

ROSEBURG CITY COUNCIL AGENDA – MAY 12, 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. National Public Works Week Proclamation

B. Law Enforcement Appreciation Day Proclamation

C. K9 Team Introduction

4. Commission Reports/Council Ward Reports

A. Downtown Parking Committee Updates

B. Planning Commission Resignation

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

6. Consent Agenda

A. April 21, 2025 Work Study Minutes

B. April 28, 2025 Meeting Minutes

C. OLCC – New Outlet – La Cocina located at 962 W. Harvard Ave.

7. Resolutions

A. Annual Fee Adjustments

i. Resolution No. 2025-07: Amending Fees

ii. Resolution No. 2025-08: Amending Water Fees

8. Ordinances

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

B. Ordinance No. 3610 – Adding RMC 7.02.190, Prohibited Distribution of Hypodermic Needles, First Reading

9. Department Items

A. Contract Award Recommendation for Destination Marketing Organization (DMO) Services

10. Items from Mayor, City Council and City Manager

A. Reading of Executive Session Disclaimer

11. Adjourn

12. Executive Session ORS192.660(2)(e)

A. Real Property Discussion

Informational

A. Future Tentative Council Agendas

***** 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

National Public Works Week – People, Purpose, Presence

WHEREAS: Public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Roseburg; and,

WHEREAS: These infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

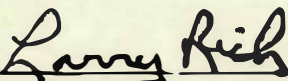
WHEREAS: It is in the public interest for the citizens, civic leaders and children in Roseburg to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in our community; and

WHEREAS: The year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association.

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim the week of May 18-24, 2025 as

National Public Works Week

DATED this 12th day of May 2025.



~~Honorable Mayor~~ Larry Rich



PROCLAMATION

CITY OF ROSEBURG, OREGON

LAW ENFORCEMENT APPRECIATION DAY

WHEREAS: the safety and well-being of the citizens of Roseburg are of utmost importance to the happiness, prosperity, and quality of life in our community; and

WHEREAS: the dedicated law enforcement officers of Roseburg put their lives on the line every day to protect our community, uphold the law, and ensure public safety; and

WHEREAS: these officers demonstrate unwavering commitment, professionalism, and bravery in the face of danger, often going above and beyond the call of duty; and

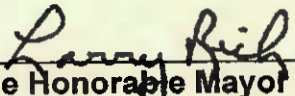
WHEREAS: the sacrifices made by law enforcement officers and their families deserve our deepest gratitude and respect; and

WHEREAS: Law Enforcement Appreciation Day provides an opportunity for the citizens of Roseburg to express their appreciation and support for the men and women who serve in law enforcement; and

NOW, THEREFORE, I, Larry Rich, Mayor of the City of Roseburg, Oregon, do hereby proclaim May 12, 2025 as

LAW ENFORCEMENT APPRECIATION DAY

DATED this 12th day of May, 2025.


The Honorable Mayor Larry Rich





ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

PLANNING COMMISSION RESIGNATION

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

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

ISSUE STATEMENT AND SUMMARY

Planning Commission Member Emily Brandt has resigned from her position on the Commission.

BACKGROUND

A. Council Action History.
n/a.

B. Analysis.

Commissioner Brandt informed staff of her resignation on April 7, 2025. An appointee to this position must reside in the City. Upon Council's acceptance of the resignation, staff will begin soliciting from interested parties through the local news media, social media and the City's website.

C. Financial/Resource Considerations.
n/a.

D. Timing Considerations.

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

STAFF RECOMMENDATION

Staff recommends the City Council accept Commissioner Brandt resignation.

SUGGESTED MOTION

"I MOVE TO ACCEPT EMILY BRANDT'S RESIGNATION FROM THE PLANNING COMMISSION, WITH REGRETS."

ATTACHMENTS:

Attachment #1 – Subject Resignation

From: Emily Brandt [REDACTED]
Sent: Monday, April 7, 2025 6:33 PM
To: Stuart I. Cowie <scowie@roseburgor.gov>
Subject: Planning Commission Resignation

Hi Stu,

I regret having to write this email but need to inform you that I need to resign from the Planning Commission. I have some family matters to attend to down in Texas and will be taking off for long weekend trips frequently in this next year. My parents are in a place where they need my support, and I want to be available for them. I've really enjoyed serving on the commission and hope I can return in the future. I could attend the May meeting if you need time to find a replacement for me. Please let me know if that would be helpful.

Thank you again so much for the opportunity to serve the city these last couple of years.

Sincerely,
Emily Brandt
[REDACTED]

**MINUTES OF THE WORK STUDY
OF THE CITY COUNCIL
April 21, 2025**

Mayor Rich called the work study of the Roseburg City Council to order at 5:00 p.m. on April 21, 2025 in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

2. ROLL CALL

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

Absent: None

Others: City Manager Nikki Messenger, City Recorder Amy Nytes, Community Development Director Stu Cowie, Finance Director Ron Harker, Fire Chief Tyler Christopherson, Human Resources Director John VanWinkle, Library Director Kris Wiley, Police Chief Gary Klopfenstein, Homeless Liaison Officer Josh Chavez, and Management Assistant Grace Jelks

The Council took a moment to recognize the loss of Umpqua Community College's Women's Softball Coach Jami Strinz, Student Athlete Kiley Jones, additional staff and students seriously injured that are recovering in area hospitals, and their families.

The Council welcomed newly appointed Councilor Jason Tate.

3. Council Matters

A. Messenger, Klopfenstein, Chavez, and Cowie presented Time, Place, Manner Regulations. Discussion ensued.

Council President Smith's comments and questions included concern that language on the notices for camp postings is very small, determining how long an illegal camp has been in area before discovery, enforcement near waterways, camps that appear frequently in areas identified for cleanup, removal of sharps containers, possibility of having additional discussions with HIV Alliance Program, and support for stronger penalties for camping next to the river or other fragile areas.

Mayor Rich's comments and questions included whether individuals or groups of tents are considered an illegal camp, ODOT cleanups, the difference between railroad and ODOT property, reasoning for someone to have so many needles in their tent, criteria and process for participating in the needle exchange program, where needle exchanges could take place that do not include public spaces, more supervision is needed during needle exchanges, and whether the dumpsters currently in place have been vandalized.

Councilor Porter's comments and questions included whether law enforcement anticipates an increase in camps as the weather gets better, cleanup and enforcement efforts near Laurelwood, the Laurelwood neighborhood really appreciates the hard work by Officer Chavez, reducing the areas where needle

exchanges can take place in public spaces, support for greater enforcement and penalties along the riverbanks, increasing patrols of the waterways, and adding more dumpsters to Deer Creek Park.

Councilor Michalek comments and questions included whether there is a requirement to clean up a camp immediately after making an arrest, does not support enabling individuals by handing out free needles, and support for drone surveillance.

Councilor Weiss' comments and questions included whether providing sharps containers are part of the needle exchange program, process for estimating the number of needles exchanged, adding perimeters for the needle exchange program versus prohibition, whether there is a correlation between the increase in discarded needles in public spaces since the organization managing the program moved their office, additional citations for discarding used needles in an unsafe manner, adding language to the notice about discarded needles, and possibility of adding more cameras to assist with enforcement efforts.

Chavez clarified the criteria for determining a camp, taking possession of personal property, sometimes multiple tents are used as storage instead of sleeping, some camps accumulate belongings and hazardous materials quickly, the number of camps are down across our city, some people are now accessing services for assistance, enforcement has made an impact near waterways, many people temporarily relocate near Laurelwood when we clean up Deer Creek until law enforcement leaves the area, the City is civilly responsible for personal property after making an arrest, ODOT utilizes the same Douglas County work crew, ODOT bridge crews come from Coos Bay, ODOT will prosecute for trespassing on their property, camps on railroad property are problematic due their location and can result in immediate arrests, sharps containers are handed out to anyone that asks for them, we are finding camps that have empty containers right next to discarded needles, needle exchange kits include sterile supplies and overdose prevention, needle count is estimated based on the size of the sharps container, delivered a 5 gallon bucket filled with needles to HIV Alliance Program and asked for something to change, HIV Alliance Program indicated changes about distribution had already been made, there has been a concentrated enforcement effort along waterways and most people were arrested, word has spread fast in the camps about personal items discarded because of discarded needles, we have gone back and cited people for littering after the camp cleanup is done, need more staffing to increase patrols, some areas are hard to see and we rely on public reporting to identify problematic areas, Laurelwood residents have been helpful in providing photos and videos that we use as evidence, there are times we go out to an area and left without making an arrest or issuing citations because the person was not there, there are two dumpsters at Deer Creek Park that are monitored by the Parks Department, and the dumpsters are regularly set on fire.

Klopfenstein clarified the notices for camp postings are required to have certain statutory language, there are three non-sworn compliance officers, many people that are arrested come to reclaim their property, process for determining making an arrest versus issuing a citation is based on current workload, the illegal camps at Gaddis Park are actually on ODOT property, allowing a medical necessity use

exemption, wagon carts from around the County are brought into the City for the exchange program, we don't have any control over the perimeters used by the organizer of the needle exchange program, law enforcement is unable to prove which needles belong to an individual, we changed our cleanup process to reduce exposure risk to staff, we stop searching and discard belongings upon observing discarded needles, suggestions to have needle exchanges while accessing other services with community partners, and we can use surveillance videos to establish probable cause.

Cowie clarified there are monthly coordination, meetings now include many community agencies and staff members to make the process more efficient, there is a needle exchange program in our County that provides services in our parks, and we are seeing more needles concentrated across fewer camps.

Messenger clarified we have also worked with the railroad and tribe on cleanups, discussions with agencies administering the needle exchange program about too many needles being discarded in public spaces, asking for further clarification from Council about allowing or prohibiting these activities, keeping the requirement for sharps containers to allow for safe disposal needles, adding more perimeters may make it hard to enforce, we have changed how we handle personal property and exposure to needles, and possibility of adding drones for surveillance along waterways.

Direction was given to staff to bring back information about proposed changes to the ordinance that would prohibit needles in public spaces and enhanced penalties for littering near or in waterways.

Mayor Rich noted the time for the record and confirmed that Council would like to hear the next item on the agenda.

B. Cowie presented Tent Camping Rules – Resolution No. 2022-21 Potential Updates. Discussion ensued.

Councilor Weiss' comments and questions included clarification of eviction requirements.

Councilor Porter's comments and questions included clarification of the concerns about fires or other heat sources and the possibility of drafting rules with guidelines.

Cowie clarified the eviction requirements, the property under the bridge belongs to ODOT, and they do not allow open flames.

Christopherson clarified the concerns are about unattended fires near vegetation or structures, use of combustible materials, embers that can spread, and there are more life safety issues at these sites.

Mayor Rich stopped the meeting as discussion had the time allotted for the work study, which will be continued to a future date.

4. Adjourn

Mayor Rich adjourned the work study at 7:04 p.m.

**MINUTES OF THE REGULAR MEETING
OF THE CITY COUNCIL MEETING
April 28, 2025**

Mayor Rich called the regular meeting of the Roseburg City Council to order at 7:00 p.m. on April 28, 2025, in the City Hall Council Chambers, 900 SE Douglas Avenue, Roseburg, Oregon.

1. Pledge of Allegiance

Councilor Porter led the pledge of allegiance.

2. ROLL CALL

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

Absent: None

Others: City Manager Nikki Messenger, City Attorney Jim Forrester, Police Chief Gary Klopfenstein, Fire Chief Tyler Christopherson, Community Development Director Stu Cowie, Human Resources Director John VanWinkle, Library Director Kris Wiley, Public Works Director Ryan Herinckx, Finance Director Ron Harker, City Recorder Amy Nytes, Management Assistant Grace Jelks, and Senior Planner Mark Moffett

3. Mayor Reports

- A. Mayor Rich proclaimed May 2025 as Historic Preservation Month. Moffett accepted the proclamation and thanked the Council for their recognition.
- B. Mayor Rich proclaimed May 1, 2025, as Thrive Umpqua Day. Lance Colley accepted the proclamation and thanked the Council for their recognition.

4. Commission Reports/Council Ward Reports

- Councilor Briggs Loosley spoke about the April 28, 2025, Homeless Commission meeting.
- Councilor Weiss spoke about the April 24, 2025, Economic Development Commission meeting.
- Councilor Williams spoke about the April 16, 2025, Historic Resource Review Commission meeting.
- Council President Smith spoke about the April 16, 2025, Parks and Recreation Commission meeting.
- Councilor Zielinski spoke about the April 15, 2025, Library Commission meeting.
- A. Councilor Weiss presented the Downtown Parking Update. Discussion ensued. Mayor Rich's comments and questions included whether the meeting dates and times have been determined

Councilor Porter's comments and questions included whether the members of the committee have been chosen.

Councilor Weiss clarified the meeting dates and times have been identified, they are in the process of checking with committee members about the schedule, and confirmation that the final decision about members has been made.

5. Audience Participation

None.

Consent Agenda

- A. April 14, 2025, Special Meeting Minutes.
- B. April 14, 2025, Regular Meeting Minutes.
- C. OLCC – Additional Location – K & T Koens LLC dba Blac-N-Bleu Bistro located at 1700 NW Garden Valley Blvd. #103 & #104.

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

6. Department Items

- A. Herinckx presented the Stewart Park Tennis & Pickleball Courts Project Bid Award Recommendation – 23GR23. Discussion ensued.

Councilor Briggs Loosley's comments and questions included whether we have used JRT Construction in the past.

Councilor Porter's comments and questions included clarification of the funds being used for the project and whether the facilities will only be available for tennis club members.

Mayor Rich's comments and questions included clarification of the discrepancy between the engineer's estimate and bid amounts.

Councilor Michalek's comments and questions included whether the building on the east side of the courts will be included in the project.

Herinckx clarified JRT Construction is a local contractor that has performed work under our engineer, they have bid on projects without being awarded the contract, outdoor facilities are available to anyone, there is a \$2 fee for adults, the fee has not changed during the last fifteen years, Umpqua Valley Tennis is responsible for cleaning and maintaining the facilities, discussions with contractors to identify cost reductions, costs can increase between the time a bid is submitted and materials are procured, and the project does not include repairs to the building near courts.

Messenger clarified that we are seeing volatility during the bidding process, this is expected to continue as tariffs are implemented, and this is having an impact on bidding estimates.

Council President Smith moved to award Stewart Park Tennis and Pickleball Court project to the lowest responsible bidder, JRT Construction, for \$2,360,310 upon expiration of the seven-day Notice of Intent to Award period. The motion was seconded by Councilor Briggs Loosley and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- B. Herinckx presented the Parrott Creek Culvert Replacements Design Services Authorization – 25PW15. Discussion ensued.

Councilor Porter's comments and questions included clarification of using emergency authorization for a culvert that was not damaged and wetland delineation.

Councilor Weiss' comments and questions included clarification of the size being used to replace damaged culverts and whether the failure was lack of capacity or age.

Mayor Rich's comments and questions included whether water carried away material supporting the road, impact under Stephens Street, and clarification of older culvert design.

Councilor Michalek's comments and questions included using culverts bigger than six feet and increased costs.

Herinckx clarified the engineer was able to evaluate the Ichabod Street culvert at the same time as three damaged culverts, we had the option to maximize use of equipment and manpower, the culvert is outdated and may not last through the next winter, contingency for wetland delineation is for the whole project, Oregon law requires an open bottom culvert for fish passage, working with federal agencies to determine how to proceed, Giles Street collapsed due to debris, King and Eddy Streets had sections of pipe that collapsed, Eddy Street needed 110 cubic yards of rock to fill the hole, Kane Street required 35 cubic yards of rock, Giles Street needed 10 – 11 cubic yards of rock, quite a bit of material was carried away in the water, crossings at Main Street and Stephens Street look good, the wooden box culvert by the railroad tracks was constructed in the late 1800's and had no issues, that culvert was not on the railroad's annual inspection list until now, older culverts did not have the open bottom and were completely round, we are looking at a bigger sized culvert to increase capacity, and our cost estimate included increased capacity.

Councilor Porter moved to authorize an Emergency Contract with i.e. Engineering, Inc. for the Permitting, Design, and Bidding Services for the replacement of four 72-inch diameter culverts on Parrott Creek at a cost not to exceed \$228,763.05. The motion was seconded by Councilor Zielinski and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

- C, Messenger presented the Extension of Declaration of Emergency in the City of Roseburg. Discussion ensued.

Councilor Weiss' comments and questions included clarification of whether there is an existing list of projects covered by this declaration and the impact of letting the declaration expire and then reinstating as needed.

Mayor Rich's comments and questions included whether there is an option for the declaration to be active for longer periods and damage to Newton Creek area culverts.

Councilor Porter's comments and questions included clarification that the declaration is used to cover items that exceed administrative approval.

Messenger clarified there is normally a full bidding process, this would allow for administrative approval and shortened bidding process, approved contracts are required to be presented at the next Council meeting, following the example of previous declarations, expiration dates coincide with the Council meeting schedule, confirmation that the declaration allows administrative approval for items that exceed what is normally allowed, and there has to be funding in the budget before contracts can be signed.

Herinckx clarified the culverts at the apartments on Newton Creek are on private property and the culverts on Stephens and airport grounds were fine.

Council President Smith moved to adopt Order No. 25-01, Extending the Declaration of Emergency in the City of Roseburg. The motion was seconded by Councilor Briggs Loosley and approved with following vote: Councilors Briggs Loosley, Michalek, Porter, Smith, Tate, Weiss, Williams, and Zielinski voted yes. No Councilors voted no. The motion passed unanimously.

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

Councilor Weiss asked whether there are any updates about increased water bills, outreach to the public, and expressed support for voting to extend a meeting passed the scheduled end time.

Councilor Michalek asked whether the electrical panel at Stewart Park is being repaired.

Councilor Porter appreciated the presentation by staff at the April 21st Work Study and expressed support for voting on whether to use the option to continue a meeting after the scheduled end time.

Mayor Rich was supportive of being mindful of time commitments and other responsibilities when voting to extend a meeting passed the scheduled end time.

Council President Smith was supportive of voting to extend a meeting passed the scheduled end time, expressed concern about the motorcycle club that has been disruptive to her neighborhood, and options for limiting this type of activity in residential or mixed-use neighborhoods.

Councilor Tate understands there are times when a time limit is needed and supportive of continuing a meeting when needed.

Councilor Zielinski was appreciative of having a scheduled end time for meetings due to an early work schedule and understands there are times when staying later is necessary.

Councilor Williams was appreciative of having a scheduled end time for meetings, understands there are times when staying later is necessary, and supportive of voting to extend a meeting end time.

Councilor Briggs Loosley was appreciative of a scheduled end time, understands the need for flexibility, and supportive of polling to see if extending a meeting passed the scheduled end time is necessary.

Messenger clarified residents and business owners are encouraged to contact us if they have high water bills and HIV Alliance has communicated, they will be changing their distribution practices.

Herinckx clarified an electrician has been out to do some repairs to the electrical panel and staff will be discussing the issue at their next meeting.

Forrester will discuss options for limiting motorcycle club activities in residential areas with Cowie.

8. Adjourn

Mayor Rich adjourned the regular meeting at 8:10 p.m.



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

OLCC NEW LICENSE
LA COCINA
962 W. HARVARD AVE

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

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

ISSUE STATEMENT AND SUMMARY

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

BACKGROUND

A. Council Action History.

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

B. Analysis.

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

C. Financial/Resource Considerations.

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

D. Timing Considerations.

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

COUNCIL OPTIONS

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

STAFF RECOMMENDATION

Staff recommends Council approval of the application as submitted.

SUGGESTED MOTION

“I MOVE TO RECOMMEND APPROVAL OF THE OLCC NEW LICENSE APPLICATION FOR LA COCINA AT 962 W. HARVARD AVENUE, IN ROSEBURG, OREGON.”

ATTACHMENTS:

Attachment #1 – Subject Application

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



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Annual Liquor License Types

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

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Juan Manuel Colunga

Proposed Trade Name: La Cocina

Premises Address: 962 W Harvard Ave

Unit:

City: Roseburg

County: Douglas County

Zip: 97471

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

License Type: ☐ Additional Location for an Existing License

Application Contact Information

Contact Name: Juan Manuel Colunga

Phone: 541-670-0351

Mailing Address: 271 Clark Terrace St

City: Myrtle Creek

State: OR

Zip: 97457

Email Address: lakocina75@gmail.com

Business Details

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

☐ Manufacturing/Production

☐ Retail Off-Premises Sales

☒ Retail On-Premises Sales & Consumption

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

☒ Indoor Consumption

☐ Outdoor Consumption

☐ Proposing to Allow Minors

Section 1 continued on next page



Local Government Recommendation – Liquor License

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

Legal Entity/Individual Applicant Name(s): Juan Manuel Colunga

Proposed Trade Name: La Cocina

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

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

Local Government Recommendation Proof of Acceptance

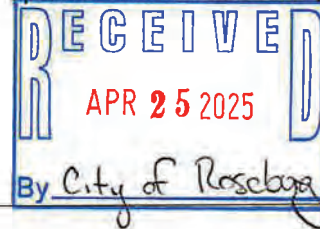
After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: City of Roseburg

Date Application Received: 04/25/2025

Received by: Autumn David

Optional Date Received Stamp



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

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

Name of Reviewing Official:

Title:

Date:

Signature:

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

pd #561906 on 04/25/2025



ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY

ANNUAL FEE ADJUSTMENTS

Meeting Date: May 12, 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

Pursuant to previously adopted City Council resolutions, fees are to be adjusted annually based on either the CPI-U West index or the March Construction Cost Index (CCI) to account for the increased cost to provide those services. The issue for Council is whether to adopt the attached resolution(s) updating the City fee schedule.

BACKGROUND

A. Council Action History.

Unless special circumstances arise in the course of the fiscal year, the City Council generally takes action each May to adjust fees effective July 1st.

B. Analysis.

City of Roseburg fees were originally adopted through two resolutions: Resolution No. 91-18 applied to water service-related fees; and Resolution No 92-13 applied to all other fees. Therefore, there are two resolutions attached for your consideration. The attached resolutions incorporate all of the adjustments described in this section.

1. **Airport Facilities:** Rent/lease rates for the Airport are adjusted annually using the CPI (CPI-U West index) and rounded to the nearest dollar, with a maximum increase of 3%. The CPI-U West increase is 2.2%; therefore, the proposed increase would be 2.2%.
2. **Business Permits/Licenses:** Most fees remain unchanged. However, the linear foot fee for non-carrier telecommunication providers that occupy the public way, but have no customers in the City, shall be adjusted annually in accordance with the current CPI (CPI-U West index – 2.2%) rate.
3. **Community Development - Planning:** In compliance with Resolution No. 2008-10, Department fees are to be adjusted by the current CPI (CPI-U West index – 2.2%) rate. The fee schedule has also been simplified and consolidated – e.g., the “Historic Structure” line item has been integrated into “Site Plan Review”.

4. **Fire Department:** Pursuant to Resolution 2006-02, Fire Department service fees are to be adjusted annually based on the current CPI (CPI-U West index – 2.2%) rate.
5. **Library:** The Library Commission has recommended an increase in the meeting room rental fees.
6. **System Development Charges:** System Development Charges are to be adjusted annually based upon the March Construction Cost Index (CCI) as reported in the Engineering News Record twenty-city average with an inflation factor cap of 5% per year. This year's CCI is 1.85% and will impact the Parks, Storm, Transportation, and Water SDC's.
7. **Storm Drainage Fees:** Monthly fees associated with storm drainage services are proposed to increase by the CPI (CPI-U West index – 2.2%).
8. **Water:** Water Service (monthly) fees, both demand and commodity charges, are to be adjusted annually based on the current CPI (CPI-U West index – 2.2%). Water System Development charges are proposed to be increased by the CCI, 1.85%. Additionally, a fee increase for "Reconnection of Service Discontinued because of Noncompliance with Rules" has been proposed following a review of rates from eleven other water districts. The recommended fee increase is from \$20 to \$40.
9. **New Fees:** A Library-specific appeal fee for Director/staff decisions is proposed, based on a recommendation from the Library Commission. This fee is distinct from existing appeal fees related to Commission, City Manager, or staff decisions listed under Administration.

C. Financial/Resource Considerations.

The proposed fee increases will help the City to offset the cost of services.

D. Timing Considerations.

In order to implement the fees on a fiscal year basis, the fee amendment resolutions should be adopted as soon as possible to allow staff sufficient opportunity to prepare for implementation.

COUNCIL OPTIONS

Council has the following options:

- Adopt the fee resolutions as presented; or
- Make amendments to fees and adopt the resolutions as amended; or
- Request additional information; or
- Take no action.

STAFF RECOMMENDATION

Staff recommends Council adopt the resolutions amending fees.

SUGGESTED MOTION

- 1. *"I MOVE TO ADOPT RESOLUTION NO. 2025-07 AMENDING RESOLUTION NO. 92-13 REGARDING FEES."***
- 2. *"I MOVE TO ADOPT RESOLUTION NO. 2025-08 AMENDING RESOLUTION NO. 91-18 REGARDING WATER FEES."***

ATTACHMENTS:

Attachment #1 – Resolution No. 2025-07 Amending Fees

Attachment #2 – Resolution No. 2025-08 Amending Water Fees

RESOLUTION NO. 2025-07

A RESOLUTION AMENDING RESOLUTION NO. 92-13 REGARDING FEES

WHEREAS, Resolution No. 2006-02 and Resolution No. 2008-10 require annual adjustments to Fire Department and Community Development Department fees be made based upon the CPI (CPI-U West) index. That adjustment is 2.2% as of March 2025; and

WHEREAS, Resolution No. 2006-12 requires annual adjustments to certain Airport fees be made based upon the CPI (CPI-U West) index for the preceding calendar year up to a maximum of 3%. The current CPI index is 2.2%; and

WHEREAS, Systems Development Charges are to be adjusted annually based upon the March Construction Cost Index up to a maximum of 5%. The current year over year March Construction Cost index is 1.85%; and

WHEREAS, monthly storm drainage rates are to be adjusted annually based on the CPI-U West index, December to December and become effective July of each year. The current CPI-U West index is 2.2%; and

WHEREAS, Roseburg Municipal Code Section 9.25.110(B) establishes that the linear foot fee for non-carrier telecommunication providers that occupy the public way but have no customers in the City shall be adjusted annually in accordance with the CPI (CPI-U West) index. That adjustment is 2.2%; and

WHEREAS, new fees are proposed for inclusion in the fee schedule. These include the following fees in the Library Department: "Appeal Fee" for the Director's decisions based on a recommendation from the Library Commission.

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

Section 1. The City of Roseburg Fee Schedule, effective July 1, 2025 and attached hereto as Exhibit "A", is adopted.

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 12th DAY OF MAY, 2025.**

Amy Nytes, City Recorder

EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

PUBLIC INFORMATION REQUESTS

COPIES/STAFF TIME

MISCELLANEOUS RECORDS: (Applied to requests from any department)

COST

UNIT

Contract/Bid Documents

Containing 20-50 pages	\$	15.00	per document
Containing more than 50 pages	\$	25.00	per document

(Note: May be waived by City Manager on individual contract basis)

Personnel Costs

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

Photocopy Charges

Service charge of \$1.00 plus

Black and White up to 8 1/2 x 14	\$	0.25	per page
Color up to 8 1/2 x 14	\$	0.50	per page
11 x 17	\$	0.50	per page
36 x 36	\$	5.00	per page

Digital Images (Photos, Videos or Files)

\$ 15.00 each

CITY RECORDER RECORDS

Business Registration List

Complete List	\$	15.00	per document
Annual List		per page fee	

Municipal Code

Complete (unbound)	\$	75.00	per document
Updates		per page fee	

COMMUNITY DEVELOPMENT/BUILDING RECORDS

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

FINANCE RECORDS

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

FIRE DEPARTMENT RECORDS

Emergency Response Report	\$	10.00	per document
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LIBRARY

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

EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

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

EXHIBIT A

City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

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..... <i>(time may be extended if no one is waiting)</i>	no charge	drop-in basis for 2 hrs
Right-of-Way Permit		
Sidewalk Sales, Sign/Obstruction <i>(see Public Works for construction)</i> <i>(Events sponsored by the city or a city-funded downtown association exempted)</i>	\$ 25.00	
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	

EXHIBIT A

City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

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
Corporate Hangar Space & Aviation Suites	\$0.3478	annual per sq 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
Tie-Downs Single	\$ 44.00	monthly per space
Tie-Downs Twin	\$ 75.00	monthly per space

Security Deposit (Refundable) for T-Hangar and Storage Unit Rentals	\$ 100.00
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EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

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)	\$ 29,500.00	annually
On or After 7/1	\$ 14,750.00	
Original Application Investigation Charge	\$ 2,500.00	one-time
Term Extension	\$ 500.00	annually

EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

Taxicab/Limousine

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

EXHIBIT A

City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

COMMUNITY DEVELOPMENT - PLANNING		
	COST	UNIT
<i>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.</i>		
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)	\$ -	

EXHIBIT A

City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

Final Plat	\$ 286.00
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
Re-inspection Fee	\$ 102.00
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

EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

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 <i>(Street, Alley, Easements) (plus deposit for costs as determined by the City Recorder)</i>	\$ 981.00
Variance	
Administrative	\$ 562.00
Public Hearing before Planning Commission	\$ 1,124.00
Riparian Setback	
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 <i>(30% of the required application fee for the initial application)</i>	

EXHIBIT A

City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

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				
<i>(Does not apply to utility payments)</i>			3%	Payments over \$1000
Hotel/Motel Occupancy Tax (of room rent charged)				
<i>Note: State of Oregon assesses additional 1% which goes to State</i>			8%	
Lien Search Fee				
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...		\$	25.00	
		\$	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	
Parking Facilities				
Armory Parking Lot		\$	35.00	monthly
Court Street Lot		\$	22.00	monthly
Phillips Parking Lot		\$	28.00	monthly
Shalimar Parking Lot		\$	32.00	monthly
Overpark 2nd Level		\$	22.00	monthly
3rd Level		\$	17.00	monthly
Oversize Vehicle		\$	25.00	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				
<i>(Pursuant to Roseburg Municipal Code Section 8.02.100(F))</i>				
Monthly		\$	5.00	
Annually		\$	50.00	

EXHIBIT A

City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

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	

EXHIBIT A

City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

On-Site Inspections

Underground Piping		
Flushing	\$ 120.00	
Hydrostatic Test	\$ 120.00	
Aboveground Piping		
Modifications/Remodels	\$ 120.00	
Sprinkler System Pre-Cover (\$50 minimum)	\$ 120.00	per hour
Hydrostatic Test	\$ 120.00	
Pneumatic Test	\$ 120.00	
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
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Mechanical Inspection

Fire Smoke Damper (<i>per damper</i>)	\$ 24.00
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Site Review/Consultation

First hour free - Each additional hour per project	\$ 120.00	per hour
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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

EXHIBIT A

City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

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

EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

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	

EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

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	

EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

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 **\$ 730.00**

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.

EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

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	

EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

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>)	\$ 3,547.00	
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 \$886.75 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.

EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 1

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	\$ 2,546.25

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	\$ 51.10
Two or more ERU Commercial	\$ 102.20

RESOLUTION NO. 2025-08

A RESOLUTION AMENDING RESOLUTION NO. 91-18 REGARDING WATER FEES

WHEREAS, certain Water System Development Charges are to be adjusted annually based upon the March Construction Cost index up to a maximum of 5%. The current year over year March Construction Cost index is 1.85%; and

WHEREAS, per Resolution No. 2022-16, the monthly demand and per unit water service rates are to be adjusted annually based on the CPI-U West index, December to December and become effective July of each year. The current CPI-U West index is 2.2%.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Roseburg, that Resolution No. 91-18 adopted by the City Council on June 24, 1991, is amended as follows:

Section 1. Effective July 1, 2025, the following Water fees shall be adjusted as outlined in the attached Exhibit “A”.

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

**ADOPTED BY THE ROSEBURG CITY COUNCIL AT ITS REGULAR MEETING
ON THE 12th DAY OF MAY 2025.**

Amy Nytes, City Recorder

EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 2

WATER

	COST	UNIT
New Account Fees		
New Customer Deposit	\$ -	
Activation of Service		
During normal working hours	\$ 15.00	
Overtime	\$ 20.00	
After hours call out	\$ 100.00	

Service Connections and Meters

New Service

All service connections shall pay the following connection fee:

Meter Size	Installation
5/8" x 3/4"	\$ 800.00
3/4" x 3/4"	\$ 850.00
1"	\$ 950.00
1 1/2"	\$ 1,390.00
2"	\$ 1,440.00
3"	\$ 4,445.00
4"	\$ 7,230.00
6"	\$ 11,920.00

System Development Charge

Water 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.

All service connections, **except one- and two-family residential** combined domestic/fire, shall pay the following Water System Development Charge.

Meter Size	SDC Charge
5/8" x 3/4"	\$ 2,796.00
3/4" x 3/4"	\$ 4,191.00
1"	\$ 6,987.00
1 1/2"	\$ 13,975.00
2"	\$ 22,362.00
3"	\$ 48,917.00
4"	\$ 83,852.00
6"	\$ 188,671.00
8"	\$ 223,608.00
Administrative Fee in Addition to the SDC Charge	4%
Maximum Administrative Fee in Addition to the SDC Charge	\$ 2,500.00

All service connections **one- and two-family residential** combined domestic/fire service shall pay the following water system development charge:

	SDC Charge
Meter Size - All	\$ 2,796.00
Administrative Fee in Addition to the SDC Charge	4%
Maximum Administrative Fee in Addition to the SDC Charge	\$ 2,500.00

To qualify for reduced SDCs, customer shall be required to install an automatic fire extinguishing sprinkler system inspected and approved by the City of Roseburg Fire Department prior to occupancy of the structure.

EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 2

Meter Adjustment

Increase in meter size: Difference of SDC charge plus average cost to install new meter as listed under Service.

Service Connections and Meters

Division of multiple block meter: Difference of SDC charge plus average cost to install new meter as listed under Service.

Connections and Meters

Reduction in meter size:

1" to 5/8" x 3/4"	\$	50.00
1 1/2" or 2" to 5/8" x 3/4"	\$	85.00
1 1/2" or 2" to 1"	\$	85.00
All others		Actual Cost
Change in Location		Actual Cost

Meter Error Deposit

3/4" meter	\$	10.00
1" to 1 1/2" meter	\$	25.00
Larger than 1 1/2" meter		Estimated Cost

Effective July 1, 2023, Water Service (monthly) shall be adjusted annually based on the CPI-U West index, December to December and become effective July 1 of each year.

Monthly Water Services Rates including Temporary Service (may be billed bi-monthly):

Commodity Charge per Unit	\$	2.29	per 100 cubic feet
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(Commodity Charge unit = 748 gallons or 100 cubic feet)

Monthly demand charge on open accounts (charge indicated does not include an allowance for water-consumed - Consumption is charged at rate in Commodity Charge above):

3/4" Level 1	\$	18.91	per month
3/4" Level 2	\$	25.51	per month
3/4" Level 3	\$	32.09	per month
3/4" Level 4	\$	38.68	per month
1" Level 1	\$	47.48	per month
1" Level 2	\$	54.06	per month
1" Level 3	\$	60.67	per month
1 1/2" Level 1	\$	73.43	per month
1 1/2" Level 2	\$	80.02	per month
1 1/2" Level 3	\$	86.35	per month
2" Level 1	\$	104.49	per month
2" Level 2	\$	111.09	per month
3" Level 1	\$	161.69	per month
4" Level 1	\$	214.21	per month
6" Level 1	\$	403.84	per month
8" Level 1	\$	604.38	per month
10" Level 1	\$	810.51	per month

A special Facilities Surcharge may be added to the charge for monthly demand or open account charge when the City has agreed with the property owner(s) or his/her predecessor(s) in title to use such a special charge to finance all or part of the cost of a special facility which services the customer's property.

EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 2

Outside Water Service Fee (monthly)

Meter Size - 5/8" x 3/4"	\$	10.00	per month
Meter Size - 3/4" x 3/4"	\$	10.00	per month
Meter Size - 1"	\$	25.11	per month
Meter Size - 1 1/2"	\$	38.85	per month
Meter Size - 2"	\$	54.59	per month
Meter Size - 3"	\$	85.56	per month
Meter Size - 4"	\$	113.58	per month
Meter Size - 6"	\$	213.70	per month
Meter Size - 8"	\$	319.80	per month
Meter Size - 10"	\$	428.90	per month

Dixonville Maintenance Fee	\$10.00	per month
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Dixonville Membership Certificates

Starting July 1, 2018 - no new water connections are allowed outside the Urban Growth Boundary unless required through applicable statutory regulations.

Water used extinguishing a fire

No Charge

Monthly standby charges for automatic fire service:

Size of Service - 1 1/2" or smaller connection to main	\$	8.35	per month
Size of Service - 2" connection to main	\$	10.11	per month
Size of Service - 3" connection to main	\$	18.97	per month
Size of Service - 4" connection to main	\$	25.28	per month
Size of Service - 6" connection to main	\$	50.58	per month
Size of Service - 8" connection to main	\$	75.88	per month
Size of Service - 10" connection to main	\$	101.16	per month
Size of Service - 12" connection to main	\$	126.32	per month

Fire Hydrants

Hydrant Relocation Charge	Actual Cost
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Standby Monthly Charge per Hydrant

Private Hydrant within City Limits	\$	1.00	per month
Hydrant outside City Limits	\$	2.00	per month

Public Agency Fire Hydrant Use

Bulk Rate Setup Charge	\$	25.00	
Annual Truck Inspection Fee, Per Vehicle	\$	50.00	per vehicle
Annual Training & Certification, Per Authorized Employee	\$	50.00	per employee
Bulk Water	\$	2.29	per 100 cubic feet
Monthly Demand or Open Account Charge	\$	150.00	per month
Unauthorized Use of Water	\$	250.00	

Hydrant Meter and Double Check Assembly

Bulk Rate Setup Charge (*Administrative Setup and Public Works Crew Installation*)

\$ 100.00

Bulk Rate	\$	2.29	per 100 cubic feet
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Demand Open Account Charge:

Daily Rate	\$	10.00	per day
Monthly Rate	\$	150.00	per month

Unauthorized Use of Water from Hydrant	\$	250.00
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(Contractors will not be charged when working under a City contract)

EXHIBIT A
City of Roseburg - Master Fee Schedule

RESOLUTIONS A
ATTACHMENT NO. 2

Central Dispensing Station

Bulk Water Customers

Bulk Rate Setup Charge	\$	25.00	
<i>(Waived if account is set up online or by credit card)</i>			
Bulk Rate	\$	5.00	per 100 cubic feet
Monthly Demand or Open Account Charge	\$	50.00	per month
Unauthorized Use of Water from Hydrant	\$	250.00	

Monthly Water Service Charge may be prorated when service is being connected or terminated.

Cross Connection:

Actual Cost per Contract + \$25

Service Certification as provided by City Contractor Administrative Fee

Discontinuance of Service:

Shut Off at Main	\$	250.00
Removing Meter	\$	15.00
Reconnection of Service Discontinued because of Noncompliance with Rules (during business hours)	\$	40.00
Temporary at Customer's Request		
During working hours	\$	20.00
After hours call out	\$	100.00
Credit when Customer Control Valve is Installed	\$	(20.00)

Delinquent Accounts:

Delinquency Charge <i>(added when a delinquency charge has been mailed or delivered to customer)</i>	\$	20.00
After hours call out	\$	100.00

Engineering Costs shall be computed as 10% of total construction cost

Administrative Costs shall be computed as 2% of total construction costs, plus engineering

Materials: a charge of 20% on all materials will be made for handling and storage of materials by utility

Damage to Lines by Contractors Actual Cost

Administrative Penalty for failure to obtain a permit before extending service
to a separate service unit on same parcel \$ 100.00

Utility Variance \$ 50.00

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



ORDINANCE NO. 3609 AMENDING RMC CHAPTER 6.02, ANIMAL CONTROL

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

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

ISSUE STATEMENT AND SUMMARY

Staff proposes to update Roseburg Municipal Code Chapter 6.02, titled "Animal Control," as the current ordinance does not provide exemptions for police dogs.

BACKGROUND

A. Council Action History.

Council last made amendments to this Chapter in January of 2024.

B. Analysis.

At the 2025 Oregon Police Canine Association Spring Seminar, an Oregon Deputy District Attorney shared the importance of exempting police dogs from local ordinances.

Roseburg's Animal Control ordinance does not have exemptions in place for police service dogs or police K-9s. This impacts the Roseburg Police Department as we recently obtained a police K-9. This also impacts our neighbor agencies who have police K-9s, as we utilize each other's K-9 services. For example, if Winston's K-9 is on duty and Roseburg's K-9 is off duty, the Winston K-9 would come to Roseburg to assist with an incident, and vice versa.

To protect K-9 Officers from committing City ordinance violations, and potential liability in civil lawsuits, staff propose to add the following section to the Animal Control ordinance:

§ 6.02.110 Exemptions

With the exception of section 6.02.020, police service and K-9 dogs actively employed by a police agency are exempt from the provisions of sections 6.02.005 to 6.02.100 and exempt from City of Roseburg Parks Rules and Regulations sections 1.10 and 3.2.

6.02.020 is an ordinance that stipulates the number of dogs that owners are allowed to have. Parks Rules section 1.10 references stipulations for domestic animals in parks and section 3.2 prohibits pets at the skate park.

C. Financial/Resource Considerations.

There is no financial impact.

D. Timing Considerations.

Currently, police service and K-9 handlers could violate our City ordinance(s) during routine performance of their job. Ordinance violations could also be used against handlers in civil suits.

COUNCIL OPTIONS

Council has the following options:

- Proceed with first reading of the ordinance, followed by suspension of the rules, second reading and adoption; or
- Request additional information; or
- Do nothing.

STAFF RECOMMENDATION

Staff recommends that Council proceed with first reading of the ordinance, followed by suspension of the rules, second reading and adoption of the ordinance with an emergency clause making it effective immediately.

SUGGESTED MOTION

If Council concurs with Staff's recommendation, Council will need to request first reading of the ordinance, after which the following motions would be appropriate:

"I MOVE TO SUSPEND THE RULES AND PROCEED WITH SECOND READING OF ORDINANCE NO. 3609, AN ORDINANCE AMENDING CHAPTER 6.02 OF THE ROSEBURG MUNICIPAL CODE AND DECLARING AN EMERGENCY."

"I MOVE TO ADOPT ORDINANCE NO. 3609."

ATTACHMENTS:

Attachment No. 1 - Ordinance No. 3609

ORDINANCE NO. 3609

**AN ORDINANCE ADDING SECTION 6.02.110 TO THE ROSEBURG MUNICIPAL
CODE AND DECLARING AN IMMEDIATE EFFECTIVE DATE**

WHEREAS, the City of Roseburg has an Animal Control ordinance; and

WHEREAS, the Roseburg Police Department recently obtained a police K-9, and at times utilizes neighboring agencies' K-9s; and

WHEREAS, there are currently no exemptions to Roseburg's Animal Control ordinance and Parks Rules for police service and K-9 dogs; and

WHEREAS, the City wishes to add an ordinance to address this issue.

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

SECTION 1. Roseburg Municipal Code 6.02.110 titled "Exemptions" is hereby added to read as follows:

§ 6.02.110 Exemptions

With the exception of section 6.02.020, police service and K-9 dogs actively employed by a police agency are exempt from the provisions of sections 6.02.005 to 6.02.100 and exempt from City of Roseburg Parks Rules and Regulations sections 1.10 and 3.2.

SECTION 2. "All other sections and subsections of Chapter 6.02 of the Roseburg Municipal Code shall remain in full force and effect as written."

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 12th DAY OF MAY, 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. 3610 ADDING RMC 7.02.190, PROHIBITED DISTRIBUTION OF HYPODERMIC NEEDLES

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

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

ISSUE STATEMENT AND SUMMARY

Staff proposes to add Roseburg Municipal Code 7.02.190, titled "Prohibited Distribution of Hypodermic Needles," as our current Code does not address the distribution of hypodermic needles on City property.

BACKGROUND

A. Council Action History.

Council and staff had a discussion about hypodermic needles on City property at the April 21, 2025 Council work-study session. Following the discussion, Council indicated via a unanimous nodding of the heads, that they wanted Staff to bring back an ordinance prohibiting the distribution of hypodermic needles on City property.

B. Analysis.

Discarded needles are one of the highest concerns staff hear from citizens regarding unhoused occupying parks and public spaces. Parks employees regularly inspect spaces for needles during the morning rounds but cannot cover the entirety of the parks' acreage every day.

Staff have been encountering an increasing number of hypodermic needles while performing their regular duties and during camp cleanups. In the last year, four workers have been poked by hypodermic needles during camp cleanups. This biohazard exposure is alarming and concerning, as the potential to contract disease(s) is very real. Employees may have to undergo medical treatment/monitoring for six months following an exposure.

In an effort to potentially reduce the number of needles being used and discarded in public spaces, staff proposes to add the following ordinance to the Roseburg Municipal Code:

§ 7.02.190 Prohibited Distribution of Hypodermic Needles.

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

C. Financial/Resource Considerations.

There have been no direct financial impact(s); however, employees who have experienced hypodermic needle pokes are entitled to workers compensation benefits to cover costs associated with any medical testing and treatment.

D. Timing Considerations.

There are no timing considerations; however, adding this ordinance will help the City address safety issues for staff and the public.

COUNCIL OPTIONS

Council has the following options:

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

STAFF RECOMMENDATION

The Homeless Commission discussed this issue at their April 28, 2025 meeting, but made no recommendation. HIV Alliance has been the primary entity running a needle exchange program serving unhoused residents within City parks as part of their harm reduction strategy. During the Homeless Commission meeting, they provided information indicating they would cease running the program within parks properties. This may address a majority of staff and Council's concerns regarding the ordinance, but would not prevent other groups from providing these services in the future. Per Council's direction at the April 21, 2025 meeting, staff have brought the attached ordinance forward for Council consideration and recommend Council move forward with first reading.

SUGGESTED MOTION

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

ATTACHMENTS:

Attachment #1 - Proposed Ordinance # 3610

ORDINANCE NO. 3610

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

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

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

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

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

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

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

§ 7.02.190 Prohibited Distribution of Hypodermic Needles.

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

SECTION 3. All other sections and subsections of Chapter 7.02 of the Roseburg Municipal Code shall remain in full force and effect as written.

ADOPTED BY THE ROSEBURG CITY COUNCIL THIS 12TH DAY OF MAY, 2025.

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

LARRY RICH, MAYOR

ATTEST:

AMY NYTES, CITY RECORDER

ROSEBURG CITY COUNCIL AGENDA ITEM SUMMARY



CONTRACT AWARD RECOMMENDATION FOR DESTINATION MARKETING ORGANIZATION (DMO) SERVICES

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

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

ISSUE STATEMENT AND SUMMARY

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

BACKGROUND

A. Council Action History.

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

B. Analysis.

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

- Anvil Northwest
- Agency Tourism Marketing
- Watson Creative

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

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

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

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

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

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

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

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

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

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

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

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

C. Financial/Resource Considerations.

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

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

D. Timing Considerations.

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

COUNCIL OPTIONS

The City Council could choose to:

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

STAFF RECOMMENDATION

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

SUGGESTED MOTION

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



TENTATIVE FUTURE COUNCIL AGENDA

Unscheduled

- Council Goals Adoption
 - Five Year Capital Improvement Plan Update
 - City Manager Evaluation Process Presentation (Work Study)
 - City Manager Evaluation Process Adoption
 - UCC Land Transfer
 - Fireworks Risk Assessment
 - Planning Commission Interviews
 - Thrive Smoking/Vaping Presentation
-

June 9, 2025 – 6:00 p.m. to 7:00 p.m.

Urban Renewal Agency Work Study

Consultant Presentation

Council Meeting

Commission Reports

A. Downtown Parking Committee Update

Consent Agenda

A. May 12, 2025 Meeting Minutes

Public Hearings

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

Ordinances

A. Prohibition of Hypodermic Needle Distribution, Second Reading

Department Items

A. RFP Award – Indigent Attorney Services Contract

B. Year-End Parking Authorization

Informational

A. Future Tentative Council Agendas

June 23, 2025

Mayor Reports

A. Parks and Recreation Month Proclamation

Commission Reports

A. Downtown Parking Committee Update

Consent Agenda

A. June 9, 2025 Meeting Minutes

Department Items

A. Slurry Seal Bid Award

B. 2025 PMP Bid Award

C. Harvard Ave. Storm Drain Bid Award

Informational

A. Future Tentative Council Agendas

July 14, 2025

Mayor Reports

Consent Agenda

A. June 23, 2025 Meeting Minutes

Public Hearings

A. PICM Model Ordinance No. _____, First Reading

Informational

A. Future Tentative Council Agendas

July 28, 2025

Mayor Reports

Consent Agenda

A. July 14, 2025 Meeting Minutes

Ordinances

A. PICM Model Ordinance No. _____, Second Reading

Department Items

A. Water System Master Plan Contract Award

B. Pine St. Waterline Bid Award

Informational

A. Future Tentative Council Agendas

B. Municipal Court Quarterly Report

August 11, 2025

Mayor Reports

Consent Agenda

A. July 28, 2025 Meeting Minutes

Informational

A. Future Tentative Council Agendas

August 25, 2025

Mayor Reports

Consent Agenda

A. August 11, 2025 Meeting Minutes

Executive Session

A. ORS192.660(2)(i) – City Manager Evaluation

Informational

A. Future Tentative Council Agendas

B. Finance Quarterly Report

September 8, 2025

Mayor Reports

Consent Agenda

A. August 25, 2025 Meeting Minutes

Informational

A. Future Tentative Council Agendas

September 22, 2025

Mayor Reports

Consent Agenda

A. September 8, 2025 Meeting Minutes

Informational

A. Future Tentative Council Agendas

October 13, 2025

Mayor Reports

Consent Agenda

A. September 22, 2025 Meeting Minutes

Department Items

A. 2025 Oregon Library Statistical Report

Informational

A. Future Tentative Council Agendas

October 27, 2025

Mayor Reports

Consent Agenda

A. October 13, 2025 Meeting Minutes

Informational

A. Future Tentative Council Agendas

November 10, 2025

Mayor Reports

Consent Agenda

A. October 27, 2025 Meeting Minutes

Executive Session

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

Informational

A. Future Tentative Council Agendas

B. Municipal Court Quarterly Report

C. Finance Quarterly Report

December 8, 2025

Mayor Reports

Consent Agenda

A. November 10, 2025 Meeting Minutes

Informational

A. Future Tentative Council Agendas
