



**City of Sutherlin  
Workshop Council Meeting  
Monday, October 28, 2019  
Civic Auditorium – 7:00 p.m.  
AGENDA**

**Mayor Todd McKnight**  
Council President Boggs  
Councilors Stone, Sumner, Tomlinson, Vincent and Wattles

- 1. CALL TO ORDER / FLAG SALUTE**
- 2. ROLL CALL**
- 3. INTRODUCTION OF MEDIA**
- 4. AGENDA CONFIRMATION**
  - a. November 12, 2019 Agenda
- 5. a. COUNCIL PRIORITY PROGRESS REPORT**  
**b. COUNCIL COMMENTS**
- 6. COUNCIL BUSINESS**
  - a. Parks Advisory Committee Appointment
  - b. Ordinance – Second Hand Dealers (first reading, title only)
- 7. WORKSHOP**
  - a. Fire Department Backfill Relief Position (SP)
  - b. 10-year Non-Compliant ADA Replacement Ramp Plan (SP)
- 8. STRATEGIC PLAN UPDATE** (Report in Council Packet)
  - a. Community Center and Library Building Painting Projects
  - b. Police Recruitment and Retention
  - c. System Development Charge Update
- 9. REPORTS**
  - a. Urban Renewal Progress Update
- 10. ADJOURN**

*Members of the audience who wish to address the Council will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Council.*

*If you have a disability that requires special materials, service, or assistance, please call 541.459.2856 at least 48 hours prior to the meeting to arrange for accommodations*



# **Call to Order & Flag Salute**





# ROLL CALL





# Introduction Of Media





# **AGENDA CONFIRMATION**





**City of Sutherlin  
Regular & Workshop Council Meeting  
Monday, November 12, 2019  
Civic Auditorium – 7:00 p.m.  
AGENDA**

**Mayor Todd McKnight**  
Council President Boggs  
Councilors Stone, Tomlinson, Vincent, Sumner and Wattles

**1. CALL TO ORDER / FLAG SALUTE**

**2. ROLL CALL**

**3. INTRODUCTION OF MEDIA**

**4. PUBLIC COMMENT**

[The purpose of citizen comment is to allow citizens to present information regarding agenda items only. A time limit of three minutes per citizen shall apply.]

**5. PRESENTATIONS**

**6. CONSENT AGENDA**

- a. October 14, 2019 Minutes – Regular Meeting
- b. October 28, 2019 Minutes – Workshop

**7. COUNCIL BUSINESS**

- a. Ordinance 1072 – Second Hand Dealers (second reading & adoption)
- b. Contract Award – Ford's Pond Community Park & Trail Improvement – Design & Construction Management
- c. Resolution 2019.20 – Supplemental Budget Adjustment
- d. Resolution 2019.21 – DEQ Loan Agreement

**8. REPORTS**

- a. Beecroft to Quail Run Sidewalk Project

**9. STRATEGIC PLAN UPDATE** (Reports in Council Packet)

- a. Speed Zone Requests
  - Ft McKay to West of Intersection of Ft McKay and Church Rd
  - Intersection of Church Rd and Hwy 138 to Ft McKay
- b. Nonpareil WTP Disinfection System Improvement
- c. Police K9 Program

**10. CITY COUNCIL COMMENT**

**11. PUBLIC COMMENT**

[The purpose of citizen comment is to allow citizens to present information regarding items off the agenda. A time limit of three minutes per citizen shall apply.]

**12. ADJOURN**

*Members of the audience who wish to address the Council will be invited to do so. Speakers must use the microphone stating their name and address prior to addressing the Council.*

*If you have a disability that requires special materials, service, or assistance, please call 541.459.2856 at least 48 hours prior to the meeting to arrange for accommodations*



# **COUNCIL PRIORITY PROGRESS REPORTS**

**\*\*\***

# **COUNCIL COMMENTS**





# **COUNCIL BUSINESS**







126 E. Central Avenue  
 Sutherlin, OR 97479  
 541-459-2856  
 Fax: 541-459-9363  
[www.cityofsutherlin.com](http://www.cityofsutherlin.com)

## City of Sutherlin

STAFF REPORT					
<b>Re: Parks Advisory Committee Appointment</b>				Meeting Date:	10/28/19
<b>Purpose:</b>	Action Item <input checked="" type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: City Recorder, Diane Harris</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> Application					

### WHAT IS BEING ASKED OF COUNCIL?

There are two vacancies on the Parks Advisory Committee, with terms ending December 31, 2020. The Mayor is being asked, on behalf of the Council to consider the attached application for appointment.

### EXPLANATION

The City has received an application from Silvia Monas for the Parks Advisory Committee. Silva has served on the committee in the past and is currently serving on the Dog Park Board, as well as, the Library and Library Foundation Board and Transient Room Tax Committee.

### OPTIONS

N/A

### SUGGESTED MOTION(S)

Mayor to appoint Silvia Monas to the Parks Advisory Committee, term ending December 31, 2020.

Mayor to not appoint Silvia Monas to the Parks Advisory Committee, term ending December 31, 2020.



# City of Sutherlin

Application for Citizen Advisory Committee/Commission/Board Appointment

Name Silvia Monas Date 10/12/2019

Address [REDACTED] Phone 541-580-1868

Email smonas@live.com Bus. Phone \_\_\_\_\_

Length of Residency in Sutherlin 26 Registered Voter? Yes

Candidate for position on Parks Advisory Board

Relevant background and experience \_\_\_\_\_

Previously served on Parks committee. Currently serve on Dog Park board, Library & Foundation board, TRT.

What are your major interests or concerns in the City's programs? \_\_\_\_\_

Want to help make Sutherlin a better place to live.

Why would you like to be appointed to this position? \_\_\_\_\_

Parks are important to me and to the community and would like to help with planning and making plans reality.

**RETURN FORM TO: City Recorder, 126 E. Central Avenue, Sutherlin, OR 97479**

*For Office Use Only:*

Date received: 10/14/2019 Date considered: \_\_\_\_\_

Action by Council \_\_\_\_\_ Term Expires: \_\_\_\_\_

Recorder signature \_\_\_\_\_



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 Sutherlin, OR 97479  
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## City of Sutherlin

STAFF REPORT					
<b>Re: Revision of Sutherlin City Ordinance Chapter 5.24</b>				Meeting Date:	10/28/2019
<b>Purpose:</b>	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <b>X</b>	Update <input type="checkbox"/>
<b>Submitted By: Troy A. Mills, Chief of Police</b>				City Manager Review	<input type="checkbox"/>
<b>Attachments:</b>	Notice of Enactment and Revision of Chapter 5.24 Second Hand Dealers Ordinance (formally "Used Merchandise Dealer")				

### WHAT IS BEING ASKED OF COUNCIL?

Consider approving the first reading, by title only of the new revision to Chapter 5.24 – Secondhand Property Dealers.

### EXPLANATION

In response to City Council's request at the October 14, 2019 meeting, staff has been requested to provide the City Council with an ordinance amending Chapter 5.24 Second Hand Dealers Ordinance (formally "Used Merchandise Dealer").

The Sutherlin Police Department and the City Attorney have been working on updating an ordinance which relates to the sales of secondhand property. Chapter 5.24 – Used Merchandise Dealers will be replaced and re-titled "Secondhand Property Dealers".

The new ordinance titled "Secondhand Property Dealers" consolidates and updates the current (Used Merchandise Dealers) ordinance. It also requires secondhand dealers, within the city limits of Sutherlin, to subscribe to an electronic secondhand property reporting system. The Sutherlin Police Department, as well as Police Departments across the country, are using a national reporting system. The system is entirely free for secondhand businesses and includes free onsite training to its employees.

The purpose of the ordinance update is to regulate certain business activities that present an extraordinary risk of being used by criminals to dispose of stolen property. Despite the best efforts of legitimate secondhand dealer businesses, this risk is present because these businesses process large volumes of goods and materials that can be the subject of theft. This chapter is intended to reduce this type of criminal activity by providing timely police awareness of such property transactions and by regulating the conduct of persons engaged in this business activity. These regulations are necessary and the need for the regulations outweighs the regulatory effect that may result from their adoption.

<b>OPTIONS</b>
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Approve the first reading, by title only of the Ordinance as presented, with corrections, or not at all.

<b>SUGGESTED MOTION(S)</b>
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1. To approve the first reading of the revised Ordinance regulating Secondhand Property Dealers in the City of Sutherlin as presented; or,
2. To approve the first reading of the revised Ordinance regulating Secondhand Property Dealers in the City of Sutherlin with amendments; or,
3. To not approve the first reading of the Ordinance.

If you have any questions contact Troy A. Mills at [t.mills@ci.sutherlin.or.us](mailto:t.mills@ci.sutherlin.or.us) or (541) 459-2211.



# NOTICE OF ORDINANCE ENACTMENT

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE REPEALING AND REPLACING SUTHERLIN  
MUNICIPAL CODE CHAPTER 5.24 – USED MERCHANDISE DEALERS  
WITH A NEW CHAPTER 5.24 REGULATING SECONDHAND  
PROPERTY DEALERS**

**THIS ORDINANCE WILL BE CONSIDERED BY COUNCIL AT THE COUNCIL  
WORKSHOP MEETING OF:**

**FIRST READING: MONDAY, OCTOBER 28, 2019 @ 7PM  
SECOND READING (if first reading approved): TUESDAY,  
NOVEMBER 12, 2019 @ 7PM  
CIVIC AUDITORIUM - 175 E. EVERETT AVENUE**

**Questions or copies of this Ordinance may be viewed by interested persons at the office of City Recorder, 126 E. Central Avenue, Sutherlin, Oregon, between the hours of 9:00 a.m. and 5:00 p.m., weekdays. A copy of this Ordinance may be purchased by interested persons for a sum determined to cover the City's expense for providing the copy.**

**Pursuant to Section 30 (b) (c) of the Sutherlin City Charter, this notice has been posted at the following locations: Sutherlin City Hall; Sutherlin Post Office; Sutherlin Visitor's Center and the City's website ([www.cityofsutherlin.com](http://www.cityofsutherlin.com)).**

Posted this day, October 21, 2019  
By Diane Harris  
City Recorder

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE REPEALING AND REPLACING SUTHERLIN MUNICIPAL CODE  
CHAPTER 5.24 – USED MERCHANDISE DEALERS WITH A NEW CHAPTER 5.24  
REGULATING SECONDHAND PROPERTY DEALERS**

**SECTION 1.** Chapter 5.24 of the Sutherlin Municipal Code is hereby repealed and replaced, entitled *Secondhand Property Dealers* as follows:

**CHAPTER 5.24 - SECONDHAND PROPERTY DEALERS**

**Sections:**

- 5.24.010 Definitions.
- 5.24.020 Purpose.
- 5.24.030 Permit Required.
- 5.24.040 Business Registration Required.
- 5.24.050 Location and Hours of Business.
- 5.24.060 Record Keeping Requirements.
- 5.24.070 Restriction on Certain Sales.
- 5.24.080 Prohibited Purchases.
- 5.24.090 Violation - Penalty.

**5.24.010 Definitions.** For the purpose of this Chapter, the following words and phrases are defined as follows:

**“Peace officer”** means a law enforcement official as defined in Oregon Revised Statutes 133.005.

**“Personal identification”** means an identification card or document issued by a recognized governmental agency which bears the full name, signature, photograph, date of birth, and physical description of the issued person.

**“Non-valuable metals”** are limited to metals not regulated by state law, such as dental gold, unrefined metal ore, gold or silver coins, or bullion in any form.

**“Secondhand property”** means merchandise which was previously owned by a private individual.

**“Secondhand property dealer”** means a person, or employee of any person, who operates, conducts, manages, or engages in any business which, as part or all of the business, purchases or sells secondhand property, and/or lends money on security of regulated property. Second hand dealer, Second hand property dealer, and used merchandise dealer shall be used interchangeably.

**“Secondhand store”** means a place of business which buys and/or sells secondhand property.

**5.24.020 Purpose.**

**A.** The intent of this Chapter is to regulate the buying and selling of secondhand property by businesses located within the City of Sutherlin. Nothing within this Chapter is intended to supplant the

State of Oregon's Pawnbrokers Act contained in Chapter 726 of the Oregon Revised Statutes (ORS), which relates to pawnbrokers licensed by the state to loan upon the security of secondhand property, nor the Precious Metals Act enacted within ORS Chapter 646A applying to gold of eight karats or higher, silver, platinum, and palladium.

**B.** Nothing in this Chapter applies to charitable, non-profit organizations or to persons or businesses dealing exclusively in automobiles, farm implements and machinery, used books or audiobooks, secondhand clothing, or commercial and industrial scrap metal recycling.

**5.24.030 Permit Required.**

A. No person shall engage in a second hand property business without obtaining a second hand dealer's permit from the city. Agents and employees who engage in the purchase of used merchandise must also obtain a permit from the city and are subject to all requirements of this chapter.

B. The Council shall set the annual fee for a second hand dealer's permit by resolution.

C. Application for a used merchandise dealer's permit must be submitted on a form prescribed by the city. An application must be submitted at least thirty (30) days prior to the date the permit is requested to be effective. (Ord. 947 § 1 (part), 2003)

**5.24.040 Business Registration Required.** No person may operate as a second hand property dealer within the City of Sutherlin without first completing and filing a Business Registration Application with the City pursuant to Section 5.02.020 of the Sutherlin Municipal Code.

**5.24.050 Location and Hours of Operation.** Secondhand property dealers must operate out of an established storefront located at the address enumerated upon their business registration, conduct all sales under that business name, and maintain business hours that fall between the time(s) of 5:00 AM and 9:00 PM.

**5.24.060 Record Keeping Requirements.**

**A.** Secondhand property dealers shall require, inspect and record the personal identification of all persons from whom they purchase secondhand property except for that purchased from and upon the premises of a privately held yard sale, estate sale, auction, or charitable event. Such records shall include the seller's full name, date of birth, address, type of personal identification used and signature. Such identification shall not be required if the customer's identity was previously recorded by the dealer from prior patronage or the customer is unequivocally known to the dealer as a personal friend or family member, provided such personal knowledge is documented in each individual transaction.

**B.** Secondhand property dealers shall inspect and document all items of secondhand property purchased and keep a record of each purchase with the following identifiers, at a minimum for each item:

1. The identity of the seller as required in the above Subsection A;
2. Date of purchase;
3. Property type;
4. Make and model;
5. Color;

6. Owner-applied number(s) or identifiers;
7. Serial number(s);
8. For jewelry: the weight, color, number of stones, setting and precious metal type;
9. For collectible coins and stamps: a description of the amount and type;
10. For non-valuable metals not covered by the Precious Metals Act: a description of the type, weight, and color of the metal(s);
11. For all items: the purchase price of the secondhand property transaction; and
12. The name of the representative of the secondhand property dealer who purchased the property.

Photographs may serve as a basic description of the property so long as identifying numbers are documented in addition to the basic description, and records may be kept electronically rather than in writing provided the record contains all the required information.

**C.** The records required in the above Subsections A and B shall be created and maintained in chronological order by the date of purchase, retained upon the business premises of the secondhand property dealer for a minimum of one (1) year from the date the property was purchased and be made available for inspection upon request by a peace officer during the operating hours of the secondhand property dealer.

**D.** In the event the City utilizes an electronic secondhand property reporting system, written notice shall be given to all secondhand property dealers. Within 90 days of the date of such notice, all secondhand property dealers must maintain their secondhand property records in a digital or electronic format compatible with the system utilized by the City. Such form of documentation must comply with all requirements set forth in this Subsection 5.24.060 and the secondhand property dealer must submit such records electronically to the system utilized by the City within 72 hours of each individual purchase of secondhand property in addition to maintaining purchase records as described in (C), above.

**E.** Items of secondhand property which are high in volume and low in value such as secondhand clothing, used paperback books, non-valuable metals, vinyl albums, and cassette tapes may be entered into the purchase record more generally so long as the identity of the seller and volume and/or number of items are documented.

#### **5.24.070 Restriction on Certain Sales.**

**A.** Secondhand property dealers are prohibited from selling any secondhand property item for a period of seven (7) days for property valued less than \$100.00 and a twenty day (20) period for property with a value of over \$100.00 after the purchase of such item. During such time, the secondhand property shall be maintained in the same form as purchased, kept on the business premises for potential inspection by peace officers and segregated from other merchandise for sale.

1. Exceptions to the waiting period of seven (7) days prior to selling the secondhand property may be made so long as the purchase record(s) as described in 5.24.060 includes photographs of the secondhand property and that property has a value less than \$100.00.
2. Other exceptions to this waiting period may be made under the following circumstances and items of secondhand property:



- a. Large items such as appliances, furniture, and bicycles need not be segregated during the holding period due to storage limitations which would not allow segregation to be possible.
- b. High-volume items of secondhand music such as compact discs, cassette tapes, and vinyl albums need not be subjected to a holding period so long as their purchase record contains details on the album name & artist.
- c. Secondhand property purchased from yard sales, estate sales, auctions or charitable events need not be subject to this holding period.

**B.** Secondhand property dealers shall refrain from selling any secondhand property item for a period of thirty (30) days upon specific request by a peace officer based upon reasonable suspicion that the item of secondhand property may have been stolen and/or illegally sold.

**5.24.080 Prohibited Purchases.** Secondhand property dealers may not purchase secondhand property under any of the following circumstances:

- 1. The seller is clearly under the influence of intoxicants or illicit drugs;
- 2. The purchaser has reason to believe the seller is not the legal owner of the secondhand property; or
- 3. The secondhand property contains any serial numbers or owner-applied identifiers which have been altered or obliterated.
- 4. Any gift cards, in-store credit cards, or activated phone cards.
- 5. Purchase from a person under the age of eighteen (18) years unaccompanied by a parent or guardian

**5.24.090 Penalties.** Any person who fails to comply with the requirements of this chapter commits a civil violation. Each day that a violation continues to exist constitutes a separate violation. Violation of this chapter is punishable by a fine not to exceed five hundred dollars (\$500.00). The remedies provided in this Section are not exclusive and shall not prevent the City from exercising any other remedy available under law, either simultaneously or otherwise, including but not limited to seeking penalties as provided in Title 1 of the Sutherlin Municipal Code.

**SECTION 2.** This ordinance shall take effect 30 days after it is approved by the Mayor.

**ADOPTED BY THE SUTHERLIN CITY COUNCIL ON THIS \_\_\_ DAY OF \_\_\_, 2019.**

**APPROVED BY THE MAYOR ON THIS \_\_\_ DAY OF \_\_\_, 2019.**

\_\_\_\_\_  
Todd McKnight, Mayor

**ATTEST:**

\_\_\_\_\_  
Diane Harris, City Recorder



# WORKSHOP





## City of Sutherlin

STAFF REPORT					
<b>Re: Discussion of Fire Department Anticipated Personnel Needs</b>				Meeting Date:	10/28/19
<b>Purpose:</b>	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input type="checkbox"/>	Discussion <input checked="" type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Fire Chief Lane &amp; Deputy Chief McKnight</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b>					

### WHAT IS BEING ASKED OF COUNCIL?

To consider the transitional history of Sutherlin Fire Operations; current Sutherlin Fire Operations and a specific transitional staffing need in the Fire Department going forward.

### EXPLANATION

#### TRANSITION HISTORY

In 2014, the City of Sutherlin decided to take the Fire Department back from DCFD#2 and began an immediate recruitment and training program for volunteer firefighters. With nearly 15 students, the City was able to stand up a “fire only” response model beginning on July 1, 2015.

From July 1, 2015-9/1/2018, the department responded to fires and EMS calls only upon request of the ambulance. Additionally, the station was not staffed 24 hours a day. During the week after 5PM and on weekends, volunteers were heavily relied upon for response from home.

During the years 2015 to 2018 the department responded to an average of 247 calls per year. The average response time from 2015 to 2018 was 9:00 minutes.

In 2018, with the advisory input of a Fire Services Working Group, the City Council authorized the implementation of a full-service Fire Operations model that consisted of four interdependent response elements, highlighted by continued use of active volunteers, UCC students and paid staff.

Subsequently, in September of 2018 the department began responding to all calls normally associated with a fire department including EMS first response.

#### CURRENT FIRE OPERATIONS

Currently the City of Sutherlin Fire Department is providing full emergency services to the residents of Sutherlin, which include Fire, Emergency Medical, and Public Assists.

The fire station is staffed 24 hour a day, 365 days a year. All of this has been accomplished with minimal impact to the budget. In the first year of operations the department responded to over 760

calls with average response time of 5:11 minutes. So far in this second year of operations, we have responded to over 1470 calls with an improved average response time of 4:26 minutes.

In summary, with the addition of 1.5 FTE and UCC scholarship students, volunteers and paid city employees; on September 1, 2018, the Sutherlin Fire Department became “full service”.

## **TRANSITIONAL STAFFING NEEDS**

We moved from “fire only” to a traditional “full service” response model knowing that over time, considering both our successes and prevailing challenges, we would need to make adjustments while sustaining our new and significantly improved standards. For example, in our staffing models, we anticipated the future need for on-site daily administrative and records management support created by the doubling of daily, weekly, monthly and yearly total calls and the dynamic this represents. In the meantime, we have provided this service with three full time employees who work a 56-hour workweek, six full time Umpqua Community College Fire science/Paramedic students, and 15 volunteers supplemented by 14 Public Works staff.

Therefore, considering the personnel-demand dynamic and complex response challenges currently growing within our community, we are recommending the creation of a new hybrid position that will provide the administrative and records support we anticipated would soon be needed, while also being fully qualified to respond to emergency situations at a level comparable to our Battalion Chief’s abilities.

As we have become efficient, tactically responsive and steadily available, our daily-paid professional staff have equally grown with us and become equally invested in our department, city and community; all the while now earning vacation and sick-time hours while at the same time, in need of continuing professional training. This element of fire operations is critical and ever-evolving.

For example, the total of all leave earned by the 3 B/C’s is 1200 hours (Vacation, Sick Leave, and Holiday). This does not include any time away for training, FMLA, Bereavement, etc. Granted they do not use all of this time annually, however, when they are gone this causes backfill issues that compromise our new service-level response standards.

We also explored several options for this position from contacting a temporary employment agency, investigating a paid-on-call program, to hiring a flexible hour employee.

In summary, this position is the next logical step as the department progresses. Furthermore, this will address the department needs in many ways for the foreseeable future.

Consequently, we are recommending hiring a relief person to work a flexible 80 hours every two-week schedule. This person would cover 24-hour shifts when one of the three Battalion Chief’s is off due to vacation, training or sick leave. If no one were off, this relief person would cover the students when they are away to class. During this time, they would be assigned to 8-hour day shift in providing the administrative and records system management so badly needed.

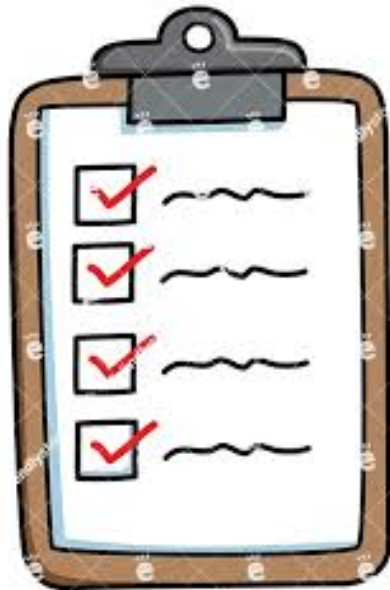


# **10 Year Non-Compliant ADA Replacement Ramp Plan**





# **STRATEGIC PLAN UPDATE**





## City of Sutherlin

STAFF REPORT					
<b>Re: Community Center &amp; Library Building Painting Projects</b>				Meeting Date:	10-28-19
<b>Purpose:</b>	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Report Only <input checked="" type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input type="checkbox"/>
<b>Submitted By: Public Works Director, Aaron Swan</b>				City Manager Review	<input checked="" type="checkbox"/>
<b>Attachments:</b> None					

### WHAT IS BEING ASKED OF COUNCIL?

N/A

### EXPLANATION

The Library Building and Community Center are in need of a coat of paint. Some of the caulking has shrunk so before painting can take place all of the joints must be re-caulked. Public works is in the process of getting bids for this job. The work will take place in the spring when the weather improves. The work will be completed in the current fiscal year.

### OPTIONS

N/A

### SUGGESTED MOTION(S)

N/A



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## City of Sutherlin

STAFF REPORT					
<b>Re: Recruitment and Retention Update</b>				Meeting Date:	10/28/2019
<b>Purpose:</b>	Action Item <input type="checkbox"/>	Workshop <input type="checkbox"/>	Presentation Only <input type="checkbox"/>	Discussion <input type="checkbox"/>	Update <input checked="" type="checkbox"/>
<b>Submitted By: Troy A. Mills, Chief of Police</b>				City Manager Review	<input type="checkbox"/>
<b>Attachments:</b> N/A					

### WHAT IS BEING ASKED OF COUNCIL?

### EXPLANATION

Recruitment and Retention was one of the 2019 Council Priorities of its Police Department. Most if not all of the police departments in Douglas County have struggled getting qualified applicants as well as keeping those applicants once hired. The Sutherlin Police Department is implementing new ideas and/or becoming involved in ideas that were previously not pursued. We have begun teaming up with community colleges to taking part in job fairs and career days throughout the year. Currently, the Sutherlin Police department is fully staffed which is the first time in quite a while. Our plan going forward, in the event of a vacancy due to attrition or addition, is to continue outreach with colleges and high schools. Continue to be part of the reserve program at UCC as well as taking part in community events and by using digital media as a strategy to educate potential candidate on our city and department. The city has made tremendous changes to the face of Sutherlin in regards to the beautification projects, paving projects, and business development which also helps attract qualified applicants.

### OPTIONS

N/A

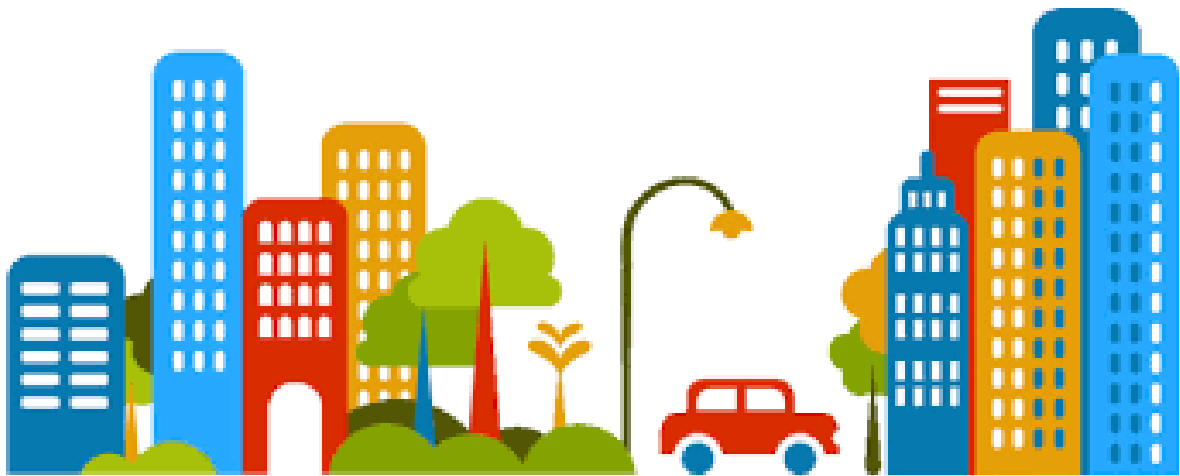
### SUGGESTED MOTION(S)

N/A





# SDC UPDATE





# REPORTS





# **URBAN RENEWAL PROGRESS UPDATE**





# ADJOURNMENT





# **FOR YOUR INFORMATION**



## STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	✓
<b>APR 2019</b>				
04/08/19	CDD/PW-Facilities/Parks	Continue Central Park improvements to include Christmas holidays lighting display	Funding - Report to Council	✓
04/22/19	CDD/PW-Transportation	Complete Valentine Avenue engineering and begin construction	Bid award - Council approval	✓
04/22/19	Admin	Complete and implement a new City Personnel Policy Handbook	Present update to Council	✓
04/22/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Council Workshop - Proposed fees	✓
<b>MAY 2019</b>				
05/13/19	CDD/PW-Water	Nonpareil WTP Disinfection System	Bid process and present to Council	✓
05/28/19	CDD/PW-Facilities/Parks	Additional benches at Splash Park inside play area and unfenced section - kid friendly	Report to Council	✓
05/28/19	CDD/PW-Facilities/Parks	Central Park - Additional water features	Present to Council for Approval if needed	✓
05/28/19	CDD/PW-Transportation	Create a Street Management Masterplan w/funding options	Establish a methodology and timeline, report to Council	✓
05/28/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Present findings to Council	✓
<b>JUN 2019</b>				
06/10/19	CDD/PW-Development	Contract with an engineering firm for plan review/subdivision fees	Present fee resolution for Council approval	✓
06/24/19	Admin	Complete union required class & comp survey prior to agreed 2019 COLA increase	Present update to Council (May 28th Executive Session)	✓
06/24/19	CDD/PW-Wastewater	Evaluate the current and potential use of Everett Avenue building	Report to Council (report provided at April 22nd Workshop Mtg)	✓
<b>JUL 2019</b>				
07/22/19	CDD/PW-Development	Comprehensive Plan Code Audit	Report to Council	✓
07/22/19	CDD/PW-Facilities/Parks	Central Park - Additional water features	Report to Council	✓
07/22/19	Finance	Create a long-term budget forecast	Report to Council	✓
07/22/19	CDD/PW-Wastewater	NPDES Permit renewal	Report to Council	✓
<b>AUG 2019</b>				
08/12/19	CDD/PW-Water	Nonpareil WTP modernization improvements	Present to Council (reported at July 22nd Workshop)	✓
08/26/19	CDD/PW-Water	Begin recertification process for Cooper Creek Storage and live-stream permits	Present to Council (reported at July 22nd Workshop)	✓
08/26/19	CDD/PW-Water	Consider new code language allowing for provision of water services outside city limits	Report to Council	✓
08/26/19	Fire	Enhance response capabilities for west side of town	Progress report to Council	✓
<b>SEP 2019</b>				
09/09/19	CDD/PW-Transportation	Complete Valentine Avenue engineering and begin construction	Report to Council	✓
9/23/2019 Mtg Cancelled	Finance & CDD - Development	Examine System Development Charge Rates and develop SDC matrix	Present to Council (moved to 10/14/19 mtg)	✓
9/23/2019 Mtg Cancelled	CDD/PW-Facilities/Parks	Continue Central Park improvements to include Christmas holidays lighting display	Present to Council (moved to 10/14/19 mtg)	✓
9/23/2019 Mtg Cancelled	Fire	ISO (Insurance Service Office) rating (Fire Dept update)	Report results to Council (moved to 10/14/19 mtg)	✓

Note: "Report to Council" can be a written Strategic Plan Update, Presentation or Workshop

Revised 10/15/2019

## STRATEGIC PLAN - ACCOUNTABILITY BENCHMARKS

MONTH	DEPT	GOAL	ACTION	
<b>OCT 2019</b>				
10/14/19	CDD-Development	Evaluate all new-development beneficiaries regarding System Development Charges and	Develop SDC matrix/present to Council	✓
10/28/19	CDD/PW-Facilities/Parks	Community Center building - caulk and paint exterior	Report to Council	✓
10/28/19	CDD/PW-Facilities/Parks	Library building - caulk and paint exterior	Report to Council	✓
10/28/19	CDD/PW-Facilities/Parks	Implement a 10-year non-compliant ADA replacement ramp plan	Report to Council	✓
10/28/19	Police	Recruitment and retention	Report to Council	✓
10/28/19	Fire	Create backfill relief position	Present to Council	✓
<b>NOV 2019</b>				
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Ft McKay to west of intersection of Ft McKay and Church Rd	Report to Council	
11/12/19	CDD/PW-Transportation	Speed Zone Analysis-Intersection of Church Rd and Hwy 138 to Ft McKay	Report to Council	
11/12/19	CDD/PW-Transportation	Complete sidewalks from Beecroft to Quail Run and Central Avenue	Bid process and present to Council	
11/12/19	CDD/PW-Water	Nonpareil WTP Disinfection System improvement	Report to Council	
11/12/19	Police	Integration of K9 program	Report to Council	
<b>DEC 2019</b>				
12/09/19	Finance	Earn a "clean audit"	Accept audited financials and present to Council	
12/09/19	CDD/PW-Transportation	Replace all old street signs so they match the new street sign design	Report to Council	
12/09/19	CDD/PW-Water	Consider new code language allowing for provision of water services outside city limits	Ordinance adoption	
10/09/19	CDD/PW-Wastewater	Complete construction of new WTP	Report to Council	
12/09/19	CDD-Planning	Complete Mixed-Use Zoning of the Airport Industrial Lands	Present to Council	
12/09/19	CDD-Planning	Consider feasibility of commercial/multi-family Urban Renewal District	Present options to Council	
12/09/19	Fire	Grow volunteers & UCC Students	Report to Council	
<b>JAN 2020</b>				
01/13/20	CDD/PW-Water	Schoon Mt water storage tank upgrade	Bid process, bonding, funding agency and present to Council	
01/13/20	CDD/PW-Water	Sixth Ave and Oak St Pump Station upgrade	Bid process, funding agency approval and present to Council	
01/27/20	CDD/PW-Facilities/Parks	Install larger security signage and new, more reliable 24/7 cameras	Report to Council	
01/27/20	CDD/PW-Wastewater	Evaluate the current and potential use of Everett Ave building	Report to Council	
01/27/20	CDD/PW-Wastewater	Obtain certification NPDES permit from DEQ	Report to Council	
01/27/20	CDD/PW-Transportation	Develop a "plan-of-action" for upgrading Waite St from Central to Southside Rd	Report to Council	

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**Subject:** City of Sutherlin Council Agenda  
**Date:** Tuesday, October 22, 2019 2:56:00 PM  
**Attachments:** [image001.png](#)  
[CC AGENDA OCT 28.19 WS Meeting.pdf](#)

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Good afternoon. Please see the attached agenda for the Sutherlin City Council meeting on Monday, October 28, 2019.



*Melanie Masterfield*  
*Deputy City Recorder*

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