

ROSEBURG CITY COUNCIL AGENDA – JUNE 9, 2025
City Council Chambers, City Hall
900 SE Douglas Avenue, Roseburg, Oregon 97470



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.

5:30 p.m. Urban Renewal Agency Work Study

Consultant Presentation

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

Roll Call

Tom Michalek

Ruth Smith

Zack Weiss

Andrea Zielinski

Ellen Porter

Shelley Briggs Loosley

Jason Tate

Katie Williams

3. Mayor Reports

A. LGBTQ+ Pride Month Proclamation

4. Commission Reports/Council Ward Reports

A. Downtown Parking Committee Updates

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

6. Consent Agenda

A. May 12, 2025 Meeting Minutes

B. OLCC – New Outlet – Old Soul Pizza LLC dba Old Soul Pizza Two located at 1612 NW Keasey

C. OLCC – New Outlet – New Chinese Garden Inc dba New Chinese Garden Restaurant located at 1023 NE Stephens St.

D. OLCC – New Outlet – Triple WWW located at 528 W. Agee St.

7. Public Hearings

A. Resolution No. 2025-09: 2025-2026 Budget Adoption

8. Ordinances

A. Ordinance No. 3610 – Adding RMC 7.02.190 Prohibited Distribution of Hypodermic Needles, Second Reading

B. Ordinance No. 3611 – Adding RMC 7.02.040 Indecent Exposure, First Reading

9. Department Items

A. Contract Award Recommendation for Indigent Attorney Services – RFP No. RMC-25-01

***** 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.

- B. Destination Marketing Organization Contract – Possible Reconsideration – RFP
No. CDD-25-01
 - C. Providing Interim Financial Support for Off-Street Parking Fund
- 10. Items from Mayor, City Council and City Manager**
- A. Reading of Executive Session Disclaimer that will occur after Urban Renewal
Agency Board Meeting (ORS192.660(2)(e))
- 11. Adjourn**
- 12. Urban Renewal Agency Board Meeting**
- 13. Executive Session ORS 192.660(2)(e)**
- A. Real Property Discussion

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.
- 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>

PROCLAMATION

CITY OF ROSEBURG, OREGON

LGBTQ+ Pride Month

WHEREAS: Our nation was founded on the principal of equal rights for all people, but the fulfillment of this promise has been long in coming for many Americans; and

WHEREAS: The historical riot at Stonewall in New York City on June 28, 1969 is considered a turning point for LGBTQ liberation in the United States; and

WHEREAS: For more than 50 years, June has been celebrated as LGBTQ+ Pride Month nationwide in honor of the LGBTQ+ citizens that rose up and fought discriminatory laws at Stonewall; and

WHEREAS: Everyone should be able to live without fear of prejudice, discrimination, violence, and hatred based on race, ethnicity, religion, class, gender identity, sexual orientation, age, mental or physical disability and to be supported by their peers, educators, and community leaders; and

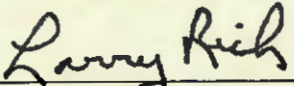
WHEREAS: June has become a nationally recognized month to celebrate and honor the way LGBTQ+ Americans have overcome; and

WHEREAS: Roseburg, Oregon celebrates and honors its diverse community that includes people of all races, ethnicities, religions, and professions. Roseburg strives to be a community where everyone is welcomed and celebrated for our differences, rather than being limited by what might divide us;

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, do hereby proclaim the month of June 2025 to be

LGBTQ+ Pride Month

DATED this 9th day of June 2025.



The Honorable Mayor Larry Rich



**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
May 12, 2025**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:01 p.m. on May 12, 2025, in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Tate led the pledge of allegiance.

2. ROLL CALL

Present: Councilors Tom Michalek, Andrea Zielinski, Jason Tate, Ruth Smith, Ellen Porter (via zoom), Katie Williams, and Zack Weiss

Absent: Shelley Briggs Loosley

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, 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, Sargeant Ryan Dingman, K9 Officer Spencer Dahl, K9 Sherman, Anvil Northwest Creative Director Cam Campman, HIV Alliance Program Manager Dane Zahner, and The New Review Reporter Patrick Moore

3. Mayor Reports

A. Mayor Rich proclaimed May 18 – 24, 2025 as National Public Works Week. Herinckx accepted the proclamation and thanked the Council for their recognition.

B. Mayor Rich proclaimed May 12, 2025 as Law Enforcement Appreciation Day. Klopfenstein accepted the proclamation and thanked the Council for their recognition.

C. Klopfenstein introduced K9 Officer Spencer Dahl, K9 Sherman, and Sgt. Dingman to the Council. The K9 team gave a demonstration of K9 Sherman's skills. Discussion ensued.

Mayor Rich's comments and questions included whether he came from Germany, work life expectancy, Dingman's K9 experience, and extent of an injury from a bite.

Councilor Michalek's comments and questions included whether he has water training and lawsuits from using K9's.

Klopfenstein, Dahl, and Dingman clarified that K9 Sherman is a Dutch Shepherd, he is very young, already very well trained, MAKOR K9 in West Virginia selects dogs from Europe, training happens here with us, he is meeting all of his training

benchmarks, there has not been any water training yet, outline of the training program, our goal is to get him fully trained in six months, Friends of Umpqua Valley Police K9 Programs paid for him with the assistance of two private donations, K9's typically retire after 9 – 10 years of service and stay with their handler, history of Dingman's time with K9 Iago, bullet proof vests are heavy and restrict movement, training is based on case law, there is always liability with our job, we consistently review body cam footage and coach officers on appropriate use of force or other methods, we give each suspect every opportunity to give up and stop fighting, our goal is not to have the K9 bite someone, everything we do is to deescalate the situation and decrease the use of force, most uncooperative suspects stop fighting and surrender immediately when they find out that deploying a K9 is the next step, most people are instantly compliant because they are afraid of K9's, that actually decreases our liability, K9's are trained to bite and hold until we can apprehend the suspect, bites cause a lot of pressure and bruising because it causes the suspect be subdued, only few bites resulted in a suspect needing significant medical intervention, they happened because the suspect kept fighting and moving around, most bites are on clothing only, and they are trained to bite once and hard without letting go.

Dingman noted for the record that during the 6 years he was paired with a K9, they found 178 people, of which 17 received bites, and only 1 resulted in substantial injury due to continued fighting.

Councilors are invited to K9's Unleashed annual event this Sunday, May 18, 2025, beginning at 2:00 p.m. at the Douglas County Fairgrounds.

4. Commission Reports/Council Ward Reports

- A. Councilor Weiss presented the Downtown Parking Update. Discussion ensued. Councilor Michalek's comments and questions included concern that the public did not attend the meeting and whether it was advertised. Councilor Weiss' clarified the next meeting date is May 22nd at 5:30 p.m., they are in the process of checking with selected committee members about the schedule, and the meeting was publicly announced.
- B. Mayor Rich presented Planning Commission resignation. Councilor Zielinski moved to accept Emily Brandt's resignation with regrets. The motion was seconded by Councilor Tate and approved with the following vote: Councilors Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

5. Audience Participation

Wesley Murphy, business owner, spoke about working with the Community Development Department on accessibility issues for his new business.

Forrester clarified that he will be reviewing the information and working with the Community Development Department to find a solution.

Consent Agenda

- A. April 21, 2025, Work Study Meeting Minutes.
- B. April 28, 2025, Regular Meeting Minutes.
- C. OLCC – New Outlet – La Cocina located at 962 W. Harvard Ave.

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

6. Resolutions

- A. Nytes presented Annual Fee Adjustments. Discussion ensued.
 - i. Resolution No. 2025-07: Amending Fees.
 - ii. Resolution No. 2025-08: Amending Water Fees.

Councilor Weiss' comments and questions included clarification of the percentage increase, rounding off, and whether increasing the reconnect fee will cover the cost.

Mayor Rich's comments and questions included clarification of the criteria for the reconnection fee, whether the water line size and base amount is the same for everyone, and billing for customers that are out of town.

Councilor Michalek's comments and questions included whether customers could turn their own water off.

Councilor Porter's comments and questions included discussion with nonprofits about increasing library use fees, fee waivers for nonprofits, and whether the survey contained commercial spaces only.

Nytes clarified highlighted fees went up 1.85 or 2.2 percent based on CCI and fees were rounded up if they were above .50 or rounded down at .49.

Messenger clarified we have customers that are repeatedly shutoff and reconnected to services that cost more than the current fee collected.

Herinckx clarified that increasing the reconnect fee to \$40 does not cover the entire cost, clarification of the process and staff time involved in shutoff and reconnection, reconnection fees are the same for everyone, customers can pause their bill while they are out of town, they can request to have service shut off and pay the service fee, customers can turn off their water at the customer side gate valve, and turning off the angle side valve can cause damage and require a larger repair.

Wiley clarified there is a real cost to renting out meeting rooms, surveyed meeting room fees for other places in town, Umpqua Valley Arts and Aviva are nonprofits that were also surveyed about fees, this fee would still be substantially less, notification about the increase will go out starting in July, Veteran's groups can get the meeting room for free, and we are not requesting an increase in fees for smaller meeting rooms.

Council President Smith moved to adopt Resolution No. 2025-07 Amending Resolution No. 92-13 regarding Fees. The motion was

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

Council President Smith moved to adopt Resolution No. 2025-08 Amending Resolution No. 91-18 regarding Water Fees. The motion was seconded by Councilor Zielinski and approved with following vote: Councilors Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

7. Ordinances

- A. Klopfenstein presented Ordinance No. 3609 – Amending RMC 6.02, Animal Control, First and Second Reading.

Council agreed to a first reading of Ordinance No. 3609. Nytes read Ordinance No. 3609, entitled, “An Ordinance Adding Section 6.02.110 to the Roseburg Municipal Code and Declaring an Immediate Effective Date,” for the first time.

Council President Smith moved to suspend the rules and proceed with second reading of Ordinance No. 3609, An Ordinance Amending Chapter 6.02 of the Roseburg Municipal Code and Declaring an Emergency. The motion was seconded by Councilor Zielinski and approved with following vote: Councilors Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Nytes read Ordinance No. 3609, entitled, “An Ordinance Adding Section 6.02.110 to the Roseburg Municipal Code and Declaring an Immediate Effective Date,” for the second time.

Council President Smith moved adopt Ordinance No. 3609. The motion was seconded by Councilor Zielinski. Roll call vote was taken: Councilors Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. Mayor Rich declared Ordinance No. 3609.

- B. Klopfenstein presented Ordinance No. 3610 – Adding RMC 7.02.190, Prohibited Distribution of Hypodermic Needles, First Reading. Discussion ensued.

Councilor Michalek’s comments and questions included whether there are laws against possessing drug paraphernalia, disposing of needles in an unsafe manner, and attaching a fine for non-compliance.

Councilor Weiss’ comments and questions included clarification of how the tattoo industry is held accountable for proper disposal of needles, OSHA or the Oregon Health Licensing Agency monitors violations and imposes fines or revokes licenses, current laws against drug use in parks, clarification that injectable Naloxone is not delivered using the same mechanism as IV drug use, whether injectable Naloxone would be prohibited under these rules, permit to have the needle exchange program at the library, and restrictions on needles at an urban campground.

Mayor Rich’s comments and questions included clarification of limiting exchanges to non-profit or privately owned property, whether sidewalks and streets are allowed, difference between nasal Narcan and injectable Naloxone,

type of illegal and injectable drugs that are prevalent in our area, clarification of how the needle exchange and client interaction works, legal liability if someone overdoses on city property, partnering with Adapt, and likes the idea of HIV Alliance partnering with other organizations that are already meeting with clients to provide services.

Council President Smith's comments and questions included whether there is a limit to the number of syringes that will be replaced during needle exchanges and sing one of our parking lots to have a needle exchange event.

Councilor Williams' comments and questions included support for adding a permitting process as this is an important service for the community.

Councilor Tate's comments and questions included concern that most programs like Adapt are geared towards prevention and it might be problematic for clients to see needle exchanges at treatment facilities.

Klopfenstein clarified there is a federal law against possessing drug paraphernalia, we enforce when a crime is committed, Oregon Statutes allow for arrests and citations for possession of a usable amount, prohibiting on all City property, sidewalks and streets would be prohibited areas, we are not seeking to prohibit use of needles that are medically necessary, Narcan and Naloxone meet that requirement, discarded injectable Naloxone needles are not being found and not a problem for us, and fines for non-compliance could be up to \$1500 depending on the judge's ruling.

Forrester clarified there are rules about disposing of needles safely and they are not the kind of regulations that police can take enforcement action on.

Dane Zahner, HIV Alliance Program Manager, discussed the program's goals of harm reduction, impact of complete prohibition, possibility increased infections or overdose deaths, Narcan and Naloxone are used to reverse drug overdoses, most of them are treated with injectable Naloxone, most drugs are in pill or powder form and can be turned into an injectable liquid, we provide sterile setup equipment and discourage sharing or repeated use, we have a few people that have good intentions and bring us large collections of used needles, we will be collecting more information to help us encourage more individuals to participate in the needle exchange program instead one person exchanging for everyone, and Adapt and the Dream Center have not approved us to provide needle exchanges at their locations.

In lieu of the proposed ordinance, Dane Zahner provided the following operational recommendations: discontinue conducting needle exchanges in public parks without prior City authorization; permit the distribution of both nasal Narcan and injectable Naloxone; utilize a mobile unit located in a less visible area, similar to the model used in Springfield; expand outreach and education efforts; and continue collecting and disposing of discarded needles as part of ongoing cleanup activities.

Messenger clarified that special event permits are reviewed by all Department Directors and the City Manager, we share the library with the Douglas Education School District and will not approve a permit for needle exchanges where children are present, there is a difference between exchanging needles and

using illegal drugs, will never make it legal to use illegal drugs on our property, we can update ordinance language that will allow for a permit process, and the ordinance would prohibit needles on city-owned urban campground property.

Councilors Michalek, Porter, Tate, Weiss, and Zielinski agreed to a first reading. Councilors Smith and Williams voted no (5-2). Nytes read Ordinance No. 3610, entitled "An Ordinance Adding Section 7.02.190 to the Roseburg Municipal Code," was read for the first time.

8. Department Items

- A. Cowie presented the Contract Award Recommendation for Destination Marketing Organization (DMO) Services. Discussion ensued.

Councilor Michalek's comments and questions included the number of Anvil Northwest employees, which fund would pay for the contract, concern about the annual increase amount, monitoring and measuring success, and support tabling the motion until a future date.

Councilor Porter's comments and questions included whether they have data that shows the impact of their services, would like to see quarterly reports, changing the criteria so there are more qualified bidders, Roseburg Chamber of Commerce acting as DMO, what else would the funding pay for if it is not used for a DMO contract, concern about the substantial flat fee increase after observing industry warning signals, and letting the contract lapse for 30 days while we sort this out.

Councilor Tate's comments and questions included clarification of the terms and whether the fee is locked in for five years.

Councilor Weiss' comments and questions included clarification of the cancellation terms, increasing to a five-year contract, current DMO oversight process, content approval authority, support for adding an oversight committee to the contract made up of members with industry specific expertise, and does not support the flat fee structure.

Mayor Rich's comments and questions included clarification of the end date for the current contract, appreciation for the work that Anvil Northwest has done, timeframe from the request for proposals to signed contract, and it would be beneficial to see the annual presentation.

Councilor Zielinski's comments and questions included that Anvil Northwest has been doing an amazing job, they have been giving us regular reports about how the money is being used, impact of targeted advertising and tourism on our community, and content is seen mostly outside of our community because that is how it advertised to draw in tourism.

Anvil Northwest Creative Director Cam Campman clarified there are ten employees, our group focuses on trends that will bring traffic and tourism, and feedback from industry specific experts has shown a bias towards targeting marketing efforts to their business.

Cowie clarified the Hotel / Motel Tax Fund would pay for the contract, annual increase at 3%, requesting a flat fee this time, they use a software program to determine where people are coming from and which hoteliers are seeing

increased usage, it's hard to tell if hotel usage is based on an advertisement, they are showing areas where tourism occurs and targeting their marketing towards that, there are quarterly reports to the Economic Development Commission and annual presentations to Council, there is no formal oversight process, and Anvil Northwest decides on content based on our feedback.

Messenger clarified this is a completely new contract, they collect data on who is opening their posts on social media and who is coming to town, they are refining how to tie massive amounts of data back to each campaign, they can geofence events, the State makes up the criteria to determine who is qualified to bid and how the Hotel / Motel Tax Fund is spent, the other bidders only wanted the ad campaign piece, Roseburg Chamber of Commerce was keeping 85% of revenue collected and Anvil Northwest is requesting less than that, funding is only allowed for tourism promotion or tourism facilities by statute, the fixed fee is more predictable for planning ad space six months ahead, cancellation terms include paying for anything they committed to in advance and prorated fees, building a campaign is staff and time intensive, making changes takes time to implement and to see results, the current contract ends on June 30th, the annual presentation before Council is due soon, we are not able to alter the contract terms, it would be a disservice to let the contract expire and start the process over during peak tourism season, and we are four months into the current process.

Forrester clarified the process of altering the contract after accepting a request for proposals.

Councilor Zielinski moved to award the contract for Destination Marketing Organization Services to Anvil Northwest for a Five-Year period starting at \$700,000 per year upon final negotiation. The motion was seconded by Councilor Williams. Councilors Tate, Williams, and Zielinski voted yes. Councilors Michalek, Porter, Smith, and Weiss voted no. The motion failed (3-4).

Councilor Weiss moved to ask Anvil Northwest to include an oversight committee in the contract. The motion was seconded by Council President Smith and approved with following vote: Councilors Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Messenger noted for the record that a special meeting will likely be scheduled for the first week of June so that Anvil Northwest can respond.

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

Councilor Porter asked to bring forward prohibiting public nudity.

Council directed staff to research and draft language for an ordinance prohibiting public nudity.

10. Adjourn

Mayor Rich adjourned the regular meeting at 9:30 p.m.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OLCC NEW LICENSE OLD SOUL PIZZA LLC, DBA OLD SOUL PIZZA TWO 1612 NW KEASEY

Meeting Date: June 9, 2025

Department: Administration

www.cityofroseburg.org

Agenda Section: Consent

Staff Contact: Grace Jelks, Management Assistant

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

OLCC has received an application from Old Soul Pizza LLC dba Old Soul Pizza Two, as a new license granted for "New License" – Limited On-Premises" sales. Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor and Cannabis Commission (OLCC) for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

BACKGROUND

A. Council Action History.

Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.

B. Analysis.

The Police Department conducted a background investigation on the applicant and found no reason to deny the application.

C. Financial/Resource Considerations.

The applicant has paid the appropriate fee for City review of the application.

D. Timing Considerations.

The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW LICENSE APPLICATION FOR OLD SOUL PIZZA LLC DBA OLD SOUL PIZZA TWO AT 1612 NW KEASEY, IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

Cc: License Applicant with copy of agenda
Jonathan Crowl, OLCC Representative



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Annual Liquor License Types

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Old Soul Pizza LLC

Proposed Trade Name: Old Soul Pizza Two

Premises Address: 1612 NW Keasey

Unit:

City: Roseburg

County: Douglas

Zip: 97471

Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of Location

License Type: Limited on-premise sales ☒ Additional Location for an Existing License

Application Contact Information

Contact Name: Ray Bartram

Phone: 541-643-0554

Mailing Address: 525 SE Main St.

City: Roseburg

State: OR

Zip: 97470

Email Address: ray@oldsoulpizza.com

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production

☐ Retail Off-Premises Sales

☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption

☒ Outdoor Consumption

☐ Proposing to Allow Minors

Section 1 continued on next page



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Old Soul Pizza LLC

Proposed Trade Name: Old Soul Pizza Two

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: Roseburg

Optional Date Received Stamp

Date Application Received:

Received by:



Section 3 – Recommendation - To be completed by Local Government:

- ☐ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets OAR 845-005-0308)
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OLCC NEW LICENSE NEW CHINESE GARDEN INC DBA NEW CHINESE GARDEN RESTAURANT 1023 NE STEPHENS ST.

Meeting Date: June 9, 2025

Department: Administration

www.cityofroseburg.org

Agenda Section: Consent

Staff Contact: Grace Jelks, Management Assistant

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

OLCC has received an application from New Chinese Garden Inc dba New Chinese Garden Restaurant, as a new license granted for "New License" – Full On-Premises, Commercial" sales. Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor and Cannabis Commission (OLCC) for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

BACKGROUND

A. Council Action History.

Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.

B. Analysis.

The Police Department conducted a background investigation on the applicant and found no reason to deny the application.

C. Financial/Resource Considerations.

The applicant has paid the appropriate fee for City review of the application.

D. Timing Considerations.

The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW LICENSE APPLICATION FOR NEW CHINESE GARDEN INC DBA NEW CHINESE GARDEN RESTAURANT LOCATED AT 1023 NE STEPHENS ST, IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

Cc: License Applicant with copy of agenda
Jonathan Crowl, OLCC Representative



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:	
License Information	
Legal Entity/Individual Applicant Name(s): NEW CHINESE GARDEN INC	
Proposed Trade Name: NEW CHINESE GARDEN RESTAURANT	
Premises Address: 1023 NE Stephens St	Unit:
City: Roseburg	County: OREGON
	Zip: 97470
Application Type: <input checked="" type="radio"/> New License Application <input type="radio"/> Change of Ownership <input type="radio"/> Change of Location	
License Type: Full On-Premises, Commercial	<input type="checkbox"/> Additional Location for an Existing License
Application Contact Information	
Contact Name: YUDAN CHEN	Phone: 206-913-8918
Mailing Address: 1023 NE STEPHENS ST	
City: ROSEBURG	State: OREGON
	Zip: 97470
Email Address: dana4ever21@gmail.com	
Business Details	
Please check all that apply to your proposed business operations at this location:	
<input type="checkbox"/> Manufacturing/Production	
<input type="checkbox"/> Retail Off-Premises Sales	
<input checked="" type="checkbox"/> Retail On-Premises Sales & Consumption	
If there will be On-Premises Consumption at this location:	
<input checked="" type="checkbox"/> Indoor Consumption	<input type="checkbox"/> Outdoor Consumption
<input type="checkbox"/> Proposing to Allow Minors	
Section 1 continued on next page	



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): NEW CHINESE GARDEN INC

Proposed Trade Name: NEW CHINESE GARDEN RESTAURANT

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

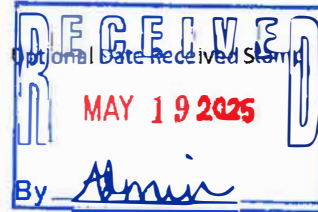
Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Date Application Received:

Received by:



Section 3 – Recommendation - To be completed by Local Government:

- ☒ Recommend this license be granted
- ☐ Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



OLCC NEW LICENSE TRIPLE WWW 528 W. AGEE ST.

Meeting Date: June 9, 2025
Department: Administration
www.cityofroseburg.org

Agenda Section: Consent
Staff Contact: Grace Jelks, Management Assistant
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

OLCC has received an application from Triple WWW, as a new license granted for "New License" – Full On-Premises, Commercial" sales. Roseburg Municipal Code Chapter 9.12 requires staff review of all applications submitted to the Oregon Liquor and Cannabis Commission (OLCC) for a license to sell alcoholic beverages within the City. Upon completion of staff review, the City Recorder is required to submit the application and a recommendation concerning endorsement to the Council for its consideration. Changes to existing licenses must be processed in the same manner.

BACKGROUND

A. Council Action History.

Chapter 9.12 requires Council to make a recommendation to OLCC on the approval or denial of all liquor license applications submitted by any establishment located inside City limits.

B. Analysis.

The Police Department conducted a background investigation on the applicant and found no reason to deny the application.

C. Financial/Resource Considerations.

The applicant has paid the appropriate fee for City review of the application.

D. Timing Considerations.

The applicant is requesting endorsement from the Council for immediate submittal to OLCC.

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW LICENSE APPLICATION FOR TRIPLE WWW AT 528 W. AGEE ST., IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

Cc: License Applicant with copy of agenda
Jonathan Crowl, OLCC Representative



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Annual Liquor License Types

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial •	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Ida R. Cochran
 Proposed Trade Name: Triple WWW
 Premises Address: 528 W. Abree St Unit: _____
 City: Roseburg County: Douglas Zip: 97470
 Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of Location
 License Type: Full on premises, commercial ☐ Additional Location for an Existing License

Application Contact Information

Contact Name: Ida R. Cochran Phone: 503-847-3175
 Mailing Address: 519 SE Kane St, 2242
 City: Roseburg State: OR Zip: 97470
 Email Address: chellebrown@hotmail.com

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production

☐ Retail Off-Premises Sales

☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption

☒ Outdoor Consumption

☐ Proposing to Allow Minors

Section 1 continued on next page



OREGON LIQUOR & CANNABIS COMMISSION
Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): *Ida R. Cochran*

Proposed Trade Name: *Triple WWW*

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

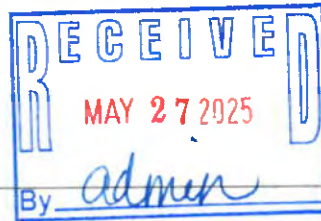
After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:



Section 3 – Recommendation - To be completed by Local Government:

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



RESOLUTION 2025-09 2025-26 BUDGET ADOPTION

Meeting Date: June 9, 2025
Department: Finance
www.cityofroseburg.org

Agenda Section: Public Hearing
Staff Contact: Ron Harker
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

Oregon Local Budget Law requires the City of Roseburg to conduct a public hearing on the 2025-26 budget as approved by the Budget Committee May 6, 2025, and on the proposed uses of State Revenue Sharing funds.

In addition, a resolution is required to adopt the budget, authorize the City to receive State Revenue Sharing funds, make appropriations, and levy and categorize ad valorem property tax for the City of Roseburg for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

BACKGROUND

A. Council Action History.

The budget is adopted before June 30th and effective July 1st of each year.

B. Analysis.

The budget document was distributed to members of the Budget Committee on April 30, 2025. The budget document was made public by posting on the City website and by making available a hard copy at City Hall on April 30, 2025. City Manager Nikki Messenger presented the budget document and message on May 6, 2025, and a public hearing on possible uses of State Revenue Sharing funds was conducted. The Budget Committee deliberated on the proposed budget, sought public input, and approved the budget as presented on May 6, 2025, with no modifications from the proposed budget.

Appropriations in the attached resolution and exhibit are based upon the budget approved by the Committee.

C. Financial/Resource Considerations.

Total requirements for 2025-26 are \$113,968,821.

The estimated revenue from State Revenue Sharing is \$235,300. The funds will be used to support General Fund services.

D. Timing Considerations.

Budget adoption is required before the beginning of the new fiscal year on July 1, 2025. A copy of the resolution electing to receive State Revenue Sharing funds must be filed with the Oregon Department of Administrative Services not later than July 31, 2025.

COUNCIL OPTIONS

The Council has the following options:

- 1) Adopt the Approved Budget as submitted; or
- 2) Recommend revisions to the Approved Budget; or
- 3) Schedule budget adoption for another meeting prior to July 1, 2025.

If any changes are necessary after the Budget Committee approves the budget, the governing body must make the revisions when adopting the budget. Revisions that do not increase the total approved budget will not affect the resolution as presented but may change the appropriations as listed on the attached exhibit.

Per ORS 294.456, the governing body is limited to increasing expenditures in a fund by no more than \$5,000 or 10 percent, whichever is greater, of the approved budget. If a larger expenditure increase is desired, the budget summary is required to be republished and a second public hearing is required prior to July 1, 2025.

STAFF RECOMMENDATION

Upon conclusion of the Public Hearing, it is Staff's recommendation that Council adopt the attached resolution with any modifications that Council deems prudent.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION 2025-09 ADOPTING THE 2025-2026 BUDGET AS APPROVED BY THE BUDGET COMMITTEE."

ATTACHMENTS:

Attachment #1 – Resolution 2025-09

RESOLUTION NO. 2025-09

**A RESOLUTION ADOPTING THE 2025-2026 BUDGET; LEVYING AND
CATEGORIZING TAXES FOR SAID TAX YEAR; ELECTING TO RECEIVE
STATE REVENUE SHARING; AND MAKING APPROPRIATIONS**

WHEREAS, the Budget Committee of the City of Roseburg, Oregon, has approved a proposed budget for the fiscal year commencing July 1, 2025; and

WHEREAS, at a regular meeting of the City Council held on June 9, 2025, a public hearing on said proposed budget was duly held after the giving of notice thereof as required by statute, proof of which is on file in the Office of the City Recorder of the City; and

WHEREAS, ORS 294.456 requires the adopted budget to be appropriated by fund and requirement category; and

WHEREAS, ORS 294.456 requires local governments to take formal action to declare the ad valorem tax rate or amount to be certified to the assessor and to itemize and categorize the ad valorem property tax amount or rate; and

WHEREAS, ORS 221.770 requires local governments to take formal action to declare their desire to receive state revenue sharing money; and

WHEREAS, the officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following service(s): (1) police protection; (2) fire protection; (3) street construction, maintenance and lighting; (4) sanitary sewer; (5) storm sewers; (6) planning, zoning and subdivision control; and (7) one or more utility services; and city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760; and

WHEREAS, the City of Roseburg certifies that it provides all of the municipal services outlined above, except the provision of sanitary sewer.

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

Section 1. After a public hearing held on June 9, 2025, the Roseburg City Council hereby adopts the budget for the fiscal year 2025-2026 in the sum of \$113,968,821; a copy of which is now on file at City Hall.

Section 2. The City hereby levies the taxes for each fund provided for in the aggregate amount of \$8.4774 per \$1,000, be assessed pro rata upon all taxable property within the City of Roseburg, Oregon.

Section 3. The City hereby declares the following allocation and categorization, subject to the limits of Section 11b, Article XI of the Oregon Constitution, constitute the preceding aggregate levy:

Subject To General Government Limitation
Permanent Rate per Thousand \$8.4774

Section 4. The City hereby elects to receive state revenues for fiscal year 2025-2026 pursuant to ORS 221.770.

Section 5. The amounts designated for the purposes set forth in Exhibit "A" are appropriated for the purposes and in the amount set forth in that Exhibit.

Section 6. The Recorder of said City shall certify to the County Clerk and County Assessor of Douglas County, Oregon, the tax levies provided for in this Resolution on or before July 15, 2025, and shall file required documents with the County Assessor in accordance with ORS 294.458.

Section 7. This Resolution shall become effective immediately upon adoption by the Roseburg City Council.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING ON THE
9TH DAY OF JUNE, 2025.**

Larry Rich, Mayor

Amy Nytes, City Recorder

EXHIBIT A
2025-2026 BUDGET APPROPRIATIONS

GENERAL FUND

Departments

◆ Administration	\$	4,335,429	
◆ Community Development		1,254,815	
◆ Library		695,114	
◆ Public Works		4,609,611	
◆ Parks and Recreation		2,360,226	
◆ Municipal Court		705,186	
◆ Police Department		10,175,736	
◆ Fire Department		9,780,478	
◆ Capital Outlay		1,560,500	
◆ Transfers		1,446,548	
◆ Other Requirements		1,184,470	
◆ Operating Contingency		<u>1,500,000</u>	\$ 39,608,113

SPECIAL REVENUE FUNDS

Grant Special Revenue

◆ Materials and Services		2,016,245	
◆ Capital Outlay		<u>-</u>	2,016,245

Hotel/Motel Tax

◆ Materials and Services		1,135,869	
◆ Transfers		<u>897,320</u>	2,033,189

Streetlight/Sidewalk

◆ Materials and Services		112,452	
◆ Capital Outlay		705,000	
◆ Operating Contingency		<u>517,404</u>	1,334,856

Bike Trail

◆ Materials and Services		20,000	
◆ Capital Outlay		300,000	
◆ Operating Contingency		<u>198,743</u>	518,743

Golf

Departments

◆ Materials and Services		33,355	
◆ Capital Outlay		35,000	
◆ Operating Contingency		<u>159,379</u>	227,734

Economic Development Fund

◆ Materials and Services		200,034	
◆ Capital Outlay		<u>250,000</u>	450,034

Library Special Revenue Fund

◆ Materials and Services		157,350	
◆ Capital Outlay		<u>-</u>	157,350

American Rescue Plan Special Revenue Fund

◆ Materials and Services		13,301	
◆ Capital Outlay		-	
◆ Transfers		<u>-</u>	13,301

Assessment

◆ Materials and Services		140,000	
◆ Capital Outlay		<u>1,000,000</u>	1,140,000

Stewart Trust- Special Revenue Fund

◆ Capital Outlay		<u>85,000</u>	85,000
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EXHIBIT A
2025-2026 BUDGET APPROPRIATIONS

DEBT SERVICE FUNDS

Pension Bond Debt Service Fund		
◆ Debt Service	587,840	587,840

CAPITAL PROJECTS FUNDS

Transportation		
◆ Materials and Services	1,802,675	
◆ Capital Outlay	2,025,000	
◆ Transfers	10,000	3,837,675
Park Improvement		
◆ Materials and Services	115,000	
◆ Capital Outlay	2,433,025	2,548,025
Equipment Replacement		
◆ Materials and Services	147,963	
◆ Capital Outlay	1,535,000	1,682,963
Facilities Replacement Fund		
◆ Materials and Services	61,494	
◆ Capital Outlay	290,000	351,494

ENTERPRISE FUNDS

Storm Drainage		
◆ Materials and Services	1,236,589	
◆ Capital Outlay	3,315,000	
◆ Operating Contingency	1,500,000	6,051,589
Off Street Parking		
Departments		
◆ Enforcement	336,010	
◆ Operating Contingency	4,315	340,325
Airport Fund		
Departments		
◆ Airport Operations	312,312	
◆ Capital Outlay	1,321,720	
◆ Debt Service	108,654	
◆ Operating Contingency	1,476,578	3,219,264
Water Service Fund		
Departments		
◆ Production	1,677,591	
◆ Transmission and Distribution	2,190,560	
◆ General Overhead	3,020,035	
◆ Capital Outlay	3,009,607	
◆ Operating Contingency	1,000,000	10,897,793

INTERNAL SERVICE FUND

Workers Compensation		
◆ Materials and Services	330,331	
◆ Operating Contingency	349,709	680,040

TOTAL BUDGET APPROPRIATIONS	\$ 77,781,573
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EXHIBIT A
2025-2026 BUDGET APPROPRIATIONS

This budget also includes unappropriated ending fund balances and reserves for future expenditures. A supplemental budget must be prepared to spend amounts reserved for future expenditure.

	Reserve	Unappropriated Fund Balance	Total	
General	\$ -	\$ 11,366,553	\$ 11,366,553	
Grant	757,433	-	757,433	
Hotel/Motel Tax	1,901,246	0	1,901,246	
Economic Development	269,388	-	269,388	
Library Special Revenue	155,322	-	155,322	
American Rescue Plan	8,845	-	8,845	
Assessment Improvement	879,573	-	879,573	
Stewart Trust	132,412	-	132,412	
Pension Bond Debt Service	-	93,925	93,925	
Transportation	5,233,408	-	5,233,408	
Park Improvement	608,804	-	608,804	
Equipment Replacement	2,561,932	-	2,561,932	
Facilities Replacement	189,050	-	189,050	
Storm Drain	-	6,406,705	6,406,705	
Water	-	5,622,651	5,622,651	
	<u>\$ 12,697,414</u>	<u>\$ 23,489,834</u>	<u>\$ 36,187,248</u>	<u>36,187,248</u>
TOTAL BUDGET			<u><u>\$ 113,968,821</u></u>	

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE NO. 3610 ADDING RMC 7.02.190 PROHIBITED DISTRIBUTION OF HYPODERMIC NEEDLES

Meeting Date: June 9, 2025
Department: Police
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Gary Klopfenstein
Contact Telephone Number: 541-492-6760

ISSUE STATEMENT AND SUMMARY

At the May 12, 2025, meeting the Council heard the first reading of Ordinance 3610. 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 the second reading occurs, the following motion would be appropriate.

SUGGESTED MOTION

"I MOVE TO ADOPT ORDINANCE NO. 3610"

ATTACHMENTS:

Attachment #1 - Ordinance # 3610

ORDINANCE NO. 3610

**AN ORDINANCE ADDING SECTION 7.02.190 TO THE ROSEBURG MUNICIPAL
CODE**

WHEREAS, the City is experiencing public safety issues due to hypodermic needles found in public spaces and on City property; and

WHEREAS, City employees have experienced biohazard exposures from getting poked by hypodermic needles on City property; and

WHEREAS, the City has seen an increase in the number of hypodermic needles found in City parks; and

WHEREAS, the City wishes to minimize the risk to the public by prohibiting the distribution of needles within City parks and public spaces.

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

SECTION 1. Roseburg Municipal Code Chapter 7.02.190, titled “Prohibited Distribution of Hypodermic Needles,” is hereby added and reads as follows:

§ 7.02.190 Prohibited Distribution of Hypodermic Needles.

Absent a present and verifiable medical necessity, no person or entity shall disseminate or exchange hypodermic needles on any real property or structures owned, leased, or managed by the City, including parks and public ways.

SECTION 2. All other sections and subsections of Chapter 7.02 of the Roseburg Municipal Code shall remain in full force and effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 9th DAY OF June, 2025.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2025.

LARRY RICH, MAYOR

ATTEST:

AMY NYTES, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE NO. 3611 ADDING RMC 7.02.040 INDECENT EXPOSURE

Meeting Date: June 9, 2025
Department: Police
www.cityofroseburg.org

Agenda Section: Ordinances
Staff Contact: Gary Klopfenstein
Contact Telephone Number: 541-492-6760

ISSUE STATEMENT AND SUMMARY

Per Council's direction, staff has prepared an ordinance adding Roseburg Municipal Code Section 7.02.040, titled "Indecent Exposure" to address and prohibit nudity in public. The issue for the Council is whether to proceed with first reading of the proposed ordinance.

BACKGROUND

A. Council Action History.

At the May 12, 2025, regular council meeting, Council directed staff to research and draft language for an ordinance prohibiting public nudity.

B. Analysis.

Police occasionally receive complaints or encounter individuals in public who are nude. Oregon Revised Statutes, titled Public Indecency (163.465) and Private Indecency (163.467), only apply if the person is engaged in a sexual act, or exposing themselves with the intent of arousing another person. Staff researched and reviewed related ordinances from Portland, Hillsboro, Happy Valley, Eugene, Springfield, Lane County, and Ashland.

Staff proposes to utilize language similar to Portland's and add the following ordinance to the Roseburg Municipal Code:

§ 7.02.040 Indecent Exposure.

No person shall expose their genitalia in a public place or place visible from a public place, if the public place is open or available to people regardless of sex. This prohibition does not apply to conduct protected under ORS 109.001, which safeguards the right to breastfeed in public.

C. Financial/Resource Considerations.

There are no financial considerations.

D. Timing Considerations.

There are no timing considerations. If Council proceeds with first reading at the June 9 meeting, Council could hear second reading and consider adoption at the June 23 meeting. If adopted, the ordinance would become effective 30 days later.

COUNCIL OPTIONS

Council has the following options:

- Move forward with first reading of the proposed ordinance; or
- Direct Staff to make changes; or
- Do nothing.

STAFF RECOMMENDATION

Per Council's direction at the May 12, 2025, meeting, staff has brought the attached ordinance forward for Council consideration and recommend Council move forward with first reading.

SUGGESTED MOTION

No motion required at this time. With consensus, First Reading.

ATTACHMENTS:

Attachment #1 - Proposed Ordinance # 3611

ORDINANCE NO. 3611

**AN ORDINANCE ADDING SECTION 7.02.040 TO THE ROSEBURG MUNICIPAL
CODE**

WHEREAS, the Roseburg Police Department occasionally receives complaints and/or encounters individuals in public who are nude; and

WHEREAS, exposure to nudity in public can be alarming to citizens; and

WHEREAS, the City wishes to add an ordinance to prohibit indecent exposure.

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

SECTION 1. Roseburg Municipal Code Chapter 7.02.040, titled “Indecent Exposure,” is hereby added and reads as follows:

§ 7.02.040 *Indecent Exposure.*

No person shall expose their genitalia in a public place or place visible from a public place, if the public place is open or available to people regardless of sex. This prohibition does not apply to conduct protected under ORS 109.001, which safeguards the right to breastfeed in public.

SECTION 2. All other sections and subsections of Chapter 7.02 of the Roseburg Municipal Code shall remain in full force and effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS ____ DAY OF _____, 2025.

APPROVED BY THE MAYOR THIS ____ DAY OF _____, 2025.

LARRY RICH, MAYOR

ATTEST:

AMY NYTES, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CONTRACT AWARD RECOMMENDATION FOR INDIGENT ATTORNEY SERVICES

Meeting Date: June 9, 2025
Department: Finance
www.cityofroseburg.org

Agenda Section: Department Item
Staff Contact: Ron Harker, Finance Director
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

The City received proposals for the Indigent Attorney Services contract. The issue for Council is whether to award a new Indigent Attorney Services contract.

BACKGROUND

A. Council Action History.

March 13, 2000 Council awarded a contract for indigent defense attorney services.
November 26, 2021 Council awarded a contract for indigent defense services.
November 24, 2023 Council awarded a contract for indigent defense attorney services.

B. Analysis.

Indigent attorney services have been provided by Andrew Johnson, P.C. / David Hall, and Nick Quinn, as independent contractors, since October 2017. The contract is an open-ended contract until terminated by either party to the contract. The contract established a \$6,000 per month charge with no adjusting factor; consequently, the monthly fee has been the same for nearly nine years.

On March 19, 2025, the City received a request from the indigent attorneys to have their compensation increased. As the existing contract does not provide a mechanism for adjusting the fees, a new contract needs to be established.

The City published a Request for Proposals (RFP) on April 4, 2025, to solicit new indigent attorney proposals for those interested in providing these services for the City of Roseburg. Andrew Johnson, P.C., David Hall and Nicholas Quinn, Attorneys at Law, acting as a single group, were the only ones to submit a proposal.

Andrew Johnson, P.C., David Hall and Nicholas Quinn, Attorneys at Law, have provided indigent services for the City of Roseburg for more than a decade and are fully qualified to perform the requested services. The working relationship with the Roseburg Municipal Court has been very good, and we have not received any complaints from the Judge, City Prosecutor, or their clients.

C. Financial/Resource Considerations.

Andrew Johnson, P.C., David Hall and Nicholas Quinn, Attorneys at Law's proposal includes a monthly fee of \$8,000 (\$96,000 annually) with an annual 3% cost of living adjustment. The proposed contract is for a five-year term beginning July 1, 2025, with two additional three-year extensions possible. The 2025-26 budget includes sufficient appropriations to support this personal services contract.

D. Timing Considerations.

Staff's intention is to have a new indigent services contract in place beginning July 1, 2025. As such, staff requests the Council authorize the execution of the new contract at its June 9 meeting.

COUNCIL OPTIONS

- 1) Approve award of the contract for Indigent Attorney Services to Andrew Johnson, P.C., David Hall and Nicholas Quinn, Attorneys at Law, for a five-year period starting at \$96,000 per year; or
- 2) Direct staff to go back out for proposals.

STAFF RECOMMENDATION

As the right to counsel is guaranteed under the Sixth Amendment and the Oregon Constitution, the City is statutorily bound to provide indigent attorney services. It is staff's recommendation to award the Indigent Attorney Services contract to Andrew Johnson, P.C., David Hall and Nicholas Quinn, Attorneys at Law.

SUGGESTED MOTION

"I MOVE TO AWARD THE CONTRACT FOR INDIGENT ATTORNEY SERVICES TO ANDREW JOHNSON, P.C., DAVID HALL AND NICHOLAS QUINN, ATTORNEYS AT LAW, FOR A FIVE-YEAR PERIOD STARTING AT \$96,000 PER YEAR."

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



DESTINATION MARKETING ORGANIZATION CONTRACT POSSIBLE RECONSIDERATION

Meeting Date: June 9, 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

The City issued a Request for Proposals (RFP) for Destination Marketing Organization (DMO) services and staff completed the selection process. The issue for Council is whether to award a contract to the successful proposer.

BACKGROUND

A. Council Action History.

At the May 12, 2025 meeting, the Council held extensive discussion regarding the potential award of a new DMO contract. A motion to award the contract to the successful proposer, Anvil Northwest (Anvil), failed by a 4-3 vote. Subsequently, the Council voted to have staff request Anvil consider adding an oversight committee to the DMO contract.

B. Analysis.

As outlined in the attached May 12 Agenda Item Summary, the City issued a Request for Proposals (RFP) for Destination Marketing Organization (DMO) services. Three proposals were received, two of which did not meet the minimum qualifications. Anvil did meet the qualifications and after following the process outlined in the RFP, staff and the Economic Development Commission recommended awarding the contract to Anvil.

When putting together the RFP, staff researched other cities' RFP processes and what each city included in their scope of work. Examples that were researched and incorporated into Roseburg's RFP included Albany, Oregon City, Wilsonville, Newport, and Yachats, all cities that had issued fairly recent DMO RFPs.

During the May 12 Council meeting, Councilor Weiss distributed a letter from Travel Southern Oregon (TSO) Executive Director Bob Hackett. Mr. Hackett indicated he believed that an oversight committee was a valuable tool for DMOs. After the meeting, staff requested the list of DMOs that Councilor Weiss spoke to and reached out to those executive directors to get copies of their contracts with their respective cities, or in the case of Travel Southern Oregon, Travel Oregon, the state's tourism agency.

With the exception of TSO, all of the cities that Councilor Weiss contacted currently contract with their Chamber of Commerce for DMO services. It is common practice for the Chambers to set up a separate advisory board to ensure a distinct separation between the Chamber business functions and the DMO business functions. In the examples reviewed, the travel advisory committees/boards reported to the chamber boards. For TSO, the contract requires the formation of stakeholder groups, similar to what was in Anvil's proposal. According to Bob Hackett, TSO Executive Director, they meet with stakeholders in each area of their region at least annually, and sometimes more often.

Within their original proposal and subsequent interview process, Anvil identified their plans for increased stakeholder outreach and participation, including quarterly stakeholder meetings. Within the amended proposal, Anvil includes additional "focused industry meetings" prior to the stakeholder meetings to help inform the agenda for the stakeholder meetings. Anvil would identify and invite participants for both the industry and stakeholder groups. With either proposal, Anvil will give quarterly reports to the EDC and an annual report to the City Council.

Original Proposal:

Quarterly Stakeholder Meetings

- Provide tourism training, industry updates, trends and insights
- Provide educational promotional information to key tourism stakeholder groups
- Relay upcoming events, things of interest for future promotion
- Metrics related to tourism promotion
- Seek stakeholder input

Quarterly Reports to EDC

- Latest campaign, including metrics & statistics
- Media Plan Data - e.g., website, social media, billboards, visitor guide, print ads, streaming television
- Social media statistics – e.g., Facebook, Instagram, YouTube, Google Ads – followers/likes/subscribers, impressions, engagement rate, views, watch time
- Upcoming campaign plans
- Receive EDC input

Annual Report to City Council

- Tourism conferences attended
- Types of promotion/advertising/marketing and amount of funds spent on said advertising
- Response statistics by program
- Enumeration of marketing campaigns, their target market, and any measurable responses
- Visitors by market and location categories

- Print collateral published by name, quantity, intended market, and distribution figures
- Upcoming year's goals and plans
- Receive City Council input

Amended Proposal:

Quarterly Focused Industry Meetings

- Industry group will give feedback, while recommending future topics of interest
- Each industry representative will be asked to report headlines of their respective outlets.
- Seek input concerning upcoming campaign plans
- Will help to form the agenda of the regularly scheduled quarterly stakeholder meeting

Quarterly Stakeholder Meetings

- Provide tourism training, industry updates, trends, and insights
- Provide educational promotional information to key tourism stakeholder groups
- Relay upcoming events, things of interest for future promotion
- Metrics related to tourism promotion
- Seek stakeholder input

Quarterly Reports to EDC

- Latest campaign, including metrics & statistics
- Media Plan Data - e.g. website, social media, billboards, visitor guide, print ads, streaming television
- Social media statistics – e.g. Facebook, Instagram, YouTube, Google Ads – followers/likes/subscribers/, impressions, engagement rate, views, watch time
- Upcoming campaign plans
- Receive EDC input

Annual Report to City Council

- Conference attendance
- Types of promotion/advertising/marketing and amount of funds spent on said advertising
- Response statistics by program
- Enumeration of marketing campaigns, their target market, and any measurable responses
- Visitors by market and location categories
- Print collateral published by name, quantity, intended market, and distribution figures
- Upcoming year's goals and plans
- Receive City Council input

C. Financial/Resource Considerations.

Anvil's original proposal, which includes working with stakeholders and reporting to the EDC quarterly, was for \$700,000 annually. Anvil's amended proposal, which includes quarterly stakeholder meetings, quarterly EDC meetings, and quarterly focused industry group meetings, is \$720,000 annually.

The last 10 years of revenue from the TLT tax is listed below. By ordinance, 32.89% is distributed to the Sidewalk/Streetlight/Signal Fund and 9.86% is distributed to the Economic Development Fund. By statute, the remainder, less administrative fees, must be used for tourism promotion or tourism facilities. The projected FY 25-26 beginning fund balance is \$2.2 million.

**City of Roseburg
Hotel/ Motel Tax Collection History**

Fiscal Year	Tax Collection
2024-2025	1,120,708
2023-2024	1,588,627
2022-2023	1,658,795
2021-2022	1,806,389
2020-2021	1,376,130
2019-2020	1,010,113
2018-2019	1,232,792
2017-2018	1,166,406
2016-2017	1,163,732
2015-2016	1,119,524
2014-2015	1,002,699

rharker:
Only 3 Quarters
collected to date.

D. Timing Considerations.

The current contract expires on June 30. There are a number of media buys that will go on hiatus if a new contract is not in place relatively quickly. A list of those items has been included in Anvil's information as Attachment 2B.

COUNCIL OPTIONS

The Council has the following options:

1. Award the DMO contract, requiring an advisory committee, to Anvil Northwest for \$720,000 annually; or
2. Reconsider the award of the DMO contract to Anvil Northwest under the original proposal for \$700,000 annually (this motion will need to be made by someone who voted no on the original motion); or

3. Reconsider and award the original contract *and* clearly identify what information and/or data Council believes it needs to see to evaluate the effectiveness of the contract. Staff can work with Anvil to identify if there is additional cost associated with collecting and providing this data; or
4. Not award the contract. This will mean that the City and surrounding area will not have active destination marketing for the foreseeable future.

STAFF RECOMMENDATION

After a lengthy discussion at their April 24 meeting, the Economic Development Commission voted unanimously to award the contract to Anvil Northwest. Staff recommend the Council award the DMO contract to Anvil Northwest in whatever form they believe is appropriate.

SUGGESTED MOTION

“I MOVE TO AWARD THE DESTINATION MARKETING ORGANIZATION SERVICES CONTRACT TO ANVIL NORTHWEST FOR (\$700,000 OR \$720,000) ANNUALLY.”

ATTACHMENTS:

Attachment #1 – Original Description of Services from RFP

Attachment #2 – Anvil NW Response –Cover Letter

- Attachment A – Proposal
- Attachment B – Media Items at Risk of Hiatus after 6/30

Attachment #3 – May 12, 2025 Agenda Item Summary

EXHIBIT “B”

DESCRIPTION OF SERVICES

Contractor shall provide Destination Marketing services (tourism promotion services), brand management and visitor information to impact tourism and draw visitors to the City of Roseburg and immediate surrounding areas.

Contractor's services under this contract shall at all times conform with ORS 320.350 (or as amended) and the goals and mission of City of Roseburg related to tourism. Contractor shall be a nonprofit organization or entity that manages tourism-related development plans, program and projects.

The tourism promotion services provided shall include, but not be limited to, the following tasks:

1. Brand Management
 - a. Maintain and grow the Experience Roseburg Brand.
 - b. The City of Roseburg will maintain primary ownership of all channels, including but not limited to website, all current and future social media accounts, analytics portals, and content libraries. Proposer will be provided delegated access and will be responsible for maintaining and updating all of the above.
 - c. Apply brand to all Experience Roseburg owned marketing channels and assets.
2. Integrated Marketing
 - a. Increase awareness of Experience Roseburg as a trip planning resource.
 - b. Improve engagement with audiences interested in Roseburg on a continuous basis.
 - i. Manage Experience Roseburg social accounts and platforms as tourism resource for Roseburg.
 - ii. Leverage individual social media channel strengths and audiences.
 - iii. Implement best practices within individual social media channels to maximize effectiveness.
 - iv. Utilize compelling imagery in posts across all social media channels, including simple but effective calls to action.
 - v. Leverage social media trends, applying to Experience Roseburg channels as appropriate.
 - c. Drive demand for overnight stays in Roseburg year-round, with special attention to shoulder/off season.
 - d. Increase Experience Roseburg brand awareness, reinforce the Experience Roseburg brand, inspire visitation to Roseburg, and grow Roseburg's marketing

reach and market share.

- i. Deliver visitors to Experience Roseburg owned marketing channels.
- ii. Support well established events and promotions to drive over-night stays.
- iii. Prioritize communication to identified target markets, using analytics.
- iv. Implement simple, but effective calls to action.
- v. Use the Experience Roseburg website, as the primary advertising conversion point.
- vi. Utilize engaging content to pique interest, and drive users to website for conversion.

Measurement of the above will be by followers, referral traffic, social listening, channel specific analytics, geolocation data, and spending demographics.

3. Content/Creative

- a. Create awareness of the wide variety of experiences offered in the Roseburg area.
- b. Enhance the Roseburg destination experience through actionable content.
 - i. Utilize all Experience Roseburg marketing channels, as information hubs, for content that is timely, engaging and important for trip planning.
 - ii. Develop a content calendar to support planning and distribution, including time sensitive events and promotions.
 - iii. Develop content to meet the immediate and long-term needs of the Experience Roseburg website.
 - iv. Create seasonal content to support shoulder/off-season visitation.
 - v. Produce recurring, and independent video assets.

4. Creative Production

- a. Write, design, illustrate, or otherwise prepare Experience Roseburg's promotional material, including digital media, or other appropriate forms of Experience Roseburg's messaging.
- b. Create display ads.
- c. Submit stories and photography when necessary for advertorials and value-added opportunities.
- d. Properly incorporate Experience Roseburg's message in mechanical or other form.
- e. Check and verify insertions, displays, broadcasts, or other means used, to such degree as is usually performed by advertising agencies.

5. Content Marketing

- a. Create/maintain web pages to support specific tourism campaign promotion. Pages will create in-depth information about a particular campaign objective and live as a sub-domain of the main Experience Roseburg website.
- b. Produce newsletter/e-newsletter that highlights, timely content and works with local stakeholders and businesses.
- c. Produce annual visitor guide that highlights tourism activities, timely content and works with local stakeholders.
- c. Create keyword content and utilize Search Engine Optimization to support

- Experience Roseburg website and social media channels.
- d. Provide a library of Roseburg, Oregon, content for publication throughout the year.
 - e. Create and provide new content with a publication schedule.
 - f. Develop, update, maintain, and host the main Experience Roseburg website.
 - g. Host and maintain the Experience Roseburg website and create a calendar of events happening in and around Roseburg, including regional events that could produce overnight stays in Roseburg.
6. Social Media Marketing
- a. Create on-brand ads, posts, videos to engage followers on the main Experience Roseburg social media platforms such as Facebook, Youtube or Instagram page.
 - b. Copy write for ads.
 - c. Boost posts through Facebook, Instagram, Youtube or other channels.
 - d. Update and maintain all Experience Roseburg social channels. Add additional social media outlets to the tourism marketing effort as appropriate.
7. Partnerships/Training/Coordination
- a. Pay for membership in and participate in affiliations as deemed appropriate for the program, but at a minimum, will include Travel Oregon and Travel Southern Oregon. All professional memberships and affiliations shall be reported to the City.
 - b. Attend industry events as deemed appropriate for the program and provide City with information related to industry events.
 - c. Technical assistance, training and support for local institutions and organizations (e.g. hoteliers, vacation rentals, etc.), including outreach marketing for special events and attractions for visitors in and around Roseburg that attract daytime and overnight visitors to Roseburg.
 - d. Cooperative advertising and printing expenses, which may be matched by the group promoting the event, assistance with issuing promotional materials which would attract more people.
 - e. Work with local tourism entities to help host travel/tourism writers, influencers, industry spokespersons, and content creators, who will then reflect the tourism efforts of the contract.
8. Operate Visitor Center
- a. Provide visitor services at a physical location designated as the City of Roseburg Visitor Center. If an alternative location for the Visitor Center is provided, it should be centrally located within the core of the City of Roseburg, within the incorporated City limits and approved by the City.
 - b. Maintain staffing and other needs at Visitor Center.
 - c. Update print collateral to be displayed at Visitor Center and other various entities as deemed appropriate.
 - d. Coordinate Visitor Center events.
9. Statistical Reporting/Data and Research
- a. Produce quarterly reports on the website/social media traffic and engagement,

overall campaign effectiveness, and as requested.

- b. Inform marketing decisions to maximize return on investment.
- c. Measure performance to determine success.
- d. Produce a yearly report summarizing highlights, and successes with website traffic/conversions, geolocation data, and spending demographics as the primary key performance metric. Other success metrics include but are not limited to impressions, time spent on webpage or platforms, increase in page views, user engagement, and follower increases.
- e. Provide quarterly content plan, 30 days in advance.
- f. Conference attendance.
- g. Types of promotion/advertising/marketing and amount of funds spent on said advertising.
- h. Enumeration of marketing campaigns, identified target markets and any measurable responses.
- i. Visitors by market and location categories.
- j. Upcoming year's goals and plans.

10. Financial Reporting

- a. Provide a quarterly financial report on sources and uses of funds.
- b. Provide a semi-annual balance sheet related to funding from this contract for periods ending June 30 and December 31.
- c. Provide an audit of DMO's accounting and business records related to this contract, conducted annually by an independent certified public accounting firm. Provide a copy of the audit to the City within 120 days of the calendar year end.



Hi Nikki,

Thank you for giving us the opportunity to take a few weeks to review and reflect on the last city council meeting where our response to the proposal put out by The City of Roseburg was voted on. While we are disappointed by the outcome of that meeting, we are hopeful that we can provide a resolution that will be agreeable to council at their next meeting on June 9, 2025.

In response to council's request that there be an advisory council created that Anvil NW, the proposed DMO for the City, would report to, vetting proposed target audiences, content and other relevant issues, please review the updated section of the RFP response (attached 'A'). While we are not in favor of forming an additional layer of meeting and reporting, we believe we are proposing a solution that will meet the request of council for more accountability as well as continue to allow Anvil NW autonomy to provide the services to they have been hired for. I would also like to call to your attention that due to the delay in contract renewal, there are numerous contracts that we are at risk for losing as we are unable to negotiate/renew them on your behalf as our current contract expires on June 30, 2025. The contracts are itemized in the attached ('B'). There is also likely to be a period of time where you can expect to see limited to no content on social channels due to the break in strategy and planning. Additionally, we currently employ a part-time employee whose sole role is to staff and maintain the Experience Roseburg Visitor Center which is currently open Monday thru Friday, noon – 5:00 pm. It is a pleasure to work in partnership with The City of Roseburg and be the DMO for you. We hope that the proposed solution is met in a favorable light and that we can continue to do what we do best, create amazing content that shows the beauty of the area we all call home.

Respectfully,

Cam Campman



Attachment 'A'

City of Roseburg -

ANVIL NW will agree to focused industry meetings, with no more than five to seven key personnel from our most popular attractions and draws (F&B, hoteliers, arts & culture, outdoors, sports & rec). These meetings in part, will help form the agenda of, and will be held prior to our regularly scheduled quarterly stakeholder meetings. Our vision with this model, should allow us to keep our larger pool of stakeholders informed, while at the same time, gather vital feedback from key personnel within these tourism related industries. With this addition, we will also be revising our bid, as the scope of work with be changing.

REVISED BID:

\$720,000

TERMS:

- ANVIL NW will choose five to seven core industry representatives
- Industry meetings will be held quarterly, prior to our larger stakeholder meetings
- Industry group will give feedback, while also recommending future topics of interest
- Each industry rep will be asked to report any headlines of their respective outlet
- Industry group will not art direct on any collateral produced by ANVIL NW & Experience Roseburg

We look forward to hearing your decision.

Sincerely -
Cam Campman / Creative Director

Attachment 'B'

Experience Roseburg DMO media items in hiatus after June 30...

- Static billboard space rent is up for renewal. Lamar Advertising contract expires June 29, 2025. Billboard space has been rented for Experience Roseburg since March 25, 2020. Renewal contract ready to be signed by Anvil NW once DMO contract award letter received.
 - Risk losing static billboard location at I-5 Sutherlin after contract expiration. The 'first right of refusal' option is not valid once contract ends.
 - Static billboard located on I-5 at Sutherlin artwork after June 29 to be removed by vendor and tossed unless otherwise directed
 - Experience Roseburg '*We Like It*' campaign
- Digital billboard space rent is up for renewal. Outfront Media contract expires June 29, 2025. Billboard space has been rented for Experience Roseburg since March 23, 2023. Renewal contract ready to be signed by Anvil NW once DMO contract award letter received.
 - Risk losing digital billboard location at I-5 Salem after contract expiration. The 'first right of refusal' option is not valid once contract ends.
 - Digital billboard located on I-5 at Salem artwork in rotation after June 30 to be removed by vendor and Proof of Play reports will be incomplete for the following artwork designs. Proof of Play reports provided by Outfront Media show how many times and advertisements have been served.
 - Experience Roseburg '*We Like It*' campaign
 - Graffiti Weekend
 - Growing Miracles Lavender Festival
 - Music on the Half Shell concert series
 - Douglas County Dirtrack
- Eugene Airport Visitor Guide Distribution – City of Eugene contract ends June 30, 2025. Experience Roseburg has been visitor guide distribution advertiser since July 31, 2023. Renewal contract ready to be signed by Anvil NW once DMO contract award letter received.
 - Visitor guides removed from the 2nd busiest airport in Oregon

- Risk losing visitor guide distribution spot
- Certified Folder Visitor Guide Distribution - Certified Folder Display Service contract ends June 30, 2025. Renewal contract ready to be signed by Anvil NW once DMO contract award letter received.
 - Visitor guides removed from 8 Oregon Welcome Centers, 54 Roseburg area locations, Rogue X Travel Medford location, Rogue Valley Airport location.
 - Risk losing visitor guide distribution spot.
- Datafy Visitor Insights Subscription – Datafy contract ends June 30, 2025. Renewal contract ready to be signed by Anvil NW once DMO contract award letter received.
 - Denied access to Datafy Analytics Online Dashboard once contract expires.
 - Denied access to Datafy Advertising post campaign attribution of Spring 2025 Campaign that ran March 1-May 15, 2025.
 - Post campaign attribution reporting shows how many visitors who were served an advertisement, came into Roseburg after the advertisement was viewed.
 - Refusal of advertising opportunity of a visitor campaign which would run June 1 – September 15, due to the possibility of not having access to Datafy Visitor Insights Subscription after June 30. The purpose of the campaign is to increase overnight stays from those driving through and making a gas station stop.
- Social media management contractor work stops after June 30, 2025, which includes content creating and placement for paid and organic posting on Facebook, Instagram, and YouTube. This also includes reputation and engagement management and communication through platform direct messaging. DMO contract award letter needed to resume work.
- Association Memberships end June 30, 2025.
 - Travel Southern Oregon
 - Oregon Destination Association
 - Oregon Festivals & Events Association
- Experience Roseburg website update/refresh goes live on or before June 28, 2025. Editing or troubleshooting newly launched website update/refresh will not happen

nor necessary updates such as new events posted or new or closed business listings made.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CONTRACT AWARD RECOMMENDATION FOR DESTINATION MARKETING ORGANIZATION (DMO) SERVICES

Meeting Date: May 12, 2025
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City received proposals for the DMO services contract. The issue for Council is whether to award a new DMO contract.

BACKGROUND

A. Council Action History.

June 10, 2019: Council awarded the DMO contract to Anvil Northwest.

B. Analysis.

The current contract for DMO services between the City and Anvil Northwest expires June 30, 2025. The City published a Request for Proposal (RFP) on February 5, 2025, to solicit new DMO proposals for those interested in providing this service for the City of Roseburg. Three proposals were received from the following organizations:

- Anvil Northwest
- Agency Tourism Marketing
- Watson Creative

Staff formed a selection committee and reviewed all three proposals. Requirements within the RFP outlined that each proposer meet the minimum qualifications provided within the RFP. Among the listed requirements are standards identified in ORS 320.300(8) which indicate the proposer must be one of the following:

- (a) An incorporated nonprofit organization or governmental unit that is responsible for the tourism promotion of a destination on a year-round basis.
- (b) A nonprofit entity that manages tourism-related economic development plans, programs and projects.
- (c) A regional or statewide association that represents entities that rely on tourism-related business for more than 50 percent of their total income.

Watson Creative and Agency Tourism Marketing do not meet this standard. Despite not meeting this requirement staff moved forward with an interviewing process involving all

three proposers. The idea was that perhaps Watson Creative or Agency Tourism Marketing might be able to convey how they could possibly meet this minimum qualification.

Both failed to do so, and it became apparent through each interview that although they appeared to be excellent marketing/creative agencies, neither had worked as an actual DMO. Rather, they have provided marketing/creative services developing campaigns for established DMO's.

Conversely, Anvil Northwest satisfied all the necessary qualifications. They have worked as the City of Roseburg's DMO for the last six years and have provided marketing/creative services while establishing the Experience Roseburg brand.

Scoring of each proposal and interviews were completed by members of the steering committee based upon evaluation criteria provided at the end of the RFP. The lack of understanding from Watson Creative and Agency Tourism concerning the purpose of the RFP and the City's need for a DMO, not just a marketing/creative agency, led to significantly lower scores from each member of the steering committee.

On the other hand, Anvil Northwest scored considerably higher as much of their proposal addressed items needed from a future DMO service provider. Significant deliverables include the hiring of a new employee to act as the Destination Marketing Manager. Essential functions of this new position will include stakeholder and industry engagement, destination development, and special event program management. Functions which the City and Anvil have discussed as areas where DMO services could improve.

Additional deliverables include greater coordination with hoteliers to create possible performance indicators to identify tourism-related hotel stays. Enhanced coordination with Travel Southern Oregon and Travel Oregon to better align trending subject matter. Plus, more face time with community partners to ensure feedback is provided and stakeholders are clear concerning messaging Experience Roseburg is providing. In addition to these items, Anvil will continue to deliver high quality brand management and content creation concerning Experience Roseburg. This includes plans to refresh the current website and social media offerings. Visitor Center services, including merchandise and apparel, will continue to be prioritized.

The evaluation criteria form as provided in the RFP offers a total of 120 combined points for each proposal. The average points assigned to each proposal from the members of the steering committee are as follows:

- Anvil Northwest - 99
- Agency Tourism Marketing - 61
- Watson Creative – 66

As required within the RFP, the contract is awarded to the proposer with the highest overall score.

C. Financial/Resource Considerations.

The current contract provides Anvil with a fixed base fee of \$500,000 per year, plus 15% of the tourism promotion portion of the revenues collected by the City from the transient lodging tax, with a combined not to exceed amount of \$750,000. The fixed base fee increased 3% per year and is currently \$530,450. Because this method of payment includes a 15% “kicker” each quarterly payment has been different, making it difficult to forecast spending and purchase future ad space. For fiscal year 22-23 Anvil was paid a total annual amount of \$642,449. For fiscal year 23-24 Anvil was paid \$648,255. Projections indicate that for fiscal year 24-25 Anvil will receive approximately \$650,000. Anvil is now proposing a consistent flat fee that could be paid on a quarterly or possibly even a monthly basis. Anvil is proposing to provide the services as outlined within the RFP for \$700,000 annually.

The Hotel/Motel Tax Fund is projected to generate \$1.7 million in the current fiscal year. After administrative costs and transfers to the Sidewalk/Streetlight Funds and Economic Development Funds, the fund will net just over \$1 million. The ending fund balance July 1, 2025 is projected to be in excess of \$2.2 million. Funding is available to support the contract. Staff intends to add language that allows the contract to be renegotiated should a major economic downturn impact TLT tax revenues.

D. Timing Considerations.

The current contract for DMO services between the City and Anvil Northwest expires June 30, 2025. To maintain tourism outreach, awarding the contract in a timely manner will allow for continuity of services.

COUNCIL OPTIONS

The City Council could choose to:

- Approve award of the contract for DMO services to Anvil Northwest for a five-year period starting at \$700,000 per year; or
- Ask Staff to go back out for proposals; or
- Do nothing

STAFF RECOMMENDATION

This information was provided to the Economic Development Commission (EDC) during their meeting on April 24, 2025. The EDC voted unanimously to recommend City Council award the DMO contract to Anvil Northwest. Staff concurs with this recommendation.

SUGGESTED MOTION

“I MOVE TO AWARD THE CONTRACT FOR DESTINATION MARKETING ORGANIZATION SERVICES TO ANVIL NORTHWEST FOR A FIVE-YEAR PERIOD STARTING AT \$700,000 PER YEAR UPON FINAL NEGOTIATION.”

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PROVIDING INTERIM FINANCIAL SUPPORT FOR OFF-STREET PARKING FUND

Meeting Date: June 9, 2025
Department: Finance
www.cityofroseburg.org

Agenda Section: Department Items
Staff Contact: Ron Harker, Finance Director
Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

Staff is requesting authorization to utilize General Fund – Other Requirement Funds to provide the financial support that is required for the Off-Street Parking Fund. It is proposed that an additional \$25,000 be authorized at this time to close out the current fiscal year.

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 will be charged a fee, 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 off-street parking fund will be paid by downtown property and/or business owners, based upon the proposed adjustments and changes ACE has 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 from the General Fund – Other Requirement Funds to directly cover the cash flow needs of the Off-Street Parking Fund, keeping in line with past Council practice in utilizing ARPA funding to meet the cash flow needs.

On March 10, 2025, Council 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 or obtaining bids for changes needed to convert from free to paid parking.

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.

B. Analysis.

The City provides downtown parking enforcement services through a contract with ACE Parking & Mobility Solutions. Currently, the parking enforcement program does not generate sufficient revenues to cover expenses and is not sustainable in its current form. Staff and Council are currently working on long-term solutions to fund the parking program to make it sustainable through the recently established parking committee. In the interim, parking enforcement expenses continue to accrue, resulting in a deficit that needs to be funded.

As the City works towards the completion of the current fiscal year, final projections have been made to project the needs of the Off-Street Parking fund. Two events have impacted the most recent projections; the first, a reconciliation and correction to prior parking enforcement contract payments resulted in projected final expenditure requirements being greater than previously forecasted, and second, additional cost estimates for the repair of the parking garage elevator are double what was initially known, preventing the project from proceeding in the current fiscal year. As mentioned, parking enforcement costs exceed the fund's resources, creating an operational deficit which has been covered by either ARPA or General Fund resources in the past. As staff projects expenditures for the current fiscal year, a remaining deficit of almost \$19,000 is projected.

As in the past, the General Fund – Other Requirement funds can address the deficit. As projections may fail to capture all future unanticipated events, it is recommended that \$25,000 be authorized for use from the General Fund – Other Requirement funds. The authorization of these funds will satisfy the needs of the Off-Street Parking Fund through the remainder of the fiscal year and ensure compliance with Oregon budget law.

Another option for addressing the deficit would be the adoption of an appropriation transfer of General Fund assets directly to the Off-Street Parking Fund. This action would need to be deferred until June 23, 2025, when staff could present a prepared resolution to adopt the appropriation transfer. For administrative simplicity and following past practice, an authorization to use General Fund – Other Requirements' appropriations directly to address the deficit is preferred.

C. Financial/Resource Considerations.

The use of the General Fund's – Other Requirements Funds to provide needed appropriation support will not significantly impact the General Fund as the proposed \$25,000 represents only 0.07% of expenditures.

D. Timing Considerations.

Oregon Budget Law requires that appropriation authority be sufficient to cover all expenditures prior to their encumbrance. Additionally, the current fiscal year will be expiring on June 30, 2025, necessitating the authorization this month.

COUNCIL OPTIONS

- 1) Authorize \$25,000 from General Fund – Other Requirements to be used to provide sufficient appropriation assistance for the Off-Street Parking Fund; or
- 2) Direct staff to prepare an appropriation transfer to transfer \$25,000 from the General Fund to the Off-Street Parking Fund to provide the funds to cover the projected deficit and to bring it back to Council on June 23, 2025; or
- 3) Provide staff with alternative directions to fund the appropriation needs of the Off-Street Parking Fund.

STAFF RECOMMENDATION

Given the need to comply with Oregon budget law, past practice and administrative simplicity, staff recommends that Council authorize \$25,000 from the General Fund – Other Requirements to provide appropriation assistance to the Off-Street Parking Fund.

SUGGESTED MOTION

“I MOVE TO AUTHORIZE THE USE OF \$25,000 OF THE GENERAL FUND – OTHER REQUIREMENTS TO PROVIDE APPROPRIATION ASSISTANCE FOR THE OFF-STREET PARKING FUND.”

ATTACHMENTS: None.



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
 - Anvil NW Presentation
 - Tent Camping Rules Discussion from April Work Session
-

June 23, 2025 - 6:30 p.m.

Planning Commission Interviews

June 23, 2025

Mayor Reports

- A. Planning Commission Appointment
- B. Parks and Recreation Month Proclamation

Commission Reports

- A. Downtown Parking Committee Update

Special Presentations

- A. NeighborWorks Umpqua CDBG Project

Consent Agenda

- A. June 9, 2025 Meeting Minutes

Ordinances

- A. Ordinance No. 3611 – Prohibiting Indecent Exposure, Second Reading

Department Items

- A. Slurry Seal Bid Award
- B. 2025 PMP Bid Award
- C. Harvard Ave. Storm Drain Bid Award

Informational

- A. Future Tentative Council Agendas
-

July 14, 2025

Mayor Reports

Commission Reports

- A. Downtown Parking Committee Recommendation

Consent Agenda

- A. June 23, 2025 Meeting Minutes

Public Hearings

- A. PICM Model Ordinance No. _____, First Reading

Executive Session

- A. ORS 192.660(2)(i) – City Manager Report/Evaluation

Informational

- A. Future Tentative Council Agendas
-

July 28, 2025

Mayor Reports

Consent Agenda

- A. July 14, 2025 Meeting Minutes

Ordinances

- A. PICM Model Ordinance No. _____, Second Reading

Department Items

- A. Pine St. Waterline Bid Award
 - Informational
 - A. Future Tentative Council Agendas
 - B. Municipal Court Quarterly Report
-

August 11, 2025

- Mayor Reports
 - Consent Agenda
 - A. July 28, 2025 Meeting Minutes
 - Informational
 - A. Future Tentative Council Agendas
-

August 25, 2025

- Mayor Reports
 - Consent Agenda
 - A. August 11, 2025 Meeting Minutes
 - Executive Session
 - A. ORS192.660(2)(i) – City Manager Evaluation
 - Informational
 - A. Future Tentative Council Agendas
 - B. Finance Quarterly Report
-

September 8, 2025

- Mayor Reports
 - Consent Agenda
 - A. August 25, 2025 Meeting Minutes
 - Department Items
 - A. Fireworks Risk Assessment
 - Informational
 - A. Future Tentative Council Agendas
-

September 22, 2025

- Mayor Reports
 - Consent Agenda
 - A. September 8, 2025 Meeting Minutes
 - Department Items
 - A. Water System Master Plan Contract Award
 - Informational
 - A. Future Tentative Council Agendas
-

October 13, 2025

- Mayor Reports
 - Consent Agenda
 - A. September 22, 2025 Meeting Minutes
 - Department Items
 - A. 2025 Oregon Library Statistical Report
 - Informational
 - A. Future Tentative Council Agendas
-

October 27, 2025

- Mayor Reports
 - Consent Agenda
 - A. October 13, 2025 Meeting Minutes
 - 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
