

ROSEBURG CITY COUNCIL AGENDA – NOVEMBER 10, 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.

7:00 p.m. Regular Meeting

1. Call to Order – Mayor Larry Rich

2. Pledge of Allegiance

Roll Call

Tom Michalek

Andrea Zielinski

Jason Tate

Ruth Smith

Ellen Porter

Katie Williams

Zack Weiss

Shelley Briggs Loosley

3. Mayor Reports

A. Veteran's and Military Families Appreciation Month Proclamation

B. Commission Chair Appointments

C. Homeless Commission Resignation and Withdrawal

D. Councilor Request for Reimbursement

4. Commission Reports/Council Ward Reports

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

6. Consent Agenda

A. October 27, 2025 Regular Meeting Minutes

7. Resolutions

A. Supplemental Budget for Grant Fund, Fiscal Year 2025-26 – Resolution No. 2025-15

B. Fee Schedule Updates – Resolution No. 2025-16

8. Ordinances

A. Ordinance No. 3616 Annexation and Zone Change – 1058 Greenley St. – File Nos. AN-24-002 & ZC-24-002

B. Proposed Organization of Planning Commission Code Amendment Ordinance No. 3617

C. Ordinance No. 3618 Granting a Telecommunications Franchise to Sangoma US, Inc.

9. Department Items

A. Extend Taxiway A Phase II Construction – Authorization of Change Order No. 2 – Project No. 22GR18

10. Items from Mayor, City Council and City Manager

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

11. Adjourn

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

A. City Manager Evaluation

Informational

A. Future Tentative Council Agendas

B. Municipal Court Quarterly Report

C. Quarterly Financial Report

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

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

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

AUDIENCE PARTICIPATION INFORMATION

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

Comments may be provided in one of three ways:

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

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

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

ORDER AND DECORUM

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

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

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

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

PROCLAMATION

CITY OF ROSEBURG, OREGON

Veterans and Military Families Appreciation Month

WHEREAS: Our Community is home to many American Veterans who have defended the principles and liberty of this nation whenever and wherever they were deemed to have been threatened; and

WHEREAS: The citizens of Roseburg openly support the dedicated Veterans who have served their country with valor when called to do so; and

WHEREAS: Our Community honors the unrelenting courage and dedication of all who have put on the uniform and to the steadfast love and support of all who served alongside them; and

WHEREAS: Our local Military Families who have put their lives on hold, so our military could hold the line, represent the best of America, and we will always honor what they have done for our Nation; and

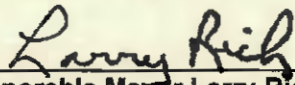
WHEREAS: The month of November is set aside each year for all Americans to show their appreciation for Veterans and Military Families; and

WHEREAS: We recognize and appreciate the Douglas County Veterans Parade Committee's work on the 70th annual parade to honor our veterans, that will be held on November 11, 2025.

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the month of November as

Veterans and Military Families Appreciation Month

DATED this 10th day of November 2025.



Honorable Mayor Larry Rich



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



HOMELESS COMMISSION RESIGNATION AND WITHDRAWAL

Meeting Date: November 10, 2025

Department: Administration

www.cityofroseburg.org

Agenda Section: Mayor's Reports

Staff Contact: Nikki Messenger/Jennifer Bragg

Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

United Community Action Network (UCAN) has notified City staff that they are relinquishing their designated seat on the Homeless Commission. There are two issues for Council consideration: One, acceptance of the resignation of the UCAN appointee, and two, direction to staff regarding potential amendments to the Roseburg Municipal Code addressing the organization and membership of the Commission.

BACKGROUND

A. Council Action History.

- On December 14, 2020, the Council adopted Ordinance No. 3544, establishing the Homeless Commission.
- On March 8, 2021, the Council adopted Ordinance No. 3553, clarifying language regarding the Commission Chair.
- On December 12, 2022, the Council adopted Ordinance No. 3578, changing the membership to eight by adding a representative of the Cow Creek Band of Umpqua Tribe of Indians to the organization of the commission.
- On August 11, 2025, the Council adopted Ordinance No. 3613, changing the frequency of the meetings to every even month.

B. Analysis.

When the Homeless Commission was established in December of 2020, the initial organization of the Commission was seven members, including the director or designated representative from Adapt, UCAN, Aviva Health, and Umpqua Health Alliance, the chair, and two at large members. In December 2022, the Commission was changed to eight members with the addition of a seat for the Cow Creek Band of Umpqua Tribe of Indians.

With UCAN's desire to withdraw from the Commission, the Council can proceed in a couple of ways.

1. Remove UCAN from the named representative seats and go back to a seven-member commission, as originally formed.
2. Keep eight members and name another organization to the list of named seats on the commission.

3. Keep eight members and create a third at-large or another position.

Currently, all the other City Commissions have an odd number of members. The Airport, Economic Development, Historic Resource Review, Library, Parks & Recreation, and Planning Commissions all have seven members. The Public Works Commission has nine members. The Budget Committee, which functions differently than a commission, is required by statute to have an equal number of citizen and Council members, so it totals sixteen members.

C. Financial/Resource Considerations.

Staff time to draft an ordinance change.

D. Timing Considerations.

While the commission membership remains at eight, a quorum of five is required to hold a meeting. Until a decision is made regarding the relinquished seat and an ordinance is adopted to reflect the decision, this requirement will remain in place.

COUNCIL OPTIONS

The Council should take action to accept the resignation. Regarding the future composition of the Commission, the Council has the following options:

1. Direct staff to draft an ordinance reducing the membership to seven by removing the UCAN representative from the Homeless Commission; or
2. Direct staff to draft an ordinance maintaining the current membership by replacing the UCAN representative with another named organization or adding an at-large seat; or
3. Provide staff with alternative direction on how to proceed.

STAFF RECOMMENDATION

Staff recommends the Council accept the UCAN representative's resignation from the Homeless Commission and direct staff to prepare an ordinance reducing the Homeless Commission membership to seven by removing the UCAN representative.

SUGGESTED MOTION

"I MOVE TO ACCEPT THE UCAN REPRESENTATIVE'S RESIGNATION FROM THE HOMELESS COMMISSION, WITH REGRETS."

and

"I MOVE TO DIRECT STAFF TO PREPARE AN ORDINANCE REDUCING THE HOMELESS COMMISSION MEMBERSHIP TO SEVEN BY REMOVING THE UCAN REPRESENTATIVE."

ATTACHMENTS:

None.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



COUNCILOR REQUEST FOR REIMBURSEMENT

Meeting Date: November 10, 2025
Department: Administration
www.cityofroseburg.org

Agenda Section: Mayor's Reports
Staff Contact: Nikki Messenger, CM
Contact Telephone Number: 541-492-6866

ISSUE STATEMENT AND SUMMARY

Councilor Briggs-Loosley has requested Council consideration for reimbursement of legal fees incurred in defending an unfounded claim filed with the Oregon Governmental Ethics Commission (OGEC).

BACKGROUND

A. Council Action History.
None.

B. Analysis.

On March 8, 2025, Bernard Woodard filed a written complaint with OGEC alleging that Councilor Briggs-Loosley violated state ethics laws relating to conflict of interest and prohibited use of office. Councilor Briggs-Loosley retained private legal counsel to prepare her response to this matter. OGEC completed a preliminary investigation, and, on June 13, 2025, the Commission reviewed the preliminary report and entered an Order of Dismissal, clearing Councilor Briggs-Loosley of all allegations. Councilor Briggs-Loosley is requesting reimbursement for \$2,760.25 in legal fees.

Roseburg Municipal Code Section 2.34.080 is the only section of the code that speaks to Council reimbursements and is mostly geared towards Councilor training and reimbursement of expenses. In part it states, "Expenditures for other than routine reimbursable expenses (e.g., conference registration, travel, etc.) will require advance approval of the Council."

Under Oregon law, any individual may file an ethics complaint, and the respondent must defend against it regardless of merit. This can easily lend itself to weaponization and abuse of this system that is meant to do the opposite. Council may wish to consider establishing a policy that reimburses expenses related to OGEC claims, if a council member (or commission member) is exonerated by OGEC. The policy could set a maximum reimbursement, if appropriate.

C. Financial/Resource Considerations.

Councilor Briggs-Loosley is requesting reimbursement for \$2,760.25 in verified and paid legal fees.

D. Timing Considerations.

Receipts provided indicate that the legal fees have all been paid in 2025.

COUNCIL OPTIONS

The Council has the following options:

1. Direct the City Manager to reimburse Councilor Briggs-Loosley \$2,760.25 in legal fees; or
2. Direct the City Manager to reimburse Councilor Briggs-Loosley a different amount; or
3. Direct the City Manager to not reimburse Councilor Briggs-Loosley.

And

4. Direct staff to prepare a policy for Council consideration regarding reimbursement of legal fees related to defending OGEC claims that are ultimately dismissed; or
5. Direct staff not to prepare a policy.

STAFF RECOMMENDATION

Staff recommends Council direct the City Manager to reimburse Councilor Briggs-Loosley \$2,760.25 and to prepare a policy for Council consideration establishing parameters for reimbursement of legal fees related to defending OGEC claims that are ultimately dismissed.

SUGGESTED MOTION

"I MOVE TO DIRECT THE CITY MANAGER TO REIMBURSE COUNCILOR BRIGGS-LOOSLEY \$2,760.25 FOR LEGAL FEES INCURRED IN DEFENSE OF AN OGEC COMPLAINT THAT WAS DISMISSED."

"I MOVE TO DIRECT STAFF TO PREPARE A POLICY FOR COUNCIL CONSIDERATION ESTABLISHING PARAMETERS FOR REIMBURSEMENT OF LEGAL FEES RELATED TO OGEC COMPLAINTS THAT ARE ULTIMATELY DISMISSED, WITH A MAXIMUM REIMBURSEMENT OF \$_____."

ATTACHMENTS:

None.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
October 27, 2025**

Councilor Andrea Zielinski called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on October 27, 2025, in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Michalek led the pledge of allegiance.

2. ROLL CALL

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

Absent: Mayor Larry Rich, Ruth Smith, and Jason Tate

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Finance Director Ron Harker, Community Development Director Stu Cowie, Public Works Director Ryan Herinckx, Human Resources Director John VanWinkle, Library Director Kris Wiley, Special Projects Coordinator Jennifer Bragg, City Recorder Amy Nytes, Tabor Building Projects Manager Ben Tatone, and The News Review Reporter Patrick Moore

3. Mayor Reports

A. VanWinkle presented the Municipal Judge Compensation.

Councilor Briggs Loosley moved to increase the Municipal Judge's monthly salary by 5% to \$6,580, effective November 1, 2025. The motion was seconded by Councilor Williams and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

4. Commission Reports/Council Ward Reports

Councilor Weiss spoke about the October 23, 2025 Economic Development meeting, he was not able to attend, Experience Roseburg gave their quarterly presentation, and Thrive Umpqua discussed the progress of putting a downtown organization together.

Councilor Briggs Loosley spoke about the October 27, 2025 Homeless Commission meeting that was cancelled due to lack of a quorum. Staff is working on rescheduling the meeting to a date to be determined.

Councilor Zielinski spoke about the October 21, 2025 Library Commission meeting, there was a recommendation for the library to begin providing digital newspapers through NewsBank, The News Review will continue to be offered in print format daily,

there are fun programs for kids and adults coming up, and more information can be found on the website at www.roseburgpubliclibrary.org.

Councilor Michalek spoke about the progress of construction and improvements at Brown Park, the Vets Bridge has been painted black, and Stewart Park seems to be cleared of illegal camping and debris.

5. Audience Participation

Dick Dolgonas, spoke about the possibility of turning the driving range at the golf course into an urban campground to alleviate homelessness and safety issues for those wanting to use the bike path.

Georgie Pulman – Olzaski, spoke about homelessness and safety issues when using the bike path.

Johnny Lynch, spoke about democracy and endorsed Max Smoot for mayor.

Max Smoot, resident, spoke about civic concerns, finding solutions, and running for mayor.

Bernie Woodard, business owner, spoke about making changes to Resolution No. 2022-21 to improve homelessness issues and conditions in public spaces.

6. Consent Agenda

A. October 13, 2025 Regular Meeting Minutes.

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

7. Ordinances

A. Nytes presented Ordinance No. 3615 Granting a Telecommunications Franchise to thinQ Technologies, Inc., First and Second Reading.

Councilors had questions about the current number of telecommunications franchises in the city and impact on other service providers (Michalek, Weiss).

Nytes stated that she did not want to provide a specific number off the top of her head, but after further discussion estimated approximately 10 – 20 franchises, and offered to email the exact number to Council, and this is a non-exclusive agreement that will allow them to offer services without impacting other providers. Messenger later clarified that there are 37 existing telecommunications franchises, making this the 38th.

Council agreed to a first reading and Nytes read Ordinance No. 3615, entitled, "An Ordinance Granting a Telecommunications Franchise to thinQ Technologies, Inc., effective retroactively on July 1, 2025," for the first time.

Councilor Briggs Loosley moved to suspend the rules and proceed with second reading of Ordinance No. 3615, Granting a Telecommunications Franchise to

thinQ Technologies, Inc., Retroactive to July 1, 2025. The motion was seconded by Councilor Michalek and approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

Council agreed to a second reading and Nytes read Ordinance No. 3615, entitled, "An Ordinance Granting a Telecommunications Franchise to thinQ Technologies, Inc., effective retroactively on July 1, 2025," for the second time.

Councilor Briggs Loosley moved to adopt Ordinance No. 3615. The motion was seconded by Councilor Williams. Roll call vote was taken: Councilors Briggs Loosley, Michalek, Porter, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

B. Councilor Zielinski opened the public hearing at 7:37 p.m.

Forrester clarified the rules governing public hearings for land use matters and asked staff to identify any requests for additional party status received since the Planning Commission hearing, as well as any audience members wishing to declare party status.

Cowie stated there have not been any new requests for additional party status since the Planning Commission hearing and there were no members of the audience that came forward.

Forrester asked Councilmembers to declare any ex-parte contact or conflicts of interest.

Councilor Michalek stated that he knew the parties involved.

Forrester clarified the possible conflict of interest and Councilor Michalek confirmed he could remain impartial.

Cowie presented Ordinance No. 3616 Annexation and Zone Change – 1058 Greenley St. – File Nos. AN-24-002 & ZC-24-002, First Reading.

Councilors had questions about possible restrictions for future home builders, traffic limitations, including traffic diversion methods in future impact studies, whether road improvements will encroach on the applicant's property, notification to surrounding neighbors and negative feedback, differences between current and proposed zoning, and concerns about safely entering the roadway from the property (Porter, Michalek).

Cowie clarified the partition and subdivision process, notification to neighbors is part of the requirement for future development and opportunity for public input at a public hearing, future developments will need a traffic impact study, roundabouts have been included in some reports, future road improvements are not expected to impact this property, neighbors within 300 feet of the boundary were notified, there six people that spoke in opposition of the annexation at the Planning Commission hearing, zoning is consistent with the medium density comprehensive plan and the applicant is proposing access at the top of Greenley Street.

Forrester clarified the evaluation process of applicant criteria during a quasi-judicial hearing.

Tabor Building Projects Manager Ben Tatone shared information about the project, access to the property from busy roadways, annexation is required for properties that are city-adjacent and that need access to city water, applicant is not proposing multifamily units at this time, the property is located in the Urban Growth Boundary, future benefit for homeowners with failing septic systems to work with RUSA for upgrades to the sewer system, minimal traffic impact for one additional home, no other houses in the area have the annexation requirement, subsequent site plan applications will include rigorous review to meet Hillside Development Overlay standards, homes are built to be energy efficient as required by the Energy Trust of Oregon, and does not anticipate increased pedestrian traffic or crime.

As no one wished to speak, Councilor Zielinski closed the public hearing at 8:09 p.m.

Councilor Briggs Loosley moved to adopt the Findings of Fact and Order approved by the Planning Commission for File Nos. AN-24-002 & ZC-24-002. The motion was seconded by Councilor Weiss.

Councilors shared concerns about needing more housing for residents (Michalek).

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

Council agreed to a first reading and Nytes read Ordinance No. 3616, entitled, "An Ordinance Annexing 2.12 Acres of Property Addressed as 1058 Greenley St., Withdrawing the Property from the Central Douglas Fire & Rescue Authority, and Amending the Roseburg Zoning Map," was read for the first time.

Department Items

- A. Herinckx presented Task Order No. 5 Authorization – 2026 Pavement Management Program Design Services, Project No. 26PW01, SE Stephens. Councilors had questions about the number of curb cuts planned for the project, requirements for ADA compliance, and funding for ramp reconstruction (Michalek).

Herinckx clarified they are estimating the need to replace 18 curbs during this phase, approximately 2100 feet, more information will be available once the survey is completed, 2018 audit determined there are 1500 ramps that are not ADA compliant and we are in year 6 of a 30-year plan to make the necessary upgrades to non-compliant ramps, compliance is a federal requirement, and we do not get federal funding to assist with ADA compliant ramp construction.

Councilor Briggs Loosley moved to authorize Task Order No. 5 with Century West Engineering for the 2026 Pavement Management Program for an amount not to exceed \$115,119.00. The motion was seconded by Councilor Williams. The motion was approved with the following vote: Councilors Briggs Loosley, Michalek, Porter, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

B. Messenger, Cowie, and Harker presented the Downtown / Laurelwood Parking Enforcement.

Following direction from the August meeting, staff researched parking programs in similar-sized cities and analyzed options for a part-time program. Messenger noted that of the 12 comparable Oregon cities analyzed, 10 handle parking enforcement internally. Albany contracts with their downtown association, while Ashland (which hosts the Shakespeare Festival) also contracts out.

Financially, the current Ace program has improved but still shows a deficit. Messenger noted that current citations currently represent 49% of revenue, permits 42%, and meters 8.5%, which is an inverse of what would be considered a healthy parking program.

Public Comments:

Ken Deatherage, resident, shared business owner's concerns about aggressive enforcement, not wanting to discourage customers from shopping downtown, cancelling the ACE Parking contract, proposed that business owners form a group that will handle parking problems, asked that the parking garage be secured, implement an ordinance prohibiting business owners and employees from taking up customer parking spaces, and would like to reevaluate after some time has passed.

Sarah Everman, business owner, shared concerns about the data from the staff report, felt that comparisons to Albany and Ashland were confusing because of population size and community activities that create a unique downtown economy, none of the cities are spending \$300,000 for a parking enforcement contract, many peer cities use the police department or community service officers for parking enforcement that is supported by a broad tax base versus a subset of downtown stakeholders, recognizes the need for some parking enforcement at a much lower cost, encouragement to do more research of cities that internalize enforcement, and the parking structure is the best asset we have and need to make it secure.

Keith Tidball, business owner, would like more information about the unintended consequences of cancelling the ACE Parking contract, supports a complaint driven system, proposes securing the parking garage or leasing it out, and encouragement to research options versus trying to implement a one-size-fits-all approach.

Sarah Morin, business owner, shared frustration about the lack of progress on this issue, believes ACE Parking is too expensive, and proposes downtown business owners monitor parking issues for a while and then work with the city on a budget that will support a new parking enforcement program.

Janice Quist, business owner, shared her experience with parking enforcement efforts throughout the years and that downtown businesses are negatively impacted when customers are ticketed.

Blair Bailey, former business owner, proposed a minimal fee for a parking permit that all city and county employees purchase rather than parking for free.

After extensive discussion, the Council approved several recommendations from the Downtown Parking Committee (DPC):

1. Remove all existing parking meters and replace with fee time-limited parking signage.
2. Include (DPC) Recommendation #5 in the mid-year fee resolution for the November 10 meeting.
3. Include (DPC) Recommendation #9 in the mid-year fee resolution for the November 10 meeting.
4. Bring back information on the cost of part-time internal parking enforcement.

The Council decided to table decisions on residential permits for Laurelwood, restriping, signage packages, and other recommendations pending further information and evaluation. Staff will bring fee schedule changes to the November meeting.

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

- Councilor Michalek asked for more information about the UCC land transfer item on the future tentative agenda schedule.

Messenger clarified that Council has previously approved trading three city-owned lots for the Wooley Center with UCC, but still need to be negotiated with UCC's board.

- Messenger shared that the Neewollah Parade event is on Friday, October 31st, beginning at 5:00 p.m. and invited councilors to join in distributing candy to parade participants.

9. Adjourn

Councilor Zielinski adjourned the regular meeting at 9:58 p.m.

Grace Jelks

Grace Jelks

Management Staff Assistant

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



SUPPLEMENTAL BUDGET FOR THE GRANT FUND, FISCAL YEAR 2025-26 RESOLUTION NO. 2025-15

Meeting Date: November 10, 2025

Department: Finance

www.cityofroseburg.org

Agenda Section: Resolutions

Staff Contact: Ron Harker, Finance Director

Contact Telephone Number: 541-492-6710

ISSUE STATEMENT AND SUMMARY

The City is the recipient of a \$25,000 grant through the 2023 National Criminal History Improvement Program (NCHIP) Grant / Agency Livescan New and Replacement Project administered by the Oregon State Police CJIS Division.

The grant will fund replacement of the Roseburg Municipal Court's electronic fingerprinting machine, and will be classified as a capital expenditure. Currently, the Grant Fund does not include a capital outlay appropriation; therefore, a supplemental budget is required to authorize the expenditure and recognize the associated grant revenues.

Resolution No. 2025-15 adopts a supplemental budget which recognizes the grant revenues and appropriates a required amount as capital expenditures, thereby providing the resources to manage the grant.

BACKGROUND

A. Council Action History.

There is no prior council action on this grant.

B. Analysis.

An appropriation is an authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. It is limited to one fiscal year [ORS 294.311(3)]. Appropriations are a legal limitation on the amount of expenditures that can be made during the fiscal year and on the purposes for which expenditures can be made [ORS 294.456(6)]. After the beginning of the fiscal year, when a local government is operating with the adopted budget, changes in appropriated expenditures sometimes become necessary. Appropriations may be increased or decreased, transferred from one appropriation category to another, or new appropriations categories created.

The method used to amend the budget is determined by the budgetary change needed. If the change involves new appropriations and increased revenues, a new fund, or a new

appropriation category or the use of reserved for future expenditure funds, a supplemental budget is required.

The City entered into a Subrecipient Award Agreement with the Oregon State Police CJIS Division for a reimbursement grant of up to \$25,000, through the 2023 National Criminal History Improvement Program (NCHIP) Grant / Agency Livescan New and Replacement Project. The grant provides funds to acquire or replace electronic fingerprinting machines. The Roseburg Municipal Court's electronic fingerprinting machine was originally acquired in 2018 and has experienced some reliability issues this past year. This grant will replace this piece of equipment to ensure the Roseburg Municipal Court can continue to comply with all requirements regarding taking and submitting fingerprints.

The City obtained a quote for a new electronic finger printing machine for \$27,693.85. Since the grant will fund up to \$25,000, a remaining match of \$2,693.85 would need to be covered through additional resources available in the Grant Fund. A transfer of \$3,000 (for simplicity) from the Grant Fund's Reserve for Future Years can accommodate the match need.

The grant was not anticipated when the 2025-26 budget was adopted, and as there were no other capital projects planned, the capital outlay appropriations were not adopted with any appropriations. Since the new electronic fingerprinting machine is a capital expenditure, a supplemental budget needs to be adopted to recognize the grant revenue and appropriate an equal amount as capital outlay.

In order to comply with Oregon Budget Law, which requires a balanced budget, the following adjustments are proposed:

Grant Fund (220)

Revenues

Federal Grants \$ 25,000

Appropriations

Capital Outlay \$ 28,000

Reserve for Future Years..... \$ (3,000)

Total: \$ 25,000

(Changes in revenues and appropriations are offsetting thereby maintaining a balanced budget)

C. Financial/Resource Considerations.

The use of \$3,000 from the Reserve for Future Years is minimal and does not inhibit the ability of the fund to manage all other grant projects.

D. Timing Considerations.

The Oregon State Police CJIS Division is looking to expend the grant funds as expeditiously as possible; therefore, prompt action on the City's part is warranted.

COUNCIL OPTIONS

Council has the following options:

- 1) Adopt the attached resolution as written; or
- 2) Adopt the attached resolution with modifications to the proposed figures; or
- 3) Not adopt the attached resolution, which may result in a delay or loss of the grant.

STAFF RECOMMENDATION

Given the need to comply with Oregon Budget Law and to meet the requirements of the grant award, it is staff's recommendation to adopt the attached resolution as written.

SUGGESTED MOTION

"I MOVE TO ADOPT RESOLUTION NO. 2025-15 AUTHORIZING SUPPLEMENTAL BUDGET REVISIONS AND APPROPRIATION TRANSFERS FOR FISCAL YEAR 2025-26."

ATTACHMENTS:

Attachment #1 – Resolution No. 2025-15

RESOLUTION NO. 2025 – 15

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET FOR
FISCAL YEAR 2025-26**

WHEREAS, the City of Roseburg, Oregon adopted a budget and appropriated funds for fiscal year 2025-26 by Resolution 2025-09; and

WHEREAS, the City entered into a Subrecipient Award Agreement with the Oregon State Police CJIS Division for a reimbursement grant of up to \$25,000, through the 2023 National Criminal History Improvement Program (NCHIP) Grant / Agency Livescan New and Replacement Project, which provides funds to acquire or replace electronic fingerprinting machines; and

WHEREAS, the Roseburg Municipal Court's electronic fingerprinting machine, has experienced reliability issues. This grant will replace that equipment with an updated model to ensure continued compliance with state and federal fingerprinting requirements; and

WHEREAS, the grant was not anticipated when the 2025-26 budget was adopted, and as there were no other capital projects planned, the capital outlay appropriations were not adopted with any appropriations. As a new electronic fingerprinting machine will constitute a capital expenditure, a supplemental budget needs to be adopted to recognize the grant revenue and appropriate an equal amount as capital outlay; and

WHEREAS, the City obtained a quote for a new electronic fingerprinting machine of \$27,693.85. Since the grant will fund up to \$25,000, a remaining match of \$2,693.85 would need to be covered through additional resources available in the Grant Fund. A transfer of \$3,000 (for simplicity) from the Grant Fund's Reserve for Future Years can accommodate the match need; and

WHEREAS, Oregon Budget Law requires a balanced budget where total resources equal total requirements. Revenues – Federal Grants need to increase by \$25,000, while the Capital Outlay needs to be allocated \$28,000 while reducing Reserved for Future Expenditures by \$(3,000).

WHEREAS, ORS 294.471 provides a city may amend the current year adopted budget through the supplemental process when an occurrence or condition that was not known at the time the budget was prepared requires a change in financial planning; and

WHEREAS, publication requirements have been met as outlined by ORS 294.471(3) for a supplemental budget.

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

Section 1 Resources and appropriations in the Fiscal Year 2025-26 budget shall be adjusted as follows:

	Current	Amount	Amended
Grant Fund (220)			
Resources			
Beginning Fund Balance	\$ 2,419,218	\$ -	\$ 2,419,218
Revenues	\$ 354,460	\$ 25,000	\$ 379,460
Total Resources:	\$ 2,773,678	\$ 25,000	\$ 2,798,678
Appropriations			
Materials and Services	\$ 2,016,245	\$ -	\$ 2,016,245
Capital Outlay	\$ -	\$ 28,000	\$ 28,000
Reserved for Future Years	\$ 757,433	\$ (3,000)	\$ 754,433
Total Appropriations:	\$ 2,773,678	\$ 25,000	\$ 2,798,678

Section 2 The Finance Director is to make the proper adjustments to the budget.

Section 3 This resolution shall become effective immediately upon adoption by the Roseburg City Council on November 10, 2025.

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 10TH DAY OF NOVEMBER, 2025.**

Amy Nytes, City Recorder

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



FEE SCHEDULE UPDATES RESOLUTION NO. 2025-16

Meeting Date: November 10, 2025
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

Council is asked to consider a resolution updating the City's fee schedule to reflect mid-year adjustments.

BACKGROUND

A. Council Action History.

Council considers annual fee adjustments in May of each year. This adjustment includes the fees that are indexed and typically includes a significant variety of fees. Changes to the fees become effective July 1 of that year. A mid-year consideration of fee changes can happen in the fall, if needed. The Council's last fee schedule adjustment occurred on May 12, 2025, with the adoption of Resolutions No. 2025-07 and 2025-08.

B. Analysis.

Public Information Requests

Staff proposes raising the fee for an unbound copy of the municipal code to reflect the amount of staff time involved with ensuring the latest edition and copying.

Municipal Code			
Complete (unbound)	\$	75.00	\$ 100.00

Business Permits/Licenses

As previously discussed, Roseburg Disposal has proposed raising the annual solid waste management license fee to \$60,000. Staff concurs with this proposal and would propose eliminating the annual term extension fee as part of this change.

Solid Waste Management License			
Annual (per fiscal year)	\$	29,500.00	\$ 60,000.00 annually
On or After 7/1	\$	14,750.00	
Original Application Investigation Charge	\$	2,500.00	one-time
Term Extension	\$	500.00	annually

Community Development

In the Community Development Department, the application fee for a variance to a riparian setback was inadvertently omitted in the last fee schedule update and should be \$421.

Variance

Administrative	\$	562.00	
Public Hearing before Planning Commission	\$	1,124.00	
Riparian Setback		-	\$ 421.00
Resubmittal Fee (30% of the required application fee for the initial application)			

Finance

At the October 27, 2025 meeting, Council directed staff to adjust fees related to parking permits, and to include new on-street parking permit fees. This section is found in the Finance Department section and would be updated as follows:

Parking Facilities

Armory Parking Lot	\$ 35.00	45.00	monthly
Court Street Lot	\$ 22.00	30.00	monthly
Phillips Parking Lot	\$ 28.00	20.00	monthly
Shalimar Parking Lot	\$ 32.00	20.00	monthly
Overpark 2nd Level	\$ 22.00	30.00	monthly
3rd Level	\$ 17.00	25.00	monthly
Oversize Vehicle	\$ 25.00	35.00	monthly
* Rose Street Lot.....	\$ 30.00	35.00	monthly
On-Street Permits.....		50.00	monthly
Discount Bulk Purchase of Rental Spaces			
Spaces 10 through 15		10%	
Additional Spaces over the additional 15		15%	

In addition, as part of the nuisance abatement process, there is a fee to cover the City's overhead/administrative costs. The fee is outlined in the code but not currently included in the fee schedule.

Nuisance Abatement Administrative Fee

Five percent of cost of abatement or \$150, whichever is greater
RMC 7.06.040(D)

C. Financial/Resource Considerations.

The proposed changes more accurately recover the cost of providing City services.

D. Timing Considerations.

If adopted, the revised fees will take effect January 1, 2026.

COUNCIL OPTIONS

Council has the following options:

1. Adopt the attached resolution updating the City's General Fee Schedule; or

2. Recommend changes and adopt a revised resolution updating the City's General Fee Schedule; or
3. Take no action.

STAFF RECOMMENDATION

Staff recommends the Council adopt the attached resolution.

SUGGESTED MOTION

"I move to adopt Resolution No. 2025-16."

ATTACHMENTS:

Attachment #1 – Resolution No. 2025-16

RESOLUTION NO. 2025-16

A RESOLUTION AMENDING RESOLUTION NO. 92.13 REGARDING FEES.

WHEREAS, the City Council of the City of Roseburg periodically reviews and adjusts fees to ensure they reflect the cost of providing services and to maintain fiscal responsibility; and

WHEREAS, Resolution No. 2025-07 was adopted May 12, 2025, establishing the current General Fee Schedule; and

WHEREAS, subsequent review by City staff identified the need for mid-year adjustments to more accurately reflect staff time and resource costs associated with various services; and

WHEREAS, the City Council discussed these proposed updates at the November 10, 2025 meeting and determined that certain fees should be revised as outlined below.

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

Section 1. PUBLIC INFORMATION REQUESTS – Effective January 1, 2026, the below listed reference will be amended in the Fee Schedule:

City Recorder Records

Municipal Code

Complete (unbound) \$100.00 per document

Section 2. BUSINESS PERMITS/LICENSES – Effective January 1, 2026, the below listed reference will be amended in the Fee Schedule:

Solid Waste Management License

Annual (per fiscal year) \$60,000 annually

Original Application Investigation Charge \$2,500 one-time

Section 3. COMMUNITY DEVELOPMENT – Effective January 1, 2026, the below listed reference will be amended in the Fee Schedule:

Variance

Administrative \$562.00

Public Hearing before Planning Commission \$1,124.00

Riparian Setback \$421.00

Resubmittal Fee (30% of the required application fee for the initial application)

Section 4. FINANCE – Effective January 1, 2026, the below listed reference will be amended in the Fee Schedule:

Parking Facilities

Armory Parking Lot	\$45.00 monthly
Court Street Lot	\$30.00 monthly
Phillips Parking Lot	\$20.00 monthly
Shalimar Parking Lot	\$20.00 monthly
Overpark 2 nd Level	\$30.00 monthly
Overpark 3 rd Level	\$25.00 monthly
Oversize Vehicle	\$35.00 monthly
Rose Street Lot	\$35.00 monthly
On-Street Permits	\$50.00 monthly
Discount Bulk Purchase Rental Spaces	
Spaces 10 through 15	10%
Additional Spaces over the additional 15	15%

Nuisance Abatement Administrative Fee

Five percent of cost of abatement or \$150.00, whichever is greater

Section 5. The City of Roseburg Fee Schedule is amended, effective January 1, 2026, and attached hereto as Exhibit “A”, is adopted.

Section 6. This resolution shall become effective on January 1, 2026.

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

Amy Nytes, City Recorder

PUBLIC INFORMATION REQUESTS

COPIES/STAFF TIME

MISCELLANEOUS RECORDS: (Applied to requests from any department)	COST	UNIT
Contract/Bid Documents		
Containing 20-50 pages	\$ 15.00	per document
Containing more than 50 pages	\$ 25.00	per document
(Note: May be waived by City Manager on individual contract basis)		

Personnel Costs

Will be charged for requests requiring more than 1/2 hour staff time. Requests requiring attorney review or assistance will be charged the same rate the City is charged for attorney time.

Photocopy Charges

Service charge of \$1.00 plus		
Black and White up to 8 1/2 x 14	\$ 0.25	per page
Color up to 8 1/2 x 14	\$ 0.50	per page
11 x 17	\$ 0.50	per page
36 x 36	\$ 5.00	per page
Digital Images (Photos, Videos or Files)	\$ 15.00	each

CITY RECORDER RECORDS

Business Registration List		
Complete List	\$ 15.00	per document
Annual List	per page fee	
Municipal Code		
Complete (unbound)	\$ 100.00	per document
Updates	per page fee	

COMMUNITY DEVELOPMENT/BUILDING RECORDS

Comprehensive Plan	\$ 25.00	per document
Comprehensive Plan Map	\$ 20.00	per document
Downtown Master Plan	\$ 25.00	per document
Historic Resources Inventory		
Per Volume	\$ 25.00	per volume
Per Set	\$ 100.00	per set
Title 12 (Land Use Development Regulations) - Roseburg Municipal Code	\$ 25.00	per document
Urban Renewal Plan	\$ 10.00	per document
Wetlands Conservation Plan	\$ 15.00	per document
Zoning Maps	\$ 20.00	per document

FINANCE RECORDS

Audit	\$ 30.00	per document
Budget	\$ 30.00	per document

FIRE DEPARTMENT RECORDS

Emergency Response Report	\$ 10.00	per document
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LIBRARY

Black and White Copies	\$ 0.25	per page
Color Copies	\$ 0.50	per page

RESOLUTIONS B
ATTACHMENT NO. 1

City of Roseburg - Master Fee Schedule

PARK DEPARTMENT RECORDS

Bikeway Master Plan	\$	25.00	per document
Parks Master Plan	\$	25.00	per document

POLICE /COURT RECORDS

Accident Report	\$	10.00	per report
Police Report	\$	10.00	per report
Supplemental Copies	\$	5.00	per supplement
Digital Images (Photos/Videos)	\$	15.00	per image
Video Cam Footage			
Full blur (digital or CD)	\$	15.00	
Partial blur	\$12.00/minute staff time + \$5.00/dvd		

PUBLIC WORKS RECORDS

Aerial Maps - photo copy	\$	2.50	per document
Aerial Maps - digital format	\$	15.00	per document
Airport Master Plan	\$	25.00	per document
Base Maps (Storm/Water) (photo copy)	\$	2.50	per document
Computer Mapping	\$	50.00	per hour
Computerized City Map	\$	15.00	per document
Design Standards	\$	25.00	per document
Mylars	\$	15.00	each
Standard Specifications (hardbound)	\$	15.00	per document
Standard Drawings (hardbound)	\$	15.00	per document
Storm Drain Master Plan	\$	25.00	per document

WATER DEPARTMENT RECORDS

Master/Capital Improvement Plan	\$	25.00	per document
Test Report	\$	2.00	per document

ADMINISTRATION		
	COST	UNIT
Appeal of Commission/City Manager/Staff Decision <i>(unless defined under department)</i>	\$ 250.00	
Document Recording	Actual Cost	
Employment Application Processing		
Tested Positions Only <i>(per applicant)</i>	Actual Cost	
Public Safety Center Room Rental		
Non-Governmental Agencies:		
North Umpqua Room	\$ 50.00	per hour or portion
South Umpqua Room	\$ 50.00	per hour or portion
Salmon Room	\$ 50.00	per hour or portion
Umpqua Room	\$ 100.00	per hour or portion
Refundable Security Deposit	\$ 250.00	per occurrence
Governmental Agencies:		
All Rooms	no charge	first 4 hours
All Rooms	\$ 100.00	per day if over 4 hrs
Roseburg Public Library Room Rental		
Roseburg Public Library/City of Roseburg/Douglas ESD/Friends of the Library	no charge	
Recognized veterans organizations	no charge	
Other agencies:		
Ford Family Room		
Re-key fee.....	\$ 150.00	per incident
When Douglas ESD or Library open to public	\$ 50.00	Per use
When Douglas ESD and Library closed to public	\$ 150.00	Per use
Deer Creek Room	\$ 50.00	Per use
South Umpqua Room	\$ 50.00	Per use
Multipurpose Room #1	\$ 25.00	Per use
Multipurpose Room #2	\$ 25.00	Per use
Meeting Room only or single-point videoconferencing	\$ 25.00	Per use
Multi-point videoconferencing	Contact ESD for quote	
Study Room.....	no charge	drop-in basis for 2 hrs
<i>(time may be extended if no one is waiting)</i>		
Right-of-Way Permit		
Sidewalk Sales, Sign/Obstruction <i>(see Public Works for construction)</i>	\$ 25.00	
<i>(Events sponsored by the city or a city-funded downtown association exempted)</i>		
Street Closure Permits/Barricades (Parades/Special Permits)	\$ 25.00	
<i>(Military and funerals exempted)</i>		
Voters' Pamphlet Submissions		
Candidate Statement	\$ 25.00	
Measure Argument or Statement of Endorsement	\$ 25.00	

AIRPORT FACILITIES

	COST	UNIT
Commercial Operator's Permit		
Seasonal	\$ 200.00	3 months
Non-Seasonal	\$ 125.00	per quarter
Initial Application Review	\$ 100.00	

Fuel

Fuel Flowage (<i>payable by fuel purchaser</i>)	\$ 0.05	per gallon
Profit Margin on Retail Sales of Aviation Fuels	\$ 0.50	per gallon over

Overnight Tie-Down Rates

(Government Operations exempted)

Single engine	\$ 3.00	per day
Twin engine	\$ 5.00	per day

Rent/Lease Rates (Annual)

Non-Aviation Related Use of Corporate Hangar Space	\$ 0.79	per square foot
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Annual adjustments to the following Airport fees will be tied to the CPI-U West index, December to December and rounded to the nearest dollar (3% maximum) and become effective July of each year. This applies to: Non-Aviation Related Use of Corporate Hangar Space, Aviation Suites, Commercial "Lear"; Storage Units B, F, G, H, I; Hangar row "C", south end Single T-Hangars; all Twin hangars; north end Single T-Hangars; Tie-Downs Single and Twin. This adjustment will not apply to Storage Unit J until such time as the fees charged for storage units rise to the same level. Corporate Hangar Space and Aviation Suites shall be adjusted by the CPI-U West index, but is not rounded to the nearest dollar or cent.

Rent/Lease Rates (Monthly)

Additional North-End Corporate Hangar Parking Space	\$ 27.00	per month
Per space exceeding the two spaces designated to each north-end hangar with street access		
Commercial "Lear"	\$ 889.00	per month annual per sq
Corporate Hangar Space & Aviation Suites	\$0.3478	foot
Storage Units B, G, H, I	\$ 90.00	
Storage Unit J	\$ 100.00	per month
Storage Unit F	\$ 66.00	per month
T-Hangar Single (except I-5, I-9, I-14)	\$ 275.00	per month
T-Hangar Single (North End 1-5, 1-9, 1-14)	\$ 201.00	per month
T-Hangar Twin	\$ 505.00	per month
T-Hangar Single Daily Rate	\$ 26.00	per day
T-Hangar Twin Daily Rate	\$ 37.00	per day
T-Hangar Row "C"	\$ 234.00	per month monthly per
Tie-Downs Single	\$ 44.00	space monthly per
Tie-Downs Twin	\$ 75.00	space

Security Deposit (Refundable) for T-Hangar and Storage Unit Rentals \$ 100.00

BUSINESS PERMITS/LICENSES		
	COST	UNIT
Appeals		
Denied/Suspended/Revoked Application/Registration/Permit/License	\$ 250.00	
Alarm Agent Permit		
On or After 7/1	\$ 20.00	annually
Original Application Investigation Charge	\$ 10.00	
	\$ 30.00	one-time
Business Registration		
Addition of Co-Owner	\$ 150.00	one-time
	\$ 75.00	one-time
Closing Out Sale	\$ 50.00	each
Facilities/Property Use Agreement (nonpark)		
Application/Agreement Processing	\$ 25.00	each
Damage Deposit (<i>refundable</i>)	\$ 100.00	
Medical Marijuana Dispensaries		
Operator's License	\$ 500.00	annually
On or After 7/1	\$ 250.00	
Original Application Investigation Charge	\$ 500.00	one-time
Dispenser License	\$ 50.00	annually
On or After 7/1	\$ 25.00	
Original Application Investigation Charge	\$ 50.00	one-time
OLCC		
New Outlet	\$ 100.00	each
Ownership, Location or Privilege Change	\$ 75.00	each
Renewal or Temporary License	\$ 35.00	each
Special Occasion Events on City Property	\$ 10.00	per day
Special Occasion Events on Private Property	\$ -	
Recreational Marijuana Dispensaries		
Operator's License	\$ 500.00	annually
On or After 7/1	\$ 250.00	
Original Application Investigation Charge	\$ 500.00	one-time
Dispenser License	\$ 50.00	annually
On or After 7/1	\$ 25.00	
Original Application Investigation Charge	\$ 50.00	one-time
Social Gaming License		
License	\$ 150.00	annually
On or After 7/1	\$ 75.00	
Original Application Investigation Charge	\$ 100.00	one-time
Solid Waste Management License		
Annual (per fiscal year)	\$ 60,000.00	annually
Original Application Investigation Charge	\$ 2,500.00	one-time
Taxicab/Limousine		

RESOLUTIONS B
ATTACHMENT NO. 1

City of Roseburg - Master Fee Schedule

Driver's Permit	\$	20.00	annually
On or After 7/1	\$	10.00	
Original Application Investigation Charge	\$	30.00	
Operator's License	\$	150.00	per vehicle/per year
On or After 7/1	\$	75.00	
Original Application Investigation Charge	\$	200.00	

Transportation Network

Driver's Permit	\$	20.00	annually
On or After 7/1	\$	10.00	
Original Application Investigation Charge	\$	30.00	
Operator's License	\$	480.00	annually
On or After 7/1	\$	240.00	
Original Application Investigation Charge	\$	200.00	

Telecommunications Providers

Franchise Application Review	\$	200.00	
Franchise Renewal	\$	100.00	
Carrier Franchise Fee (<i>paid quarterly - Qwest only</i>)		7% of gross revenues prior qtr	
Non-Carrier w/City Customers (<i>paid quarterly</i>)		5% of gross revenues prior qtr	
Small Cell	\$	270.00	per cell/annually

Annual adjustments to the Non-Carrier w/facilities in right-of-way but no City Customers fees will be tied to the CPI-U West index, December to December, not rounded to the nearest dollar or cent and become effective July of each year (RMC 9.25.110(B))

			annual/per linear foot
*Non-Carrier w/facilities in right-of-way, but no City Customers	\$	2.8342	of public way

COMMUNITY DEVELOPMENT - PLANNING

COST UNIT

Unless otherwise indicated, all Community Development - Planning Division fees shall be adjusted by the CPI-U West index, December to December and rounded to the nearest dollar, and become effective July of each year. Inactive Building Division Fees have been removed from the master list. They remain on file in the City Recorder's office.

Amendment (Conditions, Findings and Plat)	\$ 383.00	
Annexation		
Petition Initiated	\$ 1,686.00	
Appeals		
Dangerous Building Abatement (to City Manager then Council)	\$ 350.00	
Director's Decision (\$250 cap)		
Land Use Action (\$500 cap)		
Nuisance Abatement (to City Manager then Council)	\$ 306.00	
Boundary Line Adjustment	\$ 562.00	
Resubmittal Fee (30% of the required application fee for the initial application)	\$ -	
Comprehensive Plan Amendment (Map/Text)	\$ 3,372.00	
Urban Growth Boundary	\$ 4,210.00	
Resubmittal Fee (Map) (30% of the required application fee for the initial	\$ -	
Conditional Use Permit	\$ 1,405.00	
Day Care	\$ 357.00	
Resubmittal Fee (30% of the required application fee for the initial application)	\$ -	
Derelict Building Registration		
Residential Application	\$ 368.00	
Commercial Application	\$ 665.00	
Monthly Registration for each month or portion thereof building is registered for the		
Residential	\$ 146.00	per month
Commercial	\$ 667.00	per month
Extension - Monthly Registration for each month or portion thereof building is		
Residential	\$ 289.00	per month
Commercial	\$ 1,353.00	per month
Delinquent Payment Penalty (for each monthly payment more than 30 days past		
Residential	\$ 146.00	per month
Commercial	\$ 665.00	per month
Expedited Land Use Action (plus \$100 postage)	\$ 4,497.00	
Non-Conforming Use Alteration	\$ 419.00	
Resubmittal Fee (30% of the required application fee for the initial application)		
Partition	\$ 1,124.00	
Resubmittal Fee (30% of the required application fee for the initial application)	\$ -	

RESOLUTIONS B
ATTACHMENT NO. 1

City of Roseburg - Master Fee Schedule

Final Plat	\$	286.00
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Planned Development

Preliminary (<i>plus \$10.00 per lot</i>)	\$	2,555.00
Final	\$	286.00
Resubmittal Fee	\$	286.00
Construction Review	\$	286.00

Preliminary Application Conference	\$	204.00
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Re-inspection Fee	\$	102.00
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Site Plan Review

Above Ground Storage Tank	\$	562.00
Accessory Detached Structure - Single Family Unit/Duplex	\$	153.00
Accessory Detached Structure - Commercial/Industrial/Other	\$	214.00
Addressing	\$	102.00
Administrative Function - LUCS, DMV, State/Federal Forms	\$	74.00
Administrative Function - Zoning Confirmation Letter (letterhead, specifics)	\$	102.00
Alteration/Remodel Single Family Unit/Duplex	\$	153.00
Alteration/Remodel Commercial/Industrial	\$	286.00
Demolition	\$	82.00
Floodplain Review (plus corresponding Site Review fee).....	\$	102.00
Grading - Single Family Unit/Duplex	\$	143.00
Grading - Commercial Site Work/Parking Lots/Other	\$	701.00

HR - Historic Review Minor Projects (plus corresponding Site Review fee).....	\$	102.00
HR - Historic Review HRRC Hearing Required (plus corresponding Site Review Fee)	\$	143.00
New Construction Single Family Unit/Duplex	\$	286.00
New Construction Commercial/Industrial/Other	\$	981.00
Mobile Home Park	\$	981.00
Riparian Setback Consultation/Reduction with ODFW.....	\$	421.00
Resubmittal Fee (<i>30% of the required application fee for the initial application</i>)	\$	-

Site Plan Review - Signs

Area - 0-32 square feet	\$	61.00
Area - 33-60 square feet	\$	86.00
Area - 61-99 square feet	\$	102.00
Area - 100 or more square feet	\$	215.00
Freestanding (in addition to above)	\$	31.00
FP-Floodplain Review (plus corresponding Site Review fee).....	\$	102.00

HR-Historic Review Minor Project (plus corresponding Site Review fee)	\$	102.00
Temporary (30 days or less)	\$	51.00
Temporary Sign Refundable Deposit	\$	123.00
Resubmittal Fee (<i>30% of the required application fee for the initial application</i>)	\$	-

Subdivision

Preliminary (plus \$10.00 per lot)	\$	2,555.00
Construction Plan Review	\$	286.00

Final Plat	\$	286.00
Replat	\$	981.00
Resubmittal Fee	\$	286.00

Temporary Use Permit

Family Hardship/Structure <i>(City Manager and/or Community Development ... Director can waive fee based on financial hardship)</i>	\$	286.00
Resubmittal Fee <i>(30% of the required application fee for the initial application)</i>		
Use/Zoning, Etc.	\$	286.00

Vacation *(Street, Alley, Easements) (plus deposit for costs as determined by the City Recorder)*

\$ 981.00

Variance

Administrative	\$	562.00
Public Hearing before Planning Commission	\$	1,124.00
Riparian Setback	\$	421.00
Resubmittal Fee <i>(30% of the required application fee for the initial application)</i>		

Water Service Request for Outside City Limits

Residential - Single Family	\$	179.00
Residential - Other	\$	358.00
Commercial	\$	511.00

Zone Change

\$ 2,105.00

Resubmittal Fee *(30% of the required application fee for the initial application)*

FINANCE DEPARTMENT			
	COST		UNIT
Collection Fee			
23% of the monetary obligation for utility and miscellaneous accounts, added to the amount of the debt, to equal the collection fee charged by the collection agency			
Credit Card Processing Fee	3%	Payments over \$1000	
<i>(Does not apply to utility payments)</i>			
Hotel/Motel Occupancy Tax (of room rent charged)	8%		
<i>Note: State of Oregon assesses additional 1% which goes to State</i>			
Lien Search Fee	\$ 25.00		
Exception: Search conducted on the same parcel of property by the same Title company within 45 days of the initial search on that piece of property...	\$ 15.00		
Municipal Court			
Collection Fee - 25% of the monetary obligation	up to Max of \$250.00		
Juror Appearance Fee	\$ 5.00		per day
Jurors Chosen and Sworn as a Juror	\$ 10.00		per day
Witness Compensation (<i>subpoenaed to Municipal Court</i>)	\$ 10.00		per day
Non-Sufficient Funds (for returned checks)	\$ 25.00		
Nuisance Abatement Administrative Fee			
Five percent of cost of abatement or \$150, whichever is greater			
Parking Facilities			
Armory Parking Lot	\$ 45.00		monthly
Court Street Lot	\$ 30.00		monthly
Phillips Parking Lot	\$ 20.00		monthly
Shalimar Parking Lot	\$ 20.00		monthly
Overpark 2nd Level	\$ 30.00		monthly
3rd Level	\$ 25.00		monthly
Oversize Vehicle	\$ 35.00		monthly
Rose Street Lot	\$ 35.00		monthly
On-Street Permits	\$ 50.00		monthly
Discount Bulk Purchase of Rental Spaces			
Spaces 10 through 15	10%		
Additional Spaces over the additional 15	15%		
Parking Meter Rates	\$ 0.50		time varies
Residential Parking Exemption Permits			
Permanent Residents	\$ 10.00		annually
Temporary Houseguest of Resident	\$ 5.00		two-weeks
Parking Meter Exemption Permits	\$ 5.00		per day

Service and Delivery Permit

(Pursuant to Roseburg Municipal Code Section 8.02.100(F))

Monthly	\$	5.00
Annually	\$	50.00

FIRE DEPARTMENT		
	COST	UNIT
<i>All annual adjustments to the Fire Department fee schedule will be tied to the CPI-U West index, December to December and rounded to the nearest dollar and become effective July of each year. This adjustment will not apply to Burn Permits or Special Event Inspections.</i>		
False Alarm Response Fee to be assessed for the 3rd through 6th false alarm for the same location within any calendar year (partial reimbursement)	\$ 400.00	each
7th and each subsequent false alarm (full reimbursement)	\$ 928.00	each
False Alarm Appeal Fee	\$ 154.00	
Inspections		
Illegal Occupancy	\$ 439.00	each
Exceeding Maximum Occupant Load	\$ 202.00	each
"A" Occupancy Inspections (<i>after hours</i>)	\$ 124.00	each
Business Inspections		
Initial Inspection	No Charge	
Unmitigated violations - Subsequent re-inspections		
1st Re-inspection Visit	\$ 202.00	per facility plus \$33.00 per violation
2nd Re-inspection Visit	\$ 359.00	per facility plus \$33.00 per violation
3rd & Subsequent Re-inspection Visit	\$ 638.00	per facility plus \$33.00 per violation
Permits		
Blasting	\$ 200.00	
Burn Permits		
Residential	\$ 75.00	
Commercial	\$ 370.00	
Exempt from Seasonal Restriction	\$ 100.00	
Fireworks including retail sales inspection		
Booth	\$ 159.00	
Tent	\$ 200.00	
Display	\$ 400.00	
Storage Tanks		
Installation	\$ 200.00	
Removal	\$ 121.00	
On-Site Inspections		
Underground Piping		
Flushing	\$ 120.00	
Hydrostatic Test	\$ 120.00	
Aboveground Piping		
Modifications/Remodels	\$ 120.00	
Sprinkler System Pre-Cover (<i>\$50 minimum</i>)	\$ 120.00	per hour
Hydrostatic Test	\$ 120.00	
Pneumatic Test	\$ 120.00	

RESOLUTIONS B
ATTACHMENT NO. 1

City of Roseburg - Master Fee Schedule

Dry Piping Trip Test	\$	120.00	
Standpipes	\$	120.00	
Fire Alarm Systems	\$	120.00	per hour
Missed Appointment Fee	\$	120.00	
Smoke Removal Systems	\$	120.00	
Final Inspection (\$100.00 minimum)	\$	120.00	per hour
New Hydrant Installation Inspection and Flushing per Hydrant	\$	200.00	per hydrant
Additional Inspections			
Clean Agent System (<i>site inspection/room integrity flow & alarm test</i>)	\$	200.00	
Commercial Cooking Suppression System (<i>site inspection / trip test</i>)	\$	160.00	
Special Events (<i>per vendor, per year</i>)		\$50.00	
- Includes as examples: Graffiti, Art Festival, Music on the Half Shell			
Special Inspection (<i>typically business insurance purposes</i>)	\$	149.00	per hour
Spray Booth (<i>site inspection/trip test</i>)	\$	200.00	
Temporary Membrane Structures, Tents and Canopies	\$	120.00	
Plan Review			
Including Deferred Submittals (\$50.00 minimum if less than 1 hour)	\$	120.00	per hour
Mechanical Inspection			
Fire Smoke Damper (<i>per damper</i>)	\$	24.00	
Site Review/Consultation			
First hour free - Each additional hour per project	\$	120.00	per hour
Hazardous Materials			
One hour minimum - Non-State Team Response	\$	400.00	
After first hour (<i>fractional thereafter by 1/4 hour; actual wage & benefit of employees</i>)			
Materials (<i>e.g. foam, booms, absorbent</i>)		Actual Cost	
Apparatus		Pursuant to Oregon State Fee	

LIBRARY

	COST	UNIT
Appeal of Director/Staff Decision	\$ 100.00	
Library Card		
Residents	No Charge	
Transitional (<i>residents without a permanent address</i>)	No Charge	
Student (<i>youth ages 0-high school graduation living within the Roseburg Public School District boundary</i>)	No Charge	
Teacher Cards (<i>full-time Kindergarten through grade 12 classroom teachers and school media center staff employed by public or private schools within the Roseburg Public School District boundary, who reside outside the Roseburg city limits</i>)	No Charge	
Douglas County School Districts - Students and Staff (<i>outside Roseburg Public School Boundary - under contract with the City</i>)	\$ 20.00	per person/annually
Non-Residents*	\$ 60.00	annually
.....	\$ 15.00	per quarter
Replacement Fee	\$ 1.00	

**Every person in one household may have a non-resident library card for the single fee. "Household means a group of individuals who comprise a housekeeping unit using one (1) kitchen and who live together under the same roof. There is no reduction in the fee for small households. The fee is not refundable and not prorated.*

Lost or Damaged Items

Roseburg Public Library does not assess overdue fees for materials. Items not returned within 30 days of the due date will be considered lost, and the borrower will be billed for the cost of the items plus a processing fee.

Cost of Items as Indicated in Automation System; or

Adult Hardcover Book	\$ 30.00
YA and Junior Hardcover Book	\$ 20.00
Picture Book	\$ 15.00
Board Book (Toddler)	\$ 10.00
Adult Trade Paperback	\$ 15.00
Adult Mass Market Paperback	\$ 8.00
YA and Junior Paperback	\$ 10.00
Adult Audiobook	\$ 50.00
Children's Audiobook	\$ 35.00
Compact Disc	\$ 20.00
Magazine and Newspaper	\$ 4.00
DVD	\$ 25.00
Large Print Hardcover Book	\$ 35.00
Large Print Paperback Book	\$ 25.00
Processing Fee for Damaged or Lost Item	\$ 2.00

Reference Services

Microfilm Reference Request	\$ 10.00	
Interlibrary Loan	\$ 5.00	plus cost of shipping per item

Maker Space Materials

RESOLUTIONS B
ATTACHMENT NO. 1

City of Roseburg - Master Fee Schedule

Bobbin	\$	0.50	each
3D Printer Filament	\$	0.05	gram
1 Inch Button	\$	0.10	each
2 1/4 Inch Button	\$	0.15	each
12"x12" scrapbook paper	\$	0.75	per sheet
Miscellaneous			
Enclosure Case (<i>e.g. DVD or audiobook</i>) Replacement	\$	2.00	each
Earbuds	\$	2.00	each
Technology Fee (OWL) - Community Rooms in the Library	\$	25.00	

PARKS DIVISION

	COST	UNIT
Band Shell	Resident	
Entire Shell	\$ 300.00	
Platform Only	\$ 150.00	
Cleaning Deposit (<i>Refundable</i>)	\$ 60.00	
Band Shell	Non-Resident	
Entire Shell	\$ 360.00	
Platform Only	\$ 180.00	
Cleaning Deposit (<i>Refundable</i>)	\$ 60.00	
Concessionaire		
Daily	\$ 20.00	per day
Monthly	\$ 150.00	per month
Utility Hook-up (<i>per day - upon request</i>)	\$ 30.00	per day
Field Lighting		
Stewart Park Softball Fields	\$ 8.00	per hour
Key Deposit (<i>Refundable</i>)	\$ 25.00	
Loudspeaker Permit	\$ 20.00	
Memorial Fees		
Stationary Park Bench - Stewart Park	\$ 1,500.00	
Stationary Park Bench - All Other Parks	\$ 1,200.00	
Swinging Park Bench - Stewart Park	\$ 3,000.00	
Swinging Park Bench -All Other Parks	\$ 2,500.00	
Tree (2" + caliper) - Stewart Park	\$ 500.00	
Tree (2" + caliper) - All Other Parks	\$ 450.00	
Parks and Recreation Programs		
Resident	Actual cost of time and materials	
Non-Resident	Actual cost of time and materials plus 25%	
Pavilion/Gazebo/Patio Use	Resident	
1/2 Stewart Park Pavilion	\$ 90.00	
Entire Stewart Park Pavilion	\$ 180.00	
Stewart Park Small Pavilion	\$ 60.00	
Gaddis Park Pavilion	\$ 90.00	
Sunshine Park - North Pavilion	\$ 75.00	
Sunshine Park - South Pavilion	\$ 90.00	
Pavilion/Gazebo/Patio Use	Non-Resident	
1/2 Stewart Park Pavilion	\$ 110.00	
Entire Stewart Park Pavilion	\$ 220.00	
Stewart Park Small Pavilion	\$ 70.00	
Gaddis Park Pavilion	\$ 110.00	
Sunshine Park - North Pavilion	\$ 90.00	

RESOLUTIONS B
ATTACHMENT NO. 1

City of Roseburg - Master Fee Schedule

Sunshine Park - South Pavilion \$ 110.00

Special Event *(Assessed per event per day for any Park or Park area within the Park System)*

Resident	\$ 150.00	per event/per day
Non-Resident	\$ 180.00	per event/per day
Refundable Cleaning Deposit	\$ 30.00	per event

Seasonal Activity User *(Annual by Agreement - allows unlimited League Participation)*

Individual - Resident	\$ 15.00	annually
Individual - Non-Resident	\$ 18.00	annually
Practice Field Users <i>(per team per season)</i>	\$ 125.00	per team/per season
School District #4	\$ 5,000.00	annually
Y.M.C.A.	\$ 1,925.00	annually

Stewart Park Field Advertising *(per field location and advertising period)* \$ 250.00

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

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

System Development Charge

Annual adjustments to the System Development Charges will be adjusted by the March Construction index, rounded to the nearest dollar and become effective July of each year.

SDC Per Equivalent Residential Unit [ERU] for new development	\$ 750.00
Administrative Fee in addition to the SDC Charge	4%
Maximum Administrative Fee in addition to SDC Charge	\$ 2,500.00

Based on the ratios included in the methodology [Resolution 98-4] for each individual

dwelling unit, the SDC will be as follows:

Single Family Detached Dwelling	\$ 1.00	ERU Ratio
Single Family Attached Dwelling	\$ 0.86	ERU Ratio
Duplex <i>(two attached units)</i>	\$ 0.76	ERU Ratio
Multi-Family Dwelling <i>(3 or more units)</i>	\$ 0.58	ERU Ratio
Manufactured Home Park <i>(3 or more units)</i>	\$ 0.66	ERU Ratio
Transient Occupancy Development <i>(per room)</i>	\$ 0.57	ERU Ratio

Effective July 1, 2010, development subject to the provisions of Ordinance No. 3287 (outside the City but within the UGB) shall pay 100% of all system development charges.

POLICE DEPARTMENT		
	COST	UNIT
Administrative Fee - Vehicle Impoundment	\$125.00	
False Alarm Response Fee to be assessed for the third and each subsequent false alarm for the same location in any calendar year	\$ 100.00	
False Alarm Appeal Fee	\$ 100.00	
Fingerprint	\$ 30.00	
Each additional	\$ 5.00	
Firearms Discharge Permit	\$ 10.00	
<i>(Military and Funerals Exempted)</i>		
Livestock Permit	\$ 50.00	
Loudspeaker Permit <i>(for Non-Park Events)</i>	\$ 20.00	
Good Conduct/Visa Letter	\$ 25.00	
Technology Fee - Community Rooms in PSC	\$ 25.00	

PUBLIC WORKS DEPARTMENT

	COST	UNIT
Pavement Cut Penalty		
Arterial/Collector Streets	\$ 500.00	base
If in travel lane, additional	\$ 25.00	per square foot
Residential Streets	\$ 200.00	base
If in travel lane, additional	\$ 25.00	per square foot
Paving Permit	\$ 25.00	
Revocable Permit		
Residential	\$ 200.00	
Non-Residential up to 100 l.f. Initial Fee	\$ 200.00	
Non-Residential up to 100 l.f. Annual Fee	\$ 150.00	
Non-Residential Encroachments over 100 l.f.	Basic Charge + 0.50 per l.f.	annually
Right-of-Way Permit		
Construction - Base Fee for first 40 lineal feet	\$ 30.00	
Trenching 0.35 per lineal foot over 40 lineal feet in addition to base fee		
Boring and Overhead 0.20 per lineal foot in addition to base fee		
Re-inspection Penalty Fee	\$ 50.00	
Sidewalk/Driveway Curb Permit: Minimum (<i>plus 0.15 per square foot/0.15 per lineal foot for driveway/curb cut</i>	\$ 10.00	
Transportation System Development Charge: (for new development)		
<i>Transportation System Development Charges shall be adjusted annually based upon the March Construction Cost index as reported in the engineering News Record twenty city average. The inflation factor is capped at no more than 5% per year. Anything above the 5% requires further City Council review.</i>		
	<u>Per End Trip</u>	
Methodology (<i>Resolution 2014-1</i>)	\$ 3,594.00	
Administrative Fee in Addition to the SDC Charge	4%	
Maximum Administrative Fee in Addition to the SDC Charge	\$ 2,500.00	
Credit Application	\$ 250.00	

Pursuant to Resolution #2014-2, Transportation SDC's are imposed at 25% or \$898.57 per end trip

Effective July 1, 2010, development subject to the provisions of Ordinance No. 3287 (outside the City but within the UGB) shall pay 100% of all system development charges.

STORM DRAINAGE

COST UNIT

System Development Charge

Storm System Development Charges shall be adjusted annually based upon the March Construction Cost index as reported in the Engineering News Record twenty city average. The inflation factor is capped at no more than 5% per year. Anything above the 5% requires further City Council review.

New service connections: Any new development which results in increasing the amount of storm water discharged directly or indirectly from property into a public drainage facility shall pay the following connection fee and drainage system development charge.

For a single family unit	\$ 1,280.25	
For all other development per square foot of impervious surface	\$ 0.43	
Minimum	\$ 1,280.25	
Administrative Fee in Addition to the SDC Charge	4%	
Maximum Administrative Fee in Addition to the SDC Charge	\$ 2,500.00	

Storm Drainage Service

Effective July 1, 2019, Storm Drainage Service (monthly) shall be adjusted annually based on the CPI-U West index, December to December and become effective July of each year.

For a single family unit	\$ 9.43	per month
For other residential use property, per dwelling unit or per space	\$ 9.43	per month
For all non-residential property receiving storm drainage service per ERU	\$ 9.43	per month

Application to Reduce Monthly Fee for Storm Drainage Service

On ERU Residential	\$ 50.00
Two or more ERU Commercial	\$ 100.00

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



**ORDINANCE NO. 3616
ANNEXATION AND ZONE CHANGE – 1058 GREENLEY ST.
FILE NOS. AN-24-002 & ZC-24-002**

Meeting Date: 11/10/2025
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

At the October 27, 2025 meeting the Council held a public hearing and heard the first reading of Ordinance 3616. 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. 3616."

ATTACHMENTS:

Attachment #1 - Ordinance No. 3616

ORDINANCE NO. 3616

AN ORDINANCE ANNEXING 2.12 ACRES OF PROPERTY ADDRESSED AS 1058 GREENLEY ST., WITHDRAWING THE PROPERTY FROM THE CENTRAL DOUGLAS FIRE & RESCUE AUTHORITY, AND AMENDING THE ROSEBURG ZONING MAP

WHEREAS, the subject property is addressed as 1058 Greenley St. and further identified as Tax Lot 2400 on Douglas County Assessors Map Township 27 South, Range 06 West, Willamette Meridian, Section 15AD or by Property ID #R14297. The subject property is also identified on the map attached hereto as Exhibit A; and

WHEREAS, the proposed annexation meets the requirements of ORS 197.175 and adopted Statewide Planning Goals; and

WHEREAS, this proposal includes annexation of land and a zone change which came before the Roseburg Planning Commission as a quasi-judicial matter and was considered at a public hearing after due and timely notice; and

WHEREAS, the annexation complies with provisions of ORS 222.120 and ORS 222.125, annexation by consent; and

WHEREAS, the owner of the subject property consents to annexation into the City as a logical extension of the city boundary; and

WHEREAS, the annexation and withdrawal of the property from the Central Douglas Fire & Rescue Authority is consistent with the fundamental principles and applicable policies of the Roseburg Urban Area Comprehensive Plan Goals, Objectives, and Policy Statements, and other adopted City policies; and

WHEREAS, City Council finds the request is consistent with the Roseburg Urban Area Comprehensive Plan and Land Use Development Regulations; and

WHEREAS, the subject property is zoned County Single-Family Residential (R1) and annexation will cause a zone change to a City designation of Limited Multi-Family Residential (MR14); and

WHEREAS, the existing Comprehensive Plan Designation of Medium-Density Residential (MDR) will remain the same; and

WHEREAS, all public facilities and services are within distance to serve the subject property, or are currently serving the property; and

WHEREAS, upon adoption of the ordinance, the City Recorder shall file a copy of the annexation ordinance with the Secretary of State as required by ORS 222.177; and

WHEREAS, within 10 days from the effective date of the annexation, the City shall submit to the Douglas County Clerk, County Assessor, and Oregon Department of Revenue a detailed legal description of the new boundaries established by the City in accordance with ORS 222.010.

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

SECTION 1. The City Council hereby adopts as its own the Findings of Fact and Decision of the Planning Commission dated October 6, 2025, attached as Exhibit B.

SECTION 2. This annexation is made pursuant to the provisions of ORS 222.120, and 222.125, annexation by consent, for which a public hearing was conducted.

SECTION 3. The subject property shall be withdrawn from the Central Douglas Fire & Rescue Authority on the effective date of the annexation.

SECTION 4. Upon adoption of the ordinance, the City Recorder shall file a copy of the annexation ordinance with the Secretary of State as required by ORS 222.177.

SECTION 5. The City Recorder shall submit the legal description of the territory annexed and accurate map showing the annexed territory (attached hereto as Exhibit A) to the Douglas County Assessor and the Oregon Department of Revenue as required by ORS 308.225.

SECTION 6. On the effective date of the annexation, the City shall amend the Roseburg Zoning Map by applying the Limited Multi-Family Residential (MR14) zoning designation to the subject property, as shown by the list herein made part of this ordinance.

SECTION 7. Within 10 days from the effective date of the annexation, the City shall submit to the Douglas County Clerk, County Assessor, and Oregon Department of Revenue a detailed legal description of the new boundaries established by the City in accordance with ORS 222.010.

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

Exhibit “A”**Legal Description of Annexation Area**

A tract of land being Instrument No. 2020-07216, Deed Records of Douglas County, located in the Northeast Quarter of Section 15, Township 27 South, Range 6 West, Willamette Meridian, Douglas County, Oregon, more particularly described as follows:

Beginning at the Southeast Corner of Lot 3, Block 2, Greenley Tracts, Volume 12, Page 28, Plat Records of Douglas County, said point also being located on the Northerly Right-of-Way Boundary of Troost Street;

Thence leaving said Northerly Right-of-Way Boundary along the East Boundary of said Greenley Tracts, North 00°43'18" West, 438.96 feet, to the Northeast corner of Tract “A” of said Greenley Tracts, said point also being on the South boundary of that dedicated strip of land per Instrument Number 1982-00770, Deed Records of Douglas County;

Thence Easterly along said South boundary, and along the South Boundary of Instrument Number 2011-05279, Deed Records of Douglas County, and the South Boundary of Parcel 1 of Instrument Number 2003-09522, Deed Records of Douglas County, North 89°12'17" East, 280.50 feet, to the Southeast Corner of said Instrument Number 2003-09522, said point also being on the West Boundary of Instrument Number 2005-03758, Deed Records of Douglas County;

Thence Southerly along said West Boundary of Instrument Number 2005-03758, South 00°02'23" East, 190.16 feet, to the most-southerly corner of said Instrument Number 2005-03758, said point also being the Northeast corner of Instrument Number 2022-14001, Deed Records of Douglas County, and said point also being on the Westerly Right-of-Way Boundary of said Troost Street;

Thence leaving said Westerly Right-of-Way Boundary along the North Boundary of said Instrument Number 2022-14001, South 59°16'17" West, 142.80 feet, to the Northwest corner of said Instrument Number 2022-14001;

Thence Southerly along the West Boundary of said Instrument Number 2022-14001, South 00°03'43" East, 125.00 feet, to the Southwest corner of said Instrument 2022-14001, said point also being on the aforementioned Northerly Right-of-Way Boundary of Troost Street;

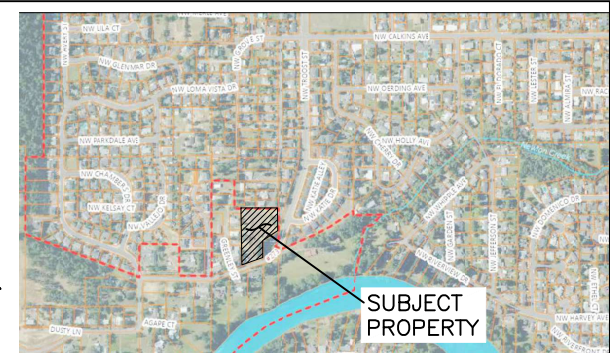
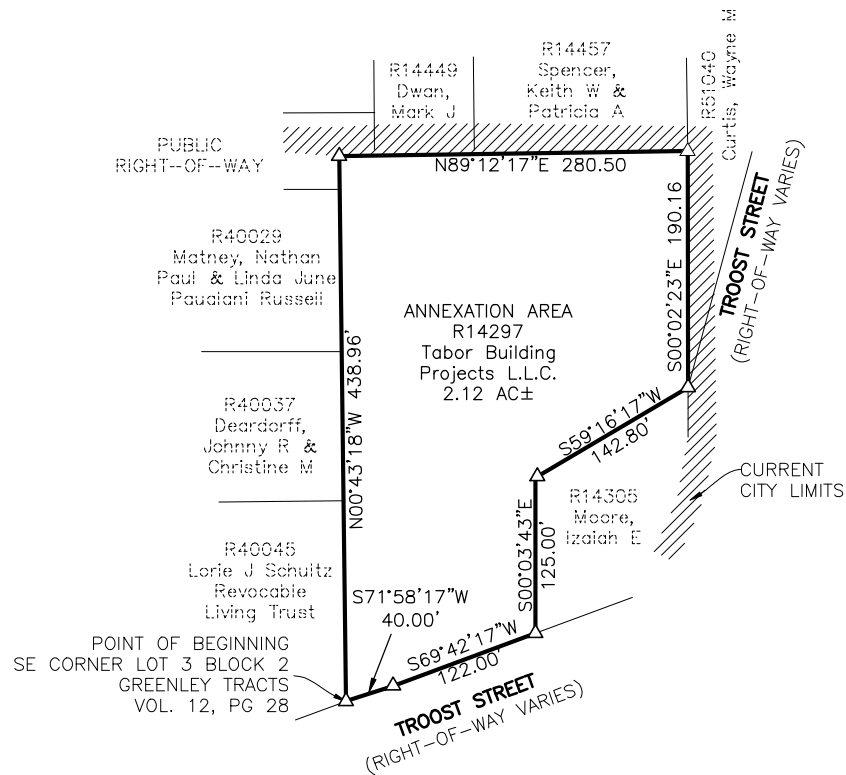
Thence Westerly along said Northerly Right-of-Way Boundary, South 69°42'17" West, 122.00 feet;

Thence continuing along said Northerly Right-of-Way Boundary, South 71°58'17" West, 40.00 feet, to the point of beginning and there terminating.

The above-described tract contains 2.12 acres (92,347 square feet), more or less.

PROPOSED ANNEXATION TO CITY OF ROSEBURG, OREGON

LOCATED IN THE NE QUARTER OF SECTION 15,
TOWNSHIP 27 SOUTH, RANGE 06 WEST,
WILLAMETTE MERIDIAN, DOUGLAS COUNTY, OREGON
JUNE 26, 2025



VICINITY MAP
(NOT TO SCALE)

PROPERTY INFORMATION

OWNERS: TABOR BUILDING PROJECTS LLC
1058 GREENLEY ST
ROSEBURG, OR 97471

TRACT: OVERALL - 2.12 ± ACRES

TAX ACCOUNT NO.: R14297
TAX ID: 2706W15AD02400

ORDINANCE NO.: _____

SCALE: 1" = 100'

SHEET 1 OF 1
0859-56

CLIENT:
TABOR BUILDING PROJECTS LLC
1058 GREENLEY ST
ROSEBURG, OR 97471



809 SE Pine Street
Roseburg, Oregon 97470
PHONE (541) 673-0166
FAX (541) 440-9392
email@ieengineering.com

0' 50' 100' 200'
SCALE: 1" = 100'

In the matter of the
Annexation & Zone Change
request by Ben Tatone

)
) Annexation & Zone Change
) File No's. AN-24-002 & ZC-24-002

BEFORE THE ROSEBURG PLANNING COMMISSION FINDINGS OF FACT AND ORDER

I. NATURE OF APPLICATION

Ben Tatone, on behalf of Tabor Building Projects L.L.C., the property owner, has submitted applications for the annexation and rezoning of a 2.12± acre parcel of land. The proposed annexation would bring the property into the Roseburg City Limits and change its zoning designation from County R1 (Single-Family Residential) to City MR14 (Limited Multi-Family Residential). The subject property has a Comprehensive Plan designation of Medium-Density Residential (MDR), is currently vacant, and is located at 1058 Greenley Street. It is further identified by the Douglas County Assessor's Map as Township 27 South, Range 06 West, Willamette Meridian, Section 15AD, Tax Lot 02400; R14297.

The purpose of the proposed zone change is to permit the construction of a single-family dwelling that will have access to City services, an allowed use within the MR14 zoning district. While additional development potential exists on the site, no further development is proposed at this time. The annexation and zone change request will be evaluated based on the criteria outlined in Chapter 12.10.040 of the Roseburg Land Use and Development Regulations, as well as all other applicable provisions of the Roseburg Municipal Code.

II. FINDINGS OF FACT

A. EXISTING CONDITIONS

1. The Planning Commission takes official notice of the Roseburg Urban Area Comprehensive Plan adopted by City Council Ordinance No. 2980 on December 9, 1996 and of Title 12, Land Use and Development Regulations of the Roseburg Municipal Code (RMC), as originally adopted July 1, 1984, and re-adopted in Ordinance No. 3497 on May 1, 2018.
2. Notice of the public hearing was given by publication in The News Review, a newspaper of general circulation, at least 20 days prior to the hearing. Notice of the public hearing was mailed to all owners of property within 300 feet of the property 20 days prior to the hearing.
3. The subject property is described on Douglas County Assessors Map as Township 27 South, Range 06 West, Willamette Meridian, Section 15AD, Tax Lot 02400; R14297.
4. The subject property is 2.12+/- acres, is designated by the Comprehensive Plan as (MDR) Medium-Density Residential and is currently zoned County (R1) Single Family Residential.

5. Ben Tatone on behalf of the property owner Tabor Building Projects L.L.C. applied for an annexation and zone change to bring the property into Roseburg City Limits and change the zone of the subject property from Douglas County zoned Single-Family Residential (R1) to Limited Multi-Family Residential (MR14).

B. AGENCY COMMENTS

Comments regarding the zone change request were solicited from the Fire Department, Public Works Department, Douglas County Planning Department, ODOT, and the Roseburg Urban Sanitary Authority.

No comments have been received at this time.

C. PUBLIC COMMENTS

The Community Development Department notified all owners of adjacent and neighboring properties per ORS 197.610 and RMC 12.10.030.

Two emails of remonstrance were received raising concerns about potential traffic impacts resulting from the proposed annexation and zone change. Both complainants expressed concerns regarding increased traffic, work trucks, and the safety of children in the area, specifically along Troost and Katie Drive.

Finding: Staff acknowledge the concerns raised regarding potential traffic volumes and safety impacts. However, it is important to note that the proposed annexation and zone change will allow for the development of a single-family dwelling in an area already designated as Medium Density Residential (MDR) in the Comprehensive Plan. The MR14 zoning district, which permits single-family residences, is consistent with surrounding land uses and zoning designations.

The proposed development will be subject to the City's traffic and safety standards as outlined in the Roseburg Municipal Code and the Transportation System Plan. It will also be required to meet applicable access, improvement, and infrastructure requirements, ensuring that the project does not create significant adverse impacts on the surrounding area. Access will be taken from Greenley Street via the existing right-of-way and frontage. No public improvements are required for the construction of a single home following annexation and zoning approval. However, should additional development be proposed in the future, further improvements may be required at that time.

Future traffic impacts will be evaluated during the site plan review and building permit process. If necessary, the applicant may be required to implement mitigation measures to address identified impacts. These may include, but are not limited to, signage, road improvements, or traffic calming measures.

Staff recognize the importance of community concerns related to traffic and safety. Based on the current proposal, the development of one single-family dwelling is not expected to generate adverse impacts to public health, safety, or welfare. Should the property be further developed or subdivided in the future, the City may require a Traffic Impact Study to ensure safe and efficient ingress and egress and to evaluate the need for additional mitigation.

Staff find that the proposed annexation and zone change are consistent with City standards and will not result in significant negative impacts on traffic or public safety. Any necessary mitigations will be addressed during the appropriate phases of development review.

D. PUBLIC HEARING

A public hearing was held on October 6, 2025 regarding the matter of the annexation and zone change request.

E. APPLICABLE CRITERIA

The applicable approval criteria for the subject annexation and zone change is contained within the following:

1. ORS 222.125, "Annexation by consent to allow owners of land," the following criteria must be demonstrated:

A) Upon receiving written consent to annexation by owners and electors under this section, the legislative body of the city, by resolution or ordinance, may set the final boundaries of the area to be annexed by a legal description and proclaim the annexation.

Finding: The subject property is contiguous with the Roseburg city limits. The applicant has provided written consent to annexation by submitting an application for annexation. A legal description of the property was submitted by the applicant in the form of a location map referencing Deed Document No. 2020-007216.

The recorded deed document describes the property as follows;

Beginning at a 5/8" iron rod set at the Northwest corner of the above said lot 3; thence along the North line of said lot 3 South 88° 50' East 634.79 feet to a 5/8" iron rod; thence South 00° 58' 17" West 361.06 feet to a 5/8" iron rod as set in the North line of General Avenue; thence along said North line North 88° 50' West 636.40 feet to a 3/4" iron rod; thence along the West line of the above said lot 3 North 01° 13' 30" East 361.06 feet to the place of beginning.

EXCEPTING THEREFROM the following described property:

That portion of the Southeast quarter of the Northeast quarter of Section 15, Township 27 South, Range 6 West of the Willamette Meridian, Douglas County, Oregon, described as follows:

Beginning at an iron pipe which is 408.8 feet South and 39.0 feet East of the Southeast corner of Lot 9, Umpqua Fruit Ranch in Section 15, Township 27 South, Range 6 West, Willamette Meridian, Douglas County, Oregon, and North 89° 3' East 280.5 feet and South 0° 14' West, 230.2 feet to the TRUE POINT OF BEGINNING of this description; thence along the Westerly side of Calkins Road, South 0° 14' West 34.0 feet; thence South 0° 45' West 50.0 feet; thence South 28° 45' West 25.0 feet; thence South 54° 55' West 40.0 feet; thence South 70° 00' West 83.0 feet; thence leaving Calkins Road, North 0° 14' East 125.0 feet; thence North 59° 34' East 142.8 feet to an iron pipe in the East line parallel described in Contract Lewis Webb and wife, Recorder's No. 98487, Deed Records Douglas County, Oregon; thence South 0° 14' West 40 feet to the true

point of beginning.

ALSO EXCEPTING THEREFROM any portion thereof lying within the boundaries of the County Road.

2. Pursuant to City of Roseburg Resolution 2006-04, "Annexation Policies," the following Policies shall be adhered to:

A) ANNEXATION ENCOURAGED. *Over time, the City of Roseburg shall be the primary provider of municipal water service and other urban services within the UGB, provided the City can offer these services in an efficient and cost-effective manner.*

Annexation to the City should be encouraged:

- For unincorporated areas that are now receiving some City services, are urban in character, or are logically served by the City because of geographic factors such as drainage basins, boundaries, or environmental constraints;

- Where the availability of infrastructure and services allows for the development of urban densities.

Finding: The subject property can logically be served by the City, as it is surrounded by properties that are already receiving City services. The necessary infrastructure and urban services can be extended to the property in a manner consistent with efficient service delivery. Additionally, the availability of these services will support development at urban densities, in accordance with the proposed MR14 zoning designation.

B) CITY INITIATED ANNEXATION. *If the City initiates an annexation, then the City shall analyze the financial impacts of the annexation including a calculation of revenues derived from a proposed annexation and the expenses to provide services in the area to be annexed.*

Finding: This annexation is not City-initiated; therefore, a financial impact analysis is not required under this policy.

C) FULL RANGE OF CITY SERVICES IN TIMELY MANNER. *The City shall not initiate annexation proceedings on any property if it cannot provide a full range of City services within approximately a three-year period of time. A full range of City services means a level of urban services approximately similar to that enjoyed by residents currently living in the City of Roseburg.*

Finding: Surrounding properties are currently served by municipal water and sanitary sewer services. Extension of these City services to the subject property is both feasible and anticipated to occur in a timely manner following annexation. City water service is mandatory and will be provided in accordance with applicable City standards, ensuring the subject property receives a level of service consistent with that provided to existing City residents.

Access to the property is currently provided via an existing gravel driveway located within a named and dedicated public right-of-way, which remains under County jurisdiction. Although this access is currently unimproved, its condition does not impede the delivery of urban services. The City has a well-established history of serving similarly situated properties, where necessary roadway improvements were completed post-annexation or required as conditions of future development approvals.

Any future redevelopment or intensification of use will be subject to all applicable access, roadway improvement, and public infrastructure standards at that time. The one proposed residence does not, by itself, trigger City roadway improvement standards; therefore, Greenley will remain a gravel road for the time being. However, future development could necessitate roadway improvements to meet City standards.

Based on these factors, the City finds that a full range of urban services—including municipal water, sanitary sewer, and adequate access for emergency response and maintenance—can be provided within the required timeframe. As such, the proposal satisfies the policy requirements for the timely provision of City services.

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

Finding: The subject property is located adjacent to the existing City boundary and either currently has, or can feasibly be provided with, urban services in a cost-effective manner. Its location supports logical and contiguous City growth, aligning with the City's annexation policies and priorities.

***E) UNINCORPORATED ISLANDS.** Property that is currently surrounded by land within the City limits (unincorporated islands) shall be discouraged. As soon as practical, the City shall initiate annexation proceedings for such islands.*

Finding: The subject property is directly adjacent to the Roseburg City Limits and does not constitute an unincorporated island. Therefore, this policy does not apply to the current request.

***F) PROPERTIES NOW SERVED BY MUNICIPAL WATER BUT LOCATED OUTSIDE EXISTING CITY LIMITS.** Property owners now receiving municipal water service from the City of Roseburg are encouraged to initiate annexation proceedings on their property consistent with these policies.*

Finding: The subject property and surrounding properties are, or can be, served by municipal water. Although the property is not currently connected to City water, the applicant will be required to obtain a City water meter upon applying for development. The City will provide water service to the property upon request, consistent with applicable standards.

G) NEW CONSENT TO ANNEXATION AGREEMENTS PROHIBITED. After Council adoption of a change to Roseburg Municipal Code 5.04.060, no new municipal water service shall be provided unless the property is annexed to the City of Roseburg.

Finding: The property owners have requested annexation of the subject property to enable future development and the extension of City services to the site. Consistent with Roseburg Municipal Code 5.04.060, provision of new municipal water service requires annexation; therefore, the property must be annexed into the Roseburg City Limits to receive such services.

3. Roseburg Municipal Code Criteria For A Zone Change 12.10.040(D):

A) The rezoning will conform to the Roseburg Urban Area Comprehensive Plan, including the land use map and written policies.

Findings: The property is located within the Roseburg Urban Growth Boundary and is designated Medium-Density Residential in the Comprehensive Plan. The current zoning is County Single-Family Residential (R1), with adjacent parcels zoned R1 to the west and south, and City Single-Family Residential (R7.5) to the north and east. The proposed MR14 zoning is consistent with the Medium-Density Residential Comprehensive Plan designation and therefore does not require an amendment to the Comprehensive Plan.

Staff finds that the rezoning meets this criterion.

B) The site is suitable to the proposed zone with respect to the public health, safety and welfare of the surrounding area.

Findings: The site is suitable for the proposed zone change as it is surrounded by similar zoning and land uses. All necessary utilities are available to the property, ensuring that public health, safety, and welfare standards will continue to be met with any future development. The proposed zoning district is compatible with both existing adjacent development and anticipated future uses, and is therefore at least as suitable as the current zoning designation.

Staff finds that the rezoning meets this criterion.

C) The zone change is consistent with the safety and performance measures of the transportation system.

Findings: The locally classified street network serving the subject property meets the safety and performance standards outlined in the City's transportation system. The property has direct access to Greenley Street, which will continue to serve as the primary access point for any future development.

The proposed zone change to MR14 will not negatively impact the functionality or safety of the existing roadway network. All future development on the property will be required to comply with access standards as established in the City's Transportation System Plan, the Roseburg Municipal Code, and applicable Public Works regulations.

While this proposal does not, in itself, trigger requirements for roadway paving, sidewalks, or other frontage improvements, any future development or land division may be subject to upgrading the existing right-of-way to current City standards. These improvements could include paved surfacing, curbs, gutters, ADA-compliant sidewalks, and stormwater system upgrades.

Based on these considerations, staff finds that the proposed zone change is consistent with the safety and performance measures of the transportation system, and this criterion is met.

III. CONCLUSION

Upon review of the application, and other materials referenced as File AN-24-002 & ZC-24-002, and after conclusion of the Public Hearing and all testimony provided herein, the Planning Commission concludes that the application by Ben Tatone on behalf of the property owner Tabor Building Projects L.L.C. satisfies the approval criteria, therefore warranting the approval of the zone change as requested.

IV. ORDER

Based on the Findings and Conclusions above, the Planning Commission refers the annexation and zone change request to the City Council recommending **APPROVAL** of the annexation and zone change, as contained within file AN-24-002 & ZC-24-002 and subject to the conditions as follows:

1. The applicant shall obtain Site Plan Review approval and all required Building Permits prior to the commencement of any construction on the subject property. Due to the property's large size and the low-density nature of the proposed use, future development shall include a redevelopment plan demonstrating how the site can accommodate additional development consistent with applicable zoning and land use policies.
2. Any future development of the property shall fully conform to all the applicable standards and requirements of the Roseburg Municipal Code.


Jaime Yraguen, Planning Commission Chair

10-6-2025
Date


Stuart Cowie, Community Development Director

10/6/2025
Date

Planning Commission Members:

Jaime Yraguen, Chair

Shelby Osborn, Vice Chair

Matthew Brady

Jarrett Nielsen

David Bolhuis

Attachments:

Attachment 1: Current Zoning Map

Attachment 2: Proposed Zoning Map

Attachment 3: Property Line Survey Map

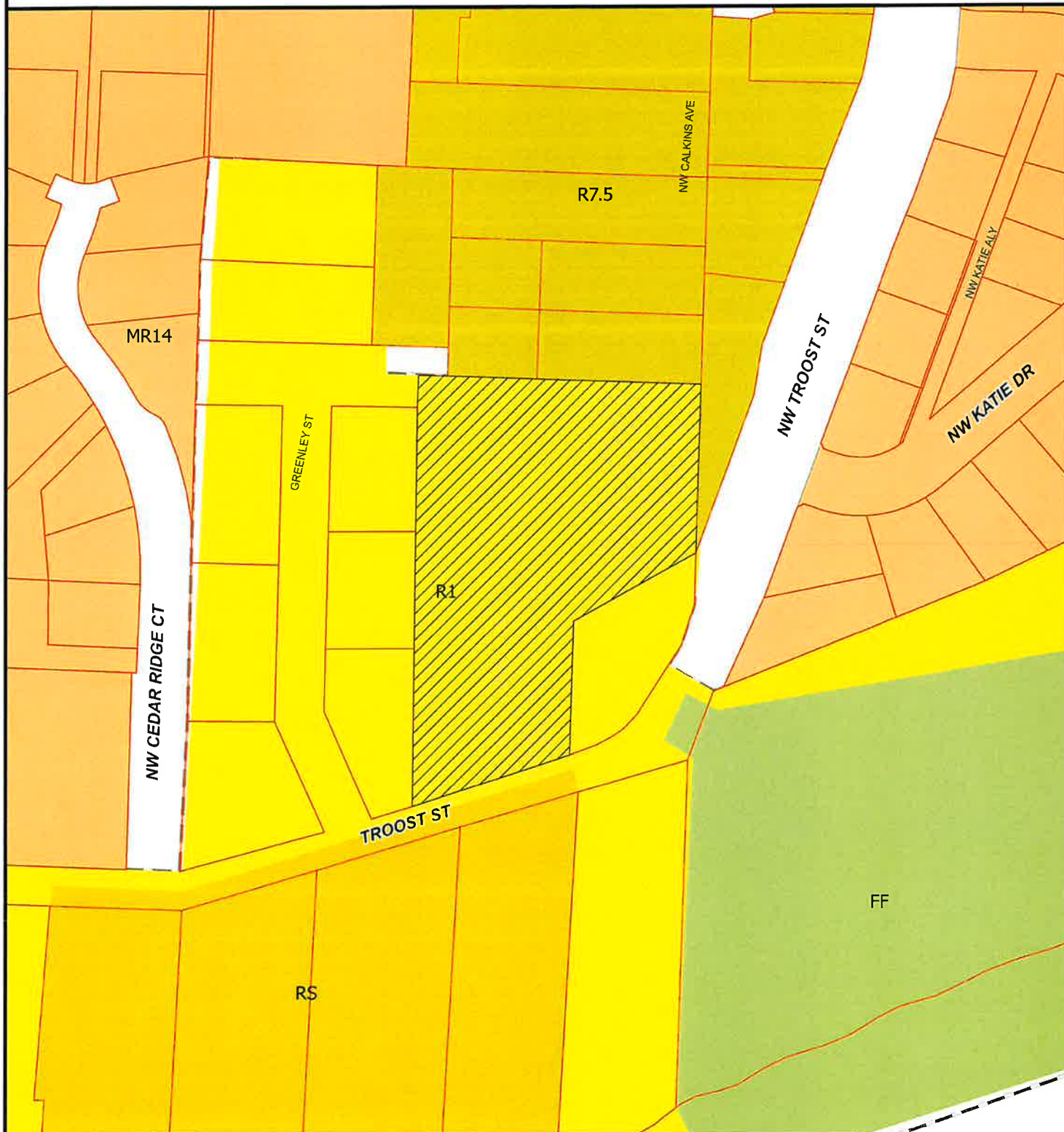
Attachment 4: Applicant's Findings

Attachment 5: Remonstrance Emails

Current Zoning
AN/ZC-25-002
1058 Greenley Street

T27S R06W SEC15AD TL02400 R14297

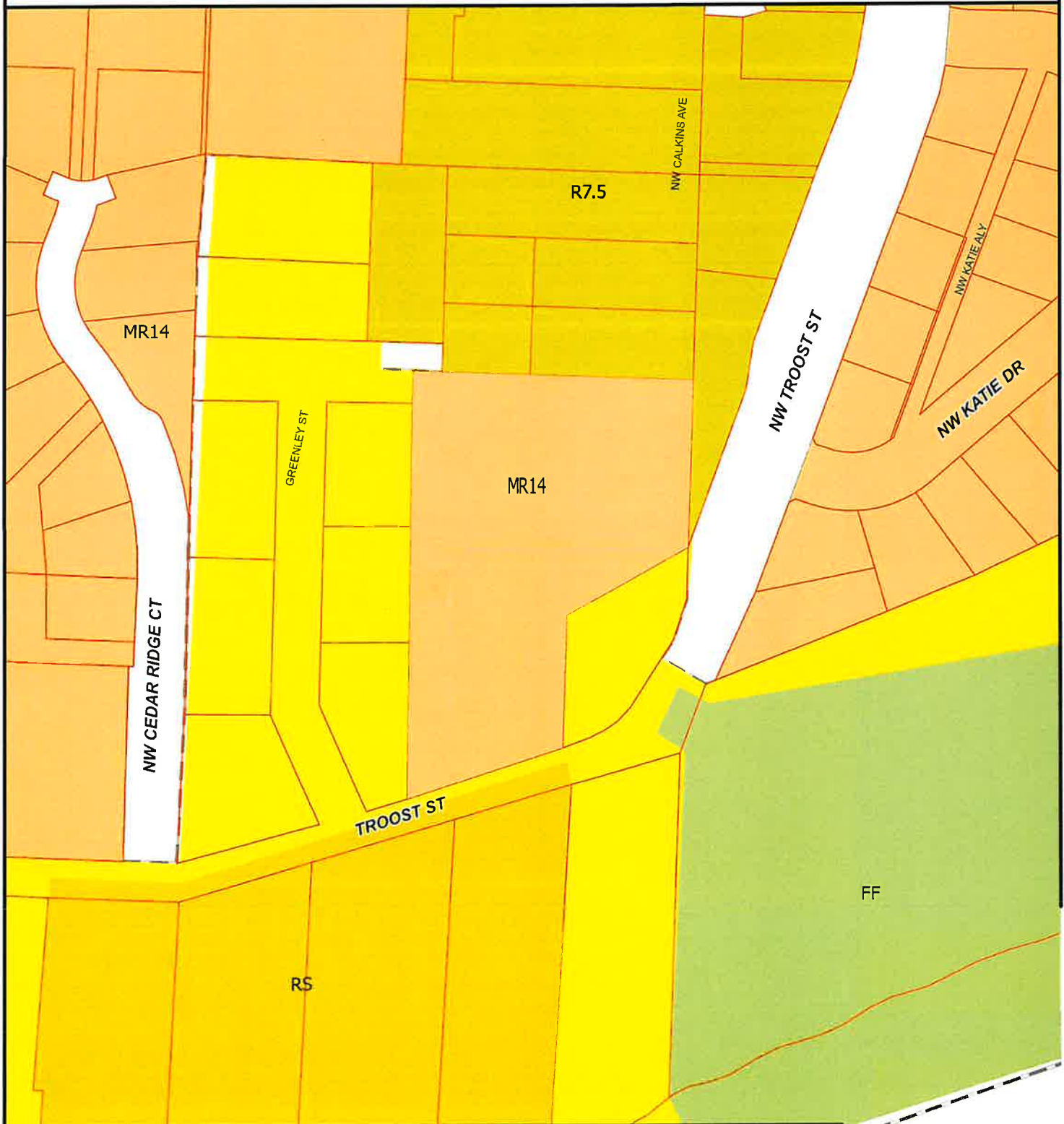
Community Development Department | 900 SE Douglas Ave., Roseburg, OR 97470 | (541)492-6750



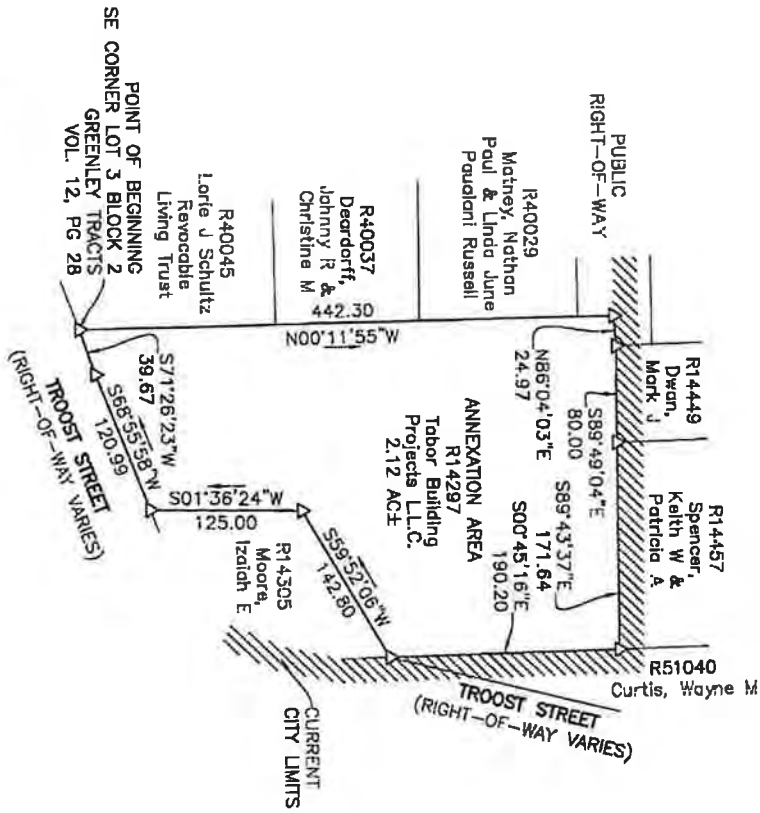
**Proposed Zoning
AN/ZC-25-002
1058 Greenley Street**

T27S R06W SEC15AD TL02400 R14297

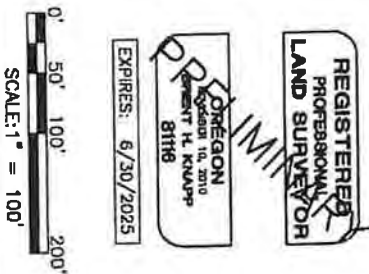
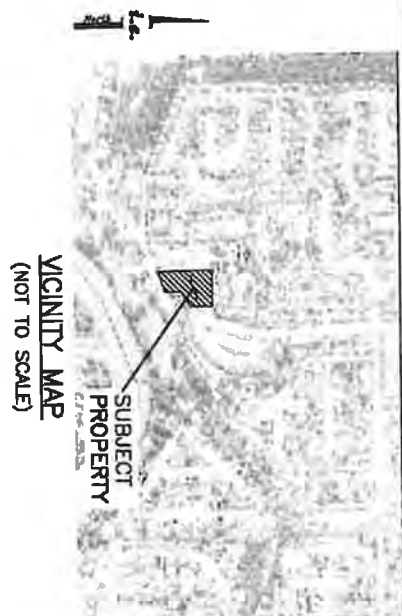
Community Development Department | 900 SE Douglas Ave., Roseburg, OR 97470 | (541)492-6750



PROPOSED ANNEXATION TO CITY OF ROSEBURG, OREGON
LOCATED IN THE NE QUARTER
OF SECTION 15, TOWNSHIP 27 SOUTH, RANGE 06 WEST,
WILLAMETTE MERIDIAN, DOUGLAS COUNTY, OREGON
DECEMBER 23, 2024



PROPERTY INFORMATION
OWNERS: TABOR BUILDING PROJECTS LLC
1058 GREENLEY ST
ROSEBURG, OR 97471
TRACT: OVERALL - 2.12 ± ACRES
TAX ACCOUNT NO.: R14297
TAX ID: 2706W15AD02400
ORDINANCE NO.:



809 SE Pine Street
Roseburg, Oregon 97470
PHONE (541) 673-0166
FAX (541) 440-9392
lenm@ieengineering.com

SCALE: 1"=100'
SHEET 1 OF 1

CLIENT:
TABOR BUILDING PROJECTS LLC
1058 GREENLEY ST
ROSEBURG, OR 97471



TO City of Roseburg Community Development Department
FROM Hailey Sheldon on behalf of Ben Tatone, Tabor Building Projects LLC
SUBJECT Applications for Annexation and Zone Change
SUBJECT PROPERTY Map ID 270615AD02400; Tax ID R14297
DATE December 20, 2024; Revised January 30, 2025
ENCLOSED Completed City of Roseburg Annexation Application Form
City of Roseburg Zone Change Review Approval Criteria Form
Completed Land Use Action Owner Authorization Form
Annexation Maps
Property Description
Deed (Document 2020-007216)
City of Roseburg Pre-Application Comments PRE-24-032

The applicant proposes the City of Roseburg annex subject property and assign it City zoning classification MR14 Limited Multiple Family Residential.

Annexation

See enclosed completed City of Roseburg Annexation Application form.

Subject property is within the City of Roseburg’s Urban Growth Boundary; therefore the annexation of subject property is consistent with the City’s Comprehensive Plan.

Roseburg Planning Department’s pre-application comments suggest subject property be assigned MR14 Limited Multiple Family Residential zoning concurrently with its annexation.

Zone Change

Zoning subject property MR14 would be consistent with the City’s standards; specifically those contained in Chapter 12.10 Development Approval Procedures: Section 12.10.040 Zone Change: C. Criteria for Zone Change, as follows (code standards in grey font):

Chapter 12.10 Development Approval Procedures: Section 12.10.040 Zone Change: C. Criteria for Zone Change

The Approving Authority may grant a zone change only if the following circumstances are found to exist:

- 1. The rezoning will conform to the Roseburg Urban Area Comprehensive Plan including the land use map and written policies.

Subject property is designated by Roseburg’s Urban Area Comprehensive Plan as Urban Medium Density Residential – meaning it is planned for urban (inside City limits) medium density residential development.

The properties adjoining subject property are zoned Limited Multifamily Residential (MR14) and Single Family Residential (R7.5).

Of Roseburg’s seven residential zoning designations, MR14 is the best fit for subject property because:

(a) it is consistent with adjoining properties and (b) it is a medium density residential zone (allowing for a density of residential development consistent with its Comprehensive Plan designation).

Note: the applicant's preliminary plan is to develop one single family dwelling on subject property; doing so will not preclude subject property from being developed for higher-density/multifamily residential use in the future.

2. The site is suitable to the proposed zone with respect to the public health, safety, and welfare of the surrounding area.

Subject property is suitable for medium residential development, as evidenced by the existing surrounding medium residential development and the City's long-term plans to serve medium density residential development in the vicinity.

The site can be served by urban public utilities; there exists a City of Roseburg water main and a Roseburg Urban Sanitary Authority wastewater main adjacent to subject property, in Troost Street. Roseburg Public Works and RUSA's pre-application comments suggest no objection to serving subject property.

The site is served by Roseburg Fire Department; their pre-application comments also suggest no objection to the proposed development.

3. The rezone is consistent with the safety and performance measures of the transportation system.

The rezone is consistent with the Roseburg Transportation System Plan, which plans for medium residential development in the vicinity of subject property.

Subject property fronts Greenly Street (Douglas County Local Street) and Troost Street (City of Roseburg Major Collector)

The applicant understands access shall be from Greenly Street, the lower-classification adjacent street, and acknowledges these pre-application comments:

Pre-Application Comment from Planning Department:

Access shall be from Greenley Street. Additionally, the applicant will not be required to improve Greenly Street as it is outside of city limits. Note that the standards of RMC 12.06.030(S) - having a durable dust free surfacing will still be required for applicants driveway located within this parcel.

Pre-Application Comment from Fire Department:

Depending on the location of the proposed dwelling, the driveway or a portion of the driveway, may need to meet fire department access road requirements. Also, depending on the length of the driveway, a fire truck turnaround may need to be incorporated into the construction of the driveway.

Andy Blondell

From: Jill Winter <jkmwinter@gmail.com>
Sent: Sunday, September 21, 2025 1:58 PM
To: Andy Blondell
Subject: Fwd: Tabor building project

You don't often get email from jkmwinter@gmail.com. [Learn why this is important](#)

----- Forwarded message -----

From: Jill Winter <jkmwinter@gmail.com>
Date: Sun, Sep 21, 2025 at 11:51 AM
Subject: Tabor building project
To: <ablondell@roseburg.gov>

To Whom it may concern:

I think adding a new development on Troost is an awful idea. The traffic, work trucks etc will cause additional traffic on Troost and Katie Drive already has people with no business in our area race down the street. We have kids in the area more traffic is not recommended.

Thank you

Jill Winter

Andy Blondell

From: mari,lyn jones <cocorusty9@yahoo.com>
Sent: Monday, September 22, 2025 6:48 PM
To: Andy Blondell
Subject: land use action

You don't often get email from cocorusty9@yahoo.com. [Learn why this is important](#)

Tabor building projects property owner request to annex 1058 Greenley street to Troost st. It will cause more traffic on Troost which is already a problem with noise and heavy traffic.
Plus it will cause more traffic coming through Katie Dr. Lots of little kids on there toys and pets being outside. We already have cars flying through Katie.
I vote no on more traffic and heavy equipment.

thanks 1397 Katie Dr.

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



PROPOSED ORGANIZATION OF PLANNING COMMISSION CODE AMENDMENT ORDINANCE NO. 3617

Meeting Date: November 10, 2025
Department: Community Development
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

It is proposed Roseburg Municipal Code (RMC) Section 2.25.030 be amended clarifying the organization of the Planning Commission to be consistent with new state law adopted under House Bill 3136. The issue for Council is whether to approve, modify or deny the proposed amendment.

BACKGROUND

A. Council Action History.

None.

B. Analysis.

During the 2025 regular session, the Oregon State Legislature approved House Bill 3136, amending requirements related to the composition of city and county planning commissions. The bill removes the requirement that a maximum of two real estate professionals may serve on a planning commission when the commission consists of more than five members. The City of Roseburg Planning Commission consists of seven members and therefore qualifies to remove this restriction. Doing so would enable more land professionals involved in the buying, selling and/or development of real estate to serve on the planning commission.

Two vacancies currently exist on the Planning Commission. Despite efforts to advertise for these open positions, few applications have been received.

Updating the ordinance would ensure consistency with state law but also enable the possibility of more land professionals involved in the buying, selling and/or development of real estate to serve on the commission. This may permit the City to consider additional applicants who would otherwise not qualify to fill the vacant positions. Recently Council was presented with two applicants who both worked in the realtor/appraisal field. Because the Planning Commission already had one member who qualified as a professional developer, only one applicant could be appointed, even though there were two openings. Amending the code could prevent this from occurring in the future.

C. Financial/Resource Considerations.

No financial impacts.

D. Timing Considerations.

House Bill 3136 becomes effective January 1, 2026. If the Council chooses to hear first reading on November 10th, second reading and adoption could occur on December 8, 2025 and the ordinance would become effective 30 days later.

COUNCIL OPTIONS

The Council has the following options:

1. Proceed with first reading of Ordinance 3617; or
2. Modify the proposed action or continue the matter for further consideration; or
3. Decline to proceed with the proposed action.

STAFF RECOMMENDATION

Staff recommends that Council proceed with first reading of Ordinance 3617.

SUGGESTED MOTION

No formal action required, just first reading of the ordinance.

ATTACHMENTS:

Attachment #1 – Ordinance No. 3617

ORDINANCE NO. 3617

**AN ORDINANCE AMENDING SECTION 2.25.030 OF THE
ROSEBURG MUNICIPAL CODE**

WHEREAS, new state law adopted under House Bill 3136 (2025) changes the restrictions regarding the number of members principally engaged in the buying, selling or developing of real estate may be allowed to serve on a city Planning Commission with more than five members; and

WHEREAS, adoption of the proposed amendment would bring the Roseburg Municipal Code into compliance with new state law.

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

SECTION 1. Section 2.25.030 entitled “Organization of Commission” is hereby amended to read as follows:

Members. The Commission shall consist of seven members. At least six of the members must be residents of the City; the other member may reside outside City limits, but must reside within the Urban Growth Boundary of the City. ~~No more than two may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit; and n~~
Not more than two members shall may be engaged in the same kind of occupation, business, trade or profession. All members shall be appointed by the Council.

SECTION 2. All other Chapters, Sections and Subsections of Title 2 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



ORDINANCE NO. 3618 GRANTING A TELECOMMUNICATIONS FRANCHISE TO SANGOMA US, INC.

Meeting Date: November 10, 2025
Department: Administration
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The City has received an application for a telecommunications franchise from Sangoma US, Inc., a telecommunications provider located in Maitland, Florida.

BACKGROUND

A. Council Action History.

Council has not acted on this particular application.

B. Analysis.

The subject application and required processing fee were received on October 9, 2025. Service to Roseburg customers began on January 1, 2025; therefore, the provider has requested that the franchise agreement be granted retroactively to January 1, 2025.

C. Financial/Resource Considerations.

Under the City's definitions of telecommunication "provider" and telecommunications "service," Sangoma US, Inc. is required to pay a franchise fee of 5% of the gross revenues derived from customers within the City. Sangoma US, Inc. has been remitting franchise fee payments since January 2025.

D. Timing Considerations.

As noted above, Sangoma US, Inc. began serving Roseburg in January of 2025; therefore, the franchise needs to be made effective retroactively to that date. This effective date will make the initial term of the franchise three years, with an expiration date of December 31, 2027. The ordinance will also allow for up to four renewal terms of three years each, for a total of five possible terms.

COUNCIL OPTIONS

Council has the following options:

- Proceed with first reading of the ordinance, followed by a second reading and adoption; or
- Request additional information; or
- Take no action at this time.

STAFF RECOMMENDATION

Staff recommends that Council proceed with first reading of the ordinance, followed by suspension of the rules, second reading and adoption at the November 10, 2025, meeting to ensure timely authorization of the franchise agreement.

SUGGESTED MOTION

If Council concurs with Staff's recommendation, Council will need to request first reading of the ordinance granting a telecommunications franchise to Sangoma US, Inc. effective January 1, 2025, after which the following motion would be appropriate.

"I MOVE TO SUSPEND THE RULES AND PROCEED WITH SECOND READING OF ORDINANCE NO. 3618, GRANTING A TELECOMMUNICATIONS FRANCHISE TO SANGOMA US, INC., RETROACTIVE TO JANUARY 1, 2025."

"I MOVE TO ADOPT ORDINANCE NO. 3618."

ATTACHMENTS:

Attachment #1 – Ordinance No. 3618

Cc: Sangoma US, Inc. 151 Southhall Lane, Suite 450, Maitland, FL 32751
Subject Franchise File

ORDINANCE NO. 3618

**AN ORDINANCE GRANTING A TELECOMMUNICATIONS FRANCHISE TO
SANGOMA US, INC., EFFECTIVE RETROACTIVELY ON JANUARY 1, 2025**

SECTION 1. Grant of Franchise. The City of Roseburg, hereinafter called “City”, hereby grants Sangoma US, Inc., hereinafter called “Franchisee”, the non-exclusive right to use and occupy all public ways within the Franchise Territory, solely for the purposes described herein, for a period of three years, retroactively beginning January 1, 2025, and ending December 31, 2027, following Franchisee’s acceptance of the Franchise as provided in Section 11 of this Ordinance.

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

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

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

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

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

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

B. Payment. All payments due hereunder shall be paid to the City of Roseburg by check or money order delivered to the address of the City for notices

as set forth herein.

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

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

SECTION 7. Notices and Authorized Representatives.

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

If to City:

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

If to Franchisee:

Sangoma US, Inc.
ATTN: Lynn Brusky
301 N. Cattlemen Rd. Suite 300
Sarasota, FL 34232
E-mail: sangoma@jsitel.com
Phone: 678-672-2800

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

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

Contact Person's Name: Lynn Brusky

Mailing Address: 301 N. Cattlemen Rd. Suite 300, Sarasota, FL 34232

Telephone: 678-672-2800

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

SECTION 9. Representation and Warranty of Franchisee. By executing this

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

SECTION 10. Franchise Effective Date. Franchisee submitted an application requesting a new telecommunications franchise and paid the application processing fee on October 9, 2025. Franchisee has been serving Roseburg customers since January 1, 2025. The Roseburg City Council approved the request for a new franchise agreement at its meeting on November 10, 2025; and hereby authorizes this Franchise effective January 1, 2025, and expiring on December 31, 2027, provided Franchisee satisfies the acceptance requirements of Section 11 of this Ordinance.

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

ADOPTED BY THE CITY COUNCIL ON THIS 10th DAY OF NOVEMBER 2025.

APPROVED BY THE MAYOR ON THIS 10th DAY OF NOVEMBER 2025.

Larry Rich, Mayor

ATTEST:

Amy Nytes, City Recorder

(Franchisee's Acceptance on Following Page)

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

By: _____
(Signature)

Name: _____
(Printed)

Title: _____

Date: _____

State of _____)

) ss.

County of _____)

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

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

Acceptance received by City Recorder on _____, 20__.

Amy Nytes, City Recorder

ORDINANCE NO. 3618 – EXHIBIT “A”

ROSEBURG MUNICIPAL CODE CHAPTER 9.25 - TELECOMMUNICATIONS PROVIDERS

Sections:

- 9.25.005 Definitions.**
- 9.25.010 Purpose.**
- 9.25.020 Jurisdiction and management of the public way.**
- 9.25.030 Regulatory fees and compensation not a tax.**
- 9.25.040 Overview of franchise requirements.**
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9.25.500 Application to existing ordinances and agreements.

9.25.005 Definitions. For the purpose of this Chapter, the following terms, phrases, words and their derivations, shall have the meanings given herein. Terms not defined in this Section shall be interpreted in accordance with Chapter 1.04 of this Code. Terms not defined in this Section or in Chapter 1.04 of this Code, shall be given the meaning set forth in the Communications Policy Act of 1934, as amended, the Cable Communications Policy Act of 1984, the Cable Television Consumer Protection and Competition Act of 1992 and the Telecommunications Act of 1996. If not defined there, the words shall be given their common and ordinary meaning. Definitions for this Chapter are as follows:

"Cable service" means the one-way transmission to subscribers of video programming, or other video, audio or data service using the same means of transmission as used to transmit video programming; and subscriber interaction, if any, which is required for the selection or use of such video programming or other programming service.

"City property" means and includes all real property owned by the City, other than the public way and utility easements as those are defined herein.

"Conduit" means any structure, or portion thereof, containing one or more ducts, conduits, manholes, handholds, bolts or other facilities used for any telegraph, telephone, cable television, electrical or communications conductors or cable facilities.

"Construction" means any activity in the public way resulting in physical change thereto, including excavation or placement of structures, but excluding routine maintenance or repair of existing facilities.

"Control" means actual working control in whatever manner exercised.

"Customer" means both the end user of telecommunications services in the City and any person that acquires telecommunications services, bandwidth or other form of capacity for its own to use or for resale in the City.

"Duct" means a single enclosed raceway for conductors or cable.

"Emergency" has the meaning provided in ORS 401.025.

"Franchise" means a license from the City which grants a privilege to occupy the public way and utility easements within the City for a dedicated purpose, for specific compensation and for a specified period of time.

"Grantee" means the person to whom or the entity to which a telecommunications franchise is granted by the City, including both telecommunication carriers and non-carrier providers.

"Gross revenue" means all revenue earned by a telecommunications provider from operations within the City, including but not limited to service to customers located within the City and other persons who use the grantee's facilities within the City to provide service to customers. A person that sells capacity or bandwidth to another telecommunications provider, as described in section 9.25.380, may deduct the income received in that transaction from its gross revenue for purposes of calculating the franchise fee described in section 9.25.110

"Non-carrier provider" means a telecommunications provider that is not also classified as a telecommunications carrier. It includes but is not limited to providers that install, own or lease facilities in the public way and providers that acquire bandwidth or other capacity to resell or provide service directly to customers in the City. "Non-carrier provider" includes several different types of telecommunications providers, including but is not limited to providers often known as competitive local exchange carriers, resellers and long-haul providers.

"Person" means an individual, corporation, company, association, joint stock company or association, firm, partnership or limited liability company.

"Private telecommunications network" means a system, including the construction, maintenance or operation of the system, for the provision of a service or any portion of a service which is owned or operated exclusively by a person for their use and not for resale, directly or indirectly. "Private telecommunications network" includes services provided by the State of Oregon pursuant to ORS 190.240 and 283.140.

"Public way" includes, but is not limited to, any street, road, bridge, alley, sidewalk, trail, path and utility easement, including the subsurface under and air space over these areas. This definition applies only to the extent of the City's right or authority to grant a franchise to occupy and use such areas for telecommunications facilities. "Public way" does not include City-owned buildings, parks or other property.

"Small Cells" means low-powered radio access nodes that operate in licensed and unlicensed spectrum with a range of 10 meters to 1 or 2 kilometers and can be deployed relatively easily on utility poles, street lamps, water towers, or rooftops.

"Telecommunications Act" means the Communication Policy Act of 1934, as amended by subsequent enactments including the Telecommunications Act of 1996 (47 U.S.C. sec. 151 et seq.) and as hereafter amended.

"Telecommunications carrier" means a telecommunications provider that is a telecommunication utility as defined in ORS 759.005 or successor statutes or a cooperative corporation formed under ORS Chapter 62 that provides telecommunications service as defined in ORS 759.005 or successor statutes. It is often known as the incumbent local exchange carrier.

"Telecommunications facilities" means the plant and equipment, other than customer premises equipment, including but not limited to line, pipe, wire cable, fiber, etc. occupying the public way, used, designed or intended for use by a telecommunications provider to provide telecommunications services.

"Telecommunications provider" means: (1) any person that provides telecommunications services to any person or premises within the City, including both telecommunication carriers and non-carrier providers; (2) any person that directly or indirectly owns, leases, operates, manages, or otherwise controls telecommunications facilities which occupy public way within the City; (3) any person that is directly or indirectly owned or controlled by any person described in this definition; and includes every person that directly or indirectly owns, controls, operates or manages plant, equipment or property within the City which is used, or to be used for the purpose of offering telecommunication services. For purposes of this definition, "owns" or "controls" means that one person or entity owns more than 25% of the stock or assets or has more than 25% common partners, directors or owners with another entity. In addition, any person that leases, purchases or otherwise receives telecommunications service or use of a telecommunications facility for less than a reasonable price, so as to create a reasonable inference that the two parties did not deal at arm's length, shall be deemed to be owned or controlled by the second party.

"Telecommunications service" means the providing or offering for rent, sale or lease, or in exchange for other value received, of the transmittal of voice, data, image, graphic and video programming or any other information between or among points by wire, cable, fiber optics, or by laser, microwave, radio, satellite or similar wireless facilities, with or without benefit of any closed transmission medium and without regard to the nature of the transmission protocol employed, but does not include: (1) cable television services; (2) private telecommunications network services; (3) over-the-air radio or television broadcasting to the public-at-large from facilities licensed by the Federal Communications Commission or any successor thereto; (4) direct-to-home satellite service within the meaning of Section 602 of the Telecommunications Act of 1996; (5) services provided solely for the purpose of providing internet service to the customer; (6) public safety radio systems; (7) mobile service within the meaning of 47 U.S.C. Section 153(33) (2012); and services to devices exclusively utilizing electromagnetic spectrum unlicensed by the Federal Communications Commission.

"Telecommunications System" see "Telecommunication facilities" above.

"Telecommunications Utility" has the same meaning as given in ORS 759.005(9).

"Utility easement" means any easement granted to or owned by the City and acquired, established, dedicated or devoted for public utility purposes.

"Utility facilities" means the plant, equipment and property, including but not limited to the poles, pipes, mains, conduits, ducts, cable, wires, plant and equipment located under, on, or above the surface of the ground within the public right of way of the City and used or to be used for the purpose of providing utility or telecommunication services.

9.25.010 Purpose. The purpose and intent of this Chapter are to:

- A.** Respond to increased use of the public way by telecommunication providers and to technological advances in the telecommunications industry;
- B.** Comply with the 1996 Telecommunications Act as it applies to local governments, telecommunications providers and the services those providers offer;
- C.** Encourage the provision of advanced and competitive telecommunications services on the widest possible basis to businesses, institutions and residents of the City on a competitively neutral basis;
- D.** Permit and manage reasonable access to the public way of the City for telecommunications purposes on a competitively neutral basis and conserve the limited physical capacity of the public way held in trust by the City;
- E.** Assure that the City's current and ongoing costs of granting and regulating private access to and the use of the public way are fully compensated by the persons seeking such access and causing such costs;
- F.** Recognize the public way as a valuable City asset and secure fair and reasonable compensation to the City and its residents for permitting private use of the public way and for physical damage and aesthetic harm to the public way from construction and installation of facilities in the public way;
- G.** Assure that all telecommunications providers occupying the public way with telecommunication facilities obtain a franchise and comply with the ordinances, rules and regulations of the City;
- H.** Enable the City to discharge its public trust consistent with the rapidly evolving federal and state regulatory policies, industry competition and technological development; and
- I.** Assure telecommunications providers that investing in infrastructure in the City is a secure and wise investment, while reserving to the City the ability to respond to new developments in the industry at the time of franchise renewal and by amending its ordinances.
- J.** Recognize that the City's grant of a franchise is in the nature of a license in exchange for a fee, rather than a contract.

(Ord. 3133 § 2, 2003; Ord. 3063 § 2, 2000) (Ord. 3294, § 2, 12-8-2008)

9.25.020 Jurisdiction and management of the public way.

- A.** The City has jurisdiction and exercises regulatory management over the public way whether the City has a fee, easement or other legal interest in the public way and whether the legal interest was obtained by grant, dedication, prescription, reservation, condemnation, annexation, foreclosure or other means.
- B.** No person may occupy or encroach on a public way or other City property without the permission of the City. The City grants permission to use public way by franchises and permits.
- C.** The City retains the right and privilege to cut or move any telecommunications facilities located within the public way as the City may determine to be necessary, appropriate or useful in response to a public health or safety emergency.

(Ord. 3063 § 2, 2000)

9.25.030 Regulatory fees and compensation not a tax. The fees provided for in this chapter and any compensation charged and paid for use of the public way provided for in this Chapter are not a tax and are separate from, and in addition to, any and all federal, state, local and City charges as may be levied, imposed or due from a telecommunications provider, its customers or subscribers, or on account of the lease, sale, delivery or transmission of telecommunications services. (Ord. 3063 § 2, 2000)

9.25.040 Overview of franchise requirements.

A. All telecommunications providers who occupy the public way in the City or provide telecommunications services to customers in the City must obtain a franchise from the City. For purposes of this Section, "occupy" the public way means to own, lease, rent or possess the right to make physical changes to a telecommunications facility in the public way

B. A telecommunications provider that holds a current, valid franchise from the City may continue to provide the services authorized by its franchise for the duration of the current term of the franchise.

C. Nothing in this Chapter is intended to override state or federal law, and any provision that would conflict with state or federal law if applied to a particular grantee shall be unenforceable to the extent of the conflict and only to that extent.

(Ord. 3294, § 3, 12-8-2008) (Ord. 3133 § 3, 2003: Ord. 3063 § 2, 2000)

9.25.050 Reserved.

Editor's note: Ord. No. 3294, § 4, adopted Dec. 8, 2008, repealed § 9.25.050, which pertained to Telecommunications franchise and derived from Ord. 3063 § 2, 2000 and Ord. 3133 § 5, 2003. See also the Code Comparative Table and Disposition List.

9.25.060 Application. Any person that desires a telecommunications franchise shall file with the City Recorder an application which includes the following information:

A. The identity and legal status of the applicant, including the name, address and telephone number of the duly authorized officer, agent or employee responsible for the accuracy of the information required on the application and the duly authorized officer, agent or employee to be contacted in case of an emergency.

B. A description of the type of telecommunications services that are to be offered or provided by the applicant to customers within the City; a description of the general types and locations of telecommunication facilities that the applicant currently owns or leases within the City; and a description of the general types and locations of telecommunication facilities that the applicant intends to construct within the City within two years of obtaining a franchise.

C. Engineering plans, specifications and a network map of the facilities located within the public rights of way in the City, including the location and route requested for applicant's proposed telecommunications facilities. The City may require the information to be provided in electronic form readable by City computers or may specify another format.

D. The area or areas of the City the applicant desires to serve and a preliminary construction schedule for build-out to the entire franchise area.

E. Information to establish that the applicant has obtained all other governmental approvals and permits to construct and operate the facilities and to offer or provide the telecommunications services proposed including, but not limited to, the appropriate license from the Oregon Public Utility Commission (PUC) or the Federal Communication Commission (FCC).

F. An accurate map showing the location of any existing telecommunications facilities, if any, in the City that applicant intends to use or lease.

(Ord. 3294, § 5, 12-8-2008) (Ord. 3133 § 6, 2003: Ord. 3070 § 2, 2000)

9.25.070 Application review fee. An application review fee as set by Council resolution shall be paid to the City as part of the application filed pursuant to the above Section 9.25.060. (Ord. 3133 § 7, 2003: Ord. 3070 § 3, 2000)

9.25.080 Determination by the City. The City shall issue a written determination granting or denying the application in whole or in part. If the application is denied, the written determination shall include the reasons for denial. A denial may be appealed to the City Council which shall resolve the appeal in the manner provided in Section 9.25.190. (Ord. 3133 § 8, 2003: Ord. 3063 § 2, 2000)

9.25.090 Rights granted. No franchise granted pursuant to this Chapter shall convey any right, title or interest in the public way, but shall be deemed a grant to use and occupy the public way for the limited purposes and term and upon the conditions stated in the franchise agreement. (Ord. 3133 § 9, 2003: Ord. 3063 § 2, 2000)

9.25.100 Term and renewal of franchises.

A. Unless otherwise specified in a franchise agreement, a telecommunications franchise granted hereunder shall be in effect for an initial term of three years. Subject to conditions stated in this Code and unless otherwise specified in a franchise agreement, telecommunication franchises shall be automatically renewed for additional three-year terms, running from the anniversary of the grant of the initial franchise, up to a total of five terms including the initial term. A grantee desiring termination of a franchise after the initial term, but prior to any such renewal(s), must provide the City with written notice of such intent to terminate certifying that it will no longer be providing telecommunication services within the City of Roseburg at least 30 days prior to the date of renewal of said franchise.

B. A grantee shall be entitled to automatic renewal of its franchise for additional three-year terms, up to a total of five terms including the initial term, subject to and contingent upon the following conditions:

1. In the City's judgment, the public way has sufficient capacity to accommodate the grantee's existing and proposed facilities;
2. The grantee continues to meet the legal requirements for providing service in the City;
3. The grantee has complied with all the requirements of this Chapter and its franchise;
4. Applicable federal, state and local laws, rules and policies allow the grantee to continue its operations in the City;
5. The grantee agrees to comply with such additional requirements as may be imposed under Subsection C. of this Section.

C. As a condition of each automatic renewal of a franchise, the City, upon written notice provided to the grantee at least sixty (60) days prior to the renewal date, may require the grantee to:

1. Pay additional compensation, or pay compensation calculated in a different manner, for the rights granted by the franchise. Any additional or new compensation requirement shall be consistent with the requirements imposed on other similarly situated grantees at the time of renewal.
2. Comply with any amendments to this Chapter or other applicable provisions of this Code that the City has adopted since the franchise was granted.
3. Agree to amendments to the franchise based on changes to state or federal law; and
4. Execute a modification agreement setting forth all such amended terms of the franchise.

D. After the term of the initial franchise and maximum renewals provided for in this Section have expired, a grantee must apply for a new franchise under the same terms and conditions as apply to new franchise applications at the time and pay a fee as set by Council resolution to cover the cost of the City's review of the application. An application for a new franchise must be submitted not less than 180 days prior to expiration of the existing franchise and must contain the following information:

1. The information required pursuant to Section 9.25.060 of this Chapter; and
2. Any information required pursuant to the franchise agreement between the City and the grantee.

(Ord. No. 3353, § 1, 7-26-2010) (Ord. 3133 § 12, 2003; Ord. 3063 § 2, 2000)

9.25.110 Franchise Fee. Each grantee shall pay to the City a franchise fee as follows:

A. A telecommunications carrier shall pay seven percent (7%) of its gross revenue derived from exchange access services, as defined in ORS 403.105 or a successor statute, less net uncollectibles from such revenue. The fee shall be paid to the City on a quarterly basis, based on the revenues derived from the quarter just passed, not more than 30 days following the end of the quarter.

B. A non-carrier provider that serves customers in the City shall pay five per cent (5%) of its gross revenue. The fee shall be paid to the City on a quarterly basis, based on the revenues derived from the quarter just passed, not more than thirty (30) days following the end of the quarter.

C. A non-carrier provider that occupies the public way but has no customers in the City shall pay an annual fee for each linear foot of the public way occupied by its facilities. The fee shall be set by Council resolution and adjusted annually in accordance with the Consumer Price Index (CPI-U West). The fee shall be paid by January 31 of each year, based on the linear feet of public way occupied by grantees facilities as of December 31 of the prior year. For the year in which grantee first obtains a franchise, the fee may be

prorated on a monthly basis from the date of issuance of a permit to construct facilities in the public way, to December 31 of said year. Such proration shall not be applied in subsequent years.

D. A person that holds a franchise for a private communications network shall pay an annual fee for each linear foot of the public way occupied by its facilities. The fee shall be adjusted annually in accordance with the Consumer Price Index (CPI-U West). The fee shall be paid by January 31 of each year, based on the linear feet of public way occupied by grantee's facilities as of December 31 of the prior year. For the year in which grantee first obtains a franchise, the fee may be prorated on a monthly basis from the date of issuance of a permit to construct facilities in the public way, to December 31 of said year.

E. A telecommunications provider that serves customers in the City and, on the effective date of this ordinance, holds a valid franchise authorizing it to occupy the public way and pay a fee by the linear foot, may, until the expiration of the current term of such franchise, continue to pay at the per-foot fee set by Council resolution in effect at the time this Ordinance is adopted, as adjusted for inflation, or may elect to pay a fee calculated according to Paragraph B of this section

F. The fee for each small cell installed within the city limits of the City of Roseburg shall be set by Council resolution. The fee shall be paid on an annual basis, not more than 30 days following the end of each calendar year.

G. Any grantee that fails to pay the franchise fee when due, shall be charged a penalty of ten percent and the legal rate of interest established by state statute, on such unpaid balance.
(Ord. 3294, § 6, 12-8-2008)

9.25.115 Operation without a franchise. A telecommunications provider that occupies the public way without a franchise, provides services to customers in the City without a franchise or provides services not authorized by its franchise shall pay the City a fee of six per cent (6%) of gross revenues, plus interest and penalties as described in section 9.25.110F. (Ord. 3294, § 7, 12-8-2008)

9.25.120 Amendment of franchise. Conditions for amending a franchise are as follows:

A. If any grantee desires to extend or locate its telecommunications facilities in a public way of the City which is not included in a franchise previously granted by the City, an amendment to the franchise will be required.

B. If the City orders a grantee to locate or relocate its telecommunications facilities in a public way not included in a previously granted franchise, the City shall grant an automatic amendment without an additional fee.

C. An amended franchise shall be required of any grantee that desires to provide a different type of a service (e.g., cable, telephony) which was not included in a franchise previously granted by the City. An amendment to a franchise will not be required if a grantee adds new or enhanced services of the same type authorized by its existing franchise - e.g., a cable service provider offers digital music service as well as video, or a telephonic service provider adds features like call waiting, call forwarding or caller i.d.

(Ord. 3133 § 13, 2003: Ord. 3063 § 2, 2000)

9.25.130 Reserved.

Editor's note: Ord. No. 3353, § 2, adopted July 26, 2010, repealed § 9.25.130, which pertained to renewal applications and derived from Ord. 3133 § 14, 2003: Ord. 3063 § 2, 2000.

9.25.140 Reserved.

Editor's note: Ord. No. 3353, § 2, adopted July 26, 2010, repealed § 9.25.140, which pertained to renewal of franchise and derived from Ord. 3133 § 15, 2003: Ord. 3063 § 2, 2000.

9.25.150 Obligation to cure as a condition of renewal. No franchise shall be renewed until any and all ongoing violations or defaults in the grantee's performance of the franchise, or of the requirements of this Chapter, have been cured, or a plan detailing the corrective action to be taken by the grantee has been approved by the City. (Ord. 3133 § 16, 2003: Ord. 3063 § 2, 2000)

9.25.160 Assignments or transfers of system or franchise. Ownership or control of a majority interest in a telecommunications franchise may not, directly or indirectly, be transferred, assigned or disposed of by sale, lease, merger, consolidation or other act of the grantee, by operation of law or otherwise, without the prior consent of the City, which consent shall not be unreasonably withheld or delayed. The City may attach reasonable conditions to its consent, such as, but not limited to:

A. Grantee and the proposed assignee or transferee of the franchise or system shall agree, in writing, to assume and abide by all of the provisions of the franchise.

B. The approval shall be effective only when the assignee or transferee has demonstrated that it has the legal, technical, financial and other qualifications required by law to own, hold and operate the telecommunications system pursuant to this Chapter.

C. Unless otherwise provided in a franchise agreement, the grantee shall reimburse the City for all direct and indirect fees, costs and expenses reasonably incurred by the City in considering a request to transfer or assign a telecommunications franchise, including the reasonable cost of the professional consultation on legal, technical or financial issues related to the transfer or assignment.

(Ord. 3133 § 17, 2003; Ord. 3063 § 2, 2000)

9.25.170 Revocation or termination of franchise. A franchise to use or occupy public way of the City may be revoked or terminated for any of the following reasons:

A. Construction or operation in the City or in the public way of the City without a construction permit.

B. Construction or operation at an unauthorized location.

C. Failure to comply with Section 9.25.160 herein with respect to sale, transfer or assignment of a telecommunications system or franchise.

D. Misrepresentation by or on behalf of a grantee in any application to the City.

E. Abandonment of telecommunications facilities in the public way.

F. Failure to relocate or remove facilities as required in this Chapter.

G. Failure to pay taxes, compensation, fees or costs when and as due the City under this Chapter.

H. Insolvency or bankruptcy of the grantee.

I. Violation of a material provision of this Chapter.

J. Violation of a material term of a franchise agreement.

K. No longer providing telecommunications services in the City of Roseburg.

(Ord. 3133 § 18, 2003; Ord. 3063 § 2, 2000)

9.25.180 Notice and duty to cure. In the event that the City believes that grounds exist for revocation or termination of a franchise, the City shall give the grantee written notice of the apparent violation or noncompliance, providing a short and concise statement of the nature and general facts of the violation or noncompliance, and providing the grantee a reasonable period of time, not exceeding thirty (30) days, to furnish evidence that:

A. Corrective action has been, or is being actively and expeditiously pursued, to remedy the violation or noncompliance;

B. The allegation of a violation or noncompliance is incorrect; and/or

C. It would be in the public interest to impose some penalty or sanction less than revocation.

(Ord. 3133 § 19, 2003; Ord. 3063 § 2, 2000)

9.25.190 Hearing. In the event that a grantee fails to provide evidence reasonably satisfactory to the City as provided in Section 9.25.180, the City Manager shall refer the apparent violation or noncompliance to the City Council. The City Council shall provide the grantee with notice and a reasonable opportunity to be heard concerning the matter. The hearing may be before the City Council, or at its discretion, the Council may appoint a hearings official to receive evidence and arguments and to prepare a report to the Council. (Ord. 3133 § 20, 2003; Ord. 3063 § 2, 2000)

9.25.200 Standards for revocation or lesser sanctions. If persuaded that the grantee has violated or failed to comply with material provisions of this Chapter or a franchise agreement, the City Council shall determine whether to revoke the franchise, or to establish some lesser sanction and cure, considering the nature, circumstances, extent and gravity of the violation as reflected by one or more of the following factors:

A. The misconduct was egregious.

B. Substantial harm resulted.

- C. The violation was intentional.
 - D. There is a history of prior violations of the same or other requirements.
 - E. There is a history of overall compliance.
 - F. The violation was voluntarily disclosed, admitted or cured.
 - G. Any other fact or circumstance that, in the City Council's judgment, is relevant to the severity of the violations.
- (Ord. 3133 § 21, 2003: Ord. 3063 § 2, 2000)

9.25.210 General construction and location of facilities in the public way. No person, telecommunications provider or grantee shall commence or continue with the construction, installation or operation of telecommunication facilities in a public way except as provided in Sections 9.25.220 through 9.25.320, and in compliance with Chapter 4.02 of this Code and the applicable rules of the City. (Ord. 3133 § 22, 2003: Ord. 3063 § 2, 2000)

9.25.220 Construction codes. Telecommunications facilities shall be constructed, installed, operated and maintained in accordance with all applicable federal, state and local codes, rules and regulations, including the National Electrical Code and the National Electrical Safety Code. (Ord. 3133 § 23, 2003: Ord. 3063 § 2, 2000)

9.25.230 Construction permits. No person, telecommunications provider or grantee shall construct or install any telecommunications facilities in a public way without first obtaining a permit and paying the fees required by Chapter 4.02 of this Code. No permit shall be issued for the construction or installation of telecommunications facilities in a public way unless the person or telecommunications provider has first applied for and received a franchise pursuant to this Chapter. (Ord. 3133 § 24, 2003: Ord. 3063 § 2, 2000)

9.25.240 Applicant's verification. All construction permit applications shall be accompanied by the verification of a registered professional engineer, or other qualified and duly authorized representative of the applicant, that the drawings, plans and specifications submitted with the application comply with applicable technical codes, rules and regulations. (Ord. 3133 § 25, 2003: Ord. 3063 § 2, 2000)

9.25.250 Construction schedule. All construction permit applications shall be accompanied by a written construction schedule, which shall include a deadline for completion of construction. The construction schedule is subject to approval by the City's Public Works Director. The grantee shall promptly complete all construction activities so as to minimize disruption of the public way and other public and private property. All construction work within the public way, including restoration, must be completed within 90 days of the date of issuance of the construction permit unless an extension or an alternate schedule has been approved by the City's Public Works Director. (Ord. 3133 § 26, 2003: Ord. 3063 § 2, 2000)

9.25.260 Coordination of construction activities. All grantees are required to make a good faith effort to cooperate with the City, including, but not limited to the following:

- A. By January 1 of each year, grantees shall provide the City with a schedule of their proposed construction activities in, around, or that may affect, the public way;
 - B. Non-carrier providers shall also provide the City with a written statement certifying the number of linear feet of public way occupied by their facilities as of December 31st of the prior year;
 - C. If requested by the City, each grantee shall meet with the City annually or as determined by the City, to schedule and coordinate construction in the public way. At that time, the City will provide available information on plans for local, state and/or federal construction projects; and
 - D. All construction locations, activities and schedules shall be coordinated, as ordered by the Public Works Director or his designee, to minimize public inconvenience, disruption or damage.
- (Ord. 3133 § 27, 2003: Ord. 3063 § 2, 2000)

9.25.270 Noncomplying work. Within sixty (60) days following written notice from the City to remove the facilities, which notice shall not be issued until the grantee has had a reasonable opportunity, not to exceed sixty (60) days, to correct noncomplying conditions, all work which does not comply with the construction permit, the approved or corrected plans and specifications for the work, or the requirements of this Chapter, shall be removed at the sole expense of the grantee. (Ord. 3133 § 28, 2003: Ord. 3063 § 2, 2000)

9.25.280 As-built drawings. If requested by the city, the grantee shall furnish the City with two (2) complete sets of plans drawn to scale and certified to the City as accurately depicting the location of all telecommunications facilities constructed pursuant to the construction permit. These plans shall be submitted to the City's Public Works Director or designee within sixty (60) days after completion of construction, in a format acceptable to the City. (Ord. 3133 § 29, 2003: Ord. 3063 § 2, 2000)

9.25.290 Location of facilities. All facilities located within the public way shall be constructed, installed and located in accordance with the following terms and conditions, unless otherwise specified in a franchise agreement:

A. Wherever existing electric utilities, cable facilities and telecommunication facilities are located underground within a public way of the City, a grantee with permission to occupy the same public way must also locate its telecommunications facilities underground.

B. Whenever all new or existing electric utilities, cable facilities or telecommunications facilities are located or relocated underground within a public way of the City, a grantee that currently occupies the same public way shall relocate its facilities underground concurrently with the other affected utilities to minimize disruption of the public way, absent extraordinary circumstances or undue hardship as determined by the City's Public Works Director and consistent with applicable state and federal law.

C. The Public Works Director may require grantees to coordinate construction schedules and to co-locate facilities in the public way where the coordination or co-location requirements do not unreasonably interfere with any of the grantees' operations. The Public Works Director shall require a co-locating grantee to provide reasonable compensation to another grantee whose facilities it shares if necessary or appropriate to prevent unjust enrichment of the co-locating grantee.

(Ord. 3133 § 30, 2003: Ord. 3063 § 2, 2000)

9.25.300 Interference with the public way. No grantee may locate or maintain its telecommunications facilities so as to unreasonably interfere with the use of the public way by the City, by the general public or by other persons authorized to use or be present in or upon the public way. All use of the public way shall be consistent with Chapter 4.02 of this Code and applicable rules and policies. (Ord. 3133 § 31, 2003: Ord. 3063 § 2, 2000)

9.25.310 Relocation or removal of facilities. Within sixty (60) days following written notice from the City or such shorter time as the City may prescribe because of an emergency, a grantee shall, at no expense to the City, temporarily or permanently remove, relocate, change or alter the position of any telecommunications facilities within the public way whenever the City shall have determined that such removal, relocation, change or alteration is reasonably necessary for:

A. The construction, repair, maintenance or installation of any City or other public improvements in the public way regardless of whether part of a private development or a publicly funded project.

B. The operations of the City or other governmental entity in the public way.

C. The public interest.

(Ord. 3133 § 32, 2003: Ord. 3063 § 2, 2000)

9.25.320 Removal of unauthorized facilities. Within sixty (60) days following written notice from the City, any grantee, telecommunications provider, or other person that owns, controls or maintains any unauthorized telecommunications system, facility, or related appurtenances within the public way of the City shall, at its own expense, remove such facilities or appurtenances from the public way of the City. A telecommunications system or facility is unauthorized and subject to removal in the following circumstances:

A. One year after the expiration or termination of a telecommunications franchise previously granted to this Chapter.

B. Upon abandonment of a telecommunications facility within the public way of the City. A telecommunications facility will be considered abandoned when it is deactivated, out of service, or not used for its intended and authorized purpose for a period of ninety (90) days or longer. Such facility will not be considered abandoned if it is temporarily out of service for repairs, upgrading or replacement or is an addition to or expansion of a telecommunications facility in use, which addition or expansion has been installed to provide excess capacity to serve future needs.

C. If the telecommunications system or facility was constructed or installed without the appropriate prior authority at the time of installation.

D. If the telecommunications system or facility was constructed or installed at a location not permitted by the grantee's telecommunications franchise or other legally sufficient permit.
(Ord. 3133 § 33, 2003: Ord. 3063 § 2, 2000)

9.25.330 General franchise provisions--Facilities. Upon request, each grantee shall provide the City with an accurate map or maps certifying the location of all of the grantee's telecommunications facilities within the public way. Each grantee shall provide updated maps annually. Non-carrier providers shall also provide a written certification of the total linear feet of public way occupied by its facilities as of December 31st of the prior year, or as of any date requested by the City. (Ord. 3133 § 34, 2003: Ord. 3063 § 2, 2000)

9.25.340 Damage to grantee's facilities. Unless directly and proximately caused by willful, intentional or malicious acts by the City, the City shall not be liable for any damage to or loss of any telecommunications facility within the public way of the City as a result of or in connection with any public works, public improvements, construction, excavation, grading, filling, or work of any kind in the public way by or on behalf of the City, or for any consequential losses resulting directly or indirectly therefrom.
(Ord. 3133 § 35, 2003: Ord. 3063 § 2, 2000)

9.25.350 Duty to provide information. Within ten (10) business days of a written request from the City, each grantee shall furnish the City with information sufficient to demonstrate that grantee has complied with all requirements of this Chapter. All books, records, maps and other documents, maintained by the grantee with respect to its facilities within the public way shall be made available for inspection by the City at reasonable times and intervals. (Ord. 3133 § 36, 2003: Ord. 3063 § 2, 2000)

9.25.360 Service to the City. If the City contracts with the grantee for the use of telecommunications facilities, telecommunication services, installation or maintenance, the grantee shall charge the grantee's most favorable rate offered at the time of the request charged to similar users within Oregon for a similar volume of service, subject to any grantee's tariffs or price lists on file with the Oregon Public Utilities Commission. With the City's permission, the grantee may deduct the applicable charges from fee payments. Other terms and conditions of such services may be specified in a separate agreement between the City and the grantee. (Ord. 3133 § 37, 2003: Ord. 3063 § 2, 2000)

9.25.370 Cable franchise. Any person, persons or entity providing cable service exclusively shall be subject to the cable franchise requirements in Chapter 9.10 of this Code rather than the requirements of this Chapter. (Ord. 3133 § 38, 2003: Ord. 3063 § 2, 2000)

9.25.380 Leased capacity. A grantee shall have the right, without prior City approval, to offer or provide capacity or bandwidth to another telecommunications provider for resale or service to end-user customers; provided that the grantee shall notify the City that such lease or agreement has been granted to a customer or lessee. The person who acquires capacity or bandwidth in such arrangement also must obtain a franchise and pay franchise fees as provided in this Chapter. (Ord. 3133 § 39, 2003: Ord. 3063 § 2, 2000) (Ord. 3294, § 8, 12-8-2008)

9.25.390 Grantee insurance. Unless otherwise provided in a franchise agreement, each grantee shall, as a condition of the franchise, secure and maintain the following liability insurance policies insuring both the grantee and the City, and its elected and appointed officers, officials, agents and employees as coinsured:

A. (1) Comprehensive general liability insurance with limits not less than three million dollars (\$3,000,000) for bodily injury or death to each person; **(2)** three million dollars (\$3,000,000) for property damage resulting from any one accident; and **(3)** three million dollars (\$3,000,000) for all other types of liability.

B. Automobile liability for owned, non-owned and hired vehicles with a limit of one million dollars (\$1,000,000) for each person and three million dollars (\$3,000,000) for each accident.

C. Workers' compensation within statutory limits and employer's liability insurance with limits of not less than one million dollars (\$1,000,000).

D. Comprehensive form premises-operations, explosions and collapse hazard, underground hazard and products completed hazard with limits of not less than three million dollars (\$3,000,000).

E. The liability insurance policies required by this Section shall be maintained by the grantee throughout the term of the telecommunications franchise, and such other period of time during which the grantee is operating without a franchise hereunder, or is engaged in the removal of its telecommunications facilities. Each such insurance policy shall contain the following endorsement:

"It is hereby understood and agreed that this policy may not be canceled nor the intention not to renew be stated until ninety (90) days after receipt by the City of Roseburg, by registered mail, of a written notice addressed to the City Recorder of such intent to cancel or not to renew."

F. Within sixty (60) days after receipt by the City of said notice, and in no event later than thirty (30) days prior to said cancellation, the grantee shall obtain and furnish to the City evidence that grantee meets requirements of this Section.

G. As an alternative to the insurance requirements contained herein, a grantee may provide evidence of self-insurance subject to review and acceptance by the City.

(Ord. 3133 § 40, 2003: Ord. 3063 § 2, 2000)

9.25.400 General indemnification. To the extent permitted by law, each grantee shall defend, indemnify and hold the City and its officers, employees, agents and representatives harmless from and against any and all damages, losses and expenses, including reasonable attorney's fees and costs of suit or defense, arising out of, resulting from or alleged to arise out of or result from the negligent, careless or wrongful acts, omissions, failures to act or misconduct of the grantee or its affiliates, officers, employees, agents, contractors or subcontractors in the construction, operation, maintenance, repair or removal of its telecommunication facilities, and in providing or offering telecommunications services over the facilities or network, whether such acts or omissions are authorized, allowed or prohibited by this Chapter or by a franchise agreement made or entered into pursuant to this Chapter. (Ord. 3133 § 41, 2003: Ord. 3063 § 2, 2000)

9.25.410 Performance surety. Before a franchise granted pursuant to this Chapter is effective, and as necessary thereafter, the grantee shall provide a performance bond, in form and substance acceptable to the City, as security for the full and complete performance of a franchise granted under this Chapter, including any costs, expenses, damages or loss the City pays or incurs because of any failure attributable to the grantee to comply with the codes, ordinances, rules, regulations or permits of the City. This obligation is in addition to the performance surety required by Chapter 4.02 of this Code. (Ord. 3133 § 42, 2003: Ord. 3063 § 2, 2000)

9.25.420 Consent. Wherever the consent of either the City or of the grantee is specifically required by this Chapter, or in a franchise granted, such consent will not be unreasonably withheld. (Ord. 3133 § 43, 2003: Ord. 3063 § 2, 2000)

9.25.430 Confidentiality. The City agrees to use its best efforts to preserve the confidentiality of trade secrets or other information that reasonably may be deemed confidential, as requested by a grantee, to the extent permitted by the Oregon Public Records Law and to the extent consistent with other provisions of this Chapter. (Ord. 3133 § 44, 2003: Ord. 3063 § 2, 2000)

9.25.440 Governing law--Venue. Any franchise granted under this Chapter is subject to the provisions of the Constitution and laws of the United States, and the State of Oregon and the ordinances and Charter of the City. Any action or suit pertaining to rights and obligations arising from this Chapter or any franchise or permit granted pursuant to this Chapter or Chapter 4.02 of this Code shall be filed in the Circuit Court of Douglas County, Oregon. (Ord. 3133 § 45, 2003: Ord. 3063 § 2, 2000)

9.25.450 Written agreement. No franchise shall be granted hereunder unless the agreement is in writing. (Ord. 3133 § 46, 2003: Ord. 3063 § 2, 2000)

9.25.46 Nonexclusive grant. No franchise granted under this Chapter shall confer any exclusive right, privilege, license or franchise to occupy or use the public rights of way of the City for delivery of telecommunications services or any other purposes. (Ord. 3133 § 47, 2003: Ord. 3063 § 2, 2000)

9.25.470 Severability and preemption. If any article, section, subsection, sentence, clause, phrase, term, provision, condition, covenant or portion of this Chapter is for any reason held to be invalid or unenforceable by any court of competent jurisdiction, or superseded by state or federal legislation, rules, regulations or decisions, the remainder of the Chapter shall not be affected thereby but shall be deemed as a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof, and each remaining section, subsection, sentence, clause, phrase, provision, condition, covenant and portion of this Chapter shall be valid and enforceable to the fullest extent permitted by law. In the event that federal or state laws, rules or regulations preempt a provision or limit the enforceability of a provision of this Chapter, then the provision shall be read to be preempted to the extent and/or the time required by law. In the event such federal or state law, rule or regulation is subsequently repealed, rescinded, amended or otherwise changed so that the provision hereof that had been preempted is no long preempted, such provision shall thereupon return to full force and effect, and shall thereafter be binding, without the requirement of further action on the part of the City, and any amendments hereto. (Ord. 3133 § 48, 2003: Ord. 3063 § 2, 2000)

9.25.480 Other remedies. Nothing in this Chapter shall be construed as limiting any judicial remedies that the City may have, at law or in equity, for enforcement of this Chapter, including citation in compliance with Chapter 1.06 of this Code. (Ord. 3133 § 49, 2003: Ord. 3063 § 2, 2000)

9.25.490 Compliance with laws. Any grantee under this Chapter shall comply with all federal and state laws and regulations, including regulations of any administrative agency thereof, as well as all ordinances, resolutions, rules and regulations of the City heretofore or hereafter adopted or established during the entire term any franchise granted under this Chapter, which are relevant and relate to the construction, maintenance and operation of a telecommunications system. (Ord. 3133 § 50, 2003: Ord. 3063 § 2, 2000)

9.25.500 Application to existing ordinances and agreements. To the extent that this chapter is not in conflict with and can be implemented with existing ordinances and franchise agreements, this Chapter shall apply to all existing ordinances and franchise agreements for use of the public right of way for telecommunications. (Ord. 3133 § 51, 2003: Ord. 3063 § 2, 2000)

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



EXTEND TAXIWAY A PHASE II CONSTRUCTION - AUTHORIZATION OF CHANGE ORDER NO. 2 - PROJECT NO. 22GR18

Meeting Date: November 10, 2025
Department: Public Works
www.cityofroseburg.org

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

ISSUE STATEMENT AND SUMMARY

The issue for the Council is whether to authorize Change Order No. 2 for the Taxiway A Extension project.

BACKGROUND

A. Council Action History.

On July 22, 2024, the Council adopted Resolution No. 2024-16 authorizing acceptance of an FAA grant for the project.

On August 12, 2024, the Council awarded the construction project to Knife River Materials contingent upon receipt of a grant offer from the FAA. The grant offer was received on September 6, 2024.

On September 9, 2024, the Council adopted Resolution No. 2024-18 authorizing acceptance of an FAA grant in the amount of \$2,120,951 for the construction phase of the project.

On March 24, 2025, the Council authorized Change Order No.1 of the Taxiway A Extension project, approving a revised total project cost of \$2,630,549.32. The Council also approved Amendment No. 1 to the FAA Grant offer, authorizing the City Manager to amend the FAA Grant offer up to 15 percent above the original grant offer, to \$2,439,094.

B. Analysis.

On April 25, 2025, Knife River Materials began construction of the Taxiway A Extension Project. During excavation, materials were encountered below the foundation of the retaining wall that were not consistent with the materials described in the geotechnical report. The material was determined by the geotechnical engineer to be unsuitable for the structural foundation of and backfill immediately adjacent to the retaining wall. Due to the unsuitable material, the structural engineer recommended aggregate material be utilized immediately under and behind the retaining wall.

This increased the quantity of aggregate material used on the project from 400 cubic yards to 958 cubic yards. This increase, along with other minor changes, is captured in

the second and final change order, totaling \$121,362.40. On October 23, 2025, the Northwest Region Airport District Office (ADO) reviewed the proposed change order and determined the increased costs were acceptable and eligible for Airport Improvement Program (AIP) grant funding.

C. Financial/Resource Considerations.

Total project construction costs are estimated as follows:

Original Construction	\$ 2,064,955.00
Change Order No. 1	\$ 219,930.70
Change Order No. 2	\$ 121,362.40
Construction Management	\$ 251,851.65
Administration (IFE, DEQ & Permitting)	\$ 10,000.00
Revised Project Cost:	\$ 2,668,099.75
<i>Spent in prior FY</i>	<i>\$1,560,081.16</i>
<i>Remaining Cost Estimate</i>	<i>\$1,108,018.59</i>

The revised estimated funding package is outlined below.

FAA Grant (Entitlement ,BIL + Discretionary/State Apportionment)	\$2,120,951.00
FAA AIP Grant, Amendment No. 1	\$ 197,937.63
FAA AIP Grant, Amendment No. 2	\$ 87,359.47
Connect Oregon Grant	\$ 172,222.00
Total FAA and State Funding	\$2,578,470.10
Grant Match (Airport Capital Improvement Fund)	\$ 109,629.65
Total	\$2,668,099.75

The FY 25-26 Airport Fund budget includes \$1.32 million for capital projects. During the FY 25-26 budget process staff estimated the project would be 80 percent complete by the end of June 2025. Due to wet spring weather and unanticipated soil conditions, the project only reached 58 percent completion by the end of June, pushing construction costs budgeted in FY 24-25 into FY 25-26. There is adequate appropriation in the current budget to cover the project. A supplemental budget will be needed to cover the cost of the security and fencing project.

D. Timing Considerations.

The construction work is complete, and staff is anticipating the final pay request from the contractor for this work. This change order will need to be approved prior to authorizing final payment.

COUNCIL OPTIONS

The Council has the following options:

1. Authorize Change Order No. 2 to the Taxiway A Extension project; or
2. Request additional information.

STAFF RECOMMENDATION

Staff recommends the Council authorize Change Order No. 2 to the Taxiway A Extension project. Due to timing issues, Change Order No. 2 was not presented to the Airport Commission.

SUGGESTED MOTION

“I MOVE TO AUTHORIZE CHANGE ORDER NO. 2 TO THE TAXIWAY A EXTENSION PROJECT FOR \$121,362.40.”

ATTACHMENTS:

None



TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- City Manager Evaluation Process Presentation (Work Study)
- City Manager Evaluation Process Adoption
- UCC Land Transfer
- Thrive Smoking/Vaping Presentation
- Tent Camping Rules Discussion
- Five Year Capital Improvement Plan (CIP) Update
- Water System Master Plan Contract Award
- Accreditation Ceremony/Presentation – PD
- Speed Reduction Program (2026)
- Council Goals Adoption (2026)
- Parrot Creek Culvert – Bid Award

December 8, 2025

Mayor Reports

- A. City Manager Compensation

Commission Reports/Council Ward Reports

- A. Parks and Recreation Commission Appointment
- B. Homeless Commission Appointment

Consent Agenda

- A. November 10, 2025 Meeting Minutes

Ordinances

- A. Ordinance No. 3617 Planning Commission Code Update, Second Reading
- B. Ordinance No. 3619 Solid Waste Management Code Update, First Reading

Department Items

- A. Douglas Avenue Safe Routes to School – Engineering Design Contract
- B. Umpqua Valley Arts Center (UVTC) – Lease

Informational

- A. Future Tentative Council Agendas

Executive Session ORS 192.660(2)(e)

- A. Property Discussion

January 12, 2026

Mayor Reports

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

Commission Reports/Council Ward Reports

- A. Election of Council President

Consent Agenda

- A. December 8, 2025 Meeting Minutes

Ordinances

- A. Ordinance No. 3619 Solid Waste Management Code Update, Second Reading

Informational

- A. Future Tentative Council Agendas

January 26, 2026

Consent Agenda

- A. January 12, 2026 Meeting Minutes

Resolutions

- A. Resolution No. 2026 - ____ - Setting a New Council Reimbursement Amount for 2026
- Department Items
- A. 5-Year Pavement Maintenance Plan
- B. 5-Year Capital Improvement Plan
- C. Umpqua Health Alliance Grant Acceptance
- Informational
- A. Future Tentative Council Agendas
- B. Municipal Court Quarterly Report
- C. Finance Quarterly Report
-

February 9, 2026

Consent Agenda

- A. January 26, 2026 Meeting Minutes

Informational

- A. Future Tentative Council Agendas
-

February 23, 2026

Mayor Reports

- A. 2024 GFOA Certificate of Achievement for Excellences in Annual Comprehensive Financial Reporting (ACFR) and 2024 GFOA Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR)

Special Presentations

- A. Annual Comprehensive Financial Report (ACFR)
- B. Quarterly Report Ending December 31, 2025
- C. 2026 – 2027 Budget Calendar

Consent Agenda

- A. February 23, 2026 Meeting Minutes

Informational

- A. Future Tentative Council Agendas
-

March 9, 2026

Mayor Reports

- A. American Red Cross Month Proclamation

Consent Agenda

- A. February 23, 2026 Meeting Minutes

Resolutions

- A. Resolution No. 2026 - ____ Approving a Tax Exemption for Sunshine Park Apartments located at 152 Sunshine Road

Department Items

- A. Inmate Housing Intergovernmental Agreement Extension
- B. Intergovernmental Agreement – Douglas County Communications Services and Radio Usage Agreement

Informational

- A. Future Tentative Council Agendas

Urban Renewal Agency Board Meeting

Consent Agenda

- A. June 9, 2025 URA Work Study Meeting Minutes
- B. June 9, 2025 Regular URA Meeting Minutes

Department Items

- A. Resolution No. UR2026 - ____ Approving a Tax Exemption for Sunshine Park Apartments located at 152 Sunshine Road
-

March 23, 2026

Mayor Reports

- A. National Library Week Proclamation

Consent Agenda

- A. March 9, 2026 Meeting Minutes

Informational

- A. Future Tentative Council Agendas
-

April 13, 2026

Mayor Reports

- A. Recognition of City Volunteers and Volunteer Recognition Month Proclamation

- B. Oregon Arbor Month Proclamation

Consent Agenda

- A. March 23, 2026 Meeting Minutes

- B. 2026 OLCC Annual Liquor License Renewal Endorsement

Informational

- A. Future Tentative Council Agendas
-

April 27, 2026

Mayor Reports

- C. Historic Preservation Month Proclamation

- D. Thrive Umpqua Day Proclamation

Consent Agenda

- A. April 13, 2026 Meeting Minutes

Informational

- A. Future Tentative Council Agendas

- B. Finance Quarterly Report

- C. Municipal Court Quarterly Report
-

May 11, 2026

Mayor Reports

- A. EMS Week Proclamation

- B. National Public Works Proclamation

Consent Agenda

- A. April 27, 2026 Meeting Minutes

Resolutions

- A. Annual Fee Adjustment

- i. Resolution No. 2026 - ____: General Fees

- ii. Resolution No. 2026 - ____: Water Related Fees

Informational

- A. Future Tentative Council Agendas
-

May 25, 2026 MEMORIAL DAY

June 8, 2026

Mayor Reports

Consent Agenda

- A. May 11, 2026 Meeting Minutes

Resolution

- A. Resolution No. 2026 - ____ - 2025-26 Budget Adoption

Informational

- A. Future Tentative Council Agendas
-

June 22, 2026

Mayor Reports

A. Parks and Recreation Month Proclamation
Consent Agenda
A. June 8, 2026 Meeting Minutes
Informational
A. Future Tentative Council Agendas

July 13, 2026

Mayor Reports
Consent Agenda
A. June 22, 2026 Meeting Minutes
Informational
A. Future Tentative Council Agendas

July 27, 2026

Mayor Reports
Consent Agenda
A. July 13, 2026 Meeting Minutes
Informational
A. Future Tentative Council Agendas
B. Municipal Court Quarterly Report

August 10, 2026

Mayor Reports
Consent Agenda
A. July 27, 2026 Meeting Minutes
Informational
A. Future Tentative Council Agendas

August 24, 2026

Mayor Reports
Consent Agenda
A. August 10, 2026 Meeting Minutes
Executive Session
A. ORS192.660(2)(i) – City Manager Evaluation
Informational
A. Future Tentative Council Agendas
B. Quarterly Financial Report

September 14, 2026

Mayor Reports
Consent Agenda
A. August 24, 2026 Meeting Minutes
Informational
A. Future Tentative Council Agendas

September 28, 2026

Mayor Reports
Consent Agenda
A. September 14, 2026 Meeting Minutes
Informational
A. Future Tentative Council Agendas

October 12, 2026

Mayor Reports

Consent Agenda

A. September 28, 2026 Meeting Minutes

Department Items

A. 2026 Oregon Public Library Statistical Report

Informational

A. Future Tentative Council Agendas

October 26, 2026

Consent Agenda

A. October 12, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

November 9, 2026

Mayor Reports

A. Veterans Day and Military Families Month Proclamation

Consent Agenda

A. October 26, 2026 Meeting Minutes

Executive Session

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

Informational

A. Future Tentative Council Agendas

December 14, 2026

Mayor Reports

Consent Agenda

A. November 9, 2026 Meeting Minutes

Informational

A. Future Tentative Council Agendas

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



MUNICIPAL COURT QUARTERLY REPORT

Meeting Date: November 10, 2025
Department: Municipal Court
www.cityofroseburg.org

Agenda Section: Department Reports
Staff Contact: Jason Mahan
Contact Telephone Number: 541-673-0171

ISSUE STATEMENT AND SUMMARY

At the request of City Council, a report on the court's case volume and program revenues has been presented on a quarterly basis since July 2012. This report is the latest of the quarterly reports to have been provided in fulfillment of the Council's desire to receive regular updates on court operations and covers the period of July through September, 2025.

BACKGROUND

Analysis.

	1ST	YTD	YTD
	QTR	TOTAL	PRIOR
COURT CASE TOTALS			YEAR
CRIMES	316	316	292
TRAFFIC CRIMES	85	85	112
TRAFFIC VIOLATIONS	956	956	1,882
NON-TRAFFIC VIOLATIONS	282	282	302
TOTAL	1,639	1,639	2,588

After the first quarter of the 2025-26 fiscal year, total cases were down -37% from the prior year. By category, crimes increased 8%, while traffic crimes, traffic violations and non-traffic violations decreased by -24%, -49% and -7%.

	BUDGET	1ST QTR	YTD	PRIOR YTD
<u>COURT REVENUES</u>	<u>2025-26</u>	<u>2025</u>	<u>TOTAL</u>	<u>TOTAL</u>
FINES	\$ 310,000	\$ 69,955	\$ 69,955	\$ 75,206
COURT COSTS	22,500	3,503	3,503	7,951
CRT APPT ATTORNEY	9,500	1,550	1,550	1,995
TOTAL	\$ 342,000	\$ 75,008	\$ 75,008	\$ 85,152

After the first quarter of the 2025-26 fiscal year, total court revenues were down 12% from the prior year. Fines/collections, court costs and court-appointed attorney revenues decreased by 7%, 56% and 22%, respectively.

On a budgetary basis, revenues are 22% of budget after the first quarter of the fiscal year.

CLOSING REMARKS

As discussed at the recent City Council meeting, compliance court has been seeing some success. The court recently had a couple of individuals who completed compliance court. As part of compliance court, defendants are placed on bench probation with requirements to return to court on Friday mornings. We have a group of individuals who are returning to court and are making their appointments for substance abuse or mental health services, and as a result, are not getting into trouble. There is one individual who has continuously been arrested and convicted of offenses over the past several years. I placed him in compliance court, and this individual has made amazing progress in treatment and bettering his life and has not been arrested since engagement in compliance court. Hopefully we will continue to see progress with the compliance court program.

Another recent change has to do with the Douglas County Jail. Due to staffing shortages, the Douglas County Jail is having to release many of Roseburg Municipal Court defendants on conditional releases. When a defendant is conditionally released, the defendant is provided with a date to return to the Roseburg Municipal Court. A high percentage of the defendants conditionally released by the jail are failing to appear in court, which results in the court issuing an arrest warrant. Hopefully the jail is able to address the staffing issue soon.

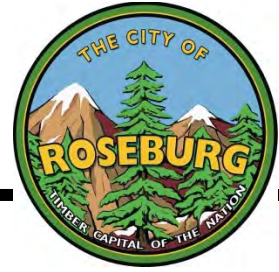
Sincerely,

Jason Mahan

City of Roseburg, Oregon

Quarterly Financial Report

1st Quarter, Fiscal-Year 2025-2026



September 2025

The *Quarterly Financial Report* summarizes the City of Roseburg's financial position for the General Fund, major operating funds, proprietary funds, and Urban Renewal funds through the 1st quarter of fiscal year 2025-2026.

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

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

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

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

OVERVIEW:

- \$13.7 million General Fund balance.
- 6.1% Douglas County seasonally adjusted unemployment rate (August).
- 4.6% state investment pool interest rate.
- 3.3% Year-over-Year CPI-U, West Region, for September 2025.
- Authorized an application for CDBG funds for Business Oregon's Regional Housing Rehabilitation Program.
- Approved purchase of a Triple Combination Pumper in an amount not to exceed \$1,047,504.
- Awarded the SE Pine Water Main Replacement Project to Northcore USA, LLC, for \$1,222,445.82.
- Authorized staff to seek funding for turf field improvements at Fir Grove Park.
- Authorized acceptance of an FAA grant not to exceed \$500,000 for airport fencing and security upgrades.
- Awarded Airport Fencing and Security Upgrades Project to Priority One Fencing for \$279,882.
- Authorized purchase of an Old Dominion Brush Company Leaf Pickup Machine for \$129,888.04.
- Directed staff to cancel the purchase agreement for 1899 SE Stephens Street.

GENERAL FUND

General Fund	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$33,599,005	\$ 2,809,492	8%	\$ 2,736,553
Expenditures	38,108,113	7,255,315	19%	6,663,627
Balance-July 1	17,375,661	18,123,595	104%	13,030,234
Balance YTD	\$12,866,553	\$13,677,772		\$ 9,103,160

GENERAL FUND REVENUE

General Fund Revenue	Budget	YTD Actual	%	Prior Year Actual
Property Taxes	\$21,692,600	\$ 160,844	1%	\$ 209,962
Other Taxes	400,184	-	0%	-
Licenses, Permits, Fees	4,336,407	952,567	22%	920,147
Charges for Services	5,360,448	1,274,860	24%	1,207,914
Intergovernmental	945,866	228,697	24%	272,281
Interest	815,000	175,413	22%	104,927
Miscellaneous	48,500	17,111	35%	21,321
Total Revenues	\$33,599,005	\$ 2,809,492	8%	\$ 2,736,552

Property Taxes — The majority of property tax revenue is collected in November and December. At the end of September, 1% of the \$21.69 million budgeted has been collected.

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

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

Licenses, Permits, and Fees—Includes utility franchise fees, planning fees, park fees, and various other fees. At the end of the quarter, 22% of the \$4.3 million budgeted annual revenue from licenses, permits and fees has been collected.

Charges for Services—Besides interdepartmental charges, charges for services includes: fines, service area fees, fire suppression and prevention fees, administrative and lien search fees. Year to date court fines total \$76,399, service area fees total \$82,755 and interdepartmental charges total \$1,079,851.

Intergovernmental Revenues are primarily state collected taxes allocated to cities on a per capita basis and include revenue sharing, tobacco, marijuana and liquor; 24% of the \$945,866 budgeted for intergovernmental revenue has been collected during the current fiscal year.

Interest Revenue—Interest revenue of \$175,413 is \$70,486 more than the same period a year ago. The average portfolio rate is 4.6%.

GENERAL FUND EXPENDITURES

The following tables detail expenditures by department and major categories. Current year General Fund expenditures of \$7,255,315 represent 18% of budgeted annual expenditures.

Year to date expenditures are \$591,690 more than the same period a year ago. The General Fund ending fund balance is \$13,677,772.

By Organizational Unit	Budget	YTD Actual	%	Prior Year Actual
City Manager	\$ 2,242,743	\$ 378,003	17%	\$ 313,123
Finance & Mgmt	2,092,686	478,912	23%	443,991
Community Develop.	1,254,815	304,460	24%	251,530
Library	695,114	162,165	23%	137,024
Public Works	4,609,611	902,005	20%	817,216
Parks & Recreation	2,360,226	585,313	25%	567,512
Municipal Court	705,186	204,265	29%	133,118
Police	10,175,736	1,798,596	18%	1,777,991
Fire	9,780,478	2,320,156	24%	2,216,228
Capital & Other	4,191,518	121,440	3%	5,894
Total	\$38,108,113	\$ 7,255,315	19%	6,663,627

By Major Category	Budget	YTD Actual	%	Prior Year Actual
Personnel Services	\$ 25,088,788	\$ 5,927,493	24%	\$ 5,694,213
Materials & Service	6,253,621	1,206,382	19%	963,518
Capital & Other	1,537,885	121,440	8%	5,894
Total	\$ 32,880,294	\$ 7,255,315	22%	\$ 6,663,625

MAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS

URBAN RENEWAL GENERAL FUND

Urban Renewal - General	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,330,340	\$ 14,482	1%	\$ 14,181
Expenditures:				
Operations	-	-	0%	-
Transfers	1,000,000	-	0%	-
Balance-July 1	171,078	147,146	86%	604,713
Balance YTD	\$ 501,418	\$ 161,628		\$ 618,894

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

CAPITAL PROJECTS FUNDS

EQUIPMENT REPLACEMENT FUND

Equipment	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,245,000	\$ 48,214	4%	\$ 22,669
Expenditures:				
Operations	147,963	28,800	19%	54,440
Capital	1,535,000	121,844	8%	-
Balance-July 1	2,999,895	3,002,778	100%	2,588,704
Balance YTD	\$ 2,561,932	\$ 2,900,348		\$ 2,556,933

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

Year to date purchases include \$28,800 for tasers, live cartridges, evidence.com license, holster and training, \$59,552 for a Public Works Ford F-350 Super Cab truck, \$8,802 for a Police mobile radio and \$53,490 for an outfitted Ford F-150 for the Fire Department.

FACILITIES REPLACEMENT FUND

Facilities	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 118,000	\$ 4,754	4%	\$ 3,438
Expenditures:				
Operations	61,494	6,662	11%	10,149
Capital	290,000	80,096	28%	-
Balance-July 1	422,544	450,213	107%	390,267
Balance YTD	\$ 189,050	\$ 368,209		\$ 383,556

The Facilities Replacement Fund ending fund balance at September 30, 2025 is \$368,209.

TRANSPORTATION FUND

Transportation	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 3,311,107	\$ 548,321	17%	\$ 536,087
Expenditures:				
Operations	1,802,675	360,926	20%	377,541
Capital	2,025,000	83,046	4%	633,262
Transfers	10,000	-	0%	-
Balance-July 1	5,759,976	5,728,227	99%	6,049,570
Balance YTD	\$ 5,233,408	\$ 5,832,576		\$ 5,574,854

Transportation Fund revenues are from state gas taxes, transportation SDC's, federal STP funds and franchise fees. Beginning in 2011, 15% of utility franchise fees are directed to the Transportation Fund for the City's pavement management program. \$714,107 is budgeted in the current year for franchise fee revenue.

Capital Expenditures of \$83,046 is attributed to the Pavement Management for curb ramp improvements.

URBAN RENEWAL CAPITAL FUND

Urban Renewal - Capital	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,180,000	\$ 33,571	3%	\$ 14,481
Expenditures:				
Operation	485,844	23,500	5%	13,000
Capital	2,137,406	-	0%	285,335
Balance-July 1	2,617,496	2,639,024	101%	1,642,637
Balance YTD	\$ 1,174,246	\$ 2,649,096		\$ 1,358,783

The Urban Renewal Capital Fund accounts for the agency's major construction and improvements. There were no capital outlays in this first quarter.

ENTERPRISE FUNDS

STORM DRAINAGE FUND

Storm Drain	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 3,172,139	\$ 931,406	29%	\$ 812,026
Expenditures:				
Operations	1,236,589	297,094	24%	269,740
Capital	3,315,000	179,027	5%	75,069
Balance-July 1	9,286,155	9,255,976	100%	7,597,462
Balance YTD	\$ 7,906,705	\$ 9,711,261		\$ 8,064,679

The Storm Drain Fund accounts for the revenues and

operations of the storm drainage system. Year to date user charges of \$720,075, and \$104,059 from system development charges are the principal sources of revenues.

Year to date Storm Drain Fund capital expenditures include \$116,439 for the Harvard Ave. Storm Improvements, \$38,458 for the pavement management overlays and \$24,130 for the Parrott Creek culvert replacement.

WATER SERVICE FUND

Water	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 8,508,035	\$ 2,787,642	33%	\$ 2,884,468
Expenditures:				
Operations	6,888,186	1,418,415	21%	1,249,117
Capital	3,009,607	129,163	4%	555,462
Balance-July 1	8,012,409	8,666,498	108%	8,773,331
Balance YTD	\$ 6,622,651	\$ 9,906,562		\$ 9,853,220

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

Year to date Water Fund revenues of \$2,787,642 are primarily from charges for services. Revenues are \$96,826 less than the prior year.

The ending fund balance at September 30th is \$9,906,562.

OFF STREET PARKING FUND

Off Street Parking	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 336,800	\$ 53,764	16%	\$ 39,849
Expenditures:				
Operations	336,010	56,923	17%	48,026
Balance-July 1	3,525	10,269	291%	12,818
Balance YTD	\$ 4,315	\$ 7,110		\$ 4,641

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

The ending fund balance at September 30th is \$7,110.

AIRPORT FUND

Airport	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 1,801,509	\$ 2,020,589	112%	\$ 201,309
Expenditures:				
Operations	312,312	57,805	19%	53,026
Capital	1,321,720	797,854	60%	90,055
Debt Service	108,654	-	0%	-
Balance-July 1	1,417,755	387,727	27%	799,791
Balance YTD	\$ 1,476,578	\$ 1,552,656		\$ 858,019

Current year Airport revenues include user charges of \$112,582.

Year to date Airport Fund capital expenditures include \$744,305 for the Taxiway Extension project and \$53,550 for fencing and security upgrades.

INTERNAL SERVICE FUND

WORKERS' COMPENSATION FUND

The worker's compensation fund was established in 1987 to provide financing for the City's self-insured worker's compensation program. Internal charges to other departments provide resources to administer claims management.

Worker's Comp.	Budget	YTD Actual	%	Prior Year Actual
Revenues	\$ 25,000	\$ 7,194	29%	\$ 18,346
Expenditures:				
Operations	330,331	23,326	7%	19,218
Balance-July 1	655,040	678,559	104%	716,776
Balance YTD	\$ 349,709	\$ 662,426		\$ 715,904

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

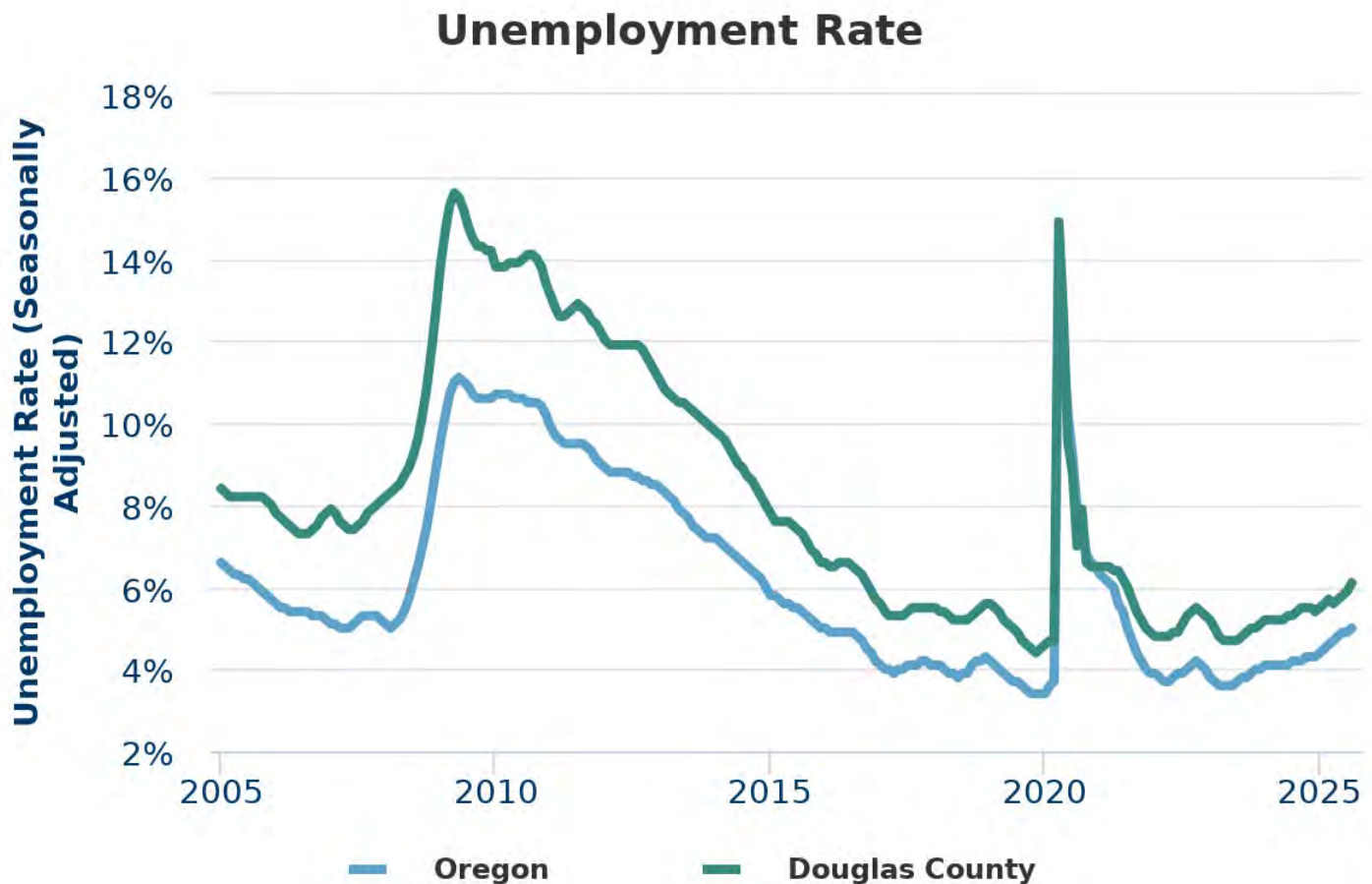
In October 2023, the City contracted with SAIF to provide worker's compensation coverage. The existing self-funded program manages prior accrued claims with their associated liabilities. Consequently, current revenues consist of only interest earnings. The self-imposed charges that constituted the bulk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

ECONOMIC OUTLOOK

Douglas County

The State of Oregon Employment Department reported that due to the federal government shutdown, “The U.S. Bureau of Labor Statistics (BLS) suspended the monthly employment and unemployment reports for the nation, states, and metropolitan areas as of October 1, 2025. Oregon’s monthly jobs and unemployment rate for September are unavailable at this time.”

The State of Oregon Employment Department reported that Douglas County’s unemployment rate for August, 2025, increased 0.2% to a seasonally adjusted rate of 6.1%. Total unemployment increased 84 to 3,150 in August, 2025.



Source: Oregon Employment Department Qualityinfo.org

“Douglas County had an average of 1,478 federal jobs covered by unemployment benefits during the fourth quarter of 2024. That accounted for 3.8% of all jobs in the county. The top federal agencies in the county include the Department of Veterans Affairs (889), Department of Agriculture (298), U.S. Postal Service (155), and Department of the Interior (126).”

A FINAL NOTE

This quarterly report has been prepared to summarize and review the City's operations and financial position for the first quarter of the 2025-26 fiscal year as of the month ending September 30, 2025, provide management with a financial planning tool, and monitor compliance with budget policy and Oregon budget law.

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

City of Roseburg, 900 SE Douglas Avenue, Roseburg, OR 97470

Phone: (541) 492-6710

Website: cityofroseburg.org