

ROSEBURG CITY COUNCIL AGENDA – AUGUST 25, 2025
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470

8-21-25
CJN



Public Online Access:

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

Facebook Live at www.Facebook.com/CityofRoseburg

See Audience Participation Information for instructions on how to participate in meetings.

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

Roll Call

Tom Michalek

Andrea Zielinski

Jason Tate

Ruth Smith

Ellen Porter

Katie Williams

Zack Weiss

Shelley Briggs Loosley

3. Mayor Reports

4. Commission Reports/Council Ward Reports

A. Public Works Commission Resignation

5. Audience Participation – In Person or via Zoom/See Information on the Reverse

6. Consent Agenda

A. August 4, 2025 Special Meeting Minutes

B. August 11, 2025 Special Meeting Minutes

7. Resolution

A. FAA Grant Acceptance – Airport Fencing and Security Upgrades Resolution No. 2025-12

8. Ordinance

A. Ordinance No. 3614 – Granting a Telecommunications Franchise to Vonage America, LLC, First Reading

9. Department Items

A. Airport Fencing and Security Upgrades – Bid Award Recommendation – 24GR03

B. Equipment Purchase – Leaf Pickup Machine

C. Consequences of No Parking Enforcement

10. Items from Mayor, City Council and City Manager

A. Reading of Executive Session Disclaimer ORS 192.660(2)(e)

11. Adjourn

12. Executive Session ORS 192.660(2)(e)

A. Property Discussion

Informational

A. Future Tentative Council Agendas

B. Finance Quarterly Report

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

Please contact the City Recorder's Office, Roseburg City Hall, 900 SE Douglas, Roseburg, OR 97470-3397 (Phone 541-492-6866) at least 48 hours prior to the scheduled meeting time if you need an accommodation.

TDD users please call Oregon Telecommunications Relay Service at 1-800-735-2900.

AUDIENCE PARTICIPATION INFORMATION

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

Comments may be provided in one of three ways:

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

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

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

ORDER AND DECORUM

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

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

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

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



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

PUBLIC WORKS COMMISSION RESIGNATION

Meeting Date: August 25, 2025
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Public Works Commission Member Timothy Swenson has resigned from his position on the Commission.

BACKGROUND

A. Council Action History.
n/a.

B. Analysis.

Commissioner Swenson informed staff of his resignation on August 14, 2025. An appointee to this position must reside in the City or own a business or property within the boundary of the City's urban services boundary. Upon Council's acceptance of the resignation, staff will begin soliciting from interested parties through the local news media, social media and the City's website.

C. Financial/Resource Considerations.
n/a.

D. Timing Considerations.

It is recommended action be taken as soon as practical to accept Commissioner Swenson's resignation and take steps to fill the position.

STAFF RECOMMENDATION

Staff recommends the City Council accept Commissioner Swenson's resignation.

SUGGESTED MOTION

"I MOVE TO ACCEPT TIMOTHY SWENSON'S RESIGNATION FROM THE PUBLIC WORKS COMMISSION, WITH REGRETS."

ATTACHMENTS:

Attachment #1 – Subject Resignation



August 14, 2025

City of Roseburg
Public Works Commission
900 SE Douglas Ave,
Roseburg, OR 97470

Attn: Ellen Porter, Commission Chair

Re: Resignation

Ms. Porter,

I hereby tender my resignation as a Roseburg Public Works Commission member, effective this date. Since 2022, I was afforded the rare opportunity to serve the city that I call home and will remain grateful for that experience. I am truly honored to have worked with the City of Roseburg's staff and wish both them, and my fellow commission members the greatest future success on keeping our beautiful town operating at peak efficiency and capability.

Best regards,

Tim W. Swenson

Timothy W. Swenson

CC: Nikki Messenger, City Manager
Ryan Herinckx, Public Works Director

**MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL
August 4, 2025**

Mayor Larry Rich called the Special Meeting of the Roseburg City Council to order at 7:06 p.m. on August 4, 2025 in the Umpqua Room at the Public Safety Center (PSC), 700 SE Douglas Avenue, Roseburg, Oregon.

2. ROLL CALL

Present: Mayor Larry Rich, Councilors Briggs Loosley, Tom Michalek, Ellen Porter (via Zoom), Ruth Smith, Jason Tate, Zack Weiss, Katie Williams, and Andrea Zielinski

Absent: None

Others: City Manager Nikki Messenger, City Attorney Cadence Whiteley, Police Captain Jeremy Sanders, Fire Chief Tyler Christopherson, Community Development Director Stuart Cowie, Human Resource Director John VanWinkle, Library Director Kris Wiley, Public Works Director Ryan Herinckx, Finance Director Ron Harker, City Recorder Amy Nytes, Management Assistant Grace Jelks, and The News Review Reporter Andrew Griffin

3. Department Item

A. Mayor Rich presented Fir Grove Turf Field Project Authorization to Seek Grant Funding – Continued Discussion from July 28, 2025, meeting. Prior to the meeting, the Council and staff toured the Fir Grove Fields and the Roseburg High School Turf fields.

Staff reported that turf installation would reduce field maintenance by half and would cost approximately \$9 per square foot, and cover about 3.8 acres. The project would include lighting and a filtration system designed to capture microplastics before water is returned to the river. Current grass fields require significant irrigation, fertilizer, and herbicide applications.

Council questions focused on:

- **Parking & Access:** Additional parking was not addressed in the Stewart Park Master Plan.
- **Maintenance & Durability:** Turf would reduce upkeep; Gmax safety testing is available after installation.
- **Environmental Impacts:** Concerns raised regarding field temperature, microplastics, water usage, and chemicals applied to grass fields. Staff noted mitigation efforts including advanced filtration and curbing.
- **Usage & Scheduling:** Turf and lighting would allow for extended seasonal use, particularly for soccer, and provide greater scheduling flexibility.
- **Health & Safety:** Questions were raised regarding asthma and children's health; staff reported no significant concerns from coaches consulted.

Council discussion reflected both support and concerns:

- Supporters emphasized year-round play opportunities, reduced maintenance costs, and meeting community demand for more playable fields.
- Opponents cited environmental impacts, loss of green space, and the need to invest in repairing existing grass fields.

Due to technical difficulties, the meeting was paused and then started again at 7:19 p.m.

Councilor Zielinski moved to authorize staff to begin seeking funding opportunities for the Turf Field Improvements at Fir Grove Park and the motion was seconded by Councilor Briggs Loosley.

Councilor Michalek shared that he thinks the grass fields need to be repaired and asked to amend the motion to include funding for “grass” as an option. He did not receive a second to his amended motion and Whiteley clarified the process for making a motion to amend while a motion on the floor.

The original motion was approved with the following vote: Councilors Briggs Loosley, Weiss, Williams, and Zielinski voted yes. Councilors Michalek, Porter, and Smith voted no. The motion passed (4-3).

4. Adjournment

Mayor Rich adjourned the special meeting at 8:27 p.m.

Grace Jelks

Grace Jelks
Management Staff Assistant

**MINUTES OF THE SPECIAL MEETING
OF THE CITY COUNCIL
August 11, 2025**

Mayor Larry Rich called the Special Meeting of the Roseburg City Council to order at 6:11 p.m. on August 11, 2025 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

2. ROLL CALL

Present: Mayor Larry Rich, Councilors Briggs Loosley, Ruth Smith, Zack Weiss, Katie Williams, and Andrea Zielinski

Absent: Jason Tate

Late Arrival: Councilor Tom Michalek (6:50 p.m.) and Councilor Ellen Porter (via Zoom at 7:03 p.m.).

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Captain Jeremy Sanders, Fire Chief Tyler Christopherson, Community Development Director Stuart Cowie, Human Resource Director John VanWinkle, Public Works Director Ryan Herinckx, Finance Director Ron Harker, City Recorder Amy Nytes, Management Assistant Grace Jelks, Anvil Northwest Creative Director Cam Campman, Anvil Northwest Media Specialist Kristi Rifenbark, Anvil Northwest Media Specialist Dani Raines, and The News Review Reporter Patrick Moore

3. Special Presentation

A. Anvil Northwest Creative Director Cam Campman and Media Specialists Kristi Rifenbark and Dani Raines presented their annual marketing and media report to the Council. The presentation highlighted data tracking methods, advertising performance, and strategies to increase tourism and local business revenue.

Key points from Council discussion and Anvil Northwest and staff responses included:

- **Date Use:** The City and Experience Roseburg use advertising and visitor data to plan campaigns, target markets, and support local business growth.
- **Community Access:** Businesses and event organizers can request existing data to evaluate event performance, compare with previous years, and improve advertising. This approach has been applied to events such as Blocktober Fest.
- **Tourism Markets:** Travel Oregon identified secondary markets such as families, groups, and clubs attending events and sport activities.
- **Advertising Metrics:** Dani Raines clarified the difference between impressions, clicks, reach, and return on ad spend.

- Event Advertising: Council asked about advertising for local events such as those at the fairgrounds. Anvil Northwest noted they promote or share events that attract out-of-town visitors.

4. ADJOURNMENT

Mayor Rich adjourned the special meeting at 7:39 p.m.

Grace Jelks

Grace Jelks
Management Staff Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



FAA GRANT ACCEPTANCE – AIRPORT FENCING AND SECURITY UPGRADES RESOLUTION NO. 2025-12

Meeting Date: August 25, 2025
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Staff is expecting a Federal Aviation Administration (FAA) grant offer to cover ninety-five percent of the costs for the construction of the Airport Fencing and Security Upgrades project. The issue for the Council is whether to adopt the attached resolution authorizing grant acceptance.

BACKGROUND

A. Council Action History.
None

B. Analysis.

The airport is experiencing unauthorized access onto the airfield by people climbing over or around the existing fence. Existing portions of the airport perimeter fencing are a 5-foot-high chain link fence without a barbed wire upper section.

This project will replace about 4,800 linear feet of existing fencing on the east side of the airfield with 6-foot-high chain link fencing and a 3-strand barbed wire upper section for a total height of 7 feet. This section of fence will be located about 15 feet to the east of the existing fence, on the Airport property line. The project will also replace about 550 linear feet of substandard fencing on the west side of the airfield adjacent to and south of gate No. 2.

The project was advertised for bid on July 29, 2025, and bids were opened on August 19, 2025. Staff has not received a grant offer but expects one in the near future that may require turnaround prior to the next City Council meeting.

C. Financial/Resource Considerations.

The project will be funded using Bipartisan Infrastructure Law (BIL) funds through the FAA's Airport Improvement Program. The FAA grant will cover ninety-five percent of the total project costs as estimated below. In February, staff received confirmation from the

Oregon Department of Aviation that the City's Critical Oregon Airport Relief (COAR) grant for this project was awarded.

Project Costs:

| | |
|--------------------------------|-----------------|
| Environmental | \$ 121,857.00 |
| Design and Construction Admin. | \$ 99,289.45 |
| Construction | \$ 279,892.00 |
| Admin. and Survey | \$ 10,000.00 |
| Construction Contingency (10%) | \$ 27,989.20 ** |
| Estimated Total: | \$ 539,027.65 |

Proposed Funding

| | |
|------------|---------------|
| FAA Grant | \$ 485,486.52 |
| COAR | \$ 20,671.20 |
| City Match | \$ 4,880.73 |
| Total: | \$ 511,038.45 |

*** The FAA grant will not include the contingency line item. In general, FAA grants can be amended up to 15% if necessary, and require an approved grant amendment.*

D. Timing Considerations.

Environmental work is complete; the project has been designed and bid. Staff anticipates receiving an FAA grant offer in late August or early September.

COUNCIL OPTIONS

The Council has the following options:

1. Adopt the attached resolution authorizing grant acceptance; or
2. Request additional information; or
3. Not adopt the attached resolution, which could delay the project at least one year.

STAFF RECOMMENDATION

Staff recommends the Council adopt the attached resolution authorizing acceptance of an FAA grant for the Airport Fencing and Security Upgrades project. The Airport Commission will discuss this at their August 21, 2025, meeting. Staff will provide the Commission's recommendation at the Council meeting.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. 2025-12, A RESOLUTION AUTHORIZING ACCEPTANCE OF A GRANT OFFER FROM THE FEDERAL AVIATION ADMINISTRATION IN THE MAXIMUM AMOUNT OF \$500,000 TO BE USED TOWARDS THE AIRPORT FENCING AND SECURITY UPGRADES PROJECT, AIP #3-41-0054-033-2025, IN THE DEVELOPMENT OF THE ROSEBURG REGIONAL AIRPORT."

ATTACHMENTS:

Attachment #1 – Resolution No. 2025-12

RESOLUTION NO. 2025-12

A RESOLUTION AUTHORIZING ACCEPTANCE OF A GRANT OFFER FROM THE FEDERAL AVIATION ADMINISTRATION IN THE MAXIMUM AMOUNT OF \$500,000 TO BE USED TOWARDS THE AIRPORT FENCING AND SECURITY UPGRADES PROJECT, AIP #3-41-0054-033-2025, IN THE DEVELOPMENT OF THE ROSEBURG REGIONAL AIRPORT.

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

Section 1. The City of Roseburg shall accept a Grant Offer from the Federal Aviation Administration in the maximum amount of \$500,000 for the Fencing and Security Upgrades Project at the Roseburg Regional Airport; and

Section 2. The City Manager of the City of Roseburg is hereby authorized and directed to execute the grant agreement on behalf of the City of Roseburg; and

Section 3. Once received, a true copy of the Grant Offer referred to herein shall be

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 25th DAY OF AUGUST, 2025.**

Amy Nytes, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE NO. 3614 GRANTING A TELECOMMUNICATIONS FRANCHISE TO VONAGE AMERICA, LLC

Meeting Date: August 25, 2025
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City has received an application for renewal of a telecommunication franchise from Vonage America, LLC in Holmdel, New Jersey.

BACKGROUND

A. Council Action History.

July 23, 2012, the Council adopted Ordinance 3400 granting a telecommunication franchise agreement with Vonage America, Inc.

B. Analysis.

The subject application was submitted and the processing fee was paid in full prior to the deadline outlined in the Roseburg Municipal Code. The provider has requested renewal of its franchise agreement, effective January 1, 2026.

C. Financial/Resource Considerations.

Under our definitions of telecommunication provider and telecommunication services within Roseburg, Vonage America, LLC is required to pay a franchise fee of 5% of the gross revenues derived from customers within the City.

D. Timing Considerations.

Vonage America, LLC began serving Roseburg on October 1, 2011, under their original franchise agreement. The fifth and final term of the original agreement expires December 31, 2025. Per Roseburg Municipal Code 9.25.100(D), after the term of the initial franchise and maximum renewals, a grantee must apply for a new franchise under the same terms and conditions as are currently in place. The application must be received not less than 180 days prior to the expiration of the existing franchise. The effective date of the new franchise agreement will be January 1, 2026, and the initial term of the franchise 3 years, with an expiration date of December 31, 2028. The ordinance also allows renewal options of three years each, for a total of five terms.

COUNCIL OPTIONS

- Proceed with first reading of the ordinance; or
- Request additional information; or
- Do nothing.

STAFF RECOMMENDATION

Staff recommends that Council proceed with first reading of the ordinance, followed by second reading and adoption at the September 8, 2025, meeting.

SUGGESTED MOTION

No action required, just first reading of the ordinance.

ATTACHMENTS:

Attachment No. 1 – Ordinance No. 3614

Cc: Vonage America, LLC. Attn: Rosanne Fernandez, vonagetax@vonage.com
Subject Franchise File

ORDINANCE NO. 3614

AN ORDINANCE GRANTING A TELECOMMUNICATION FRANCHISE TO VONAGE AMERICA, LLC EFFECTIVE JANUARY 1, 2026

SECTION 1. Grant of Franchise. The City of Roseburg, hereinafter called “City”, hereby grants Vonage America, LLC, hereinafter called “Franchisee”, the non-exclusive right to use and occupy all public ways within the Franchise Territory, solely for the purposes described herein, for a period of three years, beginning January 1, 2026 and ending December 31, 2028 following Franchisee’s acceptance of the Franchise as provided in Section 11 of this Ordinance.

SECTION 2. Incorporation of Roseburg Municipal Code. This Franchise is granted pursuant to Chapter 9.25 of the Roseburg Municipal Code (“RMC”), entitled “Telecommunications Providers”, and shall be interpreted to include all provisions of Chapter 9.25, as it now exists and as it may be amended during the term of the Franchise, and all other provisions of the Roseburg Municipal Code and City regulations with which Chapter 9.25 requires compliance, as if set forth in writing herein. A copy of Chapter 9.25, as it exists and is in effect on the effective date of this Franchise, is attached to this Franchise as Exhibit “A”. It shall be the responsibility of the Franchisee to keep itself informed of any amendments to applicable provisions of the Roseburg Municipal Code and all related regulations.

SECTION 3. Amendment and Renewal. The Franchise granted by this Ordinance may be amended in accordance with RMC 9.25.120 and may be renewed in accordance with RMC 9.25.100.

SECTION 4. Franchise Territory. The “Franchise Territory” is all territory within the boundaries of the City of Roseburg, as currently existing or as the boundaries may be adjusted during the term of this Franchise.

SECTION 5. Services to be Provided. Franchisee shall provide telecommunications services as authorized by law to residents, businesses and other entities within the City of Roseburg.

SECTION 6. Franchise Fees. Franchise fees shall be based on Franchisee’s annual use of the City’s public ways, as provided below:

A. Fee Base. For the privileges granted by this Franchise, Franchisee shall pay five percent (5%) of its gross revenue derived from services provided to customers within the City limits of Roseburg.

B. Payment. All payments due hereunder shall be paid to the City of

Roseburg by check or money order delivered to the address of the City for notices as set forth herein.

C. Due Date. Franchise fees shall be paid to the City on a quarterly basis, based on the revenues derived from the quarter just passed, not more than 30 days following the end of each quarter.

D. Late Fee. If Franchisee fails to pay the Franchise fee when due, Franchisee shall be charged a penalty of ten percent (10%), and the legal rate of interest established by state statute on the unpaid balance.

SECTION 7. Notices and Authorized Representatives.

A. Except for emergency notification of Franchisee, all notices or other communications between the parties shall be deemed delivered when made by certified United States mail or confirmed express courier delivery to the following persons and locations:

If to City:

City of Roseburg
ATTN: Amy Nytes, City Recorder
900 SE Douglas
Roseburg, OR 97470
E-mail: anytes@roseburgor.gov
Phone: 541-492-6866

If to Franchisee:

Vonage America, LLC.
ATTN: Rosanne Fernandez
23 Main Street
Holmdel, NJ 07733
E-mail: vonagetax@vonage.com
Phone: 848-301-4787

Either party may change the identity of its authorized representative(s) or its address or phone number for notice purposes by delivering written notice of the change to the other party.

B. In case of an emergency that causes or requires interruption of service, City shall give Franchisee emergency notification by hand delivery or telephone, as appropriate to the nature of the emergency, to the following:

Contact Person's Name: Mike Weller

Mailing Address: 101 Crawfords Corner Rd. Suite 2416, Holmdel, NJ 07733-1980

Telephone: 202-456-1394

SECTION 8. Location, Relocation and/or Removal of Facilities. RMC Chapter 4.02, along with RMC Sections 9.25.290 – 9.25.320, sets forth the conditions for the construction, installation, location, relocation and removal of Franchisee's facilities. There are no exceptions or additions to these regulations unless Franchisee is exempted by statute.

SECTION 9. Representation and Warranty of Franchisee. By executing this document, Franchisee represents and warrants that it is familiar with all provisions of this Franchise, including those contained in this Ordinance, and that it accepts and agrees to be bound by all terms, conditions and provisions set forth herein.

SECTION 10. Franchise Effective Date. Franchisee submitted an application requesting a new telecommunications franchise and paid the application processing fee on June 17, 2025. Franchisee has been serving Roseburg customers since October 1, 2011. The Roseburg City Council approved the request for a new franchise agreement at its meeting on September 8, 2025; and hereby authorizes this Franchise effective January 1, 2026 and expiring on December 31, 2028, provided Franchisee satisfies the acceptance requirements of Section 11 of this Ordinance.

SECTION 11. Acceptance of Franchise. Upon receipt of this Ordinance, Franchisee shall sign in the space below to indicate its unconditional acceptance of the terms and conditions upon which City has offered the Franchise described herein, and immediately return such acceptance to the City. If Franchisee fails to accept the Franchise and return acceptance to City within 30 days of the adoption of this Ordinance, this Ordinance and the Franchise granted herein shall become void and have no force or effect.

ADOPTED BY THE CITY COUNCIL ON THIS ____ DAY OF _____, 20__.

APPROVED BY THE MAYOR ON THIS ____ DAY OF _____, 20__.

MAYOR

Larry Rich

ATTEST:

Amy Nytes, City Recorder

(Franchisee's Acceptance on Following Page)

FRANCHISEE'S ACCEPTANCE OF ORDINANCE NO.____. This Ordinance is hereby
accepted by _____. on this ____ day of _____, 20__.

By: _____
(Signature)

Name: _____
(Printed)

Title: _____

Date: _____

State of _____)

) ss.

County of _____)

This acceptance was signed before me on _____, 20__ by,
_____ as _____ of _____.

Notary Public for _____
Name: _____
My commission expires on: _____

Acceptance received by City Recorder on _____, 20__.

Amy Nytes, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



AIRPORT FENCING AND SECURITY UPGRADES BID AWARD RECOMMENDATION – 24GR03

Meeting Date: August 25, 2025
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City received bids for the Airport Fencing and Security Upgrades project on August 19, 2025. The issue for the Council is whether to award the construction contract.

BACKGROUND

A. Council Action History.

On December 3, 2024, the Council authorized Amendment #1 to Task Order No. 3 with Mead & Hunt for additional environmental study for the design phase of the project.

B. Analysis.

The airport is experiencing unauthorized access onto the airfield by people climbing over or around the existing fence. Existing portions of the airport perimeter fencing are a 5-foot-high chain link fence without a barbed wire upper section.

This project will replace about 4,800 linear feet of existing fencing on the east side of the airfield with 6-foot-high chain link fencing and a 3-strand barbed wire upper section for a total height of 7 feet. This section of fence will be located about 15 feet to the east of the existing fence, on the Airport property line. The project will also replace about 550 linear feet of substandard fencing on the west side of the airfield adjacent to and south of gate No. 2.

The project was advertised for bid on July 29, 2025, and bids were opened on August 19, 2025. Five bids were received and are summarized below:

| No. | Bidder | Base Bid | Additive 1 | Alternate 1 | Total Base Bid + Additive 1 |
|----------------------------|----------------------|--------------|--------------|---------------|-----------------------------|
| 1 | Priority One Fence | \$251,252.00 | \$28,640.00 | (\$5,152.00) | \$279,892.00 |
| 2 | CMH Remodeling | \$265,088.48 | \$30,938.40 | \$195,982.08 | \$296,026.88 |
| 3 | JRT Construction | \$318,395.00 | \$54,360.00 | (\$7,728.00) | \$372,755.00 |
| 4 | Dallum Build Company | \$347,074.09 | \$52,834.66 | (\$3,864.00) | \$399,908.75 |
| 5 | Town & Country | \$607,470.00 | \$131,580.00 | (\$20,608.00) | \$739,050.00 |
| <i>Engineer's Estimate</i> | | \$403,776.02 | \$57,620.00 | (\$10,204.00) | \$461,396.02 |

Base Bid – Includes existing fencing removal and installation on the east side of the airport.

Additive 1 – Adds the replacement of 550 linear feet of fencing on the west side of the airport.

Alternate 1 – Replaces top rail installation in base bid with 9 gauge tension wire.

C. Financial/Resource Considerations.

The project will be funded using Bipartisan Infrastructure Law (BIL) funds through the FAA's Airport Improvement Program. The FAA grant will cover ninety-five percent of the total project costs as estimated below. In February, staff received confirmation from the Oregon Department of Aviation that the City's Critical Oregon Airport Relief (COAR) grant was awarded.

Project Costs:

| | |
|--------------------------------|-----------------|
| Environmental | \$ 121,857.00 |
| Design and Construction Admin. | \$ 99,289.45 |
| Construction | \$ 279,892.00 |
| Admin. and Survey | \$ 10,000.00 |
| Construction Contingency (10%) | \$ 27,989.20 ** |
| Estimated Total: | \$ 539,027.65 |

Proposed Funding

| | |
|------------|---------------|
| FAA Grant | \$ 485,486.52 |
| COAR | \$ 20,671.20 |
| City Match | \$ 4,880.73 |
| Total: | \$ 511,038.45 |

*** The FAA grant will not include the contingency line item. In general, the FAA grants can be amended up to 15% if necessary, and require an approved grant amendment.*

D. Timing Considerations.

The City has 45 days from bid opening to award the project or reject all bids. Staff anticipates receiving an FAA grant offer in late August or early September.

COUNCIL OPTIONS

The Council has the following options:

1. Award the Base Bid and Additive 1 to the lowest responsible bidder, Priority One Fence, for \$279,892.00; or
2. Request additional information; or
3. Not move forward with the project at this time and reject all bids.

STAFF RECOMMENDATION

The bid appears to be both responsive and responsible. The Airport Commission discussed this contract at their August 21, 2025, meeting. Staff will provide the Commission's recommendation at the Council meeting.

SUGGESTED MOTION

"I MOVE TO AWARD THE AIRPORT FENCING AND SECURITY UPGRADES PROJECT TO THE LOWEST RESPONSIBLE BIDDER, PRIORITY ONE FENCING, FOR \$279,892, CONTINGENT UPON RECEIPT OF A GRANT OFFER FROM THE FAA."

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



EQUIPMENT PURCHASE – LEAF PICKUP MACHINE

Meeting Date: August 25, 2025
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The Street Maintenance Department budgeted to purchase a new tow-behind leaf pickup machine in FY 25-26. The issue for the Council is whether to authorize the purchase of the leaf pickup machine utilizing the Sourcewell cooperative purchasing agreement.

BACKGROUND

A. Council Action History.
None

B. Analysis.

The Street Maintenance Department is responsible for keeping our streets and storm pipes clean and functioning. Each year, city maintenance crews remove about 1,000 cubic yards of leaves from city streets. This annual leaf collection program minimizes the amount of leaves entering city storm pipes or plugging storm catch basins and inlets.

The current leaf pickup machine is a 2010 XtremeVac LCT6000 and has 3,250 hours of run time on the engine.

C. Financial/Resource Considerations.

Acquisition of the Old Dominion Brush Company XtremeVac LCT6000 tow-behind leaf pickup machine will be made under the Sourcewell cooperative purchasing agreement that offers a four percent discount from MSRP of \$135,048.04, leaving a purchase price of \$129,888.04. The FY 25-26 Equipment Replacement Fund includes \$135,000 for purchase of the leaf pickup machine.

D. Timing Considerations.

Staff would like to complete this purchase as soon as practical. SWS Equipment, the West Coast vendor for Old Dominion Brush Company, has a unit in inventory and available for purchase.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the purchase of the Old Dominion Brush Company XtremeVac LCT6000 from SWS Equipment for \$129,888.04; or
2. Request additional information; or
3. Not move forward with the purchase at this time.

STAFF RECOMMENDATION

Funds have been budgeted in FY 25-26 and are available for this purchase. The Public Works Commission discussed this purchase at their August 14, 2025, meeting and unanimously recommended the Council authorize the purchase of an XtremeVac LCT6000 tow-behind leaf pickup machine using the Sourcewell cooperative purchasing agreement. Staff concurs with this recommendation.

SUGGESTED MOTION

“I MOVE TO AUTHORIZE THE PURCHASE OF AN OLD DOMINION BRUSH COMPANY XTREMEVAC LCT6000 TOW-BEHIND LEAF PICKUP MACHINE FROM SWS EQUIPMENT THROUGH THE SOURCEWELL COOPERATIVE PURCHASE AGREEMENT FOR \$129,888.04.”

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CONSEQUENCES OF NO PARKING ENFORCEMENT

Meeting Date: August 25, 2025
Department: Community Development
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Stuart Cowie
Contact Telephone Number: 541-492-6750

ISSUE STATEMENT AND SUMMARY

On August 11, 2025, Council continued its discussion about downtown parking enforcement and recommendations provided by the Downtown Parking Committee. At the conclusion of the discussion, Council directed staff to prepare a document listing what it may be like without parking enforcement in downtown or Laurelwood. Council directed staff to include information about unintended consequences of such a decision. This memo serves as the documentation requested by Council.

BACKGROUND

A. Council Action History.

On March 22, 2021, the Council received and accepted the Downtown Parking Assessment and Plan after a presentation from Rick Williams Consulting.

On December 13, 2021, the Council awarded the contract for parking enforcement services to ACE Parking.

On January 24, 2022, the Council authorized a supplemental budget to the Off-Street Parking Fund establishing appropriation authority to manage the parking enforcement contract for fiscal year 2021-2022.

On August 22, 2022, the Council authorized the use of ARPA funds to pay for janitorial and security services at the parking structure. Council authorized changes to meters, parking spaces, time limits and permit sales at meetings on August 22, 2022, September 26, 2022, and November 11, 2022.

Council authorized the use of ARPA funds to directly cover the cash flow needs of the Off-Street Parking Fund up to \$50,000 on seven separate occasions, May 9, 2022, September 26, 2022, January 23, 2023, June 12, 2023, November 13, 2023, February 26, 2024, and June 24, 2024.

On October 23, 2023, the Council authorized an appropriation transfer of \$20,000 from the General Fund Contingency to the Off-Street Parking Fund.

On November 1, 2023, the Council held a work study session to discuss options for funding the downtown parking program.

On December 6, 2023, the Council held a special meeting to discuss funding options for the parking program, and consensus was to establish a Council-led committee to work with stakeholders and discuss solutions.

On April 22, 2024, Council directed staff to review options submitted by ACE Parking, whether water meters outside city limits can be assessed a fee, identify groups that could be charged a fee, determine equitable fees based on water meter sizes, and to schedule a work session to discuss these options.

On July 29, 2024, Council held a work study session and directed staff to bring back comparison charts for 75/25, 70/30, and 65/35 revenue splits.

On October 14, 2024, Council directed staff to renew the contract with ACE Parking and further evaluate the parameters in which 25% of the Off-Street Parking Fund would be paid by downtown property and/or business owners, based upon the proposed adjustments and changes ACE presented in order to generate 75% of the funds necessary to balance the Off-Street Parking Fund.

On March 10, 2025, Council authorized the use of \$50,000 of the General Fund's – Other Requirements to provide cash flow assistance for the Off-Street Parking Fund. Council also directed staff to establish a parking committee that includes staff, downtown businesses, and stakeholders, instead of bringing back proposals for the 75/25 revenue funding split.

On March 24, 2025, Council authorized staff to begin advertising for downtown Parking Committee applicants.

On April 14, 2025, Council passed Resolution No. 2025-05, adopting a supplemental budget which recognized additional revenues and increased appropriations in the Off-Street Parking Fund. Additional appropriations increased parking enforcement program appropriations and repairs to the elevator in the parking garage.

From April 28, 2025, through June 23, 2025, Council received a Downtown Parking Committee update during Council meetings from Councilor Zack Weiss, who served as the Chair of the committee.

On June 9, 2025, Council authorized the use of \$25,000 of the General Fund's – Other Requirements to provide cash flow assistance for the Off-Street Parking Fund.

On July 14, 2025, Council was presented with recommendations provided by the Downtown Parking Committee on how the program could balance the Off-Street Parking Fund and heard from the public regarding the matter.

On August 11, 2025, Council continued its discussion about downtown parking enforcement and recommendations provided by the Downtown Parking Committee to balance the Off-Street Parking Fund. Council heard comments from the public regarding the matter. Council directed staff to prepare documentation listing what it may be like without parking enforcement in downtown or Laurelwood.

B. Analysis.

On April 27, 2020, Council authorized cancellation of the Parking Enforcement Services Contract with the Downtown Roseburg Association (ParkSmart) by mutual consent effective March 31, 2020. For nearly two years (21 months), until Council authorized a new parking enforcement contract with ACE parking on December 13, 2021, parking enforcement did not occur within the downtown area or within the Laurelwood neighborhood.

Details involving what it would be like without parking enforcement are based upon staff experience during this two-year time frame.

In order to operate without parking enforcement Council would need to first, cancel the parking enforcement contract with ACE. The contract requires that we provide ACE with a written notice of at least 10 days in advance of termination. In addition, the City would need to pay ACE the balance of the unamortized cost of the ACE parking enforcement vehicle and equipment. The balance is currently \$19,904. Immediately after termination of the contract the City would need to remove existing parking meters and parking enforcement signage from the downtown area and Laurelwood.

Parking where meters were once located would now be free and not subject to time limitations. Revenue from meters would no longer exist, but that revenue is currently minimal, as many meters no longer work properly and meter rates have not changed in years. Parking within the downtown core would continue to be free but no longer subject to two- or three-hour time limitations. Instead, individuals parking on-street could theoretically park in the same spot all day. It is anticipated that little turnover creating vacant parking spaces within the main core would occur as there would be no incentive to move one's vehicle. If there is no possibility for a parking ticket, why would someone park somewhere else less convenient? One would assume that downtown business owners and employees would not park on-street as those spots should be reserved for customers coming downtown, but that has not historically been the trend. During the two-year period in which parking enforcement did not exist, the City received consistent complaints from downtown businesses indicating other business owners, employees or people living downtown were parking in front of their business for extended periods of time. Without parking enforcement, nothing prohibits individuals from doing this.

Laws do exist within the City's municipal code governing the removal of inoperative, wrecked, dismantled or abandoned vehicles. Roseburg Municipal Code, Section 7.04.170 references these regulations and indicates that no person shall cause or allow a vehicle to be parked on public property, including right-of-way for more than 24 hours. This section of code should not be confused as a replacement tool for parking enforcement. This code was designed to address abandoned vehicles, not remove vehicles from

parking spaces that should be used for customers downtown. The length of time a vehicle may be parked within the right-of-way was decreased in March 2022 to 24 hours to address issues with transient activity involving vehicle/RV camping on-street and in public parks. Towing an abandoned vehicle under 7.04.170, doesn't occur for at least three days, as there is a posting warning/posting process that occurs first. Although this regulation may be enforced downtown or in Laurelwood, it was not designed to be used by our Police Department for downtown parking enforcement purposes.

Scarcity of parking spaces has never been an issue for downtown, rather getting people to park in the appropriate location is the issue, i.e. business owners, employees, downtown residents parking in the parking garage and surface lots, enabling customers to then park on-street in closer proximity to businesses. If parking enforcement doesn't exist, it is anticipated that business owners, employees, and downtown residents will park in the prime spots within the downtown core. The number of people parking on the second and third floors of the parking garage will decrease significantly as there will not be a need to purchase a monthly parking permit. Contracts for existing janitorial and security services within the parking garage will most likely be terminated, as funds to pay each contract will not exist and the number of people utilizing the parking garage will go down. A vacant parking garage can be an attractive location for transients and homeless individuals, an issue the City dealt with during the two years when parking enforcement was not occurring.

The City would no longer charge individuals for parking permits in the parking garage or surface lots as there would be no way to prohibit those who have not purchased permits from parking there. Ongoing overhead costs associated with the parking garage and surface lots would continue, i.e. utility costs, insurance, maintenance, etc. Council would need to determine how these expenses would continue to be paid. Without a viable way to generate revenue from the parking lots and garage, it is anticipated that Council would need to consider selling these properties.

Parking tickets would no longer be issued, eliminating complaints from those who receive citations. It would eliminate the use of time within the municipal court system, which currently hears appeals regarding parking violations. The elimination of parking tickets would also eliminate revenue to help pay for existing expenses.

Laurelwood could anticipate some students from Roseburg High School parking within their neighborhood. However, during the two years in which parking enforcement was not occurring, the City fielded few if any complaints concerning this issue. Students would need to follow current parking regulations as identified within the neighborhood. All streets within Laurelwood except for W. Riverside Dr. only allow for parking on one side of the street and are signed accordingly. Violation of this issue would be addressed by the Police Department and is not the purpose for parking enforcement within Laurelwood. It should also be noted that the school district recently submitted a temporary use permit to construct a new parking lot for students on school-owned property near their new softball field, helping to provide additional parking on-campus.

C. Financial/Resource Considerations.

If the ACE contract were to be terminated, any revenue used to balance the Off-Street Parking Fund would stop. Expenses involving the parking garage and other off-street parking lots would continue. Unless the parking lots and parking garage were to be sold or a new revenue model created, Council will need to determine how to pay these expenses.

D. Timing Considerations.

As the parking program continues to operate at a deficit, \$195,000 of General Fund money has been used to backfill the fund for the current fiscal year 2025-26. Staff typically begin evaluating next fiscal year's budget at the beginning of each new calendar year in January. Council needs to determine whether it will continue to subsidize the Off-Street Parking Fund using a different portion of the city's budget for next fiscal year by the beginning of January 2026 to determine how it could affect the overall budget.

COUNCIL OPTIONS

The Council has the option of cancelling the ACE contract or continuing the ACE contract and directing staff to implement some, none, or all of the Parking Committee's recommendations. Regardless of how Council chooses to move forward, Council will need to decide how it would like to utilize a different portion of the City's budget to help subsidize the deficit in the Off-Street Parking Fund.

STAFF RECOMMENDATION

Staff is seeking direction from Council.

SUGGESTED MOTION

No suggested motion. Staff is seeking direction on next steps.

ATTACHMENTS:

Attachment #1 – Downtown Parking Committee Recommendation

Downtown Parking Committee Draft Recommendations

1. The Committee recommends that City Council maintain the parking enforcement contract with ACE.
2. The Committee recommends that ACE continue to provide parking enforcement services Monday-Saturday from 9:00am to 5:00pm, excluding holidays.
3. The Committee recommends that all existing parking meters be removed and that all on-street parking spaces located within the parking district not marked with a free time limit be marked to indicate a two-hour free parking limit with the ability to pay for additional time utilizing scanned pay signs or the ACE mobile parking app. In addition, the Committee recommends several centralized parking meter kiosks to be placed in the downtown core to enable those not wanting to use scanned pay signs or app with the ability to pay at a parking meter kiosk. Downtown on-street spaces marked with a three-hour free time limit should be changed to reflect a two-hour time limit with the option to pay for additional time utilizing scanned pay signs or the ACE mobile parking app. Adjusting all time-limited on-street parking spaces to a two-hour free time limit with the ability to pay for additional time will help to increase uniformity.

Rough cost estimates for existing meter removal and new sign installation.

| | | Cost Est. | |
|----------------------|-----|-----------|----------|
| Sign w/existing pole | 130 | \$50 | \$6,500 |
| New sign & Pole | 92 | \$250 | \$23,000 |
| Remove Meter & Pole | 171 | \$50 | \$8,550 |
| | | | |
| | | | \$38,050 |

A new parking kiosk costs approximately \$10,000 with approximate installation costs at \$2,500 if located strategically near existing power. Costs associated with the installation of five parking kiosks within the downtown area would be approximately \$62,500.

4. The Committee recommends a payment of \$1.50 per hour to be paid via scanned pay signs, ACE mobile app or centralized kiosk for those wanting to park beyond the free two-hour time limit for on-street parking within the downtown parking district.

Data from ACE parking was used to provide rough estimates about how much revenue this new model could possibly generate. Utilizing license plate recognition software, ACE was able to determine the number of vehicles that parked beyond the two-hour time limit within the district both on-street and within the Rose St. parking lot and first floor of the parking garage. This data was evaluated over a 3-month time frame. Based on these numbers, it was determined that the average net revenue from charging \$1.50 an hour, after the two-hour free

time limit, and deducting credit card and transaction fees, would be \$1,880 per month. The yearly projected revenue is estimated to be \$22,560.

5. The Committee recommends implementation of \$50.00 a month on-street parking permits at the following street locations as recommended by ACE.

- 400 Blk SE Rose St.
- 700 Blk SE Rose St.
- 1000 Blk SE Lane Ave.
- 800 Blk SE Main St.
- 1100 Blk SE Washington Ave.
- 700 Blk SE Pine St.
- 700 Blk SE Kane St.

It is estimated that 20 of these types of permits could possibly be issued per month generating \$1,000 worth of revenue. Total yearly revenue is estimated to be \$12,000 per year.

6. The Committee recommends installing a new consistent signage package to integrate the on and off-street parking system. This would mean creating a simple and recognizable “logo” intended to communicate public parking. This identifier would then be integrated into all signage within the City’s on and off-street parking system.

7. The Committee recommends that parking lots with faded striping be re-striped and on-street parallel parking stalls with faded thermoplastic “L” and “T” be replaced including new paint or thermoplastic along curbed areas where parking is restricted. Rough estimates indicate that it would cost \$20,000 to complete this work.

8. The Committee recommends adjusting the cost of off-street parking permits at each of the City parking lots and parking garage. These parking permit fees should be adjusted by City Council annually. Permit fees should be set in a tiered system with costs set for the most desirable parking spaces being at the highest and the least desirable locations being the lowest.

9. The Committee recommends the following off-street parking permit fee adjustments.

Garage Fl. 1, Oversize - \$25 to \$35 a month

Garage Fl. 2 - \$22 to \$30 a month

Garage Fl. 3 - \$17 to \$25 a month

Armory Lot - \$35 to \$45 a month

Court Lot - \$22 to \$30 a month

Rose Lot - \$30 to \$35 a month

Phillips Lot - \$28 to \$20 a month

Shalimar Lot - \$32 to \$20 a month

Rough estimates based on the number of permits currently issued for each of these parking lots indicate that the fee increases for each parking lot could generate a total of \$7,840 per month. Total yearly revenue is estimated to be \$94,080 per year.

10. The Committee recommends an increase in residential on-street permits within the Laurelwood neighborhood of \$10 to \$70 per school year (180 days). An average of 30 minutes of enforcement is provided within Laurelwood per school day. Total operating costs for enforcement in Laurelwood per school year is \$5,342.56. There are currently 77 permits issued in Laurelwood. The breakeven point for annual permits is \$69.38. Currently Roseburg High School students pay \$80 per school year for a parking permit to park on the high school campus.

11. The Committee does not recommend an increase in citation fees currently. Citation fees are set by the municipal judge. The Committee recommends the possibility of an increase in citation fees be evaluated later after an adjustment period to free time-limited parking with the use of an app to pay for additional time, on-street permitting, and an increase in off-street permit rates has occurred.

12. The Committee recommends exploring options to generate additional revenue by having ACE enforce private parking lots.

13. The Committee does not recommend a divestment of the property on which the underutilized Phillips or Shalimar parking lots are located.

14. The Committee recommends implementing an incentive program for off-street parking permits. For example:

- One month free through the purchase of a prorated 3-month permit.
- Discount for buying permits for the entirety of the year.
- Continuation of 10% off for 10 or more permits and 15% off for 15 or more.
- Discount for purchasing permit within a specific time frame of new parking permit fees being implemented.

15. The Committee recommends providing additional oversized parking permit spaces to the first floor of the parking garage. Currently there are only four oversized parking spaces.

16. The Committee recommends adjusting the 4-hour free parking on the first floor of the parking garage and within the Rose St. lot to become 2-hour free parking with the ability to pay \$1.50 per hour for additional time utilizing scanned pay signs within the parking area, the ACE mobile app, or nearby parking meter kiosk.

17. The Committee recommends adding motorcycle spaces to the downtown area on SE Jackson St. and SE Main St.

18. The Committee recommends creating a social media campaign used to educate the public and promote the new parking program. The campaign should emphasize improvements to the parking garage including cleanliness and safety.

19. The Committee recommends that businesses and/or property owners within the downtown parking district not be required to pay any remaining deficit necessary to balance the Off-Street Parking Fund. The Committee desires to continue utilizing money from the General Fund – Other Requirements to provide cash flow assistance until it is determined how much of a deficit may remain once changes are made to increase parking revenue. The Committee recommends that the ACE contract be cancelled, and no parking enforcement occur if businesses or property owners within the downtown parking district are required to pay for the balance of the remaining expenses of the Off-Street Fund.

20. The Committee recommends that parking meters removed from the parking district should be donated, sold or provided to others for future reuse.

21. The Committee recommends meeting every other month while the new parking program is being implemented in order to evaluate and assess progress being made.

22. The Committee recommends that once operational after a 6-month period a re-assessment of the program should occur to evaluate revenue and expenses to determine the state of the Off-Street Parking Fund.



TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Council Goals Adoption
- Five Year Capital Improvement Plan Update
- City Manager Evaluation Process Presentation (Work Study)
- City Manager Evaluation Process Adoption
- UCC Land Transfer
- Thrive Smoking/Vaping Presentation
- Tent Camping Rules Discussion from April Work Session
- Parks CIP
- Water System Master Plan Contract Award

September 8, 2025

Mayor Reports

- A. Voting Delegate for the LOC Business Meeting

Commission Reports

- A. Homeless Commission Resignation
- B. Planning Commission Resignation

Consent Agenda

- A. August 11, 2025 Meeting Minutes
- B. August 25, 2025 Meeting Minutes

Ordinance

- A. Ordinance No. 3614 – Granting a Telecommunications Franchise to Vonage America, LLC, Second Reading

Department Items

- A. Fireworks Risk Assessment

Executive Session ORS 192.660(2)(i)

- A. City Manager Evaluation

Informational

- A. Future Tentative Council Agendas

September 22, 2025

Mayor Reports

Consent Agenda

- A. September 8, 2025 Meeting Minutes

Department Items

- A. Solid Waste Management License Fee

Informational

- A. Future Tentative Council Agendas

October 13, 2025

Mayor Reports

Consent Agenda

- A. September 22, 2025 Meeting Minutes

Ordinances

- A. Ordinance No. _____ Planning Commission Code Update – First Reading

Department Items

- A. 2025 Oregon Library Statistical Report
- B. Parrott Creek Culvert – Bid Award

Informational

- A. Future Tentative Council Agendas
-

October 27, 2025

Mayor Reports

A. Veteran's and Military Families Appreciation Month

Consent Agenda

A. October 13, 2025 Meeting Minutes

Ordinances

A. Ordinance No. _____ Planning Commission Code Update – Second Reading

Informational

A. Future Tentative Council Agendas

November 10, 2025

Mayor Reports

Consent Agenda

A. October 27, 2025 Meeting Minutes

Executive Session

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

Informational

A. Future Tentative Council Agendas

B. Municipal Court Quarterly Report

C. Finance Quarterly Report

December 8, 2025

Mayor Reports

Consent Agenda

A. November 10, 2025 Meeting Minutes

Informational

A. Future Tentative Council Agendas

City of Roseburg, Oregon

Quarterly Financial Report

4th Quarter, Fiscal-Year 2024-2025



June 2025

The *Quarterly Financial Report* summarizes the City of Roseburg's financial position for the General Fund, major operating funds, proprietary funds, and Urban Renewal funds through the 4th quarter of fiscal year 2024-2025.

All funds are presented on a budgetary basis. Although this is a quarterly financial report, the focus is on year-to-date activity.

Budgeted Fund Balance is comprised of Contingency, Reserves, and Ending Fund Balance.

Report Note: When reading these quarterly financial reports it is important to keep in mind the cyclical activity in revenues and expenditures. Examples would include property taxes, grants, capital projects, and charges for services. This report is unaudited and precedes final year-end accruals.

This financial report includes the quarter ending June 2024, for comparison purposes.

OVERVIEW:

- \$17.4 million General Fund balance.
- 5.9% Douglas County seasonally adjusted unemployment rate for June 2025.
- 4.6% state investment pool interest rate.
- 2.7% Year-over-Year CPI-U, West Region, for June 2025.
- Awarded A/V refresh of Council Chambers contract to Key Code Media not to exceed \$96,976.63.
- Awarded the Stewart Park Tennis & Pickleball court project to JRT Construction for \$2,360,310.
- Authorized an emergency contract with I.E. Engineering, Inc., for engineering of four 72-inch culverts, not to exceed \$228,763.05.
- Awarded a five-year indigent attorney services contract to Johnson, Hall & Quinn for \$96,000 the first year.
- Awarded the Destination Marketing Organization Services contract to Anvil Northwest for \$720,000 annually.
- Awarded the 2025 Pavement Management Slurry Seals to Doolittle Construction, LLC for \$207,000.
- Awarded the 2025 Garden Valley Pavement & Ramp project to Guido Construction, Inc., for \$1,450,963.30.
- Awarded the Harvard Ave. Storm Improvements to Black Pearl Paving & Excavation, for \$484,427.
- Authorized the City Manager to execute an agreement with Axon for AI Era contract for \$275,101.25.

GENERAL FUND

| General Fund | Budget | YTD Actual | % | Prior Year Actual |
|----------------|---------------|---------------|------|----------------------|
| Revenues | \$ 33,586,598 | \$ 33,434,093 | 100% | \$28,790,448 |
| Expenditures | 36,464,264 | 29,521,385 | 81% | 28,184,835 |
| Balance-July 1 | 12,875,796 | 13,499,502 | 105% | 12,383,267 |
| Balance YTD | \$ 9,998,130 | \$ 17,412,210 | | \$12,988,880 |

GENERAL FUND REVENUE

| General Fund Revenue | Budget | YTD Actual | % | Prior Year Actual |
|-------------------------|---------------------|----------------------|-------------|----------------------|
| Property Taxes | \$20,073,665 | \$ 19,953,939 | 99% | \$18,818,005 |
| Other Taxes | 410,000 | 460,957 | 112% | 392,299 |
| Licenses, Permits, Fees | 3,919,835 | 3,699,541 | 94% | 3,208,167 |
| Charges for Services | 4,765,524 | 4,878,889 | 102% | 4,395,814 |
| Intergovernmental | 1,053,604 | 871,030 | 83% | 1,105,963 |
| Interest | 735,000 | 851,824 | 116% | 735,170 |
| Miscellaneous | 2,628,970 | 2,717,913 | 103% | 135,029 |
| Total Revenues | \$33,586,598 | \$ 33,434,093 | 100% | \$28,790,447 |

Property Taxes — The majority of property tax revenue is collected in November and December. At the end of June, 99% of the 20.07 million budgeted has been collected.

Property taxes are based upon assessed values (AV). With passage of Measure 50 in 1996, assessed values are limited to 3% annual increases unless the Real Market Value is less.

Other Taxes – Includes all other City imposed taxes. Currently, only the City's 3% marijuana tax is reported here.

Licenses, Permits, and Fees—Includes utility franchise fees, planning fees, park fees, and various other fees. At the end of the quarter, 94% of the \$3.9 million budgeted annual revenue from licenses, permits and fees has been collected.

Charges for Services—Besides interdepartmental charges, charges for services includes: fines, service area fees, fire suppression and prevention fees, administrative and lien search fees. Year to date court fines total \$359,525, service area fees total \$327,164 and interdepartmental charges total \$4,031,968.

Intergovernmental Revenues are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor; 83% of the \$1,053,604 budgeted for intergovernmental revenue has been collected during the current fiscal year.

Interest Revenue—Interest revenue of \$851,824 is \$116,654 more than the same period a year ago. The average portfolio rate is 4.6%.

GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$29,521,385 represent 81% of budgeted annual expenditures.

Year to date expenditures are \$1,336,548 more than the same period a year ago. The General Fund ending fund balance is \$17,412,210.

| By Organizational Unit | Budget | YTD Actual | % | Prior Year Actual |
|---------------------------|---------------------|---------------------|------------|----------------------|
| City Manager | \$ 1,823,439 | \$ 1,410,198 | 77% | \$ 1,348,301 |
| Finance & Mgmt | 1,933,896 | 1,715,062 | 89% | 1,696,501 |
| Community Develop. | 1,163,530 | 1,060,646 | 91% | 967,112 |
| Library | 682,737 | 610,668 | 89% | 584,594 |
| Public Works | 4,395,796 | 3,484,946 | 79% | 3,477,302 |
| Parks & Recreation | 2,264,869 | 2,119,077 | 94% | 2,050,120 |
| Municipal Court | 623,075 | 612,154 | 98% | 557,779 |
| Police | 9,397,301 | 7,777,795 | 83% | 7,593,708 |
| Fire | 9,141,266 | 9,123,268 | 100% | 8,566,491 |
| Capital & Other | 5,038,355 | 1,607,571 | 32% | 1,342,929 |
| Total | \$36,464,264 | \$29,521,385 | 81% | 28,184,837 |

| By Major Category | Budget | YTD Actual | % | Prior Year Actual |
|---------------------|----------------------|----------------------|------------|----------------------|
| Personnel Services | \$ 25,117,288 | \$ 22,563,325 | 90% | \$21,600,225 |
| Materials & Service | 6,308,621 | 5,350,489 | 85% | 5,241,682 |
| Capital & Other | 5,038,355 | 1,607,571 | 32% | 1,342,929 |
| Total | \$ 36,464,264 | \$ 29,521,385 | 81% | \$28,184,836 |

MAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

URBAN RENEWAL GENERAL FUND

| Urban Renewal - General | Budget | YTD Actual | % | Prior Year Actual |
|-------------------------|--------------|--------------|------|-------------------|
| Revenues | \$ 1,175,933 | \$ 1,028,684 | 87% | \$ 909,783 |
| Expenditures: | | | | |
| Operations | - | - | 0% | - |
| Transfers | 1,500,000 | 1,500,000 | 100% | 800,000 |
| Balance-July 1 | 612,554 | 608,505 | 99% | 494,930 |
| Balance YTD | \$ 288,487 | \$ 137,189 | | \$ 604,713 |

The Urban Renewal-General Fund accounts for the Agency's property tax revenues. Expenditures are primarily for qualified capital improvement projects.

AMERICAN RESCUE PLAN ACT (ARPA) FUND

| ARPA | Budget | YTD Actual | % | Prior Year Actual |
|----------------|------------|------------|------|-------------------|
| Revenues | \$ 150,000 | \$ 76,719 | 51% | \$ 184,024 |
| Expenditures: | | | | |
| Operations | 498,030 | 497,851 | 100% | 544,654 |
| Capital | 218,000 | 58,479 | 27% | 573,739 |
| Transfers | 2,583,970 | 2,583,970 | 100% | - |
| Balance-July 1 | 3,476,792 | 3,223,173 | 93% | 4,157,542 |
| Balance YTD | \$ 326,792 | \$ 159,592 | | \$ 3,223,173 |

The American Rescue Plan Act (ARPA) Fund accounts for the use of ARPA Federal Funds. Expenditures include \$18,809 for Porta Potty rentals, \$23,717 for Parking Garage Security, \$21,670 for Parking Garage Janitorial services, \$46,950 for annexation of Sunshine Park, \$2,403 for the Summer Reading Program giveaways, \$47,003 for third floor improvements at the Public Safety Center, \$11,477 for Fir Grove sewer line repairs, \$48,856 for design of turf fields at Fir Grove park, \$38,261 for Off-Street parking, \$234,885 for IT equipment and services, \$71,764 for Community Development software, and \$2,583,970 to cover General Fund personnel expenditures.

CAPITAL PROJECTS FUNDS

EQUIPMENT REPLACEMENT FUND

| Equipment | Budget | YTD Actual | % | Prior Year Actual |
|----------------|--------------|--------------|------|-------------------|
| Revenues | \$ 1,265,000 | \$ 1,331,333 | 105% | \$ 1,144,520 |
| Expenditures: | | | | |
| Operations | 145,142 | 145,134 | 100% | 90,380 |
| Capital | 1,014,820 | 772,124 | 76% | 583,271 |
| Balance-July 1 | 2,442,637 | 2,588,704 | 106% | 2,109,039 |
| Balance YTD | \$ 2,547,675 | \$ 3,002,778 | | \$ 2,579,908 |

The Equipment Replacement Fund provides resources for major vehicle and equipment purchases. An annual funding level is established based upon equipment needs over a five-year period. Resources are transferred from the General Fund to minimize budget fluctuations in tax supported funds.

Year to date purchases include \$15,180 for a thermal camera kit, \$28,800 for tasers, battery packs and live cartridges, \$9,999 for fire hose, \$15,994 for Turnouts and a particulate blocking hood, \$75,161 for Fleet 3 advanced cameras and evidence storage, \$77,106 for a Crack Sealer, \$60,138 for a public works truck, \$121,376 for a John Deere side mower, \$72,172 for a parks Bobcat, \$94,136 for a parks Kubota mower, \$66,988 for a parks Bobcat, \$284,349 for four outfitted Police Interceptor units.

FACILITIES REPLACEMENT FUND

| Facilities | Budget | YTD Actual | % | Prior Year Actual |
|----------------|------------|------------|------|-------------------|
| Revenues | \$ 110,000 | \$ 120,864 | 110% | \$ 116,959 |
| Expenditures: | | | | |
| Operations | 38,379 | 22,562 | 59% | 24,679 |
| Capital | 160,000 | 38,356 | 24% | 6,800 |
| Balance-July 1 | 334,896 | 390,267 | 117% | 304,787 |
| Balance YTD | \$ 246,517 | \$ 450,213 | | \$ 390,267 |

The Facilities Replacement Fund ending fund balance at June 30, 2025, is \$450,213.

TRANSPORTATION FUND

| Transportation | Budget | YTD Actual | % | Prior Year Actual |
|----------------|--------------|--------------|------|-------------------|
| Revenues | \$ 3,519,642 | \$ 3,020,415 | 86% | \$ 3,221,418 |
| Expenditures: | | | | |
| Operations | 1,682,809 | 1,680,592 | 100% | 1,495,285 |
| Capital | 1,945,000 | 1,935,603 | 100% | 671,668 |
| Transfers | 10,000 | 10,000 | 100% | 10,000 |
| Balance-July 1 | 5,988,240 | 6,112,470 | 102% | 4,832,895 |
| Balance YTD | \$ 5,870,073 | \$ 5,506,691 | | \$ 5,877,360 |

Transportation Fund revenues are from state gas taxes, transportation SDC's, federal STP funds and franchise fees. Beginning in 2011, 15% of utility franchise fees are directed to the Transportation Fund for the City's pavement management program. \$653,300 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of \$1,353,426 is attributed to the Pavement Management for Overlays. \$536,551 was spent on the Stewart Park bridge project, \$26,626 was

for signal improvements and \$19,000 was spent as design match for the Parker Road bridge.

URBAN RENEWAL CAPITAL FUND

| Urban Renewal - Capital | Budget | YTD Actual | % | Prior Year Actual |
|-------------------------|--------------|--------------|------|-------------------|
| Revenues | \$ 1,560,000 | \$ 1,595,349 | 102% | \$ 859,757 |
| Expenditures: | | | | |
| Operation | 334,765 | 313,627 | 94% | 238,916 |
| Capital | 1,000,000 | 285,335 | 29% | - |
| Balance-July 1 | 1,631,951 | 1,642,637 | 101% | 1,021,796 |
| Balance YTD | \$ 1,857,186 | \$ 2,639,024 | | \$ 1,642,637 |

The Urban Renewal Capital Fund accounts for the agency's major construction and improvements. Capital outlays of \$285,335 are for the Deer Creek Bridge project.

ENTERPRISE FUNDS

STORM DRAINAGE FUND

| Storm Drain | Budget | YTD Actual | % | Prior Year Actual |
|----------------|--------------|--------------|------|-------------------|
| Revenues | \$ 2,902,360 | \$ 3,137,481 | 108% | \$ 4,323,024 |
| Expenditures: | | | | |
| Operations | 1,188,450 | 1,173,266 | 99% | 1,041,966 |
| Capital | 900,000 | 319,253 | 35% | 2,318,003 |
| Balance-July 1 | 7,314,123 | 7,605,901 | 104% | 6,634,407 |
| Balance YTD | \$ 8,128,033 | \$ 9,250,862 | | \$ 7,597,462 |

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of \$2,620,277, and \$392,312 from interest are the principal sources of revenues.

Year to date Storm Drain Fund capital expenditures include \$1,125 for the Calkins-Troost-Harvard storm replacement, \$44,640 for the Alameda and Church storm pipe rehabilitation, \$111,749 for the Military and Altamont storm line, \$60,173 for the pavement management contribution, \$34,915 for the Harvard Avenue storm improvement project, \$5,500 for the Grandview Storm improvements, \$3,690 for the Neil Street Storm improvements and \$57,461 for the Parrott Creek culvert replacement.

WATER SERVICE FUND

| Water | Budget | YTD Actual | % | Prior Year Actual |
|----------------|--------------|--------------|------|-------------------|
| Revenues | \$ 7,986,180 | \$ 8,503,431 | 106% | \$ 8,090,568 |
| Expenditures: | | | | |
| Operations | 6,243,521 | 5,388,972 | 86% | 5,188,060 |
| Capital | 3,981,825 | 3,413,461 | 86% | 3,513,888 |
| Balance-July 1 | 7,966,325 | 8,966,491 | 113% | 9,598,074 |
| Balance YTD | \$ 5,727,159 | \$ 8,667,490 | | \$ 8,986,694 |

The Water Fund accounts for the City's domestic drinking water utility. Activities are totally supported by charges for services.

Year to date Water Fund revenues of \$8,503,431 is primarily from charges for services. Revenues are \$412,863 more than the prior year.

The ending fund balance at June 30 is \$8,667,490.

OFF STREET PARKING FUND

| Off Street Parking | Budget | YTD Actual | % | Prior Year Actual |
|--------------------|------------|------------|-----|-------------------|
| Revenues | \$ 184,034 | \$ 171,161 | 93% | \$ 144,690 |
| Expenditures: | | | | |
| Operations | 183,380 | 173,711 | 95% | 147,022 |
| Balance-July 1 | 16,134 | 12,818 | 79% | 15,150 |
| Balance YTD | \$ 16,788 | \$ 10,268 | | \$ 12,818 |

Off Street Parking enforcement services were restored under a new third-party contract beginning January 1, 2022. After a community educational outreach period, active enforcement that includes citations began in full force April 1, 2022.

The ending fund balance at June 30 is \$10,268.

AIRPORT FUND

| Airport | Budget | YTD Actual | % | Prior Year Actual |
|----------------|--------------|--------------|------|-------------------|
| Revenues | \$ 3,338,528 | \$ 2,178,827 | 65% | \$ 499,148 |
| Expenditures: | | | | |
| Operations | 295,731 | 270,629 | 92% | 248,473 |
| Capital | 2,862,000 | 1,709,946 | 60% | 237,223 |
| Debt Service | 112,253 | 112,198 | 100% | 110,611 |
| Balance-July 1 | 1,052,230 | 789,969 | 75% | 920,826 |
| Balance YTD | \$ 1,120,774 | \$ 876,024 | | \$ 823,667 |

Current year Airport revenues include user charges of \$444,550.

Year to date Airport Fund capital expenditures include \$91,109 for Airport Standby Power, \$1,460,081 for the Taxiway Extension and Design project, \$48,345

for fencing and security upgrades and \$10,410 for an air compressor replacement.

INTERNAL SERVICE FUND

WORKERS' COMPENSATION FUND

The worker's compensation fund was established in 1987 to provide financing for the City's self-insured worker's compensation program.

| Worker's Comp. | Budget | YTD Actual | % | Prior Year Actual |
|----------------|------------|------------|------|-------------------|
| Revenues | \$ 25,000 | \$ 68,029 | 272% | \$ 118,630 |
| Expenditures: | | | | |
| Operations | 354,670 | 113,830 | 32% | 183,242 |
| Balance-July 1 | 703,876 | 716,776 | 102% | 781,408 |
| Balance YTD | \$ 374,206 | \$ 670,975 | | \$ 716,796 |

An employee safety committee oversees safety and wellness programs for employees. The goal is to promote wellness and reduce work related accidents and injuries.

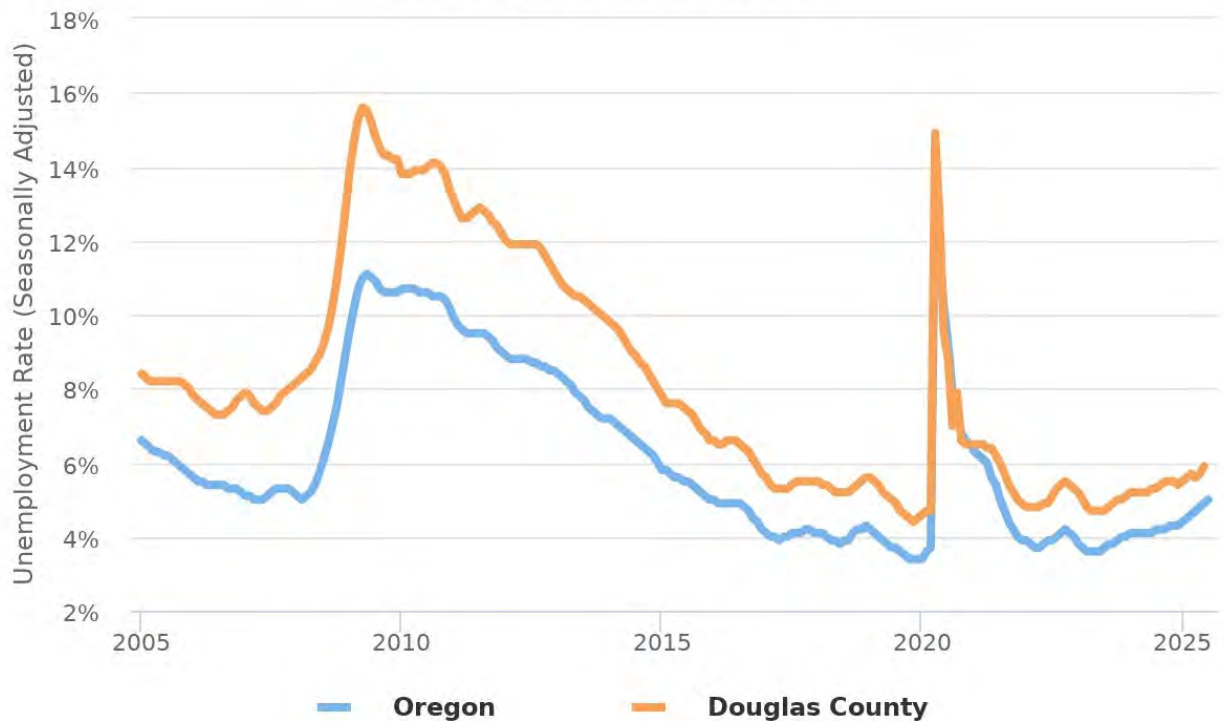
In October 2023, the City contracted with SAIF to provide worker's compensation coverage. The existing self-funded program manages prior accrued claims with their associated liabilities. Consequently, current revenues consist of only interest earnings. The self-imposed charges that constituted the bulk of the revenue for the fund are no longer imposed/collected.

ECONOMIC OUTLOOK

Douglas County

The State of Oregon Employment Department reported, "Douglas County's seasonally adjusted unemployment rate edged up to 5.9% in June compared with a revised 5.7% in May. The rate is up significantly from 5.3% in June 2024. Douglas County's record low unemployment rate was set in November 2019 at 4.4%. The Oregon seasonally adjusted June rate was 4.9% and the U.S. rate was 4.1%."

Unemployment Rate



Source: Oregon Employment Department Qualityinfo.org

“Douglas County’s seasonally adjusted payroll employment increased by 40 jobs in June after an increase of 60 in May and a loss of 160 in April.”

“In the not seasonally adjusted private-sector industries in June, there were relatively large gains in leisure and hospitality (110), professional and business services (30), construction (20), retail trade (20), and other services (20). There was a relatively large loss in private education and health services (-90).”

“Government held steady in the month of June.”

“When comparing June 2025 with June 2024, total nonfarm employment decreased by 240 jobs, or -0.6%. Private-sector over-the-year gains were seen in private education and health services (290) and other services (30). There were relatively large losses in manufacturing (-160), retail trade (-150), leisure and hospitality (-150) and professional and business services (-60).”

“Government added 160 jobs over-the-year in June due to gains in local education (140), and federal government (20).

A FINAL NOTE

This quarterly report has been prepared to summarize and review the City’s operations and financial position for the fourth quarter of the 2024-25 fiscal year as of the month ending June 30, 2025, provide management with a financial planning tool, and monitor compliance with budget policy and Oregon budget law.

If you have questions about the report or would like additional information please contact Ron Harker, Finance Director, at (541) 492-6710 or via email at finance@cityofroseburg.org. We encourage you to visit our website at cityofroseburg.org. The site is user friendly and contains information about the services we provide.

City of Roseburg, 900 SE Douglas Avenue, Roseburg, OR 97470
Phone: (541) 492-6710
Website: cityofroseburg.org