

CITY OF ROSEBURG
CITY COUNCIL AND ADMINISTRATIVE POLICIES AND
PROCEDURES MANUAL

Update February 2024



The Administrative Policy & Procedure Manual was originally developed in 1999 and was periodically updated to ensure uniform application of general policies and procedures for various administrative functions and activities of all departments of the City.

The manual addresses primarily administrative policies and procedures which have not been formally adopted by Council resolution or ordinance, but have been established, practiced and understood to be the acceptable and proper manner in which a given matter of City business is to be conducted. The manual is to be used in conjunction with other regulatory provisions, such as those found in the following:

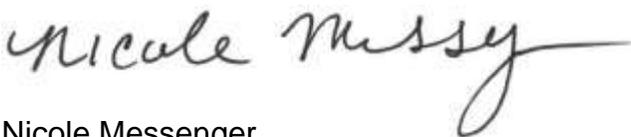
- * Oregon Revised Statutes
- * City of Roseburg Charter
- * Roseburg Municipal Code
- * City of Roseburg Personnel Policies
- * City of Roseburg Employee Handbook
- * Collective Bargaining Agreements
- * City of Roseburg Safety & Health Manual
- * City of Roseburg Emergency Response Plan

Any City business conducted contrary to the practice and procedure set forth in this manual or in accordance with any other officially adopted City manual, process, law, rule or policy must be approved in writing by the City Manager.

The City Council Policy Manual was prepared in 2012 in an attempt to compile multiple policies, practices and guidelines adopted over the years by the City Council, most often by Council resolution. The Council exercises its legislative authority by adopting ordinances which in most cases, are codified into the Roseburg Municipal Code. The Code provides not only the current laws and regulations imposed by the Council; it also provides a history of prior ordinances and notations as to when changes were made.

The Council's administrative authority is most commonly exercised through adoption of resolutions. Council resolutions are considered "permanent", "essential" City records. All original resolutions - from the very beginning of the City's incorporation - are contained within the City's record vault. Prior to the production of this manual, the guidelines, rules and procedures established by these records have never been "codified" into any form of manual for easy reference.

In 2014, to accommodate the ease of accessing all these policies, the two documents were combined. Each subject, however, identifies whether the policy is "Administrative" or "Council" related.



Nicole Messenger
City Manager

POLICY AND PROCEDURE MANUAL

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ACCOUNTING AND FINANCIAL PRACTICES POLICIES
(Administrative Policy)

The City will maintain an accounting and financial reporting system that conforms with Generally Accepted Accounting Principles (GAAP) and Local Budget Law and will issue an Annual Comprehensive Financial Report (ACFR).

Each fund will maintain adequate cash reserves, borrow internally from another City fund or borrow externally to provide for cash flow requirements.

The City will not normally earmark specific revenues for specific public purposes in general operating funds unless required by virtue of the funding source.

Whenever feasible, government activities will be considered enterprises if so doing will increase efficiency of service delivery or recover the cost of providing the service from the benefitting entity by a user fee or charge.

Properties obtained under the foreclosure provisions of the Bancroft Act will be managed and disposed of in such a manner so as to attempt to at least reimburse the program for all direct and indirect costs incurred and so as not to disrupt the marketplace.

The City will manage its funds as independent entities in accordance with legal and administrative guidelines and generally accepted accounting principles.

Each operating fund, as appropriate, will maintain a contingency account to meet unanticipated requirements during the budget year.

AD HOC/CITIZEN ADVISORY COMMITTEES
(City Council Policy)

Background: At a special meeting on February 17, 2009, the Council took an in-depth look at the use of Ad Hoc and Citizen Advisory Committees and developed informal guidelines to be followed when using such committees, which included the following:

1. Each committee will report to a City Commission and their meetings shall be subject to the Open Public Meetings Law. This means that all meetings must be open to the public and notice of the meetings must be sent to the news media and anyone who has filed a written request for such notification. The notice should also be sent to the City Manager, Mayor, Council and Department Heads, and posted on the bulletin board on the second floor entry way to City Hall and on the City's website.
2. The meeting location must be ADA accessible and written minutes or a sound, video or digital recording must be taken at all meetings. The minutes must include who was present, the substance of matters discussed and any "conclusions reached".
3. The Department Head assigned to work with the committee will be responsible for advising Council of the formation of the committee, its purpose, which City Commission it will report to, the identity of the committee members and the date and time which the committee will meet. After all work of the committee has been completed, the Department Head will report to Council regarding the Committee's accomplishments and any recommendations for Council action.

City Manager Ad-Hoc Committees: The Open Public Meetings Law does not prohibit the City Manager from forming an ad hoc committee to assist him with a particular task or project that he has the authority to act upon. In that scenario, the members would report strictly to the City Manager and meetings of the committee would not be subject to the Open Public Meetings Law.

ADA TITLE II TRANSITION PLAN
(City Council Policy)

Background: The ADA Transition Plan is a federally required document that prioritizes and guides local efforts to complete accessibility upgrades and charts a course for the City to achieve compliance with current ADA standards. On September 26, 2016, the Council awarded an engineering contract to Century West Engineers for development of an ADA Transition Plan. As part of this project, the consultant assessed 1,626 sidewalk access ramps, sixteen transit stops and 115 pedestrian push buttons as part of the plan. A small percentage of the facilities assessed were fully compliant with current ADA standards. As such, the plan attempts to prioritize and phase required improvements to match available resources for making improvements.

The City already incorporates ramp and signal upgrades into existing pavement management and other improvement projects as required. Replacement of many of the substandard ramps will be accomplished in conjunction with a pavement management project or other planned improvement.

On March 26, 2018, the City Council adopted Resolution No. 2018-07 adopting the City of Roseburg's ADA Transition Plan for Public Right-of-Way Facilities. The resolution read as follows:

WHEREAS, the City of Roseburg has an obligation under Title II of the Americans with Disabilities Act (ADA) to provide equal access to all City programs and activities, including facilities within the public rights-of-way; and

WHEREAS, the City has developed an ADA Transition Plan for Public Right-of-Way Facilities; and

WHEREAS, the ADA Transition Plan for Public Right-of-Way Facilities contains a system of prioritization for planning construction or reconstruction of ADA compliant facilities within the public rights-of-way; and

WHEREAS, the draft ADA Transition Plan was made available for public review and comment through multiple means (hard copy, website, public meeting); and

WHEREAS, such public participation period has passes and no comments were received;

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

The City of Roseburg ADA Transition Plan for Public Right-of-Way Facilities is hereby adopted.

NOTE: The City of Roseburg ADA Transition Plan for Public Right-of-Way Facilities is on file with the City Recorder's Office.

AIRPORT LONG-TERM LEASING OF CORPORATE HANGAR SPACE
(City Council Policy)

Background: The Airport Commission recommended, and the City Council adopted the first Policy for Long-Term Leasing of Corporate Hangar Space (“Policy”) via Resolution No. 2002-16 on September 23, 2002. The Policy was amended on November 14, 2005 via Resolution No. 2005-22 to require renewal term inspections to be done by an independent professionally licensed engineer, architect or building contractor. The Policy was amended again by Resolution No. 2006-11 adopted on April 24, 2006 to phase in rate increases over a five-year period with an annual CPI adjustment (with a cap of 3%) thereafter. On August 25, 2008, the Council adopted Resolution No. 2008-16 amending the Policy to address non-aviation use of corporate hangar space and designating two parking spaces for north-end corporate hangars with direct street access. Unfortunately, many of the corporate hangar owners felt this change would diminish the value of their leases and appealed to Council to rescind the Policy and allow them time to present an alternative policy regarding non-aviation commercial use of corporate hangar space. The Council consented to this request on October 3, 2008 by adopting Resolution No. 2008-21, rescinding Resolution No. 2008-16 and giving the corporate tenants 90 days to present an alternative policy regarding non-aviation use of the subject hangars. After waiting for well over a year to hear an alternative from the corporate hangar owners, on September 13, 2010, the Council adopted Resolution No. 2010-11 reinstating the Policy as adopted in October of 2008. The new Policy was to apply to both current and future corporate hangar ground leases; became effective retroactively on September 1, 2010; and reads as follows:

**2010 POLICY FOR LONG-TERM LEASING OF CORPORATE HANGAR SPACE AT THE
ROSEBURG REGIONAL AIRPORT**

The following provisions shall be known as the 2010 Policy for Long Term Leasing of Corporate Hangar Space at the Roseburg Regional Airport (hereinafter referred to as the “Policy”), and, unless otherwise stated herein, shall be applied to the ground leases for all corporate hangar spaces leased at the Airport:

1. **ANNUAL PAYMENT DATE.** The annual payment for each corporate hangar space leased at the Roseburg Regional Airport shall be due in advance, on or before July 1 of each year. The first annual payment on newly constructed hangars shall be pro-rated to incorporate the July 1 payment date.

2. **LEASE RATES.** Annual corporate hangar lease rates are currently set at \$0.25 per square foot. Beginning July 1, 2011, and on July 1 of each year thereafter, throughout the entire term of the lease, the annual lease rate increase for corporate hangar space shall be equal to the percentage increase in the Consumer Price Index (“CPI”) for the twelve (12) month period ending December 31 of the prior year. Comparisons shall be made by using the Bureau of Labor Statistics Consumer Price Index entitled All Urban Consumers, West Region - Portland, Oregon (1982-1984=100); provided however, such increase shall not exceed three percent (3%) in any given year. In no event shall there be a decrease in the ground lease rate paid the

prior year. In the event that the above referenced CPI ceases to be published, the City shall select a comparable replacement table.

3. INITIAL TERM. The Initial Term of the ground lease for all corporate hangars shall be considered the period of time beginning on the date the hangar was originally constructed, and ending June 30 of the year following the 20th anniversary of such original construction date.

4. RENEWAL TERMS. Following expiration of the Initial Term, all corporate hangar ground leases may be renewed for additional terms of five (5) years each (“Renewal Term”), throughout the lifetime of the hangar, provided Lessee meets the requirements set forth in this Policy and is not in default of any lease provision.

4.1 Renewal/Inspection Notice. Ninety (90) days prior to the expiration of the Initial Term or any Renewal Term then in effect, the City shall give Lessee written notice of pending expiration and of the hangar inspection required by Section 5 of this Policy (“Renewal/Inspection Notice”). Lessee’s desire to exercise such right of renewal shall be considered automatic unless Lessee notifies the City in writing of the intent not to renew the lease as required by Subsection 4.2 of this Policy.

4.2 Lessee’s Decision Not to Renew. If at the end of the Initial Term, or at the end of any Renewal Term, Lessee decides not to exercise the right to renew the lease as allowed by this Policy, Lessee must notify the City in writing of said decision not to renew. Such notice must be submitted to the City in writing within thirty (30) days of the date of the City’s Expiration/Inspection Notice sent pursuant to Subsection 4.1 of this Policy and must outline Lessee’s plans for removal of the hangar at the end of the existing term. Such removal shall be at Lessee’s expense and must be accomplished within 90 days of the date of Lessee’s notice to the City of the decision not to renew. If the Lessee fails to remove the hangar as required, the hangar shall be considered a nuisance to be abated as outlined in Section 7 of this Policy.

5. RENEWAL TERM INSPECTION REQUIREMENTS: As a condition of renewal of the lease, within thirty (30) days of the date of the City’s Renewal/Inspection Notice, Lessee, at Lessee’s sole expense, shall hire an independent professionally licensed engineer, architect or building contractor, to conduct an assessment and inspection of the hangar based on the criteria set forth in this Policy. Lessee shall cause such inspection and assessment to be completed, and a written report of all findings from the inspection (“Inspection/Assessment Report”) to be filed with the City within sixty (60) days from the date of City’s Renewal/Inspection Notice to Lessee. Failure of the Lessee to order such inspection and assessment or to provide the City with the Inspection/Assessment Report as required, shall be considered a violation of the Lease, and shall be grounds for denial of the Renewal Term.

5.1 Inspection/Assessment Report. The Inspection/Assessment Report to be provided the City shall include, but not be limited to:

5.1.1 A detailed list of any maintenance deficiencies found in the interior and on the exterior of the hangar;

5.1.2 A statement verifying Lessee's compliance with current Roseburg Regional Airport Rules and Regulations, limits on storage of hazardous materials and appropriate usage of the facility; and

5.1.3 A structural assessment as to the remaining useful life of the hangar and recommendations for improvements which would increase the useful life expectancy of the hangar.

5.2 Deficiencies Satisfied. Lessee shall satisfy all deficiencies identified in the Inspection/Assessment Report within 30 (thirty) days of the date of such report. If deficiencies require more than thirty (30) days to correct, Lessee may make a written request to the City Manager for an extension of the standard correction time. The City Manager shall not unreasonably deny the extension. Failure of Lessee to correct each reported deficiency will result in ownership of the hangar reverting to the City.

5.3 Appeal of Deficiencies. If Lessee objects to a deficiency identified in the Inspection/Assessment Report, Lessee may file a written appeal with the City Manager, specifying the objection. Such appeal must be submitted to the City Manager within ten (10) days of the date of the Inspection/Assessment Report and shall be processed in accordance with RMC Section 7.06.030 governing the appeal of a notice of nuisance abatement.

6. APPROVAL OF RENEWAL TERM. Upon Lessee's completion of all conditions precedent to the commencement of the Renewal Term, including, but not limited to, the satisfactory completion of all deficiencies identified in the Inspection/Assessment Report, the City shall approve the renewal of the lease for one five-year Renewal Term, or for less than a five-year Renewal Term if the Inspection/Assessment Report reflects the conclusions outlined in the following Section 7 of this Policy.

7. FINAL RENEWAL TERM; REMOVAL OF HANGAR. In the event the Inspection/Assessment Report results in a finding that the anticipated remaining useful life of the hangar is five (5) years or less, the pending Renewal Term shall be deemed to be the last Renewal Term available under the lease (the "Final Renewal Term"). In such event, Lessee shall agree, as a condition to approval of the Final Renewal Term, to remove the hangar, at Lessee's expense, at the end of the Final Renewal Term. If the Lessee does not agree to remove the hangar at the end of the Final Renewal Term, the City shall deny the request to renew and Lessee must comply with Section 10 of this Policy. If Lessee fails to remove the hangar within thirty (30) days of the expiration of the Final Renewal Term, the City shall consider the hangar a nuisance to be abated in accordance with Roseburg Municipal Code (RMC) Chapter 7.06, and after notice to Lessee, may abate the nuisance and charge the Lessee the cost of abatement, plus a penalty as provided in the aforementioned Code Chapter.

8. NON-AVIATION COMMERCIAL USE WITHIN CORPORATE HANGARS WITH STREET SIDE ACCESS. The provisions contained within this Section 8 shall apply only to those corporate hangars with direct street access constructed, assigned or renegotiated for any reason, including the expiration of any term of the applicable lease, after May 1, 2008.

8.1 Non-Aviation Commercial Use Defined. Non-aviation commercial use is defined as any use that is not included in the following Federal Aviation Administration (FAA) definition:

8.1.1 Aeronautical Activity. Any activity that involves, makes possible, or is required for the operation of aircraft or that contributes to or is required for the safety of such operations. Activities within this definition, commonly conducted on the airport include, but are not limited to the following: general and corporate aviation, air taxi and charter operations, scheduled and nonscheduled air carrier operations, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, aircraft sales and services, aircraft storage, sale of aviation petroleum products, repair and maintenance of aircraft, sale of aircraft parts, parachute or ultralight activities, and any other activities that, because of their direct relationship to the operation of aircraft, can appropriately be regarded as aeronautical activities. Activities, such as model aircraft and model rocket operations, are not considered aeronautical activities.

8.2 Limit on Non-Aviation Use. Unless otherwise approved by the Roseburg City Council, non-aviation commercial use within corporate hangars shall be considered temporary and limited as follows:

8.2.1 All non-aviation commercial use of space within corporate hangars, whether by the owner of the corporate hangar or through a sublease with a third party, must be described in written detail and submitted by the corporate hangar owner to the City Manager for written approval a minimum of thirty days prior to the date the non-aviation use begins.

8.2.2 Requests for non-aviation use will be considered only when the City has sufficient land and facilities available to meet the aviation needs of the community and the desired use is compatible with Airport zoning requirements.

8.2.3 Approval of non-aviation use will be granted on a temporary basis, for a period of time not to exceed five years. At the end of the five year period, the City will evaluate the aeronautical need for the subject space and determine if it is appropriate to authorize continued use of the space for non-aviation related purposes.

8.2.4 All agreements granting approval of non-aviation use of corporate hangar space shall contain a six month termination clause giving the City the right to terminate the non-aviation use of the space if there is an aeronautical need for the subject space.

8.2.5 Non-aviation commercial use will only be allowed on the second floor of the hangar.

8.2.6 The area used for non-aviation commercial purposes shall cover not more than 10 percent of the total square footage of the hangar.

8.3 Lease Rate for Non-Aviation Use. The lease rate for non-aviation commercial use within corporate hangars shall be set at fair market value, at parity with that of other office space within the vicinity of the Airport and based on the total square footage used for non-aviation related purposes. The City Council shall establish a lease rate for “non-aviation commercial use of corporate hangar space” by Council resolution to be incorporated within the Fee Schedule for the City of Roseburg. The rate set by Council shall be re-evaluated in September, 2011; and if such re-evaluation reflects the need for an adjustment to the originally established rate, such adjustment shall become effective July 1, 2012 and thereafter, the non-aviation use rate shall be subject to the same CPI adjustment established for corporate hangar space lease rates in Section 2 of this Policy.

8.4 Parking. Hangar owners shall comply with Section 12.06.030(H), “Off-Street Parking”, of the Roseburg Municipal Code. Two parking spaces shall be assigned to each corporate hangar with direct street access. Owners shall be required to lease additional parking spaces from the City in order to comply with the applicable Code provisions. The lease rate for each additional parking space shall be set by Council Resolution, incorporated into the City’s fee schedule, and subject to the same CPI adjustment established for corporate hangar space lease rates in Subsection 2 of this Policy.

8.5 Inspection and Entry. The City shall have the right, after giving the owner reasonable notice, to inspect the hangar for the purpose of determining compliance with the owner’s obligations under this Policy.

9. COMPLIANCE WITH AIRPORT POLICY. Notwithstanding any other provision of the lease, any part of this Policy shall be amended as necessary to comply with any Airport policy adopted by the Roseburg City Council following a recommendation of the City’s Airport Commission, or its successor, provided that, no such amendment shall shorten a Renewal Term in effect on the date of Policy adoption, or require Lessee to expend additional moneys on hangar improvements during the Renewal Term in effect on the date of Policy amendment.

10. RETURN OF PROPERTY AT THE END OF THE LEASE. Upon the expiration or termination of the Lease, Lessee shall remove the hangar at Lessee’s sole expense, and surrender the property to the City within thirty (30) days of the date of expiration or termination of the lease. As outlined in the above Section 7, if Lessee fails to remove the hangar, the City may remove the hangar and charge the Lessee the cost of such removal.

11. RIGHT OF FIRST REFUSAL. If at any time during the Initial Term of the lease, or any Renewal Term thereof, Lessee offers the corporate hangar for sale, the City shall have the first right of refusal to purchase the hangar in accordance with Roseburg Municipal Code Section 3.22.200.

12. EFFECTIVE DATE. Upon adoption by the City Council, unless otherwise stated herein, all provisions of this Policy shall become effective retroactively to September 1, 2010 and shall be applied toward all existing corporate hangar space leases and any application for lease of a corporate hangar space received from the date of adoption forward.

AIRPORT RULES AND REGULATIONS
(City Council Policy)

Background: The Roseburg Regional Airport Rules and Regulations were originally adopted by the Roseburg City Council on March 10, 1997, via Resolution No. 97-3; amended by Resolution No. 2011-09 and most recently updated by Resolution No. 2011-9 on May 26, 2011. The following is a complete compilation of such rules:

1. SCOPE.

1.1 Coverage. These rules govern all persons on the Airport and users of the Airport. Any direct or indirect permission given to a person to enter upon or use the Airport is conditioned, unless otherwise agreed, upon compliance with these rules.

1.2 Relation to Other Laws. These rules do not amend, modify or supersede any provision of federal, state or local law. Insofar as possible, these rules shall be interpreted not to conflict with, but to supplement, federal, state or local law or any contract between the City of Roseburg and an Airport user. Other than to the extent that these rules have been incorporated into the terms of existing leases or contracts, these rules are not intended to modify other agreements.

1.3 Authority. These rules are adopted and can be amended under the authority of Section 3.22.080 of the Roseburg Municipal Code.

1.4 Posting of Rules. These rules shall be posted in the Airport lounge, in the office of the Airport Director and on file in the office of the City Recorder. All Airport tenants shall be provided a copy of these rules. Nevertheless, these rules will be fully effective even if not posted or distributed.

1.5 Adoption of Rules Not Grant of Right. The adoption of these rules is not intended to, and shall not be construed to, grant any property right or expectation to any person. The City reserves the right to amend these rules and to limit or deny any person's use of the Airport as may be in the public's interest.

1.6 Severability. These rules are severable. If any part of these rules is invalidated by a court or agency, that invalidation shall not affect the validity of the remaining rules.

2. DEFINITIONS. As used herein, the following words and phrases mean:

2.1 Aviation or Aeronautical Activity: Any activity which involves, makes possible, or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations.

2.2 Aircraft: Any device used, or intended to be used, for flight in the air, including, as designated by the FAA, ultralights, gliders and lighter than air vehicles.

- 2.3 Airfield Area:** The areas at the Airport for taxiing, landing, taking off, handling, servicing, loading and unloading of aircraft, including clear zones, runways, taxiways, ramps, aprons, roadways and all areas incident thereto.
- 2.4 Airport:** The land and facilities known as Roseburg Regional Airport as defined by the March 1983 City of Roseburg Airport Park Survey recorded in the Douglas County Surveyor's Office, Map File #M95-68, A through G, on January 4, 1984.
- 2.5 Airport Director:** The person appointed by or under the authority of the Roseburg City Manager to exercise the functions and authority described in Rule 3.1.
- 2.6 Applicant:** A person applying for a permit or lease to conduct operations at the Airport, including any shareholder, partner, part owner or manager of such a person.
- 2.7 Apron or Apron Area:** The area that is used for loading and unloading persons and cargo to and from an aircraft.
- 2.8 City:** The City of Roseburg, Oregon.
- 2.9 City Manager:** The City Manager for the City of Roseburg or the City Manager's designee.
- 2.10 Commercial Operation:** Operation or service performed for compensation that is conducted on or based at the Airport, including, but not limited to, ground transportation activity. "Commercial Operation" does not include activities of any local, state or federal agency, including the military, or an isolated use of the airfield by an aircraft.
- 2.11 Commercial Operator:** Any person engaged in a Commercial Operation.
- 2.12 FAA:** The Federal Aviation Administration of the United States, or its successor agency.
- 2.13 FAR:** The Federal Aviation Regulations.
- 2.14 Fire Chief:** The Chief of the City of Roseburg Fire Department or the Fire Chief's designee.
- 2.15 Fueling:** Fueling or refueling.
- 2.16 Ground Transportation Activity:** The provision of transportation of persons or property on the Airport or based at the Airport to the general public, either as a courtesy to a patron by a hotel, a motel, off-Airport car rental agency or off-Airport parking lot operator, or for hire. "Ground Transportation Activity" does not include dropping off persons or property at the Airport.
- 2.17 Hazardous Materials:** Materials that, because of their quantity, concentration or physical, chemical or infectious characteristics, may cause or pose a present or potential hazard to human health or the environment when improperly used, stored, disposed of, transported or otherwise handled. The term includes, but is not limited to, petroleum products, including crude oil or any fraction thereof that is a liquid at standard conditions of temperature

and pressure (60 degrees Fahrenheit and 14.7 pounds per square inch absolute) and any hazardous or toxic substance regulated under the Resource Conservation and Recovery Act, the Comprehensive Environmental Response, Compensation and Liability Act or any other of the state, federal, or local laws relating to the protection of human health or the environment.

2.18 Lessee: Any person who is leasing property or space at the Airport from the City.

2.19 Motor Vehicle: Any non-aircraft device that carries persons or property and is self-propelled or designed for self-propulsion.

2.20 Movement Area: The runways, taxiways and other areas of the Airport which are utilized for taxiing, air taxiing, takeoff and landing of aircraft, exclusive of loading ramps and parking areas.

2.21 Owner: As used in connection with an aircraft, owner means a person who holds legal title to an aircraft. If the aircraft is the subject of a conditional sale or lease/option or if the mortgagor of the aircraft is entitled to possession, then the conditional vendor, lessor or mortgagor shall be deemed the owner for the purpose of these rules.

2.22 Permit: A written agreement or license issued by the City of Roseburg authorizing the holder to perform certain activities or operations at the Airport, including but not limited to, operating agreements.

2.23 Permittee: Any person holding a valid permit under these rules.

2.24 Person: Any individual, firm, partnership, corporation, company, association or political body.

2.25 Public Area: The area open to the public includes the public roads and sidewalks, the terminal lobby, lounge area, restrooms and places for public gathering, waiting and viewing.

2.26 Roseburg UNICOM: VHF 122.8 MC.

2.27 Rules: The Roseburg Regional Airport Rules and Regulations.

2.28 Terminal Building or Airport Terminal: The terminal building, when constructed or thereafter expanded or improved, including the sidewalks, roads and parking areas near the terminal building.

3. AUTHORITY.

3.1 Airport Director. The Airport Director is responsible for the operation of the Airport. Subject to direction by the City Manager, the Airport Director is empowered to:

3.1.1 Oversee all operations at the Airport;

3.1.2 Take any action at the Airport necessary to protect and safeguard the public;

3.1.3 Regulate traffic and parking at the Airport and install and remove traffic control devices;

3.1.4 Cause the removal from the Airport of any person who violates any of these rules or an Airport Director written directive, when that removal is necessary to insure the safe or orderly operation of the Airport;

3.1.5 Deny any future use of the Airport, except for air travel, to any person who violates any of these rules or an Airport Director directive;

3.1.6 Initiate a NOTAM closing of the Airport or any part thereof through the FAA when unsafe conditions exist;

3.1.7 Administer and enforce these rules;

3.1.8 Perform any other duty that may be assigned by the City Manager.

3.2 Airport Commission. The composition and authority of the Airport Commission is governed by Chapter 2.14 of the Roseburg Municipal Code.

4. RULES OF GENERAL APPLICABILITY.

4.1 Compliance with Federal Law. All aviation activity and commercial operations at the Airport shall comply with the regulations and directives of the FAA and any other federal agency with jurisdiction over airports.

4.2 Permit or Lease Required. No person shall conduct commercial operations at the Airport, use the Airport as a base for the conduct of business or otherwise provide services or goods to travelers, customers, a permittee or a lessee at the Airport, without first obtaining the proper permit or lease from the City Manager or designee. The duty to obtain a permit or lease for supplying services or goods to a single permittee or lessee may be waived by the City Manager if the extent of the activity is not substantial. Subject permits and leases shall be issued and revoked under the procedures set out in Rules 9, 10 and 11.

4.3 Operation of Motor Vehicles. The operation of all motor vehicles at the Airport shall comply with:

4.3.1 State laws regarding motor vehicle operation, including the Oregon Vehicle Code, ORS Chapters 801 to 822;

4.3.2 City ordinances regarding motor vehicle operation (including the provisions of Title 8 of the Roseburg Municipal Code);

4.3.3 Orders, signals and directives of the Airport Director;

4.3.4 Traffic control devices;

4.3.5 The following restrictions:

4.3.5.1 All motor vehicles except emergency vehicles responding to an alarm shall yield the right-of-way to an aircraft in motion;

4.3.5.2 When possible, aircraft should yield the right-of-way to emergency vehicles. Operators of emergency vehicles should use caution when approaching moving aircraft.

4.3.5.3 No motor vehicle used for hauling trash, dirt or any other wastes shall be operated unless the vehicle is constructed to prevent the contents from dropping, leaking or otherwise escaping.

4.4 Parking. All motor vehicles shall be parked in compliance with state law, local law (including the provisions of Title 8 of the Roseburg Municipal Code), restrictions posted on authorized signs, and the following:

4.4.1 No person shall park a motor vehicle in excess of the prescribed time limit for a particular parking area.

4.4.2 No person shall park a motor vehicle other than in areas established for parking or in a manner that obstructs or interferes with vehicular traffic.

4.4.3 Lessee's shall be allowed to park a motor vehicle in their leased hangar while tenant is flying the aircraft normally housed in the hangar.

4.5 Removal of Motor Vehicles. The Airport Director may remove from any area of the Airport any motor vehicle that is disabled, abandoned or parked in violation of these rules, at the operator's expense and without liability for damage to the motor vehicle or its contents, which may result from the removal.

4.6 Limited Access Areas. No person shall use any part of the Airport in a manner contrary to posted official directives applicable to that area.

4.7 Animals. No person shall enter the Airport with a dog or other animal unless it is an on-duty dog or other animal trained to assist handicapped persons, is being used by a law enforcement agency, is leashed or properly confined or is confined to property leased to the person responsible for that dog or other animal.

4.8 Offensive Conduct. No person shall commit at the Airport any act made unlawful by Title 7 of the Roseburg Municipal Code.

4.9 Sanitation. No person shall dispose of refuse or waste material on the Airport except in receptacles provided for that purpose. No person shall bring refuse or waste material to the Airport for purposes of disposal at the Airport, except with written permission of the Airport Director.

4.10 Firearms and Explosives. No person, except for duly appointed peace officers, members of the United States armed forces while on duty, persons licensed under state law to carry a concealed weapon or corrections officers, shall carry any firearms or explosives into the Airport terminal or airfield area without the written permission of the Airport Director, except

for properly packaged firearms or explosives for shipment onto or from an aircraft, or as expressly allowed by state law.

4.11 Picketing, Demonstrations, Solicitations and Handbills.

4.11.1 General Policies. The exercise of constitutional rights of expression and communication in public areas of the Airport shall not be restricted or infringed upon because of the content of the communication or identity of the speakers. No prior restraint of speech is permissible. It is necessary, however, to generally regulate speech activity on Airport property and articulate standards on permissible conduct in advance in order to deal with overcrowding. At all times when a restriction is imposed, the least restrictive alternative shall be required.

4.11.2 Prohibited Conduct. Any person may engage in speech-related activities on public areas of Airport property so long as the following restrictions are obeyed:

4.11.2.1 No violation of state or municipal criminal laws;

4.11.2.2 No intentional touching or making physical contact with another person unless that person consents to such physical contact;

4.11.2.3 No use of placards, banners or signs made of wood, metal or other hard substances within the Airport;

4.11.2.4 No use of a table, counter or stand within the Airport without written authorization of the Airport Director;

4.11.2.5 No impeding of pedestrian or vehicle access to any Airport facility.

4.11.3 Authorization of Airport Director. The Airport Director may request that persons engaging in speech activity within the Airport confine themselves to designated areas if the unrestricted presence of such persons causes serious public inconvenience in the operation of the Airport. Such determination shall be made after initially allowing the activity, but then finding that the activity's continuance causes blockage of or interference with any of the following: Airport entrances; car rental or other commercial activities; aircraft, automobile, limousine or bus boarding or unloading; aviation activity or the transaction of business at the Airport. The persons engaging in the interfering activity shall be requested to conduct such activities outside the Airport. Priority of use of the designated areas for speech-related activities shall be given to the person or group first requesting permission for such use in writing.

4.11.4 Limitations on Use of Sidewalk Area. No group of persons who are exercising free speech rights shall block the entrances to the Airport or to any buildings thereon.

4.11.5 Removal from Airport Property. Persons or organizations engaging in free speech activities shall be subject to arrest for trespass in the event they continue to violate these rules after the Airport Director gives notice to cease and desist to any person engaging in the activity. Failure of the person receiving the notice to

communicate the notice to other persons in that group shall not be a basis to set aside the notice.

4.11.6 Advance Notification. Advance notification to the Airport Director of intent to picket, demonstrate, solicit or distribute printed material at the Airport is encouraged, but not required. Interested groups may wish to give advance notice where possible so that problems with interference with Airport activities can be resolved in advance.

4.12 Amplified Sound. No person may use voice amplification equipment without written authorization of the Airport Director. Permission shall be granted if the Airport Director receives a timely completed request for permission and finds that the activity can be done safely and without interfering with aviation activity at the Airport. Requests for permission to use amplified sound shall be on a form provided by the Airport Director and shall be filed at least 48 hours (excluding weekends and holidays) prior to the time for which amplified sound is requested. Notwithstanding the preceding sentences, if the Airport Director finds the actual use of amplified sound is an unreasonable safety risk or if the actual use is not consistent with the application, the Airport Director may withdraw permission to use amplified sound.

4.13 Interference with Operation of Aircraft. No person shall interfere with the operation of aircraft or start the engine of an aircraft without the consent of the aircraft's operator.

4.14 Lost Articles. Persons finding lost or mislaid articles shall turn such items in to the Airport Director's office. Such property shall be disposed of as provided by Roseburg Municipal Code Chapter 3.16.

4.15 Use of Hazardous Materials and Environmental Law Compliance.

4.15.1 Except for material in the quantities listed in 4.16.1.9, any hazardous materials brought onto the Airport must be immediately reported to the Airport Director. The report shall be made by delivering to the Airport Director's office either a completed hazardous materials report form (available from the Airport Director) or by delivering a copy of the cargo manifest (shipping paper). When requested, a person bringing hazardous materials onto the Airport shall provide the Airport Director or the City Manager with the Material Safety Data Sheet for the hazardous material that person is bringing onto the Airport.

4.15.2 All persons shall comply with federal, state and City of Roseburg laws relating to the protection of human health and the environment, including laws and regulations pertaining to the use, storage and transportation of hazardous materials.

4.15.3 All persons shall exercise extreme care in handling hazardous materials. Each person using hazardous materials shall undertake any and all preventative, investigatory or remedial action as required by law, by order of a governmental agency with jurisdiction under the law, or which is necessary to prevent or minimize property damage or personal injury by release or exposure to hazardous materials. Any person causing or having knowledge of any release or spill of hazardous materials must immediately report such release or spill to the Airport Director. In the event a person fails to perform any of these obligations, the City may, but is not required to, perform these obligations at the person's expense.

4.15.4 No person shall place any solid or pour any liquid other than water down floor drains, manholes or other sewer connections.

4.15.5 City reserves the right to prohibit any hazardous material from being brought onto the Airport. In the event City prohibits a material from being brought onto the Airport, City will post a notice at the Airport Director's office that the material is prohibited and will attempt to notify persons having such material on the Airport.

4.16 Fire Regulations (Oregon Fire Code).

4.16.1 The following actions are prohibited inside aircraft storage hangars per the Oregon Fire Code:

4.16.1.1 Refueling of any aircraft (OFC 1104.1)

4.16.1.2 Welding or any other work involving open flames (OFC 1103.1)

4.16.1.3 Painting of aircraft other than self-service touch-up painting (OFC 1104.2)

4.16.1.4 Storage of combustible debris (OFC 1103.3)

4.16.1.5 Smoking, except in designated and approved smoking areas (OFC 1103.2)

4.16.1.6 Continued work or aircraft movement if a spill of a flammable or combustible liquid occurs (OFC 1104.4)

4.16.1.7 Cleaning aircraft or parts with Class 1A flammable liquids (OFC 1104.3)

4.16.1.8 Storage of flammable and combustible materials without proper containers (OFC 1103.6)

4.16.1.8.1 Limited amounts of flammable materials such as small spray paint cans that may be needed to support self-service maintenance requirements must be stored in Flammable Storage Cabinets meeting the requirements of OFC 3404.3.2

4.16.1.8.2 Oily rags and other waste products susceptible to spontaneous combustion must be disposed of in a metal, airtight, listed disposal container with an automatically closing lid. This container must be emptied daily (OFC 304.3.1)

4.16.1.9 Storage of *more than* 10 gallons of flammable or combustible liquids used for maintenance purposes or operation of equipment (OFC 3803.2)

NOTE: See Attachment A for classification and examples of flammable and combustible liquids

4.16.1.10 Use of unvented heaters which utilize portable LPG tanks (OFC 3803.2)

4.16.1.11 The transferring or dispensing of flammable liquids from one container to another inside any hangar.

4.17 Fire Extinguishers. All hangars and repair areas shall have at least one currently tested 2A20BC fire extinguisher in a visible and accessible location for each 3000 square feet of floor area or portion thereof. Every towing vehicle, welding apparatus and fueling station will have a minimum of one currently tested 3A40BC extinguisher at all times. Every aircraft refueler shall have a minimum of two 2A20BC fire extinguishers, one mounted on each side of the refueler. Use of any fire extinguisher equipment under any circumstances shall be reported to the Airport Director and Fire Chief immediately after use.

NOTE: During scheduled inspections, the Roseburg Fire Department will only enforce Fire Code violations. If a Fire Department inspector notes anything other than a violation of the Oregon Fire Code, it may be reported to the Airport Director for follow-up.

4.18 Smoking. No person shall smoke or carry lighted cigarettes, cigars, pipes or any flame in or about any fuel storage area, stationary refueling vehicle, public landing area, public aircraft parking and storage area or any other area where smoking is prohibited by sign.

4.19 Vending Machines and News Racks. Vending machines and news racks that are to be placed outside of leaseholds may be located only in areas designated by the City Manager. In determining where to designate vending machine or news rack areas, the City Manager shall consider whether vending machines or news rack placement would interfere with pedestrian movement, compete with another permitted activity, foster political speech and any other factor the City Manager deems relevant. The City Manager may grant an exclusive concession to operate news racks outside of leaseholds. A permit is required to operate more than three vending machines within any leasehold. The operation of any vending machine or news rack, which requires money to operate, outside a leasehold is deemed a commercial activity and requires a permit under these rules. The Airport Director may order removal of noncommercial vending machines or news racks if the operation of these machines creates excessive litter.

5. RULES OF LIMITED APPLICABILITY.

5.1 Repair of Motor Vehicles. No person shall repair motor vehicles at the Airport except for minor repairs necessary to remove the motor vehicle from the Airport or repairs made to motor vehicles within a hangar leased by the motor vehicle owner.

5.2 Repair of Aircraft.

5.2.1 Location for Repairs. No person shall repair aircraft at the Airport in areas not approved by the Airport Director, except for minor repairs necessary to remove the aircraft from the Airport or to an approved area. Approved areas include hangars, leasehold areas (unless the lease provides otherwise) and tie-down areas. However, persons making repairs in tie-down spaces may not infringe on adjacent spaces. Use of tie-down space for major repairs is discouraged.

5.2.2 Permit Required. Only those persons working under a City of Roseburg permit will be authorized to perform aircraft maintenance for compensation at the Roseburg Regional Airport. This rule does not apply to mechanics who are full-time employees of an aircraft owner and who work only on aircraft owned by their employer, or to employees of the Fixed Based Operator.

5.3 Use of Airfield Area.

5.3.1 Motor Vehicles Prohibited from Runway and Taxiway. No motor vehicles shall be operated on the runway or taxiway without the prior approval of the Airport Director.

5.3.2 Parking of Motor Vehicles. No motor vehicle shall be parked within ten feet from any fire hydrant.

5.4 Operation of Aircraft.

5.4.1 Permission Required for Certain Activities. No person, without prior written permission of the Airport Director, shall at the Airport:

5.4.1.1 Engage in special aviation events or demonstrations;

5.4.1.2 Land, taxi or take off an aircraft having an actual gross weight over that indicated for the Airport in the FAA Airport Facility Directory.

5.4.2 Taxiing of Aircraft.

5.4.2.1 Aircraft shall use taxiways and paved areas when taxiing.

5.4.2.2 No aircraft shall move into or out of any hangar under its own power.

5.4.3 Aircraft Parking.

5.4.3.1 Except for in designated tie-down areas, no person shall park or leave standing an aircraft at the Airport other than inside a hangar, unless it is firmly tied to the ground or chocked with wheel blocks or other approved devices.

5.4.3.2 Upon direction from the Airport Director, the owner or person operating any aircraft shall move the aircraft from the place where it is parked or stored to a designated place; if the direction is not obeyed, the Airport Director may tow said aircraft to the designated place at the owner's expense, or at the expense of the person operating the aircraft, without liability for damage to the aircraft or its contents which may result in the course of such moving.

5.4.3.3 All persons leasing space for aircraft storage, parking or tie-down shall furnish a list of such aircraft to the Airport Director on request and shall notify the Airport Director of any change to that list.

5.4.4 Disabled Aircraft. Aircraft owners, pilots or their agents shall be responsible for the prompt disposal of disabled aircraft and parts, unless required to delay that action

pending an investigation of an accident. If any person abandons or otherwise neglects or refuses to move an aircraft, or any parts thereof, when directed by the Airport Director, the aircraft or parts may be removed by the Airport Director at the owner's or operator's expense without liability for damage which may result in the course of such removal.

5.4.5 Accident Reports. Persons involved in aircraft accidents occurring at the Airport shall immediately file an accident report which conforms with FAA regulations and requirements and shall provide a copy of the report to the Airport Director. The report shall include: person's name; the names of all other persons involved (if known); addresses of all involved persons (if known); the identification number for any aircraft involved or, if the identification number is not available, any other information helpful to identifying the aircraft; where on the Airport the accident occurred; and the time and date of the accident. Reports may be made by placing a completed accident report form in the box provided next to the Airport Director's office. As used herein, accident means any contact between an aircraft or part thereof with some other object (including people and animals) that results in damage to property of another, injury to another, causes the release of hazardous materials or leaves debris on City property. This does not eliminate any obligation a person may have to report accidents or incidents to any other agency.

5.4.6 Liability for Damage to Airport Property. Any and all Airport property destroyed, injured or damaged by accident or otherwise shall be paid for by the party or parties responsible for such destruction, injury or damage thereto.

5.4.7 Engine Testing. No person shall run the engine or engines of any aircraft at any location on the Airport in such a manner as to cause damage to other aircraft or property or in such a manner as to endanger the safety and operations of the Airport.

5.4.8 Use of Hard Surfaces. All fixed wing operations shall be confined to hard surfaces.

5.4.9 Recommended Procedures. All procedures must conform with FAA regulations and procedures, and it is recommended that:

5.4.9.1 Aircraft take-off from the end of the runway;

5.4.9.2 No turn after take-offs be made until the aircraft has reached 1350 MSL;

5.4.9.3 The standard patterns be left-hand for all runways;

5.4.9.4 Normal traffic patterns be at 1,000 feet above the airport.

5.4.9.5 All aircraft enter the traffic pattern at a 45 degree angle at the center of the downwind leg or on a crosswind or upwind entry; and

5.4.9.6 All aircraft should make at least two 90 degree turns of a traffic rectangle. The final approach leg should be at least one-quarter mile before landing.

5.4.10 Helicopter Ground Operation. The operation of helicopters shall be conducted in such a manner as to preclude any damage by the downwash to other aircraft on the Airport. When other aircraft are running up or taxiing in the immediate vicinity of helicopters which are on the ground with blades turning, the helicopter shall remain on the ground and the pilot shall keep the rotors in a flat pitch until the other aircraft has cleared the area.

5.5 Fueling Aircraft.

5.5.1 General Rules.

5.5.1.1 During the fueling of an aircraft a person shall not smoke on any apron or within 50 feet of an aircraft.

5.5.1.2 Persons engaged in the fueling of aircraft shall exercise extreme caution to prevent spills. When a spill occurs, servicing will cease and spills will be removed or absorbed with suitable material. Any person causing or having knowledge of any release or spill of fuel in excess of one gallon must immediately report such release or spill to the Airport Director.

5.5.1.3 No person shall start the engine or engines of any aircraft at the Airport when there is gasoline or any type of fuel on the ground under the aircraft. In the event of any fuel spill, no person shall start an aircraft engine in the area of the spillage until the spillage is cleaned up.

5.5.1.4 The City assumes no liability for improper fueling or use of wrong fuel by any private fuel provider at the Airport.

5.5.1.5 No person shall use any material or equipment during fueling operations which is likely to cause a spark or ignition.

5.5.1.6 Any person fueling an aircraft with gasoline from approved metal cans having a capacity of five gallons or less shall have one 10BC rated, U.L. approved, dry chemical fire extinguisher immediately available for use. Except as otherwise approved by the Fire Chief, during all other fueling operations in connection with any aircraft, there shall be not less than two 20BC rated, U.L. approved, dry chemical fire extinguishers immediately available for use.

5.5.1.7 No person shall perform or allow performance of any fueling activity when lightning is observed in the immediate vicinity of the Airport.

5.5.1.8 All fueling activities shall be conducted on hard surface areas only outside of hangars.

5.5.1.9 All hoses, funnels and appurtenances used in fueling operations shall be equipped with a grounding device to prevent ignition of volatile liquids. Furthermore, funnels shall be metal.

5.5.1.10 No person shall engage in fueling:

- (a) When an aircraft is being warmed by an external engine heater;
- (b) Inside a hangar or an enclosed area;
- (c) While an aircraft radio transmitter or receiver is being operated or other electrical appliances are switched on;
- (d) When there are people aboard the aircraft;
- (e) From drums, small containers or similar items unless authorized by the Fire Chief.

5.5.2 Additional Rules Applicable to Fueling Operations Other Than From Five Gallon Cans and Bulk Plants.

5.5.2.1 Fuel storage and servicing equipment, including fuel servicing vehicles, fueling pumps, meters, hoses, nozzles, fire extinguishers and grounding devices shall be U.L. approved where applicable, shall comply with state laws and regulations and shall be maintained in a non-leaking condition at all times.

5.5.2.2 A fuel servicing vehicle, including tank trucks and tank semi-trailers, when servicing an aircraft must be positioned so that it can be readily driven forward to an open area during an emergency.

5.5.2.3 Fuel servicing vehicles will proceed with caution on the apron.

5.5.2.4 Commercial fueling operation attendants shall be fully trained and competent to operate the emergency pump controls.

5.5.2.5 Prior to fueling an aircraft, the fuel dispensing equipment shall be bonded to the aircraft by use of a cable. The bond shall be maintained until the fuel connections have been removed. Notwithstanding the preceding sentences, when a funnel is used in aircraft refueling, it shall be kept in contact with the filler neck as well as the fueling nozzle spout or the supply container.

5.5.2.6 Fuel transfer or filler nozzles must be of a self-closing type, designed to be actuated by hand pressure only.

5.5.2.7 Tanks shall have a valve mechanism such that water or other contaminants can be removed from the lowest portion of the tank.

5.5.2.8 An in-line filtration system utilizing a 5 micron or less fuel filter element shall be included in any commercial fuel dispensing system.

5.5.2.9 When a malfunction of the fueling equipment is detected, all fueling operations shall cease immediately.

5.5.2.10 No airborne radar equipment shall be operated or ground tested on any area wherein the directional beam of high intensity radar is within 300 feet or low

intensity radar (less than 50 KW output) is within 100 feet of another operation or aircraft refueling truck.

5.5.2.11 Fuel servicing vehicles shall be maintained and operated in accordance with Environmental Protection Agency (EPA), federal, state and local codes covering fuel dispensing on airports and NFPA Standard 407, latest edition, (Aircraft Fuel Servicing), or as hereafter amended. The applicable sections of FAA Advisory Circular 150/5230-4A (with revisions) shall also be followed.

5.5.2.12 Each fuel servicing vehicle shall be conspicuously marked in letters at least six inches high of a contrasting color, with the word "flammable" on both sides and rear of the cargo tank. The wording "emergency shut off" and other appropriate operating instructions required at the emergency operating devices shall be marked in letters at least two inches high. Each fuel servicing vehicle will also be conspicuously marked on both sides and rear with the type and grade of fuel it contains in appropriate color schemes.

5.5.2.13 Unless allowed by a permit or lease, fuel servicing vehicles shall not be stored or parked at the Airport. A person, firm or corporation may park or position a fuel servicing vehicle on the Airport premises only when actually dispensing fuel. Except for operators engaged in fueling, oil sales and transient aircraft services under Chapter 7.1 of these rules, permission to park fuel servicing vehicles shall be granted by a permit or lease only for extraordinary circumstances and for a limited period of time.

5.5.2.14 Fuel servicing vehicles shall use only the entrance, exit and route designated by the Airport Director.

5.5.2.15 A fuel servicing vehicle cargo tank shall be supported by and attached to, or be a part of, the vehicle upon which it is carried.

5.5.2.16 Fuel will not be transferred from one fuel servicing vehicle to another within 100 feet of any building, open flame, sparking device, source of ignition or group of people.

5.5.3 Bulk Plants.

5.5.3.1 Under no circumstances will a tank motor vehicle be left unattended at a bulk plant during the loading or unloading process. Loading and unloading shall not be considered complete until the delivery hose is detached from vehicle and tanks.

5.5.3.2 Every tank motor vehicle must have the tank grounded and the nozzle grounded before loading and unloading.

5.5.3.3 Persons or companies using any bulk plant are responsible for keeping the yards and the area three feet outside the yard fences free of weeds, trash and other debris.

5.5.3.4 Tanks at bulk plants shall not be filled to the point where they will overflow from heat expansion. Tanks must be equipped with an overflow warning device or other system designed to prevent overflow.

5.5.3.5 All loading platforms and fill nozzles will be equipped with proper grounding devices and flexible cables.

5.5.3.6 Strict controls to detect fuel leakage or losses shall be used. Owners of underground storage tanks shall comply with State of Oregon DEQ Underground Storage Tank monitoring and recording requirements. Records of controls and readings shall be available for inspection by the Airport Director.

6. PERMITS - GENERAL RULES.

6.1 Relationship of Permit or Lease to Rules. Unless otherwise agreed, all permits and leases shall be subject to compliance with the requirements of these rules, the rules regarding issuance and revocation of leases and permits, the Airport Master Plan and the Airport Layout Plan. The City Manager may waive in writing all or any portion of the general or minimum standards set forth below when the City Manager deems such waiver to be in the best interest of the Airport's operation. The length of the waiver period shall be specified in a written agreement.

6.2 General Standards for all Permittees and Lessees. All permits and leases shall be subject to the following:

6.2.1 Required Licenses and Permits. Commercial operators and their employees shall hold all current valid certificates, permits, licenses or other authorizations required by the FAA and state law.

6.2.2 Permit or Lease Not Transferable. No permit or lease shall be conveyed or transferred without the prior written consent of the City, which consent shall not be unreasonably withheld. Any sublessee or transferee must meet all of the requirements of the permit or lease and these rules.

6.2.3 Construction of Improvements. No structure or improvements at the Airport shall be constructed, altered or removed without the prior written approval of the City Manager. The City may require a performance bond to guarantee the satisfactory completion of any construction. The plans for any building constructed at the Airport shall be approved by the City Manager and shall comply with state and local laws, codes and regulations pertaining to their construction.

6.2.4 Limit to Assigned Area. A commercial operator shall carry on operations within the area leased by the commercial operator and the operations shall not interfere with the lawful activities of other persons using the Airport.

6.2.5 Required Space. Unless otherwise agreed, all operations shall be conducted in one area of sufficient size to accommodate all services for which the commercial operator is licensed, allowing for future growth. The location and minimum size of leased

areas of operations shall be set by the City Manager, consistent with these rules and the Airport Master Plan.

6.2.6 Right of Entry. The Airport Director shall have the right to inspect at reasonable times all Airport premises, together with all structures or improvements.

6.2.7 Payment of Fees and Charges. A commercial operator or lessee shall pay promptly when due, all utility charges incurred at the leased premises, any fees or rents imposed by the City and any taxes and assessments levied against any property constructed, used or leased at the Airport. The commercial operator or lessee agrees to hold the City harmless from all liens that may be placed against the facilities on the leased premises.

6.2.8 Repair and Maintenance. Each commercial operator or lessee shall keep the leased area facilities and structures in an acceptable state of repair and maintained in a clean and orderly condition at all times. All leased property shall be free from fire hazards as may be determined by the Fire Chief or his designee. The City may make repairs to any leased area when the commercial operator or lessee is obliged to make the repairs pursuant to the lease and has failed after due notice to do so, or in any other case where the City, in its reasonable judgment, determines that repairs are necessary to correct any condition likely to cause injury or damage to persons or property. In either event, the commercial operator or lessee shall reimburse the City for the reasonable costs of these repairs promptly upon demand.

6.2.9 Snow, Ice, Weed and Debris Removal. Each commercial operator or lessee shall promptly remove snow, ice, debris and weeds from the leased area and all passageways, sidewalks, paths or other pedestrian walkways immediately adjoining the leased property. Passageways, halls, doors and exits from buildings occupied by a commercial operator or lessee shall be kept clear of stored material and debris. The requirements of the preceding two sentences do not apply to tie-down space leases. The City may, at the request of the commercial operator or lessee, and at the discretion of the Airport Director, assist the commercial operator or lessee in snow, ice, debris and weed removal. Each commercial operator or lessee shall indemnify and hold the City and its officials, agents and employees harmless from all liability in connection with such snow, ice, debris and weed removal.

6.2.10 Insurance. Unless otherwise agreed, each commercial operator shall maintain in force during the time operations are conducted at the Airport the insurance coverage's specified below. The City may require other types of insurance policies (e.g. comprehensive automobile, hangar keepers, product liability, aircraft liability, premises liability) when the maintenance of such insurance is in the public interest. Each policy required by these provisions shall be written as a primary policy, not contributing with or in excess of any coverage which the City may carry. Each liability policy shall be written on an "occurrence" form with an insurance carrier licensed to do business in the State of Oregon (preferably an admitted carrier) and shall contain an endorsement entitling the City to not less than 30 days prior written notice of any material change, non-renewal or cancellation.

6.2.10.1 General Liability. Any commercial operator who leases property at the Airport for use in his or her operation shall maintain a broad form commercial general liability insurance policy with coverage of not less than \$500,000 combined single-limit per occurrence for bodily injury, personal injury or property damage. Such policy shall contain a contractual liability endorsement to cover the commercial operator's indemnification obligations under these rules. The policy shall also contain an endorsement naming the City as an additional insured, in a form satisfactory to the City, and expressly providing that the interest of the City shall not be affected by the commercial operator's breach of the policy provisions.

6.2.10.2 Aviation Insurance. Any commercial operator who uses aircraft as part of his or her operation must maintain aviation insurance adequate to cover the planned use of the aircraft. The commercial operator shall maintain aviation liability coverage of not less than \$500,000 combined single-limit per occurrence for claims of bodily injury, personal injury or property damage, including claims by passengers and crew. Notwithstanding the preceding, a flight instructor is not required to make sure that a student has proper aviation insurance when the flight instructor is offering the instruction using the student's aircraft.

6.2.10.3 Worker's Compensation Insurance. The commercial operator, its subcontractors, if any, and all employers working for the commercial operator are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage for all their subject workers. The commercial operator shall comply with the Oregon worker's compensation law by qualifying as a carrier-insured employer or as a self-insured employer and shall strictly comply with all other applicable provisions of such law. The commercial operator shall provide the City with the assurances that the City may require that the commercial operator is in compliance with the worker's compensation law. This rule is not intended to require worker's compensation by a commercial operator for agents, when that coverage is not required by state law.

6.2.11 Indemnification. A commercial operator shall indemnify and hold the City of Roseburg and its officers, agents and employees harmless from and against all claims, actions, liabilities, costs, including costs of defense, arising out of or in any way related to the commercial operator's activities at the Airport, the commercial operator's failure to comply with any provision of these rules or of the commercial operator's lease or permit with the City, or of any other actions or failure to act by the commercial operator and the commercial operator's employees, agents, officers and contractors. In the event any such action or claim is brought against the City, the commercial operator shall, if the City so elects and upon tender by the City, defend the same at the commercial operator's sole expense and cost, promptly satisfy any judgment adverse to the City or to the City and the commercial operator jointly, and reimburse the City for any loss, cost, damage or expense suffered or incurred by the City, including any legal fees or fines paid to the FAA or any other governmental agency arising from the commercial operator's activities.

6.2.12 Airport Layout Plan/Airport Master Plan. The City reserves the right to make changes in the Airport Layout Plan and Airport Master Plan. The City reserves the power

to designate as common use areas any areas which have not been specifically leased or reserved to any person or party by a written agreement.

6.2.13 Discrimination. Each commercial operator shall furnish all services authorized or licensed by the City of Roseburg by charging fair, reasonable and not unjustly discriminatory prices for each unit of service; provided, however, that the commercial operator may make reasonable and non-discriminatory discounts, rebates or other similar types of price reductions to volume purchasers, if permitted by law. No person shall, in the use of the Airport or any of its facilities, discriminate or permit discrimination against any person on the grounds of race, color, creed, national origin, sex or age, or otherwise discriminate in violation of federal, state or local law.

6.2.14 Bonds. If any activity for which a permit has been requested creates a risk that the City may incur liability or costs and the commercial operator cannot provide proof of adequate insurance against that risk, the City may, as a condition of any permit, require the commercial operator to post a surety bond against such risk. The amount and adequacy of the insurance or bond shall be determined by the City Manager.

7. PERFORMANCE STANDARDS FOR PARTICULAR ACTIVITIES. If a commercial operator provides two or more of the services set forth below, the commercial operator shall have a permit for each service. In addition to the general standards set out above, each permit or lease for the following described operations shall conform to the following requirements.

7.1 Fueling and Oil Sales.

7.1.1 Fueling Facilities. The commercial operator shall have:

7.1.1.1 Adequate fuel storage facilities of sufficient capacity to accommodate fully loaded interstate fuel transport trucks (10,000 gallons) and suitable pumping equipment for each type of fuel offered. Such fueling facilities shall be located in the Airport fuel farm area unless otherwise authorized by the City Manager;

7.1.1.2 Two fuel-dispensing trucks, a jet fuel truck having a minimum capacity of 1,000 gallons and an aviation gasoline truck having a minimum capacity of 750 gallons. Each truck will be equipped with adequate and appropriate filtering devices and meters. Fuel shall be available in such types and quantities to meet all reasonable demands of the aircraft normally frequenting the Airport. Both jet fuel and aviation gasoline shall be offered.

7.1.2 Hours of Operation. As a minimum, the facility shall be open for business during normal operating hours and periods of increased activity, seven days a week, 52 weeks per year, except Thanksgiving and Christmas.

7.1.3 Required Sign. The commercial operator shall provide the Airport Director with a sign meeting specifications set by the Airport Director. In addition to any other information that the Airport Director may request, the sign shall contain the name of the business and a phone number where potential patrons can contact the business.

7.1.4 Required Telephone. The commercial operator shall maintain a published telephone number that is answered 24 hours a day, seven days a week.

7.2 Aircraft Engine and Accessory Maintenance and Repair. The commercial operator must offer air frame power plant and accessory repair for small aircraft (12,500 pounds and under) and must meet all requirements as specified under FAR Parts 43 and 65.

7.2.1 Required Personnel. The commercial operator shall have one qualified full-time mechanic and as many other properly trained personnel as may be required to perform the various maintenance repairs in an efficient manner.

7.2.2 Required Sign. The commercial operator shall provide the Airport Director with a sign meeting specifications set by the Airport Director. In addition to any other information that the Airport Director may request, the sign shall contain the name of the business and a phone number where potential patrons can contact the business.

7.2.3 Required Telephone. The commercial operator shall maintain a published telephone number that is answered 24 hours a day, seven days a week.

7.3 Aircraft Charter and Air Taxi. The commercial operator must be certificated by the FAA under FAR Part 135 with appropriate ratings and certificates.

7.3.1 Required Lot Size. The leasehold shall contain sufficient tie-down or hangar space to accommodate the projected inventory of aircraft.

7.3.2 Required Personnel. The commercial operator must have one person having a current commercial pilot's certificate, who is appropriately rated to conduct the service offered.

7.3.3 Equipment Requirements. The commercial operator must own or lease in writing a minimum of one aircraft with a seating capacity of not less than two persons or one helicopter with a seating capacity of not less than two persons meeting the requirements of the air taxi/air charter certificate held by the commercial operator.

7.3.4 Required Sign. The commercial operator shall provide the Airport Director with a sign meeting specifications set by the Airport Director. In addition to any other information that the Airport Director may request, the sign shall contain the name of the business and a phone number where potential patrons can contact the business.

7.3.5 Required Telephone. The commercial operator shall maintain a published telephone number that is answered 24 hours a day, seven days a week.

7.4 Aircraft Rental.

7.4.1 Required Lot Size. The leasehold shall contain sufficient tie-down or hangar space to accommodate the projected inventory of aircraft.

7.4.2 Required Equipment. The commercial operator must own or lease in writing a minimum of one currently certified aircraft or one currently certified helicopter.

7.4.3 Required Sign. The commercial operator shall provide the Airport Director with a sign meeting specifications set by the Airport Director. In addition to any other information that the Airport Director may request, the sign shall contain the name of the business and a phone number where potential patrons can contact the business.

7.4.4 Required Telephone. The commercial operator shall maintain a published telephone number that is answered 24 hours a day, seven days a week.

7.5 Flight Instruction.

7.5.1 Required Sign. The commercial operator shall provide the Airport Director with a sign meeting specifications set by the Airport Director. In addition to any other information that the Airport Director may request, the sign shall contain the name of the business and a phone number where potential patrons can contact the business.

7.5.2 Required Telephone. The commercial operator shall maintain a published telephone number that is answered 24 hours a day, seven days a week.

8. GROUND TRANSPORTATION SERVICES.

8.1 Authorized Activities. Except for persons licensed under the Roseburg taxi ordinance, any person engaging in a ground transportation activity, including off-Airport car rental agencies, shall obtain a permit to do so from the City Manager.

8.2 Permit Conditions. The City Manager may impose such conditions and requirements on a ground transportation activity permit as the City Manager deems necessary to protect the public interest. Such conditions shall include at a minimum: identification of the vehicles to be used, necessary insurance and required indemnification to the City.

9. APPLICATION FOR PERMIT.

9.1 Application. Applications for Airport permits shall be made on a form prescribed by the City Manager and shall contain such information as the City Manager requires.

9.2 Permit Fee. The application shall be accompanied by a fee set by resolution of the City Council.

9.3 Review of Applications. An application shall be allowed or denied within 45 days after receipt of a complete application. The application may be approved if:

9.3.1 The requested operation is consistent with the Airport Master Plan and relevant provisions of federal, state and local laws and rules.

9.3.2 The requested operation would enhance the health, welfare and safety of users of the Airport. In reviewing an application, the City Manager may consider whether:

- 9.3.3** The applicant's past or present violation of laws or regulations presents a reasonable doubt about the applicant's ability to conduct activities at the Airport without endangering property or the public's health or safety;
- 9.3.4** The applicant possesses insufficient skill or expertise to conduct the desired activity;
- 9.3.5** Allowance of the application will require the expenditure of public funds in connection with the proposed operation;
- 9.3.6** There is no appropriate, adequate or available space or building on the Airport to accommodate the entire activity of the applicant at the time of application;
- 9.3.7** Development or use of the area requested by the applicant will unduly interfere physically with existing operations at the Airport;
- 9.3.8** The applicant has supplied the City with false information or has misrepresented a material fact in the application;
- 9.3.9** The applicant has defaulted in the performance of any lease, permit or other agreement with the City;
- 9.3.10** The applicant does not appear to have or have access to the finances necessary to conduct the proposed operation for a minimum period of six months;
- 9.3.11** The applicant has a history of not paying debts when due;
- 9.3.12** The applicant is unwilling to execute a permit or lease in the form and containing the provisions required by the City.

Nothing contained herein shall be construed to prohibit the City from granting or denying, for any reason it deems sufficient, an application to do business on the Airport or to use any area of the Airport.

9.4 Action on Application. The City Manager shall issue a written decision approving or denying each application. Approval will be conferred by issuance of a permit. Denial will be by written communication, identifying the reasons for the decision of the City Manager denying the application.

9.5 Charges. The permit shall provide for the periodic payment to the City of a sum based on the following:

- 9.5.1** The amount charged for such use in the past;
- 9.5.2** Comparable amounts or rates, if any, charged by other airports;
- 9.5.3** The amounts paid or benefits given by comparable users of the Airport;
- 9.5.4** The revenue needs of the Airport and City.

9.6 Operating Agreements. The provisions of Rules 9.1 to 9.5 do not apply to operating agreements for the following commercial operators; use of the airfield shall be allowed for such entities subject to federal and state law and to reasonable conditions for such use imposed in an operating agreement:

9.6.1 Certificated Route Air Carriers, i.e. an air carrier holding a certificate of public convenience and necessity issued by the Oregon Department of Transportation to conduct scheduled services;

9.6.2 Supplemental Air Carriers, i.e., an air carrier holding a certificate of public convenience and necessity issued by the Oregon Department of Transportation authorizing the carrier to perform passenger and cargo charter services supplementing the scheduled service of the Certificated Route Air Carriers;

9.6.3 Aircraft Charter, i.e., the provision of aircraft for hire, with pilot, on an irregular or unscheduled basis in accordance with FAR Part 121, which aircraft has a minimum seating capacity of 60 or more passengers;

9.6.4 Air Commuter Service, i.e., operation of aircraft in accordance with FAR Part 135, providing carriage for persons or property for hire in an aircraft having a maximum seating capacity of less than 20 passengers or a maximum payload capacity of 6,000 pounds (for interstate transport) or an aircraft having a maximum seating capacity of less than 309 passengers or a maximum payload capacity of less than 7,500 pounds (for intrastate transport), which operation performs at least five round trips per week between two or more points and publishes flight schedules which specify the times, days of the week, and points between which flights are performed.

10. REVOCAION OF PERMIT.

10.1 Grounds for Revocation. Unless otherwise provided in any permit or lease, the City Manager may terminate any lease or revoke any permit upon the happening of any of the following:

10.1.1 Failure of the commercial operator to pay any fee or other charge when due and within seven (7) days after notice from the City of such nonpayment;

10.1.2 Failure of the commercial operator to comply with any provision of these rules or with any provision of the permit within thirty (30) days after notice from the City specifying the nature of the deficiency with reasonable particularity and the corrective action that is to be taken within such period to cure the deficiency;

10.1.3 The filing by the commercial operator of a voluntary petition in bankruptcy or the filing of an involuntary petition in bankruptcy against the commercial operator and the failure of the commercial operator to dismiss such proceeding within ninety (90) days after the filing;

10.1.4 The taking of possession of all or substantially all of the commercial operator's assets pursuant to proceedings brought under the provisions of any federal

reorganization act and the failure of the commercial operator to secure the return of such assets and the dismissal of such proceedings within ninety (90) days from the date of the taking of such possession;

10.1.5 The appointment of a receiver of all or substantially all of the commercial operator's assets and the failure of the commercial operator to secure the return of its assets and the dismissal of such receivership proceeding within ninety (90) days from the date of such appointment.

10.1.6 The taking of possession of substantially all of the assets of the commercial operator by virtue of any attachment, execution or levy of any judicial process in any action instituted against the commercial operator in any court of competent jurisdiction and the failure of the commercial operator to secure the release of such attachment, execution or levy within ninety (90) days from the date of the taking of such possession;

10.1.7 The assignment by the commercial operator of its assets for the benefit of creditors;

10.1.8 The abandonment or discontinuance of any permitted operation for a period of thirty (30) days unless the discontinuance is approved by the Airport Director. Suspension of operation caused by strike or work stoppage shall not be construed as abandonment;

10.1.9 The commercial operator or its agents have intentionally supplied the City with false or misleading information or misrepresentation of any material fact on the application or documents, or in statements to or before the City, or have intentionally failed to make full disclosure on the financial statement or other required documents.

10.2 Notice of Revocation. Upon determining that a ground for revocation of a permit exists, the City Manager shall provide written notice of revocation to the commercial operator. Normally, notice of revocation shall be effective after 15 days. However, if continuance of the lease or permit affords an immediate risk to the public health, welfare or safety, or interferes with another permitted activity at the Airport, the revocation shall be effective when issued.

11. LEASES.

11.1 Application. Application for Airport leases shall be made to the City Manager as provided in Section 3.22.140 of the Roseburg Municipal Code.

11.2 Application Fee. The application shall be accompanied by a fee set by resolution of the City Council.

11.3 Processing Applications. Applications for leases will be processed as required by Section 3.22.160 et. seq. of the Roseburg Municipal Code.

11.4 Rents. Rents shall be set and periodically adjusted by resolution of the City Council as provided in Section 3.22.150 of the Roseburg Municipal Code.

12. PENALTIES.

12.1 Right to Remove.

12.1.1 Ejection From Airport. In addition to any other penalty provided by law, any person who violates these rules or fails to comply with a lawful directive of the City Manager or the Airport Director, may be promptly removed or ejected from the Airport by or under the authority of the Airport Director.

12.1.2 Ban From Use of Airport. Any person who violates these rules and whose continued presence at the Airport endangers persons or property at the Airport or interferes with public use of the Airport or its efficient operation, may be banned from the Airport by order of the Airport Director. Such an order shall be in writing and be immediately effective upon service upon the person. The order shall state the reasons for the ban and the length of time for the deprivation. The affected person may appeal the order to the City Manager by submitting a written appeal within 10 days of the date of the order. The order of the Airport Director shall remain in effect during the pendency of any appeal. The decision of the City Manager on the appeal shall be final.

12.1.3 Aircraft Operation Prohibited. In addition to any other penalty provided by law, in the event any person is found by the Airport Director to have willfully violated these rules, the Airport Director may prohibit the operation at the Airport of the aircraft used in such willful violation for a period of up to six months. As used in this rule, 'willful' means engaging in the same prohibited conduct after receipt of a written notice of either a violation or a conviction for a violation of the same rule. Such a ban shall be by written order and shall be immediately effective upon service to the owner of the aircraft. The aircraft owner may appeal the order to the City Manager by submitting a written appeal within ten days of the date of the order. The order of the Airport Director shall remain in effect during the pendency of any appeal. The decision of the City Manager on the appeal shall be final.

12.2 Penalty For Violations. Violation of these rules is made unlawful under Section 3.22.090 of the Roseburg Municipal Code.

12.3 Complaints. Any complaint against any person for violation of these rules shall be submitted to the Airport Director in writing and signed by the person submitting the complaint. The complaint shall specify dates, times, and witnesses, if any.

EXHIBIT "A"

CLASSIFICATION AND EXAMPLES OF FLAMMABLE AND COMBUSTIBLE LIQUIDS AS REGULATED BY RULE 4.16.1.9

Classifications of flammable and combustible liquids:

- Class IA – Flash Point less than 73 degrees F; Boiling point less than 100 degrees F.
- Class IB – Flash Point less than 73 degrees F; Boiling Point equal to or greater than 100 degrees F.
- Class IC – Flash Point equal to or greater than 73 degrees F, but less than 100 degrees F.
- Class II – Flash Point equal to or greater than 100 degrees F, but less than 140 degrees F.
- Class IIIA – Flash Point equal to or greater than 140 degrees F, but less than 200 degrees F.
- Class IIIB – Flash Point equal to or greater than 200 degrees F.

Common examples of flammable and combustible liquids:

- Class I – Diethyl Ether, Ethylene Oxide, some light crude oils
- Class IB – Motor and Aviation Gasoline, Toluene, Lacquers, Lacquer Thinner
- Class II – Diesel Fuel, Paint Thinner
- Class IIIA – Home Heating Oil
- Class IIIB – Cooking Oils, Lubricating Oils, Motor Oil

**ANNEXATION - OPPOSING THE PERMANENT OR TEMPORARY RESTRICTION ON
CITY ANNEXATION AUTHORITY**
(City Council Policy)

Background: On May 9, 2005, the City adopted Resolution No. 2005-10 opposing the permanent or temporary restriction on City annexation authority. The resolution read as follows:

WHEREAS, a number of bills have been proposed to the Oregon State statutes to change or restrict city annexation authority; and

WHEREAS, many of the proposed bills are in response to specific individual situations, but if adopted, could affect all 240 incorporated cities by significantly changing Oregon's annexation laws; and

WHEREAS, the geographical boundaries of local government determine number of important factors, such as which entity collects taxes and at what rate, as well as which entity provides services such as fire, police, sewer, water and road maintenance; and

WHEREAS, the adjustment of boundaries through annexation is one of the most efficient and logical methods of ensuring effective delivery of services and orderly growth while responding to changes in population; and

WHEREAS, annexation is a vital tool in the total comprehensive planning process that leads to sound economic development, enhancement of property values and high service levels at minimum costs;

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

That the City of Roseburg firmly supports the formation of a legislative interim committee to examine all issues surrounding the annexation process in Oregon, to oppose permanent or temporary blanket annexation preemptions that chill economic development opportunities and the provision of efficient and cost effective services for the businesses and residents of the City of Roseburg and throughout the state of Oregon.

ANNEXATION POLICY
(City Council Policy)

Background: On February 26, 2006, the Council adopted Resolution No. 2006-04 adopting an annexation policy for the City of Roseburg. The policy was adopted to assist in determining when, where and under what circumstances future annexations to the City should occur. The policy was intended to provide guidance to property owners and residents as decisions on annexations were being deliberated on by Council. The Council determined that applying the policy would result in annexations that would enhance the quality of life, improve the efficiency of City services, protect the environment and promote land use goals. The policy reads as follows:

CITY OF ROSEBURG ANNEXATION POLICY

Over time, an urban level of growth has developed outside the City limits of Roseburg but within the Urban Growth Boundary (UGB) acknowledged by the State of Oregon and Douglas County. In addition, an urban level of growth continues to occur within the City's unincorporated UGB. The City is challenged to determine when, where, and under what circumstances future annexations of these properties will occur. The policies below are intended to provide guidance to property owners and residents as decisions on annexations are being deliberated by the City Council. Carefully applying the policies will result in annexations that will enhance the quality of life, improve the efficiency of services, protect the environment, and promote land use goals.

SECTION A. REASONS FOR ANNEXATION. A well-reasoned, fiscally responsible annexation policy of urban unincorporated UGB lands is necessary for the following reasons:

1. To provide the means for residents immediately outside the City limits who are affected by City decisions to have representation through a City councilor, to serve on City commissions, and to have a more direct voice in City affairs that affect them.
2. To facilitate long-range planning for provision of services by controlling growth within the City of Roseburg UGB.
3. To create opportunities for land adjacent to the existing City limits to receive the benefits of City services now provided to individuals and property owners within the City.
4. To ensure that the City of Roseburg continues to grow and prosper by providing an urban level of services to commercial and industrial lands that can be developed or redeveloped to create family-wage jobs. Business location decisions are often made based on market size. A larger city will be more successful in attracting certain kinds of business.
5. To protect public health, safety, and welfare.
6. To avoid costly duplication of public urban facilities and services by the City and one or more other public agencies.

7. To ensure that residents and businesses outside the City limits who benefit from access to City facilities and services contribute property taxes and other revenues to pay for the costs associated with providing and maintaining those facilities and services they are using.
8. To promote intergovernmental cooperation.

SECTION B. ANNEXATION POLICIES. By state law, the UGB defines the area where an urban level of density and an urban level of services will occur within a region. The UGB also defines the area where the future City limits will be located. Annexation of property within the UGB should only occur if it is consistent with the below listed policies.

1. Annexation Encouraged. Over time, the City of Roseburg shall be the primary provider of municipal water service and other urban services within the UGB, provided the City can offer these services in an efficient and cost-effective manner. Annexation to the City should be encouraged:

- a. For unincorporated areas that are now receiving some City services, are urban in character, or are logically served by the City because of geographic factors such as drainage basins, boundaries, or environmental constraints;
- b. Where the availability of infrastructure and services allows for the development of urban densities.

2. City Initiated Annexation. If the City initiates an annexation, then the City shall analyze the financial impacts of the annexation including a calculation of revenues derived from a proposed annexation and the expenses to provide services in the area to be annexed. City staff shall also analyze the ability of the City and other urban service providers to provide urban services to the areas at a level similar to the rest of the City of Roseburg. Such analysis of impacts and ability to provide City services shall include at least the following:

- a. Financial implications of providing City services to annexed areas at a level that is approximately consistent with the rest of the City;
- b. The method and timing for a phase-in of City services to the area to be annexed;
- c. Consistency with the City's Capital Improvements Plan and utility master plans to provide planned improvements;
- d. Appropriate size of annexation area(s);
- e. Adequacy of intergovernmental agreements necessary for a logical and smooth transition in jurisdictional control;
- f. Property owner and resident support for annexation;
- g. Consistency with the City's Comprehensive Land Use Plan;
- h. Compliance with adopted City goals and annexation policies; and,

- i. Compliance with state law.

3. Full-Range of City Services in Timely Manner. The City shall not initiate annexation proceedings on any property if it cannot provide a full range of City services within approximately a three-year period of time. A full range of City services means a level of urban services approximately similar to that enjoyed by residents currently living in the City of Roseburg.

4. Preference for Annexation Areas. Highest preference for annexation shall be given to those areas that best meet annexation policies and where revenues derived from the annexed areas exceed City expenses. Lowest preference shall be given to those annexation requests that exhibit a negative financial situation for the City of Roseburg or only minimally meet City annexation policies. Fiscal impacts are only one of many criteria to be evaluated, and must be balanced with other annexation policies and goals.

5. Unincorporated Islands. Property that is currently surrounded by land within the City limits (unincorporated islands) shall be discouraged. As soon as practical, the City shall initiate annexation proceedings for such islands. The annexations may be initiated at the request of the Community Development Department, Planning Commission or the City Council. A public hearing shall be held by the City Council prior to the Council's adoption of an ordinance for annexation of an unincorporated island. Prior to the day of the hearing, the Council will publish notice of the hearing once each week for two successive weeks, and shall cause notices of the hearing to be posted in four public places in the city for a like period. Notification shall be mailed to owners of property within the area proposed for annexation no later than twenty (20) days prior to the public hearing.

6. Properties Now Served by Municipal Water But Located Outside Existing City Limits. Property owners now receiving municipal water service from the City of Roseburg are encouraged to initiate annexation proceedings on their property consistent with these policies.

7. New Consent to Annexation Agreements Prohibited. After Council adoption of a change to Roseburg Municipal Code 5.04.060, no new municipal water service shall be provided unless the property is annexed to the City of Roseburg.

SECTION C. CITY ADMINISTRATION OF ANNEXATIONS. The City will process applications for annexation using the following policies:

1. Appropriate zoning districts should be designated for property in an annexation proposal and should be guided by the adopted comprehensive plan land use designations.

2. Development proposals associated with annexation proposals should require separate review from the annexations.

3. Larger annexations will be encouraged, when appropriate, in order to realize efficiencies in the use of City resources.

4. The City should ensure that property owners and residents in and around the affected area(s) are fully informed of the obligations and requirements that may be imposed upon them

as a result of annexation. The City should respond to community initiatives and actively assist owners and residents with initiating and completing the annexation process.

5. The City should take proactive action to help property owners and residents understand and respond to the City's initiation of annexation proceedings that affect them. City staff should consider using survey instruments and other methods to gauge the level of support for annexation in a particular unincorporated area.

6. So long as consistent with state law, City staff are encouraged to be creative in providing incentives and inducements to unincorporated areas to encourage them to be annexed. Such incentives and inducements may include a phase-in of property taxes paid. This incentive is appropriate as there normally is a phase-in of City services to the area annexed. The City Council may, at the time of approval of the annexation, choose to phase-in the City share of property taxes over a three-year period. The out-of-city water fee would also be eliminated through annexation.

SECTION D. ANNEXATION BOUNDARIES. As the City discusses annexation with property owners and as the City reviews annexation requests, the issue of where to establish the annexation boundary will be guided by the following policies:

1. Seek boundaries that readily define City and county jurisdiction and correct any existing inconsistencies of the City's borders with future annexation proposals.
2. The proposed annexation boundary should be defined by the following characteristics:
 - a. annexation of territory that is adjacent to the existing City limits; in general, the more land adjacent to the City, the more favorable the annexation;
 - b. inclusion of unincorporated islands and peninsulas;
 - c. use of boundaries that are readily identifiable in the field, such as waterways, ridges, park property, the entire road right-of-way, and railroad right-of-way;
 - d. inclusion/exclusion of an entire neighborhood, rather than dividing portions of the neighborhood between City and county jurisdictions; and
 - e. natural corridors should be identified and included as greenbelts or community separators between the City and adjacent jurisdictions.
3. Existing land uses, development, and redevelopment potential should be considered when evaluating a proposed annexation.
4. Annexation proposals should include areas that allow for the control over land uses along major entrance corridors to the City.

SECTION E. ANNEXATION AND INTERGOVERNMENTAL RELATIONS. Annexation can have both positive and negative impacts on other units of local government. Developing and maintaining a quality relationship with our partners as annexation occurs is important. The City should:

1. Actively involve Douglas County staff and elected officials as annexation issues arise.
2. Promote a regional approach for development review through the use of intergovernmental agreements to ensure that Douglas County land development policies are consistent with the City of Roseburg Comprehensive Plan policies or other City development standards.
3. Coordinate long-range planning and the development of capital improvement programs for transportation, storm water, water services, and other utilities with adjacent jurisdictions, special districts, and Douglas County.
4. As the City considers annexation proposals, evaluate natural resources in and around the area of the proposed annexation and consider whether inclusion of those natural resources within the City's boundaries could be beneficial for land use planning and/or conservation of natural resources.
5. Pursue Intergovernmental agreements with other urban service providers, consistent with ORS 195.060 through 195.085, to guide the transition from rural to urban levels of service. Discussions should be held with Douglas County, Douglas County Rural Fire District #2, Roseburg Urban Sanitary Authority, the Dixonville Water Association, and the Umpqua Basin Water Association.

AUDIENCE PARTICIPATION INFORMATION (City Council Policy – 02/12/2024)

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

Comments may be provided in one of three ways:

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

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

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

ORDER AND DECORUM

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

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

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

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

YOUR OWN DEVICE POLICY

(Administrative Policy)

(Approved by City Manager Nikki Messenger 10/29/2019)

1. **Purpose:** This document provides policies, standards, and rules of behavior (ROB) for the use of personally-owned smart phones and/or tablets by City of Roseburg employees (herein referred to as users) to access City of Roseburg network resources.
2. **Scope:** Access to and continued use of network services is granted on condition that each user reads, signs, respects, and follows the City of Roseburg's policies concerning the use of these devices and services. The Department of Information Technology (I.T.) started a "Bring Your Own Device" (BOYD) program to permit agency personnel to use personally owned smart phones and tablets for business purposes. The policy and ROB vary depending on service usage, as outlined below.

Current Devices Approved for Use: Any mobile device including, but not limited to the following:

- Phones (Android Smart Phones, Windows Mobile Phones, IOS iPhones, etc.)
- Tablets (Ipads, Samsung, etc.)
- Laptops

3. **Expectation of Privacy:** The City of Roseburg will respect the privacy of your personal device and will only request access to the device by technicians to implement security controls, as outlined below, or to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings (applicable only if user downloads City email/attachments/documents to their personal device).

This differs from City of Roseburg's Computer System/Electronic Media Management policy for City of Roseburg-provided equipment/services, where City of Roseburg employees do not have the right, nor should they have the expectation, of privacy while using City equipment or services. While access to the personal device itself is restricted, the City of Roseburg policy regarding the use/access of City e-mail and other City systems/services remains in effect. If there are questions related to compliance with the below security requirements, the user may opt to drop out of the BYOD program versus providing the device to technicians for compliance verification.

4. **Overall Requirements for all BYODs Accessing City of Roseburg Network Services:**
 - a) User will not download or transfer sensitive business data to their personal devices. Sensitive business data is defined as documents or data whose loss, misuse, or unauthorized access can adversely affect the privacy or welfare of an individual (personally identifiable information), the outcome of a charge/complaint/case, proprietary information, or agency financial operations. This excludes City e-mail that is protected through the various security controls listed below;
 - b) User will password protect the device;
 - c) User agrees to maintain the original device operating system and keep the device current with security patches and updates, as released by the manufacturer. The user

will not “Jail Break” the device (installing software that allows the user to bypass standard built-in security features and controls);

- d) User agrees that the device will not be shared with other individuals or family members, due to the business use of the device (potential access to City e-mail, etc.);
- e) User agrees to delete any sensitive business files that may be inadvertently downloaded and stored on the device through the process of viewing e-mail attachments.

The City of Roseburg I.T. will provide, upon request, instructions for identifying and removing these unintended file downloads. Follow the premise, “When in Doubt, Delete it Out!”

5. Accessing City of Roseburg (e-Mail/Calendar) Services on BYOD

A. Use with Remote access Client

(standard Outlook Web Access, or access via Internet/Web Browser) and/or currently supported email access software products, business e-mails are accessed across the Internet and are NOT downloaded to the device; therefore, there are no additional security requirements other than the Overall Requirements noted in **Section 4**.

B. Use of ActiveSync or Currently supported City of Roseburg Email/Calendar Software

The Service ActiveSync is a cloud based mobility solution that provides secure, real-time synchronization of email, calendar, and contacts to and from the Mobile devices. With ActiveSync, users have the ability to compose, reply, forward, or delete their email while mobile, as well as open a variety of email attachment formats. With the use of ActiveSync, business e-mails and appointments are downloaded and stored on the device, so additional security requirements are necessary.

- As a default, the City of Roseburg mobile device management software (MDM) will be enabled to perform an e-mail wipe on the phone after 25 password failed attempts (please be advised that only e-mail on the device will be deleted);
- If the device is lost, stolen or transferred ownership, the user will notify the City of Roseburg Help Desk (**541-492-6780** or **support@cityofroseburg.org**) within one hour, or as soon as possible after you notice the device is missing or is transferred. The City of Roseburg Department of Information Technology will lock the device, e-mail on the device will be deleted, and MDM services or email will be deactivated;
- Users must comply with City of Roseburg password policies as outlined in the City’s Computer System/Electronic Media Management policy, including use of strong passwords, password expiration time limits and password history limits.
- The City of Roseburg reserves the right to terminate City-provided Mobile services for non-use or non-compliance at any time without notice.

6. User Acknowledgment and Agreement:

It is the City of Roseburg’s right to restrict or rescind BYOD privileges, or take other administrative or legal action due to failure to comply with the above referenced Policy and Rules of Behavior. Violation of these rules may be grounds for disciplinary action. I acknowledge, understand and will comply with the above referenced security policy and rules of behavior, as applicable to my BYOD usage of City of Roseburg services. I understand that

addition of City-provided third party software (such as Maas360 or current mobile device management software) may decrease the available memory or storage on my personal device and that the City of Roseburg is not responsible for any loss or theft of, damage to, or failure in the device that may result from use of third-party software and/or use of the device in this program. I understand that contacting vendors for trouble-shooting and support of third-party software is my responsibility, with limited configuration support and advice provided by City of Roseburg Department of Information Technology. I understand that business use may result in increases to my personal monthly service plan costs. I further understand that City reimbursement of any business related data/voice plan usage of my personal device is not provided. Should I later decide to discontinue my participation in the BYOD Program, I will allow the City of Roseburg to remove and disable any City provided third-party software and services from my personal device.

Employee Name: _____

BYOD Device(s): _____

Services to be used: _____

Employee Signature: _____ Date: _____

(Approved by City Manager Nikki Messenger 10/29/2019)

BUDGET PROCESS & ADJUSTMENTS ***(Administrative Policy)***

PURPOSE

The purpose of compiling and presenting the annual budget document shall be to provide a comprehensive plan for effective allocation of limited financial resources and the maximum provision of public services. The budget shall reflect the City's primary objective which is to balance the resources available for current service provision while at the same time provide a framework for the future stability of the community.

Each individual department shall, on an annual basis, prepare a preliminary departmental budget for submission to the City Manager. The Manager shall review the information to determine the projected service level, cost effectiveness and uniformity compared to previous year's budget and actual data. The Manager shall also insure that resources are properly allocated to accomplish implementation of the City Council's goals and work program for the upcoming fiscal year. The Manager and Finance Director shall work together to balance, prepare and arrange the budget in a manner which can be reviewed as a whole document, or by individual funds or departments. Narratives shall be presented at the beginning of each fund/department to provide explanations related to the department's current operations, as well as any anticipated changes in the department's operations during the coming budget year. Each fund/department budget shall also reflect a 3-year history of the department's staffing level and the staffing level projected for the coming year.

ADOPTION

The proposed budget, once approved by the City Manager, shall be presented to the City Budget Committee for review, analysis and approval. Upon Budget Committee approval, the budget shall be forwarded to the City Council for final review and formal adoption.

RESOLUTION TRANSFERS

1. **Intrafund Transfers.** Appropriations can be transferred within a fund from an existing appropriation category to another existing appropriation category by resolution. Intrafund resolution transfers do not require the transfer of resources. No additional revenue is received by the fund; the expenditures are just shifted from one appropriation category to another. .

2. **Contingency Transfers Over 15% of Fund Total.** Transfers of general operating contingency funds, which in aggregate during a fiscal year, exceed 15% of the total fund, may be made only after adoption of a supplemental budget as prepared for that purpose and described in ORS 294.471.

3. **Interfund Transfers.** Appropriations can be transferred during the fiscal year from one fund to another fund by a resolution. A transfer of resources is also sometimes required when appropriations are moved between funds. Resources by themselves cannot be transferred between funds by resolution. If the fund does not have an appropriation category for "transfer of funds," one may be created by part of the resolution. This is the only circumstance in which a budget appropriation category may be created by resolution during the fiscal year.

5. Budgeted Transfers Unrestricted. The transfers referred to in this section apply to transfers which occur after the budget has been adopted and which are made during the year for which the original appropriations were made. Nothing in this section shall prohibit or regulate lawful transfers which have been budgeted in accordance with local budget law.

SUPPLEMENTAL BUDGET PROCESS

1. When a Supplemental Budget Can Be Prepared. The City may prepare a supplemental budget if one or more of the circumstances enumerated in ORS 294.471 exists.

2. Expenditures Adjusted 10 percent or Less. When a supplemental budget will adjust fund expenditures by 10 percent or less the supplemental budget may be adopted at a regularly scheduled meeting of the City Council. The budget committee is not required to be involved. If the supplemental budget is adjusting more than one fund, the adjustment to each fund must be less than 10 percent or less.

Notice of the regular meeting at which the supplemental budget will be adopted must be published at least five days before the meeting. The notice must include a statement that a supplemental budget will be considered at the meeting.

At the meeting, the City Council approves a resolution adopting the supplemental budget and making any necessary appropriations. The resolution must state the need for, purpose and amount of any appropriations being approved. .

3. Expenditures Adjusted More than 10 Percent. If the proposed budget will change any fund's expenditures by more than 10 percent or will create a new fund or a new appropriation category, then a public hearing must be held and public comment taken before adoption of the supplemental budget. The public hearing is held by the City Council. At the hearing, the City Council must hear comments and questions from any person who wishes to speak.

Not less than five days before the meeting, a notice of hearing and a summary of changes proposed in the funds that differ by more than 10 percent must be published using one of the methods used to publish the notice of the original budget hearing. The published summary of changes must include, for each fund being adjusted by more than 10 percent, the name of the fund, the source and amount of any resources that are changing, the new appropriation amount for any new appropriation categories or any appropriations that are changing by more than 10 percent, and the fund's revised total resources and requirements.

Following the hearing, the City Council must pass a resolution to adopt the supplemental budget and make any necessary appropriations. .

CAPITAL IMPROVEMENT POLICIES
(Administrative Policy)

Financing of infrastructure improvements through use of Bancroft Bonds will be limited to those where the required improvement to assessed value ratio does not exceed one to one and to the extent the City's financial position permits the use of this financing device.

Use of General Obligation bonds will be limited to major capital infrastructure creation.

The City will finance capital projects by using self-supporting revenue pledged bonds, which could be General Obligation backed, whenever a service is an enterprise or utility-based and where the user directly benefits.

A current inventory of all the City's physical assets will be maintained.

Operating funds to maintain capital improvements and additional staff needs will be estimated and identified prior to making the decision to undertake capital improvements.

The City will plan for capital improvements over a multi-year period of time. All capital improvement programs will directly relate to the long-range plans and policies of the City.

Publicly constructed local improvements which provide a special benefit to specific real property or which rectify a problem caused by specific real property where all or part of the costs are borne by local assessments levied against the property benefitted by the improvement shall be governed by the requirements of RMC 4.04.

Privately financed and constructed improvements in the public way shall be regulated by the provisions of RMC 4.02.

CITY COUNCIL PACKET PREPARATION AND DISTRIBUTION
(Administrative Policy)

Preliminary Council agendas shall be drafted during Management Team meeting the morning following each Council meeting and finalized at the staff meeting the following Monday.

Department Heads having items on the agenda shall prepare agenda memorandums thoroughly explaining the agenda item through use of the Agenda Item Summary Format. These memorandums shall be saved in the shared S Drive under – CITY COUNCIL DOCUMENTS/- CITY COUNCIL MEMOS/Council Memos – In Process. Track changes shall be turned on allowing edits and comments to be viewed. An email including the link to the draft memos shall be sent to all members of the Management Team for their review and comment. The City Manager will provide final approval by noon on Wednesday prior to the agenda deadline (Thursday at 3:00 p.m.). Following City Manager approval, all agenda memorandums shall be forwarded to the City Recorder or designee for collation, distribution and posting on the City's website.

City Council packets must be completed and available for posting on the City's website by 3:00 p.m. on the Thursday prior to the subject Council meeting. A link to the entire agenda packet will be emailed to the Mayor and Council for downloading on their iPads. Others requesting copies of the Agenda Packets will be notified of their availability from the web-site.

CITY COUNTY INSURANCE SERVICES TRUST MEMBERSHIP
(City Council Policy)

Background: *On November 28, 2005, the City Council adopted Resolution No. 2005-23 regarding the City's participation in the City County Insurance Services Trust. The resolution read as follows:*

WHEREAS, City County Insurance Services Trust (CIS) is a trust established by the League of Oregon Cities (LOC) and Association of Oregon Counties (AOC) to create and administer pooled retention funds to protect members against the financial consequence of property, casualty and workers compensation losses pursuant to coverage agreements;

WHEREAS, CIS provides its Members a broad array of risk management services, including risk financing, loss prevention and loss control programs, claims management and legal representation, risk management consulting, data gathering, information sharing, training and related services;

WHEREAS, the City of Roseburg finds that membership in CIS is a benefit in managing the risks involved in providing services to its citizens;

WHEREAS, the City of Roseburg has been provided with copies of the CIS Trust Agreement, Bylaws and Rules which have been recently updated and revised;

WHEREAS, the CIS Bylaws, at Articles 2.2.2 and 3.3 provide that Articles 2 and 3 of the Bylaws shall constitute a contract between the Member and CIS and that the Member shall adopt a resolution acknowledging that contractual relationship.

NOW, THEREFORE, the City Council of the City of Roseburg (Member) does hereby acknowledge and agree that it has received copies of the CIS Agreement and Declaration of Administrative Trust, Bylaws and Rules and accepts the terms and conditions therein with respect to any CIS coverage programs in which it elects to participate and for which it is accepted as a Member by CIS.

**CITY MANAGER AUTHORITY - INDEMNITY PROVISIONS OF INTERGOVERNMENTAL
AGREEMENTS**
(City Council Policy)

Background: The City of Roseburg from time to time enters into intergovernmental agreements with Douglas County and/or the State of Oregon, in which the City is asked to agree to indemnify the other party under language substantially similar to one or more of the following provisions:

“To the extent permitted by the Oregon Constitution, and within the limits of liability established in the Oregon Tort Claims Act, City shall defend, indemnify and save County/State, its officers, agents, and employees harmless from any and all claims, actions, costs or damages caused by the City”; or

"Both parties shall, to the extent permitted by the Oregon Constitution and the Oregon Tort Claims Act, indemnify, defend, save, and hold harmless each other, their officers and employees from any and all claims, suits, and liabilities which may occur in their respective performance of this Agreement"; and

It is in the City's interest for the City Manager to enter into such intergovernmental agreements including such indemnity provisions; therefore on August 14, 2006, the Council adopted Resolution No. 2006-19, which stated:

1. The City Council directs and hereby delegates authority to the City Manager to enter into such agreement provisions as set forth above and provisions substantially similar thereto, when contained in agreements which the City Manager is otherwise prepared to enter into on behalf of the City; and the City Council hereby ratifies all such provisions heretofore entered into.

CITY MANAGER AUTHORITY – NON-UNION PERSONNEL MATTERS
(City Council Policy)

Background: The City's Personnel Policies were originally approved by the City Council via the adoption of Resolution #81-18 on March 23, 1981. Since the 1982 Charter, amendments and revisions to the Personnel Policies were taken to Council for approval. In 2007, it was determined that the City Manager's authority over non-union personnel matters needed to be clarified and that the sections of the Personnel Rules that referred to Council approval should be amended. To resolve the matter, on April 23, 2007, the City Council adopted Resolution #2007-6 which made noted changes to the City of Roseburg Personnel Policies as well as the Employee Handbook for employees not covered under a collective bargaining agreement. Sections 11 and 12 of Resolution No. 2007-06 include provisions acknowledging the authority of the City Manager to effectively manage City operations, including those issues related to personnel management.

CITY MANAGER’S ANNUAL PERFORMANCE EVALUATION PROCESS
(City Council Policy)

Background: In 2005, the City Council determined a need to adopt a process to be followed for the City Manager’s Annual Performance Evaluation. The process was slightly amended again in 2008 and the Council agreed it should be affirmed each year prior to starting the process. In October 2014, the City Council adopted a new evaluation form which simplified the criteria for evaluation and amended the scoring system. The new form is included in this policy. The following summarizes the process involved. In 2021, Council further amended the evaluation process regarding timelines, self-evaluation and quarterly evaluations:

First Meeting in July:

The City Manager will present a report on the accomplishments of Council Goals and Objectives adopted by the City Council.

Late July/Early August:

The Mayor and City Councilors meet one-on-one with the City Manager if needed to discuss the City Manager’s performance during the past year. The City Manager and the Mayor/Councilor discuss any performance issues during the one-on-one meetings.

Mid-August:

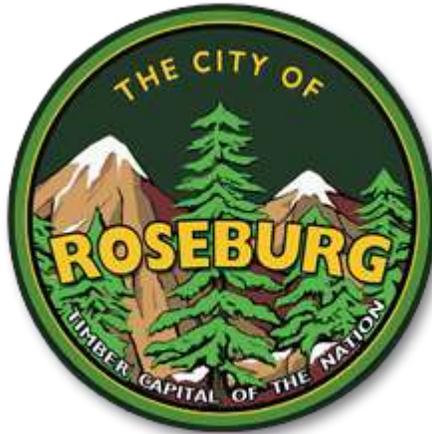
The Mayor and Councilors complete an appraisal form (as approved by the Council) and submit it to the Council President in sufficient time for the information to be consolidated into one report for inclusion in the City Council agenda packet for the second meeting in August.

Second Meeting in August:

The City Manager’s performance appraisal is conducted. The City Manager has the right to choose whether this shall be done in open session or in executive session.

CITY MANAGER PERFORMANCE EVALUATION

CITY OF ROSEBURG, OR



INDIVIDUAL BEING EVALUATED _____
EVALUATION PERIOD _____ to _____
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 _____ no later than _____.

All submitted evaluations will be summarized and included on the City Council _____ agenda for discussion.

Mayor

Date

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 their 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. Annually, beginning in July and concluding by the end of September, 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	Consistently exceeds targets and standards.
4	Superior performance in meeting targets and standards.
3	Performance meets expectations.
2	Performance does not consistently meet expectations.
1	Performance is well below reasonable standards.

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.

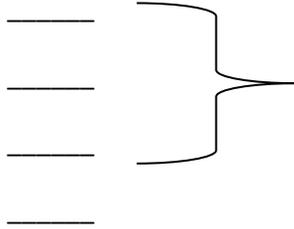
Please submit the form as follows:

- 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

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LEGEND
Core Competencies

1. CORE COMPETENCY



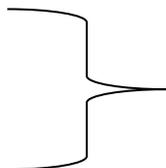
BEHAVIORAL STANDARDS

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:



NARRATIVE



VERIFY

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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:

Evaluator Initials _____

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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:

Evaluator Initials _____

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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:

Evaluator Initials _____

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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:

Evaluator Initials _____

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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:

Evaluator Initials _____

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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:

Evaluator Initials _____

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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:

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:

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:

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:

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?

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

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

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

COMPLETE STREETS POLICY
(Council Policy – Resolution No. 2020-24)

Background: On December 14, 2020, the Council adopted Resolution No. 2020-24 adopting the Roseburg Complete Streets Policy.

The resolution reads as follows:

WHEREAS, the term "Complete Streets" describes a comprehensive, integrated transportation network with infrastructure and design that allows safe and convenient travel for all users, including pedestrians, bicyclists, riders and drivers of public transportation, as well as drivers of other motor-vehicles (i.e., cars, trucks, vans, motorcycles, SUVs, etc.), and people of all ages and abilities, including children, older adults, and individuals with disabilities; and

WHEREAS, City Council adopted Ordinance 3534 on February 10, 2020, approving the Transportation System Plan and adopting it by reference into the Roseburg Urban Area Comprehensive Plan; and

WHEREAS, the Transportation System Plan identifies adoption of a Complete Streets Policy as a tool in which engineers and planners may design streets compatible for all modes of transportation; and

WHEREAS, City Council wishes to build upon the City's existing policies that recognize the importance of addressing the transportation needs of pedestrians, bicyclists, and public transportation riders, as identified within the Transportation System Plan.

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

Section 1. The City of Roseburg hereby adopts the Roseburg Complete Streets Policy, attached hereto as Exhibit "A".

Section 2. This resolution shall become effective immediately upon adoption by the Roseburg City Council.

Roseburg Complete Streets Policy

Vision and Intent

It is the intent of the City of Roseburg to develop and provide an integrated multimodal transportation network that contributes directly to the safety, health, economic vitality and quality of life of all residents.

All modes of transportation should be included in transportation planning and project development. Automobile traffic will continue to serve personal needs, commerce, and emergency response, with this policy helping to provide and promote a safe and healthy transportation network. Persons of all ages, abilities and circumstances should have access to a diverse range of transportation choices for all types of trips, including conducting business,

commuting, shopping, going to school, and recreating. Transportation needs for all should be met cost effectively, safely, conveniently, reliably, and efficiently.

The desired outcome of the policy is to create a cost effective, accessible, effective and efficient transportation system where every transportation user can travel safely and comfortably with transportation options available to everyone. To improve access to healthy choices and support the needs of people who contribute to our economy, culture, tourism and local businesses.

Commitment

All City-owned new construction, reconstruction, and significant rehabilitation transportation projects in the public right-of-way including, but not limited to, streets and all other connecting pathways should be designed, constructed, and operated, so that all modes of transportation allow all users to move safely, comfortably, conveniently and independently.

The City will provide accommodations for all modes of transportation to continue to use roads safely and efficiently during any construction or repair work within right-of-ways.

Exemptions

1. A specific category of user may be excluded from the requirements of this Policy if one or more of the following exceptions apply, as determined by the public works director:
 - a. Use of the roadway is prohibited by law for the category of user or there is insufficient right-of-way to provide for a particular mode's safe operation. In this case, efforts should be made to accommodate the excluded category of user on a parallel route; or
 - b. When work is limited to emergency repairs of transportation facilities or utilities.

2. An exemption to this policy can be provided as approved by the Public Works Director if:
 - a. There is an absence of both a current and future need to accommodate a category of user in an area as documented in the Transportation System Plan or a similar deliberate study or analysis; or
 - b. Where the cost of accommodation is excessively disproportionate to the need or probable use.
 - c. When work is limited to routine maintenance (e.g. overlays, slurry seals, etc.) that does not change the roadway's geometry or operations, or for Americans with Disabilities Act (ADA) accommodation work.

Jurisdiction

All facilities in public right-of-way should adhere to this Complete Streets Policy. The City may form partnerships with other organizations to encourage Complete Streets principles beyond

the City limits. These agencies include but are not limited to Douglas County and Oregon Department of Transportation (ODOT).

Design

All street improvements within public ROWs shall conform to Roseburg Municipal Code standards under the guidance of the standards in the following list. The latest edition of these standards may be referenced for design guidance:

American Association of State Highway and Transportation Officials (AASHTO)

- A Policy on Geometric Design of Highways and Streets
- Guide for the Development of Bicycle Facilities
- Guide for the Planning, Design and Operations of Pedestrian Facilities

Federal Highway Administration (FHWA)

- Manual of Uniform Traffic Control Devices (MUTCD)
- PEDSAFE: Pedestrian Safety Guide and Counter measures Selection System
- Incorporating On-Road Bicycle Networks into Resurfacing Projects

Institute of Transportation Engineers (ITE)

- Designing Walkable Urban Thoroughfares: A Context Sensitive Approach

National Association of City Transportation Officials (NACTO)

- Urban Bikeway Design Guide
- Urban Street Design Guide

U.S. Access Board

- Accessible Public Rights-of-Way: Planning and Designing for Alterations

This section of the Complete Streets Policy shall be updated concurrently with each Transportation System Plan Revision by the Community Development and Public Works Departments.

Land Use

The City may require specific evidence in all new or revised land use policies, plans, zoning ordinances or equivalent documents detailing how they support this policy. The projects applicable to this policy must be sensitive to the surrounding context including current and planned buildings, parks, trails, as well as its current and expected transportation needs.

Performance Measures

The following is a list of tools the City can use to measure performance of this policy. This policy may be periodically reviewed and updated by city staff when necessary. Performance may be measured with the improvement or growth in the following metrics.

- Bike Friendly Communities Certification
- An increase in the cumulative linear feet of new or reconstructed sidewalks
- An increase in the cumulative linear feet or miles of new or reconstructed bike lanes

- An increase in the linear feet or miles of off-street trails and pathways constructed or reconstructed.
- Progress on implementation of ADA Transition Plan

The implementation of this policy shall serve as a benchmark to chart the continual improvement and the realization of a vision for the local transportation network. It shall serve as a guide for the City to work toward, with the goal of providing and continuing to improve a safe, healthy transportation network.

COMPUTER SYSTEM/ELECTRONIC MEDIA MANAGEMENT ***(Administrative Policy)***

PURPOSE AND SCOPE

The purpose of this policy is to establish procedures and guidelines that specify the ownership and control of information and management of the City's computer system and other electronic media sources, the City's right of access to the information contained therein and general use thereof. A further purpose is to insure that electronic records and communications are maintained and stored according to the Public Records Law. Use of the City's electronic mail, internet, intranet and all computer equipment must also be consistent with the State Ethics statutes and Federal Copyright and Licensing laws.

The policy applies to all users of the City's computer system and electronic media sources which includes all computer terminals (whether on a network or stand-alone), software and hardware (programs, CPU's, memory devices and storage devices), and telephones. For purposes of this policy, computer records and communications include any data or information in any form processed or stored within the City's computer system or other source of electronic media whether generated directly or indirectly through use of such systems and equipment.

OWNERSHIP OF INFORMATION/DATA STORED

All information and data stored on City computer equipment and electronic media equipment is the property of the City. Individual Department Heads are custodians of the information and data stored on systems and equipment within their departments. All information stored on City systems and equipment is to be shared among employees and departments as needed to perform the City's services and central business functions. Unauthorized access to confidential data is a misdemeanor by state law and may be cause for disciplinary action up to and including termination under the City's Personnel Rules.

SECURED ACCESS TO CRIMINAL INFORMATION

City Responsibility. The City is legally responsible for adhering to the rules, security and regulations relating to information access, disclosure and dissemination, policies and procedures for use of the Criminal Justice Information System (CJIS), the National Crime Information Center (NCIC), the Oregon Criminal Offender Information System (OCOIS) and other computerized systems accessed via the Law Enforcement Data Systems (LEDS). Computer terminal areas wherein this information is visible must have adequate physical security to protect unauthorized personnel gaining access to the terminal equipment or stored data. All visitors to the terminal area must be accompanied by City personnel at all times and the terminals must be "locked-out" when it is not staffed.

Authorized Access Only. To ensure compliance with LEDS rules, only authorized Police Department and Municipal Court employees shall be allowed access to the computer equipment containing criminal justice information. In order to ensure this level of security, all deliveries, including mail, UPS FEDEX, etc. shall be completed in the lobby. If a delivery is large enough the delivery person must enter the office area, the delivery person will be escorted to the destination area. Contractors needing unescorted access to the building must be fingerprinted and cleared prior to being given unescorted entry to secured areas. All other

contractors or persons needing access to office areas using LEADS shall have a criminal history check performed and require an escort while in the secured areas.

USAGE GUIDELINES

The following guidelines apply to all computer records, electronic media sources and services which are accessed on or from City premises; accessed using City computer or other electronic media equipment, or via City-paid access methods; and/or used in a manner which identifies the individual with the City:

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

The City's computer system and all forms of electronic media and services, including internet access, e-mail, and voice mail used by City employees are to be used primarily for City business purposes, but may be allowed for personal use during scheduled breaks or lunches provided such use does not interfere with City business, productivity of the employee or conflict with the parameters set forth in the above Section 1.6.4.1. The City's equipment shall not be used for personal gain, outside business activities, political activity, fundraising or charitable activity not sponsored by the City or to promote personal, political or religious business or beliefs. Abuse or misuse of City electronic media/computer equipment, services or supplies shall be grounds for disciplinary action. Employees should be aware that use of a password does not give rise to any right of privacy and that "deleting" a record from their equipment does not necessarily mean that the record or communication has been eliminated from the City's system. The City reserves the right, at the City Manager's discretion, to monitor and review any employee's computer files and records, electronic records, messages and communications, and general usage of City equipment, to the extent necessary to ensure that electronic media, services and equipment are being used in compliance with this policy. The City has the right to use the results of such monitoring in any disciplinary action that may be necessary.

Employees must respect the confidentiality of other employees' electronic records, files and communications and may not attempt to read, "hack" into other systems, use other employees' log-ins, "crack" passwords, breach computer or network security measures, or monitor electronic files or communications of other employees or third parties except when explicitly directed by the City Manager as indicated above.

No e-mail or other electronic communications may be sent which attempts to hide the identity of the sender, or represent the sender as someone else or from another organization. All messages or information sent by an employee to one or more individuals via electronic media must contain statements that identify and attribute the message to the City. All communications sent by employees must comply with this policy and may not disclose any confidential or proprietary information regarding the City. The following message shall appear on all outgoing e-mail messages:

This e-mail and any files transmitted with it are confidential and intended solely for the individual or entity to which they are addressed. If you have received this in error, please notify the sender and delete this e-mail from your system. If you are not the named addressee, disclosure, distribution, copying or taking any action in reliance on the contents of this information is prohibited.

Electronic media and services shall not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other employees to access and use the system.

In order to insure the integrity of the City's computer systems and related warranties, caution must be used when loading or downloading data to City equipment. Employees shall not load or download programs, install any software or make any changes to the City's computer setups, without permission from the City Manager and assistance from the City's Information Technology (IT) Manager. Use of personal programs and unlicensed programs is strictly prohibited and may be cause for disciplinary action up to and including termination under the City's Personnel Rules.

Employees obtaining electronic access to other agencies', companies' or individuals' files or materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

Employees shall not access information or services which will result in a subscription or user fee without authorization from the City Manager.

Employees shall not e-mail any City documents to their home, or any other outside computer system, without their Department Head's approval.

CITY-WIDE SHARED DIRECTORY

Documents and forms that are commonly used by most, if not all, departments, shall be maintained in the City's computer system under a "shared directory. Only documents that would need to be accessed by most departments will be placed in this directory; such documents include, but are not limited to, standard contract documents, maps, policy documents such as this Policy & Procedures Manual, photographs, universal forms such as travel reimbursement and petty cash forms, the City budget, etc. No individual employee files or folders shall be maintained on this directory. The shared directory will be overseen by the Management Technician and the IT Manager.

AUTOMATED PUBLIC RECORDS

Records created, manipulated or stored on any City computer system or in any form of electronic media are public records if they are sent, received, filed or recorded in pursuance of law or in connection with the transaction of City business, whether or not they are confidential or restricted in use. Purely personal messages, as well as unsolicited messages and advertisements (spam) are not public records under the retention/disposition aspect of the public records law, but may be accessible to the public under the access portion of the Law (ORS 192.314). If an e-mail message is considered a public record, then it is subject to the retention requirements based on the content of the message. All e-mail communications other than those defined as a non-record by ORS 192 shall be retained as part of the email system, copied and filed in another electronic filing system; or printed and filed as a paper record in accordance with the City's records retention schedule. If an email is printed for retention

purposes, the entire message with all header information intact (i.e. date and date, routing information etc.) and all attachments must be printed and retained. Non-record email communications may be deleted when read. Computer backup tapes and disks, regardless of hardware platform, are also public records, subject to disclosure. This includes backup tapes of "casual communications" systems such as voice mail and E-mail. Electronic records and communications, like any other public record, must be available upon request, to any member of the public, unless the record or communication is by law exempt from disclosure. If presented with a request for a computerized/electronic record, all employees should consult with the City Recorder to determine proper disclosure. The City's Records Retention Schedule should be consulted before disposing of any electronic records regardless of the format.

USER IDENTIFICATION/PASSWORDS

The City's computer systems have been designed to ensure data integrity therefore information stored in certain critical files can be changed only by authorized personnel. All employees, however, have a role in data integrity via their use of identification numbers and passwords. Each employee using the City's computer system shall be assigned an individual identification number and password. Passwords should be simple but not common or obvious (such as your own name). The City IT Manager shall act as the City's primary computer security liaison to all City departments and as such, shall maintain a security file containing all assigned employee identification numbers and passwords. Department heads shall assign one employee to act as the department's IT Committee liaison who shall, in turn, work with the City's IT Manager and all other departmental representatives. Passwords should not be disclosed to anyone other than the City's IT Manager. Only the IT Manager is authorized to change an assigned identification number or password. Employees shall not use unauthorized codes or passwords to gain access to others' files.

SOFTWARE ACQUISITION & APPLICATION

No software shall be purchased without the City Manager's authorization. Application of software must be in accordance with the conditions specified in the license issued to the subject software as any other application is illegal. Making a copy of software for use by another person without paying the vendor is a form of stealing called "software piracy". Some software licenses allow the software to be installed on a Local Area Network (LAN) server and used by several people at one time. Software piracy is a felony if there are more than 10 illegal copies or the illegal copies are valued at \$2,500.00 or more. Employees must make every effort to avoid the possibility of software piracy occurring within the City's computer system.

HARDWARE ACQUISITION & MAINTENANCE

No computer hardware shall be purchased without the City Manager's authorization. As part of the City's computer systems maintenance policy, employees must make every reasonable effort to ensure they do not introduce a software virus into the City's computer system. A virus is a hidden series of instructions that mischievously alters data or program files stored in a computer. The most common source of a virus comes from installing copied software (shareware) or downloading software from a bulletin board on the Internet. Another source is using disks of unknown origin. Therefore, if someone makes a public information request and wants the record on disk, employees are to use a City-supplied disk rather than a disk provided by the requestor. The cost of the disk may be recovered from the requestor.

INTERNET ACCESS

The City has internet access through Douglas FastNet. The City controls its own website at www.cityofroseburg.org, with an employee from each department designated to enter and update information on the City's website.

GOVERNMENT ACCESS CHANNEL (NO LONGER IN USE 2022)

The City of Roseburg, in partnership with Douglas County, will maintain Government Access Channel 191 on the Charter Communications System for City sanctioned events. Channel 191 is not considered a Public Access Channel.

The City's programming policy for Channel 191 shall be to provide area residents with direct, non-editorial information concerning government deliberations, services, programs, events and activities.

Government Access Channel will be limited to only specific events, meetings or activities that are sanctioned by the City of Roseburg or Douglas County. It is not intended as a political forum or as a mechanism for building support for a particular policy, program or issue not supported by the majority of a governing body.

OBJECTIVES

The objectives of the Government Access Channel are to:

- expand community awareness of City government and its decision-making processes;
- widen the dissemination of information on the activities of the City's elected officials and advisory commissions;
- provide comprehensive information about City programs and services offered to area residents;
- provide information pertinent to area residents from other local, state and federal government entities; and
- provide information regarding City sponsored community events.

TYPES OF PROGRAMS

Live Broadcast: Live, unedited, broadcast coverage of selected meetings and events will be provided. Meetings to be broadcast will be those of City Council, Planning Commission, advisory commissions and other special programmed events. The City of Roseburg is not responsible or liable for words uttered by the public during live broadcasts. The City of Roseburg cannot suppress vulgar or inappropriate words from being aired during live broadcasts.

Tape-Delayed Broadcast: Taped meetings, shows and other special events will be scheduled into open times between live broadcasts. The City of Roseburg reserves the right to determine if the event will be aired live or taped for replay at a later date and time. Taped broadcast times will be determined by the City Manager's designee and coordinated with Douglas County's representatives. The City of Roseburg cannot suppress vulgar or inappropriate words from being aired during taped-live broadcasts.

Staff-Originated Programming: Programs produced by City departments regarding issues related to City government or about commissions/groups/committees, etc. that are affiliated with the City or sponsored or supported by City funds.

Bulletin-Board Information: Character generated messages related to local government activities, programs, services and events sponsored or financed by the City of Roseburg or other governmental units and affecting area residents. This service will operate 24 hours a day when other programming is not scheduled.

ACCESS POLICY

Emergency messages and information shall take priority over all other programming until such time as the emergency situation is resolved.

All programming over Channel 191 must be government related. Programs may include meetings, activities, programs, services and events of City departments and services or other governmental entities or events financed by or sponsored by local government.

Final approval of all requests will be made by the City Manager or designee who administers the video programming for the City of Roseburg.

Access to the Channel shall be limited to city, county, federal or state government functions and operations.

Utilization of the Channel for commercial advertising or personal gain will not be permitted.

Promotional announcements from the general public or for events, charities or outside organizations in which the City has no official interest or sponsorship shall not be permitted.

POLITICAL PROGRAMMING

No political programming will be permitted on the Government Access Channel with the exception of providing factual information on any local ballot issue directly affecting area voters.

EDITING POLICY

- 1. Public Meetings:** Any public meeting broadcast shall not be edited or subject to editorial comment. Meeting coverage shall be from gavel-to-gavel.
- 2. Department Programs:** Any program videotaped by the City of Roseburg or on City equipment may be modified or edited as appropriate.
- 3. Bulletin Board:** Messages programmed into the bulletin board portion of Channel 19 may be submitted by appropriate governmental departments or agencies. Editing by Staff to provide clarity and maximum utilization of pages available may be required.
- 4. Other Governmental Programming:** Programming submitted by other governmental agencies such as the Oregon Department of Transportation shall have been reviewed and approved by the agency head of the submitting governmental agency as to compliance with this policy. Such approval shall be in writing and provided to the City in advance of the scheduled programming being aired.

USE OF CITY OWNED EQUIPMENT

City-owned video and audio equipment shall be restricted to authorized City activities and its use shall be restricted to employees of the City of Roseburg or trained contractors under the

direction of the City Manager. Loaning of equipment for personal or outside use shall not be permitted.

RETENTION AND OWNERSHIP OF TAPES

All video material shall become the property of the City of Roseburg. All Staff produced programs, meetings and events shall not be retained beyond one year. After one year, material may be reused and the original material erased, at the discretion of the City Manager or designee. Copies of any videos produced by the City may be purchased by the public at the cost established within the City's Fee Schedule.

CONTRACTS AND AGREEMENTS
(Administrative Policy)
(Approved by City Manager Messenger 7/25/2022)

STANDARD FORMS

The City Recorder's Office has prepared standard forms to be used for the various types of City contracts put together by City Staff. The forms have been reviewed by the Human Resources Director and City Manager, and approved as to form by the City Attorney. All forms are maintained on the shared network directory and must be copied to another directory when used by other departments. Only the City Recorder has authority to make changes, revisions and/or updates to the original shared directory documents. The standard forms shall be used for all applicable City contracts. If a given section (requirement) of the standard contract document does not apply to a specific contract, the language in such section shall be marked through and initialed by the City Manager, the subject Department Head and the contractor.

CONTRACTING AUTHORITY (RMC 3.06.025)

The City Manager is authorized to issue all solicitations and to award all public contracts for which the contract price is valued at or below \$100,000.00. The City Manager is authorized to execute all contracts.

Contracts valued at or below \$10,000: Contracts valued up to and including \$10,000 may be awarded by the City Manager by direct selection or any other method the City Manager deems in the best interest of the City. The City Manager shall make a written record documenting the manner of selection and the reason why the selection was in the best interest of the City.

Contracts valued above \$10,000 up to and including \$100,000: Contracts for goods, services, public improvements and personal services with a value above \$10,000 up to and including \$100,000, may be awarded by the City Manager based on informal written quotes or proposals. An award based on receiving less than three informal written quotes or proposals may be made based on the determination by the City Manager the potential offerors were given a reasonable opportunity to submit quotes or proposals.

Contracts valued above \$100,000: All contracts with a value above \$100,000 shall require Council approval based on formal solicitation published by electronic advertisement on the City's website for a minimum of 10 consecutive days, placed on OregonBuys and emailed to all plan centers. If the contract is for a public improvement valued at or above \$125,000, the solicitation must also be published in a trade newspaper of statewide circulation.

INVITATIONS TO BID (ITB)

Invitations to bid are used primarily for construction, public improvement and transportation-related projects and are placed on the City's website and OregonBuys, and emailed to all plan centers. If a project estimate exceeds \$125,000, it is also published in the Daily Journal of Commerce. Invitations to bid, whether prepared in-house or by an outside engineering/consulting firm, will not be placed in any publication or posted on the City's website or OregonBuys without the plans and specifications being filed with the City Recorder's Office.

Standard forms for in-house invitations to bid have been developed by the City Recorder's Office and are maintained as Word Templates. When used by other departments, the

document must be copied from Templates to the department's individual directory before being modified to "fit" the type of bid being requested.

All invitations to bid shall be forwarded to the City Recorder's Office for review, publication (if required), posting on the City's website and OregonBuys and forwarding to the plan centers. If the advertisement must be published, it must be submitted to the City Recorder's Office a minimum of 5 business days prior to the desired date of publication. The department generating the invitation to bid shall give the City Recorder's Office a list of periodicals (newspapers, trade magazines, etc.) in which the ad should be published. The requesting department shall confirm with Finance the project number and the budget line item number to which the publication expenses should be coded for payment, and then provide that information to the Recorder's Office.

The typical project bid is usually due three weeks from the date it was first advertised. Depending on the complexity of the project, the time period may be extended to four or five weeks. Immediately following a bid opening, bid results are posted on the City's website, OregonBuys website and emailed to plan centers and those who submitted a bid. The notice of intent to award the contract is sent electronically to all project bidders and posted to the City's website and OregonBuys website. The invitation to bid, bid results and any other electronic project information remains on the City's website until the contract is awarded.

REQUESTS FOR PROPOSALS (RFP)

Requests for proposals are issued for professional services, trade services and goods and equipment. Examples include such services as engineering, prosecution, pest control, towing, asphalt patching, insurance brokers, banking, collections, etc. Requests for proposals are also issued for specialized equipment, patrol sedans, park maintenance equipment, etc. Requests for proposals are placed on the City's website and OregonBuys. If a contract estimate exceeds \$125,000 (typically only engineering services fall within that range) the advertisement is also published in the Daily Journal of Commerce. Inasmuch as these proposals do not involve construction they are not sent to plan centers. Staff provides notification to potential businesses specializing in the subject service/equipment by researching local businesses and/or utilizing the commodity match feature through the OregonBuys website for businesses certified to provide the service or equipment sought.

Standard forms for request for proposals have been developed by the City Recorder's Office and are maintained as Word Templates. These documents are to be copied from Templates and transferred to the department requesting the proposal in the same manner as invitations to bid.

All requests for proposals shall be forwarded to the City Recorder's Office for review, publication (if required), and posting on the City's website and OregonBuys. If publication is required, the time frame for submittal is the same as for an invitation to bid. As with invitations to bid, requests for proposals will not be advertised or posted on the City's website or OregonBuys until the City Recorder's Office has received a complete set of the subject documents.

The typical proposal is due approximately three weeks after first advertised. Immediately following proposals, the results are posted on the City's website and OregonBuys website. As

with invitations to bid, the notice of intent to award is sent electronically to all proposers and posted to the City's website and OregonBuys website.

CONTRACT TEMPLATE MODIFICATIONS/REVIEW

The Human Resource Director shall review all changes to insurance requirements in the contract templates. Other significant changes, modifications and variations of the City's standard contract document will be made by the City Recorder and reviewed by the affected Department Head and City Attorney when needed. Minor modifications may be made by the City Recorder.

AUTHORIZED SIGNATURES

Only the City Manager has the authority to sign contracts on behalf of the City. The City Recorder typically "attests" to the City Manager's signature on all City Contracts. Routine subscriptions and maintenance agreements valued at less than \$1000 may be signed by a Department Head.

LOCATION OF ORIGINAL DOCUMENTS

All original contracts of the City shall be maintained in the City Recorder's Office. This rule in no way restricts any department from keeping a copy of a specific contract for its use and reference. If a contract is with another public agency and such agency retains the original contract document, a signed true copy shall be filed with, and maintained by, the City Recorder's Office. Rejected bids shall be retained by the requesting department pursuant to the City's Record Retention Schedule.

INDEX OF CONTRACTS/NOTICE OF EXPIRATION DATES

All contracts are stored in the Administrative section of LaserFiche under their expiration date folder. The City Recorder's Office receives an automated notification email through LaserFiche identifying which City contracts are due to expire in the next 90 days. The City Recorder's Office shall notify the affected Department Head of upcoming expiration dates at least 60 days prior to such expiration.

CONFLICT OF INTEREST, GIFTS & GRATUITIES

No employee, officer or agent of the City shall participate in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such conflict would arise when a City employee, officer or agent, a member of their immediate family, or their business partner, has a financial or other interest in a firm selected for the award of a contract. This prohibition shall not apply to insubstantial financial interests so long as the City employee, officer or agent discloses such financial interests and obtains prior written approval from the City Manager to participate in the award and/or administration of the contract.

No employee, officer or agent of the City shall solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors or parties to subcontracts. This prohibition shall not apply to unsolicited gifts of nominal intrinsic value.

City employees who violate the policies set forth in this Section shall be subject to disciplinary action under the Personnel Policies of the City; City Officers who are found in violation shall be subject to the procedures and penalties set forth in state law. City agents who violate this Section may have their authority to act as agents revoked by the City. If the agency relationship

is established by contract, a violation of this Section shall be considered a breach of contract, which will entitle the City to terminate the contract.

****Note: Also see following sections:
Purchasing Policy & Procedures; and
Risk Management & Insurance Provisions in Administration of City
Contracts**

CREDIT CARDS ***(Administrative Policy)***

GENERAL POLICY

The City has obtained business credit cards for use by the City Manager, all Department Heads and any other City employee authorized by the City Manager to use such cards. The card is to be used for business related expenses only and is not intended to replace, nor is it a substitute to, the City's purchasing policies.

PURPOSE

The purpose of the business credit cards is to accommodate business related expenses and/or charges that are small in nature and to provide the employee with the convenience of paying for expenses incurred while on official City business such as while representing the City at a meeting or attending conferences or workshops.

USE

The cards shall be used for City-related expenses only and only those persons to whom a card is issued may authorize purchases using the card. Employees must use the City credit card when making City purchases rather than using their personal credit card and then requesting reimbursement from the City. The use of the card for cash advances, cash refunds or purchases that are personal in nature is a violation of this policy.

RECEIPTS AND ACCOUNTING

A receipt for each credit purchase must be submitted to the designated staff member in each department as soon as practical after the card is used. At the end of each month, the department representative will reconcile charges to the billing statement, attach a receipt for each charge listed on the statement, code the account number for each charge and submit the statement, with receipts attached, to Accounts Payable no later than the 10th of each month.

CARD HOLDER RESPONSIBILITIES

Each cardholder is responsible for, required to and must:

1. Ensure that he/she has sufficient budgetary authority to incur the charge and that there is a sufficient amount available in the departmental budget to pay for the expenditure;
2. Obtain and provide the original charge slip or receipt for all purchases and charges shown on the monthly statement, including a description of the items purchased. All credit card charges that are properly documented and authorized will be paid. It is the cardholder's responsibility to provide adequate documentation and proof of the appropriateness of the charges to their account.
3. Obtain the City Manager's approval when necessary.
4. Immediately notify the City Manager and Finance Director if a card is lost or misplaced so that proper action may be taken to cancel the card.

UNAUTHORIZED CHARGES

Payment will not be made on undocumented or unauthorized charges. The cardholder must reimburse the City for any unauthorized charges or use of the card within 7 days after being notified of the unauthorized charge. Any disallowed charge, including finance charges, may be deducted from the cardholder's paycheck if deemed necessary by the City Manager.

VIOLATION OR NON-COMPLIANCE WITH POLICY

Any violation or non-compliance with this policy may result in the revocation of the employee's right to use a City credit card and certain disciplinary action up to and including termination of employment.

RETURN OF CARD

Whenever any employee to whom a City credit card has been issued leaves City employment, the card issued to them must be returned to the Finance Director, or his/her designee, who shall destroy the card.

DEBT AND INVESTMENT MANAGEMENT POLICIES
(Administrative Policy)

The City will seek to maintain, and if possible, improve its current "A" bond rating so its borrowing costs are minimized and its access to credit is preserved.

The City will have a specific set of debt issuance guidelines consistent with Federal, State and local laws and policies.

When making investments, the City will follow State law and local investment guidelines and shall abide by the following criteria in priority order:

- Preservation of capital;
- Maintenance of a liquid position; and
- Maximum yield.

DEFERRED COMPENSATION PLAN FOR CITY EMPLOYEES
(City Council Policy)

Background: On August 10, 1981, the City Council adopted Resolution No. 81-47 authorizing a deferred compensation plan for City employees which allowed any City employee who was a member of the Public Employees Retirement System to enter into an agreement with the City wherein certain amounts from the employees' salaries could be placed in a savings account through use of City funds deposited with appropriate agencies as deferred compensation accounts for those employees.

Since authorization for the Deferred Compensation Plan was adopted, updates have been made administratively. The full plan is available in the Human Resources department. In summary, the City's deferred compensation plan under IRS code 457(b) allows employees to save pre-tax or post-tax (Roth) earnings for retirement, subject to IRS maximum for deferrals. A third party administrator assists the City in maintaining custody of funds, processing deferrals and withdrawals, ensuring compliance with IRS and plan rules and selecting a broad range of investment options. Updates to the plan document are made periodically to ensure accuracy and compliance with State and Federal law.

DIGITAL IMAGES AS ORIGINALS (DIO) POLICY

(Administrative Policy)

(Approved by City Manager Nikki Messenger 10/29/2019)

1. Purpose. The purpose of this Policy is to identify which public records can be scanned and considered originals and maintained electronically, and to outline procedures for using Digital Images as Originals (“DIO”) for the purposes of records management. This Policy shall apply to records with a retention schedule up to 99 years and specifically exclude records of a historical nature and those with a permanent retention. This policy works with State of Oregon guidelines and the City of Roseburg Records Management Program and shall apply to all City departments and offices.

2. Authority. In accordance with ORS 192.314, the City of Roseburg maintains all public records and makes any nonexempt public record accessible to the public. In accordance with ORS 192.050, all records captured electronically shall be deemed originals; and a transcript, exemplification or certified copy of the original of any such reproduction shall be deemed a transcript, exemplification or certified copy of the original.

3. Records Classification. For purposes of the DIO Program, City records shall be classified as follows:

3.1 Short Term Retention Records: Short term retention records are those public records with a retention schedule of 10 years or less. Such records are eligible for the DIO Program; therefore once the original record has been scanned and inspected to ensure that the image was actually captured into the City’s digital imaging system, the digital form of the record shall be considered the original and the paper copy may be destroyed in accordance with this Policy.

3.2 Long Term Retention Records. Long term retention records are those public records with a retention schedule of 10 to 99 years. Such records are also eligible for the DIO Program; therefore once the original has been scanned and inspected to ensure that the image was actually captured into the City’s digital imaging system, the digital form of the record shall be considered the original and the paper copy may be destroyed. Provided however, such transfer from paper to digital format must be done in accordance with the City of Roseburg Records Migration Policy to ensure integrity of the records transferred and stored. The City will also migrate any records, images, data and/or information stored on cd, dvd, tape or other output devices once every 10 years or 1 year prior to vendor claim to playback stability, whichever is shorter.

3.3 Permanent Retention Records. Public records of a historical nature and those with a retention schedule of more than 99 years or permanent may be scanned for ease of retrieval, but must be retained in paper or microfilmed and shall not be considered eligible for the DIO Program.

4. Digital Image vs. Electronic Record. Word, Excel and Mail Server (Outlook) are electronic records, not digital images, and are acceptable formats for short-term retention only.

Outlook, Word, and Excel records that have been retained electronically which become eligible for long-term retention can be converted to a digital image and may be applied to the DIO program.

5. Image Quality Verification and Documentation Upon Transfer.

5.1 In accordance with OAR 166-017-0035 (4) digital images shall be verified for quality prior to disposal of the original document. The Department responsible for the record is responsible for evaluating the quality of the images by spot-checking a sample of documents in the scanned batch. Following the determination that the digital records are of good quality and stored properly, plus an additional 30 days to allow for any technical issues, the original paper records can be destroyed.

5.2 Documentation describing each inspection shall be maintained and shall include the date of inspection; name of inspector, group of documents inspected, and sample size or number of documents inspected. The digital document management system audit trail report, printed annually by Information Technology ("IT"), will complete this function. The audit trail will list all DIO records in the digital document system. The City Recorder's Office will retain the list in accordance with OAR 166-200-0380 (15).

6. Annual Inspection. In accordance with OAR 166-017-0035 (5), digital scanners must be inspected at least annually. At the time of the annual scanner inspection, digital images must be inspected by spot checking and evaluating a minimum of 20 digital images. An Annual DIO Scanner and Image Inspection Form, which includes the date of inspection, name of inspector, group of documents inspected, and sample size must be completed and forwarded to the City Recorder's Office by the person performing the inspection. If loss of digital quality exists, the inspector must notify the City Recorder's Office and Information Technology immediately.

7. Duplicate Records. All City departments and office are discouraged from keeping duplicate records, as this may be a liability issue for the City.

Approved by City Manager Nikki Messenger 10/29/2019

CITY OF ROSEBURG RECORDS MIGRATION POLICY

The purpose of this policy is to preserve electronic records as required by Oregon Public Records and Archiving Statutes (ORS192.050). The policy applies to all City departments and offices.

POLICY

A. Storage of Electronic Records: In support of the purpose statement above, all electronic records are maintained online on magnetic hard disk drives. These drives are backed up to tapes on a regular basis, in order to ensure the integrity of the records stored. Multiple instances of backup data are maintained off site for up to one year or more. City servers utilize RAID storage arrays, which protects data from single point of failures on the magnetic disk hardware. The City utilizes a tape library system with multiple drives, which insures that records are successfully backed up on schedule.

B. Unapproved Storage Media: The City does not utilize any optical drives, removable media, thumb drives, jump drives, CD-ROM or DVD media for long-term data storage or for archival purposes. The City periodically refreshes its library of backup tapes.

C. Electronic Records Repository: The City has created an online electronic records repository for storing TIFF images of documents and photographs. This image repository is one of the most critical data stores maintained by the City. These images are stored on industry-standard servers, backed up to industry-standard magnetic tape, and the image format itself is an industry-standard TIFF image. Existing City scanning practices and hardware capabilities meet or exceed published OAR 200dpi resolution requirements. Operating system disk level security practices protect the TIFF images from manipulation or erasure. Database server security protects the metadata from corruption or manipulation. Off-site redundant backups protect the records repository from catastrophic water or fire damage. When current server technology or image type eventually becomes obsolete, the City will migrate the entire electronic records repository to the replacement technology. The City will never allow this critical records repository to lapse or become technologically "stale".

Approved by City Manager C. Lance Colley, November 2013

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM & UPDATES THERETO
(City Council Policy)

Background: In order to receive funding from the Federal Aviation Administration (FAA) Division of the U.S. Department of Transportation for capital improvement projects at the Roseburg Regional Airport, the City was required to adopt a “Disadvantaged Business Enterprise Policy”. Notice of the City’s intent to adopt such Policy, and its availability to the public, had to be posted on the City’s website, and published in The News-Review and the Daily Journal of Commerce. As required, such notice also solicited comments regarding the proposed Program be addressed to the City, the FAA Division of the U.S. Department of Transportation.

The City developed a Disadvantaged Business Enterprise (DBE) Program as required and in accordance with federal regulations. In order to implement the DBE Program, the City had to establish a goal based on the requirements of the DBE Program and provide rationale for such goal for each year’s federally funded project. The Program was first adopted on April 9, 1990, via Resolution No. 90-10.

In 2002, Council updated the Disadvantaged Enterprise Program and amended the DBE goal to accomplish the acquisition of property for expansion of the Roseburg Regional Airport and engineering services to update and digitize the Airport Property Map and Capital Improvement Plan. The 2002-2003 DBE Program Goal was adopted by Resolution No. 2002-11 on June 10, 2002.

For the 2003-2004 DBE Program, there were two projects subject to the requirements: the relocation of displaced residents of the Town & Country Mobile Home Park which the City was acquiring for future Airport expansion and the reconstruction of a portion of the Airport apron area and engineering services for the project. The 2003-2004 City of Roseburg Disadvantaged Business Enterprise (DBE) Program Goal was adopted on September 8, 2003 by Resolution No. 2003-14.

The 2004-2005 DBE Program Goal was adopted through Resolution No. 2004-32 on October 11, 2004 for a project involving expansion of the Roseburg Regional Airport, reconstruction of a portion of the apron area as reflected in AIP#3-41-0054-14 and engineering services for the project.

The next project subject to the DBE Program involved improvements to the Airport run-up apron, taxiway, and taxi lane, and site grading for future Airport development as reflected in AIP#3-41-0054-14. As a condition of receiving FAA funds for this project, the 2005-2006 DBE Program Goal was adopted under Resolution No. 2005-19 on September 26, 2005.

On September 22, 2014, the City Council adopted Resolution No. 2014-15 which updated the Disadvantaged Business Enterprise Program Goal to 6.14% for federal fiscal years FY 2015-17.

On August 28, 2017, the City Council adopted Resolution No. 2017-18 which rescinded Resolution No. 2002-11, adopted a new Disadvantaged Business Enterprise (DBE) program and updated the DBE Goal to 1.2% for federal fiscal years FY2017-20. There are currently not

new projects. The next updated goals must be completed by 2024. The policy currently reads as follows:

POLICY STATEMENT

Section 26.1, 26.23 Objectives/Policy Statement

The City of Roseburg, owner of Roseburg Regional Airport (RBG) has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. The City of Roseburg has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the City of Roseburg has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of the City of Roseburg to ensure that DBEs as defined in Part 26, have an equal opportunity to receive and participate in DOT–assisted contracts. It is also our policy:

- To ensure nondiscrimination in the award and administration of DOT–assisted contracts;
- To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
- To help remove barriers to the participation of DBEs in DOT assisted contracts;
- To promote the use of DBEs in all types of federally-assisted contracts and procurement activities;
- To assist the development of firms that can compete successfully in the market place outside the DBE Program; and
- To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

John VanWinkle, Human Resources Director, has been delegated as the DBE Liaison Officer. In that capacity, the Human Resources Director is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by the City of Roseburg in its financial assistance agreements with the Department of Transportation.

City of Roseburg has disseminated this policy statement to the Roseburg City Council and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts via an email link to the City’s website.

SUBPART A – GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3 Applicability

The City of Roseburg is the recipient of Federal airport funds authorized by 49 U.S.C. 47101, *et seq.*

Section 26.5 Definitions

The City of Roseburg will use terms in this program that have the meaning defined in Section 26.5.

Section 26.7 Non-discrimination Requirements

The City of Roseburg will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the City of Roseburg will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Reporting to DOT: 26.11

We will report DBE participation to DOT/FAA as follows:

We will transmit to FAA annually on December 1, the “Uniform Report of DBE Awards or Commitments and Payments” form, found in Appendix B to this part. We will also report the DBE contractor firm information either on the FAA DBE Contractor’s Form or other similar format. We will continue using the revised Uniform Report of DBE Awards or Commitments and Payments.

Bidders List: 26.11(c)

The City of Roseburg will create and maintain a bidders list for airport projects. The purpose of the list is to provide as accurate data as possible about the universe of DBE and non-DBE contractors and subcontractors who seek to work on our DOT-assisted contracts for use in helping to set our overall goals. The bidders list will include the name, address, DBE and non-DBE status, age of firm, and annual gross receipts of firms.

We will collect this information in the following ways:

- A contract clause requiring this information;
- A notice in all airport project solicitations

Section 26.13 Federal Financial Assistance Agreement

The City of Roseburg has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Assurance: 26.13(a) - Each financial assistance agreement you sign with a DOT operating administration (or a primary recipient) must include the following assurance:

The *City of Roseburg* shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The *City of Roseburg* shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The *City of Roseburg's* DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the *City of Roseburg* of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

Contract Assurance: 26.13b

The City of Roseburg will ensure that the following clause is included in each contract we sign with a contractor and each subcontract the prime contractor signs with a subcontractor:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the *City of Roseburg* deems appropriate, which may include, but is not limited to: (1) Withholding monthly progress payments; (2) Assessing sanctions; (3) Liquidated damages; and/or (4) Disqualifying the contractor from future bidding as non-responsible.

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

The City of Roseburg is required to have a DBE program meeting the requirements of this part as it will receive grants for airport planning or development and will award prime contracts, cumulative total value of which exceeds \$250,000 in FAA funds in a Federal fiscal year. We are not eligible to receive DOT financial assistance unless DOT has approved our DBE Program and we are in compliance with it and this part. We will continue to carry out our program until all funds from DOT financial assistance have been expended. We do not have to submit regular updates of our program, as long as we remain in compliance. However, we will submit significant changes in the program for approval.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this DBE Program.

Section 26.25 DBE Liaison Officer (DBELO)

We have designated the following individual as our DBE Liaison Officer:

*John VanWinkle
Human Resources Director
900 SE Douglas Avenue
Roseburg, OR 97470
541-492-6862
jvanwinkle@cityofroseburg.org*

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that the City of Roseburg complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the City Manager concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment 2 to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO has a staff of one to assist in the administration of the program. The duties and responsibilities include the following:

1. Works with Public Works Director to gather and report statistical data and other information as required by DOT.
2. Works with all departments to set overall annual goals.
3. Works with City Recorder to ensure that bid notices and requests for proposals are available to DBEs in a timely manner.
4. Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitors results.
5. Analyzes City of Roseburg's progress toward attainment and identifies ways to improve progress.
6. Advises the City Manager and City Council on DBE matters and achievement.
7. Works with consulting engineer and Public Works Director to determine contractor compliance with good faith efforts.
8. Works with community organizations such as UCC's Small Business Development Center to provide outreach to DBEs to advise them of opportunities.

Section 26.27 DBE Financial Institutions

It is the policy of the City of Roseburg to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions.

According to the Business Oregon Office of Minority, Women and Emerging Small Businesses website, there are not DBE certified financial institutions within Oregon at this time. This

investigation will be performed each time that the City of Roseburg calculates and sets a new DBE goal.

Section 26.29 Prompt Payment Mechanisms

The City of Roseburg has established, as part of its DBE Program, a contract clause to require prime contractors to pay subcontractors for satisfactory performance of their contracts no later than 30 days from receipt of each payment you make to the prime contractor.

We will ensure prompt and full payment of retainage from the prime contractor to the subcontractor within 30 days after the subcontractor's work is satisfactorily completed. We will use one of the following methods to comply with this requirement:

Hold retainage from prime contractors and provide for prompt and regular incremental acceptances of portions of the prime contract, pay retainage to prime contractors based on these acceptances, and require a contract clause obligating the prime contractor to pay all retainage owed to the subcontractor for satisfactory completion of the accepted work within 30 days after your payment to the prime contractor.

City of Roseburg will consider a subcontractor's work is satisfactorily completed when all the tasks called for in the subcontract have been accomplished and documented as required by the *City of Roseburg*. When *City of Roseburg* has made an incremental acceptance of a portion of a prime contract, the work of a subcontractor covered by that acceptance is deemed to be satisfactorily completed.

City of Roseburg will provide appropriate means to enforce the requirements of this section.

The City of Roseburg will include the following clause in each DOT-assisted prime contract:

The Contractor shall include in each subcontract for property or services entered into by the Contractor and a first-tier Subcontractor, including a material supplier, for the purpose of performing the public contract:

- A. A payment clause that obligates the Contractor to pay the first-tier Subcontractor for satisfactory performance under its subcontract within 10 days of payment by the City out of such amounts as are paid to the Contractor by the City of Roseburg under the contract; and
- B. An interest penalty clause that obligates the Contractor, if payment is not made within 30 days after receipt of payment from the City of Roseburg, to pay to the first-tier Subcontractor an interest penalty on amounts due in the case of each payment not made in accordance with the payment clause included in the subcontract pursuant to Paragraph 6.1.1 of this Subsection. A Contractor or first-tier Subcontractor shall not be obligated to pay an interest penalty if the only reason that the Contractor or first-tier Subcontractor did not make payment when payment was due is that the Contractor or first-tier Subcontractor did not receive payment from the City of Roseburg or Contractor when payment was due. The interest penalty shall be:

- a. For the period beginning on the day after the required payment date and ending on the date on which payment of the amount due is made; and
 - b. Computed at the rate specified in ORS 279C.515(2).
- C. The prime contractor agrees further to return retainage payments to each subcontractor within ten days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval of the City of Roseburg. This clause applies to both DBE and non-DBE subcontractors.

Monitoring Payments to DBEs

We will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the City of Roseburg or DOT. This reporting requirement also extends to any certified DBE subcontractor.

We will perform interim audits of contract payments to DBE's. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

Section 26.31 Directory

The *City of Roseburg* uses the State of Oregon DBE directory, maintained by the State (Business Oregon). The directory lists the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE. In addition, the directory lists each type of work for which a firm is eligible to be certified by using the most specific NAICS code available to describe each type of work.

The State of Oregon revises the Directory daily. The Directory may be found at <http://www.oregon4biz.com/Grow-Your-Business/Business-services/Minority-Owned-Business-Certification/>.

Section 26.33 Over-concentration

City of Roseburg has not identified that over-concentration exists in the types of work that DBEs perform.

Section 26.35 Business Development Programs

City of Roseburg has not established a business development program.

Section 26.37 Monitoring and Enforcement Mechanisms

The City of Roseburg will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. We will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.107.
2. We will implement similar action under our own legal authorities, including responsibility determinations in future contracts.
3. We will implement a monitoring and enforcement mechanism to ensure that work committed to DBEs at contract award or subsequently (i.e., as the result of modification to the contract) is actually performed by the DBEs to which the work was committed.
4. We will implement a monitoring and enforcement mechanism that will include written certification that we have reviewed contracting records and monitored work sites for this purpose as part of the project closeout documentation.
5. We will implement a mechanism that will provide for a running tally of actual DBE attainments (e.g., payment actually made to DBE firms), including a means of comparing these attainments to commitments. In our reports of DBE participation to DOT, we will show both commitments and attainments, as required by the DOT uniform reporting form.

Section 26.39 Fostering small business participation.

The City of Roseburg has created a Small Business element to structure contracting requirements to facilitate competition by small business concerns, taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.

The *City of Roseburg's* small business element is incorporated as Attachment 9 to this DBE Program. We will actively implement the program elements to foster small business participation; doing so is a requirement of good faith implementation of our DBE program.

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

The City of Roseburg does not use quotas in any way in the administration of this DBE program.

Section 26.45 Overall Goals

The City of Roseburg will establish an overall DBE goal covering a three-year federal fiscal year period if we anticipate awarding DOT/FAA funded prime contracts the cumulative total value of which exceeds \$250,000 during any one or more of the reporting fiscal years within the three-year goal period. In accordance with Section 26.45(f) the City of Roseburg will submit its Overall three-year DBE Goal to FAA by August 1 as required by the established schedule below.

Airport Type	Region	Date Due (Goal Period)	Next Goal Due (Goal Period)
Non-Primary (GAs, Relievers and State DOTs)	New England, Northwest Mountain, & Southern	August 1, 2014 (2015/2016/2017)	August 1, 2017 (2018/2019/2020)

The DBE goals will be established in accordance with the 2-step process as specified in 49 CFR Part 26.45. If the City of Roseburg does not anticipate awarding DOT/FAA funded prime contracts the cumulative total value of which exceeds \$250,000 during any of the years within the three-year reporting period, we will not develop an overall goal; however this DBE Program will remain in effect and the City of Roseburg will seek to fulfill the objectives outlined in 49 CFR Part 26.1.

(c) Step 1. The first step is to determine the relative availability of DBEs in the market area, “base figure”. We will use the State of Oregon DBE directory and Census Bureau Data to determine our “base figure”. The second step is to adjust the “base figure” percentage from Step 1 so that it reflects as accurately as possible the DBE participation the recipient would expect in the absence of discrimination based on past participation, a disparity study and/or information about barriers to entry to past competitiveness of DBEs on projects.

If we use a bidders list, we will do the following: Determine the number of DBEs that have bid or quoted (successful and unsuccessful) on your DOT-assisted prime contracts or subcontracts in the past three years. Determine the number of all businesses that have bid or quoted (successful or unsuccessful) on prime contracts or subcontracts in the same time period. Divide the number of DBE bidders and quoters by the number of all businesses to derive a base figure for the relative availability of DBEs in your market. When using this approach, we will establish a mechanism (documented in our goal submission) to directly capture data on DBE and non-DBE prime and subcontractors that submitted bids or quotes on our DOT-assisted contracts.

Any methodology we choose will be based on demonstrative evidence of local market conditions and be designed to ultimately attain a goal that is rationally related to the relative availability of DBEs in our market. We understand that the exclusive use of a list of prequalified contractors or plan holders, or a bidders list that does not comply with the requirements of paragraph (c)(2) of this section (above), is not an acceptable alternative means of determining the availability of DBEs.

(d) Step 2. Once we have calculated a base figure, we will examine all of the evidence available in our jurisdiction to determine what adjustment, if any, is needed to the base figure to arrive at our overall goal. If the evidence does not suggest an adjustment is necessary, then no adjustment shall be made.

26.45 (g)(1) In establishing the overall goal, the City of Roseburg will provide for consultation and publication. This includes consultation with minority, women’s and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged

businesses, the effects of discrimination on opportunities for DBEs, and the City of Roseburg's efforts to establish a level playing field for the participation of DBEs. The consultation will include a scheduled, direct interactive exchange via a face-to-face meeting with as many interested stakeholders as possible focused on obtaining information relevant to the City of Roseburg's goal setting process, and it will occur before we are required to submit our goal methodology to the operating administration for review pursuant to paragraph (f) of this section. We will document to our goal submission the consultation process that we engaged in.

Notwithstanding paragraph (f)(4) of this section, we will not implement our proposed goal until we have complied with this requirement.

In addition, the City of Roseburg will public a notice announcing our proposed overall goal before submission to the operating administration on August 1st. The notice will be posted on our official internet web site and may be posted in any other sources (e.g., minority-focused media, trade association publications). If the proposed goal changes following review by the operating administration, the revised goals will be posted on our official internet web site. We will inform the public that the proposed overall goal and its rationale are available for inspection during normal business hours at our principal office and that the City of Roseburg and DOT/FAA will accept comments on the goals for 30 days from the date of notice. Notice of the comment period will include the addresses to which comments may be sent (including offices and websites) where the proposal may be reviewed.

Our Overall Three-Year DBE Goal submission to DOT/FAA will include a summary of information and comments received, if any, during this public participation process and our responses.

We will begin using our overall goal on October 1 of the reporting period, unless we have received other instructions from DOT.

Section 26.45 (e) – Project Goals

If permitted or required by the FAA Administrator, we will express our overall goals as a percentage of funds for a particular grant or project or group of grants and/or projects, including entire projects. Like other overall, a project goal may be adjusted to reflect changed circumstances, with the concurrence of the appropriate operating administration. A project goal is an overall goal, and must meet all the substantive and procedural requirements of this section pertaining to overall goals. A project goal covers the entire length of the project to which it applies. The project goal should include a projection of the DBE participation to be obtained during each fiscal year covered by the project goal. The funds for the project to which the project goal pertains are separated from the base from which your regular overall goal, applicable to contracts not part of the project covered by a project goal, is calculated.

If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project.

Section 26.45(f) – Prior Operating Administrative Concurrent

The City of Roseburg understands that we are not required to obtain prior to operating administration concurrence with our overall goal, However, if the operating administration's

review suggests that our overall goal has not been correctly calculated or that our method for calculating goals is inadequate, the operating administration may, after consulting with us, adjust our overall goal or require that we do so. The adjusted overall goal is binding. In evaluating the adequacy or soundness of the methodology used to derive the overall goal, the U.S. DOT operating administration will be guided by the goal setting principles and best practices identified by the Department in guidance issued pursuant to §26.9.

A description of the methodology to calculate the overall goal and the goal calculations can be found in Attachment 5 to this program.

Section 26.47 Failure to meet overall goals.

The *City of Roseburg* will maintain an approved DBE Program and overall DBE goal, if applicable as well as administer our DBE Program in good faith to be considered to be in compliance with this part.

If the City of Roseburg awards and commitments shown on our Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall goal applicable to that fiscal year, we will do the following in order to be regarded by the Department as implementing your DBE Program in good faith:

- (1) Analyze in detail the reasons for the difference between the overall goal and our awards and commitments in that fiscal year;
- (2) Establish specific steps and milestones to correct the problems we have identified in our analysis and to enable us to meet fully your goals for the new fiscal year;
- (3) City of Roseburg will prepare, within 90 days of the end of the fiscal year, the analysis and corrective actions developed under paragraph (c)(1) and (2) of this section. We will retain copy of analysis and corrective actions for a minimum of three years and will make it available to FAA upon request.

Section 26.51(a-c) Breakout of Estimated Race-Neutral & Race-Conscious

The City of Roseburg will meet the maximum feasible portion of its overall goal by using race-neutral means of facilitating race-neutral DBE participation. Race-neutral DBE participation includes any time a DBE wins a prime contract through customary competitive procurement or is awarded a subcontract on a prime contract that does not carry a DBE contract goal.

Race-neutral means include, but are not limited to the following:

- (1) Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under §26.39 of this part.
- (2) Providing assistance in overcoming limitations such as inability to obtain bonding or financing (e.g., by such means as simplifying the bonding process, reducing bonding requirements, eliminating the impact of surety costs from bids, and

- providing services to help DBEs, and other small businesses, obtain bonding and financing);
- (3) Providing technical assistance and other services.

The breakout of estimated race-neutral and race-conscious participation can be found in Attachment 5 of this program.

Section 26.51(d-g) Contract Goals

The City of Roseburg will arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate participation by DBEs and other small businesses and by making contracts more accessible to small businesses, by means such as those provided under § 26.39.

If our approved projection under paragraph (c) of this section estimates that we can meet our entire overall goal for a given year through race-neutral means, we will implement our program without setting contract goals during that year, unless it becomes necessary in order meet our overall goal.

We will establish contract goals only on those DOT-assisted contracts that have subcontracting possibilities. We need not establish a contract goal on every such contract, and the size of contract goals will be adapted to the circumstances of each such contract (e.g., type and location of work, availability of DBEs to perform the particular type of work.)

We will express our contract goals as a percentage of the total amount of a DOT-assisted contract.

Section 26.53 Good Faith Efforts Procedures

Demonstration of good faith efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

The Public Works Director in consultation with the consulting engineer on the project is responsible for determining whether a bidder/offeror who has not met the contract goal has documented sufficient good faith efforts to be regarded as Responsive.

We will ensure that all information is complete and accurate and adequately documents the bidder/offeror's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Information to be submitted (26.53(b))

In our solicitations for DOT/FAA-assisted contracts for which a contract goal has been established, we will require the following:

- (1) Award of the contract will be conditioned on meeting the requirements of this section;

- (2) All bidders or offerors will be required to submit the following information to the recipient, at the time provided in paragraph (b)(3) of this section:
- i. The names and addresses of DBE firms that will participate in the contract;
 - ii. A description of the work that each DBE will perform. To count toward meeting a goal, the DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract;
 - iii. The dollar amount of the participation of each DBE firm participating;
 - iv. Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet a contract goal; and
 - v. Written confirmation from each listed DBE that it is participating in the contract in the kind and amount of work provided in the prime contractor's commitment.
 - vi. If the contract goal is not met, evidence of good faith efforts. The documentation of good faith efforts must include copies of each DBE and non-DBE subcontractor quote submitted to the bidder when a non-DBE subcontractor was selected over a DBE for work on the contract; and
- (3) We will require that the bidder/offeror present the information required by paragraph (b)(2) of this section:

No later than 5 days after bid opening as a matter of **responsibility**.

Provided that, in a negotiated procurement, including a design-build procurement, the bidder/offeror may make a contractually binding commitment to meet the goal at the time of bid submission or the presentation of initial proposals but provide the information required by paragraph (b)(2) of this section before the final selection for the contract is made by the recipient.

Administrative reconsideration (26.53(d))

Within 7 business days of being informed by City of Roseburg that it is not responsive because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official: C. Lance Colley, City Manager, 900 SE Douglas Avenue, Roseburg, Oregon 97470, 841-492-6866, lcolley@cityofroseburg.org. The reconsideration official will not have played any role in the original determination that the bidder/offeror did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeror will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeror will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. We will send the bidder/offeror a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract (26.53(f)(g))

We will include in each prime contract a provision stating:

The contractor shall utilize the specific DBEs listed to perform the work and supply the materials for which each is listed unless the contractor obtains written consent as provided in this paragraph 26.53(f); and

That, unless our consent is provided under this paragraph 26.53(f), the contractor shall not be entitled to any payment for work or materials unless it is performed or supplied by the listed DBE.

We will require the contractor that is awarded the contract to make available upon a request a copy of all DBE subcontracts. The subcontractor shall ensure that all subcontracts or an agreement with DBEs to supply labor or materials require that the subcontract and all lower tier subcontractors be performed in accordance with this part's provisions.

In this situation, we will require the prime contractor to obtain our prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

We will require that a prime contractor not terminate a DBE subcontractor listed in response to paragraph (b)(2) of this section (or an approved substitute DBE firm) without our prior written consent. This includes, but not limited to, instances in which a prime contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm.

We will provide such written consent only if we agree, for reasons stated in our concurrence document, that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the following circumstances:

- (1) The listed DBE subcontractor fails or refuses to execute a written contract;
- (2) The listed DBE subcontractor fails or refuses to perform the work of its subcontract in a way consistent with normal industry standards. Provided however, that good cause does not exist if the failure or refusal of the DBE subcontractor to perform its work on the subcontract results from the bad faith or discriminatory action of the prime contractor;
- (3) The listed DBE subcontractor fails or refuses to meet the prime contractor's reasonable, non-discriminatory bond requirements.
- (4) The listed DBE subcontractor becomes bankrupt, insolvent, or exhibits credit unworthiness;
- (5) The listed DBE subcontractor is ineligible to work on public works projects because of suspension and debarment proceedings pursuant to 2 CFR Parts 180, 215 and 1,200 or applicable state law;
- (6) We have determined that the listed DBE subcontractor is not a responsible contractor;
- (7) The listed DBE subcontractor voluntarily withdraws from the project and provides to us written notice of its withdrawal;
- (8) The listed DBE is ineligible to receive DBE credit for the type of work required;
- (9) A DBE owner dies or becomes disabled with the result that the listed DBE contractor is unable to complete its work on the contract;

- (10) Other documented good cause that we have determined compels the termination of the DBE subcontractor. Provided, that good cause does not exist if the prime contractor seeks to terminate a DBE it relied upon to obtain the contract so that the prime contractor can self-perform the work for which the DBE contractor was engaged or so that the prime contractor can substitute another DBE or non-DBE contractor after contract award.

Before transmitting to us its request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to us, of its intent to request to terminate and/or substitute, and the reason for the request.

The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise us and the contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why we should not approve the prime contractor's action. If required in a particular case as a matter of public necessity (e.g., safety), we may provide a response period shorter than five days.

In addition to post-award terminations, the provisions of this section apply to pre-award deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Sample Bid Specification:

The City is located within Oregon, which is under the jurisdiction of the Ninth Circuit Court of Appeals. Per FAA Guidance, contract DBE goals will not be included in the contract documents for each of the projects. Instead, race/gender neutral language similar to the following shall be included in the Invitation to Bid.

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the *City of Roseburg* to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerors, including those who qualify as a DBE. A DBE contract goal of 1.2 percent has been established for this contract. The bidder/offeror shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (attachment 1), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeror will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform. To count toward meeting a goal, each DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime contractor's commitment; and (6) if the contract goal is not met, evidence of good faith efforts.

Section 26.55 Counting DBE Participation

We will count DBE participation toward overall and contract goals as provided in 49 CFR 26.55. We will not count the participation of a DBE subcontract toward a contractor's final compliance with its DBE obligations on a contract until the amount being counted has actually been paid to the DBE.

If the firm is not currently certified as a DBE in accordance with the standards of subpart D of this part at the time of the execution of the contract, we will not count the firm's participation toward any DBE goals, except as provided for in 26.87(j).

SUBPART D – CERTIFICATION STANDARDS

Section 26.61 – 26.73 Certification Process

The City of Roseburg is a member of a Unified Certification Program (UCP) administered by the State of Oregon's Office of Minority, Women & Emerging Small Business (OMWESB).

OMWESB uses the certification standards of Subpart D of 49 CFR Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. OMWESB makes certification decisions based on the facts as a whole.

For information about the certification process or to apply for certification, firms should contact:

Business Oregon
Office of Minority, Women & Emerging Small Business
775 Summer St. NE, Suite 200
Salem, OR 97301
1-866-467-3466

<https://oregon4biz.diversitysoftware.com/FrontEnd/StartCertification.asp?TN=oregon4biz&XID=4515>

A website link to OMWESB's DBE certification application forms is set forth in Attachment 8.

SUBPART E – CERTIFICATION PROCEDURES

Section 26.81 Unified Certification Programs

City of Roseburg is the member of a Unified Certification Program (UCP) administered by the State of Oregon Office of Minority, Women, and Emerging Small Business. The UCP will meet all of the requirements of this section.

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.109 Information, Confidentiality, Cooperation and Intimidation or retaliation

We will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any provision of Federal or state law, we will not release any information that may reasonably be construed as confidential business information to any third party without the written consent of the firm that submitted the information. This includes applications for DBE certification and supporting information. However, we will transmit this information to DOT in any certification appeal proceeding under § 26.89 of this part or to any other state to which the individual's firm has applied for certification under § 26.85 of this part.

All participants in the Department's DBE program (including, but not limited to, recipients, DBE firms and applicants for DBE certification, complainants and appellants, and contractors using DBE firms to meet contract goals) are required to cooperate fully and promptly with DOT and recipient compliance reviews, certification reviews, investigations, and other requests for information. Failure to do so shall be a ground for appropriate action against the party involved (e.g., with respect to recipients, a finding of noncompliance; with respect to DBE firms, denial of certification or removal of eligibility and/or suspension and debarment; with respect to a complainant or appellant, dismissal of the complaint or appeal; with respect to a contractor which uses DBE firms to meet goals, findings of non-responsibility for future contracts and/or suspension and debarment).

The City of Roseburg, contractor, or any other participant in the program will not intimidate, threaten, coerce, or discriminate against any individual or firm for the purpose of interfering with any right or privilege secured by this part or because the individual or firm has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this part. If we violate this prohibition, we are in noncompliance with this part.

ATTACHMENTS

- Attachment 1 Regulations: 49 CFR Part 26 or website link
- Attachment 2 Organizational Chart
- Attachment 3 Bidder's List Collection Form
- Attachment 4 DBE Directory or link to DBE Directory
- Attachment 5 Overall Goal Calculations
- Attachment 6 Demonstration of Good Faith Efforts or Good Faith Effort Plan - Form 1 & 2 for
- Attachment 7 DBE Monitoring and Enforcement Mechanisms
- Attachment 8 DBE Certification Application Form
- Attachment 9 Small Business Element Program

ATTACHMENT 1

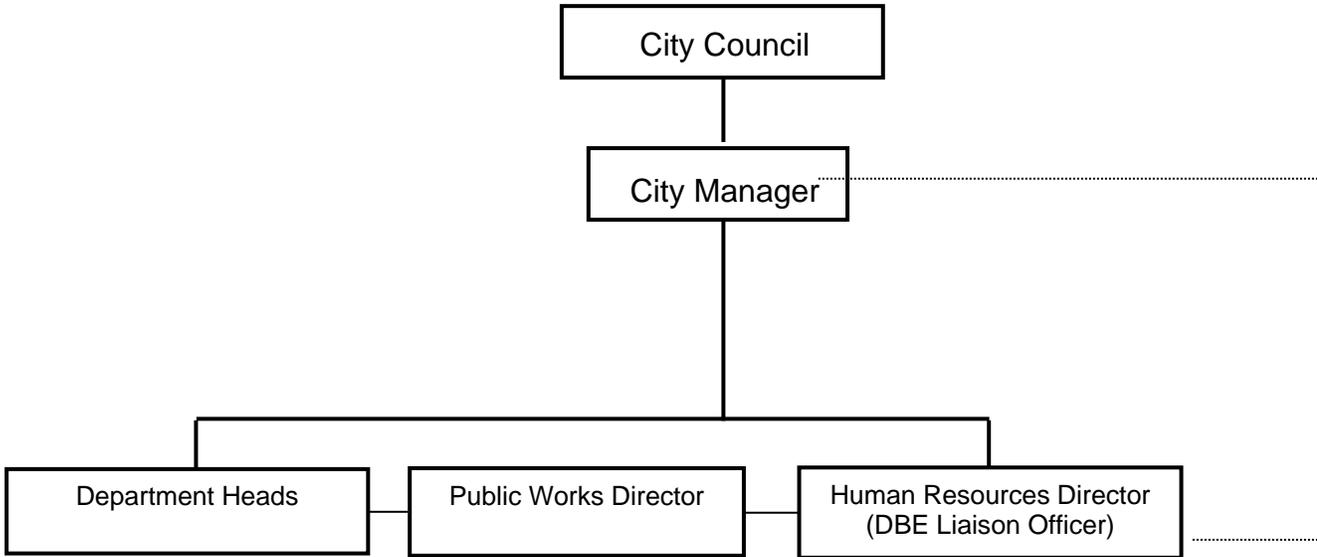
Regulations: 49 CFR Part 26

Accessible at this link:

http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title49/49cfr26_main_02.tpl

ATTACHMENT 2

Organizational Chart



ATTACHMENT 4

State of Oregon DBE Directory

Accessible at this link:

[https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp?TN=oregon4biz
&XID=6543](https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp?TN=oregon4biz&XID=6543)

ATTACHMENT 5

**CITY OF ROSEBURG
ROSEBURG REGIONAL AIRPORT
2017-2020 DBE PARTICIPATION GOAL**

The City of Roseburg operates the Roseburg Regional Airport and is the recipient of Federal financial assistance via the Federal Aviation Administration. The Roseburg Regional Airport's overall goal for FY2018-20 is 1.2% of the Federal financial assistance the Airport will expend in DOT-assisted contracts.

During FY2018-20, the Roseburg Regional Airport expects to administer \$690,000.00 in DOT-assisted contracts. This means that the Roseburg Regional Airport has set a goal of expending \$8,262.00 with DBEs during the term of this goal. One project is scheduled during this period, Runway Lighting Rehabilitation. This project is scheduled to begin construction in FY 19 and will be completed in FY20.

DBE GOAL SUMMARY

Name of Recipient: City of Roseburg owner of Roseburg Regional Airport

Goal Period: October 1, 2017 – September 30, 2020 (FY2018 through FY2020)

DOT-assisted contract amount: \$690,000

<u>Fiscal Yr</u>	<u>Project</u>	<u>Estimated Cost</u>
FY-2019	Runway Lighting Rehabilitation	\$690,000.00
Total		<u>\$690,000.00</u>

Overall Three-Year Goal: 1.2 % to be accomplished through 100% Race Neutral means.

Total dollar amount to be expended on DBE's: \$8,262.00

The Number and Type of Contracts that the airport anticipates awarding:

Contracts Fiscal Year #1

1. None

Contracts Fiscal Year #2

1. Runway Lighting Rehabilitation - \$690,000

Contracts Fiscal Year #3

1. None

Market Area: The market area identified in which the substantial majority of the Airport's contractors and subcontractors that seek to do business with the airport are located in Douglas County Oregon.

Step 1. Analysis: Actual relative availability of DBE's

The entire State of Oregon was used as the market area for all categories.

The 2015 Business Patterns data found on the U.S. Census Bureau's website was used to identify the total number of available contractors within the State of Oregon. The Oregon Business Development Department's Office of Minority, Women and Emerging Small Business (OMWESB) Website was utilized to identify the number of available DBE contractors within the State of Oregon. Both searches were conducted using NAICS codes. Adjustments were made to the available number of DBE contractors based on the information contained within the OMWESB website. As an example, under the category of Testing Laboratories there was a testing laboratory that performed drug and alcohol screening. Neither of these are elements included within this project, so this laboratory was not included within the total number of available DBE contractors.

The following table identifies the total available and total DBE contractors for each discipline.

Overall Base Figure

Category	NAICS#	Region	Available	DBE
Engineering – Electrical	541330	OR	775	2
Electrical/Airport Lighting	238210	OR	891	4
Surveying	541370	OR	144	4
Underground Utility	237130	OR	90	2
Testing Laboratories	541380	OR	106	3
Total Available			2006	15
Overall Base Figure				0.75%

Overall Base Figure = Total DBEs/Total Contractors = 15/2006 = 0.75%

Weighted Average Base Figure

A Weighted Base Figure was calculated by estimating the percentage of dollars that will be spent on each type of work for each of the projects. Those project goals were then combined into a Combined Weighted Average DBE calculation.

Category	NAICS#	Region	Available Contractors	DBE	% DBE	Percentage of Work	Estimated Cost of Work	DBE	DBE % Amount
Runway Lighting Rehabilitation									
Engineering	541330	OR	775	2	0.26%	10%	\$ 69,000	0.0%	\$ 178
Electrical/Airport Lighting	238210	OR	891	4	0.45%	50%	\$345,000	0.2%	\$1,549
Surveying	541370	OR	144	4	2.78%	5%	\$ 34,500	0.1%	\$ 958
Underground Utility	237130	OR	90	2	2.22%	30%	\$207,000	0.7%	\$4,600
Testing Laboratories	541380	OR	106	3	2.83%	5%	\$ 34,500	0.1%	\$ 976
						100%	\$690,000	1.2%	\$8,262
Project DBE Goal 1.2%									
Total DBE \$ Amount									\$8,262
Total \$ Amount							\$690,000		\$690,000
Total DBE %									1.2%

Step 2. 26.45(d): Adjustment to Step 1 base figure.

Two factors were considered in the adjustment of Step 1 base figure:

- (1) First, the City reviewed the DBE participation in the most recent project, the Taxiway Relocation Project. The project had a weighted average goal of 5.34%. The actual participation level was 5.57 percent.
- (2) Second, the City researched its market area for any disparity studies that may have been conducted in the last 7 years and found the Oregon Department of Transportation had performed a disparity study in 2007 and a related update in 2011.

No adjustment was made to the weighted base figure based on this research.

Breakout of Estimated Race Neutral (RN) and Race Conscious (RC) Participation.

The City will meet the maximum feasible portion of its overall goal by using RN means of facilitating DBE participation:

1. Arranging solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitates DBE, and other small businesses, participation;
2. Carrying out information and communications programs on contracting procedures and specific contract opportunities;

3. Ensuring distribution of DBE directory, through electronic means, to the widest feasible universe of potential prime contractors;
4. Assist DBE's and other small businesses, to develop their capability to utilize emerging technology and conduct business through electronic media; and

The City estimates that in meeting its overall goal of 1.2% it will obtain 100% from RN participation and 0% through RC measures.

The City will adjust the estimated breakout of RN and RC DBE participation as needed to reflect actual DBE participation (see Section 26.51(f)) and track and report RN and RC participation separately. For reporting purposes, RN DBE participation includes, but is not necessarily limited to, the following: DBE participation through a prime contract obtained through customary competitive procurement procedures; DBE participation through a subcontract on a prime contract that does not carry a DBE goal, DBE participation on a prime contract exceeding a contract goal and DBE participation through a subcontract from a prime contractor that did not consider a firm's DBE status in making the award.

PUBLIC PARTICIPATION

Consultation: Section 26.45(g)(1)

In establishing the overall goal, the City of Roseburg provided for consultation and publication. This included consultation with minority, women's and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City of Roseburg's efforts to establish a level playing field for the participation of DBEs. The consultation included a scheduled, direct, interactive exchange via a face-to-face meeting with as many interested stakeholders as possible focused on obtaining information relevant to the City of Roseburg's goal setting process, and it occurred before we were required to submit our goal methodology to the operating administration for review pursuant to paragraph (f) of this section. Notwithstanding paragraph (f)(4) of this section, we will not implement our proposed goals until we have complied with this requirement.

The City of Roseburg submits its overall DBE three-year goal to DOT on August 1 as required by the set schedule.

Before establishing the overall goal, the City of Roseburg held a public consultation meeting on July 25, 2017 to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the City of Roseburg's efforts to establish a level playing field for the participation of DBEs.

Following the consultation, we published a notice in the local newspaper, The News Review and on the City of Roseburg's website of the proposed overall goal, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at City Hall or on the City's website for 30 days following the date of the notice, and informing the public that the City of Roseburg and DOT will accept comments on the goals for 30 days from the date of the notice.

PUBLIC NOTICE

The City of Roseburg, operator of the Roseburg Regional Airport, hereby announces its fiscal year 2018-20 goal of 1.20% for Disadvantaged Business Enterprise (DBE) airport construction projects. The proposed goals and rationale is available for inspection between 8:00 a.m. and noon and 1:00 p.m. to 5:00 p.m., Monday through Friday at Roseburg City Hall, 900 SE Douglas Avenue, Roseburg OR 97470 or on the City's website at www.cityofroseburg.org for 30 days from the date of this publication.

Comments on the DBE goal will be accepted for 30 days from the date of this publication and can be sent to the following:

John VanWinkle, Human Resources Director, 900 SE Douglas Avenue, Roseburg, OR 97470

Or

Federal Aviation Administration, Civil Rights Staff, ASW-9, PO Box 92007, Los Angeles, CA, 90009

Contract Goals

The City of Roseburg is located within Oregon, which is under the jurisdiction of the Ninth Circuit Court of Appeals. Per FAA Guidance, contract DBE goals will not be included in the contract documents for each of the projects. Instead, race/gender neutral language similar to the following shall be included in the Invitation to Bid.

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the City of Roseburg to practice nondiscrimination based on race, color, sex or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals

ATTACHMENT 6

Demonstration of Good Faith Efforts - Forms 1 & 2

[Forms 1 and 2 should be provided as part of the solicitation documents.]

FORM 1: DISADVANTAGED BUSINESS ENTERPRISE (DBE) UTILIZATION

The undersigned bidder/offeror has satisfied the requirements of the bid specification in the following manner (please check the appropriate space):

_____ The bidder/offeror is committed to a minimum of _____ % DBE utilization on this contract.

_____ The bidder/offeror (if unable to meet the DBE goal of _____%) is committed to a minimum of _____% DBE utilization on this contract and should submit documentation demonstrating good faith efforts.

Name of bidder/offeror's firm: _____

State Registration No. _____

By _____
(Signature) Title

FORM 2: LETTER OF INTENT

Name of bidder/offeror's firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of DBE firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Description of work to be performed by DBE firm:

The bidder/offeror is committed to utilizing the above-named DBE firm for the work described above. The estimated dollar value of this work is \$ _____.

Affirmation

The above-named DBE firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above and that the firm is DBE certified to perform the specific trades.

By _____
(Signature)

Date: _____

(Title)

If the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.

[Submit this page for each DBE subcontractor.]

ATTACHMENT 7

DBE Monitoring and Enforcement Mechanisms

The City of Roseburg has available several remedies to enforce the DBE requirements contained in its contracts, including, but not limited to, the following:

1. Breach of contract action, pursuant to the terms of the contract;
2. Breach of contract action, pursuant to
 - ORS 279C.440 allows the City to disqualify a business from award of City contracts for up to three years for the violation of a contract provision that is regarded by the City to be so serious as to justify disqualification, provided the violation was not caused by acts beyond the business's control.
 - ORS 279C.375 requires the City to reject a bidder based upon an unsatisfactory record of performance. A bidder that has failed to comply with 49 CFR Part 26 requirements under a prior contract would have an unsatisfactory record of performance for the purposes of 279C.375(3)(b)(F). This defines "lowest responsible bidder" for the purposes of ORS 279C.375(b).

In addition, the Federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE program, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR Part 26
2. Enforcement action pursuant to 49 CFR Part 31
3. Prosecution pursuant to 18 USC 1001.

ATTACHMENT 8

DBE Certification Application Form

Accessible at this link:

<https://oregon4biz.diversitysoftware.com/FrontEnd/StartCertification.asp?TN=oregon4biz&XID=1463>

ATTACHMENT 9
Small Business Element Program

FOSTERING SMALL BUSINESS PARTICIPATION

For objective of the Small Business Element for the City of Roseburg is to ensure that a reasonable number of prime contracts and subcontracts are of a size that small businesses, including DBEs, can reasonably perform work for the City of Roseburg.

As part of the Small Business Element Program, the City of Roseburg will implement the following strategies when possible:

1. In multi-year design-build contracts or other large contracts (e.g., for “megaprojects”) require bidders on the prime contract to specify elements of the contract or specific subcontracts that are of a size that small businesses, including DBEs, can reasonably perform.
2. On prime contracts not having DBE contract goals, require the prime contractor to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform.
3. Identify alternative acquisition strategies and structuring procurements to facilitate the ability of consortia or joint ventures consisting of small businesses, including DBEs, to compete for and perform prime contracts.

Prime contracts and subcontracts valued under \$50,000 are available to small businesses as a result of the Airport Improvement Program. The City of Roseburg believes that it is currently meeting the objectives of its construction contracting activities by ensuring that a reasonable number of prime contracts and subcontracts are of a size that small businesses, including DBEs, can reasonably perform. Quantities, specifications, and delivery schedules are arranged to facilitate small business participation. Large contracts are divided into multiple bid schedules and bid items to make it easier to define portions of the work to subcontract. The City of Roseburg will put into place monitoring of consultant-design projects for possible small business participation and encouraging use of small businesses in projects. The City of Roseburg seeks ways to include all available contractors in its contracts; this may include bundling or unbundling jobs or limiting the size of its contracts so that smaller businesses may be awarded contracts. In some cases jobs usually performed by subcontractors can be performed as an unbundled contract as a prime contract, especially if the outcome of the overall project will not be effected by the unbundled contracting opportunity.

The City of Roseburg provides opportunities for small businesses in contracts awarded using simplified procedures subject to the requirements of applicable Federal, state and local requirements. Through small business outreach, the City of Roseburg with the assistance of the State Department of Transportation DBE program will assist small firms to become a prime and in growing their business to eventually compete on larger contracts. The City of Roseburg will maintain a contact list comprised of businesses, partners and economic development contacts established through various educational opportunities and affiliations. Through this contact list, the City of Roseburg will be able to communicate to small businesses about upcoming contracting and subcontracting opportunities.

The City of Roseburg will maintain contacts with the Small Business Administration, area economic development companies and associations, the State Department of Labor and the Department of Commerce in order to offer small businesses assistance in various business growing services. These partnerships will be instrumental in allowing small businesses to grow and learn more about becoming larger companies and being able to bid larger jobs at the City of Roseburg.

For the purpose of the City of Roseburg's Business Element; a small business is defined as a company and/or firm in whom annual revenue does not exceed \$1 million. DBE firms are eligible for this program.

The City of Roseburg will diligently attempt to minimize fraud and abuse in the Small Business Element of the DBE Program by verifying program eligibility of firms. The Small Business Element will be reasonably monitored by the City of Roseburg.

The Small Business Element will be implemented no later than 9 months after FAA's approval.

The City of Roseburg will provide the following assurances:

1. Assurance that the program is authorized under state law;
2. Assurance that certified DBEs that meet the size criteria established under the program are presumptively eligible to participate in the program;
3. Assurance that there are no geographic preferences or limitations imposed on any federally assisted procurement included in the program;
4. Assurance that there are no limits on the number of contracts awarded to firms participating in the program but that every effort will be made to avoid creating barriers to the use of new, emerging, or untried businesses; and
5. Assurance that aggressive steps will be taken to encourage those minority and women owned firms that are eligible for DBE certification to become certified.
6. Assurance that the program is open to small businesses regardless of their location (i.e. that there is no local or other geographic preference).

DISASTER RECOVERY PLAN – RECORDS

(Administrative Policy)

(Approved by City Manager Nikki Messenger 1/10/2023)

City of Roseburg

Disaster Recovery Plan - Records

Oregon law requires each city to implement effective procedures to protect their public records. Public records document a city's legal authority, financial status and obligations to its employees and the citizens it serves. Loss of public records can interfere with critical services including public safety, fire and emergency services, elections, traffic management, building and zoning regulations, or utility services. City records also contain information critical for direct responders during the initial stages of a disaster.

The City of Roseburg (City) has an Emergency Operations Plan (EOP) in place to assist with continuity of city operations in the event of an emergency.

The Disaster Recovery Plan - Records is to address Preservation of Records as outlined under Chapter 8 of the City's EOP:

Preservation of Records

In order to provide normal government operations following a disaster, vital records must be protected, including legal documents and personnel records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly.

Purpose

Establishes a city-wide policy, plan and procedure for the protection of essential records from a disaster, and the recovery of City of Roseburg records damaged in a disaster.

Policy: The policy of the City is to ensure that its essential records are identified and protected from natural and human caused disasters; and that procedures are in place, and tested, that will afford the most efficient and cost-effective damage prevention and recovery of all valuable city public records damaged in a disaster.

Scope: This policy applies to the essential records of the City of Roseburg.

Responsibility: As the records manager for the City per Roseburg Municipal Code 1.04.005, the City Recorder shall act as records recovery coordinator (Coordinator), with full authority to identify the essential records of the City, and develop and implement plans and procedures for protecting city essential records damaged in a disaster.

In the event of a records disaster, the Coordinator or designee shall notify the City Manager as soon as practical of the damage, the location and proposed recovery strategy. Based on location and scope of records disaster, the Coordinator will work with the appropriate member(s) of the Records Disaster Recovery Team (Exhibit A), composed of:

- Management Assistant (2) - Administration
- Department Technician – Community Development
- Accountant (2) - Finance

- Staff Assistant – Public Works
- Department Technician – Public Works
- Staff Assistant - Police
- Staff Assistant - Fire
- IT Staff/Consultant - IT
- Library Director - Library

In the event the Coordinator is not able to perform the duties as outlined in this policy, the senior Management Assistant from the Administrative Department shall act as Coordinator in their absence.

All damaged records, regardless of office of origin, are to be recovered under the sole direction of the Coordinator, or as the Coordinator delegates to recovery team members.

Possible disasters that could impact the essential records of the City include, but are not limited to:

- Environmental
 - ✓ Nature and weather-related factors such as earthquakes, floods, windstorms and humidity
 - ✓ Facility factors including plumbing, wiring, inadequate alarm systems, heating/air conditioning systems and leaking roofs
 - ✓ Mold, insects and animals
- Technical
 - ✓ Electronic records physical hazards, including power surges, static electricity, improper grounding, poor virus protection, prolonged power outage, and heat
 - ✓ Inadvertent deletion of data, backup failures, improper storage for disks/tapes, incomplete software documentation, and lack of technical knowledge
 - ✓ Unauthorized access to data
- Other
 - ✓ Physical security risks including building access, record access, keys, locks, alarms, improper destruction of records and release of confidential records

Protection strategies (see OAR 166-020-0015 for State standards for records storage)

- Identify and retain Emergency and Essential Records in the fire resistant vault on the 1st floor of City Hall and/or in LaserFiche (backed up by Cities Digital (CDI) [CDI | Laserfiche Experts, Sales & Support](#))
- Maintain a list of Emergency and Essential Records in the City Recorder’s Office, their location(s) and priority. (Exhibits B and C)
 - ✓ Provide list to staff who need access to records during a disaster.
- Maintain environmental controls for paper storage and electronic systems
 - ✓ Temperatures close to 65 degrees
 - ✓ Store records at least 18 inches from ceilings, lights or sprinkler heads, and at least 3 inches off the floor
- No eating, drinking or smoking while working with records
- Keep storage areas clear of trash
- Do not store records near electrical systems or obstructing access

- Limit access to records and storage areas
- Backup electronic records frequently (IT)
- Maintain backup for electronic records off-site (CDI)

Recovery strategies

- **Stabilize the Building**

Safety of people is first priority, but actions to save or salvage records should begin as soon as possible after a building official or fire marshal determines the building is safe for occupancy.

- **Access and Assess**

Once the building or area has been determined safe to enter, the Coordinator shall enter the record storage area and:

- A. Assess and document in writing and photos the damage (Exhibit D).
 - Determine the type and extent of damage and the approximate volume of records affected.
 - Reference Exhibit C for recovery priority for essential records.
 - Determine which records are official copies and on vulnerable media that have not been backed up.
 - Confirm the existence of duplicate records.
 - Throw out replaceable or disposable materials to reduce the volume of materials confronting the recovery team.
 - Keep an inventory of discards for insurance, replacement and tracking. (Exhibit E)

- B. Determine recovery method needed (complete Exhibit F). See methods outlined below. *Coordinator will determine if an outside recovery agency is needed for extensive damage or damage to material/records that cannot be recovered by staff.*

- C. If applicable, work through proper authorities such as local public health departments and HAZMAT units for the cleanup of sewage, biological agents, chemicals and other contaminants. Contact the Roseburg Fire Department for assistance with HAZMAT response.

- D. If applicable, work with appropriate personnel to:
 - Shut off, repair and restore utilities
 - Stabilize leaning or collapsed shelving
 - Remove mud, water, ceiling tiles, broken glass, and other debris
 - Replace doors and windows

Recovery Methods. (All decisions related to recovery method used, prioritization of records, and records disposal must be documented.)

- Water Damage – Paper Records (if needed, place records in containers and move to records recovery or staging area)
 - ✓ Separate records to air dry¹
 - ✓ Remove excess water¹
 - ✓ Freeze Dry²
 - ✓ Desiccant de-humidification dry²
 - ✓ Thermo-vacuum dry²

- ✓ Isolate moldy record materials in a cool, dry location, with plenty of air circulation¹
- Water Damage – Film
 - ✓ Place in containers of clean cool water, send to re-processor¹
- Mold Damage – Paper Records

Perform mold removal outdoors or with a vacuum cleaner equipped with a HEPA filter.
Wear a protective mask.¹

 - ✓ As the mold dries, and becomes loose and powdery, gently brush off.¹
 - ✓ For large outbreaks, freeze, remove and clean the records²
 - ✓ Methods to destroy mold:
 - Dehumidification²
 - Fumigation²
 - Freeze drying²
 - Vacuum fumigation or vacuum drying²
 - ✓ Clean the storage area:
 - Vacuum the area with a HEPA filtered vacuum.^{1 or 2}
 - Clean shelves, floors, walls, ceilings and windows with a mold and mildew killing solution.^{1 or 2}
 - Assess ducts and air conditioning systems for the presence of mold – replace if needed.^{1 or 2}
- Fire Damage – Paper Records – Minimum Damage (smoke, soot, lightly charred edges)
 - ✓ Clean gently with soft brush¹
 - ✓ Humidify^{1 or 2}
 - ✓ Re-file in clean folders¹
- Fire Damage – Paper Records – Severe Damage (papers charred beyond edges, very sooty, extremely brittle)
 - ✓ Separate pages¹
 - ✓ Remove surface soot and dirt with soft brush¹
 - ✓ Copy or microfilm¹
 - ✓ Discard originals¹
- Fire Damage – Burnt
 - ✓ Infrared photography²
 - ✓ Discard¹
- Technical (see IT Disaster Recovery Plan for all protections currently in place)
 - ✓ Recover backup records¹
 - ✓ Create new backup records¹

¹ City staff

² Vendor/Contractor

Recovery Areas: For small-scale recovery, the recovery area will be set up in the nearest office with a table to lay out the records.

For large-scale recovery, the recovery area will be set up in the following rooms:

- City Hall, 1st Floor (there is no space on this floor)

- City Hall, 2nd Floor – Break Room, Open Office Space by Stairs, and/or Council Chambers
- City Hall, 3rd Floor - Conference Room
- Public Safety Center, 2nd Floor – Umpqua Room
- Public Safety Center, 3rd Floor – Salmon Room, McFarland Room, and/or Unfinished Storage Room
- Library, Ford Room
- Fulton Shop – Upstairs Storage Room
- Water Treatment Plant – Conference Room (if no other city facility is accessible)

NOTE: When HR records are involved, the room used must have a lock to limit accessibility to authorized staff only.

The recovery area should be set up with the following when possible:

- Adequate number of tables for records to be recovered
- Good lighting
- Good air circulation
- Locks to keep the area secure
- Access to clean running water
- Electricity with outlets for computers, fans, etc.
- Environmental controls for temperature and humidity
- Fans to circulate air

If records are to be shipped off-site or to a contractor for recovery, the nearest recovery area will act as a staging area where records can be boxed or re-boxed, recorded, and prepared for shipment/delivery/pick-up. Necessary items for the staging area may include:

- Tables, supplies, and shelves
- Tracking system, boxing, labeling and loading records
- Space for staff to move about
- Accessibility to trucks

If the emergency occurs at City Hall and is large-scale or there is not access to suitable areas onsite, the following will serve as the recovery or staging area (listed in priority order):

- Roseburg Public Library
- Public Safety Center
- Rented trailers or tents

If the emergency occurs at the Public Safety Center and is large-scale or there is not access to suitable areas onsite, the following will serve as the recovery or staging area (listed in priority order):

- Roseburg Public Library
- Rented trailers or tents

If the emergency occurs at the Library and is large-scale or there is not access to suitable areas onsite, the following will serve as the recovery or staging area (listed in priority order):

- Public Safety Center
- Rented trailers or tents

Supply Kit (stored in the Emergency Operations Center (EOC) storage closet in the Public Safety Center.)

- Humidity monitoring devices
- Paper Towels/Dry Rags
- Wet/Dry Vacuum
- Oscillating fan
- Protective masks or respirators
- Disposable gloves

Exhibits:

- Exhibit A – Records Disaster Recovery Team Contact Information
- Exhibit B – List of Emergency Records
- Exhibit C – List of Essential Records
- Exhibit D – Initial Damage Assessment Form
- Exhibit E – Discarded Records Inventory
- Exhibit F – Recovery Methods Chart

Approved by Nikki Messenger, City Manager – January 10, 2023

Records-Disaster-Recovery-Team

Name/Title	Department	Phone #	Email
Amy Sowa, Asst. City Mgr/City Recorder- Coordinator	Administration	541-492-6865 (o) 541-913-5705 (c)	asowa@cityofroseburg.org
Koree Tate, Management Assistant	Administration	541-492-6861	ktate@cityofroseburg.org
Autumn David, Management Assistant	Administration	541-492-6863	adavid@cityofroseburg.org
Chrissy Matthews, Department Technician	Community Development	541-492-6869	cmatthews@cityofroseburg.org
Debbie Rackleff, Lead Accountant	Finance	541-492-6847	drackleff@cityofroseburg.org
Tonya Iannuzzo, Accountant	Finance	541-492-6854	tiannuzzo@cityofroseburg.org
Kandi Street, Staff Assistant	Public Works	541-492-6882	kstreet@cityofroseburg.org
Chanelle Rogers, Department Technician	Public Works	541-492-6889	crogers@cityofroseburg.org
Kendall Goodman, Staff Assistant	Police	541-492-6778	kgoodman@cityofroseburg.org
Amy Rice, Staff Assistant	Fire	541-492-6727	arice@cityofroseburg.org
IT Staff/Consultant	IT	541-492-7003	idemuth@cityofroseburg.org
Kris Wiley, Library Director	Library	541-492-7051	kwiley@cityofroseburg.org

EMERGENCY RECORDS

EXHIBIT B

Emergency operating records necessary for direct responders during the emergency		
DOCUMENT	PAPER LOCATION	ELECTRONIC LOC
Automatic Aid Agreements with Douglas County Fire District #2	File in Admin	LF
Automatic Surface Observing System (ASOS) with FAA	File in Admin	LF
City Council & Administrative Policies and Procedures Manual	Admin	LF
Cooperative Policing IGA with Douglas County	File in Admin	LF
Coordinated Urban Sanitary Sewer Service Planning by RUSA	File in Admin	LF
Electric Report and Criminal Investigation System by LeadsOnline	File in Admin	LF
Elevator Maintenance - City Hall, PSC, Water Treatment - Otis	File in Admin	LF
Emergency Disaster Incident Records		Laserfiche
Emergency Management EMPG Funding IGA w/Douglas County	File in Admin	LF
Emergency Operations Plan (EOP) Basic Plan		LF and S Drive
Emergency Operations Plan (EOP) Contact Appendix		LF and S Drive
Emergency Water Supply Intertie Installation and Maintenance by Umpqua Basin Water Assn.	File in Admin	LF
Fax-a-Locate Contract with Oregon Utility Notification Center	File in Admin	LF
Fire Alarm/Detection Monitoring - PSC, City Hall, Shop, Parking Garage	File in Admin	LF
Fire Testing/Inspections - PSC, City Hall, Shop, Parking Garage	File in Admin	LF
Fuel Tank Location Maps	???	???
Hazardous Materials Emergency Response Team Svcs w Oregon Fire Marshal	File in Admin	LF
IT Disaster Recovery Plan		(in progress)
Joint Response Wildland Fires IGA w/DFPA	File in Admin	LF
MedCom Authority with Douglas County Fire District #2 - Ambulance	File in Admin	LF
Mutual Aid Agreement - Oregon Fire Service Mobilization Plan (DC municipalities)	File in Admin	LF
Mutual Aid Agreement for Certain Disasters w/Douglas County	File in Admin	LF
Mutual Assistance - Oregon Fire Code by Douglas County Fire District #2	File in Admin	LF
Mutual Response - Douglas County Emergency Communications Ctr. Douglas County Fire District #2	File in Admin	LF
North Umpqua Water Rights		LF
Public Works Flexible Services Maintenance Agreement w/Douglas County	File in Admin	LF
Public Works Emergency Response Cooperative Assistance w/ODOT	File in Admin	LF
Regional Hazardous Materials Emergency Response Team Svcs by Oregon State Fire Marshal	File in Admin	LF
Safety Data Sheet Records		Fire Dept. W Drive
Safety Manual, Policies and Programs - City of Roseburg		LF
South Umpqua River Rights by Water Resources Department	File in Admin	LF
Streetlight Maintenance Services by Sims Electric, Inc.	File in Admin	LF

Traffic Signal Maintenance by ODOT	File in Admin	LF
Tribal Trust and Fee Properties - Cow Creek Band of Umpqua Indians	File in Admin	LF
Urban Service Agreement with Douglas County	File in Admin	LF
Water Purchase - Umpqua Basin	File in Admin	LF
Workers Comp Claims Management by TRISTAR Risk Management, Inc.	File in Admin	LF

ESSENTIAL RECORDS

EXHIBIT C

"Essential records" means records that are essential to the continued functioning or reconstitution of an agency during and after an emergency, and those records that are essential to protect the rights and interests of the agency and of the individuals directly affected by its actions. Essential records are sometimes called vital records.

PRIORITY	DEPARTMENT	DOCUMENT	PAPER LOCATION	ELECTRONIC LOCATION
X	ADMINISTRATION	Real Property Inventory	Binder in CR's office	W Drive
X	ADMINISTRATION	Deeds to City-owned Property	File in Admin	Laserfiche
X	ADMINISTRATION	Contracts/Leases	File in Admin	Laserfiche
X	ADMINISTRATION	Council/Admin Policies	Binder in CR's office	S Drive
X	ADMINISTRATION	Order of Succession/Delegation Authority	RMC in CR's office	Online- Municode
X	ADMINISTRATION	Master Plans/Strategic Plans	Admin office	Laserfiche/Microfilm
X	ADMINISTRATION	Meeting Records, Board, Commissions	Admin office until microfilmed	Laserfiche/Microfilm
X	ADMINISTRATION	Public Notice Records	n/a	Laserfiche/Microfilm
X	ADMINISTRATION	City Issued Permits and Licenses	n/a	Laserfiche
X	ADMINISTRATION	Legal Services - City Attorney	File in Admin	Laserfiche
X	ADMINISTRATION	Prosecutor Services	File in Admin	Laserfiche
X	AIRPORT	Exhibit A		Laserfiche
X	AIRPORT	Airport Layout Plan (ALP)		Laserfiche - Master Plans
X	AIRPORT	Grant Assurances		Laserfiche
X	COMMUNITY DEV	City Property Building Plans or Blueprints	Douglas County Bldg Dept./City loft	(Non city-owned building plans retained 10 years for commercial, 2 years for residential.)

X	COMMUNITY DEV	Site Review Application/Approvals	Files in CDD/City loft(pre-201	Municipity
X	COMMUNITY DEV	Land Use Files	Files in CDD/City loft(pre-201	Municipity
X	COURTS	Indigent Defense Services	File in Admin	Laserfiche
X	FINANCE	Banking Agreements (Compuqa bank, etc.)	Finance	Laserfiche
X	FINANCE	Current Adopted Budget	All departments	City website/Laserfiche/Micro
X	FINANCE	Payroll Registers		Final reports - Microfilm
X	FINANCE	Capitalized Fixed Asset Inventories	Finance Binder	Tyler
X	FINANCE	Accounts Payable Records		Tyler/Laserfiche
X	FINANCE	Accounts Receivable Records		Tyler/Laserfiche
X	FINANCE	General Ledger Records		Laserfiche
X	FINANCE	Revenue Sharing Records (Resolution)		Laserfiche/Microfilm
X	FINANCE	Legal Services - Bond Counsel	File in Admin	Laserfiche
X	FINANCE	Loan Documents	CDs - Finance Director's office	May put backup in Laserfiche
X	FINANCE	Signature Authorization Records (Resolution)		Laserfiche/Microfilm
X	FINANCE	Retirement Plans (VOYA)	Files in Finance	
X	FIRE DEPARTMENT	Daily Rosters (timekeeping records)		Reporting (online software)
X	FIRE DEPARTMENT	Emergency/Disaster Incident Reports		Laserfiche
X	FIRE DEPARTMENT	Department Logins/Passwords for purchasing		One Note - Amy/Ruth

X	FIRE DEPARTMENT	Fire Investigation Records		Laserfiche
X	FIRE DEPARTMENT	FIT Test Records		Laserfiche
X	FIRE DEPARTMENT	PPE Inspection Records		Laserfiche
X	FIRE DEPARTMENT	Permit Records		Laserfiche
X	FIRE DEPARTMENT	Commercial Business Inspection Records		Laserfiche
X	FIRE DEPARTMENT	Juvenile Firesetter Records		Laserfiche
X	FIRE DEPARTMENT	Past & Current Fire / Bldg Code Manuals	Fire Department Copy Room	
X	FIRE DEPARTMENT	Apparatus Records & Manuals	Fire Dept Admin Offices/Library	
X	FIRE DEPARTMENT	Training Records		Laserfiche
X	FIRE DEPARTMENT	Personnel Training Files	Fire Department Admin Offices	
X	FIRE DEPARTMENT	Insurance Services Office (ISO) Evaluation	Fire Department Admin Offices	
X	FIRE DEPARTMENT	Annual Reports		Fire Dept W drive
X	FIRE DEPARTMENT	Storage Tank Records		Laserfiche
X	FIRE DEPARTMENT	Historical Log Books	Staff Assistant's Office	
X	HUMAN RESOURCES	Insurance Policies	Files in Admin	City website/HR
X	HUMAN RESOURCES	Retirement Plans (Deferred Comp)	Files in Admin	Laserfiche
X	HUMAN RESOURCES	Union Contracts	File in Admin	Laserfiche
X	HUMAN RESOURCES	Staffing Assignments	HR File in Admin	Admin Drive
X	HUMAN RESOURCES	Job Descriptions	HR File in Admin	Admin Drive/Laserfiche
X	HUMAN RESOURCES	Employee Bond Records	Admin office/HR Files	Laserfiche/Human Resource
X	HUMAN RESOURCES	Personnel Policies		Shared Drive

X	INFORMATION TECH	Key and Keycard Records	n/a	Admin/Police/Fire/IT backup
X	LIBRARY	Library Card Applications	Library Director's Office	Laserfiche
X	PUBLIC SAFETY	Communications Services (Dispatch) by Douglas County	File in Admin	Laserfiche
X	PUBLIC SAFETY	LEDS User Agreement State of Oregon	File in Admin	Laserfiche
X	PUBLIC SAFETY	Douglas County Interagency Narcotics Team (DINT)	File in Admin	Laserfiche
X	PUBLIC SAFETY	Major Crimes Team IGA w/Douglas County	File in Admin	Laserfiche
X	PUBLIC SAFETY	School Resource Officer IGA w/Roseburg School District	File in Admin	Laserfiche
X	PUBLIC SAFETY	Towing Services by Roseburg Towing	File in Admin	Laserfiche
X	PUBLIC WORKS	As-builts	???	Laserfiche/Microfilm
X	PUBLIC WORKS	Equipment Specifications		W Drive
X	PUBLIC WORKS	Water System Vulnerability Assessment & Response Plan		Laserfiche-Master Plans/Sta
X	PUBLIC WORKS	Storm & Water System Base Maps	Fulton & City Hall	GIS
X	PUBLIC WORKS	WTP O&M Binders	WTP	Some in the W Drive
X	PUBLIC WORKS	WTP Plant Log Book		W Drive
X	PUBLIC WORKS	WTP OHA daily sample logs		W Drive
X	PUBLIC WORKS	Purchase of Agricultural Water from Galesville Project I-87-16 by Douglas County	File in Admin	Laserfiche

X	PUBLIC WORKS	Purchase of Agricultural Water from Galesville Project I-92-24 by Douglas County	File in Admin	Laserfiche
X	PUBLIC WORKS	Purchase of Agricultural Water from Galesville Project I-2002-5 by Douglas County	File in Admin	Laserfiche
X	PUBLIC WORKS	Purchase of Agricultural Water from Galesville Project I-2001-13 by Douglas County	File in Admin	Laserfiche
X	PUBLIC WORKS	Purchase of Agricultural Water from Galesville Project I-2001-23 by Douglas County	File in Admin	Laserfiche
X	Essential: Irreplaceable and unless replaced in 48/72 hours, operations cannot continue			
X	Important: Replaceable, but at great expense			
X	Useful: Loss would cause some inconvenience but the records could be easily replaced and their loss is not a real obstacle to			

Type of Damage	Level of Damage	Recovery Options	Recovery Area*	Additional Notes
Water Damage - Paper	Minimum: one or more edges wet or damp ¹	Separate records to air dry		
Water Damage - Paper	Moderate: edges wet, water wicked into document text ¹	Separate records to air dry		
Water Damage - Paper	Severe: papers soaked throughout, in standing water ²	Remove excess water, separate records to air dry, freeze dry, de-humidification dry, thermo-vacuum dry		
Water Damage - Film	All ²	Place in containers of clean cool water, send to re-processor		
Mold - Paper	Small quantities ¹	Gently brush dry mold off paper outdoors or using vacuum with HEPA filter.		
Mold - Paper	Large quantities ²	Freeze, remove and clean. Methods to destroy mold include dehumidification, fumigation, freeze drying, vacuum drying		After removal of records, vacuum area with HEPA filtered vacuum; clean shelves, floors, walls, ceilings and windows with a mold and mildew killing solution. Assess ducts and air conditioning systems for presence of mold - replace if needed.
Fire Damage - Paper	Minimum: smoke, soot, lightly charred edges ^{1or2}	Clean gently with soft brush, humidify, re-file in clean folders		
Fire Damage - Paper	Moderate: edges heavily charred, paper discolored, brittle ^{1or2}	Clean gently with soft brush, humidify, re-file in clean folders		
Fire Damage - Paper	Severe: papers charred beyond edges, very sooty, extremely brittle ^{1or2}	Separate pages, remove surface soot and dirt with soft brush, copy or microfilm, discard originals		
Fire Damage - Paper	Burnt: burned into center of papers ²	Infrared photography, discard		
Contamination	Hazardous chemicals, etc. ²	Contact Vendor		
Technical		Recover backup records		
¹ City Staff				
² Vendor/Contractor				
Recovery area should be set up with the following:				
- Adequate number of tables for records to be recovered		- Good lighting		
- Good air circulation		- Securable with locks		
- Access to clean running water		- Electricity with outlets for computers, fans, etc.		
- Environmental controls for temperature and humidity		- Set up fans to circulate air		

Drop down box:				
Recovery Area:				
* City Hall, 1st Floor - No Space				
* City Hall, 2nd Floor - Break Room, Open Office Space by Stair, and/or Council Chambers				
* City Hall, 3rd Floor - Conf Room				
* PSC, 2nd Floor - Umpqua Room				
* PSC, 3rd Floor - Salmon Room, McFarland Room, and/or Unfinished Storage Room				
* Library - Ford room				
* Fulton Shop - Upstairs Storage Room				
* Water Treatment Plant - Conference Room (if no other city facility is accessible)				

DOWNTOWN – MAIN STREET ASSOCIATION AND PROGRAM

(City Council Policy)

(The Downtown Roseburg Association (DRA) dissolved effective March 10, 2022)

RESOLUTION NO. 2010-4

Background: On April 26, 2010, the City Council recognized the Downtown Main Street Association, via the adoption of Resolution No. 2010-4, which reads as follows:

WHEREAS, the Roseburg Downtown Main Street Association has been formed under the foundation of the Main Street Program; and

WHEREAS, the four points of the Main Street Program are: Organization, Promotion, Design and Economic Restructuring; and

WHEREAS, aggressively pursuing these four principles will benefit, not only Roseburg's Central Business District and Downtown Waterfront areas as defined in Exhibit A, but our community as a whole; and

WHEREAS, the City of Roseburg desires to affiliate with the Roseburg Downtown Main Street Association for purposes of working cooperatively to enhance the Central Business District;

IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG as follows:

Section 1: That the City of Roseburg hereby formally recognizes the Roseburg Downtown Main Street Association and welcomes the organization to work cooperatively with the City Council and City Staff to address areas of mutual concern and benefit.

DOWNTOWN – NON-SMOKING RESIDENTIAL UNITS
(City Council Policy)

Background: On February 11, 2008, the City Council adopted Resolution No. 2008-03 supporting non-smoking residential units in the Historic Downtown District. The resolution read as follows:

WHEREAS, Downtown Roseburg is a designated National Historic District that contains a significant inventory of historic commercial structures that are conducive to conversion of upper floors to housing; and

WHEREAS, Downtown Roseburg’s historic structures were largely constructed in such a manner that the structures are more susceptible to fire damage as opposed to new construction; and

WHEREAS, the City of Roseburg’s Land Use Development Code encourages uses of upper floors of historic structures downtown for residential uses; and

WHEREAS, the Historic Resources Review Commission supports a voluntary smoke free environment for historic structures in Historic Downtown Roseburg; and

WHEREAS, the non-smoking housing is an exciting market opportunity for Downtown landlords; and

WHEREAS, most renters would prefer non-smoking buildings and many landlords say that a no-smoking rule helps them attract and keep tenants who understand the benefits of not smoking inside their homes; and

WHEREAS, a no-smoking rule is one of the easiest ways to reduce damage to residential dwellings.

NOW, THEREFORE, BE IT RESOLVED, that the Roseburg City Council asks the members of the rental business community and those property owners of rental housing, particularly in Historic Downtown Roseburg, to consider adopting a “No-Smoking Rule” for their rental dwelling units.

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its adoption by the City Council.

DOWNTOWN VERTICAL HOUSING DEVELOPMENT ZONE
(City Council Policy)

Background: On June 22, 2009, the Council adopted Resolution No. 2009-17, which read as follows:

**A RESOLUTION SUPPORTING DESIGNATION OF OREGON VERTICAL
HOUSING DEVELOPMENT ZONE**

WHEREAS, the application for designation of a vertical housing development zone supports the City of Roseburg's Downtown Master Plan goals; and

WHEREAS, the application for the development zone will incentivize developers to revitalize downtown by encouraging mixed use construction; and

WHEREAS, the application for the development zone will increase housing opportunities which may stimulate the economy, improve safety and promote social and cultural growth; and

WHEREAS, Roseburg is a Performing Main Street Community and an application for designation of the development zone supports those efforts; and

WHEREAS, the application for the development zone supports the efforts of the 2008-2009 Resource Assistance for Rural Environments (RARE) program; and

WHEREAS, the application for the development zone creates the conditions for a broader tax base in the future;

NOW, THEREFORE, it is hereby resolved by the City Council of the City of Roseburg, that the City of Roseburg approve application for designation of an Oregon Vertical Housing Development Zone in the Downtown Historic District.

EMERGENCY SERVICES AGREEMENT WITH DOUGLAS COUNTY
(City Council Policy)

Background: On March 28, 1983, the Council adopted Resolution No. 83-13 approving an agreement between the City and Douglas County wherein the entities would provide emergency services to each other during certain disasters. The agreement read as follows:

NOTE: ORS 401.010 was repealed in 1983. ORS Chapter 401 in its entirety covers Emergency Management and Services by Cities, Counties, and Tribal Governments.

COUNTY AND CITY THEREFORE AGREE:

1. Definitions as used in this Agreement.

- (a) Disaster:** Disaster means occurrence or imminent threat of widespread or severe damage or loss of life or property resulting from any natural or manmade cause.
- (b) Board:** Board of Commissioners of Douglas County.
- (c) Sheriff:** Sheriff of Douglas County.

2. Procedure for Determination of Existence of Disaster. All requests for determination by the Board that a disaster exists shall be made by the Sheriff. Such requests shall be based upon the Sheriff's finding that the situation is of such severity and magnitude that effective response is beyond the capabilities of the County to respond to the disaster and the disaster is located outside the City's boundaries. The Sheriff's request will furnish information describing City's efforts which will be used to alleviate the disaster and will define the type and extent of City and County aid required. Based upon the Sheriff's request, the Board may determine that a disaster exists which warrants County assistance.

3. County Assistance. In the interests of providing maximum mobilization of County assistance under this Agreement, the County shall coordinate, upon appropriate declaration by the Board that a disaster exists, the activities of all County departments providing disaster assistance. The County may utilize its available personnel, equipment, supplies, facilities and other resources including managerial and technical services in support of City disaster assistance efforts.

4. Reimbursement of City. Whenever aid is supplied by City under this Agreement, County shall reimburse any City for the compensation paid to employees supplied during the time the rendition of such aid prevents them from performing their duties in the City by which they are employed. When any City equipment is used pursuant to this Agreement, the County shall not be liable for any loss thereof or damage thereto nor shall the County pay any expense incurred in the operation or maintenance thereof except for losses or damages resulting from the fault or negligence of County. No reimbursement of any nature shall be made by County to any City eligible for reimbursement from the State of Oregon under the Emergency

Conflagration Act (ORS 476.510 to 476.610); the Oregon Civil Defense Act of 1949 (ORS 401.010 to 401.205); any other State law or federal program providing for reimbursement.

5. Nonliability of City: City shall not be liable for any claim based upon the exercise or performance of or the failure to exercise and perform a discretionary function or duty on the part of City if it fails to respond or withholds assistance because it determines equipment and or manpower are needed within its boundaries.

6. Termination: This Agreement may be terminated by the County or City may withdraw from the Agreement upon thirty days written notice.

EMPLOYEE TRAVEL AUTHORIZATION AND EXPENSE REPORTING
(Administrative Policy)

TRAVEL EXPENSE PROCESSING

All travel and related expense reports must be approved by the employee's Department Head and the Finance Director. Reports must be filed on the "Travel Report" and/or "Credit Card Expense Report" forms provided by the Finance Department.

"Travel Reports" should be used to request a travel advance or reimbursement for per diem meals, mileage reimbursement, public transit, parking or other directly related reimbursable expense (not including registration or lodging expenses). Employees should verify that all reimbursable expenses are included in the request so that only one check will be required. Advances for employees should not be forwarded to Finance for payment prior to 15 days before any event.

Direct payments to vendors for lodging and registration should be done in such a manner that takes advantage of block room rates and registration discounts if available, but not more than 90 days prior to the event. A City credit card will be used to pay for lodging and registration expenses and expenses are to be reported on the "Credit Card Expense Report."

For all travel costs, other than per diem meals and mileage, a receipt verifying such expenses must be attached to the "Travel Report" in order for the employee to be reimbursed. If such expenses are advanced to an employee, receipts must be submitted to the Finance Department as soon as practical after the employee's return to work.

A City transferrable credit card can be checked out from the Finance Department by employees authorized by their Department Head to incur travel expenses. Such cards should be checked out just prior to the departure of the employee and should be checked back in as soon as practical after the employee's return to work. All expenses will be reported on the "Credit Card Expense Report" with supporting receipts attached. At the time the credit card is checked out, the employee shall inform the Finance Department of the required credit needed in order to ensure adequate credit is available.

MEAL APPROVAL

Per the requirements of 10.3 of the City's Personnel Policies.

MILEAGE

Per the requirements of 10.3 of the City's Personnel Policies.

CITY OF ROSEBURG
TRAVEL REPORT

TRAVELER						DEPARTMENT			
PURPOSE OF TRIP						LOCATION			
	F E E S	L O D G I N G	B R K F S T	L U N C H	D I N E R	TAXI BUS PARKING	O T H E R		
MONTH/DAY			####	#####	#####			MISC/NOTES	TOTALS
									-
									-
									-
									-
									-
									-
To receive reimbursement for lodging & registration, receipts for same must be attached. Attach all credit card slips for gas put into City vehicles. Lodging and registration paid direct should be requested separately.									
WAS CITY VEHICLE AVAILABLE? YES <input checked="" type="checkbox"/> X NO <input type="checkbox"/> VEH#									
(A note from the Pw Secretary must be attached if no vehicle available)									
FOR PERSONAL CAR USE ONLY:						ROUNDRIP MILEAGE	RATE		
IF NO CITY VEHICLE AVAILABLE							#####		-
IF CITY VEHICLE AVAILABLE BUT NOT USED							\$0.46		-
I HEREBY CERTIFY THAT THIS IS AN ACCURATE						TOTAL EXPENSE			-
STATEMENT OF TRAVEL EXPENSES INCURRED OR						CASH ADVANCE			-
TO BE INCURRED ON AUTHORIZED BUSINESS.						BALANCE DUE EMPLOYEE			-
						BALANCE DUE CITY			-
EMPLOYEE SIGNATURE									
						ACCOUNT TO BE CHARGED			
						ADDITIONAL ACCOUNT NO.			
DEPARTMENT HEAD APPROVAL								DATE	
FINANCE DIRECTOR APPROVAL								DATE	
BLUE FIELDS---DOCUMENTATION MUST BE ATTACHED FOR CHARGES THAT WERE PAID BY ATTENDEE. ##---PLACE MILEAGE FROM MILEAGE CHART IN SHADED AREA.									



CITY OF ROSEBURG Temporary Use Credit Card Acknowledgement

I, _____, hereby acknowledge receipt of the following
credit card: _____ / _____ - _____ - _____ - _____
(type of credit card) (credit card number)

As a holder of this card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as outlined in the as outlined in the Employee Travel Authorization and Expense Reporting Policy. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or any other purposes counter to City policy, the City will be entitled to reimbursement from me of such purchases, through payroll deduction if necessary. The City shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

I understand that improper use of this card may result in disciplinary action up to and including termination, in addition to personal liability for any improper purchases.

I acknowledge receipt of the City credit card and Policies/Procedures and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the City and that the City will be liable for all charges made on this card. I will return the card to the Finance Department as soon as possible after use.

Signature _____ Date _____
(Cardholder)

Signature _____ Date _____
(Finance Department)

ETHICS LAWS
(City Council Policy)

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

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

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

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

EXECUTIVE SESSION – NEWS MEDIA ATTENDANCE POLICY
(City Council Policy)

Background: On April 27, 2009, the Roseburg City Council adopted Resolution No. 2009-10 establishing the "City of Roseburg Executive Session Attendance Policy". Shortly thereafter, a statewide task force representing the League of Oregon Cities, the Oregon Newspaper Publishers Association, the City of Lake Oswego, Oregon Association of Broadcasters and Open Oregon: A Freedom of Information Coalition, was formed to help Oregon cities, counties and other public bodies draft a "model policy" regarding access to executive sessions of local governing bodies and their advisory boards. The work of the statewide task force was completed and a model policy was developed that allowed both local government and media to pursue their legitimate duties without undue interference. So, on November 9, 2009, the Council adopted Resolution No. 2009-24 rescinding said policy, and replaced it with the model policy developed by the state wide task force as referenced above, via the adoption of Resolution No. 2009-25, which read:

WHEREAS, Oregon public meetings law provides that representatives of the news media shall be allowed to attend certain executive sessions of public bodies, but may be required to not disclose specified information [ORS 192.660(4)]; and

WHEREAS, because at the time state law relating to media attendance at executive sessions was adopted, "news media" consisted of entities that were institutionalized and structured to support compliance with the requirements of ORS 192.660(4), the law includes no express mechanism for enforcing those requirements; and

WHEREAS, technological advances since the time the public meetings law was initially adopted have resulted in development of communication mechanisms allowing virtually any individual or entity to disseminate information widely; and

WHEREAS, the City Council of the City of Roseburg finds that in the absence of a statutory definition of "news media" as that term is used in ORS 192.660(4), it is necessary to adopt a policy that implements the intent of the public meetings law relating to executive session attendance without precluding attendance by Internet-based or other "non-traditional" information disseminators that are institutionalized and committed to compliance with ORS 192.660(4);

WHEREAS, the City of Roseburg recognizes that this policy is solely for the purpose of determining eligibility to attend executive sessions, which requires non-disclosure of specified information from executive sessions, and is not intended to otherwise define "news media" or to determine eligibility to report on City of Roseburg activities or to limit access to other City of Roseburg meetings by any person;

NOW THEREFORE, IT IS HEREBY RESOLVED by the Roseburg City Council, the City of Roseburg Executive Session News Media Attendance Policy is hereby adopted to read as follows:

**ROSEBURG CITY COUNCIL
EXECUTIVE SESSION NEWS MEDIA ATTENDANCE POLICY**

SECTION 1. Currently Recognized News Media Organizations. The following entities are hereby recognized as news media organizations eligible to attend executive sessions because they have an established history of meeting the requirements of this policy: *The News-Review of Roseburg; The Roseburg Beacon; The Register Guard of Eugene; The Oregonian of Portland; KPIC TV of Roseburg; KEZI TV of Roseburg; KMTR TV of Roseburg; KOBI TV of Medford; and KQEN Radio, KRSB Radio, KKMx Radio, KSKR-AM Radio and KSKR-FM Radio, all divisions of Brooke Communications of Roseburg.* No other entity shall be permitted to attend an executive session unless it is recognized through the process described in Section 2 below.

SECTION 2. Recognition of Other News Media Organizations.

A. The following entities are recognized as news media organizations eligible to attend executive sessions:

1. A general or associate member newspaper of the Oregon Newspaper Publishers Association, a broadcast member of the Oregon Association of Broadcasters or a member of the Associated Press; or

2. A newspaper that the City of Roseburg uses for publication of public notices and that meets the requirements of ORS 193.020; or

3. An entity recognized by the City of Roseburg as being a news source that:

3.1 is organized and operated to regularly and continuously publish, broadcast, transmit via the Internet or otherwise disseminate news to the public, and that regularly reports on activities of the City of Roseburg or matters of the nature under consideration by the City Council; and

3.2 is determined by the City of Roseburg to be a business entity that is institutionalized,¹ committed to, and structured to support, the terms of ORS 192.660(4)². In making this determination, the City Council may consider and weigh any factors that it deems to be relevant, including, without limitation, the existence of any of the following factors:

3.2.1 the entity has multiple personnel with definite roles within its organizational structure;

3.2.2 the names of news-reporting personnel, and responsible entity management personnel, together with addresses and contact telephone numbers, are readily available;

3.2.3 the entity has an available process for correcting errors, including violations of executive session statutes, by a person with authority to take corrective measures.

¹ For the purposes of this policy, “institutionalized” means long-established or well-established.

² ORS 192.660(4). Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor

negotiations or executive sessions held pursuant to ORS 332.061(2), but the governing body may require that specified information be undisclosed.

B. It shall be the entity's burden to persuade the City Council by substantial evidence that it should be recognized as a news media organization meeting the criteria in Section 2(A) of this policy. Such evidence must be submitted 30 calendar days in advance of the first executive session that the entity desires to attend. The City Council shall make a determination within 14 calendar days of receiving the evidence submitted by the entity. The City Council may elect to forgo this procedure in cases where the City Council, in its own discretion, determines that it can immediately recognize that an entity qualifies under this policy or in cases where the City Council, in its sole discretion, determines that other good cause exists for making an expedited determination. A determination that the entity is not recognized shall be based upon written findings addressing the criteria in Section 2(A) of this policy.

SECTION 3. Attendance at Executive Sessions. Representative of news media organizations recognized pursuant to Sections 1 and 2 of this policy shall be allowed to attend executive sessions, except as described in ORS 192.660(4) and 192.660(5) and further set forth in this Section, pursuant to the following process:

A. The representative must provide substantial evidence persuading the City Council, that he or she is a news reporter for the recognized news media organization. In making its determination whether to recognize the person as a representative of the news media organization, the City Council shall require:

1. A press badge or identification issued by the recognized news media organization, plus proof of identity (such as a driver's license);
2. A recently published news article in the recognized news media organization's publication or broadcast, with the person's byline, or a masthead showing the person's name as a member of the news gathering staff of the news media organization, plus proof of identity; or
3. A letter on letterhead from an editor of the recognized news media organization in which the editor states that the reporter is covering the meeting for the news media organization, plus proof of identity.

B. At its own discretion, the City Council may allow representatives of recognized news media organizations to attend executive sessions involving deliberations with persons designated to carry on labor negotiations [ORS 192.660(4)]. If the executive session is being held for the purpose of conferring with counsel about current litigation or litigation likely to be filed, the City Council shall exclude any member of the news media from attending if the member is a party to the litigation to be discussed or is an employee, agent or contractor of a news media organization that is a party to the litigations [ORS 192.660(5)].

C. The City Council may require that a request to attend an executive session be made in writing on the form attached hereto as Exhibit "A". The form shall require disclosure of the person's name, and the entity for which he or she is a news reporter, and shall require submission of evidence described in Section 3(A) (1), (2) or (3) of this policy. The form shall also include a signature line whereby the person certifies that they are gathering news for a

recognized news media organization, that the information given is true and that they agree to comply with ORS 192.660(4).

D. The City Council may consider any relevant evidence provided or gathered in making its decision as to whether a person shall be recognized as a representative of a recognized news media organization.

SECTION 4. Recording Devices Prohibited. Cameras, tape recorders and other recording devices shall be not used in executive sessions, except for the official executive session tapes made by City staff.

SECTION 5. Exclusion Based on a Direct Personal Interest. A representative of a news media organization that has a direct personal interest in the subject of the executive session that would frustrate the purpose of the executive session may be barred from attending.

SECTION 6. Application to City Commissions. This policy shall apply to the City Council and all City commissions.

EXHIBIT "A" OF RESOLUTION NO. 2009 - 25
NEW MEDIA REQUEST TO ATTEND EXECUTIVE SESSIONS
OF THE ROSEBURG CITY COUNCIL

NAME: _____

NEWS MEDIA ORGANIZATION: _____

DATE: _____

Pursuant to the provisions of ORS 192.660(4), which allows representatives of the "news media" to attend executive sessions of public bodies, and in compliance with City of Roseburg Resolution No. 2009-25, I am hereby requesting to attend executive sessions of the Roseburg City Council as a representative of the above-listed news media organization.

1. In connection with my request, I hereby certify that I am a representative of the news media identified above engaged in the act of gathering news for said organization.

2. Along with this request, I am providing proof of my identity (such as a driver's license) and one of the following, as required by Section 3 (A) of City of Roseburg Resolution No. 2009-25:

- A press badge or identification issued by the news media organization identified above;
- A recently published news article in the above identified news media organization's publication or broadcast, with my byline, or a masthead showing my name as a member of the news gathering staff of the news media organization; or
- A letter on letterhead from the editor of the above identified news media organization in which the editor states that I am covering the meeting for the news media organization.

3. I hereby certify that the information I am submitting is true and I agree to comply with ORS 192.660(4).

Applicant's Signature: _____ **Date:** _____

Printed Name: _____

.....

Approved: _____ **Denied:** _____ **by the Roseburg City Council on this**
_____ day of _____.

ATTEST: _____

Sheila R. Cox, City Recorder

FACILITY KEY CARDS
(Administrative Policy)

All City employees shall be issued key cards. All employees shall have access to the workout room in the Public Safety Center. Management Staff shall determine all other access issues for employees and appropriately program key cards. Police and Fire Departments program their own employee key cards. Any employee who loses a key card shall immediately report such loss to the City Administration Office. Employees shall return key cards to the City Administration Office upon severance of employment with the City.

FACILITIES REPLACEMENT FUND
(City Council Policy)

Background: In fiscal year 1999-2000, the Facilities Replacement Fund was formed to provide renovation and replacement of non-enterprise fund assets. In 2007, the City conducted a “building condition inventory” which identified facilities that needed to be addressed, but did not differentiate between governmental and enterprise funding sources. From that time forward, projects were placed in the proposed budget for approval, including expenditure for enterprise needs. In 2011, Council approved use of \$150,000 from the Facilities Fund to pay for repairs to the airport refueling system, which was later objected to by a member of Council. As a result of such objection, a great deal of discussion regarding use of the Facilities Fund for enterprise operations was held over the next several months. It was determined at that time that such use was allowed by budget law and the Fund had been used in the past to address golf course needs. It was agreed that Enterprise Funds were created for activities that had the potential of being “self-supporting” as they could logically be paid for or recovered through user fees, although such fees might not cover 100% of the needs of such fund. It was determined, if funds were needed to maintain capital assets or provide grant match money, the Council should be allowed to authorize use of facilities fund dollars for those purposes. On October 24, 2011 Staff was directed to remove the language in the budget narratives that implied the Facilities Replacement Fund could not be used to renovate or replace an Enterprise Fund asset and to continue the past practice of only using the Facilities Replacement Fund for such improvements if there were insufficient Enterprise Funds available and Council authorized use of the Facilities Fund to protect and preserve a capital investment of the City.

FAIR HOUSING
(City Council Policy)

Background: On September 25, 2017, the Roseburg City Council adopted Resolution No. 2017-20, supporting the Fair Housing Amendments Act of 1988. The resolution read:

FAIR HOUSING RESOLUTION

LET IT BE KNOWN TO ALL PERSONS of the City of Roseburg, Oregon, that discrimination in the sale, rental, lease, advertising of sale, rental or lease, financing of housing or land to be used for construction of housing, or in the provision of brokerage, rental services because of race, color, religion, sex, disability (physical or mental), familial status (children) or national origin is prohibited by Title VIII of the federal Fair Housing Amendments Act of 1988. It is the policy of the City of Roseburg to support the Fair Housing Amendments Act of 1988 and to implement a Fair Housing Program to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, disability (physical and mental), familial status (1. Children, and 2. actual or perceived sexual orientation, gender identity or marital status of its members), or national origin. Therefore, the City does hereby pass the following Resolution.

BE IT RESOLVED that within the resources available to the City through city, county, state, federal and community volunteer services, the City will assist all persons who feel they have been discriminated against because of race, color, religion, sex, disability (physical and mental), familial status (children) or national origin in the process of filing a complaint with the Oregon Civil Rights Division or the U.S. Department of Housing and Urban Development, Seattle Regional Office Compliance Division, that they may seek equity under federal and state laws.

BE IT FURTHER RESOLVED that the City shall publicize this Resolution and through this publicity shall cause real estate brokers and sellers, private home sellers, rental owners, rental property managers, real estate and rental advertisers, lenders, builders, developers, home buyers and home or apartment renters to become aware of their respective responsibilities and rights under the Fair Housing Amendments Act of 1988 and any applicable state or local laws or ordinances.

THE FAIR HOUSING PROGRAM, for the purpose of informing those affected of their respective responsibilities and rights concerning Fair Housing Law and complaint procedures, will at a minimum include, but not be limited to: 1) the printing, publicizing and distribution of this Resolution; 2) the distribution of posters, flyers, pamphlets and other applicable Fair Housing information provided by local, state and federal sources, through local media of community contacts; and 3) the publicizing of locations where assistance will be provided to those seeking to file a discrimination complaint.

EFFECTIVE DATE: This resolution is effective upon adoption [September 25, 2017]

FEES CHARGED FOR EXTRAORDINARY SERVICES
(Administrative Policy)
Pursuant to Administrative Order No. 2021-01

FINDINGS:

A. Section 3.04.040 of the Roseburg Municipal Code (RMC) authorizes the City Manager to "...determine and set all fees imposed by the City for services, goods, private use of municipal property, licenses and permits."

B. In establishing the following fees, the City Manager has considered the criteria in RMC Section 3.04.040(B) as follows:

1. Applicable policies, enactments and directives of the Council;

The Council and Budget committee have directed that the users of municipal service bear the cost thereof as much as it is reasonably possible. Requiring people who use an extraordinary amount of service to pay for such service furthers this directive.

2. The amount charged by the City in the past;

In the past, the City has charged people who received an extraordinary service from the City those fees which were originally established by Administrative Order 94-1, and as amended by Administrative Order No. 2002-1 and Administrative Order No. 2010-1.

3. The full costs of providing the service supported by the fee;

Since the adoption of Administrative Order 94-1, the cost of personnel, equipment, materials and supplies, overhead and administration have increased substantially. The fees established in Administrative Order 2010-1 no longer support the cost of providing such services. An increase in such fees is necessary to help recover the costs which will help offset costs traditionally borne by the general taxpayer.

4. The amounts charged by other comparable providers; and

In the instances where extraordinary services are charged to a person, there are generally no comparable providers of the services.

5. The revenue needs of the city as determined by the City budget.

With the increased limitations on municipal revenue, whenever a person makes an unusual demand for municipal service, that person would be responsible for the expense of that extraordinary service. The adopted budget sets the general level of municipal services. In those few instances where extraordinary services are required, the City should be compensated for that service so that the general taxpayer does not have to bear that burden. When receiving payment for extraordinary services, the fund which bore the expense of providing the service will be reimbursed.

C. Thirty days prior to the adoption of this Order, notice of the intent to adopt said Order was given as required by RMC Section 3.04.040(C) and (D).

D. Written comments regarding this Order were accepted until 5:00 p.m. on September 14,

2021 and any so received have been considered.

THEREFORE, IT IS HEREBY ORDERED THAT, based upon the above findings which are hereby adopted:

Section 1: For extraordinary services being requested of the City, or if a person has engaged in activities within the City which have caused the City extraordinary expenses, separate and apart from any judicially imposed fine, the City Manager may determine the extraordinary cost to the City and present a statement for reimbursement of the determined costs to the person receiving the extraordinary services. Such costs may include, but are not limited to, personnel, equipment, materials, supplies and overhead expenses and shall be based upon the rates and charges described in Attachment "A", attached hereto and by this reference incorporated herein. When the City incurs costs for materials, supplies or professional services, such costs shall be passed on to the person responsible plus 20% for administration and overhead.

Section 2: If a person is aggrieved by the City Manager's determination under the above Section 1, such person may appeal the matter in the manner set forth in RMC 3.04.050 (C) and (D).

Section 3: If the person receiving the statement for extraordinary service fails to timely appeal the matter as provided in Section 2 hereof, or if following an appeal and decision by the Council, fails to pay the charge determined by the Council, the City Manager may maintain a civil action for payment of the determined amount plus interest at ten percent per annum, and the City's attorney fees and court costs incurred at trial or on appeal.

Section 4: This Order shall become effective immediately upon signature of the City Manager. **(September 14, 2021)**

**ADMINISTRATIVE ORDER NO. 2021-01
ATTACHMENT "A"**

Personnel Costs Classification

Actual hourly rate or overtime rate, when applicable, plus benefits.

Equipment (rates do not include operator costs)

	<u>Hourly</u>
Backhoe	\$54.00
Dump Truck	\$76.00
Excavator	\$122.00
Flatbed Truck	\$35.00
Flusher	\$122.00
Grader	\$83.00
Service Truck	\$47.00
Sweeper	\$76.00
Vacuum Trailer	\$122.00
Vacuum Truck	\$122.00

Materials, Supplies and Outside Professional Services

Cost plus 20% for administration and overhead.

FINANCIAL MANAGEMENT POLICIES
(Administrative Policy)

The financial management policies of the City are designed to ensure the financial integrity of the City's government and assist the City in achieving the following:

Quality basic City services that meet the needs and desires of the citizens;

A financial base sufficient to maintain or enhance City assets required to support community service demands;

Responsiveness to constantly changing needs, desires and service requirements of the City;

Prudent and professional financial management practices to assure residents of Roseburg and the financial community that our City government is well managed and in sound fiscal condition;

Cost effective services to citizens through cooperation with other governmental entities;
and

An adequate capital improvement program that maintains and enhances the public's assets.

**FIRE DEPARTMENT DEPLOYMENT PLAN – STANDARD OF COVERAGE FOR
EMERGENCY RESPONSE**
(City Council Policy)

Background: On March 11, 2002, the Council adopted Resolution No. 2002-3 adopting the Oregon Fire Service Deployment Standard Process and the City of Roseburg's Standard of Coverage for Emergency Response. Such resolution read as follows:

WHEREAS, the City of Roseburg Fire Department believes it is appropriate and necessary to have adopted deployment standards for the provision of fire and emergency services; and

WHEREAS, the Oregon Fire Chiefs Association and the Oregon Fire District Directors Association have designed a process, known as the " Oregon Fire Service Deployment Standard Process", which identifies practical and defensible standards for the deployment of fire and emergency services apparatus and personnel in the State of Oregon; and

WHEREAS, such process provides for the diverse and unique economic, demographic, geographic and geo-political challenges faced by fire service providers throughout the State of Oregon; and

WHEREAS, using the Oregon Fire Service Deployment Standard Process, the City of Roseburg Fire Department has, on its own behalf, developed a plan, known as the "City of Roseburg's Standard of Coverage for Emergency Response", which sets forth a deployment standard based on the fire and life safety risks most common to the City of Roseburg;

NOW THEREFORE, it is hereby resolved by the Roseburg City Council that the Oregon Fire Service Deployment Standard Process and the City of Roseburg's Standard of Coverage for Emergency Response, are hereby adopted.

NOTE: The Fire Department's Deployment Plan/Standards of Coverage for Emergency Responses is on file with the Fire Chief's Office.

FIRE - DOUGLAS COUNTY MUTUAL AID AGREEMENT
(City Council Policy)

Background: In 2005, pursuant to the authority of ORS Chapter 190, the Douglas County Fire Chiefs Association prepared an agreement, between local agencies for the purpose of securing to each, periodic emergency assistance for the protection of life and property, and recommended all Fire and Emergency Service Districts in Douglas County approve and enter into such agreement. Through the adoption of Resolution 2005-9, the Roseburg City Council authorized the City Manager to execute the Douglas County Mutual Aid Agreement on May 9, 2005.

The agreement was updated and agreed upon by all parties in 2021. The current agreement provides as follows:

1.0 INTRODUCTION

Certain accidents, fires, natural disasters and domestic terrorism events have the potential of outstripping the capacity of any community to effectively respond to or mitigate emergencies. The parties to this Agreement desire to combine and coordinate resources for responses to such events occurring in Douglas County, Oregon.

2.0 PURPOSE

This agreement is entered into among and between the participating agencies, for the purpose of securing each, periodic emergency assistance for the protection of life and property. All prior County-Wide Mutual Aid Agreements are canceled. It is agreed between the parties hereto that this Agreement shall be effective on the date signed by at least two parties and shall be effective as to each additional party upon approval as provided in Section 19 of this Agreement.

3.0 AUTHORITY

This Agreement is entered into under the authority granted to the parties by their respective charters and /or Oregon Revised Statutes (ORS), Further, ORS 190.010 authorizes units of local government to enter into written agreements with other units of local government for the purposes of "any and all functions and activities" that the parties to the Agreement, its officers or agencies, have authority to perform. Additionally, ORS Chapter 433, 476, and 401 authorize the State Fire Marshal and the Administrator of the Oregon Emergency Management to develop comprehensive statewide plans for the protection of life and property during disasters. This Agreement is intended to be consistent with, and supportive of, such state contingency plans. Aid and assistance rendered by the signatories hereto under the Oregon Emergency Conflagration Act shall not be governed by the terms of this Agreement.

4.0 SCOPE OF AGREEMENT

This Agreement, being in conformance with the Oregon Fire Service Mobilization Plan as adopted by the State Fire Marshal, shall include the following types and kinds of mutual aid assistance, and operating terms and conditions:

4.1 TYPE OF EQUIPMENT AND PERSONNEL

The parties hereto agree to provide to all other parties to this Agreement properly trained and certified personnel and equipment as requested, if available. Provided, however, that the party to whom the request is made shall have, in its sole discretion, the ability to refuse such request

if sending such assistance may lead to an unreasonable reduction in the level of protection within its jurisdiction, and provided further that an agency may refuse a request for assistance if necessary to comply with any limitations on the use of dedicated funds by that agency. The parties hereto recognize and agree that personnel and equipment shall be periodically unavailable under this Agreement due to normal equipment and/or personnel which shall last more than thirty (30) days, the party experiencing such change shall notify all other parties to this Agreement. All references to personnel include both paid and volunteer personnel.

4.2 GOOD FAITH

Each of the Parties hereto agrees to attempt to furnish to a requesting party such assistance as the requesting party may deem reasonable and necessary to successfully abate an emergency in the requesting party's jurisdiction. Provided, however, that the party to whom this request is made shall have in his or her sole discretion the ability to refuse such request, if sending or continuing such assistance may lead to any unreasonable reduction in the level of protection with his or her jurisdiction.

4.3 DISPATCHING

It is agreed by the parties hereto that mutual aid assistance, when sent, shall be dispatched promptly and that first response by the jurisdiction requesting assistance shall not be a prerequisite to a request for assistance under the Agreement. The parties hereto also agree to cooperate in designing and implementing a move-up or dispatch system to provide automatically a quick and adequate response of personnel and equipment as a given situation warrants. Further, the parties hereto agree that in unusual situations requests for assistance may take any reasonable form.

4.4 SUPERVISION

When personnel and or equipment are furnished under this Agreement, the agency having incident command responsibility for the incident shall have overall supervision of mutual aid personnel and equipment during the period such incident is still in progress. Provided, however, when officers from the requesting jurisdiction have not arrived at the scene of the incident the commanding officer of the jurisdiction responding first to provide mutual aid assistance shall be in command of the incident until relieved by the commanding officer from the requesting jurisdiction. Further, supervision of individual responding personnel, including both job performance and/or conduct issues, such as failure to perform work as directed by a party having incident command responsibility, will remain with the jurisdiction at which the individual volunteer or is employed.

4.5 INCIDENT COMMAND SYSTEM

The parties hereto agree that they shall operate in conformance with the State of Oregon Incident Command System as adopted by the Oregon State Fire Marshal and Oregon Fire Chiefs Association for the operation of the Oregon Fire Service Plan. Such incident managements shall include record keeping functions so as to document all activities performed under this Agreement as required by the State Fire Marshall.

5.0 WAIVERS

5.1 GENERAL WAIVERS

Each party to this Agreement waives all claims against all other parties to this Agreement for compensation for any loss, damage personal injury, or death occurring to personnel and/or equipment as a consequence of the performance of this Agreement.

5.2 HOLD HARMLESS

Any party responding to a request for assistance under this Agreement shall save and hold harmless the requesting party from, and indemnify the requesting party against any and all third party liability for or on account of any death or injury to person, or damage to property arising out of any action by the personnel of the responding party taken pursuant to the provisions of this Agreement. Each party hereto agrees to obtain liability insurance, or equivalent coverage, covering its activities assumed under this Agreement, to the minimum dollar amounts required under the Oregon Tort Claims Act, ORS 30.270 (1). Nothing in this provision is intended to create liability for any responding jurisdiction at which the individual volunteers or is employed.

5.3 WORKERS COMPENSATION

Each party to this Agreement agrees to provide worker's compensation insurance coverage to each of its employees and volunteers, and recognizes that although overall incident command supervision will usually be provided by the jurisdiction in which the incident occurs, supervision of individual employees and volunteers will be provided by their regular supervisors. The intent of this provision is to prevent the creation of "special employer" relationships under Oregon worker compensation law.

5.4

If any party to this agreement is not a governmental entity the hold harmless and indemnity provisions shall only apply, as relates to the non-governmental entity, to claimants covered by and not exceeding the limitation established by the Oregon Tort Claims Act (ORS 30.310-400).

6.0 REFUSALS TO PERFORM

If a party consistently fails to meet the requirements of this Agreement, that party may be eliminated from the Agreement after review from the Douglas County Fire Chiefs Association. The record of failing to meet the requirements of this Agreement will become the basis for the Fire Chiefs Association to recommend immediate cancellation the Agreement with that party by all the other parties of this Agreement. Such non-complying party may appear before the Douglas County Fire Chiefs Association for the purpose of presenting its case at the time such action is considered.

7.0 OPERATIONAL PERIOD AND COMPENSATION

7.1 OPEARATIONAL PERIOD

Is defined by the Incident Commander as the amount of time necessary to accomplish the operational objectives assigned to personnel and equipment and which is within safe work/rest ratio standards established in the fire service. Operational Periods are event driven and are typically 12 hours in duration. The operational period may exceed 12 hours during the initial response to an emergency if mutually agreed upon by the requesting and providing party. As determined by the Incident Commander, subsequent operational periods will never exceed 24 hours.

For an incident within lands protected by the Douglas Forest Protective Association, Oregon Department of Forestry and outside a local RFPD or local municipality, mutual aid resources are limited to the first 12-hour operational period. After the initial 12 hours, extension of resources under this mutual aid Agreement must be approved by the County Fire Defense Board and the agencies involved in such incident.

7.2 COMPENSATION

Compensation to the parties herein shall take the following form:

7.3 LIKE KIND EXCHANGE FOR STRUCTURE FIRE RESPONSE

The parties hereto have agreed to provide equipment and/or personnel at such levels as are reasonably balanced. Specifically, the extent of personnel and equipment contemplated under this Agreement by each party hereto are reasonably balanced in terms of cost and/or other expense or in service one to the other.

7.4 MONETARY REIMBURSEMENT FOR NATURAL DISASTERS/WILDLAND URBAN INTERFACE INCIDENTS

Each jurisdiction responding to a request for Mutual Aid shall be responsible for billing and collecting for costs incurred. Any cost recovery actions brought by responding jurisdictions under this Agreement against third parties shall be undertaken by each jurisdiction responding to the request for Mutual Aid. Assistance Costs include personnel, equipment and service costs that extend beyond the first operational period (12 hours) of an emergency event that are incurred by the providing party. Assistance cost will be determined at rates according to each Fire Agencies policies and procedures or rates according to the State of Oregon Mobilization Plan as applicable, and must be eligible costs as determined by such plan(s), or under the Public Assistance Program or the Fire Management Assistance Grant Program authorized under the Stafford Act, 42 U.S.C. 5121-5206, and the implementing regulations of 44 CFR 204 and 206, as they may be amended from time to time, and as set forth in the Federal Emergency Management Agency (FEMA) policy.

The parties agree that the Emergency Assistance available or provided during the Operational Period are roughly equivalent and agree that the availability and provision of such constitute adequate consideration under this agreement without reimbursement of assistance costs. Assistance costs beyond the original operational period, however, are subject to reimbursement by the requesting agency unless otherwise agreed. The requesting party will take all reasonable actions to apply to FEMA for reimbursement of the providing party's eligible costs. To the extent legally required, the providing party will submit its claim for reimbursement to the requesting party. Both the requesting party and providing party will keep detailed records of the Emergency Assistance requested and received and provide those records as part of the supporting documentation for a reimbursement request. The parties will fully cooperate to facilitate reimbursement of eligible assistance costs.

8.0 TERMINATION

Any party hereto may terminate this Agreement at any time by giving thirty (30) days' notice of the intention to do so to any and all other parties. Such notice being sent to the governing boards of the other parties and a copy thereof to the chief of the department of the parties notified.

9.0 EXTRA JURISDICTIONAL OPERATING AUTHORITY

The parties hereto recognize and agree that ORS Chapter 190, 453, 476 and 478 extend the powers and authorities of the parties herein beyond their regular jurisdictions when operating under this Agreement. The Boards, by entering into this Agreement specifically authorize such outside their respective jurisdictional boundaries.

10.0 RETIREMENT SYSTEM STATUS

Under this Agreement the requesting party is not responsible for Public Employees Retirement System benefits. Further, the parties agree that no benefits shall arise for federal Social Security, Unemployment Insurance, or Worker's Compensation.

11.0 ASSIGNMENTS/SUBCONTRACTS

The parties shall not assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this Agreement in whole or in part, without the prior written approval of the other parties hereto.

12.0 SUCCESSORS IN INTEREST

The provisions of this Agreement shall be binding upon and inure to the benefit of all other parties to the Agreement and the respective Successors and Assigns.

13.0 COMPLIANCE WITH GOVERNMENT REGULATIONS

Each party to this Agreement agrees to comply with federal, state and local laws, codes, regulations, and ordinances applicable to the work performed under this Agreement.

14.0 FORCE MAJEURE

No party to this agreement shall be held responsible for delay or default caused by fires, riots, acts of God and/or war, which is beyond the reasonable control of the parties.

15.0 SEVERABILITY

If any provision of this Agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, the right and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

16.0 OTHER AGREEMENTS

All parties shall make every reasonable effort to meet the requirements of this Agreement in negotiating any other such agreements. A report of any such agreements shall be made at the Douglas County Fire Chiefs Board meeting, so any potential issues raised may be thereby be discussed.

17.0 AMENDMENTS

The terms and conditions of the Agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever without prior written approval of the parties hereto.

18.0 DISPUTE RESOLUTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon as interpreted by the Oregon courts. However, any dispute arising under this Agreement shall be arbitrated in accordance with ORS 190. 710-800.

19.0 APPROVAL SIGNATURES

After reading, understanding, and agreeing with the above, and having full authority to do so, I enter into this agreement of behalf of:

Azalea Rural Fire District
City of Sutherlin Fire Department
Canyonville-South Umpqua Fire District
City of Roseburg Fire Department
Douglas County Fire District No. 2
Fair Oaks Fire District
Glide Rural Fire Protection District
Lookingglass Fire District
North Douglas County Fire & EMS
Riddle Rural Fire District
Scottsburg Rural Fire District
Tiller Rural Fire District
Winchester Bay Rural Fire District
Siuslaw Rural Fire District #1

Calapooia Rural Fire District
Camas Valley Fire Department
City of Myrtle Creek Fire Department
Days Creek Fire Department
Elkton Rural Fire District
Glendale Fire District
Kellogg Rural Fire District
Milo Rural Fire District
Oakland Rural Fire District
Reedsport Fire Department
Tenmile Rural Fire District
Tri-City Rural Fire District
Winston-Dillard Fire District
Douglas Forest Protective Association

FRANCHISE FEES – DISTRIBUTION FORMULA
(City Council Policy)

Background: On February 28, 2011, the City Council adopted Resolution No. 2011-04 dedicating 15% of all franchise fees collected to the transportation fund for pavement maintenance. The resolution read as follows:

WHEREAS, on June 8, 2009 a report entitled "City of Roseburg Public Works Department Pavement Management Program Budget Options Report" was presented to the City Council; and

WHEREAS, the aforementioned study valued the City's existing pavement infrastructure at \$65 million; and

WHEREAS, the study outlined strategies for preserving the City's street system and indicated a need to spend a minimum of \$800,000 annually to preserve the street system at its current level; and

WHEREAS, there is a direct correlation between pavement life and utility cuts within the paved section; and

WHEREAS, franchise fees are collected from utilities that occupy the City's rights-of-way; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Roseburg, Oregon, that 15% (fifteen percent) of all franchise fees collected shall be dedicated to the Transportation Fund for purposes of pavement preservation and maintenance beginning July 1, 2011.

FUNDING/BUDGETARY COMMITMENTS
(City Council Policy)

Background: Over the years, the Council has agreed to contribute toward certain local efforts that have been deemed to benefit the community. The following is a summary of such commitments:

DOUGLAS COUNTY LIBRARY (COMPLETE): At the general election on November 7, 1989, the voters of Douglas County approved the construction of a new Douglas County Library Headquarters through the use of O&C funds. Unfortunately, the County was unable to totally fund the project and approached the City for financial support. On March 9, 1992, the Council adopted Resolution No 92-3 wherein the City agreed, subject to annual appropriation in the City's adopted budget, to fund maintenance and utility expenses associated with the new Douglas County Library Headquarters building in an amount not to exceed \$50,000.00 per year. There was no date established upon which the contributions were to be discontinued.

(NOTE: Douglas County was no longer able to fund the Douglas County Library Headquarters, or its branches, and closed all facilities by the end of May, 2017. On May 8, 2017, City Council directed staff to work with potential partners to develop a business model that has little financial impact on current operations but could provide some level of library services. On February 26, 2018, Council adopted Ordinance No. 3496, establishing a Library Commission and adding Chapter 2.23 to the RMC. Library Commissioners were appointed May 14, 2018. In June 2018, the Roseburg Public Library and Douglas Education Service District (ESD) entered into a lease agreement to allow the Douglas ESD to share the building, and also a cooperative agreement to remodel the facility to accommodate both agencies. The City's portion of the remodel (over \$750,000) was paid for by grants and donations from the community and other sources. The Roseburg Public Library opened its doors on December 27, 2018.)

GUARDIAN OF HEROES/PARKING LOT BY VA CEMETERY (COMPLETE): In the fall of 2010, the non-profit organization known as the Guardians of Heroes approached the City regarding their desire to raise funds to construct a parking lot on City property adjacent to the Roseburg National Cemetery. The group asked the City to be the recipient of all donations which were raised for the cause; the City agreed and the parties entered into a funding agreement on December 6, 2010 which set forth the following:

- the City would have no obligation to solicit donations and the Guardians would not bind the City to any contractual or legal obligations;
- Guardians would provide donation receipts with one going to the donor, one to the Guardians and one to the City;
- A trust fund entitled "City of Roseburg Guardians of Heroes" was established and all donations were deposited into the account; the Guardians were responsible for all recordkeeping, making weekly deposits in the account and filing monthly reports to the City identifying all donations received;
- Prior to the release of any funds, the Guardians and the City were to enter into a construction agreement dictating future rights and responsibilities; and
- The agreement was to be in place until the project was accomplished. (expired 12/31/2014)

SAVING GRACE ANIMAL SHELTER (COMPLETE): On November 23, 2009, the City entered into an agreement with Saving Grace, Inc. to make financial contributions toward the building of a new animal shelter. The City agreed to pay Saving Grace \$25,000 per year (from the Police Department's budget) for four consecutive fiscal years for a total of \$100,000. The first \$25,000 payment was to be released upon written confirmation from Saving Grace that construction had begun and subsequent annual payment were to be made on the anniversary date of the first payment. In exchange, Saving Grace agreed to the following:

- Construct a new animal shelter to house and care for abandoned and neglected animals collected from within the City;
- To provide written notification affirming that construction of the new shelter shall begin and to submit quarterly construction progress reports;
- Provide verification that they had requested similar funding from other Douglas County cities;
- Make good faith efforts to work cooperatively with the Humane Society and the Society for Prevention of Cruelty to Animals to coordinate animal protection services and provide annual reports regarding such efforts.

SCHOOL RESOURCE OFFICER (SRO) (ACTIVE): In 2006, the City developed a Memorandum of Understanding with Douglas County School District #4 (District) to outline a program for provision of mutual assistance to address public safety related issues on or near District property.

Goals and Objectives: The goals and objectives of the program were as follows:

- By establishing an on-campus police presence, reduce criminal acts and the fear manifested by them;
- Establish a positive working relationship in a cooperative effort to prevent juvenile delinquency and assist in student development;
- Maintain a safe and secure environment on campus, which will be conducive to learning;
- Promote positive attitudes regarding the police role in society and to inform students of their responsibilities as lawful citizens.

Basic Duties: The Police Officer is charged with the responsibility of fulfilling the police mission of the primary level of execution, prevents and represses crime through patrol activities, enforces city ordinances, state and federal laws, apprehends offenders and secures compliance in lesser non-criminal matters. The officer may be assigned to normal patrol or investigative duties during months when school is not in session. Performs other related activities peripheral to basic police duties in the area of community services.

School Resource Officer (SRO) Duties: When assigned as School Resource Officer, additional qualifications and duties will apply. The department's goal in this position is to maintain positive relations with school officials, teachers and students, develop recommendations for school campus security enhancements and help school officials maintain campus safety and security. Other duties and responsibilities may include but are not necessarily limited to the following:

- Represents and reflects the professionalism of the Department

- Assists school officials in developing plans and strategies to prevent and/or minimize dangerous situations that may occur on campus
- Assists in planning and participates in regularly scheduled safety or "lockdown" drills during the school year
- Investigates crimes occurring on school property and presents solutions to problems that are identified in or affecting schools or students
- Maintains positive relationships with school officials, teachers and students
- Interacts with students on an individual basis and in small groups
- Become familiar with and make referrals to agencies and resources that offer assistance to youth and their families
- May report to school officials violations of school policies or rules which may result in administrative sanctions against the offending student
- Does public speaking and may conduct classes for staff and/or students as related but not limited to school safety, security and crime prevention
- Duties may also include limited student mentoring, conflict mediation, development of problem solving strategies to deal with specific issues and problems that are identified through the use of accepted enforcement tactics, prevention, and education
- In cooperation with school officials, coordinates police-related security at school special events

Employment and Assignment of School Resource Officer:

The School Resource Officers shall remain employees of the Roseburg Police Department and shall not be employees of the school district. The SRO will be subject to the rules and policies of the police department, and their primary function will be that of a police officer. The school district and the police department acknowledge that the SRO will remain responsive to the command of the police department.

In the event the SRO is absent from work, the SRO is to notify both his/her supervisor at the police department *and* the designated school official.

Hours and Special Events: The School Resource Officer(s) will be assigned to the high school on a full-time basis, (40 hour work week) during the school year, notwithstanding a determined law enforcement emergency that would require a temporary re-assignment. As the SRO assignment involves a 10-hour 4-day work week, the SRO's days off will be determined based on school need. Generally, the SRO will be on campus at the beginning of the school day 7:00 am until the end of the school day 4:00 pm. SRO's may, from time to time, be off campus tending to assignments as required (e.g., court, arrest, etc.)

The school district shall pay for overtime for requested attendance at special school events such as dances and sporting events, as has been the custom. These events may require additional police presence as determined by school officials. The SRO will work with school officials to coordinate security needs as required.

SROs shall wear their duty uniform and carry their duty weapon while at school, while on duty.

Search Procedures: School officials may request the presence of the SRO when searching a student subject to school policy. Legally obtained evidence, pursuant to a school search, may be used by the SRO in a criminal process against the student.

Searches conducted by the SRO pursuant to a criminal investigation will meet all the requirements as set forth by local, state, and federal statute and police department policies and procedures.

Investigations Procedures: SROs and other law enforcement officials may interview students (suspects or witnesses) at school during school hours.

The investigating SRO or investigating officer should contact the designated school official to inform him/her of the reason(s) to conduct the investigation within the school when it will not jeopardize the investigation.

While parental consent is not required for an officer to interview a student regarding a criminal matter, the investigating officer may, at their discretion, attempt to notify the student's parent or guardian regarding the on-going investigation. A school official may, at the discretion of the investigating officer, be present during the questioning of a student.

Any investigation involving a school staff member will be conducted by an officer not assigned to the SRO program.

Communication: Any school or school district staff member who becomes aware of any suspected criminal act involving a student shall be responsible for sharing information with the SRO and any other appropriate agency having jurisdiction in accordance with school district policy and state law.

The Police Department will notify school officials of any criminal event that could have a significant impact on the school. Investigations of a confidential nature will be appropriately communicated as determined by the investigating officer or the SRO.

A lock down initiated by the school will immediately be communicated to the SRO or police department in the absence of the SRO.

Performance: In the event that school officials determine that a particular SRO is not effectively performing his/her duties as established in this document or has conducted themselves in a manner that is inconsistent with continued work in the school environment, the district may request that the officer be reassigned. The police department reserves the right to make the final determination of assignment based on department policies and procedures.

Evaluation: It is mutually agreed upon that the police department shall annually evaluate the SRO program and performance of the SRO with input from the school officials. School feedback may be included in the SRO's annual police department evaluation.

Monthly Participation Reports: Utilizing the information systems of both the District and the City, the SRO shall provide the City and the District with monthly reports reflecting the SRO's school related activity.

Subsequently, under an Intergovernmental Agreement dated September 1, 2006, the City and the District, it was agreed the City would compensate two police officers as SROs under the supervision of the Police Chief who would control the salary range for the officers and provide a vehicle and related equipment and supplies. The District agreed to pay the City \$90,000 per year for the first two years and to mutually agree on an amount for each succeeding two-year period. And the parties agreed the agreement could be terminated upon 90 days written notice to the other.

By an amendment to the agreement, on September 1, 2008, the parties agreed to increase the amount the District paid annually to \$100,000 for the fiscal years 2008-09 and 2009-2010.

In 2009, due to budgetary restrictions, the City eliminated one School Resource Office and the agreement was amended so the District would pay \$100,000 for the fiscal year 2008-09 and \$50,000 for the fiscal year 2009-10. By amendment to the agreement effective July 1, 2010, the District agreed to pay the City \$50,000 for the fiscal year 2010-11 and to mutually agree to an amount for each succeeding fiscal year.

In fiscal year 2014-2015, the District restored the annual contribution to \$100,000 and a second School Resource Officer position was assigned.

In fiscal year 2020-2021, the contribution was increased to \$150,000 per year.

In fiscal year 2021-2022, the contribution was increased to \$155,000 per year.

SOUTHERN OREGON WINE INSTITUTE (SOWI) (COMPLETED): On October 18, 2010, the City entered into an agreement with Umpqua Community College (UCC) to provide grant funds to assist UCC in the construction of the “Southern Oregon Wine Institute (SOWI) Teaching, Learning and Event Center”. The City agreed to grant \$20,000 per year for five consecutive fiscal years with the first grant disbursement being made during the 1011-2012 fiscal year. The grant was contingent upon UCC achieving the goal of \$4,250,000 in funding and commencing the project on or before October 1, 2010. If the project failed to be completed by December 31, 2011, UCC was to return all funds received from the City. The City’s obligations were subject to and dependent upon future appropriations approved by the Budget Committee and City Council, on a year-to-year basis, with the funds coming from the City’s Hotel/Motel Tax Fund for which revenues are received through transient room taxes. The agreement expired 10/18/2016.

U-TRANS (COMPLETED): On April 21, 2010, the City entered into an agreement with United Community Action Network (UCAN) to contribute \$60,000 per year (in quarterly installments of \$15,000 each) toward the operation of the U-TRANS public transportation system in Roseburg and surrounding communities. The agreement was made conditional upon funding participation from all benefitting communities with the City having the right to cancel the agreement upon 30 days written notice if another benefitting community failed to make pro-rated contributions. The agreement was reaffirmed in writing through June 30, 2020. A new agreement was entered into with Umpqua Public Transportation District who took over operations of U-TRANS, for the period of January 1, 2020 through December 31, 2021 for a total contribution of \$90,000. No new agreement will be put into place.

YMCA SWIMMING POOL (ACTIVE): On September 19, 1986, the City entered into an agreement with the local YMCA wherein in exchange for the City paying the YMCA the balance of the Swimming Pool Capital Improvement Fund (proceeds from the sale of the former City Swimming Pool to the Roseburg School District to allow for construction of Rose Elementary School), the YMCA was to provide public (non-member) access to the swimming pool. Thereafter, any changes in public access hours had to be approved by the City Council. The agreement expires in March 1, 2023.

GASB 54 – FUND BALANCE REPORTING
(City Council Policy)

Background: In response to the Governmental Accounting Standards Board's (GASB) adoption of Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, on November 28, 2011, the Council adopted Resolution No. 2011-21 which read as follows:

WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, regarding fund balances in governmental funds; and

WHEREAS, GASB 54 requirements are effective for financial periods beginning after June 15, 2010; and,

WHEREAS, the City of Roseburg has the authority to develop guidelines for compliance with the new pronouncement; and

WHEREAS, the Council of the City of Roseburg reserves the right to establish and modify commitments of ending fund balance; and

WHEREAS, the Council of the City of Roseburg reserves the right to designate administrative staff to assign fund balances not committed or restricted by outside agencies; and

WHEREAS, the City of Roseburg may have different fund types and different accounting requirements for budgetary purposes than it has for financial statement reporting purposes; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Roseburg, Oregon:

1. Amounts in the Hotel/Motel Fund are committed to tourist promotion, streetlights, signals and sidewalks, and economic development.
2. Amounts in the Street Light Sidewalk Fund are committed to street lights, signals and sidewalks.
3. Amounts in the Economic Development Fund are committed to economic development activities.
4. Amounts in the Urban Renewal General Fund are committed to urban development.
5. All special revenue funds of the City have a restricted or committed revenue source as the foundation for the existence of the fund.
6. The authority to assign ending fund balance amounts to a specific purpose is hereby delegated to the Finance Director or designee.

The resolution became effective upon adoption by the City Council on 11/28/2011.

GENERAL FUND BALANCE POLICY
(City Council Policy)

Background: In 2010, the Budget Committee adopted a policy requiring a 30% General Fund Balance. A review of Government Finance Officers Association recommendations and City budgetary needs, resulted in the City Council adopting a new balance policy pursuant to Resolution No. 2014-16 which reads as follows:

WHEREAS, the Government Finance Officers Association (GFOA) developed and issued two industry 'Best Practice' statements addressing "Determining the Appropriate Level of Unrestricted Fund Balance in the General Fund" and "Replenishing General Fund Balance"; and

WHEREAS, The GFOA recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the General Fund; and

WHEREAS, the GFOA further recommends that a fund balance policy should provide both a temporal framework and specific plans for increasing or decreasing the level of unrestricted fund balance, if is inconsistent with that policy; and

WHEREAS, City Staff developed a six year financial forecast for the General Fund to project fund balance needs; and

WHEREAS, a Special Meeting of the Roseburg City Council/Urban Renewal Board was held on August 20, 2014 in which staff presented an analysis of the six year financial forecast and an analysis of fund balance requirements based on five evaluation criteria of the GFOA's best practice; and

WHEREAS, the City Council during its August 20, 2014, meeting, directed staff to prepare a fund balance policy that incorporated a twenty percent fund balance target;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG AS FOLLOWS:

Section 1. The Roseburg City Council hereby adopts the attached Fund Balance Policy (Attachment A) which shall constitute Chapter 2.17 of the City of Roseburg's Administrative Policy and Procedure Manual.

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

FUND BALANCE POLICIES

PURPOSE

Fund balance is used to provide stable resources for times when service levels might otherwise be impacted by taxes or fees that temporarily underperform, or to cover one-time unexpected expenditures. Maintaining a positive ending fund balance is a best financial management practice, and is important to maintain the City's credit rating, and to meet state law requirements for no deficit spending.

BACKGROUND

Budgetary fund balance is a critical component of the City's financial management policies. Large ending fund balance targets may be viewed as reducing resources that could be used to provide direct services to citizens; small ending fund balances may be viewed as leaving the City open to too much risk from emergencies or temporary economic downturns and may result in downgrades to the City's credit rating that would increase the cost of borrowing. Residents' sense of well-being is enhanced when the City is able to provide a consistent level of service from year-to-year.

This policy is designed to provide guidance for maintaining an ending fund balance that is adequate to manage risk while maximizing the services provided to citizens.

The budgetary ending fund balance describes the net financial assets of governmental funds; in lay terms it represents the net revenues in excess of expenditures since the fund's inception. Actual fund balances for each fund shall be reported in the Comprehensive Annual Financial Report, issued as of June 30 of each fiscal year. Budgetary fund balances shall be reported in the annual budget, and shall be projected for each operating fund as part of the financial planning process to prepare the budget each year.

FUND BALANCE DEFINITIONS

The Governmental Accounting Standards Board (GASB) has defined fund balance categories for financial reporting to be:

1. *Non-spendable*: Amounts inherently non-spendable or that must remain intact according to legal or contractual restrictions.
2. *Restricted*: Amounts constrained to specific purposes by externally enforceable legal restrictions, such as those provided by creditors, grantors, higher levels of government, through constitutional provisions, or by enabling legislation.
3. *Committed*: Amounts constrained by the City Council via a resolution or ordinance.
4. *Assigned*: Amounts the City intends to use for a specific purpose.
5. *Unassigned*: Amounts that are not categorized into one of the aforementioned classifications; these resources may be used for anything.

The City of Roseburg will use GASB's definitions of Fund Balance for the Comprehensive Annual Financial Report (CAFR) and for all other financial reporting. For all financial planning purposes, the term Budgetary Fund Balance will be used and will include any portion of the fund balance that is available for appropriation. The portion of the fund balance that is not available for appropriation will be identified as a Reserved Balance.

FUND BALANCE POLICY

General Fund – Budgetary Fund Balance for Financial Planning Purposes

1. The City Council has established the fund balance reserve target for the General Fund as 20% of the General Fund Expenditures.
2. The City Council shall appropriate 10% of the target fund balance amount each fiscal year as a contingency to be used for unanticipated expenditures such as costs associated with a response to a disaster, or to meet unanticipated increases in service delivery costs. Use of the contingency is expected to be infrequent. The City Council must authorize expenditure of any contingencies via a resolution.
3. The City Manager will review the City's financial status each year and develop a budget process that is designed to meet Oregon Local Budget Law requirements, taking into account the City's projected financial status for the budget year, including:
 - a. The current budgetary fund balance;
 - b. Cash flow requirements within the fund to support 20% of General Fund expenditures;
 - c. Future capital needs;
 - d. Significant revenue and expenditure trends;
 - e. Susceptibility of the fund's operations to emergency or unanticipated expenditures;
 - f. Credit worthiness and capacity to support debt service requirements and covenants;
 - g. Legal or regulatory requirements affecting revenues, expenditures, and fund balances;
 - h. Reliability of outside revenues; and
 - i. Any other factors pertinent to the fund's operations.
4. Should the projected ending fund balance reserve for the budget year be lower than the City Council's target, the following strategy will be implemented;
 - a. For times when the fund balance reserve is lower than the target as the result of structural / systemic changes, the fund balance shall be rebuilt over a period of no more than:
 - i. Three years if the fund balance reserve is less than 50 percent of the target due to a catastrophic event. The balance shall be rebuilt to achieve an ending fund balance of no less than 50 percent of the target in the first year; 75 percent in the second year; and 100 percent in the third year. This strategy is specifically designed to allow for consideration / development of a new revenue source prior to significant service reductions taking effect should the City Council wish to consider revenue alternatives.
 - ii. Three years if the fund balance reserve is between 50 percent and 100 percent of target. The balance shall be rebuilt to achieve an ending fund balance of no less than 60 percent at the end of the first year; 75 percent at the end of the second year, and 100% at the end of the third year.

- b. For times when the fund balance reserve is lower than the target as the result of short-term poor experience (i.e., costs to respond to a natural disaster; use of contingencies for unanticipated expenditures), the City Manager shall recommend a strategy for re-building the fund balance reserve taking into account the following criteria;
 - c.
 - i. The cause of the poor experience;
 - ii. The City's ability to control / change the causing factor;
 - iii. The impact to services to achieve an immediate re-build of fund balance;
 - iv. The likelihood the causing factor will end and revenues / expenditures will return to normal levels within one year; and
 - v. The likely amount of time required to re-build the fund balance if no additional changes in services / revenues occurred and/or one-year is not a viable time frame for proposed solutions.
5. Should the projected ending fund balance be above the target, the City Manager will make a recommendation to the City Council whether to reserve those monies above the target for:
- a. One-time capital expenditures or reserves for future capital expenditures which do not significantly increase ongoing City costs;
 - b. Undesignated, assigned or committed balances for future basic operations;
 - c. Other one-time costs; and/or
 - d. Ongoing or new City programs, provided such action is considered in the context of Council approved multi-year projections of revenue and expenditures.

GRANT MANAGEMENT ***(Administrative Policy)***

GENERAL USE AND ASSESSMENT

The City will utilize grant funds when practical to fund City projects and programs while leveraging local monies to receive the greatest benefit possible. The City will assess the cost vs. benefit factors of grant programs prior to application, considering long-range implications to the City in the form of dollars spent and staff time required.

Grant Values Defined. For record retention purposes only, grants of \$250,000 or greater shall be considered significant; those less than \$250,000 shall not be considered significant.

PRE-APPLICATION APPROVAL

Prior to submission of grant applications, all grant programs will be presented to the City Manager for consideration and approval. The City Manager will evaluate programs based on current City Council goals and directions, community needs and resources available. Grant applications requiring Council approval must be approved by the City Manager prior to submission to Council.

INTERNAL REVIEW PROCESS

Checklist Review. All grant applications and submissions, including progress and final reports, will be subject to review by appropriate City personnel ***prior*** to submission to the granting agency.

The department applying for the grant will be responsible for scheduling a discussion regarding the grant to be placed on the agenda for the first available Management Team Meeting ***prior*** to grant application.

A grant checklist, included at the end of this Chapter, will be submitted for review at the scheduled Management Team Meeting. The department requesting the grant will be responsible for convening an additional meeting with affected departments and the Finance Director. The checklist is available as a Word document in the forms subdirectory in the public access directory. A grant checklist will not be required for such things as educational scholarships or other one-time payments or reimbursements of less \$1,000 that have no “on-going” financial reporting requirements or impact on the budget. Some, but not all, of the information on this form can be completed prior to the meeting. Finance will provide account numbers for revenue and expenditures, and will provide a grant project number.

After the checklist is signed by the appropriate personnel, it is forwarded along with a copy of the original grant application to the City Recorder and a copy to the Finance Director. The department that is requesting the grant will also keep a complete file of the grant records.

To recap:

- The City Manager must approve the application;

- The checklist must be completed and initialed by the appropriate personnel at a Management Team Meeting;
- The Finance Director will review all financial data;
- The City Recorder (and City Attorney if determined necessary) will review all contracts and covenants;
- The Department Head managing the grant program/project will review all program and project related issues.

Grant Notification Documents. All departments will forward a copy of the grant award/denial letter, grant award conditions, and any other pertinent documentation or notification to the City Recorder and Finance Director.

Progress & Final Reports. Departments will be responsible for compliance and reimbursement reporting unless the Finance Director has approved other arrangements.

The Finance Director will provide project activity reports as requested for reimbursement reporting. The department will complete the reimbursement reports supplied by the granting agency and sign-off on such reports. The report will be submitted to Finance for review. All pay requests must be reconciled with the City's financial accounting system before approval by the Finance Director or the Director's designee.

Finance will return the documents to the initiating department for distribution. The respective department will retain a copy and forward a copy to the City Recorder and the Finance Director. The department will mail the required number of originals to the granting agency.

It is common for grant periods to span multiple fiscal years. However, for internal financial reporting, reimbursement requests may not overlap fiscal years. Example: if reporting for reimbursement for the months of April through July, two reimbursement requests would be required. One request would be necessary for the three months ending June 30 and another for the one month ending July.

RETENTION OF GRANT RECORDS

The City Recorder will be given originals of all grant-related records, many of which must be retained on a permanent or long-term basis. Such records and their respective retention periods are as follows:

- final reports from significant grants (those valued at \$250,000 or greater) - **permanent**
- records documenting the purchase and/or disposal of real property - **10 years after substantial completion, 3 years after final disposition, or as specified in agreement - whichever is longer;**
- other grant records (includes applications, amendments, financial or performance reports and final reports of grants *not considered significant*) - **3 years after annual or final expenditure report is submitted or as specified in agreement - whichever is longer; and**
- unsuccessful grant applications - **1 year after rejection or withdrawal.**

Each grant record submitted to the City Recorder must be identified by a City Grant Project Number. The Finance Director will be given a copy of records required for financial monitoring,

administration and auditing purposes. The department head managing the grant project will maintain the "working" file until such time as the records are forwarded to the City Recorder for final "project file" retention.

ACCOUNTING

A full and separate accounting, consistent with the requirements of the Federal Single Audit Act and specific requirements of the subject grant, will be maintained for all grant projects.

Grant expenditures must be charged to the grant project number in order to be identifiable in the financial information system.

Departments are responsible for accurate coding of expenditures and regular review of project activity reports to ensure accuracy. The grant manager and/or department head will review and approve expenditures before submitting to Finance for payment.

Grant expenditures will follow the same purchasing, approval and budget guidelines as other City expenditures.

GRANT CHECK LIST

Prior to grant application, a meeting with participating departments will be held.

Grant Meeting Date: _____

_____ **Department Head** _____ **City Manager** _____ **City Recorder**

_____ **Finance Director** _____ **Project/Grant Manager**

Project /Grant Name _____

Purpose/Description _____

Responsible Department _____

Granting Agency _____

Pass-thru or other involved Agency (If applicable explain relevance to grant) _____

Federal Funding: Yes ___ No ___, If yes, CFDA # _____

Grant Amount: _____ Local Match Amount: _____

Fund Budgeted: _____

Grantor Grant Number (**assign upon award**) _____

City Grant Project Number (**assign upon award**) _____

Grant Account Numbers – Revenue: _____

Expense: _____

Expense: _____

Grant Application Date: _____ (*copy of application to City Recorder, Finance*)

Grant Award: Yes No Date _____ (*original to Recorder; copy to Finance*)

Grant Period: Start Date _____ End Date _____

Pay Request/Progress Reporting Requirement: *Monthly* _____ *Quarterly* _____

Other _____

Payment Method: Direct Deposit Bank Acct No. _____ Check

All pay requests must be reconciled w/Finance Department records prior to submission.

Grant Manager: _____ Project Manager _____

Audit Responsibility: _____

Primary Contractor (if construction) Consultant (if service) _____

Original Record Retention: Recorder

GRIEVANCE/COMPLAINT PROCEDURES *(Administrative Policy)*

ADA GRIEVANCES

The City's ADA Grievance Policy may be found in Section 3.7.1 of the City's Personnel Policies Manual.

GENERAL COMPLAINTS FROM THE PUBLIC

Individual departments will, on occasion, receive complaints from the public. These complaints may result in claims, or may be resolved successfully by the department. Within City policy and personal abilities, department employees should handle these concerns, or refer the complainant to their Department Head. In the event that cannot be done and the citizen wishes to take the issue further, employees should take a message and refer the name and phone number of the party to the City Manager. If the party asks about filing a claim or a lawsuit, employees should refer the call to the Human Resources Director or take a message. Employees should not discuss the City's liability policy or whether they feel the citizen has a valid claim or not. If the party insists, employees can advise the citizen to put their concerns in writing, indicating how they'd like to see the matter resolved. This correspondence should be directed to the City Manager's Office. Questions regarding the complaint processing procedures should be directed to the Human Resources Director.

HIRING EMPLOYEES AND USING VOLUNTEERS
(Administrative Policy)

No one, except the City Manager, can hire or allow a volunteer to work for the City. Therefore, no one can hire or allow someone to work for the City without the City Manager's approval. Any person who hires or authorizes someone to work for the City will be disciplined as will the Department Head.

HISTORIC PROPERTIES – SECOND 15-YEAR SPECIAL ASSESSMENT OPTION
(City Council Policy)

Background: The City of Roseburg and its citizens value the preservation of its architectural heritage and support tools to assist that preservation, including property tax deferment programs. In 2005, the Oregon Legislature enacted HB 2776 which amended the Special Assessment of Historic Property Program to allow residential property owners to apply for a second period of special assessment as a local option. On June 12, 2006, the Council adopted Resolution 2006-14 allowing owners of specially-assessed residential property to apply for a second period of special assessment pursuant to the requirements of the statute and rules promulgated by the Oregon State Historic Preservation Office.

The 2007 Oregon Legislature enacted HB 416 which again amended the Special Assessment of Historic Property Program to residential property owners to apply for a second period of special assessment as a local option, providing the local jurisdiction approved a resolution granting the second 15 year period. On September 12, 2007, the City Historic Resources Review Commission unanimously passed a motion, recommending the City Council approve a resolution, authorizing the extended Second 15-year period of the Special assessment program as a local option. On September 20, 2007 the Roseburg Town Center Board of Directors unanimously passed a motion, recommending the City Council approve a resolution authorizing the extended Second 15-year period of the Special Assessment Program as a local option. Accordingly, on October 8, 2007, the City Council adopted Resolution No. 2007-16, approving a local option of a second 15-year period of special assessment of historic property pursuant to HB 416 of the 2007 Oregon legislative assembly. Expires 10/8/2022. No additional action has been taken by the state to further extend this program.

HOTEL/MOTEL OCCUPANCY TAX EXEMPTION
(Administrative Policy)
Pursuant to Administrative Order No. 2008-01

As agencies and instrumentalities of the federal government are exempt from state and local taxes, such exemption shall apply to the City's Hotel/Motel Occupancy Tax when an employee or other representative of an agency or instrumentality of the federal government pays for lodging expenses with a federal government employee credit card when the employee or other representative is occupying a hotel/motel room within the City while conducting official business of the federal government. For purposes of this rule, "instrumentalities" of the federal government shall include any agency created by an Act of the United States Congress.

In order to receive such exemption, the employee or other representative of the federal government agency or instrumentality must use a federal government employee credit card to pay for such hotel/motel occupancy within the City limits.

The exemption described herein shall be acknowledged and approved as of the effective date of this Administrative Rule, September 1, 2008, and shall not be applied retroactively to any hotel/motel occupancy tax paid prior to said effective date.

IDENTITY THEFT PREVENTION POLICY ***(City Council and Administrative Policy)***

Background: The Fair and Accurate Credit Transactions (FACT) Act of 2003 became effective January 1, 2008; however entities covered by the rule had until November 1, 2008 to establish and implement policies to protect covered accounts against fraud and identity theft. As a municipal utility, the City was considered a “credit” subject to the rule; and therefore adopted Resolution No. 2008-23 on October 27, 2008. The Federal Act required that the initial policy be adopted by the governing body as was done with Resolution No. 2008-23. Subsequent amendments could be adopted administratively. The current policy, adopted administratively in January 2015, reads as follows:

GOAL

The City of Roseburg’s Identity Theft Prevention Policy (“Policy”) is to ensure that the confidentiality, integrity and availability of information owned by or entrusted to the City of Roseburg is protected in a manner that is consistent with the requirements of the Federal Trade Commission’s Red Flags Rule (“Rule”) which implements Section 114 of the Fair and Accurate Credit Transactions (FACT) Act of 2003 and ORS 646A.622, the Oregon Consumer Identity Theft Protection Act (“OCITPA”).

Purpose

The creation and implementation of an Identity Theft Prevention Program at the City of Roseburg that will identify, detect, mitigate, and update Red Flags that signal the possibility of identity theft in connection with the opening of a covered account or any existing covered account.

Additionally, the identity Theft Prevention Program is to detect, prevent and mitigate identity theft in connection with improper security misuse of sensitive information the City may need to collect. This Policy is intended to protect the security and confidentiality of any personal identifying information obtained by the City for business purposes.

SCOPE

This Policy applies to all customers and vendors of the City, as well as its employees, consultants, temporary employees, volunteers, or anyone working for or under the auspices of the City of Roseburg. All information gathered and maintained by City employees for the purpose of conducting business is considered institutional information and each individual who uses, stores, processes, transfers, administers and maintains this information is responsible for and will be held accountable for its appropriate use.

Definitions

As used in this Policy, the following words and phrases have the following meanings:

1. **“Covered account”** includes all City of Roseburg utility accounts whether for residential, commercial or industrial service that involves multiple payments or transactions or any other account the City maintains for which there is reasonably foreseeable risk to customers or the safety and soundness of the City from identity theft.

2. **“Creditor”** is the City of Roseburg as the sole owner and operator of the water and storm water utilities which maintain covered accounts.
3. **“Identifying information”** includes, but is not limited to, any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, date of birth, taxpayer identification number, passport number and country of issuance, alien identification card number, government issued driver’s license.
4. **“Identity Theft”** means a fraud committed or attempted using the identifying information of another person without authority.
5. **“Red Flag”** means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Identification of Relevant Red Flags

After careful examination of our accounts, including the methods by which we open, access, and past experience with identity theft, the following events/occurrences reasonably indicate the potential for identity theft and should be considered “Red Flags” for purposes of this policy:

1. **Alerts, notifications, or other warnings received from consumer reporting agencies or services, such as fraud detections services**, as listed below:
 - a. A fraud or active duty alert is included with a consumer report.
 - b. A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
 - c. A consumer reporting agency provides a notice of address discrepancy.
 - d. A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:
 - i) A recent and significant increase in the volume of inquiries;
 - ii) An unusual number of recently established credit relationships;
 - iii) A material change in the use of credit, especially with respect to recently established credit relationships; or
 - iv) An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.
2. **The presentation of suspicious documents, such as:**
 - a. Documents provided for identification appear to have been altered or forged.
 - b. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.

- c. Other information on the identification is not consistent with the information provided by the person opening a new covered account or customer presenting the identification.
- d. An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

3. The presentation of suspicious personal identifying information, such as:

- a. Personal identifying information provided is inconsistent when compared against external information sources used. For example:
 - i) The address does not match any address in the consumer report; or
 - ii) The Social Security Number (SSN) has not been issued, or is listed on the Social Security Administration's Death Master File.
- b. Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer. For example, there is a lack of correlation between the SSN range and date of birth.
- c. Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the City of Roseburg. For example:
 - a. The address on an application is the same as the address provided on a fraudulent application; or
 - b. The phone number on an application is the same as the number provided on a fraudulent application.
- d. The SSN provided is the same as that submitted by other persons opening an account or other customers.
- e. The person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.

4. Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts held by the City of Roseburg:

- a. The City of Roseburg is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

Detection

In an effort to ensure proper detection of any Red Flags, all customers (consumers) must provide at least the following information/documentation before any new covered account will be opened:

- 1. Full Name;
- 2. Date of Birth (individual);

3. Previous and current address;
4. Identification, which shall be:
 - a. US Citizen:
 - i) Taxpayer Identification number (Social Security Number) (required with mail-in applications), and/or
 - ii) Photo-bearing documents (required in the office);
 - A. State issued driver's license, or
 - B. State issued identification card.
 - b. Non-US Citizen:
 - i) Taxpayer Identification number (Social Security Number) (required with mail-in applications), and/or
 - ii) Photo-bearing documents (required in the office);
 - A. State issued driver's license, or
 - B. State issued identification card, or
 - C. Passport number and country of issuance, or
 - D. Alien identification number and country of issuance, or
 - E. Any other government-issued document evidencing nationality or residence.

For any account holder of a covered account for which the above information is not already on file at the City of Roseburg, the customer will be contacted within a reasonable period of time after discovering the missing information to obtain the necessary information.

To assist with detection of Red Flags, the City of Roseburg will implement the appropriate computer programs tailored to the City of Roseburg's business needs to help authenticate customers, monitor transactions, and change of address requests.

Preventing and Mitigating Identity Theft

In the event a Red Flag is detected, the City of Roseburg is committed to preventing the occurrence of identity theft and taking the appropriate steps to mitigate any harm caused thereby. In order to respond appropriately to the detection of a Red Flag, the City of Roseburg shall consider any aggravating circumstance(s) that may heighten the risk of identity theft. After assessing the degree of risk posed, the City of Roseburg will respond to the Red Flag in an appropriate manner, which may include:

1. Monitoring a covered account for evidence of identity theft;
2. Contacting the customer;
3. Not opening a new covered account;
4. Closing an existing covered account;
5. Not attempting to collect on a covered account or not selling a covered account to a debt collector;
6. Notifying law enforcement; or

7. Determining that no response is warranted under the particular circumstances.

For the protection of our customers, all service providers hired by the City of Roseburg to perform any activity in connection with any covered account must also take appropriate steps to prevent identity theft. To this end, the City of Roseburg will only contract with service providers that have implemented and follow a similar identity theft prevention policy.

Protection and Prevention

In order to further prevent the likelihood of identity theft occurring with respect to City accounts, City personnel will take the following steps with respect to its internal operating procedures to protect customer identifying information:

1. Ensure that its website is secure for customers using the website to make payments on accounts;
2. Ensure the office computers are password protected and that computer screens lock after a certain period of time;
3. Keep offices clear of papers containing customer information; and
4. Ensure computer virus protection is up to date.

Social Security Number Protection

The City will make every effort to safeguard social security numbers on all City materials. Except when required by law, SSNs will not be printed on any mailed materials, cards used to access products, services or City buildings, and shall not be included on public postings or displays, including the City's website. When required, SSNs may be used for internal verification, administrative processes and for records used in connection with enforcing a judgment or court order, but they shall be redacted whenever possible.

Storage of SSNs on portable media such as CDs, zip drives, thumb drives, tapes and laptops is strictly restricted. All paper documents that contain personal identifying information shall be secured in a locked filing cabinet that is restricted to access only by authorized personnel.

Responding to Notices of Address Discrepancies

1. The City of Roseburg will furnish a confirmed address to the Consumer Reporting Agency (CRA) under the following conditions:
 - a. The City of Roseburg can form a reasonable belief the customer report relates to the customer in the City of Roseburg's records.
 - b. The customer under review is a current customer with an active account.
 - c. The request involves a customer opening a new account.
 - d. CRA provides the request in writing.
 - e. Utility has established a relationship with the CRA.

2. Confirmation of address will be provided by the City of Roseburg to CRA in writing within 14 days of request.

Properly Handling Reports of Suspected Identity Theft

1. When a customer suspects identity theft, they must notify the City of Roseburg in writing, completing the Federal Trade Commission Affidavit. Instructions for completion are part of the form.
2. Customer must submit a copy of affidavit with a police report.
3. Staff will make a copy of the customer's photo ID and record the receipt of the documents.
4. Copies of the FTC affidavit, police report, and photo ID will be submitted to the Customer Service Manager to ensure reporting to proper organizations.

Program Updates

The City of Roseburg is committed to maintaining an Identity Theft Prevention Policy that is current with the ever-changing crime of identity theft. To that end, the City of Roseburg will reassess this policy on an annual basis. In reassessing this policy, the City of Roseburg will add/delete Red Flags as necessary to reflect changes in risks to customers or to the safety and soundness of the City of Roseburg from identity theft. The determination to make changes to this policy will be made after careful consideration of the following:

1. The City of Roseburg's past experience(s) with identity theft;
2. Changes in methods of identifying theft;
3. Changes in methods to detect, prevent, and mitigate identity theft; and
4. Changes in the types of accounts that the City of Roseburg offers or maintains.

Training, Safe-keeping, and Handling of Collected Information

1. **Providing Designated Employees with Identity Theft Prevention Training**
The City of Roseburg will develop a training plan to train designated employees on a need to know basis according to job responsibilities. The City will also develop an ongoing training schedule to ensure employees are kept up-to-date on new issues and develop a system to document training.
2. **Conducting Information Technology Audits to Monitor Risk for Identity Theft**
The City of Roseburg will routinely audit and evaluate internal and external identity theft risk in information technology security and record keeping.
3. **Disposal of Records Under Protective Procedures**
 - a. The City of Roseburg will collect and protect documents and data until the time of destruction.
 - i) Paper: The exposure of customer's secured information in the office will be monitored by assigned staff of the City of Roseburg and will assure that documents

containing secured information are locked-up until disposal time and shredded prior to disposal.

- ii) Electronic records will be erased.
- iii) CD's will be broken.

- b. The City of Roseburg will maintain records of data destruction to include content, date and method of destruction.

Administration

The Roseburg City Council originally adopted this Identity Theft Prevention Policy and assigned the City Manager or his/her designee with the specific responsibility for the oversight, development, implementation and administration of the Program.

In providing oversight of the program, the City Manager or his/her designee, shall:

1. At least annually, review reports prepared by staff regarding compliance by the City of Roseburg with this Program. Such reports shall include:
 - a. The effectiveness of the policies and procedures of the City of Roseburg in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts;
 - b. Service provider arrangements;
 - c. Significant incidents involving identity theft and management's response; and
 - d. Recommendations for material changes to the Program.
2. Approve material changes to the Program as necessary to address changing identity theft risks.

INTERFUND LOANS
(City Council Policy)

Background: ORS 294.468(1) allows the City to loan money from any fund to any other fund of the municipal corporation wherever the loan is authorized by official resolution or ordinance of the governing body. The loans must be made in compliance with the applicable requirements and limitations of such statute.

INTERGOVERNMENTAL REVENUE ASSISTANCE POLICY
(Administrative Policy)

The City will use non-recurring revenue on time-limited services, capital projects, equipment requirements or services that can be terminated without significant disruption to the community or City government.

The City will project the receipt of intergovernmental revenues only during the period of time in which an authorization exists.

INVESTMENT POLICY
(City Council Policy)

Background: On January 12, 2004, the City Council adopted Resolution No. 2004-03 as it was necessary for the City of Roseburg to establish a policy to outline investment objectives, delegation of authority, standards of prudence, eligible investments and transactions, internal controls, reporting requirements and safekeeping and custodial procedures for the prudent management and investment of the funds of the City. Such policy was adopted to ensure that City funds will be invested in compliance with provisions of ORS 294.035 through 294.048; ORS 294.125 through 294.155; ORS 294.810 and other applicable statutes. The policy is recited below:

City of Roseburg, Oregon Investment & Portfolio Policies

The purpose of this Investment Policy is to establish the investment objectives, delegation of authority, standards of prudence, eligible investments and transactions, internal controls, reporting requirements, and safekeeping and custodial procedures necessary for the prudent management and investment of the funds of the City of Roseburg. This Policy has been adopted by Resolution No. 2004-03 of the City Council of Roseburg, Oregon on this date of January 12, 2004.

I. SCOPE. This policy applies to activities of the City of Roseburg (the City) with regard to investing the financial assets of all funds except for funds held in trust for deferred compensation for the Employees of the City which have separate rules. In addition, funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to regulations established by the State of Oregon. The purpose of this investment policy is to provide guidance for activities vital to the City of Roseburg, including the following:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Debt Service Funds
- Enterprise Funds
- Internal Service Funds
- Trust & Agency Funds

Funds of the City will be invested in compliance with the provisions of ORS 294.035 through 294.048; ORS 294.125 through 294.155; ORS 294.810 and other applicable statutes. Investments will be in accordance with these policies. The average portfolio is approximately \$20,000,000 ranging from \$15,000,000 to \$25,000,000.

II. OBJECTIVES. The objectives of the City of Roseburg's investment policy include:

1. Preservation of capital and the protection of investment principal.
2. Conform to Federal, State, and other legal requirements.

3. Maintenance of sufficient liquidity to meet operating requirements while minimizing borrowing expenses and maximizing investment revenue.
4. Diversification to avoid incurring unreasonable risks regarding specific security type of individual financial institutions.
5. Attainment of a market rate of return throughout budgetary and economic cycles.
6. Establish benchmarks to evaluate the performance of the investment mix.

III. **STANDARDS OF CARE.**

1. **Delegation of Authority.** The Finance Director and the City Manager are designated as the investment officers of the City and are responsible for investment decisions and activities and the day to day administration of the cash management. If the aforementioned are unavailable to invest funds, another appropriate designee will be appointed. The Investment Officer shall invest City funds in accordance with ORS Chapter 294, Public Financial Administration, and with this Investment Policy. This Policy shall constitute a "written order" from City Council per ORS 294.035.

Subject to required procurement procedures, the City may engage the support services of outside professionals in regard to its financial program, so long as it can be demonstrated or anticipated that these services produce a net financial advantage or necessary financial protection of the City's resources. External service providers shall be subject to Oregon Revised Statutes and the provisions of this Investment Policy.

In order to optimize total return through active portfolio management, resources shall be allocated to the cash management program. The Finance Director handles the day to day administration of the cash management program. This commitment of resources shall include financial and staffing considerations.

2. **Prudence.** The standard of prudence to be used by the investment officer in the context of managing the overall portfolio shall be the *prudent investor rule*, which states "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

3. **Personal Liability.** The investment officer and designated staff, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported as soon as practical and that appropriate action is taken to control adverse developments.

4. **Prohibited Conduct for Investment Officer.** According to ORS 294.145, an investment officer shall not:

- a. Make a commitment to invest funds or sell securities more than 14 business days prior to the anticipated date of settlement of the purchase or sale transaction;

- b. Enter into any agreement to invest funds or sell securities for future delivery for a fee other than interest;
- c. Lend securities to any person or institution, except on a fully collateralized basis, and except when such lending is specifically permitted under an investment policy adopted pursuant to ORS 294.135(1)(a);
- d. Pay for any securities purchased by the custodial officer until the officer has received sufficient evidence of title thereof. Evidence of title shall be consistent with modern investment, banking and commercial practices and may include physical possession, book entry and automated recordation of such title. However, the custodial officer may instruct one or more custodian banks, as defined in ORS 295.007, to accept or release securities as that custodial officer considers advisable to be held in safekeeping for collection of principal and interest or other income; or
- e. Deliver securities to the purchaser thereof upon sale prior to receiving payment in full therefor. However, the investment officer may deliver the securities to any custodian bank, defined in ORS 295.007, upon instructions to hold the same pending receipt by the institution of full payment therefor.

IV. SAFEKEEPING AND CUSTODY.

1. **Monitoring and Adjusting the Portfolio.** The investment officer will routinely monitor the contents of the portfolio, the available markets and relative values of competing instruments and will adjust the portfolio accordingly.
2. **Internal Controls.** The investment officer shall maintain a system of internal controls, which shall be reviewed and tested by the independent auditor at least annually or upon any extraordinary event, i.e., turnover of key personnel, the discovery of any inappropriate activity. The controls shall be designed to prevent loss of public funds due to fraud, embezzlement, error, misrepresentation or imprudent actions while at the same time protecting public funds.

Adoption of a resolution by the Roseburg City Council authorizes official signatories on all banking and bonding activities. Signature cards are on file with all financial institutions with which the City invests.

Safekeeping of the investment documents is also a priority for the City. Should the City have actual possession of an investment, such as a Certificate of Deposit, the instrument is stored in the City's vault. For other investment purchases such as Treasury Bills and Agency Securities, the broker, bank, or financial institution that acts as the custodian provides the safekeeping service. Otherwise, the City contracts out a safekeeping service for the investments purchased. Monthly, these institutions provide the City with a listing of City-owned investments in their possession. Other internal controls that are deemed necessary are to be implemented by the investment officer.

3. **Safekeeping and Collateral.** Investment securities purchased by the City will be delivered by either book entry or physical delivery and held in safekeeping by a broker, bank, or financial institution serving as safekeeping agent. The safekeeping agent shall hold

securities purchased by the City in a segregated account for the City's benefit. The Investment Officer may use a third party for safekeeping and custody as deemed appropriate. The custodian shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity, and other pertinent information.

Deposit-type securities (i.e., certificates of deposit) shall be collateralized through the State collateral pool as required by ORS for any amount exceeding FDIC coverage. Other investments shall be collateralized by the actual security held in safekeeping by the custodian.

V. INVESTMENT PARAMETERS.

1. Investment Instruments & Portfolio Diversification. As a municipality, the City of Roseburg is restricted in the types of investments it may make according to ORS 294.035. As such all investments of the City shall be made in accordance with Oregon Revised Statutes and any revisions or extensions of these sections of the ORS shall be assumed to be part of this Investment Policy immediately upon being enacted.

The City will diversify the portfolio to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions or maturities. The Office of the State Treasurer provides a complete listing of investments available to municipalities under ORS 294.046. The following diversification structure follows state statutes and allows for judgment to be exercised.

2. Instruments of Diversification.

Instrument	Maximum % of Portfolio
U.S. Treasury Obligations	100%
Federal Instrumentality Securities	100%
Local Government Investment Pool (LGIP)	100%
Repurchase Agreements	50%
Commercial Paper (CP) (up to 270 days)	35%
Corporate Indebtedness (over 270 days)	35%
Certificates of Deposit (CD)	35%
Banker's Acceptances (BA's)	25%
State and Local Government Securities	25%

3. Investment Maturity & Portfolio. Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs and timed to comply with the following short-term investment guidelines. All funds will be considered short term, and limited to maturities not exceeding 18 months, *except those reserved for* capital projects, funded depreciation, funds held for debt retirement, claims reserves and endowment funds. Investment of prepaid assessment funds may be tied to bond payment dates. [(ORS 294.135(1)(b))] Funds reserved for these specific purposes will be limited to maturities not exceeding 3 years. Investment maturities shall be scheduled to coincide with projected cash needs and following maturity guidelines:

<u>Maturity</u>	<u>Minimum</u>
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Under 30 days	10%
Under 1 year	50%
Under 18 Months	75%
Under 3 years	100%

4. Competitive Selection of Investment Instruments. Generally when the City invests any surplus funds, a competitive quote process shall be conducted. Quotes will be requested from financial institutions for various options with regards to term and instrument. The City will accept the quote that provides the highest rate of return within the maturity required and within the parameters of these policies. Judgment must be used to evaluate short term versus long term rates as well as trend information when determining appropriate investments.

5. Benchmarking. Benchmarking provides a standard by which performance may be measured or judged. By establishing an investment benchmarking procedure, the City of Roseburg will be able to determine both its proficiencies along with its deficiencies in its investment strategies. To assure success in effectively benchmarking this process, the following steps must be observed.

- a. Determine what to benchmark; benchmark things consistent with the Scope. In other words, benchmark investment returns.
- b. Organize the benchmarking process. Determine what information is available and what is required.
- c. Realize your current achievements. Understand your current process and be able to measure this data.
- d. Obtain pertinent information from other entities. Identify other entities that have been progressive in their investment strategies.
- e. Analyze the data gathered from other entities. Determine what pieces of information can be used by the City.
- f. Apply the most beneficial information gathered which best fits the City's objectives.
- g. Evaluate the results and make appropriate changes. Review and improve on the process.

An excellent benchmark for measuring investment performance of municipalities is the 3-Month Treasury Bill. The 3-Month Treasury Bill reflects the yield of a basically risk free and liquid investment. Therefore, investments made by the City of Roseburg should on average exceed the 3-Month Treasury Bill.

Benchmarking, besides providing a standard, is motivating. By comparing currently held investments against this minimum standard, the investment officer can determine the success of the current investment strategies. Once plotted in a graph, the comparison of the actual results achieved versus the 3-Month Treasury Bill can be an excellent indicator of progress. This in turn provides an opportunity for continuous improvement.

6. Qualified Institutions. The City shall maintain a listing of all authorized dealers and financial institutions which are approved for investment purposes. Any firm is eligible to make an application to the investment officer and upon due consideration and approval will be added to the list. (Additions or deletions to the list will be made at the City's discretion.). At the request of the City, the firms performing investment services for the City shall provide their most recent financial statements or Consolidated Report of condition ("call report") for review. All qualified institutions shall provide evidence of insurance covering invested City funds. Such insurance may include FDIC, F.S.L.I.C. and S.I.P.C. Further, there should be in place, proof as to all the necessary credentials and licenses held by employees of the broker/dealer who will have contact with the City of Roseburg as specified by but not necessarily limited to the National Association of Securities Dealers (NASD), Securities and Exchange Commission (SEC), etc. At minimum, the City shall conduct an annual evaluation of each firm's credit worthiness and other review procedures to determine whether it should remain on the authorized list.

Securities dealers not affiliated with a bank shall be required to have an office located in Oregon (preferably local) and be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers.

VI. ACCOUNTING METHOD. The City of Roseburg shall comply with all required legal provisions and generally Accepted Accounting Principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies including but not necessarily limited to, the American Institute of Certified Public Accountants (AICPA); the Financial Accounting Standards Board (FASB); and the Government Accounting Standards Board (GASB).

VII. REPORTING REQUIREMENTS. The investment officer shall generate an investment report at least quarterly, that provides a clear picture of the status of the current investment portfolio and the transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will include the following:

1. A listing of individual securities held at the end of the reporting period.
2. Unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity.
3. Average weighted yield to maturity of portfolio on City investments.
4. Listing of investment by maturity date.
5. The percentage of the total portfolio which each type of investment represents.

VIII. ADOPTION. In accordance with ORS 294.135(1)(a), this policy, after initial adoption shall be readopted, with or without modification, annually. Other internal controls that are deemed necessary are to be implemented by the investment officer.

Glossary of Terms

Accrued Interest: The interest accumulated on a security since the issue date or since the last coupon payment. The buyer of the security pays the market price plus accrued interest.

Arbitrage: Effecting sales and purchases simultaneously in the same or related securities to take advantage of market inefficiency.

Bankers' acceptances: A short-term instrument used to finance import/export activities, usually sold at a discount.

Basis Point: One-hundredth of 1 percent. One hundred basis points equal 1 percent. **Bear Market:** A period of generally pessimistic attitudes and declining market prices. *Compare* Bull Market.

Bond: An interest-bearing security issued by a corporation, government, governmental agency, or other body. It is a form of debt with an interest rate, maturity, and face value, and specific assets usually secure it. Most bonds have a maturity of greater than one year and generally pay interest semiannually. *See* Debenture.

Bond Anticipation Notes (BANs): Short-term notes sold by states and municipalities to obtain interim financing for projects that will eventually be financed by the sale of bonds.

Bond Discount: The difference between a bond's face value and a selling price, when the selling price is lower than the face value.

Broker: An intermediary who brings buyers and sellers together and handles their orders, generally charging a commission for this service. In contrast to a principal or a dealer, the broker does not own or take a position in securities.

Bull Market: A period of generally optimistic attitudes and increasing market prices. *Compare* Bear Market.

Buyer's Market: A market in which supply is greater than demand, giving buyers an advantage.

Call: An option to buy a specific asset at a certain price within a certain period of time.

Callable: A bond or preferred stock that may be redeemed by the issuer before maturity for a call price specified at the time of issuance.

Call Date: The date before maturity on which a bond may be redeemed at the option of the Issuer. **Certificate of Deposit:** A document certifying an unsecured time deposit with a bank, usually known as a CD. To be negotiable, it must be for \$100,000 or more.

Collateral: Securities or other property that a borrower pledges as security for the repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

Commercial Paper: Short-term, unsecured, negotiable promissory notes issued by businesses.

Commission: Broker or agent's fee for purchasing or selling securities for a client.

Coupon Rate: The annual rate of interest that the issuer of a bond promises to pay to the holder of the bond.

Coupon Yield: The annual interest rate of a bond, divided by the bond's face value and stated as a percentage. This usually is not equal to the bond's current yield or its yield to maturity.

Current Maturity: The amount of time left until an obligation matures. For example, a one year bill issued nine months ago has a current maturity of three months.

Current Yield: The coupon payments on a security as a percentage of the security's market price. In many instances the price should be gross of accrued interest, particularly on instruments where no coupon is left to be paid until maturity.

CUSIP: The Committee on Uniform Security Identification Procedures, which was established under the auspices of the American Bankers Association to develop a uniform method of identifying municipal, U.S. government, and corporate securities.

Dealer: An individual or firm that ordinarily acts as a principal in security transactions. Typically, dealers buy for their own account and sell to a customer from their inventory. The dealer's profit is determined by the difference between the price paid and the price received.

Delivery: Either of two methods of delivering securities: delivery vs. payment and delivery vs. receipt (also called "free"). Delivery vs. payment is delivery of securities with an exchange of money for the securities. Delivery vs. receipt is delivery of securities with an exchange of a signed receipt for the securities.

Discount: The reduction in the price of a security; the difference between its selling price and its face value at maturity. A security may sell below face value in return of such things as prompt payment and quantity purchase. "At a discount" refers to a security selling at less than the face value, as opposed to "at a premium," when it sells for more than the face value.

Fannie Mae: Trade name for Federal National Mortgage Association (FNMA).

Freddie Mac: Trade name for Federal Home Loan Mortgage Corporation (FHLMC).

Full Faith and Credit: Indicator that the unconditional guarantee of the United States government backs the repayment of a debt.

General Obligation Bonds (GOs): Bonds secured by the pledge of the municipal issuer's full faith and credit, which usually includes unlimited taxing power.

Ginnie Mae: Trade name for the Government National Mortgage Association (GNMA).

Government Bonds: Securities issued by the federal government; they are obligations of the U.S. Treasury, also known as "governments."

Interest: Compensation paid or to be paid for the use of money. The rate of interest is generally expressed as an annual percentage.

Interest Rate: The interest payable each year on borrowed funds, expressed as a percentage of the principal.

Investment Banking: A term used to describe the financing of the capital requirements of an enterprise, as opposed to the working capital requirements of a business. Investment bankers buy and sell securities, such as stocks, bonds, and mortgages. They act as the intermediaries between the investor and the corporation or government that needs to finance its operations. An investment bank charges a fee for services relating to securities such as advisory, negotiation and distribution services. See Syndicate; Underwriter.

Investment Portfolio: A collection of securities held by a bank, individual, institution, or government agency for investment purposes.

Investment Securities: Securities purchased for an investment portfolio, as opposed to those purchased for resale to customers.

Investor: A person who purchases securities with the intention of holding them to make a profit.

Liquidity: The ease at which a security can be bought or sold (converted to cash) in the market. A large number of buyers and sellers and a high volume of trading activity are important components of liquidity.

Mark to Market. Adjustment of an account or portfolio to reflect actual market price rather than book price, purchase price or some other valuation.

Mortgage Bond: A bond secured by a mortgage on property. The value of the property used as collateral usually exceeds that of the mortgage bond issued against it.

Municipals: Securities, usually bonds, issued by a state or its agencies. The interest on "munis" is usually exempt from federal income taxes and state and local income taxes in the state of Issuance. Municipal securities may or may not be backed by the issuing agency's taxation powers.

National Association of Securities Dealers (NASD): A self-regulatory organization that regulates the over-the-counter market.

Par Value: The value of a security expressed as a specific dollar amount marked on the face of the security or the amount of money due at maturity. Par value should not be confused with market value.

Pool: A collection of mortgages assembled by an originator or master servicer as the basis for a -0- security. Pools are identified by a number.

Portfolio: A collection of securities held by an individual or institution.

Prudent Man Rule: A long-standing common-law rule that requires a trustee who is investing for another to behave in the same way as a prudent individual of reasonable discretion and intelligence who is seeking a reasonable income and preservation of capital.

Quotation or Quote: The highest bid to buy or the lowest offer to sell a security in any market at a particular time. See Bid and Asked. Repurchase agreement: A contract committing a U.S. government securities dealer to sell U.S. government securities to a purchaser (often to a municipality or institutional investor), with a provision that he repurchase the securities at a set price at a specified time, usually the next day. This is a money market instrument.

Sallie Mae: Trade name for the Student Loan Marketing Association (SLMA).

Spread: The difference between two figures or percentages. For example, the difference between the bid and asked prices of a quote or between the amount paid when a security is bought and the amount received when it is sold.

Trade Date: The date when a security transaction is executed.

Trading Market: The secondary market for bonds that have already been issued. See Secondary Market. Treasury Bill (T-Bill): An obligation of the U. S. government with a maturity of one year or less. T-bills bear no interest but are sold at a discount.

Treasury Bonds and Notes: Obligations of the U.S. government that bear interest. Notes have maturities of one to ten years; bonds have longer maturities.

Yield: The annual rate of return on an investment, expressed as a percentage of the investment. Income yield is obtained by dividing the current dollar income by the current market price for the security. Net yield, or yield to maturity, is the current income yield minus any premium above par or plus any discount from par in the purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

Yield to Maturity: The average annual yield on a security, assuming it is held to maturity; equals to the rate at which all principal and interest payments would be discounted to produce a present value equal to the purchase price of the bond; also called net yield.

LIBRARY POLICIES AND RULES ***(City Council Policy)***

Background: With the opening of the new Roseburg Public Library in late 2018, general policies were drafted to provide a framework for the Library to offer quality service to all patrons and provide a safe and enjoyable place for patrons to visit and enjoy the Library's services and programs. The policies were approved by the Roseburg City Council through the adoption of a resolution and will be reviewed periodically by the Library Commission for needed updates and amendments which are forwarded to Council for formal adoption.

September 24, 2018, via Resolution No. 2018-22: A RESOLUTION IMPLEMENTING CITY OF ROSEBURG PUBLIC LIBRARY POLICIES – Circulation Policy, Collection Policy, Programming Policy, Rules of Conduct.

CIRCULATION POLICY

(Amended by Resolution No. 2021-24, adopted November 8, 2021. Further amended on July 25, 2022 by Resolution 2022-26.)

Roseburg Public Library welcomes all individuals to use collections and services within the library. Individuals who wish to borrow materials, including both physical and digital items, may register for a library card according to the following rules:

RESIDENT LIBRARY CARD

Resident library cards are free to all residents of the City of Roseburg. These cards are renewable annually.

Residents ages 18 and older may register for a card by presenting a completed library card application with photo identification and proof of residence.

Residents ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification and proof of residency. Parents or guardians are responsible for any charges incurred as the result of the use of a child's card. Residents of group homes who are under the age of 18 must have a supervisor present in order to obtain a library card; the supervisor must sign the application form as the responsible adult for a card to be issued.

Acceptable forms of proof of identification and residency include but are not limited to the following:

- Driver's license or other valid government issued photo identification
- Passport
- County tax bill
- Student ID card with photo
- Mortgage agreement, lease or rent receipt
- Voter registration card
- Piece of mail with current postmark that includes name and address
- Utility bill with address

There is a fee for replacing a resident library card that has been lost or damaged beyond use.

NON-RESIDENT LIBRARY CARD

Non-resident library cards are available to persons living outside of the City of Roseburg. These cards are renewable annually. Non-residents ages 18 and older must provide photo identification and proof of residence; non-residents ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification and proof of residence. Parents or guardians are responsible for any charges incurred as the result of the use of a child's non-resident card.

There is an annual fee to obtain a non-resident card. Every person in one household may share one library card for the single fee. "Household" means a group of individuals who comprise a housekeeping unit using one (1) kitchen and who live together under the same roof. There is no reduction in the fee for small households. The fee is not refundable and not prorated.

There is a fee for replacing a non-resident library card that has been lost or damaged beyond use.

TRANSITIONAL LIBRARY CARD

Residents of the City of Roseburg without a permanent address may obtain a transitional library card. These cards are renewable every 90 days. Residents ages 18 and older may register for a transitional library card by presenting a completed library card application with photo identification. Residents ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification to obtain a transitional library card. Parents or guardians are responsible for any charges incurred as the result of the use of a child's transitional card.

There is a fee for replacing a transitional library card that has been lost or damaged beyond use.

STUDENT LIBRARY CARD

Student library cards are free to youth age 0 through high school graduation who reside or attend school within the geographical boundaries of the Roseburg Public School District. These cards are renewable every year. Students ages 18 and older may register for a card by presenting a completed library card application with photo identification and proof of residence. Youth ages 17 and younger must be accompanied by a parent or legal guardian who will need to provide photo identification and proof of residence to obtain a library card. Parents or guardians are responsible for any charges incurred as the result of the use of a child's student card.

There is a fee for replacing a student library card that has been lost or damaged beyond use.

TEACHER LIBRARY CARD

Teacher library cards are free to full-time Kindergarten through grade 12 classroom teachers and school media center staff who are employed by public or private schools within the Roseburg Public School District geographic boundary but who reside outside the Roseburg city limits. Eligible recipients must show a school badge or ID and proof of residence to

receive a card that is renewable annually.

There is a fee for replacing a teacher library card that has been lost or damaged beyond use.

RIGHTS AND RESPONSIBILITIES

Roseburg Public Library patrons are responsible for all materials checked out on their library card. Parents are responsible for all materials checked out on their minor child's card. Patrons are responsible for ensuring that materials borrowed on their card are returned on time and in good condition.

If a card is lost or stolen, the patron is responsible for all items checked out before the date the theft or loss is reported directly to a library staff person.

LOAN PERIODS AND RENEWALS

All Roseburg Public Library materials circulate for 21 days, except for DVDs, which circulate for seven days. Materials obtained through interlibrary loan (ILL) circulate according to the lending library's policy.

Materials may be renewed at the library, over the phone, or by logging into the patron's account online. Most materials are renewable for two additional borrowing periods. Exceptions include items that are on hold for another patron.

CHECKOUT LIMITS

A valid library card is required to check out items from the library. Patrons who have resident or non-resident cards may borrow up to 50 physical items simultaneously on one card with the exception of DVDs, which are limited to five items simultaneously. Patrons who have transitional cards may borrow up to five physical items, including one DVD, simultaneously. Patrons who have student library cards may borrow up to 10 physical items, including one DVD, simultaneously.

Monthly borrowing limits are set on electronic materials. Patrons who have resident or non-resident cards may borrow up to 75 digital items per month from each platform available through the library. Patrons who have transitional or student cards may borrow up to 25 items per month from each platform available through the library. Patrons who reach their designated limit will have their electronic borrowing privileges suspended until the first business day of the following month.

A parent or legal guardian may limit the number of items his/her minor child may have checked out at one time. These limits shall apply to local holdings as well as those requested via interlibrary loan (ILL). Library staff will attempt to honor those restrictions when technologically feasible.

HOLDS

Patrons may place a hold request on items that circulate; exceptions include reference materials such as rare or historically significant items. Patrons may place hold requests by logging into their online account or in person at the library. Patrons who have resident or non-resident cards may have a maximum of 25 items, including five DVDs, on hold simultaneously. Patrons who have student library cards may place a maximum of 10 items, including one DVD, on hold simultaneously.

Patrons will be notified that a hold is awaiting pickup, and they will have one week to check out the item before it is returned to circulation.

Patrons who have transitional library cards may not place items on hold.

RESTRICTIONS AND FEES

Patrons with an item overdue at least 14 days, or with fees of more than \$25, will be blocked from checking out additional materials. The library will send patrons a bill for the replacement cost of an item plus a processing fee after 30 days. There are no refunds if the material is returned after the bill has been paid.

Patrons will be charged for damaged materials that no longer can be circulated; a processing fee will be included.

Roseburg Public Library will not be responsible for monitoring the content of materials accessed by patrons, including minors. The library reserves the right to revoke or suspend borrowing privileges for violations or abuse of library privileges and/or policies.

A patron shall have the right to appeal the revocation or suspension to the City Manager. A written appeal must be filed within fifteen (15) days after the date of notification by the Library Director. The written appeal filed with the City Manager must state the basis for the appeal.

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

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

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

COLLECTION POLICY

(Amended by Resolution No. 2019-02 adopted March 11, 2019; and Resolution No. 2021-11 adopted May 24, 2021.)

The collection policy is to guide staff in the selection of materials, the development and maintenance of the collection, and to inform the public about the principles upon which selection is made.

The objective of Roseburg Public Library is to provide modern library services and resources to meet the changing educational, recreational, informational, and inspirational needs of the public, thereby enhancing both individual and community life. The collection will emphasize current, popular materials and stimulating children's interest in and appreciation for reading.

SELECTION POLICY

The library will develop collections of merit and significance, whether acquired by purchase or gift. Each item will be considered in terms of its contribution to the collection and value to the public for whom it is intended.

Materials considered for selection will be evaluated according to objective standards. Flexibility, open-mindedness, as well as familiarity with and responsiveness to community needs and interests are necessary during the evaluation process. The following factors also will influence the selection of library materials:

- Expanding world of knowledge
- Changing social values
- Technological and scientific advances
- Cultural differences

As growth and change occur in these areas, the library will attempt to reflect these changes in the composition of the library collection.

ELECTRONIC RESOURCES

Roseburg Public Library's digital resources, including, but not limited, to electronic books and electronic audiobooks, are subject to the same collection development criteria as physical materials. Additional criteria include technological requirements, platform ease of use, and availability for remote access.

INTELLECTUAL FREEDOM AND RECONSIDERATION OF LIBRARY MATERIALS

It is Roseburg Public Library's mission to build a collection that includes materials and information on current and historical issues and that presents a wide range of views.

The library makes its collections and services equally available to every member of the community it serves. The library challenges all attempts to limit free expression of ideas or access to those ideas. The library endorses the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, the Library Code of Ethics, and the Free Access to Libraries for Minors Statement of the American Library Association. The selection of any material for inclusion in the collection does not constitute an endorsement of its contents. The library recognizes that many materials can be controversial and that any given item may

offend some patrons. A decision to select an item is not made on the basis of anticipated approval or disapproval but on the merits of the work in relation to building the collection and serving the interests of the library's patrons.

The choice of library materials by users is an individual matter. While patrons may reject materials for themselves and for juvenile members of their family, they cannot be allowed to exercise censorship in an attempt to restrict access to the materials by others. Because a diversity of materials may result in some requests for reconsideration of specific items, patrons who object to certain library materials will be asked to complete the written form Request for Reconsideration. The Library Director will review the request, discuss it with the requester, and provide a written decision. The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the Library Director's written decision.

APPEAL PROCEDURE

A patron shall have the right to appeal the Library Director's written decision to the City Manager. A written appeal must be filed within fifteen (15) days after the date of notification by the Library Director. The written appeal filed with the City Manager must state the basis for the appeal. The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the City Manager's written decision.

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

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

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

RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

The ultimate responsibility for the selection of materials rests with the Library Director. The Library Director is charged with the implementation of the collection development policy. Selection of library materials is delegated to the Library Director and, under his or her supervision, to other members of the staff who are qualified to do so by reason of education, training, and experience. Suggestions from other staff members and from the public are invited and will be seriously considered during the selection process.

SPECIFIC SELECTION CRITERIA

The following factors will be given consideration when making selection of library materials:

- Relationship and importance to the collection
- Significance of the subject matter
- Timeliness or popularity
- Reputation or qualifications of the author, artist, publisher, or producer
- Local interest
- Availability of materials on the subject
- Provision of alternative viewpoint
- Inclusion in standard bibliographies or indexes
- Level of difficulty
- Critical review
- Purchase price
- Accessibility to materials elsewhere in region
- Suitability of format to library purposes
- Technical characteristics; i.e., quality of physical characteristics

WITHDRAWAL AND DISCARDING OF LIBRARY MATERIALS

Materials are regularly withdrawn from the library's collections for the following reasons:

- They are out of date; that is, no longer timely or accurate.
- They are badly worn or damaged.
- It is cheaper to replace rather than mend or repair the items.
- They were once popular items that no longer enjoy a high interest or demand by the public.
- There are limitations imposed by lack of storage or display space.

The Library Director shall determine the most appropriate disposition of materials that are withdrawn from the collection, and donated materials that are not accessioned. The Director may dispose of materials by the following methods:

- Materials may be donated to other libraries for the beneficial use by patrons of those libraries.
- Materials may be consigned to the "Friends of the Roseburg Public Library" whose sole purpose is to support the library.

SELECTION SOURCES

The impetus to select an item may come from a number of sources, including, but not limited to, the following:

- Reviews
- Patron requests
- Publishers' catalogs
- Staff recommendations
- Interlibrary loan requests
- Subject needs
- Collection evaluations
- Weeding/replacement schedule
- Gifts
- Bibliographies

MATERIALS PRESERVATION

Roseburg Public Library recognizes that different items and collections may need different forms and levels of care and cleaning. The library determines the level of care and cleaning according to staff capacity, cost, and accessibility. In order to preserve materials, the library will provide and regularly monitor for appropriate environmental conditions according to current best practices for general collection maintenance and preservation.

PROGRAMMING POLICY

Roseburg Public Library develops and presents programs that provide opportunities for information, learning, and entertainment. Programs are designed to:

- Promote the communication of ideas and information to people of all ages.
- Promote interest in reading and learning.
- Stimulate interest in and use of the library.
- Create a better informed community.
- Promote an awareness of contemporary issues.
- Connect programs with library resources and services.
- Attract nonusers to the library.
- Foster positive relationships throughout the community.

Library-sponsored programs take advantage of library staff expertise, collections, services, and facilities to increase access to lifelong learning opportunities and resources. Program topics, speakers, and resource materials are selected based on the interests and information needs of the community while seeking to avoid duplication of programming from other providers in the community. The library may participate in cooperative or joint programs with other agencies, organizations, institutions, or individuals.

Topics, speakers, and resource materials are not excluded because of possible controversy. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants.

Concerns about library-sponsored programs should be directed to the Library Director. Patrons also may complete the written form Request for Reconsideration. The Library Director will review the request, discuss it with the requester, and provide a written decision.

A patron shall have the right to appeal the Library Director's written decision to the City Manager. A written appeal must be filed within fifteen (15) days after the date of notification by the Library Director. The written appeal filed with the City Manager must state the basis for the appeal. The program in question will remain on the schedule pending the City Manager's written decision.

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

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

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

Library-sponsored programs are offered free of charge. They are open to all, although some may be directed toward specific target audiences. Registration may be required for planning or space purposes. Programs may be held at the library or in the community.

RULES OF CONDUCT POLICY (amended 9/2019 – administratively)

Roseburg Public Library is used by many people every day, and it is important to have a clear, common understanding of appropriate behavior at the library. The essential behavior while using the library is to be considerate of others. The following rules of conduct have been established for the comfort and protection of all who work in and use the library.

MAINTAINING A SAFE LIBRARY ENVIRONMENT

Patrons are expected to be engaged in typical library activities associated with the use of a public library while in the building, and they are expected to adhere to the following guidelines:

1. Respect staff and other library patrons.
2. Respect library property and safeguard personal belongings.
3. Monitor children in your charge. Parents or caregivers, not library staff, are responsible for the behavior and safety of their children using the library.

Behaviors prohibited on Library property include, but are not limited to, the following:

1. Eating food or having uncovered drink containers, except in designated areas.
2. Using skateboards, rollerblades, skate shoes, or scooters in the building, the parking lot or on sidewalks adjacent to the parking lot.
3. Leaving young children without adequate supervision.
4. Wearing inappropriate clothing or not wearing a shirt or shoes.
5. Customers may not block aisles, exits, pathways, or entrances.
6. Bringing shopping carts, bicycles, skateboards, scooters, or similar bulky articles into the building. Baby strollers and those articles necessary to assist individuals who have disabilities are permitted.
7. Abusing library furniture, equipment, or materials.
8. Conducting activities that pose a safety hazard to the individual or others.
9. Behaving in a disruptive manner, including disorderly conduct, noise or activity that interferes with the rights of others to enjoy use of or perform work duties in the library.

10. Carrying weapons of any kind, except as permitted by ORS 166.370.
11. Using tobacco in any form while inside the library building or on library property.

MAINTAINING AN ENVIRONMENT CONDUCIVE TO LIBRARY USE

1. Any behavior that interferes with another person's ability to use the library is prohibited. This may include, but is not limited to, talking loudly, using abusive language, using personal listening devices that disturb others, running, soliciting, emitting overpowering body odors, and game playing that disturbs others.
2. Harassment, verbal abuse, threats, and fighting are prohibited.
3. Conducting any type of for-profit business without authorization is prohibited.
4. The solicitation of signatures or contributions for noncommercial or nonprofit purposes is not permitted except when authorized by the Library Director or designated staff.
5. Although cell phone use is permitted in the Library, it may be prohibited when it interferes with another person's ability to use the library.
6. Theft of or defacing library materials or other library property is against the law.
7. Bringing animals into the library, other than service animals, is prohibited. A service animal is defined as a dog or miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the service animal must be directly related to the person's disability.
8. Animals may not be left unattended on library property.
9. Use of public restrooms for bathing and/or laundry and use of other public areas for personal grooming is prohibited.

ENFORCEMENT OF POLICIES

The Library Director and his/her designated staff are authorized to interpret and enforce these policies in accordance with applicable law and to ensure appropriate behavior of all persons in the library facilities. The degree of the violation will determine the response. Staff is instructed to call 911 immediately in response to any behavior that is deemed dangerous. Staff will call police for any behavior that is in violation of federal, state, or local ordinances. Staff will call the police if a person or group of people is asked to leave the library and they refuse to leave and/or become uncooperative with the staff member.

For most other violations of this policy, one warning will be given. Continued violations will result in the patron(s) being asked to leave the library for the day. A serious violation or repeated violations, or a violation where the police are called, may result in longer exclusions from the library.

An individual who is banned from the library may be criminally charged with trespassing if they return to library property during the term of the ban. Any individual who is banned and whose library privileges have been revoked may request to have the decision reviewed.

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On September 17, 2018, the following policies were implemented at the Library. These policies are internal and did not require Council action or public notice, and were approved by the Library Commission.

INTERNET USE POLICY

To fulfill its mission of providing public access to information of all types in a wide range of formats, Roseburg Public Library provides access to Internet resources. The Internet offers access to many valuable local, national, and international sources of information. However, some information found on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. A good information consumer must evaluate the accuracy and appropriateness of all information.

Library patrons use the Internet at their own risk. The library is not responsible for the content of the Internet, changes in content of the sources to which the library pages link, or for the content of sources accessed through secondary links.

ACCESS BY MINORS

Consent given on the part of parents or legal guardians for a library card constitutes acknowledgment by the parents or guardians that they have a responsibility for monitoring their child's use of all library resources, including the public computers. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use. Although the library affirms and acknowledges the rights and responsibilities of parents and guardians to monitor and determine their children's access to library materials and resources, including those available through the Internet, the library has taken certain measures designed to assist in the safe and effective use of these resources by all minors, including providing Internet filtering.

To address the issue of the safety and security of minors who use email, social media, and other forms of direct electronic communications, and to warn them against making unauthorized disclosures about their Internet use and personal identification information, the library urges minors to keep in mind the following safety guidelines:

- Never give out identifying information such as home address, school name, or telephone number.
- Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed.
- Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
- Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.
- Have parents or guardians report an incident to local authorities and the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.
- Remember that people online may not be who they say they are.
- Remember that everything one reads may not be true.

INTERNET WORKSTATION GUIDELINES

The Library promotes responsible use of the Internet and of its computer workstations by the following:

- Each library patron is entitled to a specified amount of time at a library Internet workstation each day.
- Behavior that will interfere with another person's concentration when using computer workstations is prohibited. Such behaviors include, but are not limited to, loudly conversing with others, using cell phones inappropriately, switching computers frequently, playing in the computer area, and climbing or standing on furniture.
- Workstation use is limited to one person per workstation except in special circumstances.
- Library staff has the right to restrict the length of time any individual may use Internet workstations, particularly when others are waiting to use them.
- Parents are responsible for directing and guiding their children's use of the Internet.

ACCEPTABLE USES OF INTERNET WORKSTATIONS

The following is a list of acceptable uses:

- Research using the Internet.
- Accessing the library materials catalog.
- Doing word processing, spreadsheets, and presentations.
- Accessing email via web-based services.

Our workstations have had their operating systems secured to reduce the need for technical support that inevitably comes from providing public access to PCs. They have the following limitations:

- Documents cannot be saved to the PCs' hard drive. If you wish to save files, bring your own device such as a flash drive.
- Due to the nature of the Internet, services apart from those for which our machines are designed may not be available; e.g., chat, playing games, streaming video and audio, and so on. These are not library supported or controlled.
- Staff assistance for the public in the use of Internet workstations is necessarily limited. We are not experts in the use of every piece of software on our machines, and we do not know all of the software used across the Internet. As staff we will help to the best of our abilities, but responsibility for using and learning how to use Internet workstations ultimately rests with the user.

UNACCEPTABLE USES OF INTERNET WORKSTATIONS

Viewing material that violates federal, state or local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography. Staff may direct Internet users to avoid the display of images that create a sexually hostile environment for library users and/or staff. Because Roseburg Public Library is a public place, staff has the authority to end an Internet session that displays inappropriate material.

- Using computers to gain access to the library's network or computer systems or to any other restricted network or computer system.
- Using computer accounts, access codes, or network identification numbers without authorized permission.

- Violating copyright laws or licensing agreements pertaining to software, files, and other resources obtained electronically.
- Violating another user's privacy.
- Attempting to alter software configurations or to cause degradation of system performance.
- Engaging in any activity that is deliberately and maliciously offensive, libelous, or slanderous.
- Installing or downloading any software.
- Disrupting or interfering with network users or services. Such interference or disruption includes, but is not limited to, distribution of unsolicited advertising, harassment of others, propagation of computer worms or viruses, randomly initiating interactive electronic communications, and overuse of interactive network utilities.
- Tampering with, destroying, or damaging equipment, software, or data belonging to the library.
- Seeking unauthorized access to networks and systems, including so-called "hacking."

FILTERING

By default Roseburg Public Library filters all Internet workstations. Filtering software may not block all material users find offensive. Individual users must accept responsibility for determining the suitability of content for their children. Filtering may be disabled for adults upon request.

PRINTING

Printer copies from public computer workstations are available at a nominal fee per page.

PRIVACY OF INFORMATION

We recommend against entering private or personal information on any public Internet workstation. This includes entering such things as logins and passwords for bank accounts, stock brokerage accounts, commercial vendor accounts, and the like. We do not, and cannot, guarantee the privacy of any such information entered on a public workstation. Our machines are meant to be used for research purposes and not as a means of conducting personal or corporate business. The USA Patriot Act (2001) also affects the privacy of library records.

WIRELESS INTERNET ACCESS

- Roseburg Public Library provides wireless Internet access to library users. This wireless access is not filtered, and it is not secure.
- All Unacceptable Uses of Internet Workstations noted above apply to patrons' use of the library's wireless Internet service.
- Be advised that our limited technical support time always will be focused first on our online system and second on public Internet access through our library workstations. We cannot guarantee wireless service will always be available when the library is open. Please inform us if you believe the service is down. Our policies for public Internet workstations apply to wireless users, as well.
- The library does not provide support or advice in getting your personal laptop enabled for wireless service. Please contact your service provider if you need help.

- Entering private or personal information on any public Internet workstation or wireless network is not recommended. This includes entering such things as logins and passwords for bank accounts, stock brokerage accounts, commercial vendor accounts, and the like. We do not, and cannot, guarantee the privacy of any such information entered on a public workstation or a wireless connection. Our Internet access is meant to be used for research purposes and not as a means of conducting personal or corporate business.
- Printer copies from wireless devices are available at a nominal fee per page.

ENFORCEMENT OF POLICIES

The Library Director and his/her designated staff are authorized to interpret and enforce these policies in accordance with applicable law and to ensure appropriate behavior of all persons in the library facilities. Persons found to be violating these rules will be asked to discontinue that activity. If they continue, they may be asked to leave the library facility. If they refuse, police assistance may be sought by Library staff.

EXHIBITS AND DISPLAYS POLICY

Roseburg Public Library generates displays and exhibits on themes of interest to the community. Themes are chosen by the library, and items are selected for inclusion at the sole discretion of the library. The library may request assistance from community organizations, businesses, or individuals to display items connected to a particular theme. Such contributions may be acknowledged as part of the exhibit or display. Displays also may promote events or activities sponsored or co-sponsored by the library or organizations affiliated with the library.

Roseburg Public Library does not assume responsibility for loss or damage to items loaned to the library for display.

GIFTS POLICY

Roseburg Public Library welcomes gifts that help to further its mission.

All moneys received for the library shall be paid into the Library Special Fund (270) and accounted for separately from other moneys to the City. Donations are tax deductible, and a receipt will be provided to each donor.

All property given, granted, conveyed, donated, devised, or bequeathed to or otherwise acquired by the City for library purposes shall vest in and be held in the name of the City of Roseburg, and any conveyance, grant, donation, devise, bequest, or gift made to or in the name of the public library shall be deemed to have been made directly to the City.

MATERIALS GIFTS

Gifts of materials will be directed to the Friends of the Library.

MONETARY GIFTS

The library welcomes gifts of cash for the direct purchase of library materials.

Substantial cash offerings, securities, and bequests will be handled by the Library Director, who will work out terms of acceptance compatible with library policies, the donor's intent, and collection needs.

Cash gifts are used only for the purchase of library materials or to support patron service activities, never for such things as staff salaries, building operations, etc. All purchases using cash gifts are at the discretion of the Library Director.

REAL ESTATE OR OTHER PERSONAL PROPERTY

The library will accept gifts of real property that support the mission of the library. Such offers will be handled by the City Manager, who will determine the suitability of the gift and work out terms of acceptance compatible with library policies, the donor's intent, and collection needs.

RECOGNITION

The names of the donor(s) and the individual(s) or organization(s) recognized by the gift will be listed on a bookplate and affixed to the material if so desired. A gift form will be filed with the Library Director, and an appropriate recognition note will be sent to the donor and family members listed on this form.

PRIVACY AND CONFIDENTIALITY POLICY

Roseburg Public Library protects the privacy and confidentiality of all library users and endorses the Code of Ethics of the American Library Association. The library's privacy and confidentiality practices are in compliance with applicable federal, state, and local laws, as well as in accord with professional ethics.

Roseburg Public Library is subject to Oregon's Public Records Law. As stated in 2017 Oregon Revised Statutes 192.355(23), the following records are exempt from disclosure:

The records of a library, including:

- (a) Circulation records, showing use of specific library material by a named person;
- (b) The name of a library patron together with the address or telephone number of the patron; and
- (c) The electronic mail address of a patron.

The library may gather and retain the following information about current library users:

- Information required to register for a library card, including name, address, phone number, email address, and birthdate.
- Records of material checked out, fees owed, and payments made.
- Electronic access information.
- Requests for interlibrary loan and reference services.
- Registration for library classes and programs.

Records may be disclosed to other parties in the following instances:

- To the legal guardian of a minor.
- Upon the consent of the person who requested or obtained the materials or services.
- To a third party working under contract to the library.

- Upon court order, upon order of the district attorney, or where otherwise required by law.

The library takes reasonable steps to ensure data security, including purging or shredding records no longer needed. Technology has been installed on the public computers that regularly removes records such as browsing history.

VOLUNTEERS

Roseburg Public Library recognizes and appreciates the efforts and unique talents the volunteers of the community offer to the library. Volunteers are selected based on their qualifications in relation to the needs of the library at any given time and based on their ability to commit to a consistent schedule of volunteer hours.

Individual volunteers must be at least 18 years old. Supervisors of school classes, clubs, or organizations whose students wish to volunteer are invited to discuss opportunities with the Library Director.

All transactions between library users and staff or volunteers are strictly confidential. Volunteers are required to uphold this policy. This includes any information about materials a patron has looked at, asked for, requested, or checked out. Volunteers are expected to conduct themselves in the same manner as library staff and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.

Prospective volunteers are required to fill out an application form and will be interviewed by a library staff member. If there are no suitable volunteer opportunities, application forms will be kept on file for a period of one year. Applicants will be called if a project is identified that matches their interests or qualifications. A background check will be performed on applicants before they are approved to volunteer.

Volunteers may be utilized to perform certain library duties under the following guidelines:

- Volunteers will work under the supervision of a regular staff member and are subject to the policies and regulations of the library.
- Expenses incurred by volunteers in the course of performing authorized volunteer activities will be reimbursed only when consistent with policies of the library and with approval of the Director.
- Work performed by volunteers is without compensation or benefits by the library and at the risk of the volunteer.
- Although volunteering allows individuals to provide support and assistance to Roseburg Public Library, volunteering for the organization does not imply potential employment with the library.

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On October 16, 2018, the following policy was implemented at the Library. This policy is internal and did not require Council action or public notice, and was approved by the Library Commission.

HOMEBOUND SERVICES POLICY

Roseburg Public Library develops programs to better serve all City residents, including those who are homebound. The homebound services program delivers library materials to qualified patrons, including the elderly and permanently or temporarily disabled.

This is a free service offered by the library. Any materials in circulation, including print books (regular and large print), audiobooks, and DVDs can be delivered. Materials will be picked up and returned to the library for you by library volunteers.

Qualified patrons will communicate their preferences before their first delivery, and library staff will select the library materials.

Rules and Procedures

1. Homebound services are provided to library card holders who reside within Roseburg city limits. If you would like to sign up for a library card, a library staff member can assist you.
2. To be eligible, patrons must be temporarily or permanently unable to travel to the library.
3. Library volunteers will deliver new materials and pick up old ones once a month.
4. Materials will be based on the preferences patrons communicate on their application. Updates to preferences or requests for specific material can be made by calling the library.
5. The library has limited resources, and homebound services will be based on the capacity of volunteers to deliver materials.
6. Items may be borrowed for one month and renewed a maximum of two times if no other requests on the material have been made. A maximum of 10 items, including five DVDs, may be borrowed per month.
7. Overdue fines will not be charged. However, no new materials will be provided until overdue materials are returned. Homebound patrons are responsible for fees associated with lost or damaged items.
8. Homebound services volunteers are available only for carrying out library services. They will not help search for missing library items, help with other errands, etc. Volunteers reserve the right to choose not to enter a home and/or recommend the suspension of service to the Library Director.

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On May 22, 2019, Notice of a proposed Roseburg Public Library Assembly Policy was posted. This policy is an Administrative Rule and was noticed and posted for 30 days per RMC 3.05.010(A). No comments were received, so Administrative Rule 2019-01 was signed by the City Manager Pro-Tem and went into effect on June 25, 2019.

ASSEMBLY POLICY

Soliciting, petitioning, canvassing, or distributing written materials inside the library building, including the doorway or vestibule of the library building, or on the library premises in a manner that unreasonably interferes with or impedes access to the library, is prohibited.

Interfering with the free passage of library staff or patrons in or on the library premises, including, but not limited to, sitting or lounging on the floor when not actively browsing shelves or participating in library programs is prohibited.

The designated location on the library premises for all appurtenances associated with an assembly, such as, but not limited to, chairs and tables, is west of the bike rack located in the northwest corner of the library building. The designated location is a concrete space measuring approximately 12 feet by 4 feet, 11 inches.

On October 22, 2019, Notice of a proposed Roseburg Public Library Maker Space Policy was posted. This policy is an Administrative Rule and was noticed and posted for 30 days per RMC 3.05.010(A). No comments were received, so Administrative Rule 2019-02 was signed by the City Manager and went into effect on November 25, 2019.

MAKER SPACE POLICY

In addition to Roseburg Public Library's Rules of Conduct policy, the following rules apply to the Maker Space:

- Food is not allowed.
- Beverages must be in a covered container.
- Violation of copyright laws is prohibited.
- Children under the age of 10 must be accompanied by an adult at all times.
- The equipment may not be used in a way different from the intended purpose.
- Equipment must be returned to its proper location and left in good condition. Any issues with equipment must be reported to staff immediately.
- Patrons are responsible for following all safety guidelines when using Library equipment.
- Patrons are responsible for damage they cause to Library materials, facilities, and equipment.
- Patrons are responsible to pay for consumable supplies (including, but not limited to, filament for 3D prints or bobbins for sewing) used during their time in the Maker Space.
- Equipment is available on a first-come, first-served basis.
- Patrons may make a maximum of ten (10) buttons during one maker space session.

Roseburg Public Library is not responsible for any manufacturing defects or the quality of workmanship produced using any of the materials, tools, or equipment provided.

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

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

To the fullest extent authorized by law, the user shall indemnify and hold harmless the City from and against any and all loss, cost, claim, damage, injury, or liability whatsoever, including reasonable attorney fees and costs of litigation and appeal, arising from the activities of the user, subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act ORS 30.260-30.300 (okay) and the Oregon Constitution.

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

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

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

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

MASTER PLANS & MAJOR IMPACT STUDIES
(City Council Policy)

Background: The following is a collective list of all Master Plans (from the respective departments) adopted by the Roseburg City Council and the date of their adoption. The Plans are available from the City Recorder’s Office.

Airport	
A1	Aircraft Parking Apron Expansion and Installation of Aircraft Tie Downs – Feb. 1980
A2	Airport Essential Air Service Investigation – December 1981
A3	Airport Layout Plan Report, 2005-2024
A4	Apron and T-Hangar Expansion Plan – January 1981
A5	Municipal Airport Site Selection and Feasibility Study – July 1979
A6	Northwest Regional Air Service Initiative Market Analysis - 2007
A7	Oregon Aviation Plan, OAP 2007 Report
A8	Roseburg Airport Industrial Park Feasibility Analysis – November 1977
A9	Roseburg Municipal Airport Master Plan Update, 1986-2005
A10	Roseburg Regional Airport Business Plan – March 2006
A11	Roseburg Regional Airport, Financial and Development Plan – January 2005
A12	Roseburg Regional Airport Master Plan Update – 1995-2014 and 2019
Community Development Department	
CD1	Bikeway Master Plan, July 1988
CD2	Diamond Lake Boulevard Access Management Plan, Stephens Street to Sunshine Park, 2003
CD3	EMME/2 Modeling Results: Planned Improvements and Transportation System Alternatives, Greater Roseburg Area Transportation Study - 1994
CD4	Highway 138E Corridor Solutions (ODOT) – May 2008
CD5	Major Street Traffic Safety Program – 1978
CD6	Public Transit and Special Transportation – Comprehensive System Assessment and Enhancement Plan – 2001
CD7	Roseburg Area Panelized Housing Marketing Study - 3/1993
CD8	Roseburg Economic Diversification: Affordable Industrialized Housing Study – 1992
CD9	Roseburg-Winston Area Transportation Study RWATS – 1986 Transportation Plan Interim Report
CD10	Seneca Lumber Redevelopment Traffic Impact Study – March 2005

CD11	Waterfront Master Development Plan
CD12	Winchester Lumber Mill Site Traffic Impact Study – 2000
Downtown	
D1	Downtown Design Guidelines – August 1994
D2	Downtown Master Plan Resource Notebook – October 1998
D3	Downtown Parking & Traffic Circulation – November 1976
D4	S.P.R.R. Undercrossing at Oak Avenue & Washington Avenue – February 1981
D5	Traffic Circulation Report – May 1987
D6	Downtown Utility Undergrounding Feasibility Study
General	
G1	City Hall – For Our Heritage of Quality Living – 1973
G2	Disaster Recovery Plan for Roseburg Oregon – August 1959
G3	Information Technology Strategic Plan – 2006
G4	Oak Avenue & Washington Avenue Undercrossing of S.P.R.R. – November 1977
G5	Oak Avenue & Washington Avenue Couplet Undercrossing Section – February 1981
G6	Relocation of Southern Pacific Switching Yard Feasibility Study – May 1977
G7	Roseburg City Administrative Center – 1973
Parks & Recreation	
PR1	Central Douglas County Aquatic Center Development Program – 1980
PR2	Central Douglas County Regional Aquatic Center – 1979
PR3	Comprehensive Parks Master Plan (Adopted) – April 2008
PR4	Comprehensive Parks Master Plan (Ten Year) – April 1997
PR5	Public Swimming Facilities Engineering Study – March 1963
PR6	Stewart Park Master Plan, January 2000
Urban Renewal	
UR1	North Roseburg Urban Renewal Plan – August 1989
UR2	North Roseburg Urban Renewal Report – August 1989
UR3	Urban Renewal Plan with Accompanying Report - 12/05 Amendment
UR4	Diamond Lake Blvd Urban Renewal Plan w/Report – July 2018

Water Division/System	
W1	Acquisition of Dixonville Water Association System Inside City UGB
W2	Dixonville Industrial Site Feasibility Study – November 2009, Proj. #09GR08 – October 2005, Project # 06WA10
W3	Diamond Lake Corridor Sewer and Water Project – August 1996
W4	Drainage Master Plan – December 1987
W5	Drainage Master Plan - Design Standards, June 1987
W6	Evaluation of Dixonville Water Association System – November 2002
W7	Long Range Water Supply Plan, Project No. 06WA23, July 2009
W8	Storm Drainage Master Plan - August 2011
W9	Water Bonds, Series 1977
W10	Water System Master Plan – April 1979
W11	Water System Master Plan - July 2010
W12	Water System Master Plan and Capital Improvement Plan – June 1993
W13	Water Treatment Facilities Preliminary Design Report, Project No. 06WA23, July 2009

MEETING ROOM RESERVATIONS
(Administrative Policy)

CITY HALL FACILITIES

Availability: Use of the Council Chambers or City Hall Conference Room shall be restricted to the City or other governmental agencies.

Reservations: Reservations for use of the City Council Chambers or City Hall Conference Room shall be made through the City Manager's Office. Rooms should be reserved at least one week, but not more than three months, in advance. The City reserves the right to cancel any reservation in the event of an emergency.

Priorities: First priority shall always be given to public use, first to the City, then to other governmental entities.

User Responsibilities: Parties using the Council Chambers or Conference Room shall be responsible for ensuring that the room used is left clean and that furnishings are restored to the same configuration as found prior to use.

After Business Hours Security: Use of the Conference Room shall be prohibited after regular business hours. Any agency reserving the Council Chambers for use after regular business hours shall be responsible for picking up the Main Street entrance door key from the City Manager's Office prior to the close of the business day, securing the door following conclusion of the business being conducted and returning the key to the City Manager's Office the following business day. All persons attending a non-City meeting after business hours shall be allowed access at the Douglas Avenue entrance to City Hall; all other doors must remain locked during use of the Council Chambers and be used only for emergency exiting purposes.

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LIBRARY MEETING ROOMS

On November 26, 2018, the Roseburg City Council adopted the Library Meeting Room policy with Resolution No. 2018-26. The policy is as follows:

MEETING ROOM POLICY (amended 9/2019 – administratively)

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

- Ford Family Room: capacity 104
Available to the public when the building is unoccupied by staff. No technology provided (e.g., projector, computer).
- Deer Creek Room: capacity 80
Available only when the building is occupied by staff. Projector available.
- South Umpqua Room: capacity 60
Available only when the building is occupied by staff. Projector available.
- Multipurpose Room #1: capacity 9

Available only when the building is occupied by staff. Single- and multipoint videoconferencing available.

- Multipurpose Room #2: capacity 9
Available only when the building is occupied by staff. Single- and multipoint videoconferencing available.
- Study Room #1: capacity 6
Available only when the building is occupied by staff. No technology provided.
- Study Room #2: capacity 6
Available only when the building is occupied by staff. No technology provided.

RESERVATION SYSTEM

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

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

USE FEES

Fees must be paid by cash or check to City of Roseburg.

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

Recognized veterans organizations: no charge

For all other uses:

- Ford Family Room: \$25 when the ESD and/or Library are open to the public; \$75 when the ESD and Library are closed
- Deer Creek Room: \$25
- South Umpqua Room: \$25
- Multipurpose Room #1: For meeting room only or single-point videoconferencing: \$25. For multipoint videoconferencing: contact ESD for quote.
- Multipurpose Room #2: For meeting room only or single-point videoconferencing: \$25. For multipoint videoconferencing: contact ESD for quote.
- Study Room #1: Available at no charge on a drop-in basis for two hours; time may be extended if no one is waiting.
- Study Room #2: Available at no charge on a drop-in basis for two hours; time may be extended if no one is waiting.

PARKING

Free parking is available in the library lot and the public lot across Fowler Street east of the library.

PROHIBITED ACTIVITIES/USES

The following is prohibited in all meeting rooms:

- Alcoholic beverages allowed in Ford Room only. An Alcohol Use Application must be completed and submitted to City of Roseburg Administration at 900 SE Douglas Ave., along with required OLCC permits. Contact 541-492-6866 for information.
- Animals other than service animals. A service animal is defined as a dog or miniature horse that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the service animal must be directly related to the person's disability.
- Any event at which an admission fee is charged.
- Any event at which future business will be solicited by a speaker through literature available at the meeting.
- Any event at which merchandise is offered for sale. Exceptions are made for Douglas ESD/Roseburg Public Library/Friends of the Library-sponsored events as well as vendors who have a City of Roseburg business license.
- Burning of any items, including candles or incense.
- Commercial activities.
- Smoking vaping or aerosolizing. The Roseburg Public Library is a tobacco-free facility.
- Staples, tacks, nails, tape or adhesives on painted surfaces.
- Violations of State and local Fire Codes and OSHA Regulations.
- Weapons of any kind, except as permitted by ORS 166.370.

RESPONSIBILITIES

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

To the fullest extent authorized by law, the user shall indemnify and hold harmless the City from and against any and all loss, cost, claim, damage, injury or liability whatsoever, including reasonable attorney fees and costs of litigation and appeal, arising from the activities of the user, subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act ORS 30.260 - 30.300 and the Oregon Constitution.

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

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

The user hereby fully and unconditionally waives its individual and collective rights to recover from the City any loss, damage, restitution, or compensation arising out of meeting room use

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

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

DISCLAIMER

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

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PUBLIC SAFETY CENTER ROOM POLICY AND USE AGREEMENT

Definitions

“Agreement” refers to the Public Safety Center Room Policy and Use Agreement.

“Attendees” refers to the Responsible Party, and all their agents, employees, customers and invitees.

“City” refers to the City of Roseburg and its officers, employees, agents and volunteers.

“Meeting” refers to both a one-time meeting or a multi-day event or conference.

“North Umpqua Room” refers to the north portion of the Umpqua Room which accommodates a capacity of 45. Also described as Room 204.

“Public Safety Center” refers to the City facility located at 700 SE Douglas Avenue in Roseburg, Oregon which houses Fire, Police and Information Technology Services.

“Regularly Scheduled” refers to meetings of a defined group of participants that assemble on a fixed schedule, such as Commission meetings, weekly work group meetings, and/or monthly professional association meetings. Meetings for groups or events that meet for a short term or finite period of time, such as periodic Citizen Police Academy sessions or City-appointed project committees, do not fall within this definition.

“Responsible Party” refers to the entity requesting permission to use the room as well as the person designated by such entity to be responsible for the protection, care and cleanliness of the facility.

“Room” refers to any one of our four room options within the City of Roseburg Public Safety Center: Umpqua Room, North Umpqua Room, South Umpqua Room, and Salmon Room.

“Salmon Room” refers to room number 303, the conference room on the third floor of the Public Safety Center which accommodates a capacity of 18.

“South Umpqua Room” refers to room number 203, the southern portion of the Umpqua Room which accommodates a capacity up to 115.

Availability

1. *Allowed users in order of precedence:*
 - a. Meetings/activities sponsored/hosted by City of Roseburg
 - b. Agencies of federal, state or other local governments
 - c. Other public, non-profit and non-discriminatory organizations whose meetings are open to the general public. (Submission of proof of non-profit status may be required.)

2. *Hours:*

Rooms shall be made available for City of Roseburg purposes at any time. Rooms shall be available to all other governmental entities and organizations Monday through Friday, 8:00 a.m. through 5:00 p.m.

3. *Room Capacity:*
 - a. Umpqua Room
50 with tables & chairs; chairs only 211
 - b. North Umpqua Room
30 with tables & chairs; chairs only 45
 - c. South Umpqua Room
35 with tables & chairs; chairs only 115
 - d. Salmon Room
18 with tables & chairs & 4 additional chairs against wall

Application/Reservation

The Responsible Party must complete and sign the Public Safety Center Room Form included at the end of this Chapter. The Policies and Use Agreement are a part of that form and are incorporated therein.

Except for by the City, there shall be no “regularly scheduled” use of any Room. Non-governmental organizations shall be limited to using any Room once per twelve-month period. All governmental organizations shall be limited to using any Room once in a three-month period.

Reservations shall not be accepted more than six months in advance of the Meeting or less than two weeks in advance of the Meeting. An exception may be made for a multi-day conference which may require more advance planning.

Fees

The full amount of any required rental fee and security deposit must be received within 48 hours of the reservation. The City accepts cash or check payments. Checks should be made payable to “City of Roseburg.”

Deposits are retained until a refund is requested. To request a refund of the deposit, the Responsible Party must contact the Roseburg Police Department’s Administrative Sergeant.

Failure to provide seven days' notice of a cancellation will result in the forfeiture of the deposit. The Roseburg Police Department's Administrative Sergeant is to be notified of any cancellation by calling the Police Department.

Rental Rates are defined within the City's Fee Schedule. A refundable deposit is required pursuant to the City's Fee Schedule for non-governmental organizations only. There is no deposit for governmental entities.

Responsibilities

1. Activities: Activities/uses must not be disruptive to others present in the building. Use of the facility must not require care or service beyond that which is normal and routine for Public Safety Center operations.
2. Defense of Actions: In case any claim, action or proceeding is brought against the City in any forum whatsoever by reason of any obligation to be performed under the terms of this Agreement by the Responsible Party or arising from any act or omission of the Responsible Party or the Attendees, the Responsible Party shall, upon notice from City, defend at trial and on appeal the City at the sole expense of the Responsible Party, by counsel of City's choosing. This obligation to defend extends to all manners of proceedings, whether in a judicial, administrative or other forum.
3. Food and Beverage: Food and beverage may be consumed at Attendees' sole risk and expense. The City does not provide food/beverage service or any food/beverage service supplies. There is a light-use kitchenette available for Attendees' use. No dark fruit juice or alcohol is allowed.
4. Indemnification: To the fullest extent authorized by law, the Responsible Party shall indemnify and hold the City harmless from and against any and all loss, cost, claim, damage, injury or liability whatsoever, including reasonable attorney fees and costs of litigation and appeal, arising from the activities of the Responsible Party, subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act ORS 30.260-30.300 and the Oregon Constitution.
5. Lost and Found: Attendees may call the Police Department to report a lost or found item. The City will hold items for 30 days. After 30 days, unclaimed items may be discarded or donated to charity. The City is not responsible for lost or stolen items.
6. No Partnership: By virtue of allowing use of the Room, the City is not a partner or joint venturer with, or agent of, the Responsible Party in connection with the activity carried on during use of the Room.
7. No Third Party Beneficiaries: The City and the Responsible Party are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives or will be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons.
8. Non-Assignability: The rights pursuant to use of the Room are personal to the Responsible Party. Any attempt by the Responsible Party to transfer, assign or sublet rights to use of the Room shall be null and void.

9. Parking: Public parking is available in the 400 block of Rose Street and in the first level of the parking structure located at Washington/Rose Street. There is no time limit for these spaces. Time limited parking is available in the 300 block of Rose Street abutting the Public Safety Center. In order to accommodate customers, these time limitations (four “30-minute” and eighteen “2-hour” spaces) may be enforced. Eighteen “2-hour” limit or “parking pass” spaces are designated at the westernmost area in the lot at Rose/Court Street. If an event will exceed two hours, the Roseburg Police Department’s Administrative Sergeant can provide parking passes for the designated spaces in the Rose/Court Street Lot. Event attendees may not park in the area of the lot signed for employees only. A map is attached denoting the parking areas and any limitations. Please let attendees know this in advance of the meeting and announce it at the beginning of your meeting as a reminder. Violators will be subject to citation.

10. Public Notices: Public notices and advertising of all Meetings are to refer to the location as the Room requested on the Reservation Form within the Roseburg Public Safety Center, 700 SE Douglas Avenue. All advertising and public notices of Meetings to be held in the Room must carry a clear statement of organizational sponsorship.

11. Repair: If any damage results from the use, act or neglect of Attendees, the City may, at its option, repair, remediate or replace such damage, and the Responsible Party shall immediately pay to the City the total cost of such repair upon demand therefore, plus 15% of the total cost of such repair or replacement to cover the City’s administrative costs and expenses, in addition to consultant fees, reasonable attorney fees and costs of litigation.

12. Room Condition: The Room is provided in “as is” condition and order. The Responsible Party agrees that commencement of the use of the Room is conclusive proof that the Room was in good order and satisfactory condition when the Responsible Party took possession. During use of the Room, the Responsible Party must maintain and secure the Room in good, clean and safe condition. Before leaving the Room, the Room and any areas adjacent thereto affected by use of the Room must be restored to the condition they were in immediately prior to commencement of use. Upon expiration of allotted time for use in the Room, Attendees must peaceably and quietly quit and surrender the Room to the City in as good a condition as found and in accordance with the posted Room configuration diagrams. All extra materials must be removed. All garbage must be disposed of in the proper containers.

13. Room Vacation: The room must be vacated as scheduled in order to not interfere with other scheduled uses.

14. Special Note: The City reserves the right to control the use of the Room to best meet the needs of the public. All scheduled uses are subject to change including cancellation by the City. The City reserves the right of immediate access to the Room at all times and is not responsible for any inability to use the Room resulting from any cause, negligent or otherwise. The City reserves the right to terminate any usage at any time and without prior notice if the use constitutes a nuisance or criminal conduct.

15. Supervision: A responsible adult must be present at all times. Failure to control the activities of Attendees may result in the suspension of the privilege to use the Room.

16. Supplies and Materials: The City provides tables and chairs only. The Responsible Party must provide their own materials, cleaning supplies, audiovisual equipment, computers, easels, paper, etc.

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

Prohibited Activities: The following activities are prohibited in the Room:

1. The presence and/or consumption of alcoholic beverages.
2. Animals, with the exception of disability assistance canines or police canines.
3. Any event at which an admission fee is charged.
4. Any event at which fundraising will occur.
5. Any event at which future business will be solicited by a speaker through literature available at the meeting.
6. Any event at which merchandise is offered for sale.
7. Burning of any items, including candles or incense.
8. Commercial activities.
9. Regular business meetings.
10. Smoking.
11. Social activities.
12. Staples, tacks, nails, tape or adhesives on painted surfaces.
13. Violations of State and local Fire Codes and OSHA Regulations.
14. Violations of any State or Federal laws.
15. Weapons (except authorized law enforcement employees).

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

PUBLIC SAFETY CENTER ROOM RESERVATION FORM

Submit to Roseburg Police Department's Administrative Sergeant, **700 SE Douglas, Roseburg OR 97470; phone 541-492-6760**

Today's Date: _____ **Reservation Date(s):** _____

Day(s) of the Week: _____

Time of room use: _____ a.m./p.m. to _____ a.m./p.m.

Must fall within days and hours of availability

Umpqua Room _____ (Occupancy with tables & chairs 50; chairs only 211)

North Umpqua Room #204 _____ (30 w/ tables & chairs; chairs only 45)

South Umpqua Room #203 _____ (35 w/ tables & chairs; chairs only 115)

Salmon Room #303 _____ (18 w/tables, chairs + 4 additional chairs)

Organization: _____

Responsible Person: _____

The entity requesting permission to use the room must designate a representative who will be responsible for the protection, care and cleanliness of the facility. If the information changes on the reservation form, the applicant must notify the Roseburg Police Department's Administrative Sergeant (541-492-6760) and sign a new form prior to the meeting.

Address: _____

Phone: _____ **Alternate Phone:** _____

E-Mail Address: _____

Purpose of Use/Program Title (be specific) _____

Approximate # of People Attending Meeting: _____

Will you be serving food/refreshments? Yes ____ **No** ____ - If yes, please specify what will be brought into the facility. _____

I have read Exhibit "A", the "Public Safety Center Room Policy and Use Agreement", which is incorporated herein by reference and agree to abide by it.

Signature of Responsible Person: _____

Office Use: Deposit & Fees Received _____ **Deposit Returned** _____

If deposit retained – Why? _____

Comments: _____

Approved by: _____ **Date:** _____

NATIONAL INCIDENT MANAGEMENT SYSTEMS (NIMS)
(City Council Policy)

Background: The National Incident Management System was originally adopted by the City Council on December 13, 2004, via Resolution No. 2004-43, which read as follows:

A RESOLUTION ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM

WHEREAS, emergency response to critical incidents, whether natural or manmade, requires integrated professional management; and

WHEREAS, unified command of such incidents is recognized as the management model to maximize the public safety response; and

WHEREAS, The National Incident Management System, hereinafter referred to as NIMS, has been identified by the federal government as being the requisite emergency management system for all political subdivisions; and

WHEREAS, failure to adopt NIMS as the requisite emergency management system may preclude reimbursement to the political subdivision for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies.

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG; that it shall be the public policy of the City to adopt the NIMS concept of emergency planning and unified command. It shall further be the policy of the City to train public officials responsible for emergency management.

UPDATE TO NIMS

Background (2008): On the 14th day of January, 2008, the City Council adopted an updated version of NIMS, via Resolution No. 2008-01 which read as follows:

A RESOLUTION ADOPTING THE NATIONAL INCIDENT MANAGEMENT SYSTEM

WHEREAS, the City Council of the City of Roseburg, Oregon, does hereby find as follows:

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, and local governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity; and

WHEREAS, the collective input and guidance from all Federal, State and local homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

WHEREAS, it is necessary and desirable that all Federal, State, and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, and local organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the city's/county's ability to utilize federal funding to enhance local agency readiness, maintain first responder safety and streamline incident management processes, and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various city/county incident management activities, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Roseburg, Oregon, that the National Incident Management System (NIMS) is established as the City/County standard for incident management. This Resolution shall become effective immediately upon approval by the City Council.

NOTARY PUBLIC SERVICES
(Administrative Policy)

Approved by City Manager Nikki Messenger 12/18/2019
(replaced previous policy)

Purpose

To provide guidelines to employees whom the City of Roseburg (City) has asked to become notaries to conduct City business.

Scope

This policy applies to all employees that hold a notary seal as part of their employment with the City.

Policy

When the City requires an employee to become a notary, the City will pay the costs related to being a notary. This includes, but is not limited to, the application fee, notary journal and the notary seal. Employees who become City notaries will only use their notary authority for city-related business during City business hours. As allowed by Oregon law, the City of Roseburg provides notary services for those documents that pertain to City business.

The employee must enter into a Notary Services Agreement and Journal Retention Agreement with the City whereby the employee agrees to leave the journal with the City upon separation from City employment (See "Exceptions"). The employee may retain the notary seal. All seals are to be destroyed at the expiration of the notary commission.

Per ORS 194.300(3)(e), notaries should not collect account numbers (such as driver license numbers, Social Security Numbers and credit account numbers). When noting information about ID card, all that is recorded is:

- The issuer of the information;
- the type of document; and
- the expiration date

Example: State of Oregon Driver License, expiration 9/07/2019

When someone requests a copy or verification of a prior notary where personal identifying information was obtained, only the last 4 digits of an account number should be given unless it is for court purposes.

Procedures

- The City determines a need for an employee to become a certified notary.
- The City will be responsible for the costs associated with the employee becoming a notary including but not limited to the application fee, notary journal and notary seal.
- Upon becoming a notary the employee enters into a Notary Services Agreement and Journal Retention Agreement with the employee. These documents are maintained in the employees personnel file.

- During the employee's tenure, the notary journal will be located at the City and the employee will be available during work hours to notarize documents as outlined in this policy.
- Upon separation from the City, the employee leaves the journal with the City, but may retain his or her seal.
- When the commission expires, the seal is destroyed.

Responsibilities

Departments:

- Each department of the City that requires notarization of forms shall have a notary on staff. The department shall pay the related costs, which include, but are not limited to, the application fee, notary journal, notary seal certifications and renewals.
- Notify Human Resources when an employee has obtained a notary seal through the City.

Notary

- Each notary is solely responsible for updating his/her commission information and renewals with the Oregon Secretary of State.
- Each notary employed by the City is responsible to attend a Notary seminar prior to renewing their notary seal.
- Each notary shall follow the State rules and regulations regarding the appropriate use of the notary seal. The notary has the sole responsibility to refuse a notarization if the person does not provide appropriate documentation or is otherwise not in conformance with the State or City's regulations on the use of notary seals.
- Each notary shall enter into a Notary Services Agreement and a Journal Retention Agreement regarding the notary journal being retained by the City upon separation from the City for any reason. They shall relinquish the journal to the City upon departure.
- Properly destroy the seal at the expiration of the commission.

Human Resources

- When notified that an employee has obtained a notary seal through the City, enter a signed Notary Services Agreement and Journal Retention Agreement with the employee and maintain the information in the employee's personnel file.
- Ensure the return of the journal and signed Notary Public Journal Location Form prior to the employee's departure.
- Retain departed employee's journal per State Retention guidelines.

Exceptions Regarding Notary Journal and Journal Retention Agreement

Employees of the Police Department or Municipal Court may be exempt from recording any information about the following notarial acts performed by, or documents notarized by, the notary public pursuant to ORS 194.300(11):

- Record of Protest
- Taking an affidavit

If they elect not to record such information, they are not required to enter into a Journal Retention Agreement with the City for those notarizations.

COMPLETE AND RETURN TO HR

NOTARY SERVICES AGREEMENT

I, _____, have received,
(Print Name)
read, understand and agree to comply with the provisions and terms of the Notary Services Policy including that the City will retain all rights to the notary journal both during and post my employment with the City .

Employee Signature

Date



JOURNAL RETENTION AGREEMENT

Date
To Whom It May Concern:

The notary public named here, (insert name) has entered into an agreement with her/his employer, the City of Roseburg, for the City's retention and disposal of notary journal for a period of at least ten (10) years (OAR 160-100-0360) after the date of the last act chronicled in the journal. Said journal was used in conjunction with employment with the City. Entries are from (start date) to (date of last entry). Commission number is (insert commission number.) Agreement entered into (insert date).

Notary seal is (enter retained by employee's name, City or destroyed.)

Employee's Signature

Nicole Messenger, City Manager

Date

Attest:

Amy L. Sowa, Assistant City Manager/Recorder

OUTDOOR MARKETS – MULTIPLE VENDORS
(City Council Policy)

Background: Resolution No. 94-7 was adopted by Council on April 11, 1994 to establish criteria for exempting outdoor market vendors, as in those selling goods and wares at the local "Saturday Farmer's Market", from the City's business registration process that was required for all other types of businesses. (*Note: Referenced RMC Chapter 13.16 was renumbered to RMC 9.02 with the 1996 re-write of the Code.*) The Resolution read as follows:

**ESTABLISHING CRITERIA FOR EXEMPTING OUTDOOR MARKET VENDORS
FROM ROSEBURG BUSINESS REGISTRATION REQUIREMENTS**

WHEREAS, the City has been approached by a private business wishing to conduct a Saturday Market, consisting of multiple vendors selling miscellaneous goods, crafts, wares and other personal property in the parking lot of the private business on Saturday and Sunday of each week for approximately five to six months of each year; and

WHEREAS, the City Council desires to exempt vendors participating in the Market from the CITY's business registration requirements, but wants to make sure the Market is conducted in a manner which will not jeopardize public health, safety and welfare; and

WHEREAS, the City wishes to adopt a formal policy to be followed for future Markets and similar multiple vendor events held on other private property;

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. Definitions. For the purpose of this resolution, the following words shall have the following meanings:

A. "Outdoor Market" shall mean any outdoor gathering of five or more vendors on private property owned and/or controlled by an existing business for the purpose of selling miscellaneous goods, crafts, wares and other personal property to the general public for a period of time not to exceed three consecutive days of any week during any six consecutive months of a calendar year.

B. "Participating Vendor" shall mean any vendor authorized by a sponsoring business, under the terms of this resolution, to participate in an outdoor market on the property owned or controlled by the sponsoring business.

C. "Sponsoring Business" shall mean the registered business conducting an outdoor market or the owner, manager or person authorized to control activities of said business and the property upon which said business is located and upon which the outdoor market will be conducted.

SECTION 2. Outdoor market vendor exemption from business registration requirements. Individual vendors participating in an outdoor market shall be exempt from the City's business registration requirements outlined in Roseburg Municipal Code Chapter 9.02 provided:

- A.** The sponsoring business is registered with the City or submits a City business registration application and obtains approval thereon as required by Roseburg Municipal Code (RMC) Chapter 9.02 prior to operating the market;
- B.** The sponsoring business assumes all liability and responsibility for compliance with all federal, state and local laws regarding the activities of all participating vendors throughout the duration of the market;
- C.** The market consists only of vendors displaying merchandise on tables, display cases or booths set up within preexisting, designated parking spaces on the property of the sponsoring business, leaving all ingress/egress lanes open for standard fire access and sufficient spaces open for public parking, or within another outdoor area of the property as approved by the City;
- D.** The sponsoring business does not allow any food or other vendor which requires the use of water, electricity or propane to participate in the market without proof such vendor has registered with the City of Roseburg as an independent business as required by Roseburg Municipal Code Chapter 9.02;
- E.** The sponsoring business limits the total vendors authorized to participate in the market to one hundred fifty (150);
- F.** The sponsoring business submits written acceptance of the criteria outlined in this resolution and identifies for the City, the beginning and ending dates of the market to be sponsored.

SECTION 3. Extension of business authorized under the registration of the sponsoring business. Provided all criteria outlined in Section 2 of this resolution are met, an outdoor market shall be considered an extension of the business being conducted under the authority of the City registration of the sponsoring business.

SECTION 4. Revocation of exemption. In the event any activity during an outdoor market creates an imminent danger to public health, safety and/or welfare, the City shall have the authority to revoke the business registration exemption of any participating vendor creating such danger without advance notice to the vendor or the sponsoring business.

PARKS MEMORIAL AND NAMING POLICY
(City Council Policy)

Background: The City of Roseburg periodically receives requests for installation of memorials within parks and to name and/or rename existing City parks or specific sections therein. To address such request, the City Parks & Recreation Commission developed a policy outlining requirements for installing memorials and/or naming or renaming City parks or sections therein; and recommended Council approval of the policy. On November 22, 2010, the City Council adopted Resolution No. 2010-16, which reads as follows:

PARK MEMORIAL & NAMING POLICY

1. DEFINITIONS.

1.1 “City Property” means a parcel of land or improvement owned and / or controlled by the City of Roseburg.

1.2 “Park” means a parcel of land owned and/or controlled by the City of Roseburg for park and recreation purposes, or as an area of City beautification.

1.3 “Facility” means a building or structure located on a City property, including but not limited to libraries, office buildings, utility buildings, recreation centers, community centers, plazas, pathways, sports fields or structures used for specific sports such as tennis courts, basketball courts and skateparks.

1.4 “Amenity” means a smaller support structure located within a larger City park facility, such as benches, picnic tables, conference rooms, playgrounds, drinking fountains, decorative or water play fountains, gardens, gazebos or vegetation.

1.5 “Memorial” means a facility or amenity placed within a City park facility or on City park property in remembrance of a particular person or event. For the purposes of this policy, “memorials” also include features designated for purposes such as celebrations, or other special recognition. Memorials are divided into two categories:

a. “Minor Memorial” means an amenity or facility proposed for use as a memorial with a value of less than \$5,000.

b. “Major Memorial” means an amenity or facility proposed for use as a memorial with a value of more than \$5,000.

The value of a memorial will be determined based on the costs attributable to the project.

1.6 “Resident” means a person residing or owning land within the Roseburg city limits, or a business located within the Roseburg city limits.

1.7 “Plaque” means a marker used to identify an amenity or facility as a memorial.

2. PROCESS; EXEMPTION.

2.1 All requests to place memorials on City property shall be submitted in writing to the Public Works Director. Major memorial requests may be made no sooner than two years after an event, activity or occurrence that has generated the desire to create a memorial.

2.2 Requests shall be evaluated as follows:

a. Minor Memorials. The Public Works Director shall decide whether to approve or deny any minor memorial request in consultation with other City staff or individuals, as necessary.

b. Major Memorials. Staff shall make a recommendation to the City of Roseburg Parks Commission, who shall review all major memorial requests. The Parks Commission will forward a recommendation to the City Council for approval, or issue a denial, which can be appealed to the City Manager.

2.3 The criteria to be used to evaluate a minor or major memorial request shall include, but not be limited to, the following:

a. Whether the request for memorial includes the direct cost of the amenity or facility including design, purchase of the amenity or facility, installation, and whether any special maintenance requirements are being borne by the requesting party. Staff time to coordinate the memorial and minor levels of effort to assist with design and installation may be borne by the City.

b. Whether the memorial will interfere with the existing or planned design, function or intended user experience of the area in which it is to be located.

c. Whether the placement of the memorial will create a condition in which a significant number of amenities or facilities within a City facility or park are used for memorial purposes. The intent is to assure that placement of memorials will not detract from the overall design, intended experience, vision or appeal of any park facility or property.

d. Whether the placement of the memorial is proposed to replace a facility or amenity currently serving as a memorial for another purpose. Only under extremely rare and unusual circumstances shall existing memorials be replaced by another memorial.

e. Whether the design of the memorial makes use of equipment, structures, vegetation, or features that are of similar quality and design to existing or planned standards for amenities or facilities within the City.

f. Whether any identifying plaque associated with the memorial is constructed of heavy duty, high quality material, and no more than 5"x7" in size.

g. Whether the placement of the memorial will create an increased maintenance or long-term replacement burden.

h. Whether the installation or construction of the memorial will be completed or overseen by trained individuals in consultation with City staff, in accordance with all applicable master plans, codes, rules and regulations at the local, state and federal level.

i. Whether the requesting party agrees and understands that all memorials become the property of the City, and the City shall not be required to replace any memorial or portion of a memorial that is vandalized, damaged or stolen. The requesting party must also agree that the memorial may be removed, at the City's sole discretion, if the Public Works Director finds the removal to be in the public's best interest.

3. NAMING OF CITY PARK PROPERTIES, AMENITIES OR FACILITIES.

3.1 Consideration of the following in naming City park properties, amenities or facilities is strongly encouraged:

- a.** Historical significance;
- b.** Geographical identifiers; and
- c.** Natural characteristics, including flora and fauna that are characteristic of the Roseburg area.

3.2 All requests to name or re-name a City park property, amenity or facility shall be made in writing to the Public Works Director. Such requests may be made no sooner than two years after an event, activity or occurrence that has generated the desire to name a City property, park, amenity or facility.

3.3 Requests to name or re-name a City park property, amenity or facility shall be evaluated by the Parks Commission along with a staff recommendation. The Parks Commission shall make a recommendation to the City Council for approval of the name. A denial by the Parks Commission may be appealed to the City Manager.

3.4 Generally, the naming of a City park property, amenity or facility shall occur before or during development, and be the product of a public participation process.

3.5 For purposes of evaluation and recommendation, the naming of a City park property, amenity or facility shall be divided into two categories:

- a.** **Service and Non-monetary Contribution.** A City park property, amenity or facility may be named to honor a person, living or deceased, in recognition of that person's extraordinary volunteerism, employment, leadership or similar service or non-monetary contributions to the mission and purpose of parks and recreation in the City of Roseburg. The applicant should submit a letter providing a summary and examples of the significant contributions to the mission and purpose of parks and recreation in Roseburg, with supporting documentation such as newspaper clippings, letters of support, or other relevant information.

b. Financial Contributions. The Parks Commission may consider naming a City park property, amenity or facility for a resident, organization or a business that has given or offered to give an appropriate and significant financial contribution to acquire, construct or otherwise enhance a park and recreation facility. A significant contribution means a donation of at least 51% (or \$300,000, whichever is greater) of the cost of the acquisition, construction or improvement of the City property, park, amenity or facility requested for naming. The Parks Commission may consider a time limitation on naming of a park property, amenity or facility by a business.

3.6 Renaming of City Park Properties, Facilities or Amenities. The City of Roseburg intends that the name on a facility be the permanent designation. Only under extreme or extraordinary circumstances shall facilities be renamed, unless the duration of naming was identified by prior agreement.

3.7 An application to rename a facility shall comply with and be evaluated in accordance with the procedures set out in the previous 'Process; Exemption' section.

4. DEVIATIONS FROM POLICY.

The Public Works Director may allow minor deviations from this policy if he/she finds that such deviation will further the goals and intent of this policy and will help further the mission of parks and recreation in the Roseburg community.

PARKS RULES AND REGULATIONS ***(City Council Policy)***

Background: General rules and regulations for the City of Roseburg’s parks system are approved by the Roseburg City Council through the adoption of a resolution. The Parks and Recreation Commission periodically review the rules for needed updates and amendments which are forwarded to Council for formal adoption. Some of the more recent updates are outlined below:

November 8, 2010, via Resolution No. 2010-15: prohibited the use of tobacco in City parks and recreational facilities (excluding the Stewart Park Golf Course); updated organizational structure language (deleting reference to the Parks Director position) and changed the insurance requirements for the Stewart Park Bandshell.

December 12, 2011, via Resolution No. 2011-26: established rules specific to recycling at events in Stewart Park that anticipate a large attendance.

August 12, 2013, via Resolution No. 2013-12: established guidelines and rules for the operation and use of inflatable structures in the parks and updated the requirements for events which included the sales, dispensation or consumption of alcoholic beverages in the parks.

October 26, 2015, via Resolution No. 2015-14: expanded the definition of smoking products to address new inhalant delivery systems.

September 10, 2018, via Resolution No. 2018-21: added a provision to allow electronic assist bicycles on multi-use paths, established a speed limit on multi-use paths, and updated the liability insurance amount to \$2M.

March 14, 2022, via Resolution No. 2022-05: established rules regarding operation of mini-retail businesses, clarified the permitting process and insurance requirements.

With the above changes incorporated herein, the City of Roseburg Parks Rules and Regulations now read as follows and are enforceable under Roseburg Municipal Code Chapter 1.06:

CITY OF ROSEBURG PARKS RULES AND REGULATIONS

The following City of Roseburg Parks Rules and Regulations, adopted by the Roseburg City Council on March 14, 2022, via Resolution No. 2022-04, shall be observed within the public parks of the City of Roseburg, Oregon effective March 15, 2022. As used herein, the words “public park” shall mean and include all property now or hereafter owned and/or controlled by the City of Roseburg, Oregon, and operated as a park or an area of City beautification available for the use of the public.

1. GENERAL RULES OF CONDUCT IN CITY PARKS The following rules and regulations for the conduct of persons using the public parks of the City of Roseburg, Oregon are hereby established and shall be observed and enforced within said public parks:

- 1.1** No person shall build any fire within any public park except as permitted in a stove or fireplace designed and provided therefore.
- 1.2** No overnight camping will be permitted in any park or part thereof without prior approval by the Public Works Director.
- 1.3** No person may erect signs, markers or inscriptions of any type within a public park, except in a specifically designated area, without permission from the Public Works Director. The following activities are prohibited in all public parks unless specifically authorized by the Public Works Director:
 - 1.3.1** The distribution of any circular, notice, leaflet, pamphlet or written or printed information of any kind.
 - 1.3.2** The solicitation of, or engagement in, the sale of any merchandise or service, the operation of any concessions or catering, within any public park without a permit from the Public Works Director.
- 1.4** Smoking or other use of tobacco products is prohibited on all public park property. "Smoking" as used herein shall include: electronic smoking devices, tobacco, marijuana, bidis, cigarettes, cigarillos, cigars, clove cigarettes, nicotine vaporizers, nicotine liquids, hookahs, kreteks, pipes, chew, snuff, smokeless tobacco and any burning or smoldering substance in any form. "Electronic smoking device" as used herein includes an electronic or battery operated device that delivers vapors for inhalation. Electronic smoking devices includes every variation and type of such devices whether they are manufactured, distributed, marketed or sold as an electronic cigarette, an electronic cigar, an electronic cigarillo, an electronic pipe, an electronic hookah, or any other product name or descriptor. City-owned Stewart Park Golf Course is excluded.
- 1.5** No person shall permit any domestic animal owned by, or in the custody of the person, to run at large within any park or enter any pond, fountain or stream thereof, and all domestic animals within any public park shall be kept in control at all times on a leash not more than eight (8) feet in length (Happy Tails Dog Park excluded). Also, no person shall tease, annoy or injure any animal within any park facility including ponds, streams or fountains. No person shall ride or drive any horse or other livestock, or permit any horse or other livestock, to go upon any portion of a public park at any time except as authorized by City.
- 1.6** No person shall be permitted within a public park between dusk and dawn with the following exceptions:
 - 1.6.1** As permitted for special occasion upon application and approval by the Public Works Director.
 - 1.6.2** Organized events that the City has approved such as Music on the Half Shell, Legion Baseball, Little League activities at Gaddis Park, scheduled softball leagues and tournaments.

- 1.6.3** Events sponsored by Umpqua Valley Art Association and Umpqua Actors Community Theater, held at the Arts Center and the Betty Long Unruh Theater.
- 1.7** No person shall swim, wade, bathe or operate a watercraft of any kind in any area of a public park except in those areas so designated.
- 1.8** No person shall operate any public address or loudspeaker system, or operate a radio or other electronic audio device, in any public park in a manner that constitutes a noise disturbance. For purposes of this section, a “noise disturbance” means any sound which annoys or disturbs a reasonable person of normal sensitivities, but does not include sounds arising from and consistent with any activity approved by City sponsorship or for which a permit has been issued by the Public Works Director.
- 1.9** Car washes and garage/yard sales are prohibited on public park property.
- 1.10** No person shall interfere with or disrupt any activity in a public park which has been authorized by City permit.
- 1.11** Except for park maintenance, public utility and other vehicles judged necessary by the Public Works Director for the construction and maintenance of City parks and utilities therein, no motorized vehicle, of any type, shall be operated, stopped, parked or left standing in a public park, other than on roads, designated trails and parking areas, specified for that type of vehicle use. The Public Works Director may impose reasonable conditions on park use when exempt vehicles are required within a park. Electric assist bicycles are considered bicycles and are permitted on multi-use pathways in City parks if the electrically driven bicycle has a motor that does not exceed 750 watts and has functional pedals.
- 1.12** No person shall operate a motorized vehicle, or a bicycle, skateboard, roller-skates, roller blades, or any other type of vehicle, in any public park in a manner that endangers, or would be likely to endanger any person or damage any property. The speed limit on all multi-use paths is 15 miles per hour.
- 1.13** Persons desiring to use park property to picket or protest activities authorized by City permit shall be allowed to occupy the sidewalks and bicycle / pedestrian pathway abutting Stewart Parkway only. If the number of people using the designated area is ten (10) or more, the activity must also comply with City parade regulations.
- 1.14** The playing or practicing of golf is prohibited in any City park other than Stewart Park Golf Course, unless authorized by the Public Works Director.
- 1.15** Any activity that is not authorized by a City permit which is incompatible with or disrupts the general public use of park property is prohibited.

2. RULES SPECIFIC TO SPECIAL EVENTS (NOT SPONSORED BY THE CITY) In addition to the General Park Rules & Regulations, Persons issued a Parks & Recreation Special Event Permit are responsible for seeing that the following rules and/or regulations are followed, met and adhered to:

- 2.1** A special event is defined as gatherings/events that involve a large group of people (compared to the usual occupancy of the site), and
- Are advertised to the public and do not occur regularly on the site, or
 - Impact or use city streets (including curb or parking lane) sidewalks, and public right-of-way, or
 - Use of City facilities or property such as city buildings, parks, parking lots, etc.

Examples of special events include: concerts, festivals, parades, markets, carnivals, street fairs, runs/walks, bike races, church services, volunteer work group events, etc.

- 2.2** All special events in parks require a permit. Permit applications must be submitted to the Public Works Department at least two weeks prior to the date of the event. Payment of all fees/deposits is due at the time of application.
- 2.3** Permittee must submit a list of all vendors (those taking part in the solicitation of, or engagement in, the sale of any merchandise or service, or in the operation of any concessions) to be approved by the Public Works Director. All vendors who wish to sell food or products in conjunction with a special event must also enter into a separate agreement with the City per Section 1.3.2.
- 2.4** Mobile vendors/food trucks to be utilized in conjunction with special events shall comply with all rules specific to those businesses as outlined in Section 5.
- 2.5** At least one week prior to the event, Permittee shall provide the City with proof of General Liability Insurance as outlined in Section 6.
- 2.6** The sales, dispensing and/or consumption of alcoholic beverages during special events is prohibited without a special occasion liquor license obtained from the Oregon Liquor Control Commission **and** approved by the City Manager. The license shall be presented to the City *thirty* days prior to the event to allow sufficient processing time.
- 2.7** Permittee must pay a permit deposit at least two weeks prior to the date of the event to cover the cost of City services such as police, parks and public works crews if these services are required. The amount of the deposit will be determined on an event by event basis. A final accounting for these services will be done by

the City within 10 days following the event, at which time the Permittee will be reimbursed for any over payment or billed for costs in excess of the amount deposited.

2.8 Permittee must provide, at its own expense, all traffic control and security needed throughout the duration of the event. The minimum traffic control and security will be determined by the City on an event by event basis. Vehicles parked in/around the Legion Field area must keep out of the fire lanes and not be double parked.

2.9 For crowds over 1,000 Permittee must:

- Provide additional trash containers at a general rate of one (1) trash can per every 50 people (over 1,000).
- Utilize recycling stations.
- Provide an adequate number of portable toilets to meet crowd demands.

2.10 The decibel level of any sound produced as part of or as a result of the event shall be limited to 95 decibels.

2.11 Permittee shall be held liable and responsible for any damage beyond normal wear and tear upon the facilities used during the event. Climbing on the band shell structure for any reason is strictly prohibited.

2.12 Due to limited availability of parking space, if Permittee anticipates an extra-large crowd, Permittee is encouraged to provide shuttle bus service to the park.

2.13 All events must conclude no later than 9:30 PM unless approved by the Public Works Director.

3. RULES SPECIFIC TO CITY SKATEBOARD PARK FACILITY. In addition to the Park Rules & Regulations, the following rules apply to the City Skateboard Park:

3.1 No motorized vehicles shall be operated in the skateboard park.

3.2 No pets shall be allowed in the skateboard park.

3.3 Bicycles are allowed from dawn until noon on Sunday, Tuesday, and Thursday only. This time is for bicycles exclusively. Skateboards shall not be used in the park during the bicycle time.

4. RULES SPECIFIC TO INFLATABLE STRUCTURES IN CITY PARKS.

- 4.1 Persons planning to have an inflatable must first obtain a Park Permit for the use of the park.
- 4.2 Permittee shall provide the City with proof of General Liability Insurance as outlined in Section 6.
- 4.3 Inflatables must be freestanding and weighted. Stakes are prohibited.
- 4.4 Inflatables may not be tied to trees, tables or other park amenities.
- 4.5 Inflatables must be under adult supervision at all times.
- 4.6 Between June 1st and August 31st, inflatables are limited to a maximum of 2 hours. For the remainder of the year, inflatables are limited to a maximum of 4 hours.
- 4.7 Permittee shall pay a permit deposit and shall be held liable and responsible for any damage beyond normal wear and tear upon the facility used.

5. RULES SPECIFIC TO MOBILE VENDORS/FOOD TRUCKS IN CITY PARKS

- 5.1 Mobile vendors/Food trucks may be allowed in conjunction with permitted special events only. Mobile Vendors/Food Trucks must be approved by the Public Works Director. If denied, a written appeal must be filed within five (5) days after the date of the notice of the action. The written appeal filed with the City Manager must state the basis for the appeal. The decision of the City Manager shall be final.
- 5.2 Mobile vendors/food trucks must have a valid City Business Registration/License.
- 5.3 Mobile vendors/food trucks must comply with the General Liability Insurance requirements as outlined in Section 6.
- 5.4 Vendor shall park in designated area only. Obstructing or parking in a public travel lane, fire lane, bike lane, or blocking access to any driveway access, walkway, fire hydrants, parking facilities, or loading zone is prohibited.
- 5.5 Drive-up windows are prohibited.
- 5.6 All tables, chairs, trash bins, wash stations, etc. shall be removed from the site when the vendor vacates the site.

5.7 The vendor shall not place any signage in the park or adjacent right-of-way except which is directly affixed to the vending unit.

5.8 No vendor permitted under this section shall sell, consume, or distribute alcoholic beverages.

6. INSURANCE REQUIREMENTS General Liability Insurance. Permittee shall maintain a broad form general liability insurance policy with coverage of not less than \$2,000,000 combined single limit per occurrence, with aggregate of \$4,000,000, for bodily injury, personal injury, or property damage with an insurance carrier licensed to do business in the State of Oregon. Such policy shall contain a contractual liability endorsement to cover indemnification obligations under any agreement or permit subject to this rule and shall entitle the City to not less than thirty (30) days written notice of any material change, non-renewal, or cancellation.

The policy shall also contain an endorsement naming the City as an additional insured, in a form satisfactory to the City, and expressly provide that the interest of the City shall not be affected by the Permittee's breach of policy provision. Such policy must be maintained in full force and effect for the duration of this permit. Failure to do so shall be cause for immediate termination of this permit by the City. Claims made policies will not be accepted. Evidence of this coverage may be requested by the City, however, not requesting the proof does not eliminate the requirement that the coverage be in force.

7. PENALTY FOR VIOLATION A violation of these rules and regulations constitutes a violation under Roseburg Municipal Code Chapter 1.06 and may also constitute an offense under Roseburg Municipal Code Chapter 7.02. Penalties for such violations are set forth in Roseburg Municipal Code Chapter 1.06. The City reserves the right to exclude and/or ban, from any and all park facilities, any person who has been found guilty of violating any of these rules and regulations or who has vandalized, damaged or taken park property or facilities, or attempted to do so.

PARKS SIGNAGE/BANNERS AT YOUTH SPORTS FIELDS
(City Council Policy)

Background: The City periodically receives requests for installation of signage and/or banners at park softball and baseball fields and the City supports youth recreation organizations in their effort to provide affordable access to all. In 2011, Parks & Recreation Commission developed a policy outlining requirements for permitting signage/banners at softball and baseball fields in City parks or sections therein and recommended Council adoption of said policy. The policy was adopted on February 15, 2011 via the adoption of Resolution No. 2011-1, then updated on October 28, 2013, through the adoption of Resolution 2013-16 to incorporate soccer fields into the policy, which read as follows:

POLICY FOR SIGNAGE/BANNERS AT SOFTBALL AND BASEBALL FIELDS

1. **APPLICABILITY.** Only organized youth sports programs may apply for a permit to install banners on the outfield fences of the facility for which they have a use permit issued by the City. This policy does not apply to the American Legion facility in Stewart Park.
2. **PERMIT REQUIRED.** Banners may be placed on public youth baseball fields, softball fields and soccer fields after obtaining the necessary permit from the Parks & Recreation Division.
3. **ADVERTISING REVENUE.** The Permittee shall pay 25% of advertising profit received to City, and retain 75% for their organization's youth program. Organizations shall prepare an accounting of all advertising revenue and expenses, and submit the accounting report and funds owed to the City within five days of the completion of their permitted season or event.
4. **STANDARDS.** Banners displayed in public parks should not be located where they could potentially create a negative visual impact. They should neither distract nor interfere with the overall park experience for the general public. Banners must be confined and oriented to the area of use by the organization (Permittee). Banners are not allowed to be displayed at school fields. Additional requirements include:

a. Acceptable Banner Location:

Softball/Baseball Fields: Banners shall only be displayed on outfield fences and shall only face the field's interior.

Soccer Fields: Banners shall only be displayed on sides of the soccer goals and shall only face the park's interior. Banners shall not be allowed on fields that are used for high school games.

b. Banner Composition: Banner copy and/or logos shall be limited to one side of the banner. Messages and graphics must be professional. No inappropriate language or messages may be displayed.

c. Maximum Size:

Softball/Baseball Fields: Individual banners shall not exceed 30 square feet in size; and banners shall not reach above or below the outfield fence.

Soccer Fields: Individual banners shall not exceed 20 square feet in size; and banners shall not reach above or below the soccer goals.

d. Maintenance Required: The Permittee shall maintain all banners in good condition, and shall remove or replace any banner that is torn, faded, dirty or defaced, including by graffiti.

e. Installation Period: Banners may be displayed only during the approved dates of use indicated on the field use permit.

f. Installation: The banner's surface must be tautly and securely fastened to the outfield fence and/or the soccer goals by a minimum of four contact points with zip ties.

g. Banner Removal: Permittee shall remove all banners by the final day of the field use permit. All banners that are not removed by Permittee by the required removal date shall constitute a public nuisance subject to removal by the City per Municipal Code 7.06.070.

h. Damages: Damage to public property, fences, etc., caused by banner installation, display or removal is the sole responsibility of the Permittee. Any and all damage resulting from banner placement or removal shall be repaired immediately by Permittee. If damage is not repaired by Permittee, City may make repairs and bill Permittee per Roseburg Municipal Code.

5. ADDITIONAL STIPULATIONS. The City of Roseburg reserves the right to make additional stipulations (not mentioned in the sign/banner policy), if in the best interest of the City.

PARLIAMENTARY PROCEDURES - ROBERT'S RULES OF ORDER
(City Council Policy)

Background: After much discussion regarding the technical aspects of parliamentary procedures, Council decided to adopt its own, simple, modified version to use during all Council meetings. On March 13, 2006, Council adopted its own simple, modified version of "Robert's Rules of Order" to use during all Council meetings. On January 24, 2022, Council adopted minor amendments to the rules, which now read as follows:

1. Staff Report

2. Questions

- Council's opportunity to ask questions of Staff
- No discussion/comments at this time
- Raise hand to be recognized

3. Motion

- Any Councilor can make a motion; must be seconded
 - ✓ If an item on the agenda is from a commission, the commission chair should make the motion.

4. Discussion/Debate

- Whoever made the motion may start the discussion if they so desire (can't speak against the motion but can vote against it per Robert's Rules of Order)
- Each Councilor is allowed a maximum of 2 times to speak
- Raise hand to be recognized

5. Vote on Motion

***** Call for Question *****

- Must be recognized to speak
- Must be seconded
- No discussion, vote is taken immediately
- Requires 2/3 approval of those present to pass
- If passed, discussion ends and vote on motion above
- If fails, discussion continues

Quorum

- Is a majority (1 more than half) of the Council (Per RMC 2.34.010(A), the quorum requirement for the city is 5 Council members, regardless of how many positions are filled)

- A quorum has to be maintained for the entire meeting. Although there may be a quorum at the outset of the meeting, if some leave, it is no longer a legal meeting if the quorum is lost.
- It is not necessary for a quorum to vote on an issue – only that a quorum be present. In other words, you may have a quorum of 5 but 3 have to excuse themselves from voting on an issue due to conflicts. It is still a legal vote with the remaining 2 Councilors.
- With the exception of the Mayor in his service as Council meeting chair, Commission Chairs are considered members of the Commission and therefore, may make motions, second motions and vote on motions. It is preferred that the Council President, while acting as Mayor Pro-tem *not* make motions – but they can vote on them; whereas the Mayor only votes in the event of a tie vote.

Motions

There are two ways to change a motion on the floor.

- A motion and second can be made to “amend the original motion by”. That amendment is voted on. If approved, the original motion, as amended, is then voted on.
- A simple version is considered a “friendly amendment” by which the persons making and seconding a motion simply indicate agreement to changes in the motion. This occurs most often after a motion is made and people may jump in with “clarifications” and everyone pretty much understands the intent of those clarifications.

PERSONAL PROPERTY MANAGEMENT
(Administrative Policy)
Pursuant to Administrative Order 2001-01

PERSONAL PROPERTY ASSET RECORDS

The Finance Department shall assign asset numbers to all personal property acquired by the City with a value of \$5,000.00 or more and an expected useful life of at least three years, regardless of the method of acquisition. Any Department acquiring property of such value shall submit the required asset information to the Finance Department. Any Department wishing to dispose of personal property which has been assigned a City asset number shall advise the Finance Department prior to such disposal and such disposal shall be in accordance with RMC 3.16 and these rules.

UNCLAIMED PERSONAL PROPERTY - DEFINITION, CITY OWNERSHIP AND DISPOSAL

1. **Definition and Conversion to City Ownership.** As defined in RMC 3.16.005, unclaimed personal property is any personal property which is found, discovered, received or confiscated by a City employee, in the course of their employment. Any such property found or received by a City employee of a department other than the Police Department shall turn the property over to the Police Department and report how the employee came into possession of the property. With the exception of personal property held by the City that is declared unlawful to possess by state law and must be destroyed, or money and other negotiable securities, which must be turned over to the State, after all requirements set forth in RMC 3.16.010 to ascertain ownership have been exhausted and no owner has been found, such unclaimed personal property shall become property of the City and may be used by the City, traded-in on the purchase of replacement equipment or disposed of or sold by one of the methods set forth in RMC 3.16.020 and further described by these rules. The Police Department shall be responsible for such property until ownership has converted to the City. The Police Chief shall act as personal property manager while such property in the possession of the Police Department. Once ownership of such property has been converted to the City, the City Recorder shall act as personal property manager and be responsible for such property.

2. **Unclaimed Personal Property Classified As Having A Value Of Less Than \$100.00 Without Public Notice.** The following types of unclaimed property shall be presumed to have a value of less than \$100.00 and therefore may automatically be converted to City ownership and disposed of without publishing a public notice as an additional attempt to ascertain ownership:

- A. Used clothing, bedding, luggage, backpacks or carrying cases or bags of any type.
- B. Children's toys and other items, whether new or used.
- C. Used books, records, tapes, compact discs, consumer software, videos, phones, small hand tools and similar items.
- D. Food, plants and other perishable goods.

E. Housewares, costume jewelry and other personal items with an obvious value of less than \$100.00.

F. Any other item that the surplus property manager evaluates as having a fair market value of less than \$100.00.

3. Unclaimed Personal Property Classified As Having A Value Of Less Than \$100.00 Following Public Notice. Due to the administrative cost of preservation and sale, the following types of unclaimed property shall be deemed to have a value of less than \$100.00 if no owner has been found after giving the public notice required in RMC 3.16.010, shall be converted to City ownership and may be disposed of as surplus property:

A. Used sports equipment, including adult bicycles, which could have cost over \$200.00 when new, but have a current value of less than \$200.00.

B. Used cameras, radios, stereo and sound producing equipment, small appliances and power tools.

C. Personal computers more than two years old.

D. Automotive accessories.

E. Any other item that the surplus property manager determines to have a fair market value of less than \$200.00.

SURPLUS CITY PERSONAL PROPERTY - DISPOSAL AND SALE

Authority to Dispose - Methods of Disposal. RMC Chapter 3.16 authorizes the City Manager to dispose of personal property which no longer serves the needs of the City, whether such property was originally purchased by the City or was unclaimed and taken into City ownership following the required attempt to ascertain ownership. In accordance with the provisions of RMC Chapter 3.16, all surplus property shall be disposed of as follows, unless the City Manager determines otherwise with respect to a particular item:

1. Items Valued at Less than \$100.00. All surplus property items having a value of less than \$100.00 under Sections 2 and 3 of these rules shall be disposed of under one of the following methods:

- a. Items of no apparent reusable value to the City shall be sent to a recycling center or waste disposal center or disposed of in a manner the City determines to be in the best public interest.
- b. Reusable items shall be donated to a qualified exempt organization as defined in these rules.
- c. Reusable items not accepted by a qualified exempt organization may be advertised for sale and sold to the highest bidder.

- d. If the aggregate value of the items accumulated by the City at any time exceeds \$2,500.00, the items shall be offered by advertised sale to the highest bidder willing to purchase all items collectively (in bulk).

2. Items Valued At Less Than \$2,500.00. Any single item of surplus property which has an estimated sale value of less than \$2,500.00, but does not qualify for disposal under the above Subsection shall be sold by one of the following methods:

- a. By consigning the property item to be sold by a qualified exempt organization registered under these rules, provided that the City shall receive not less than 25% of the sale price.
- b. By bulk public sale on a highest bid-takes-all basis after advertising such sale in the local paper.
- c. By bulk or individual item after advertising the sale in the local paper at a fixed price or to the highest bidder.
- d. By advertised public auction.
- e. Electronically by the City or through an online bidding company.

3. Items Valued at More Than \$2,500.00. Surplus property items valued at more than \$2,500.00 may be sold by one of the following methods:

- a. By establishing a selling price, advertising the sale and selling the item to the first qualified buyer meeting the sale price. The value of automobiles may be established by reference to the “blue book” value or some other nationally recognized automobile valuation guide. The value of other items in this category may be determined by a qualified appraiser or by any other method that the City Manager deems reliable.
- b. By establishing a minimum bid price, advertising the sale by competitive bid and awarding the bid to the highest bidder.
- c. By advertised public auction.
- d. Electronically by the City or through an online bidding company.

Method of Advertisement. For the advertised sale of any surplus property with an estimated value of less than \$25,000.00, publication shall be in the local newspaper of general circulation in the City. For items with an estimated value of \$25,000.00 or more, notice of the sale must also be published in a newspaper of statewide circulation.

Qualified Exempt Organizations.

1. Definition and Registration. For the purpose of this policy, “qualified exempt organization” shall mean a nonprofit organization that is exempt from federal taxation under Section 501(a) of the Internal Revenue Code and has filed with the City Recorder, a registration

form in which it agrees to accept all surplus property items donated by the City, and to use those items solely for the following purposes:

- a.** For donation without charge to low-income families, children without families or in institutional care centers, homeless individuals or victims of domestic violence.
- b.** For use by a qualified exempt organization in a drug or alcohol rehabilitation program or in a kitchen, shelter or rehabilitation center for the homeless, persons with disabilities or victims of domestic violence.
- c.** For resale, reuse or recycling through a facility operated by a qualified exempt organization for the training and employment of disabled individuals.
- d.** For donation to another qualified exempt organization for use in charitable activities.

2. Removal of Property. The qualified exempt organization must also agree to remove all items being donated or assigned by the City within three business days after the City notifies the organization that property is available for pick-up.

3. Rotation Schedule. The City Recorder shall establish a rotation schedule to provide each qualified exempt organization an opportunity to receive surplus personal property from the City. The schedule will be based on the order in which the organizations register with the City Recorder, with the first organization being the first to be called for pick-up of property, the second to register being the second to be called, and so forth. After all qualified exempt organizations have been afforded an opportunity to receive property, the City Recorder shall rotate to the top of the list and begin the rotation schedule again with the first organization to register. Newly registered organizations shall be placed at the bottom of the rotation schedule. The City Recorder is authorized to determine whether rotation shall be by item, by period of time or by any other schedule the City Recorder deems equitable and to change the schedule from time to time, as the City Recorder deems appropriate. The City Recorder shall make the rotation schedule available for public inspection during the City's normal business hours and shall provide a copy of the schedule, and any revision or modification thereto, to all qualified exempt organizations.

PERSONNEL POLICY AND NONREPRESENTED EMPLOYEE HANDBOOK
(Administrative Policy)

General personnel related matters are addressed in the City of Roseburg Personnel Policies and City Employee Handbook. Union employees are also covered under their respective union contracts. Department Heads and employees should refer to such documents when dealing with any personnel related matter not included in this manual. All personnel related manuals and documents are on file in the Human Resources Director's office.

PROCLAMATION REQUEST POLICY
(City Council Policy – Not approved by Council)

A proclamation is an official announcement issued by the Mayor to recognize a day, week or month that will have a major citywide impact. The goal of a proclamation is to honor, celebrate or create awareness of an event, special occasion, cause or significant issues. Proclamations are generally related to a community benefit or organization or City of Roseburg operations.

Guidelines

1. All proclamations must be submitted at least 30 days in advance of the preferred issue date to allow for the approval process and the production of the document itself.
2. Proclamations are not automatically renewed each year. Annually reoccurring proclamations must be requested each year. Prior reading of the proclamation does not guarantee it will be read again.
3. The Mayor has the final authority to approve or decline a proclamation request and to edit any drafted material for final wording.
4. Upon approval of the Mayor, the City Recorder shall prepare the proclamation, City formatted, for the Mayor's signature.
5. Each proclamation request must come from a Roseburg resident, an individual working in Roseburg, or an entity providing services within Roseburg. Requests from national, international, or out-of-state organizations must have a local representative from the local chapter or office associated with the request.
6. Proclamations should not be more than 300 words.
7. Due to the number of requests, only two proclamations will be read at the Council meeting. The proclamations that are not read will be mailed. Preference of order will be given first to City sponsored events; second to veterans and veteran sponsored events; third to all others. After the city preference and veteran preference, the Mayor will decide which proclamations will be read.
8. If approved for reading, the proclamation will be scheduled on the agenda and read aloud at the Council meeting and presented to the requesting organization or group.

Content of Proclamation

1. Proclamations must have a citywide significance and demonstrate relevancy to Roseburg and its residents.
2. Proclamations need to be respectful, honoring and positive.
3. Proclamations for individuals will be done at the discretion of the Mayor.

Presentation at Council Meetings

Proclamations are presented at a City Council meeting with the exception of proclamations honoring individuals outside of a Council meeting. The expectation is there will be at least one representative on hand to receive the proclamation from the Mayor, and that representative will make brief comments. Council meets on the second and fourth Mondays of the month at 7:00 pm.

PHOTOGRAPH/TRANSCRIPT RELEASE POLICY
(Administrative Policy)

Before submitting any photograph to be included in any City newsletter or posted on the City's website, if a member of the public is included in such photograph, the City employee taking the photograph must have the person complete a Release for Use by the City of Roseburg release form included at the end of this Chapter. Such release form should also be completed to authorize the City's use of any part of a transcript or recording made by a City employee and involving a member of the public.

RELEASE FOR USE BY THE CITY OF ROSEBURG

The undersigned hereby consents to use by the City of Roseburg, without compensation or prior inspection, of the following:

_____ Photographs of the following person(s): _____

_____ taken on the date of: _____ at (location) _____, together with the name(s) of the foregoing person(s).

_____ Any part of transcript or recording made on _____, at (name of event or location): _____

_____ Other. Describe: _____

The City may use all of the foregoing for any lawful public purposes, including purposes of exhibition or editorial use by the City. I further understand that, pursuant to state law, the material described above may be a part of the public records of the City of Roseburg that can be obtained by any member of the public upon request.

I affirm that I am more than 18 years of age and am either: the person named above, the legal guardian of the person(s) named above, or a witness to the signature of a minor person named above.

Printed Name/Status: _____

Signed: _____

Date: _____

Signature of Person Under 18 years of age:

_____ Date: _____

PRIVATE PROPERTY RIGHTS PROTECTED
(City Council Policy)

Background: Due to a United States Supreme Court Ruling regarding condemnation, on July 11, 2005, the Council adopted Resolution No. 2005-15 protecting the private property rights of citizens of the City of Roseburg. The Resolution read as follows:

WHEREAS, the United States Constitution, in Article 5 of the Bill of Rights, and the Oregon Constitution in Article 1, Section 18, expressly provide for the protection of the private property rights of its citizens; and

WHEREAS, the power of eminent domain has been reserved to the local, state, and federal governments for the sole purpose of acquiring private property through the use of condemnation proceedings when said privately held properties are needed for public purposes; and

WHEREAS, the United States Supreme Court recently handed down a decision upholding a local government's ability to take private property for a "public good" such as economic development, or increased tax revenues to the local government itself; and

WHEREAS, the City of Roseburg may choose to follow the Supreme Court's decision or to adopt a more restrictive use of the city's condemnation powers;

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

- A.** The condemnation powers given the City shall only be used as a last resort to acquire private property for a public use or project that can be demonstrated to be necessary to accomplish the general welfare of the citizens of the City of Roseburg; and
- B.** City staff is hereby directed to make every reasonable attempt to successfully negotiate the acquisition of private property for a fair market value when said property is being purchased for public use.

PROPERTY TAX EXEMPTION – LOW INCOME HOUSING
(City Council Policy)

Background: On November 29, 1963, the City entered into an agreement with the Housing Authority of Douglas County exempting low rent housing from property taxes and establishing payment in lieu of taxes at 10% of shelter rents. In 1992, the Council realized a need to increase the supply of housing that was affordable to very low income households and that it could assist in providing such housing by granting an exemption for the City's property tax levy on such properties. On May 11, 1992, the Council adopted Ordinance #2784 adopting the provisions of ORS 307.515 and 307.518 – 307.523 as they were currently written or as would be amended in the future which would allow Umpqua Community Development Corporation to apply to Oregon Housing and Community Services Department for federal low income housing tax credits based on certain criteria outlined in the ORS and the language within the ordinance.

In 1994, the ***Umpqua Community Development Corporation*** approached the City regarding low income property tax exemption as provided in ORS 307.540 to 307.547 for the ***Princeton Court Apartments***. The Council adopted Ordinance No. 2849 on February 14, 1994 to support such exemption.

All applicants agreed to provide an annual report on July 1 of each year as long as the exemption continued showing it expended no more than ten percent of its annual income from residential rentals for purposes other than providing residential rental property for low income persons.

Following adoption of the above referenced ordinances, the following actions were taken:

- November 14, 1994, Council adopted Resolution No. 94-20 supporting an application submitted under Ordinance 2784 by Umpqua Community Development Corporation, on behalf of ***Housing Our People Limited Partnership***, 644 SE Cass Avenue for ***26 two and three bedroom apartments***, plus related facilities that were to be used exclusively by low income persons as defined by ORS 307.515. The subject property was identified as Township 27 South, Range 06 West, Section 13, Tax Lot 501 and corresponded to Douglas County Tax Assessor's Account Number 56519.02.
- October 23, 1995, Council adopted Resolution No. 95-23 supporting such application submitted under Ordinance 2784 by ***Umpqua Community Action Network*** (2448 W. Harvard) for a ***three bedroom house***, plus related facilities on property identified as Township 27 South, Range 06 West, Section 25AA, Tax Lot 1300 which corresponded to Douglas County Tax Assessor's Account Number 54676.00. (Exemption expired – privately owned)
- June 9, 1997, Council adopted Resolution No. 97-7 supporting an exemption application submitted under Ordinance No. 2884 by the ***Umpqua Community Development Corporation*** for ***Sunset Apartments*** Limited Partnership (738 SE Kane) for a ***31-unit apartment complex*** and related facilities on property identified as Township 27 South, Range 05 West, Section 7CC, Tax Lot 6502 which corresponded with Douglas County Tax Assessor's Account 47651.02.

- November 10, 1997, Council adopted Resolution No. 97-19 supporting an application submitted under Ordinance No. 2784 by **The Parents Action Council, dba the Umpqua Community Action Network** (248 W. Harvard Blvd.) and the Umpqua Community Development Corporation (738 SE Kane) for **two apartments in a single structure addressed as 928 and 932 SE Pine Street** and identified as Lot 6 and the north half of Lot 5, Block 72, First Southern Addition to the City of Roseburg and further identified as Township 27 South, Range 06 West, Section 24 DA, Tax Lot 2300 and corresponded with Tax Account Number 52636.02. (Exemption expired. New exemption awarded by Resolution No. 2018-09 and UR Resolution No. UR-2019-04)
- On October 26, 1998, Council adopted Resolution No. 98-16 supporting an application submitted under Ordinance No. 2784 by **The Parents Action Council, dba Umpqua Community Action Network** (2448 W. Harvard) for a **single family home located at 451 NW Cecil Avenue**, identified as a portion of Lot 2, Block 5 Eden Heights; Township 27 South, Range 06 West, Section 12CD, Tax Lot 2500 and corresponded to Tax Account Number 51248.01.
- On October 25, 1999, Council adopted Resolution No. 99-14 supporting an application submitted by **The Umpqua Community Development Corporation** (738 SE Kane) under Ordinance 2784 for a **four bedroom, single family home located at 582 W. Berdine Street**, identified as Lot 1, Coxy Tracts, Township 27 South, Range 06 West, Section 15DD, Tax Lot 3000, Tax Account No. 57245.00.
- On November 8, 1999, Council adopted Resolution No. 99-15 supporting an application submitted under Ordinance No. 2784 by **The Umpqua Community Development Corporation** (738 SE Kane) and **Parents Action Council, Inc., dba Umpqua Community Action Network** (2448 W. Harvard) for **an 8-unit apartment complex known as Diamond Court Apartments** located at **1844 NE Douglas Ave.**, legally identified as parcel 2 of Land Partition No. 1998-0042, Township 27 South, Range 05 West, Section 19AB, Tax Lot 3601, Tax Account No. 8631.05.
- On November 28, 2011, the Council approved **Umpqua Community Development Corporation's (UCDC)** request for tax exemption (under Ordinance No. 2784) of a proposed apartment complex for homeless veterans. An agreement was entered into with UCDC to establish an annual payment for city services in lieu of property taxes at 10% of tenant income. UCDC, in partnership with Umpqua Community Action Network (UCAN) were to build a **55-unit complex to be known as "Eagle Landing Apartment Complex" for homeless veterans**, consisting of 46 one-bedroom, 6 two-bedroom and 3 three-bedroom units. Forty-four of the units were to provide permanent, supportive housing to these individuals with an additional ten units of transitional housing available for a period of up to two years. Five of the units were to be handicapped accessible. Rent was to be set at 30% of actual income and subsidized by the VA per diem grants and the UDD VASH program which targets Section 8 vouchers to veterans. The site consisted of a 75 year lease of a 9.7 acre parcel of land **on the VA Medical Center property** with ownership of the complex going to UCDC and UCAN. The facility was to include two laundry facilities, a community room and service center for counseling, case management and social activities. Annual payment in lieu of property taxes was estimated at \$12,500.

- On April 23, 2018, the Council adopted Resolution No. 2018-09, approving ***Umpqua Community Action Network (UCAN)*** request for tax exemption (under Ordinance No. 2784) of a proposed apartment complex for low-income persons as defined by ORS 307.515. The property is located at 928 and 932 SE Pine Street. UCAN agrees to provide by July 1 of each calendar year, for so long as the exemption is requested, a financial report that contains a pro forma income statement in order to demonstrate that the applicant expends no more than ten percent of its annual income from residential rentals for purposes other than providing residential rental property for low income persons. (The exemption granted under the statutes noted above applies to all taxing districts in which the property is located, and must be approved by jurisdictions equaling 51% or more of the total combined rate of taxation. The combined rate of taxation of the City of Roseburg and Roseburg Urban Renewal Agency meet that requirement; therefore, the governing bodies of each must approve the request.)
- On May 13, 2019, the Urban Renewal Agency adopted Resolution No. UR-2019-0, approving ***Umpqua Community Action Network (UCAN)*** request for tax exemption (under Ordinance No. 2784) of a proposed apartment complex for low-income persons as defined by ORS 307.515 (okay). The property is located at 928 and 932 SE Pine Street. UCAN agrees to provide by July 1 of each calendar year, for so long as the exemption is requested, a financial report that contains a pro forma income statement in order to demonstrate that the applicant expends no more than ten percent of its annual income from residential rentals for purposes other than providing residential rental property for low income persons. (The exemption granted under the statutes noted above applies to all taxing districts in which the property is located, and must be approved by jurisdictions equaling 51% or more of the total combined rate of taxation. The combined rate of taxation of the City of Roseburg and Roseburg Urban Renewal Agency meet that requirement; therefore, the governing bodies of each must approve the request.)
- On January 25, 2021, the City Council and Urban Renewal Agency adopted Resolution No. 2021-03 and UR-2021-01, approving ***Umpqua Community Action Network (UCAN)*** request for tax exemption (under Ordinance No. 2784) for an apartment complex for low-income persons as defined by ORS 307.515 (okay). The property is located at 1844 SE Douglas Avenue. UCAN agrees to provide by July 1 of each calendar year, for so long as the exemption is requested, a financial report that contains a pro forma income statement in order to demonstrate that the applicant expends no more than ten percent of its annual income from residential rentals for purposes other than providing residential rental property for low income persons. (The exemption granted under the statutes noted above applies to all taxing districts in which the property is located, and must be approved by jurisdictions equaling 51% or more of the total combined rate of taxation. The combined rate of taxation of the City of Roseburg and Roseburg Urban Renewal Agency meet that requirement; therefore, the governing bodies of each must approve the request.) The facility consists of 4 studio apartments and 4 one-bedroom apartments.

PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)
(City Council Policy)

Background: On April 23, 2001, the City Council Adopted Resolution No. 2001-6, which read as follows:

**A RESOLUTION AUTHORIZING THE CITY OF ROSEBURG TO PARTICIPATE IN
EITHER A LOCAL GOVERNMENT RATE POOL OR THE STATE AND
COMMUNITY COLLEGES RATE POOL FOR THE PURPOSE OF
STABILIZING EMPLOYER RATES WITH THE PUBLIC EMPLOYEES
RETIREMENT SYSTEM**

WHEREAS, the Board of Trustees of the Public Employees Retirement System has adopted Oregon Administrative Rule 459-009-0070, which allows the formation of a Local Government Rate Pool; and,

WHEREAS, proposed legislation may allow local governments to join the State and Community Colleges Rate pool; and,

WHEREAS, joining together with other local governments to form a large rate pool that would stabilize rates by spreading risk over a larger number of employees is beneficial to the City of Roseburg; and,

WHEREAS, participation in the Local Government Rate Pool or the State and Community Colleges Rate Pool has been determined by the Roseburg City Council to be a prudent financial action;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Roseburg, a municipal corporation of the State of Oregon, that the Council hereby authorizes the City to join in either a Local Government Rate Pool or the State and Community Colleges Rate Pool.

PUBLIC INFORMATION REQUESTS ***(Council Policy)***

Background: On February 12, 2018, the Council updated the City's public records/information request policy by adopting Resolution No. 2018-02, which reads as follows:

Section 1. Purpose. The City of Roseburg establishes this Public Records Request Policy in accordance with ORS 192.311 through 192.338 for purpose of formalizing a consistent method of responding to requests for public records in a manner that complies with the Public Records Law, while allowing for efficient management of the workload of City staff. This policy does not require the City to produce a record that does not exist or create a new record by extracting data from the City's computer programs or systems.

Section 2. Written Requests. Unless otherwise provided by these rules, requests for inspection and/or copies of public records shall be in writing on a form prescribed by the City and shall include the following:

- a. The name, mailing address, email address, phone number and signature of the person making the request or their authorized representative;
- b. A detailed description of the record(s) being requested and any pertinent information that may assist City staff in locating the requested record(s);
- c. A brief statement as to the purpose of the request; and
- d. The date of such request.

Section 3. Cost Estimate. Pursuant to ORS 192.324 (4), the City has the authority to charge for staff time spent in locating and reviewing the requested records and segregating exempt from nonexempt records, as well as the actual cost for City Attorney time spent reviewing, redacting and segregating such records. The cost for responding to public records requests shall be prescribed by the City Manager as set forth in this policy and in accordance with Roseburg Municipal Code Section 3.04.040.

Upon receipt of a records request, the requestor shall be advised the City will prepare an estimate of the cost involved with providing the requested records and that the requested records will not be released without the City's receipt of the estimated cost. Failure to so advise the requesting party of such obligation shall not relieve the requesting party of the obligation to pay the prescribed fee. If the City has informed the requestor of the estimated fee, the obligation of the City to complete its response to the request is suspended until the requestor has paid the fee. If the requestor fails to pay the fee within 60 days of the date on which the City informed the requestor of the fee, or fails to pay the fee within 60 days of the date on which the City informed the request of the denial of the fee waiver, the City shall close the records request.

Section 4. Receipt and Acknowledgement of Request. Written requests for inspection or copies of City records shall be date stamped upon receipt and submitted to the City Recorder

who shall keep on file a list of fees prescribed by the City Manager or his designee for processing public records requests. Unless impracticable as described under Section 7 of this Policy, the City Recorder shall acknowledge receipt of the request within five business days of receiving the request by either:

- a. Confirming that the City is the custodian of the requested records, providing the requestor with a copy of this Policy and advising the requestor pursuant to Section 3 of this Policy of an estimate of the cost involved with providing the records;
- b. Informing the requestor that the City is not the custodian of the requested records; or
- c. Notifying the requestor that the City is uncertain whether the City is the custodian of the public record and providing requestor with an estimated time it will take to make such determination.

Section 5. Response to Request. Except when compliance is impracticable for the reasons set forth in the following Section 7, within ten (10) business days after the date by which the City is required to acknowledge receipt of a records request the City shall either:

- a. Fulfill and complete the public records request as outlined in Section 6 of this Policy; or
- b. Provide the requestor with a written statement which explains that the City is working to fulfill the request and provides the requestor with a reasonable estimated date by which the City expects to complete its response to the request.

If the City has informed the requestor of a cost estimate pursuant to Section 3 of this Policy, the obligation of the City to complete its response to the request is suspended until the requestor has paid the fee or the fee has been ordered waived.

The City may request additional information or clarification from a requestor for the purpose of expediting the City's response to the request. If the City has requested such clarification, the City's obligation to complete its response to the request shall be suspended until the requestor provides the requested clarification or affirmatively declines to provide that clarification. If the requestor fails to respond within 60 days of the City's request for clarification, the City shall close the request.

Section 6. Completed Response. The City may complete its response to a public records request by:

- a. Providing access to or copies of the requested records within the City's possession or custody that the City does not assert are exempt from public disclosure, or directing the requestor to the location where the requested records are already available to the public;
- b. Advising the requestor the requested records are exempt from disclosure and identifying the state or federal law that the City relied on for asserting the

exemption from disclosure;

- c. Complying with ORS 192.338 by providing any requested record or portion thereof that is not exempt under ORS 192.345 and 192.355;
- d. To the extent the City is not the custodian of the records being requested, providing the requestor with a written statement to that effect; or
- e. To the extent that state or federal law prohibits the City from acknowledging whether the requested records exists or that acknowledging whether a requested record exists would result in the loss of federal benefits or imposition of another sanction, providing the requestor with a written statement to that effect, citing the state or federal law that the City relies on, unless the written statement itself would violate state or federal law.

Section 7. Exception to Response Deadline. The City shall not be required to comply with either the five (5) business day requirement to acknowledge receipt of a request for public records as described in Section 4 of this Policy; the ten (10) business day requirement to fulfill the request as described in Section 5 of this Policy; or to provide an anticipated deadline for fulfillment of a request, if compliance with such deadlines would be impracticable because:

- a. The City Recorder or Recorder's designee is unavailable to complete a response to the request for public records. The Recorder or Recorder's designee shall be considered unavailable when the Recorder or designee is on leave or is not scheduled to work.
- b. Compliance by the City would demonstrably impede its ability to perform other necessary functions; or
- c. The volume of public record requests being simultaneously processed by the City makes complying with a particular request impracticable under the required time frames.

If the City is unable to meet the five (5) business day deadline to acknowledge receipt of a records request or to fulfill the records requests within (ten) 10 business days for reasons outlined in this Section, the City shall still acknowledge and respond to the request as soon as practicable and without unreasonable delay.

Section 8. Fees to Reflect Costs. When establishing the fees to be charged for completing public record requests, the City Manager shall base such fees on costs the City incurs for processing the request. These costs shall include, but not be limited to, personnel costs and costs associated with materials used in processing the request.

Personnel costs shall include, but are not limited to, employee's time spent while locating, reviewing and copying records and supervising public inspection of records. Costs shall be at an hourly rate equivalent to the salary plus benefits (computed at an hourly rate) of each employee involved in processing the request. Costs for photographs and other non-paper materials shall be reimbursed at actual costs as determined by the City Manager.

Section 9. Records Request or Fee Waiver Denied. If the City asserts that one or more of the requested records are exempt from disclosure, the City shall provide the requestor a written statement advising requestor of their right to seek review of the City's denial with either the Douglas County District Attorney or the Douglas County Circuit Court pursuant to ORS 192.411, 192.415, 192.418, 192.422, 192.427 and 192.431.

Further, if a requestor has asked for and been denied a fee waiver or reduction and believes the denial is unreasonable, the requestor may also petition the District Attorney or Circuit Court for review of such denial.

Section 10. Records Requested for Court Proceedings. The City shall not charge fees for costs incurred by the City when an employee of the City, in the employee's role as custodian of the records, is a witness in a trial or other court proceeding. When the City is a party to a court proceeding and a request for copies of public records is made by a party or representative of a party to such proceeding in the course of discovery, then the cost to be charged for providing such copies shall be limited to those indicated in Section 8 of this Policy.

Section 11. City Manager Authority. The City Manager or his designee shall have the authority to:

- a. waive the requirement that the request must be on a form provided by the City;
- b. waive fees if the request is of a one-time nature, requires copying of less than five (5) pages, requires no redaction and involves less than one-half hour of staff time to process;
- c. waive required compliance with this resolution in special cases where the public interest in supplying a public record free of charge outweighs the cost of furnishing the record;
- d. establish a particular charge or fee for routinely requested documents where the charge is a reasonable approximation of the City's cost; and
- e. periodically adjust fees to cover increased costs of providing public records.

Section 12. Exemption from Fees. The following individuals, groups or organizations shall not be charged a fee for photocopying costs or the first ½ hour of staff time required to process a public records request:

- a. any person requesting public records pertaining to a matter which specifically affects the person and is pending before the City Council or a Board or Commission of the City;
- b. any member of a recognized news media organization; and
- c. any crime victim requesting a copy of a police report pertaining to the crime in which they have been made a victim (applies to first copy only).

If it is determined a specific request will take longer than ½ hour staff time to process, the

requesting party may ask the City Council to reduce or waive all additional fees associated with providing the requested record.

City of Roseburg - Master Fee Schedule

PUBLIC INFORMATION REQUESTS		
COPIES/STAFF TIME		
MISCELLANEOUS RECORDS: (Applied to requests from any department)		
	COST	UNIT
Contract/Bid Documents		
Containing 20-50 pages	\$ 15.00	per document
Containing more than 50 pages	\$ 25.00	per document
(Note: May be waived by City Manager on individual contract basis)		
Personnel Costs		
Will be charged for requests requiring more than 1/2 hour staff time. Requests requiring attorney review or assistance will be charged the same rate the City is charged for attorney time.		
Photocopy Charges		
Service charge of \$1.00 plus		
Black and White up to 8 1/2 x 14	\$ 0.25	per page
Color up to 8 1/2 x 14	\$ 0.50	per page
11 x 17	\$ 0.50	per page
36 x 36	\$ 5.00	per page
Digital Images (Photos, Videos or Files)	\$ 15.00	each
CITY RECORDER RECORDS		
Business Registration List		
Complete List	\$ 15.00	per document
Annual List		per page fee
Municipal Code		
Complete (unbound)	\$ 75.00	per document
Updates		per page fee
COMMUNITY DEVELOPMENT/BUILDING RECORDS		
Comprehensive Plan	\$ 25.00	per document
Comprehensive Plan Map	\$ 20.00	per document
Downtown Master Plan	\$ 25.00	per document
Historic Resources Inventory		
Per Volume	\$ 25.00	per volume
Per Set	\$ 100.00	per set
Title 12 (Land Use Development Regulations) - Roseburg Municipal Code	\$ 25.00	per document
Urban Renewal Plan	\$ 10.00	per document
Wetlands Conservation Plan	\$ 15.00	per document
Zoning Maps	\$ 20.00	per document
FINANCE RECORDS		
Audit	\$ 30.00	per document
Budget	\$ 30.00	per document
FIRE DEPARTMENT RECORDS		
Emergency Response Report	\$ 10.00	per document

City of Roseburg - Master Fee Schedule

LIBRARY

Black and White Copies	\$	0.25	per page
Color Copies	\$	0.50	per page

PARK DEPARTMENT RECORDS

Bikeway Master Plan	\$	25.00	per document
Parks Master Plan	\$	25.00	per document

POLICE /COURT RECORDS

Accident Report	\$	10.00	per report
Police Report	\$	10.00	per report
Supplemental Copies	\$	5.00	per supplement
Digital Images (Photos/Videos)	\$	15.00	per image
Video Cam Footage			
Full blur (digital or CD)	\$	15.00	
Partial blur		\$12.00/minute staff time + \$5.00/dvd	

PUBLIC WORKS RECORDS

Aerial Maps - photo copy	\$	2.50	per document
Aerial Maps - digital format	\$	15.00	per document
Airport Master Plan	\$	25.00	per document
Base Maps (Storm/Water) (photo copy)	\$	2.50	per document
Computer Mapping	\$	50.00	per hour
Computerized City Map	\$	15.00	per document
Design Standards	\$	25.00	per document
Mylars	\$	15.00	each
Standard Specifications (hardbound)	\$	15.00	per document
Standard Drawings (hardbound)	\$	15.00	per document
Storm Drain Master Plan	\$	25.00	per document

WATER DEPARTMENT RECORDS

Master/Capital Improvement Plan	\$	25.00	per document
Test Report	\$	2.00	per document

CITY OF ROSEBURG, OREGON



900 SE DOUGLAS AVE • ROSEBURG, OR 97470 • PH: 541-492-6866 • EMAIL:

PUBLIC INFORMATION/RECORDS REQUEST

"Public information" is defined in ORS 192.410 - 192.500 and in the Oregon Attorney General's Public Meetings and Records Manual. The sources referenced also list several limited circumstances under which a public body may decline to release certain information. Because the identity and motive of the person seeking disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption, please provide the following information:

REQUESTOR'S IDENTITY		
Contact Name:	Phone Number:	
Mailing Address:		
City:	State:	Zip:
Email Address:		

REQUESTED INFORMATION/RECORD
Please give a brief statement describing the requested information/record(s), being specific enough for the City to determine the nature, content and probable department within which the record(s) you are requesting might be located:

PURPOSE OF REQUEST
Please give a brief statement as to the purpose of your request:

All requests for inspection or copies of City records shall be submitted to the City Recorder for response. The City Recorder's response will be pursuant to the City of Roseburg's policy for requests, inspection and copying of City Records. A copy of such policy is attached for your review. In most cases, there will be a fee charged for providing this service. Payment of the fee for meeting your request must be received prior to requested materials being released. The City Recorder will advise you of the fee required for your request. This form may be submitted by mail, in person or via email to the City Recorder.

SIGNATURE	
Applicant's Signature: _____	Date: _____

STAFF REVIEW/PROCESSING
Date Processed: _____ Number of Copies: _____ Staff Time: _____ Hours @ _____ = \$ _____
Other Charge(s): _____ Total Paid: _____ Receipt Number: _____
Staff Printed Name: _____ Department: _____

PUBLIC NOTICE POSTING LOCATIONS AND AFFIDAVITS
(Administrative Policy)

Any public notice which the Municipal Code requires to be posted in a public place, shall be posted, in addition to the locations specified below (when required), on the bulletin board in the corridor on the second floor of City Hall and on the outside posting place by the Douglas Street entrance to City Hall. Further, when the Municipal Code requires public notices to be posted in twelve public places (three places within each of the four wards of the City), such locations shall be as follows:

Ward I:

Corner of Casper and Commercial
Corner of Diamond Lake and Rifle Range Road
Corner of Stephens and Garden Valley

Ward II:

Corner of Keasey and Calkins
Corner of Troost and Calkins
Garden Valley Fire Station

Ward III:

Corner of Harvard and Umpqua
Corner of Bradford and Broccoli
Corner of Madrone and Harvard

Ward IV:

Corner of Lane and Kane
Corner of Booth and Main
Corner of Sheridan and Mosher

The City Recorder shall be responsible for preparing all public notices to be posted in the four wards of the City. Notices shall be prepared on brightly colored paper so as to be highly visible to the public, and laminated so as to be protected from moisture. The laminated notices shall be forwarded to the Public Works Department to be secured on three-foot wooden stakes and posted in the designated locations within the wards. Following the hearing upon which the notice was based, the City Recorder shall send a written request to the Public Works Department to remove the staked notices. The Public Works Department will ensure removal of such notices within three working days of receiving the removal request from the City Recorder.

If the Code requires a notice to be posted in only four public places, the locations within each of the four wards shall be the location first listed above for that specific ward, the second floor bulletin board and the posting place located by the Douglas Avenue entrance to City Hall. An affidavit of posting shall be signed by the City employee who posts the notice.

The employee who physically posts required public notices shall sign an affidavit verifying that such notice was duly posted. The affidavit shall be prepared by the City Recorder.

PURCHASING POLICY & PROCEDURES
(Administrative Policy)
(Approved by City Manager Messenger 7/25/2022)

PURPOSE

The purpose of this formal purchasing policy is to establish and maintain a procurement system that will enable the City to provide an efficient and reliable purchasing process; reduce overhead and paperwork to a reasonable level; ensure compliance with federal, state and local laws, rules and regulations; and establish adequate controls with respect to budgeted expenditures.

GENERAL APPLICATION

It is essential that the purchasing policy and related procedures provide clear guidelines for City employees to follow regardless of personnel changes. The policy shall also enable suppliers to have clear expectations when transacting business with the City.

The purchasing policy and procedures apply to all City purchases for authorized purposes. All departments of the City shall comply with such established policy and related procedures. Purchasing discounts and benefits apply to City purchases only. Personal purchases from vendors cannot be made through City accounts, nor can City discounts or benefits be extended to any individual.

PURCHASING AUTHORITY

The City Charter designates the responsibility for all purchases to the City Manager. The Manager has delegated certain responsibilities to the Finance Director and individual Department Heads. The Roseburg Municipal Code and the Oregon Revised Statutes provide additional regulatory requirements that must be also followed.

IMPLEMENTATION OF POLICY

The Manager is responsible for the implementation of the purchasing policy. Separate procedures will be prepared outlining requirements for individual types of purchases within these general guidelines.

INVOICE PROCESSING REQUIREMENTS

An invoice is required for all purchases and must clearly identify the name of the vendor, a description of the item(s) purchased and the total cost of the items purchased. Each invoice must be signed by the Department Head or authorized employee. For purchases made locally, an invoice must be obtained at the time of purchase and submitted to the Finance Department within 48 hours from the invoice date. For out of town purchases of materials, supplies and equipment, packing slips must be submitted to Finance within 48 hours after receipt of materials. Packing slips are used to confirm receipt of merchandise. Timely submittal of invoices will allow the City to take advantage of any available discounts.

Before submitting an invoice to the Finance Department, the invoice must be coded with the proper account number to be charged for the expenditure and initialed by the Department Head or authorized employee. If the purchase involves capital outlay, the invoice must also be coded with the appropriate project number. The City's accounts payable program will not accept a

capital outlay purchase without a project number. Project numbers for equipment are established by the final two digits of the year, then the department number (example: a 2011 capital outlay purchase for the City Manager's department would have a project number of 111010 and be coded to the capital outlay line item number). Equipment must have a value of at least \$5,000 and a life expectancy of at least 5 years to be considered capital outlay, anything less than that would simply be charged to the department's appropriate line item in the materials & services budget.

In all cases, departments are instructed to ask vendors, at the time of purchase or when placing an order, to mail any monthly statements and/or duplicate invoices directly to Finance. When placing an order for merchandise, also ask the vendor to include the account number to be charged, the project number if the purchase is for capital outlay, and the name of the person placing the order.

Any purchase that deviates from the foregoing procedures must be pre-authorized by the Finance Director.

If an item is returned, the original receipt and packing slip (when available) must be submitted to Finance along with the credit/exchange receipt. The credit or exchange receipt must clearly identify the vendor, the items being returned, the total credit allowed and the account number to be credited.

PURCHASE ORDER PROCESS

For any purchase requiring a purchase order, the purchase order must be signed by the Department Head and forwarded to the Finance Director for review *prior to merchandise being ordered*. If the purchase is included in the budget, or a result of specific City Council action, the Finance Director is authorized to execute the purchase order. If the request is for the purchase of a non-budgeted item, and is not something specifically approved by Council action, the requesting Department Head must obtain the City Manager's signature, indicating approval of the purchase, before forwarding the purchase order to the Finance Director.

Purchase orders may be obtained from a designated person in the Finance Department. The information required for a purchase order includes the name of the supplier (vendor), the actual or estimated amount of the purchase, the account number to be charged, the project number if it is for capital outlay, and an estimated date of delivery. Using a purchase order ensures the purchase is accurately recorded, invoiced at the proper amount and authorized by established procedures.

The designated employee within the Finance Department or the department making the purchase will complete the purchase order (4-part form). One copy will be given to the originating department. The remaining three copies will be utilized at the discretion of the Finance Department. When the invoice is received in the Finance Department, it will be matched to the purchase order and set up for payment.

PURCHASES VALUED UP TO \$5,000

Department Heads have been delegated the authority to purchase materials, supplies and services valued up to and including \$5,000 without the use of a purchase order provided the invoice processing requirements are followed. Although competitive quotes are not required for purchases up to and including \$5,000, departments should make every effort to obtain the

best price possible. If quotes are solicited, the department should document the results and attach to the purchase order.

PURCHASES VALUED ABOVE \$5,000 UP TO AND INCLUDING \$10,000

Purchases valued above \$5,000 up to and including \$10,000 may be approved by the City Manager by direct selection or any other method the City Manager deems in the best interest of the City. Such purchases shall be accompanied by a purchase order and a written record documenting the manner of selection and the reason why the selection was in the best interest of the City. All purchase orders must be signed by the Department Head and the City Manager or the Finance Director.

PURCHASES VALUED ABOVE \$10,000 UP TO AND INCLUDING \$100,000

The purchase of materials and supplies and personal services valued above \$10,000 up to and including \$100,000, shall require a purchase order signed by the City Manager, and unless the purchase is exempted from competitive solicitation under Roseburg Municipal Code shall also require three written quotes. A summary sheet of written quotes must be submitted as an attachment to the purchase order. Quotes may be obtained by direct solicitation or by electronic advertisement on OregonBuys and the City's website for a minimum of 10 consecutive days.

PURCHASES VALUED ABOVE \$100,000

Purchases valued above \$100,000 shall require Council approval based on formal solicitations published electronically on OregonBuys and the City's website for a minimum of 10 consecutive days unless the contract is for a public improvement valued at or above \$125,000, at which time the solicitation must also be published in a trade newspaper of state-wide circulation.

RECYCLED MATERIALS PREFERENCE

As used in this policy "recycled material" means any material that would otherwise be a useless, unwanted or discarded material except for the fact that the material still has useful physical or chemical properties after serving a specific purpose and can, therefore, be reused or recycled.

Notwithstanding the provisions of law requiring the City to enter into contracts with the lowest responsible bidder, the City shall have the discretion when awarding any contract for the purchase of materials and supplies of granting a preference to the purchase of materials and supplies manufactured from recycled materials.

The public good is served when the City awards a contract to the person or manufacturer supplying recycled materials, when the prices quoted by them do not exceed the lowest bid or price quoted by persons or manufacturers offering non-recycled materials, by more than 5%.

The City Manager may provide for the preference granted in this policy to contracts exempt from competitive bidding pursuant to the Roseburg Municipal Code.

STATE PURCHASING PROGRAM

The City is a member of the Oregon Cooperative Purchasing Program through the Oregon Department of Administrative Services, which allows the purchase of certain goods and services under state pricing agreements. Information on state pricing agreements may be

obtained via internet access to the OregonBuys Program. The City Recorder's Office can assist departments in gaining access to the program.

In accordance to the terms of the state purchasing program agreement, when a product is purchased under a state pricing agreement, a purchase order is required and the purchase order should include the state price agreement (contract) number and the following statement:

"This purchase is placed against State of Oregon solicitation or contract #_____. The terms and conditions of said solicitation or contract apply to this purchase and take precedence over all other terms and conditions written or implied."

REAL PROPERTY MANAGEMENT
(Administrative Policy)

REAL PROPERTY MANAGEMENT TEAM

The primary staff persons responsible for management of the City's real property shall be the City Manager and the City Recorder.

REAL PROPERTY RECORDS

An inventory of City-owned real property, whether non-occupied or occupied by lease with the City, shall be maintained on file in the City Recorder's Office. Of such properties, those that are determined to be surplus to the needs of the City shall be declared so by Council motion and considered available for disposal by one of several methods outlined in the Roseburg Municipal Code. The City Recorder shall be responsible for maintaining all real property-related records, including but not limited to deeds, easements, leases and City Property/Facilities Use Permit Agreements.

REAL PROPERTY DISPOSAL

Persons desiring to purchase City-owned real property shall first be directed to the City Recorder to determine if there are any deed restrictions on the subject property, and if the subject property has been declared surplus by Council.

If no deed restrictions exist and the property has been declared surplus by Council, the City Recorder shall solicit final confirming comments from all City departments regarding current or potential future use of the subject property. All departments shall be responsible for reviewing the property, noting any concerns and promptly returning comments to the City Recorder for inclusion in the property sale file.

If there are no deed restrictions, but the property has not been declared surplus by Council, the City Recorder will initiate department review. If it is determined the property should not be considered surplus, the City Recorder shall respond to the person desiring to purchase the property and indicate the property is not available.

If the property is free of deed restrictions and no department objects to disposal of such property, the City Recorder shall obtain an appraisal to determine a value for the property and recommend disposal to the City Manager, who shall recommend a method of disposal to the Council. Upon direction from the Council, the City Manager shall direct the City Recorder to prepare the notice of such disposal based on the Municipal Code requirements set forth for the method of disposal chosen. The City Recorder shall be responsible for setting up and following through with title company procedures. Upon sale of the property, the City Recorder shall be responsible for recording the deed.

LEASE OF REAL PROPERTY

All use of City-owned real property not covered by the Public Facilities Use Permit or park permit shall be covered by a lease with the City. Airport lease rates shall be determined by the City Council. All other lease agreements shall be negotiated by the Real Property Management Team, with the City Attorney's assistance when needed.

TEMPORARY USE OF REAL PROPERTY

All temporary use of non-park City-owned real property shall require a Public Facilities Use Permit. Applications for such use shall be available in the City Recorder's Office. All such use permits shall be approved and signed by the Police Chief, Fire Chief, Public Works Director and City Manager. Temporary use of park property shall be by permit through the Parks Department.

CITY LIENS AGAINST REAL PROPERTY - FORECLOSURE PROCEDURES

A. City Authority. By state law, and in accordance with the City Charter and the Roseburg Municipal Code, the City has the authority to assess privately owned real property for the costs of local improvements specially benefiting such real property and the costs the City incurs for abating a nuisance which the property owner fails to abate after receiving notice from the City. When private property is assessed for a local improvement project, nuisance abatement or other form of assessment, and the owner of such property fails to pay the assessment within the required time, the City may file a lien against said property for the amount of the assessment, plus interest, penalty and the City's costs, including attorney fees. In the case of local improvement assessments, the owners of the assessed property are afforded the opportunity to pay the assessment in installments with interest over a ten-year period. The interest accrues from the day the assessment is levied. If any assessment or installment payment thereon remains unpaid for one year after its due, if bonded, or after 60 days if unbonded, the City has the right to foreclose on the property. If the City does foreclose, it has the right to recover all costs involved with the foreclosure sale. The basic process for filing a lien for unpaid assessments, or foreclosing on such lien, is the same, regardless of the type of assessment (i.e. local improvement project, nuisance abatement, etc.).

B. Notice of Potential Lien. When the Council adopts a resolution forming a local improvement district, a certified copy of the resolution is filed with the Douglas County Assessor's office and all title companies within the City to provide notice of the potential lien against the property that could be created by the improvement. The resolution forming the local improvement district sets the "estimated" assessment amounts based on the bid being awarded for the project. Since the resolution is based on an "estimated" amount, a second notice is required following completion of the improvement project as outlined in the following Subsection C and RMC 4.04.120. With a nuisance abatement assessment or other form of assessment, the only notice given is when the assessment billing is sent by certified mail to the property owner. A copy of the assessment billing should be sent to the Douglas County Assessor's Office and all local title companies when it is sent to the assessed property owner. Public improvement and nuisance abatement liens are levied and filed against the subject property. When the lien is recorded with the Douglas County Clerk's Office, it becomes a matter of the records on the subject property. Issuing a notice of potential lien protects the City's lien interest in the event ownership in the subject property should change between the time the property is originally assessed and a lien is formally filed against the property. It also notifies anyone interested in buying the subject property of the potential debt against the property.

C. Notice of Final Assessment Levied. Following adoption of an ordinance levying final local improvement district assessments, the City Recorder records the assessment ordinance with the Douglas County Clerk's Office and by certified mail, gives notice of the final assessment to the owners of the benefited properties. By recording the assessment ordinance,

notice of the final assessment amount is also given to the Douglas County Assessor's Office and all title companies conducting business in the City.

D. Lien Docket Entry. Any assessment as described in the above Subsection A that is not paid in the required time is entered in the City's lien docket by the City Recorder. The lien docket entry includes a description of the purpose of the assessment (improvement, nuisance abatement, etc.), the name and address of the owner of the property assessed, the address or description of the property assessed, the date of the action creating the assessment, the amount of the assessment and any penalty imposed. Once the Recorder records the assessment ordinance and makes the lien docket entry, the amount becomes a lien upon the property being assessed. The lien docket entry is not made until the expiration of the 10 day period provided in the notice of assessment for payment in full, or if for a local improvement project, payment in full or the filing of an application for installment payments. If an application for installment payments on a local improvement district assessment is filed and an installment payment and interest thereon becomes delinquent by 60 days, if unbonded, or by 1 year if bonded, then the whole amount of the unpaid installments, including interest, becomes at once due and payable and can be foreclosed upon in accordance with RMC 4.04.190 and as outlined in the following Subsection E.

E. Time Limit Before Foreclosure Commences. The City has authority under ORS 223.510 to cause real property upon which the City has filed a lien for any final assessment or installment thereon which has become delinquent, to be foreclosed upon and sold at any time after one year from the date such lien became due and payable or installment thereon became delinquent, if bonded or after 60 days if unbonded. When this time has lapsed, the City Recorder gives the Finance Director, a list from the lien docket, describing each delinquent assessment or installment thereon. The list contains the name of the owner of the property assessed, a description of the property, the amount of the final assessment due and any other information the Finance Director may need. Upon receipt of the list, the Finance Director proceeds to collect the unpaid liens or assessments by advertising and selling the real property in the manner provided by law.

F. Notice of Foreclosure Sale: Before the foreclosure sale takes place, the City Recorder or City Attorney publishes notice of the sale in the local newspaper once a week for four successive weeks. The notice includes a description of the property to be sold, including the street address (if any), the name of the owner of the property, the amount of the unpaid lien and the date, time and place of the foreclosure sale. The City Recorder or City Attorney sends a copy of the first of the four published notices by certified mail to both the owner and occupant, if any, of the real property to be sold. At least 60 days prior to the sale, the City Recorder or City Attorney also sends a copy of the notice by registered or certified mail to any person filing a notice with the County Clerk under ORS 86.785 requesting a copy of any notice of default or sale under a trust deed and to any person having a lien or other interest in the real property to be sold. The City Recorder or City Attorney retains the return receipt for the registered or certified mailings as proof of issuing notice.

Foreclosure Sale - Subject to Redemption. Each piece or tract of real property foreclosed upon is sold separately, for a sum equal to, but not exceeding the unpaid lien, with interest and penalty, plus the cost of advertising and selling the property, including attorney fees. The property is sold to the first bidder offering the amount accrued. If no bid is received, the City may purchase the property for the amount of the lien and the cost of advertising and selling the

property, or after three months, offer the property for public sale again. Sale of the property conveys to the purchaser, subject to redemption, all estates, interest, liens or claims therein, or thereto, of any person. After the property is sold, the Finance Director gives the purchaser a certificate of sale, describing the property sold and stating the amount it sold for, the amount of the lien, the name and address of the purchaser, and that the sale is made subject to redemption within one year from the date of the sale.

Lien Docket Entry After Sale. Within three days after the foreclosure sale, the Finance Director gives the Recorder a report showing the sale of the property and collection of the lien amount. The Recorder then makes proper entries of the sale and collection in the lien docket. Thereafter, no transfer or assignment of any certificate of purchase for the real property sold under foreclosure is valid unless the Recorder has noted an entry of such transfer or assignment in the lien docket.

Procedure and Conditions of Redemption. The owner, legal representative of the owner, or the successor in interest of the owner, or any person having a lien by judgment, decree or mortgage, or owner of a tax lien, on any property sold by foreclosure by the City, may redeem it upon the conditions established by law and set forth herein. Redemption of any real property sold for a delinquent final assessment or lien may be made by paying to the City, at any time within one year from the date the property was sold, the purchase price plus 10 percent thereof as a penalty, and interest on the purchase price at the rate of 10 percent per annum, from the date of the sale. Such redemption discharges the property sold from the effect of the sale. When an individual purchases real property at a City foreclosure sale, if, with the approval of the City, that purchaser incurs costs for maintaining or improving the property during the period allowed for redemption and the property is subsequently redeemed, the City may return all or a part of the penalty paid by the person redeeming the property to the purchaser as authorized by City Council.

Execution of Deed to Purchaser. After one year from the date of the sale, if no redemption has been made, the City Manager executes a deed of conveyance to the purchaser. The deed contains a description of the property sold, and states the date of the sale; the amount of the bid and of the lien for which the property was sold; that the lien was unpaid at the time of the foreclosure sale; and that no redemption has been made. The purchaser named in the deed is then entitled to immediate possession of the real property. Any action, suit or proceeding which may be commenced for the recovery of land sold by the City through foreclosure must be commenced within one year from the time of recording of the executed deed.

RECORDING OF LEGAL DOCUMENTS
(Administrative Policy)

The City Recorder's Office shall be responsible for recording all documents on behalf of the City. Documents submitted to the Recorder's Office for recording shall be accompanied by a request form indicating the account number the recording fee shall be charged to and any additional instructions that may be required. Recording fees for documents required for the benefit of a private party, e.g. Irrevocable Petitions, Consents to Annex, shall be paid by the private party.

RECORDS MANAGEMENT
(Administrative Policy)

(Approved by City Manager Nikki Messenger 1/10/2023)

Purpose

To establish procedures for records management in compliance with state guidelines for the City of Roseburg (City).

Scope

This policy applies to all City public records in the City of Roseburg organization.

The Records Management Program is comprised of the City of Roseburg records management related Policies, Procedures, Resolutions and Forms. All documents are located in the Shared Drive at <S:\Records Management\RECORDS MANAGEMENT POLICY DOCS>.

The City Recorder is the official “Records Manager” for the City, and as such administers the Records Management Program.

The “Records Management Team” structures policy and procedures of the Records Management Program based on risk assessment and compliance with the ORS and OAR. The Records Management Team (RMT) is comprised of the City Recorder and a representative from each department.

The Risk Manager and City Attorney are resources available to the Records Management Team.

Department Directors are responsible for appointing a “Records Management Team (RMT) representative” for their department.

Policy

The City will comply with ORS (192) and OAR (166-030) guidelines as they pertain to the management of public records. The City Recorder’s Office will rely on advice and direction from the City Attorney when these guidelines require interpretation. This policy outlines the process to be used to ensure that applicable City records are retained, preserved, and destroyed in accordance with the Oregon State Archives Retention Schedule, and works together with the ORS and OAR guidelines and the City of Roseburg’s Records Management Program.

Non-compliance with this policy creates risk-management and liability issues for the City. Compliance with this policy is mandatory. This policy applies to the “official copy” of a public record.

Definitions

Access and Disclosure. Public records may be subject to access and/or disclosure under Oregon Public Records Law unless the record or material is exempt. Refer to ORS 192.311 for the definition of a public record as it pertains to inspection. Also see ORS 192.314 and ORS 192.324 for inspection of records, and ORS 192.345 and ORS 192.355 for exempt records. Contact the City Recorder with questions.

Convenience Copy. Also known as a “non-record copy,” it is a copy or duplicate of an official copy. Retention and disposition do not apply, but access and disclosure may apply.

Creation date: The date on which the public record was created.

Official Copy. The designated public record, when multiple copies exist. Records that are not the “official copy” are “convenience copies.”

Public Record. ORS 192.005 (5) refers to the definition of a public record as it relates to archiving. “Public record” means any information that:

- (a) Is prepared, owned, used, or retained by a state agency or political subdivision;
- (b) Relates to an activity, transaction or function of a state agency or political subdivision; and
- (c) Is necessary to satisfy the fiscal, legal, administrative or historical policies, requirements or needs of the state agency or political subdivision.

Record Series. Record Series are defined in the Oregon State Archives Retention Schedule – OAR166-200.

Retention and Disposition: Official copies of records are subject to the State of Oregon’s City General Records Retention Schedule – OAR166-200.

Procedures

1. **Retention Schedule.** The City of Roseburg has adopted the State of Oregon’s City General Records Retention Schedule. Records Management Team (RMT) members are responsible for applying the Retention Schedule to Official copy records in their department. Unless otherwise stated in the Retention Schedule, a retention period shall be calculated from the record’s creation date.
2. **Archiving Official Copies of Records.** The location of archived records that are Official copies is determined by the City Recorder and RMT representative.
 - (a) **Custody of short-term records** (records with retention of up to 10 years). Retained and managed by the RMT, except:
 - i. the following Record Series, which should be forwarded to the City Recorder’s Office:
 - Policy or Historic News Releases
 - Competitive Bid Records – rejected bids and bid exemptions
 - Proclamations – proclamations requested by outside groups or organizations which are not included in an agenda file.
 - (b) **Custody of long-term records** (records with retention of more than ten years, but less than 100 years). Retained and managed by the RMT representative or the City Recorder’s Office. The RMT representative should contact the City Recorder’s Office for instruction about whether a particular Record Series should be retained and managed by the City Recorder or RMT representative.

- (c) **Custody of 100 years or more to permanent records** (permanent records are identified as such in the Retention Schedule). These records have a permanent or enduring historical, administrative, legal, or fiscal value, and must be retained in paper or Microfilm format. RMT representatives will forward permanent records to the City Recorder's Office, except for certain police, fire, or legal records which are retained in the respective department. Most records archived by the City Recorder's Office are also scanned into Laserfiche for easy access and either transferred to microfilm or stored in a Recorder's File in the City's Vault. Access by other Staff to the archives vault shall be accomplished through the City Recorder's Office. The City Recorder shall assign each department an area in the archives vault for storing departmental records retained in the vault.

3. Electronic Records Retention. Records may be electronically retained in approved formats only.

- (a) **Short-term records** (records with retention of up to ten years): pre-approved electronic formats are Laserfiche or Outlook. Other electronic formats are acceptable for storage of official copies **ONLY** if the media meets all four of the following criteria:

- 1) The retention capacity of the electronic media will exceed the minimum retention period for the record series; and
- 2) Technology will exist that can produce and print out this record for the duration of the retention period without unacceptable loss of quality (consult with Information Technology); and
- 3) The Department responsible for managing the record's procedures allows for electronic records retention (consult with the Records Manager); and
- 4) There is a process in place to flag the employee as to when the record's retention expires so that it can be destroyed.

- (b) **Long-term records** (records with retention of more than ten years, but less than 100 years): the pre-approved electronic format is Digital Image as Originals (DIO). Other electronic formats are acceptable for storage of official copies **ONLY** if the media meets all five of the following criteria:

- 1) The RMT takes custody of the official copy; and
- 2) The retention capacity of the electronic media will exceed the minimum retention period for the record series; and
- 3) Technology will exist that can produce and print out this record for the duration of the retention period without unacceptable loss of quality (consult with Information Technology); and
- 4) There is a process in place by the Records Manager to identify when the record's retention expires so that it can be destroyed; and
- 5) The City Recorder's Office has approved the format.

- (c) **Permanent Records:** electronic retention does not apply. Official copies of permanent records must be retained in paper form, or transferred to microfilm.

Note: A digital image and an electronic record are not the same. Electronic retention is acceptable for short-term records only. An electronic record does not take the place of an original document unless it is acceptable per the City of Roseburg DIO Policy. (DIO) is applied by the RMT representative.

- 4. **Exceptions to the Schedule.** Retaining or destroying records outside of the schedule exposes the City to risk of litigation; thus, records *must be retained no less and should be retained no more* than their retention schedule. Only two exceptions allow retaining records for longer than the minimum retention period: legal holds and completion of a Justification Documentation form.
- 5. **Annual Records Inventory Review.** RMT representatives will review their Department's records inventory on an annual basis. Review will include evaluation of Justification Forms on file, inspection of a sample scan, and an evaluation of records eligible for disposal.

IT staff will annually review the City's systems to verify that the media being used will outlive the record series' minimum retention, or that a migration plan is in place.

- (a) **Legal Hold.** In the event a record series becomes subject to a legal hold, all disposal must cease, even if the records were retained past their retention date. The City Manager's Office and the City Attorney's Office must be notified immediately upon receipt of a legal hold.
 - (b) **Justification Documentation form.** If a RMT representative decides that a record series warrants retention beyond its assigned disposal date, or if a unique or new record series is not included in the Retention Schedule, the RMT representative shall submit a Justification Documentation form to the City Recorder's Office for approval. *(Records not found on the City General Records Retention Schedule are considered to be program records of City of Roseburg and must be reviewed by the State Archivist prior to their destruction)* A copy of the form will be returned to the RMT representative and should be retained with the Department's records management procedures. This form is located in the S Drive Records Management Policy Docs folder.
- 6. **Purging Records.** RMT representatives should schedule annually (at a minimum) a time for their Department to prepare records for storage during their retention period and/or destruction for records that have met their retention expiration date. This should occur on or near the date of the annual records inventory review.

Records with a permanent retention must be prepared by the RMT for microfilming. If the records are in paper format only, the RMT must remove all staples and paper clips, tape any rips and tears, and place the records in the order they are to be

filmed. If the records have been scanned into Laserfiche, the RMT shall provide a list of the documents to be microfilmed and their location in Laserfiche. The City Recorder's Office shall be responsible for microfilming services and original silver copy storage. Unless the "paper" original record is of significant historical value (i.e. original Council minutes, ordinances, etc.), the paper original should be destroyed as soon as it has been placed on microfilm.

7. Records Storage and Disposal – Paper Records.

- (a) **Boxes in the Vault** should be labeled with the Department, record series, retention expiration date, and the total number of boxes in the series.
- (b) **Storage.** RMT must complete a Records Storage and Destruction Report of records stored in the Vault. RMT representatives should retain the Report during the retention period; the City Recorder's Office does not need a copy of the Report while records are in storage.
- (c) **Disposal.** RMT must complete the Destruction portion of the Report when records are ready to be destroyed. Destruction Reports must be approved by the City Recorder's Office before record disposal. The method of disposal must be in compliance with ORS, and City of Roseburg Identity Theft Protection Policy. The final approved Report must include the schedule number; record series title, cubic feet destroyed, and date destroyed.

RMT must forward the original final copy of the Report to the City Recorder's Office. Departments may keep a copy of the Report for their records. Convenience copies, regardless of format, do not require their disposal to be recorded.

8. Records Storage & Disposal Index – Digital Records.

- (a) **Digital Image as Originals (DIOs).** For information on storage of DIOs, see City of Roseburg Digital Images as Originals Policy. The process for disposal of DIOs is as follows:
 - 1) The RMT will run a report through LF to identify which records are eligible for destruction
 - 2) The RMT will review those records and determine which are ready for destruction
 - 3) The RMT will get approval from the City Recorder before 'destroying/deleting' the eligible records
 - 4) The RMT will 'destroy/delete' the eligible records
 - 5) The RMT will run a report through LF showing the records that were destroyed/deleted. The destruction report generated by the system should include retention schedule number, record series title, and date destroyed.
 - 6) The RMT will submit the destruction report to the City Recorder.

A record of destroyed records must be retained and stored by the City Recorder; this is a legal requirement and is vital for the City's efforts to mitigate litigation risk.

Both the destruction report for paper records and for electronic records shall be forwarded by the City Recorder to the State Archivist on an annual basis.

9. **Identity Theft Protection.** Storage, transfer, and disposal of all public records (including convenience copies) must be in compliance with ORS and the City of Roseburg Identity Theft Protection Policy.
10. **Convenience Copies.** Employees are discouraged from keeping convenience copies, as this is a liability and cost issue for the City in the event of Public Records Requests and legal holds. Employees should carefully consider the need for a convenience copy versus the risk and cost of discovery. Employees are responsible to locate their convenience copies that are on portable storage in the event of a public records request or legal hold.
11. **Procedures & Training.** Any staff member that scans records into the LaserFiche system must follow the procedure below for each document scanned:
 - Determine number of pages of the document prior to scanning
 - Verify the number of pages scanned match the number of actual pages
 - Re-scan any missing pages to ensure the record is complete
 - Retain the paper copy for 30 days, then destroy

RMT representatives are responsible for implementing records management procedures in their Departments which includes: the transfer of custody of official copies of records from the employee to the RMT representative; training current and new employees in their Departments on records management; and attending periodic RMT meetings as scheduled by the City Recorder's Office.

(Approved by City Manager Nikki Messenger 1/10/2023)

RECREATIONAL IMMUNITY
(City Council Policy)

Background: In its 2011 Regular Session, the Oregon Legislature enacted House Bill 2865 to limit private claims or rights of action based on negligence for personal injury resulting from people using “undeveloped” public way, to claim such immunity, on November 14, 2011, the Council adopted Ordinance No. 3386 which read as follows:

**AN ORDINANCE ESTABLISHING IMMUNITY FROM CERTAIN PERSONAL INJURY OR
PROPERTY DAMAGE CLAIMS DESCRIBED IN HOUSE BILL 2865**

WHEREAS, the Oregon Legislature enacted House Bill 2865 in its 2011 Regular Session to limit private claims or rights of action based on negligence for personal injury or property damage resulting from use of a trail that is in a public easement or an unimproved right-of-way, or from use of structures in the public easement of unimproved right-of-way, by a user on foot, horseback, a bicycle or other non-motorized vehicle or conveyance; and

WHEREAS, House Bill 2865 applies automatically to cities with a population of 500,000 or more and allows cities with a lesser population to opt in to limit liability in the manner established by the law; and

WHEREAS, the City of Roseburg desires to limit its liability from certain claims by opting in to the immunity provided for in House Bill 2865;

**NOW THERE, THE CITY COUNCIL OF THE CITY OF ROSEBURG ORDAINS AS
FOLLOWS:**

Section 1. Pursuant to Section 3, Ch. 528, Or. Laws 2011, the City of Roseburg on behalf of itself, its officers, employees and agents, hereby opts to limit its liability with respect to personal injury or property damage resulting from use of a trail that is in a public easement or an unimproved right of way, or from use of structures in the public easement or unimproved right-of-way, with respect to claimants who may be a user on foot, horseback, a bicycle or other non-motorized vehicle or conveyance.

Section 2. This City of Roseburg further opts to extend the immunity contained in Section 1 of this ordinance to:

- A.** The owner of land abutting the public easement in the City, and unimproved right-of-way in the City; and
- B.** A nonprofit corporation and its volunteers for the construction and maintenance of the trail or the structures in a public easement or unimproved right-of-way in the City.

Section 3. This ordinance shall become effective 30 days following its adoption by Council and approval by the Mayor.

RESIDENTIAL PERMIT PARKING ZONE IN THE LAURELWOOD NEIGHBORHOOD
AREA

*(Please note the RMC references from the Administrative Order below are outdated.
The new RMC references are 8.02.030 and 8.02.040.)*

*(Administrative Policy)
Pursuant to Administrative Order No. 95-2*

The City Manager of the City of Roseburg finds that:

- A. Section 11.04.040 of the Roseburg Municipal Code provides that the designation, alteration or removal of permit parking zones can be effected by administrative order of the City Manager.
- B. At a September 22, 1995, meeting of more than 50 Laurelwood neighborhood area residents, a group consensus was reached in favor of the City establishing a residential permit parking zone to reduce the impact of Roseburg High School student vehicle parking within the neighborhood. A request was made that residential property within the Laurelwood boundaries be designated a residential permit parking only zone ("Zone").
- C. Establishment of such a Zone is initiated pursuant to Section 11.04.040 of the Roseburg Municipal Code, and the City Manager specifically finds such establishment necessary in order to meet the objectives of the policies set forth in Section 11.04.046 of the Roseburg Municipal Code; more specifically, the establishment of the Zone is based upon consideration of the relative, seasonal and special event demands for parking spaces within the area, the other public uses of the property, the location and physical characteristics of the streets in the area, and the availability of other parking spaces, and the creation of the Zone is therefore found to be in conformity with the policies, regulations and criteria set forth in Section 11.04.046 of the Roseburg Municipal Code.
- D. Notice of the City's establishment of a residential permit parking zone will be given to property owners and tenants within the affected area more particularly reflected on Exhibit A attached and incorporated herein by this reference.

NOW, THEREFORE, pursuant to the authority contained in Section 11.04.040 of the Roseburg Municipal Code, the City Manager of the City of Roseburg orders that:

- 1. The area as set forth in Exhibit A is hereby established as a residential parking permit zone. Only vehicles displaying the appropriate residential parking permit may be parked within the designated area(s).
- 2. The Zone shall be designated **RESIDENTIAL PERMIT PARKING ONLY** between 8:00 a.m. and 2:00 p.m. during regular school days, Monday through Friday.
- 3. Persons residing in or owning residential property within the Zone designated herein may apply for a permit or exemption from parking restrictions entitling the holder thereof to park within the designated areas.

4. Permit or exemption applications shall be processed as provided in Chapter 11.24 of the Roseburg Municipal Code.
5. Authorized delivery and service vehicles, which must display a business name or other designation which reasonably identifies the vehicle as such, may be allowed to park in the Zone without first obtaining a permit so long as the presence of such vehicles is necessary, and only for that period of time the vehicles are actually used, for the delivery of service or delivery or pickup or merchandise.
6. Upon written request of a resident, the City Manager may, in his discretion, make courtesy permits available for individuals desiring to park in the Zone for special events. Such permits shall be valid for the time specified and shall be free. These permits, if properly displayed in accordance with the direction prescribed by the City Manager, shall authorize the permittee to park within the Zone.
7. The City Manager shall cause signs to be erected within the Zone. The signs shall prohibit parking within the designated area(s) within the designated time(s) without the required permit.
8. The City Manager shall cause two exempt parking spaces to be designated as Laurelwood Park spaces. The two spaces shall be designated for the sole use of visitors to the Laurelwood Park. No permit shall be required for vehicles parked in the Laurelwood Park exempt spaces only for that period of time during which the occupants of the vehicle are visiting Laurelwood Park. All other parking within the exempt spaces, including vehicles displaying a permit, shall be prohibited.
9. Notice of the adoption of this Order shall be given to property owners and tenants within the affected area more particularly reflected on Exhibit A attached and incorporated herein by this reference providing them with 20 days within which to submit valid written comments. If no such comments are received within 20 days of the giving of notice, this order shall become final on January 5, 1996.
10. Parking in the Zone without a permit shall constitute a violation of, and subject a violator to the fines prescribed in, Section 11.28.020 of the Roseburg Municipal Code.
11. Any person aggrieved by the decision of the City Manager hereunder may appeal the same within the time and in the manner set forth in Section 11.04.044 of the Roseburg Municipal Code.

Dated this fifteenth day of December 1994.

EXHIBIT A

LAURELWOOD NEIGHBORHOOD AREA

The Residential Permit Parking controls within the Laurelwood Neighborhood Area ("Zone") shall be designated **RESIDENTIAL PERMIT PARKING ONLY** between 8:00 a.m. and 2:00 p.m. during regular school days, Mondays through Friday.

The following streets, blocks or portions therefore are recognized as being included within the above defined zone:

- Bellow Court
- Birch Court
- Bowden Avenue
- Casey Street
- Chapman Avenue
- Finlay Avenue
- Laurelwood Court
- Lilburn Avenue
- Madrone Street
- Riverside Drive
- Selmar Court

RESOURCE PLANNING AND ALLOCATION POLICIES
(Administrative Policy)

Revenues, operating and capital expenditures and debt service will be projected each year.

The City budget will support City Council goals, long range plans and needs of the community.

The annual budget will be prepared by the City Manager and reviewed by the Budget Committee consistent with the following municipal service priorities:

Preserve the public safety system which includes Police, Fire and Municipal Court;

Address the balance of municipal services as resources allow, which primarily includes cultural and leisure services, in addition to current services;

Maintain and replace the City's existing fixed assets, which include equipment, infrastructure and facilities, and when required for the preservation of health, safety or quality of life in the community, develop or enhance the fixed asset inventory; and

Facilitate economic diversification to preserve the City's revenue base and assure community employment.

Funding for the budget will be sufficient to provide municipal operating services and maintenance or enhancement of fixed assets needed to support public demand for City services.

REVENUE POLICIES
(Administrative Policy)

To the maximum extent possible, supplemental property tax levies will be used only for time-limited operating services or for capital improvements.

The City will attempt to decrease the dependence on property taxes and diversify the supporting revenue base in the General Fund.

To the maximum extent possible, the City will attempt to secure a dedicated revenue source to fund general capital projects.

The City will charge the direct beneficiaries of City services a fee that will recover part or all of the cost of providing the service. The level of fee support shall be routinely reviewed to ensure that rates are equitable and cover that percentage of the total cost deemed appropriate.

RIGHT-OF-WAY/EASEMENT RELATED ISSUES
(City Council Policy)

PINE STREET BIKE PATH: On March 13, 1978, Council adopted Resolution No. 78-11 approving an easement agreement with the Southern Pacific Transportation Company, a Delaware corporation, wherein the City would obtain ownership of a portion of real property owned by Southern Pacific Transportation Company and located in the Southwest quarter of Section 19, Township 27 South, Range 5 West, Willamette Meridian, Douglas County, Oregon, along the easterly side of the Grantor's railway facilities and extending from Douglas Street to Deer Creek (north-end portion of Pine Street). Upon adoption of the resolution, the City agreed to improve and use the property strictly for bike path purposes.

In 2005, the above described easement was brought to the Council as a result of discussions with the Chamber of Commerce Waterfront Committee. The discussions indicated that residents that use the section of right-of-way were in violation by driving on a designated bike path, removing the easement was considered a house-keeping matter. However, on August 8, 2005, by majority vote of the Council, it was agreed to not remove the easement or enforce the bikeway only restriction for the subject property until the Waterfront Committee completed the Waterfront Plan. If after that Plan was developed, the bike path restriction is found not to be necessary, the restriction could be removed at that time.

RISK MANAGEMENT PROGRAM *(Administrative Policy)*

MISSION STATEMENT

The mission of the City of Roseburg Risk Management Program is to identify and assess risks, select and implement measures to address risk, and monitor the program's effectiveness in an organized and coordinated fashion.

The City of Roseburg is committed to providing a safe place to work and visit.

OBJECTIVES

The objectives of the City's Risk Management Program include, but are not limited to the following:

- Providing a safe work environment for all employees, including all tools and training required for employees to perform their jobs in a safe manner.
- Proactively identifying and controlling potential risks and hazards, limiting exposures through training, regular inspections, incident analysis, and loss control efforts.
- Reducing costs by minimizing accidents and claims, and in turn reducing claims costs and insurance premiums.

BUDGETING AND ALLOCATION

The City's budget contains contributions from all departments to cover the costs of the City's Risk Management Program including general liability premiums, workers' compensation premiums and bonding costs. Auto and equipment policy premiums will be charged to each department according to which vehicles and equipment are used by each department. The airport will be charged for airport coverage.

RESPONSIBILITIES

Department Heads and Supervisors.

Department Heads and supervisors are tasked with supporting the City's Risk Management Program by ensuring employees understand and comply with all risk management and safety requirements. Department Heads and supervisors will:

- Promote safety program and loss control efforts.
- Understand and practice the Emergency Management Program.
- Ensure employees are trained on risk management, loss control, employee safety and emergency response policies.
- Allocate time for employee safety training and Safety Committee participation.
- Identify, reduce, and eliminate hazards through regular inspections and accident investigations.
- Hold all employees accountable for safety.
- Recognize and reward safe behavior.
- Understand and enforce contractual standards.
- Assure proper handling of hazardous materials.
- Promote and model ethical behavior.

- Report purchases of vehicles, equipment, facilities to the City Recorder.
- Initial administration of workers' compensation process in the event of an employee injury or illness by processing an 801 form within 5 days of event.

Employees

All City employees shall:

- Participate in training.
- Follow all safety rules.
- Report all incidents, injuries, and accidents to their supervisor immediately.
- Share any risk or potential risk with their supervisor immediately.
- Know what to do in an emergency; how to mitigate an event.
- Acknowledge responsibility for their own actions.
- Know the City's risk tolerance level.
- Work in an ethical manner.

Human Resources Director

As the City's primary Risk Manager, the Human Resources Director shall be responsible for the following:

- Developing and maintaining the City's safety, loss control and insurance programs.
- Coordinating and administering City safety programs.
- Coordinating, developing and conducting safety training programs.
- Attending and participating in City Safety Committee meetings.
- Coordinating interaction between the City and OR-OSHA or other regulatory agencies relating to safety.
- Managing the City's insurance programs to reduce claims, sustain best practices, and control costs.
- Providing the City Manager and Risk Management Committee with reports and information regarding the cost of risk and claim costs.
- Maintaining high standards of fiduciary responsibility in spending public funds by allocating the cost of risk management in a fair and understandable manner.
- Maintaining and communicating policies and procedures to reduce risks to the City.
- Administering claims against the City in a fair and timely manner.
- Assuring appropriate risks, insurance coverage, bonding and indemnity language is included in all City contracts as outlined in Chapter 5.3.
- Developing and maintaining a Risk Management Manual.
- Developing and maintaining Safety & Health Manual and Training Programs.
- Identifying, analyzing and mitigating risks.

City Manager

As part of the City's Risk Management Program, the City Manager shall:

- Approve all policies.
- Receive report regarding insurance claims, expenditures, accomplishments and goals.

Elected Officials

Elected officials play a role in the City's Risk Management Program by:

- Receiving reports on litigation, if filed.
- Approving high value claims when necessary.
- Approving the budget.

Safety Committee

The City's Safety Committee is made up of representatives from all departments and in compliance with the City's Safety & Health Manual shall:

- Meet monthly.
- Review workers' compensation claims and incident reports.
- Conduct quarterly inspections of City facilities.
- Review Safety Manual and update as needed.
- Conduct accident/incident analyses.
- Conduct job hazard analysis.
- Review OSHA consultations and ensure compliance.
- Make recommendations to City Manager and/or Department Heads regarding safety concerns.

RISK MANAGEMENT RESOURCES AND CONTACTS

Property and Casualty Consultants

Wilson-Heirgood Associates
2930 Chad Drive
Eugene, OR 97440-1421
Jeff Griffin, CEO
(541) 342-4441
jaagriffin@aol.com

William White
(541) 284-5850

wwhite@whainsurance.com

Property/Casualty, Liability Claims

CityCounty Insurance Services
1212 Court ST. NE
Salem, OR 97301
Mark Williamson, P/L Supervisor
(503) 763-3879
claimspl@cisoregon.org

Pre-Loss Legal

(503) 763-3845

preloss@cisoregon.org

Employee Benefit Consultant

Wilson-Heirgood Associates
2930 Chad Drive
Eugene, OR 97440-1421
Rich Allm, Benefits Consultant
(541) 284-5829
rallm@whainsurance.com

Risk Management Consultant

CityCounty Insurance Services
1212 Court ST. NE
Salem, OR 97301
Laurie Olson, Risk Mgmt.
(503) 763-3851
lolson@cisoregon.org

Loss Control Consultant

William White, WHA
(541) 284-5850
wwhite@whainsurance.com

Workers Compensation

Tristar Risk Management
PO Box 2805
Clinton, IA 57277-2805
Amy Stone, Branch Manager
(971) 925-1300, Ext. 1920
amy.stone@tristargroup.net

Emergency Environmental Services

First Strike Environmental
256 Quarry Road
Roseburg OR 97470
(541) 673-9892

City Attorney

Dole Coalwell Clark, et al
810 SE Douglas Avenue
Roseburg OR 97470
Jim Forrester, City Attorney
(541) 673-5541
james@roseburglaw.com

Auditor

Neuner Davidson & Cooley LLC
2500 W Harvard
Roseburg OR 97471
Jeff Cooley, CPA
(541) 672-4886
jeff@ndkccpa.com

INSURANCE COVERAGE

INSURANCE CONSULTANTS

The City of Roseburg may select one or more insurance consultants. The selection of insurance consultants will be in accordance with City contracting rules and Oregon purchasing laws.

The City of Roseburg has two insurance consultants; one for employee benefits and one for property, casualty and liability coverage. Insurance consultants generally serve for a period of five years unless a change is recommended by the Risk Management Committee. See a full listing and contact information for the City's Risk Management consultants and service providers at the end previous Chapter 5.1.

TYPES OF COVERAGE

The Risk Management Committee has a responsibility to set policy and make recommendations to minimize the cost of risk and maximize the protection of the City's employees and assets. To achieve these goals, the City contracts with an insurance broker to negotiate and secure coverage on behalf of the City. The City is self-insured for its workers compensation exposure and contracts through a third party administrator. A full listing of the City's insurance policies and carriers can be found at the end of this Chapter. In summary, the City's insurance coverage includes the following:

General Liability

The City's liability and property insurance is provided by CityCounty Insurance Services (CIS), an insurance pool designed specifically for municipalities and counties in the State of Oregon. Liability claims are filed for damages allegedly caused by negligent acts of the City.

Property

Physical assets such as buildings, personal property, computers and other communications equipment, roads, water facilities and infrastructure are covered under the City's property insurance.

A schedule of insured properties is maintained by the City's property and liability insurer. The valuation of these buildings will be reviewed and adjusted annually and reappraisals will be completed every five years. The property may be insured for Actual Cash Value (ACV), Functional Replacement Value (VRF) or Historical Replacement Value (HRV).

The City's property insurance package also includes earthquake and flood coverage, limited pollution coverage, builders risk insurance for new construction or major remodeling, and coverage for the restoration or reproduction of books, records, and electronic data.

Airport Liability

All general liability and auto accidents while on the airport premises are covered by an airport liability policy separate from our general liability and property coverage.

Auto Liability & Auto Physical Damage

For more information regarding the City's vehicle driving policy, see Section 12 in the Personnel Policy. For commercial driver license holders, also refer to Chapter 16 of the Safety & Health Manual.

A. City Vehicles: All City-owned vehicles need to be accounted for on the City's auto policy. For new vehicles, a "Vehicle Change Notice Form" must be completed, including year, make and model, VIN number, purchase price and value of the vehicle, and submitted to the City Recorder. The City Recorder also needs to be notified when a vehicle is sold/traded/donated so it can be deleted from the policy. See Chapter 1.11 "City Vehicles" for the "Vehicle Change Notice" form and for further information regarding the use of City vehicles. Each year in preparation for renewal, a full auto schedule will be distributed to Department Heads to verify proper coverage for all vehicles. Non-employees are not to be transported in City owned vehicles without proper authorization.

Not all City vehicles are insured for comprehensive and collision coverage. Currently, the City has a \$250 deductible for comprehensive coverage and \$500 for collision for standard vehicles. Large equipment has a \$250/\$5,000 deductible.

B. Equipment: City equipment is covered by CIS inland marine insurance. Departments are required to keep a list of equipment and notify the Human Resources Director for additions and deletions. If equipment is rented with a value over \$5,000, the Human Resources Director must be notified.

Workers' Compensation

All employees are insured by the City's workers' compensation coverage for injuries or illnesses sustained while performing their jobs. The City of Roseburg self-insures workers' compensation, and maintains an internal service fund to pay for self-insured claims. The City contracts with a third party to administer claims, and purchases excess insurance for catastrophic claims. Costs are allocated to departments based on exposures and claims history.

A. Return to Work Program: The City places a priority on returning injured employees to work as soon as they are able through the City's Return to Work program. Returning to work in a modified duty position allows the employee to stay in the routine of reporting to work each day, to continue to receive a full paycheck and avoid time loss. In addition, the City is able to receive reimbursement for 50% of modified duty wages through the State's "Employer at Injury Program", and funds are available to modify workstations or provide tools for injured workers to perform modified duty work. Supervisors are encouraged to work with injured workers to return to modified duty as soon as possible.

B. Loss Control: The City contracts with a loss control consultant to help identify and mitigate risks and exposures to the City's workforce. The consultant helps with employee safety training, OSHA compliance, and workplace inspections. The City's property and liability insurer also provides risk management consulting as a part of the insurance package. This consulting also includes employee training and workplace safety as well as data and trends analysis to help identify and eliminate risks and potential liabilities city-wide.

Crime Coverage

The City has \$100,000 crime insurance covering theft of public funds by employee dishonesty or forgery. City Council members and employees are covered under this policy.

Bonds

Blanket faithful performance bonds are carried on the City Manager, Municipal Court Judge and Finance Director per City ordinance.

Volunteers

Volunteers are not allowed to drive City vehicles, and are not covered by the City’s workers’ compensation program. The volunteers do, however, have limited coverage through the City’s travel and accident policy.

Current Insurance Policies/Coverages

<u>Policy</u>	<u>Insurer</u>	<u>Claims Contact</u>
Crime Insurance	Hartford Insurance	William White
Property (facilities & contents)	City County Insurance Services	CIS Claims
Mobile Equipment	City County Insurance Services	CIS Claims
Equipment Breakdown	City County Insurance Services	CIS Claims
General Liability – City	City County Insurance Services	CIS Claims
Auto Physical Damage	City County Insurance Services	CIS Claims
Excess Liability	City County Insurance Services	CIS Claims
Workers’ Compensation	Midwest Employers	William White
Workers’ Compensation-Bond	Safety National	William White
Pollution (Storage Tanks)	Zurich American Insurance Co.	William White
Airport – GL	Ace Group	William White
Bond – Finance Director	Old Republic Surety Co.	William White
Bond – City Manager	Old Republic Surety Co.	William White
Bond – Municipal Judge	Old Republic Surety Co.	William White
Travel and Accident	Hartford Life & Accident	William White

General Liability coverage through CityCounty Insurance services includes:

- Employment Practices Liability
- Employee Benefits Administration Liability
- Public Officials Liability
- Americans With Disabilities Act Liability
- Fair Housing Act Liability
- Law Enforcement Liability
- Pesticide/Herbicide Application
- Ethics Complaint Defense
- Oregon Consumer Identity Theft Protection Act of 2007
- Limited Ethics Coverage

CLAIMS PROCESSING & POTENTIAL EXPOSURES

CLAIMS REPORTING

In general, all claims against any of the City’s insurance policies should be forwarded to the Human Resources Director. Employees should not discuss potential claims without prior authorization. All questions from the media or other outside agencies should be forwarded to the Human Resources Director.

Liability, Property, and Workers’ Compensation Claims

The Human Resources Director/Risk Manager oversees the handling of all property, liability and workers compensation claims filed against the City. Claims are investigated and evaluated, then either paid or denied based on their merits. Litigated claims are assigned to outside counsel by either the City's insurers or the Human Resources Director. The City works with attorneys to obtain the most favorable results possible for the City. We are committed to practicing fair and reasonable claims management, while aggressively defending claims without merit.

Types of Claims

The different types of claims the City may be involved in include the following:

- **Liability:** A claim filed against the City by a third party for damages caused by alleged negligent acts of the City.
- **Property:** A claim filed for damage and/or loss to City owned property, land or structures.
- **Auto Liability:** A claim filed when a City employee is involved in a vehicle accident that causes damage to a third party's property or person.
- **Auto Physical Damage:** A claim resulting from a City employee being involved in a vehicle accident that causes damage to a City vehicle.
- **Workers' Compensation:** A claim filed when a City employee sustains illness or injury while performing job related duties.

Liability and Property Claims Process

Any claim, occurrence, suit, tort claim notice, or communication that reasonably puts the City on notice of a claim or suit against the City should be forwarded to the Human Resources Director or Management Staff Assistant immediately. Information collected from the claimant should include the claimant's name, address, and phone number, and a description of what happened including when, where, how, and what the claimant is expecting from the City. The claimant must submit the claim in writing and attach estimates or receipts for any repairs or injuries, along with any other documentation to support claims, including pictures and witness information when available.

The claimant should be encouraged to contact their own insurance carrier and informed that once the City has received their paperwork, we will submit it to our insurance carrier. Also, the claimant should be informed that submission of a claim does not guarantee that a claim will be accepted and that an adjuster may contact them to gather information and see any damaged property.

Auto Liability and Auto Physical Damage Claims Process

Any auto related claims should be reported to the Human Resources Director or Management Staff Assistant immediately. In addition to the information collection process outlined above, a Vehicle Accident Report and any Police reporting information should be included.

Workers' Compensation Claims

In the event an employee has a job related injury or illness and seeks medical treatment:

- The employee should complete and sign form 801 and submit it to Human Resources. Human Resources will forward the completed 801 and any applicable information to the City's Workers' Compensation third party administrator.
- An Incident Report form should be completed by the injured worker's supervisor and submitted to Human Resources.
- The injured worker must obtain a notice from the doctor indicating return to work status and any restrictions for return to modified duty. Time loss will not be allowed unless authorized by the attending physician or the City determines that suitable modified duty is not available.
- The injured employee's Supervisor and Human Resources will consult with the injured worker to identify suitable modified duty work when available.
- The injured worker must continue to communicate work status updates to their Supervisor and Human Resources.

Incidents that result in injuries not requiring medical treatment should be documented on the City's Incident Report Form. Form 801 may be completed, but does not need to be signed by the involved employee.

SPECIAL EVENTS

Generally, a "special event" is defined as any organized assembly or activity conducted by an individual or organization for a common purpose. Most of these events are not planned or organized by the City of Roseburg, but they are often held on City-owned property. The City will have concerns and responsibilities if the activity involves the use of City property, facilities or services. Potential major loss exposures for special events include damage to public property, equipment and machinery and injuries to participants.

To properly prepare for a special event, the City must consider the following aspects of the event:

- Purpose of the event.
- Time and duration of the event.
- Number of participants expected.
- Which public facilities are involved.
- Impact to traffic flow.
- Alcohol sales and/or consumption.
- Security provisions.
- Restroom facilities.
- Post-event concerns.
- Cleanup.
- History of the event or similar events.

In addition, a number of City permits may be required. Organizers also must provide certification that minimum insurance requirements have been met. Contact City Administration for event applications with details and procedures.

EMERGENCY MANAGEMENT/NIMS

Along with risk management comes “emergency management”. The four primary parts of emergency management are:

- Communication and notification.
- Response (Rescue).
- Assessment & relief.
- Recovery and rebuilding.

The City has an overall Emergency Action Plan, as well as Emergency Action Plans for each City facility. Plans are to be reviewed periodically with employees at each facility to ensure preparation and understanding of what to do in case of an event at their City facility.

Risk Management’s role in any bomb threat, flood, fire, terrorism activity, earthquake or any natural disaster will be to assist in any means possible to limit injury to or illness of employees, and to protect City facilities if possible.

The Emergency Action Plan includes an emergency contact list, comprised of employee emergency contact phone numbers and home email addresses.

Assigned Staff members will complete recommended National Incident Management System (NIMS) training. This training helps ensure preparedness and is required for Federal Emergency Management Agency (FEMA) funding eligibility.

COMMON POLICE EXPOSURES AND RISK MITIGATION ACTIONS

Common Police Department exposures include claims regarding:

- Use of excessive force.
- False arrest.
- Wrongful detention.
- Negligent investigation.
- Harassment.
- Pursuits.
- Use of city vehicles.
- Hiring and selection processes.

The City’s Police Department has policies and procedures in place to mitigate these types of exposures and claims. The Chief of Police monitors claims in conjunction with the Human Resources Director.

Risk Management tools used by our Police Department include, but are not limited to, extensive training programs, pre-employment drug testing, thorough background checks and psychological evaluation of employment candidates. There is also a well-defined chain of command that establishes proper reporting and channels of authorization.

PUBLIC WORKS COMMON EXPOSURES AND RISK MITIGATION ACTIONS

The Public Works Department deals with a wide-variety of activities that could result in the following types of exposures:

Transportation

The City's Public Works crew maintains the City streets and water system. During the winter months, there may be snow and/or ice on our City streets. Priority attention is given to clearing and/or sanding of the Lifeline Routes (routes taken by Fire, Police and EMS vehicles responding to emergencies). Second priority includes main arterials and collectors, followed by the remaining core area streets, minor collectors and residential streets. In the unlikely event snow accumulation exceeds 6" in the core area; snow will be plowed to the middle of the street with removal taking place as soon as practical. Remaining streets will be plowed to the curb to minimize driveway and alley blockage as much as practical.

Sidewalks

Roseburg Municipal Code Section 4.02.070 addresses requirements for maintenance of sidewalks, driveways and planting strips which are the responsibility of the adjacent property owner(s).

Weed Control

Roseburg Municipal Code Section 7.04 addresses processes for removal of noxious vegetation. The Uniform Fire Code addresses removal of vegetation which may be a fire hazard.

Environmental

Hazardous chemicals are stored and disposed of according to OSHA regulations. Safety Data Sheets (SDS) on these chemicals are kept for 30 years. Employee training includes proper materials handling procedures as well as spill prevention and control measures.

INFORMATION SECURITY

The City is entrusted with many varieties of sensitive and confidential information. This includes the personal and financial information of a number of groups including clients, customers, licensees and employees. As owners and custodians of that information, the City is responsible for protecting those assets from loss or misuse.

The Oregon Identity Theft Act (SB 583) was passed in 2007 and contains standards to shield social security numbers, notify consumers in case of a security breach, and safeguard personal identifying information.

See the City's full Identity Theft Protection Policy.

Any claims resulting from Identity Theft are covered through the City's general liability insurance policy.

CONTRACTUAL RISK MANAGEMENT

STANDARD CONTRACTS

Managing risks in contracts is very important and Staff is charged with the responsibility to carefully consider all contracts and the risks they might bring to the City. The City Recorder and Risk Management Committee, with guidance from the City Attorney, have developed standard contracts to be used by Staff.

Indemnification

All City contracts shall contain the following indemnification language: *“Each party shall indemnify, hold harmless and defend the other, its officers, 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 the CITY’s obligation under this subsection is limited to the CITY’s obligation under the Oregon Constitution and ORS 30.260 through 30.300.*

Insurance Coverage Requirements

All City contracts shall require the contractor to furnish insurance coverage and amounts protecting City in a form and amount satisfactory to City as follows:

A. The contractor shall provide comprehensive general liability insurance in the amount of \$2,000,000 with aggregate limit of not less than \$4,000,000. Such insurance shall be primary and non-contributory to any insurance maintained by the City. Such insurance shall provide coverage for contractual liability and completed operations. A cross-liability clause shall be included in the commercial general liability policy.

B. The contractor shall provide comprehensive automobile liability insurance with owned, hired, and non-owned vehicles in the minimum amount of \$2,000,000.

C. The City shall be informed of any paid claims or pending claims that may result in a decrease in the available aggregate limit of insurance.

D. Proof of such insurance coverage shall be filed with the City prior to performing any work under the contract and maintained throughout the term of the contract. The policy must show the City as an additional insured with respect to activities emanating out of the contract with the following language included: *“The City of Roseburg, its officers, directors and employees shall be added as additional insureds with respects to this contract. Insured coverage is primary and non-contributory”*.

E. The City must receive a minimum 30-day notice in the event of cancellation of insurance required by the contract. If the contractor is unable or unwilling to provide 30-day written notice of cancellation, contractor shall provide the City with relevant sections of its policies describing how insurer may reduce, modify, or cancel insurance. Furthermore, contractor has an affirmative duty to provide the City with any notice contractor receives regarding the reduction, modification, or cancellation of insurance within 24 hours of contractor’s receipt of such notice. The City has the option to purchase insurance of its choice if the contractor does not provide coverage, immediately due and payable by the contractor.

See the Certificate of Insurance Checklist at the end of this Chapter for general guidelines.

Independent Contractor

All City contracts shall contain the following language regarding the contractor: *“Contractor is an independent contractor. Contractor shall control the manner in which it performs the services herein, however, the nature of the services and the results to be achieved shall be specified by the City. Contractor is not to be deemed an employee or agent of CITY and has no authority to make any binding commitments on behalf of CITY except as expressly approved by CITY’s City Manager”*.

COMMON TYPES OF INSURANCE REQUIRED

Workers' Compensation Coverage

By state law, every employer employing one or more "subject workers" is required to provide workers' compensation coverage for those workers. Most of the contractors the City contracts with for services will need to show proof of this coverage, which provides medical treatment and wage subsidy for work-related injuries of their employees. In City contracts, there may be some contractors who are exempt from the requirement to provide this coverage as sole proprietors who qualify as independent contractors, partners who are not engaged in construction-related work and who qualify as independent contractors with certain corporate officers who are directors of the corporation and have a substantial interest in the corporation. It is imperative that proof of workers' compensation coverage or exemption from the law be obtained prior to allowing work to begin under the contract; a failure to do so could mean that the City would be held responsible for the contractor's workers' compensation claims. Any contractor claiming to be exempt must complete the Workers' Compensation Exemption Certificate at the end of this Chapter.

Professional Liability Insurance

If the contractor is providing services for which professional malpractice or liability insurance is available, the City must require this coverage. This type of insurance is also known as professional "errors and omissions" insurance. Such insurance is available for most providers with advanced training and certification, such as physicians, nurse practitioners, social workers, accountants, architects, engineers, computer program designers and brokers. It covers professional errors made by such practitioners (for example, a misdiagnosis leading to damages) as opposed to problems with these services that might happen to any type of provider (for example, a fall on the office steps with injuries). The appropriate contract language would be as follows: *"At all times during the term of this Contract, CONTRACTOR shall maintain and keep in full force, an insurance policy for professional liability in the amount of \$2,000,000. In no instance shall CITY be responsible for any retention amount or deductible that CONTRACTOR may owe as a result of this coverage. CONTRACTOR shall continue professional liability coverage for the duration of the project and three years thereafter; and further, submit certificate of Insurance renewals of such coverage to the CITY."*

Commercial General Liability Insurance

Commercial general liability insurance, also sometimes called "comprehensive" or "general" liability insurance, normally covers personal injury and property damage. Policies may also include a provision covering "contractual liability." This provision is valuable if a contractor's professional liability insurance does not cover liability assumed under a contract, for example, a duty to indemnify a third party such as the City. All contractors are required to carry commercial general liability insurance with the requirements set forth in the above Subsection.

Automobile Liability Insurance

If the contractor or contractor's employees will be driving as part of performing the services in the contract, the contractor must be required to carry automobile liability insurance as outlined in the appropriate contract template.

ADDITIONAL INSURANCE-RELATED PROVISIONS

Builder's Risk

This provision addresses the loss of or damage to a City building, construction supplies, or construction equipment during new construction. Sometimes the City may elect to cover construction supplies and the building during construction under the City's property insurance policy, but this decision must be made jointly by the Department Head and Risk Manager prior to the development of the construction contract or RFP. If the City elects to provide this coverage, "builders' risk/owner" provision should be inserted into the contract; if the City does not provide coverage, the "builders' risk-contractor" provision should be used.

A. Owner. Unless otherwise provided, the City shall purchase and maintain property insurance upon the entire work at the site to the full insurable value thereof subject to the deductible provided for below. This insurance shall include the interests of the City, the contractor, subcontractors, and sub-subcontractors in the work and shall insure against the perils of fire and extended coverage and shall include "all risk" insurance of physical loss or damage including, without duplication of coverage, theft, vandalism or malicious mischief. If the City does not intend to purchase such insurance for the full insurable value of the entire work, the City shall inform the contractor in writing prior to commencement of the work. The contractor may then affect insurance which will protect the interests of contractor, any subcontractors and the sub-subcontractors in the work, and by appropriate change order, the cost thereof shall be charged to the City. If the contractor is damaged by failure of the City to purchase or maintain such insurance and to so notify the contractor, then the City may bear all reasonable costs properly attributable thereto. If not covered under the all risk insurance otherwise provided in the contract documents, the contractor shall effect and maintain similar property insurance on portions of the work stored off the site or in transit. Contractor's tools, materials, equipment, appliances and all other facilities and incidentals required by the project will not be insured by the City.

B. Contractor. Contractor shall obtain, at contractor's expense, and keep in effect until final acceptance by the City, builder's risk insurance (including earthquake and flood) covering the real and personal property of others in the care, custody, and control of the contractor. Coverage shall include theft and damage to building interiors. The minimum amount of coverage to be carried shall be equal to the full amount of the contract. Contractor shall be financially responsible for any deductible applied to loss. This insurance shall include the City, the contractor and its sub-contractors as their interests may appear.

Additional Coverage

Additional coverage is to be required when there is an activity which could result in catastrophic bodily injury or property loss (for example, major building renovation or new construction) and the basic limits of insurance may not be sufficient. Additional coverage may include increased limits to liability coverages or umbrella coverage over all liability policies. Language for the contract would be as follows: *"Additional coverage in an amount appropriate to the contract shall be provided and will apply over or in addition to all liability policies, without exception, including but not limited to commercial general liability, automobile liability, employers' liability and professional liability"*.

Garagekeepers' Legal Liability

The following language should be used when a contractor or subcontractor will be taking possession of City vehicles or acting as a bailee in some manner relating to City vehicles: *"Contractor shall obtain, at contractor's expense, and keep in effect during the term of the contract, garagekeepers' legal liability insurance. Combined single limit per occurrence shall not be less than \$2,000,000"*.

Aircraft Liability

If there is a contract requiring the contractor to use owned or non-owned aircraft, the following language should be included in the contract: *“Contractor shall obtain, at contractor's expense, and keep in effect during the term of the contract, aircraft liability insurance. Combined single limit per occurrence shall not be less than \$5,000,000 and no less than \$1,000,000 per seat for passenger liability”*.

Marine Protection and Liability

For any contract involving the use of watercraft of any type, the following language must be included: *“Contractor shall obtain, at contractor's expense, and keep in effect during the term of the contract, marine protection and indemnity insurance. Collision and Jones Act coverage shall be included. Combined single limit per occurrence shall not be less than \$2,000,000 or the equivalent”*.

Pollution and Asbestos Liability

This is a broad coverage requirement when a contractor is involved in any activity which may involve the transport, application, disposal, use, or handling of "hazardous material." Most contractors do not carry pollution or asbestos liability coverage. This does not mean that the City will not require it. Discretion must be used in the application of this provision. A decision not to require this coverage must be made in consultation with the Risk Management Team. If required, the following language should be inserted in the contract: *“Contractor or appropriate Subcontractor shall obtain, at their expense, and keep in effect during the term of the Contract, Pollution Liability Insurance covering their liability for bodily injury, property damage and environmental damage resulting from sudden accidental or gradual pollution and related cleanup costs incurred by the Contractor or appropriate Subcontractor, all arising out of the work or services (including the transportation risk, when applicable) to be performed under the Contract. Combined single limit per occurrence shall not be less than \$2,000,000, with an annual aggregate limit of not less than \$4,000,000. If available, such policy shall contain a contractual liability endorsement to cover Contractor's indemnification obligations under the Contract. Claims Made policies will not be accepted.”*

Employee Dishonesty/Money and Securities

This insurance should be required when the contractor and/or contractor's employees will have access to substantial amounts of City cash receipts, negotiable securities, or especially valuable property. A standard limit should equal or exceed the maximum amount of cash, negotiable securities or valuable property at risk at any time. The City should require a larger limit if the contractor and/or contractor's employees will have multiple opportunities to steal before the City's loss would be discovered. The City can require a smaller limit if the contractor and/or contractor's employees will have limited access to cash, negotiable securities, or valuable property, or if the contact they have with cash, negotiable securities or valuable property is supervised by the City at all times. The appropriate language to include in the contract would be as follows: *“Contractor shall obtain, at contractor's expense, and keep in effect during the term of the contract, employee dishonesty and (when applicable) inside/outside money and securities coverage for City-owned property in the care, custody and control of the contractor. Coverage limits shall not be less than the amount(s) scheduled in the request for proposals on the contract”*.

WAIVER OF SUBROGATION - LEASES

The following language should be used when the City is a tenant of a building, and should be incorporated in the lease agreement: *“Neither the lessor nor the lessee shall be liable to the other for loss arising out of damage to or destruction of the leased premises, or the building or improvements of which the leased premises are a part or with which they are connected, or the contents leased any thereof, when such loss is caused by any of the perils which are or could be*

included within or insured against by a standard form of fire insurance with extended coverage, including sprinkler leakage insurance, if any. All such claims for any and all loss, however caused, hereby are waived. Such absence of liability shall exist whether or not the damage or destruction is caused by the negligence of either lessor or lessee or by any of their respective agents, servants or employees. It is the intention and agreement of the lessor and the lessee that the rental reserved by this lease has been fixed in contemplation that each party shall fully provide his own insurance protection at his own expense, and that each party shall fully provide his own insurance protection at his own expense, and that each party shall look to his respective insurance carriers for reimbursement of any such loss, and further, that the insurance carriers shall not be entitled to subrogation under any circumstance against any party to this lease. Neither the lessor nor the lessee shall have any interest or claim in the other's insurance policy of policies, or the proceeds thereof, unless specifically covered therein as a joint assured”.

BOND REQUIREMENTS

Bid Bond

A bid bond assures the contractor will honor the bid they submitted. If the contractor decides that they bid too low or otherwise made a mistake and does not honor the bid, the bond will pay the face amount. Bid bonds may also be submitted in the form of cash, certified check, cashier's check or irrevocable letter of credit, but must be in an amount equal to 10% of the total amount of the bid. Typically bid bonds are not required on public contracts unless the contract is for \$25,000 or more, except in the case of an emergency wherein the City Manager has the authority to waive the requirement. A bid bond is not required on a public improvement project unless the contract is for \$100,000 or more; or on contracts for highways, bridges or other transportation project unless the contract is for \$50,000 or more. Bid bonds from unsuccessful bidders are returned within 30 days of bid opening. The bid bond for the successful bidder is retained until the bidder has entered into a satisfactory contract with the City and when required, furnishes a performance bond, payment bond and public works bond.

Payment Bond

A payment bond guarantees that suppliers of labor or materials or subcontractors will be paid. Unless waived by the Council, bids on all public contracts of \$25,000 or more must be accompanied by a payment bond. The requirements for a payment bond are the same as for a bid bond on public improvement projects (\$100,000 or more) and contracts for highways, bridges or other transportation projects (\$50,000 or more).

Performance Bond

A performance bond guarantees the work will be done in accordance with contract requirements and specifications. The City provides standard bond forms to be used in bids, proposals, and contracts. Public works contracts of \$25,000 or more must be accompanied by a performance bond; but the bond is not required on a public improvement project unless it is for \$100,000 or more or on a contract for highways, bridges or other transportation project unless the amount is \$50,000 or more.

Public Works Bond

Unless exempt under ORS 279C.800 to 279C.870, a contractor or subcontractor must submit a \$30,000 public works bond to the Construction Contractors Board and certify to the City that such bond has been submitted. The City Manager may waive the requirement in the event of an emergency.

Bond Form

The form of all bonds required by the City shall be as the City prescribes, and shall be with a surety company satisfactory to the City and authorized to do business in the State of Oregon. Bonds shall be in force for one year after acceptance of the completed project to cover all guarantees against defective materials and workmanship and all claims by subcontractors or third parties for services or material provided to contractor or contractor's subcontractors.

CERTIFICATE OF INSURANCE CHECKLIST

Contractor _____ Contract #: _____

Purpose of Contract _____

Term of Contract _____

General Provisions Checklist

Those involving major construction contracts or unusual events may require additional provisions.

- | | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| A. Is City named as Additional Insured?
<i>Insurance certificate pertaining to contract for <u>(Name of project)</u>. The City of Roseburg, its officers, directors and employees shall be added as additional insureds with respects to this contract. Insured coverage is primary and non-contributory.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Is occurrence coverage checked? | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Is there a minimum of 30 days' written notice of cancellation? If not, see section 5.1.4.2 E. | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Are limits adequate? | | |
| General Liability (\$2M/\$4M aggregate) | <input type="checkbox"/> | <input type="checkbox"/> |
| Automobile (\$2M) | <input type="checkbox"/> | <input type="checkbox"/> |
| Workers' Compensation (Statutory) | <input type="checkbox"/> | <input type="checkbox"/> |
| Professional Liability (\$2,M/\$4M when required) | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Is appropriate Automobile Coverage specified? | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Are the Policy effective dates appropriate?
(Will it be effective when contract performed?) | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Does "Type of Insurance" shown match bid and/or contract specifications? | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Is certificate signed by a licensed agent? | <input type="checkbox"/> | <input type="checkbox"/> |
-

WORKERS' COMPENSATION EXEMPTION CERTIFICATE

To be used only when Contractor claims to be exempt from Workers' Compensation coverage requirements. Contractor is exempt from the requirement to obtain workers' compensation insurance under ORS Chapter 656 for the following reason (check the appropriate box).

SOLE PROPRIETOR

- Contractor is a sole proprietor, and
- Contractor has no employees, and
- Contractor will not hire employees or subcontractors to perform this contract.

CORPORATION - FOR PROFIT

- Contractor's business is incorporated; and
- all employees of the corporation are officers and directors and have a substantial ownership interest* in the corporation; and
- all work will be performed by the officers and directors; Contractor will not hire other employees or subcontractors to perform this contract.

CORPORATION - NONPROFIT

- Contractor's business is incorporated as a nonprofit corporation, and
- Contractor has no employees; all work is performed by volunteers, and
- Contractor will not hire employees or subcontractors to perform this contract.

PARTNERSHIP

- Contractor is a partnership, and
- Contractor has no employees, and
- all work will be performed by the partners; Contractor will not hire employees or subcontractors to perform this contract; and
- Contractor is not engaged in work performed in direct connection with the construction, alteration, repair, improvement, moving or demolition of an improvement to real property or appurtenances thereto. **

LIMITED LIABILITY COMPANY

- Contractor is a limited liability company, and
- Contractor has no employees, and
- all work will be performed by the members; Contractor will not hire employees or subcontractors to perform this contract; and
- if Contractor has more than one member, Contractor is not engaged in work performed in direct connection with the construction, alteration, repair, improvement, moving or demolition of an improvement to real property or appurtenances thereto. **

*NOTE: Under OAR 436-50-050 a shareholder has a "substantial ownership" interest if the shareholder owns 10% of the corporation, or if less than 10% is owned, the shareholder has ownership that is at least equal to or greater than the average percentage of ownership of all shareholders.

****NOTE:** Under certain circumstances partnerships and limited liability companies can claim an exemption even when performing construction work. The requirements for this exemption are complicated. Consult with County Counsel before an exemption request is accepted from a contractor who will perform construction work.

Contractor Printed Name

Contractor Signature

Contractor Title

Date

SALES SOLICITATION, PROMOTIONAL ITEMS, GIFT CERTIFICATES, ETC.
(Administrative Policy)

SOLICITATION OF SALES TO EMPLOYEES

Solicitation of sales to employees during work time by, or on behalf of any individual business, organization, club or society, unless authorized by the City Manager is prohibited.

Distribution of any literature, pamphlets or other material on City property for purposes of advertising private, for-profit business is likewise prohibited.

Employees may not be approached during business hours to donate their work time or financial resources to non-profit or for-profit organizations.

SEVERE EVENT SHELTER POLICY **(City Council Policy)**

Background: On December 14, 2020, the Council adopted Resolution No. 2020-22 adopting the City of Roseburg's Severe Event Shelter Policy. This policy was implemented to address the Council Goal to "Explore strategies to address issues related to unhoused individuals within the community."

SEVERE EVENT SHELTER POLICY

BACKGROUND INFORMATION:

This policy has been established in coordination with the City of Roseburg Community Development Department, Fire Department and Administration Department to provide a safe solution for providing temporary shelters for sleeping purposes. This policy provides minimal guidelines to allow a building not normally designated as an R (Residential) Occupancy (use of a building, or a portion thereof, for sleeping purposes) to be used as a temporary shelter following a Fire Department inspection and approval from the Fire Marshal or designee.

OPERATIONAL REQUIREMENTS:

Notification, Application and Operational Permit:

Contact the Roseburg Fire Department and City of Roseburg Community Development Department to request information prior to opening a Severe Event Shelter. Community Development will process the request through a Site Review permit application process, and provide the applicant with a copy of this policy and applicable Fire Department forms. The Community Development Department will authorize the Site Review permit upon review and approval by the Fire Department. Occupancy shall be granted by the Fire Department upon inspection of the shelter. It is encouraged, when possible that a Site Review application for a severe event shelter be submitted a minimum of two months prior to anticipated use. The Fire Department shall be notified a minimum of 48 hours before the shelter opens to schedule a fire inspection to be completed by the Fire Marshal, prior to receiving final approval and the shelter being opened.

In the event of subsequent openings, an additional 48 hours, will need to be provided prior to each non-consecutive use of the severe event shelter. Notification shall include confirmation that the shelter is operating under the same parameters as approved within the original Site Review permit, including the number of occupants being temporarily sheltered and the expected days and times the Severe Event Shelter will be used. The Fire Marshal may require an additional fire inspection prior to the shelter being used for each non-consecutive event. For example, if the shelter opens one week, closes the next, but needs to open back up the following week.

Time limits:

An approved Site Review permit for a Severe Event Shelter is valid for a twelve (12) month period.

However, a building may only be used as a severe event shelter for a maximum of ninety (90) days within the twelve (12) month period of time beginning on the first day of occupancy or as

approved by the Fire Marshal. During the (12) month period shelters may operate for different severe events as long as the shelter is operating under the same parameters as approved within the original Site Review permit and subsequent inspections have occurred by the Fire Marshal authorizing occupancy.

Severe event declarations:

Severe Event Shelters may be allowed based on factors and criteria listed below. If a severe event shelter is necessary during an incident outside of these criteria, the Mayor or City Manager, or their designee, may consider declaring a Severe Event in order to allow for the operation of a Severe Event Shelter. Severe event qualifying conditions include:

1) Cold Weather

- a) Forecasted low temperatures of 30 degrees Fahrenheit or less.
- b) Forecasted temperatures at 32 degrees Fahrenheit or less, and additional factors and considerations that would reasonably cause a person to be at increased risk of exposure to cold, including:
 - i) Precipitation
 - ii) Wind
 - iii) Humidity, including dense fog
 - iv) Sustained temperature, including during the day
 - v) Consecutive days (cumulative effects)
 - vi) Overall weather patterns (e.g. precipitation, then drop in temperature)

2) Hot Weather

- a) Forecasted high temperature of 102 degrees Fahrenheit or more
- b) Forecasted temperatures of 95 degrees Fahrenheit or more, and additional factors and considerations that would reasonably cause a person to be at increased risk of exposure to heat, including:
 - i) Precipitation
 - ii) Humidity
 - iii) Wind
 - iv) Duration and potential for cumulative effects (hours per day, consecutive days)
 - v) Overall weather patterns

3) Air Quality

- a) Air Quality index value of 201 or higher (very unhealthy)

Fire Watch:

During sleeping hours, a fire watch (see attached Fire Watch packet) shall be maintained continuously if the building is not equipped with automatic fire sprinklers. This means at least one responsible person shall be awake and assigned this responsibility. This duty may be rotated among a number of responsible adults during the sleeping hours. The fire watch person shall be equipped with a working flashlight and have access to a phone or carry a cell phone on their person. They shall be familiar with the building, the emergency plan, and shall be trained on procedures during an emergency.

Emergency Evacuation Plan:

All severe event shelters shall create and maintain an approved emergency evacuation plan addressing the evacuation of all occupants in an emergency event. At a minimum, the emergency evacuation plan shall contain the following:

- 1) Emergency Response Plan: Complete and review with the Fire Marshal or designees, as required.
- 2) Occupant list: A list of all occupants each night must be maintained and made available to the emergency personnel in the event of a fire or incident.
- 3) Building floor plans: Building floor plans for each floor of the severe event shelter shall be posted throughout the shelter, and shall include:
 - a) Sleeping areas clearly identified.
 - b) Room size: the square footage of all rooms of the severe event shelter
 - c) Evacuation routes: the primary and secondary egress (exit) paths from all areas of the severe event shelter
 - d) Accessible egress routes: locations shall be shown on the building floor plans
 - e) Life-safety systems: include locations for fire sprinkler system including riser room, fire alarm panel and controls, etc.
 - f) Fire alarm pull station locations
 - g) Portable fire extinguisher locations
 - h) AED (Automated External Defibrillator), if provided

Operations Plan:

All severe event shelters shall create an approved operations plan. Some of these items may be shown on the building floor plan required as part of the Emergency Evacuation Plan as long as all items required are identified and the plan is legible. At a minimum, the operations plan shall contain the following:

- 1) Sleeping areas clearly defined. This includes individual space or area provided per person (occupant) for sleeping purposes. Individual areas shall meet the following dimensions, unless other prescribed state guidelines are in place:
 - a) 4 ft. x 7 ft. if no storage area is provided. This area does not include area required for means of egress.
 - b) 3 ft. x 7 ft. if a separate storage area is provided. This area does not include area required for means of egress. This is the minimum individual area to be provided when adequate storage space is provided for storage of personal belongings. The occupants may have small items within their individual space, such as a purse or small bag.
 - c) The operators shall be responsible for maintaining egress paths free of obstructions. Markings, such as tape or another approved method, shall be provided to designate and define the exit access including aisles and exits. Markings may also be used, and are encouraged, for individual areas.
 - 2) Location of storage areas. Provisions for storage shall be provided in order to maintain egress and allow storage of items that are not permitted within the shelter.
 - 3) Location of restroom facilities and trash disposal. Toilets, handwashing and trash disposal shall be provided.
 - 4) Standards involving how a list of the names of occupants staying for the night will be created as part of the Emergency Evacuation Plan.
 - 5) Standards for client interaction and overall shelter use.
 - 6) Standards surrounding the times in which the shelter will open and close.
 - 7) Standards involving overall shelter operations and maintenance.
 - 8) Safety and security provisions, including the following requirements:
 - a) Alcohol and drugs shall not be in possession or used.
 - b) No smoking inside. Outside smoking, if allowed, shall be in designated locations and non-combustible receptacles shall be provided. Smoking shall be a minimum of 10 ft. away
-

- from entrances, exits, windows, ventilation intakes, etc.
- c) Potential fire ignition sources such as lighters and candles shall not be allowed in shelters, unless stored in supervised or locked storage areas.
 - d) Use of portable heaters or unvented fuel-fired heaters shall be prohibited inside. Outside use may be approved.
 - e) Separate locations or areas for different populations including families, single men, etc shall be required, unless approved otherwise.

Documentation:

Documentation of all fire safety requirements including copies of the shelter evacuation plan and Fire Watch log shall be maintained on site and shall be immediately available for review if requested by the Fire Marshal.

Life-Safety Requirements:

The following life-safety requirements apply to buildings used as a severe event shelter:

- 1) Fire sprinklers. Buildings used as severe event shelters shall be protected throughout with a fire sprinkler system, with the following exception:
 - a) Approval through the Roseburg Fire Department is required in order to locate a severe event shelter in a building not protected throughout with a fire sprinkler system; the location may only be on the first floor (with exits directly to the outside at ground level). If this exception is approved, the applicant must maintain a Fire Watch during occupancy.

Means of Egress (Exits):

- 1) All floor levels with shelter areas shall have a minimum of two means of egress (exits) from each floor level, and shall have exit signs and emergency lighting. All means of egress paths shall be maintained free of obstructions at all times. Exits from sleeping areas shall be as follows;
- 2) Sleeping areas located on the ground floor of a severe event shelter with an occupant load of 49 or less persons shall have at least one exit and at least one window qualifying as an escape or rescue window as defined by the building code.
- 3) All other floor levels used as shelter sleeping areas that have an occupant load of 10 or more persons shall have two exits from the area. The exits serving the areas shall be separated by a distance equal to at least 1/3 of the longest diagonal distance of the area.

Maximum Number of Occupants Allowed:

The maximum number of allowable severe event shelter occupants shall be calculated using an occupant load factor of one individual for every thirty-five square feet of room area. For example, a room with 980 square feet would be allowed to provide shelter for up to 28 occupants. $980 \div 35 = 28$. The occupant load shall be approved by the fire code official.

NOTE: Additional requirements will apply when the occupant load exceeds 49 people.

Smoke Alarms and Detection:

- 1) All severe event shelter sleeping areas shall be provided with approved smoke alarms or a complete approved smoke detection system.
 - 2) All other areas of the building used for shelter operations shall be equipped with smoke alarms or a smoke detection system as required by the local fire code official.
 - 3) Smoke alarms may be battery operated.
-

Carbon Monoxide (CO) Alarms and Detection:

- 1) All severe event shelter sleeping areas shall be provided with approved carbon monoxide alarms or a complete approved detection system in buildings that have a carbon monoxide source such as a heater, fireplace, furnace, appliance or cooking source that uses coal, wood, petroleum products and other fuels that emit carbon monoxide as a by-product of combustion. This would include buildings with an attached garage with a door, ductwork or ventilation shaft that communicates with the rooms intended for sleeping.
- 2) Carbon monoxide alarms may be battery powered.

Responsibilities:

The City of Roseburg will not be responsible for providing locations or staffing for Severe Event Shelters.

Severe Event Shelter Applicant/Responsible Party Contact Information:

NOTE: Please fill out this form and provide to Roseburg Fire Department.

Name: _____

_____ Telephone Number:

(Personal) _____ (Work)

_____ E-mail:

Applicant: _____ Date:

(Signature)

Confidential Fire/Police Dispatch Center Information (please print):

Commercial Business Name: _____

Site Address: _____

Business Phone: _____

Names and Phone Numbers for after business hours Emergency Contact(s):

1. _____

2. _____

3. _____

Additional Information and Special Requirements:



**ROSEBURG FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

fireprevention@cityofroseburg.org

700 SE Douglas Avenue
Roseburg, OR 97470
Phone (541) 492-6770

**SEVERE EVENT SHELTERS WITHOUT ADEQUATE FIRE PROTECTION SYSTEMS
FIRE WATCH PROCEDURES AND DOCUMENTATION**

Date: _____ Time: _____

Business Name:

Address: _____

Person Responsible for Property: _____

Telephone Number:

If the building being used as a Severe Event Shelter does not have an automatic fire sprinkler or automatic fire alarm system, as required in such an occupancy by the Oregon Fire Code, the Fire Code Official may require a Fire Watch be conducted while the building is being used as a Temporary Shelter. In such case, a competent adult will make regular tours of the facility in order to provide early notification of a fire or other emergency condition. This person shall have access to the 9-1-1 system at all times. (OFC Section 901.7)

If a Fire Watch is required, the person conducting such watch shall maintain a log (see below), and have that log available for review by the Fire Code Official at all times. The log shall be submitted to the Fire Code Official at the conclusion of this temporary use.

I certify that I represent the building owner and will perform the Fire Watch duties as outlined above.

Print name: _____

Signature: _____

On next page, indicate regular tours completed at least once each hour (example):

Date	6/12	6/12	6/12	6/13	6/13	6/13						
Time	9 PM	10 PM	11 PM	12 AM	1 AM	2 AM						
Initial	MG	JT	MG	RE	JT	MG						

FIRE WATCH LOG

Date												
Time												
Initial												

Date												
Time												
Initial												

Date												
Time												
Initial												

Date												
Time												
Initial												

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For any questions or more information, call the Roseburg Fire Department, at (541) 492-6770 (during business hours) or after hours 541-580-8003.

SCAN THE COMPLETED FORM AND FORWARD IT TO THE FIRE MARSHAL – fireprevention@cityofroseburg.org

SHADE POLICY ***(City Council Policy)***

On August 26, 2019, Council adopted Resolution No. 2019-16, A Resolution Proposing the City Adopt a Shade Policy, to help promote efforts to make the community healthier (working with Blue Zones, now Thrive Umpqua (2021)).

SHADE POLICY

Rationale

As part of creating a healthy and safe environment, local government has a key role to play in providing the community with public places, facilities, open spaces and services that provide protection from sun exposure.

Skin cancer, caused by exposure to ultraviolet radiation (UVR), is the most common cancer in the United States, according to the Center for Disease Control (Skin Cancer Statistics, CDC). It is also highly preventable. Douglas County has one of the highest rates of melanoma in the state of Oregon (Anas, 2017). Shade is considered one of the most effective approaches to reduce exposure to UVR from the sun. Natural shade can also mitigate the urban heat island effect, encourage physical activity and reduce energy costs. Shade trees can improve air quality and storm water management and reduce soil erosion.

Aim

The aim of the shade policy is to reduce the incidents of skin cancer in Roseburg by increasing the provision of sustainable, quality shade within the City by encouraging proper sun protection practices.

Shade Policy Statements

- The City aims to provide safe and attractive open spaces and facilities for the community. This includes the provision of sustainable, quality shade. The City recognizes that there are opportunities to improve the provision of shade across existing and newly developed public facilities.
- Children's play areas will be considered a high priority for shade provision.
- Quality shade provides protection from solar UV radiation at the right place and time. Priority areas for shade provision are places where people gather at times of peak UV, in particular between 10 am and 2 pm (American Academy of Dermatology).
- Sustainable shade solutions usually involve strategic planting of trees and other vegetation incorporated with built shade to provide sun protection' during shade tree establishment. Many cities, including Roseburg, have a tree care program that manages trees along city streets and in parks. In the City of Roseburg, the Tree Ordinance and Tree Program (adopted in April 2016) recognizes the benefits of trees located within the City's right-of-way and public-way areas and the trees in Roseburg city parks and beautification areas. The program outlines the standards for planting, maintenance, and removal of Street Trees.
- Safety should also be a major consideration in the provision of either natural or built shade. The provision of shade should not create safety hazards.

Policy Actions

- Ensure that consideration of shade is incorporated into urban and open space planning and in the approval of planning permits.
- Ensure the consideration of shade when planning and approving public facilities and renovating existing infrastructure, including landscape design.
- Increase the provision of sustainable, quality shade at particular sites within the city, including parks, playgrounds, splash pads, and athletic fields.
- Increase the provision of shade at community events.
- Encourage community members to adopt sun protection practices to reduce individual risk.
- Partner with local organizations and community leaders to increase education and awareness on sun exposure, including health care, schools and local youth clubs.
- Set dates for regular review of Shade Policy.
- Consider signage at community outdoor facilities/spaces encouraging sun protection practices, and identifying nearby shade locations.

SIGNATURES (AUTHORIZED)
(Administrative Policy)

CITY CHECKS, DRAFTS OR OTHER ORDERS FOR PAYMENT

All checks, drafts or other orders for the payment of money drawn in the name of the City shall be signed by two or more of the following officials: City Manager, Finance Director and City Recorder. Facsimiles of such signatures are set forth in a resolution adopted by Council. The City Manager or the Manager's designee is further authorized to direct inter-account and inter-bank transfer of City funds between established City accounts and to lawfully invest City funds in the name of the City through any depository of City funds or through any government official with the state.

CONTRACTS, GRANT APPLICATIONS, AGREEMENTS, BONDS, ETC.

All contracts, grant applications, agreements, bonds and other legal documents to which the City is a party shall be signed by the City Manager and attested to by the City Recorder. Unless authorized and directed in writing by the City Manager, no other City official, department head or employee shall have the authority to sign such documents on the City's behalf.

LEASES AND OTHER REAL PROPERTY-RELATED DOCUMENTS

The City Manager's signature, attested to by the City Recorder, shall be required on any lease or other real property-related document in which the City is a party.

OTHER DOCUMENTS

Routine subscriptions and maintenance agreements valued at less than \$1000 may be signed by a Department Head.

SISTER CITY – ARANDA DE DUERO, SPAIN
(City Council Policy)

Background: The City Council invited the Villa of Aranda De Duero, Spain to become a Sister City on January 22, 2007 through the adoption of Resolution No. 2007-02, which read as follows:

**A RESOLUTION APPROVING A SISTER CITY RELATIONSHIP WITH THE
VILLA OF ARANDA DE DUERO, SPAIN**

WHEREAS, the City of Roseburg, Oregon, believes firmly in the ability of humankind to improve the present and future world by increasing knowledge and appreciation of citizens in all countries; and

WHEREAS, the Sister Cities Program helps to further international understanding at all levels of the community on a continuing and long-term basis and helps citizens of paired communities become directly involved in international relations in unique and rewarding exchanges which benefit everyone; and

WHEREAS, the City of Roseburg desires to affiliate with the Villa of Aranda De Duero, Spain, for purposes of initiating such programs and activities as will help create greater understanding, friendship and appreciation between the people of our two cities;

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

Section 1: That the City Manager of the City of Roseburg is hereby authorized and directed to sign the attached Sister City agreement with the Villa of Aranda De Duero, Spain, and the City Recorder is hereby authorized and directed to attest the signature of the City Manager and to impress the official seal of the City of Roseburg on the agreement.

SISTER CITY – SHOBU SAITAMA, JAPAN
(City Council Policy)

(Shobu Machi became part of the larger city of Kuki, Saitama in March of 2010)

Background: The City invited the City of Shobu Saitama, Japan to become a Sister City on November 23, 1992 via the adoption of Resolution No. 92- 20, which read as follows:

A RESOLUTION EXTENDING AN INVITATION TO THE CITY OF SHOBU SAITAMA, JAPAN, TO BECOME A SISTER CITY AND INVITING THE PEOPLE OF SHOBU SAITAMA, JAPAN, TO PARTICIPATE IN SAID PROGRAM:

WHEREAS, the City of Roseburg, Oregon, believes firmly in the ability of humankind to improve the present and future world by increasing knowledge and appreciation of citizens in all countries; and

WHEREAS, a people program is acknowledged as a positive means to permit cultural, educational, scientific, professional, economical, technical, youth, and other enriching exchanges between nations; and

WHEREAS, the City of Roseburg is interested in affiliating with the City of Shobu Saitama, Japan, for purposes of initiating such programs and activities as will help create greater understanding, friendship and appreciation between the people of our two cities and nations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, OREGON, U.S.A:

That the Council expresses its most sincere intent to join with Shobu as a sister city.

BE IT FURTHER RESOLVED that the warmest greetings and desire to build strong bridges of understanding be extended from the City Council of Roseburg to the City Council and citizens of Shobu Saitama, Japan. Copies of this resolution are to be sent to the Mayor and City Council of the City of Shobu Saitama, Japan, Sister Cities International in Washington D.C., the Embassy of Japan in Washington, D.C. and the U.S. Embassy in Japan.

NOTE: Shobu Saitama, Japan is now Kuki City, Japan

OUTLINE OF ROSEBURG'S ASSOCIATION WITH SHOBU/KUKI, JAPAN:

1985 - Harold Winfield's Joseph Lane Junior High students begin a pen-pal relationship with Isao Hattori's Shobu Junior High students.

1987 - First group of Roseburg Jr. High Students goes to Shobu.

1989 - First group of Shobu Jr. High Students comes to Roseburg.

1992 - Roseburg City Council signs document for Sister City relationship with Shobu, Nov. 23, 1992.

1992 - Japanese government sends teacher, Toshio Koshi, from Toyama Prefecture (Oregon state's Sister City) to teach Japanese at Roseburg High - He stayed for 2 1/2 years.

1993 - Shobu Mayor Endo comes to Roseburg for Official document signing with Roseburg's Mayor, Jeri Kimmel.

1994 - Roseburg Sister Cities program sends first group of adults to visit Shobu, June 1994.

1994 - Sister Cities Friendship Garden is started behind the Douglas County Library.

1994 – Roseburg's Umpqua Valley Art Center & Sister Cities begin on-going exchange of art work from both cities.

1994 - Roseburg Sister Cities publishes first quarterly newsletter, "The Bridge."

1996 - Sister Cities & Umpqua Valley Arts Association sponsor "Indigo Northwest" – renowned Japanese tie-dye artist, Yasuo Nakajima comes to Roseburg. Along with the locals, many artist from the northwest and USA attend.

1997 - Statues at Roseburg & Shobu City Hall's -Presented by Shobu, commemorating 5th anniversary of program.

1997 - Sister Cities sponsors first Japanese Obon Festival feature Taiko Drums, food, and many cultural booths.

1998 - Sister Cities sponsors "Japanese Traditions in Food & Art" at UCC.

2000 - Sister Cities sponsors Japanese Cultural Workshops at UCC, taught by Chiaki & Yasuko Koyama, Shobu.

2000 - Portland's Consul General from Japan comes to Roseburg. (Either he or a representative often attends a dinner during the annual visit of the Japanese delegation.)

2002 - Sister Cities & Douglas Co. Master Gardeners sponsor Workshops, again taught by the Koyama's of Shobu.

2003 - Sister Cities 10 Year Anniversary – Cherry Tree Planting Ceremony & Plaque at UCC.

2010 - Shobu Machi becomes part of the larger city of Kuki, Saitama in March of 2010

2014 – Planting of cherry tree at Umpqua Valley Arts Center for 20th anniversary of sister cities and in memory of those that have passed

2015 – Kuki City Mayor Kenji Tanaka comes to Roseburg for re-dedication of the Sister City agreement between Roseburg and Kuki

2019 - Newly elected Kuki City Mayor Shuichi Umeda visits Roseburg along with other City Officials

2020 - A ginkgo tree seedling from a tree surviving the atomic bomb blast in Hiroshima, Japan is planted on the campus of Umpqua Community College.

2023 – Sister City adult delegates visit Roseburg for the first time since COVID.

SOCIAL MEDIA POLICY ***(City Council Policy)***

Background: On April 11, 2016, the Council adopted Resolution No. 2016-07 establishing a policy for the use of social media for communication purposes. That policy is as follows:

Purpose

The City of Roseburg has distinct departments and divisions all working to serve Roseburg citizens. Together, these departments share a responsibility to build recognition and understanding of the City as a whole. To simplify and strengthen this recognition, the City has developed standards for all communication tools, including the City website.

The purpose of the City website is to provide access to on-line services and information to the City's primary audiences about the functions, services, activities, issues, operations and projects of the City of Roseburg municipal government. It is a primary communication tool for the City of Roseburg.

To address the way people communicate and obtain information online, the City of Roseburg uses select social media tools to reach a broader audience.

The City of Roseburg website "pushes" posted information to select social media tools and directs users to the City website or appropriate Staff contacts.

The City of Roseburg website and its content have been developed and will be maintained for accessibility by all persons.

Scope

This policy applies to the City's Internet website, www.cityofroseburg.org, all associated web pages and approved social media sites. This policy does not apply to an employee's personal use of social media. Personal use of City resources is outlined in the City's Personnel Policies.

Responsibility

Employees and departments who develop and post web content will comply with this policy. The Administration Department is responsible for operation and oversight of the city website. Department Directors are responsible for department content.

Each department will designate at least one "web poster" to be responsible for maintaining the accuracy and timeliness of the department content.

Our primary audiences are:

- Citizens of Roseburg,
- Property and business owners,
- Members of City Commissions and Committees,
- News media, and
- City employees.

Our secondary audiences are:

- People outside of Roseburg, including area residents who work and visit in Roseburg;
- Other local governments in Douglas County, Oregon and beyond; and
- City government associations and organizations.

Access

Designated web posters will be trained and then provided a user name and password by Administration or IT to gain access to web posting tools.

IT will provide web training as the need arises. Individual posters will receive one-on-one training when requested.

Policy

Website standards include the look, format and layout, and backend tools of the City's website and cannot be changed by web posters. Posters and departments may request changes. The Administration Department will make changes to the standards as needed to ensure effective communications with our audiences.

Departments may not create separate URLs.

Content

Posters will provide content that is relevant, concise and appropriate to the City's audiences and use familiar words and avoid the use of jargon. If acronyms and abbreviations must be used, ensure they are clearly understood and identified on the page. Use upper and lower case letters appropriately, write in an affirmative, active voice, and limit the use of bold, underline and italic fonts.

To avoid perception that the City endorses or provides favorable treatment to any private person or business enterprise, no corporate or commercial logos or direct links to vendor sites are allowed. Links to external sites are limited to:

- Roseburg Chamber of Commerce and Visitor and Convention Bureau,
- Governmental agencies,
- Hospitals,
- Museums, libraries, historical organizations and similar non-profit organizations that provide cultural resources to residents and visitors to the City,
- Public non-profit educational institutions, and
- Other non-commercial agencies which may be relevant to the business of a City department and provide information or services to website users.

Web posters will provide only factual content. City posters will not participate in opinion, debate, endorsement, or "liking" of the comments or content posted by other social media users.

News and Homepage

Posted news items may show on the homepage, the department homepage, Twitter and Facebook. News items report current or recent events. The information should be timely and

accurate and include an end date.

There are “internal advertising” slots on the right hand column of the homepage. These slots will be allocated by the Administration Department. Generally, these slots are reserved for on-going issues and hot topics. The City will use these slots to promote vacancies on City Commissions and Committees, services, blogs, videos etc. Additional advertising slots are available for department homepages and can be used by posters to highlight issues and topics of the department.

Department Homepages and Pages

Each department has a homepage. The homepage should include information about the purpose and function of the department and reference viewers to the left hand column for specific information. The left hand column lists pages related to the services, activities, issues, operations and projects of the department.

Agendas and Minutes

Departments that support City Commissions and Committees are responsible for posting agendas and minutes, and maintaining a roster and description of the Committee’s or Commission’s responsibilities.

Policy Acknowledgement

Designated web posters will be required to sign a statement they have received training and they understand and will abide by this policy.

Social Media

Commonly used social media websites, such as Facebook and Twitter, have large loyal user bases and are increasingly important outreach and communication tools for the City. City of Roseburg presence on social networking sites fosters vibrant and transparent communications. Social networking improves interactivity between the City and the public, and it reaches people who do not consume traditional media.

The City of Roseburg engages in three social media sites for the purpose of expanding our communication and outreach to our audiences. Other social media or communication outlets may be considered as they become available.

Twitter

Twitter is a micro blogging tool that allows account holders to tweet up to 140 characters of information to followers. City departments will communicate information directly to the City of Roseburg Twitter account alerting followers to news and directing them to www.cityofroseburg.org or appropriate Staff contact for more information.

Web posters have the option to “push” news items posted to the City website to the Twitter account.

Twitter users will see the first 140 characters of the message with a link to the news item on the City website. In writing the lead of a news release, web posters should ensure the key idea the public needs to understand is clearly written in the first 140 characters.

Content

The City of Roseburg Twitter account displays the standardized City of Roseburg logo. The Twitter account shall serve three primary purposes:

- Refer followers to content hosted at www.cityofroseburg.org
- Promote City sponsored events, and
- Provide information during an emergency

Twitter content shall mirror information presented on www.cityofroseburg.org and other existing information dissemination mechanisms.

NOTE: Twitter does not allow for content editing. Therefore, City employees posting to Twitter will ensure that information is posted correctly the first time. Web posters should be certain the information is correct before posting. Subsequent corrected posts do not replace the initial post but are shown as new posts on Twitter.

Monitoring Comments

At this time, the City intends to utilize Twitter only to “push” news items or other information to the City’s Twitter feed. In the future, if two-way communication is authorized, City employees authorized to post to Twitter shall be responsive to those constituents who communicate via Twitter’s @reply or direct message functions. Communication with followers will be timely and consistent with existing protocols.

Additional City Twitter Accounts

Departments desiring Twitter accounts separate from the City account must submit a request in writing to the Administration Department detailing the following:

- Target audience and
- Purpose of separate account and reasoning why the main account does not meet the needs of the department.

In general, requests for special accounts will be denied unless the account is needed to reach a special audience not currently served by the City’s website.

Facebook

Facebook is a social networking site. Businesses and governments have joined individuals in using Facebook to promote activities, programs, projects and events. The City’s Facebook page is designed to drive traffic to the City’s website and to inform more people about City activities.

Content

The City of Roseburg Facebook page displays the standardized City of Roseburg logo.

The Facebook page shall serve three primary purposes:

- Refer followers to content hosted at www.cityofroseburg.org,
- Promote City sponsored events,
- Provide information during an emergency

Facebook page content shall mirror information presented on www.cityofroseburg.org and other existing information dissemination mechanisms. City Facebook pages will be created as Government Organization Pages rather than a Personal Account or Group.

Web posters have the option to “push” news items posted to the City website to the Facebook account. Facebook users will see the post with a link to the news item on the City website.

Monitoring Comments

At this time, the City intends to utilize Facebook only to “push” news items or other information to the City’s Facebook page. In the future, if two-way communication is authorized by City administration, City employees should monitor comments posted to Facebook. If there are comments that require a response or that should be removed, please notify Administration.

Communication with followers will be timely and consistent with City of Roseburg’s existing protocols on communication.

Additional City Facebook Pages

Departments desiring Facebook pages separate from the City account must submit a request in writing to the Administration Department detailing the following:

- Target audience and
- Purpose of separate page and reasoning why the main Facebook page does not meet the needs of the department.
-

In general, requests for special accounts will be denied unless the account is needed to reach a special audience not currently served by the City’s website.

Comments/Rules *(This section will show on the City of Roseburg Facebook page)*

The City of Roseburg Facebook pages keep fans up to date on City issues and may provide a discussion site for fans to discuss City issues. If allowed, comments posted by fans of this site do not necessarily reflect the opinions or ideas of the City of Roseburg.

All comments posted by fans must comply with Facebook’s Terms of Use and the City of Roseburg Facebook Page Rules.

- Comments should relate to the post.
- Comments should relate to: functions, services, activities, issues, operations and projects of the City of Roseburg municipal government.
- Comments should not contain obscenities.
- Comments should not include inflammatory language that targets or discriminates against individuals or groups based on race, ethnicity, religion, color, gender, age, sexual orientation or national origin.
- Comments should not defame or libel any person or group.
- Comments should not include material protected by copyright in violation of copyright laws.
- Comments should not promote or advertise services or products or solicit charitable or other contributions.

Comments will be removed if the above points are not followed. All comments will be removed after four weeks, with oldest comments being removed first.

Facebook viewers are not on the official City of Roseburg website and therefore, must abide by Facebook's privacy and policy and terms of use.

Please use the "report post" link to the right of each comment if you believe a comment violates Facebook's terms of use.

Public Record

The role of technology in the 21st century workplace is constantly expanding and now includes social media tools that facilitate interactive information sharing. The use of these tools does not supersede compliance with State records retention law. Oregon law requires all government agencies maintain records of all electronic communications.

The City of Roseburg uses web harvesting tools to capture social media web content for the purpose of public records retention.

Posts and Comments are Public Record

Like email, communication via agency related social networking websites is a public record. This means that both the posts of the employee and all posted comments by non-employees, including citizens, will become part of the public record. Because others might not be aware of the public records law, the City will include the following statement on social networking sites:

Communication via this site (whether by a City employee or the general public) may be subject to monitoring and disclosure to third parties pursuant to Oregon Public Records Laws.

Personal Use of Social Media Tools

Employees may choose to host personal social networking sites outside of work. These sites must remain personal in nature and be used to share personal opinions or non-work related information. This helps ensure a distinction between sharing personal views and City views. In addition, employees should never use their City email account or password in conjunction with personal social networking sites.

SUSTAINABILITY PLAN (City Council Policy)

Background: On February 22, 2010, Council directed the City Manager to put together a Citizen's Advisory Committee (CAC) to develop a sustainability plan. The CAC was represented by a number of City Commissions, organizations and groups, as well as members at large. It was supported by the Community Development and Public Works Departments.

The CAC met over a three-month period with the intent of having the draft plan reviewed by the Economic Development, Public Works and Planning Commissions before being presented to City Council for adoption. The plan was developed to help the City reach a high level of sustainability and help secure grants, attract like industries and encourage others in the community to initiate and accept similar actions.

The goal for the City was to minimize the impacts on taxpayers and the environment, emphasize reduced energy consumption with increased efficiency, use cost-saving operation measures and improve economic strategies. The first step was to establish the initial framework that could lead to increased economic efficiency, reduced use of non-renewal resources and increased conservation which would lead to the City organization to be in balance creating sustainable, positive outcomes.

The plan was presented to City Council on October 25, 2010 and was approved by a majority vote of the Council.

CITY OF ROSEBURG OPERATIONAL SUSTAINABILITY PLAN

Sustainability is defined as: Economic, social, and environmental practices that provide a balanced and positive quality of life within the City of Roseburg now and in the future.

Operational Sustainability Plan purpose: "The City of Roseburg is committed to upholding economic, social, and environmental policies that will provide a balanced and positive quality of life within the organization for now and in the future."

Sustainable Goal Definitions:

Responsible Government – Responsible City actions related to management and provision of services that strives to reflect sound and steadfast action. (This is an overriding goal for all topic areas)

Clean Environment – Respect, improve and preserve the natural environment for future generations.

Prosperous Economy - Foster economic systems that support and help sustain strong businesses.

Enriched Lives – Work together towards common goals, create synergy, value individual contributions and support appropriate risk-taking. Provide opportunities for involvement and for an abundance of experience.

Social Equity - Embrace diversity and use diversity for a positive change. Provide a work environment that is conducive to productivity, is well designed, pleasant, supportive and personally rewarding.

Recognition – Respect and support diversity. Promote balance, flexibility, growth and community participation.

Elements included for the three topics, or the “triple bottom line,” are listed in the following chart along with the identified goals, how the goal is to be achieved and the estimated time needed to work towards the goal.

ELEMENTS/TOPIC AREAS	GOAL - RESPONSIBLE GOVERNMENT	LEVEL OF MEASUREMENT	TIME LINE FOR ACHEIVEMENT
ECONOMY			
Invest in energy-efficient measures with payback	Clean environment Enriched lives	Review current systems, develop a base-line inventory, identify areas of improvement and enhancement Develop an efficiency target	8 to 12 months
When permissible seek out and give preference to companies that follow sustainable practices or provide sustainable products that result in an overall cost benefit	Prosperous economy Enriched lives Social equity	Adopt an Environmental Preferable Purchasing policy	8 to 12 months On-going
Consider immediate, long-term and cumulative impacts of decisions	Prosperous economy	Complete an inventory of existing policies then develop sound strategies that can be shared within the organization	On-going
Seek out and support development of programs for retention and expansion of local businesses	Prosperous economy Social equity	Develop a policy to compare services and functions of local suppliers that offer a sustainable alternative to out of area vendors	On-going

When possible design future capital improvements to reduce maintenance costs	Clean environment Prosperous economy Social equity	Create a method to identify, compare and prioritize attributes that offer sustainable alternatives	On-going
Consider full and life-cycle costs associated with the implementation of Sustainability Plan elements and how those costs may affect the City budget	Clean environment Prosperous economy	Develop "Full Cost Accounting" (FCA) guideline to be applied to purchases and service costs. Implement a goal to avoid decisions that have negative effects on other departments	8 to 12 months
When feasible give preference to local companies to provide goods and services for the City operation and functions	Prosperous economy	Develop a policy to compare services and functions of local suppliers that offer a sustainable alternative. Make a commitment to utilize local providers when appropriate	On-going
SOCIAL SYSTEMS			
Ensure each employee understands what they are expected to follow while performing City work	Enriched lives Social equity Recognition	Develop a common sustainability language to increase awareness	12 to 24 months
Provide training and resources needed to enable employees to implement this policy and to build capacity for continual improvement	Enriched lives Social equity Recognition	Identify education programs and provide for staff participations and training	12 to 18 months On-going
Provide employees with copy of policy, keeping them up-to-date (on-going education)	Enriched lives Social equity	Develop program to distribute and explain how the sustainability programs can be implemented on a daily basis	6 to 8 months
Provide opportunity for and encourage feedback on policies (suggestion box)	Enriched lives Social equity Recognition	Develop a program that will provide for two way communication	4 to 6 months
Incorporate sustainability actions and responsibilities	Enriched lives Social equity Recognition	When updating job description identifying	8 to 12 months

into job descriptions and performance evaluations		City's commitment to sustainability	
Provide wages, benefits and working conditions that will retain employees and encourage continual self improvement	Enriched lives Social equity Recognition	Develop strategies to consider innovative working arrangements that support sustainable practices	On-going
Work with other local, state and federal government agencies to ensure efficient essential public facilities and services	Enriched lives Social equity	Create a clean and efficient energy working group to development a clean energy program to be implemented for City operations	12 to 24 months On-going
Recognize the value of input from employees on programs and functions that can be incorporated into City operations that are doable and provide a benefit to the organization	Enriched lives Social equity	Develop a common language, invite input, provide incentive for innovative, sustainable practices and recognize those successes	On-going
Encourage and recognize voluntarism that will be of benefit within the organization as well as to the community	Enriched lives Social equity Recognition	Develop policies and standards that encourages and recognizes community involvement	On-going
Encourage neighborhood improvement programs	Enriched lives Social equity Recognition	Develop policy for support of neighborhood efforts	On-going
ENVIRONMENT			
Energy/Climate Change			
Develop and improve operation techniques in the workplace	Clean environment Prosperous economy Enriched lives	Adopt programs that will identify and set targets for reduced energy use and implementation of conservation practices	12 to 18 months On-going
Reduce green house gas emission associated with City operations.	Clean environment Prosperous economy	Develop short and long-term action plans. Measure and track progress. Assess improvements. Develop	On-going

		indicators with common and shared goals	
Toxic Substance Reduction			
Replace toxic substances, materials and product with viable least toxic alternatives	Clean environment	Inventory current uses and develop program to seek out alternatives	12 to 18 months On-going
Develop and use precautionary principles as a framework in the purchase, use and disposal of toxic substances	Prosperous economy	Develop a priority of reducing toxins and pesticide use, and prioritize phasing out to replace toxicants with environmental sound alternatives	24 to 36 months
Green Building			
When practical to implement the City shall strive to use LEED principles when upgrading, improving and constructing City facilities	Clean environment	Identify LEED principles and develop programs that can be implemented	On-going
Develop a water conservation program for City facilities	Clean environment	Complete inventory of water uses within the City facilities as well as the water systems to develop programs for conservation	24 to 36 months On-going
As feasible incorporate features in improvements and new projects that will allow for retrofits of green building measures that add to the triple bottom line	Clean environment	Consider life cycle when identifying improvements and new projects Identify sustainable features that have the potential to be phased in	24 to 36 months
Waste Reduction			
Implement waste reduction strategies that will increase waste diversion	Clean environment	Complete a base line inventory Develop a program to identify reduction processes. Identify target reduction rate and how to implement	12 to 18 months On-going

TENT CAMPING PROGRAM

Background: On June 27, 2022, Council adopted Resolution No. 2022-21 adopting the City of Roseburg's Tent Camping Program. This policy was implemented to address the Council Goal, "Explore strategies to address issues related to unhoused individuals within the community." .



CITY OF ROSEBURG TENT CAMPING RULES:

COMMUNITY DEVELOPMENT
DEPARTMENT
900 SE DOUGLAS AVENUE,
ROSEBURG, OR 97470
(541) 492-6750

- a) Tent camping is limited to properties operated by a non-profit, public, or commercial entity, and not located within a residential zone, except for church owned properties already existing within a residential zone;
- b) The property owner must register and receive approval for the location with the Roseburg Community Development Department;
- c) The property owner shall require a staff member or volunteer to be present on-site while camping is occurring on the property to ensure rules for camping are being followed;
- d) The property owner shall provide on-premises access to a minimum of two restrooms/portable toilets per location;
- e) The property owner shall provide adequate garbage disposal services so that there is no accumulation of solid waste on the premises;
- f) Camping is limited to fabric structures, tents and similar accommodations;
 1. Micro-shelters and shelters with electricity shall require a separate permit;
 2. Vehicle camping shall require a separate permit;
 3. Vehicles shall be subject to the provisions listed in RMC Section 7.04.005 and 7.04.170;
- g) Tents or other approved structures must be separated by a minimum of four feet, and be at least ten feet from the property line;
- h) No more than ten (10) tents or approved structures are allowed per location;
- i) All personal property must be stored within each tent or other approved structure, or a storage area out of sight from the public must be provided to store any personal items, and properties must be maintained as to not create a "Nuisance" as per Roseburg Municipal Code (RMC) Chapter 7.04;
- j) All activities shall comply with RMC Section 7.02.140 – Noise disturbances;
- k) No open flames will be allowed at the location;
- l) The property owner of a location may not charge a fee for the use of the property for camping;

- m) The property owner has the right to refuse entry or discontinue use for any individual;
- n) A six foot privacy fence surrounding the location of the camping area will be required;
- o) No person may camp at a registered location for more than 29 consecutive days, and;
- p) The camp location must be easily accessible by emergency vehicles.



CITY OF ROSEBURG TENT CAMPING RULES:

COMMUNITY DEVELOPMENT
DEPARTMENT
900 SE DOUGLAS AVENUE,
ROSEBURG, OR 97470
(541) 492-6750

The City of Roseburg has authorized Tent Camping Rules through the adoption of Resolution 2022-21, subject to rules outlined on the previous page.

To host tent camping, the City is requiring that the property owner register their location with the City and comply with the standards outlined on the previous page, identified as Exhibit A in Resolution 2022-21.

Property owners interested in hosting tent camping should carefully consider whether hosting tent camping is appropriate for themselves and their property, and whether they have the necessary resources to successfully host individuals, groups, or families in a tent camping environment.

The organization, supervision, and maintenance of a tent camping location is solely the responsibility of the property owner, and not the City of Roseburg. Property owners deciding to host tent camping do so at their own risk and expense.

The City may only explain the minimum requirements for a registered tent camping location, and cannot offer any advice for property owners interested in hosting tent camping, and strongly recommends that anyone interested in hosting tent camping undertake their own research on the subject, and obtain the advice of their own attorney before deciding to host tent camping.

For a copy of the Tent Camping Registration Form and general information concerning the Tent Camping Rules and registration process, please contact the Community Development Department at 541-492-6750.

Revocation and Appeal

Failure to comply with any of the listed Tent Camping Rules may result in revocation of approval by the Community Development Department Director for a Tent Camping site. Upon written notice of the violation from the Community Development Department, applicant will have 10 days to mitigate the violation(s) identified. If the violation(s) still exists after 10 days, approval for a Tent Camping site will be revoked.

The applicant shall have the right to appeal the revocation. A written appeal stating the basis for appeal must be filed with the City Manager within 10 days after the date the date of the notice. The City Manager will review the appeal and make a final determination on revocation. The decision of the City Manager is final.



COMMUNITY DEVELOPMENT DEPARTMENT
900 SE DOUGLAS AVENUE, ROSEBURG, OR 97470
(541) 492-6750

TENT CAMPING REGISTRATION FORM

1. Person registering the Tent Campsite: _____
Phone number: _____ Email address: _____
2. Location of the Tent Campsite: _____

3. Property Zone: _____ (Please include Plot Plan with this Registration Form).
4. This location is inside Roseburg City Limits? (y/n) _____
5. This location is not located in or next to a residential zone, or property currently used as a residence? (y/n) _____
If yes, is this location a church-owned property? (y/n) _____
6. Is the person registering the campsite the owner of the property? (y/n) _____
If not, you need to provide a copy of the written permission from the owner.
7. Is this location the parking lot for a non-profit, public, or commercial entity?
(y/n) _____
8. Have you read and do you understand the attached rules and tent camping notice that are attached? (y/n) _____

Emergency contact info:

I certify that I have answered the above questions correctly and honestly.

Signature

Date

City Stamp: _____

(Form is void without stamp)

Approved by: _____
(Community Development Department Director or designee)

Submit this completed form to the City of Roseburg, Community Development Department, 900 SE Douglas Ave., Roseburg, OR 97470

TRAPPING OF CERTAIN WILDLIFE (TURKEYS)
(City Council Policy)

Background: In 2002, the City received an unusual number of complaints regarding the damage done to property by wild turkeys. Citizens approached Council advising they'd learned that the Oregon Department of Fish and Wildlife would trap and relocate the turkeys if Council would pass a resolution authorizing such action within the City limits of Roseburg. On November 25, 2002, Council adopted Resolution No. 2002-20 which read as follows:

**A RESOLUTION AUTHORIZING TRAPPING OF CERTAIN WILDLIFE
WITHIN CITY OF ROSEBURG**

WHEREAS, the presence of certain wildlife in the City of Roseburg causes property damage, is detrimental to other wildlife and may be a danger to human health;

WHEREAS, the City Council has determined that such wildlife should, where possible, be relocated to a location outside the City;

WHEREAS, ORS 498.158 prohibits trapping of wildlife within the City unless the City Council, after notice and hearing, authorizes such trapping by ordinance or resolution;

WHEREAS, notice of this resolution was published as part the Council's agenda; and

WHEREAS, a public hearing on this Resolution was held on November 25, 2002;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Council of the City of Roseburg, Oregon, that the Oregon Department of Fish and Wildlife may trap and relocate wild turkeys found anywhere within the City. Nothing in this resolution is intended to prohibit or restrict the trapping or hunting of any animals that is authorized or allowed by state law.

TREE PROGRAM

Introduction: As the 'Timber Capital of the Nation', the City's Tree Program seeks to further engage Roseburg's citizens with the trees where they live. Trees function as a community amenity that helps soften the edges of the urban landscape. They lend a sense of beauty and stability to a community that a barren landscape cannot match. Trees help provide positive solutions to problems that plague urban environments. Trees temper climate and air quality. They take carbon dioxide and other pollutants from the air and give oxygen in return. Trees are necessary to help curb noise pollution, glare and soil erosion. Often, long-time residents of a community can link a memory or an event to a specific tree, and in this way trees function as an element of a community's history as well. The presence of a varied and high quality urban forest is often linked to a community's liveability and ultimately to property values .

Trees and urban infrastructure - sidewalks, buildings, curbs, streets, etc, - can and must coexist. This usually means tailoring the shape and species of a tree to the limits of the planting site. Too often trees are planted in situations poorly matched to the tree's natural requirements. This leads to complaints among those who live and work around the trees and to poor survivability for the tree.

Permits

- **Pruning:** A permit is required at least five (5) business days prior to removing any limb greater than 3" in diameter from any tree within the sidewalk or parkway strip. The application must specify the location, number and type of tree to be pruned, the reason(s) for pruning and the method of pruning planned. These permits must be executed within 30 days of issuance . Trees shall be pruned to ISA Best Management Practices Pruning standards . Please note that topping or mutilating public trees in Roseburg is unlawful.
- **Removal:** A permit is required five (5) business days prior to removing any tree within a sidewalk or parking strip. It is the responsibility of the applicant to request a utility locate to avoid damaging underground utilities. All tree removals must include stump removal and grade re-establishment. Removal requests must show evidence that:
 - The tree poses a safety hazard to pedestrian or vehicle traffic or threatens public utility service; or
 - The tree poses a safety hazard to structures ; or
 - The tree prevents entering or exiting a lot or parcel, or prevents the development of a lot or parcel or the physical use of it; or
 - The tree is diseased or insect infested and as such poses a hazard to people, structures , improvements or other trees; or
 - The tree is so weakened by age, storm, fire, ice or other injury as to cause a danger to people or property; or
 - The tree is dead.

These permits must be executed within 30 calendar days of issuance.

***Stumps:** The City of Roseburg Tree Program requires that all stumps in the public right-of-way be removed to one foot below grade. This requires no permit,

but 811 - *One Call Utility Locates* - must be called at least 2 working days prior to beginning.

The City's Role in Street Tree Maintenance

The City's role in the actual maintenance of street trees around the community is limited. The Public Works Department is responsible for the City-planted trees within the designated downtown area, as well as trees within City parks.

As per the Roseburg Municipal Code Chapter 4.12, street trees located in the sidewalk and parking strip are the responsibility of the abutting property owner. The City may require a property owner prune, trim or remove a tree or stump as per the Roseburg Municipal Code. Trees within the right of way and/or public way shall be pruned to ISA Best Management Practices Pruning Standards.

Property owners are notified by mail in such instances, and have 14 calendar days to apply for a permit to remedy the situation. Should a property owner fail to respond, the City may remove, trim or prune the tree or stump and assess the cost plus an administrative fee to the abutting property owner.

Downtown Street Tree Program: The downtown street tree program is a more specialized approach to urban forestry, seeking a certain aesthetic effect along with ensuring public safety. Trees within these boundaries are maintained by the City, within budgetary constraints. The designated downtown area is identified within the Tree Program as Exhibit "A".

The Right Tree in the Right Place

Not all trees are suited for the special demands that streets and rights of way place on them. Pavement, traffic, air pollution and overhead obstructions all place stress on trees, and in turn the tree has an impact on those things. Because a tree is capable of living for many years, considerations must be given to the special demands of each planting site. The key is to plant the right tree in the right place. Different trees are recommended for different planting situations on the basis of size, branching habit and the potential for damage to the surrounding pavement, water lines, sewers and/or utilities. A list of the 'Recommended Street Trees' and 'Prohibited Street Trees' is available at the City of Roseburg Public Works office and on the City of Roseburg website at www.cityofroseburg.org.

Basic Tree Shapes: There are several basic tree shapes. Some are more suitable for a particular location than others.

Oval: An upright tree shape is good for a street tree, as it will not impede vehicle traffic. A basic concern here should be overall height restrictions due to overhead lines.

Pyramidal: Many trees that start out columnar grow into a pyramidal shape as the lower branches grow and begin to droop. Conifers generally are not appropriate as street trees due to their low limbs limiting sight clearance for



drivers and pedestrians. Examples- European Hornbeam, Aristocrat Pear.

Columnar: Columnar trees are often chosen for street tree plantings due to space limitations. Sometimes these trees require special pruning when young to ensure proper branch structure and strength when they are mature. Examples- Armstrong Red Maple, Olmstead Norway Maple.



Rounded: Smaller rounded trees are good choices under utility lines. Some larger rounded trees have multiple tops that can be pruned to form a "V" around power lines. Examples- small Norway Maples, Crabapples, Japanese Snowbell.



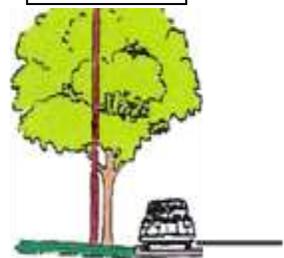
V - Shaped: A vase shape is a favored form because the branches arch to form a canopy over streets and sidewalks. Examples- Zelkova, Kwanzan Cherry.



The following diagrams illustrate some common planting situations. Figure 1 shows a small tree under power lines planted in a relatively narrow parking strip. Good suggestions, depending on the height of the wire, are Globe Norway Maple and Yellowwood:

Figure 1 If a tree is to be planted in a paved area such as a sidewalk or a parking lot, there should be an opening cut large enough to accommodate tree growth. Without an opening, tree growth will result in damage to the paved area or to the tree. At a minimum, a 4' square or 16 square feet is required for small trees. Recognize that larger growing trees require larger openings, such as a 4' x 6' or a 4' x 8'.

Figure 1



URBAN GROWTH BOUNDARY POLICY *(City Council Policy)*

Background: In 2006, the Council determined a need to establish a policy regarding management of the Urban Growth Boundary to support orderly growth based upon established criteria and cost effective delivery of City services. The proposed policy was originally presented to Council on February 13, 2006, via Resolution No. 2006-3 and even though the resolution was adopted, the Council directed that amendments to the summary portion of the policy be made. At the following meeting on February 27, 2006, an entirely new resolution (No. 2006-05) was presented which should have rescinded No. 2006-03, but it didn't. Regardless, the Urban Growth Boundary Policy was officially adopted on February 27, 2006, via Resolution No. 2006-05 and reads as follows:

URBAN GROWTH BOUNDARY POLICY

BACKGROUND: Urban growth boundaries were created as part of the statewide land-use planning program in Oregon in the early 1970s. The Oregon Legislature in 1973 adopted the nation's first set of land-use planning laws. The new laws, goals, and guidelines require every city and county in Oregon to have a long-range plan addressing future growth. Goals require: **1)** the setting urban growth boundaries, **2)** the use of urban lands, and **3)** the protection of natural resources.

Urban Growth Boundaries are legally described barriers separating urban from rural land development. Under Oregon law, each city in the state has an Urban Growth Boundary. The boundary restricts urban expansion/encroachment onto farm and forestlands. Land inside the UGB supports urban (city) services such as roads, water and sewer systems, parks, schools and fire and police protection that create quality places to live, work and play. Land outside is used to protect farms and forests from urban sprawl and to promote the efficient use of land, public facilities and services inside the boundary. Other benefits of the boundary toward urban use include:

- Motivation to develop and many times re-develop land and buildings in the urban core. This helps keep core "Downtown Businesses" in business.
- Assurance to businesses and local governments about costs and location of expanding infrastructure (such as roads, water, and sewers), needed for additional or future development.
- Efficiency for businesses and local governments in terms of how infrastructure is built. Instead of building roads further and further out creating urban "sprawl," public taxes can be spent to improve existing roads and other services to an equitable standard.

CITY'S ROLE: The City of Roseburg and Douglas County is responsible for managing the Roseburg UGB and is required by state law to have a 20-year supply of land for future residential, commercial, and industrial development inside the boundary. Every five years, the

City is required to conduct a review of the land supply and, if necessary, expand the boundary to meet that requirement.

THE POLICY: This policy document and associated resolution guides how the UGB is to be expanded in order to protect the community characteristics valued by Roseburg residents. This policy also:

- Encourages efficient and economical land use in areas most suitable for development.
- Supports the City's goal of building a complete community by providing jobs and shopping close to where people live.

EXPANDING THE URBAN GROWTH BOUNDARY: The Urban Growth Boundary was not intended to remain static. Since the late 1970s, the Roseburg UGB has been moved few times. The times it was moved either was to accommodate additional industrial development or adjust the boundary to a pre-determined level (e.g., water service elevation).

Criteria for Expansion: The City is to identify the potential needs for residential, commercial, and industrial lands based on certain suitability factors; primarily:

- access to transportation facilities
- proximity to other existing uses
- priority of usable soils and steepness of slopes
- economic conditions
- parks and open space
- historical and cultural preservation
- geological and natural hazards
- housing needs

In making a final decision whether or not an area is suitable for UGB expansion, the City Council should consider additional factors including:

- development readability (with detailed specific development proposal, e.g., Master Plan and Development Implementation Schedule)
- distance for infrastructure (water, sewer, and storm drainage)
- city capacity of infrastructure
- lands primarily comprised of twenty-five acres or less with exclusive use for affordable housing
- lands with dedicated capacity for affordable owner occupied housing
- land less than 350 acres with potential combination of commercial/industrial and residential use

APPROVAL PROCESS: According to state law, a UGB boundary expansion cannot go into effect until:

1. The Planning Commission publishes Findings of Fact after a public hearing, with recommendation to City Council for adoption, and

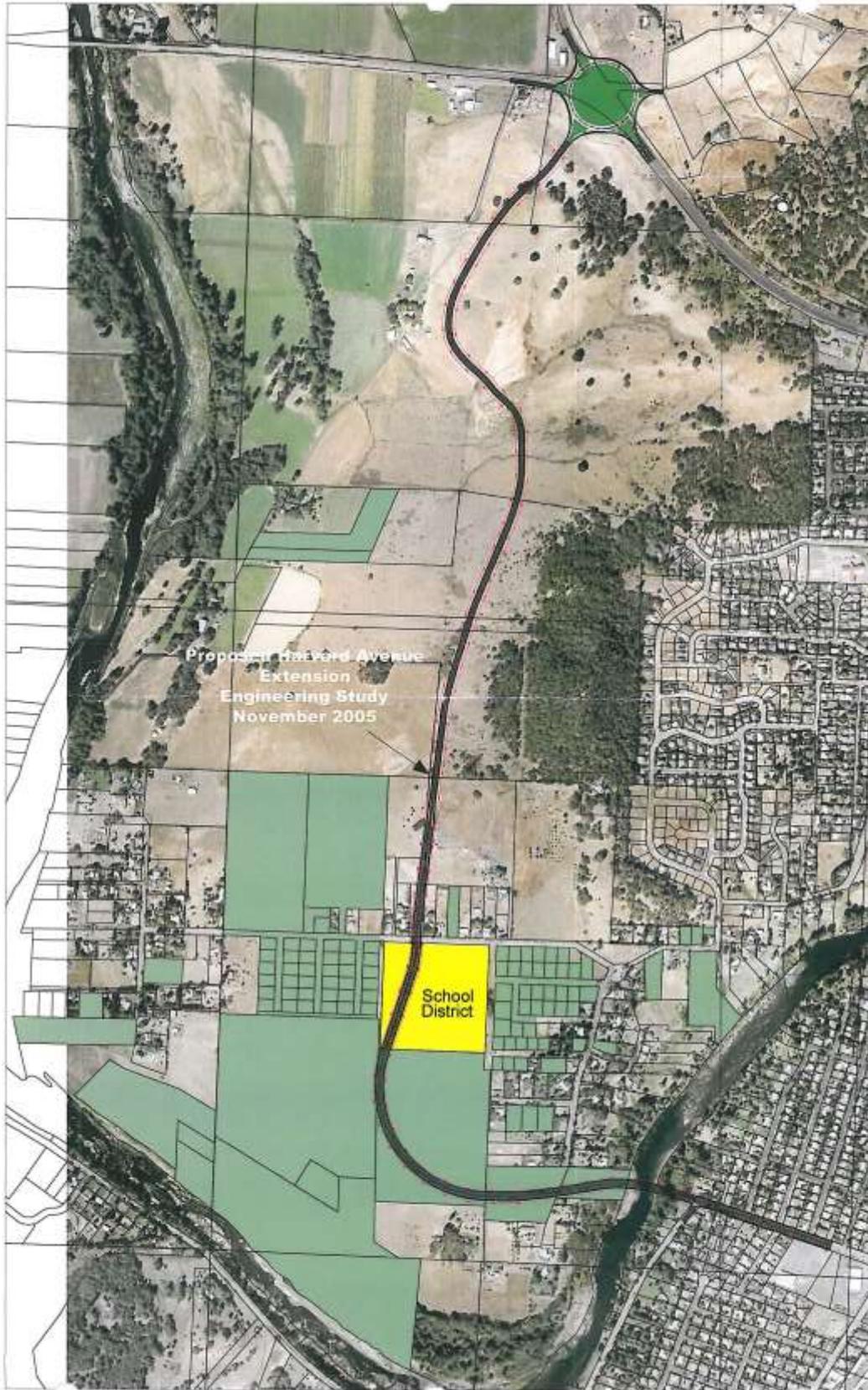
2. City Council approves an Ordinance to expand the UGB, and
3. Douglas County Commissioners approve the expansion, and
4. The Oregon Land Conservation and Development Commission reviews and acknowledges the City's actions have passed legal challenges.

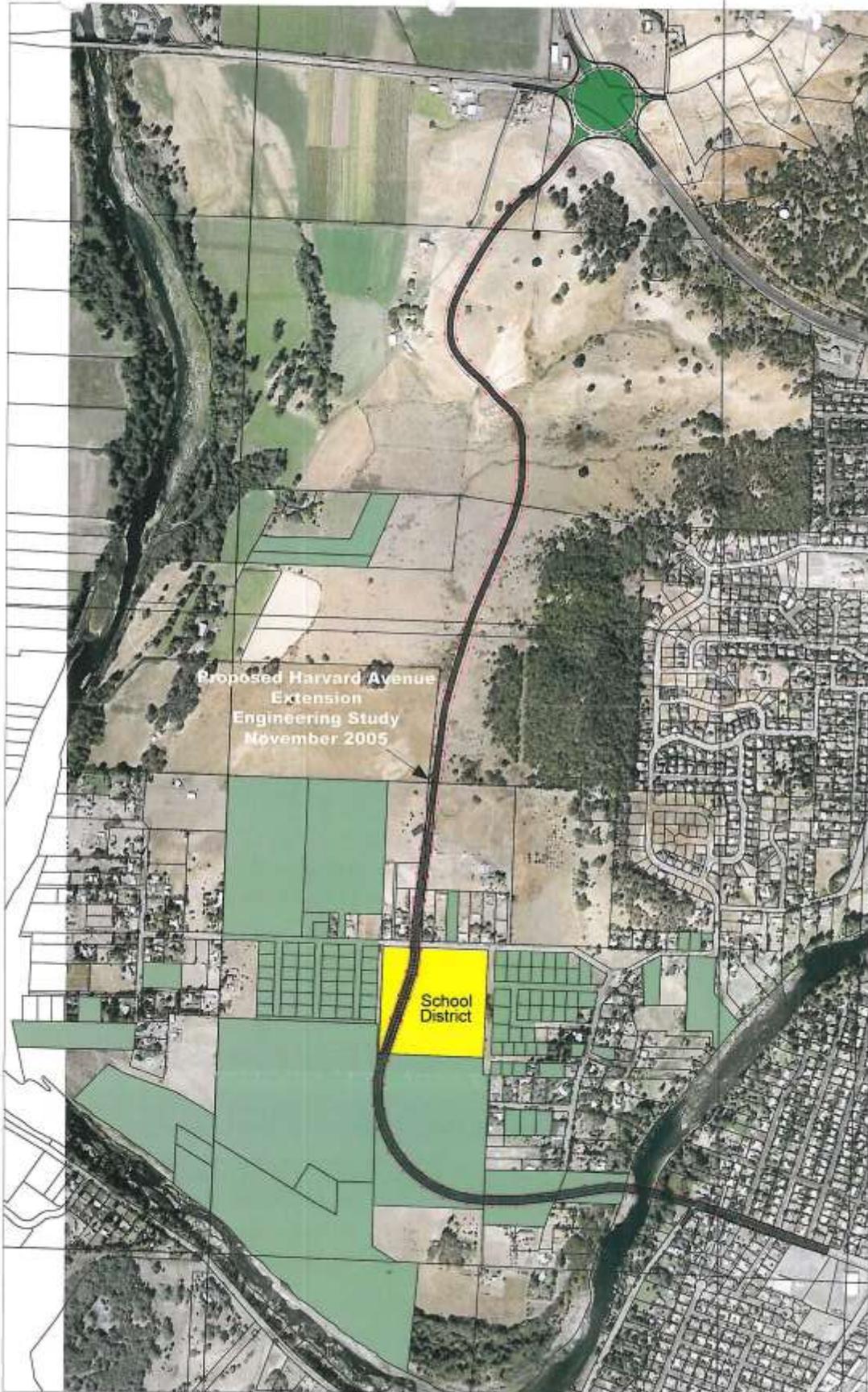
SUMMARY: The modification of a UGB is a complex governmental undertaking that requires clear policies about what will be permitted inside the boundaries, as well as what will be permitted outside the boundaries. Development outside the boundaries must be limited in order to avoid urban sprawl. By adopting an Urban Growth Boundary expansion policy the City of Roseburg defines the tone and direction by which the community grows.

The City must decide what direction the community grows. The State of Oregon has already defined what criterion must be used when making a certain growth decisions. Douglas County and public participation will help in the decision making.

The City can essentially take four UGB policy directions:

1. Open the UGB expansion process to all applicants and let each application stand on merits.
2. Council to publish a policy to instruct staff not to accept applications for UGB expansion and to direct staff to modify the City of Roseburg Comprehensive Plan toward increased density.
3. Make a City Council initiated legislative application for UGB expansion. Accept for post-legislative processing owner initiated applications. Forward said applications to City Council for prioritization.
4. Restrict the UGB expansion process to one application per applicant for lands under 50 acres (minimum amount of acreage an applicant can bring forward for an expansion without a current Buildable Lands Inventory), until the City has successfully completed a legislative amendment to the Roseburg UGB.





Proposed Harvard Avenue
Extension
Engineering Study
November 2005

School
District

USE OF FORCE RESOLUTION
(City Council Policy)

Background: On February 13, 2017, the Council adopted Resolution No. 2017-02 regarding excessive use of force by the Roseburg Police Department.

NOTE: Roseburg Police Department operates on their policy manual which is updated continuously and has a much more specific use of force policy:
<http://www.cityofroseburg.org/departments/police/department-policies>

The resolution read as follows:

IT IS HEREBY RESOLVED that the following is the policy of the City of Roseburg:

Section 1. The City of Roseburg's law enforcement personnel shall not use excessive force against any individuals engaged in nonviolent civil rights demonstrations; and

Section 2. Applicable state and local laws that prohibit physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations within the City of Roseburg's jurisdiction shall be enforced.

Section 3. 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 13TH DAY OF FEBRUARY 2017.

UTILITY REFUNDS
(Administrative Policy)

The City provides utility services for potable water and storm drainage. The fees and charges related to the water utility are a combination of meter size charges and consumption, and the charges for storm drainage are based on the amount of square footage of impervious surface as outlined in the Roseburg Municipal Code. The fees are set by City Council Resolution.

The City obtained a legal opinion on February 14, 2001, pertaining to legal requirements for potential refunds relating to misapplication or miscalculation of such fees. Accordingly, in accordance with the Oregon Tort Claims, the City will provide for a refund of overcharges for a 180-day period from actual notice of the overcharge and will either refund directly or apply an equivalent amount of credit to any outstanding utility account that has been overcharged.

VEHICLE CAMPING POLICY/RULES
(Council Policy by Resolution)

Background: On November 9, 2020, Council adopted Resolution No. 2020-20 adopting the City of Roseburg’s Vehicle Camping Pilot Program. This policy was implemented to address the Council Goal, “Explore strategies to address issues related to unhoused individuals within the community.” On December 13, 2021, Council adopted Resolution No. 2021-27 to extend the Vehicle Camping Pilot Program through March 31, 2022, asking staff to evaluate several of the requirements and bring them back to Council for further discussion. On February 14, 2022, Council adopted Resolution No. 2022-02, amending the requirements within the Vehicle Camping Program with no end date.

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

Section 1. The City of Roseburg Vehicle Camping Rules, attached hereto as Exhibit “A,” authorizing a vehicle camping pilot program are hereby adopted; and

Section 2. Property owners interested in hosting vehicle camping must submit an application to be reviewed and authorized by the City of Roseburg, indicating they will follow the vehicle camping rules; and

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

CITY OF ROSEBURG
VEHICLE CAMPING RULES:

COMMUNITY DEVELOPMENT
DEPARTMENT
900 SE DOUGLAS AVENUE,
ROSEBURG, OR 97470
(541) 492-6750

- a) Vehicle-camping is limited to properties operated by a non-profit, public, or commercial entity, and not located within a residential zone, except for church owned properties already existing within a residential zone;
- b) The property owner must register the location with the Roseburg Community Development Department;
- c) The property owner shall require a staff member or volunteer to be present on-site while vehicle camping is occurring on the property to ensure rules for vehicle camping are being followed;
- d) The property owner shall provide on-premises access to a minimum of one restroom/portable toilet per location;
- e) The property owner shall provide garbage receptacle(s) for vehicles on the premises unless garbage receptacle(s) already exist for the property;
- f) Camping is limited to vehicles, and not tents or other improvised camps;

- g) Vehicles possessing holding tanks (e.g. recreational vehicles) must be emptied and free of leaks prior to admittance to a site;
- h) No more than ten vehicles are allowed per location;
- i) All personal property must be stored within each vehicle and properties must be maintained as to not create a "Nuisance" as per Roseburg Municipal Code (RMC) Chapter 7.04;
- j) All activities shall comply with RMC Section 7.02.140 – Noise disturbances;
- k) No open flames will be allowed at the location, including within vehicles;
- l) All vehicle camping sites must be located on a paved surface within an established parking lot;
- m) The owner-operator of a location may not charge a fee for the use of the property for camping;
- n) The owner-operator has the right to refuse entry or discontinue use for any individual;
- o) No person may camp at a registered location for more than 29 consecutive days.

COMMUNITY DEVELOPMENT DEPARTMENT
900 SE DOUGLAS AVENUE, ROSEBURG, OR 97470
(541) 492-6750



VEHICLE CAMPING REGISTRATION FORM

1. Person registering the Vehicle Campsite: _____
Phone number: _____ Email address: _____
2. Location of the Vehicle Campsite: _____

3. Property Zone: _____ (Please include Plot Plan with this Registration Form).
4. This location is inside Roseburg City Limits? (y/n) _____
5. Is the person registering the campsite the owner of the property? (y/n) _____
If not, you need to provide a copy of the written permission from the owner.
6. Is this location the parking lot for a non-profit, public, or commercial entity?
(y/n) _____
7. Have you read and do you understand the attached rules and vehicle camping notice that are attached? (y/n) _____

Emergency contact if the City Responders have to contact you:

I certify that I have answered the above questions correctly and honestly.

Signature

Date

City Stamp: _____
(Form is void without stamp)

Submit this completed form to the City of Roseburg, Community Development Department, 900 SE Douglas Ave., Roseburg, OR 97470

VEHICLES
(Administrative Policy)

TITLES, LICENSES AND OTHER RELATED RECORDS

All City vehicle title records shall be maintained by the City Recorder's Office. All transactions involving City vehicles must be processed through the Recorder's Office and shall be in accordance with these rules.

DISPOSAL

All vehicles shall be disposed of through transfer to another department, trade-in, public auction or other method authorized by the Municipal Code or these rules. City Manager approval must be obtained prior to transferring a vehicle to another department. The department transferring the vehicle must notify the Recorder's Office of the transaction by completing a "Vehicle/Equipment Department Transfer Notification", "Vehicle/Equipment Add-On Acquisition Notification" or "Surplus or Parted Out Vehicle/Equipment Notification". These notification forms are located in the S Drive at <S:\Forms\Vehicle-Equipment Notification.docx> as one document. The Recorder's Office shall notify Finance and Human Resources of the transfer and make the necessary changes on the master vehicle title list. If a vehicle is being traded-in on a new vehicle, the department must notify the Recorder's Office. The Recorder's Office will process the paperwork required to complete the trade-in; notify Finance and Human Resources of the transaction and remove the trade-in vehicle from, and add the new vehicle to the master vehicle list.

If a vehicle is removed from use, after storing the vehicle for future sale, the department shall turn all vehicle keys over to the City Recorder and the gas card over to Public Works. The license plates must remain on the vehicle until such time as the City Recorder requests removal. The department shall advise the Recorder's Office of the license plate number, city vehicle number, make, model, VIN, color, mileage, general condition and current Kelley's blue book value of the vehicle and where the vehicle will be stored until the next scheduled sale. The department shall also remove all City logos and any other marks noting City ownership from the vehicle prior to the vehicle being stored for sale. The Recorder's Office shall advise Human Resources of the transaction for insurance purposes. The Recorder's Office shall secure the title and keys in the surplus vehicle file until the vehicle is sold at which time, the Recorder's Office shall transfer the title to the new owner. All proceeds from the sale of vehicles shall be placed into the fund from which the vehicles were originally purchased.

PURCHASING

All vehicles shall be purchased through State Purchasing or through the bid process in accordance with the Municipal Code. All vehicles of a similar type which are budgeted for the ensuing year shall be bid at the same time. Prior to advertising for proposals, department heads shall inquire if other departments are planning to purchase similar type vehicles in the near future. If so, the departments shall do a combined ad. When a new vehicle is purchased, the department head shall forward all paperwork to the Recorder's Office for submission to the Department of Motor Vehicles. The Recorder's Office shall notify Finance, Human Resources and Public Works of the vehicle purchase. The Finance Department shall assign a City vehicle number; Public Works shall assign a gas card number to the vehicle and both departments shall advise the Recorder's Office of the assigned gas card and vehicle number. The

Recorder's Office shall log this information, along with the license plate number and the VIN for the vehicle, on the master vehicle title list. Human Resources shall secure insurance coverage for the new vehicle.

CITY VEHICLE POOL

City vehicles that are not designated to a particular department or use shall be available for use by employees when attending work-related functions and events. The Public Works Department shall be responsible for maintenance of the City pool vehicles; provided however, employees using pool vehicles shall be responsible for recording mileage in the vehicle mileage record book kept in each pool vehicle and returning the vehicle in clean condition and with a full tank of gas to ensure the vehicle is ready for the next user. The Public Works Department will also schedule use of such vehicles and issue "vehicle packets" which contain keys, gas cards and mileage record books for each vehicle. The vehicle packet will be given to the employee before use of the vehicle. The employee will sign out on the vehicle log sheet when the vehicle packet is issued and sign in on the log sheet when the vehicle packet is returned. Pool vehicles will generally be available on a first-come, first-serve basis. Which vehicle is available will be determined at the time the employee picks up the keys to the vehicle. Travel within a twenty-mile radius of Roseburg is considered in-town travel, and the older vehicles will be used for this purpose. If special circumstances warrant using a specific car and there is a conflict, such conflict must be worked out amicably between the employees involved. A pool vehicle used to attend a late evening meeting or class may be taken home and returned the next morning. A pool vehicle used to attend an early morning meeting or class may be taken home the night before and returned following the class.

USE OF CITY VEHICLES FOR BUSINESS PURPOSES

Pursuant to Section 13 of the City's Personnel Rules, City owned vehicles are provided for City business purposes only. The City Manager may assign City vehicles in accordance with the operational needs of the City for specific, justified needs related to City business. Operators of City vehicles must be an employee or official of the City, unless specifically authorized by the City Manager; be at least 18 years of age; possess a valid Oregon driver's license; and unless exempted under ORS 811.215 (6) or (8), wear the seatbelt and require the same of all passengers at all times.

Permission to drive a City vehicle may be withdrawn from the following:

- A.** persons with unacceptable driving histories;
- B.** persons deemed physically unable to drive; and
- C.** persons found to be driving City vehicles for non-approved purposes or whose conduct in connection with the use of a City vehicle is not in the best interest of the City or which brings discredit to the City.

Operators of City vehicles are specifically prohibited from picking up hitchhikers. Transporting any non-employee/official shall be prohibited unless authorized in advance by the operator's department head and the City Manager.

Operators of City vehicles shall complete the vehicle trip record at the completion of each trip, fill the gas tank and return the vehicle to the storage lot in clean condition.

The City shall not be responsible for payment of any parking or traffic fines that may be issued to drivers of City vehicles.

If an employee chooses to use their own vehicle for traveling on City business rather than using a City pool vehicle, the employee will be responsible for any accidents or incidents that occur involving their personal vehicle. Employees are covered by workers' compensation in case of injury, but other individuals involved in any incident would be covered under the employee's personal insurance policy.

Employees must immediately report any suspension, revocation or restriction placed on their driving privileges to their immediate supervisor.

SMOKING PROHIBITED IN CITY VEHICLES

Smoking or use of tobacco in City vehicles is strictly prohibited. Holding a cigarette outside a vehicle window while occupying the vehicle is a violation of this policy.

RIDE-ALONG PROGRAM

In addition to the guidelines set forth in Section 13.7 of the City's Personnel Policy, departments that determine there is a value to having a ride-along program, must prepare waivers releasing the City from any liability related to the person riding in the City vehicle. Such waivers must be signed before the person is allowed to ride in a City vehicle. A sample waiver form may be obtained from the Human Resources Director.

VERTICAL HOUSING DEVELOPMENT ZONE
(City Council Policy)

Background: On June 22, 2009, the Council adopted Resolution No. 2009-17 supporting an application designating Downtown Roseburg as an Oregon Vertical Housing Development Zone. The resolution read as follows:

WHEREAS, the application for designation of a vertical housing development zone supports the City of Roseburg's Downtown Master Plan goals; and

WHEREAS, the application for the development zone will incentivize developers to revitalize downtown by encouraging mixed use construction; and

WHEREAS, the application for the development zone will increase housing opportunities which may stimulate the economy, improve safety and promote social and cultural growth; and

WHEREAS, Roseburg is a Performing Main Street Community and an application for designation of the development zone supports those efforts; and

WHEREAS, the application for the development zone supports the efforts of the 2008-2009 Resource Assistance for Rural Environments (RARE) program; and

WHEREAS, the application for the development zone creates the conditions for a broader tax base in the future;

NOW, THEREFORE, it is hereby resolved by the City Council of the City of Roseburg, that the City of Roseburg approve application for designation of an Oregon Vertical Housing Development Zone in the Downtown Historic District.

APPROVED BY THE CITY COUNCIL OF THE CITY OF ROSEBURG, OREGON, AT ITS REGULAR MEETING ON THE 22ND DAY OF JUNE 2009.

VETERAN ORGANIZATION FEE WAIVER
(City Council Policy)

Background: On September 14, 2015, the Council adopted Resolution No. 2015-11 regarding park permit fees for veteran organizations. Technically, this was an amendment to the fee schedule and is included in that document as well. The resolution read as follows:

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.

VOICE MAIL
(Administrative Policy)

Voice mail messages are the property of the City and are also subject to Oregon's Public Records Law. Inappropriate or offensive messages such as those including racial or sexual slurs, are prohibited. Employees shall refrain from recording any information or comments that may be considered embarrassing if overheard by others.

Voice mail is considered a business communication tool and shall be used as follows:

1. The system will not be used to become inaccessible; all telephone calls must be answered when the employee being called is available;
2. The system will be used to exchange information, not merely to automate telephone tag;
3. Messages left on voice mail shall be promptly responded to;
4. Employees shall record greetings which will inform callers about the employee's schedule; greetings shall be changed or modified if an employee is going to be out of the office for a day or more; and
5. Greetings shall be as brief as possible, but shall include the following information:
 - A. The employee's name and department;
 - B. A brief statement advising the caller that they may leave a message after the tone; and
 - C. An indication when the employee expects to be available.

VOTERS' PAMPHLET POLICY

Background: On July 23, 2018, the Council adopted Resolution No. 2018-16 to adopt the City Manager's policy to create a Voters' Pamphlet.

The policy reads as follows:

I. Definitions

Ballot Title. A ballot title describes a City, School District, Sanitary Authority, College or Education Service District measure. All ballot titles must be qualified by the county elections filing officer.

Candidate. An individual whose name is printed or expected to be printed on the ballot after meeting filing requirements set forth in Roseburg Municipal Code §2.02.040 for city offices and ORS 255.235 for school district offices, sanitary authority offices, college offices and education service district offices.

City Elections Filing Officer. The City Recorder is the elections filing officer for the City of Roseburg Mayor and City Council positions.

College. Umpqua Community College.

County Elections Filing Officer. The County Clerk is the elections filing officer for Douglas County and Special Districts.

Education Service District. Douglas Education Service District.

Elective Office. Elective offices shall include Mayor, City Councilor, Roseburg School District 4 board members, Roseburg Urban Sanitary Authority board members, Umpqua Community College board members and Douglas Education Service District board members.

Electorate. The registered voters in the City of Roseburg, Roseburg School District 4, Roseburg Urban Sanitary Authority district, Umpqua Community College district, and Douglas Education Service District.

Initiative. The process of initiating legislation and its enactment or rejection by the electorate.

Measure. Legislation referred to the voters either by referendum or initiative for the City of Roseburg, Roseburg School District 4, Roseburg Urban Sanitary Authority, Umpqua Community College, or Douglas Education Service District.

Referendum. The process of referring legislation to the electorate.

Referral. The process of the governing body referring a measure to voters for approval.

Regular Election. An election held at the same time as the statewide primary or general biennial election.

Sanitary Authority. Roseburg Urban Sanitary Authority.

School District. Roseburg School District 4.

Special Election. An election held on a date that is not a regular election date.

Voters' Pamphlet. An informational brochure that may be in print or electronic form regarding candidate or measure information for an upcoming general or special election. The

Voters' Pamphlet may also be referred to as "City of Roseburg Election Information".

II. Purpose

- (1) It is the purpose of the City of Roseburg to create a voters' pamphlet that will provide voters with easy access to information regarding upcoming elections for candidates and/or ballot measures for the City of Roseburg, the Roseburg School District, the Roseburg Urban Sanitary Authority (RUSA), Umpqua Community College (UCC), or Douglas Education Service District (ESD);
- (2) The policy guidelines provided here are designed to provide the City Recorder with flexibility to generate a voters' pamphlet that balances the interests of voters' access to information and the City's interest in efficient and economical means to provide access to that information.

III. City Recorder Duties and Voters' Pamphlet Content

- (1) The City Recorder shall include additional general information related to the election process in the Voters' Pamphlet such as the location of drop boxes, requirements for a citizen to qualify as an elector, how an elector may register or re-register to vote, and how an elector may obtain a ballot.
- (2) The City Recorder shall create a voters' pamphlet for a general or special election only when directed to do so by City Council pursuant to RMC § 2.02.075.
- (3) The order of candidates will be by election (City of Roseburg, Roseburg Public School District 4, Roseburg Urban Sanitary Authority, Umpqua Community College and Douglas Education Service District), and then by order of position. The order of measures will be in numeric order of the ballot number.
- (4) If the City Recorder is directed to create a voters' pamphlet, it shall include:
 - a. For a Measure:
 - i. the full text of the measure;
 - ii. the ballot number;
 - iii. a summary of the measure, created by the City Recorder's Office (for city measures) or by an agency representative (for measures from the other agencies), that does not exceed 500 words, that which concisely and impartially summarizes the measure and its major effects. If not filed, the Voters' Pamphlet may be printed without it;
 - iv. any arguments relating to the measure and filed with the City Recorder's Office in compliance with Section IV of this policy. Such arguments shall not exceed 325 words.
 - b. For a Candidate:
 - i. the candidate's name to be included on the ballot;
 - ii. the office sought;
 - iii. a portrait no smaller than 1.5 inches by 1.75 inches of the candidate submitted by the candidate no later than 56 days prior to the election date, that is less than four years old, only shows the face and shoulders of the candidate, and has no background or other identifying markers in the picture that would associate the candidate with an organization or other entity (if candidate does not submit a portrait then no portrait will be included);

- iv. a statement submitted by the candidate no later than 56 days prior to the election date that includes the candidate's current occupation, occupational and educational background, and any additional information the candidate may deem relevant to the election. The length of the statement shall not exceed 325 words.
 - c. The City Recorder makes no guarantees as to whether the information submitted is accurate and current.
- (5) The City Recorder shall reject any statement, argument or other matter offered for filing and printing in the Voters' Pamphlet which:
 - a. Contains any obscene, profane or defamatory language;
 - b. Incites or advocates hatred, abuse or violence toward any person or group;
 - or
 - c. Contains any language which may not be legally circulated through the mail.
- (6) The City Recorder's determination regarding subsection (5) of this Section III shall be final.
- (7) Nothing in these guidelines shall make the author of any statement or argument exempt from any civil or criminal action because of any defamatory statements offered for printing or contained in the Voters' Pamphlet. The persons writing, signing or offering a statement or argument for filing shall be deemed its authors and publishers.
- (8) The City Recorder shall notify a person who offered a portrait, statement, argument or other matter that was rejected pursuant to this section. Subject to the Voters' Pamphlet deadlines, the City Recorder will allow the person upon notification to revise the portrait or statement so that it does not violate the provisions of this section.

IV. Submission and Printing of Arguments/Statements of Endorsement For or Against a Measure or Candidate

- (1) Arguments or statements of endorsement must be filed no later than 56 days prior to the date of the general election. Arguments or statements of endorsement for or against the measure or the candidate shall not exceed 325 words. Arguments or statements of endorsement must include a signature of the individual responsible for submission.
- (2) Each argument or statement of endorsement that is printed in the Voters' Pamphlet will include the name of the person who submitted the argument, the name of the organization the person represents (if any), whether the argument supports or opposes the measure or the candidate, and a disclaimer that the argument does not constitute an endorsement by the City and that the City does not warrant the accuracy of any statement made in the argument.
- (3) The filing fee for an argument or statement of endorsement shall be set by resolution. If a person is unable to pay the filing fee, the City Manager may waive the fee.
- (4) The City Recorder shall reject any statement, argument or other matter offered for filing and printing in the Voters' Pamphlet in the same manner as outlined in Section III (5).

V. Candidate Statement Fees

- (1) The filing fee for a candidate's statement for inclusion in the voters' pamphlet shall be set by resolution. Fees are due at the time the candidate submits his or her portrait and candidate statement. If a person is unable to pay the filing fee, the City Manager may waive the fee.

VI. Distribution and Access to the Voters' Pamphlet

- (1) The City Recorder may publish the Voters' Pamphlet in hard-copy or electronically.
 - a. A hard-copy voters' pamphlet may be produced and distributed in a manner that provides voters with reasonable access to the pamphlet. Reasonable access may include, but is not limited to, providing copies of the Voters' Pamphlet at City Hall, the Public Safety Center, or other public facility. (Mailing hard copies to each eligible voter is not required to provide reasonable access); or
 - b. An electronic voters' pamphlet may be provided on the City website or may be provided through a website created for the sole purpose of providing voters with information about upcoming elections.
- (2) The City Recorder shall provide the Voters' Pamphlet in a manner that is reasonably likely to reach registered and potential voters no later than 21 days before the election. Distribution of hard-copy voters' pamphlets to Roseburg residences are "reasonably likely" to reach voters.
- (3) If the pamphlet is only available electronically, the City Recorder shall provide notice to voters that the Voters' Pamphlet is available online. The City Recorder will have discretion to select a method that is reasonably likely to reach voters; methods may include, but are not limited to, mailing a post-card to Roseburg residences notifying the voter(s) of the electronic pamphlet or notification in a city or local newspaper.

VII. Construction and Interpretation of this Policy

- (1) The provisions of this Policy shall be liberally construed to provide the City Recorder or designee with the authority and flexibility to affect the purposes of this Policy.
- (2) Any aspect of the voters' pamphlet not specified in this policy or made ambiguous by the provisions of this policy shall not restrict the City Recorder's authority to use his or her discretion in determining reasonable means to implement this policy.
- (3) The information presented in the voters' pamphlet is not the view of the City. This information is a means of disseminating candidates' and others' views. This is only a platform for information. The information has not been verified for accuracy or truthfulness. The City accepts no responsibility for the accuracy or veracity of the statements or information contained herein.

WORKERS' COMPENSATION SELF INSURANCE PLAN
(City Council Policy)

Background: In May, 1986, the State Accident Insurance Fund Corp. (SAIF) notified the City that it would be canceling its coverage within two months because of excessive injury claims. As a result, the City pursued an insurance program under the League of Oregon Cities (LOC), but when it found that the premiums for the program would rise from \$190,000 to \$234,000 in July, 1987, the City opted for a self-insurance plan, which had to be approved by the State Workers' Compensation Department of the Bureau of Labor & Industries.

Such approval was granted effective July 1, 1987 contingent upon receipt of a surety bond in the amount of \$441,000 and an excess binder with a \$250,000 retention and \$5,000,000 limit. On November 2, 1987, the City received the "Order of Approval" indicating its application was compliant with requirements of OAR 436.050.

Some of the funds that would have otherwise gone for premiums were used for the employee safety program to purchase such things as special boots and shirts for firefighters, leather pants for park employees handling dangerous equipment and bullet-proof vests for police officers, as well as to inoculate all police officers and fire fighters for the hepatitis B virus.

The following describes the City's Worker's Compensation Fund:

The Workers' Compensation Fund is an internal service fund established in 1987 that is used to account for the financing of the City's self-insured worker's compensation costs. Workers' Compensation expenditures include claims costs, safety and wellness equipment and training, as well as excess insurance premium and bond premium.

The program instituted by the City includes an aggressive internal claims management program, assistance from a consulting industrial hygiene and safety professional and the active participation of the employee Safety Committee. The City is liable for direct payment of individual claims and time loss not to exceed \$500,000 per occurrence, \$750,000 per occurrence for Police and Fire. Each claim in excess of the specified payment amounts is covered by an excess insurance policy up to the statutory maximum.

In addition to the claims management program, the City has instituted safety and wellness procedures to allow employees to involve themselves directly in the program. That has been successful in controlling costs. Safety equipment, training classes and videos have been purchased with Workers' Compensation Fund dollars. As dollars are available, Safety Committee is also sharing in the cost of security measures for all work facilities. All these components continue to have a direct impact on the reduction in work-related accidents and injuries.

ACTUARIAL REVIEW: In order to appropriately fund the program and retain as much of our funding resources as possible for department operations, actuarial reviews are done by a contracted professional every two years. Recommendations from the actuary are followed to ensure that the fund remains appropriately funded and actuarially sound.

RESOURCES: The City's Workers' Compensation fund is funded each year by charges to departments based on premium rates for each occupational class code as determined by the Department of Consumer and Business Services. The City also has amended the premium amount when the financial status of the fund has been able to support reductions in resources.

Additional resources may include reimbursements from the state Employer-At-Injury Program and reimbursements from our Workers' Compensation excess insurance carrier.