



# City Connection Newsletter



## January 2018

### State of the City Address from the Mayor

Those of us who call Roseburg home are lucky in so many ways, but perhaps one of the most important ways is that we have very little of the divisiveness that seems to permeate so much of our nation. We have learned to work together rather than waste our time tearing each other apart. Citizens, business leaders, City Council members and City workers realize that if we are to make our community the safe, welcoming, and attractive environment that draws new businesses and appeals to people who are seeking a new place to settle, we can't waste time on the deep divisions that are evident in far too many other places. We realize that we are at our best when we work

together for the common good of our community.

The City Recorder's office started 2017 by administering the oath of office to the newly elected officials and assisting other departments in providing orientation sessions on the many responsibilities they will face while in office. New councilors were also provided a handbook covering such things as the Municipal Code, public meetings and public records laws, council meeting guidelines, parliamentary procedures and



government ethic laws. The Recorder's office also successfully brought all City departments on board with Laserfiche as a means of providing excellent electronic management of all City records. A web-portal version was launched that

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enables employees to view specific documents. Records are now searchable and easy to find which will save significant time when re-searching or responding to public records and information requests. The system also assures that records are safely stored, preventing them from accidental loss.

The office also worked with the Finance Department and the Oregon Department of Revenue on the implementation and collection of the City's sales tax on recreational marijuana as



approved by the voters in the November 2016 election. Quarterly reports to the Department of Revenue were provided as well. In day to day operations, the Recorder's office issued nearly 200 business registrations, 31 taxi permits, 2 alarm permits, 10 marijuana permits, 14 OLCC license approvals, and 100 event permits while also processing over 1,093 public record requests.



But without a doubt, the most difficult issue the office dealt with in 2017 was saying goodbye to Debi Davidson

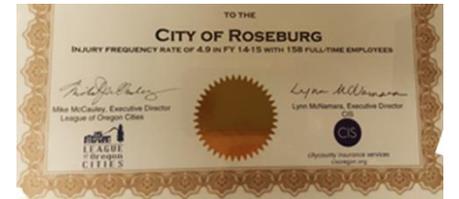


after 40 years of incredible service to the City of Roseburg. They are continuing their efforts to fill the void left by Debi's retirement while offering a special thanks to Koree Tate for the amazing job she has done to fill the gap. They also welcomed Shyela Chapman as the new Management Assistant and look forward to working with her.

Human Resources marked another busy year with 20 individuals going through the recruiting and screening process which is part of becoming a new City employee. Additionally, seven seasonal employees were processed, two employees were promoted or transferred, and 14 employees transitioned out of employment with the City.

| CITY OF ROSEBURG<br>EMPLOYMENT APPLICATION   |  |     |     |
|--|--|-----|-----|
| 1. First Name  | Mr.  | Mr. | Ms. |
| 2. Last Name   | Mr.  | Mr. | Ms. |
| 3. Address   | Street   |     |     |
| 4. City  | State  |     |     |
| 5. Zip   | Phone  |     |     |
| 6. Email   | Fax  |     |     |
| 7. Social Security Number  | Date of Birth  |     |     |
| 8. Marital Status  | Current Employer   |     |     |
| 9. How did you hear about this position?   | Are you currently employed?  |     |     |
| 10. If currently employed, please provide details of your current position.                  | If not currently employed, please provide details of your most recent position.          |     |     |
| 11. Please provide a list of references (Name, Title, Company, Phone Number, Email Address). | Please provide a list of references (Name, Title, Company, Phone Number, Email Address). |     |     |
| 12. Please provide a list of references (Name, Title, Company, Phone Number, Email Address). | Please provide a list of references (Name, Title, Company, Phone Number, Email Address). |     |     |
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Many of the 14 employees transitioning out have been long-term, highly skilled employees who are difficult to replace. The office did well in 2017 in finding replacements, but 2018 will present the need for more challenging hires. With cooperation from all departments, Human Resources has been working diligently on succession planning and hiring timelines in order to bring in new talent to replace those moving on to a well-deserved retirement.



The City also received its 16th Safety Award from the League of Oregon Cities. As part of maintaining that award, crews have continued with ongoing monthly safety and policy training.



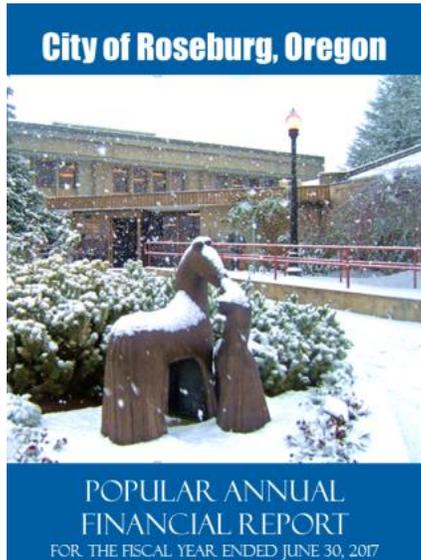
The wellness committee continued to provide events and services which promote employee health and wellness. Activities included the annual golf scramble and bowling competitions, Red Cross blood drive, City vs. County vs. Adapt step challenge, health screening and flu shot clinic. This next

year will provide opportunities to partner with the Blue Zones project as well. Blue Zones is a community transformation effort to develop lifestyle management tools and programs that help people live longer, healthier and happier lives.



For the 24th consecutive year, the Finance Department's work resulted in the City receiving the Government Finance Officers' Association Award for "Excellence in Financial Reporting".

And for the second year in a row, Roseburg also received the association's award for "Outstanding Achievement in Popular Annual Financial Reporting".



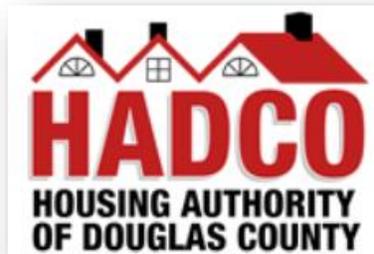
Another significant highlight for the department included the report from Moody's Investment Service who upgraded the City's credit

rating to an AA score. This rating signifies that obligations of the City are judged to be of high quality and are subject to a very low credit risk. The Finance Department also updated the City's six year financial forecast with new information and projections to serve as a basis for determining funding and staffing levels of the City's general fund services.



Stuart Cowie was hired as the new Community Development Director in February to fill the opening left by Brian Davis. Stuart

joined the City after working for the Douglas County Planning Department. Community Development processed 272 site reviews, 212 building permits for commercial development, 97 building permits for residential development, and 28 land use applications. New substantial commercial developments included the Hampton Inn, Umpqua Health, Unique Mini-Storage, Cascade Self-Storage, the HADCO office,



North 40 Micro-Brewery, Roseburg Valley Mall remodel and the Bottle Drop. The

Department helped on the community development block grant for the new building which will house the Head Start Program. Construction of the building and associated amenities, budgeted at approximately \$4,000,000, is anticipated to begin in the spring of 2018.



The department has also worked closely with Neighbor Works Umpqua for a \$400,000 grant which, if awarded, will be used to administer rehabilitation loans for low and moderate income homeowners who want to repair their owner-occupied homes. Myrtle Creek and Winston are also participating in the program, but Roseburg is acting as the lead agency and is ultimately responsible for all aspects of the project.



Enforcing the City's derelict building ordinance has been a focus for the department this past year. Fifteen derelict

residential structures have been cleaned up and secured. Changes to the ordinance were made in order to speed up the process for cleaning up the derelict properties.

The Public Works Department is made up of 56 employees who are dedicated to protecting the public's investment in our infrastructure. The Department consists of multiple divisions including Parks and Recreation, Streets and Storm Drainage, Facilities, Engineering, Administration, Airport and Water.

Every day the staff is working hard behind the scenes to ensure that our drinking water is safe, our streets and storm drainage facilities are maintained for efficient operation, and the parks and open spaces are safe, clean, and green. In addition to these every day duties, the Department has been busy with planning, designing, and implementing several new projects.



One of these was the South Stewart Parkway project which added additional capacity for all modes of transportation--autos, bikes

and pedestrians -- between Valley View and Harvey Avenue. Detention ponds were also constructed to alleviate flooding during high water events.



Next fall the detention ponds will be planted with wetland plant material. Additionally the Stewart Parkway/Garden Valley Right Turn Lane Project was completed which resulted in a new right turn lane from Stewart Parkway onto eastbound Garden Valley.



Utilizing grant funding from the Oregon Parks and Recreation Department, the City was able to renovate the main restrooms in Stewart Park which vastly improved these facilities at the City's busiest park. The multi-use path in Stewart Park was also reconstructed and widened between the Parks Maintenance Facility and the VA entrance.



2017 was an eventful year for the Fire Department. Although calls increased by 18% over the last two years, emergency response still remains their number one priority. The Department continues to focus on providing the highest level of customer service to the citizens of Roseburg. Emergency response personnel answered approximately 6,600 incidents this past year, an almost 8.5% increase. They welcomed five new employees, purchased a new staff vehicle, and contracted with Compliance Engine to ensure public safety through oversight of fire safety system maintenance. Additionally, the Department deployed personnel, equipment, and engines to multiple wildfires both in Oregon and California.



These included the North Umpqua Complex Fire and the Horse Prairie Fire as well as the devastating fires in Southern California. The Fire Marshall reviewed and completed over 360 site plans for the City and County building departments. Over 200 new business

registrations were reviewed and inspected as well. Department personnel participated in numerous public education events and tours including the Costco Safety Fair, YMCA, Family Development Center, Kuki Sister City, Cub Scouts, and several local schools. They also enjoyed participating in the Neewollah Parade, Veterans Day Parade and delivering Santa to the annual Christmas tree lighting ceremony.



The Police Department is working hard to fill the vacancies on their staff. They have focused a lot of their effort on recruiting lateral officers and hiring a few from other states. Lateral officers have already gone through the entry level basic police officer training course so they can begin working solo on the road more quickly. The Department still has at least three more vacancies to fill in order to bring them up to full staffing. K9 Iago retired in January after a long and successful career with his handler Master Officer Ryan Dingman; work will continue

in the coming months to choose the next K9.

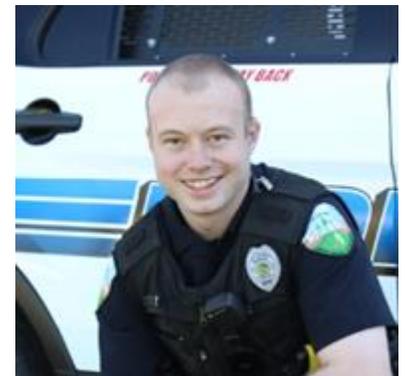


The Department purchased two new radar reader boards that include many helpful technology functions. These will replace the existing trailer that is several years old and not able to function reliably. These new boards are extremely helpful in calming and monitoring speed in residential and business areas and are also a great resource for construction zones.

This year the Roseburg Police Department and the National Alliance on Mental Illness co-sponsored the 5th Crisis Intervention Team Training session for Douglas County First Responders. This 40 hour training helps give officers a greater understanding of how to handle calls involving emotionally disturbed individuals and increases the ability of law enforcement to successfully manage such situations.



Master Officer Tony Powers went through the program and received special recognition for his leadership and efforts in this area. Officer Cameron Derrick was honored as Officer of the Year at the annual Optimist Club's Respect for Law Banquet. He was selected by his peers and immediate supervisors for his outstanding work and dedication to the department and his patrol colleagues.



With five active members, the Volunteers in Police Service (VIPS) contributed 2,518 hours to the community. They handled 256 abandoned vehicle complaints, issued 104 warnings for handicap parking violations, performed 22 vacation house checks, and assisted with traffic and parking control at special events. They've also helped as role players for police

officer training. VIPS continues to be a vital asset to the Police Department and the community.



The Department continues to enjoy a productive partnership with the Douglas County Juvenile Department and the RAYS/Youth Court Program. Utilizing the power of the peer court model, RAYS targets first-time offenders for substance abuse violations and misdemeanor crimes. In place since 2007, the program closed 106 cases while holding youth court sessions one day per week. RAYS has been successful due to the tremendous support it receives from the community in the form of donations from local businesses and the many hours contributed by dedicated youth and adult volunteers.



2018 will be another busy year for City staff and Council members as they work on four main goals: enhancing

housing and community development; implementing transportation policies; encouraging economic development and revitalization; and enhancing community livability and public safety. The most significant activities related to these goals are currently underway which include the Transportation System Plan, a Housing Needs Analysis, the creation of a new Urban Renewal Plan for East Roseburg, and the opening of a Roseburg Public Library in the former Douglas County Library facility.



Planning components will provide the framework for prioritizing transportation and housing needs for many years. They will guide land use and urban growth decisions in order to help the community as well as dictating safety and transportation improvements.

Reopening the library in Roseburg will be done in a much shorter timeline in order to provide service and programming for its users.

There are several projects in various phases of design that will be constructed in 2018. The first is The Fir Grove Splash Pad and Playground Improvements which is

already under construction. All of the equipment has been purchased and the contractor



began moving dirt in December. The project, which should be completed in June of 2018, was made possible through a combination of grants and hard work by both staff and local citizens who are dedicated to finally making this a reality. The project is the brainchild of recently retired Parks and Recreation Program Manager Barbara Taylor and could not have been possible without the Roseburg Rotary which raised over \$100,000 to provide matching funds for grants from the Oregon Parks and Recreation Department and several other generous grantors.



The second project, the Downtown Improvements Phase 2, will build on the improvements made in the downtown core in 2016. Intersection, lighting, ADA and pedestrian improvements

are planned for Jackson, Main, and Rose Streets between Cass and Lane Avenue. The project is currently being designed and is scheduled to go to bid in early 2018.

The third project is the Stewart Parkway/Edenbower Phase 2. This will include the addition of a second left turn lane from eastbound Stewart Parkway onto northbound Edenbower. The project is being financed using Urban Renewal funding and is scheduled to go to bid in the fall of 2018.

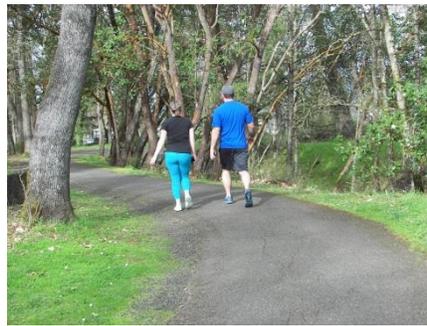


A fourth project is the Signal Coordination Improvements. A plan has been outlined and design is underway on this project to improve the connectivity and coordination of traffic signals on Garden Valley, Stewart Parkway and parts of Stephens Street. This project is expected to be put out for bid in the fall of 2018.

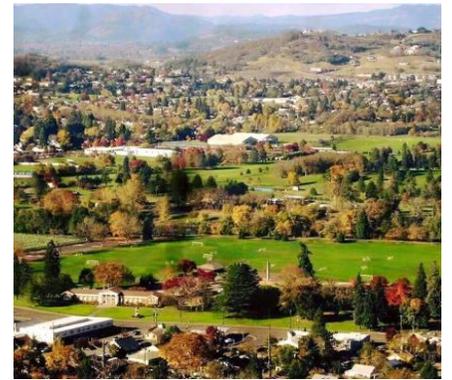


Fifth is the Precision Approach Path Indicator

(PAPI) Installation. This project has been awarded and construction is expected to begin in early 2018. The PAPI will be installed on runway 34 to improve safety and enable the City to request reinstatement of the nighttime instrument approach procedure, something that is vital to the entire community. Construction is expected to be complete in March of 2018.



And finally there is the Stewart Park Multi-Use Path Upgrades. The City has once again received a grant through the Oregon Parks and Recreation Department's Recreational Trails Program to improve and reconstruct another section of the path through Stewart Park. The section slated for reconstruction in 2018 runs from the VA entrance to the section that parallels I-5 through the disc golf area. The project will be designed in-house and is slated for construction in either early spring or late fall of this year.



While there is still much that may divide us, we know that political fights are too destructive and our language far too coarse. Instead we've chosen to work on ways to address the need for more housing and improved transportation and recreation. We'll also take a proactive role in community economic development and revitalization while developing policies that will enhance community livability and public safety. Together we can continue to make Roseburg one of the best small towns in Oregon.

Respectfully,

Mayor Larry Rich

*"The best small town in Oregon"*

## Message from the City Manager

In the Mayor’s State of the City message, he reflected back on the year 2017 and provided some insights into what’s ahead organizationally for 2018. Many of those reflections relate to Council policy decisions and how they impact our current decision making and long range planning. Alternatively, I will talk about operations from an organizational perspective.



The City of Roseburg as an organization strives to provide a high level of internal and external customer service every day. The “business” of local government is as diverse as the citizens that make up our community. It is clear our citizens, rate payers, and tax payers are customers, and the business of local government should meet the needs and demands of the customers as overseen by our elected officials. Quantifiable services like the water utility is pretty easy to measure. Quality of life services like access to parks, trails, and recreational activities, public safety and



transportation are much more difficult. To meet the needs of our customers, it is essential that we continually evaluate demand for City services and the cost of our service delivery models. Balancing the community’s ability to pay for services with the types of services being provided is essential for our organization.

As other forms of government, from the State to counties and school districts, struggle to work together to provide consistent, reliable and adequate funding mechanisms for their services, the City has generally been able to match current resources to the services identified in our long term organizational and operational plans. There continues to be one service/funding issue that we have not resolved as of yet, and that relates to funding for our transportation system.



For a community our size, we have historically been able to keep up with our transportation maintenance costs and some new construction through various partnerships with the State of Oregon and our Urban Renewal District. Much of that funding has been reduced or eliminated and the current Urban Renewal area funding in its current form will end in 2019.



Council recently authorized staff to pursue the formation of a new Urban Renewal area that will encompass an area beginning at Stephens Street and Diamond Lake Boulevard and running eastward bounded generally by Douglas Avenue on the south and a few blocks north of Diamond Lake on the north. The plan area will run eastward almost to the City limits.



In addition to day to day operations, Council has provided staff with some guidance for enhancing operations and targeting resources towards achieving four goals that were adopted in April 2017 for the 2017-19 biennium.

The 2017-19 goals adopted by Council are:

- Support and adopt policy development and implementation to enhance housing and community development.
- Develop and implement transportation funding policies to meet identified community needs.
- Take a proactive role in community economic development and revitalization.
- Develop programs and policies to enhance community livability and public safety

After adoption, staff identified six to seven action items relating to the individual goals that will allow us to measure our progress and determine if we meeting City Council's goals. Many of those action items were initiated in fiscal 2017 and will be worked on and completed over the next two years.

Each of these goals are inter-related and have led us to reach out more to individuals and businesses in the

community to gather information and input so that policy development takes local opinions into consideration. We work closely with our citizen committees and commissions to gather and share public opinion and synthesize the information we receive as they make recommendations to Council. During 2016 we began using social media as a communication strategy with Facebook pages for our Police Department, Fire Department and general Administration as well as better utilizing traditional media sources to keep the community informed as Council policy decisions are being formulated and adopted.



Work has been initiated related to a housing needs analysis and buildable lands inventory to better identify opportunities for housing development and land use. Staff is working to determine if our current urban growth boundary is sufficient to meet the community's needs in addition to reviewing our current land use requirements to make sure that infill

development can occur efficiently and economically.

Housing availability ties directly into economic development and community revitalization. The community has seen a tightening in the



housing market with very low vacancy rates in the rental markets and insufficient construction to meet the demand for single family homes. The single family market has been bolstered by new construction in the last two years, but virtually no multi-family is being constructed. Lack of available housing has impacted businesses ability to attract and retain new employees economically, so we continue to work within the community to encourage building opportunities.

Any local discussion on community revitalization, community development and economic development would not be complete without mentioning the work being done to reopen the library. Since the libraries closed last spring the City has been working with Douglas County and the community to determine how best to reopen the former headquarters library as a stand-alone Roseburg Public Library for



# Carbon Monoxide Safety



Often called the silent killer, carbon monoxide is an invisible, odorless, colorless gas created when fuels (such as gasoline, wood, coal, natural gas, propane, oil, and methane) burn incompletely. In the home, heating and cooking equipment that burn fuel can be sources of carbon monoxide.

## Why is carbon monoxide harmful?

- It displaces oxygen in the blood and deprives the heart, brain, and other vital organs of oxygen

## What are the risk factors of carbon monoxide?

- Carbon monoxide fumes are dangerous and may be deadly. Especially at risk are:
  - Unborn babies
  - Infants
  - Older adults
  - People who smoke
  - People with chronic heart disease, anemia or respiratory problems

## FACTS

- ✓ A person can be poisoned by a small amount of CO over a longer period of time or by a large amount of CO over a shorter amount of time.
- ✓ There are more than 10,000 injuries annually from carbon monoxide

## Why should my home have carbon monoxide alarms?

- According to the *Journal of the American Medical Association*, approximately 2,100 people die from carbon monoxide poisoning every year in the United States
- Fuel burning home heating and cooking equipment are sources of carbon monoxide
- Car exhaust in an attached garage may leak carbon monoxide into the house even with the main garage door open

For the latest information regarding the City of Roseburg Fire Department, please visit our website at [www.cityofroseburg.org](http://www.cityofroseburg.org) or like us on Facebook at [www.facebook.com/roseburgfire](https://www.facebook.com/roseburgfire). For additional information or questions, please call our office at 541.492.6770.



## What types of carbon monoxide alarms are available?

- CO alarm: Activated by CO
- Smoke/CO alarm: Activated by smoke or CO, and
- Gas or Explosive Gas/CO alarm: Activated by CO, propane, or natural/methane gas.

CO alarms must be battery operated or receive their primary power source from the building wiring with a battery back-up. Plug in devices must have a battery back-up.

## What are symptoms of carbon monoxide poisoning?

- Initial symptoms are similar to the flu but without the fever:
  - Headache, fatigue, shortness of breath, nausea, dizziness, skin may turn bright red
- Severe symptoms include:
  - Mental confusion, vomiting, loss of muscular coordination, loss of consciousness, ultimately death

## Where do I install carbon monoxide alarms?

- On each level of your home with sleeping areas
- In each bedroom or within 15 feet outside each sleeping area
- Install alarms according to the manufacturer's instructions

## How often do I replace my carbon monoxide alarm?

- Most carbon monoxide alarms have a five year limited warranty
- Manufacturers recommend replacing alarms five years from date of production

## How do I keep my carbon monoxide alarm working?

- Test alarms monthly
- Vacuum alarms regularly to remove dust and cobwebs
- Never disconnect or remove alarm batteries for other use
- For battery operated alarms, replace the 9-volt or AA batteries at least once per year
- Carbon monoxide alarms are not required to have a 10-year battery
- Carbon monoxide/smoke combination alarms are not required to have a 10-year battery

## What should I do when the carbon monoxide alarm sounds?

- Don't ignore the alarm! It is intended to warn household members before they experience symptoms
- Move everyone outside to fresh air and call for help from a fresh air location:
  - If anyone is experiencing symptoms of carbon monoxide poisoning, call 9-1-1
  - If no one has symptoms, ventilate the building and contact a qualified service technician
- Have all home equipment powered by fuels such as gas, wood, coal, natural gas, propane, oil, or methane inspected by a qualified technician
- Have fuel-burning heating equipment and chimneys inspected by a professional every year before cold weather sets in

For more information on Oregon's carbon monoxide law, visit:

[http://www.oregon.gov/OSP/SFM/CommEd\\_CO\\_Program.shtml](http://www.oregon.gov/OSP/SFM/CommEd_CO_Program.shtml) or call 503-934-8228

Information courtesy of the Office of State Fire Marshal, NFPA, and Roseburg Fire Department.

## Roseburg Fire Department Provides Assistance During Devastating Wildland Fires

Roseburg Fire Department responded to calls for service this past fall as agencies across Oregon and California requested assistance to battle wildland fires within their regions or states. The department has provided personnel and resources to assist with the following wildland fires:

- ❖ North Umpqua Complex Fire – Douglas County, Oregon - DFPA – August
- ❖ Horse Prairie Fire – Douglas County, Oregon - DPFA – August to September
- ❖ Chino Fire – Chino, California - CAL Fire – October
- ❖ Thomas Fire - Ventura County, California - CAL Fire – December

Roseburg Fire Department appreciated the opportunity to assist multiple agencies with defending and protecting structures throughout Douglas County, the State of Oregon, and the State of California.



## Roseburg Fire Department K-9's Will Be Missed



This past October and December brought the unfortunate passing of both our recently adopted department Public Relations K9's. It was with a heavy heart, that we announced the untimely passing of Hank and his brother Cascade (Cade.) Both K9's joined our department in May of 2017, when their partner, Battalion Chief Chris Sutton, was hired by our department. Both dogs participated recently in public education presentations for the department including the KuKi City visit. Cascade also participated in the 2017 Veteran's Day Parade. Hank passed away due to complications from Leukemia and Cascade (Cade) passed away from cancer. Both dogs were raised and trained by their owners Chris and Hannah Sutton. Our thoughts are with Chris and Hannah during this difficult time. Both dogs will be forever missed.

### Hank



Hank, a 8-year-old yellow Lab, was a certified FEMA Search and Rescue dog who participated in the National Urban Search and Rescue Response System. He had participated in numerous missing party searches as well as a search and rescue assignment from an avalanche in Colorado.



### Cascade



Cascade, a 12-year old Golden Retriever, was a retired live find, air scent dog certified by Colorado Rapid Avalanche Deployment (CRAD) for search and rescue. After retiring at age 9, he resumed work with special needs populations, in schools and the fire service.



## Online Payment Services Enhancement Coming



Welcome to our online payments website!  
The following services are available:  
• View and pay utility billing accounts online.

As part of an ongoing effort to provide improved customer service, the Finance Department is excited to announce that it is partnering with a new third-party vendor to provide enhanced online payment and utility account management services. In the coming months, City utility customers will be able to:

- Make one-time payments without the need of setting up an online account; all that will be needed is the account number from the paper bill.
- Register to use a customer portal that will enable the account holder to:
  - set-up paperless billing,
  - manage eBill notifications,
  - view past bills,
  - set-up and manage monthly autopay, and
  - manage and pay multiple accounts.

- Pay-By-Text provides the account holder the ability to securely review a bill summary and pay via text message.
- Receive bill ready email notifications that permit the account holder to view and pay their bill online via a web link which takes customers to their customer portal.
- Receive secure PDF ebills that permit the account holder to securely view and pay their bill directly from a PDF attachment in their email inbox.
- Make Interactive Voice Response (IVR) payments; account holders will be able to dial a toll-free number dedicated to the City to make self-service payments 24x7. Multiple languages will be supported including English and Spanish.

As a matter of course, the new platform will follow all security measures required through Visa and MasterCard guidelines, be PCI level 1 compliant and will meet SSAE16 compliance.

In addition to managing and paying City utility accounts online, customers will be able

to make payments to the Roseburg municipal court as well.



The City will promote the new service closer to the rollout of the new services and so please stay-tuned for more information.

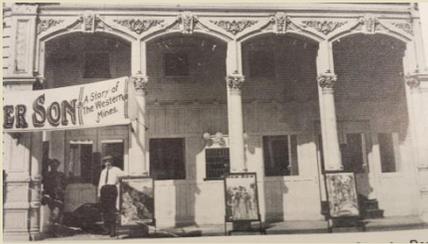
## 100 Years Ago (January - June 1918)

*Recorder - R.L. Whipple  
Mayor - Napoleon Rice*

**Ordinance No. 687** - Providing for the suppression of venereal disease. Venereal diseases are dangerous to public health such as: syphilis, gonorrhea and chancroid, hereinafter designated venereal diseases, are recognized and declared to be contagious, infectious, communicable and dangerous to the public health.



**Ordinance No. 688** - It is unlawful for any person to utter or publish any seditious, traitorous and disloyal words, agitations and acts against the United States Government within the city of Roseburg, Oregon, whereby the peace, dignity, good order or general welfare of said city is or may be disturbed.



**Ordinance No. 690** - It is unlawful for any male person in the City who is physically fit to perform some useful service remain idle during the period of the war, and all such persons shall, during such period be habitually and regularly engaged in some lawful, useful and recognized business, profession, occupations, trade or employment for at least thirty six hours per week, and any person refusing to be so employed shall be deemed guilty of a violation and be punished by a fine or by imprisonment in the jail for a period not exceeding fifty days.

**Ordinance No. 691** - Levying assessment for the improvement and establishment of the grade of Rose Street from the North Line of Washington Street to the South line of Douglas Street.

## Electronic Waste (E-Waste)



Technology is ever changing and that means newer models of our favorite electronics are being released at a rapid pace. Consumers are rushing out to purchase the latest version as soon as they are released. This holiday many people received and gifted new smart phones, computers, tablets and other electronic devices.

Have you ever wondered what will happen to all of those now outdated electronics? Besides getting throw in a drawer to collect dust or sold online, many people will opt to throw out their old electronics. This waste is referred to as E-Waste, or Electronic Waste, and according to The Balance, is the fastest growing segments in the municipal solid waste stream. Even more remarkable is that nearly all of the e-waste reported is recyclable.

Here in Oregon, Monitors, TVs, and all computers have been banned from all of Oregon landfills since January 1, 2010. Electronics should be recycled instead of thrown away.



### Where can I recycle my E-Waste?

Good Will Industries  
241 NE Rifle Range Road  
Roseburg, OR 97470  
541-673-6032

Toner Cartridges:  
Best Toner Cartridge  
Owner: Pete Sudduth  
541-440-9088

### How do I recycle my E-Waste?

- Don't smash, destroy, or break items prior to drop off
- Do remove personal data from cellphones, computers, and smart devices before dropping off

- If you are unsure on how to wipe your device clean, call the company you purchased it from for steps on how to proceed

For more information on where and what to recycle in Douglas County, visit <http://www.recyclepower.org/default.asp>

## References

<https://www.thebalance.com/e-waste-recycling-facts-and-figures-2878189>

<http://www.recyclepower.org/default.asp>



## Ordinances

*The following are ordinances passed by the Roseburg City Council during the last six months of calendar year 2017.*

**“ORDINANCE”**: A written directive or act of a governing body. Ordinances have the full effect of law within the local government’s boundaries, provided they do not conflict with a state statute or constitutional provision. An ordinance has two public readings during City Council meetings prior to being voted on by the Council. An

ordinance becomes effective 30 days after the second reading, unless an emergency is declared which enables the Ordinance to become effective immediately.

**Ordinance No. 3487**: “An Ordinance Amending Certain Chapters, Articles and Sections of the City of Roseburg’s Land Use and Development Regulations,” adopted July 24, 2017.

**Ordinance No. 3488**: “An Ordinance Annexing 2.92 Acres of Property at 1930 SE Stephens Street, Withdrawing the Property from Douglas County Fire District 2 and Amending the Roseburg Comprehensive Plan Map and Zoning Map,” adopted August 28, 2017.

**Ordinance No. 3489**: “An Ordinance Annexing 4.28 Acres of Property at 1670 W Lookingglass Street and 0.387 Acres of Right-of-Way from Lookingglass Street, Withdrawing the Property From Douglas County Fire District 2 and Amending the Roseburg Zoning Map,” adopted August 28, 2017.

**Ordinance No. 3490**: “An Ordinance Amending Roseburg Municipal Code Sections 9.16.005 and 9.16.040.C. Regarding Hotel / Motel Occupancy Taxes,” adopted September 25, 2017.

**Ordinance No. 3491**: “An Ordinance Amending the Roseburg Urban Area Comprehensive plan adopting

by reference the Douglas County Multi-Jurisdictional natural hazard mitigation plan,” adopted December 11, 2017.

**Ordinance No. 3492**: “An Ordinance Amending Sections 7.04.050 and 7.04.210 of the Roseburg Municipal Code regarding Derelict Building Inspections,” adopted December 11, 2017.



**Ordinance No. 3493**: “An Ordinance Amending Sections 7.06.100 and 7.06.105 of the Roseburg Municipal Code Regarding Abatement and Registration of Derelict Buildings,” adopted December 11, 2017.

## Resolutions

*The following are the resolutions passed by the Roseburg City Council during the last 6 months of calendar year 2017.*

**“RESOLUTION”**: An order of a governing body; requires less legal formality than an ordinance. Statutes or City Charter specify which actions must be by ordinance and which may be by resolution. For cities, revenue-raising measures such as taxes,

special assessments and services charges are imposed by ordinance; fee amendments, however, are made by resolution. Prior to adoption, a resolution only needs to be read before the City Council once (by title only, if no member of the Council objects).

**Resolution No. 2017-16:** “A Resolution Authorizing Acceptance of a Grant Offer from the Federal Aviation Administration in the Maximum Amount of \$500,000 to be Used Towards the Airport Master Plan and Airport Layout Plan Update and Obstruction Mitigation Plan in the Development of the Roseburg Regional Airport,” adopted July 24, 2017.



**Resolution No. 2017-17:** “A Resolution Authorizing Acceptance of a Grant Offer from the Federal Aviation Administration in the Maximum Amount of \$250,000 to be Used Towards the Airport Obstruction Mitigation and PAPI Installation in the Development of the Roseburg Regional Airport,” adopted August 14, 2017.

**Resolution No. 2017-18:** “A Resolution Rescinding Resolution No. 2002-11 and Adopting the City of Roseburg’s Disadvantaged Business Enterprise (DBE) Program and the 2018-2020 DBE Program Goal,” adopted August 28, 2017.

**Resolution No. 2017-19:** “A Resolution Adopting Findings, Approving an Alternate Contracting Process, and Creating an Exemption to the Competitive Bidding Requirements of ORS Chapter 279C For the Proposed Seismic Upgrades for Roseburg Fire Stations 2 and 3,” adopted September 25, 2017.

**Resolution No. 2017-20:** “A Resolution Concerning the Fair Housing Policy of the City of Roseburg,” adopted September 25, 2017.

**Resolution No. 2017-21:** “A Resolution Adopting a Limited English Proficiency Plan,” adopted September 25, 2017.

**Resolution No. 2017-22:** “A Resolution Adopting the Section 3 Plan to Comply with 24 CFR, Part 135 of the United States Department of Housing and Urban Development Section 3,” adopted September 25, 2017.

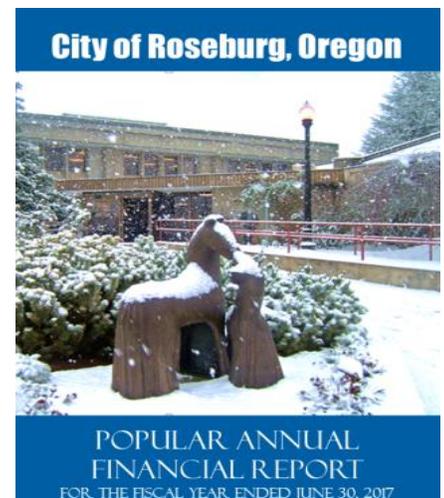
**Resolution No. 2017-23:** “A Resolution Amending Resolution No. 92.13 to Add Social Gaming License Fees,” adopted December 11, 2017.



**Resolution No. 2017-24:** “A Resolution Authorizing an Application for Community Development Block Grant Funds for Business Oregon’s Regional Housing Rehabilitation Program,” adopted December 19, 2017.

Complete copies of, or more information regarding City Ordinances and Resolutions may be obtained through the City Manager’s Office on the third floor of City Hall, 900 SE Douglas Avenue, Roseburg; by calling 541-492-6866 or requested via e-mail sent to [ktate@cityofroseburg.org](mailto:ktate@cityofroseburg.org).

**3<sup>rd</sup> Popular Annual Financial Report (PAFR) Available on City Website**



The City is pleased to announce that it has produced its third Popular Annual Financial Report (PAFR) for the fiscal year ending June 30, 2017. The report is designed to provide transparency and accountability of City financial information by providing a summary view of financial activities of the City that are reported in much more detail in the City's Comprehensive Annual Financial Report (CAFR). The report is specifically designed to be readily accessible and easily understandable to the general public and other interested parties without a background in public finance.



The City is proud to have received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the past twenty-four consecutive years and now the Award for Outstanding Achievement in Popular Annual Financial Reporting for the 2<sup>nd</sup> consecutive time.

It is our belief that participation in GFOA award programs enhances our

citizen's understanding of Roseburg finances. Attaining these awards demonstrates our belief that sharing financial information in formats consistent with the highest standards in governmental financial reporting is the best way to achieve financial transparency.

Being good stewards of the taxpayer's monies is a main focus of the Finance Department, but that alone is not enough; we strive to develop healthy partnerships with the community and to be transparent with the City's finances and it is our hope that the PAFR will help us meet this goal.

The PAFR can be found online at [www.cityofroseburg.org/departments/finance/pafr-report](http://www.cityofroseburg.org/departments/finance/pafr-report) or in order to obtain a copy you can email the Finance Department at [finance@cityofroseburg.org](mailto:finance@cityofroseburg.org).

## Changes to the Derelict Building Ordinance

Within the last year a special emphasis has been placed on enforcing the City's derelict building ordinance. Derelict buildings are defined by city code as any building or structure which is unoccupied and boarded or which is unoccupied and unsecured. Old code standards required

owners of a derelict building to register the structure with the City in an effort to develop a plan to either repair the substandard conditions or demolish the structure. Initial application fees and monthly registration fees are designed to promote an incentive for those who own a derelict building to rectify the situation.



Unfortunately, many of the derelict homes the City has been involved with include owners who are deceased, cannot be located, or are unwilling to cooperate. In many situations the structure is in a state of pre-foreclosure. This creates ownership difficulties with lending institutions that have an interest in the structure and property, but are not necessarily the legal owner and therefore unwilling to register the building.



These unsecured derelict structures attract squatters who further damage the property, structure and values of the neighborhood. Considerable resources are spent addressing neighborhood complaints and dealing with law enforcement issues that often accompany these locations. As of this date, approximately \$17,000 has been spent in order to clean-up and secure 15 different residential buildings throughout the City. Additional funding is expected to be spent on demolition costs for two of the homes which have been further condemned by the Building Official.



As we have increased our efforts involving this issue, we discovered four ways in which we could improve the effectiveness of the derelict building ordinance. These changes were incorporated into the existing ordinance and presented to City Council. City Council adopted the proposed amendments on December 4, 2017. Changes to the ordinance will provide the City with the ability to: 1) More effectively secure derelict structures; 2) Give the City the ability to register the derelict building and begin

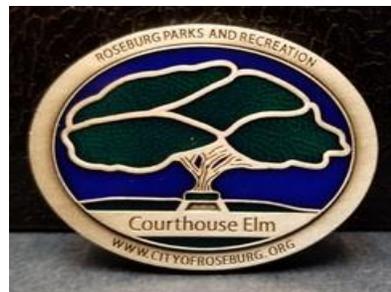
assessing appropriate fees if the owner is deceased, cannot be located, or unwilling to cooperate; 3) Speed the process in which a lien can be filed on delinquent accounts and; 4) Give greater inspection authority to the City Compliance Officer.



These new changes will provide the City with the ability to help hold property owners and lending institutions responsible for repairing or removing derelict structures on private properties, while costing the public less money to address the problem.

If you have any questions regarding derelict buildings or the new process in which derelict buildings will be enforced, please contact the Community Development Department at 541-492-6750.

## Winter and Spring Recreation Programs



2017 Geocache Coin

On Saturday, February 3, 2018, come join the fun as Roseburg Parks & Recreation holds their next geocaching event from 9:00 a.m. to 3:00 p.m. at the Windmill Inn of Roseburg's meeting room. This event will kick-off the eighth (8<sup>th</sup>) **'Discover Roseburg / Land of Umpqua'** geocache challenge which involves locating 5 actual caches and 15 virtual caches, and correctly answering a question related to each site. After locating the sites and answering each question, participants will return their completed 'passport' and be awarded a limited edition (200 available) 'Discover Roseburg / Land of Umpqua' geocoin. There is a new geocoin being minted for this year's event.



**Discover Roseburg 8  
Geocache Series  
Kick-off Event**



**Saturday, February 3, 2018**  
9:00 am - 3:00 pm

**Windmill Inn of Roseburg**  
1450 NW Mulholland Drive  
Roseburg, Oregon 97470 (Exit 125)

Ask for the "Geocaching" rates when making your hotel reservation!

BEGINNERS  
WELCOME

FREE

Geocaching is a high-tech treasure hunt using GPS devices. The basic idea is to locate hidden containers, called geocaches, located outdoors and then share your experiences online. Geocaching is enjoyed by people of all ages, come join the fun!

Special Thanks to: Windmill Inn of Roseburg

Sponsored by Roseburg Parks & Recreation  
For more info call 541-492-6730

Geocaching is a high-tech treasure hunting game enjoyed by adventure seekers young and old who are equipped with a global

positioning system (GPS) and the desire to have some outdoor fun. After the initial kick-off event, passports and coins will be available at Roseburg City Hall (1<sup>st</sup> floor). This is a free event, open to the public, and beginner geocachers are welcome!



**Low Impact Fitness**, co-sponsored by ATRIO Health Plans, takes place at the Boys & Girls Club in Roseburg. Classes are held from 9:00 a.m. to 9:45 a.m. on Tuesday and Thursday mornings. This program gives participants an opportunity to socialize while enjoying a light exercise routine. Participants should wear loose, comfortable clothing and good walking shoes. There is a \$1 fee per class on a drop-in basis, and no time commitment or advance registration is required.

**Low Impact Fitness**

Tuesdays & Thursdays 9:00 – 9:45 am  
Boys & Girls Club  
(1144 NE Cedar, Roseburg)  
\$1.00 per class / drop-in basis  
Begins Tuesday, October 3rd

Join us

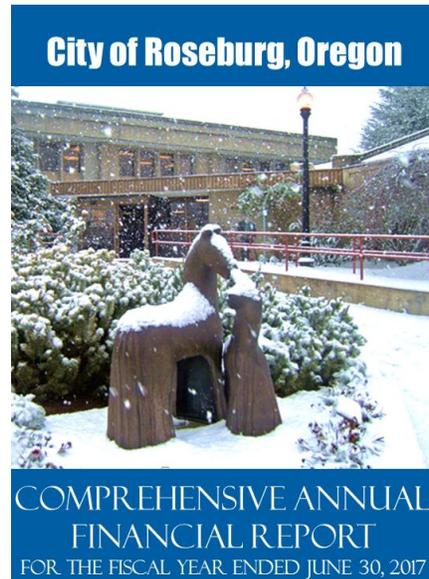
- Come exercise in a fun group atmosphere!
- Workouts change daily so every day is a new exciting workout
- Convenient drop-in basis / come when you can!

Sponsored by:  
Roseburg Parks & Recreation & ATRIO Health Plans

For information call 541-492-6730 or visit [www.cityofroseburg.org](http://www.cityofroseburg.org)

## Comprehensive Annual Financial Report (CAFR) Annual Audit Earns a “Clean Audit” is Available on the City Website

The City completed and issued its Comprehensive Annual Financial Report (CAFR), or audit, for the fiscal year ending June 30, 2017, in December.



The report presents the financial position of the City as of June 30, 2017 and consists of management’s representations concerning the finances of the City at this date. The responsibility for both the accuracy of the data and the completeness and fairness of the presentation rests with the City administrative staff. To provide a reasonable basis for making these financial representations, management

has established an internal control structure designed to safeguard City assets against loss, theft or misappropriation, and to ensure the reliability of financial records for preparing financial statements in conformity with generally accepted accounting principles (GAAP).

State law requires an annual independent audit of City’s financial records. Neuner, Davidson, Cooley & Rapp, LLC, a firm of licensed public accountants, conducted the audit in accordance with generally accepted auditing standards. The goal of the independent audit was to provide reasonable assurance that the financial statements of the City for the fiscal year ended June 30, 2017 are free of material misstatement. The independent auditor concluded there was a reasonable basis for rendering an unqualified opinion [commonly known as a “clean audit”] that the City’s basic financial statements for the fiscal year are fairly presented, in all material respects, in conformity with GAAP.



The City earned its 24<sup>th</sup> Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for its 2016 Comprehensive Annual Financial Report (CAFR). The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. The City has submitted its 2017 CAFR for review by GFOA for recertification.

The City's 2017 CAFR (Audit) may be reviewed online at <http://www.cityofroseburg.org/departments/finance/annual-financial-report/>

## Roseburg Police K-9 Retirement



The Roseburg Police Department is proud to announce the retirement of Police Canine Iago. Iago is a German Shepherd that was born on November 1, 2007. Iago came to work for

the Roseburg Police Department in October of 2011. His first day of patrol was December 4, 2011. However, his first deployment as a Roseburg Police Department Canine was the day before, when he was called out to track a suspect who fled from State Police in Winston. That was the first of many successful deployments for Iago, as his career led to 214 total deployments. During his time with the police department, Iago had 182 successful deployments, that resulted in 178 suspect apprehensions, and the location of 5 missing people.



Along with locating people, Iago had also found various items of evidence, to include: guns, cell phones, suspect clothing, victim clothing and various other items. Iago looks forward to retiring and finally being able to live and play as a dog with Officer Ryan Dingman and his family.



A retirement open house reception was held at the Public Safety Center Umpqua Conference Room on January 18, 2018 to allow members of the community to say farewell.

Future events where you can meet the Police K9 Teams will be:

- February 25<sup>th</sup> at Backside Brewing Co. for the Hops for K9 Cops event. This event allows people to eat while the Police, Douglas County Sheriff and Umpqua Search and Rescue Canines mingle with people, answer questions, tell stories and provide small demonstrations.
- April 29<sup>th</sup> at Doc Stewart's Legion Field for the Unleashed Event. This event has grown each year to showcase the talents of our working canine forces for the Police, Douglas County

Sheriff, Umpqua Search and Rescue and typically a team from Springfield. Spectators safely watch live demonstrations from the stands while the K9s are on the field biting, pursuing, tackling, jumping in and sometimes over vehicles, springing from police vehicles and finding lost items and people. Each year a new limited edition t-shirt is created to showcase a canine. 2018's shirt will feature retired Police K9 Iago.

- June 30<sup>th</sup> at Stewart Park for the Police Pursuit K9 Fun Run and Walk. This is a unique race that allows registrants to run or walk with their friendly, leashed canine companion. There is opportunity to meet the Police and

Douglas County Sheriff K9 teams at the event.

- September 15<sup>th</sup> at Melrose Vineyard for K9s in the Grapevines event. This event gives people an opportunity to enjoy great food and wine while meeting the Police and Douglas County Sheriff K9 teams, watching demonstrations, question and answer time and meeting the teams up close.

You can find information regarding any events on the City website by going to: <http://www.cityofroseburg.org/departments/police-department/k9-program/> or by visiting the Friends of Umpqua Valley Police K9 Programs website at [www.uvk9.org](http://www.uvk9.org) or liking their Facebook page.

## Winter Safety Tips from the Roseburg Police Department

Winter is here and during this season we would like to share some crime prevention tips as well as general safety information for your consideration. While you are out and about or shopping, remember these tips:

- Be aware of and scan your surroundings when walking to and from your vehicle.
- Always lock your vehicle doors and park in well-lit areas within view of other shoppers and surveillance systems.
- Make frequent stops at home to offload your purchases in order to decrease the amount of merchandise you are making available to criminals.



- If you do leave unattended merchandise in your vehicle, make sure to cover the items up with a blanket or store them in an area of the vehicle that is out of sight.
- Limit the amount of cash you carry and don't advertise large amounts of cash at store checkout stands.
- Never leave your purse unattended in a shopping cart; it only takes seconds for criminals to take it from you.



- For those who are shopping online and are expecting deliveries at home, remember to collect those packages dropped off at your door. These packages are regular targets of theft.
- Never give out your social security number, date of birth; credit or debit card numbers out over the phone unless you initiate the call to a trusted business. Online and telephone scamming is becoming big business.



- Never cash a check sent to you as part of an “online” job or telephone call solicitation. There are several popular scams involving criminals deceiving citizens into cashing forged checks and then sending most of the money back to the criminal. The citizen ends up paying

the entire amount of the forged check.

## Traveling Tips

- Make sure to notify someone you trust of your travel plans and itinerary.
- Make sure your vehicle is well maintained and ready for the trip.
- Pack an emergency vehicle kit, extra food, water and clothing.



- Have someone you trust check on your property while you are away.
- **Do not** use social media to post that you will be out of town. Burglars love those opportunities!

Wait until you return home to post photos of your out of town adventures on social media.

## Public Works Project Updates

The Public Works Department completed several capital

improvement projects in 2017, including upgrades to the transportation, storm drainage, parks and water system. Some of these projects were very visible, i.e. the South Stewart Parkway Improvements. While others were hardly noticed – projects such as lining failing storm drainage lines on Chestnut and Lane Avenues. Still others may have been smaller projects that are greatly appreciated by the public – upgrades to the restrooms and multi-use paths within Stewart Park. And while it's been a busy year, there is even more to come in 2018.

**The following is a short description of just some of the projects in the works for 2018:**

### ***Fir Grove Splash Pad & Playground Improvements.***

The long awaited splash pad and playground at Fir Grove Park are under construction. All of the equipment has been purchased and the contractor began moving dirt in December. The project is scheduled to be complete in June 2018. This project has been made possible through a combination of grants and hard work by both staff and local citizens dedicated to making this a reality.



**Downtown Improvements Phase 2.** This project will build on the improvements made as part of the improvements made in the downtown core in 2016. Intersection, lighting, ADA and pedestrian improvements are planned for Jackson, Main and Rose Streets between Cass and Lane Avenue. This project is currently being designed and is expected to bid this spring. Funding is being provided via the Urban Renewal Fund.



**Stewart Parkway/Edenbower Improvements Phase 2.** This project will include the addition of a second left turn lane from eastbound Stewart Parkway onto northbound Edenbower. The project is being constructed utilizing Urban Renewal funding and is scheduled to go to bid as soon as all of the required right-of-way has been acquired.



**Garden Valley – Fairmount to Stephens Overlay Project.** This project involves replacing the ADA ramp improvements and a grind/inlay on this section of Garden Valley Boulevard. Funding is via the Urban Renewal Fund. The project is scheduled to bid in early 2018 with construction during the spring and summer.



**Signal Coordination Improvements.** A plan has been outlined and design is underway on a project to improve the connectivity and coordination of traffic signals on Garden Valley, Stewart Parkway, and parts of Stephens Street. This project is expected to bid in the fall of 2018.



**Airport Master Plan and Airport Layout Plan Update.** Staff is currently working with a consultant and an advisory committee to update the short

and long range plans for the airport. This effort is expected to take 18 months and is funded via two grants, one from the Federal Aviation Administration (FAA) and one from the Oregon Department of Aviation, as well as Airport Funds.



**Precision Approach Path Indicator (PAPI) Installation.** This project has been awarded and construction is expected to begin in early 2018. The project will install a PAPI on Runway 34 to improve safety and enable the City to request reinstatement of the nighttime instrument approach procedure, which is vital to the community as a whole. Construction is expected to be complete in March.





**Templin Beach Restroom Replacement.** The City has awarded a project to replace the existing restrooms at Templin Beach Park. The current location is unsuitable and causes the restrooms to be underwater annually when the South Umpqua River rises in the winter. The new location is on higher ground and should alleviate this issue. Construction is scheduled to begin in early 2018. The project is being funded via a grant from the Oregon State Marine Board with matching funds provided by the Urban Renewal Fund.

**Stewart Park Bank Stabilization.** High water in 2015 caused extensive damage to the river bank within Stewart Park. The erosion continues and has endangered the main irrigation pumping pad in the area. A project has been designed and submitted for permitting to stabilize the river bank and replace the lost material with natural materials that will help prevent this from reoccurring. The project is being funded through a FEMA grant with matching funds from the Park Improvement Fund.

**Deer Creek Path Bank Stabilization.** The same winter storms that eroded the bank near Stewart Park also damaged a section of riverbank near the multi-use path between Deer Creek and Gaddis Park. This project will utilize the same type of solutions as the Stewart Park Bank Stabilization Project and is also funded through a FEMA grant and the Park Improvement Fund. Both of these projects will be bid as soon as regulatory permits are secured, with work occurring between July and September of 2018.



**Stewart Park Multi-Use Path Upgrades.** The City has once again received a grant through the Oregon Parks and Recreation Department's Recreational Trails Program to improve and reconstruct another section of the path through Stewart Park. The section slated for reconstruction in 2018 runs from the VA entrance to the section that parallels I-5 through disc golf. The project will be designed in-house and slated for construction in either early spring or late fall to avoid the busiest season for path usage.

**Water System Telemetry Upgrades.** This multi-phase, multi-year project will vastly improve the water treatment plant operators' abilities to monitor and control the pumping and reservoir system.

**Reservoir Complex Yard Piping Phase 3.** The third phase of this project to replace deteriorating transmission mains in and around the main reservoir complex has been awarded and is scheduled to begin in early 2018.



**City Hall Second Floor Remodel.** In an effort to provide increased security and better customer service, the City has bid a project to remodel the main floor of City Hall. If awarded, construction will begin in early 2018.



**Fire Stations 2 and 3 Seismic Upgrades.** The City is currently in the process of selecting a consultant to provide Construction Management/General Contractor services for this

project to upgrade two existing fire stations to current seismic standards. Both of these projects have been made possible via grants through the Oregon Emergency Management Department.



## Roseburg Police Award



On October 4th, 2017, Roseburg Police Master Officer Tony Powers was awarded the Crisis Intervention Team (CIT) First Responder Award, at the Northwest Regional CIT Conference in Bend.

Master Officer Powers was instrumental in working with our local National Alliance on Mental Illness (NAMI) Chapter to establish the Douglas County CIT training program, and has continued to lend his support to ongoing CIT classes as well as provide expertise to our local NAMI

chapter. Master Officer Powers developed a program where a Therapist rides with him on patrol once a week, and together they respond to CIT dispatches. This provides the opportunity to bring immediate treatment to someone in mental health crisis; this therapy can decrease the likelihood of officers having to take someone in mental health crisis to the hospital or jail. Master Officer Powers has embraced the role of a community health care and partnership advocate for our community's mentally ill citizens.



Master Officer Powers said he was, "honored and humbled to have received this award."

Roseburg Police Chief Jim Burge said, "Tony is very deserving of this award. At a time when there was a lack of local mental health services, the community was left to find solutions, and it was during this time that Roseburg Master Officer Tony Powers stepped in to seek a partnership with our wonderful and caring local NAMI chapter and mental health

professionals, which has benefited our community."

## Business Registration Commonly Asked Questions

The City of Roseburg requires registration of those who come into the City limits to sell a product or service.

### FREQUENTLY ASKED QUESTIONS:

**How do I register?** Business Registration applications are available for pick up at City Hall or can be obtained from our website:

<http://www.cityofroseburg.org/doing-business/business-registrations/>

**How much does it cost?**

\$130 one-time non-refundable fee (No annual renewal)

**My business is out of my home and/or mobile, do I have to register?** Yes, as

you are providing a service or product inside city limits.

**We are buying a business; can we just use the previous owner's business registration?** No, the new

owner will need to complete a new registration.

**We have recently moved locations; do I need to register again?** If a business

opens another location or moves to a new location, registration and fee are again required.

For more info, contact the City Manager's office at 541-492-6866.

## CITY CONTACTS

Located at 900 SE Douglas Avenue unless otherwise noted:

Web Page: [www.cityofroseburg.org](http://www.cityofroseburg.org)

|  | <u>Phone</u> | <u>Email Address</u>   |
|--|--------------|--|
| <b>City Manager</b> Lance Colley                   | 541-492-6866 | <a href="mailto:lcolley@cityofroseburg.org">lcolley@cityofroseburg.org</a>       |
| <b>City Recorder</b> Sheila Cox                    | 541-492-6866 | <a href="mailto:scox@cityofroseburg.org">scox@cityofroseburg.org</a>             |
| <b>Community Development Director</b> Stuart Cowie | 541-492-6750 | <a href="mailto:scowie@cityofroseburg.org">scowie@cityofroseburg.org</a>         |
| <b>Finance Director</b> Ron Harker                 | 541-492-6710 | <a href="mailto:rharker@cityofroseburg.org">rharker@cityofroseburg.org</a>       |
| <b>Fire Chief</b> Gregg Timm<br>700 SE Douglas     | 541-492-6770 | <a href="mailto:gtimm@cityofroseburg.org">gtimm@cityofroseburg.org</a>           |
| Emergency  | 9-1-1        |  |
| <b>Human Resources Director</b> John VanWinkle     | 541-492-6866 | <a href="mailto:jvanwinkle@cityofroseburg.org">jvanwinkle@cityofroseburg.org</a> |
| Jobline  | 541-492-7010 | <a href="mailto:dddavidson@cityofroseburg.org">dddavidson@cityofroseburg.org</a> |
| <b>Parks &amp; Recreation</b>                      | 541-492-6730 |  |
| Program Mgr Kris Ammerman                          | 541-492-6730 | <a href="mailto:kammerman@cityofroseburg.org">kammerman@cityofroseburg.org</a>   |
| Park Facility Reservations                         | 541-492-6730 | <a href="mailto:crogers@cityofroseburg.org">crogers@cityofroseburg.org</a>       |
| Stewart Park Golf Course                           | 541-672-4592 |  |
| Tennis Court Facility                              | 541-673-3429 |  |
| <b>Police Chief</b> Jim Burge<br>700 SE Douglas    | 541-492-6760 | <a href="mailto:jburge@cityofroseburg.org">jburge@cityofroseburg.org</a>         |
| Emergency  | 9-1-1        |  |
| Police Officer (Non-Emergency)                     | 541-440-4471 |  |
| <b>Public Works</b>                                |              |  |
| Director Nikki Messenger                           | 541-492-6730 | <a href="mailto:nmessenger@cityofroseburg.org">nmessenger@cityofroseburg.org</a> |
| Airport  | 541-492-6730 |  |
| Maintenance Concerns                               | 541-492-6898 | <a href="mailto:crogers@cityofroseburg.org">crogers@cityofroseburg.org</a>       |
| <b>After Hours Emergency</b>                       | 541-492-7030 |  |

## Calendar of City Meetings

*City Commissions conduct regular public meetings according to the following schedule:*

|   |  |           |                  |
|---|--|-----------|------------------|
| Airport   | 3 <sup>rd</sup> Thursday                 | 3:30 p.m. | Conference Room  |
| of February, April, June, August, October, December |  |           |                  |
| City Council  | 2 <sup>nd</sup> & 4 <sup>th</sup> Monday | 7:00 p.m. | Council Chambers |
| Economic Development                                | 2 <sup>nd</sup> Tuesday                  | 3:30 p.m. | Conference Room  |
| of January, April, July, October                    |  |           |                  |
| Historic Resource Review                            | 3 <sup>rd</sup> Wednesday                | 3:30 p.m. | Conference Room  |
| Parks & Recreation                                  | 1 <sup>st</sup> Wednesday                | 8:15 a.m. | Conference Room  |
| Planning  | 1 <sup>st</sup> Monday                   | 7:00 p.m. | Council Chambers |
| Public Works  | 2 <sup>nd</sup> Thursday                 | 3:30 p.m. | Conference Room  |

Depending upon the number of issues needing attention by the Commission, special meetings may be scheduled or regular meetings may be cancelled. Upon final preparation, meeting agenda information is forwarded to all news media and the News Review for inclusion in the public meeting calendar. Full agenda packets are available at City Hall and on the City of Roseburg website at [www.cityofroseburg.org](http://www.cityofroseburg.org). Prior to attending a meeting, you may wish to call City Hall to ensure the meeting is going to be held.

## CITIZENS GUIDE TO CITY COUNCIL MEETINGS

**Regular City Council meetings** are held the second and fourth Monday of each month at 7:00 p.m. in the City Hall Council Chambers at 900 SE Douglas Avenue. Agendas for upcoming Council meetings are available on our website and in the City Recorder's Office the Thursday prior to the meeting. Current agendas are also available at the meeting. In rare instances, the Council may deal with agenda items out of order.



Citizens attending Council meetings may speak on any item on the agenda, unless the item is the subject of an executive session or a public hearing where comments have been taken and the hearing has closed. Citizens may speak when recognized by the chair are required to give their name and address for the official record. A minimum of 12 copies should be provided if you are submitting handouts to the City Council.

Time is set aside for **Public Participation** toward the beginning of each meeting. At this time, anyone wishing to address the City Council concerning items of interest not included in the agenda may do so for six minutes. The person addressing the Council shall, when recognized, give his/her name and address for the record, including whether or not they are a resident of the City. All remarks shall be directed to the whole City Council. The Council reserves the right to delay any action, if required, until such time when they are fully informed on the matter.

City Council and Planning Commission are recorded on DVD, televised live over Charter Communications Channel 191 and may be viewed on our website. After approval, written minutes, not verbatim transcripts, are available on our website.

To view full agenda packets online in a pdf format, go to [www.cityofroseburg.org](http://www.cityofroseburg.org) and click on "City Council Agendas." Packets are available the Thursday afternoon prior to the Council meeting.



# Meet Your Mayor and City Council



Roseburg Mayor  
**Larry Rich**



Councilor Ward I  
Position 1  
**Alison Eggers**



Councilor Ward I  
Position 2  
**Linda Fisher-Fowler**

**Ward 1  
Voting  
Precinct 18**



Councilor Ward II  
Position 1  
**Tom Ryan**



Councilor Ward II  
Position 2  
**Andrea Zielinski**

**Ward 2  
Voting  
Precinct 7**



Councilor Ward III  
Position 1  
**John McDonald**



Councilor Ward III  
Position 2  
**Brian Prawitz**

**Ward 3  
Voting  
Precinct 9**



Councilor Ward IV  
Position 1  
**Steve Kaser**



Councilor Ward IV  
Position 2  
**Ashley Hicks**

**Ward 4  
Voting  
Precinct 22**

**CITY  
CONNECTION**

