

ROSEBURG CITY COUNCIL AGENDA – FEBRUARY 24, 2025
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470



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2-20-2025

Public Online Access:

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

Facebook Live at www.Facebook.com/CityofRoseburg

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

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

Roll Call

Tom Michalek

Andrea Zielinski

Vacant

Katie Williams

Ellen Porter

Ruth Smith

Zack Weiss

Shelley Briggs Loosley

3. Mayor Reports

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

4. Commission Reports/Council Ward Reports

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

6. Special Presentations

- A. Annual Comprehensive Financial Report (ACFR)
- B. Quarterly Report Ending December 31, 2024
- C. 2025 – 2026 Budget Calendar

7. Consent Agenda

- A. February 10, 2025 Regular Meeting Minutes

8. Ordinances

- A. Ordinance No. 3608 – An Ordinance Amending the Roseburg Urban Growth Boundary (UGB), Annexing Property, Amending the Comprehensive Plan Map, Amending the City Zoning Map & Amending the Urban Growth Management Agreement (UGMA) – File No. CPA-24-002, Second Reading

9. Resolutions

- A. Resolution No. 2025-03 – Authorizing Acceptance of an Oregon Department of Transportation Grant

10. Department Items

- A. Five-Year Water Transmission Main Replacement Program Master Engineering Services Contract
- B. Brown Park Expansion Playground Equipment and Surfacing Purchase

11. Items from Mayor, City Council and City Manager

12. Adjourn

13. Executive Session ORS192.660(2)

Informational

- A. Future Tentative Council Agendas

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.
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- 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



2023 GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN ANNUAL COMPREHENSIVE FINANCIAL REPORTING (ACFR) AND 2023 GFOA AWARD FOR OUTSTANDING ACHIEVEMENT IN POPULAR ANNUAL FINANCIAL REPORTING (PAFR)

Meeting Date: February 24, 2025
Department: CMO / Finance
www.cityofroseburg.org

Agenda Section: Mayor Reports
Staff Contact: Nikki Messenger / Ron Harker
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING (ACFR)

The City recently received its 31st GFOA Certificate of Achievement for Excellence in Financial Reporting for its 2023 Annual Comprehensive Financial Report. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. In order to be awarded a Certificate of Achievement a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

The City's Annual Report has been judged by an impartial panel to meet the high standards of the program including demonstrating a consecutive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the Annual Report.

GFOA AWARD FOR OUTSTANDING ACHIEVEMENT IN POPULAR ANNUAL FINANCIAL REPORTING (PAFR)

The Government Finance Officers Association of the United States and Canada (GFOA) has given an Award for Outstanding Achievement in Popular Annual Financial Reporting to the City of Roseburg for its Popular Annual Financial Report for the fiscal year ending June 30, 2023. The Award for Outstanding Achievement in Popular Annual Financial Reporting is a prestigious national award recognizing conformance with the highest standards for preparation of state and local government popular reports.

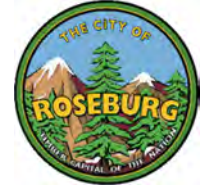
In order to receive an award for Outstanding Achievement in Popular Financial Reporting, a government unit must publish a Popular Annual Financial Report, whose

contents conform to program standards of creativity, presentation, understandability and reader appeal.

The City's 2023 Popular Annual Financial Report is the ninth PAFR produced by the City, and the Award for Outstanding Achievement in Popular Annual Financial Reporting is the ninth the City has received.

The GFOA is a nonprofit professional association serving the needs of over 21,000 government finance professionals across the United States and Canada.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR)

Meeting Date: February 24, 2025

Department: Finance

www.cityofroseburg.org

Agenda Section: Special Presentations

Staff Contact: Ron Harker

Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

Auditor Jeff Cooley will present an overview of the Annual Comprehensive Financial Report for fiscal year ending June 30, 2024. The full report is available at this link:

<http://www.cityofroseburg.org/departments/finance/annual-reports>

Attached is a copy of the auditor letter in regard to the City audit as well as the Urban Renewal Agency audit.

ATTACHMENTS

Attachment #1 – Neuner Davidson & Co. City Audit Letter

Attachment #2 – Neuner Davidson & Co. Urban Renewal Agency Audit Letter



NEUNER DAVIDSON & CO

Certified Public Accountants

January 21, 2025

The Honorable Mayor and Council Members
City of Roseburg
900 SE Douglas Ave
Roseburg, OR 97470

Dear Mayor and Council Members:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseburg for the year ended June 30, 2024, and have issued our report thereon dated January 21, 2025.

Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 15, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Roseburg are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2023-2024. Several new GASB pronouncements were implemented in the 23-24 fiscal year, see notes for details. We noted no transactions entered into by the City during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the depreciation expense is based on the straight-line method over the estimated useful life. We evaluated the key factors and assumptions used to develop the depreciation expenses in determining that it is reasonable in relation to the financial statements taken as a whole.

The City relies on a third-party actuarial report for the net pension liability recorded in the statement of net position. The reports are reviewed for the assumptions used to determine the liability and that it is reasonable in relation to the financial statements taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 21, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Agency's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Agency's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the council members and management of City of Roseburg and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



By: _____

Jeffrey R. Cooley, CPA
Roseburg, Oregon
January 21, 2025



NEUNER DAVIDSON & CO

Certified Public Accountants

January 21, 2025

The Honorable Mayor and Council Members
City of Roseburg Urban Renewal Agency
900 SE Douglas Ave
Roseburg, OR 97470

Dear Mayor and Council Members:

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Roseburg Urban Renewal Agency for the year ended June 30, 2024, and have issued our report thereon dated January 21, 2025.

Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 15, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by City of Roseburg Urban Renewal Agency are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2023-2024. We noted no transactions entered into by the Agency during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

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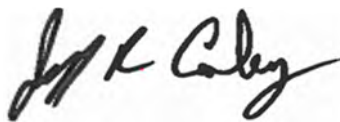
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Other Audit Findings or Issues

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This information is intended solely for the use of the council members and management of City of Roseburg Urban Renewal Agency and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



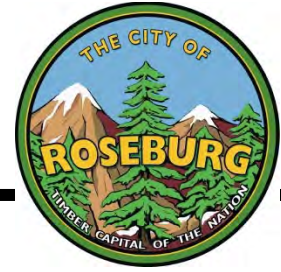
By:

Jeffrey R. Cooley, CPA
Roseburg, Oregon
January 21, 2025

City of Roseburg, Oregon

Quarterly Financial Report

2nd Quarter, Fiscal-Year 2024-2025



December 2024

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 2nd 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 December 2023, for comparison purposes.

OVERVIEW:

- \$24.05 million General Fund balance.
- 5.1% Douglas County seasonally adjusted unemployment rate for December 2024.
- 4.85% state investment pool interest rate.
- 2.5% Year-over-Year CPI-U, West Region, for December 2024.
- Directed staff to renew the contract with ACE Parking for downtown parking enforcement.
- Directed staff to reject all bids associated with the Public Safety Center 3rd floor improvement project.
- Authorized purchase of OpenGov Permitting Software for \$146,874.44.
- Authorized \$70,000 of ARPA funds to implement OpenGov Permitting Software.
- Authorized Amendment No. 2 to the IGA with ODOT for South Umpqua Bridge Rehabilitation Project.
- Authorized acceptance of an FAA grant of \$115,000 for the Airport Standby Power Generator.
- Authorized Amendment No. 1 to Task Order No. 3 for \$41,620 for environmental study at the airport.
- Awarded streetlight maintenance services contract to Sims Electric.
- Awarded the Military and Altamont storm water improvement project for \$117,710.

GENERAL FUND

General Fund	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 33,586,598	\$ 25,597,919	76%	\$ 20,227,284
Expenditures	35,519,264	15,047,353	42%	13,227,885
Balance-July 1	12,875,796	13,499,502	105%	12,383,267
Balance YTD	\$ 10,943,130	\$ 24,050,068		\$ 19,382,666

GENERAL FUND REVENUE

General Fund Revenue	Budget	YTD Actual	%	Prior Year Actual
Property Taxes	\$ 20,073,665	\$ 17,762,203	88%	\$ 16,066,382
Other Taxes	410,000	144,902	35%	99,853
Licenses, Permits, Fees	3,919,835	1,833,517	47%	1,160,673
Charges for Services	4,765,524	2,412,921	51%	2,168,939
Intergovernmental	1,053,604	501,370	48%	390,207
Interest	735,000	326,210	44%	260,555
Miscellaneous	2,628,970	2,616,796	100%	80,675
Total Revenues	\$ 33,586,598	\$ 25,597,919	76%	\$ 20,227,284

Property Taxes — The majority of property tax revenue is collected in November and December. At the end of December, 88% 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, 47% 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 \$169,051, service area fees total \$163,382 and interdepartmental charges total \$2,015,974.

Intergovernmental Revenues are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor; 48% of the \$1,053,604 budgeted for intergovernmental revenue has been collected during the current fiscal year.

Interest Revenue—Interest revenue of \$326,210 is \$65,655 more than the same period a year ago. The average portfolio rate is 4.85%.

GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$15,047,353 represent 42% of budgeted annual expenditures.

Year to date expenditures are \$1,819,468 more than the same period a year ago. The General Fund ending fund balance is \$24,050,068.

By Organizational Unit	Budget	YTD Actual	%	Prior Year Actual
City Manager	\$ 1,823,439	\$ 671,380	37%	\$ 680,549
Finance & Mgmt	1,933,896	838,150	43%	829,158
Community Develop.	1,163,530	530,880	46%	470,057
Library	682,737	299,733	44%	275,226
Public Works	4,395,796	1,658,319	38%	1,681,538
Parks & Recreation	2,264,869	1,119,067	49%	1,015,010
Municipal Court	594,575	283,048	48%	270,698
Police	9,397,301	3,804,422	40%	3,681,194
Fire	9,141,266	4,462,930	49%	4,246,787
Capital & Other	4,121,855	1,379,424	33%	77,668
Total	\$ 35,519,264	\$ 15,047,353	42%	13,227,885

By Major Category	Budget	YTD Actual	%	Prior Year Actual
Personnel Services	\$ 25,088,788	\$ 11,391,484	45%	\$ 10,913,650
Materials & Service	6,308,621	2,276,445	36%	2,236,567
Capital & Other	4,121,855	1,379,424	33%	77,668
Total	\$ 35,519,264	\$ 15,047,353	42%	\$ 13,227,885

MAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

URBAN RENEWAL GENERAL FUND

Urban Renewal - General	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,175,933	\$ 916,481	78%	\$ 763,131
Expenditures:				
Operations	-	-	0%	-
Transfers	1,500,000	1,500,000	100%	-
Balance-July 1	612,554	608,505	99%	494,930
Balance YTD	\$ 288,487	\$ 24,986		\$ 1,258,061

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	\$ 71,631	48%	\$ 93,152
Expenditures:				
Operations	498,030	360,591	72%	85,486
Capital	218,000	57,235	26%	351,931
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	\$ 293,009		\$ 3,813,277

The American Rescue Plan Act (ARPA) Fund accounts for the use of ARPA Federal Funds. Expenditures include \$18,809 for Porta Potty rentals, \$9,715 for Parking Garage Security, \$11,170 for Parking Garage Janitorial services, \$36,220 for annexation of Sunshine Park, \$2,403 for the Summer Reading Program giveaways, \$47,003 for third floor improvements at the Public Safety Center, \$10,233 for Fir Grove sewer line repairs, \$19,059 for design of turf fields at Fir Grove park, \$38,261 for Off-Street parking, \$154,952 for IT equipment and services, \$70,000 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	\$ 1,234,598	98%	\$ 48,661
Expenditures:				
Operations	129,962	69,973	54%	53,721
Capital	1,030,000	650,748	63%	298,017
Balance-July 1	2,442,637	2,588,704	106%	2,109,039
Balance YTD	\$ 2,547,675	\$ 3,102,581		\$ 1,805,962

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 and \$15,994 for Turnouts and a particulate blocking hood, \$77,106 for a Crack Sealer, \$60,138 for a public works truck, \$72,172 for a parks Bobcat, \$94,136 for a parks Kubota mower, \$66,988 for a parks Bobcat, \$280,209 for four outfitted Police Interceptor units.

FACILITIES REPLACEMENT FUND

Facilities	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 110,000	\$ 109,882	100%	\$ 7,067
Expenditures:				
Operations	38,379	14,280	37%	11,298
Capital	160,000	210	0%	6,800
Balance-July 1	334,896	390,267	117%	304,787
Balance YTD	\$ 246,517	\$ 485,659		\$ 293,756

The Facilities Replacement Fund ending fund balance at December 31, 2024 is \$485,659.

TRANSPORTATION FUND

Transportation	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 3,519,642	\$ 1,473,818	42%	\$ 1,392,793
Expenditures:				
Operations	1,602,809	769,026	48%	715,854
Capital	2,025,000	1,871,150	92%	604,196
Transfers	10,000	10,000	100%	-
Balance-July 1	5,988,240	6,112,470	102%	4,832,895
Balance YTD	\$ 5,870,073	\$ 4,936,112		\$ 4,905,638

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 \$1,314,323 is attributed to the Pavement Management for Overlays. \$556,827 is directly related to the Stewart Park bridge project.

URBAN RENEWAL CAPITAL FUND

Urban Renewal - Capital	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,560,000	\$ 1,535,568	98%	\$ 22,926
Expenditures:				
Operation	334,765	259,483	78%	122,256
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	\$ 2,633,387		\$ 922,466

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	\$ 1,594,283	55%	\$ 1,827,972
Expenditures:				
Operations	1,188,450	597,833	50%	508,839
Capital	900,000	135,128	15%	1,038,561
Balance-July 1	7,314,123	7,605,901	104%	6,634,407
Balance YTD	\$ 8,128,033	\$ 8,467,224		\$ 6,914,979

The Storm Drain Fund accounts for the revenues and operations of the storm drainage system. Year to date user charges of \$1,306,958, and \$199,480 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, \$436 for the Military and Altamont storm line, \$60,173 for the pavement management contribution, \$23,255 for the Harvard Avenue storm improvement project, and \$5,500 for the Grandview Storm improvements.

WATER SERVICE FUND

Water	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 7,986,180	\$ 4,922,965	62%	\$ 4,506,329
Expenditures:				
Operations	6,243,521	2,758,977	44%	2,513,378
Capital	3,981,825	1,832,979	46%	1,607,708
Balance-July 1	7,966,325	8,966,491	113%	9,598,074
Balance YTD	\$ 5,727,159	\$ 9,297,500		\$ 9,983,317

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 \$4,922,965 is primarily from charges for services. Revenues are \$416,636 more than the prior year.

The ending fund balance at September 30th is \$9,297,500.

OFF STREET PARKING FUND

Off Street Parking	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 118,800	\$ 83,324	70%	\$ 86,745
Expenditures:				
Operations	134,280	69,378	52%	80,098
Balance-July 1	16,134	12,818	79%	15,150
Balance YTD	\$ 654	\$ 26,764		\$ 21,797

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 December 31 is \$26,764.

AIRPORT FUND

Airport	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 3,338,528	\$ 367,498	11%	\$ 255,151
Expenditures:				
Operations	295,731	131,685	45%	120,100
Capital	2,862,000	132,245	5%	27,031
Debt Service	112,253	9,054	8%	10,084
Balance-July 1	1,052,230	789,969	75%	920,826
Balance YTD	\$ 1,120,774	\$ 884,483		\$ 1,018,762

Current year Airport revenues include user charges of \$221,112.

Year to date Airport Fund capital expenditures include \$81,439 for Airport Standby Power, \$41,414 for the Taxiway Extension and Design project and \$9,392 for fencing and security upgrades.

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. Internal charges to other departments provide resources to administer claims management.

Worker's Comp.	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 25,000	\$ 49,057	196%	\$ 78,127
Expenditures:				
Operations	354,670	49,973	14%	95,332
Balance-July 1	703,876	716,776	102%	781,408
Balance YTD	\$ 374,206	\$ 715,859		\$ 764,203

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.

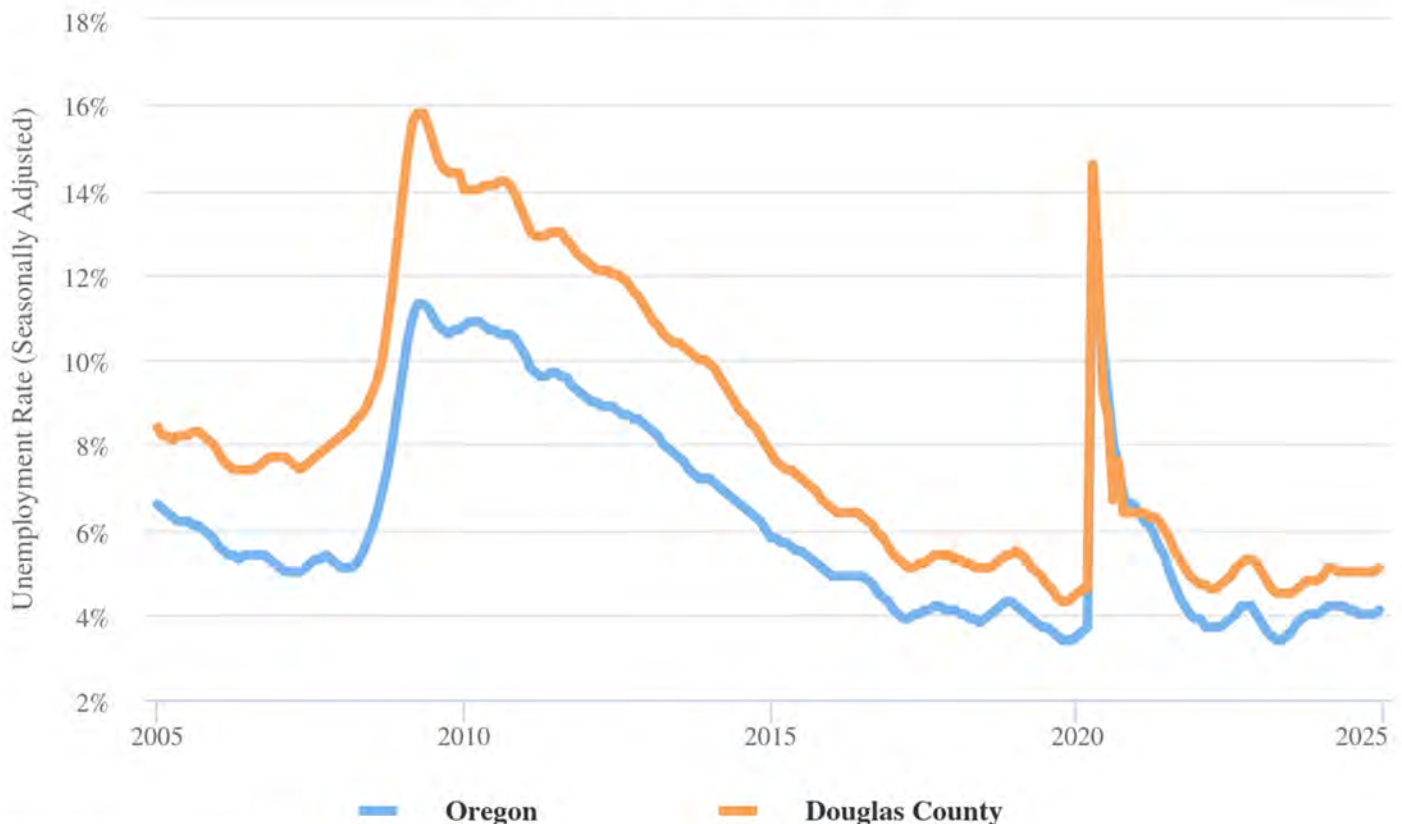
An employee safety committee oversees safety and

ECONOMIC OUTLOOK

Douglas County

The State of Oregon Employment Department reported, “Douglas County’s seasonally adjusted unemployment rate was essentially unchanged at 5.1% in December compared with a revised 5.0% in November. The rate is up from 4.8% in December 2023. Douglas County’s record low unemployment rate was set in November 2019 at 4.3%. The Oregon seasonally adjusted December rate was 4.1% and the U.S. rate was 4.1%.”

Unemployment Rate



Source: Oregon Employment Department Qualityinfo.org

“Douglas County’s seasonally adjusted payroll employment rose by 60 jobs in December after a loss of 10 in November and a gain of 60 in October.”

“In the not seasonally adjusted private-sector industries in December, there were gains in private education and health services (60); transportation, warehousing, and utilities (30); and retail trade (20). There were losses in manufacturing (-30) and professional and business services (-20).”

“Government dropped 60 jobs in December, due to losses in federal and state government.”

“When comparing December 2024 with December 2023, total nonfarm employment increased 190 jobs, or 0.5%. Private-sector over-the-year gains were seen in manufacturing (130); other services (50); financial activities (40); and transportation, warehousing, and utilities (30). There were relatively large losses in retail trade (-120), professional and business services (-90), and leisure and hospitality (-70).”

“Government dropped 60 jobs over the year from losses in federal government (-40) and local government (-20).”

A FINAL NOTE

This quarterly report has been prepared to summarize and review the City’s operations and financial position for the second quarter of the 2024-25 fiscal year as of the month ending December 31, 2024, 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@roseburgor.gov. 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

**CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2025-2026**

<u>TARGET DATE</u>	<u>ACTION</u>
1. 01/30/25 (THURSDAY)	<u>1:00 P.M. – 5:00 P.M.</u> – Staff Retreat; Distribution of budget preparation manual & forms; budget briefing session; departments begin preparation process.
2. 02/07/25	Email the 1 st Committee Notice and Budget User Guide to the Budget Committee, Mayor, City Manager, and Department Heads.
3. Week of 02/18/25	IT meets with individual departments to determine technology needs.
4. 02/24/25	<u>7:00 P.M. COUNCIL MEETING (Budget Committee Invited):</u> Annual Comprehensive Financial Report (“ACFR”) presented by City Auditor Jeff Cooley; Distribution of Budget User’s Guide and calendar; Finance Director presents Quarterly Report Ending 12/31/2024 . (<i>*Email information to Councilors and Budget Committee members.</i>)
5. 03/03/25	General Fund budgets submitted to City Manager and Finance Director at department head meeting. BG forms outlining grant requests shall be submitted at the same time, but separate from the full department budget.
6. 03/11/25	Special Fund budgets submitted to City Manager and Finance Director.
7. 03/14/25	Finance Director completes review of departmental budgets and advises City Manager of any uncommitted revenues.
8. 03/17/25 – 03/21/25	Departments meet with City Manager to review departmental budgets.
9. 03/28/25	City Manager completes review of operating sections of departmental budgets and directs expenditure adjustments.
10. 04/04/25	Budget Narratives due to Finance.
11. 04/11/25	City Manager & Finance Director balance & complete proposed budget; Manager prepares Budget Message for City and Urban Renewal Agency.
12. 04/17/25	*Notice of 05/06/25 -- Budget Committee Meeting/Public Hearing on <i>Possible Uses of State Revenue Sharing</i> <i>mailed</i> to Budget Committee with reminder of meeting schedule and News-Review for 1st publication on 4/22/25 and <i>posted on City’s website</i> (ORS 294.426 requires publication no more than 30 days prior to hearing & allows for posting on City website rather than 2nd newspaper publication).
13. 04/22/25	Notice of 05/06/25 - Budget Committee Meeting/Public Hearing on Possible Uses of State Revenue Sharing <i>published</i> in News-Review.
14. 04/23/25	<u>3:30 – 5:00 P.M.</u> Budget Committee Training Session – 3 rd Floor Conference Room, City Hall.

**CITY OF ROSEBURG
BUDGET CALENDAR AND PROCESSING SCHEDULE
FOR FISCAL YEAR 2025-2026– CONTINUED**

<u>TARGET DATE</u>	<u>ACTION</u>
15. 04/30/25	Budget Document and Budget Power Point ready for Budget Committee members to pick up at City Hall or have delivered to their home.
16. 05/06/25	<u>6:00 P.M. – 10:00 P.M. First Budget Committee Meeting:</u> City Manager presents budget message; Public Hearing on Election to Receive State Revenue Sharing & <i>Possible</i> Uses Thereof is held. Individual departments begin review of their respective portions of the budget.
17. 05/07/25 & 05/08/25	<u>7:00 P.M. – 10:00 P.M. Budget Committee Meetings continue as necessary. If not needed, send notice of cancellation.</u>
18. 05/16/25	<u>Mail</u> Notice of 06/09/25 -- Public Hearing on <i>Proposed</i> Uses of Revenue Sharing and Detailed Summary of Budget as Approved by the Budget Committee to News-Review to be published on 5/21/24**ORS 294.448 requires notice to be published not less than 5 days and not more than 25 days, prior to the hearing; and <u>post on City's website.</u>
19. 05/21/25	Detailed summary of budget (as approved by the Budget Committee) and notice of 06/09/25 Public Hearing on <i>Proposed</i> Uses of Revenue Sharing <u>published</u> in News-Review.
20. 06/09/25	7:00 P.M. Council Meeting: Council holds Public Hearing on <i>Proposed</i> Uses of Revenue Sharing & Proposed Budget as Approved by the Budget Committee and adopts a resolution electing to receive state revenue sharing **pursuant to ORS 221.770 & adopting the final City and Urban Renewal budgets.
21. 06/17/25	Send required forms and resolutions to County Assessor pursuant to ORS 294.458. Deadline 06/30/2025
22. 06/30/25	Finance Director completes online survey with DAS to certify the City is eligible to receive state shared revenues, cigarette/gas/liquor taxes, and marijuana certification. Deadline 7/29/2025
23. 07/03/25	File 1 copy of budget with Douglas County Clerk.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
February 10, 2025**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on February 10, 2025, in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Zielinski led the pledge of allegiance.

2. ROLL CALL

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

Absent: Kylee Rummel

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Assistant Fire Chief Dave Newquist, Community Development Director Stu Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Ryan Herinckx, Finance Director Ron Harker, City Recorder Amy Nytes, Management Assistant Grace Jelks, and 3J Consulting Planner Sam Huck

3. Mayor Reports

A. Mayor Rich presented the Council Resignation of Kylee Rummel, Ward 1, Position 1.

Councilor Porter moved to accept Kylee Rummel's resignation with regrets from the City Council, to declare City Council Position 1 in Ward 1 as vacant and direct staff to solicit applications from persons interested in filling such vacancy. The motion was seconded by Councilor Briggs Loosley and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

B. Mayor Rich appointed Councilor Weiss to the Economic Development Commission.

4. Commission Reports/Council Ward Reports

A. Council President Smith spoke about the February 5, 2025, Parks and Recreation Commission meeting.

5. Audience Participation

1. Blair Bailey, retired business owner, spoke about downtown parking issues.
2. Ken Deatherage, resident, spoke about downtown parking issues.
3. Sarah Everman, business owner, spoke about downtown parking issues.

4. Keith Tidball, business owner, spoke about downtown parking issues.
5. Jill Fay, business owner, spoke about downtown parking issues.
6. Eric Andrews, business owner, spoke about downtown parking issues.
7. Sara Morin, business owner, spoke about downtown parking issues.
8. Daniel Ollivant, business owner, spoke about downtown parking issues.
9. Lachlan McKinnon, business owner, spoke about downtown parking issues.
10. Albert Barragan, business owner, spoke about downtown parking issues.
11. A resident spoke about downtown parking issues.
12. Jerry Reeves, business owner, spoke about Newton Creek Gardens.

6. Consent Agenda

A. January 27, 2025 Regular Meeting Minutes.

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

7. Public Hearings

Mayor Rich opened the public hearing at 7:35 p.m. and clarified the rules governing public hearings for land use matters.

- A. Cowie and Sam Huck presented Ordinance No. 3608 – An Ordinance Amending the Roseburg Urban Growth Boundary (UGB), Annexing Property, Amending the Comprehensive Plan Map, Amending the City Zoning Map & Amending the Urban Growth Management Agreement (UGMA) – File No. CPA-24-002, First Reading. Discussion ensued.

Councilor Porter’s comments and questions included mitigation of concerns by adjacent property owners, expected completion date, whether the grant money could be pulled back, and where the money is coming from.

Mayor Rich’s comments and questions included the deadline to use the grant funding.

Councilor Zielinski’s comments and questions included appreciation for the work that went into this project and excitement to bring something fun to the community.

Cowie and Huck clarified mitigation efforts included reconstructing fencing along the property line, we moved the trails farther away, there is a ridge, this does not affect the UGB expansion at Charter Oaks, and next steps include approval by the Douglas County Board of Commissioners and any appeal process.

Messenger clarified this a reimbursement grant; grant funding is coming from Recreation and Trails program through the Oregon Parks Department and they have been very understanding that we have to get through the land use process before we can start on the project.

Herinckx clarified project completion depends on a number of factors and the grant deadline is two years after approval to proceed.

Evan Crews, resident, spoke in favor of the ordinance.

Blair Bailey asked whether this ordinance takes away from the UGB expansion at Charter Oaks.

Mayor Rich closed the public hearing at 8:14 p.m.

Councilor Porter moved to adopt the Findings of Fact and Order approved by the Planning Commission authorizing the following land use actions, as referenced in File No. CPA-24-002:

- Amend the UGB by expanding the boundary to include 49.92 acres of park property located on the east side of Sunshine Park;
- Annex the property into the city limits;
- Amend the City Comprehensive Plan Map by applying the City's Public/Semi-Public (PSP) Plan designation to the 49.92 acres of park property;
- Amend the City Zoning Map by applying the City's Public Reserve Zoning designation to the 49.92 acres of park property; and,
- Amend the Urban Growth Management Agreement (UGMA) Map to reflect the expanded boundary of the new UGB.

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

Council agreed to a first reading of Ordinance No. 3608. Nytes read Ordinance No. 3608, entitled "An Ordinance Declaring the Expansion of the Roseburg Urban Growth Boundary at Sunshine Park; Annexation of Real Property at Sunshine Park; Amendment to the Comprehensive Plan Map; Amendment to the Zoning Map; Amendment to the Urban Growth Management Agreement; and Directing the Filing of Instruments of Record with the Secretary of State, the Department of Revenue and the Douglas County Assessor," was read for the first time.

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

- Council President Smith asked for clarification of the steps in the process of the investigation.

Mayor Rich clarified that we are in the process of selecting an independent investigator, which includes an evaluation for conflicts of interest and scheduling availability. More information will be forthcoming as soon as the contract for services is signed. Each Councilor was encouraged to fully participate in the interview with the investigator.

Councilor Porter feels it would be appropriate for the Council to hire their own investigator to discuss other issues outside of Councilor Rummel's allegations.

Forrester clarified that Mayor Rich outlined the list of questions for investigators, made clear the list was not comprehensive, and the investigator could look into anything that comes up.

- Councilor Michalek clarified that it would be a good idea to have a plan in place before Ace Parking is fired.
Council President Smith asked for clarification of the 45-day contract termination, scheduling a work session, and discussions by downtown businesses during previous meetings.
Messenger clarified we have termination clauses in all of our contracts that is either 10 days or 30 days, we can do a work session, and there are fees associated with contract termination.
Councilor Porter asked for clarification of the terms for the extension and costs associated with termination.
Forrester stated that all of our contracts have language that allows for termination without cause.
Councilor Weiss supported gathering more information from downtown businesses to share with Council.
Councilor Williams is willing to meet with downtown businesses as well.
Councilor Zielinski stated the importance of having a staff member at these meetings.
Messenger stated that meetings with multiple Councilors in attendance need to be publicly noticed.
- Mayor Rich read executive session disclaimers.

9. Adjourn

Mayor Rich adjourned the regular meeting at 8:38 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE NO. 3608 - AN ORDINANCE AMENDING THE ROSEBURG URBAN GROWTH BOUNDARY (UGB), ANNEXING PROPERTY, AMENDING THE COMPREHENSIVE PLAN MAP, AMENDING THE CITY ZONING MAP & AMENDING THE URBAN GROWTH MANAGEMENT AGREEMENT (UGMA) – FILE NO. CPA-24-002

Meeting Date: February 24, 2025
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

At the February 10, 2024, meeting, the Council adopted the Findings of Fact and Order approved by the Planning Commission authorizing the following land use actions, as referenced in file no. CPA-24-002

1. Amend the UGB by expanding the boundary to include 49.92 acres of park property located on the east side of Sunshine Park;
2. Annex the property into the city limits;
3. Amend the city comprehensive plan map by applying the city's Public/Semi-Public (PSP) plan designation to the 49.92 acres of park property;
4. Amend the City Zoning Map by applying the city's Public Reserve zoning designation to the 49.92 acres of park property; and,
5. Amend the Urban Growth Management Agreement (UGMA) map to reflect the expanded boundary of the new UGB."

The Council then heard first reading of Ordinance 3608.

In order to complete the process, Council will need to hear a second reading and adopt the ordinance. For second reading, no motion is needed only consensus to proceed. After second reading occurs, the following motion would be appropriate.

SUGGESTED MOTION

"I MOVE TO ADOPT ORDINANCE NO. 3608"

ATTACHMENTS:

Attachment #1 – Ordinance No. 3608

ORDINANCE NO. 3608

AN ORDINANCE DECLARING THE EXPANSION OF THE ROSEBURG URBAN GROWTH BOUNDARY AT SUNSHINE PARK; ANNEXATION OF REAL PROPERTY AT SUNSHINE PARK; AMENDMENT TO THE COMPREHENSIVE PLAN MAP; AMENDMENT TO THE ZONING MAP; AMENDMENT TO THE URBAN GROWTH MANAGEMENT AGREEMENT; AND DIRECTING THE FILING OF INSTRUMENTS OF RECORD WITH THE SECRETARY OF STATE, THE DEPARTMENT OF REVENUE AND THE DOUGLAS COUNTY ASSESSOR.

WHEREAS, the City of Roseburg initiated an amendment to the Roseburg Urban Growth Boundary (UGB) to include 49.92 acres of real property inside the UGB, owned by the City of Roseburg and identified as Sunshine Park described in Exhibit A, attached hereto and incorporated herein; and,

WHEREAS, the City of Roseburg initiated the annexation of 49.92 acres of real property, owned by the City of Roseburg and identified as Sunshine Park, described and mapped in Exhibit A, attached hereto and incorporated herein; and,

WHEREAS, the annexation of real property at Sunshine Park, described in Exhibit A, necessitates the withdrawal of portions of the park property located within the boundaries of Douglas County Fire District No. 2 as the property will now be served by the City of Roseburg Fire Department; and,

WHEREAS, the City of Roseburg initiated an amendment to the Roseburg Comprehensive Plan Map to designate 49.92 acres of Sunshine Park property described in Exhibit A, attached hereto and incorporated herein, with a Public/Semi-Public (PSP) Comprehensive Plan designation; and,

WHEREAS, the City of Roseburg initiated an amendment to the Roseburg Zoning Map to designate 49.92 acres of Sunshine Park property described in Exhibit A, attached hereto and incorporated herein, with a Public Reserve (PR) Zoning designation; and,

WHEREAS, the City of Roseburg initiated a map amendment to the City of Roseburg/Douglas County Urban Growth Management Agreement (UGMA) to reflect the UGB expansion, as provided in Exhibit B, attached hereto and incorporated herein; and,

WHEREAS, the Roseburg Municipal Code Section 12.10.020 establishes the procedures for legislative amendments of the Roseburg Comprehensive Plan Map and Zoning Map; and,

WHEREAS, the City of Roseburg submitted an application to the City Community Development Department, the Douglas County Planning Department and the Oregon Department of Land Conservation and Development addressing applicable code in ORS 222 – “Boundary Changes, Annexations, Withdrawals,” OAR 660-024 – “Urban Growth Boundaries,” Oregon Statewide Planning Goals, Roseburg Urban Area Comprehensive Plan Policies, and Roseburg/Douglas County UGMA; and,

WHEREAS, the City of Roseburg and Douglas County Planning Commissions held a joint public hearing after due and timely notice to consider the proposal and the City Planning Commission decided to recommend City Council approve the proposed amendments and the County Planning

Commission decided to recommend the Board of County Commissioners co-adopt the proposed amendments; and,

WHEREAS, after reviewing the recommendation of the City Planning Commission, City Council conducted a public hearing and determined that the proposal conforms to the criteria as required in Roseburg Municipal Code Section 12.10.020 and approves the requested amendments; and

WHEREAS, before these land use actions can become effective by the City Council, the Douglas County Board of Commissioners must approve a similar ordinance authorizing the expansion of the UGB to include the 49.92 acres of Sunshine Park as described in Exhibit A, attached hereto and incorporated herein, and amend maps within the UGMA to reflect the UGB expansion as provided in Exhibit B.

NOW, THEREFORE, THE CITY OF ROSEBURG ORDAINS AS FOLLOWS:

SECTION 1. The City Council hereby adopts the Planning Commission's Findings of Fact and Order dated January 6, 2025, as their own Findings of Fact and Order indicating that the legislative amendments meet the criteria identified in RMC Section 12.10.020 and approve the proposed request.

SECTION 2. The 49.92 acres of Sunshine Park property legally described in Exhibit A is hereby added to the City of Roseburg UGB.

SECTION 3. The 49.92 acres of Sunshine Park property described and mapped in Exhibit A is hereby annexed to the City of Roseburg.

SECTION 4. Sunshine Park property is hereby withdrawn from the boundaries of Douglas County Fire District No. 2.

SECTION 5. The City of Roseburg Comprehensive Plan Map is hereby amended to designate the 49.92 acres of Sunshine Park property included in the new UGB, described in Exhibit A, with a Public/Semi-Public (PSP) Comprehensive Plan designation.

SECTION 6. The City of Roseburg Zoning Map is hereby amended to designate the 49.92 acres of Sunshine Park property, described in Exhibit A, with a Public Reserve (PR) zoning designation.

SECTION 7. Amendment to the map within the City of Roseburg/Douglas County UGMA showing the expansion of the UGB at Sunshine Park as provided in Exhibit B are hereby approved by the City of Roseburg.

SECTION 8. Upon the ordinance becoming effective, the City Recorder shall file a copy of the ordinance identifying the annexation of the Sunshine Park property described in Exhibit A with the Secretary of State as required by ORS 222.177.

SECTION 9. Upon the ordinance becoming effective, the City Recorder shall submit the legal description and map of the Sunshine Park property being annexed into the City limits (attached hereto as Exhibit A) to the Douglas County Assessor and the Oregon Department of Revenue as required by ORS 308.225.

SECTION 10. Within 10 days from the effective date of the ordinance, the City Recorder shall submit to the Douglas County Clerk, County Assessor and Oregon Department of Revenue the legal description and map of the new annexed Sunshine Park property (attached hereto as Exhibit A) in accordance with ORS 222.010.

SECTION 11. This ordinance shall become effective upon adoption of a similar ordinance by the Douglas County Board of Commissioners authorizing the expansion of the UGB to include the 49.92 acres of Sunshine Park as provided in Exhibit A and amend maps within the UGMA to reflect the UGB expansion as provided in Exhibit B.

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

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

RUTH SMITH, COUNCIL PRESIDENT

ATTEST:

AMY NYTES, CITY RECORDER

EXHIBITS

Exhibit A – Sunshine Park Legal Description

Exhibit B – UGMA Map Update

EXHIBIT A

A Parcel of Land situated in Section 15, Township 27 South, Range 5 West of the Willamette Meridian, Douglas County, Oregon and being a portion of Parcels 1 and 2 of Partition Plat 1998-0036 and being more particularly described as follows:

BEGINNING at a point lying on the East Right-of-Way of Sunshine Road, Douglas County Road Number 58 and being situated on the North boundary of said Partition Plat also being the South boundary of Sunshine Acres, a unrecorded subdivision filed as RM1-66 in the Official Survey Records of Douglas County, Oregon from which the one-quarter corner common to Sections 14 and 15, Township 27 South, Range 5 West of the Willamette Meridian, Douglas County, Oregon bears South 88°55'02" East 1653.57 feet, South 89°01'41" East 1923.50 feet and South 00°25'34" East 303.25 feet; thence along said South boundary of Sunshine Acres and North boundary of said Partition Plat South 88°55'02" East 1653.57 feet to a 5/8 inch iron rod with plastic cap inscribed "IE ENG." situated at the Northeast corner of Parcel 1 of said Partition Plat; thence South 89°01'41" East 1923.50 feet to a 5/8 inch iron rod situated at the Northeast corner of Parcel 2 of said Partition Plat and being the Southeast corner of said Sunshine Acres; thence leaving said boundary and along the East boundary of said Parcel 2 South 00°25'34" East 303.25 feet to the one-quarter corner common to Sections 15 and 14, Township 27 South, Range 5 West of the Willamette Meridian, Douglas County, Oregon; thence continuing along said East boundary South 00°25'34" West 577.60 feet to a 5/8 inch iron rod situated at the Northeast corner of that parcel of land described in Instrument Number 2023-10143, Deed Records of Douglas County, Oregon; thence leaving said East boundary and along the North and West boundary of said parcel North 83°00'39" West 353.88 feet, South 89°48'55" West 225.00 feet and South 17°35'27" West 259.52 feet to the Northeast corner of a cemetery described in Volume 21, Page 424, Deed Records of Douglas County, Oregon; thence leaving said North and West boundary and along the North boundary of said cemetery South 89°48'31" West 132.00 feet to the Northwest corner of said cemetery; thence leaving said North boundary North 78°53'42" West 516.94 feet to a 5/8 inch iron rod with plastic cap inscribed "IE ENG."; thence North 31°36'17" West 806.38 feet to a point; thence North 89°52'41" West 1860.84 feet to a point lying on the East Right-of-Way of said Sunshine Road; thence along said East Right-of-Way North 00°27'39" East 359.90 feet to the point of beginning.

Containing 49.92 acres more or less.



RENEWS JUNE 30, 2025

Bearings for this description are base on the Oregon Coordinate Reference System (OCRS) Cottage Grove – Canyonville Zone NAD83 (2011 Epoch 2010.00

EXHIBIT A

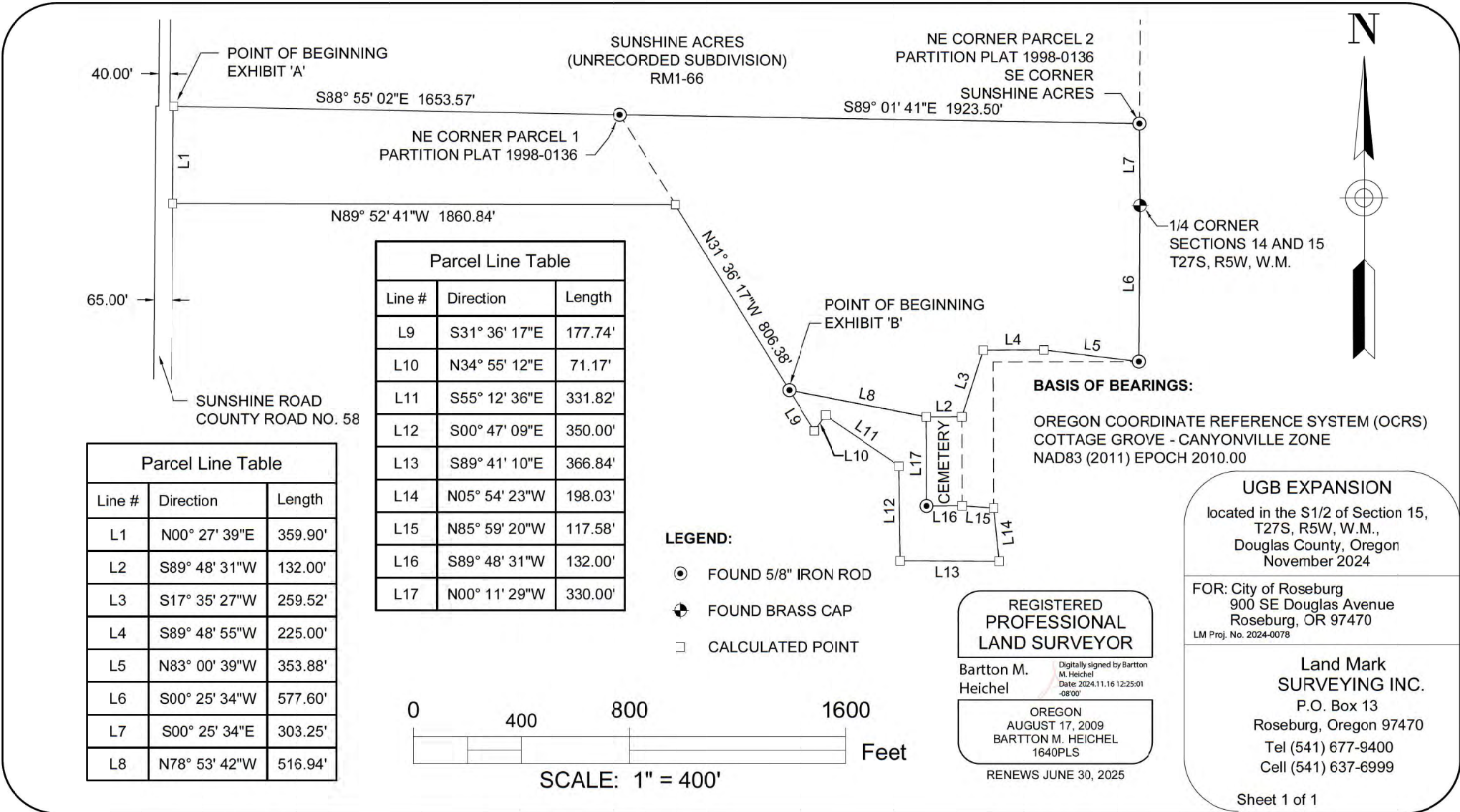


EXHIBIT B - **Old Map**
PROPOSAL FOR LAND USE
JURISDICTION WITHIN
URBAN GROWTH AREA

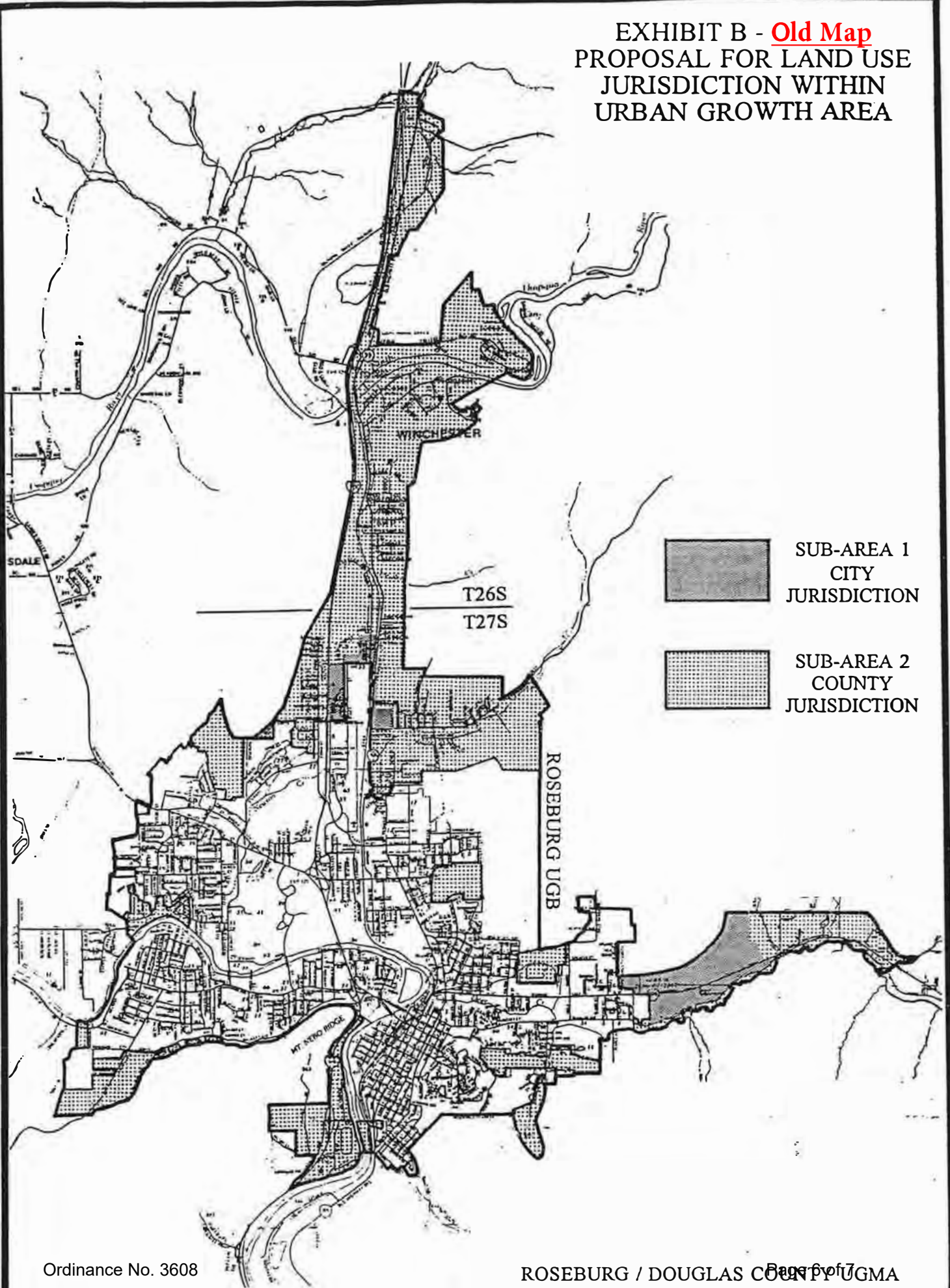
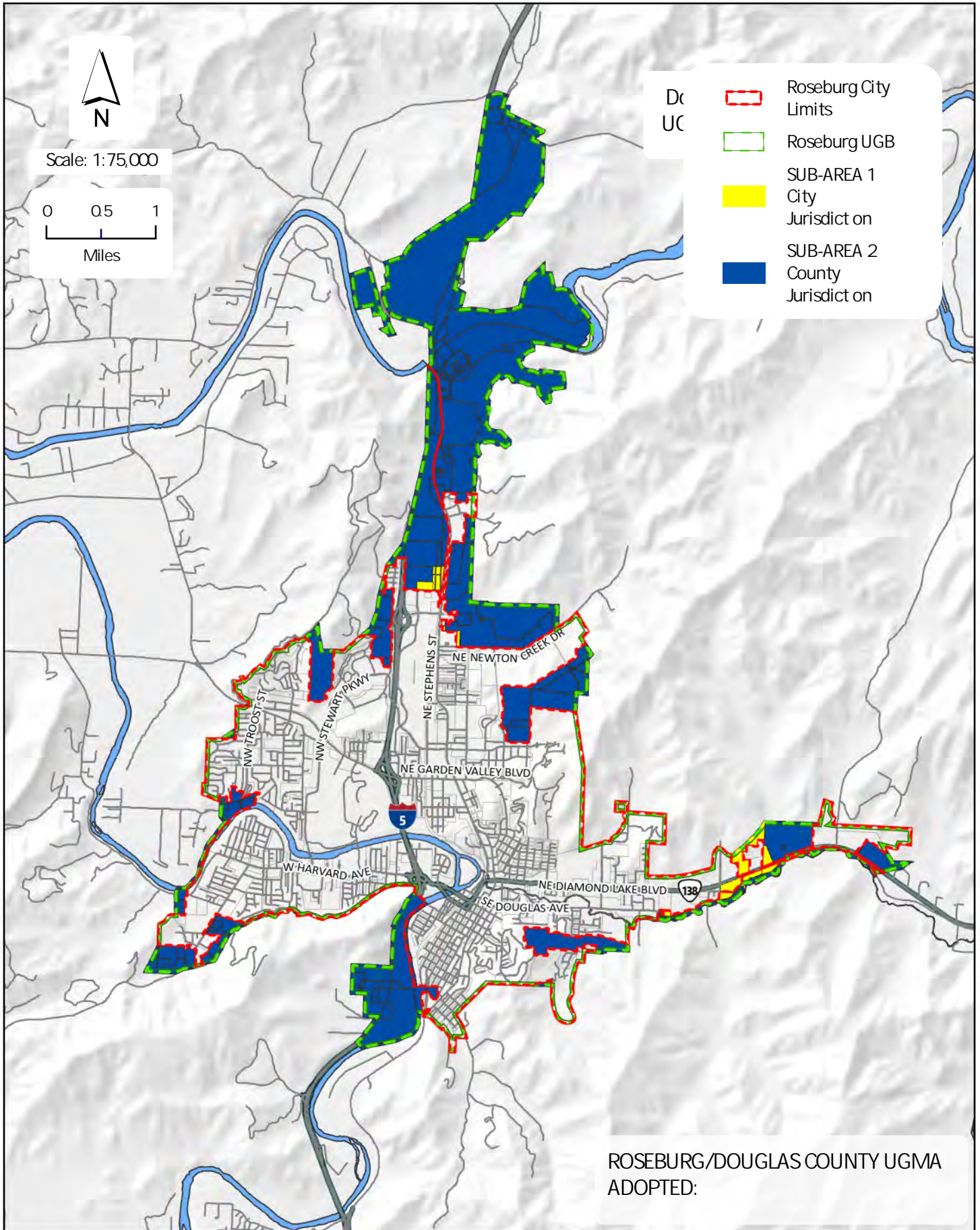


EXHIBIT B
Exhibit B - **New Map**

Land Use Jurisdiction Within Urban Growth Area



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION NO. 2025-03 AUTHORIZING ACCEPTANCE OF AN OREGON DEPARTMENT OF TRANSPORTATION GRANT

Meeting Date: February 24, 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 Oregon Department of Transportation (ODOT), through the Safe Routes to School (SRTS) grant program, has approved funding for the Douglas Avenue Improvement Project. The issue for Council is whether to authorize the City Manager to sign the Grant Agreement accepting the funds.

BACKGROUND

A. Council Action History.

On September 24, 2018, Council authorized staff to submit a grant application for the 2018-2019 biennium, SRTS Program for improvements to Douglas Avenue.

On March 11, 2019, Council authorized staff to enter into a contract with Century West Engineering for the preliminary design of Douglas Avenue improvements for an amount not to exceed \$98,081.

On July 27, 2020, Council adopted Resolution No. 2020-16 exempting the final design contract from competitive bidding and awarded a final design services contract for the Douglas Avenue Improvements Project to Century West Engineering for an amount not to exceed \$91,910.

On August 24, 2020, Council authorized staff to submit a grant application for the 2020-2021 biennium, SRTS Program for improvements to Douglas Avenue.

On March 14, 2022, Council authorized staff to submit a grant application for the 2022-2023 biennium, SRTS Program for improvements to Douglas Avenue.

B. Analysis.

In 2017, the Oregon Legislature passed House Bill 2017, which included dedicated funding for a statewide Safe Routes to School program. For the current biennium, \$31.5 million has been programmed in the Competitive Construction Grant Program.

In July of last year, staff submitted a construction grant application for an improvement project on Douglas Avenue from Deer Creek to Patterson Street. Douglas Avenue is currently a narrow street with no shoulders on either side. Improvements will include curb, gutter, sidewalks, bike lanes, utility upgrades, and an enhanced crosswalk treatment near Eastwood Park. The intent is to provide a safe pedestrian route along Douglas Avenue with connection to the multi-use path that runs along the east side of Eastwood Park to a pedestrian bridge that crosses Deer Creek and connects to the elementary school. The project will also include sidewalk improvements on Rifle Range Street between Douglas Avenue and Diamond Lake Boulevard.

C. Financial/Resource Considerations.

The SRTS grant award amount is \$2,750,000. ODOT has modified the cash match requirements for this funding cycle, and this project qualifies for a 0% cash match from the City. The current project cost estimate is \$6,206,403. Not all construction elements are grant eligible. As a result, the City’s portion of the project is estimated to be \$1,263,819.

Current project cost estimates are as follows:

<u>Description</u>	<u>Amount</u>
SRTS Eligible Improvements	\$ 2,720,531
SRTS Eligible Contingency (10%)	\$ 272,053
Non Eligible Roadway Improvements (Travel Lanes)	\$ 655,482
Non Eligible Improvements (Water Main Replacement)	\$ 811,626
Non Eligible Contingency (10%)	\$ 146,711
Non Eligible Sewer Improvements (Roseburg Urban Sanitary)	\$ 1,600,000
Total:	\$ 6,206,403

Proposed Funding Sources:

<u>Funding Source</u>	<u>Amount</u>
Safe Routes to School Grant	\$ 2,750,000
Urban Renewal, Storm Sidewalk/Streetlight and Transportation Funds	\$ 963,614
Water Capital Improvement Fund	\$ 892,789
Roseburg Urban Sanitary Authority	\$ 1,600,000
Total:	\$ 6,206,403

The adopted Five-Year Capital Improvement Program includes funding in the Transportation, Sidewalk/Streetlight, and Urban Renewal Funds to be utilized for this project.

D. Timing Considerations.

Staff has received a draft Grant Agreement from ODOT for the Douglas Avenue SRTS project. The City has five years from the effective date of the agreement to complete the project. The Deer Creek bridge replacement project is currently scheduled to begin construction in the summer of 2026. This SRTS project would follow completion of the bridge project.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the City Manager to execute the ODOT Grant Agreement for the Safe Routes to School Program; or
2. Request additional information; or
3. Do not authorize the City Manager to execute the Grant Agreement.

STAFF RECOMMENDATION

The Public Works Commission discussed this Safe Routes to School grant offer at their February 13, 2025, meeting and unanimously recommended the Council authorize the City Manager to execute the ODOT Grant Agreement. Staff concurs with this recommendation.

SUGGESTED MOTION

“I MOVE TO ADOPT RESOLUTION NO. 2025-03 AUTHORIZING ACCEPTANCE OF A SAFE ROUTES TO SCHOOL GRANT FROM THE OREGON DEPARTMENT OF TRANSPORTATION IN THE AMOUNT OF \$2,750,000.”

ATTACHMENTS:

Attachment #1 – Resolution No. 2025-03

**RESOLUTION NO. 2025-03
A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT FROM
THE OREGON DEPARTMENT OF TRANSPORTATION THROUGH THE
SAFE ROUTES TO SCHOOL PROGRAM IN THE AMOUNT OF \$2,750,000
FOR THE DOUGLAS AVENUE IMPROVEMENT PROJECT**

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

Section 1. That the City of Roseburg shall accept a Safe Routes to School Grant Offer from the Oregon Department of Transportation in the amount not to exceed \$2,750,000 for the Safe Routes to School Improvements project on Douglas Avenue; and

Section 2. That the City Manager of the City of Roseburg is hereby authorized and directed to sign the Grant Agreement of said Grant Offer on behalf of the City of Roseburg, 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 aforesaid Grant Agreement; and

Section 3. Once received, a true copy of the Grant Agreement referred to herein shall be attached hereto and made a part hereof.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE DAY OF FEBRUARY 24, 2025.**

Amy Nytes, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



FIVE-YEAR WATER TRANSMISSION MAIN REPLACEMENT PROGRAM MASTER ENGINEERING SERVICES CONTRACT

Meeting Date: February 24, 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

Staff has completed a qualifications-based selection process for design, bidding, and construction management services related to the 24-Inch Transmission Main Replacement Project. The issue for Council is whether to award a new master engineering services contract for this project.

BACKGROUND

A. Council Action History.

On December 12, 2011, Council authorized staff to enter into an engineering services contract for the engineering design of Phase I of the 24-inch Transmission Main Replacement Project with Murray, Smith and Associates, Inc.

On September 28, 2020, Council authorized staff to enter into an engineering services contract for the design of phases II and III of the 24-inch Transmission Main Replacement Project with Murraysmith.

B. Analysis.

The City of Roseburg utilizes two major water transmission mains that are located along NE Stephens Street between the water treatment plant in Winchester and the main reservoir complex on NE Bellview Court. The older of the two transmission mains was installed in 1934.

In 2010, the City adopted the current Water System Master Plan, which recommends replacement of the 1934 20-inch diameter water transmission main in phases between 2010 and 2030. Phase 1 was completed in 2013 and is located between the City's Water Treatment Plant and Hooker Road along NE Stephens Street (Highway 99). Phase 2 was completed in 2022 and is located between Hooker Road and Isabell Avenue. Phase 3, which is just now being completed, is located between Isabell Avenue and NE Newton Creek Drive. Phase 4 will replace pipe from NE Newton Creek Drive to approximately NE Emerald Drive, and Phase 5 will replace pipe from approximately NE Emerald Drive to NE Garden Valley Boulevard.

On December 11, 2024, staff issued a Request for Qualifications for engineering services. Four Statements of Qualifications (SOQs) were received on January 16, 2025. The SOQs

were ranked by a review committee consisting of three Public Works staff members. The final rankings are as follows.

No.	SOQ Submitter	Review Score
1	Conсор North America (Previously Murraysmith)	95
2	RH2 Engineers	86
3	Keller Associates	75
4	ZCS Engineering	68

The intent is to enter into a master engineering contract with the highest ranked proposer. Work to be performed will be authorized by individual task orders over the five-year period of the contract. The term of the contract is for five years, and there are provisions to extend the contract twice, each for an additional two-year period for a maximum of nine years.

C. Financial/Resource Considerations.

The FY 2024-25 adopted Water Fund budget includes \$350,000 for the design of Phase 4 of the water transmission main replacement. There are no financial impacts at this time as the RFQ process only identifies the consultant that is best suited for the task. Fees associated with future task orders under the Five-Year Water Transmission Main Replacement Program will be negotiated individually. Each task order over \$100,000 will be presented to the Public Works Commission and City Council for authorization.

D. Timing Considerations.

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

COUNCIL OPTIONS

The Council has the following options:

1. Authorize staff to execute the Five-Year Water Transmission Main Replacement Program Master Engineering Services contract with Conсор North America; or
2. Request additional information; or
3. Reject the proposals and not move forward with the contract at this time.

STAFF RECOMMENDATION

The Public Works Commission discussed this contract at their February 13, 2025, meeting. The Commission unanimously recommended awarding the master engineering services contract for the Five-Year Water Transmission Main Replacement Program to Conсор North America. Staff concurs with this recommendation.

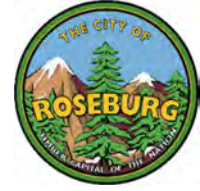
SUGGESTED MOTION

“I MOVE TO AWARD THE MASTER ENGINEERING SERVICES CONTRACT FOR THE FIVE-YEAR WATER TRANSMISSION MAIN REPLACEMENT PROGRAM TO CONSOR NORTH AMERICA.”

ATTACHMENTS:

None

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



BROWN PARK PLAYGROUND EQUIPMENT AND SURFACING PURCHASE

Meeting Date: February 24, 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

City of Roseburg was awarded a grant from the Oregon Parks and Recreation Department (ORPD) for the construction of a playground and other improvements at Brown Park. The issue for the Council is whether to authorize the purchase of play equipment and playground surfacing.

BACKGROUND

A. Council Action History.

On April 24, 2008, the City Council approved Resolution No. 2008-06 adopting the 2008 Comprehensive parks Master Plan.

On April 12, 2021, the City Council adopted the 2021-2026 Capital Improvement Plan, listing the expansion of Brown Park and playground development as a capital improvement project.

On October 9, 2023, City Council authorized the City Manager to negotiate and execute a donation agreement to accept \$150,000 from a local donor for the Brown Park Expansion Project. Council also authorized the City Manager to proceed with the purchase of the adjacent lot located at 710 W Francis Street for the expansion of Brown Park.

On March 11, 2024, City Council adopted Resolution No. 2024-06, authorizing staff to apply for a Local Government Grant for the renovation of Brown Park.

B. Analysis.

In April of 2024, staff submitted a grant application for the Brown Park Expansion Project through the OPRD Local Government Grant Program. In September of 2024, staff was notified by the OPRD that the city's grant application for the Brown Park Expansion Project in the amount of \$667,050 had been approved.

Staff evaluated the quality, durability and design of play equipment and amenities from several manufacturers. Staff then consulted with two playground equipment representatives onsite at Brown Park to discuss layout and design of the project. Conceptual designs were submitted to the City. Staff toured Cook Park in Tigard, the park was recently renovated with many of the same structures included in the conceptual designs. After evaluation, play equipment manufactured by Landscape Structures, sold exclusively in Oregon by Ross Recreation Equipment, was chosen.

The City received a quote from Ross Recreation Equipment in the amount of \$401,623.04 for the purchase of play equipment and \$230,768.45 for playground surfacing material and installation. These quotes include a 7% discount offered for the playground equipment and an 8% discount for the playground surfacing material when purchased using the National Purchasing Partners (NPP) cooperative purchasing contract.

NPP is a national cooperative procurement organization based in Seattle, Washington offering publicly solicited contracts to government entities nationwide. The League of Oregon Cities established a Master Price Agreement with Ross Recreation Equipment Company through a request for proposals based process. This agreement allows for the extension of the terms of the Master Price Agreement to benefit other government member of the NPP. The City of Roseburg has an active status with NPP and has been a member since 2005.

C. Financial/Resource Considerations.

The FY 2024-25 adopted Park Improvement Fund includes \$754,852 for this project. Approximately \$1,111,750 in funding has been identified for this project, utilizing a combination of sources. Cost estimates and funding breakdowns are summarized in the following tables.

Playground Equipment Purchase

Playground Equipment	\$ 401,623.04
Playground Surfacing – Materials & Installation	<u>\$ 230,768.45</u>
Total Playground Equipment Purchase	\$ 632,391.49

Construction Cost Estimate

	Amount
Property Purchase	\$ 150,00.00
Play Equipment	\$ 401,623.04
Play Surfacing – Materials & Install	\$ 230,768.45
Site Work & Concrete Install	\$ 172,567.50
Sidewalk Along Francis Street	\$ 55,000.00
Parking Lot & Access	\$ 74,827.50
Misc: Amenities, Landscaping	<u>\$ 26,963.51</u>
Total Est. Project Cost	\$ 1,111,750.00

Funding Sources	Amount
State LGGP Grant Award	\$ 667,050.00
Match:	
Private Donation	\$ 150,000.00
City Forces Labor & Equipment	\$ 147,581.25
Sidewalk Fund (FY 25-26 Budget)	\$ 45,000.00
Park Improvement Fund	\$ 102,118.75
Total	\$ 1,111,750.00

D. Timing Considerations.

On November 5, 2024, staff received a Notice to Proceed (NTP) from the Oregon Parks and Recreation Department. The NTP requires the project be completed by December 31, 2026. In order to avoid price increases and meet our preferred timeline of completing the project prior to the winter of 2025, staff is seeking authorization to purchase the play equipment as soon as practical.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize the purchase of Playground Equipment and Surfacing from Ross Recreation Equipment; or
2. Request Additional information; or
3. Not move forward with the equipment purchase at this time.

STAFF RECOMMENDATION

The Parks Commission discussed this playground equipment purchase at their February 5, 2024 meeting. The Commission recommended purchasing the Brown Park playground equipment and surfacing from Ross Recreation and Equipment for \$667,050. Staff concurs with this recommendation.

SUGGESTED MOTION

“I MOVE TO AUTHORIZE THE PURCHASE OF PLAYGROUND EQUIPMENT AND SURFACING FOR THE BROWN PARK EXPANSION PROJECT FROM ROSS RECREATION AND EQUIPMENT IN THE AMOUNT OF \$667,050 USING THE NATIONAL PURCHASING PARTNERS CONTRACT.”


ATTACHMENTS:

Attachment #1 – Play Equipment Images

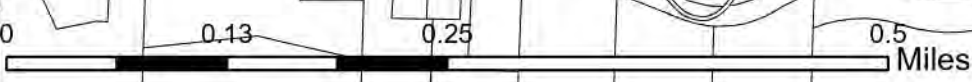


Project Site

**City of Roseburg
Brown Park Expansion Project
Vicinity Map**

 Project Boundary

Prepared on 1/29/2024





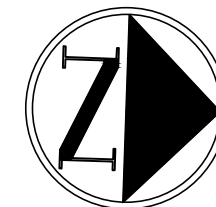
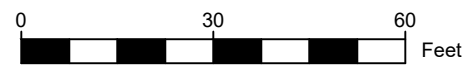
DESIGN:	2/27/2024
DRAWN:	GZV
SCALE:	1"=30'
SHEET:	2/3

Brown Park Expansion
Project # 24GR07

CITY OF ROSEBURG
Public Works Department
Dawn Easley- DIRECTOR
Public Works Department



ONE CALL NUMBER FOR
UTILITY LOCATIONS, 1-800-332-2344
CALL 48 HRS. BEFORE YOU DIG





Brown Park Expansion Project

1179482-02-05-01 • 10.11.2024





Brown Park Expansion Project

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TENTATIVE FUTURE COUNCIL AGENDA



Unscheduled

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

March 10, 2025 – 6:15 P.M.

Planning Commission Interviews

March 10, 2025

Mayor Reports

- A. American Red Cross Month Proclamation
- B. Process for Requesting Items on a Future Council Agenda

Consent Agenda

- A. February 24, 2025 Meeting Minutes

Department Items

- A. Off-Street Parking Fund Discussion

Informational

- A. Future Tentative Council Agendas
-

March 24, 2025

Mayor Reports

- A. National Library Week Proclamation

Consent Agenda

- A. March 10, 2025 Meeting Minutes

Department Items

- A. Task Order No. 1 – 24-inch Transmission Main Design of Phase 4

Informational

- A. Future Tentative Council Agendas
-

April 14, 2025 – 6:15 P.M.

Council Interviews

April 14, 2025

Mayor Reports

- A. Council Appointment
- B. Recognition of City Volunteers and Volunteer Recognition Month Proclamation
- C. Oregon Arbor Month Proclamation

Consent Agenda

- A. March 24, 2025 Meeting Minutes

Department Items

- A. Inmate Housing Intergovernmental Agreement Extension
- B. Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement
- C. Stewart Park Tennis/Pickle Ball Bid Award

Informational

- A. Future Tentative Council Agendas
-

April 28, 2025

Mayor Reports

- A. Historic Preservation Month Proclamation
- B. Thrive Umpqua Day Proclamation

Consent Agenda

- A. April 14, 2025 Meeting Minutes

Department Items

- A. Water System Master Plan Contract Award

Informational

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

May 12, 2025

Mayor Reports

- A. EMS Week Proclamation
- B. National Public Works Proclamation

Consent Agenda

- A. April 28, 2025 Meeting Minutes

Resolutions

- A. Annual Fee Adjustment
 - i. Resolution No.: General Fees
 - ii. Resolution No.: Water Related Fees

Department Items

- A. DMO Contract Award

Informational

- A. Future Tentative Council Agendas
-

June 9, 2025

Mayor Reports

Consent Agenda

- A. May 12, 2025 Meeting Minutes

Public Hearings

- A. Resolution No. ____ 2025-26 Budget Adoption

Department Items

- A. 2025 PMP Bid Award

Informational

- A. Future Tentative Council Agendas
-

June 23, 2025

Mayor Reports

- A. Parks and Recreation Month Proclamation

Consent Agenda

- A. June 9, 2025 Meeting Minutes

Department Items

- A. Slurry Seal Bid Award

Informational

- A. Future Tentative Council Agendas
-

July 14, 2025

Mayor Reports

Consent Agenda

- A. June 23, 2025 Meeting Minutes

Public Hearings