Oregonians face tremendous challenges ahead as local communities are asked to deal with the money crisis created by huge budget shortfalls at the state level. Roseburg has been hit, as have other communities around our state. The City has been forced to eliminate 13 staff positions from a total staff of only 140 General Fund employees, and this has resulted in a tremendous loss of services. From the Police Department we lost the RAYS program, a youth accountability program that had been highly successful in preventing young people from re-offending. We were also forced to eliminate School Resource Officers at local schools. With two fewer firefighters, we’ve been unable to keep all three fire stations open around the clock as we had in the past. With staff reductions in Parks, Public Works and Planning, services in those departments have been reduced, and in some cases, eliminated. Despite these significant personnel cuts, I remain impressed with the amount of work that has been accomplished. While morale is obviously low, we will pull through these tough economic times thanks to a City Staff that remains committed to providing the best possible service to our citizens.

When I gave the State of the City address last year I stated that it takes involvement from all of our citizens if we are to improve our quality of life. Today, in light of the state financial troubles, we need your participation more than ever. Your ideas, your energy and your commitment will be keys to strengthening our City in 2003.

This past year the Fire Department, under Chief Jack Cooley, had to reduce manpower by two positions. Additionally, the Department reduced many programs and projects. Plans to replace the main station and remodel the two substations were put on hold. Instead, personnel at the Harbor Fire Station painted the interior themselves while firefighters at the Garden Valley station made a noticeable difference with their landscaping efforts. In some areas, however, it was impossible for volunteers to step in. For example, because of the failure of a vintage heating system in the main station, employees were without heat for over two months in the fall while replacement parts were located and installed. Alternative revenue sources and creative operational ideas allowed the department to meet the increase in emergency calls which were up 5% in 2002. A new weed abatement program saved 280 staff hours. By partnering with Mercy Medical Center and Harbor Avenue Medical Clinic, biological waste generated from EMS calls is now being disposed of without cost to the City. West Ambulance is now furnishing oxygen used on EMS calls. Roseburg and Winston firefighters worked out an arrangement with the State Fire Marshal’s Office to increase the number of HazMat team members and train them to the HazMat Technician level. Not only did this keep the team in Douglas County and available to the City, but it also provided valuable technical training and equipment that would otherwise have been lost due to reductions in training funds. Staff reorganization, which eliminated Division Chiefs and replaced them with Battalion Chiefs as shift commanders, provided more accountability, smoother transitions between shifts, bigger and more consistent training and increased communications.

Jim Dowd and his Parks and Golf Department Staff were also faced with reduced staff and a smaller maintenance budget. Despite a 6% reduction in funding, the number of people using the parks increased nearly 21% over last year. The Department was forced to reduce maintenance in some of the smaller, lesser-used parks in order to preserve acceptable maintenance in more popular recreational areas such as Stewart, Gaddis, Riverside and Sunshine Parks. This year, 373 permits were issued for park reservations which accommodated over 46,000 visitors. The department also provided fields and facilities for organized sporting events whose 4,750 players were double the number involved in 1996. Prefabricated restrooms, manufactured locally, were placed in Micelli Park and the Stewart Park Wildlife Areas. The Stewart and Fisher Trusts funded the purchase and construction of the restrooms. The Fisher Trust also funded the Micelli Park Clearing Project in which approximately five acres of blackberries were removed between Micelli Park and Templin Beach Boot Ramp. This provided park users with easier access to both areas and reduced the possibility of brush fires and illegal camping. Through funding from an Oregon State Parks Land and Water Conservation grant, a children’s play structure was installed in Sunshine Park. Also, wetlands were improved by fine grading of certain areas with the addition of specific plants which helped capture and retain surface water. The Golf Department, on the other hand, faced the problem of too much water. As part of the plan to reduce surface water on the golf course, drain lines were installed in fairways two and three. Funding for the project was provided through golfing fees.

Roseburg Police, under the command of Chief Chris Brown, responded to approximately 18,900 calls in 2002, a reduction from recent years. Analysis of national crime statistics indicates that Roseburg enjoys a more secure quality of life than most other Oregon communities. Roseburg Reserves and Senior Volunteers contributed 5,000 hours to help the department grapple with diminishing resources. A cooperative effort with the Ford Foundation resulted in the addition of

Larry Rich
Mayor

2. State of the City Address cont.
3. Volunteers
4. Citizen Committee Action
5. Citizen Committee Action
6. City Staff
7. Ordinances & Resolutions
8. City Meeting Calendar
life-saving equipment in our patrol cars. The Department continues to explore methods of utilizing technology to compensate for staff reductions. While moderate successes with technology have occurred, the department has been forced to shelve many projects and innovative approaches until economic conditions stabilize.

Although staffing reductions also hit the Community Development Department, which had to deal with the elimination of one Community Planner position, as well as the Compliance Officer, Dan Huff and his staff were able to maintain a consistently high level of service and professionalism. Many hours of staff time were spent on the coordination and creative processes necessary to bring Dell Computers to the community. Other major construction projects involved Roseburg High School, Mercy Medical Center, a new medical/professional office and the Deer Creek Bike Path. Staff also spent hours on various long and short-range projects which included facilitating committees working on the Diamond Lake Revitalization and the South Umpqua Waterfront development between Deer Creek and the Oak Street Bridge. The Department continues to coordinate with ODOT to identify and plan for a future access plan and policies throughout the Diamond Lake Corridor. And finally, the City completed a housing rehabilitation program in the Mill-Pine area through a contract with Umpqua Community Development Corporation.

Director Chris Bergquist and the Public Works Department were involved in several highly visible projects this past year. With funding from the Urban Renewal District, the Stewart Parkway/Interstate 5 crossing bridge was completed, providing four travel lanes as well as bike lanes and sidewalks along the entire length. Urban Renewal Funds combined with other funding sources also were used for the Vine/Alameda/Oakland Improvement project. Previously standard streets were widened and sidewalks on both sides were added. New high capacity storm drainage lines were installed to alleviate existing problems and provide adequate flow for future development. A third project funded through the Urban Renewal District funding was Phase I of Garden Valley Reconstruction between Cedar and Fairmount Streets. Besides reconstructing the railroad crossing and complete reconstruction of the street itself, new sidewalks were installed to replace standard and dangerous sections, and ramps were installed to meet the Americans With Disabilities Act. Similar objectives were achieved through the Roberts/Rice/Waste Street Improvement project which included a new waterline to tie into lines installed last year, as well as into the current Kane Street project. Other storm drainage projects included in the 2002 construction schedule affected Keasey, Ellen and Hicks Streets. In preparation for the construction of a new water reservoir near the south end of Roseburg, the installation of new transmission and distribution mains on Kane, Hawthorne and some smaller streets is underway. Finally, 34 streets were slurry sealed in an effort to protect and prolong the life of those streets.

City Recorder Sheila Cox worked closely with the City Attorney’s office on development and implementation of new telecommunication regulations. She also worked with the Airport Commission to develop a policy for the long-term leasing of corporate hanger space at the Roseburg Regional Airport. Significant time was spent assisting Finance and Public Works with property acquisition for improvement projects, potential development within the Urban Renewal District and future expansion of the Airport.

Personnel Director Barbara Gershon had the difficult task of notifying employees who were affected by layoffs and conducting exit interviews to assure a smooth transition. The department also was involved in advertisement and screening for more volunteers to the Police Reserve Program. As usual, a number of employment-related claims were handled with a minimum of expense. Additionally, Barbara was kept busy coordinating an area-wide health insurance/cost study group with fellow local employers, teaching a segment for the Police Department’s Citizens’ Police Academy and handling mandatory safety training for employees. She also found time to work on classes for supervisory training and customer service and arranged for defibrillator training for interested employee volunteers.

The Finance Department, under Director Lance Colley, assisted with handling an additional $3 million in Urban Renewal bonds for various projects. In July, the City purchased approximately 15 acres adjacent to the Roseburg Regional Airport for future airport expansion. The Federal Aviation Administration awarded the City two grants totaling over $4.1 million towards the purchase of the Town and Country Mobile Home Park and the relocation of tenants. Department also completed two grant-related projects with Commercial Development and third party administrators. An Oregon Comm Development block grant and Mercy Medical Center provided funds for construction of a new community health education facility. The Department continued to work closely with Public Works and the Downtown Development Board to implement the Downtown Master Plan. The initial project consists improvements to five blocks in the south end of town, and property owners now considering a larger project encompassing the balance of the downtown area.

The biggest challenge that Roseburg faces in 2003 will be to deal with the city’s budget crisis. Oregonians will solve the financial problems we are now facing, I may take a few years. In the meantime, we will be looking for solutions that best for our City; solutions that will have the least negative impact attempting to provide our citizens with the services they deserve.

During any budget crisis, it’s easy to point fingers and make derogatory remarks about public employees, but the true test of character is to ask yourself: ‘Are you willing to become involved? We have a Budget Committee made up of 16 volunteers who are currently finding a solution. These volunteers, along with the City staff, will be disclosing the budget in the coming months, and we welcome your participation.

Other volunteers worked on three subcommittees – Bike Trails, Waterfront Diamond Lake Revitalization. These committees looked at ways to improve aesthetics of our community and understood that the only possible funding these projects would have to come through grants or private resources. Members presented their plans to the City Council late last year, and we are now working toward strategies to accomplish as many of the suggested projects.

The Bicycle Trail Committee recommended improvements that will allow increased use of trails and provide safer access. Highest priority was given the Charlie Gardner Park to Garden Valley Boulevard along Newton Creek trail-mouth of Deer Creek to the Douglas County Library and the Vet Administration trail from Interstate 5 to the Duck Pond south of Fred M and the BLM office. Suggested improvements include placing appropriate signage along all sections of the trail system, producing a trail map and brochadopting a formal trail-maintenance standards program and adding trailside areas to allow better accessibility and parking.

The Waterfront Committee’s main goal was to establish a public use between the Washington and Oak Street Bridges on the east bank of the S Umpqua River. Plans involved working with the Cow Creek Tribe to convert a land in a joint use project, examining the possibility of a town square, gazebo amphitheater or formal garden and constructing a deck or seawall along river.

The Diamond Lake Revitalization Committee examined redevelopment as character change for Diamond Lake Boulevard. Several short-term goals were set which included soliciting ideas from property owners for landscaping other aesthetic improvements to this entry area into our City. One of the new long-term goals for the revitalization of the area centers around complete master plan within the next year that would look at sources of funding for various projects.

I would like to end by once again thanking City employees, our Council members and our citizen volunteers for your hard work and commitment Roseburg. But I would like to challenge all of our citizens to be more involved in order to accomplish the goals already set, to look for further opportunities for improvement and to creatively seek solutions to our budget crisis.

Mayor Larry Rich
VOLUNTEER IMPROVEMENTS

Roseburg Parks Department volunteers continue to donate their time to help make our community a better place. Along with the ongoing volunteer improvements, this past year saw the completion of two major volunteer projects in our parks.

On August 22nd, the newly created Butterfly Garden in Stewart Park was dedicated. The Butterfly Garden is designed to attract butterflies, hummingbirds and other beneficial wildlife with a vast assortment of plants that provide food and shelter. The garden was a joint effort between the City of Roseburg and the Umpqua Valley Audubon Society, with close to 50 volunteers helping it become a reality. In addition to the Umpqua Valley Audubon Society volunteers, other volunteers included students from Jo Lane and Fremont Middle Schools with their teachers Cory Wellington and Jeff Jackson, participants in the Roseburg Area Youth Services program and members of the Douglas County Health Department Gardening Group with their coordinator Jon Jackson. Volunteer Everett Peterson built the beautiful and well-constructed sign. Citizens and visitors have been enjoying the beauty of the new area.

Another volunteer project that has enhanced the beauty of our town is the newly landscaped perennial bed in the breezeway area between the downtown parking structure and Jackson Street. Jill McGinnis, an ADAPT employee, spearheaded the effort to redesign and plant the area, and recruited her fellow employees to assist. Christy Guido from the ADAPT Deer Creek Adolescent Treatment Center brought residents to plant the area. In the fall they returned to plant hundreds of bulbs which will brighten the area this spring.

In addition to the volunteers from the previous two projects, the Roseburg Parks Department is very appreciative of many other organizations and individuals who continue to support our parks system with their voluntary efforts. This includes: Wolf Creek Job Corp, Zonta Club, Roseburg Lions Club, Umpqua Valley Republican Women, Horizon Motors, Fullerton IV Elementary, i.e., Engineering, Roseburg Area Chamber of Commerce Greeters, Church of Jesus Christ of Latter Day Saints, Roseburg VA Healthcare System, Tree Magic, Umpqua Valley Disc Golf Association, Leila Heisern, Tom Nelson, Terry Swagerty, Meredith Jones, Stacy Wurm, Barbara Mad-Pherson, Philece Humphrey, Judy Thompson and Butch Aller.

Our sincere thanks to our volunteers for their commitment to our community!

roseburg.roenet.net/.

If you haven't done so already, please check out the City of Roseburg website at roseburg.roenet.net/. To better serve our citizens we are continually working to improve the site to ensure updated information is available. The following are available and downloadable from the page:

- Burn Permits
- Business Registration Information and Application
- City Council and City Commission Agendas and Minutes
- Employment Opportunities and Application
- Home Occupation Information and Application
- Parks and Recreation Department Applications for: Concessionaire Permits, Field Lighting Permits, Loudspeaker Permit, Pavillion Reservations, Special Event Permits, Stewart Park Bandshell Reservations

The complete Roseburg Municipal Code is also available through a link to Book Publishing. Information Systems Administrator Peter Felten continues to add more features to the site. Within the next few months the Community Development Department portion will be completed. This will include development and building information and permits.
Three Citizen Committees, appointed by the City Manager, began meeting in June of 2002 to consider opportunities for improvements regarding the South Umpqua Waterfront, Diamond Lake and Bikeways. Each of these Committees met on a monthly basis and considered current conditions, potential and future visions for each area of responsibility. The Mayor, City Council and City Staff offer great appreciation to the citizens who volunteered months of their time to assist with these studies.

The Goals and Action items recommended by each Committee and presented to the City Council are as follows:

**RECREATION TRAIL COMMITTEE**

The Recreation Trail Committee recommended trail system improvements that will allow for an increase in use and provide safer access through our community. The trails are identified by classification: Class I trails (off road trails such as those in Stewart Park), and Class III trails (roads bikeways). The Committee identified the highest priority trails for improvements and listed the remaining for improvements in no particular order.

**CLASS I**

**Highest Priority:**
- Charlie Gardner Park to Garden Valley Blvd along Newton Creek
- Deer Creek to Douglas County Library along Newton Creek
- VA trail from I-5 to Duck Pond south of Fred Meyer and the BLM office

**Priority:**
- Connections to schools
- Deer Creek to Riverside Park along South Umpqua River
- Douglas County Library to Sunshine Park
- Garden Valley Blvd to the Duck Pond along Seventh Day Adventist Church
- Charlie Gardner Park to Garden Valley Blvd via I-5 right-of-way
- Riverside Park to Micelli Park along the South Umpqua River

**CLASS II**

**Highest Priority:**
- Stephens St from Garden Valley Blvd to Winchester St.
- Harvard Avenue
- Garden Valley Blvd from Stephens St to the BLM office

**Priority:**
- Douglas County Library to Sunshine Park along
- Douglas Ave or Diamond Lake Blvd
- Highway 99 north to Umpqua Community College
- Riverside Park to Micelli Park along First St
- Deer Creek to Riverside Park along Pine St
- Highland St from Chestnut to Gaddis Park
- Highway 99 south to the Green District
- Connections to schools

The committee recommended to City Council that the following be implemented:

1. Place appropriate signage along all sections of the trail system
2. Formally identify and name sections of the bike path for easy reference
3. Produce a trail map and brochure to be made available to the public
4. City acquire access rights or purchase property, as it becomes available, along Deer Creek from the South Umpqua River to Douglas Street
5. Allow flexibility, where possible or appropriate, for changes and or improvements to existing trails
6. Adopt a formal trail-maintenance standards program
7. Provide a mechanism for funding of maintenance of bikeways and trails
8. Develop a method in which the public can communicate problem areas of the trail to the City
9. Implement a trail maintenance program staffed by volunteers
10. Locate trailheads at the library, duck pond, Fir Grove Park, Charlie Gardner Park, Templin Beach, and Sunshine Park
11. Encourage staff to seek trail funds by applying to agencies granting funds for bike trails and bikeways
12. Update the Bikeway Master Plan
13. A Recreation trail committee be formed under the auspices of the Park Commission, that would meet on a regular basis.
DIAMOND LAKE REVITALIZATION COMMITTEE 2002
GOALS AND ACTION PLAN

The Diamond Lake Revitalization Committee began examining a course of action regarding redevelopment and character change for Diamond Lake Boulevard in May of 2002. The Committee realized that many ideas for revitalization could be considered short term or cosmetic and an emphasis on long term corridor planning became the focus. Following a tour of the area and several meetings the Committee settled on the following Goals and Action Plan:

SHORT TERM GOALS - Short term goals can also be considered "action items" or tasks that have a probability of completion within six to 12 months.

- Promote structure and property clean up - Begin discussions with property owners and facilitate opportunities for structure painting, repair and general cleanup. Spring 2003
- Install directional signs - Identify locations for informational and directional signs identifying various opportunities in Roseburg. Spring 2003
- Contact Property Owners - Use the current Access Management Plan, (AMP), process to contact property owners and discover what their thoughts, needs and plans are for their property and the corridor (Newsletter). November/December 2002
- Increase Landscaping and trees - Locate currently available areas for tree and landscaping opportunities now. Installation of plant material in March of 2003.

LONG TERM GOALS

I. Complete a Corridor/Master Plan
- Pursue Funding (EDC, USDA, ODOT, Federal Programs)
- Develop Scope including Land Use, Transportation, Development Standards
- Coordinate with TSP, AMP and property Owners
- Utility relocation (power lines)
- Identify available property
- Request for proposals Spring/Summer 2003
- Projected Plan completion 12/03

II. Develop Partnerships with other jurisdictions/organizations
- Douglas County
- Oregon Department of Transportation
- U.S. Forest Service

WATERFRONT COMMITTEE 2002
GOALS AND ACTION PLAN

I. Develop a public use area between the Washington and Oak Street Bridges on the east bank of the South Umpqua River
- Work with the Cow Creek Tribe to combine land in a joint use project
- Examine the possibility of a Town Square, Gazebo, Amphitheater or Formal Garden
- Examine construction of a deck or seawall on the S. Umpqua River

II. Develop/Redevelop the S. Umpqua River and Pine Street Frontage between the Chamber offices and Deer Creek
- Recommend extending the bike path along the S. Umpqua River bank as property and funding becomes available
- Examine Land Uses along Pine Street for possible redevelopment and/or renewal

- Recommend conducting a market analysis for optimal use of the area
- Connect the area to Downtown (Downtown Master Plan) through pedestrian corridor improvements
  a. Recommend improving Douglas Avenue Railroad Crossing
  b. Improve pedestrian access at Douglas/Stephens Intersection
  c. Promote Sidewalk/Bikeway improvements along Douglas Avenue
  d. Provide street trees

III. Develop a program to finance waterfront property acquisition program

IV. Consider opportunities to enhance/develop Elk Island
Annual Testing of Backflow Prevention Devices

The City of Roseburg is responsible for administering the state-mandated cross-connection program. Backflow prevention devices are required at locations where there is a cross-connection (actual or potential) between the public water system and a source of contamination. The most common types of actual or potential cross-connections in a public water system occur on the private side of the meter and include: landscape-irrigation systems, fire sprinkler systems, boiler systems, pop beverage dispensers, medical and dental facilities, hospitals, mortuaries, sanitary sewer facilities and industrial uses.

Presently, there are 905 backflow prevention devices installed within the Roseburg water service area. Annual testing of backflow prevention devices insures that the devices are functioning properly. Therefore, annual testing is important for protection of the public’s health and safety.

Backflow prevention devices are required to be tested annually by a state certified tester. Devices found to be malfunctioning must be repaired. The City’s past practice was to send notices to customers each year, reminding them of the annual testing requirement. The customer was responsible for testing the device. Customer compliance last year was approximately 85%. The City’s goal is to achieve 100% compliance.

For further information contact the Roseburg Public Works Department at 672-7701.
ORDINANCES & RESOLUTIONS

The following are the Ordinances and Resolutions passed by the Roseburg City Council during the last six months of calendar year 2002.

"ORDINANCE": A written directive or act of a governing body. Ordinances have the full effect of law within the local government’s boundaries, provided that they do not conflict with a state statute or constitutional provision. An ordinance has two readings at Council 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. 3118: "An Ordinance Declaring the Annexation by Consent of the Property Owners of Land Known as the Aviation Drive Properties Abutting the Present City Limits of the City of Roseburg, Oregon; Withdrawing Property From Douglas County Fire District No. 2, and Directing the Filing of a Transcript With the Secretary of State," adopted August 26, 2002.


"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 service charges are always 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).


Complete copies of, or more information regarding City Ordinances and Resolutions may be obtained through the City Recorder’s Office on the third floor of City Hall, 900 SE Douglas Avenue, Roseburg; by calling 541/672-7701, extension 222 or requested via email sent to scox@ci.roseburg.or.us
CITY MEETING CALENDAR

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

<table>
<thead>
<tr>
<th>Airport Commission</th>
<th>City Council</th>
<th>Downtown Development</th>
<th>Economic Development</th>
<th>Golf Course Commission</th>
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<tr>
<td>4th Tuesday</td>
<td>2nd &amp; 4th Monday</td>
<td>3rd Wednesday</td>
<td>2nd Tuesday</td>
<td>3rd Monday</td>
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<td>noon</td>
<td>7:00 p.m.</td>
<td>8:00 a.m.</td>
<td>noon</td>
<td>noon</td>
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<tr>
<td>Conference Room</td>
<td>Council Chambers</td>
<td>Conference Room</td>
<td>Conference Room</td>
<td>Stewart Park Course</td>
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Historic Resources Review 1st & 3rd Thursday noon Conference Room
Parcs & Recreation 1st & 3rd Thursday 8:30 a.m. Conference Room
Planning Commission 1st & 3rd Monday 7:00 p.m. Council Chambers
Public Works Commission 2nd Thursday noon Conference Room
Environmental Services 2nd Thursday 3:30 p.m. Conference Room

Depending upon the number of issues needing attention by the Commissions, special meetings may be scheduled or regular meetings may be cancelled. Upon final preparation, summaries of meeting agendas are forwarded to the News-Review for inclusion in the public meeting calendar available at City Hall and the City of Roseburg website at roseburg.rosenet.net. Prior to attending a meeting, you may wish to call City Hall to ensure the meeting is going to be held.

Weed Abatement Information

Every year between June 15th and September 30th the City of Roseburg Fire Department is involved with the weed abatement program. This program was established to reduce the threat of fire from vacant lots, and properties where tall weeds and grass grow.

Currently each weed abatement complaint is addressed on a case by case basis, depending on factors. These determining factors include the number and location of adjacent exposure hazards, the size of the property involved, and the fuel load present.

Persons who want to file a weed complaint should first notify their neighbor and advise them of potential fire hazards. In the case of an undeveloped lot, this sometimes involves the citizen calling Douglas County Tax Assessor’s Office for owner contact. If you do not receive voluntary compliance within ten days, call the Roseburg Fire Department and we will evaluate the property to determine whether a fire hazard exists.

If the property is determined to be a fire hazard, the Roseburg Fire Department will begin the weed abatement process. This process involves contacting the owner to either abate the property or eliminate potential for fire.

Individuals wanting to initiate a weed complaint should contact the Roseburg Fire Department at 673-4459.

CITIZEN’S 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. Agenda items are available on our website and in the City Recorder’s Office the Friday prior to the meeting. Current agenda items are also available at the meeting.

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

Toward the beginning of each meeting, time is set aside for Audience Participation. At this time anyone wishing to address the Council concerning items of interest included in the agenda may do so. The person addressing the Council shall, when recognized, give his/her name and address for the record. All remarks shall be directed to the whole City Council. The Council reserves the right to delay any action, if it requires such time when they are fully informed of the matter.

Written minutes, not verbatim transcripts, and audiotapes are taken for all public mee