

**ROSEBURG CITY COUNCIL AGENDA – SEPTEMBER 14, 2015**  
City Council Chambers, City Hall,  
900 S. E. Douglas Avenue, Roseburg, OR 97470



**7:00 p.m. - Regular Meeting**

1. **Call to Order – Mayor Larry Rich**
2. **Pledge of Allegiance**
3. **Roll Call**  
Alison Eggers            Ken Fazio                    Victoria Hawks            Steve Kaser  
Lew Marks                John McDonald            Tom Ryan                 Andrea Zielinski
4. **Mayor Report**  
A. Alzheimer’s Awareness Proclamation – Sandra Thorn
5. **Commission Reports/Council Ward Reports**  
A. Implementation of Annual City Manager Performance Evaluation
6. **Audience Participation – See Information on the Reverse**
7. **Consent Agenda**  
A. Minutes of August 24, 2015 Meeting
8. **Public Hearings**  
A. New OLCC Outlet – Wild Rose Tavern, 805 SE Stephens  
B. Community Development Block Grant, Head Start Facility
9. **Resolutions**  
A. Resolution No. 2015-11, Park Fees for Veteran Organizations
10. **Items From Departments**  
A. Downtown Roseburg Association Annual Report  
B. Smoking Policies – Parks and City Parking Lots
11. **Items From Mayor, Council or City Manager**
12. **Informational**  
A. Activity Report
13. **Executive Session ORS 192.660(2)**
14. **Adjournment**  
**URBAN RENEWAL AGENCY BOARD MEETING IMMEDIATELY FOLLOWING**

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

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

## **AUDIENCE PARTICIPATION INFORMATION**

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

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

### **TIME LIMITATIONS**

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

### **CITIZEN PARTICIPATION – AGENDA ITEMS**

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

### **CITIZEN PARTICIPATION – NON-AGENDA ITEMS**

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

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

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

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

***Thank you for attending our meeting – Please come again.***

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

# Proclamation

## CITY OF ROSEBURG, OREGON

### WALK TO END ALZHEIMER'S DAY PROCLAMATION

**WHEREAS:** approximately 60,000 Oregonians suffer from Alzheimer's. Every 67 seconds someone will develop Alzheimer's. Alzheimer's is the 6<sup>th</sup> leading cause of death in the United States and the only leading cause of death without a cure, treatment or prevention; and

**WHEREAS:** the number of Oregonians over age 65 inflicted with Alzheimer's is expected to increase 40% by 2025; and

**WHEREAS:** the Walk to End Alzheimer's is the single largest fundraising and awareness raising campaign for the Alzheimer's Association, both locally and nationally. Funds raised from the Walk to End Alzheimer's supports research as well as services and programs for persons who suffer from this devastating disease and their family caregivers; and

**WHEREAS:** the Alzheimer's Association mission is to eliminate Alzheimer's disease through the advancement of research, to provide and enhance care and support for all affected, and to reduce the risk of dementia through brain health.

**NOW, THEREFORE,** I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim Sunday, September 27, 2015 as

### WALK TO END ALZHEIMER'S DAY IN THE CITY OF ROSEBURG OREGON

And encourage our citizens to support the Walk to End Alzheimer's.

**DATED** this 14<sup>th</sup> day of September 2015.



*Larry Rich*

THE HONORABLE MAYOR

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

*LC*  
9/9/15

COUNCIL REPORTS A  
09-14-2015



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## City Manager Evaluation Process

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**Meeting Date:** September 14, 2015  
**Department:** City Manager's Office  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

Pursuant to the City Manager performance appraisal process, the first step of that process is for the City Manager to present a report on the accomplishment of Council Goals.

### BACKGROUND

**A. Council Action History.** Each year, the City Council implements the City Manager evaluation process in the fall in order to conclude by calendar year end. No action has been taken for the 2015 evaluation.

**B. Analysis.**

The first step of the evaluation process is the City Manager's presentation of a report on the status of Council Goals. An update will be shared at your meeting of September 28<sup>th</sup>. As always, I appreciate any feedback you might have with regard to ongoing goal status reports, both during the upcoming Council meetings and throughout the year. The Goal Status report will be included in the packet for your September 28 meeting.

The remainder of the evaluation process shall be as follows:

1. City Manager's Office Staff will schedule appointments for the Mayor and City Councilors to meet one-on-one with the City Manager to discuss performance. Prior to those meetings, the City Manager shall give each Councilor a copy of a self-evaluation that he prepares using the same form which Councilors will use. The City Manager and the Mayor/Councilor will discuss the self-evaluation and other performance issues during the one-on-one meeting. As you may recall, the evaluation form was modified during 2014 to reflect items included in the City Manager contract and Council's input.
2. The City Manager's performance appraisal is scheduled for executive session on November 9, 2015. Prior to this meeting, the Mayor and City Councilors are to complete the attached appraisal form and submit it to the Council President no later than November 2<sup>nd</sup> to allow time to consolidate the information for distribution with the November 9<sup>th</sup> Council agenda packet.
3. Should the Council so desire, on November 23, 2015, the City Manager is scheduled to return to Council with a summary of what he heard during the appraisal process and what goals he has set for himself for the coming year.

The performance appraisal form is attached for your completion. There are six major elements to the form:

- A. Council Goals and Service Delivery
- B. Mayor and Council Support
- C. Leadership and General Management
- D. Community and Citizen Relations
- E. Department Operations
- F. Financial Management

The form uses a 1 to 5 rating system for indicators under each Element, with 1 meaning "Very Dissatisfied" and 5 meaning "Very Satisfied."

**C. Financial and/or Resource Considerations.** None.

**D. Timing Issues.** The schedule outlined under the Analysis section is in accordance with the process previously adopted by the Council.

#### **COUNCIL OPTIONS**

No City Council action is required.

#### **SUGGESTED MOTION**

No motions are required.

#### **ATTACHMENTS**

1. 2015 Council Goals
2. Performance Appraisal Form

**2015 ADOPTED GOALS AND ACTION ITEMS**  
**City of Roseburg**

<b><i>Identify and Implement Long Term Infrastructure Funding Mechanisms to Ensure Infrastructure System Sustainability</i></b>	
<b><i>Action Item</i></b>	<b><i>Estimated Completion</i></b>
Evaluate and update water and parks fee structures and present to Council	Parks 06/30/15 Water 12/31/15
Evaluate and update water, storm and parks system development charges and present to Council	12/31/16
Implement residential sidewalk standards for infill with possible use of Assessment Fund for cost share	12/31/15
Explore available grant funding sources for any opportunities where one-time money can reduce long-term costs, e.g. energy savings, automation, efficiency	Ongoing
Develop a commercial sidewalk assessment fund policy and market it to the commercial development community	03/31/16
Evaluate multiple options for ongoing street/path funding including gas tax, general obligation bonding, local option funding and a street utility fee	03/31/16

<b><i>Implement the Urban Renewal Financial and Capital Improvement Plan; Evaluate Establishment of an Additional Urban Renewal Plan Area</i></b>	
<b><i>Action Item</i></b>	<b><i>Estimated Completion</i></b>
Identify grants and other funding mechanisms to enhance existing facade improvement program	Ongoing
Identify areas for future Urban Renewal Plan areas for initial review by the Council/Agency Board	06/30/16
Upgrade City-owned property and assets in the existing area	Phase 1 12/31/15 Phase 2 12/31/16
Upgrade parking structure for safety, functionality and aesthetics	12/31/15

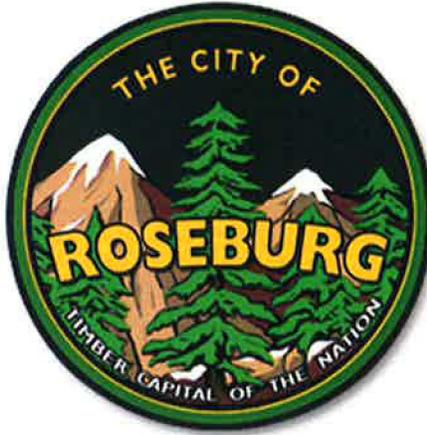
**2015 ADOPTED GOALS AND ACTION ITEMS**  
**City of Roseburg**

<b><i>Initiate Community Livability Programs and Beautification Projects</i></b>	
<b><i>Action Item</i></b>	<b><i>Estimated Completion</i></b>
Implement City entrance signage and wayfinding	12/31/16
Create City communications strategy including social media	08/31/15
Identify grants and other funding mechanisms to enhance existing façade improvement programs and other beautification projects	Ongoing
Upgrade City parking area near Deer Creek	12/31/16
Upgrade parking structure visually and functionally	12/31/16
Revisit Tree City USA program and tree ordinance	03/31/16
Support Part-time Compliance Officer	08/31/15
Participate/encourage volunteerism through community based volunteer programs	08/31/15
Evaluate bikeway system after Transportation System Plan adoption	12/31/16
Enhance/incentivize residential sidewalk program	12/31/15

<b><i>Define and Establish Business Friendly/Improved City Image</i></b>	
<b><i>Action Item</i></b>	<b><i>Estimated Completion</i></b>
As part of the second/third phases of the LUDO update, identify and remedy inconsistencies that may lead to misunderstandings	Phase 2 7/31/15 Phase 3 12/31/15
Work with appropriate agencies (UCC Small Business, Business Incubator, Partnership) to ensure consistent understanding of business registration and site development standards	09/30/15
Provide customer service training for City employees providing direct services to the public	Annually
Provide outreach to the real estate and development community about the business registration process and requirements	09/30/15
In conjunction with Goal 1, establish a commercial sidewalk enhancement program utilizing the Street Light/Sidewalk Fund and the Assessment Fund	

**CITY MANAGER PERFORMANCE EVALUATION**

**CITY OF ROSEBURG, OR**



INDIVIDUAL BEING EVALUATED CITY MANAGER LANCE COLLEY

EVALUATION PERIOD December 2014 to November 2015

REVIEWER'S NAME \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_

Each member of the City Council must complete this evaluation form, sign it in the appropriate space provided above and return it to City Council President or Management Technician Debi Davidson no later than November 2, 2015

All submitted evaluations will be summarized and included on the City Council November 9, 2015 agenda for discussion.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

# CONFIDENTIAL

## PURPOSE

The purpose of the Performance Evaluation is to provide feedback on the job performance of the City Manager and, if necessary, create a development plan for areas of improvement. It is also used to provide a basis for a merit increase. Additionally, the performance evaluation process provides the Council and City Manager the opportunity and means to establish and maintain open communication and an effective working relationship.

## PROCESS

Performance evaluations are based on performance standards that address the competencies, skills and expected outcomes necessary for being an effective City Manager. These standards define the level at which the City Manager must perform his or her job duties to meet the Council's expectations. Performance evaluations should include positive feedback as well as areas for improvement and examples of observed behavior.

The Council and Mayor should meet periodically to monitor the performance of the organization and the City Manager. The City Of Roseburg has determined that the City Manager job performance review and evaluation process will take place as follows:

1. A quarterly executive session at which time the City Council will review the job performance of the City Manager. This is an oral review session intended to provide the opportunity for discussion with input from both the Council and the City Manager. Core competencies as described in Performance Evaluation Form should be used to guide this group discussion. Specific examples should be used during this discussion to ensure clarity and meaningful feedback. These quarterly performance reviews provide for open communication and progress checks, as well as a basis for the formal annual performance evaluation. Quarterly evaluations will not take place during the October – December quarter while the formal annual evaluation is in progress.
2. Annually, beginning in the fall and concluding by the end of the calendar year, there will be a formal written process where each Councilor will complete this, or a similar form, which will then be used as the formal, official Performance Evaluation. At the time of the formal review, there should be no surprises to either the City Council or the City Manager. The entire City Council and the City Manager have input into the performance evaluation. This gives both parties the opportunity to be heard and to provide honest input and make the performance evaluation a joint process.

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## INSTRUCTIONS

The evaluation form contains ten (10) core competencies and their expected standards of performance for each. A 5 point scale is used to rate each of the behavioral standards.

Using the following scale, indicate your rating of the City Manager's performance for each category.

Any item left blank will be assigned a score of 3 (Meets). Use whole digits; fractions will be rounded down (e.g., 3.5 will be entered as a 3).

Rating Scale	Definition
5	<b>Consistently exceeds targets and standards.</b>
4	<b>Superior performance in meeting targets and standards.</b>
3	<b>Performance meets expectations.</b>
2	<b>Performance does not consistently meet expectations.</b>
1	<b>Performance is well below reasonable standards.</b>

In each Core Competency, divide the sum of your ratings in that Competency and divide by 5 to arrive at a single score for the competency.

In addition to assigning a numerical rating to specific items within a Core Competency, this evaluation form also contains sections for entering narrative comments, including the opportunity to respond to specific questions and to include any specific examples of observed behavior which support your rating and are pertinent to the evaluation period. Additional pages may be added if necessary. Please write legibly. All evaluation forms must be submitted prior to the deadline identified on the cover page. Submitted forms will be summarized into a single performance evaluation to be presented and discussed by the City Council and the City Manager.

Please submit the form as follows:

- Leave all pages of the evaluation form attached
- Initial each page
- Sign and date the cover page
- Enter the date the evaluation was submitted in the space provided on the cover page

# CONFIDENTIAL

## LEGEND

### Core Competencies

#### 1. CORE COMPETENCY



#### RATING

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below. Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

ADDITIONAL COMMENTS:



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## Core Competencies

### 1. INDIVIDUAL CHARACTERISTICS

- \_\_\_\_\_ Diligent and thorough in the discharge of duties; a "self-starter".
- \_\_\_\_\_ Exercises good judgment.
- \_\_\_\_\_ Displays enthusiasm, cooperation and willingness to adapt.
- \_\_\_\_\_ Displays mental and physical stamina appropriate for the position.
- \_\_\_\_\_ Composure, appearance and attitude are fitting for an individual in this Executive position. This person is able to separate personal feelings from the advancement of the City's interests.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 2. PROFESSIONAL SKILLS AND STATUS

- \_\_\_\_\_ Maintains knowledge of current developments affecting the practice of local government management.
- \_\_\_\_\_ Demonstrates a capacity for innovation and creativity.
- \_\_\_\_\_ Anticipates and analyzes problems to develop effective approaches for solving them.
- \_\_\_\_\_ Willing to try new ideas proposed by City Council and/or Staff.
- \_\_\_\_\_ Sets a professional example by handling affairs of the public office in a fair and impartial manner.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 3. RELATIONS WITH ELECTED MEMBERS OF THE CITY COUNCIL

\_\_\_\_\_ Carries out directives of the City Council as a whole as opposed to those of any one member, special interest or minority group.

\_\_\_\_\_ Participates in setting City Council meeting agendas which avoids unnecessary Council involvement in administrative actions.

\_\_\_\_\_ Disseminates complete and accurate information equally to all Council members in a timely manner.

\_\_\_\_\_ Assists by facilitating decision making without usurping authority.

\_\_\_\_\_ Responds professionally to requests, advice and constructive criticism and accepts responsibility for undesirable results.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 4. POLICY EXECUTION

- \_\_\_\_\_ Implements actions and directives in accordance with the intent of the City Council.
- \_\_\_\_\_ Supports the actions of the City Council after a decision has been reached, both inside and outside the organization.
- \_\_\_\_\_ Understands, supports and enforces local government's laws, policies and ordinances.
- \_\_\_\_\_ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.
- \_\_\_\_\_ Offers workable alternatives to the City Council for changes in law or policy when an existing policy or ordinance is no longer practical.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 5. REPORTING

- \_\_\_\_\_ Using the City Charter as a guide, provides regular information and reports to the City Council concerning matters of importance to the local government.
- \_\_\_\_\_ Responds in a timely manner to requests from the City Council for special reports.
- \_\_\_\_\_ Takes the initiative to provide information, advice and recommendations to the City Council on matters which are non-routine and not administrative in nature.
- \_\_\_\_\_ Reports produced by the City Manager are accurate, comprehensive, concise and written to and for their intended audience.
- \_\_\_\_\_ Produces and handles reports in a way to convey the message that the affairs of the City are open to public review and scrutiny.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 6. CITIZEN RELATIONS

- \_\_\_\_\_ Responsive in a timely manner to requests and/or complaints from citizens.
- \_\_\_\_\_ Demonstrates a dedication to service to the community and its citizens.
- \_\_\_\_\_ Maintains a nonpartisan approach in dealing with the local news media.
- \_\_\_\_\_ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests.
- \_\_\_\_\_ Makes an appropriate good-faith effort to maintain citizen satisfaction with city services.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 7. STAFFING

- \_\_\_\_\_ Recruits and retains competent personnel for staff positions.
- \_\_\_\_\_ Applies an appropriate level of supervision to improve any areas of substandard performance.
- \_\_\_\_\_ Stays accurately informed and appropriately concerned about employee relations
- \_\_\_\_\_ Professionally manages the compensation and benefits plan.
- \_\_\_\_\_ Promotes training and development opportunities for employees at all levels within the organization.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 8. SUPERVISION

- \_\_\_\_\_ Encourages Department Heads to make decisions within their jurisdictions with minimal City Manager involvement, yet maintains general control of operations by providing the appropriate amount of communication to staff.
- \_\_\_\_\_ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls of their programs while still monitoring operations at the department level.
- \_\_\_\_\_ Develops and maintains a friendly, informal and professional relationship with the staff and work force in general yet maintains the professional dignity of the office of City Manager.
- \_\_\_\_\_ Sustains or improves staff performance by evaluating the performance of staff members annually, setting goals and objectives for them, periodically assessing their progress and providing appropriate and timely feedback.
- \_\_\_\_\_ Encourages teamwork, innovation and effective problem solving among staff members.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category.

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 9. FISCAL MANAGEMENT

- \_\_\_\_\_ Prepares a balanced budget to provide City services at a level directed by the City Council.
- \_\_\_\_\_ Makes the best possible use of available funds, conscious of the need to operate the City efficiently and effectively.
- \_\_\_\_\_ Prepares a budget and budgetary recommendations in an intelligent, accessible manner understood by the City Council.
- \_\_\_\_\_ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.
- \_\_\_\_\_ Appropriately monitors and manages fiscal activities of the City.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## 10. COMMUNITY RELATIONS

- \_\_\_\_\_ Shares responsibility for addressing the difficult issues facing the city.
- \_\_\_\_\_ Avoids unnecessary controversy.
- \_\_\_\_\_ Cooperates with neighboring communities and the county.
- \_\_\_\_\_ Helps the Council address future needs and development appropriate plans to address long term trends.
- \_\_\_\_\_ Cooperates with other regional, state and federal government agencies.

Add and enter the numerical values from above \_\_\_\_\_ ÷ by 5= \_\_\_\_\_ is your score for this category

NOTE: For a rating of 1 or 5, please provide or cite an example or instance in the space below.

ADDITIONAL COMMENTS:

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Evaluator Initials \_\_\_\_\_

# CONFIDENTIAL

## NARRATIVE EVALUATION

List three performance objectives for the City Manager that you feel are the most important targets for the upcoming year:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What would you identify as the City Managers strength(s), expressed in terms of the principle results achieved during the review period?

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What performance area(s) would you identify as most critical for success?

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What performance area(s) would you identify as most critical for improvement?

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What constructive suggestion(s) and/or recommendation(s) can you offer to the City Manager to improve performance?

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

**August 24, 2015**

Mayor Larry Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on Monday, August 24, 2015, in the City Hall Council Chambers, 900 SE Douglas, Roseburg, Oregon. Councilor McDonald led the Pledge of Allegiance.

ROLL CALL

Present: Councilors Ken Fazio, John McDonald, Alison Eggers, Lew Marks, Tom Ryan and Victoria Hawks.

Absent: Councilors Steve Kaser and Andrea Zielinski.

Others present: City Manager Lance Colley, City Recorder Sheila Cox, City Attorney Bruce Coalwell, Police Chief Jim Burge, Finance Director Ron Harker, Human Resources Director John VanWinkle, Public Works Director Nikki Messenger, Community Development Director Brian Davis, Fire Chief Gregg Timm, Engineering Intern Kyle Morris, Management Technician Debi Davidson, Troy Brynelson of the News Review and Kyle Bailey of KQEN Radio.

MAYOR REPORT

Rich noted that Roseburg resident Alek Sarkalos was involved in disarming a gunman on a train in France. He welcomed suggestions on how to appropriately honor Sarkalos when he returns to Roseburg on September 8<sup>th</sup>.

Retired Marine First Sergeant Jim Barnett reported that General Marion Carl was inducted into the Hall of Valor. Barnett was given a bronze eagle statue to commemorate that induction which Burnett plans to display in various places within the City beginning with City Hall. Carl also received the Congressional Gold Medal Award. Barnett is working with contributors to have that award displayed at the Memorial at the Roseburg Regional Airport.

COMMISSION REPORTS/COUNCIL WARD REPORTS

Ryan reported the Airport Commission discussed the General Marion Carl award.

Hawks reported that several officials attended a meeting regarding the homeless situation. No decisions were made but ideas were proffered to move forward on the issue. She also commended the crews working on the downtown street project and appreciated how clean the work area has been kept. Marks added that they were also doing a good job in directing traffic through the detours.

Rich noted that traffic flow was confusing near the Dairy Queen with the Highway 138 project. Colley indicated the traffic signal at Diamond Lake and Stephens was turned off as a result of that confusion. Flaggers are now directing traffic.

ENGINEERING INTERN REPORT – KYLE MORRIS

Messenger introduced Oregon State University Civil Engineering student Kyle Morris who is completing his six month internship with the City. Morris shared a presentation regarding his experience. He designed and oversaw renovation of the Charles S. Gardiner Multi-Use Path

Renovation, surveyed and designed ADA compliant sidewalk ramps and is currently designing the Deer Creek Trail Project. Councilors complimented Morris on his skills and expressed appreciation for his work.

CONSENT AGENDA

Ryan moved to approve the following Consent Agenda items:

- A. Minutes of August 10, 2015 regular meeting.
- B. Purchase of 2014 CAT 420F backhoe from Peterson CAT for \$106,677.13.

Motion was seconded by Marks and carried unanimously.

PUBLIC HEARING – 12-INCH BRUSH CHIPPER COOPERATIVE PURCHASE

At 7:22 p.m., Rich opened the public hearing regarding the cooperative purchase of a brush chipper. Messenger reported that the equipment is shared between the Parks and Street maintenance crews. Both divisions agreed that the recommended equipment would work best for their purposes, particularly for post-storm cleanup and tree maintenance. The proposal is to purchase the equipment through the National Joint Powers Alliance through which we purchased a street sweeper. As no one else wished to speak, the hearing was closed at 7:24 p.m. Fazio moved to authorize the purchase of a Vermeer Chipper from RDO utilizing NJPA pricing of \$48,255. Motion was seconded by Hawks and carried unanimously.

PUBLIC HEARING – PROPOSED SALE OF WILLIS HOUSE AND PARK

Rich opened the public hearing at 7:25 p.m. to consider a proposal to sell the Willis House and Park. As the City's real estate broker, Hawks recused herself from participating in this matter. Colley reported an offer was received to lease the Willis House for two years at \$800 per month with \$200 per month applied to the purchase price of \$210,000. A local business person plans to include a number of different activities including retail sales, a makers' guild meeting place, restaurant activity, etc. Any improvements made during that period of time would need Community Development approval and must comply with historic requirements. As no one else wished to speak, the hearing was closed at 7:27 p.m. Marks moved to accept the lease/purchase offer of \$210,000 from Raymond Bartram for the property located at 744 and 734 SE Rose Street under the conditions and restrictions outlined. Motion was seconded by Ryan and carried with Hawks abstaining.

PUBLIC HEARING – CDBG BLOCK GRANT – UCAN HEAD START PROJECT

At 7:28 p.m. Rich opened the public hearing regarding a proposed \$2,000,000 Community Development Block Grant (CDBG) application for United Community Action Network (UCAN) for construction of a new Head Start Building on the UCAN campus. Davis reminded Council that a year ago the Council approved the initial concept of pursuing the grant which can only be applied for by a local jurisdiction. Total cost of the project is \$4,200,000. UCAN has received private foundation commitments of \$1,200,000 and a loan for \$1,000,000. The balance of the cost would be covered by the CDBG grant. UCAN Director Mike Fieldman stated the facility will be 13,300 square feet and relocate services from Rose School, the Hucrest area and some home based programs. As no one else wished to speak, the hearing was closed at 7:36 p.m. Ryan moved to approve the application request by UCAN and direct Staff to move forward with the CDBG application process prior to September 30, 2015. Motion was seconded by Hawks and carried unanimously.

HIGHWAY 138E CORRIDOR SOLUTIONS – IGA AMENDMENT

Messenger reported on additional street and storm drainage work which needs to be added to the Highway 138 corridor project. During the waterline project in the same area, it was discovered that there is little to no base rock under Spruce and Douglas. Therefore, those street sections need to be reconstructed. In addition, the storm drainage line on Stephens from Oak to Douglas is extremely corroded and needs to be replaced. Funds are available in the Pavement Management Program and Storm Drainage Fund to cover the additional costs. Because the project is being constructed in conjunction with ODOT, a contract amendment would be needed to accommodate the additional work. Fazio moved to authorize the City Manager to negotiate and execute an amendment to the Highway 138E Corridor Solutions Project Intergovernmental Agreement to include the additional work outlined at a cost not to exceed \$123,000, seconded by Hawks. McDonald noted he was an ODOT employee and has not been involved in this particular project since he joined the City Council; therefore, Coalwell determined McDonald could participate in the vote. Motion was then voted on and carried unanimously.

SOUTH STEWART PARKWAY PROJECT DESIGN CONTRACT

Messenger reported on the selection process for design services related to the South Stewart Parkway project. The project will reconstruct Stewart Parkway between Valley View and Harvey Court including additional travel lanes, bicycle lanes, sidewalks and street lighting. A significant component is the construction of detention ponds to help alleviate flooding from Newton Creek. Discussion was held on design aspects in relation to the YMCA and tennis courts. It was stressed that the primary reason for the project was storm drainage retention with construction of detention ponds. Ryan moved to award the engineering design contract for the South Stewart Parkway Project to Century West Engineering for \$580,521. Motion was seconded by Eggers and carried unanimously.

PARK PERMIT FEES FOR VETERANS ORGANIZATIONS

Colley noted that Council requested that discussion be held regarding use of park facilities by Veteran organizations. The Veterans Forum has paid reservation fees for a Veterans picnic on Memorial Day for a number of years. The only other permit requested by a Veteran organization was for the Vietnam Memorial Wall which was charged \$25.00 per day. Therefore, not a lot of veterans groups are reserving space. Colley noted concern about waiving fees as many non-profit organizations request fee waivers for their activities. Staff time is involved in taking reservations, site preparation and cleanup. The fees charged do not cover the full cost of those services. Organizations are welcome to use the parks without fee or reservation. Fees are only charged when an organization wants to guarantee their sole use of the facility. There is no fee for the Veterans Day parade which is coordinated largely by volunteers, but does involve significant staff time.

Council discussion ensued with some Councilors expressing concern for the precedent which would be set and others believing fee waivers would be appropriate to recognize veteran sacrifices. Ryan moved to take no action at this time. Motion died for lack of a second. McDonald moved to direct Staff to prepare a resolution as outlined (1. Waiver would apply only for Memorial Day and Veteran's Day; 2. Waiver would apply only to events sponsored by a recognized Veteran organization that will be open to the general public; and 3. Waiver would not be granted for events that are exclusive only to the reserving organization and

therefore preclude the general public from enjoying the park facility). Motion was seconded by Fazio and carried unanimously.

ITEMS FROM MAYOR, COUNCIL OR CITY MANAGER

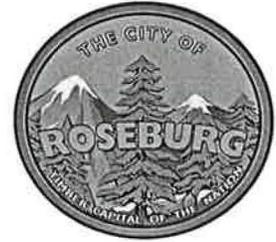
McDonald reported that Faith Lutheran Church held a community barbecue Sunday in Ward 3 with classic cars and music without being religious in nature at all. It was a good community event for the neighborhood.

The meeting was recessed at 8:12 p.m. in order for Council to meet in executive session under the authority of ORS 192.660(2)(e). The meeting reconvened in regular session at 8:35 at which time it was adjourned.



Debi Davidson  
Management Technician

*ate*  
*9/18/15*



## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

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### OLCC APPLICATION - NEW OUTLET – THE WILD ROSE SSS

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**Meeting Date:** September 14, 2015  
**Department:** City Recorder  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** PUBLIC HEARING  
**Staff Contact:** Sheila R. Cox  
**Contact Telephone Number:** 492-6866

*SLC*

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#### 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 to Council for a recommendation regarding endorsement.

#### BACKGROUND

OLCC has received an application for a new outlet for "The Wild Rose SSS" located at 805 SE Stephens in Roseburg. The application is for a "full on-premises sales".

- 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. My office received no objections to issuance of the license. Council is required to allow an opportunity for comment regarding the license during the public hearing.
- C. Financial and/or Resource Considerations.** The applicant has 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

After closing the public hearing, 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 OUTLET APPLICATION FOR THE WILD ROSE SSS LOCATED AT 805 SE STEPHENS IN ROSEBURG."*

**ATTACHMENTS**

A. Subject application.

cc: License Applicant w/copy of agenda  
Dave Spani, OLCC Representative  
OLCC License File  
Chrono File



# 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: CM

Date: 8/24/15

90-day authority:  Yes  No

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

① DDH LIFE'S GOAL INC ③ \_\_\_\_\_

② \_\_\_\_\_ ④ \_\_\_\_\_

2. Trade Name (dba): THE WILD ROSE SSS

3. Business Location: 805<sup>SE</sup> STEPHEN ST. ROSEBURG DOUGLAS OR 97470  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: SEE ABOVE  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: (541) 673-5333  
(phone) (fax)

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

7. If yes to whom: N/A Type of License: N/A

8. Former Business Name: THE WILD ROSE ROSEBURG

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

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

11. Contact person for this application: DE ANDRE HARMON (541) 817-7770  
(name) (phone number(s))

113 SHAFER CT ROSEBURG, OR 97471 WILD.ROSE.SPIRITS@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:

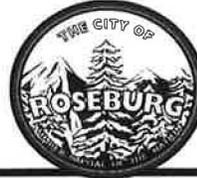
① [Signature] Date 8/23/15 ③ \_\_\_\_\_ Date \_\_\_\_\_

② \_\_\_\_\_ Date \_\_\_\_\_ ④ \_\_\_\_\_ Date \_\_\_\_\_

*aje*  
*9/15*

PUBLIC HEARING B  
09-14-15

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### Community Development Block Grant – Council Support for Application UCAN Head Start Project

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**Meeting Date:** September 14, 2015  
**Department:** Community Development  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Public Hearing  
**Staff Contact:** Brian Davis  
**Contact Telephone Number:** 541-492-6750

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At Council's last meeting, a public hearing was held on this matter. Due to a public notice error, which required at least seven days' notice with the News-Review, the public hearing needs to be held again. Adequate public notice has been provided for this meeting, and the remainder of this memo is identical to the one received by Council at the August 24 meeting.

\*\*\*

### ISSUE STATEMENT AND SUMMARY

United Community Action Network (UCAN) is asking for City assistance in constructing a new Head Start Building on the UCAN Campus. They wish to access \$2,000,000 in Community Development Block Grant (CDBG) funds from the Oregon Business Development Department that may be used for such purposes. A local jurisdiction must apply on their behalf, and because this project is inside the city limits, the City of Roseburg was the logical choice to assist them with the application.

### BACKGROUND

**A. Council Action History.**

During the City Council meeting July 28, 2014, UCAN Executive Director Mike Fieldman and Head Start Director Maureen Short presented a plan to build a permanent Head Start building on the UCAN campus on Kenneth Ford Drive: funding would use foundation and local grants, community support, and UCAN agency sources along with a CDBG grant of \$2,000,000 from the state acquired by the City of Roseburg. At that meeting, the City Council approved the initial concept.

**B. Analysis.**

The purpose of the hearing is for the City Council to obtain citizens views about the project and to respond to comments about the proposed project. The Council will also invite comments regarding overall community development and housing needs, especially the needs of low and moderate income persons, as well as other needs in the community that

might be assisted with a Community Block Grant project. At the hearing, the Council should consider both oral and written comments before deciding whether to proceed with the grant application for the proposed project.

Oregon Business Development Department CDBG funds may be used for construction of Public Community Facilities to provide shelter or services to persons with special needs. Head Start centers meet the national objective of benefiting low and moderate income persons since Head Start centers serve persons 0-5 years of age (by federal definition, at least 51 percent of children that age meet Low- and Moderate-Income limits). Maximum grant amounts of \$2,000,000 are available to such facilities as they rarely produce a reliable or sufficient revenue stream to repay a loan. Currently, UCAN provides Head Start services to 420 Douglas County children with a waiting list of at least 300 more. A new facility at the UCAN campus on Kenneth Ford Drive will consolidate operations while providing Head Start a permanent location. The campus currently buses children to the site for other programs, those who qualify for Head Start may also benefit from additional services at the site.

Head Start has been renting various facilities for many years without long-term stability. Classrooms at schools or churches have been used, but oftentimes property owners sub-let the space with little notice which disrupts service to children. Head Start also includes specific requirements for nutrition for its students; if a rented facility did not have a commercially certified kitchen or food service which met federal guidelines, meals and snacks would need to be delivered to the children. The planned new construction includes a commercial kitchen on site which will meet requirements for all Head Start students.

Although the City would apply for funding in cooperation with UCAN, CDBG funds are awarded to the City. Under the standard CDBG process, the City uses the CDBG-awarded funds to assist UCAN in the construction of the facility. Neighborworks Umpqua has expressed willingness to be the Grant Administrator. As the responsible party, the City disperses funds to the project, becoming a lien holder on the project which ensures the facility continues its use as a Head Start Center for at least 5 years beyond close out of the CDBG grant.

**B. Financial and/or Resource Considerations.**

Construction of the building is budgeted at \$4,200,000. UCAN has committed private foundation grants totaling \$1,200,000 and a committed loan for \$1,000,000 of that amount; the \$2,000,000 CDBG grant will cover the balance.

Other than staff time needed to monitor the grant, no City funds would be used for this application. If awarded, a budget resolution to authorize expenditure of special purpose grant funds will be brought to Council for action.

**D. Timing Issues.**

The third quarter funding cycle of 2015 CDBG ends September 30, 2015. Council approval would allow the application to be processed within the first award cycle for 2015. This has been the only CDBG application request received by the City in 2015. If approved, the project would begin construction in 2016.

**COUNCIL OPTIONS**

1. Direct Staff to proceed with the application for CDBG funds
2. Delay application for CDBG funds until a later funding cycle
3. Take no action

**STAFF RECOMMENDATION**

Staff recommends Council approve the request for a CDBG application in support of UCAN Head Start building construction.

**SUGGESTED MOTION**

"I move to approve the application request by UCAN and direct staff to move forward with the CDBG application process prior to September 30, 2015."

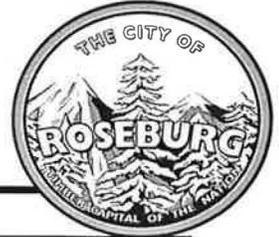
**ATTACHMENTS**

Project Site Photo



*LC*  
9/18/15

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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## PARK PERMIT FEES FOR VETERANS ORGANIZATIONS

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Meeting Date: September 14, 2015  
Department: City Manager's Office  
[www.cityofrosburg.org](http://www.cityofrosburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

The City Council directed Staff to prepare appropriate documents to provide for waiver of park fees for veteran organizations under certain provisions.

### BACKGROUND

#### A. Council Action History.

- April 27, 2015 – Terry Mooney spoke to the City Council during audience participation and objected to paying the \$25.00 daily permit fee required for reservation of park space for the traveling Vietnam War Memorial Wall.
- May 11, 2015 – City Council discussed Mooney's request and tabled further discussion to allow time to formulate a policy prior to the next Veteran-related holiday.
- August 24, 2015 – City Council directed Staff to prepare a resolution providing for waiver of park reservation fees for veteran organizations.

**B. Analysis.** As directed, Staff has prepared a resolution amending the fee schedule to provide for the waiver of park fees for Veteran organizations as outlined below:

- Waivers would apply only for Memorial Day and Veteran's Day.
- Waivers would apply only to events sponsored by a registered Veteran organization that will be open to the general public.
- Waivers would not be granted for events that are exclusive only to the reserving organization and therefore preclude the general public from enjoying the park facility.

**C. Financial and/or Resource Considerations.** Veteran organization reservations have been very limited over the past several years. Since 2008, the Douglas County Veterans Forum has purchased a \$150.00 permit for a Memorial Day Picnic in Stewart Park. The only other veteran-related reservation was for the travelling wall display in the Fir Grove Parking lot on Memorial Weekend 2015 which was charged a fee of \$25.00 per day. No reservations have been made for Veterans Day.

**D. Timing Issues.** The City Council wished to finalize action on this matter prior to Veterans Day 2015.

**COUNCIL OPTIONS**

The City Council has the option to:

1. Adopt the attached resolution as prepared.
2. Adopt the attached resolution with amendment.
3. Decline to adopt the resolution.

**STAFF RECOMMENDATION**

Staff recommends the resolution be adopted as prepared.

**RECOMMENDED MOTION**

"I move to adopt Resolution No. 2015-11 regarding the waiver of park fees for Veteran organizations."

**ATTACHMENTS**

Resolution No. 2015-11

**RESOLUTION NO. 2015-11**

**A RESOLUTION AMENDING RESOLUTION NO. 92-13 REGARDING PARK  
PERMIT FEES FOR VETERAN ORGANIZATIONS**

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

**Section 1:** Recognized Veteran organizations shall be exempt from paying park usage fees under the following circumstances:

- Exemption applies only to Memorial Day and Veteran's Day
- Exemption applies only to reservations for events sponsored by a recognized Veteran organization that will be open to the general public.
- No exemption shall be granted for events that are exclusive to the Veteran organization and preclude the general public from utilizing the reserved park facility.

**Section 2:** The exemptions established by this resolution shall become effective immediately upon adoption by the City Council.

**APPROVED BY THE COUNCIL OF THE CITY OF ROSEBURG,  
OREGON, AT ITS REGULAR MEETING ON THE 14TH DAY OF  
SEPTEMBER 2015.**

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Debi Davidson, Acting City Recorder

# ROSEBURG CITY COUNCIL AGENCY AGENDA ITEM SUMMARY

*gjc  
9/14/15*




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## Downtown Roseburg Association Annual Report

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**Meeting Date:** September 14, 2015  
**Department:** Community Development  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Department Items  
**Staff Contact:** Brian Davis *Bm*  
**Telephone Number:** 541-492-6750

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### ISSUE STATEMENT AND SUMMARY

As required by the personal services agreement between the City and the Downtown Roseburg Association, a report shall be presented to the City Council outlining the activities of the DRA during the past year. DRA Executive Director Roxana Grant shall attend the September 14 meeting to present this report.

### BACKGROUND

#### A. Council Action History.

October 2011 – Council approved contract with DRA for \$22,500 annually to carry out city initiatives downtown, consistent with the Oregon Main Street Program

April 2010 – Council adopted Resolution 2010-4, recognizing need for Downtown Roseburg Association under the Oregon Main Street Program

1981 – Council formed Downtown Development Board, staffed by City employees; Board dissolved in 2005.

#### B. Analysis.

For nearly 25 years, the City dedicated staff to the Downtown Development Board, which in effect was similar to current advisory commissions to the Council. After the Board was dissolved in 2005, the Council supported pursuit of the Oregon Main Street Program for Downtown Roseburg. Under this arrangement the City would pay a third party to render services for the benefit of the downtown and the implementation of Council policies without dedicating payroll staff to perform the same function. Additionally, if Oregon Main Street principles were followed, the City's contribution would only be a third of the cost rather than the entirety.

The attached personal services agreement effective October 2011 outlines the duties of the DRA, highlights of which are as follows:

- Monthly newsletters (distributed to the Council as well)
- Fully functioning website: <http://www.downtownroseburg.org>
- Special events
- Cooperative advertising for community events

- Flower basket and holiday lighting programs
- Recruit businesses to downtown and Roseburg
- Work with City on parking, solid waste/recycling, land use, and tree ordinance revisions

**C. Financial and/or Resource Considerations.**

The City contributes \$22,500 annually from the Economic Development Fund as authorized by the budget.

**D. Timing Issues.**

None

**COUNCIL OPTIONS**

No City Council action is required at this time.

**ATTACHMENTS**

Personal Services Contract with Downtown Roseburg Association  
PowerPoint Presentation

**PERSONAL SERVICES CONTRACT**

This contract is made and entered into this 21<sup>ST</sup> day of FEBRUARY, 2012, by and between the CITY OF ROSEBURG, an Oregon municipal corporation, hereinafter called "CITY," and DOWNTOWN ROSEBURG ASSOCIATION, an independent contractor, hereinafter called "CONTRACTOR."

**SECTION 1. CONTRACTOR AGREES:**

1.1 **Term.** Beginning October 24, 2011, and continuing thereafter until terminated by either party, CONTRACTOR shall perform the services required by the contract.

1.2 **Activities.** CONTRACTOR shall hire a Main Street Manager (MANAGER) to provide services as set forth in 1.2.1 through 1.2.8.

**1.2.1 General Provisions**

- A. The name of the services performed under this contract shall be and remain as: Downtown Roseburg Association (CONTRACTOR). This will appear on all publications prepared in the performance of this Contract.
- B. Coordinate cooperative media advertising for businesses within Downtown Roseburg.
- C. Provide CITY a quarterly report of rental space available, property for sale and contacts made to recruit businesses to the Downtown Roseburg, along with success ratio information.
- D. Work with existing businesses to ensure retention in Downtown Roseburg.

**1.2.2 Affiliations**

- A. Pay for membership in and participate in the National Main Street Program.
- B. MANAGER, or CONTRACTOR's designee when necessary, shall attend:
  - 1. City Council
  - 2. Oregon Main Street Conference

**1.2.3 Promotions**

- A. Monthly newsletter shall be maintained and distributed to those on current list or with additions as requested by the CITY and general public.
- B. Provide website and update as necessary.

#### **1.2.4 Community Activities**

- A. Assist and support local institutions and organizations in development of special events and attractions in and around Roseburg that attract overnight visitors to Downtown Roseburg.**
- B. Cooperative advertising and sharing of printing expenses for community events with sponsoring organizations, assistance with issuing promotional news releases and modest financial support for entertainers or other items which would attract more people.**

#### **1.2.5 Beautification**

- A. Purchase, install, and maintain flower baskets during growing season. Coordinate with Umpqua Valley Arts Center the location of banners to be installed on light poles.**
- B. Participate with CITY in developing an ordinance regulating the maintenance, installation, and removal of trees within the area defined in Exhibit B.**
- C. Maintain recycling station at 1071 SE Kane Street. Keep appearance neat and orderly between service dates by hauler. Work with CITY to identify a recycling station within the Central Business District in addition to the existing station at 1071 SE Kane Street.**

#### **1.2.6 Parking**

- A. On or before June 30, 2012, CONTRACTOR shall submit to CITY a proposal for CONTRACTOR to operate, manage, and maintain a parking enforcement program for all downtown public parking areas that currently have or may potentially have designated limitations.**

#### **1.2.7 Staffing**

- A. The MANAGER position shall be created for the general administration of the program, under the direction of CONTRACTOR's Board.**
- B. A Screening Committee consisting of five representatives will assist in the hiring of a MANAGER each time this position is vacated, with the responsibility of making recommendations to CONTRACTOR. The Screening Committee Representatives will be, at a minimum:**
  - 1. DRA President;**
  - 2. DRA Board Member;**
  - 3. Appointee of the Mayor;**

4. Any additional members as appointed at CONTRACTOR's discretion.

#### 1.2.8 Reports

- A. Provide an initial business plan for the first year.
- B. Participate in an annual program review with CITY's City Council each August.
- C. By August 30, provide an annual report of:
  1. Attendance at conferences or other training as designated in 1.2.2.
  2. Advertising.
  3. Business recruitment efforts and performance measurement.
  4. Enumeration of marketing campaigns, their target market and any measurable responses.

#### 1.3 Finances.

1.3.1 A review of CONTRACTOR'S accounting and business records shall be conducted annually by an independent certified public accounting firm at CONTRACTOR's cost. A copy of the review shall be delivered to CITY's City Manager and presented to the City Council.

1.3.2 Two signatures shall be required on CONTRACTOR's checks. Designated signatories shall be: MANAGER and CONTRACTOR designee.

1.3.3 CONTRACTOR will provide CITY a quarterly financial statement for the CONTRACTOR.

1.4 Expenditures and Conditions. CONTRACTOR shall pay all expenses it incurs promptly and shall comply with all provisions of state law applicable to this contract, including, but not limited to, those specified as the responsibility of the CONTRACTOR in Exhibit "A" attached hereto and incorporated herein by this reference.

1.5 Insurance Requirements. At all times during the term of this Contract, at the sole expense of the CONTRACTOR, CONTRACTOR shall maintain continuously in effect the Insurance policies described herein. Each policy shall be written as a primary policy, not contributing with or in excess of any coverage the City may carry. A copy of each policy or a certificate, and copies of additional insured endorsements, satisfactory to the City shall be delivered to the City prior to commencement of any work or services provided under this Contract. The certificates shall specify and document all insurance-related provisions within this Contract. A renewal certificate will be sent to the City 10 days prior to coverage expiration. Unless specified, each policy shall be written on an "occurrence" form.

Policies must be underwritten by an insurance company deemed acceptable to the City and admitted to do business in Oregon, or, in the alternative, rated A- or better by AM Best. The City reserves the right to reject any insurance carrier with an unacceptable financial rating. There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 30 days written notice to the City. The 30-day notice of cancellation provision must be physically endorsed on the policy. In the event the statutory limit of liability of a public body for claims arising out of a single accident or occurrence is increased above the combined single limits specified in this Contract, City shall have the right to require CONTRACTOR to increase the CONTRACTOR's coverage by an amount equal to the increase in the statutory limit for such claims and to increase the aggregate coverage by twice the amount of the increase in the statutory limit. Failure to maintain any insurance coverage required by this Contract shall be cause for immediate termination of the Contract by the City, but termination shall not relieve CONTRACTOR of its obligation to provide and maintain such coverage, and City shall be entitled to enforce all liability and indemnity provisions of this Contract following such termination. In addition, all requirements concerning insurance and indemnity shall survive the termination of this Contract.

1.5.1 **Commercial General Liability.** Throughout the term of this Contract, CONTRACTOR shall maintain continuously in a broad commercial general liability insurance policy with coverage of not less than \$1,000,000 combined single limit per occurrence, with an aggregate of \$2 million, for bodily injury, personal injury or property damage. The policy shall also contain an endorsement naming the City as an additional insured, on a form satisfactory to City, and expressly provide that the interest of the City shall not be affected by CONTRACTOR's breach of policy provisions. Such policy must be maintained in full force and effect for the duration of this Contract, failure to do so shall be cause for immediate termination of this Contract by City. Any additional insured requirements included in this Contract shall both provide completed operations coverage after job completion and coverage that is primary and non-contributory. Claims Made policies will not be accepted.

1.5.2 **Automobile Liability Insurance.** At all times during the term of this Contract, and at the sole expense of CONTRACTOR, CONTRACTOR shall maintain "Symbol 1" automobile liability coverage including coverage for all owned, hired and non-owned vehicles, equivalent to a combined single limit per occurrence on not less than \$1,000,000 for bodily injury or property damage.

1.8 **Books and Records.** CONTRACTOR shall keep complete and proper books, records and accounts of all transactions performed as part of this contract and the approved invoices and work program. The books, records and accounts shall be open to inspection by CITY or its designee during normal business hours, and shall

remain open to CITY for such inspection for three months following termination of this contract.

- 1.9 Availability. CONTRACTOR shall be available for meetings, discussions and program reviews with sufficient notice.
- 1.10 Assignment. The responsibility for performing CONTRACTOR'S services under the terms of this contract shall not be assigned, transferred, delegated or otherwise referred by CONTRACTOR to a third person without the prior written consent of CITY.
- 1.11 Compliance with Law and Standard Contract Provisions. CONTRACTOR shall comply with all federal, state and local laws, including Roseburg Municipal Code Regulations relating to business registration, and with all Standard City Contract Provisions as outlined in the attached Exhibit "A".
- 1.12 Health Hazard Notification. Contractors who are hired to perform work for the City involving the need to control hazardous energy or enter confined spaces will be informed of our programs and the associated hazards that City staff is aware of. The notification is not designed to take over the CONTRACTOR's safety responsibilities to his or her employees but to provide appropriate notification under the Oregon OSHA rules.

## **SECTION 2. CITY AGREES:**

- 2.1 The CITY will pay, on the dates described in 2.2 of this contract, an amount equal to \$5,625.00 on a quarterly basis.
- 2.2 During the length of the contract, CITY agrees to pay CONTRACTOR quarterly within ten days of October 31, January 31, April 30, July 31.

## **SECTION 3. BOTH PARTIES AGREE:**

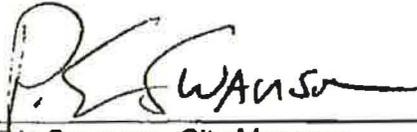
- 3.1 Independent Contractor. CONTRACTOR is an independent contractor. CONTRACTOR shall control the manner in which it performs the services herein; however, CITY shall specify the nature of the services and the results to be achieved. CONTRACTOR is not to be deemed to be an employee or agent of CITY and has no authority to make any binding commitments on behalf of CITY except as expressly approved in writing by CITY'S City Manager.
- 3.2 Indemnification. Each party shall indemnify, hold harmless and defend the other, its officials, agents and employees, from and against any and all claims, damages, losses and expenses, including attorney fees, arising in or from its performance of, or failure to perform, this contract. The extent of CITY's obligation under this subsection is limited to CITY's obligation under the Oregon Constitution and ORS 30.260 through 30.300.

- 3.3 **Arbitration.** Any controversy regarding the language or performance of this contract shall be submitted to arbitration. Either party may request arbitration by written notice to the other. If the parties cannot agree on a single arbitrator within 15 days from the giving of notice, each party shall within five days select a person to represent the party and the two representatives shall immediately select an impartial third person to complete a three-member arbitration panel. If either party fails to select its representative, the other party may petition the Chief Judge of the Circuit Court of Douglas County for designation of the representative. The arbitration shall be conducted in accordance with ORS 33.210 et seq. or the provisions of any such future law. The arbitrator(s) shall assess all or part of the costs of arbitration, including attorney's fees, to either or both parties.
- 3.4 **Attorney Fees.** If any arbitration, administrative proceeding, action or appeal thereon, is instituted in connection with any controversy arising out of this contract, performance of this contract or failure to perform this contract, the prevailing party shall be entitled to recover, in addition to costs and disbursements, such sum as the court may adjudge reasonable as attorney fees.
- 3.5 **Ownership and Use of Documents or Equipment Purchased.** In whatever form they may be produced or stored, any documents or publications prepared or equipment and software purchased in performance of this contract and any supporting and investigative information that is gathered in the performance of this contract, upon completion of the work or upon termination of this contract, shall be retained by CITY until such time as CONTRACTOR's successor is established and organized, at which time all such documents, publications, equipment and information shall be transferred to and become the property of CONTRACTOR's successor. CITY may use the documents prepared hereunder for any purpose; however, CONTRACTOR or its successor shall have no liability with regard to such documents to the extent they are used or applied outside of the scope of the work unless CONTRACTOR is consulted and offers a professional opinion that the use contemplated is appropriate.
- 3.6 **Notices.** Any notice required to be given under this contract, or required by law, shall be in writing and delivered to the parties at the following addresses:
- |                    |                               |
|--------------------|-------------------------------|
| CITY OF ROSEBURG   | DOWNTOWN ROSEBURG ASSOCIATION |
| City Manager       | President                     |
| 900 SE Douglas     | P. O. Box 2032                |
| Roseburg, OR 97470 | Roseburg, OR 97470            |
- 3.7 **Applicable Laws.** The laws of the State of Oregon shall be used in construing this contract and enforcing the rights and remedies of the parties.

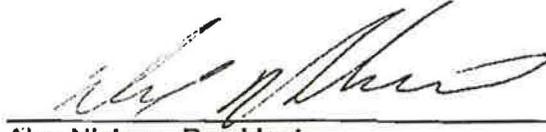
- 3.8 Termination Clause. Except where this Contract expressly allows a shorter termination notice, without cause either party may terminate this agreement upon sixty days prior written notice to the others.
- 3.9 Merger. There are no other undertakings, promises or agreements, either oral or in writing, other than that which is contained in this contract. Any amendments to this contract shall be in writing and executed by both parties.

CITY OF ROSEBURG

DOWNTOWN ROSEBURG ASSOCIATION



P. Eric Swanson, City Manager



Alex Nielsen, President

Dated: 21 Feb 2012

Dated: 22 Feb 2012



Sheila R. Cox  
City Recorder

**EXHIBIT "A"**  
**STANDARD CITY CONTRACT PROVISIONS FOR**  
**PROFESSIONAL/PERSONAL SERVICES**

The following provisions, if applicable, are hereby included in and made a part of the attached Contract for professional/personal services between the City of Roseburg and the Contractor named therein as provided for in the Roseburg Municipal Code, the Oregon Revised Statutes and Federal laws, rules, regulations and guidelines:

**1. DISCRIMINATION IN SUBCONTRACTING PROHIBITED; REMEDIES - ORS 279A.110:**

**1.1** The Contractor may not discriminate against a Subcontractor in the awarding of a subcontract because the Subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055.

**1.2** By entering into the Contract, the Contractor certifies it has not discriminated and will not discriminate, in violation of Subsection 1.1 against any minority, women or emerging small business enterprise in obtaining any required subcontract.

**1.3** If the Contractor violates the nondiscrimination certification made under Subsection 1.2, the City may regard the violation as a breach of contract that permits the City to terminate the Contract or exercise any remedies for breach permitted under the Contract.

**2. NONRESIDENT CONTRACTOR REPORT TO DEPARTMENT OF REVENUE - ORS 279A.120:**

**2.1** As used in this Section, "nonresident contractor" means a contractor that:

- (a)** Has not paid unemployment taxes or income taxes in the State of Oregon during the 12 calendar months immediately preceding submission of the bid or proposal for the Contract;
- (b)** Does not have a business address in this state; and
- (c)** Stated in the bid or proposal for the Contract that it was not a "resident bidder" under ORS 279A.120.

**2.2** If the Contractor is a nonresident contractor and the public contract price exceeds \$10,000, the Contractor shall promptly report to the Department of Revenue, on forms to be provided by the Department, the total contract price, terms of payment, length of contract and such other information as the Department may require before the Contractor may receive final payment on the Contract. The City shall satisfy itself that the requirement of this Section has been complied with before it issues a final payment on the public contract.

**3. PREFERENCE FOR RECYCLED MATERIALS - ORS 279A.125:**

**3.1** Notwithstanding provisions of law requiring the City to award a contract to the lowest responsible bidder or best proposer or provider of a quotation and subject to Section 3.2, when procuring goods for any public use, the City shall give preference to the procurement of goods manufactured from recycled materials.

**3.2** The City shall give preference to goods that are considered to be made from recycled materials if:

- (a) The recycled product is available;
- (b) The recycled product meets applicable standards;
- (c) The recycled product can be substituted for a comparable nonrecycled product; and
- (d) The recycled product's cost does not exceed the cost of a comparable nonrecycled product by more than five percent, or a higher percentage if a written determination is made by the City.

**4. PAYMENT OF LABORERS AND MATERIALMEN, CONTRIBUTIONS TO INDUSTRIAL ACCIDENT FUND, LIENS AND WITHHOLDING TAXES - ORS 279B.220(1):** The Contractor shall:

**4.1** Make payment promptly, as due, to all persons supplying to such Contractor, labor or material for the performance of the work provided for in the Contract.

**4.2** Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or Subcontractor incurred in the performance of the Contract.

**4.3** Not permit any lien or claim to be filed or prosecuted against the City or any subdivision, agency or employee thereof on account of any labor or material furnished.

**4.4** Pay to the Department of Revenue, all sums withheld from employees pursuant to ORS 316.167.

**5. SALVAGING, RECYCLING, COMPOSTING OR MULCHING YARD WASTE MATERIAL - ORS 279B.225:** If the Contract will include lawn and landscape maintenance the Contractor shall salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.

**6. PAYMENT FOR MEDICAL CARE AND ATTENTION TO EMPLOYEES - ORS 279B.230:**

**6.1** Contractor shall promptly as due, make payment to any person, co-partnership association or corporation furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of such Contractor of all sums which the Contractor agrees to pay for such services

and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such services.

**6.2** The Contractor, its subcontractors, if any, and all employers providing work, labor or materials under the Contract who are subject employers under the Oregon Workers' Compensation Law shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers. Out-of-state employers must provide workers' compensation coverage that complies with ORS 656.126 for their workers. Employers' Liability Insurance with coverage limits of not less than \$500,000 each accident shall be included.

**7. HOURS OF LABOR - ORS 279B.235:** This Section does not apply to public contracts for goods or personal property.

**7.1** No person shall be employed for more than ten hours in any one day or forty hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases, except for contracts for personal services, the employee shall be paid at least time and a half pay for:

(a) All overtime in excess of eight hours a day or forty hours in any one week, when the work week consists of five consecutive days, Monday through Friday; or

(b) All overtime in excess of ten hours a day or forty hours in any one week, when the work week is four consecutive days, Monday through Friday; and

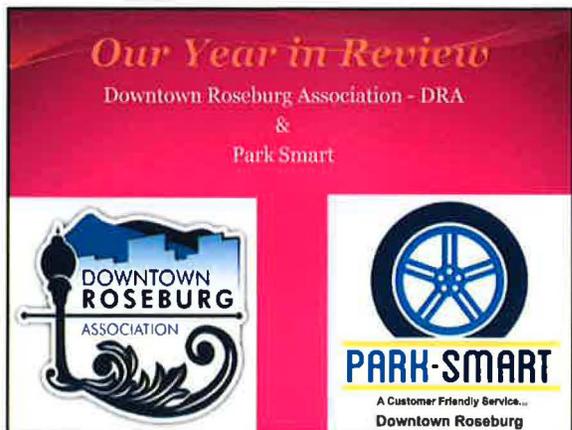
(c) For all work performed on Saturday and on any legal holiday specified in ORS 279B.020, or all holidays specified in a collective bargaining agreement.

**7.2** For personal services contracts, employees shall be paid at least time and a half pay for all overtime worked in excess of 40 hours in any one week, except for individuals under personal service contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. 201 to 209 from receiving overtime.

**7.3** The Contractor must give notice to employees who perform work on this Contract, in writing, either at the time of hire or before commencement of work on this Contract, or by posting a notice in a location frequented by employees, the number of hours per day and days per week that the employees may be required to work.

8. **EXCLUSION OF RECYCLED OILS PROHIBITED - ORS 279B.240.** Lubricating oil and industrial oil may include recycled oils or oils that are not manufactured from virgin materials.

9. **COMPLIANCE WITH LAWS:** Contractor shall comply with all federal, state and local laws, rules, ordinances and regulations at all times and in performance of this Contract.



### Accomplishments for DRA 2015

- Sponsored one event a month
- Continued to profit out of events (this started in May of 2013)
- Added new members by engaging out of area businesses,
- Increased communication with merchants and businesses
- Talk weekly with new and old businesses and professionals
- Seeking major sponsors for financial support list is growing
- Distributed monthly newsletters
- Organized membership information into presentation folder
- Attended National Main Street Conference in Atlanta Georgia

### DRA 8-14 / 8-15

- Prior to 2014, DRA had three major events a year
- In 2015, there has been a minimum of one event a month

Three small square photographs are arranged horizontally. The first shows a street scene with a building. The second shows a street scene with a building. The third shows a street scene with people and a building.

### Businesses in Downtown

- In 2015 we are enjoying an upturn in businesses
- Businesses have relocated here from different parts of the city and from different cities
- With the five new businesses that have opened in the last 3 months in Downtown, including a Pet Groomer, Hand Casting Studio, My Beloved Photographer

### Oregon's Main Street Program

MAIN STREET PROGRAM AREAS

- Design
- Organization
- Economic Development
  - Promotions
- DRA has added another point
  - Parking

### Design

- Design Committee works with the overall appearance of our city and aids in the renovation of structures that are part of the Historic Downtown

## Design

- In 2015 we partnered with Greater Douglas United Way and the Roseburg High School Freshman class to do a clean up for the streets before Graffiti



## Organization

- Organization has launched a tiered sponsor program to work in conjunction with the branding and marketing effort in the Downtown Area.

## Economic Development

- Formed a partnership with Neighborworks Umpqua, including Umpqua Dairy Community Garden and the Branding program. We have launched the campaign and is proving to be a success.
- We have a Downtown Market that is bringing good food to downtown.
- We have a restaurant that has moved into a larger space, a retailer who was going to leave downtown, but after discussion decided to downsize, stay in Downtown and made another space available.

## Promotions

- This committee, has promoted the Downtown Historic District, in media, inclusive of television, radio, newsletters, newspaper, web site and our facebook page.

## Promotions 2014/ 15

- Taste of Downtown, Wine Walk three a year Feb, May, Sept.
- St Patrick's Day Parade
- Easter Egg Hunt
- Spring Clean Up
- Branding Campaign
- Graffiti
- Pet Parade
- Neewollah
- Veterans Day Parade
- Christmas Tree lighting
- Monthly Newsletter

## Parking Stats and Forecast

- Violators have started paying fines and we have had to immobilize two vehicles.
- While meter revenue is up in some areas, it is down in others due to business closures.
- This affects both meter income and ticket income.

## PARKING

- To improve the parking in the downtown are we are encouraging the employers to purchase passes for their employees or assist in the purchase of the employees parking passes

## Garbage

- We pick up the garbage from the “fish” cans that are on the street.
- This is done on a bi weekly basis for all cans, we do however have a few that require clean up three or four times a week.

## Sights on the Future

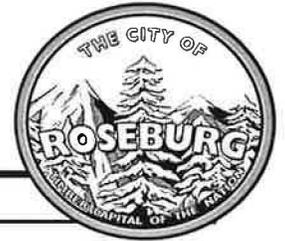
- 2015 brings hopes to increase patronage of businesses, and to boost our economy in the downtown area, our construction is helping the parking meter income as patrons need to park at metered spaces instead of free zone areas.
- How?
  - Encourage continual communication between businesses, DRA, City and individuals
  - Continue the promotion of HEART OF ROSEBURG
  - Encourage businesses to reach out to the people that are brought Downtown by the events sponsored through the DRA efforts. Improving customer relations and involvement in Downtown.

## QUESTIONS

- Please ask any questions you may have now or call me:
  - 541-673-3352
  - 541-492-7275 “PARK”
  - 541 430 7268

*dfc*  
*9/14/15*

## ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



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### SMOKING POLICIES – PARKS AND CITY PARKING LOTS

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**Meeting Date:** September 14, 2015  
**Department:** City Manager's Office  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

**Agenda Section:** Department Items  
**Staff Contact:** Lance Colley  
**Contact Telephone Number:** 492-6866

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#### ISSUE STATEMENT AND SUMMARY

The Council is asked to consider the prohibition of smoking in City parking lots and extending prohibitions to the existing smoking policy for City parks.

#### BACKGROUND

**A. Council Action History.** The City Council adopted Park Rules and Regulations, via resolution effective January 1, 2011 which prohibited smoking or other use of tobacco products on all public park property, with the exclusion of the Stewart Park Golf Course property. Tobacco products includes any tobacco cigarette, cigar, pipe tobacco, smokeless tobacco, chewing tobacco or any other form of tobacco that may be used for smoking, chewing, inhalation or other means of ingestion.

**B. Analysis.** Since the adoption of the above referenced rules, new technology inhalant delivery systems like e-cigarettes have been introduced to the market and recreational use of marijuana has been legalized. The Oregon Legislature enacted a law amending the indoor clean air act to include inhalant delivery systems. Staff and Council members have been approached by members of the community and asked to consider amending our existing policies around smoking in general, and to extend the ban to any other type of inhalants and the use of other products.

The law is clear at this point that marijuana consumption is not allowed in public places, but if we consider amending the parks rules to include additional tobacco/nicotine products, Staff would like you to consider adding an outright ban on smoking and related products.

Staff has been approached by the Downtown Roseburg Association, a number of business operators and downtown employees who would like to see the parks prohibition on smoking extended to City owned parking areas that are open to public parking and possibly to the adjoining sidewalks. The parking lots Staff has identified that could be affected include the Phillips Lot on SE Stephens, the Shalimar Lot on SE Stephens, the Overpark and walkway, the City owned lot behind the Downtown Fitness Center, and the Armory Lot off Kane and Washington in downtown. Extending the smoking prohibition to these lots and the adjoining sidewalks would provide our police officers with policy backing to discourage groups from congregating just off a park site or parking lot and engaging in what is otherwise an unlawful act on the park property itself

Staff has also been asked over the past few years to have Council consider extending the smoking ban on sidewalks that adjoin “smoke free” campuses such as hospitals, medical facilities and other smoke free workplaces. As we review the City’s policy options Staff requests the Council provide input on a comprehensive approach to the issue and help develop the parameters with which the Council is comfortable with moving forward.

**C. Financial and/or Resource Considerations.** There are limited financial considerations related to this matter as enforcement is largely done on a complaint basis.

**D. Timing Issues.** There are no specific timing issues related to this matter.

### **COUNCIL OPTIONS**

The City Council has the option to:

1. Direct Staff to prepare the appropriate documents to implement additional prohibitions regarding smoking in City parks and parking lots as outlined above.
2. Direct Staff to prepare the appropriate documents to implement additional prohibitions regarding smoking in City parks and parking lots with amendment.
3. Decline to take action.

### **STAFF RECOMMENDATION**

Staff recommends the City Council adopt additional smoking prohibitions as outlined.

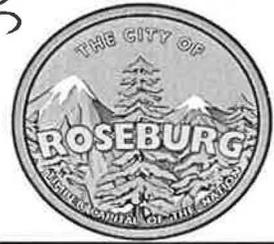
### **SUGGESTED MOTION**

I move to direct Staff to prepare the appropriate documents to implement additional prohibitions regarding smoking in City parks and parking lots as outlined by Staff.

# ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

INFORMATIONAL A  
09-14-15

*CLC*  
*9/8/15*



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## ACTIVITY REPORT

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**Meeting Date:** September 14, 2015  
**Department:** City Manager  
[www.cityofroseburg.org](http://www.cityofroseburg.org)

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

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### ISSUE STATEMENT AND SUMMARY

At each meeting I will provide the City Council with a report on the activities of the City, along with an update on operational/personnel related issues which may be of interest to the Council. These reports shall be strictly informational and will not require any action on the Council's part. The reports are intended to provide a mechanism to solicit feedback and enhance communication between the Council, City Manager and City Staff. For your September 14, 2015, meeting, I provide the following items:

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



Agenda  
Department Heads Meeting  
August 25, 2015 – 10:00 a.m.

1. E-Mail Archiving
2. Review August 24, 2015 Council Agenda
3. Review Tentative September 14, 2015 City Council and Urban Renewal Agendas
4. Tentative Future Agenda
5. Document Signing/Grants
  - Nebo/Brown IGA with RUSA
  - Oregon Public Works Cooperative Assistance Agreement
6. Department Items



Agenda  
Department Heads Meeting  
September 8, 2015 – 10:00 a.m.

1. Review Tentative September 14, 2015 City Council and Urban Renewal Agendas
2. Tentative Future Agenda
3. Document Signing/Grants
  - Fir Grove Park Play Area Grant Checklist
  - Neewollah Parade Permit
4. City Hall Access Card Programming
5. Great Oregon Shake Out
6. Granicus Input
7. Employee Recognition
  - Dane Coke, Firefighter – 5 years
8. Department Items

Friday August 21, 2015

Good Friday afternoon everyone. It is great to be back after a wonderful week in the South Carolina area. I now know the difference between 20% and 100% humidity. We had a great opportunity to explore the rich history and culture in the south and visit a number of historic homes and churches. Their history started a little before ours did and it was great to see first-hand what has been maintained and restored over the last 250 years. That area reminded me how important it is to understand and be able to share a community's history.

Last Thursday the Public Works Commission met to evaluate a couple projects and purchases that are on your Council Agenda for Monday evening. They recommended an amendment to the Highway 138 intergovernmental agreement with ODOT to add some work that is the City's responsibility, but was not included in the original scope of the IGA. Funding for the amendment will come from our Transportation and Storm Drainage Funds. The Commission reviewed and recommended to award the contract for final design for the South Stewart Parkway project which runs from just south of the YMCA near Harvey Avenue to Valley View at the north end of the project. Information on both of these recommendations is included in your agenda packet.

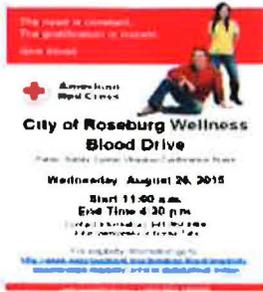
On Tuesday a number of you and City staff attended a meeting facilitated by DRA regarding issues surrounding homelessness and the impacts on individuals and the community. I have heard mixed reviews from attendees, but it's an important issue and staff will continue trying to identify solutions to provide cost effective opportunities to address those issues that appear to be within the City's purview and to work with service providers to try to effectively address the individual and social service issues.

On Wednesday Sheila Cox and I attended the ribbon cutting/grand opening for the new Samaritan Inn. The "Inn" is a transitional setting for homeless women and women with children to reside. The Roseburg Rescue Mission raised the resources to acquire the facility which formerly housed a local medical clinic and remodeled it into a facility that can house over 100 individuals at any one time under normal circumstances and more in an emergency. Congratulations to all those involved in providing this very needed facility for those in need.



The City's annual Wellness Employee and Family Golf Scramble was held Thursday night at Stewart Park Golf Course. Eight 4-person teams participated as well as additional employees and family members that came out to cheer their groups on. Afterward, dinner and door prizes were provided by the City's Wellness Committee. It looked like a great time was had by all. Special thanks to Val Ligon our Parks and Rec Coordinator for organizing the event.





The Wellness Committee is also partnering with the American Red Cross for a blood drive on Wednesday, August 26<sup>th</sup> at the Public Safety Center from 11:00am – 4:30pm in the Umpqua Conference Room. There are still a few spots available, so if anyone would like to participate, please contact Koree or John at 541-492-6866 to schedule an appointment.

Over the last two weeks contractors finished up the slurry seal project that involved the resurfacing of over twenty different streets primarily in residential areas throughout the community. Work started on the ODOT Highway 138 Corridor Project and continues in full swing on the Oak/Washington Downtown Project. Both major Oak Avenue intersections sections are underway as we speak. Work was also completed on the Charles Gardiner multi-use path and work began on the Indianola storm project. The North Stephens grind/overlay project is also well underway. Many of the ADA ramps have been completed on the east side of Stephens and work on the west side started this week. As you may recall, this project not only addresses the ADA ramps and the street resurfacing, but will also add a semi-controlled crosswalk near the transit stop by the Cow Creek Administrative offices. The crosswalk was identified in a study a couple years ago and was a priority of the Public Works Commission.



This week marked the end of the summer Music on the Half Shell series. I thoroughly enjoyed the music this year and thought this final concert performance by The Waifs was one of the best of the year. I would like to give a special thank you to the Music on the Half Shell committee and parks staff who keeps the venue in superb condition throughout the season. I would also like to thank the Police Department and Police volunteers for their involvement in parking control and security for the events. While the MOTHS committee does a wonderful job with the program, this could not be accomplished without a lot of hard work and coordination with staff!

The City of Roseburg Parks Department and Friends of the Boys & Girls Club also co-sponsored a very successful Umpqua River Run that started and ended in Stewart Park at the Pavilion and Half Shell area. Over 300 folks participated in the 5K, 10K or half marathon and a number of local youth ran the final mile of the kid's marathon.



This is about the culmination of summer recreational activities specifically sponsored and co-sponsored through our Parks and Recreation program. Additional completed activities and upcoming events can always be found at:

<http://www.cityofroseburg.org/departments/parks/programs-and-events/>

Lastly, please find below a flyer announcing an open house for the Exits 124/125 Interchange Area Management Plan Open House #2. This is an important process which allows for public input into future planning for the ODOT interchanges at the Garden Valley and Harvard Avenue interchanges. The IAMP will impact policy issues and transportation planning for not only the interchanges but also the City transportation system in the immediate area. Our Planning and Public Works Staff are involved in this effort in addition to members of the community. Please plan to attend if you are available.

Have a great weekend everyone! We will see you all at Council Meeting Monday night.



## Public Open House #2

Come join us for a public meeting to:

- Learn about the project and review previous work products.
- Review and comment on the various interchange improvement concepts developed to date.
- Discuss the development of a preferred interchange and local circulation plan.

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**Wednesday, August 26, 2015**

**Come anytime between 4:00 – 7:00 pm**

**Holiday Inn Express  
375 W. Harvard Blvd.  
Roseburg, Oregon**

For more information, please contact  
Thomas Guevara, Jr.  
thomas.guevara@ODOT.state.or.us

Friday August 28, 2015

Good Friday afternoon everyone! Based on the weather forecasts I've seen it appears that it might be cooling off a little, and maybe even rain a little over the weekend. Wouldn't that be a nice break for a few days? Of course, warm with a little rain this time of year certainly beats cold with a little rain.

Once again, thanks for your attendance and support at the last Council meeting. We are looking forward to working with Mr. Ray Bartram, the new potential owner of the Willis House, to create a positive and vibrant area in our downtown. Having active work spaces and customer interaction is one of the most important factors in turning a business neighborhood around. In addition to working with Ray, on Thursday Chief Burge and representatives from NeighborWorks Umpqua and the Grand Hotel met with other businesses in that area to discuss their concerns and agreed to meet again next week. Their primary concerns relate to perception issues, which are not really legal issues, but our Police Department is trying to be proactive and make sure that when illegal activity occurs - folks call 9-1-1. Over the past few weeks Chief Burge and one patrol officer have been spending at least an hour in the area almost every day in an effort to mitigate some of the issues.

Wednesday evening ODOT held its second community open house to allow for public input relating to the Interchange Area Management Plans ("IAMP") for exits 124 and 125. The IAMP process evaluates the current interchange configurations and local street networks to determine what changes and improvements should be made to meet transportation needs for the next 20 years. Based on the preliminary plans, it looks like Harvard Avenue and Garden Valley Boulevard will likely exceed traffic capacity by the time that 20 years rolls around. With that thought in mind, we've asked that they consider even *longer* term impacts – beyond the 20 years. We want to make sure that the improvements are evaluated and made with the projected longer term impacts on our local streets taken into consideration. Both Public Works and Community Development staff represent the City on

the work group that meets with the consultants and community interest groups to provide our input on this important plan for the future.

One component of the exit 124 evaluation relates to the redevelopment of the former Douglas Community Hospital site. The developers of that site and the undeveloped property next to the tower have recently completed a transportation study on the impact of both the redevelopment of the existing building and the potential development of the remainder of the site. Their representatives met with Community Development staff and ODOT staff this week to discuss a zone change for the undeveloped parcel. We've been very supportive of a zone change that will allow the site to be developed and we anticipate an application for that zone change will be forthcoming in the near future.

As part of the City's wellness program, we worked with the local chapter of the American Red Cross to hold a mini "blood drive" for City employees and friends on Wednesday. We filled most of the slots available and ultimately were able generate over 20 donations for the local blood supply. Thanks to John VanWinkle for coordinating and setting up the activity and Koree for helping schedule things. I am grateful that our staff gives back to the community in so many ways. Giving blood is truly giving back!

As part of our application for a State Historic Preservation grant for local governments this year we asked for funding for plaques to identify some of our most historic structures in the Downtown Historic District. Community Planner Teresa Clemmons, and her husband Bill Clemens, volunteered to install plaques at the First Presbyterian Church, the George Kolhagen Building, the Howell-Kolhagen House, the Roseburg National Guard Armory and the Judge George R. Willis House.



Thursday evening I attended a book signing event at the Douglas County Museum to launch the recently completed book, "Southern Oregon Timber: The Kenneth Ford Family Legacy" by R.J. Guyer. The book is the co-creation of Mr. Guyer and Ms. Donna Watkins who travelled thousands of miles over the last twenty years interviewing people and evaluating important times and achievements in the life of Mr. Ford and the legacy of the Ford family. It should be an interesting read, and it is clear that Mr. Ford was not only a pioneer in the timber industry but also a pioneer in philanthropy in Douglas County and the other communities that meant so much to him. Our community has probably benefited more than any other from the generosity of the Ford family and it was an honor to attend the book launch.

And speaking of honor, I know everyone is interested in the opportunity to honor Alek Skarlatos for his recent heroic act in helping subdue the terrorist attack on the train in France. While anything we do will pale in comparison to receiving the highest honor the French government could bestow upon a civilian, honors from the American government and military as well as today's appearance on Good Morning America, we will continue to work locally with the family's best interest in mind, to honor Alek in the near

future. The Mayor and staff have been in contact with local media resources, Oregon National Guard representatives and veterans, as well as other elected officials, to try to determine an appropriate venue and timeframe to do a local recognition for Mr. Skarlatos.

With that, have a great weekend everyone! Enjoy the cooler weather.

Friday September 4, 2015

Good Friday afternoon everyone! I hope you are all enjoying the brief change in the weather. It looks like this week of cool weather is helping with the fires around the state and in our immediate vicinity. It has also, at least temporarily, eased the ongoing fire danger. It looks like we will see a return to warmer weather next week and anticipate fire season could last well into October at this rate. Please remind people to be careful as they enjoy recreational activities throughout our area.

It has been another very busy week as we begin wrapping up some projects, have a project out to bid and are right in the middle of the largest projects. The Charles Gardner multi-use path was completed last week by our contractor Knife River. Public Works staff installed a series of culverts in the nature path area just west of the duck pond to replace a walking bridge that was destroyed by a person driving a stolen vehicle. The culverts will provide a safer and more permanent structure for the creek crossing in that area. Public Works staff is out for bid on a cathodic protection project for our water transmission mains and we executed the agreement with Century West to begin final design of the South Stewart Parkway project.



We are in the process of scheduling additional paving at the airport to finish the non-FAA portion of the hanger area. We recently took over ten hangers from Jack Mathis after the expiration of his forty year lease. The paving around those hangers is the final area that needs paved on the south ramp of the airport. The Oak/Washington project is really taking shape now, and while there is inconvenience, I have heard numerous positive comments from adjoining property owners and employees who are really enjoying watching the progress being made. ODOT's contractor continues work on the 138 Corridor Project as well. I can probably quit mentioning that one every week. I will include updates as they hit milestones or begin work in new sections of the project.



Brian Davis and I met with representatives from the former Safeway/Rite-aid site this week to discuss potential redevelopment. We will schedule another meeting in the next month or so with some of the surrounding property owners to see if we can jointly identify some beneficial relationships that might help spur development as well as some of the sites that have recently been vacated as a result of the Highway 138 project.

The owners have recently contracted with a "national" real estate group to try to identify appropriate uses and opportunities for redevelopment. We are encouraged by their renewed interest in developing the property.

On Wednesday, the Parks Commission toured the Fir Grove section of Stewart Park and reviewed the initial plan for the future playground and spray park improvements that will be undertaken next year (funding permitting). The improvements will allow for



expansion of family activities in the area just north of the soccer building and east of the pavilion. We have secured over 80% of the needed funding and will work with local service clubs to determine how best to proceed with generating the balance of funding necessary to begin the project.

Parks Commissioner Diana Wales talked with us about “Swift Watch” which begins this Friday evening in Fir Grove Park. The Vaux Swift is in the midst of its annual southward migration and each Friday for the next six weeks or so, the local Audubon Society, in conjunction with our Parks Department hold gatherings to watch the swifts congregate and enter the chimney of one of the buildings. It is an interesting and entertaining site. You can see the swifts beginning about 15 minutes before sunset every evening, or join the group on Fridays. Diana indicated that there are currently between 1,500 and 2,000 swifts in the area.



The Parks Commission also toured the Betty Long Unruh Theater building. It was my first trip to the facility and they have done an incredible job of transforming the old building into a very functional and comfortable venue for local theatre. If you have not had a chance to take in a play, please consider their fall lineup! You can access information about upcoming productions and activities at <http://www.uact-theatre.com/15-16.html>.

Thursday Chief Burge, Captain Matthews and I met again with a group of business operators from the Willis House/Rose Street area to discuss appropriate law enforcement and actions the businesses should take to ensure their neighborhood is safe and people can transact business. It was a positive meeting and people were very open about their concerns and what they hoped to accomplish. We recently resolved a specific issue in the neighborhood and the residents and businesses are committing to work together to make that area more productive and safer for everyone. The Police Department is actively patrolling the area and each person in attendance was encouraged to always call for assistance if criminal activity is taking place.

The Finance Department continues to work on our computer conversion from an antiquated system to a fully integrated enterprise type software system that will update our general finance, payroll, human resource, utility billing, accounts receivable and court systems. This conversion is long overdue and staff is excited about the changes that are taking place and the opportunities this will provide for more efficient processing of financial information. The conversion will also allow each department to track information on a real time basis to better manage activities and provide more oversight. Finance has started the audit process and preparation of the City's CAFR as well. Ron hopes to get the report out earlier this year and to begin working some new reporting tools outlined by the GFOA.

Today is the beginning of the last long weekend of summer so please be safe and enjoy your Labor Day weekend!

**TENTATIVE FUTURE COUNCIL AGENDA**

**Unscheduled**

- City Hall Entry/Finance Department Remodel
- Parking Enforcement Agreement
- Police K-9 Patrol Vehicle Purchase
- Roadside Memorial Policy
- Tree Ordinance
- Urban Services Agreement
- Amending RMC 5.04 Water Rules and Regulations
- Workers Comp Fund Update – City Manager Authority
- Parking Structure Improvement Design/Construction Management– Urban Renewal
- Urban Renewal Cooperative Agreement with RUSA for Spruce and Parrott Project

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**September 28, 2015**

Mayor Reports

- A. Walk and Bike to School Day Proclamation

Consent Agenda

- A. Minutes of September 14, 2015 Meeting

Public Hearing

- A. Vacation of Short/Burke Streets, Ordinance No. \_\_\_\_\_

Department Items

- A. Urban Renewal Line of Credit Authorization and Intergovernmental Agreement
- B. Project Design/Bidding/Construction Process Overview
- C. Goal Review

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Approval of Minutes
- B. Line of Credit Authorization and Intergovernmental Agreement

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**October 12, 2015**

6:00 Special Session

- A. Marijuana Regulation Options

Consent Agenda

- A. Minutes of September 28, 2015

Public Hearing

- A. Interchange Area Management Plan 127 (Edenbower)

Ordinances

- A. 2<sup>nd</sup> Reading, Ordinance No. \_\_\_\_\_, Vacation of Short/Burke Streets

Informational

- A. Activity Report

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**October 26, 2015**

Consent Agenda

- A. Minutes of October 12, 2015

Public Hearing

- A. LUDO Phase 3, Ordinance No. \_\_\_\_\_

Informational

- A. Activity Report (Court & Quarterly Financial Report – Quarter Ended Sept 30)

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**November 9, 2015**

Consent Agenda

- A. Minutes of October 26, 2015

Ordinances

- A. 2<sup>nd</sup> Reading, Ordinance No. \_\_\_\_\_, LUDO Phase 3

Department Items

- A. Resolution No. 2015-\_\_\_\_ - Water Fee Schedule Amendment

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Review

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**November 23, 2015**

Council Report

- A. Manager's Contract

Consent Agenda

- A. Minutes of November 9, 2015

Informational

- A. Activity Report

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**December 14, 2015**

Consent Agenda

- A. Minutes of November 23, 2015

Informational

- A. Activity Report

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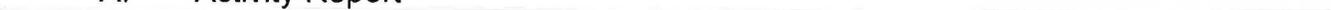
**December 28, 2015**

Consent Agenda

- A. Minutes of December 14, 2015

Informational

- A. Activity Report



**January 11, 2016**

Mayor's Report

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

City Council Ward Reports/Commission Reports

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

Consent Agenda

- A. Minutes of December 28, 2015

Informational

- A. Activity Report

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**January 25, 2016**

Consent Agenda

- A. Minutes of January 11, 2016

Informational

- A. Activity Report (Municipal Court Quarterly Report)

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**February 8, 2016**

Special Presentation (Invite Budget Committee)

- A. Annual Financial Report – Tom Davidson
- B. Quarterly Financial Report – December 31, 2015
- C. Budget Calendar

Consent Agenda

- A. Minutes of January 25, 2016

Informational

- A. Activity Report

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**February 22, 2016**

Consent Agenda

- A. Minutes of February 8, 2016

Department Items

- A. The Partnership Annual Report

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

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**March 14, 2016**

Consent Agenda

- A. Minutes of February 22, 2016

Department Items

- A. Visitors Bureau Annual Report

Informational

- A. Activity Report

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**March 28, 2016**

Consent Agenda

- A. Minutes of March 14, 2016

Informational

- A. Activity Report

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**April 11, 2016**

Mayor's Report

- A. Volunteer Recognition Month Proclamation

Consent Agenda

- A. Minutes of March 28, 2016

Informational

- A. Activity Report (Budget Calendar Reminder)

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**April 25, 2016**

Mayor's Report

- A. Historic Preservation Month Proclamation

Consent Agenda

- A. Minutes of April 11, 2016
- B. OLCC License Renewals

Informational

- A. Activity Report (Quarterly Reports)

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**May 9, 2016**

Mayor Reports

- A. Bike to Work Proclamation

Consent Agenda

- A. Minutes of April 25, 2016
- B. U-Trans Services Contract
- C. Fee Amendment Resolutions

Informational

- A. Activity Report

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Executive Session

- A. City Manager Quarterly Evaluation

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**May 23, 2016**

Consent Agenda

- A. Minutes of May 9, 2016

Informational

- A. Activity Report

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**June 13, 2016**

Mayor's Report

- A. Camp Millennium Week Proclamation

Consent Agenda

- A. Minutes of May 23, 2016

Public Hearing

- A. Resolution No. 2016-\_\_\_ - 2016/17 Budget Adoption

Informational

- A. Activity Report

Urban Renewal Agency Board Meeting

- A. Approval of Minutes
- B. Public Hearing - Resolution – 2016/17 Budget Adoption

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**June 27, 2016**

Consent Agenda

- A. Minutes of June 13, 2016

Informational

- A. Activity Report

Executive Session

- A. Municipal Judge Evaluation

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**July 11, 2016**

Consent Agenda

- A. Minutes of June 27, 2016

Informational

- A. Activity Report

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**July 25, 2016**

Consent Agenda

- A. Minutes of July 11, 2016

Informational

- A. Activity Report (Quarterly Reports)

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**August 8, 2016**

Consent Agenda

- A. Minutes of July 25, 2016

Informational

- A. Activity Report

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**August 22, 2016**

Consent Agenda

- A. Minutes of August 8, 2016

Informational

- A. Activity Report

Executive Session

- A. City Manager Quarterly Evaluation

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**September 12, 2016**

Council Reports

- A. Implementation of City Manager Annual Performance Evaluation

Consent Agenda

- A. Minutes of August 22, 2016

Department Items

- A. Downtown Roseburg Association Annual Report

Informational

- A. Activity Report

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**September 26, 2016**

Mayor Reports

- A. Walk and Bike to School Day Proclamation

Consent Agenda

- A. Minutes of September 12, 2016

Informational

- A. Activity Report

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**October 10, 2016**

Consent Agenda

- A. Minutes of September 26, 2016

Informational

- A. Activity Report

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**October 24, 2016**

Consent Agenda

- A. Minutes of October 10, 2016
- B. Cancellation of December 26, 2016, Meeting

Informational

- A. Activity Report (Quarterly Reports)

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**November 14, 2016**

Consent Agenda

- A. Minutes of October 24, 2016

Informational

- A. Activity Report

Executive Session

- A. City Manager Annual Review

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**November 28, 2016**

City Council Reports

- A. City Manager Contract

Consent Agenda

- A. Minutes of November 14, 2016

Informational

- A. Activity Report

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**December 12, 2016**

Mayor Reports

- A. Election Results

Consent Agenda

- A. Minutes of November 28, 2016

Informational

- A. Activity Report

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