Business</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

PLEASE NOTE – Do NOT answer items 7, 8, 9, and 10 unless the source of the interest is derived from an individual or business that has a legislative or administrative interest or that has been doing business, does business or could reasonably be expected to do business with the governmental agency of which you hold an official position or over which you exercise any authority.

"Legislative or administrative interest" means an economic interest, distinct from that of the general public in any matter subject to the decision or vote of the public official acting in the public official's capacity as a public official.

(Please refer to the instructions in the box above.)

7. **INCOME OF \$1,000 OR MORE:** Respond only if you or a member of your household received a source of income exceeding an aggregate amount of \$1,000 during 2011, and that income was derived from an individual or business that has been doing business, does business, or could reasonably be expected to do business with, or has a legislative or administrative interest in the governmental body you serve.

	<u>Income Source</u>	<u>Address</u>	<u>Description</u>
1.	SAMPLE ONLY		
2.			
3.			

DO NOT FILE

(Please refer to the instructions in the box above.)

8. **DEBT OF \$1,000 OR MORE:** Respond only if you or a member of your household owed a debt of \$1,000 or more to a person (see definition of "person" on page 3) during 2011, and that debt involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (Note: Do not list loans from state or federally regulated financial institutions (banks, etc.) or retail credit accounts and do not list the amounts owed.)

	<u>Name of Creditor</u>	<u>Date of Loan</u>	<u>Interest Rate of Loan</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

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Established in 1913*

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dccbrc@roseburglaw.com

January 22, 2013

Mayor Larry Rich and
Roseburg City Council Members
900 SE Douglas Avenue
Roseburg, OR 97470

Re: Council Orientation Session

Dear Mayor and Council Members:

In the one-hour work session January 28, 2013, we will discuss the most important rules and guidelines you need to be aware of, which I will call "The Ten ~~Commandments~~-Suggestions":

I. DON'T FORFEIT YOUR OFFICE BY "INTERFERING IN ADMINISTRATION".

Roseburg City Charter Section 4.5 prohibits Council members from attempting to influence the City Manager in personnel decisions or in the purchase of supplies. Violation of this section forfeits the office of the violator. An exception to this provision allows any discussion or suggestion to be made in open Council meeting regarding any matter pertaining to City affairs.

II. ABIDE BY COUNCIL RULES REGARDING COMMUNICATIONS WITH STAFF.

The City Council has adopted Council Rules which pertain to communications with staff. (See Roseburg Municipal Code (RMC) 2.34.010(J)). Inquiries may be made to department heads for information about questions which may be answered readily or with only the most minimal of research. Questions of a more complex nature (requiring staff time under 90 minutes) should be addressed to the City Manager. Questions requiring staff time beyond 90 minutes should be referred to the full Council for discussion and decision on the use of staff time. It is always appropriate to begin inquiries with the City Manager who will decide which way the questions should be directed.

III. DISCLOSE ALL POTENTIAL CONFLICTS OF INTEREST AND ABSTAIN FROM PARTICIPATION IF THE CONFLICT IS AN ACTUAL CONFLICT.

You have a potential conflict of interest when you are faced with acting, deciding or recommending an action which could be to the private pecuniary benefit or detriment of you, your relative or any business with which you or your relative is associated. When a potential conflict of interest exists, you must disclose the potential conflict of interest and then you may participate and vote on the matter. Whether a potential conflict of interest exists under the detailed State law definitions is often a question for legal interpretation. Staff and/or the City Attorney can help you determine ahead of time if you have a potential conflict of interest which you should disclose. Please contact us as soon as you become aware of the issue so we can help you decide on your correct course in advance of the meeting. When the conflict of interest is such that the effect of your participation or vote would be to the private pecuniary benefit or detriment as stated, then you have an actual conflict and you are required to abstain from all participation, discussion and voting on the matter. The correct practice is to declare the conflict and join the audience during the discussion of the matter.

IV. AVOID "EX PARTE" CONTACTS ON QUASI-JUDICIAL LAND USE MATTERS AND DISCLOSE ANY EX PARTE INFORMATION RECEIVED.

"Ex parte" means one side or one party. In some cases, the Council will be hearing land use matters which pertain to specific persons and property(ies). In these cases, the Council is acting "quasi-judicially". The Councilors are functioning in the nature of a jury on the case. In those cases, the Councilors must follow similar rules that jurors operate under. They should not gather information outside of the actual land use proceedings. For example, speaking with a citizen about the matter outside of the hearing is an ex parte contact. You should avoid receiving ex parte contacts and if possible, instruct citizens to wait until the hearing to present their information. If you do receive ex parte contacts, you can cure the problem by disclosing the substance of the ex parte contact at the beginning of the hearing so that all parties to the matter can have an opportunity to respond in a fair manner to what has been heard.

V. DO NOT DECLARE BIAS BEFORE A HEARING OF THE CITY COUNCIL.

When the Council is conducting a hearing, it is important that you reserve making a final decision until you have heard the presentation at the hearing. Therefore, do not express a final opinion on a matter at the beginning or prior to conclusion of the hearing, as that evidences a bias (prejudgment) on the matter and can taint the Council's decision. In some cases, the Council's decision can be overturned on such basis. Once the Mayor has declared the public hearing portion

of the item closed, it is fine to enter into a discussion and expression of views on the matter.

VI. DO NOT USE CITY EMAIL ACCOUNTS AND CITY IPADS FOR NON-CITY BUSINESS.

As discussed in my letters dated May 9, 2012, and May 17, 2011, (copies attached) use of the City email accounts or City iPads for non-City business is a violation of State ethics laws. See “Oregon Government Ethics Law—A Guide For Public Officials”, October 2010, Page 11. The City has adopted administrative policies for its employees providing an exception to this prohibition, which allows employees limited personal use of City computers and email. If the City Council wishes to create such an exception to this prohibition for Council members, allowing limited use of City email accounts and City iPads for non-City business, the City Council would need to develop and formally adopt such a policy to apply to City Council members. Until such time, use of the City email accounts and City iPads should be restricted to City business.

VII. AVOID USING YOUR PERSONAL EMAIL ACCOUNTS AND PERSONAL DEVICES FOR CITY BUSINESS.

As also discussed in my letter dated May 9, 2012, if you generate communications regarding City business using your personal email account or your personal devices (smart-phones, etc.), it can expose your account and your personal devices to potential public records requests and/or discovery subpoenas in the event of such issues being pursued by third parties. If you receive or view email on your personal devices or your personal email account, you could reply using only your City email account. If you generate all communications pertaining to City business using the City email account, then all such records will exist in the City’s retained archives. That would provide some protection from a subpoena directed against your personal devices. However, use of your personal devices by other means, such as text messaging, would not provide that protection because such text messages would not be retained in the City’s archives. You will be avoiding problems as much as possible if you segregate all City business communication away from your personal email accounts and personal devices.

VIII. DO NOT “DELIBERATE” ON CITY ISSUES OUTSIDE OF PUBLIC MEETINGS.

As also discussed in my letters dated May 9, 2012, and May 17, 2011, Councilors can be sued personally for violation of the public meetings law. Recent cases have pointed out again the risk of Councilors discussing City issues among themselves via email, or otherwise lining up votes in a concerted manner, which circumvents the intent of the public meetings law.

IX. DO NOT DIVULGE INFORMATION RECEIVED IN EXECUTIVE SESSION.

The Council Rules place Councilors under an obligation to keep confidential all written materials and information read or heard during executive sessions. (See RMC 2.34.010F.) The Council may sanction a member who discloses a confidential matter, as provided in Section 2.34.100 of the Council Rules. The Council typically will designate one spokesperson if anything is to be said outside of executive session and other Council members should refrain from any comment on what was discussed within closed doors.

X. WHEN IN DOUBT, ASK!

City staff and the City Attorney stand ready to assist you in sorting out any of these questions. When you are faced with anything that you think might be an issue, it is best to raise the question as soon as possible and get help in advance of the meeting where it is scheduled to come up.

In the interest of time, the above outline has been greatly abbreviated. Please feel free to contact us at any time to discuss in more detail.

Very truly yours,

DOLE, COALWELL, CLARK,
MOUNTAINSPRING & MORNARICH, P.C.



By: Bruce R. Coalwell
Roseburg City Attorney

**DOLE, COALWELL, CLARK,
MOUNTAINSPRING & MORNARICH, P.C.**

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Email:

dccbrc@roseburglaw.com

May 9, 2012

Mayor Larry Rich and
Roseburg City Council Members
900 SE Douglas Avenue
Roseburg, OR 97470

Re: Council Emails and Other Related Matters

Dear Mayor and Council Members:

You have asked for a presentation about the above at your meeting May 14, 2012. In preparation for our discussion, this letter provides an overview of major points for you to consider. Also, provided in your packet are copies of: (1) My letter dated May 17, 2011, which was distributed at that time to the Mayor and Council Members; and (2) A *Register-Guard* article dated April 15, 2011, discussing the final outcome of the Lane County case which has been mentioned previously. I will discuss that case in more detail if you wish when we meet.

The following is an outline of basic points in response to questions which have been raised, and we can discuss any further questions any of you might have.

I. Public Meetings Law

“...Communications between and among a quorum of members of a governing body convening on electronically-linked personal computers are subject to the Public Meetings Law if the communications constitute a decision or deliberation toward a decision...or the gathering of information on which to deliberate.” Attorney General’s Public Records and Meetings Manual, pages 124-125 (2011).

- A. As stated on various occasions in the past, my advice to the Mayor and Council has been to be very cautious about members conversing back and forth between themselves about the public’s business via email, text messages, etc., because such conversations can easily become too much like deliberation by the group. In the Lane County case, the court found that the

defendants had violated the public meetings law, and were personally liable therefor, because of having engaged in email exchanges to gather votes for an upcoming decision.

- B. ADVICE: Avoid conversing back and forth electronically between members of the governing body about City business.

II. Public Records Law

- A. Emails and other digital communications by City officials constitute public records under State law if they pertain to the public's business. Using non-City computers/phones, etc. and non-City email accounts for such communications could subject such computers/phones, etc. and email accounts to the public records law. In the event of litigation such non-City computers/phones, etc. would also be subject to subpoena and inspection. Further, it means that records contained on such non-City computers, etc. are subject to retention requirements which Sheila will discuss. Using a City email account for all City-related communications may avoid this problem if 100% of such communications are captured and retained by the City's archive system. In the event of litigation it could be argued that there are no records residing on the non-City computer which are not already included in the City's records.
- B. ADVICE: Use only City-provided email accounts for all written communications relating to City business and assure that copies of all such records are archived by the City. An alternative would be to use only the City-provided iPads for all City-related emails and retain all such emails on the iPads for the requisite period.

III. Government Ethics Law

- A. Use of City-provided computers, including City-provided iPads, for private purposes such as private emails, is a violation of the Oregon Government Ethics laws regarding use of official position for personal benefit. See "Oregon Government Ethics Law-A Guide For Public Officials", October 2010, page 11.
- B. In addition, as was explained when the iPads were issued, any material on the

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Mountainspring & Mornarich, P.C.

Page 3

City-provided iPads will likely be subject to the Public Records Law and could be required to be disclosed. In other cities, such requests for disclosure have even been made during meetings, by members of the public or media in attendance who observed notes being made by Council members on iPads, or when the iPads were being used for communication between Council members during a meeting. See further discussion in my letter of May 17, 2011.

- C. ADVICE: Use the iPads only for City business and avoid using them for communications between Council members during public meetings. Communications between Council members during public meetings should be audible to the audience.

IV. Potential Legislation

In the 2012 Legislature, there was a bill proposed which would have legislatively overruled the position taken by the judge in the Lane County case. That bill died in the legislature without exiting committee. It is expected that a further proposal on the same issue will be made in the 2013 Legislature. Until then, the safe course for public officials under current law is to assume that engaging in any conduct similar to what was found to have occurred in the Lane County case, could result in substantial personal exposure for such public officials.

The discussion herein has focused on electronic written communications. Face-to-face and verbal phone conversations are under certain circumstances also subject to the public meetings law and can raise similar exposure if the law is violated.

Please feel free to contact me if there are any further questions. We can discuss in more detail any questions raised by this material or any other related questions you may have.

Very truly yours,



Bruce R. Coalwell
Roseburg City Attorney

BRC/la

Enclosures

cc: Eric Swanson, Roseburg City Manager
Sheila Cox, Roseburg City Recorder

DOLE, COALWELL, CLARK,
MOUNTAINSPRING & MORNARICH, P.C.

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BRUCE R. COALWELL

May 17, 2011

CONFIDENTIAL -- NOT SUBJECT TO PUBLIC DISCLOSURE
ORS 192.502(1) and (9) and ORS 40.225.

VIA EMAIL

Eric Swanson, City Manager
City of Roseburg
900 SE Douglas Avenue
Roseburg, OR 97470

Re: *Guidelines for Use of iPads by Mayor and Council Members*

Dear Eric:

You have asked for an overview of legal considerations for the Mayor and Council members in using the new City-provided iPads. The following is an overview of major points for them to consider. After they have had an opportunity to review this material, we can discuss further questions.

1. Private Use of City-Provided iPads. Over the years, there has been much discussion about the ethics rules regarding use of City-provided computers for private purposes, for example, for private email. See for example, "Oregon Government Ethics Laws--A Guide for Public Officials", October 2010, Page 11. The iPads should be used according to the same guidelines. Unless private use of the iPads is allowed by an existing adopted City policy, the iPads should be used strictly for City business.

2. Public Records Laws Apply. The Mayor and Council members should assume that all data on the iPads will be subject to public records laws and could be required to be disclosed. Another way of stating this is that there should be no expectation of privacy for any material or data on the iPads.

3. Retention of Data. It follows that since the material on the iPads is public record, it needs to be retained pursuant to State regulations for retention of public records. The Mayor and Council members should not delete anything from the iPads without authorization. It may be that material can be periodically deleted from the iPads but that should only be according to instructions from the City Recorder.

4. Use of iPads Outside of Public Meetings. The recent claim which was brought against Lane County Commissioners highlights the danger of Council members using electronic communications to discuss City business. The ruling in the Lane County case (which has now been settled by payment of a substantial monetary amount) has highlighted the risk of personal liability for public officials who use email to deliberate outside of public meetings. In the Lane County case, the court found that the defendants had violated the public meetings law, and were personally liable therefor, because of having engaged in email exchanges to gather votes for an upcoming decision. As in the past, the advice to public officials is to avoid engaging in series of email conversations between or among a quorum or more of the governing body. (Email conversations with staff are not a concern in this regard.) The Mayor and Council members should continue to bear this advice in mind in using the iPads as well.

5. Use of iPads During Public Meetings. The public meeting law provides the public the right to attend and hear the full proceedings of a public meeting. Conversations between members of the body which the public is not able to hear are contrary to the requirements of the public meeting law. (It is understandable that whispered conversations about matters not pertaining to the public business may occur, but to the extent that any such inaudible conversations deal with City business, particularly business that is then before the Council, such should be avoided.) In like manner, the iPads should not be used for communication between Council members or between Council members and staff during the meeting, unless the public in attendance is made fully aware of the contents of all such interchanges.

As discussed above under the section regarding public records, any notes or entries that are being made by Council members on iPads will likely be subject to the public records laws and could be required to be disclosed. In other cities, such requests for disclosures have even been made during the meeting itself by members of the public or media in attendance who have observed notes being made.

Please feel free to contact me if there are any further questions. Please share the above advice with the Mayor and Council. The contents of this letter are privileged confidential attorney-client communications and as such may be considered and discussed by the Council in executive session if desired pursuant to ORS 192.660(2)(f).

Very truly yours,

A handwritten signature in black ink, appearing to read "Bruce R. Coalwell", written in a cursive style.

Bruce R. Coalwell, Roseburg City Attorney

BRC/la

**ROSEBURG CITY COUNCIL
AGENDA ITEM SUMMARY**File
1/24

CITY COUNCILOR RESIGNATION – MELISSA SMITH, WARD IV

Meeting Date: January 28, 2013
Department: City Manager's Office
www.cityofrosburg.org

Agenda Section: Council Reports
Staff Contact: Debi Davidson
Contact Telephone Number: 672-7701

ISSUE STATEMENT AND SUMMARY

City Councilor Melissa Smith resigned her position on the Council effective immediately due to relocation from the City. Therefore, the City Council needs to accept the resignation, declare the position vacant and begin the process to fill the vacancy for City Councilor, Ward IV - Position 2.

BACKGROUND**A. Council Action History.**

Staff received v Councilor Smith's resignation on January 23, 2013 via e-mail. A copy was forwarded to the Mayor and Council at that time. No City Council action has been taken.

B. Analysis.

Roseburg Municipal Code Chapter 2.10 outlines the following process for the filling of City Council vacancies:

Vacancy on Council or Planning Commission.

Whenever the City Council declares a position on the Council vacant, the Council shall follow the procedures in this Chapter when filling the vacancy. Anytime during the process, upon three-fourths vote of the entire membership of the Council then in office, the Council may terminate the procedure and make its appointment.

Candidacy and deadline.

An individual who wishes to be considered to fill a vacancy on the Council shall declare his candidacy in writing on a form provided at and filed with the City Manager's office no later than ten days prior to the Council meeting at which the Council shall consider the candidates. Promptly after the deadline, the City Manager shall make copies of all information submitted by each candidate and distribute the information to the Mayor and Councilors.

Council interview and action.

The Council shall interview the candidates during a public meeting. To the extent possible, the Council shall act to fill the vacancy at the same meeting in which it interviews candidates. Following the interviews, the Council may appoint the successful candidate or solicit additional candidates for consideration at a later meeting before making an appointment.

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

D. Timing Issues.

To ensure appropriate representation for the residents of Ward IV, it is recommended the appointment be made as soon as practical.

COUNCIL OPTIONS

- A. Direct Staff to solicit applications from Ward IV residents interested in serving in this position. Should this option be chosen, Staff would advertise the opportunity through the local news media and the City's website.

The earliest possible deadline for application submission would be February 15, 2013, with interviews conducted at the February 25, 2013, City Council meeting. However, Planning Commission interviews have been scheduled for 6:00 on that date and this would not allow much time for citizens to consider their interest in the position. We have an executive session scheduled preceding the March 11, 2013 Council meeting. At this point in time, March 25th is the first Council meeting date for which we do not have a special meeting scheduled for 6:00 p.m. prior to the regular meeting.

- B. With a minimum of six affirmative votes, Council may vote to discontinue the procedure as outlined in the above analysis and make an appointment.

RECOMMENDED MOTION

1. "I move to accept Melissa Smith's resignation from the City Council, to declare City Council Position 2 in Ward IV as vacant and direct Staff to solicit applications from persons interested in filling such vacancy."

To allow sufficient time for Ward IV citizens to consider their interest and submit application, Staff would recommend setting March 8, 2013 as the deadline for application filing and schedule interviews for 6:00 p.m. on March 25, 2013. Or if Council prefers, we can adjust the future agenda and schedule a deadline of March 1 with interviews on March 11, 2013. Council direction is requested.

ATTACHMENT

Resignation Letter

January 23, 2013

Dear Council Members, Mayor and City Staff,

I regretfully resign effective immediately from the Roseburg City Council. My family and I will be relocating to Texas next month. While this is a wonderful opportunity for us, I am very much saddened to be leaving my hometown of Roseburg.

I would like to thank you all for the support, knowledge and professionalism you have showed me during my tenure as a Council Member. I am honored to have served such a wonderful City as Roseburg.

My hope for the future of our City is that the Council and City Staff continue to support and fund our Parks and Recreation Program, the preservation and development of Historic Downtown including the Waterfront Plan, and the continuance and growth of our sustainability commitment. I believe the support given to these items is essential for the future growth Roseburg.

Even from Texas I will continue to follow the goings-on of Roseburg and always will consider myself as an Oregonian.

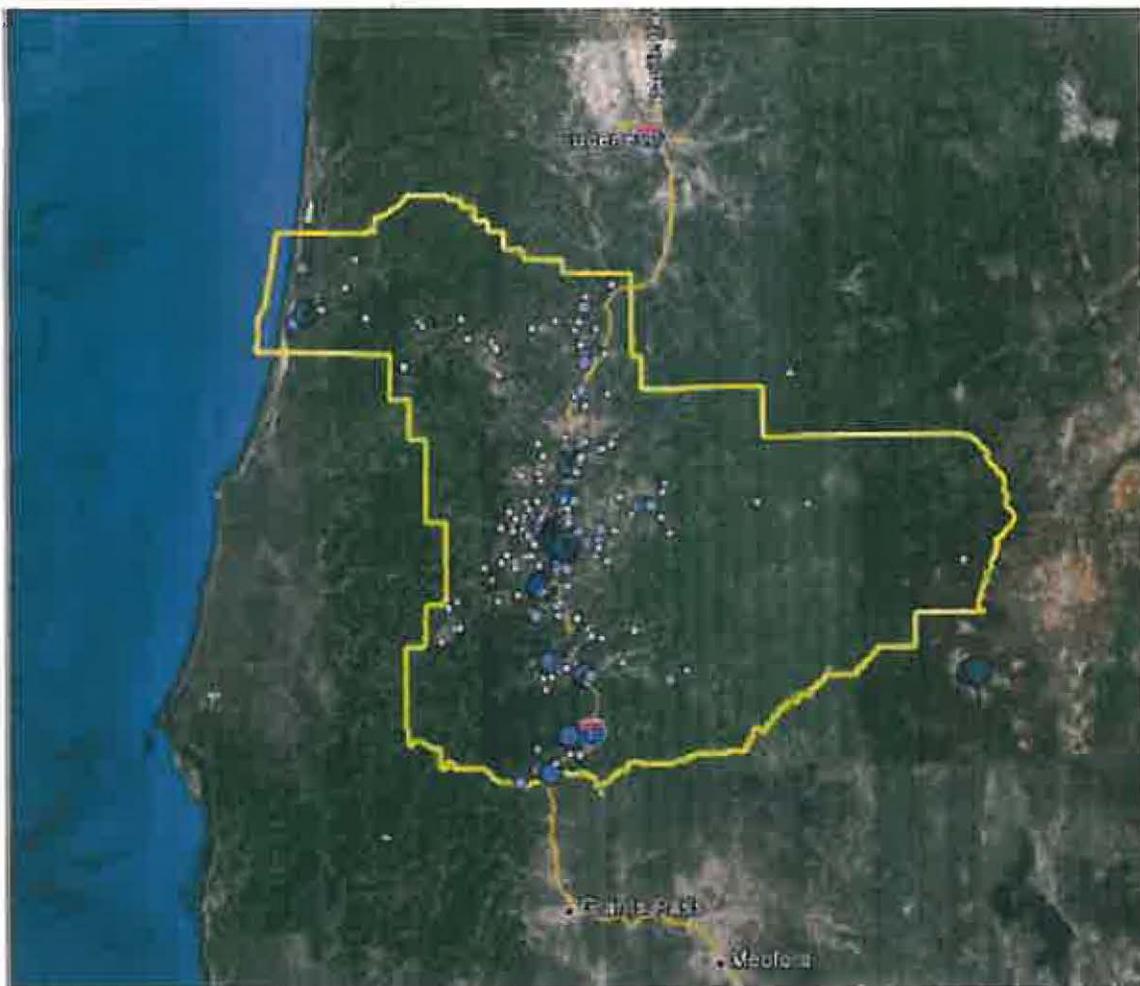
Sincerely,

Melissa Smith

Healthcare as Economic Driver

Kelly Morgan

January 18, 2013

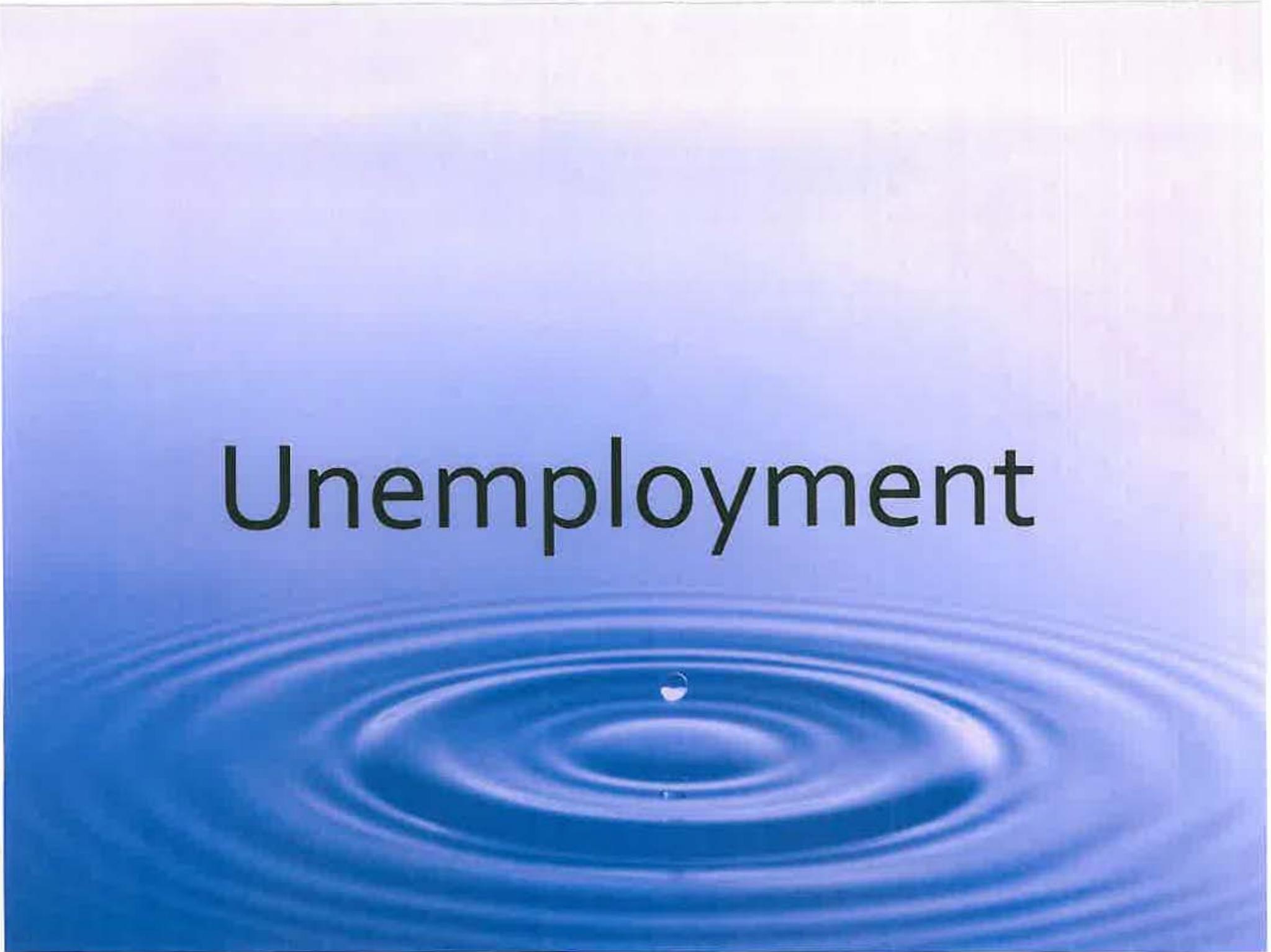


Douglas County, *... yesterday and today --* *Some considerations*

Source: U.S. Census Bureau's OnTheMap at <http://lehd.dcd.census.gov/led/>

Materials prepared for The Partnership
for Economic Development in Douglas County
(January 9, 2012)

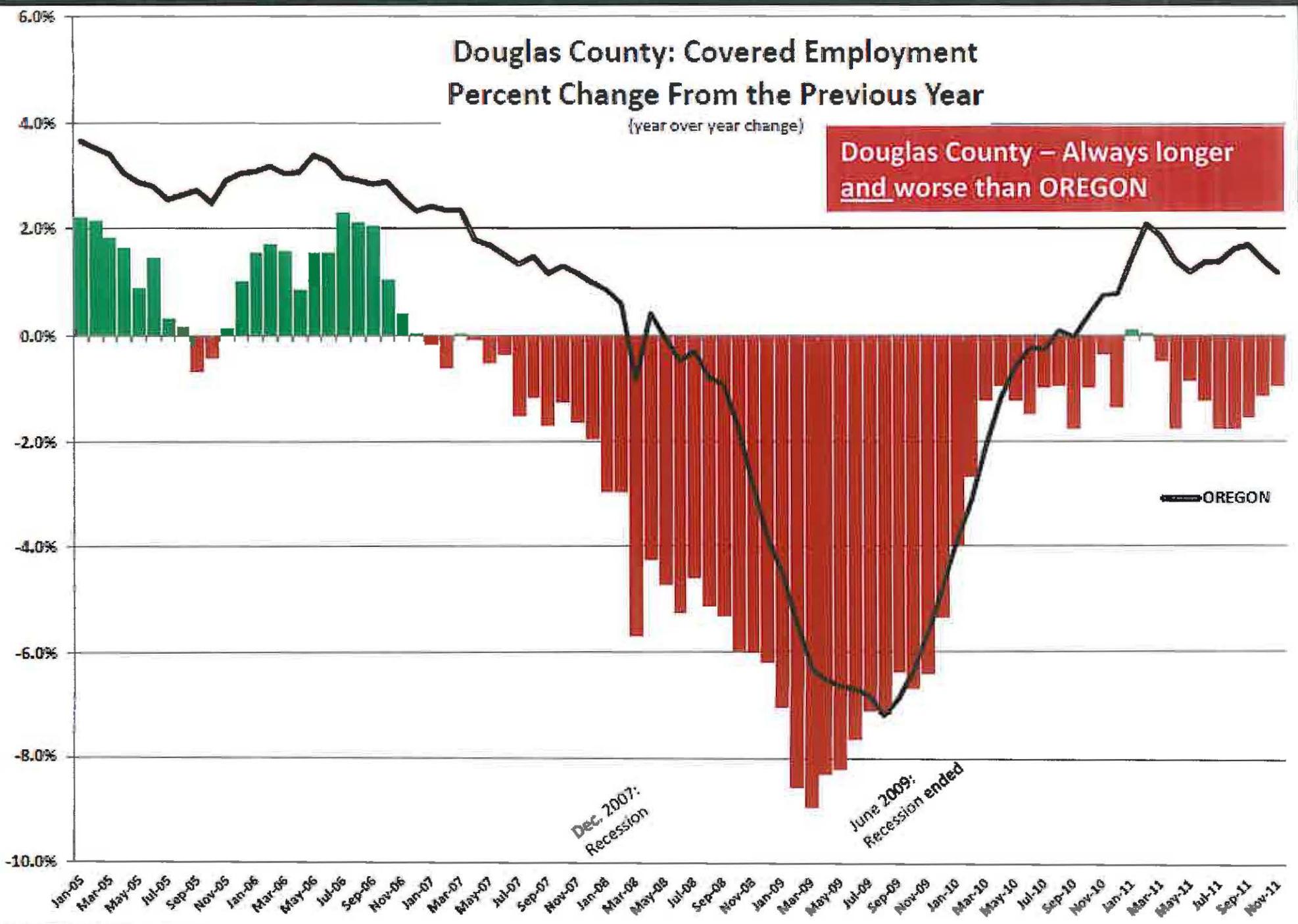
Unemployment



Douglas County: Covered Employment Percent Change From the Previous Year

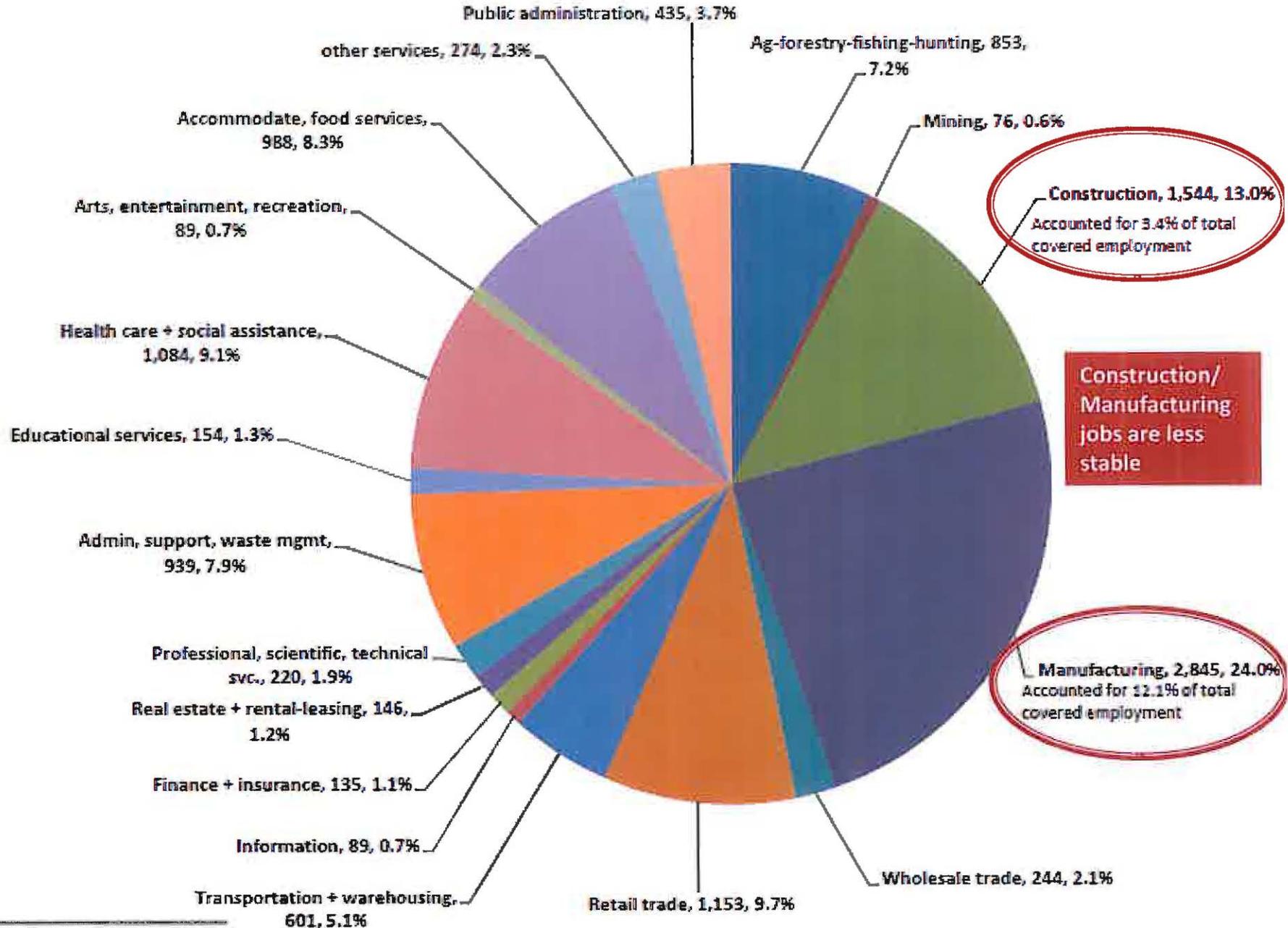
(year over year change)

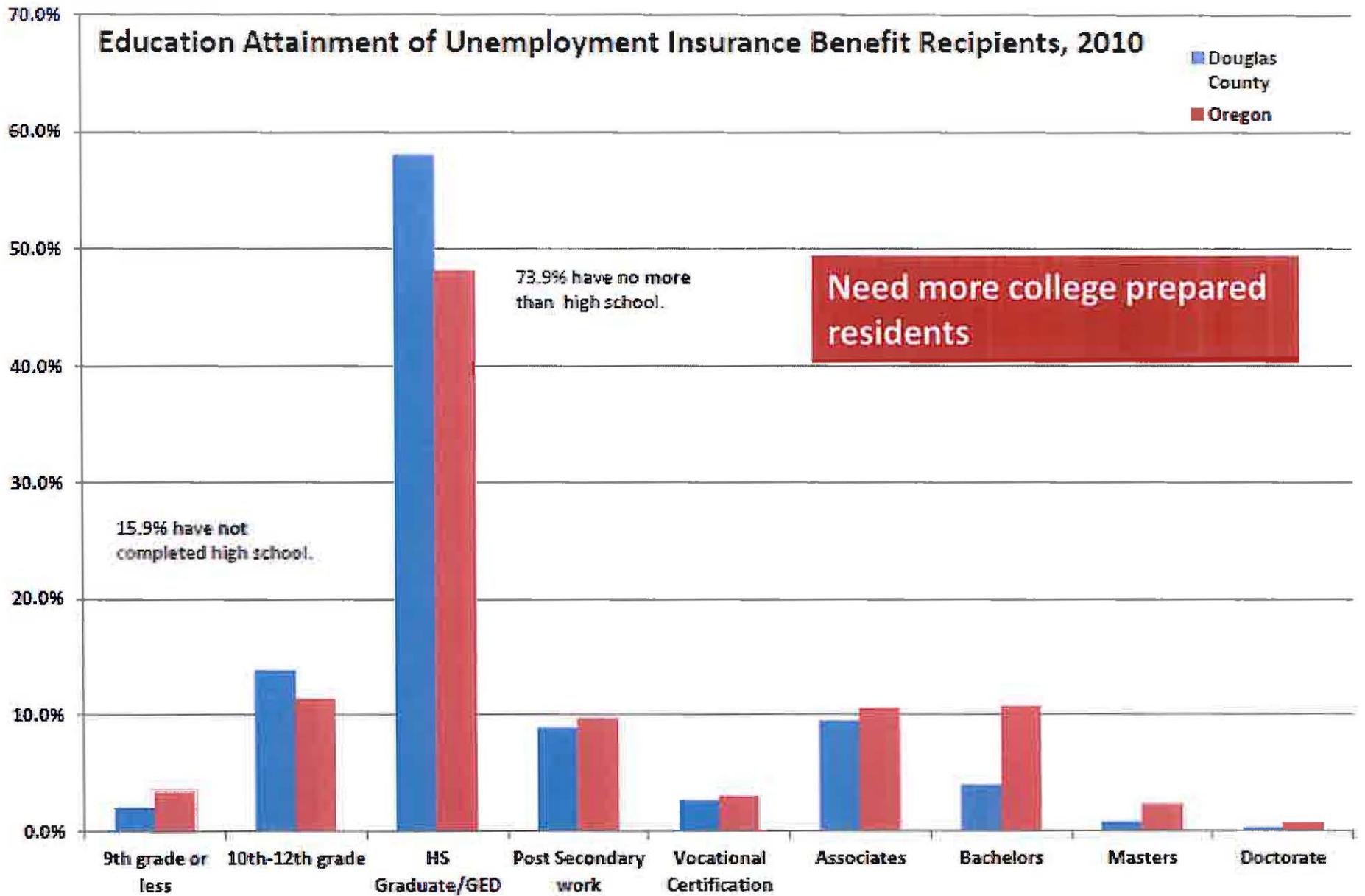
**Douglas County – Always longer
and worse than OREGON**



Industries Represented by Douglas County Unemployment Insurance Benefit Recipients

2010 – for those reporting

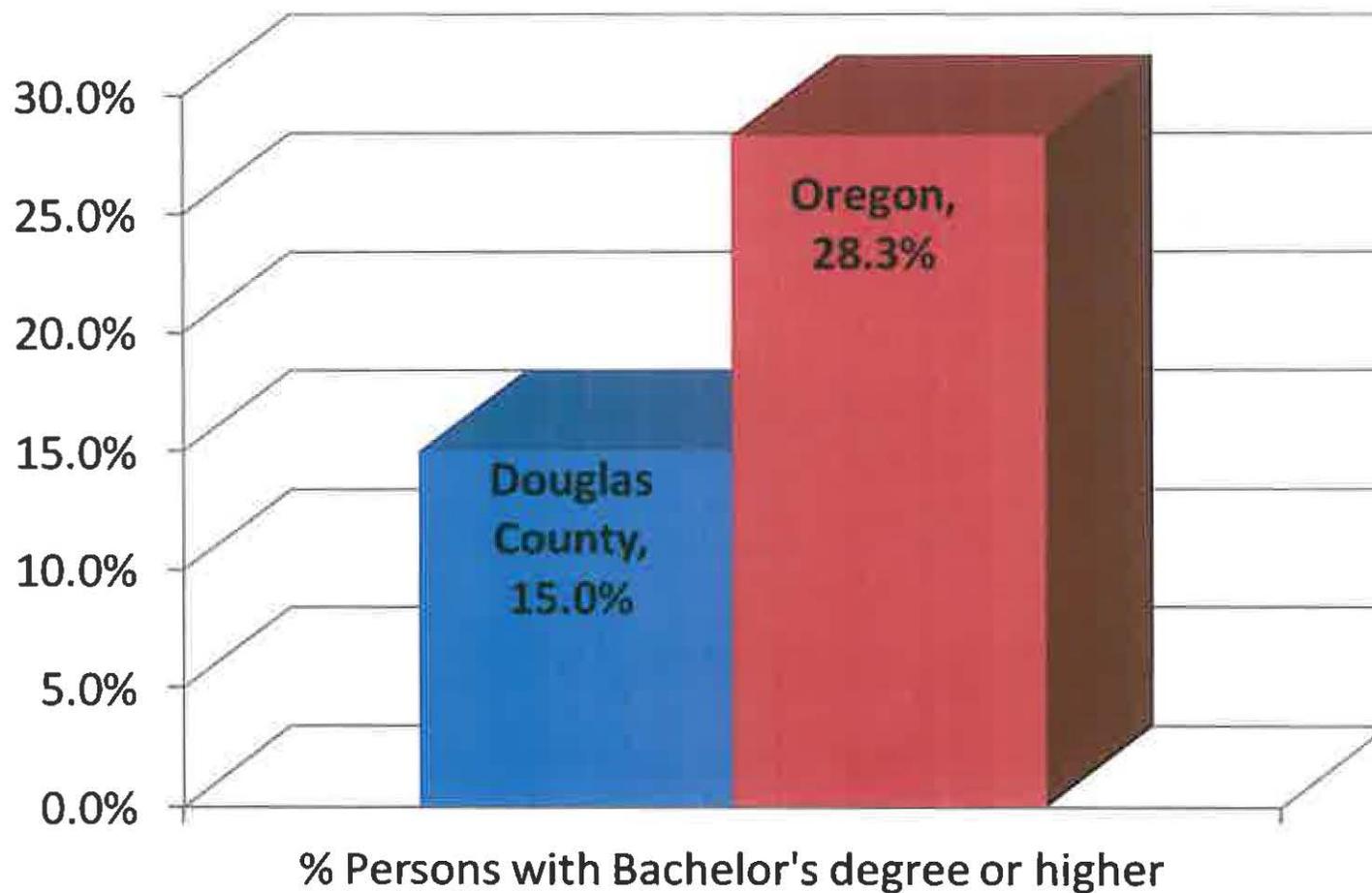




US Census Quick Facts

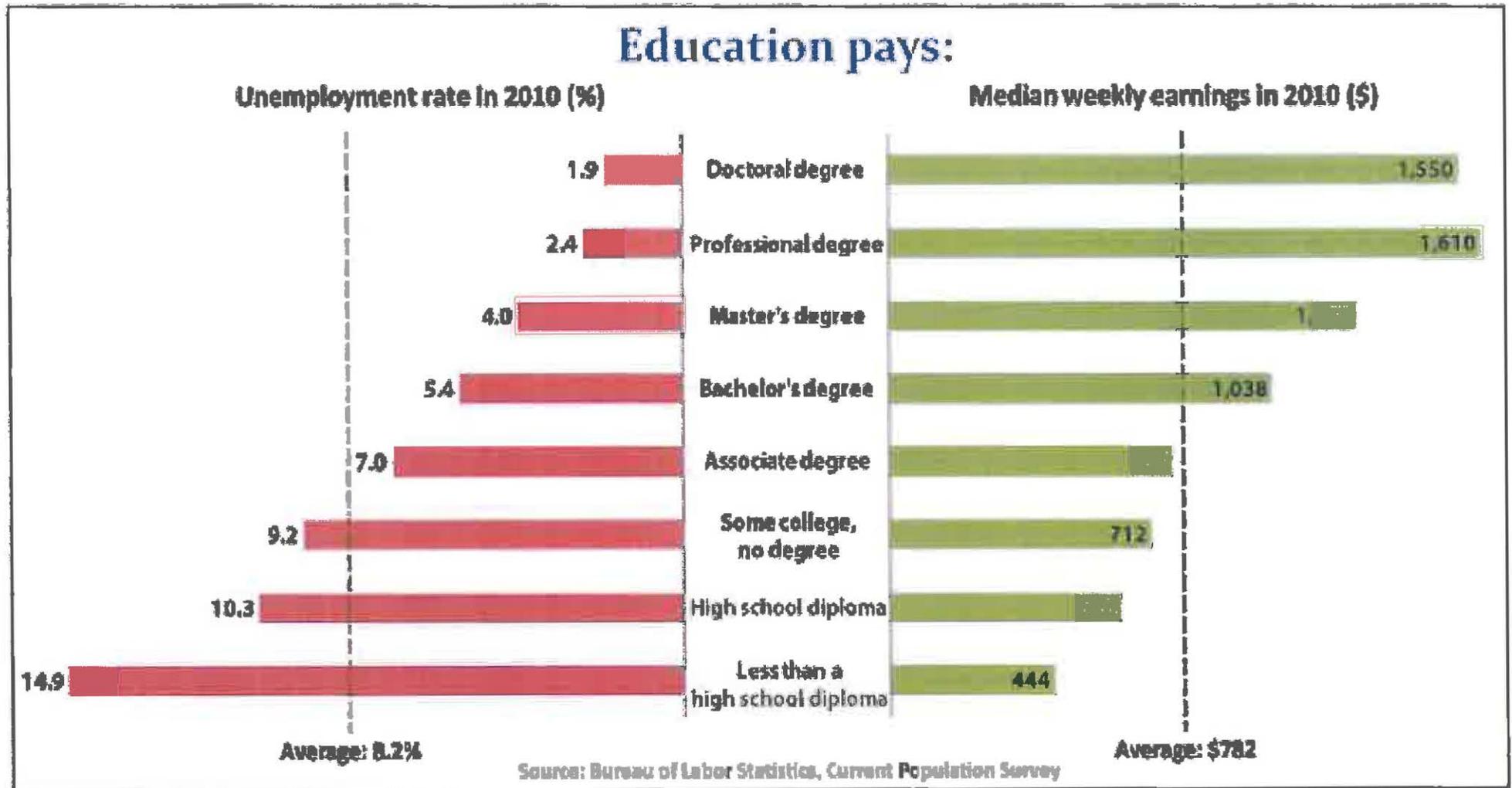
Education Level

- Bachelor's degree or higher, percent, 2009
- Douglas County – **15.0%**
- Oregon – **28.3%**



Education pays ...

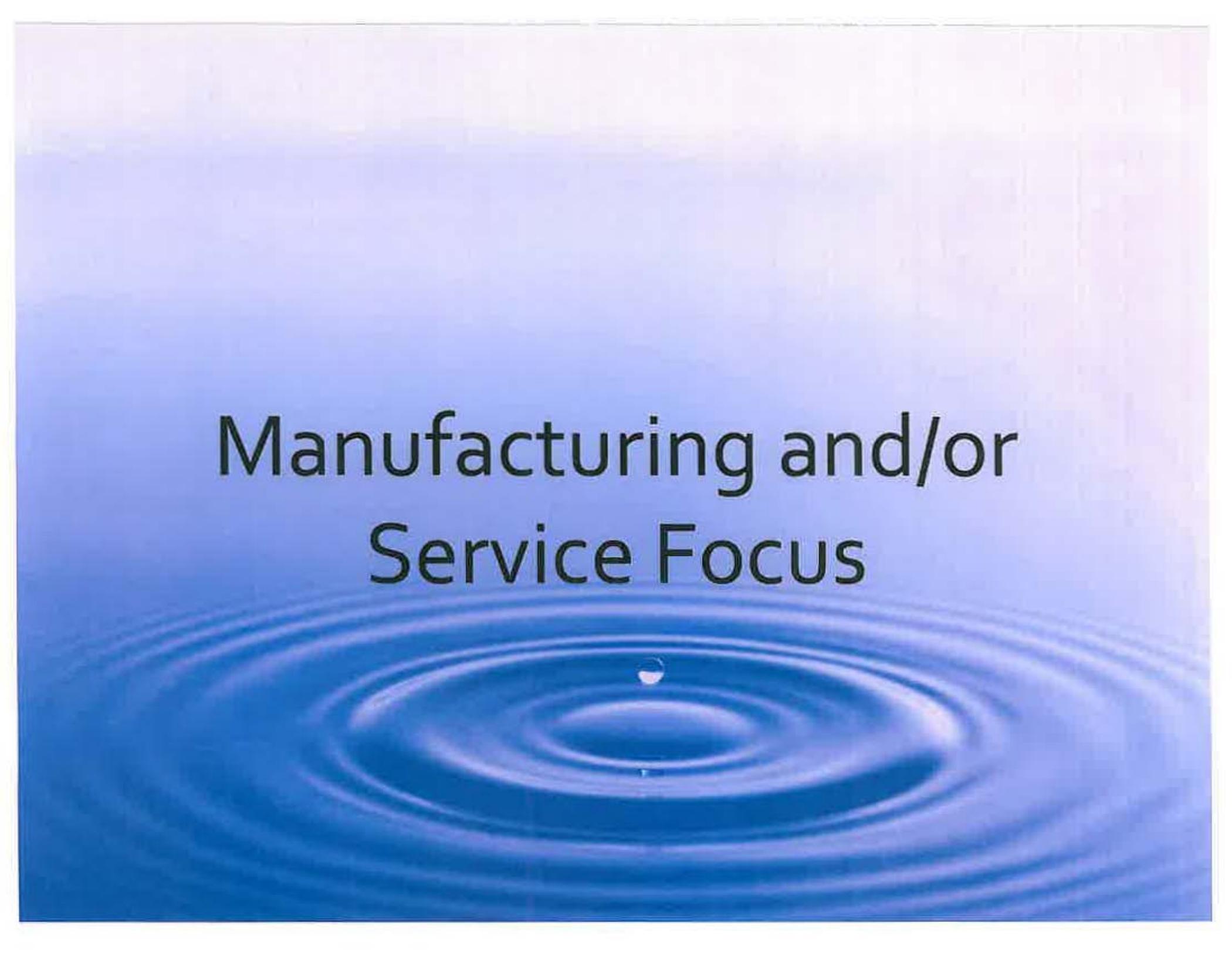
Education pays in higher earnings and lower unemployment rates



[Chart data—TXT]

Note: Data are 2010 annual averages for persons age 25 and over. Earnings are for full-time wage and salary workers.

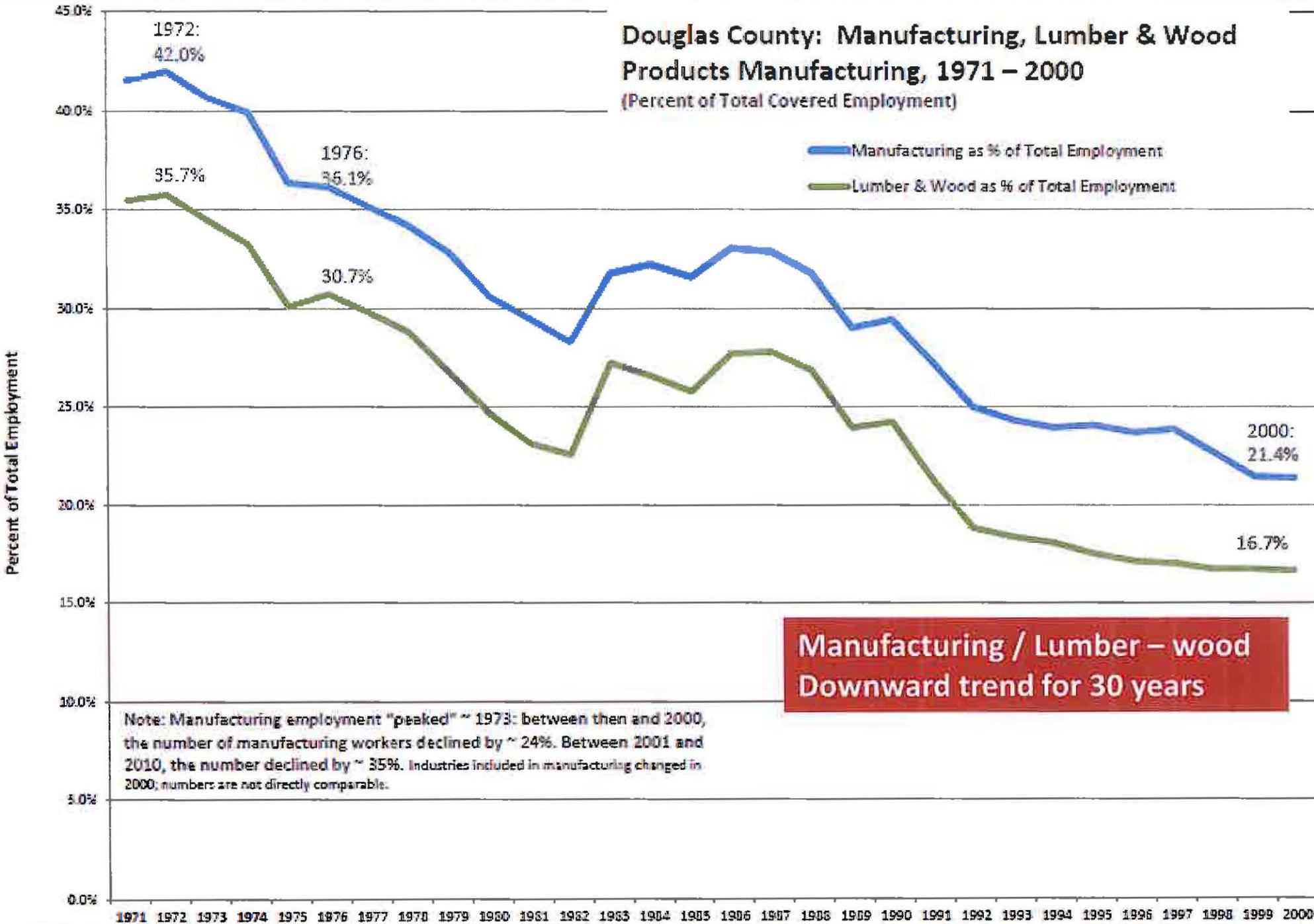
Source: Bureau of Labor Statistics, Current Population Survey.



Manufacturing and/or Service Focus

Douglas County: Manufacturing, Lumber & Wood Products Manufacturing, 1971 – 2000

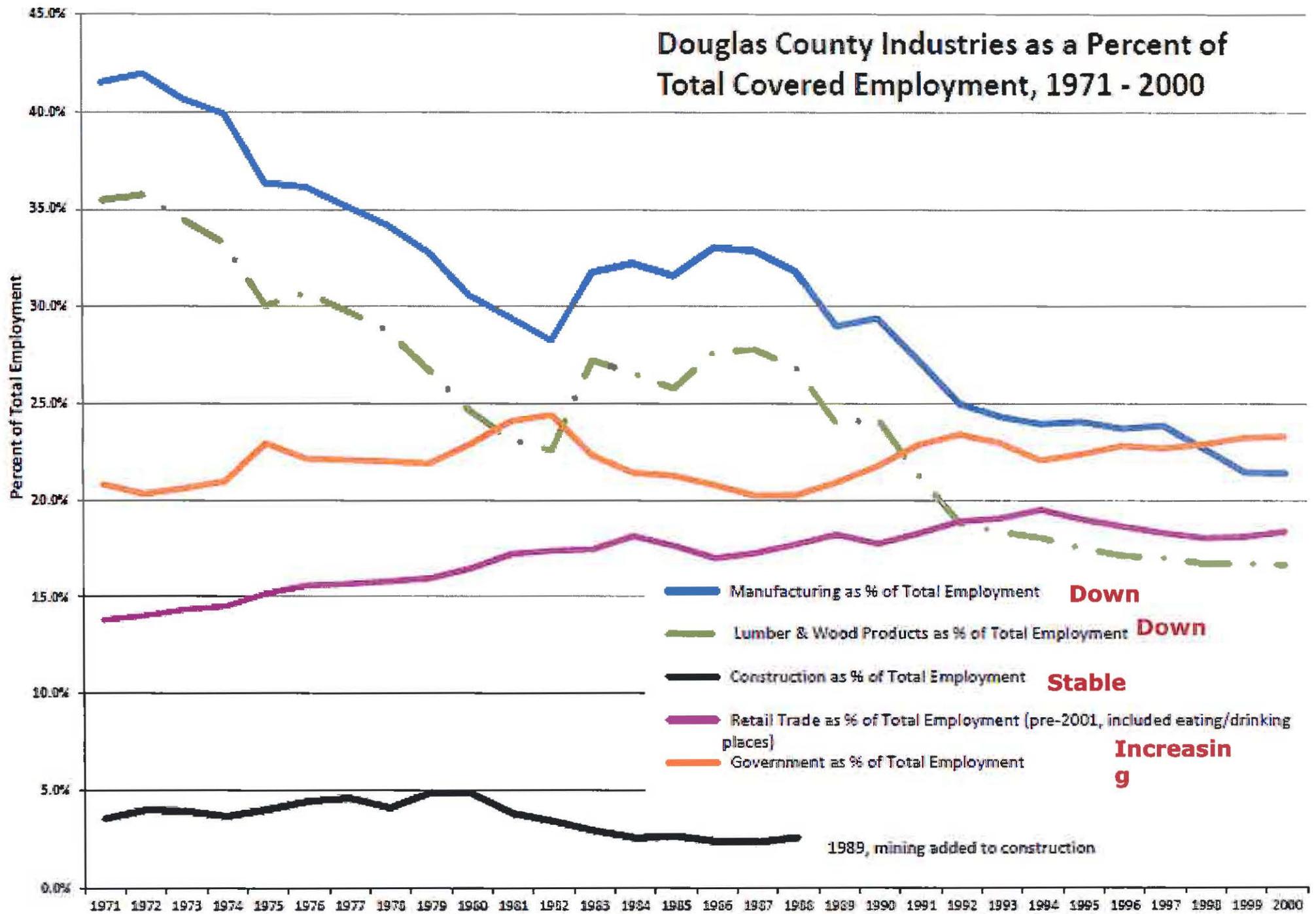
(Percent of Total Covered Employment)



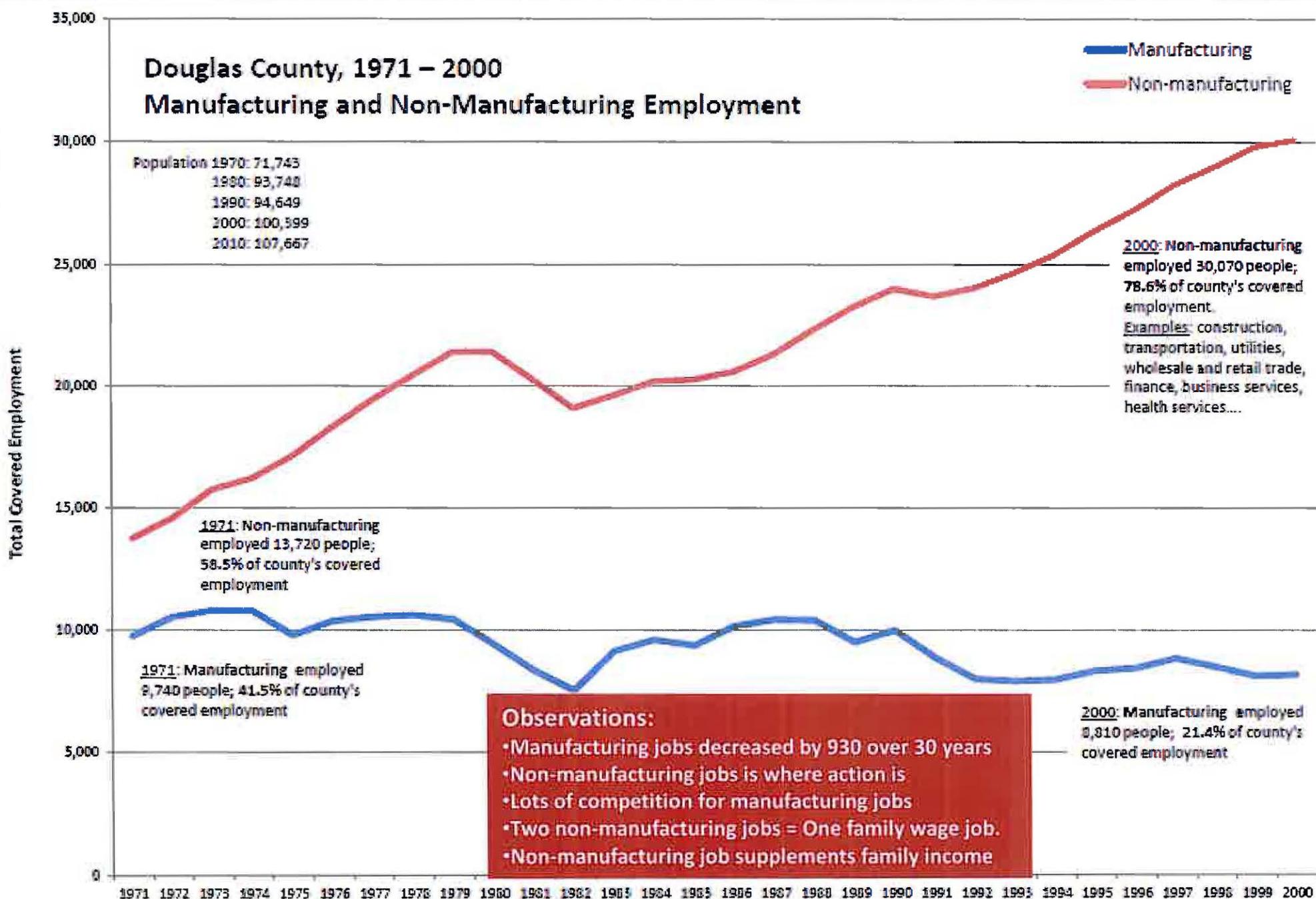
**Manufacturing / Lumber – wood
Downward trend for 30 years**

Note: Manufacturing employment "peaked" ~ 1973; between then and 2000, the number of manufacturing workers declined by ~ 24%. Between 2001 and 2010, the number declined by ~ 35%. Industries included in manufacturing changed in 2000; numbers are not directly comparable.

Douglas County Industries as a Percent of Total Covered Employment, 1971 - 2000

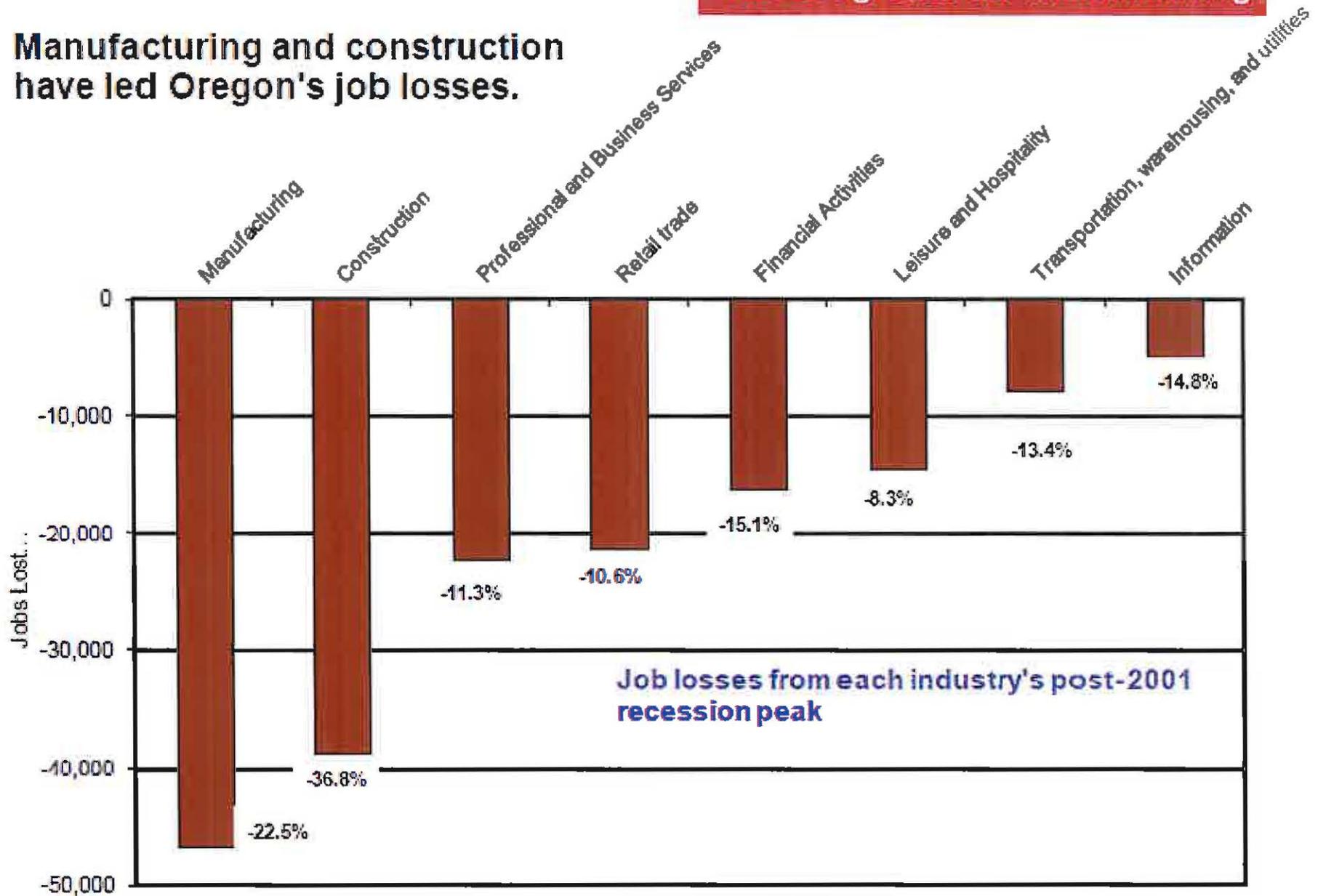


Douglas County, 1971 – 2000 Manufacturing and Non-Manufacturing Employment



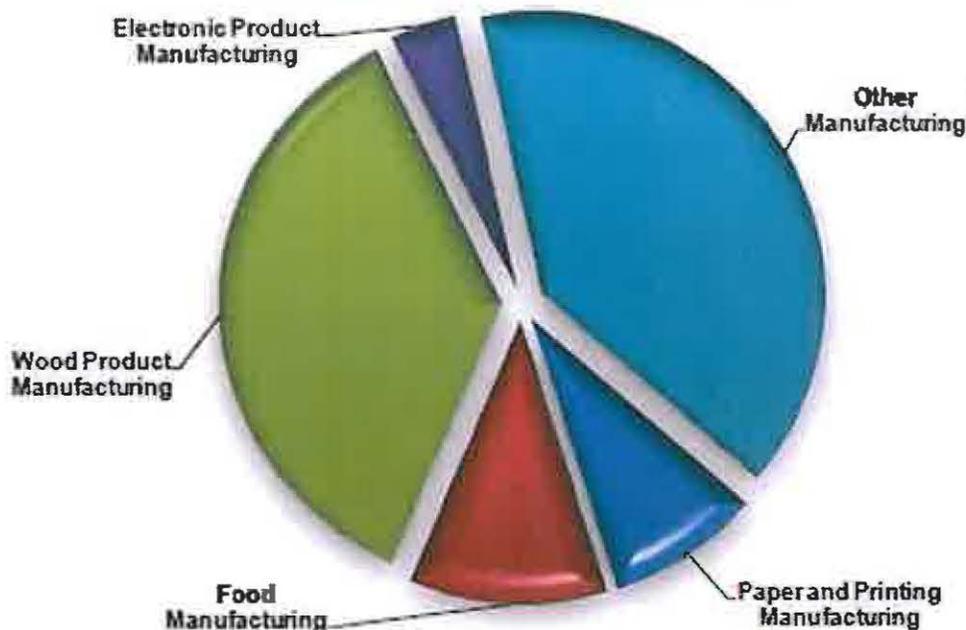
• Job loss greater for manufacturing

Manufacturing and construction have led Oregon's job losses.

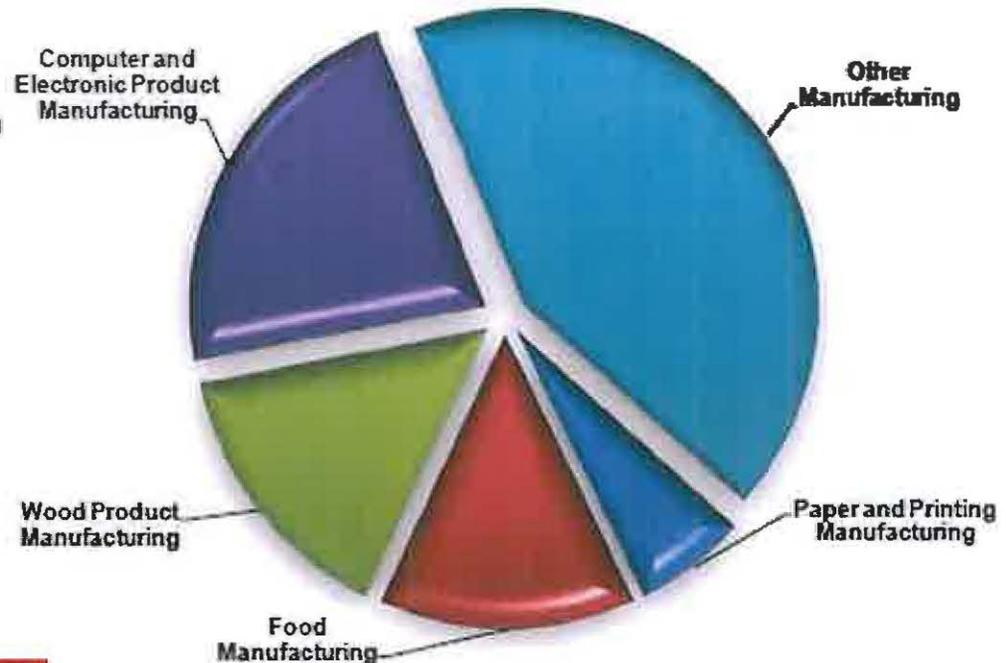


Making wood products provides a smaller share of Oregon's manufacturing jobs than it did 30 years ago.

Manufacturing Jobs by Industry in 1979
Oregon, 228,500 Manufacturing Jobs



Manufacturing Jobs by Industry in 2010
Oregon, 163,200 Manufacturing Jobs

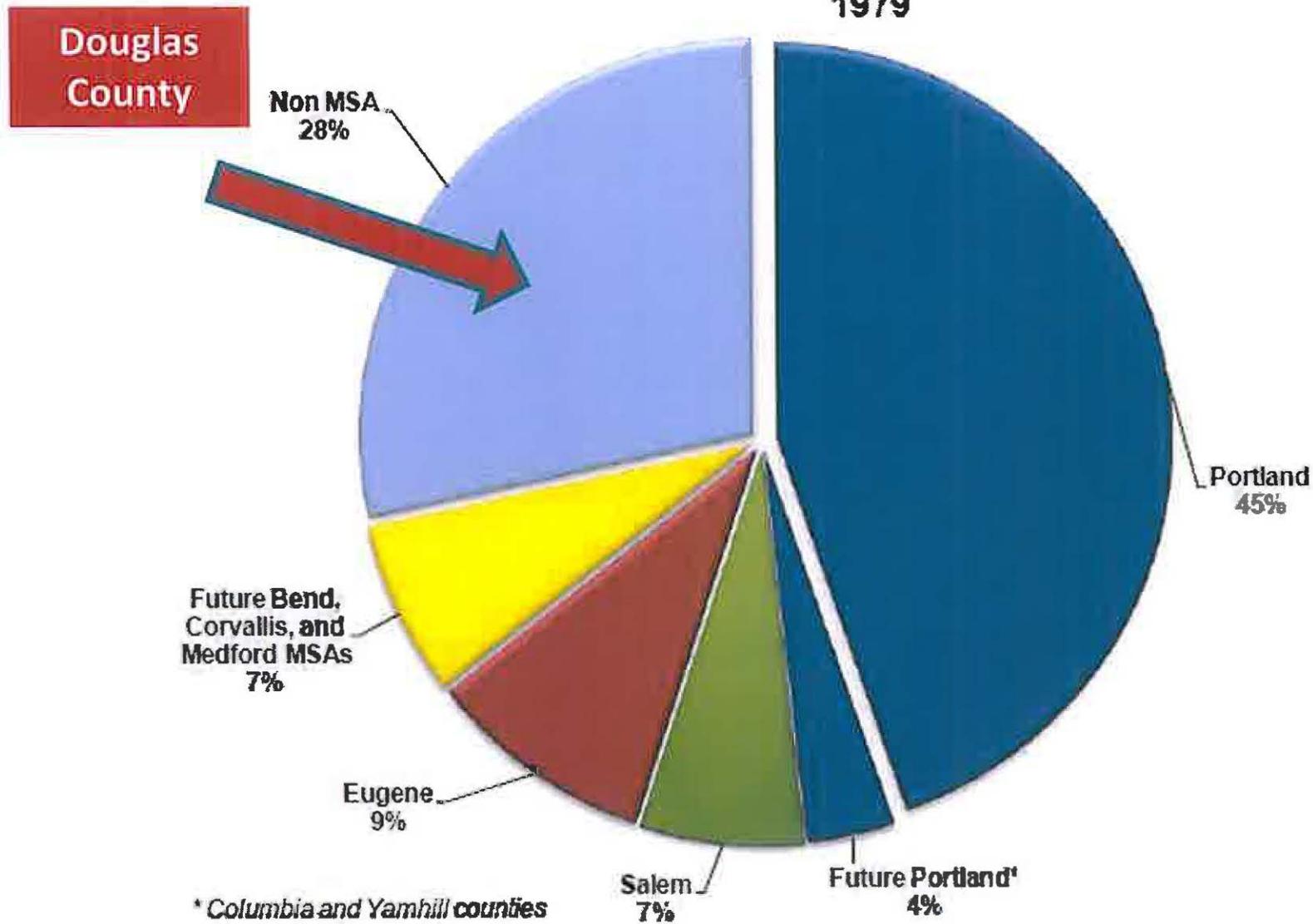


- Decrease in 65,000 jobs from 1979-2010
- Opportunity in Manufacturing, Electronics, and High-Tech
- Need College Education

Note: the industry classification systems changed in 2001. The businesses included in the broad industry groups were revised so the data in these two graphs are not directly comparable. However, in general, electronic products manufacturing increased from ~4% to ~22%; wood products decreased from ~36% to ~15%; food manufacturing increased from ~11% to ~14%; paper and printing decreased from ~9% to ~6%.

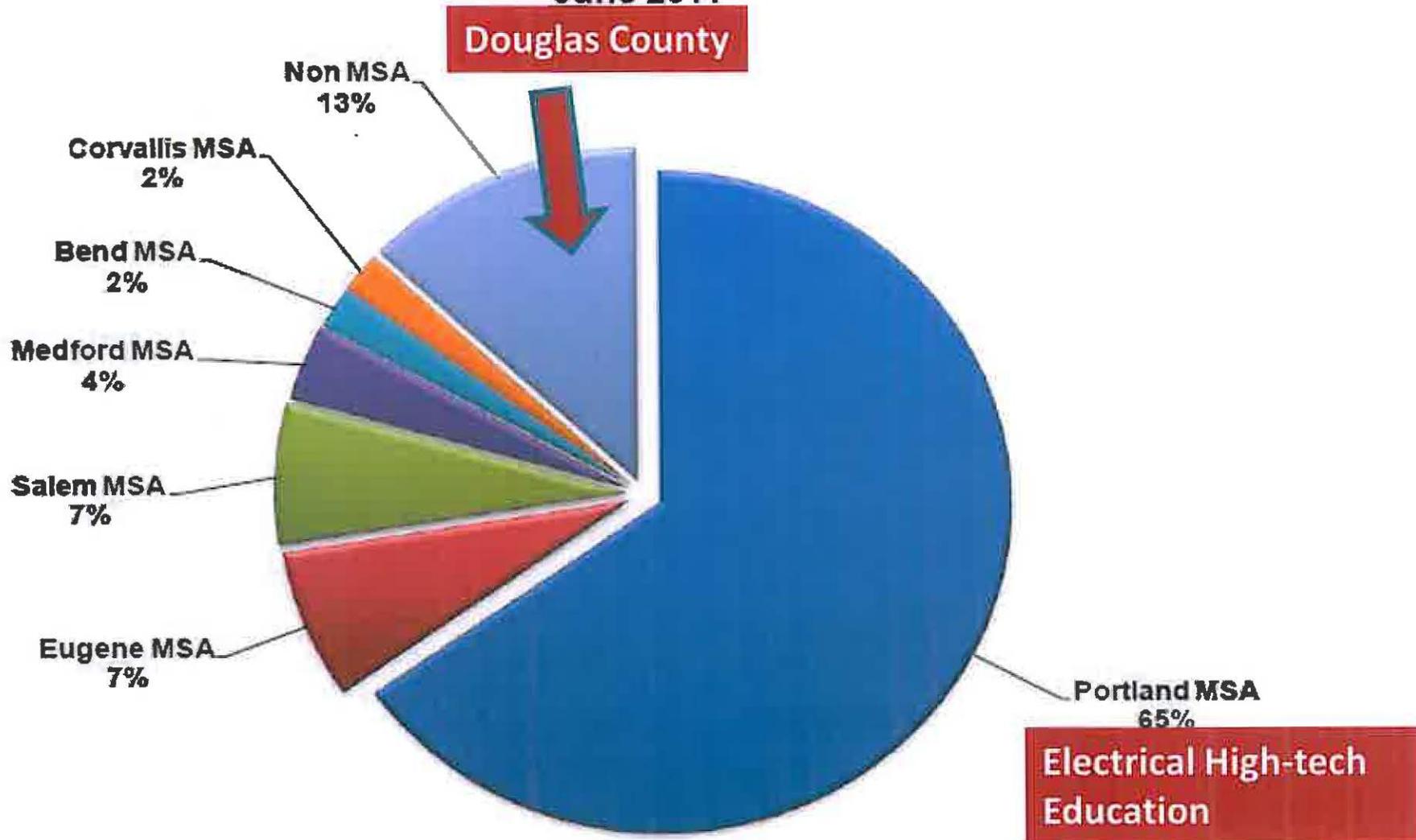
1979 Portland (and the Oregon counties that would later be added to the MSA) accounted for half of all manufacturing jobs.

Oregon Manufacturing Employment by Urban Area, 1979



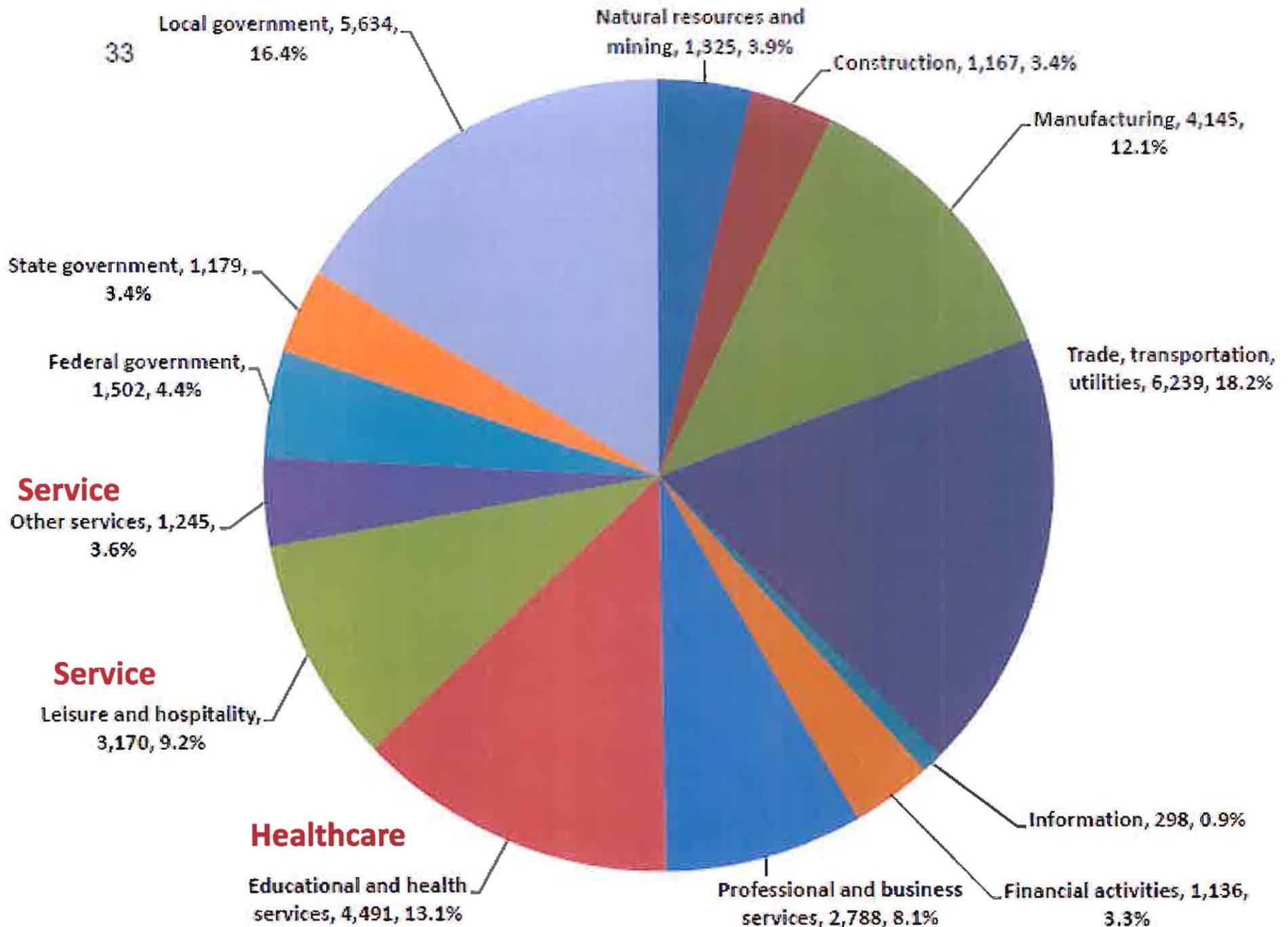
By June 2011, Portland accounted for two of every three, Oregon manufacturing jobs

Oregon Manufacturing Employment by Urban Area, June 2011





Total Employment



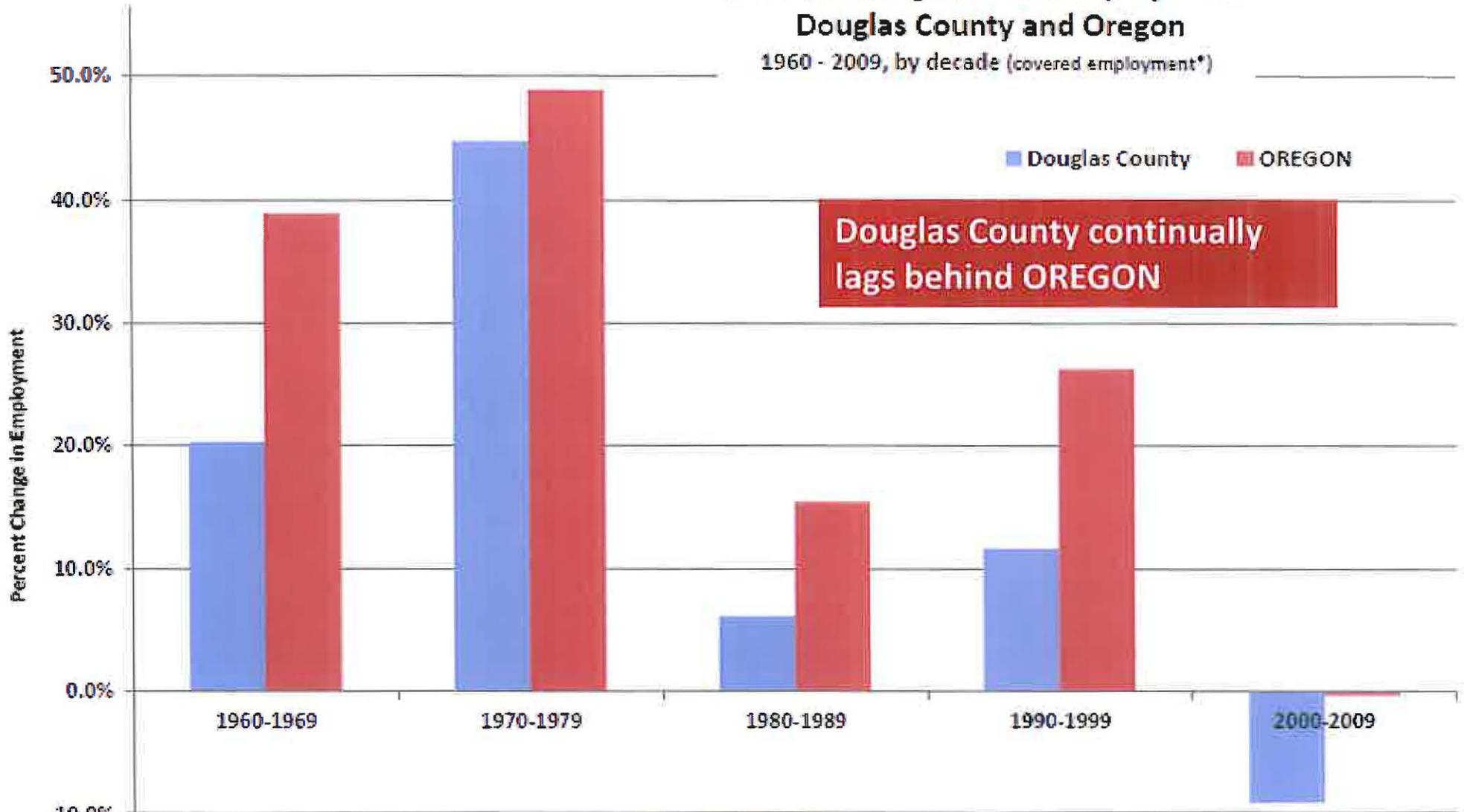
Service

Douglas County, 2010 Covered Employment (Covered Employment & Wages [QCEW])

60.0%

Percent Change in Total Employment: Douglas County and Oregon

1960 - 2009, by decade (covered employment*)



Douglas County continually lags behind OREGON

Douglas County	1960s	1970s	1980s	1990s	2000s
Wage & Salary Employment	20.3%	44.8%	6.2%	11.6%	-9.1%
Population	4.8%	30.7%	0.9%	6.1%	7.2%

Losses were mainly in the later part of the decade.

* Note: "covered" employment - employment data from those businesses participating in the unemployment insurance program. This represents ~ 94% of those working in the area.

Summarizing the previous graph: Douglas County Employment, comparing 2004, 2007, and 2010 (Recession: 2007-2009)

Most Stable Professions

	Loss of 4,536 jobs from 2007-2010			Change: 2004 and 2007	Change: 2007 and 2010	Overall change: 2004 and 2010
	2004	2007	2010			
Natural resources and mining	1,510	1,425	1,325	-5.6%	-7.0%	-12.3%
Construction	1,622	1,914	1,167	↑ 18.0%	↓ -39.0%	-28.1%
Manufacturing	6,329	5,745	4,145	↓ -9.2%	↓ -27.9%	-34.5%
Trade, transportation, utilities	7,278	7,183	6,239	-1.3%	↓ -13.1%	-14.3%
Information	399	370	298	-7.3%	-19.5%	-25.3%
Financial activities Services	1,207	1,293	1,136	↑ 7.1%	↓ -12.1%	-5.9%
Professional and business services Services	2,699	2,994	2,788	↑ 10.9%	↓ -6.9%	3.3%
Educational and health services Healthcare	4,419	4,529	4,491	↑ 2.5%	-0.8%	1.6%
Leisure and hospitality Leisure	3,336	3,625	3,170	↑ 8.7%	↓ -12.6%	-5.0%
Other services Services	1,280	1,261	1,245	-1.5%	-1.3%	-2.7%
Federal government	1,514	1,481	1,502	-2.2%	1.4%	-0.8%
State government	588	1,143	1,179	94.4%	3.1%	100.5%
Local government	<u>5,703</u>	<u>5,892</u>	<u>5,634</u>	3.3%	-4.4%	-1.2%
TOTALS:	37,884	38,855	34,319	2.6%	-11.7%	-9.4%

Note: private, non-classified omitted

Note: The 2004 total payroll was \$1,140,111,524, which would have been equivalent to ~\$1,313,129,289 in 2010. The 2010 total payroll was \$1,143,674; this difference represents an approximate 13% decline in purchasing power between 2004 and 2010.

Looking ahead: 2010 - 2020 Projections

Opportunities



Douglas County: Industry Employment Forecast, 2010-2020

Only 5500 opportunities in Douglas County
Only 550 per year

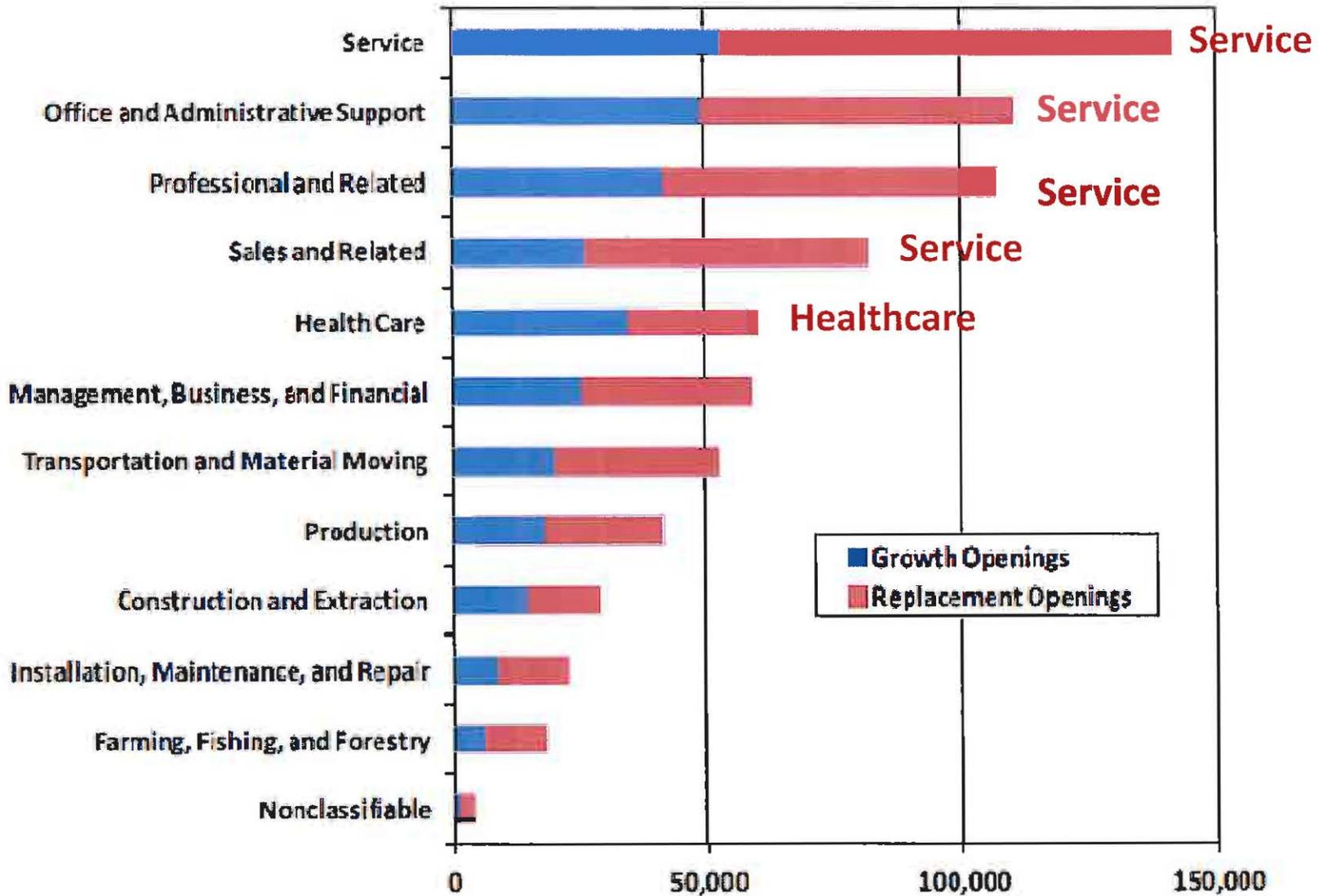
	2010	2020	Change	County % Change	State % Change
<u>Total payroll employment</u>	34,680	40,220	5,540	16%	18%
Total private	26,290	31,400	5,110	19%	20%
<u>Natural resources and mining</u>	<u>1,390</u>	<u>1,660</u>	<u>270</u>	<u>19%</u>	<u>16%</u>
Construction	1,180	1,500	320	27%	27%
Manufacturing	4,160	4,790	630	15%	15%
Trade, transportation, and utilities	6,310	7,180	870	14%	16%
Information	300	290	-10	-3%	14%
<u>Financial activities</u>	<u>1,370</u>	<u>1,560</u>	<u>190</u>	<u>14%</u>	<u>13%</u>
<u>Professional and business services</u> Services	<u>2,800</u>	<u>3,640</u>	<u>840</u>	<u>30%</u>	<u>27%</u>
<u>Educational and health services</u> Healthcare	<u>4,510</u>	<u>5,870</u>	<u>1,360</u>	<u>30%</u>	<u>30%</u>
Leisure and hospitality Leisure	3,170	3,640	470	15%	19%
Other services	1,100	1,280	180	16%	16%
Government Government	8,390	8,820	430	5%	7%
Federal government	1,500	1,410	-90	-6%	-8%
State government	1,200	1,270	70	6%	10%
Local government	5,690	6,140	450	8%	9%
Local education	2,880	3,090	210	7%	9%

Note: Industry and occupational employment totals are not equal due to rounding.

Note: Farm employment is included in natural resources and mining.

Note: The occupations do not map directly to the industries. There are sales occupations within both retail/service businesses and manufacturing businesses.

Oregon Projected Occupational Openings 2010 - 2020



Observations



Observations

- Job market has been deteriorating for 40 years.
- Manufacturing jobs have been decreasing for 40 years.
- New manufacturing jobs are in Portland/Metro areas.
- New manufacturing jobs generally require some college education.
- Workforce education level is lagging with State of Oregon .
- Lumber – Wood manufacturing has been diminishing for 40 years.
- Significant competition exists with other communities for manufacturing jobs.

Observations

- Lumber industry has become more efficient and productive... less jobs will be available when housing market improves.
- Manufacturing and construction jobs are less stable.
- Douglas County continually lags the State of Oregon in Job recovery.
- Douglas County unemployment is consistently greater than the State of Oregon.
- Unemployment has impacted individuals > 55 years of ages and teens the greatest.
- Individuals >55 years of age are filling entry level positions.
- More education equates to:
 - Less unemployment
 - Higher compensation

Observations

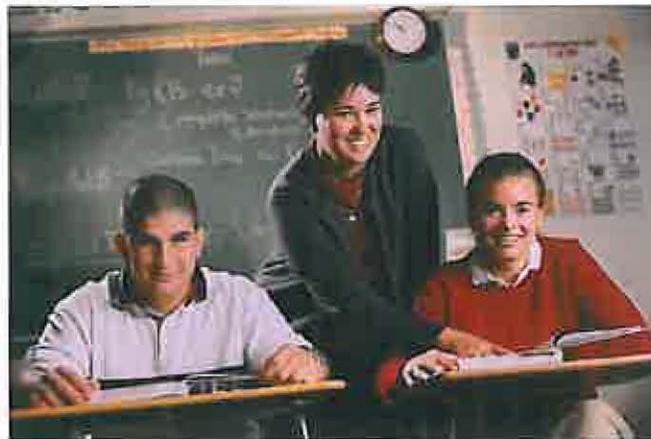
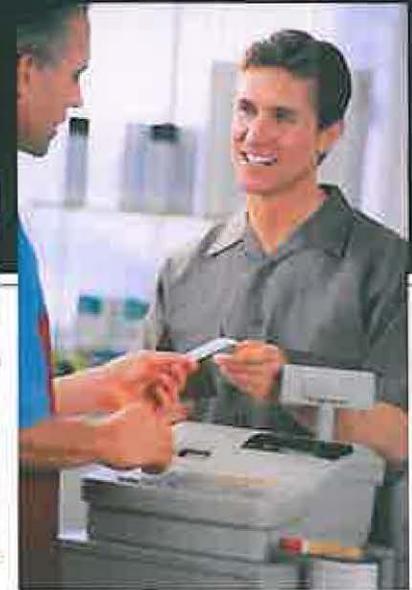
- Opportunities are in:

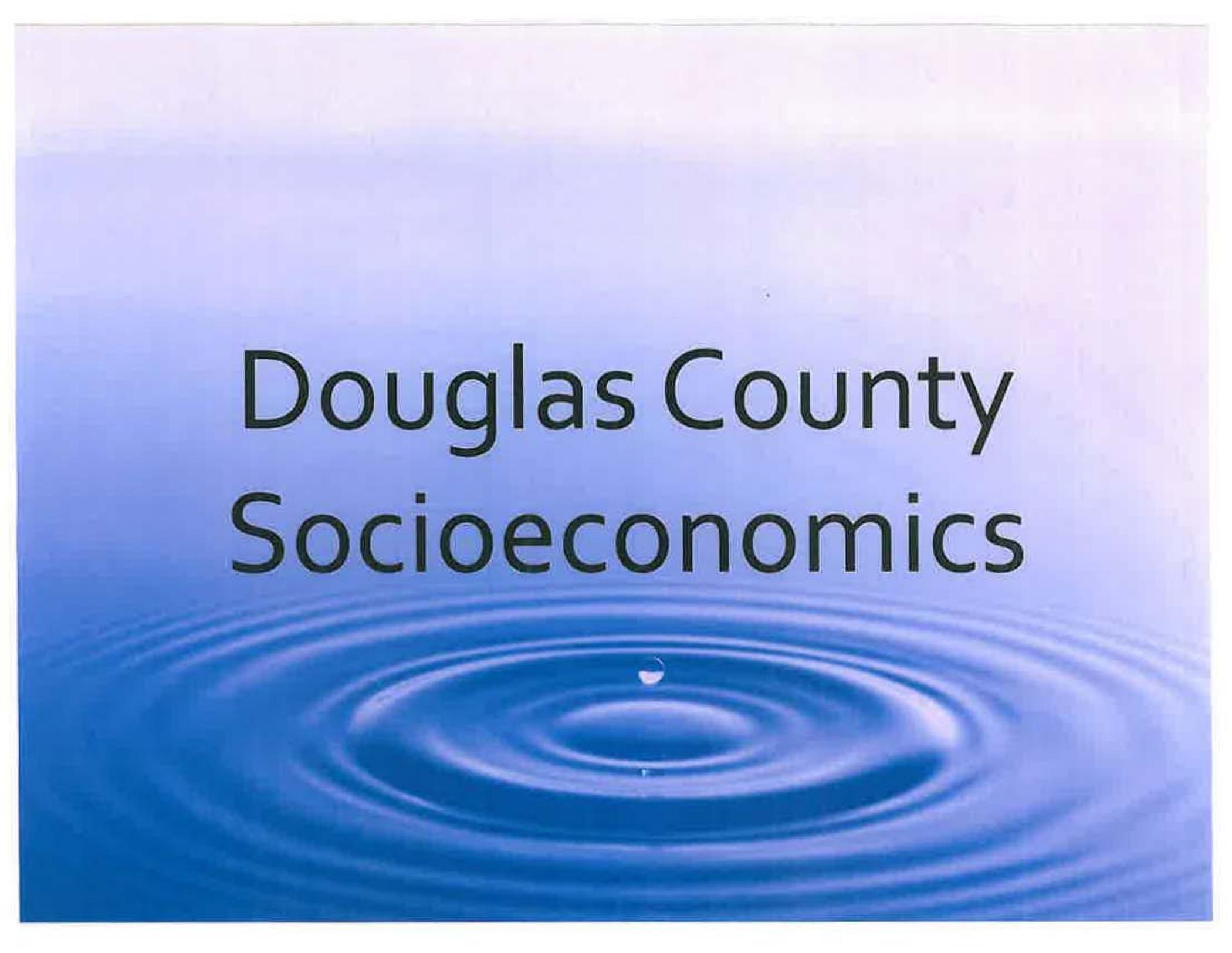
- Leisure
- Service
- Education
- Healthcare

- Service opportunities pay less than manufacturing jobs

- Recession proof opportunities are in:

- Service
- Healthcare
- Leisure
- Education



The background of the slide is a gradient of blue, transitioning from a lighter blue at the top to a darker blue at the bottom. In the lower half, there are concentric ripples in the water, centered around a small white droplet that has just hit the surface.

Douglas County Socioeconomics

Barriers

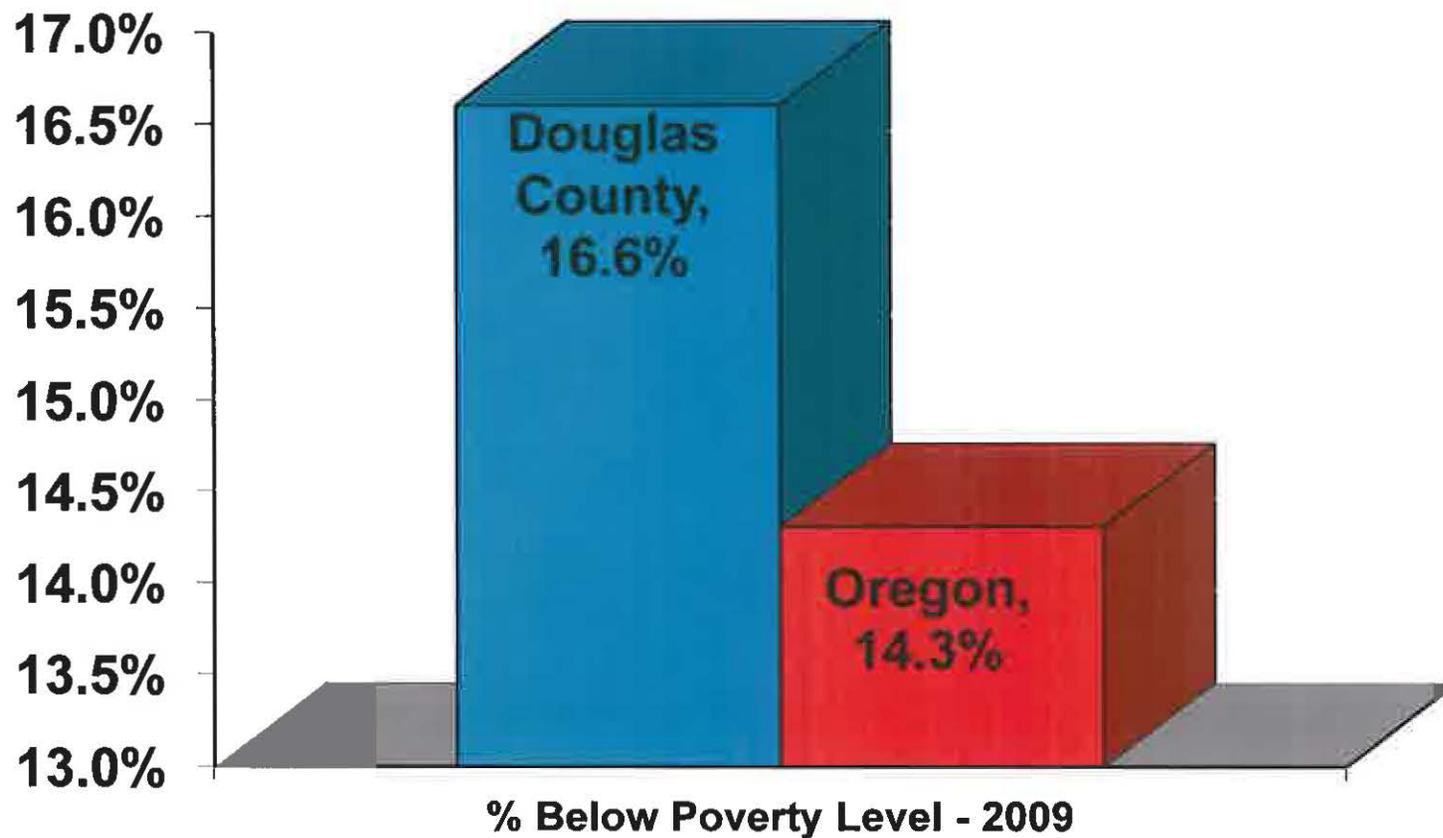
- Community socioeconomic/demographics
- Recruitment/Retention of physicians and other clinical staff



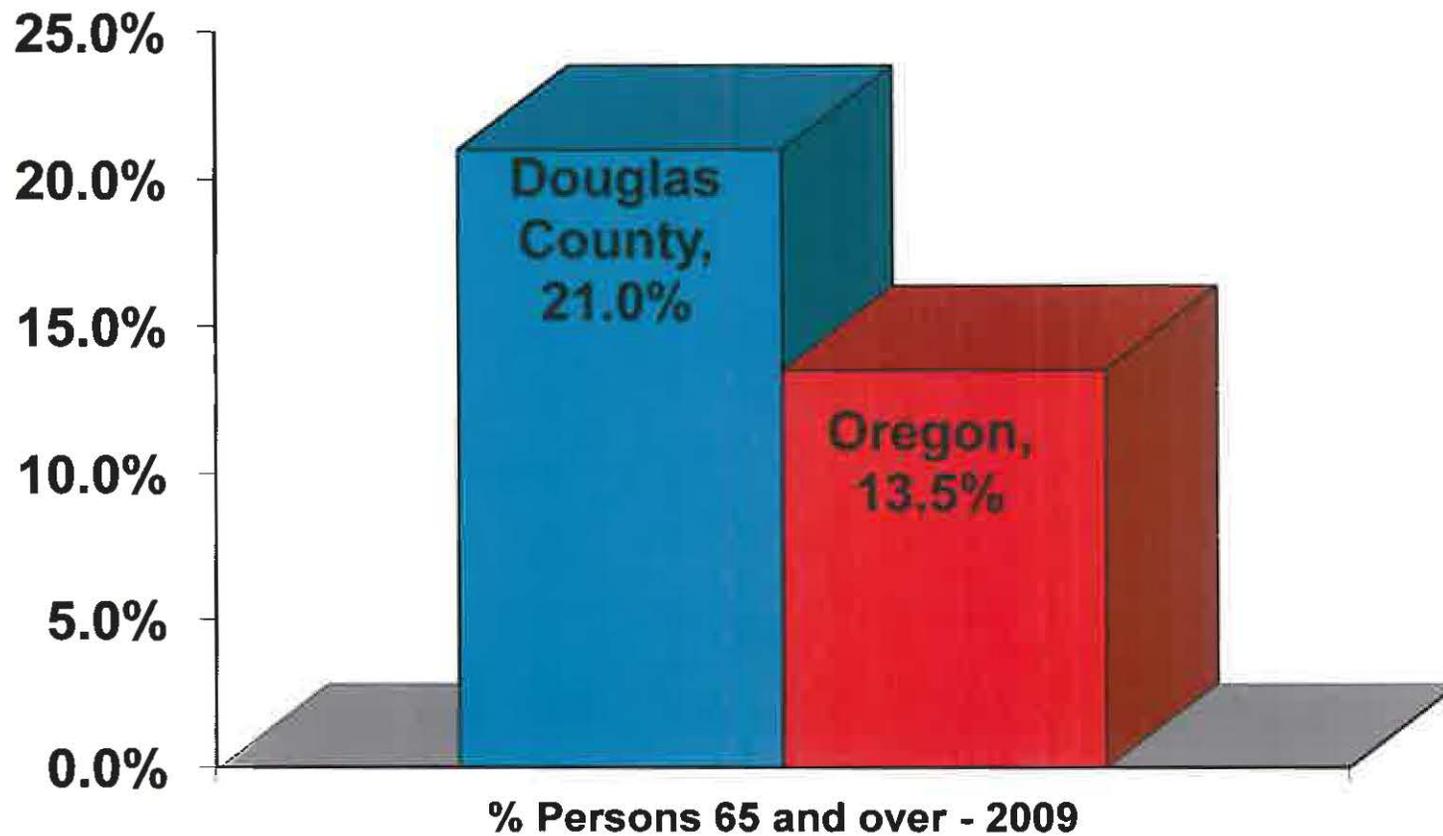
US Census Quick Facts



US Census Quick Facts



US Census Quick Facts



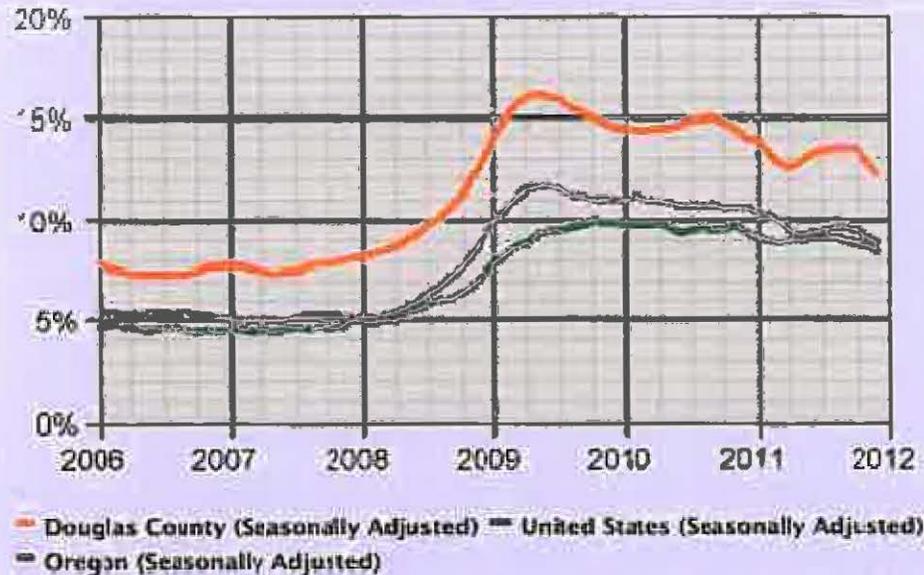
Population Trends

	2010	2015	%
Douglas County	99,180	101,560	2.4%

	Percentage of Population Increase 2010-2015
State of Oregon	5.3%
United States	4.1%

Douglas County Labor Trends

Unemployment Rates



Source: Oregon Employment Department

Unemployment

37% Higher than State
 47% Higher than Country

Economic Indicators

Unemployment Rates

Douglas		Raw
November 2011		11.8%
December 2011		12.2%
Oregon		
November 2011		8.4%
December 2011		8.9%
United States		
November 2011		8.2%
December 2011		8.3%

Healthcare Economics

The background of the slide is a blue gradient with a central image of a water droplet hitting a surface, creating concentric ripples that spread outwards.

Economic Impacts of Oregon's Community Hospitals

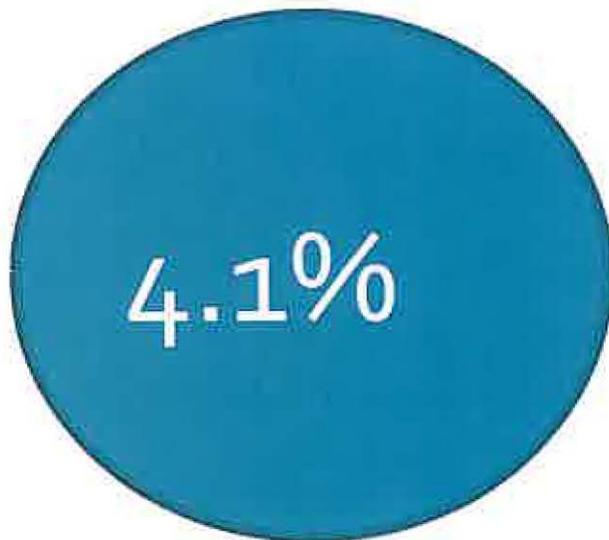
- Direct employment
 - **129,370 full-and part-time jobs**

Hospitals represent 5.9%
of Oregon's employment



Economic Contributions of Mercy Medical Center to Douglas County

Employee directly: 1,087
Indirect: 878
Total 1,962



Economic Contribution of Health Care Employees in D.C.

- Douglas County Jobs = 43,398
- Healthcare Jobs = 5,932
- Percent Workforce:

12%



A Physician Practice Contribution in Douglas County

- Each Physician Supports 22 jobs



=



Healthcare Workers Needed in Oregon

76,028 new and replacement healthcare positions over the next 10 years.



UCC's Allied Health and Science Building

Regional Allied Health & Training Center

The expected benefits of the proposed Regional Allied Health and Training Center are exponential. Here are just a few for example:



Umpqua
Community
College

More Healthcare Training Programs Needed

By 2020, Oregon's current training programs will not graduate enough students to fill open positions:

Examples -

- Medical and Clinical Technologists: 210
 - Bachelors Degree
- Medical/Laboratory Assistants: 320
 - Associates Degree
- Substance Abuse/Addiction counselors: 1,010
 - Bachelors Degree



Local Possibilities?

World Class Medical Training Center



Regional Medical
Training Center

World Class Medical Training Center



School of Medical and Clinical Technology



906 SE Mill, Roseburg



Clinical/Medical Laboratory Assistants School



*SW Corner of Cass St. / Rose St.,
Roseburg*



Substance Abuse/Addiction Counselors College



N. Corner of Cass St. / Stephens St., Roseburg



Student Housing



Can we Be World Class?

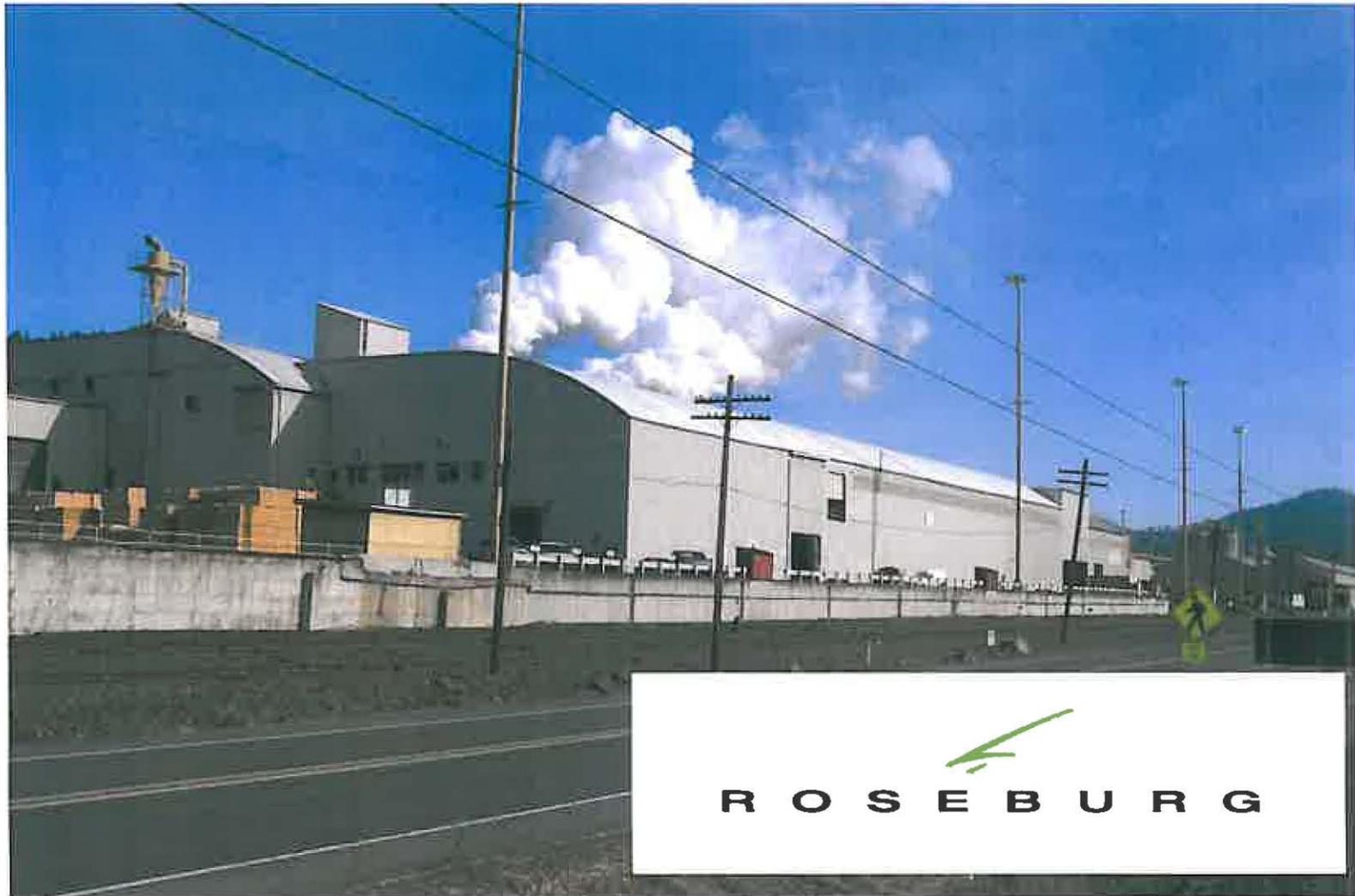
World Class Bank



World Class Wine Institute



World Class Forest Products




R O S E B U R G

World Class Dairy

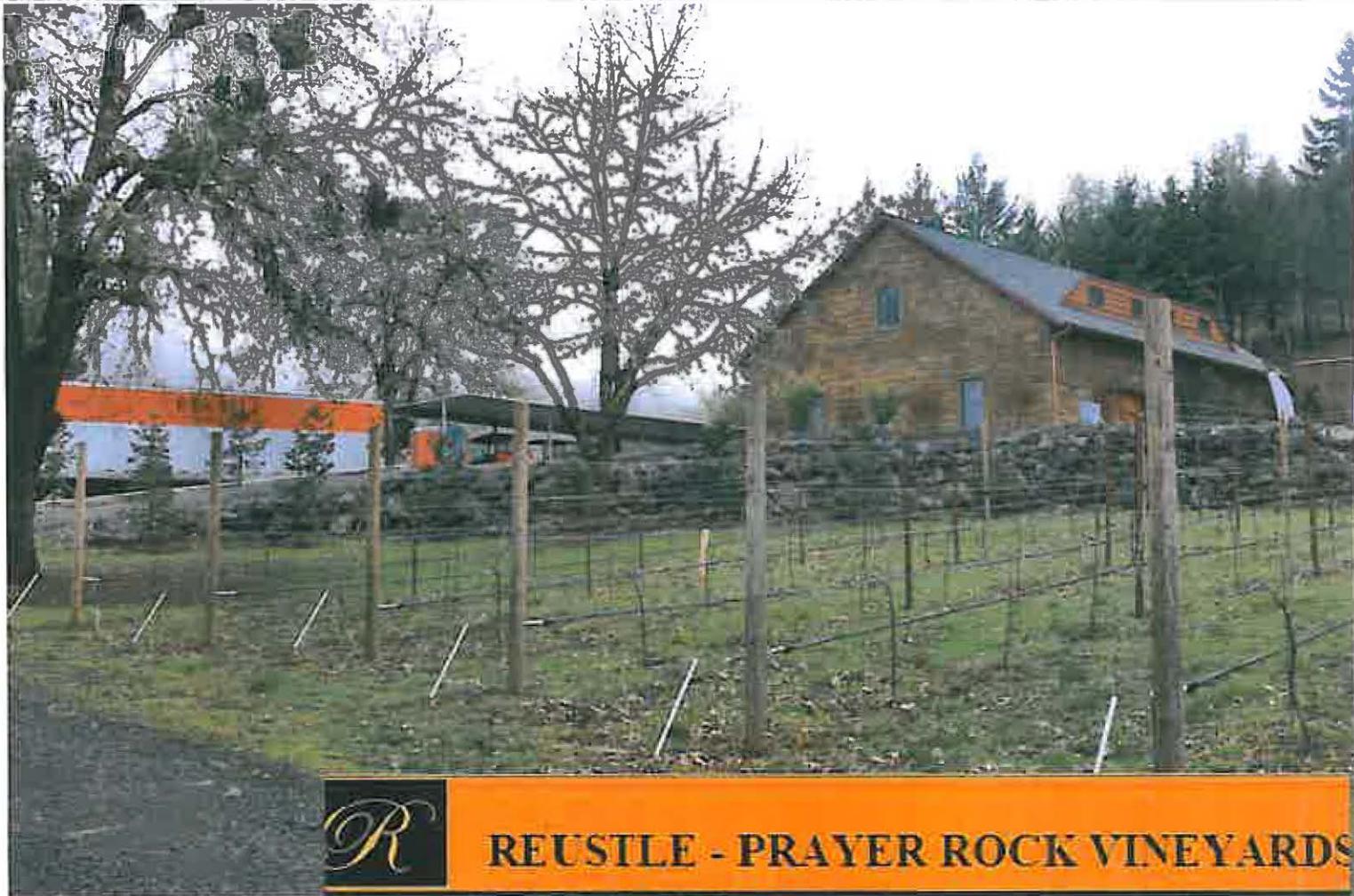


World Class River



North Umpqua

World Class Wineries



R

REUSTLE - PRAYER ROCK VINEYARDS

World Class Interventional Program



Regional Healthcare Workforce Center



Why Not Roseburg?

Regional Need For Healthcare Workforce in 2020

- *Oregon, California, Washington, Idaho, Nevada and Alaska*
- Replacement and New Healthcare Positions:

925,000

Proposed Roseburg College of Health Sciences

Stephen J Short Planning, LLC

11/6/2012



The Core Business Proposition:

We will establish a world-class, fully accredited Medical Education Institute in Roseburg, Oregon.

The Institute will be developed in partnership, and will be a catalyst for economic renewal of our community, while meeting the changing needs of healthcare institutions and healthcare students for the next 50 years.

We will create a medical educational environment that will attract top teaching talent and serve students both from the local community as well as our six-state region.

The Medical Education Institute shall be a financially self sustaining, legal and business enterprise, which will consist of a Partnership structure including:

Mercy Medical Center, Roseburg, Oregon

Mercy College of Health Sciences, Des Moines, Iowa

Other Primary Stakeholders and Sponsors as may be determined during the Feasibility Study

A broad colition of Stakeholders have agreed to serve on the Steering Committee for the Feasibility Study

Mercy Medical Center, Roseburg Oregon (MMC)

Kelly Morgan / President & Chief Executive Officer

Lisa Platt / President Mercy Foundation

Kathleen Nickel / MMC Director, Marketing / Communications

Elizabeth Droscher / MMC Feasibility Study Project Manager

Mercy College of Health Sciences, Des Moines, Iowa (MCHS)

Barbara Quijano Decker, J.D. / President, Mercy College of Health Sciences

Steven D. Langdon, ATC, EdD / Vice President of Academic Affairs and Provost

City of Roseburg, Oregon

Brian R. Davis, Director Community Development Department

City of Southerlin, Oregon

Jerry Gillham, City Manager

The Partnership for Economic Development for Douglas County

Alex Campbell / Executive Director

Umpqua Community College (UCC)

Joe Olson / President

Educational Services being considered include but are not limited to the following Degree or Certificate Programs:

Clinical Laboratory Science (Certificate)

Diagnostic Medical Sonography (Ultrasound) (AASMS)

Emergency Medical Services - Paramedic (Certificate, ASESES)

Health Care Administration (BSHCA)

Health Science (Pre-Med) (HHHS)

Medical Assisting (with limited RT) (Certificate, AASMA)

Nuclear Medicine Technology (Certificate)

Nursing (ASN)

Nursing (RN to BSN) Completion outline (BSN)

Physical Therapy Assistant (ANPGE)

Polytomographic (Sleep) Technology (Certificate, ASPST)

Radiology Technology (X-Ray) (ASRT)

Surgical Technology (Certificate, ASST)

**MINUTES OF THE REGULAR MEETING
OF THE ROSEBURG CITY COUNCIL**

January 14, 2013

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:01 p.m. on Monday, January 14, 2013 in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor Kaser led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Ken Averett, Rick Coen, Mike Hilton, Steve Kaser, Tom Ryan, Bob Cotterell, Melissa Smith and Marty Katz.

Others present: City Manager Lance Colley, City Attorney Bruce Coalwell, City Recorder Sheila Cox, Public Works Director Nikki Messenger, Finance Director Cheryl Guyett, Community Development Director Brian Davis, Human Resources Director John VanWinkle, Police Chief Jim Burge, Fire Chief Mike Lane, Public Works Staff Assistant Sandy Cook, Carissa Cegavske of the News Review and Kyle Bailey of KQEN Radio.

STATE OF THE CITY ADDRESS

Rich shared the "State of the City Address" highlighting achievements for 2012 and expectations for 2013. A complete transcript is available in the Council record.

COMMISSION CHAIR APPOINTMENTS

Rich confirmed the following Commission Chair appointments: Tom Ryan – Airport Commission; Bob Cotterell and Tom Ryan - MedCom Board; Ken Averett – Visitors and Convention Commission; Melissa Smith and Bob Cotterell – Parks and Recreation Commission; Steve Kaser – Public Works Commission; Rick Coen – Economic Development Commission; Marty Katz – Historic Resources Review Commission.

COMMISSION RESIGNATION

Kaser moved to accept Dell Gray's resignation from the Public Works Commission, with regrets. Motion was seconded by Smith and carried unanimously.

COMMISSION APPOINTMENTS

Ryan moved to reappoint David Morrison, Frank Inman and Robb Paul to the Airport Commission. Motion was seconded by Cotterell and carried unanimously.

Appointments for the Budget Committee will be considered after additional applications are received. Five vacancies remain to be filled on the Commission.

Katz moved to reappoint Janice Franklin and Roger Helliwell to the Historic Resources Review Commission. Motion was seconded by Coen and carried unanimously.

Smith moved to appoint Diana Wales to the Parks and Recreation Commission. Motion was seconded by Cotterell and carried unanimously.

Kaser moved to reappoint Stuart Liebowitz and Richard Weckerle and to appoint John Seward to the Public Works Commission. Motion was seconded by Cotterell and carried unanimously. Kaser thanked Joe Powell for his service.

Averett moved to reappoint Janelle Brown to the motel representative position on the Visitors and Convention Commission. Motion was seconded by Smith and carried unanimously. One vacancy remains on the Commission.

Rich advised the First Citizens Banquet is coming up and Council should contact Cox if they wished to attend.

COUNCIL WARD/COMMISSION REPORTS

Smith advised the Parks and Recreation Commission had recently approved a new fee structure for donations in the form of park benches. Interested individuals are requested to contact the Parks Division or check the City's website for additional information.

Kaser noted the Public Works Commission continued discussion regarding storm drainage rates and will be making a recommendation to Council at future meeting.

COUNCIL PRESIDENT ELECTION

Katz nominated Tom Ryan for Council President. Motion was seconded by Averett and carried unanimously.

PLANNING COMMISSION APPOINTMENTS

Coen moved to suspend the rules and reappoint Ron Hughes, John McDonald and Patrick Parson to the Planning Commission. Motion was seconded by Ryan and carried unanimously.

PLANNING COMMISSION VACANCY APPLICATIONS

Staff was directed to schedule Planning Commission interviews for Jesse McLean and Daniel Onchuck for 6:30 p.m. on February 11, 2013. Staff was directed to accept additional applications until February 1.

CONSENT AGENDA

Coen moved to approve the following Consent Agenda Items.

- A. Minutes of the December 10, 2012 special Council meeting.
- B. Minutes of the December 10, 2012 regular Council meeting.
- C. Reject bids for asphalt patching contract due to price exceeding budgetary resources.
- D. Minutes of the January 7, 2013 special Council meeting.

Motion was seconded by Ryan and carried unanimously.

PUBLIC HEARING—NEW OLCC OUTLET, OREGON GIFTS ONLINE, 2196 NE STEPHENS

At 7:32 p.m. Rich opened the public hearing regarding a new OLCC outlet. Cox reported that a new application had been received from Frances Jeanmard, Julie Jeanmard and Gregory Holland for an off-premises sales license. Public notification and police background check found no reason to deny the application. As no one else wished to speak, the public hearing

was closed at 7:33 p.m. Ryan moved to recommended OLCC approval of an off-premises sales license for Oregon Gifts Online located at 2196 NE Stephens. Motion was seconded by Smith and carried unanimously.

ORDINANCE NO. 3406 – LEVEL 3 COMMUNICATIONS TELECOM FRANCHISE

Cox reported on another telecommunications company which began doing business in Roseburg in July 2012 and has paid the appropriate fees since that date. Cox read Ordinance No. 3406 for the first time, entitled: An Ordinance Granting Level 3 Communications a Telecommunications Franchise Retroactive to July 1, 2012 to Use the Public Ways of the City of Roseburg for Purposes of Providing Telecommunication Services in Accordance With Applicable Provisions of the Roseburg Municipal Code. Averett moved to suspend the rules and proceed with second reading. Motion was seconded by Ryan and carried unanimously. Cox read the ordinance for the second time. Averett moved to adopt the ordinance, seconded by Cotterell. Roll call vote was taken and motion carried unanimously. Rich proclaimed the adoption of Ordinance No. 3406.

CITY MANAGER ACTIVITY REPORT

Colley reported briefly on the following:

- Work study/Orientation scheduled for 6:00 pm at the January 28 meeting
- Updates on 2012 Strategic Plans will be provided to Council this week
- Ideas for the Goal Setting Session should be forwarded to the City Manager
- SWACT meeting attendance – potential projects under consideration
- Department Head meetings
- Tentative future Council agendas
- Continued work session – January 31, 2013, 4:00 p.m.

Meeting adjourned at 7:43 p.m.

Sandy Cook
Public Works Staff Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OLCC APPLICATION-NEW OUTLET BACKSIDE BREWING, LLC

Meeting Date: January 28, 2013
Department: City Manager's Office
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Sheila Cox
Contact Telephone Number: 492-6866

ISSUE STATEMENT AND SUMMARY

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

BACKGROUND

We have received an application for a new outlet location for Backside Brewing, LLC located at 1640 NE Odell Avenue. This is a "Brewery Public House" license application submitted by K.C. McKillop and Benjamin Looney.

- A. **Council Action History.** Council is required to hold a public hearing before recommending OLCC denial or approval of any application for a new outlet.
- B. **Analysis.** Notice of the public hearing was published and posted, and a background investigation was conducted on the applicants in accordance with Roseburg Municipal Code Chapter 9.12. Our office received no objections to issuance of the license, and the Police Department found no reason to deny the application as presented. Council is required to allow an opportunity for comment regarding the license during the public hearing.
- C. **Financial and/or Resource Considerations.** The applicants have paid the appropriate fee for City review of the application.
- D. **Timing Issues.** The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

"I MOVE TO RECOMMEND OLCC APPROVAL OF THE NEW LOCATION APPLICATION FOR A BREWERY PUBLIC HOUSE LICENSE FOR "BACKSIDE BREWING LLC" LOCATED AT 1640 NE ODELL AVENUE."

ATTACHMENTS

A. Subject Application

c: Applicant
OLCC



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
 - Commercial Establishment
 - Caterer
 - Passenger Carrier
 - Other Public Location
 - Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: JS

Date: 1-15-13

90-day authority: Yes No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① Backside Brewing, LLC ③ _____

② Backside Brewing, LLC ④ _____

2. Trade Name (dba): Backside Brewing, LLC

3. Business Location: 11640 NE Odell Ave Roseburg Douglas OR 97470
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 950 SE Oak Ave. Roseburg OR 97470
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 541-580-1906
(phone) (fax)

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

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: Gerretsen's Building Supply

9. Will you have a manager? Yes No Name: KC McKillip
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? Roseburg
(name of city or county)

11. Contact person for this application: KC McKillip 541-580-1906
(name) (phone number(s))
741 Suicide Creek Rd. N/A mckillip47@gmail.com
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① [Signature] Date 1-16-13 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: Backside Brewing, LLC Phone: 541-580-1906

Trade Name (dba): Backside Brewing, LLC * NO DBA Filed.

Business Location Address: 11640 NE Odell Ave.

City: Roseburg ZIP Code: 97470

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday closed to closed
Monday 9am to 5pm
Tuesday 9am to 5pm
Wednesday 9am to 5pm
Thursday 9am to 5pm
Friday 9am to 5pm
Saturday 10am to 6pm

Outdoor Area Hours:

Sunday closed to closed
Monday 9am to 5pm
Tuesday 9am to 5pm
Wednesday 9am to 5pm
Thursday 9am to 5pm
Friday 9am to 5pm
Saturday 10am to 6pm

The outdoor area is used for:

- Food service Hours: _____ to _____
- Alcohol service Hours: 9am to 6pm
- Enclosed, how Fenced

The exterior area is adequately viewed and/or supervised by Service Permittees.

(Investigator's Initials)

Seasonal Variations: Yes No If yes, explain: Outside will not be open when raining.

ENTERTAINMENT

Check all that apply:

- Live Music
- Recorded Music
- DJ Music
- Dancing
- Nude Entertainers
- Karaoke
- Coin-operated Games
- Video Lottery Machines
- Social Gaming
- Pool Tables
- Other: _____

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday _____ to _____
Monday _____ to _____
Tuesday _____ to _____
Wednesday _____ to _____
Thursday _____ to _____
Friday 5pm to 6pm
Saturday 3pm to 6pm

SEATING COUNT

Restaurant: _____ Outdoor: _____
Lounge: _____ Other (explain): _____
Banquet: _____ Total Seating: None

OLCC USE ONLY

Investigator Verified Seating: _____ (Y) _____ (N)
Investigator Initials: el
Date: 1-10-13

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 1/10/2013

1-800-452-OLCC (6522)
www.oregon.gov/olcc



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

MUNICIPAL COURT QUARTERLY REPORT

Meeting Date: January 28, 2013
Department: Municipal Court
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Cheryl Guyett
Contact Telephone Number: 492-6710

ISSUE STATEMENT AND SUMMARY

In accordance with the terms of Judge Madison's contract with the City, a report on the court's case volume and program revenues is to be presented to Council on a quarterly basis by Judge Madison.

BACKGROUND

A. Council Action History

Council completed Judge Madison's annual performance evaluation in executive session on July 23, 2012. During that meeting, Council approved an amendment to the Judge's contract to include the presentation of a quarterly financial report to Council.

The first quarterly report was presented to Council on October 22, 2012. Based upon first quarter revenues, concern was expressed about revenues being significantly under budget by yearend. Judge Madison was asked to attend the next quarterly meeting when a midyear report of revenues is available.

C. Financial and/or Resource Considerations.

	1ST QTR	2ND QTR	YTD TOTAL	YTD PRIOR YEAR
<u>COURT CASE TOTALS</u>				
CRIMES	276	307	583	478
TRAFFIC CRIMES	97	74	171	154
TRAFFIC VIOLATIONS	1,107	701	1,808	1,800
NON-TRAFFIC VIOLATIONS	216	138	354	232
TOTAL	1,696	1,220	2,916	2,664

	BUDGET 2012-13	YTD ACTUAL 09/30/2012	YTD ACTUAL 12/31/2012	PRIOR YR ACTUAL 12/31/2011
<u>COURT REVENUES</u>				
FINES-TRAFFIC	\$ 325,000	\$ 54,376	\$ 117,048	\$ 110,890
FINES-CRIMINAL	-	10,016	21,370	29,379
COURT COSTS	54,000	6,996	14,652	31,349
COURT APPOINTED ATTORNEY	3,000	1,001	1,989	908
COLLECTIONS	265,000	53,814	87,770	111,262
TOTAL	\$ 647,000	\$ 126,203	\$ 242,829	\$ 283,788

At the October meeting questions arose about a possible \$200,000 revenue budget shortfall. The collections revenue budget was reported incorrectly on the first quarterly report as \$320,000. Although the adjustment reduces the budget by \$65,000, yearend revenue estimates continue to be approximately \$500,000. Revenues are expected to be sufficient to offset the department's operational costs. A budgeted staff position is currently unfilled pending review of operations and staffing levels.

A portion of fines assessed are required to be sent to the State of Oregon. In 2011 the state passed legislation restructuring the court fine system effective January 1, 2012. The intent was to simplify the revenue and distribution structure. Previously assessments were payable to the state and county and amounts varied based upon the amount of the fine. Those were replaced with a fixed \$60 assessment payable to the state for all fines, regardless of the fine amount. Staff will continue to monitor the impact these changes will have on the court's fine structure.

D. Timing Issues.

Quarterly reports are due to the City Manager on or before the last day of the month following the end of each calendar quarter. The report is to be received by Council by the following meeting.

COUNCIL OPTIONS

No action is requested

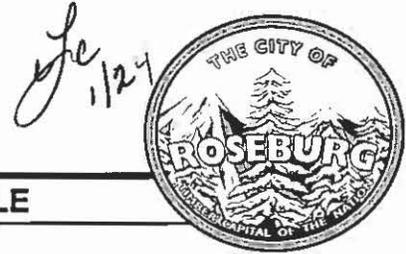
SUGGESTED MOTION

n/a

ATTACHMENTS

n/a

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



2013 CITY COUNCIL REGULAR MEETING SCHEDULE

Meeting Date: January 28, 2013
Department: Administration
www.cityofrosburg.org

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

ISSUE STATEMENT AND SUMMARY

In the past, Council has addressed each regular City Council meeting conflict as it arises. Staff would like to determine the regular Council meeting schedule at the outset of each calendar.

BACKGROUND

A. Council Action History. No action has been taken on this particular recommendation. Historically, the City Council has cancelled regular meetings that conflict with national holidays approximately two months prior to those meetings.

B. Analysis. In order to better plan regular meetings, Staff recommends a meeting schedule be adopted for the entire year rather than addressing each holiday conflict as it arises. This would be particularly helpful during the months of November and December in which the Veterans Day, Thanksgiving Day and Christmas holidays conflict with Council meetings resulting in one meeting in those months. With generally one meeting in consecutive months, it may be better to schedule a meeting on the third Monday to reduce the gap between meetings and allow issues to be addressed in a timelier manner. Since the Planning Commission now meets only on the first Monday of each month, such scheduling would not create a conflict with that Commission.

Staff recommends the following regular meeting schedule for 2013. This schedule does not address special meetings or work sessions that the Council may wish to schedule throughout the course of the year.

January 14	July 8
January 28	July 22
February 11	August 12
February 25	August 26
March 11	September 9
March 25	September 23
April 8	October 14
April 22	October 28
May 13	November 18
June 10	December 16
June 24	

This proposed schedule:

- eliminates May 27 (Memorial Day Holiday)
- schedules November 18 (third Monday) in lieu of November 11 (Veterans' Day Holiday) and November 25 (Thanksgiving Week)
- schedules December 16 (third Monday) in lieu of December 9 and 23 (Christmas Week).

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

D. Timing Issues. Action should be taken early in each calendar year.

COUNCIL OPTIONS

The City Council may:

1. Adopt the above 2013 regular meeting schedule as proposed.
2. Adopt the above 2013 regular meeting schedule with amendment.
3. Decline to adopt a 2013 regular meeting schedule.

STAFF RECOMMENDATION

Staff recommends Council adopt the meeting schedule.

SUGGESTED MOTION

"I MOVE ADOPT THE 2013 REGULAR CITY COUNCIL MEETING SCHEDULE AS PROPOSED."

LC
1/24

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CITY MANAGER ACTIVITY REPORT

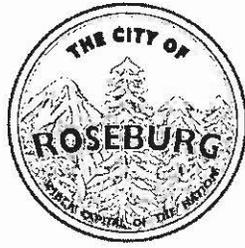
Meeting Date: January 28, 2013
Department: City Manager
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

At each meeting I will provide the City Council with a brief oral report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. At your January 28, 2013, meeting, I will report on the following items:

- Department Head Meeting Agendas (Attachment 1)
- Tentative Future Council Agenda Items (Attachment 2)
- Work Session Continuation – January 31, 2013, 4:00 p.m.



Agenda
Department Heads Meeting
January 15, 2013, 10:00 a.m.

1. Review January 14, 2013 Council Meeting
2. Review Tentative January 28, 2013 Council Meeting
3. Tentative Future Agenda
4. Document Signing
5. Goal Setting Preparation – Meeting Location (Doors Locked)
6. Budget Philosophy - City Manager
7. Department Items



Agenda
Department Heads Meeting
January 22, 2013, 10:00 a.m.

1. Review Tentative January 28, 2013 Council Meeting
2. Tentative Future Agenda
3. Document Signing
4. City Employee E-Mail and Intranet Site
5. Grant Application Process
6. Staff Goals
7. Budget Retreat
8. Department Items

TENTATIVE FUTURE COUNCIL AGENDA

January 31, 2013 – 4:00 p.m.

Goal Setting Work Session Continued – Public Safety Center

February 11, 2013

6:00 p.m. Special Meeting – Invite Budget Committee

- A. Annual Financial Report – Tom Davidson
- B. Quarterly Financial Report – Quarter Ended December 31, 2012
- C. Presentation of Budget Package and Calendar

7:00 p.m. Regular Meeting

Consent Agenda

- A. Minutes of January 28, 2013 Meeting

Department Items

- A. Storm Drainage Fees
- B. Golf Course Concessionaire Contract

City Manager Reports

- A. Activity Report

February 25, 2013

6:00 p.m. Special Meeting - Planning Commission Interviews

7:00 p.m. Regular Meeting

Council/Commission Reports

- A. Planning Commission Appointment

Consent Agenda

- A. Minutes of February 11, 2013 Meeting

Public Hearing

- A. Ordinance No. ____ - LUDO Amendments

Department Items

- A. Resolution No. 2013-____ - Storm Drainage Fees
- B. Highway 138 Corridor Design

City Manager Reports

- A. The Partnership Annual Report
- B. Activity Report

March 11, 2013

6:30 p.m. Executive Session – Potential Litigation

7:00 p.m. Regular Meeting

Consent Agenda

- A. Minutes of February 25, 2013 Meeting

Ordinances

- A. 2nd Reading, Ordinance No. ____ - LUDO Amendments

Department Items

- A. Annual Visitors & Convention Bureau Review
- B. Dixonville Certificates

City Manager Reports

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

March 25, 2013

Consent Agenda

- A. Minutes of March 11, 2013 Meeting

City Manager Reports

- A. Activity Report

April 8, 2013

Mayor Reports

- A. Volunteer Month Proclamation
- B. Boys and Girls Club Week Proclamation

Presentations

- A. Volunteer Recognition

Consent Agenda

- A. Minutes of March 25, 2013 Meeting

Public Hearing

- A. Population Forecast

City Manager Reports

- A. Chamber of Commerce Contract for Visitors Services
- B. Activity Report

April 22, 2013

Consent Agenda

- A. Minutes of April 8, 2013 Meeting
- B. 2013 OLCC License Renewals

Department Reports

- A. Municipal Court Quarterly Report
- B. Quarterly Financial Report – Quarter Ended March 31

City Manager Reports

- A. Activity Report



May 13, 2013

Consent Agenda

- A. Minutes of April 22, 2013 Meeting
- B. Resolution No. 2013-___ - Annual Fee Adjustments
- C. Resolution No. 2013-___ - Water Fee Adjustments
- D. U-TRANS Services Agreement

City Manager Reports

- A. Activity Report

June 10, 2013

Mayor Reports

- A. "Camp Millennium Week" Proclamation
- B. "Ride to Work Day" Proclamation

Consent Agenda

- A. Minutes of May 13, 2013 Meeting

Public Hearing

- A. Resolution No. 2013-___ - 2013/2014 Budget Adoption

City Manager Reports

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Public Hearing – Resolution UR-13-___, 2013/2014 Budget Adoption

Executive Session

- A. City Manager Quarterly Evaluation

June 24, 2013

Consent Agenda

- A. Minutes of June 10, 2013 Meeting

City Manager Reports

- A. Activity Report

Executive Session

- A. Municipal Judge Evaluation

July 8, 2013

Consent Agenda

- A. Minutes of June 24, 2013 Meeting

City Manager Reports

- A. Activity Report

July 22, 2013

Consent Agenda

- A. Minutes of July 8, 2013 Meeting

Department Reports

- A. Municipal Court Quarterly Report
- B. Quarterly Financial Report – Quarter Ended June 30

City Manager Reports

- A. Activity Report

August 12, 2013

Consent Agenda

- A. Minutes of July 22, 2013 Meeting

City Manager Reports

- A. Activity Report

August 26, 2013

Consent Agenda

- A. Minutes of August 12, 2013 Meeting

City Manager Reports

- A. Activity Report

Executive Session

- A. City Manager Quarterly Review

September 9, 2013

Consent Agenda

- A. Minutes of August 26, 2013 Meeting

City Manager Reports

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

September 23, 2013

Consent Agenda

- A. Minutes of September 9, 2013 Meeting

City Manager Reports

- A. Activity Report

October 14, 2013

Consent Agenda

- A. Minutes of September 23, 2013 Meeting

City Manager Reports

- A. Activity Report

October 28, 2013

Consent Agenda

- A. Minutes of October 14, 2013 Meeting

Department Reports

- A. Municipal Court Quarterly Report
- B. Quarterly Financial Report – Quarter Ended September 30

City Manager Reports

- A. Activity Report

November 18, 2013

Consent Agenda

- A. Minutes of October 28, 2013 Meeting
- B. Resolution No. 2013-___ - Fee Adjustments

City Manager Reports

- A. Activity Report

Executive Session

- A. City Manager Annual Review

December 16, 2013

Consent Agenda

- A. Minutes of November 25, 2013 Meeting

City Manager Reports

- A. Activity Report

Unscheduled

- Brownfield Grant – CORP Switchyard Property Analysis
 - Budget Committee Appointments
 - LUDO Update – Part 2
 - Ordinance ___ - Amend RMC 2.24, Parks & Recreation Commission Responsibilities
 - Ordinance No. ___ - Tree Ordinance
 - Potential Urban Renewal District Boundary Expansion – Harvard Avenue
 - Public Hearing - Urban Growth Management Agreement
 - Ratification – IAFF Contract
 - Senior Center CDBG Grant Application Hearing
 - Urban Services Agreement
 - Work Sessions – City Charter Update
-